



# **Admin Manual**

**-For Version 3.0-**

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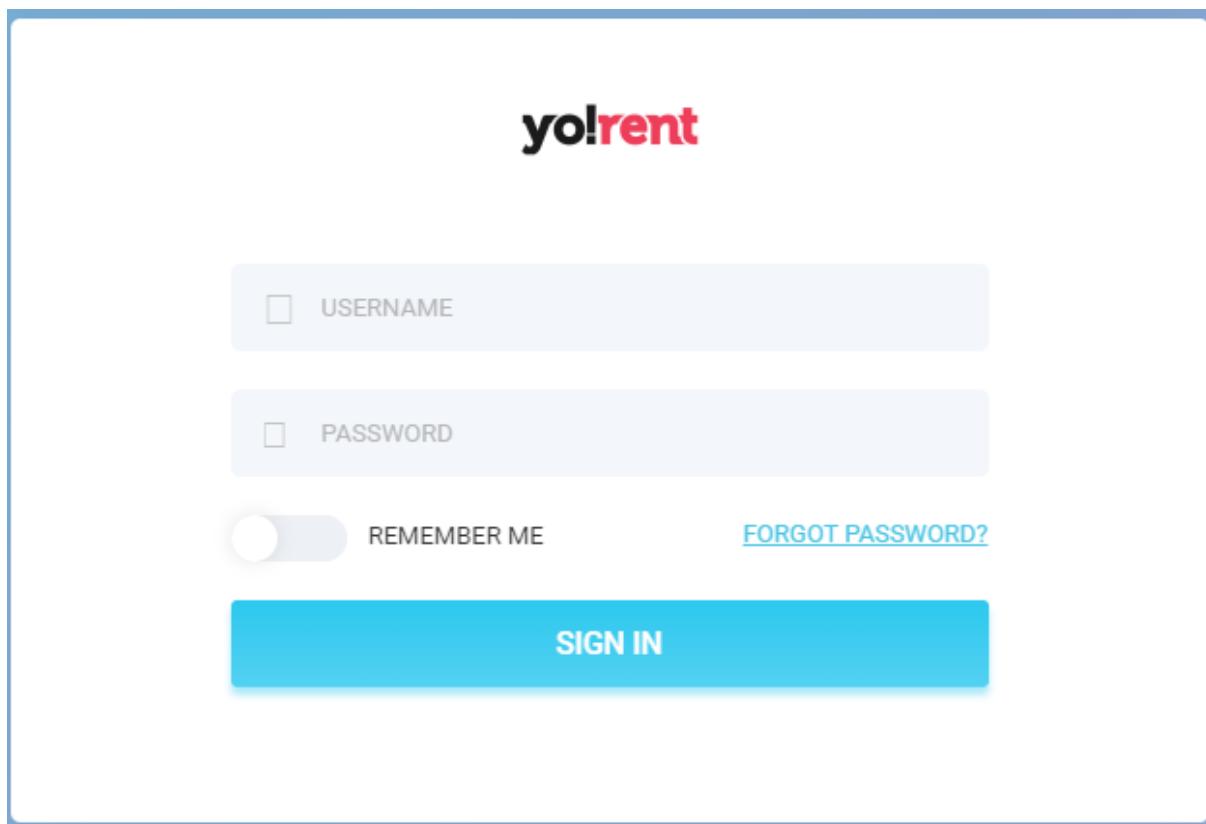
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## 1. Admin Login

The admin can log into the system by filling up correct login credentials on the Sign In form provided on the admin portal.



The image shows a screenshot of the Yo!rent admin sign-in interface. At the top center is the Yo!rent logo. Below it are two input fields: 'USERNAME' and 'PASSWORD', each preceded by a small input icon. To the right of the 'PASSWORD' field is a 'REMEMBER ME' toggle switch, which is currently off (gray). To the right of the switch is a blue 'SIGN IN' button. Above the 'SIGN IN' button is a blue link labeled 'FORGOT PASSWORD?'. The entire form is set against a white background with a thin blue border.

Fig. 1.1: Admin Sign In Form

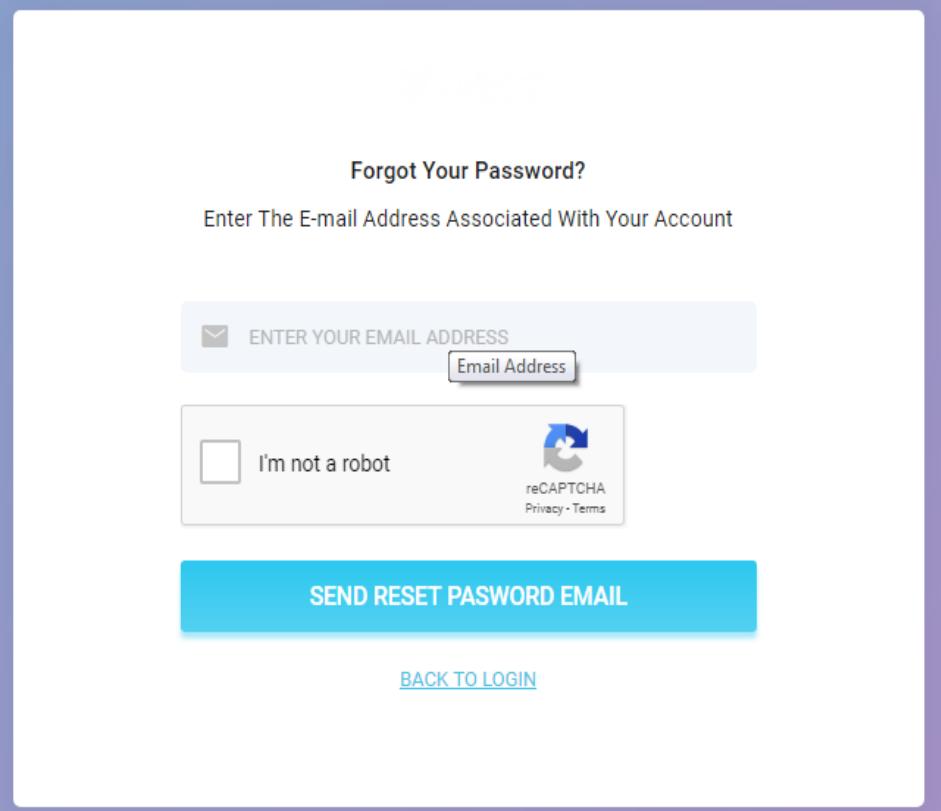
The default login credentials for admin are:

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

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

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

A ‘Forgot Password’ button is also provided on this form using which the admin can reset their password. Clicking on this button will redirect admin to the ‘Forgot Your Password’ form as shown below.



Forgot Your Password?

Enter The E-mail Address Associated With Your Account

ENTER YOUR EMAIL ADDRESS

I'm not a robot  reCAPTCHA  
Privacy · Terms

[BACK TO LOGIN](#)

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

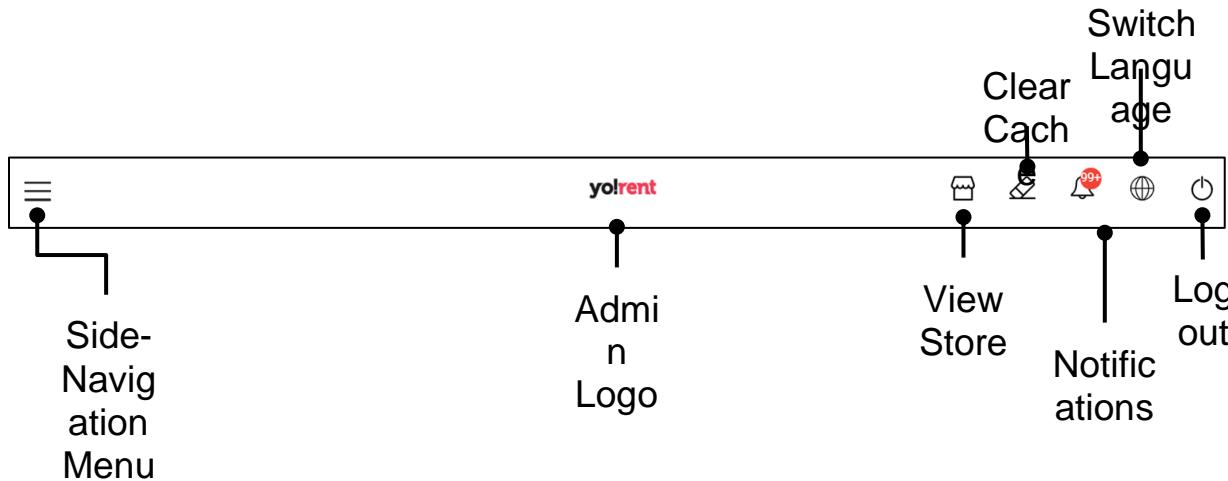
## 2. Top-Header and Dashboard

Once the admin has logged in they will be redirected to the Dashboard. The dashboard includes several sections

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

## I. Top-Header

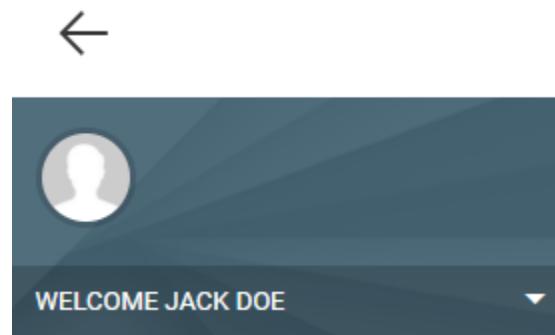
The top-header section of the admin dashboard provides certain quick action buttons.



Each of the button and its functionalities are explained below -

- **Side-Navigation Menu:** A vertical menu bar will appear when the admin clicks on this button. It contains several modules each of which will be elaborated later in this manual.

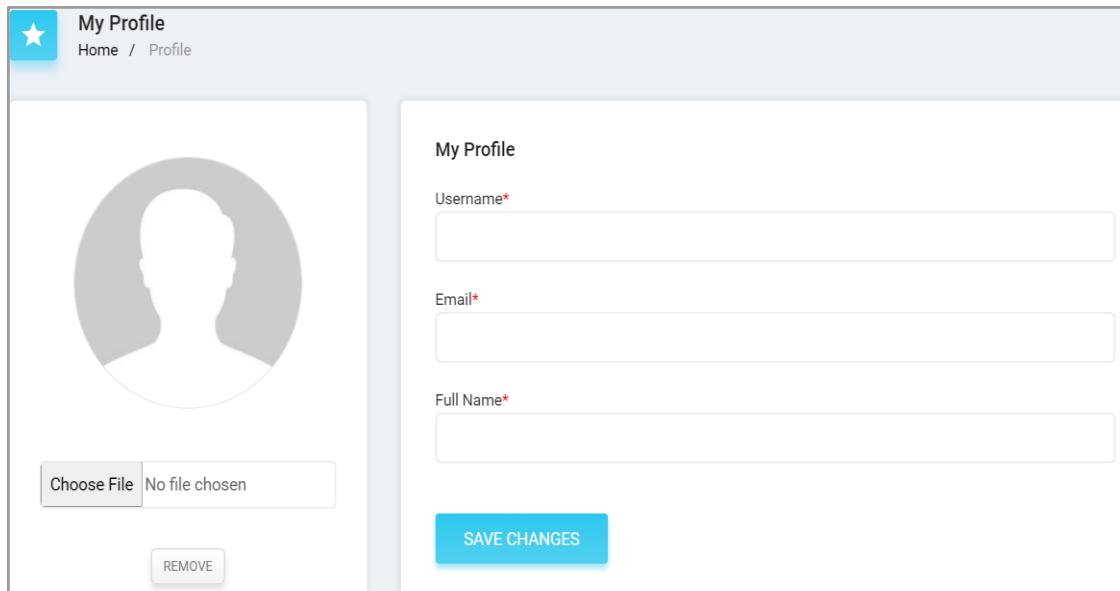
At the top, the text '**Welcome (Admin Full Name)**' is displayed. The name can be edited from the profile settings as explained below.



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There is an expand icon  provided just besides the name of admin. Clicking on this icon will show three options: **View Profile, Change Password, and Logout.**

→ **View Profile:** Clicking on this button will redirect the seller to the '**View Profile**' page. This page displays **general details** of admin like their username, email address, full name and profile picture. The admin can also **edit** these details.



My Profile

Home / Profile

My Profile

Username\*

Email\*

Full Name\*

Choose File No file chosen

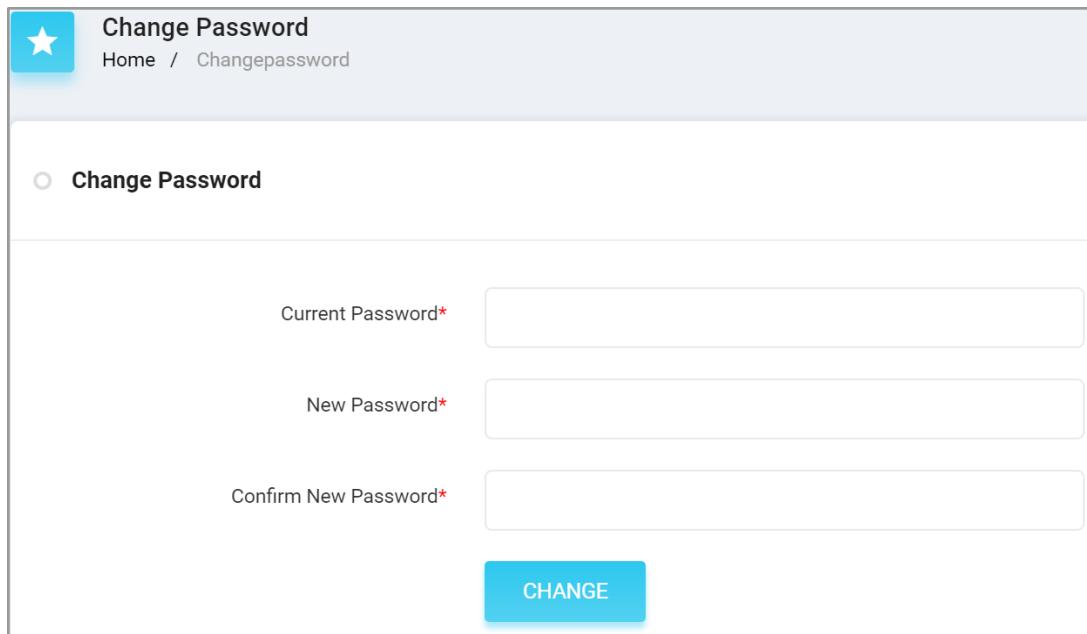
REMOVE

SAVE CHANGES

After making necessary changes, the admin must click on the '**Save Changes**' button.

→ **Change Password:** Clicking on this will redirect the admin to '**Change Password**' page.

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



The screenshot shows a 'Change Password' form. At the top left is a blue star icon. The title 'Change Password' is in bold. Below it is a breadcrumb 'Home / Changepassword'. The main section is titled 'Change Password'. It contains three input fields with red asterisks: 'Current Password\*', 'New Password\*', and 'Confirm New Password\*'. At the bottom is a blue 'CHANGE' button.

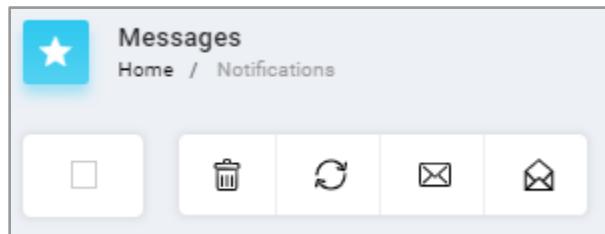
Please fill the necessary input fields and click on the '**Change**' button to complete this process.

- **Logout:** Clicking on this will log admin out of the admin portal.
- **Admin Logo:** Clicking on this icon will update the sitemap of the complete website. It also refreshes the dashboard or redirects you back to the dashboard if you are currently visiting any other page/module. Admin is suggested to update the sitemap when new CMS pages are added or URLs of existing CMS pages are updated. The image can be updated from **System Settings > General Settings > Media tab > Select Admin Logo**.
- **View Store** : Clicking on this icon will navigate the admin to the front-end of the website.
- **Clear Cache** : The server cache can be cleared by clicking on this short-cut button. When any slide images, banner images or other images displayed on CMS/landing pages are added or updated, clearing server cache is recommended to the admin.
- **Notifications** : Clicking on this icon will open a notifications bar just beside this icon. A list of all the notifications will be shown in this bar. Below the bar, there is a '**View All**' link provided clicking on which will navigate the admin to

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‘**Messages**’ page. This page shows the complete list of notifications. Each notification has a check-box provided to its left. To select any one or multiple notifications, the admin must select the check-boxes. Following action buttons are provided:

- **Delete** : Delete the selected notifications.
- **Refresh** : Refresh this page.
- **Mark Unread** : Mark the selected notifications are unread.
- **Mark Read** : Mark the selected notifications as read.



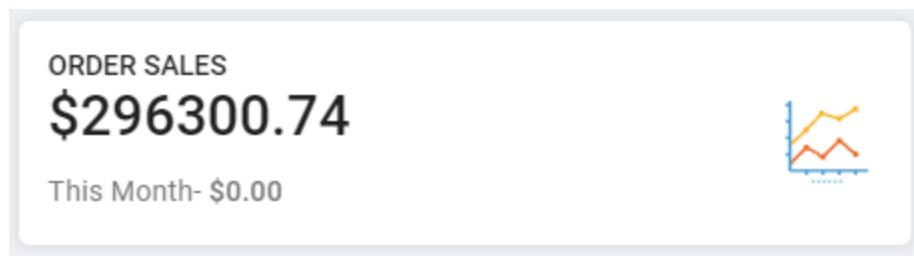
Clicking on ‘**Home**’ from the breadcrumb will redirect the admin back to the dashboard.

- **Language** : Clicking on this icon will show the language changing options for admin. The admin can switch to a different language using this button. The languages displayed here are the configured primary and secondary languages during the time of installation.
- **Logout** : Clicking on this icon will log the admin out of the admin portal.

## II. Order Sales

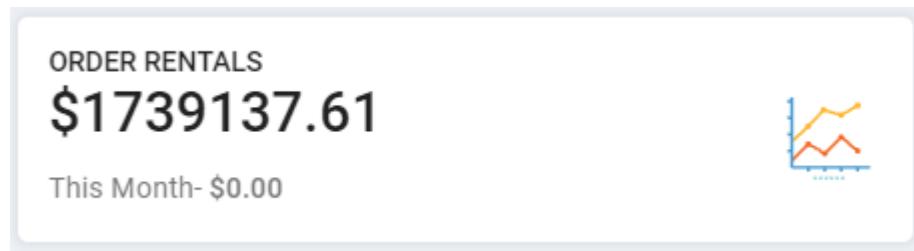
Total earnings of the website **from sales orders** since day one are displayed under this section. It also displays the amount earned in the current month. This number only includes the amount earned from orders that have been marked as completed by the admin. The admin will be redirected to the ‘**Sales Orders List**’ page when clicking on this section.

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### III. Order Rentals

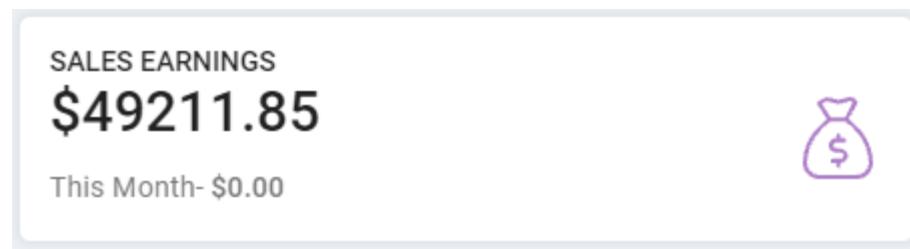
Total earnings of the website **from rental orders** since day one are displayed under this section. It also displays the amount earned in the current month. This number only includes the amount earned from rental orders that have been marked as completed by the admin. The admin will be redirected to the '**Rental Orders List**' page when clicking on this section.



### IV. Sales Earnings

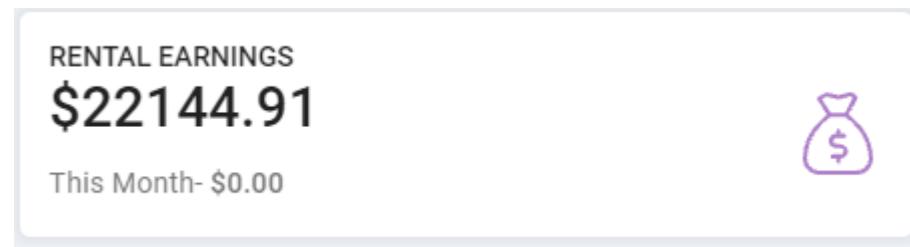
The total commission earned by the admin **from sales orders** since day one is displayed under this section. It also displays the commission earned in the current month. This number only includes the amount earned from sales products. The admin will be redirected to the '**Sales Report**' page when clicking on this section.

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



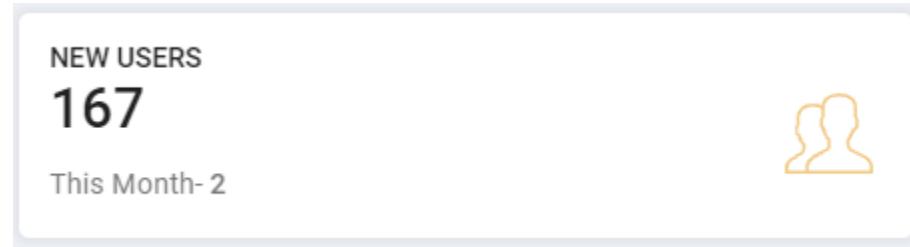
## V. Rental Earnings

The total commission earned by the admin **from rental orders** since day one is displayed under this section. It also displays the commission earned in the current month. This number only includes the amount earned from rental products. The admin will be redirected to the '**Rentals Report**' page when clicking on this section.



## VI. New Users

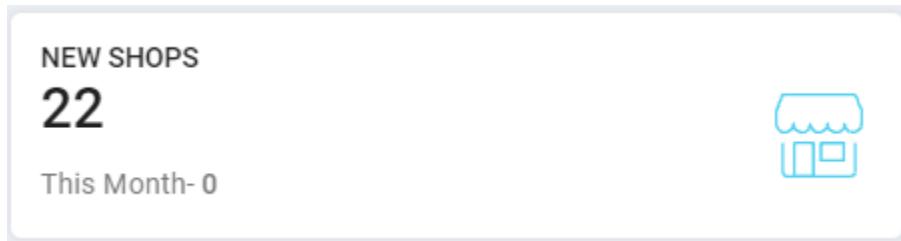
The number of users registered on the website, be it an advertiser, a buyer or a seller, till date are displayed in this section. It also displays the users registered in the current month. Clicking on this section will redirect the admin to '**Users List**' page.



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## VII. New Shops

The count of shops created by sellers on the website are displayed in this section. It also displays the shops created in the current month. Clicking on this section will redirect the admin to '**Shops List**' page.

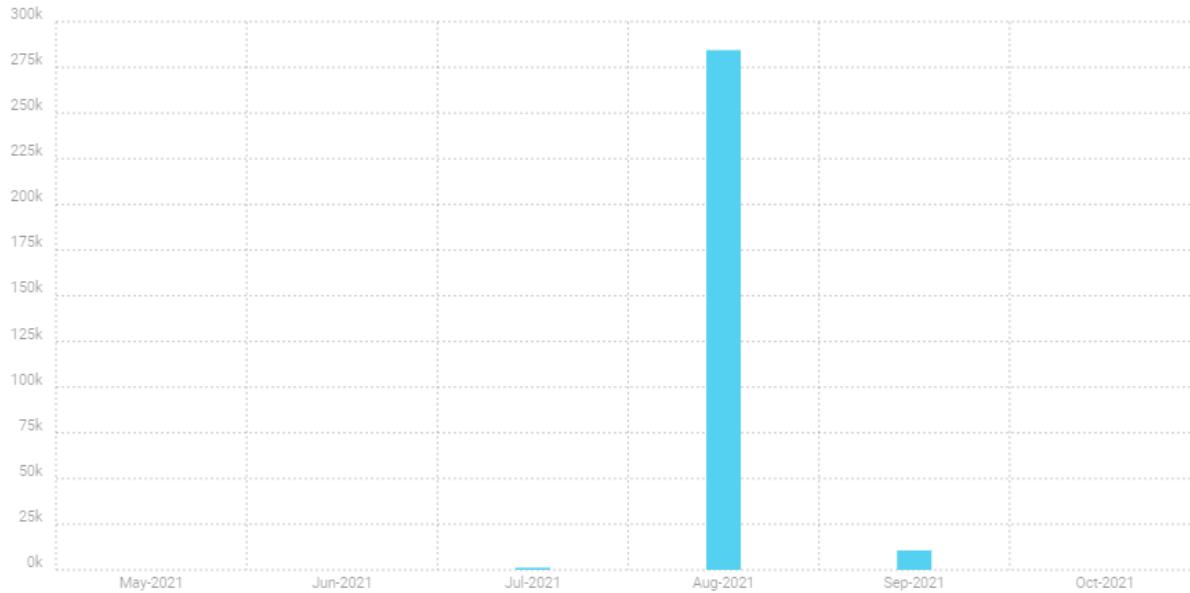
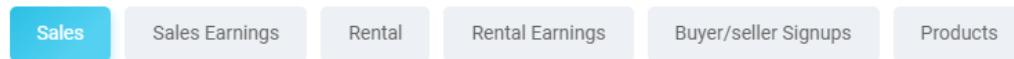


## VIII. Statistics

A graphical representation of the sales orders & commissions earnings, rental orders and commissions earnings, buyer/seller signups and products sold over the past six months is displayed in this section. The admin can see the incline or decline in the order earnings and commissions earned over the time period through these graphs.

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

### ○ Statistics



Please switch among the tabs to view the graphs.

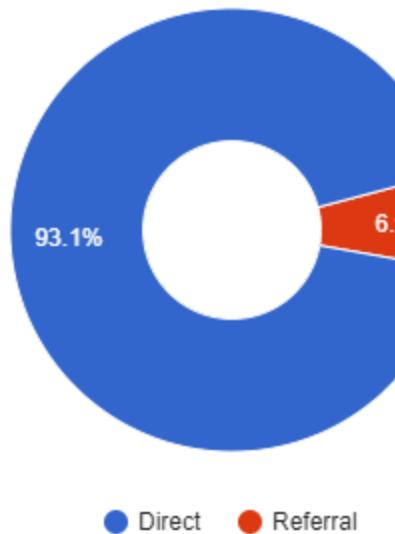
## IX. Traffic

The overall traffic generated from various sources is displayed in the form of a pie-chart. A three-dots-icon  is provided on the top-right corner of this section clicking on which the admin can change the time-period to view the amount of traffic generated from various sources. The pie-chart can show outcomes on a daily, week, month or yearly basis.

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

Traffic

⋮



It basically shows the source from which the users are visiting the website.

**NB:** This section will only be displayed if the admin has correctly configured '**Google Analytics**' from **System Settings > General Settings > Third-Party API** tab and the site tracker code from **System Settings > General Settings > SEO** tab.

## X. Visitors Statistics

A graphical representation of the total number of visitors on admin's website on a daily, weekly, monthly and trimester basis is presented in this section.

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

## ○ Visitors Statistics



<b>0</b> TODAY	<b>0</b> WEEKLY	<b>0</b> LAST MONTH	<b>5</b> LAST 3 MONTHS
-------------------	--------------------	------------------------	---------------------------

In other words, it shows the number of users visiting the website over a certain time period.

**NB:** This section will only be displayed if the admin has correctly configured '**Google Analytics**' from **System Settings > General Settings > Third-Party API** tab and the site tracker code from **System Settings > General Settings > SEO** tab.

## XI. Conversion Statistics

This section displays a graphical representation of the total number of conversions on admin's website.

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

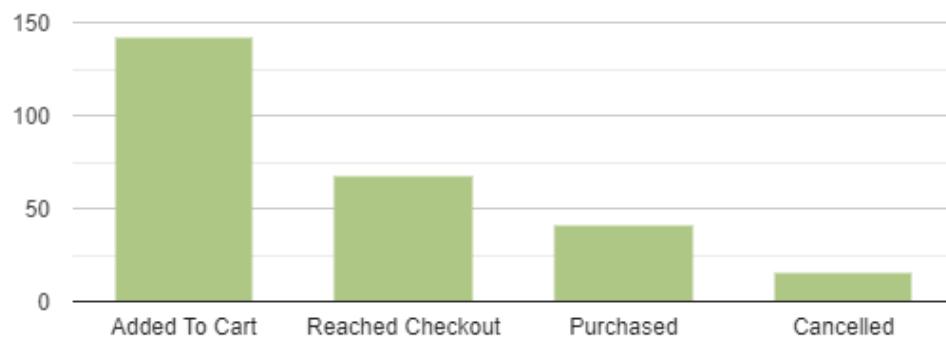
### ○ Conversions Statistics

ADDED TO CART  
**79.33%**

REACHED CHECKOUT  
**37.43%**

PURCHASED  
**22.91%**

CANCELLED  
**8.38%**

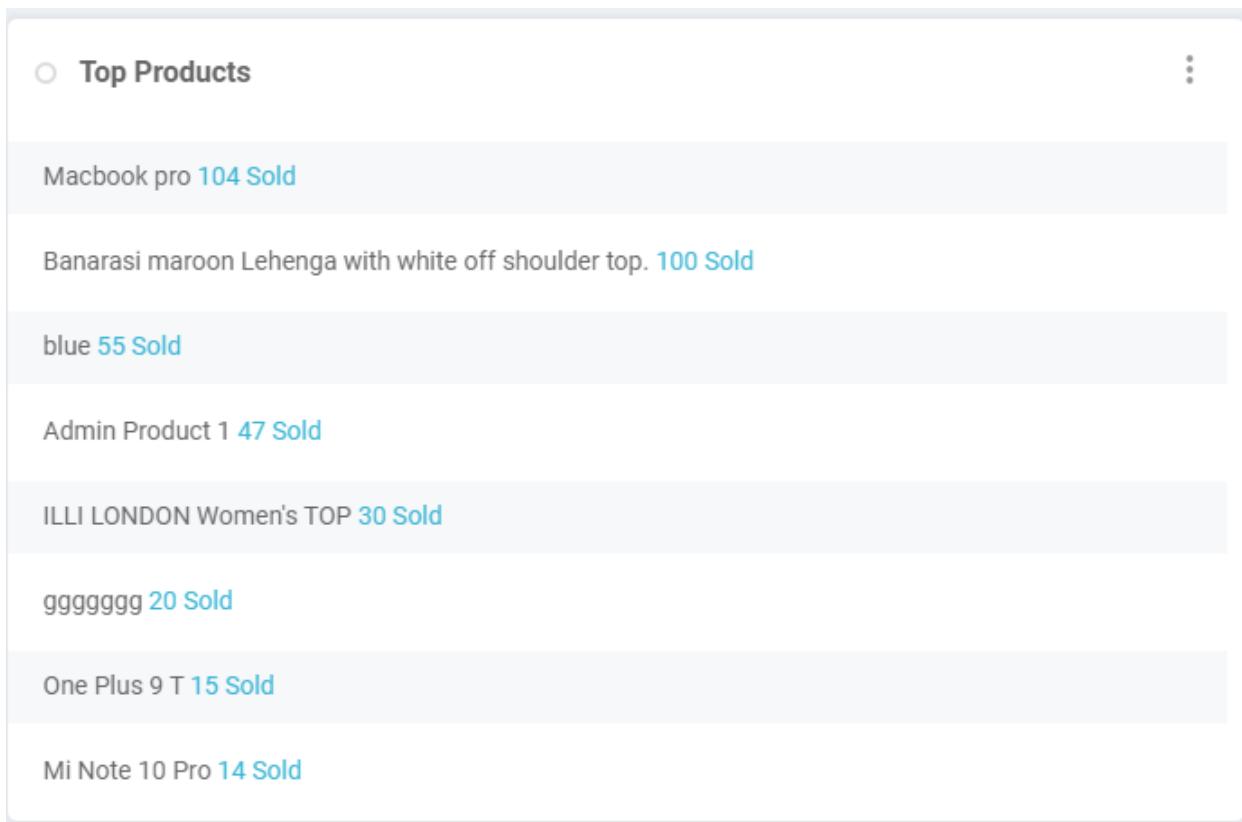


The graph displays the numbers of users (in percentage) who have added products to their carts, reached checkout, placed the order and cancelled the orders. This statistics helps the admin estimate the customer conversion rate.

## XII. Top Products

The list of products that have the highest earnings (rental and sales) are displayed under this section. Admin can click on the three-dot-icon provided on the top-right corner, to change the time-period for which the analysis is being shown. The time period can be switched among today, weekly, monthly or yearly basis.

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



The count displayed besides the product name shows the number of orders (both rental and sales) placed for that product.

### XIII. Top Search Items

The most commonly used keywords for searching products are displayed in this section. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period time-period for which the analysis is being shown. The time period can be switched among today, weekly, monthly or yearly basis.

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

Top Search Items

pho 72
%%% 36
my pro 19
lenovo ideapad 14
ret 10
dress 8
illi 32
red 21

The count displayed besides the search keywords shows the number of times that search was made.

#### XIV. Traffic via Social Media Platforms

This section displays the amount of traffic (in percentage) being generated from each social media platform linked with the website. The number of visitors visiting websites through the respective social sites are also displayed here.



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

## XV. Top Referrers

All the sources that generate traffic on the website are displayed under this section. The number of visitors (count) received from each source are also displayed right besides their names/links. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period for which the records are being displayed.



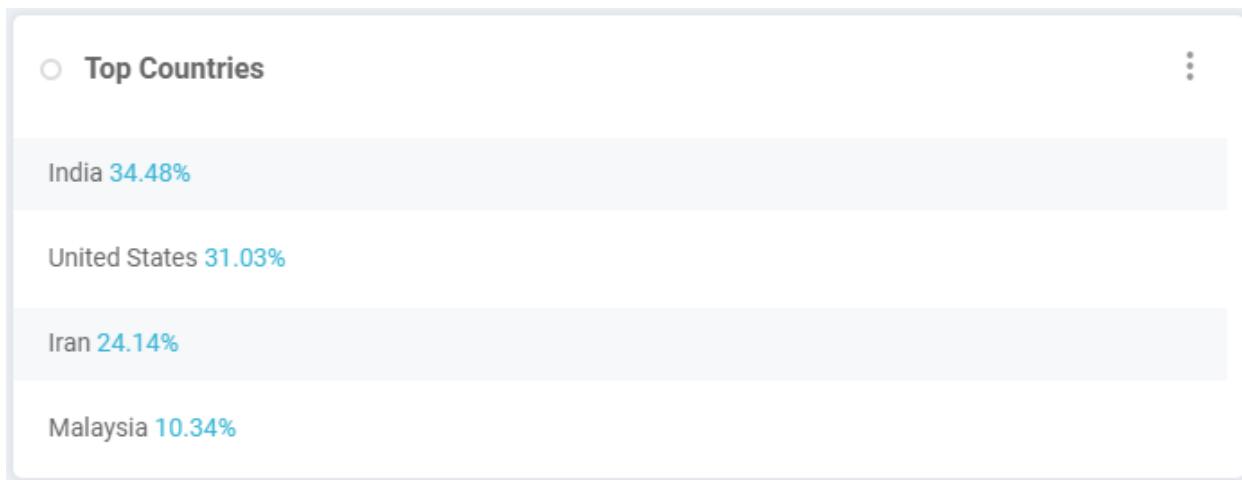
The screenshot shows a list titled 'Top Referrers'. The first item is '(direct) 27', the second is 'facebook.com 1', and the third is 'yokartv8.4livedemo.com:2083 1'. Each item is enclosed in a light gray box. A three-dot menu icon is located in the top right corner of the list area.

Referrer	Count
(direct)	27
facebook.com	1
yokartv8.4livedemo.com:2083	1

## XVI. Top Countries

The list displays the names of countries with the highest percentage of visitors on the website. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period of analysis among today, weekly, monthly or yearly basis.

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## XVII. Latest Orders

The list displays the latest five orders (either rental or sales) received on the website. The section displays information such as date on which order was received, order id, name of customer, amount paid and the current order status.

DATE	ORDER ID	CUSTOMER	ORDER TOTAL	STATUS
18/10/2021	01634543214	Dougals	\$3,910.00	Order Payment Status Paid
18/10/2021	01634539967	Tom Hanks	\$460.00	Order Payment Status Paid
18/10/2021	01634537420	Tom Hanks	\$760.00	Order Payment Status Paid
18/10/2021	01634537217	Tom Hanks	\$580.00	Order Payment Status Paid

## XVIII. Tabular Analysis

### a. Statistics

This table displays statistics of certain important factors for today, the past week, month and trimester. In the last column, it also displays the sum total of each factor.

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	TODAY	THIS WEEK	THIS MONTH	LAST 3 MONTHS	TOTAL
BUYER/SELLER REGISTERED	0	0	2	137	156
ADVERTISERS REGISTERED	0	0	1	29	38
PRODUCTS PUBLISHED	0	0	156	55	347
NUMBER OF SHOPS	0	0	0	14	22
ORDERS PLACED COUNT	0	0	3	380	429
ORDERS PLACED VALUE	\$0.00	\$0.00	\$6,353.50	\$102,345,754.30	\$104,440,761.49
AVERAGE ORDER VALUE	\$0.00	\$0.00	\$2,117.83	\$269,330.93	\$243,451.66
SALES	\$0.00	\$0.00	\$0.00	\$167,794.99	\$296,300.74
SALES EARNINGS	\$0.00	\$0.00	\$0.00	\$27,601.00	\$49,211.85
RENTAL	\$0.00	\$0.00	\$0.00	\$271,061.80	\$1,739,137.61
RENTAL EARNINGS	\$0.00	\$0.00	\$0.00	\$12,928.30	\$22,144.91
WITHDRAWAL REQUESTS	0	0	0	1	3
PPC EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBSCRIPTION EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
PRODUCT REVIEWS	0	0	2	2	20

Following factors are listed here -

- **Buyer/Seller registered,**
- **Advertisers registered,**
- **Products Published,**
- **Number of Shops,**
- **Orders Placed count,**
- **Orders Placed Value,**
- **Average Order Value,**
- **Sales,**
- **Sales Earnings,**
- **Rental,**
- **Rental Earnings,**
- **Withdrawal Requests,**
- **PPC earnings,**
- **Subscription Earnings, and**
- **Product Reviews.**

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

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

## b. Product Inventories

The ten most recently added products by sellers are displayed in this tab.

#	NAME	BRAND	SHOP	AVAILABLE	PRICE
1	Test New Product with options Test New Product with options	LG-03	Kanwar's Shop	0	\$125.00
2	Test New Product with options Test New Product with options	LG-03	Kanwar's Shop	12	\$3,000.00
3	Admin Product Admin Product	Lenovo	Kanwar's Shop	0	\$151.00
4	ADIDAS INCURZA 3.0 CRICKET BAT 2021 ADIDAS INCURZA 3.0 CRICKET BAT 2021	Rana&Sons	Kanwar's Shop	0	\$110.00
5	Seller Product Seller Product	Test Brand 1	Seller	0	\$20.00
6	Seller Product Seller Product	Test Brand 1	Seller	0	\$20.00
7	Seller Product Seller Product	Test Brand 1	Seller	48	\$20.00
8	iPhone 12 Mini iPhone 12 Mini	Apple	New Seller Shop	50	\$100.00
9	iPhone 12 Mini iPhone 12 Mini	Apple	New Seller Shop	50	\$100.00
10	iPhone 12 Mini iPhone 12 Mini	Apple	New Seller Shop	50	\$100.00

Following details are listed in the table -

- **Name of Product Inventory,**
- **Brand,**
- **Shop Name,**
- **Available Quantities**
- **Selling Price**

## c. Shops

The tab displays ten most recently created shops on the website.

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

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

#	SHOP OWNER	NAME	CREATED ON	STATUS
1	PrasharSeller	Seller	31/08/2021	Active
2	newseller123	New Seller Shop	27/08/2021	Active
3	testnewseller	Test Shop	27/08/2021	Active
4	ariana	Ariana's Shop	24/08/2021	Active
5	seller10	Rana@Co&Sons	18/08/2021	Active
6	sells123	Devil store	17/08/2021	Active
7	Rental	Rental	06/08/2021	Active
8	Ajio01	Ajio Store	03/08/2021	Active
9	seller6	Seller6	02/08/2021	Active
10	hello	Test Shop	29/07/2021	Active

Following details are listed in the table -

- **Shop Owner,**
- **Name,**
- **Created On,**
- **Status**

#### **d. Buyer/Seller Signups**

The tab displays ten most recently registered users (buyer or seller) on the website.

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

#	NAME	USERNAME	EMAIL	TYPE	PHONE	ADDED ON
1	welcome	welcome1	welcome@dummyid.com	Seller	-	13/10/2021
2	Test for	TEST	testssts@dummyid.com	Sub Seller	9878797574	13/10/2021
3	Tester	Tester	tester@dummyid.com	Seller	-	01/09/2021
4	Cancelbb	cancelbb01	cancelbb01@dummyid.com	Buyer	-	31/08/2021
5	Seller	PrasharSeller	prasharseller@dummyid.com	Seller	-	31/08/2021
6	Prashar Buyer	PrasharBuyer	prasharbuyer@dummyid.com	Buyer	-	31/08/2021
7	admin	BABBU123	babbu1234@dummyid.com	Buyer	-	31/08/2021
8	asdf	abel	abel@dummyid.com	Buyer	-	30/08/2021
9	Shalini Buyer	shalinibuyer	shalinibuyer@dummyid.com	Buyer	-	30/08/2021
10	amit	amitsaini@dummyid.com	amitsaini@dummyid.com	Buyer	98747646456	27/08/2021

Following details are listed in the table -

- **Name**
- **Username**
- **Email id**
- **User Type**
- **Phone number**
- **Registered On**

#### e. Advertiser Signups

The tab displays ten most recently registered advertisers on the website.

Following details are listed in the table -

- **Name**
- **Username**
- **Email id**
- **User Type**
- **Phone number**
- **Registered On**

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

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

#		NAME	USERNAME	EMAIL	PHONE	ADDED ON
1	Tester	Tester	Tester	tester@dummyid.com	-	01/09/2021
2	Seller	PrasharSeller	PrasharSeller	prasharseller@dummyid.com	-	31/08/2021
3	New Seller	newseller123	newseller123	newseller@dummyid.com	-	27/08/2021
4	testnewseller	testnewseller	testnewseller	testnewseller888@dummyid.com	-	27/08/2021
5	Theme test shop	theme786	theme786	theme@dummyid.com	-	26/08/2021
6	ariana	ariana	ariana	ariana@dummyid.com	-	24/08/2021
7	Advertiser	adtizr	adtizr	email@demo.com	-	17/08/2021
8	sells	sells	sells	sels@dummyid.com	236541987	17/08/2021
9	iun	owijeojwe	owijeojwe	woekdfwio@jwireo.com	78778788877	17/08/2021
10	o3qgr398rh4	ae43434344	ae43434344	qphgfuehrgp@iuefjw.com	4545455444444444	17/08/2021

### 3. Shops

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

Manage Shops									
Home / Shops									
<input type="text"/> Search... <span style="float: right;">🔍</span>									
Shop List									
#	OWNER	NAME	PRODUCTS	REPORTS	REVIEWS	FEATURED	STATUS	CREATED ON	STATUS BY SELLER
5	Jason Smith	Jason's Store (Jason's Store) <a href="#">Visit Shop</a>	10	0	0	Yes	<span style="background-color: green; border: 1px solid black; padding: 2px;">On</span>	25/07/2017	On
4	Akshay	Akshay's E-Store (Akshay's E-Store) <a href="#">Visit Shop</a>	12	0	1	Yes	<span style="background-color: green; border: 1px solid black; padding: 2px;">On</span>	25/07/2017	On
3	Cindy	Vike Fashion Store (Vike Fashion Store) <a href="#">Visit Shop</a>	44	0	15	No	<span style="background-color: green; border: 1px solid black; padding: 2px;">On</span>	20/07/2017	On
2	Rohit	Chromium Gallery (Chromium Gallery) <a href="#">Visit Shop</a>	59	0	6	No	<span style="background-color: green; border: 1px solid black; padding: 2px;">On</span>	20/07/2017	On
1	Michael Williams	Kanwar's Shop (Kanwar) <a href="#">Visit Shop</a>	63	0	2	No	<span style="background-color: green; border: 1px solid black; padding: 2px;">On</span>	19/07/2017	On

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

A search bar is provided on the top of this page using which admin can search a particular shop using following filters:

- **Keyword:** Enter the keywords such as name of a shop.
- **Featured:** Select '**Yes**' to view featured shops and '**No**' to view shops that have not been marked as featured. The shops marked as **Featured** can be viewed on the **Featured Shops** page that can be linked on the website's header or footer. This is an **external page** created on the website and can be managed from **CMS > Navigation Management > Way to Shop > Featured Shops**.
- **Status:** Search shops based on their statuses.
- **Shop Status By Seller:** Display the shops based on the statuses defined by their respective sellers.
- **Date From:** Search for shops registered after a particular date.
- **Date To:** Search for shops registered before a particular date.

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

The list displays following information -

- **Sr. No.:** nkf
- **Owner Name:** The name of the seller owning the respective shop will be displayed under this column.
- **Name:** The name of the respective seller's store/shop will be displayed in this column. A URL is provided as '**Visit Shop**' under each of the shop's name. Clicking on '**Visit Shop**' link will redirect the admin to the shop page at front-end on the website.
- **Products:** This column displays the total number of products added in respective shops. Each number displayed is a URL. Clicking on this number will redirect the admin to the '**Seller Product List**' page which displays a list of all the products added by respective sellers in their shop.

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- **Reports:** This column displays the total number of users who have reported the shop due to any reason. The admin can click on the number to view the details of users who have reported the shop.

The screenshot shows a web-based application interface for managing shop reports. At the top, there is a header with a star icon and the text 'Manage Shop Reports' and 'Home / Shop Reports'. Below the header is a sub-header 'Shop Reports Listing'. The main content area is a table with the following columns: '#', 'SHOP', 'REPORTED BY', 'REPORT REASON', 'MESSAGE', and 'DATE TIME'. A message 'No Records Found' is displayed below the table. The table has a light gray background with white rows and black borders for the columns.

- **Reviews:** This column displays the total number of reviews submitted for a shop. Clicking on the count displayed under the '**Reviews**' column will redirect the admin to the **Manage Product Reviews** page which will display reviews posted by users for the seller's products.
- **Featured:** The shops that are featured are displayed on the '**Featured Shops**' page at the front-end of the website.
- **Status:** This column displays the current status of shops. The admin can change the status of a shop. Please note that if the status of a shop is turned off, either the admin or the seller, that shop and its products will not be displayed at the front-end of the website.
- **Created On:** The date on which the shop was created by the seller is displayed under this column.
- **Status by Seller:** This column displays the status updated by the sellers for their shops. If the status mentioned in '**On**' this means that the seller has activated the status of their shop and '**Off**' means that the seller has deactivated the status of their shop.

The admin is also authorized to make any changes in the details of a seller's shop details. To make any such changes, please click on the Edit icon provided to the extreme right of its row. The 'Shop Setup' form will open up which includes following information -

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**a. General tab:** This tab includes the basic shop details from this tab. Although the seller has mentioned the details from their end, the admin can make necessary changes. Once the changes are made, the admin must click on the '**Save Changes**' button provided at the end of this tab to save the changes successfully.

A map will be displayed showing the seller's shop location if the **Google Map API key** is configured from **System Settings > General Settings > Third-party API tab**.

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

#### Shop Setup

General
Language Data
Media
Collections
Shop Agreement

Shop Identifier\*

Shop Seo Friendly Url\*

<https://dev2.yorent-v2.4livedemo.com/seller-80>

Phone

Country\*

State\*

Postal Code

Status

Minimum Wallet Balance

*Seller Needs To Maintain To Accept Cod Orders. Default Is -1*

Featured

*Featured Shops Will Be Listed On Featured Shops Page. Featured Shops Will Get Priority,*

Fulfillment Method

Order Return Age[sale(in Days)]

Order Cancellation Age[sale(in Days)]

**SAVE CHANGES**

**b. Language Data:** This tab displays the different shop policies and its description.

Since Yo!Rent is multilingual, the tab allows users to add the content in multiple

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

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Page | 26

languages enabled in the system. Please select a language from the drop-down list and update the content. The information added by the seller is already displayed in the provided input boxes. Admin can make necessary changes and then click on the '**Save Changes**' button to proceed further.

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

### Shop Setup

General
Language Data
Media
Collections
Shop Agreement

Language	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="English"/>
Shop Name*	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Seller"/>
Shop City	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Seller"/>
Contact Person	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
Description	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
Payment Policy	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
<i>Shop Payment Terms Comments</i>	
Delivery Policy	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
<i>Shop Delivery Policy Comments</i>	
Refund Policy	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
<i>Shop Refund Policy Comments</i>	
Additional Information	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
<i>Shop Additional Info Comments</i>	
Seller Information	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
<i>Shop Seller Info Comments</i>	
<input style="border: 1px solid #ccc; padding: 2px;" type="checkbox"/> Update Other Languages Data	
<span style="border: 1px solid #00aaff; padding: 2px 10px; border-radius: 5px; font-weight: bold;">SAVE CHANGES</span>	

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

**c. Media:** The media tab displays the images to be displayed as logos and banners at the front-end on the website. The admin can change the images previously displayed by sellers on their respective shops through this tab.

#### Shop Media Setup

The screenshot shows the 'Shop Media Setup' interface with the 'Media' tab selected. The interface is divided into two main sections: 'Logo' and 'Banners'.

**Logo Section:**

- Language:** A dropdown menu set to 'All Languages'.
- Ratio:** A radio button group with '1:1' selected (checked) and '16:9' as an option.
- Upload:** A 'Choose File' button with the text 'No file chosen'.
- Preferred Dimensions:** Text indicating '150 x 150'.

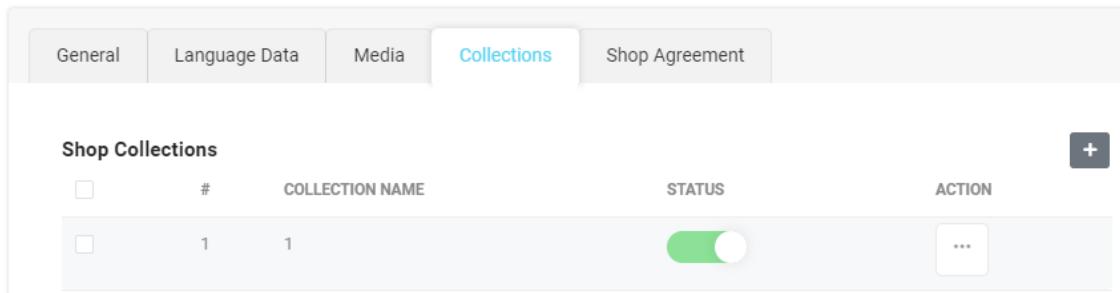
**Banners Section:**

- Language:** A dropdown menu set to 'All Languages'.
- Display For:** A dropdown menu set to 'Desktop'.
- Upload:** A 'Choose File' button with the text 'No file chosen'.
- Preferred Dimensions:** Text indicating '2000 x 500'.

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

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

## Shop Setup

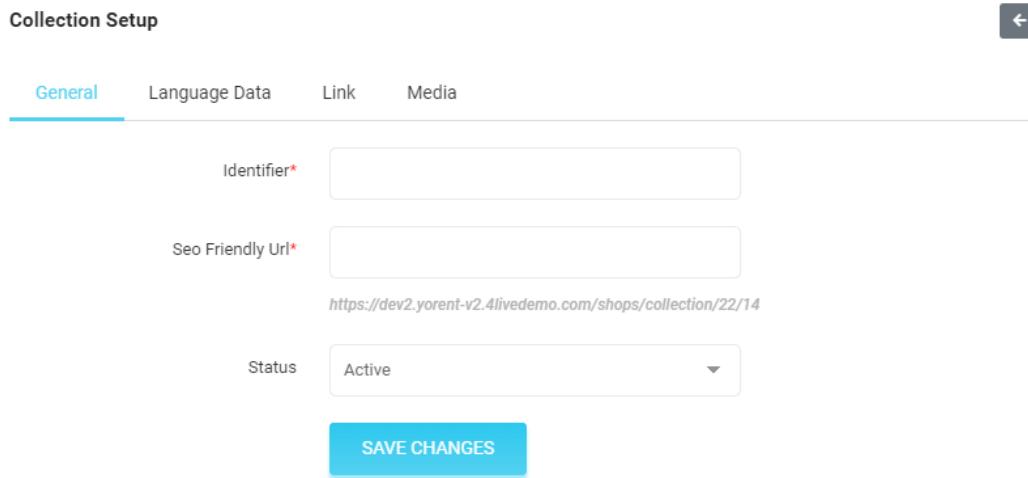


	#	COLLECTION NAME	STATUS	ACTION
<input type="checkbox"/>	1	1		...

To add a collection, please enter details in the following four sub-tabs-

→ **General:** The basic details of the new collection are to be filled by the admin in this tab.

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



Identifier*	<input type="text" value="1"/>
Seo Friendly Url*	<input type="text" value="https://dev2.yorent-v2.4livedemo.com/shops/collection/22/14"/>
Status	Active
<b>SAVE CHANGES</b>	

Please click on '**Save Changes**' once the input fields have been filled.

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

- **Language\***: The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.

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

- **Collection Name\***: Please choose a unique name for the new collection being added.

Collection Setup

General    **Language Data**    Link    Media

Language: English

Collection Name\*

Update Other Languages Data

**SAVE CHANGES**

Please click on '**Save Changes**' once the input fields have been filled.

- **Link**: Admin will need to link products to the collection via the link sub-tab. The links of all the products that the admin wishes to add in this collection can be added in this sub-tab.

Collection Setup

General    Language Data    **Link**    Media

Collection: Select

**SAVE CHANGES**

- **Media**: This tab provides admin the functionality of uploading an image corresponding to the respective collection being added.

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

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

## Collection Setup

General Media   Language Data   Link   **Media**

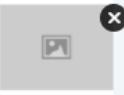
Upload Shop Collection Image Text

Language

All Languages

Upload

Choose File   No file chosen



Language: All Languages

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

On the front end, **Collections** will be **displayed** above the **Footer section on the respective shop page**. Admin can make changes in the collections list as:

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

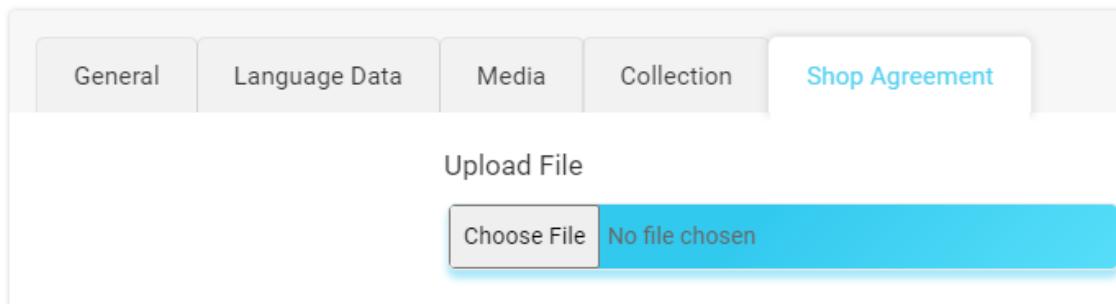
- **Publish** : Clicking on this icon will activate the collections to be displayed in the respective seller's shop which means that they will be displayed in the front-end of the website.
- **Un-publish** : Clicking on this icon will restrict the collections from being displayed in the front-end of the website of the respective seller's shop.
- **Delete** : Clicking on this icon will delete the collections from the seller's shop.
- **Add New** : Clicking on this icon will redirect the admin to tabs provided for adding a new collection.

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

- **Status:** This status can be turned on or off. Turning it off will deactivate the collection as a result it will not be displayed in the seller's shop. Turning it on will activate the collection and it will be displayed in the seller's shop.
- **Action Buttons** \*\*\* : Clicking on this icon will provide admin with two options: **Edit**, to make changes and **Delete**, to remove the collection.

**e. Shop Agreement:** Each seller is required to upload a shop agreement file which outlines the terms and conditions of their sale and rental policies. A seller might have already uploaded a file in this tab. The admin has the authority to delete the existing files and/or upload new ones.

#### Shop Agreement File



**NB:** This tab will **not** be displayed if the admin has disabled 'Enable Document Verification' setting from **System Settings > General Settings > Checkout** tab.

The admin can visit a seller's shop page at the frontend, by clicking on the 'Visit Shop' button provided under the 'Name' column on the listing page.

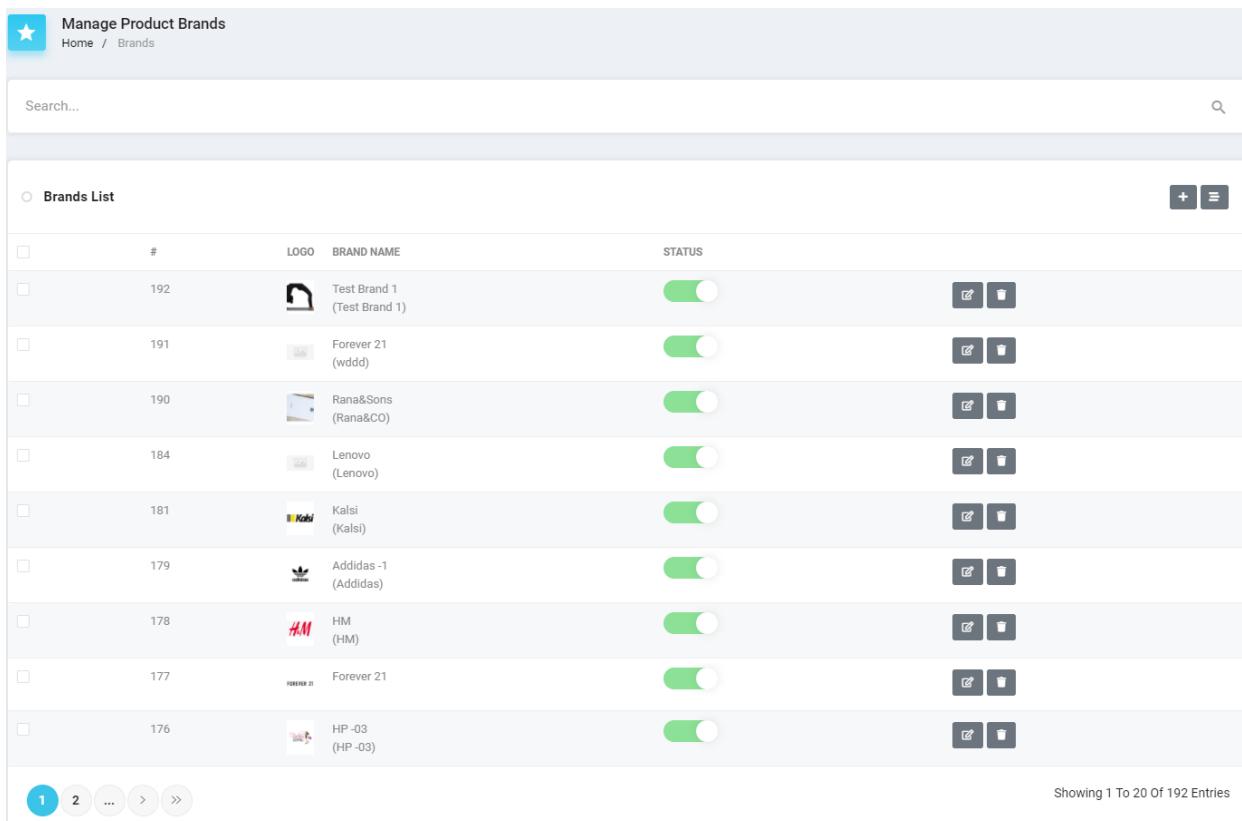
## 4. Catalog

Clicking on this module will display several sub-modules. Each of these sub-modules is explained below.

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

## 4.1 Brands

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



Manage Product Brands

Home / Brands

Search...

Brands List

#	LOGO	BRAND NAME	STATUS	
192		Test Brand 1 (Test Brand 1)	<input checked="" type="checkbox"/>	
191		Forever 21 (wddd)	<input checked="" type="checkbox"/>	
190		Rana&Sons (Rana&CO)	<input checked="" type="checkbox"/>	
184		Lenovo (Lenovo)	<input checked="" type="checkbox"/>	
181		Kalsi (Kalsi)	<input checked="" type="checkbox"/>	
179		Addidas -1 (Adidas)	<input checked="" type="checkbox"/>	
178		HM (HM)	<input checked="" type="checkbox"/>	
177		Forever 21	<input checked="" type="checkbox"/>	
176		HP-03 (HP-03)	<input checked="" type="checkbox"/>	

Showing 1 To 20 Of 192 Entries

To create a new brand, please click on icon provided on the top-right corner of the '**Brands List**'. Clicking on this icon will redirect the admin to the '**Product Brand Setup**' form. It consists of three tabs. Under 'General' tab, admin must enter:

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

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

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

- **Brand Status:** Define the current status of the brand by selecting one of the options from the drop-down list. Select '**Yes**' to mark it active or '**No**' to mark it as inactive.

**Product Brand Setup**

General	Language Data	Media
Brand Identifier*	<input type="text"/>	
Brand SEO Friendly URL*	<input type="text"/>	
	<a href="https://v9.demo.yo-kart.com/brands/view/0">https://v9.demo.yo-kart.com/brands/view/0</a>	
Brand Status	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="button" value="Active"/>	
<input style="width: 150px; height: 30px; background-color: #009640; color: white; border: none; border-radius: 5px; font-weight: bold; margin-top: 10px;" type="button" value="ADD NEW"/>		

On clicking the '**Add New**' button, admin will be redirected to '**Language Data**' tab. Please enter the following details:

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Brand Name\*:** Enter the brand name.
- **Update Other Languages Data Check-box:** Clicking on this check-box will enable the system to automatically translate the content in other languages.

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

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

Product Brand Setup

General    **Language Data**    Media

Language: English

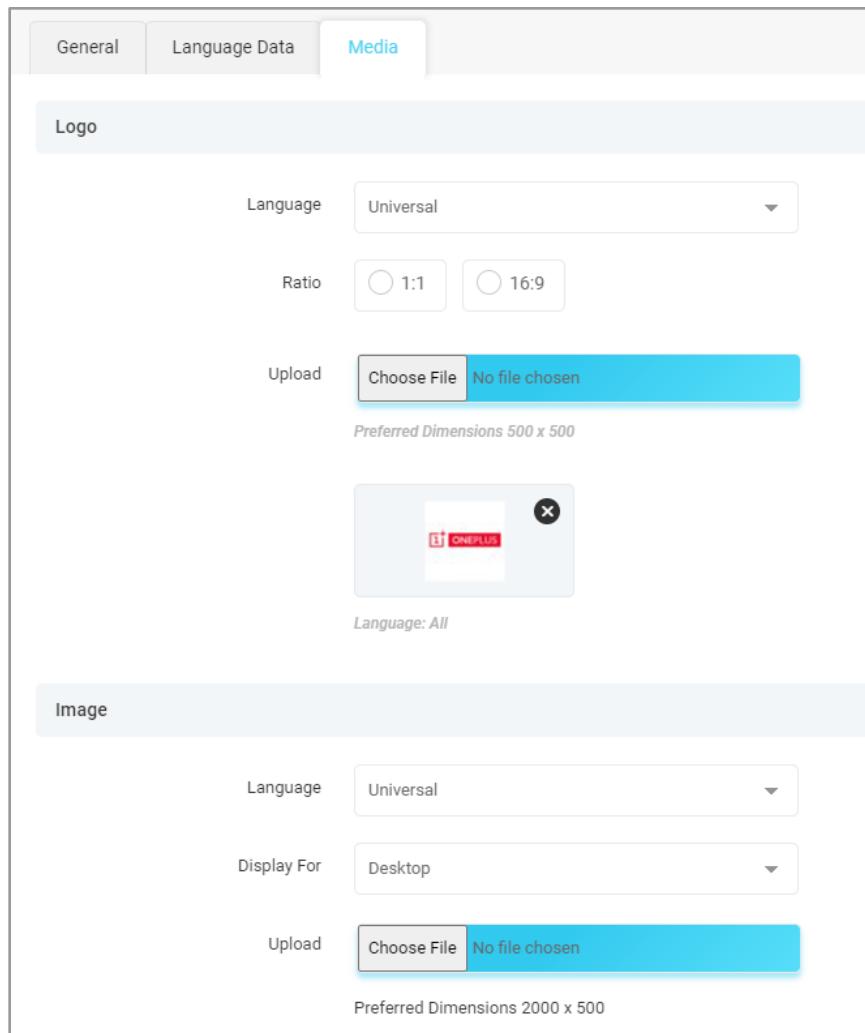
Brand Name\*:

Update Other Languages Data

**UPDATE**

Clicking on the '**Update**' button will redirect the admin to the '**Media**' tab.

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



Admin can set up a brand logo in the initial section. An image can be uploaded by clicking on the '**Choose File**' button. The ratio of image dimensions can be selected from the 'Ratio' section. Admin can also upload an image for the brand by clicking on the '**Choose File**' button provided under the '**Image**' section. The brand images are displayed as a banner on the brand's landing page at the front-end. Language selection options are provided for both '**Image**' and '**Logo**' upload sections so that the admin can upload language specific logos and images for their brands.

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

Once the brand is created, it will be displayed on the Brands List page. A search bar is provided for the admin on the top of this page to filter out results. The list displays the basic details such as brand name and its logo in the list. The admin can manage this list using following action buttons:

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

**NB:** The admin can manage if the brands being added by sellers will require admin approval or not, from **System Settings > General Settings > Product tab.**

The deleted brands will not be removed entirely from the system. The admin can view and restore these brands. A 'Deleted Brands' button is provided in the top-right corner of the page. The page displays the list of deleted brands.

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Manage Deleted Brands

Home / Deleted Brands

Search...

Brands List

#	LOGO	BRAND NAME
1		New Test Brand (New Test Brand)

Showing 1 Entries

Please use the 'Restore Brand' button to move the brand back into the system and link it with products.

Use the Back arrow button to return back to the Brands list.

## 4.2 Options

Admin can add options for products from this module. These options are commonly known as attributes such as size, colors, designs, and so on. They can be linked with products to create its variants.

A search bar is provided on the top of this page to search options from the list.

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

Manage Options				
Home / Options				
<input type="text" value="Search.."/> <span style="float: right;">🔍</span>				
<input type="radio"/> Options List				<span style="border: 1px solid #ccc; padding: 2px 5px;">+</span>
#	OPTION NAME	ADDED BY		
42	Key (Antivirus Serial Key)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
41	Size (Formal Shoes)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
40	Characters (Cot hanging)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
39	Characters (Soft toys)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
38	Color (Jack Royal Cars)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
37	Number of Pens (Sketch Pens)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
36	keys (Musical Electric Piano)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
35	Color (Batman)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>
34	Color (Transformer)	Admin	<span style="border: 1px solid #ccc; padding: 2px 5px;">edit</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">trash</span>

To add a new option, please click on + icon provided on the top-right corner of the list. Clicking on this icon will open the '**Option Setup**' pop-up menu -

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

## Option Setup

[Autofill Language Data](#)

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Option Identifier*</b>  <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>*Option Name Arabic</b>  <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Option Is Color*</b>  <input checked="checked" type="checkbox" value="Yes"/> Yes         </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Option Name English*</b>  <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Option Have Separate Image*</b>  <input type="checkbox" value="Yes"/> Yes         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Option Display In Filters*</b>  <input type="checkbox" value="Yes"/> Yes         </div>
<input checked="checked" type="checkbox"/> Attach Size Chart	
<input style="background-color: #0072BC; color: white; border: 1px solid #0072BC; padding: 5px; border-radius: 5px; font-weight: bold; font-size: 10pt; width: 150px; height: 30px;" type="button" value="SAVE CHANGES"/>	

Please fill in the following details:

- **Option Identifier\***: Enter a unique identifier for the option to be added.
- **Option Name (Primary Language)\***: Enter the name of the option.
- **Option Name (Secondary Language)\***: Manually enter the option name in another language.
- **Option Have Separate Image\***: Select 'Yes' if the option being added requires separate images for its variants.
- **Option Is Color\***: Select 'Yes' if the option being added is a color.
- **Option Display In Filters\***: Select 'Yes' to display the option in filters provided at the front-end. This option will be displayed as a filter on the child category page of the product to which it is linked.

**For example:** 'Mobile Phones' is added as a child category of the parent category named as 'Electronics'. The option 'Color' is added and the 'Option Display In Filters' is enabled. Its option values are defined as Gold, Black and Silver. The seller creates a product 'Iphone 5s' and then adds inventories lets say, Iphone 5s- Gold and Iphone 5s- Black. Now, when a user visits the website

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

and redirects to the 'Mobile Phones' category page (child category) to view products, this option 'Color' will be displayed as a filter.

- **Attach Size Chart:** Select this checkbox to add a size chart with the option when linked with a product. Please note that when a **product** is **linked** with an **option** that has this **setting enabled**, a **size chart file** can be linked with the products from the **Media tab** provided in **Product Setup form**.
- **Auto fill Language Data:** This button is provided on the top-right corner of the page clicking on which will enable the system to automatically translate the '**Option Name**' filled in the previous field, into another language.

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

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### Option Setup

#### Configure Option Values For Size

Autofill Language Data

Option Value Identifier\*

Option Value Name English\*

Option Value Name Arabic\*

SAVE CHANGES
CANCEL

#### Option Value Listing

Add New

ACTION	OPTION VALUE NAME	ACTION BUTTONS
⊕	6 (6)	...
⊕	7 (7)	...
⊕	8 (8)	...
⊕	9 (9)	...
⊕	10 (10)	...
⊕	11 (11)	...

**Fig. 4.6.2: Option Setup Form- Adding Option Values**

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

- **Option Value Identifier:** A unique identifier for the option value being added.
- **Option Value Name (Primary Language)\*:** Enter option value name.

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

- **Option Value Name (Secondary Language)\*:** Enter option value name in secondary language.

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

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

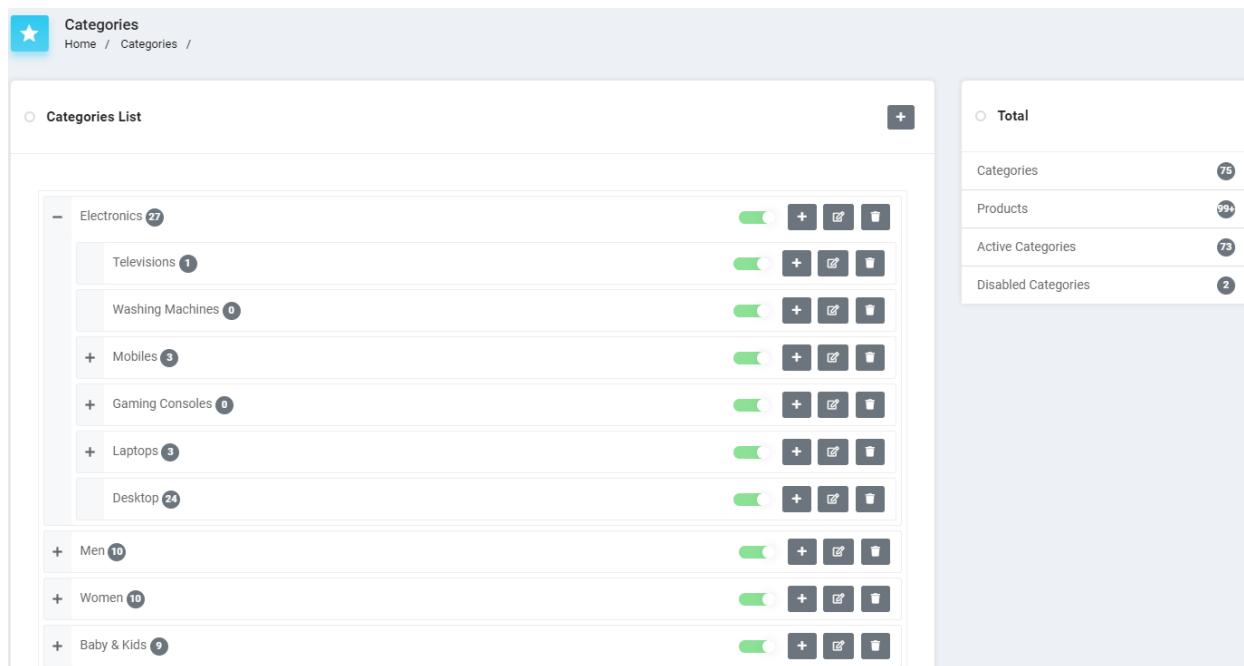
- **Check-box:** A check-box is provided to the left to each option clicking on which will display a '**Delete**' icon  to the top-right corner. Clicking on this button will remove the option from the system.
- **Edit** : Admin can make changes in the details of previously added options by clicking on the edit icon.
- **Delete** : Clicking on this button will remove the option and its values from the system.

### 4.3 Categories

The products added in a website can be categorized and sub-categorized to be displayed in an organized manner. It also becomes easy for buyers to find and explore various products from their categories.

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

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



The screenshot shows the 'Categories List' page. The main content area is titled 'Categories List' and contains a hierarchical list of categories. Each category row includes a green switch icon, a '+' button, a '-' button, an edit icon, and a delete icon. The categories listed are:

- Electronics (27)
  - Televisions (1)
  - Washing Machines (0)
  - Mobiles (3)
  - Gaming Consoles (0)
  - Laptops (3)
  - Desktop (24)
- Men (10)
- Women (10)
- Baby & Kids (9)

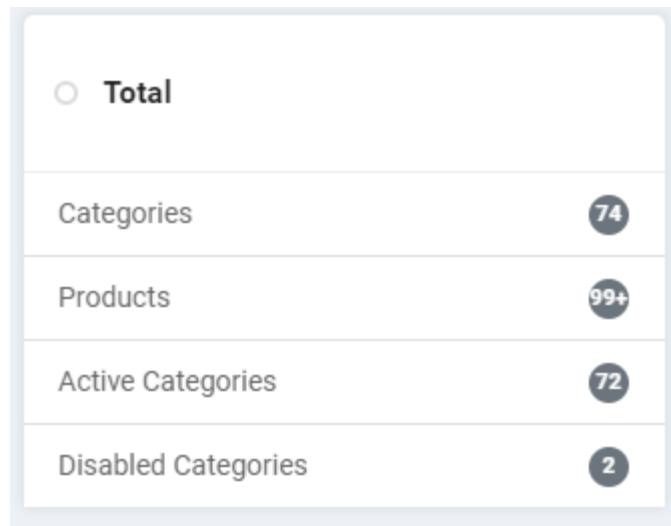
To the right, a summary section titled 'Total' provides the following counts:

Category	Count
Categories	75
Products	99
Active Categories	73
Disabled Categories	2

The categories are displayed in an accordion list where **+** and **-** extension buttons are provided on the left of each category and sub-category name. Clicking on these buttons will display the subcategories linked within the parent categories. Each category name also displays the number of products linked with it. Clicking on the number will redirect you to the list of products.

There is a section provided to the right of this page which displays the summary of the total number of created categories, products linked with them, active categories and disabled categories.

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Add a new category by clicking on  icon provided on the top-right corner.

Enter the following details in the **Category Setup** form -

#### I. General tab: Enter general details -

- **Category Identifier\***: Enter a unique identifier for the category.
- **Category Name\***: Enter a name for the category.
- **Parent Category**: Category can either be a root category or a sub-category of an existing parent category. Select '**Root Category**' option from the drop- down list if you are creating one. If creating a sub-category, select its parent category from the dropdown list.
- **Publish**: Choose '**Yes**' to allow the category to be displayed at the front-end and '**No**' to restrict it from displaying at the front-end of the website.
- **Enable Product Comparison**: Choose '**Yes**' to enable product comparison feature for products linked with this category. Select '**No**' to disable this functionality.

When products are linked with the category that has this functionality, the buyers can compare these products at the front-end. Please note that the products belonging to the same categories can only be compared with one another.

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

- **Translate to Other Languages:** Select the check-box to allow the system to automatically translate the contents to other languages.
- **Banner:** Add an image as a banner. The image can be uploaded by clicking on the '**Choose File**' button. The category banner is displayed on the category detail page at the front-end.
- **Icon:** Add icon for the category. The image can be uploaded by clicking on the '**Choose File**' button. The icon will be displayed besides the category name through-out the website.
- **(Secondary) Language Data:** Enter the name of a category manually in different languages in the text box '**Category Name**'.

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General
Custom Fields i
Add Custom Fields

---

**General**

Category Identifier \*

Category Name \*

Parent Category

Root Category

Enable Product Comparison

Yes  No

Translate To Other Languages

---

**Banner**

Language

Device

**Choose File** No file chosen

Preferred Dimensions 2000x500

---

**Icon**

Language

**Choose File** No file chosen

This Will Be Displayed In 380x285 On Your Store

---

**Arabic Language Data**

Category Name

-

DISCARD
SAVE

Once the information is added, please click on the '**Save**' button to move onto the next tab. Use the '**Discard**' button to close the setup form without saving the details.

**II. Custom Fields tab:** Link custom fields to display additional information about products linked with this category.

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**NB:** The admin can enable/disable this functionality from **System Settings > General Settings > Product tab.**

The page is divided into two sections. The right section displays the Custom Fields form where the information can be entered to create a Custom Field. The created custom fields will be listed on the left section of the page.

To add a Custom Field, please enter the following details -

- **Field Name:** Enter the field name.
- **Field Type:** Select the type of data to be entered for this field.
  - **Number**
  - **Decimal**
  - **Drop-down Select Box:**
  - **Checkboxes**
  - **Text**
- **Option Data:** Only displayed when creating '**Drop-Down**' or '**Checkboxes**' custom fields.

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

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

## Option Data

Enter Data Separated By New Line: E.g:

Yes

No

Enter the options to be displayed for users to choose from. Enter multiple options in new lines as shown in the example provided below the field.

- **Field Postfix:** Enter the text that shall be displayed post each value entered for this custom field. For example, the custom field being created is 'Length' whose value shall be entered in numeric format and its measuring unit is 'Meters'. So, 'Meters' can be entered in the postfix field.
- **Field Group Name:** Create groups to display custom fields collectively under separate sections. In case if this field is left **empty**, the custom field will be displayed in a default group named '**Others**'.
- **Display in Filter:** Select '**Yes**' to display the custom field as a filter for the buyers at the front-end.

**NB:** This field will **not** be displayed when creating a '**Text**' custom field.

- **(Secondary) Language Data:** Enter the language data manually. Clicking on this field will display three input boxes to enter the **Field Name**, **Field Postfix** and **Field Group Name** manually in other languages that are enabled in the system.

Once the information is added, please click on '**Save**' button. Use '**Clear**' button to clear the form fields without saving information.

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FIELD NAME	FIELD TYPE	FOR FILTERS	POSTFIX
Field	Text	No	
iPhone	(drop Down) Select Box	Yes	
Field	Text	No	

FIELD NAME	FIELD TYPE	FOR FILTERS	POSTFIX
test field	Number	No	

FIELD NAME	FIELD TYPE	FOR FILTERS	POSTFIX
test field 2	Number	No	

The custom fields are displayed under **Specifications** section on the **Product's Detail** page and also in the comparison table.

All the categories added in the system are displayed on the **Categories List** page. The list can be managed using following action buttons -

- **Drag and Drop:** The order in which categories are displayed at the front-end can be changed. Drag a category by placing the cursor in the empty space provided in between the category name and the status column. Drop it to a new location as per your choice. When a parent category is dragged and dropped into another category, all its sub-categories will also move along with it. Click on and drag an element to a new spot within the list, and the other items will adjust to fit.
- **Status** : This toggle switch displays the status of category. If it is turned on, the category will be displayed on the website. If it is turned off, the category will not be displayed on the website. Use the button to change the status.

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- **Add Product** : Add products in categories by clicking on this icon. Clicking on this icon will redirect the admin to the '**Add Product**' page.
- **Edit** : Make changes in previously added categories by clicking on this icon. The admin will be redirected to the '**Add Category**' page which will display previously mentioned details for that category. Make changes and click on the '**Save**' button to save the changes.
- **Delete** : Use this button to delete the category or subcategory from the system.

**NB:** The admin can manage if the categories being added by sellers will require admin approval or not, from **System Settings > General Settings > Product tab**.

#### 4.4 Products

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

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

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

## i. Add a New Product

To add a new product catalog, please click on  icon provided on the top-right corner of this page which will open the '**Add New Product**' form. The form consists of multiple tabs, each of which are explained below:

### a. Initial Setup: Please fill in the basic details of the product-

- **Product Identifier\***: Enter a unique identifier for the product.
- **Brand\***: Enter the brand name of the product. Please visit the **Brands** module to manage the list.
- **Product Categories\***: Enter the category under which this product can be displayed. This is an auto-complete input box so once the admin starts typing, the categories will appear as a list from which the appropriate category can be selected. Please visit the **Categories** module to manage the list.
- **Tax Category [Sale]\***: Choose the appropriate tax category for products on sale, from the drop-down list. The tax categories can be managed by the admin from '**Tax Management**'.
- **Tax Category [Rent]\***: Choose the appropriate tax category for products on rent, from the drop-down list. The tax categories can be managed by the admin from '**Tax Management**'.
- **Minimum Selling Price [Default Currency]\***: Set a minimum price below which the product not cannot be sold. Please note that this limit will **only** be **applicable on selling price** and not on rental price.
- **Approval Status**: Approve or disapprove the request sent by the seller to add a new product. If the product is being added by the admin itself, the status is marked approved by default.
- **Status**: Mark a product as active or inactive. Only the products with Active status will be displayed at the front-end.
- **Product Name\***: Enter the name of the product.

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- **Youtube Video URL:** Enter a Youtube video link in this input box. The buyers can view the link to know more about the product.
- **Description:** Enter additional information about the product in the text provided here.
- **Translate to other Languages:** Select the check-box to allow the system to automatically translate data to other languages.
- **[Secondary] Language Data:** Click on this section which will display fields that need to be updated for secondary languages. Please enter the details manually **or** select '**Translate to other Languages**' checkbox and save changes.

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

Manage Catalog

Home / Products / Form

Initial Setup Setup Basic Details

Attribute & Specifications Add Attribute & Specifications

Options And Tags Add Options And Tags

Shipping Information Setup Dimensions And Shipping Information

Custom Fields Add Custom Fields Based On Category

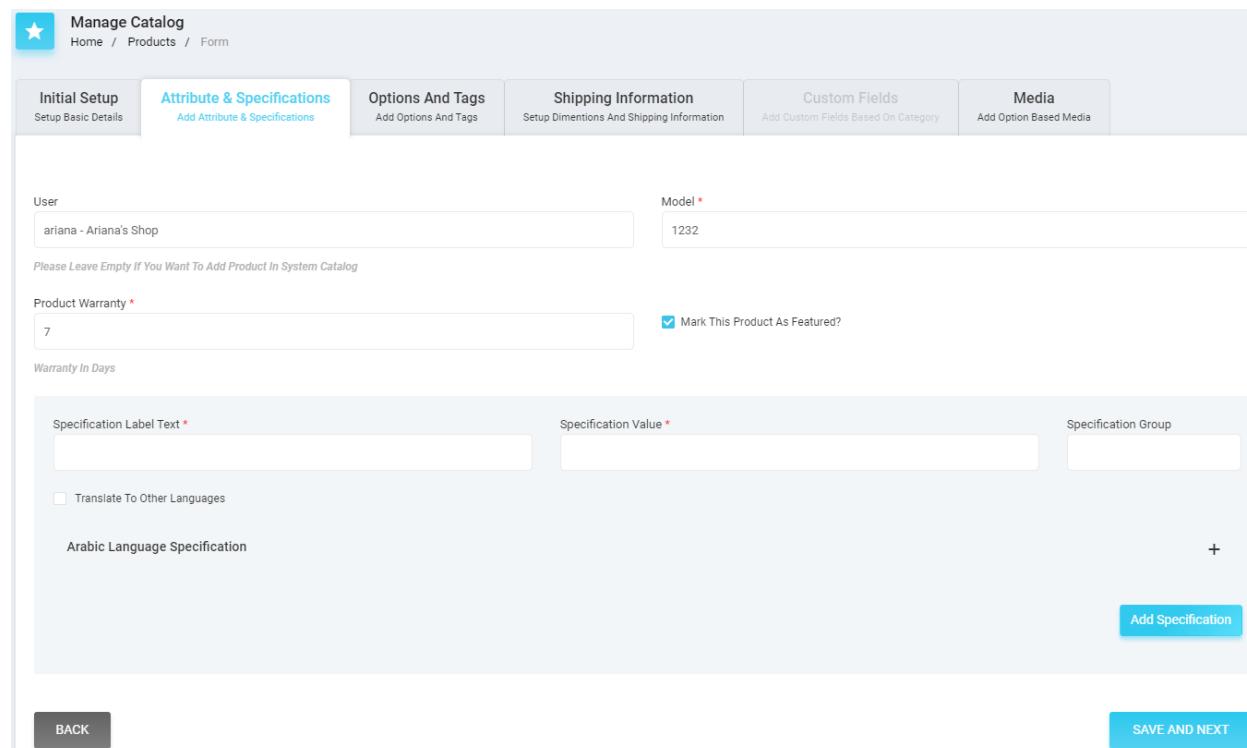
Media Add Option Based Media

Product Identifier *	Brand
ILLI LONDON Women's TOP	Louis Philippe-02
Category *	Tax Category[sale] *
Men » Clothing	Clothing
Tax Category[rent] *	Minimum Selling Price [\$] *
Clothing	100.0000
Approval Status	Status
Approved	Active
Product Name *	Youtube Video Url
ILLI LONDON Women's TOP	
Description	
<p>• Care Instructions: Machine Wash            • Fit Type: Slim Fit            • Materials: 95% Polyester, 5% Spandex; stretchable fabric            • Sleeve: Puff Sleeve            • Neck Type: Square neck            • Fit Type: Slim Fit            • Pattern: Solid/Plain            • </p>	
<input type="checkbox"/> Translate To Other Languages	
Arabic Language Data <span>+</span>	
<span>DISCARD</span>	<span>SAVE AND NEXT</span>

Please click on the '**Save and Next**' button provided at the end of the page to proceed further on to the next tabs. Admin can discard the changes by clicking on the '**Discard**' button.

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

**b. Attribute and Characteristics:** Please mention the attributes and characteristics of the product being added in this tab.



The screenshot shows the 'Attribute & Specifications' tab of the Yo!Rent Manage Catalog interface. The top navigation bar includes 'Manage Catalog', 'Home / Products / Form', and tabs for 'Initial Setup', 'Attribute & Specifications' (which is active), 'Options And Tags', 'Shipping Information', 'Custom Fields', and 'Media'. The main form area has fields for 'User' (set to 'ariana - Ariana's Shop'), 'Model' (set to '1232'), 'Product Warranty' (set to '7'), and a checked checkbox for 'Mark This Product As Featured?'. Below these are sections for 'Specification Label Text' and 'Specification Value', with a note to 'Translate To Other Languages'. A 'Specification Group' section is also present. At the bottom, there are 'BACK' and 'SAVE AND NEXT' buttons, and a prominent blue 'Add Specification' button.

- **User:** This is set as 'Admin' by default in the admin panel. The admin can also add a seller's username to assign this product to them. However, if making changes in a **product** that **was created by a seller**, **no alterations** can be made in this field.
- **Model\*:** Enter the model name and/or number.
- **Product Warranty\* (In days):** Enter the time period (in number of days) under which the product is under warranty.
- **Mark This Product as Featured Product:** Select the check-box to add this product in the '**Featured Products**' list on the front-end of the website.
- **Add Specification:** Add specifications of the product. To add specifications admin must -
  - **Specification Label Text\*:** Mention the specification label.
  - **Characteristic Value\*:** Mention the respective label's characteristic value.

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

→ **Specification Group\*:** Mention the group of specifications.

Clicking on the '**Add**' button will display the specification in the form of a list.

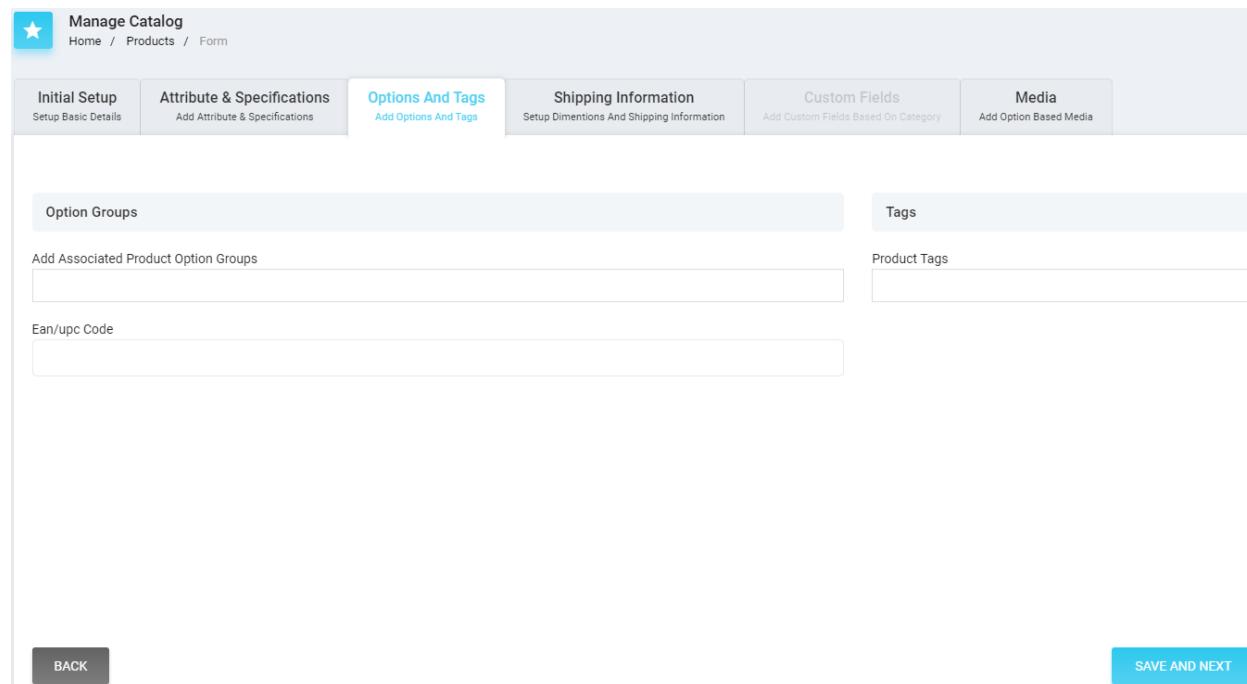
Admin can make changes in the added specification by clicking on  icon.

The specification can be removed from list by clicking on  icon.

- **Translate to other Languages:** Select the check-box to allow the system to automatically translate data to other languages.
- **[Secondary] Language Data:** Click on this section which will display fields that need to be updated for secondary languages. Please enter the details manually or select '**Translate to other Languages**' checkbox and save changes.

After filling all necessary details, please click on the 'Save and Next' button provided below to proceed to the next tab.

**c. Options and Tags:** This tab displays two sections. In the left section named Option Groups, the product can be linked with an option. In the right section named as Tags, product tags can be added that are helpful in product search.



Manage Catalog

Home / Products / Form

Initial Setup  
Setup Basic Details

Attribute & Specifications  
Add Attribute & Specifications

**Options And Tags**  
Add Options And Tags

Shipping Information  
Setup Dimensions And Shipping Information

Custom Fields  
Add Custom Fields Based On Category

Media  
Add Option Based Media

Option Groups

Add Associated Product Option Groups

Ean/upc Code

Tags

Product Tags

BACK

SAVE AND NEXT

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

Admin can also define the Ean/UPC code for the product.

Options can be added and managed from the '**Options**' module. To link an option with the product, please type the option name in the '**Add Associated Product Option Groups**' box which will display a list of all relevant options. The admin can select the appropriate option from the list to link it with the product. Once the option has been added, a list of all the variants will be displayed in the below section. Admin needs to fill in the EAN/UPC Code for each individual variant.

Manage Catalog

Home / Products / Form

Initial Setup    Attribute & Specifications    Options And Tags    Shipping Information    Custom Fields    Media

Option Groups

Add Associated Product Option Groups

Size(Casual shoes) x |

VARIANTS	EAN/UPC CODE
7	
8	
9	

Tags

Product Tags

BACK    SAVE AND NEXT

Tags can be managed from the '**Tags**' module. To add tags for respective products, please enter the keywords and press enter. The tags help improve search results for products.

The tags and options can be removed by clicking on the 'Cross' being displayed just besides their names.

Please click on '**Save and Next**' button to proceed further.

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

**d. Shipping Information:** In this tab, please add the shipping related information for this product.

Manage Catalog

Home / Products / Form

Initial Setup  
Setup Basic Details

Attribute & Specifications  
Add Attribute & Specifications

Options And Tags  
Add Options And Tags

**Shipping Information**  
Setup Dimensions And Shipping Information

Custom Fields  
Add Custom Fields Based On Category

Media  
Add Option Based Media

Shipping Profile\*

Order Level Shipping

Enable Cash On Delivery

BACK

SAVE AND NEXT

Please fill in the following details:

- **Shipping Profile\*:** Select the shipping profile from the drop-down list. The shipping profiles can be created and managed from **Shipping > Shipping Profile**.
- **Product Is Available For Cash On Delivery (cod)?:** Select this check-box if the product is available for COD.
- **Fulfilment Method:** Select the fulfilment method from the drop-down list. The options provided are -
  - **Shipped and Pickup**
  - **Shipped Only**
  - **Pickup Only**

**NB:** Please note that the **Fulfillment Method setting** will not be displayed if you are trying to make changes in a **Seller Catalog**.

Please click on the 'Save and Next' button to proceed further.

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

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

**e. Custom Fields:** The custom fields linked with the product categories are displayed in this tab.

**NB:** This tab will **not** be accessible if there are **no custom fields** created for the **category linked** with this product.

Manage Catalog

Home / Products / Form

Initial Setup      Attribute & Specifications      Options And Tags      Shipping Information      Custom Fields      Media

Field Group Name

Hard Disk

Ram

(Will Display As : Hard Disk Value HD)

(Will Display As : Ram Value RAM)

FGC

Graphic card

(Will Display As : Graphic card Value gc)

The custom fields will be displayed in separate groups. Please fill in the required information in the input fields.

Please click on the '**Save and Next**' button to proceed further. Click on '**Back**' to return to the previous tab without saving changes.

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

- Image File Type:** The admin can choose an option from the dropdown list. The drop-down list will display options as per the option group linked in the '**Options and Tags**' tab. The admin can add different images for different product variants. If the admin wants to add the same set of images for all

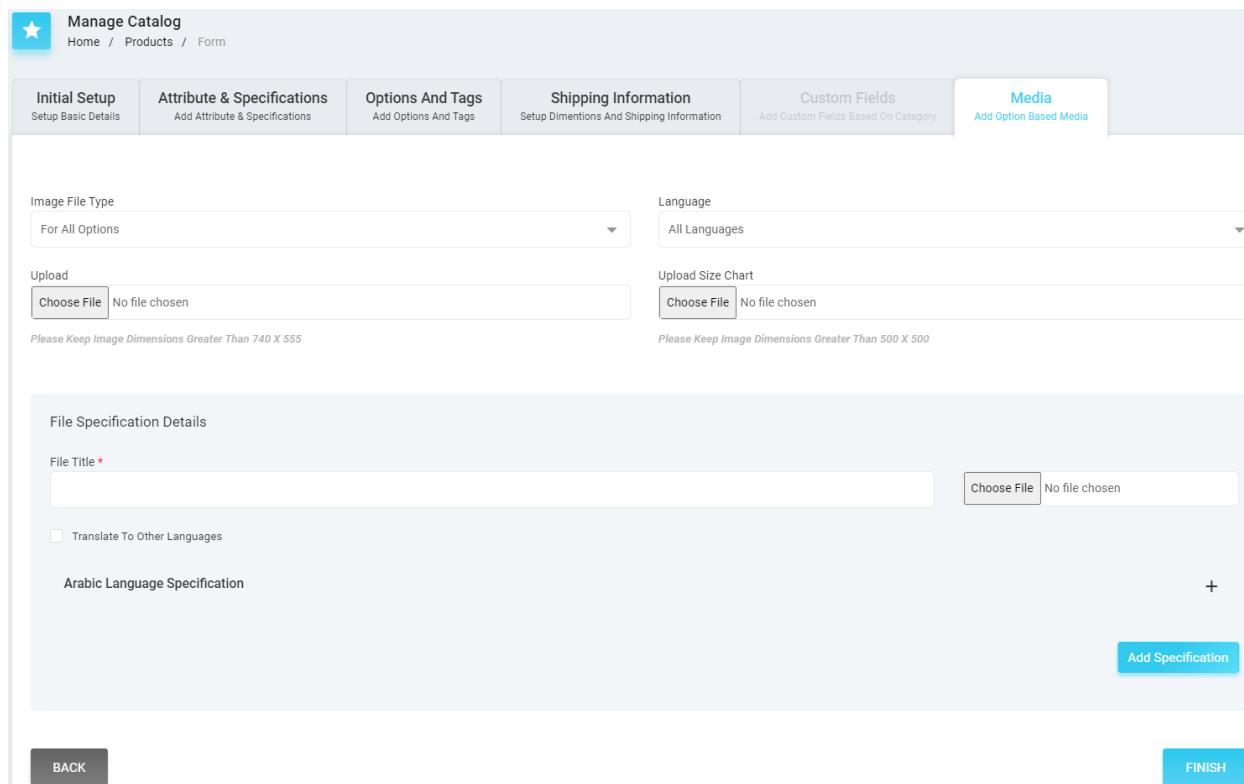
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

product variants, please proceed with '**For All Options**'. If no option group is linked, no options will be displayed here.

- **Language:** The system allows users to add separate media files for different languages. So, please choose the language type for which the media is being added.
- **Upload:** Upload the image(s) by clicking on the '**Choose File**' button.
- **Upload Size Chart:** Upload size chart file to link it with this product. Please note that this field will only be displayed if this setting is **enabled** with the **Option** linked in **Options and Tags tab**. The setting is handled when creating **Options**.
- **Specifications:** To attach additional specifications for the product, enter the **File Title** and then **upload the file**.
- **Translate to other Languages:** Select the check-box to allow the system to automatically translate specifications related data to other languages.
- **[Secondary] Language Data:** Click on this section which will display fields that need to be updated for secondary languages. Please enter the details manually or select '**Translate to other Languages**' checkbox and save changes.

The uploaded media files will be displayed in the below section.

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Manage Catalog

Home / Products / Form

Initial Setup  
Setup Basic Details

Attribute & Specifications  
Add Attribute & Specifications

Options And Tags  
Add Options And Tags

Shipping Information  
Setup Dimensions And Shipping Information

Custom Fields  
Add Custom Fields Based On Category

Media  
Add Option Based Media

Image File Type: For All Options

Language: All Languages

Upload: Choose File (No file chosen)

Upload Size Chart: Choose File (No file chosen)

Please Keep Image Dimensions Greater Than 740 X 555

Please Keep Image Dimensions Greater Than 500 X 500

File Specification Details

File Title \*:

Choose File (No file chosen)

Translate To Other Languages

Arabic Language Specification:

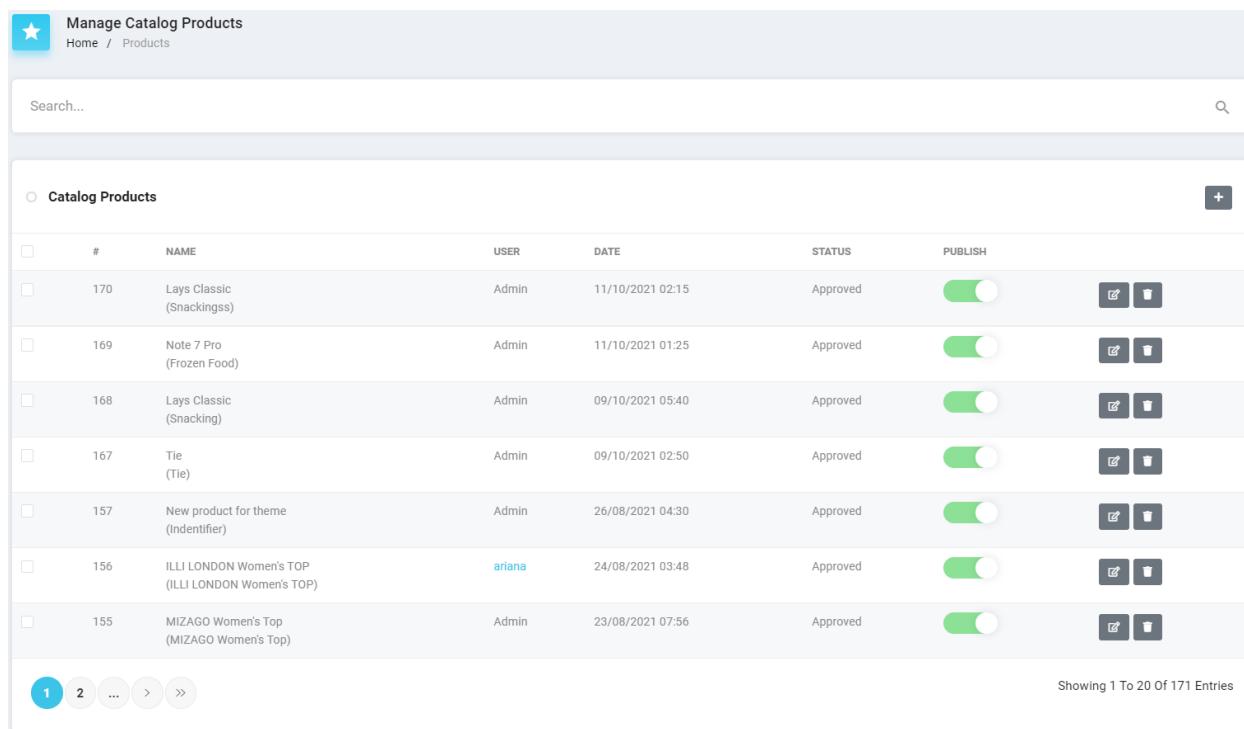
BACK

Admin must click on the '**Finish**' button to save the changes made. Now, the added product will be displayed in the '**Catalog Product**' list.

## ii. Manage Products

The '**Catalog Products**' list displays all the products added either by the sellers or admin itself.

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Manage Catalog Products

Home / Products

Search...

Catalog Products

#	NAME	USER	DATE	STATUS	PUBLISH
170	Lays Classic (Snackingss)	Admin	11/10/2021 02:15	Approved	<input checked="" type="checkbox"/>  
169	Note 7 Pro (Frozen Food)	Admin	11/10/2021 01:25	Approved	<input checked="" type="checkbox"/>  
168	Lays Classic (Snacking)	Admin	09/10/2021 05:40	Approved	<input checked="" type="checkbox"/>  
167	Tie (Tie)	Admin	09/10/2021 02:50	Approved	<input checked="" type="checkbox"/>  
157	New product for theme (Identifier)	Admin	26/08/2021 04:30	Approved	<input checked="" type="checkbox"/>  
156	ILLI LONDON Women's TOP (ILLI LONDON Women's TOP)	ariana	24/08/2021 03:48	Approved	<input checked="" type="checkbox"/>  
155	MIZAGO Women's Top (MIZAGO Women's Top)	Admin	23/08/2021 07:56	Approved	<input checked="" type="checkbox"/>  

Showing 1 To 20 Of 171 Entries

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

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

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- **Date From:** Choose to display the products added to their website after a certain date.
- **Date To:** Choose to display the products added before a certain date.

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

Following actions can be performed on products listed under 'Catalog Products':

- **Check-box:** Check-boxes are provided on the left of each product to select multiple products at a time. Clicking on check-box will provide a few additional icons for the admin on the top-right corner of this list, which are:
  - **Publish** : Clicking on this icon will activate the selected products, which means that they will be displayed in the front-end of the website.
  - **Un-publish** : Clicking on this icon will restrict the selected products from being displayed in the front-end of the website.
  - **Delete** : Clicking on this icon will delete the products from the catalog products list.
- **User:** If the product is '**Catalog**', this column will display '**Admin**'. If the product is **custom**, the name of the seller will be displayed in this column. Clicking on the name will redirect the admin to the '**Users List**' page which displays details of the respective seller.
- **Status:** The current status of the catalog is displayed in this column. Please note that this column displays the **approval status** of the catalog marked by the **admin**. The admin can change the status of a product from the '**Approval Status**' field provided when clicking on the '**Edit**' button.
- **Publish:** The admin can change the **publishing status** of the products. The products for which the toggle switch is **on** (green) will be marked as '**Active**' products and will be displayed in the system. The products for which the toggle switch is **off** (grey) will be marked as '**In-Active**' and will be hidden from the

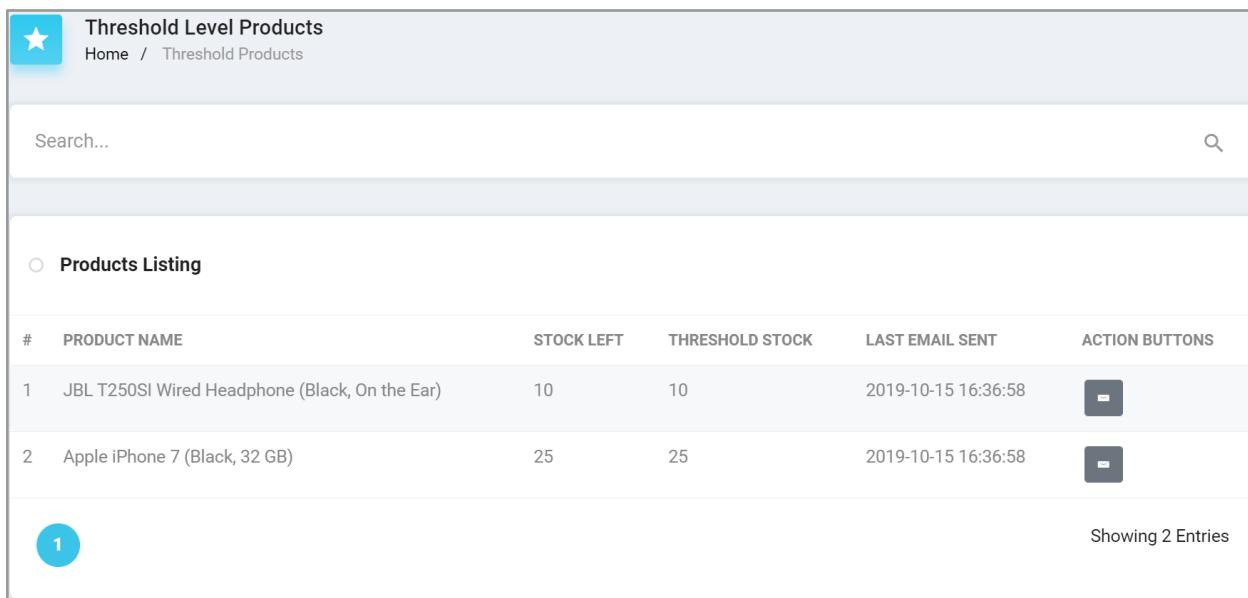
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

system. Please note that the **In-Active** products will **not** be removed from the system but will stop being displayed to the users (sellers and buyers) until the admin marks them as Active. The status defined on the product **catalogs** will also reflect on **their inventories**.

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

## 4.5 Threshold Products

A threshold product is the one whose quantity has reached equal to or less than the alert stock level mentioned for a product. The products that have reached their threshold limit are listed on this page.



The screenshot shows a table titled 'Threshold Level Products' with the following data:

#	PRODUCT NAME	STOCK LEFT	THRESHOLD STOCK	LAST EMAIL SENT	ACTION BUTTONS
1	JBL T250SI Wired Headphone (Black, On the Ear)	10	10	2019-10-15 16:36:58	
2	Apple iPhone 7 (Black, 32 GB)	25	25	2019-10-15 16:36:58	

Showing 2 Entries

A mail icon  is displayed under the 'Action Buttons' column. Admin can send a reminder email notification to the respective seller by clicking on this

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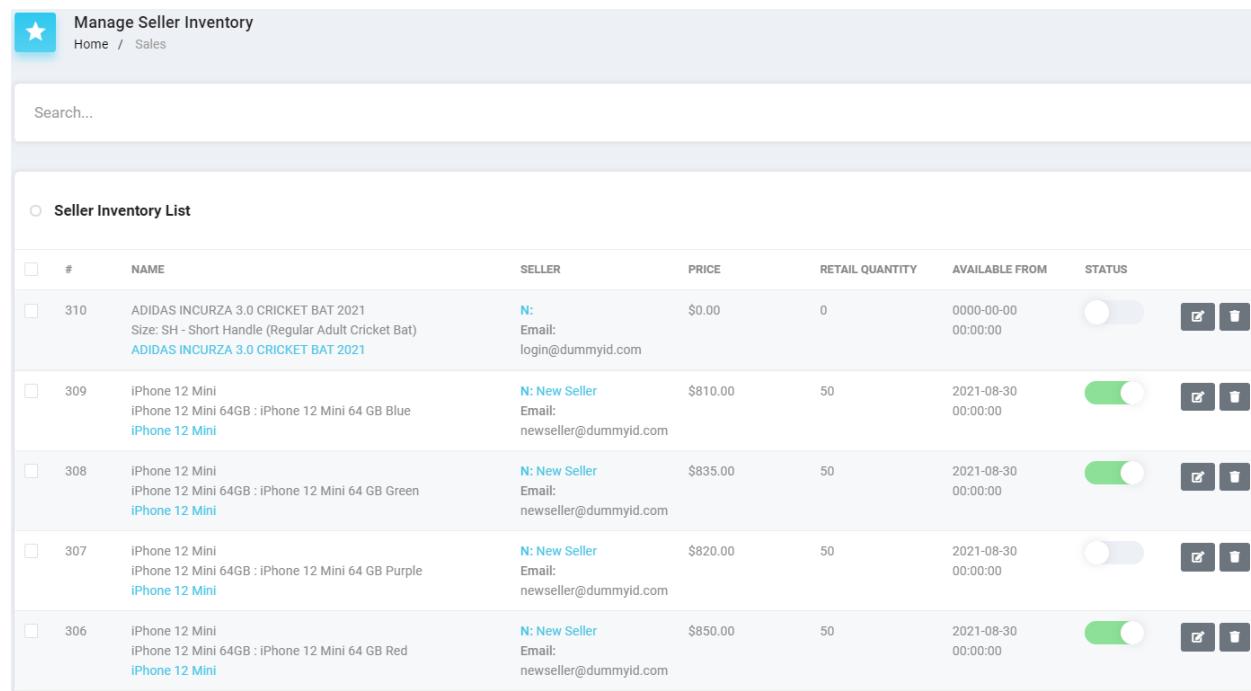
button. These alert emails notify the sellers that the stock level has reached the threshold value. Email content can be managed from the **CMS > Emails Template Management** page where the template is saved as '**Threshold Level Notification - Seller**'.

## 4.6 Rental Product Options

### i. Seller Inventory

This page displays a list of inventories added by sellers in their shops.

**NB:** Please note that this page is entirely similar to that of the **Seller Inventory** page provided in the **Sale Product Options** module. However, the lists are displayed separately to help the admin distinguish between products that are available for **only rent, only same or both, rent and sale**.



Seller Inventory List							
	#	NAME	SELLER	PRICE	RETAIL QUANTITY	AVAILABLE FROM	STATUS
<input type="checkbox"/>	310	ADIDAS INCURZA 3.0 CRICKET BAT 2021 Size: SH - Short Handle (Regular Adult Cricket Bat) <a href="#">ADIDAS INCURZA 3.0 CRICKET BAT 2021</a>	N: Email: login@dummyid.com	\$0.00	0	0000-00-00 00:00:00	<input type="checkbox"/>
<input type="checkbox"/>	309	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Blue <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$810.00	50	2021-08-30 00:00:00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	308	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Green <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$835.00	50	2021-08-30 00:00:00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	307	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Purple <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$820.00	50	2021-08-30 00:00:00	<input type="checkbox"/>
<input type="checkbox"/>	306	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Red <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$850.00	50	2021-08-30 00:00:00	<input checked="" type="checkbox"/>

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This page is created to check rental inventories due to which the table displays information relevant to rent. The admin can use following filters to filter out search results:

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

### a. Manage Seller Inventory List

This list displays basic details of the inventories added by all the registered sellers. The admin can perform actions from following columns:

- **Check-box:** Check-boxes are provided on the left of each product clicking on which the admin can select multiple products to perform actions. Clicking on check-box will provide certain options for the admin on the top-right corner of this list, which are:

- **Publish** : Clicking on this icon will activate the products selected from the respective seller's shop which means that they will be displayed in the front-end of the website.
- **Un-publish** : Clicking on this icon will restrict the products selected from the respective seller's shop, from being displayed in the front-end of the website.
- **Delete** : Clicking on this icon will delete the selected products from the seller's shop.
- **Add Special Price** : Clicking on this icon will redirect the admin to the **Promotions > Rental Promotions > Special Price List** where the admin can add a special price on the items for improving sales.

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- **Add Volume Discount** : Clicking on this icon will redirect the admin to the **Promotions > Rental Promotions > Volume Discount List** page on which the admin can add volume discounts on items to improve sales.
- **Status:** A toggle switch is provided in this column for each product. If the admin turns the toggle on, the product will be displayed in the seller's shop on the front-end of this website. If the admin turns the toggle off, the product will be removed from the seller's shop on the front-end of the website.
- **Edit** : Clicking on this button will open the '**Seller Inventory**' form. The details of items that were previously filled by the sellers are displayed in fields. The details of this form are explained ahead. Please make changes and click on the '**Save Changes**' button to update the changes.
- **Delete Product:** Clicking on this icon will delete the item from the seller's shop.

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

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

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## b. Edit Seller Inventory

Manage Seller Product

Home / Form

**Rent** Add/update Rental Details    **Sale** Add/update Sale Details

**Title\*** MIZAGO Women's Top

**User\*** ariana - Ariana's Shop

**Minimum Purchase Quantity\*** 2

**Url Keyword\*** mizago-women-s-top

**https://dev2.yorent-v2.4livedemo.com/mizago-women-s-top**

**Publish** Yes

**Date Available\*** 2021-08-30

**Product Condition\*** New

**Enable Request For Quote**

**Rental Duration Type** Day(s)

**Minimum Rental Duration** 5

**Duration Discount May Be Affected After Duration Type Change**

**Fulfillment Method** Shipped And Pickup

**Enable Request For Quote**

VARIANT/OPTION	ORIGINAL PRICE	BUFFER DAYS <small>?</small>	SECURITY AMOUNT	RENTAL PRICE	QUANTITY
Black	500.00	2	200.00	300.00	5

**Any Extra Comment For Buyer** Any Extra Comment For Buyer

**Rental Terms & Conditions**

Translate To Other Languages

**Inventory Data For Arabic**

**SAVE CHANGES**

The seller adds details in the inventory form. The admin has the authorization to view or edit the details. The form includes 2 tabs that are explained below-

**Rent tab:** This tab includes following details -

- **Title\*:** Name of the inventory.

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- **User\*:** The user/shop name.
- **URL Keyword:** The site URL of the inventory.
- **Minimum Purchase Quantity\*:** The minimum quantity required to buy when placing an order for this inventory.
- **Publish:** This drop-down list has two options: Yes and No. Selecting 'Yes' will display this inventory at the front-end. Selecting 'No' will hide this inventory from the front-end.
- **Date Available\*:** The date from which the inventory will be available. If a date in the future is entered, the inventory will only be visible on the homepage from that date onwards.
- **Product Condition\*:** Select if the inventory is '**New**', '**Used**' or '**Refurbished**'. By selecting '**New**' the seller confirms that the inventory will directly go from the manufacturer to the buyer and has its complete warranty. By selecting '**Used**' the seller confirms that the inventory was used for a certain time period and then sold by another buyer. By selecting '**Refurbished**' the seller confirms that the inventory was returned by a buyer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects) and is now available for sale with a new warranty and better quality.
- **Enable Request for Quote:** Select the check-box to provide '**Request for Quote**' option for registered buyers at the front-end for this inventory.

**Request For Quote**

Using this button, the registered buyer can **inquire** about the pricing for the bulk quantities of a particular product, which can help in leading to negotiations and then settlement at a reasonable price.

- **Rental Duration Type:** Select the type of duration. Separate duration types can be set for each inventory. Please choose any one of the options provided in the drop-down list, which are **Day(s)**, **Week(s)** and **Month(s)**. Please note that the

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**duration type** selected here will **also be applied** as the duration period of **discount coupon** for **this** inventory.

- **Minimum Rental Duration:** The minimum time (in days, weeks or months, as per previous selection) for which the inventory is to be rented.
- **Fulfilment Method:** Select the shipping fulfillment method for this inventory from the drop-down list. The options provided are - **Shipping & Pickup, Pickup Only and Ship Only.**
- **Variant/Option:** The column displays the name of the variant.  
**NB:** This column will **not** be displayed for inventories of products with **no options**. In other words, a product with no options does not have any variants.
- **Original Price:** Enter the original price of the inventory.
- **Buffer Days:** Mention the time (in days) required to prepare your service before next rental booking.
- **Security Amount:** Enter the amount of security required from buyers renting this inventory.
- **Rental Price:** Enter the rental price to be charged.
- **Quantity:** Enter the available quantities for this inventory.
- **Any Extra Comment for Buyer:** Enter any additional comments for the buyers in this section. The comments will be displayed at the front-end on this product's detail page.
- **Rental Terms & Conditions:** Mention rental terms and conditions in this section.
- **Translate to other Languages:** Select the check-box to allow the system to automatically translate data to other languages.
- **[Secondary] Language Data:** Click on this section which will display fields that need to be updated for secondary languages. Please enter the details manually **or** select '**Translate to other Languages**' checkbox and save changes.

Please click on the '**Save Changes**' button provided at the end of the page to proceed on to the next tab.

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**Sale tab:** Entering information in this tab is only needed if this inventory needs to be provided for sale as well.

The screenshot shows a 'Manage Seller Product' interface with a 'Sale' tab selected. Key fields include:

- System Should Maintain Stock Levels** (checkbox)
- Alert Stock Level** (input field: 0)
- System Should Track Product Inventory** (checkbox)
- Minimum Purchase Quantity\*** (input field)
- Publish** (dropdown: Yes)
- Date Available\*** (input field: 2021-08-30)
- Product Condition\*** (dropdown: New)
- Use Shop Return And Cancellation Policy** (checkbox)
- Product Order Return Period (days)** (input field)
- Product Order Cancellation Period (days)** (input field)
- SELLING PRICE**, **QUANTITY**, and **SKU** sections with input fields.

A 'Save Changes' button is located at the bottom left.

The tab includes following details -

- **'System Should Maintain Stock Levels' Check-box:** Enable the feature through which the system will automatically keep a track on the remaining stock levels.
- **'System Should Track Product Inventory' Check-box:** Allow the system to generate an alert for the seller notifying them about the number of products left in the inventory. For instance, if the seller wants that an alert be generated when the inventory is left with only 2 products. If the seller has selected this check-box, the system will generate an alert and notify the seller about the missing stock. If the seller has not selected this option, the seller will not be notified about the missing stocks and orders for missing products will be received anyhow.
- **Alert Stock Level:** Enter the minimum number at which the system must generate an alert notifying the seller about the products left in inventory.

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**NB:** This input box will only be active if the seller has enabled the '**System Should Track Product Inventory**' check-box.

- **Minimum Purchase Quantity\*:** Enter the quantity below which the buyer cannot place an order for the product.
- **Publish:** This drop-down list has two options: Yes and No. Select 'Yes' if they want to display this inventory at the front-end. Select 'No' if they want to hide this inventory from the front-end.
- **Date Available From\*:** Select the date from which the current inventory can be available. By default it is selected for the due date. However, if the seller chooses a date in the future, the product will only be visible on the homepage from that date onwards.
- **Product Condition\*:** The seller can mention if the product is '**New**', '**Used**' or '**Refurbished**' by selecting any one of these options from the drop-down list. By selecting '**New**' the seller confirms that the product will directly go from the manufacturer to the buyers and has its complete warranty. By selecting '**Used**' the seller confirms that the product was used for a certain time period and then sold by another buyer. By selecting '**Refurbished**' the seller confirms that the product was returned by a buyer shortly after the sale due to certain reasons (mostly due to the presence of any kinds of defects) and is now available for sale with a new warranty and better quality.
- **'Use Shop Return and Cancellation Policy' Check-box:** Selecting this check-box will enable the system to use the same return and cancellation policies for this product as entered by the seller in the '**Manage Shop**' module. If the seller doesn't select this check-box, they can mention new return and cancellation periods for this product in the input boxes appearing below.
- **Product Order Return Period (days):** Enter the time period (in days) within which the buyer can place an order return request.
- **Product Order Cancellation Period (days):** Enter the time period (in days) within which the buyer can place an order cancellation request.
- **Selling Price:** Enter the selling price of the inventory.

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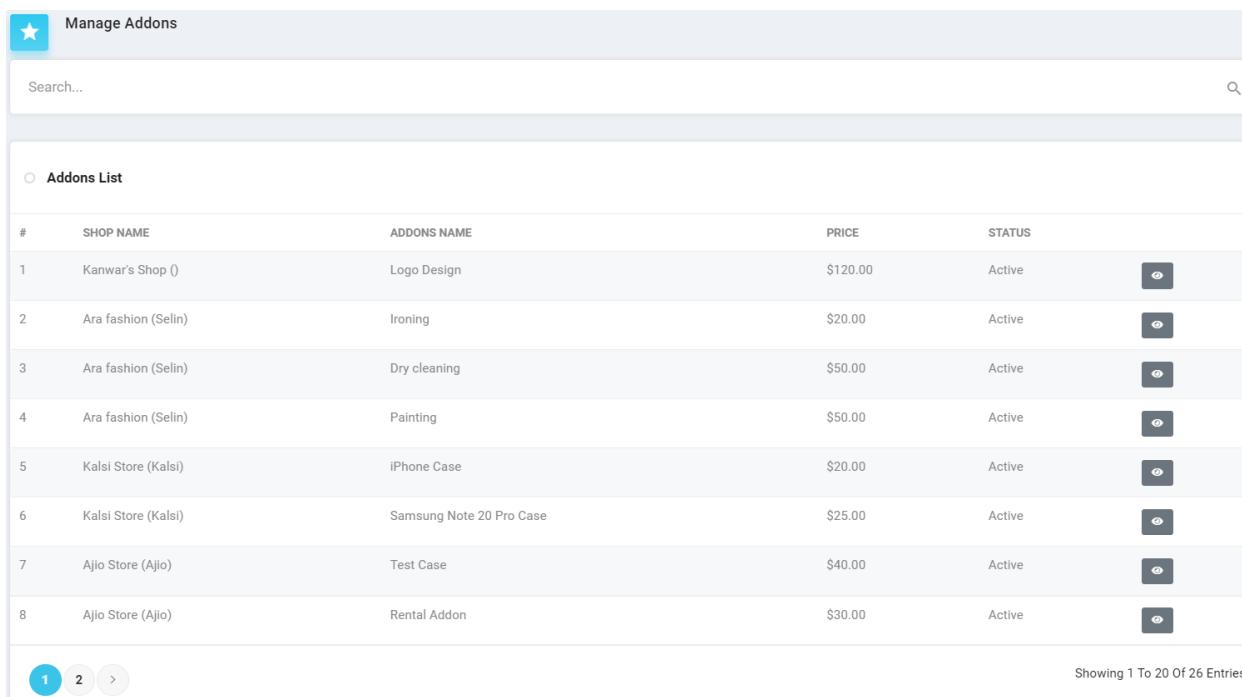
- **Quantity:** Enter the quantity available for the inventory for sale.
- **SKU:** Enter the SKU (Stock Keeping Unit) number of the inventory.

Please click on the '**Save Changes**' button provided at the end of the page after making any changes.

## ii. Rental Addons

Product Add-Ons allow sellers to add paid or free options to their products. For example, the refrigerators and washing machines can have extended warranties. Here, the warranties can be added as add-ons and can be linked to multiple products.

Please note that the **Rental Addons** page shows the list of addons created by sellers. The products linked to each addon are listed on the '**Linked Rental Addons to Products**' page.

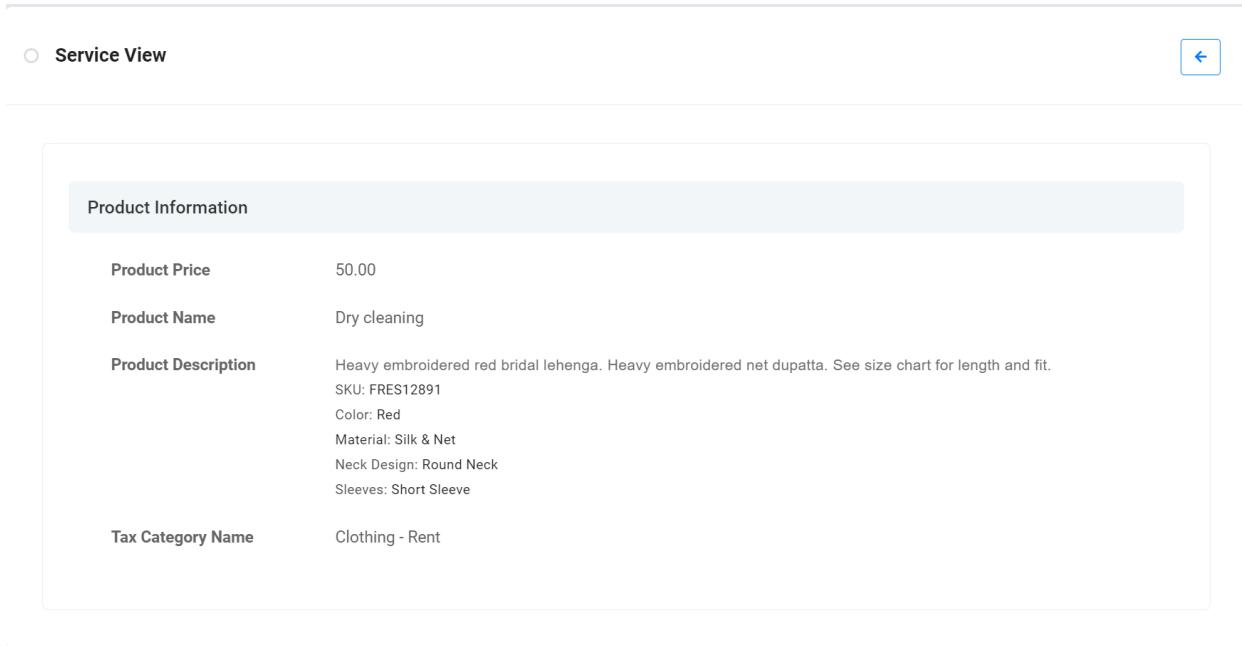


#	SHOP NAME	ADDONS NAME	PRICE	STATUS
1	Kanwar's Shop ()	Logo Design	\$120.00	Active
2	Ara fashion (Selin)	Ironing	\$20.00	Active
3	Ara fashion (Selin)	Dry cleaning	\$50.00	Active
4	Ara fashion (Selin)	Painting	\$50.00	Active
5	Kalsi Store (Kalsi)	iPhone Case	\$20.00	Active
6	Kalsi Store (Kalsi)	Samsung Note 20 Pro Case	\$25.00	Active
7	Ajio Store (Ajio)	Test Case	\$40.00	Active
8	Ajio Store (Ajio)	Rental Addon	\$30.00	Active

Showing 1 To 20 Of 26 Entries

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

The admin cannot create new add-ons into the system. These are only created by sellers. The details of an add-on can be seen by clicking on the View button which will open the **Service View** page.



The screenshot shows a 'Service View' page with a 'Service Information' header. Below it is a 'Product Information' section containing the following details:

Product Price	50.00
Product Name	Dry cleaning
Product Description	Heavy embroidered red bridal lehenga. Heavy embroidered net dupatta. See size chart for length and fit. SKU: FRES12891 Color: Red Material: Silk & Net Neck Design: Round Neck Sleeves: Short Sleeve
Tax Category Name	Clothing - Rent

Use the  button to go back to the listing page.

### iii. Linked Rental Addons to Products

This page lists the products linked to each addon. The admin cannot link products with add-ons. This is only done by sellers. Admin can view the list of add-ons, the products linked with it and the name of the shop/seller by whom the add-on was added.

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

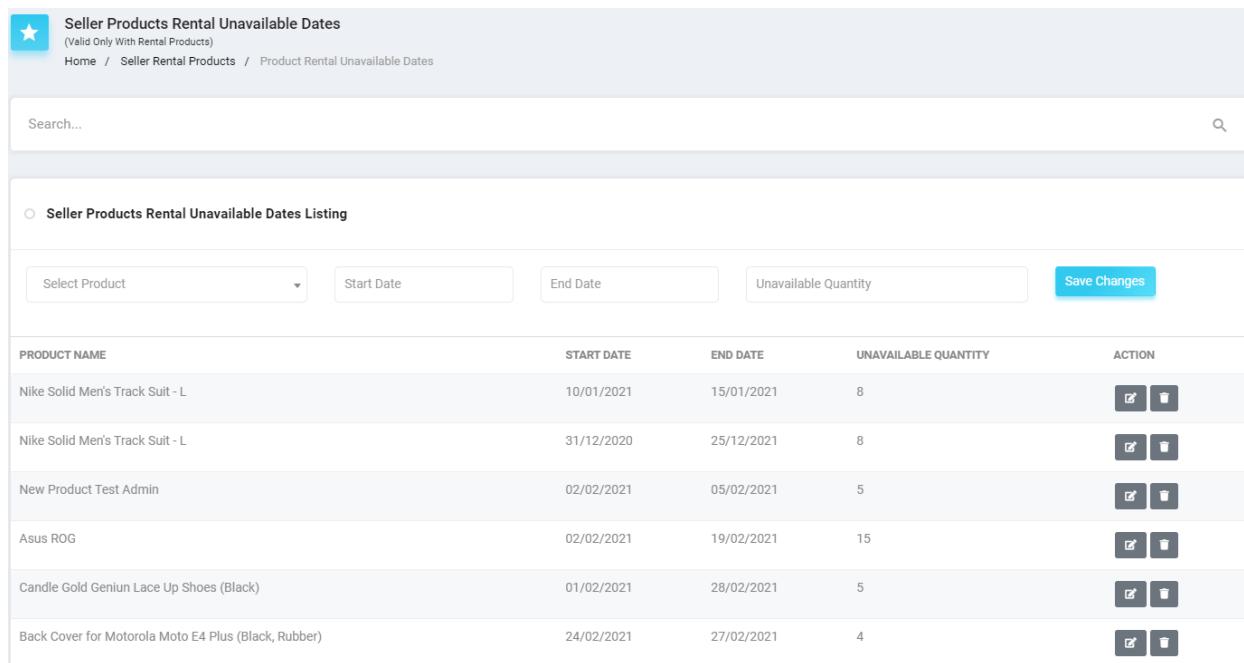
Manage Orders		
<a href="#">Home</a> / <a href="#">Addon Products</a>		
<input type="text" value="Search..."/> <span>Search</span>		
<input checked="" type="radio"/> <b>Services List</b>		
SERVICE NAME	ATTACHED PRODUCTS	SHOP NAME
Ironing	retrobella Party Balloon Sleeve Striped Women - Black   retrobella Party Balloon Sleeve Striped Women - Blue	Ara fashion (Selin)
Dry cleaning	Red Luxury Feather Pattern Off-Shoulder Prewedding Extra Long Trail Gown,	Ara fashion (Selin)
iPhone Case	IPHONE 12 PRO   Samsung Note 20 Ultra	Kalsi Store (Kalsi)
Samsung Note 20 Pro Case	Samsung Note 20 Ultra	Kalsi Store (Kalsi)
Test Case	Nike Sneakers - Size L   One Plus 9 T - Charcoal Grey   Mi Note 10 Pro - Size L Colour Red   Mi Note 10 Pro - Size M Colour Blue   Mi Note 10 Pro - Size S Colour Black   Lenovo Ideapad - Black Red	Ajio Store (Ajio)
Rental Addon	Nike Sneakers - Size L   Nike Sneakers - Size M   Nike Sneakers - Size S   Lenovo Ideapad - Black Red	Ajio Store (Ajio)
Laptop Bag	Lenovo Ideapad - Black Red	Ajio Store (Ajio)

#### iv. Product Unavailable Dates

Only the currently active (published) rental products and services can be marked as unavailable for a certain time period.

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

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



PRODUCT NAME	START DATE	END DATE	UNAVAILABLE QUANTITY	ACTION
Nike Solid Men's Track Suit - L	10/01/2021	15/01/2021	8	 
Nike Solid Men's Track Suit - L	31/12/2020	25/12/2021	8	 
New Product Test Admin	02/02/2021	05/02/2021	5	 
Asus ROG	02/02/2021	19/02/2021	15	 
Candle Gold Geniun Lace Up Shoes (Black)	01/02/2021	28/02/2021	5	 
Back Cover for Motorola Moto E4 Plus (Black, Rubber)	24/02/2021	27/02/2021	4	 

### To mark a product as unavailable -

- **Select Product:** Enter the initial keywords of a product name to make it appear in the drop-down list. Select the appropriate product from the list.
- **Start Date:** Select the start date of the time period.
- **End Date:** Select the end date of the time period.
- **Unavailable Quantity:** Enter the quantity of products that are to be marked as unavailable to the buyers.

After adding the information, please click on **Save Changes** to add the product into the list. To make changes in the previously entered details, please click on the **Edit** button provided in its respective row. The existing details will be displayed in the form provided on the top. Do not forget to **Save Changes** after editing the details.

The products added to the list can be removed using the **Delete** button.

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

## v. Document Verification Fields

This page will only be displayed if the Document Verification setting is enabled from System Settings > General Settings > Checkout tab.

Sellers can attach verification fields with the products added in their shops. These fields are added to collect any verification related details required from buyers. Please note that these fields will only be displayed for rental products.

The admin can only add and manage the list of verification fields into the system. Linking them with the products is done at the inventory level by sellers from their panels.

The verification fields are displayed on the checkout page of products with which they are linked.

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

Shipping To:

Tom Hanks, 12 University Drive  
Chandigarh, Chandigarh, India, 160002  
4813164578

[Edit](#)

**ADDITIONAL DOCUMENTS**

inactive	<a href="#">Choose File</a>
single entry*	<a href="#">Choose File</a>
black*	<a href="#">Choose File</a>
Driving License*	<a href="#">Choose File</a>
Pan Card	<a href="#">Choose File</a>

**ORDER SUMMARY - 1 ITEM(S)**

	2 Macbook pro	\$1,200.00
--	---------------	------------

Rental Amount	\$1,200.00
Rental Security	\$1,865.00
Duration	- \$360.00
Delivery Charges	\$30.00
Net Payable	\$2,735.00

**RENTAL AGREEMENT**

Kanwar's Shop



sample.pdf

To add a new verification field, please click on the plus icon provided on the top-right corner of the page which will open the Verification Field Setup form.

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

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

## Verification Field Setup

Field Name \*

Field Type \*

Is Required \*

Status \*

Arabic Language Data

SAVE CHANGES

Please enter the following details -

- **Field Name\***: Enter the field name.
- **Field Type\***: Select the field type from the drop-down list that provides options - **Textbox & File**.
- **Is Required\***: Select '**Yes**' to mark the field as mandatory or else select '**No**'.
- **Status\***: Define the status of the verification field as '**Active**' or '**Inactive**'.
- **(Secondary) Language Data**: Click on this section to show fields that require secondary language data. Enter the required information.

Click on **Save Changes** to add the field.

The list can be managed by admin using following action buttons -

- **Status**: Use the toggle switch button to change the status of a verification field.
- **Edit**: Click on the **Edit** button to make changes in the details of an existing verification field.

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

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

## 4.7 Sale Product Options

### i. Seller Inventory

This page displays a list of inventories added by sellers in their shops.

**NB:** Please note that this page is entirely similar to that of the **Seller Inventory** page provided in the **Rental Product Options** module. However, the lists are displayed separately to help the admin distinguish between products that are available for **only rent, only same or both, rent and sale**.

<input type="checkbox"/>	#	NAME	SELLER	PRICE	RETAIL QUANTITY	AVAILABLE FROM	STATUS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	310	ADIDAS INCURZA 3.0 CRICKET BAT 2021 Size: SH - Short Handle (Regular Adult Cricket Bat) <a href="#">ADIDAS INCURZA 3.0 CRICKET BAT 2021</a>	N: login@dummyid.com	\$0.00	0	0000-00-00 00:00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	309	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Blue <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$810.00	50	2021-08-30 00:00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	308	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Green <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$835.00	50	2021-08-30 00:00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	307	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Purple <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$820.00	50	2021-08-30 00:00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	306	iPhone 12 Mini iPhone 12 Mini 64GB : iPhone 12 Mini 64 GB Red <a href="#">iPhone 12 Mini</a>	N: New Seller Email: newseller@dummyid.com	\$850.00	50	2021-08-30 00:00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This page is created to check sale inventories due to which the table displays information relevant to sales. The admin can use following filters to filter out search results:

- **Keyword:** Search the products by entering their names.
- **Seller Name or Email:** Search products added by a particular seller by mentioning their name or email address.

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

- **Product Categories:** Search products listed under various categories.
- **Active:** Search products based on their status (active or inactive).

### a. Manage Seller Inventory List

This list displays basic details of the inventories added by all the registered sellers. The admin can perform actions from following columns:

- **Check-box:** Check-boxes are provided on the left of each product clicking on which the admin can select multiple products to perform actions. Clicking on check-box will provide certain options for the admin on the top-right corner of this list, which are:
  - **Publish** : Clicking on this icon will activate the products selected from the respective seller's shop which means that they will be displayed in the front-end of the website.
  - **Un-publish** : Clicking on this icon will restrict the products selected from the respective seller's shop, from being displayed in the front-end of the website.
  - **Delete** : Clicking on this icon will delete the selected products from the seller's shop.
  - **Add Special Price** : Clicking on this icon will redirect the admin to the **Promotions > Sales Promotions > Special Price List** where the admin can add a special price on the items for improving sales.
  - **Add Volume Discount** : Clicking on this icon will redirect the admin to the **Promotions > Sales Promotions > Volume Discount List** page on which the admin can add volume discounts on items to improve sales.
- **Status:** A toggle switch is provided in this column for each product. If the admin turns the toggle on, the product will be displayed in the seller's shop on the front-end of this website. If the admin turns the toggle off, the product will be removed from the seller's shop on the front-end of the website.

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

- **Edit**  : Clicking on this button will open the '**Seller Inventory**' form. The details of items that were previously filled by the sellers are displayed in fields. The details of this form are explained ahead. Admin can make changes and click on the '**Save Changes**' button to update the changes.
- **Delete Product**: Clicking on this icon will delete the item from the seller's shop.

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

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

Apart from this, the list displays details relevant to sales price of inventories.

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

## b. Edit Seller Inventory

★ Manage Seller Product

[Home](#) / [Form](#)

**Rent** [Add/update Rental Details](#)

**Sale** [Add/update Sale Details](#)

---

**Title\***

**User\***

---

**Url Keyword\***

**Minimum Purchase Quantity\***

---

**Publish**

**Date Available\***

---

**Product Condition\***

**Enable Request For Quote**

---

**Rental Duration Type**

**Minimum Rental Duration**

Duration Discount May Be Affected After Duration Type Change

---

**Fulfillment Method**

**Enable Request For Quote**

---

VARIANT/OPTION	ORIGINAL PRICE	BUFFER DAYS <small> ⓘ</small>	SECURITY AMOUNT	RENTAL PRICE	QUANTITY
Black	500.00	2	200.00	300.00	5

**Any Extra Comment For Buyer**

**Rental Terms & Conditions**

**Translate To Other Languages**

**Inventory Data For Arabic**

**SAVE CHANGES**

**+**

The seller adds details in the inventory form. The admin has the authorization to view or edit the details. The form includes 2 tabs and the details of both the tabs are exactly the same as explained in **Seller Inventory form** in section 4.6 (b).

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

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

Rent tabSale tab

Please note that since you are accessing the **sales inventory form**, you will be redirected to the **Sales tab initially**. However, you can switch among the tabs to update information.

#### 4.8 Related Products

Related Products are also commonly known as '**Similar Products**'. They can also be defined as the alternative products or complementary choices presented to buyers. When a buyer opens a product detail page, these products are displayed below as suggestions. The products which have already been assigned related products are displayed on this page.

PRODUCT NAME	RELATED PRODUCTS
Apple iPhone 6s Plus (Gold, 32 GB) Seller: Cindy	Apple iPhone 6s Plus (Space Grey, 32 GB)   Cindy x    Apple iPhone 6s Plus (Space Grey, 64 GB)   Cindy x    Apple iPhone 6s Plus (Gold, 16 GB)   Cindy x Apple iPhone 6s Plus (Space Grey, 16 GB)   Cindy x
Apple iPhone 6s Plus (Space Grey, 32 GB) Seller: Cindy	Apple iPhone 6s Plus (Space Grey, 64 GB)   Cindy x    Apple iPhone 6s Plus (Gold, 16 GB)   Cindy x    Apple iPhone 6s Plus (Silver, 16 GB)   Cindy x Apple iPhone 6s Plus (Space Grey, 16 GB)   Cindy x
Macbook pro Seller: michael	Alienware laptop (Best in Gaming)   michael x    HP Omen   michael x
Apple iPhone 7 (Gold, 32 GB) Seller: michael	Apple iPhone 7 (Gold, 32 GB)   michael x

Showing 4 Entries

To add related products, please perform the below steps:

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

- **Search Product:** Enter the name of product to which the products are to be linked. The input-box provides an auto-complete list which helps the admin to find and fill-in the product name easily and accurately.
- **Add Related Products:** Add the names of products which they wish to display as related products.

Please note that the products of the same seller can only be linked to one another. The input field will not allow you to search and link products of two different sellers.

After entering the details in the input-fields, click on the '**Save**' button. The product will now be displayed in the list provided on this page along with its related products. Admin can delete the related product by clicking on the cross provided besides each related product displayed in the list.

#### 4.9 Buy Together Products

The Buy Together products are commonly known as Add-On products. These are the products that complement each other and can be suggested to buyers when they wish to buy any one of such products. The added buy-together products are displayed on the '**Buy Together Products**' page.

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

To add buy-together products, admin must:

- **Search Product:** Enter the name of product to which the products are to be linked. The input-box provides an auto-complete list which helps the admin to find and fill-in the product name easily and accurately.
- **Add Buy Together Products:** Enter the name of products that are to be displayed to buyers as add-ons. Multiple numbers of products can be added as add-ons to one product.

Please note that the products of the same seller can only be linked here. The input field will not allow you to search and link products of two different sellers.

After filling the details in the input-fields, please click on the '**Save**' button. The product will start being displayed in the list provided below. Admin can delete a buy-together product by clicking on the cross provided besides each add-on product.

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

## 4.10 Product Reviews

Through this module, admin can view and manage the reviews posted by buyers for products displayed on the website. The reviews can be approved or cancelled by the admin.

**NB:** Admin can choose to allow posting product reviews with/without approval from **System Settings > General Settings > Reviews tab**. If the admin has set approval required, the reviews will not be posted on the website until they are approved from the admin-panel. However, in case the approval setting is disabled, the reviews will be posted directly.

Manage Product Reviews																																																																				
Home / Product Reviews																																																																				
Search...						Q																																																														
<input type="radio"/> Product Reviews List																																																																				
<table border="1"> <thead> <tr> <th>#</th> <th>PRODUCT</th> <th>REVIEW FOR</th> <th>REVIEWED BY</th> <th>RATING</th> <th>DATE</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>SAMSUNG Galaxy A51 (Haze Crush Silver, 128 GB) (6 GB RAM)</td> <td>seller00 Dot &amp; Key</td> <td>buyer00</td> <td>★★★★★</td> <td>15/07/2021 09:30</td> <td>Pending</td> </tr> <tr> <td>18</td> <td>Macbook pro</td> <td>michael Kanwar's Shop</td> <td>anil123</td> <td>★★★★★</td> <td>13/07/2021 17:50</td> <td>Approved</td> </tr> <tr> <td>17</td> <td>Rcube PSP White 4 GB with Mario (White)</td> <td>michael Kanwar's Shop</td> <td>Tomhanks</td> <td>★★★★★</td> <td>30/03/2021 17:02</td> <td>Pending</td> </tr> <tr> <td>16</td> <td>Fastrack All Nighters Watch</td> <td>michael Kanwar's Shop</td> <td>Tomhanks</td> <td>★★★★★</td> <td>30/03/2021 17:02</td> <td>Pending</td> </tr> <tr> <td>15</td> <td>Levis Women Tshirt</td> <td>michael Kanwar's Shop</td> <td>michael</td> <td>★★★★★</td> <td>03/02/2021 17:35</td> <td>Approved</td> </tr> <tr> <td>14</td> <td>OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)</td> <td>akshay Akshay's E-Store</td> <td>Tomhanks</td> <td>★★★★★</td> <td>18/10/2019 13:53</td> <td>Approved</td> </tr> <tr> <td>13</td> <td>Women Fit and Flare Pink Dress</td> <td>Cindy Vike Fashion Store</td> <td>Tomhanks</td> <td>★★★★★</td> <td>18/10/2019 13:52</td> <td>Approved</td> </tr> <tr> <td>12</td> <td>Casual Cool Red Shirt</td> <td>Rohit Chromium Gallery</td> <td>anant</td> <td>★★★★★</td> <td>17/07/2019 13:14</td> <td>Approved</td> </tr> </tbody> </table>						#	PRODUCT	REVIEW FOR	REVIEWED BY	RATING	DATE	STATUS	19	SAMSUNG Galaxy A51 (Haze Crush Silver, 128 GB) (6 GB RAM)	seller00 Dot & Key	buyer00	★★★★★	15/07/2021 09:30	Pending	18	Macbook pro	michael Kanwar's Shop	anil123	★★★★★	13/07/2021 17:50	Approved	17	Rcube PSP White 4 GB with Mario (White)	michael Kanwar's Shop	Tomhanks	★★★★★	30/03/2021 17:02	Pending	16	Fastrack All Nighters Watch	michael Kanwar's Shop	Tomhanks	★★★★★	30/03/2021 17:02	Pending	15	Levis Women Tshirt	michael Kanwar's Shop	michael	★★★★★	03/02/2021 17:35	Approved	14	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)	akshay Akshay's E-Store	Tomhanks	★★★★★	18/10/2019 13:53	Approved	13	Women Fit and Flare Pink Dress	Cindy Vike Fashion Store	Tomhanks	★★★★★	18/10/2019 13:52	Approved	12	Casual Cool Red Shirt	Rohit Chromium Gallery	anant	★★★★★	17/07/2019 13:14	Approved
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13	Women Fit and Flare Pink Dress	Cindy Vike Fashion Store	Tomhanks	★★★★★	18/10/2019 13:52	Approved																																																														
12	Casual Cool Red Shirt	Rohit Chromium Gallery	anant	★★★★★	17/07/2019 13:14	Approved																																																														

A search bar is provided on the top of this page using which admin can search reviews based on following filters:

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

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

- **Review For:** Mention the seller shop name to check their particular product reviews.
- **Status:** Select particular status from drop-down list to view product reviews with that current status.
- **Date From:** Product reviews received after a certain date.
- **Date to:** Product reviews received before a certain date.

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

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

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

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

#### Product Rating Information

Product Name	Women Fit and Flare Pink Dress
Reviewed By	Tomhanks
Date	18/10/2019
Product	<span style="font-size: 1.5em;">★ ★ ★ ★ ★</span>
Rating Type Shipping	<span style="font-size: 1.5em;">★ ★ ★ ★ ★</span>
Rating Type Stock Availa...	<span style="font-size: 1.5em;">★ ★ ★ ★ ★</span>
Rating Type Package Qua...	<span style="font-size: 1.5em;">★ ★ ★ ★ ★</span>
Overall Rating	<span style="font-size: 1.5em;">★ ★ ★ ★ ★</span>
Review Title	Great Dress
Review Comments	Great Dress but does not work for the occasion I needed it for. Sad to have it returned :(
<b>Change Status</b>	
Status*	<input style="width: 150px; height: 30px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="Pending"/> <div style="border: 1px solid #ccc; width: 150px; height: 15px; background-color: #f0f0f0; position: relative;"> <span style="position: absolute; right: -5px; top: -5px; font-size: 1.5em; color: #ccc;">▼</span> </div>
<input style="background-color: #00aaff; color: white; border: 1px solid #00aaff; padding: 5px 10px; border-radius: 5px; font-weight: bold; font-size: 0.9em; cursor: pointer;" type="button" value="UPDATE"/>	

**Fig. 6.8.2: Product Rating Information**

Admin can **change the status** of product review (if respective settings are enabled). The drop-down list provides three options:

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

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

## 4.11 Tags

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

To add a new tag, please enter the tag keywords in the input text-box provided to its right. To delete a tag, use the '**Cross**' provided beside each tag.

A **search bar** is provided on the top of this page using which admin can search a specific product by entering its name or relevant keywords. The products are displayed with their names that are hyperlinked such that clicking on them will redirect you to the '**Catalog Products**' page which displays the details of that product.

Manage Tags		
Home / Tags		
<input type="text" value="Search..."/> <span>Search</span>		
<input type="radio"/> Products		
#	PRODUCT	TAGS
170	<a href="#">Lays Classic</a>	
169	<a href="#">Note 7 Pro</a>	
168	<a href="#">Lays Classic</a>	
167	<a href="#">Tie</a>	
166	<a href="#">Seller Product</a>	tag <span>x</span>
165	<a href="#">Red</a>	
164	<a href="#">Admin Product 1</a>	tag <span>x</span> 0 <span>x</span>
163	<a href="#">Late Charge Flat</a>	
162	<a href="#">Late charge 1</a>	
161	<a href="#">Custom Product</a>	

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

## 4.12 Brand Requests

All the brand requests being received from sellers are displayed under this module.

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

Manage Product Brand Requests					
Home / Brands / Brand Requests					
<input type="text"/> Search...					
<input type="radio"/> Requested Brands List					
#	REQUESTED BY	LOGO	BRAND NAME	REQUESTED ON	
14	Kanwar's Shop()		aaa	13/10/2021	
13	Kanwar's Shop()		VISION	09/10/2021	
12	Kanwar's Shop()		Maybelline	07/10/2021	
11	Kanwar's Shop()		LV1	23/09/2021	
10	Kanwar's Shop()		LV (LV)	23/09/2021	
9	Ajio Store(Ajio)		New Brand Test Request (New Brand Test Request)	13/08/2021	
8	Rental(Rental Sharma)		Zara1 (Zara)	06/08/2021	
7	Rental(Rental Sharma)		Zara1	06/08/2021	

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

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

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

redirect admin to '**Product Brand Setup**' pop-up form. This is the same as that of the **Brand Setup** form. The details are entered by the seller who has placed the request. The admin can make changes if necessary and then use **Brand Status** drop-down list to change the status of request. The options provided are:

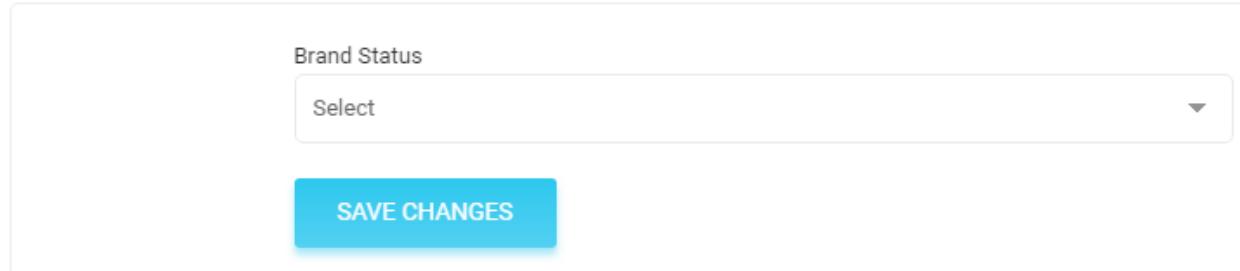
- **Pending:** This means that the request is still pending.
- **Approved:** Selecting this option will approve the request and the brand will be added to the website.
- **Cancelled:** Selecting this option will cancel the request forwarded by the seller.

After making necessary changes, the admin can click on the '**Update**' button provided below.

The admin can also use **Change Status**  button to change the status of requests directly from the list. Clicking on this button will open the **Change Brands Request Status** pop-up form.

Please change the status and then click on the **Save Changes** button.

#### Change Brands Request Status



The form consists of a single input field labeled 'Brand Status' with a dropdown menu. The menu has a 'Select' option and a downward arrow. Below the input field is a blue button labeled 'SAVE CHANGES'.

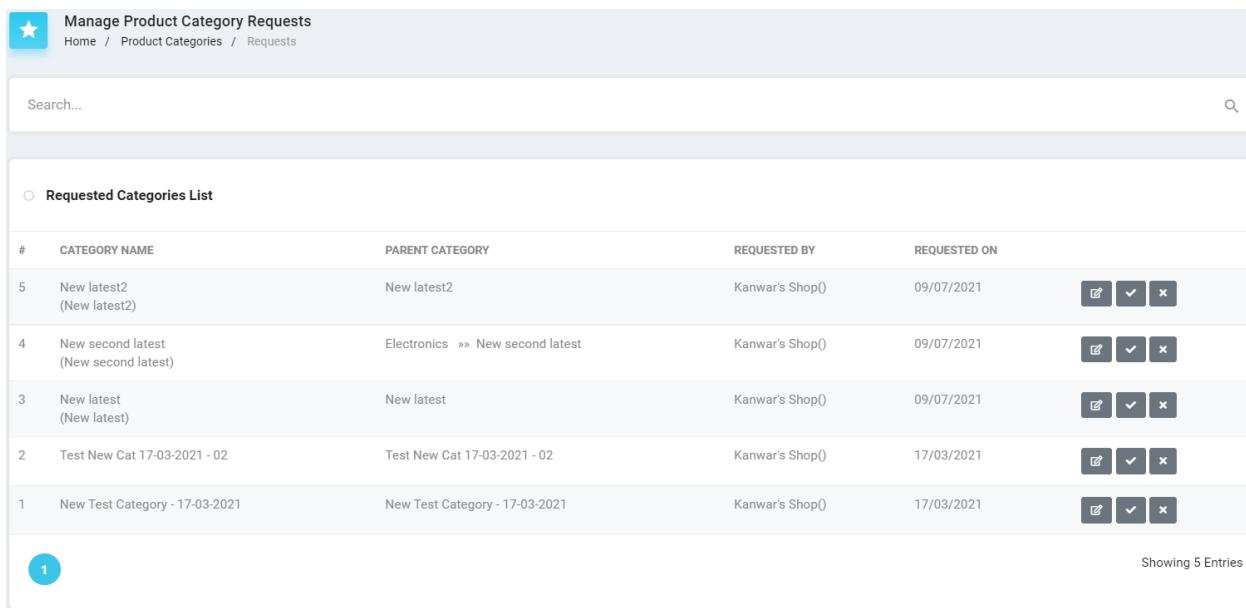
Once the brand requested is approved or canceled, it will be removed from the list. Only requests with '**Pending**' status are displayed in this list.

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

## 4.13 Categories Requests

All the category requests received from sellers are displayed under this module.

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



Manage Product Category Requests

Home / Product Categories / Requests

Search...

Requested Categories List

#	CATEGORY NAME	PARENT CATEGORY	REQUESTED BY	REQUESTED ON	Actions
5	New latest2 (New latest2)	New latest2	Kanwar's Shop()	09/07/2021	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
4	New second latest (New second latest)	Electronics » New second latest	Kanwar's Shop()	09/07/2021	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3	New latest (New latest)	New latest	Kanwar's Shop()	09/07/2021	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
2	Test New Cat 17-03-2021 - 02	Test New Cat 17-03-2021 - 02	Kanwar's Shop()	17/03/2021	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
1	New Test Category - 17-03-2021	New Test Category - 17-03-2021	Kanwar's Shop()	17/03/2021	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 5 Entries

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

The list displays the details of categories that await admin approval. An Edit

 icon is provided to the right of each category request. Clicking on this icon will redirect admin to '**Product Category Setup**' pop-up form.

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

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

This is the same as that of the category form provided in module 4.3. The details are filled up by the seller who has forwarded this request and the admin can make changes as per the necessity.

After making necessary changes, the admin can click on the 'Save' button provided below.

The requests can be approved using  button and cancelled using  button provided to the right of each request.

Once the category request is approved or canceled, it will be removed from the list. Only the pending requests are displayed in this list.

#### 4.14 Custom Product Catalog Requests

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

**NB:** Admin must activate '**Allow Sellers To Request Products Which Is Available To All Sellers**' settings from the **System Settings > General Settings > Product tab** to allow sellers to request adding such products.

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

Manage Custom Catalog Requests					
<a href="#">Home</a> / <a href="#">Custom Products</a>					
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>					
#	PRODUCT	SHOP	ADDED ON	REQUESTED ON	STATUS
7	Test Custom Catalog Request - 3-new	Kanwar's Shop	22/01/2021	22/01/2021	Approved 22/01/2021
6	New Market Place Product Request	Kanwar's Shop	13/01/2021	09/01/2021	Approved 22/01/2021
5	Test New Marketplace Product	Kanwar's Shop	17/12/2020	22/01/2021	Approved 22/01/2021
4	Fastrack All Nighters Watch	Chromium Gallery	16/12/2020	22/01/2021	Approved 16/12/2020
3	Test Custom Catalog Request	Kanwar's Shop	11/12/2020	16/12/2020	Approved 16/12/2020
2	Redmi Note 8 Pro	Kanwar's Shop	11/12/2020	11/12/2020	Approved 11/12/2020
1	Pranika Soft Play Colourful Dough Clay Set	Kanwar's Shop	10/12/2020	10/12/2020	Approved 10/12/2020

A search bar is provided on the top of this page from which the admin can search a particular request using following filters:

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

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

The list displayed provides:

- **Product:** The name of product that has been requested to be added.
- **Shop:** The name of the shop of the seller who has forwarded the request.
- **Added On:** The date at which the request was forwarded.
- **Status:** The current status of the request.

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

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

- **Edit** : Admin can make changes in the product details by clicking on this icon. A pop-up '**Custom Catalog Request**' form will appear that provides four different tabs. Admin can make necessary changes in **General**, **Specifications** and **Language Data** tabs.
- **Images** : Clicking on this icon will display the pop-up '**Product Images**' menu.

#### Product Images

Image File Type

For All Options

Language

All Languages

Photo(s)

Please Keep Image Dimensions Greater Than 740 X 555



Default image
X

Type: For All Options

Language: All

Admin can either add new images or delete previously added images for the product from this menu.

- **Change Status** : Clicking on this icon will redirect admin to the '**Change Status**' tab. Admin can either **approve** or **cancel** the request.

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

Select Status

▼

Add Comment

**SAVE CHANGES**

Please make sure to click on '**Save Changes**' after making changes.

## 5. Promotions

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

### 5.1 Rental Promotions

#### a. Special Price

Admin can set up a special price for **rental products** added on the website. The '**Special Price List**' displays the items for which special price offers have been added.

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

- **Select Product:** The product for which a special price is to be added. The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.

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

- **Price Start Date:** The date from which the special price must start being offered to customers.
- **Price End Date:** The last date until which the special price will be offered to customers.
- **Special Price:** The special price to be offered must be mentioned here.

Please click on the 'Save Changes' button and the special price will be added to the product.

Special Price List

Select Product	Price Start Date	Price End Date	Special Price	<b>SAVE CHANGES</b>
----------------	------------------	----------------	---------------	---------------------

The Start Date, End Date and Special Price applied on an item can be changed. To make changes, click on the entry displayed under the respective column and enter new values. The changes will be saved automatically.

 Manage Special Price  
Home / Rental Special Price

Search...					
<input type="radio"/> Special Price List					
Select Product	Price Start Date	Price End Date	Special Price	<b>SAVE CHANGES</b>	
<input type="checkbox"/> ILLI LONDON Women's TOP Size: SH - Short Handle (Regular Adult Cricket Bat)	\$100.00	ariana	2021-09-01	2021-09-01	\$50.00 50% Off
<input type="checkbox"/> ADIDAS INCURZA 3.0 CRICKET BAT 2021 Size: SH - Short Handle (Regular Adult Cricket Bat)	\$100.00	seller10	2021-08-27	2021-08-28	\$123.00 Extra Charges: \$23.00
<input type="checkbox"/> Adidas Shoes	\$150.00	kalsi01	2021-08-26	2021-08-26	\$99,999,999.99 Extra Charges: \$99,999,849.99
<input type="checkbox"/> ILLI LONDON Women's TOP	\$100.00	ariana	2021-08-27	2021-08-30	\$10.00 90% Off
<input type="checkbox"/> ILLI LONDON Women's TOP	\$100.00	ariana	2021-08-26	2021-08-26	\$10.00 90% Off
<input type="checkbox"/> ADIDAS INCURZA 3.0 CRICKET BAT 2021 Size: SH - Short Handle (Regular Adult Cricket Bat)	\$100.00	seller10	2021-08-19	2021-08-24	\$10.00 90% Off

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

Admin can delete the special offer applied to any item by clicking on '**Delete**' icon  provided to their right. To delete multiple items, please use checkboxes provided to the left of each entry provided in the list. Admin can search for a particular item from the **search bar** provided on the top of this page using two filters that are: Keyword and User Name.

### **b. Duration Discount**

Admin can set up discounts for **rental products**. The '**Duration Discount Listing**' displays the items for which discount rates have been added.

To add a duration discount please follow the below steps:

- **Select Product:** The product for which duration discount is to be added. The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.
- **Minimum Duration:** The minimum duration (in number of days/weeks/months as per the **Rental Duration Type** defined in **Seller Inventory Form > Rent tab**) for which the discount shall be applicable.
- **Percentage:** The discount value in percentage.

Please click on the 'Save Changes' button and the duration discount will be added to the product.

Duration Discount Listing

---

Select Product	Minimum Duration	Percentage (%)	Save Changes
----------------	------------------	----------------	--------------

The minimum duration and discount value applied on an item can be changed. To make changes, click on the Edit button provided to the right of the entry displayed in the list and enter new values. The changes will be saved after clicking on the **Save Changes** button.

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

Manage Duration Discount  
(Valid Only With Rental Products)

Home / Seller Rental Products / Seller Product Duration Discounts

Search...

Duration Discount Listing

Select Product	Minimum Duration	Percentage (%)	Save Changes
Animal cot hanging Seller: Cindy	20 Day(s)	10.00	 
Apple iPhone 6s Plus (Gold, 16 GB) Seller: Cindy	10 Day(s)	1.00	 
Samsung Note 20 Ultra Seller: kalsi01	2 Week(s)	15.00	 
Apple iPhone XR (Black, 128 GB) (Includes EarPods, Power Adapter) Color: Black Storage: 128GB Seller: kalsi01	10 Day(s)	20.00	 
IPHONE 12 PRO Seller: kalsi01	2 Week(s)	10.00	 
IPHONE 12 PRO Seller: kalsi01	3 Week(s)	15.00	 
IPHONE 12 PRO Seller: kalsi01	4 Week(s)	20.00	 

Admin can delete the special offer applied to any item by clicking on '**Delete**' icon  provided to their right. Admin can search for a particular item from the **search bar** provided on the top of this page.

## 5.2 Sale Promotions

### a. Special Price

Admin can set up a special price for **sales products** added on the website. The '**Special Price List**' displays the items for which special price offers have been added.

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

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

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

Please click on the 'Save Changes' button and the special price will be added to the product.

Special Price List

---

Select Product	Price Start Date	Price End Date	Special Price	SAVE CHANGES
----------------	------------------	----------------	---------------	--------------

The Start Date, End Date and Special Price applied on an item can be changed. To make changes, click on the entry displayed under the respective column and enter new values. The changes will be saved automatically.

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

Manage Special Price

Home / Special Price

Search...

Special Price List

Select Product	Price Start Date	Price End Date	Special Price	SAVE CHANGES			
Asus ROG	\$1,765.00	michael	2021-08-27	2021-08-30	\$1,900.00	Extra Charges: \$135.00	
ILLI LONDON Women's TOP	\$120.00	ariana	2021-08-27	2021-08-27	\$10.00	91.67% Off	
Addidas Sneakers Test: Test	\$2,000.00	kalsi01	2021-08-26	2021-08-26	\$99,999,999.99	Extra Charges: \$99,997,999.99	
Animal cot hanging	\$45.00	Cindy	2021-08-31	2021-09-08	\$99,999,999.99	Extra Charges: \$99,999,954.99	
Addidas Shoes	\$550.00	kalsi01	2021-08-31	2021-11-24	\$90.00	83.64% Off	
ILLI LONDON Women's TOP	\$120.00	ariana	2021-08-24	2021-08-24	\$110.00	8.33% Off	

Admin can delete the special offer applied to any item by clicking on '**Delete**' icon  provided to their right. To delete multiple items, please use checkboxes provided to the left of each entry provided in the list. Admin can search for a particular item from the **search bar** provided on the top of this page using two filters that are: Keyword and User Name.

## b. Volume Discount

Admin can set up discounts for **sales products**. The '**Volume Discount Listing**' displays the items for which discount rates have been added.

To add a volume discount please follow the below steps:

- **Select Product:** The product for which volume discount is to be added. The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.

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

- **Minimum Quantity:** The minimum quantity for which the discount shall be applicable.
- **Percentage:** The discount value in percentage.

Please click on the 'Save Changes' button and the volume discount will be added to the product.

Volume Discount List

Select Product	Add Minimum Quantity	Add Discount Percentage	SAVE CHANGES
----------------	----------------------	-------------------------	--------------

The minimum quantity and discount value applied on an item can be changed. To make changes, click on the values displayed in the table as per the column headings. The new changes will be saved automatically.

 Manage Volume Discount  
Home / Volume Discount

Volume Discount List				
Select Product	Add Minimum Quantity	Add Discount Percentage	SAVE CHANGES	
<input type="checkbox"/> NAME	SELLER	MINIMUM PURCHASE QUANTITY	DISCOUNT (%)	<input type="checkbox"/>
<input type="checkbox"/> ILLI LONDON Women's TOP	ariana	10	10.00	<input type="checkbox"/>
<input type="checkbox"/> One Plus 9T One Plus Color: Charcoal Grey	Ajio01	5	10.00	<input type="checkbox"/>
<input type="checkbox"/> Lenovo Ideapad Colour: Black Red	Ajio01	2	10.00	<input type="checkbox"/>
<input type="checkbox"/> Back Cover for Motorola Moto E4 Plus (Black, Rubber)	michael	5	30.00	<input type="checkbox"/>
<input type="checkbox"/> Asus ROG	michael	8	15.00	<input type="checkbox"/>
<input type="checkbox"/> Candle Leather High Ankel Shoes Lace Up (Black)	michael	5	30.00	<input type="checkbox"/>
<input type="checkbox"/> Women Black Heels - 7	jason	2	5.00	<input type="checkbox"/>
<input type="checkbox"/> Regular Men Blue Jeans	akshay	10	20.00	<input type="checkbox"/>

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

Admin can delete the special offer applied to any item by clicking on '**Delete**' icon  provided to their right. Admin can search for a particular item from the **search bar** provided on the top of this page.

### 5.3 Discount Coupons

Admin can add discount coupons that can be used by customers when placing orders. The '**Coupons List**' displays all the coupons added by admin so far.

Manage Coupons						
Home / Discount Coupons						
<input type="text" value="Search"/> 						
Coupons List						
#	COUPON TITLE	COUPON CODE	COUPON TYPE	COUPON DISCOUNT	AVAILABLE	STATUS
1	NEW10 (New10)	NEW10	Product Purchase	10.00 %	28/07/2017 26/07/2022	   
2	End of Summer Sale (End of Summer Sale)	ESS2019	Product Purchase	5.00 %	18/07/2019 31/07/2020	Expired   
3	Discount On First Purchase (Discount On First Purchase)	5da972ca2dcd9MjE=	Product Purchase	10.00 %	18/10/2019 19/10/2019	Expired   
4	Discount On First Purchase (Discount On First Purchase)	5da96ff12b0deMjA=	Product Purchase	10.00 %	18/10/2019 19/10/2019	Expired   
5	Monsoon Discount (Monsoon Discount)	MD20	Product Purchase	\$25.00	18/07/2019 30/09/2019	Expired   
6	Discount On First Purchase (Discount On First Purchase)	5c9b69fdb8c85MTc=	Product Purchase	10.00 %	27/03/2019 28/03/2019	Expired   

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

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

Coupon Setup

General	Language Data	Media
Coupon Identifier*	<input type="text"/>	
Coupon Code*	<input type="text"/>	
Select Discount Type*	Coupon Type <input type="button" value="▼"/>	
Discount In	Percentage <input type="button" value="▼"/>	
Discount Value*	<input type="text"/>	
Min Order Value*	<input type="text"/>	
Max Discount Value*	<input type="text"/>	
Date From	<input type="text"/>	<input type="button" value="Calendar"/>
Date To	<input type="text"/>	<input type="button" value="Calendar"/>
Uses Per Coupon*	<input type="text" value="1"/>	
Uses Per Customer*	<input type="text" value="1"/>	
Coupon Status	Active <input type="button" value="▼"/>	
<b>SAVE CHANGES</b>		

A 'Coupon Setup' pop-up form will open that includes three tabs:

i. **General:** Please enter following details in this tab -

- **Coupon Identifier\*:** A unique identifier for the coupon to be added.
- **Coupon Code\*:** A unique code for the coupon.
- **Select Discount Type\*:** Type of discount being provided must be mentioned. Admin can select '**Product Purchase**' if the coupon being added is applicable for products being bought by customers. Admin can

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

select '**Subscription Package**' if the coupon being added is applicable for subscription packages being bought by sellers.

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

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

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

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

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

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

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

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

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

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

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

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

- **Coupon Status:** Status of coupon can be changed to Active or Inactive. As '**Active**' the coupon will be displayed on the front-end and as '**In-active**' it will be restricted from being displayed on the front-end.

Admin must click on the 'Save Changes' button to proceed further with the next tab.

- ii. **Language Data:** In this tab, the admin can change the language options to enter data separately for each language. Please enter the '**Coupon Title**' in the

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

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

language selected above. Also, add **Coupon Description** that shall be displayed to customers.

An '**Update Other Languages Data**' check-box is provided selecting which, the system will automatically update the details in other languages.

The screenshot shows a 'Coupon Setup' interface with a 'Language Data' tab selected. The form includes fields for 'Language' (set to English), 'Coupon Title\*', 'Coupon Description', and a checkbox for 'Update Other Languages Data'. A 'SAVE CHANGES' button is at the bottom.

Please click on the **Save Changes** button to proceed ahead.

- iii. **Media:** In this tab, admin can add an image to be displayed besides the coupon. To upload media, please click on the '**Choose File**' button. Admin can also upload different media files for separate languages. To do so, please make sure to select the **language type** from the dropdown and then **upload** the corresponding media file.

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

**Coupon Media Setup**

General	Language Data	Media
Language	All Languages	
Upload	Choose File	No file chosen
<i>This Will Be Displayed In 60*60 On Your Store</i>		

The coupons added will be displayed in the list. A search bar is provided on the top of the page to filter out appropriate results using the coupon keywords and type.

The admin can view details from the list and perform following actions -

- **Status:** Change the status of discount coupon by clicking on the toggle provided in the respective column. The discount coupon is activated if the toggle switch is green and deactivated if it is grey. This column will display '**Expired**' if the coupon's validity period is over.
- **Edit**  : Clicking on this icon will redirect the admin to the '**Coupon Setup**' menu. The previously filled details are already displayed. Admin can make necessary changes and click on the '**Save Changes**' button to update them.
- **Links**  : Clicking on this icon, admin can directly link the products, categories, users, shops and brands with respective discount coupons. A pop-up menu will appear displaying three different tabs:
  - a. **Link Products:** Admin can mention the product to which the discount coupon is to be linked. Once the products are linked, they will be displayed in the form of the list below. Admin can remove the linked

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

**Coupon Setup**

<a href="#">Link Products</a>	<a href="#">Link Categories</a>	<a href="#">Link Users</a>	<a href="#">Link Shops</a>	<a href="#">Link Brands</a>
Coupon Name : Discount On First Purchase   Coupon Code : 5eb29ebe71cc00TY=				
<a href="#">Add Product</a> <input type="text"/> <a href="#">Product Not Found? Click Here To Add New Product</a>				

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

**Coupon Setup**

<a href="#">Link Products</a>	<a href="#">Link Categories</a>	<a href="#">Link Users</a>	<a href="#">Link Shops</a>	<a href="#">Link Brands</a>
Coupon Name : Discount On First Purchase   Coupon Code : 5eb29ebe71cc00TY=				
<a href="#">Add Category</a> <input type="text"/> <a href="#">Category Not Found? Click Here To Add New Category</a>				

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c. **Link Users:** Admin can link the discount coupon with particular users. Once any users are linked, they will be displayed in the section below in the form of a list. Admin can click on the '**Cross**' provided just besides their names, to remove them as links to the respective discount coupon.

**Coupon Setup**

Link Products    Link Categories    **Link Users**    Link Shops    Link Brands

Coupon Name : Discount On First Purchase | Coupon Code : 5eb29ebe71cc0OTY=

Add User

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

**Coupon Setup**

Link Products    Link Categories    Link Users    **Link Shops**    Link Brands

Coupon Name : Discount On First Purchase | Coupon Code : 5eb29ebe71cc0OTY=

Add Shop

e. **Link Brands:** Admin can link brands with respective discount coupons. The linked brands will be displayed in the section below in the form of a list. Admin can click on the '**Cross**' provided just besides their names to remove them from this list. The admin can click on the '**Click Here to Add New Brand**' button to add a new brand.

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**Coupon Setup**

<b>Link Products</b>	<b>Link Categories</b>	<b>Link Users</b>	<b>Link Shops</b>	<b>Link Brands</b>
Coupon Name : Discount On First Purchase   Coupon Code : 5eb29ebe71cc0OTY=				
<input type="text" value="Add Brand"/> <a href="#">Brand Not Found? Click Here To Add New Brand</a>				

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

## 5.4 PPC Promotions Management

The Pay-Per-Click (PPC) promotions are provided for advertisers registered on the platform. They have to pay for each click made on their ads. The list provided on this page shows the details of all PPC applied on banners, products or shops with promotions. A search bar is provided on the top of this page using which admin can search products with promotions using following filters:

- **Date From:** The date after which promotional products were added.
- **Date To:** The date until which promotional products were added.

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

- **Active:** The admin can search the promotional products based on their status.
- **Approved:** Admin can search promotional products based on the approval status which is managed by admin themselves.
- **Impression From (number):** The 'Impressions' are the numbers of times the pages displaying banners or promotional ads setup by sellers might be loaded

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or viewed by customers. By mentioning a certain number in this filter, admin will get results of products with the number of impressions higher than that limit.

- **Impression To (number):** By mentioning a certain number in this filter, the admin will get results of products with the number of impressions lower than that limit.
- **Clicks From (number):** The numbers of times customers have clicked on the banners or promotional ads setup by sellers are displayed as 'Clicks'. By mentioning a certain number in this filter, admin will get results of products with numbers of clicks higher than that limit.
- **Clicks To (number):** By mentioning a certain number in this filter, admin will get results of products with numbers of clicks lower than that limit.
- **All Type:** This drop-down includes four options which are: Shop, Product, Banner, and Slides. Admin can choose to view the promotions based on their types.

Manage Promotions									
Home / Promotions									
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>									
○ Promotions List									
#	NAME	USER	TYPE	CPC	BUDGET	IMPRESSIONS	CLICKS	APPROVED	
7	Men Shirt	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$100.00	228	3	Yes	<input type="checkbox"/> <input type="button" value="Delete"/>
6	Shirt	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$10.00	289	3	Yes	<input type="checkbox"/> <input type="button" value="Delete"/>
5	Jeans	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$10.00	281	3	Yes	<input type="checkbox"/> <input type="button" value="Delete"/>
4	HP Omen	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$1,000.00	314	0	Yes	<input type="checkbox"/> <input type="button" value="Delete"/>

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

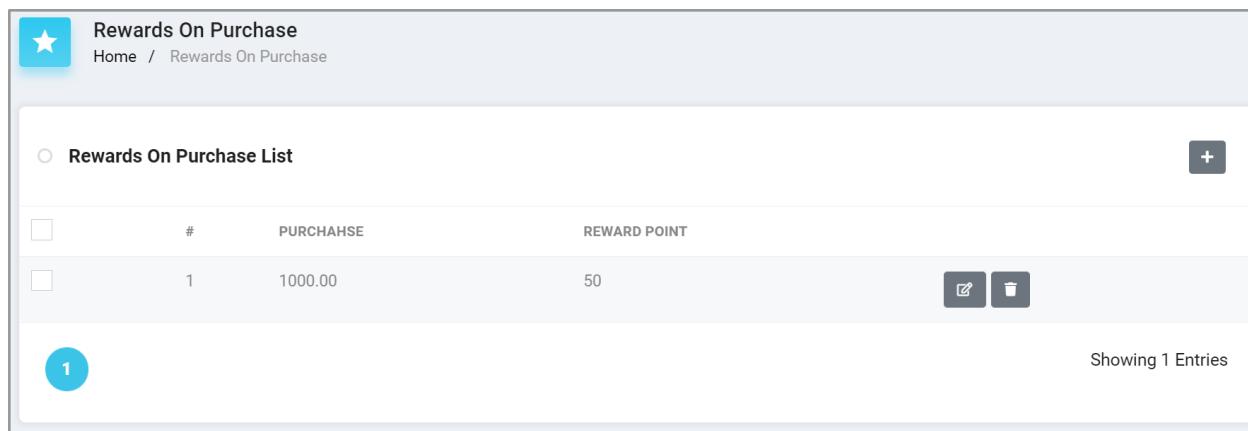
The list provides following action buttons:

- **Check-box:** Admin can select multiple options from the list using the check-box provided to the extreme left of the list. A 'Delete' icon  will appear on the top-right corner of the list clicking on which admin can delete the selected promotions.
- **Edit** : Admin can make changes in previously added promotions by clicking on the edit icon provided to the right of each option in the list. Clicking on this icon will redirect the admin to the '**Promotion Setup**' page. Admin can change the status and approve or disapprove the promotions from the '**General**' tab provided on this page. The language options can also be changed from the '**Language Data**' tab provided on this page. After making necessary changes, the admin must click on the '**Save Changes**' button to return back to the list.
- **Delete** : Admin can delete the promotion by clicking on the delete icon provided to the extreme right of each promotion in the list.

## 5.5 Rewards on Every Purchase

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

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Rewards On Purchase

Home / Rewards On Purchase

Rewards On Purchase List

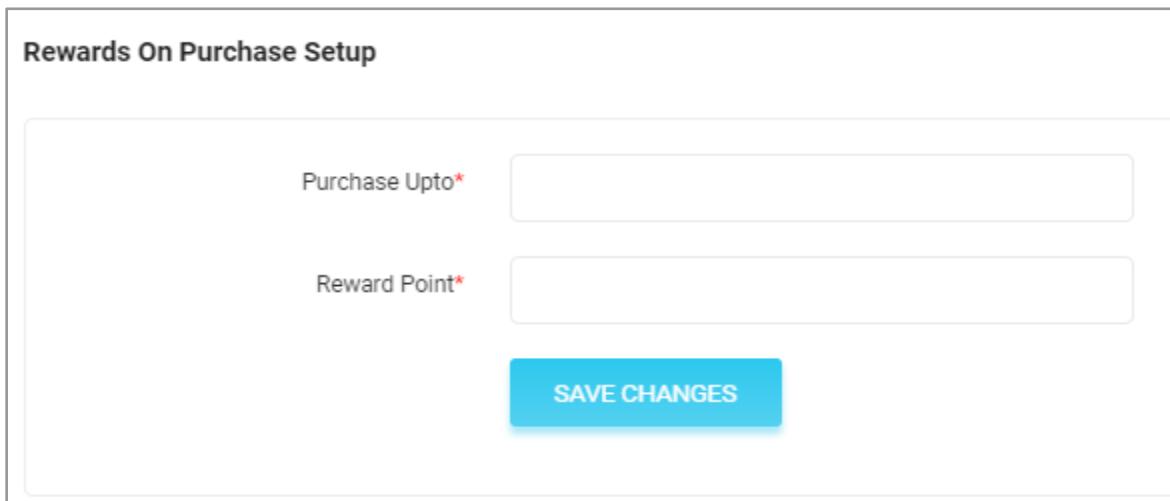
	#	PURCHASE	REWARD POINT	
<input type="checkbox"/>	1	1000.00	50	 

Showing 1 Entries

To add a new reward, admin must click on the 'Add New' icon  provided on the top-right corner of the list. 'Rewards On Purchase Setup' pop-up menu will appear. Please add following information -

- **Purchase Upto\***: The minimum amount (total amount of cart when checking out) of order a customer must place to receive the reward points.
- **Reward Point\***: The reward points to be provided to customers when purchasing the limit mentioned in above field.

Please click on the 'Save Changes' button after filling necessary details.



Rewards On Purchase Setup

Purchase Upto\*

Reward Point\*

SAVE CHANGES

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The reward points will be credited to customers after they place an order with the amount limit set here.

The list provides:

- **Check-box:** Admin can select multiple rewards from the list using check-box provided to the extreme left of the list. A 'Delete' icon  will appear on the top-right corner of the list clicking on which admin can delete the selected rewards.
- **Edit** : Admin can make changes in previously added rewards by clicking on the edit icon provided to the right of each option in the list. Clicking on this icon will redirect the admin to the '**Rewards on Purchase Setup**' page. After making necessary changes, please click on the '**Save Changes**' button to return back to the list.
- **Delete** : Admin can delete the reward by clicking on the delete icon provided to the extreme right of each reward in the list.

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

## 6. Orders

### 6.1 Rental Orders

All the rental orders placed by customers can be managed from this section.

#### i. Orders

The orders received for rental products are displayed on this page. Admin can view all the details and perform corresponding actions on the orders.

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

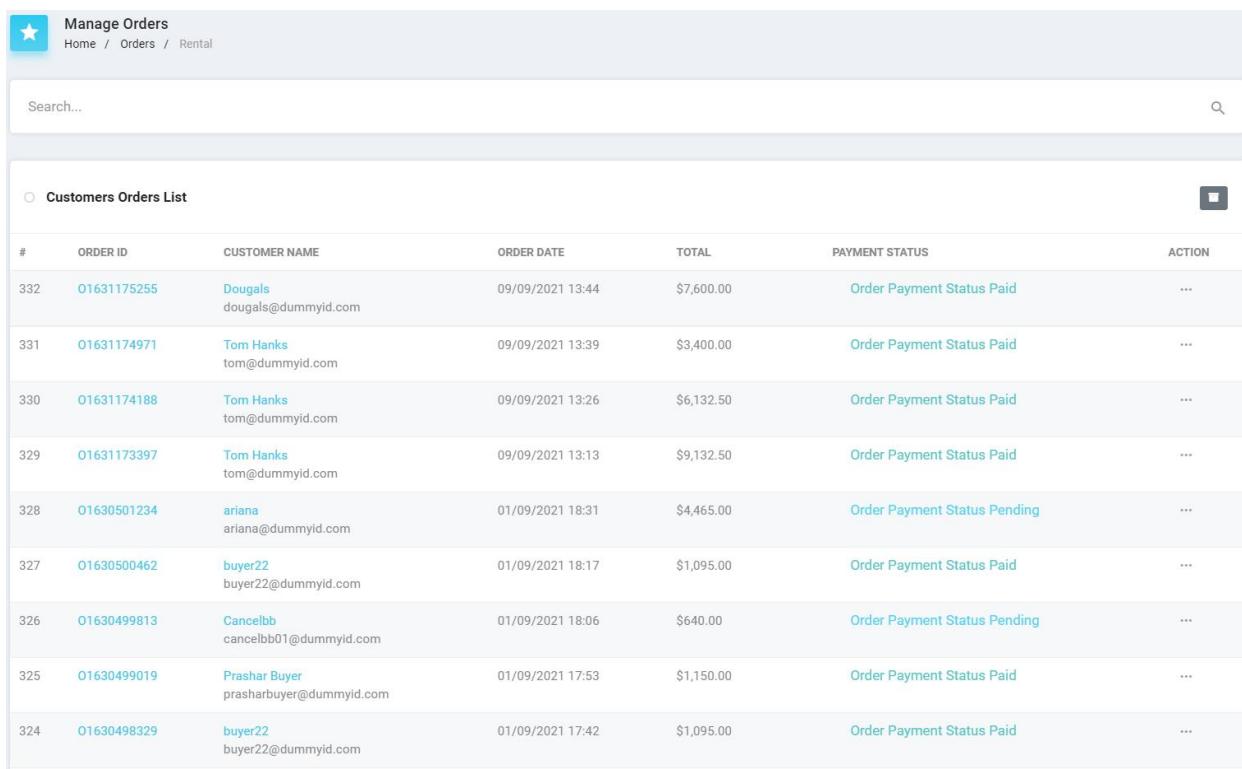
A search bar is provided on the top of the list that can be used to view appropriate results using following filters -

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

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

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

Use the **Search** button to apply filters or **Clear Search** button to remove filters.



Customers Orders List						
#	ORDER ID	CUSTOMER NAME	ORDER DATE	TOTAL	PAYMENT STATUS	ACTION
332	01631175255	Dougals dougals@dummyid.com	09/09/2021 13:44	\$7,600.00	Order Payment Status Paid	...
331	01631174971	Tom Hanks tom@dummyid.com	09/09/2021 13:39	\$3,400.00	Order Payment Status Paid	...
330	01631174188	Tom Hanks tom@dummyid.com	09/09/2021 13:26	\$6,132.50	Order Payment Status Paid	...
329	01631173397	Tom Hanks tom@dummyid.com	09/09/2021 13:13	\$9,132.50	Order Payment Status Paid	...
328	01630501234	ariana ariana@dummyid.com	01/09/2021 18:31	\$4,465.00	Order Payment Status Pending	...
327	01630500462	buyer22 buyer22@dummyid.com	01/09/2021 18:17	\$1,095.00	Order Payment Status Paid	...
326	01630499813	Cancelbb cancelbb01@dummyid.com	01/09/2021 18:06	\$640.00	Order Payment Status Pending	...
325	01630499019	Prashar Buyer prasharbuyer@dummyid.com	01/09/2021 17:53	\$1,150.00	Order Payment Status Paid	...
324	01630498329	buyer22 buyer22@dummyid.com	01/09/2021 17:42	\$1,095.00	Order Payment Status Paid	...

The rental orders list provides following details -

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- i. **Order ID:** The unique identity number of each order generated in the system. Clicking on this id will open the respective **Order's Detail page**. The details displayed on this page are explained ahead.
- ii. **Full Name:** The user's name and respective email address are displayed under this column. The name mentioned is a **hyperlink** clicking on which admin will be redirected to the '**Manage Users**' page to help you view the details of the customer.
- iii. **Order Date:** It displays the date and time at which order was placed by the user.
- iv. **Amount:** The amount charged to the user for their order is displayed here.
- v. **Payment Status:** The current payment status of respective orders is displayed in this column.

In the **Action** column, a menu  button is provided clicking on which following action buttons will appear -

#### **a. View Order Details:**

- **Customer order details:** The basic details of the customer who has placed this order.

Customer Order Detail		
Order/invoice Id: 01634186880	Order Date: 14/10/2021 10:18	Payment Status: Order Payment Status Paid
Customer:	Payment Method: Stripe	Site Commission: \$84.60
Order Amount: \$2,743.50	Discount: - \$0.00	Reward Point Discount: \$0.00
Rounding Down: - \$4.00	Duration Discount: -\$315.00	

- **Order details:** This section displays the '**Child Orders**' of respective orders. These are the details of multiple products (of different sellers) ordered within one order. Admin can view these orders separately to check which products belong to which shop/seller.

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#### Order Details

#	CHILD ORDER INVOICE ID	STATUS	PRODUCT/SHOP/SELLER DETAILS	SHIPPING DETAIL	UNIT PRICE	QTY	SHIPPING	DURATION DISCOUNT	TOTAL
1	O1634186880-S0001	Payment Confirmed	HP 15.6 inch Laptop Backpack (Black) HP 15.6 inch Laptop Backpack (Black) Brand: HP Sku: D41A Model: HP1241 Shop Detail: Shop Name: Kanwar's Shop Seller Name: Seller Email Id: login@dummyid.com	Shipping Class: One Day Delivery	\$150.00 ( Rental Price(unit Price*duration): \$1,050.00 Rental Security: \$10.00 Per Quantity Duration: 7 Day(s) From: Oct 17, 2021 To: Oct 23, 2021)	1	\$5.00	\$0.00	\$1,055.00
2	O1634186880-S0002	Payment Confirmed	Macbook pro Apple Macbook Pro Brand: Apple Sku: M43 Model: M2543 Shop Detail: Shop Name: Kanwar's Shop Seller Name: Seller Email Id: login@dummyid.com	Shipping Class: One Day Delivery	\$150.00 ( Rental Price(unit Price*duration): \$1,050.00 Rental Security: \$932.50 Per Quantity Duration: 7 Day(s) From: Oct 17, 2021 To: Oct 23, 2021)	1	\$5.00	-\$315.00	\$1,055.00
3	O1634186880-S0003	Payment Confirmed	Test Addon Product ? 185 Test Addon Product ? 185  Shop Detail: Shop Name: Kanwar's Shop Seller Name: Seller Email Id: login@dummyid.com	Shipping Class: -NA-	\$10.00	1	\$0.00	\$0.00	\$10.00
									Cart Total \$2,110.00
									Duration Discount \$315.00
									Delivery/shipping +\$10.00
									Tax +\$0.00
									Rounding Down -\$4.00
									Order Total \$2,743.50

- Customer details:** This section displays the details such as name, email address and phone number of the customer who placed the respective order.

#### Customer Details

##### Customer Details

Name:

Email: login@dummyid.com

Phone Number: 0

- Billing/shipping details:** This section displays the billing and shipping addresses of the customer.

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

**Billing / Shipping Details**

**Billing Details**

Jack  
Khattalwada, Wadgaon  
Select, Andhra Pradesh-442305  
Phone: 78965412300

**Shipping Details**

Jack  
Khattalwada, Wadgaon  
Select, Andhra Pradesh-442305  
Phone: 78965412300

- **Verification Data:** This section displays the details of verification data provided by the customer (as requested by the seller) during the checkout process.

**Verification Data**

FIELD NAME	FIELD VALUE	ATTACHED WITH
inactive		Macbook pro Test Addon Product ? 185
single entry	657767	Macbook pro Test Addon Product ? 185
black	2021-05-26.png	Macbook pro Test Addon Product ? 185
Driving License	download (1).jpg	Macbook pro Test Addon Product ? 185
Pan Card		Macbook pro Test Addon Product ? 185

The documents submitted can be downloaded for verification purposes.

- **Order payment History:** If the **order payment is paid**, then the admin can view the payment history of the order.

<input type="radio"/> <b>Order Payment History</b>							
DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	COMMENTS	GATEWAY RESPONSE	STATUS	ACTION
14/10/2021	pi_3JkLrcJ77WaEQxUS1ruCXbFc	Stripe	\$2,743.50	Received Payment	<a href="#">View</a>	Approved	N/a

Click on the '**View**' button provided under the **Gateway Response** column to view the response received from the payment gateway after the transaction was made.

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

If **order payment is pending or partially paid**, then admin is authorized to update the payment details by filling the input fields provided as shown below.

**Order Payments**

Comments\*

Payment Method\*

Txn Id\*

Amount\*

**SAVE CHANGES**

- **Signature:** The signature filled by the customer (if such settings enabled by admin/seller) is displayed in this section.

**Signature**



If any changes were made, as in the case when the order's payment is pending, please make sure to click on the '**Save Changes**' button. Otherwise, use the **Back** button provided in the top-right corner to return back to the orders list.

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## **b. View Seller Order Details:**

The page displays the **child orders** also known as **Seller Orders**.

Seller Orders List					
INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS
01634186880-S0002	Seller Name: Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: User Name: michael Email: login@dummyid.com Phone: 0	14/10/2021 10:18	\$1,678.50	Payment Confirmed
01634186880-S0001	Seller Name: Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: User Name: michael Email: login@dummyid.com Phone: 0	14/10/2021 10:18	\$1,065.00	Payment Confirmed

Showing 2 Entries

The page lists following details -

- **Invoice Number:** The unique order id of the child order clicking on which will redirect you to the **Seller Order Detail** page that is explained further.
- **Seller:** Details of the seller such as the shop name, username and email id.
- **Customer:** Details of the customer who placed the order.
- **Date:** Date and time when the order was placed.
- **Amount:** Amount paid by the customer for each product.
- **Status:** Payment status of the child order.
- **View Order Detail:** Clicking on this button will redirect you to the **Seller Order Detail** page that is explained further.
- **Cancel Order:** Clicking on this button will redirect you to the **Cancel Order** page. Please view the details of the order in the initial sections. Scroll to the bottom of the page to mention the **Reason for Cancellation**.

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

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

Reason For Cancellation

Comments\*

SAVE CHANGES

Once the reason is entered in the **Comments** section, please click on the **Save Changes** button to confirm cancelling the order.

A search bar is provided on the top of this page to filter out appropriate results.

### c. Delete Order:

The orders with **Order Payment Status Pending** can be deleted by the admin. Use the **Delete Order** button to remove the order from the system.

The **Deleted Orders List** can be checked using the '**Delete**' button provided on the top-right corner of the **Orders** page.

Manage Orders																	
Home / Orders / Deleted Rental Orders																	
<input type="text" value="Search..."/> <span>Search</span>																	
<input type="radio"/> Deleted Orders List <span>←</span>																	
<table border="1"> <thead> <tr> <th>#</th><th>ORDER ID</th><th>CUSTOMER NAME</th><th>ORDER DATE</th><th>TOTAL</th><th>ACTION</th></tr> </thead> <tbody> <tr> <td>1</td><td>01633428021</td><td>login@dummyid.com</td><td>05/10/2021 15:30</td><td>\$3,460.00</td><td>...</td></tr> </tbody> </table>						#	ORDER ID	CUSTOMER NAME	ORDER DATE	TOTAL	ACTION	1	01633428021	login@dummyid.com	05/10/2021 15:30	\$3,460.00	...
#	ORDER ID	CUSTOMER NAME	ORDER DATE	TOTAL	ACTION												
1	01633428021	login@dummyid.com	05/10/2021 15:30	\$3,460.00	...												
<span>1</span> <span>Showing 1 Entries</span>																	

Use the search bar to filter out results. Use the '**View Order Detail**' button to check out the details.

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

Use the **Back** button to return back to the **Orders** listing page.

## ii. Seller Order

The seller's rental orders are listed on this page. The admin can view and manage orders.

Manage Seller Orders						
Home / Seller Orders / Rental						
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>						
Seller Orders List						
INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	
01634186880-S0002	Seller Name: Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: michael User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a> Phone: 0	14/10/2021 10:18	\$1,678.50	Payment Confirmed	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">🕒</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">✖</span>
01631174971-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: Tom Hanks User Name: Tomhanks Email: <a href="mailto:tom@dummyid.com">tom@dummyid.com</a> Phone: 5644978125	09/09/2021 13:39	\$2,350.00	Cancelled	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">🕒</span>
01631174188-S0003	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: Tom Hanks User Name: Tomhanks Email: <a href="mailto:tom@dummyid.com">tom@dummyid.com</a> Phone: 5644978125	09/09/2021 13:26	\$2,132.50	Payment Confirmed	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">🕒</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">✖</span>
01631173397-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: Tom Hanks User Name: Tomhanks Email: <a href="mailto:tom@dummyid.com">tom@dummyid.com</a> Phone: 5644978125	09/09/2021 13:13	\$2,050.00	Payment Confirmed	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">🕒</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">✖</span>
01630501234-S0001	Seller Name: Ajio Shop: Ajio Store User Name: Ajio01 Email: <a href="mailto:Ajio@dummyid.com">Ajio@dummyid.com</a>	Name: ariana User Name: ariana Email: <a href="mailto:ariana@dummyid.com">ariana@dummyid.com</a> Phone:	01/09/2021 18:31	\$4,465.00	Payment Pending	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">🕒</span>
01630498329-S0001	Seller Name: Seeler4 Shop: Rohit Communications User Name: seller4 Email: <a href="mailto:s4@dummyid.com">s4@dummyid.com</a>	Name: buyer22 User Name: ttt Email: <a href="mailto:buyer22@dummyid.com">buyer22@dummyid.com</a> Phone:	01/09/2021 17:42	\$1,080.00	Completed	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">🕒</span>

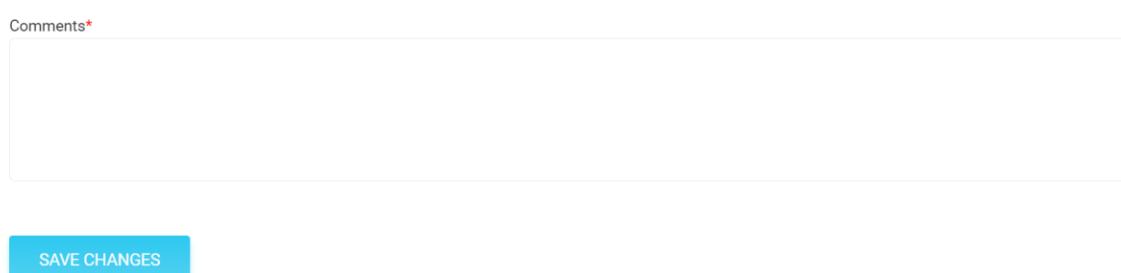
The page displays following details -

- Invoice Number:** The unique order id of the child order clicking on which will redirect you to the **Seller Order Detail** page that is explained further.
- Seller:** Details of the seller such as the shop name, username and email id.
- Customer:** Details of the customer who placed the order.
- Date:** Date and time when the order was placed.
- Amount:** Amount paid by the customer for each product.
- Status:** Payment status of the child order.

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

- **View Order Detail:** Clicking on this button will redirect you to the **Seller Order Detail** page that is explained further.
- **Cancel Order:** Clicking on this button will redirect you to the **Cancel Order** page. Please view the details of the order in the initial sections. Scroll to the bottom of the page to mention the **Reason for Cancellation**.

Reason For Cancellation



Comments\*

Comments

SAVE CHANGES

Once the reason is entered in the **Comments** section, please click on the **Save Changes** button to confirm cancelling the order.

Please note that the orders can be cancelled only on following statuses:

- Payment Confirmed
- In Process
- Shipped

### iii. Cancellation Requests

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

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

Manage Order Cancellation Requests

Home / Cancellation Requests

Search...

Order Cancellation Requests List

ID	BUYER DETAILS	SELLER DETAILS	REQUEST DETAILS	AMOUNT	DATE	STATUS
#C00008	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386744-S0001 Order Status: Cancelled Reason: The supplier did not ship the order on time as agreed Comments: Bad service	\$3.49	2019-10-18 13:51:05	Approved
#C00007	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386197-S0001 Order Status: Payment Confirmed Reason: I ordered the wrong product(s) Comments: Not what I was looking for	\$66.20	2019-10-18 13:43:55	Pending
#C00006	N: Dougals U: dougals e: dougals@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01571386007-S0001 Order Status: Cancelled Reason: The supplier refuses to ship the product(s) Comments: Shipping is not available for my location	\$158.90	2019-10-18 13:37:53	Approved
#C00005	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563436258-S0001 Order Status: Cancelled Reason: I am not able to contact the supplier Comments: Seller is not responding	\$585.00	2019-07-18 13:21:23	Approved
#C00004	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563434495-S0001 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: I've placed duplicate order	\$119.50	2019-07-18 12:52:07	Pending
#C00003	N: Anant Kumar U: anant e: anant@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01553691436-S0002 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: Not able to contact the supplier so cancelling the order.	\$143.20	2019-03-27 18:44:13	Pending

A search bar is provided on the top of this page through which admin can search cancellation requests using following filters:

- **Keyword:** Enter the order invoice number or request comment.
- **Request Status:** Search requests with particular status by selecting one status from the drop-down list.

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

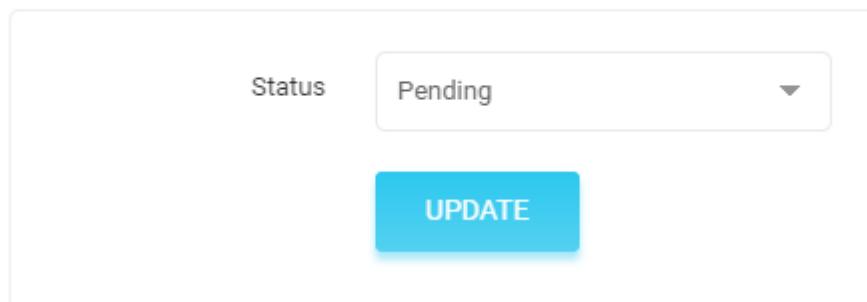
- **Order Payment Status:** Search cancellation requests for orders with particular status by selecting one from the drop-down list.
- **Cancel Reason:** Search cancellation requests with particular cancel reasons by selecting one from the drop-down list.
- **Buyer Details:** Enter the name/username/email address of the particular buyer.
- **Seller Details:** Enter the name/username/email address of the particular seller.
- **Date From:** Select date to display cancellation requests received after the mentioned date.
- **Date To:** Select date to display cancellation requests received before the mentioned date.

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

Admin can approve or decline the cancellation requests being displayed on

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

#### Update Status Setup



The dialog box has a light gray background. At the top left, the word 'Status' is followed by a dropdown menu containing the word 'Pending' and a downward arrow. Below the dropdown is a large, solid blue button with the word 'UPDATE' in white capital letters.

Admin can select the status from the ‘Status’ box. Please make sure to click on ‘Update’ to save changes. The status of only pending requests can be changed.

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

To view the details of the cancellation request, please click on the **View** button provided to its right. The Cancellation Request pop-up window will open which will display following important details -

- **Buyer Details:** The details such as name, email id and contact number of the buyer.
- **Seller Details:** The details such as name, name, email id and contact number of the seller.
- **Request Order Details:** This section displays following details -

#### Request Order Details

Order/invoice:	01625736604-S0001
Order Status:	Payment Confirmed
Amount:	\$32,015.00
Date:	Oct 14, 2021
Order Rental Start Date:	Jul 08, 2021
Order Cancel Before Hours:	-2367
Refundable Amount(after Penalty 100.00%):	\$22,015.00(Exc Security Amount)
Security (per Qty):	\$10,000.00
Status:	Pending
Reason:	I ordered the wrong product(s)
Comments:	Test

#### → Order ID

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

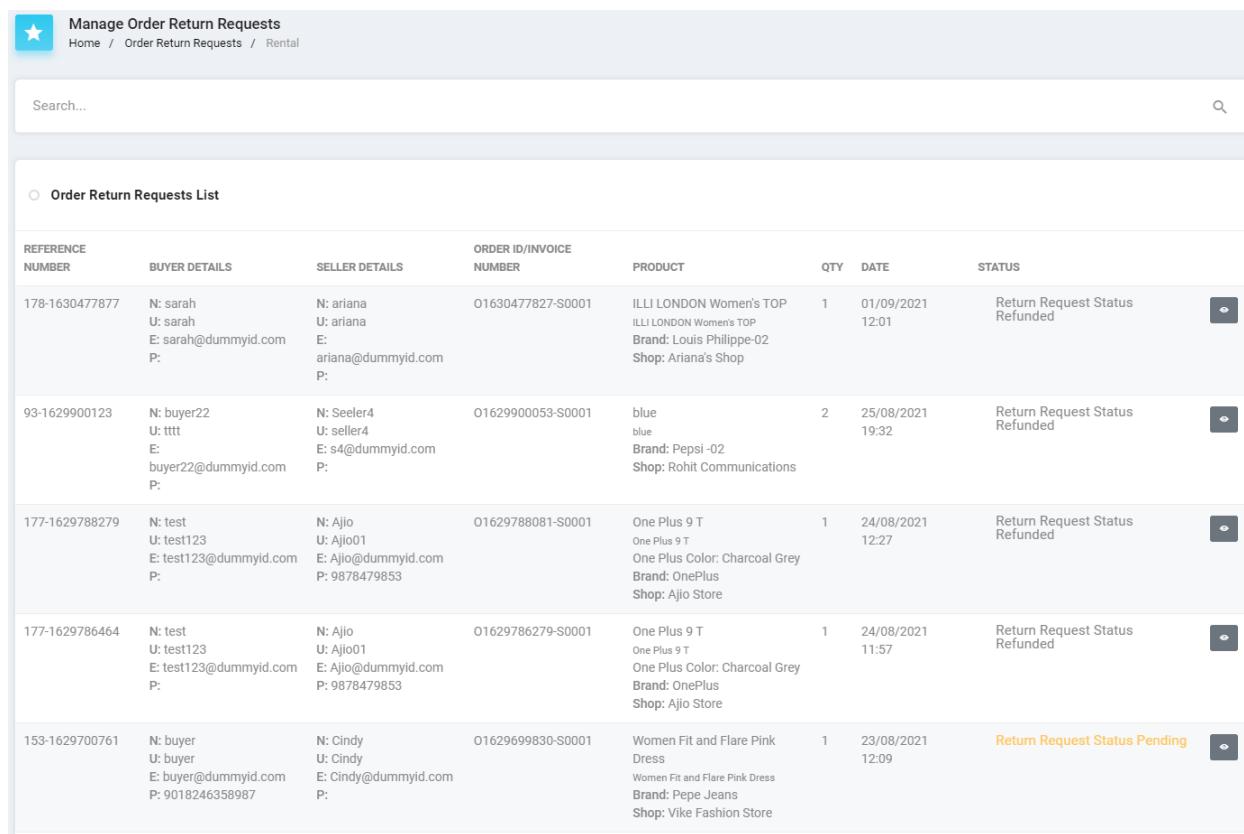
- **OrderStatus**
- **Amount Paid**
- **Date of Request**
- **Order Rental Start Date**
- **Order Cancel Before Hours**
- **Refundable Amount (After Penalty \_\_%)**
- **Security (per Qty)**
- **Request Status**
- **Reason for Request**
- **Comments**

Please close the pop-up window to view the list.

#### **iv. Return/Refund Requests**

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

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



Manage Order Return Requests

Home / Order Return Requests / Rental

Search...

Order Return Requests List

REFERENCE NUMBER	BUYER DETAILS	SELLER DETAILS	ORDER ID/INVOICE NUMBER	PRODUCT	QTY	DATE	STATUS
178-1630477877	N: sarah U: sarah E: sarah@dummyid.com P:	N: ariana U: ariana E: ariana@dummyid.com P:	01630477827-S0001	ILLI LONDON Women's TOP ILLI LONDON Women's TOP Brand: Louis Philippe-02 Shop: Ariana's Shop	1	01/09/2021 12:01	Return Request Status Refunded
93-1629900123	N: buyer22 U: ttt E: buyer22@dummyid.com P:	N: Seeler4 U: seller4 E: s4@dummyid.com P:	01629900053-S0001	blue blue Brand: Pepsi-02 Shop: Rohit Communications	2	25/08/2021 19:32	Return Request Status Refunded
177-1629788279	N: test U: test123 E: test123@dummyid.com P:	N: Ajio U: Ajio01 E: Ajio@dummyid.com P: 9878479853	01629788081-S0001	One Plus 9 T One Plus 9 T One Plus Color: Charcoal Grey Brand: OnePlus Shop: Ajio Store	1	24/08/2021 12:27	Return Request Status Refunded
177-1629786464	N: test U: test123 E: test123@dummyid.com P:	N: Ajio U: Ajio01 E: Ajio@dummyid.com P: 9878479853	01629786279-S0001	One Plus 9 T One Plus 9 T One Plus Color: Charcoal Grey Brand: OnePlus Shop: Ajio Store	1	24/08/2021 11:57	Return Request Status Refunded
153-1629700761	N: buyer U: buyer E: buyer@dummyid.com P: 9018246358987	N: Cindy U: Cindy E: Cindy@dummyid.com P:	01629699830-S0001	Women Fit and Flare Pink Dress Women Fit and Flare Pink Dress Brand: Pepe Jeans Shop: Vike Fashion Store	1	23/08/2021 12:09	Return Request Status Pending

A search bar is provided on the top of this page through which admin can search cancellation requests using following filters:

- Buyer Details:** Enter the name/username/email address of the particular buyer.
- Reference Number:** Search requests with a particular reference/id number.
- Seller Details:** Enter the name/username/email address of the particular seller.
- Product:** Search requests for a particular product by entering its name.
- Request Status:** Search requests based on their current status.
- Date From:** Select date to display return/refund requests received after the mentioned date.
- Date To:** Select date to display return/refund requests received before the mentioned date.

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

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

Admin can view and then approve or decline the return/refund requests being displayed on this page. To view the details and perform action, please

click on the **View**  button provided to its right. The Return/Refund Request page displays following important details -

- **View Return Order Request:** The details such as reference id number, product id, quantity, reason for return, date, order id, status, amount and security amount.
- **Seller & Customer Details:** The details of the seller such as shop name, seller name, email id and contact number and details of customer such as username, email id and contact number.
- **Message Communication:** The previous message exchange among the buyer and admin/seller.
- **(admin\_name) Says:** The input field to send a message to the buyer.
- **Update Status:** This section will only be displayed for **Pending Requests**.

**Update Status**

Status

Return Request Status Pending

▼

**UPDATE**

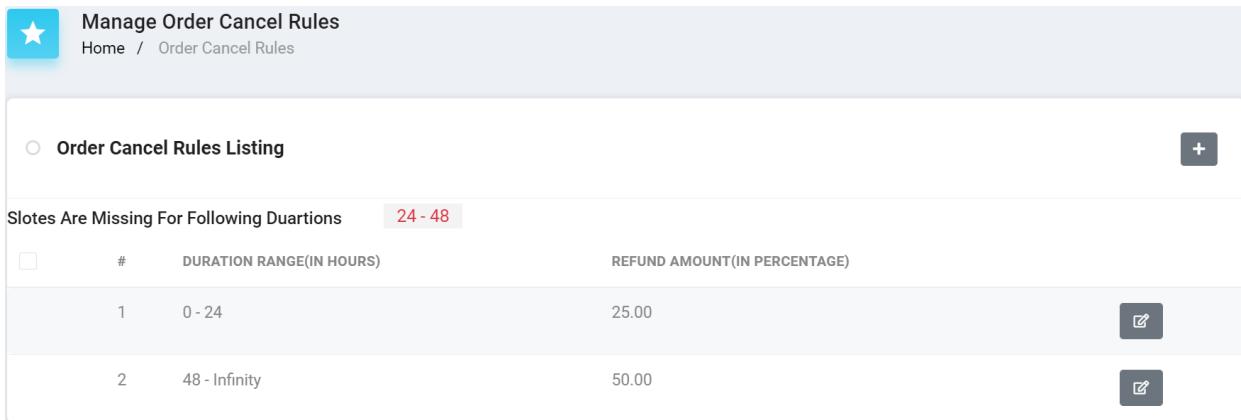
Please select the status from the drop-down list and then click on the **Update** button.

Please use the 'Back' arrow button provided on the top-right corner of this page, to return back to the Return/Refund Requests list.

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

## v. Order Cancel Rules

The admin can define certain fixed order cancellation rules for the website. These rules define the amount of refund that shall be allowed to customers on cancelling rental orders after a certain time duration.



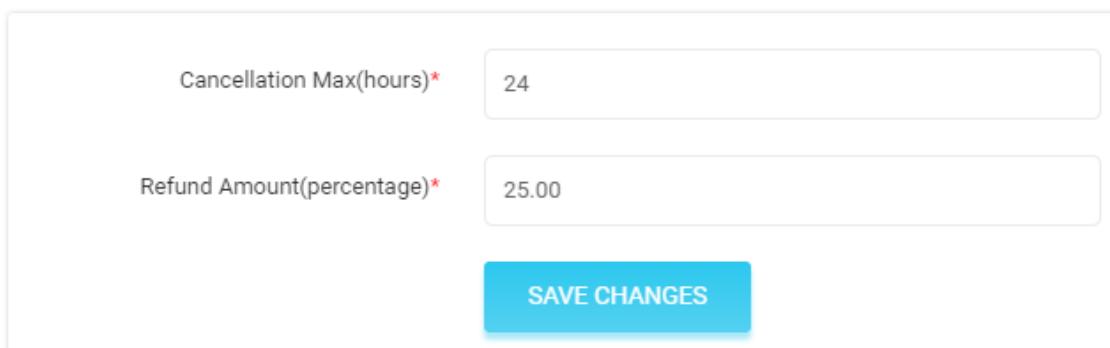
The screenshot shows a web interface titled 'Manage Order Cancel Rules'. At the top, there is a breadcrumb navigation: 'Home / Order Cancel Rules'. Below the title, there is a radio button labeled 'Order Cancel Rules Listing' and a '+' button. A message 'Slots Are Missing For Following Durations' with '24 - 48' is displayed. The main content is a table with the following data:

#	DURATION RANGE(IN HOURS)	REFUND AMOUNT(IN PERCENTAGE)	EDIT
1	0 - 24	25.00	
2	48 - Infinity	50.00	

Two rules are auto-generated within the system that are -

- **0 to (upper\_limit) (in hours):** The amount to be refunded to the customers if they cancel their orders within 0 to certain hours after placing their order. To set the upper limit, please use the 'Edit' button provided to the right.

### Order Cancel Rule Setup



The screenshot shows a form titled 'Order Cancel Rule Setup'. It contains two input fields: 'Cancellation Max(hours)\*' with the value '24' and 'Refund Amount(percentage)\*' with the value '25.00'. Below the input fields is a blue 'SAVE CHANGES' button.

In the **Order Cancel Rule Setup** form, please enter following details -

- **Cancellation Max(hours)\*:** The upper limit of the range.

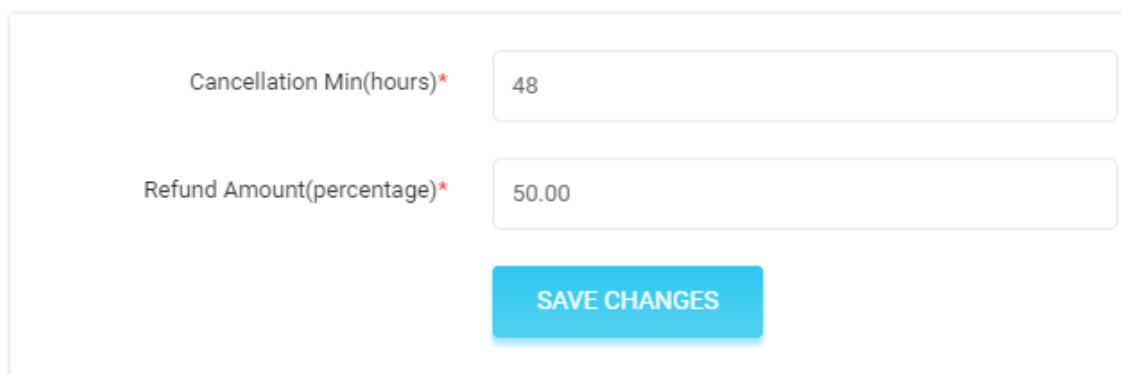
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

→ **Refund Amount (percentage)\*:** The amount (in percentage) to be refunded to customers if they cancel their orders within the defined time period.

Please click on **Save Changes** to update modifications.

- **(minimum\_limit) to Infinity (in hours):** The amount to be refunded to the customers if they cancel their orders within the range of certain hours to infinity.

#### Order Cancel Rule Setup



Cancellation Min(hours)*	48
Refund Amount(percentage)*	50.00

**SAVE CHANGES**

In the **Order Cancel Rule Setup** form, please enter following details -

- **Cancellation Min(hours)\*:** The lower limit of the range.
- **Refund Amount (percentage)\*:** The amount (in percentage) to be refunded to customers if they cancel their orders within the defined time period.

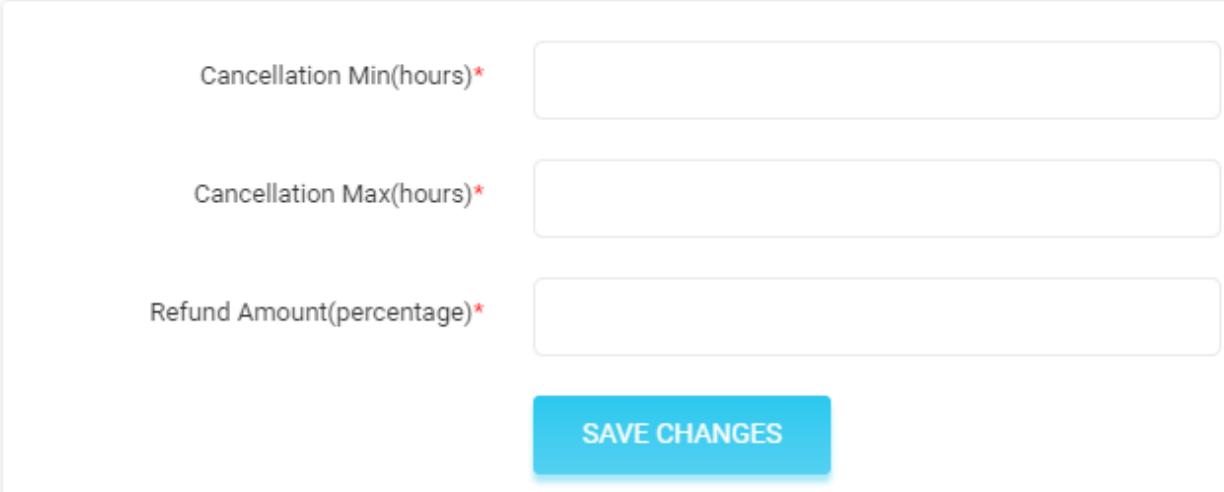
Please click on **Save Changes** to update modifications.

The admin can set up additional rules as well. The time period/slots for which no rules have been defined yet will be displayed on the top of the list. It will help admin notify about pending slots and avoid the chances of mistakes. To add a new slot, please click on the '**Add New**' plus icon provided in the top-right corner of the page. In the **Order Cancel Rule Setup** form, please enter the following details -

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

- **Cancellation Min(hours)\*:** The lower limit of the range.
- **Cancellation Max(hours)\*:** The upper limit of the range.
- **Refund Amount (percentage)\*:** The amount (in percentage) to be refunded to customers if they cancel their orders within the defined time period.

### Order Cancel Rule Setup



The form consists of three text input fields arranged vertically. Each field has a label to its left and a red asterisk (\*) indicating it is a required field. A large blue button labeled 'SAVE CHANGES' is positioned below the input fields.

Cancellation Min(hours)\*

Cancellation Max(hours)\*

Refund Amount(percentage)\*

SAVE CHANGES

Please click on **Save Changes** to add the rule. Changes can be made in existing rules using the **Edit** button.

Please note that the **Shipping amount** will always be refunded to the customers.

## 6.2 Sale Orders

All the sales orders placed by customers can be managed from this section.

### i. Orders

The orders received for sales products are displayed on this page. Admin can view all the details and perform corresponding actions on the orders.

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

A search bar is provided on the top of the list that can be used to view appropriate results using following filters -

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

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

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

Use the **Search** button to apply filters or **Clear Search** button to remove filters.

The sales orders list provides following details -

- vi. **Order ID:** The unique identity number of each order generated in the system. Clicking on this id will open the respective **Order's Detail page**. The details displayed on this page are explained ahead.
- vii. **Full Name:** The user's name and respective email address are displayed under this column. The name mentioned is a **hyperlink** clicking on which admin will be redirected to the '**Manage Users**' page to help you view the details of the customer.
- viii. **Order Date:** It displays the date and time at which order was placed by the user.
- ix. **Amount:** The amount charged to the user for their order is displayed here.
- x. **Payment Status:** The current payment status of respective orders is displayed in this column.

In the **Action** column, a menu  button is provided clicking on which following action buttons will appear -

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

## a. View Order Details:

- **Customer order details:** The basic details of the customer who has placed this order.

Customer Order Detail		
Order/invoice Id: 01634186880	Order Date: 14/10/2021 10:18	Payment Status: Order Payment Status Paid
Customer:	Payment Method: Stripe	Site Commission: \$84.60
Order Amount: \$2,743.50	Discount: - \$0.00	Reward Point Discount: \$0.00
Rounding Down: - \$4.00	Duration Discount: -\$315.00	

- **Order details:** This section displays the '**Child Orders**' of respective orders. These are the details of multiple products (of different sellers) ordered within one order. Admin can view these orders separately to check which products belong to which shop/seller.

Order Details										
#	CHILD ORDER INVOICE ID	STATUS	PRODUCT/SHOP/SELLER DETAILS	SHIPPING DETAIL	UNIT PRICE	QTY	SHIPPING	DURATION DISCOUNT	TOTAL	
1	01634186880-S0001	Payment Confirmed	HP 15.6 inch Laptop Backpack (Black) HP 15.6 inch Laptop Backpack (Black) Brand: HP Sku: D41A Model: HP1241 Shop Detail: Shop Name: Kanwar's Shop Seller Name: Seller Email Id: login@dummyid.com	Shipping Class: One Day Delivery	\$150.00 ( Rental Price*(unit Price*duration): \$1,050.00 Rental Security: \$10.00 Per Quantity Duration: 7 Day(s) From: Oct 17, 2021 To: Oct 23, 2021)	1	\$5.00	\$0.00	\$1,055.00	
2	01634186880-S0002	Payment Confirmed	Macbook pro Apple Macbook Pro Brand: Apple Sku: M43 Model: M2543 Shop Detail: Shop Name: Kanwar's Shop Seller Name: Seller Email Id: login@dummyid.com	Shipping Class: One Day Delivery	\$150.00 ( Rental Price*(unit Price*duration): \$1,050.00 Rental Security: \$932.50 Per Quantity Duration: 7 Day(s) From: Oct 17, 2021 To: Oct 23, 2021)	1	\$5.00	-\$315.00	\$1,055.00	
3	01634186880-S0003	Payment Confirmed	Test Addon Product ? 185 Test Addon Product ? 185  Shop Detail: Shop Name: Kanwar's Shop Seller Name: Seller Email Id: login@dummyid.com	Shipping Class: -NA-	\$10.00	1	\$0.00	\$0.00	\$10.00	
										Cart Total
										\$2,110.00
										Duration Discount
										\$315.00
										Delivery/shipping
										+\$10.00
										Tax
										+\$0.00
										Rounding Down
										-\$4.00
										Order Total
										\$2,743.50

- **Customer details:** This section displays the details such as name, email address and phone number of the customer who placed the respective order.

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

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

### Customer Details

#### Customer Details

Name:

Email: login@dummyid.com

Phone Number: 0

- **Billing/shipping details:** This section displays the billing and shipping addresses of the customer.

### Billing / Shipping Details

#### Billing Details

Jack

Khattalwada, Wadgaon

Select, Andhra Pradesh-442305

Phone: 78965412300

#### Shipping Details

Jack

Khattalwada, Wadgaon

Select, Andhra Pradesh-442305

Phone: 78965412300

- **Verification Data:** This section displays the details of verification data provided by the customer (as requested by the seller) during the checkout process.

### Verification Data

FIELD NAME	FIELD VALUE	ATTACHED WITH
inactive		Macbook pro Test Addon Product ? 185
single entry	657767	Macbook pro Test Addon Product ? 185
black	2021-05-26.png	Macbook pro Test Addon Product ? 185
Driving License	<a href="#">download (1).jpg</a>	Macbook pro Test Addon Product ? 185
Pan Card		Macbook pro Test Addon Product ? 185

The documents submitted can be downloaded for verification purposes.

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

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

- **Order payment History:** If the **order payment is paid**, then the admin can view the payment history of the order.

Order Payment History							
DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	COMMENTS	GATEWAY RESPONSE	STATUS	ACTION
14/10/2021	pi_3JkLrcJ77WaEQxUS1ruCxbFc	Stripe	\$2,743.50	Received Payment	<a href="#">View</a>	Approved	N/a

Click on the '**View**' button provided under the **Gateway Response** column to view the response received from the payment gateway after the transaction was made.

If **order payment is pending or partially paid**, then admin is authorized to update the payment details by filling the input fields provided as shown below.

○ Order Payments

---

Comments\*

Payment Method\*

Txn Id\*

Amount\*

**SAVE CHANGES**

- **Signature:** The signature filled by the customer (if such settings enabled by admin/seller) is displayed in this section.

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

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

**Signature**



If any changes were made, as in the case when the order's payment is pending, please make sure to click on the '**Save Changes**' button. Otherwise, use the **Back** button provided in the top-right corner to return back to the orders list.

**b. View Seller Order Details:**

The page displays the **child orders** also known as **Seller Orders**.

INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS
01634186880-S0002	Seller Name: Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a> Phone: 0	14/10/2021 10:18	\$1,678.50	Payment Confirmed
01634186880-S0001	Seller Name: Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a> Phone: 0	14/10/2021 10:18	\$1,065.00	Payment Confirmed

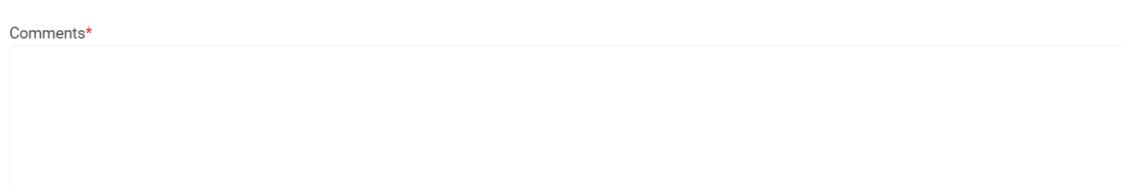
Showing 2 Entries

The page lists following details -

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

- **Invoice Number:** The unique order id of the child order clicking on which will redirect you to the **Seller Order Detail** page that is explained further.
- **Seller:** Details of the seller such as the shop name, username and email id.
- **Customer:** Details of the customer who placed the order.
- **Date:** Date and time when the order was placed.
- **Amount:** Amount paid by the customer for each product.
- **Status:** Payment status of the child order.
- **View Order Detail:** Clicking on this button will redirect you to the **Seller Order Detail** page that is explained further.
- **Cancel Order:** Clicking on this button will redirect you to the **Cancel Order** page. Please view the details of the order in the initial sections. Scroll to the bottom of the page to mention the **Reason for Cancellation**.

**Reason For Cancellation**



The image shows a user interface for canceling an order. At the top, there is a label 'Comments\*' followed by a large, empty text input field. Below the input field is a blue rectangular button with the text 'SAVE CHANGES' in white.

Once the reason is entered in the **Comments** section, please click on the **Save Changes** button to confirm cancelling the order.

A search bar is provided on the top of this page to filter out appropriate results.

#### **c. Delete Order:**

The orders with **Order Payment Status Pending** can be deleted by the admin. Use the **Delete Order** button to remove the order from the system.

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

The **Deleted Orders List** can be checked using the '**Delete**' button provided on the top-right corner of the **Orders** page.

#	ORDER ID	CUSTOMER NAME	ORDER DATE	TOTAL	ACTION
1	01633428021	login@dummyid.com	05/10/2021 15:30	\$3,460.00	...

Use the search bar to filter out results. Use the '**View Order Detail**' button to check out the details.

Use the **Back** button to return back to the **Orders** listing page.

## ii. Seller Order

The sales orders in viewpoint of sellers are listed on this page. The admin can view and manage orders.

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

Seller Orders List						
INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	
01634186880-S0002	Seller Name: Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: michael User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a> Phone: 0	14/10/2021 10:18	\$1,678.50	Payment Confirmed	 
01631174971-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: Tom Hanks User Name: Tomhanks Email: <a href="mailto:tom@dummyid.com">tom@dummyid.com</a> Phone: 5644978125	09/09/2021 13:39	\$2,350.00	Cancelled	
01631174188-S0003	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: Tom Hanks User Name: Tomhanks Email: <a href="mailto:tom@dummyid.com">tom@dummyid.com</a> Phone: 5644978125	09/09/2021 13:26	\$2,132.50	Payment Confirmed	 
01631173397-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: Tom Hanks User Name: Tomhanks Email: <a href="mailto:tom@dummyid.com">tom@dummyid.com</a> Phone: 5644978125	09/09/2021 13:13	\$2,050.00	Payment Confirmed	 
01630501234-S0001	Seller Name: Ajio Shop: Ajio Store User Name: Ajio01 Email: <a href="mailto:Ajio@dummyid.com">Ajio@dummyid.com</a>	Name: ariana User Name: ariana Email: <a href="mailto:ariana@dummyid.com">ariana@dummyid.com</a> Phone:	01/09/2021 18:31	\$4,465.00	Payment Pending	
01630498329-S0001	Seller Name: Seeler4 Shop: Rohit Communications User Name: seller4 Email: <a href="mailto:s4@dummyid.com">s4@dummyid.com</a>	Name: buyer22 User Name: ttt Email: <a href="mailto:buyer22@dummyid.com">buyer22@dummyid.com</a> Phone:	01/09/2021 17:42	\$1,080.00	Completed	

The page displays following details -

- Invoice Number:** The unique order id of the child order clicking on which will redirect you to the **Seller Order Detail** page that is explained further.
- Seller:** Details of the seller such as the shop name, username and email id.
- Customer:** Details of the customer who placed the order.
- Date:** Date and time when the order was placed.
- Amount:** Amount paid by the customer for each product.
- Status:** Payment status of the child order.
- View Order Detail:** Clicking on this button will redirect you to the **Seller Order Detail** page that is explained further.
- Cancel Order:** Clicking on this button will redirect you to the **Cancel Order** page. Please view the details of the order in the initial sections. Scroll to the bottom of the page to mention the **Reason for Cancellation**.

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

**Reason For Cancellation**

Comments\*

**SAVE CHANGES**

Once the reason is entered in the **Comments** section, please click on the **Save Changes** button to confirm cancelling the order.

Please note that the orders can be cancelled only on following statuses:

- Payment Confirmed
- In Process
- Shipped

### **iii. Cancellation Requests**

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

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

Manage Order Cancellation Requests

Home / Cancellation Requests

Search...

Order Cancellation Requests List

ID	BUYER DETAILS	SELLER DETAILS	REQUEST DETAILS	AMOUNT	DATE	STATUS
#C00008	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386744-S0001 Order Status: Cancelled Reason: The supplier did not ship the order on time as agreed Comments: Bad service	\$3.49	2019-10-18 13:51:05	Approved
#C00007	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386197-S0001 Order Status: Payment Confirmed Reason: I ordered the wrong product(s) Comments: Not what I was looking for	\$66.20	2019-10-18 13:43:55	Pending
#C00006	N: Dougals U: dougals e: dougals@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01571386007-S0001 Order Status: Cancelled Reason: The supplier refuses to ship the product(s) Comments: Shipping is not available for my location	\$158.90	2019-10-18 13:37:53	Approved
#C00005	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563436258-S0001 Order Status: Cancelled Reason: I am not able to contact the supplier Comments: Seller is not responding	\$585.00	2019-07-18 13:21:23	Approved
#C00004	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563434495-S0001 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: I've placed duplicate order	\$119.50	2019-07-18 12:52:07	Pending
#C00003	N: Anant Kumar U: anant e: anant@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01553691436-S0002 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: Not able to contact the supplier so cancelling the order.	\$143.20	2019-03-27 18:44:13	Pending

A search bar is provided on the top of this page through which admin can search cancellation requests using following filters:

- **Keyword:** Enter the order invoice number or request comment.
- **Request Status:** Search requests with particular status by selecting one status from the drop-down list.

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

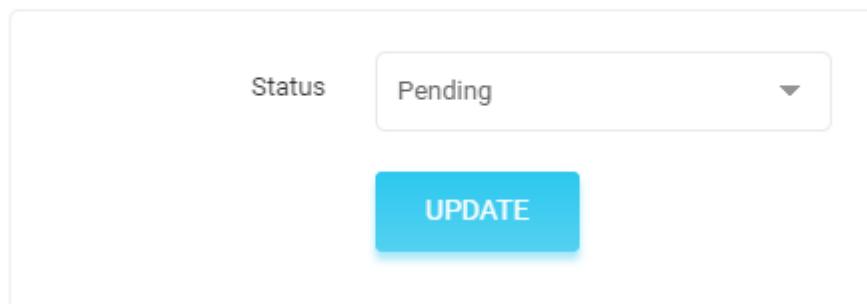
- **Order Payment Status:** Search cancellation requests for orders with particular status by selecting one from the drop-down list.
- **Cancel Reason:** Search cancellation requests with particular cancel reasons by selecting one from the drop-down list.
- **Buyer Details:** Enter the name/username/email address of the particular buyer.
- **Seller Details:** Enter the name/username/email address of the particular seller.
- **Date From:** Select date to display cancellation requests received after the mentioned date.
- **Date To:** Select date to display cancellation requests received before the mentioned date.

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

Admin can approve or decline the cancellation requests being displayed on

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

#### Update Status Setup



The dialog box has a light gray background. At the top left is the label 'Status'. To its right is a dropdown menu with 'Pending' as the selected option. To the right of the dropdown is a small downward-pointing arrow. Below the dropdown is a large, solid blue button with the word 'UPDATE' in white capital letters.

Admin can select the status from the ‘Status’ box. Please make sure to click on ‘Update’ to save changes. The status of only pending requests can be changed.

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

To view the details of the cancellation request, please click on the **View** button provided to its right. The Cancellation Request pop-up window will open which will display following important details -

- **Buyer Details:** The details such as name, email id and contact number of the buyer.
- **Seller Details:** The details such as name, name, email id and contact number of the seller.
- **Request Order Details:** This section displays following details -

#### Request Order Details

Order/invoice:	01629894245-S0001
Order Status:	Cancelled
Amount:	\$1,238.00
Date:	Aug 25, 2021
Status:	Approved
Reason:	I ordered the wrong product(s)
Comments:	8989

- **Order ID**
- **OrderStatus**
- **Amount Paid**
- **Date of Request**
- **Request Status**
- **Reason for Request**
- **Comments**

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

Please close the pop-up window to view the list.

#### iv. Return/Refund Requests

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

Manage Order Return Requests							
Home / Order Return Requests / Rental							
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>							
Order Return Requests List							
REFERENCE NUMBER	BUYER DETAILS	SELLER DETAILS	ORDER ID/INVOICE NUMBER	PRODUCT	QTY	DATE	STATUS
178-1630477877	N: sarah U: sarah E: sarah@dummyid.com P:	N: ariana U: ariana E: ariana@dummyid.com P:	01630477827-S0001	ILLI LONDON Women's TOP ILLI LONDON Women's TOP Brand: Louis Philippe-02 Shop: Ariana's Shop	1	01/09/2021 12:01	Return Request Status Refunded
93-1629900123	N: buyer22 U: ttt E: buyer22@dummyid.com P:	N: Seeler4 U: seller4 E: s4@dummyid.com P:	01629900053-S0001	blue blue Brand: Pepsi-02 Shop: Rohit Communications	2	25/08/2021 19:32	Return Request Status Refunded
177-1629788279	N: test U: test123 E: test123@dummyid.com P:	N: Ajio U: Ajio01 E: Ajio@dummyid.com P: 9878479853	01629788081-S0001	One Plus 9 T One Plus 9 T One Plus Color: Charcoal Grey Brand: OnePlus Shop: Ajio Store	1	24/08/2021 12:27	Return Request Status Refunded
177-1629786464	N: test U: test123 E: test123@dummyid.com P:	N: Ajio U: Ajio01 E: Ajio@dummyid.com P: 9878479853	01629786279-S0001	One Plus 9 T One Plus 9 T One Plus Color: Charcoal Grey Brand: OnePlus Shop: Ajio Store	1	24/08/2021 11:57	Return Request Status Refunded
153-1629700761	N: buyer U: buyer E: buyer@dummyid.com P: 9018246358987	N: Cindy U: Cindy E: Cindy@dummyid.com P:	01629699830-S0001	Women Fit and Flare Pink Dress Women Fit and Flare Pink Dress Brand: Pepe Jeans Shop: Vike Fashion Store	1	23/08/2021 12:09	Return Request Status Pending

A search bar is provided on the top of this page through which admin can search cancellation requests using following filters:

- Buyer Details:** Enter the name/username/email address of the particular buyer.
- Reference Number:** Search requests with a particular reference/id number.
- Seller Details:** Enter the name/username/email address of the particular seller.
- Product:** Search requests for a particular product by entering its name.

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

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

- **Request Status:** Search requests based on their current status.
- **Date From:** Select date to display return/refund requests received after the mentioned date.
- **Date To:** Select date to display return/refund requests received before the mentioned date.

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

Admin can view and then approve or decline the return/refund requests being displayed on this page. To view the details and perform action, please

click on the **View**  button provided to its right. The Return/Refund Request page displays following important details -

- **View Return Order Request:** The details such as reference id number, product id, quantity, reason for return, date, order id, status, amount and security amount.
- **Seller & Customer Details:** The details of the seller such as shop name, seller name, email id and contact number and details of customer such as username, email id and contact number.
- **Message Communication:** The previous message exchange among the buyer and admin/seller.
- **(admin\_name) Says:** The input field to send a message to the buyer.
- **Update Status:** This section will only be displayed for **Pending Requests**.

**Update Status**

Status

Return Request Status Pending



**UPDATE**

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

Please select the status from the drop-down list and then click on the **Update** button.

Please use the 'Back' arrow button provided on the top-right corner of this page, to return back to the Return/Refund Requests list.

### 6.3 Subscription Orders

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

Manage Orders					
Home / Subscription Orders					
<input type="text" value="Search..."/> <span>Search</span>					
○ Subscriptions List					
#	ORDER ID	FULL NAME	ORDER DATE	AMOUNT	PAYMENT STATUS
8	01514467488	Rohit Rohit@dummyid.com	28/12/2017 18:54	\$250.00	● Order Payment Status Paid <span>eye</span>
7	01514467426	Jason Smith jason@dummyid.com	28/12/2017 18:53	\$200.00	● Order Payment Status Paid <span>eye</span>
6	01514467330	Michael Williams login@dummyid.com	28/12/2017 18:52	\$250.00	● Order Payment Status Paid <span>eye</span>
5	01514467288	Cindy Cindy@dummyid.com	28/12/2017 18:51	\$250.00	● Order Payment Status Paid <span>eye</span>
4	01514467097	Akshay akshay@dummyid.com	28/12/2017 18:50	\$200.00	● Order Payment Status Paid <span>eye</span>
3	01500542350	Cindy Cindy@dummyid.com	20/07/2017 14:49	\$0.00	● Order Payment Status Paid <span>eye</span>
2	01500530638	Rohit Rohit@dummyid.com	20/07/2017 11:33	\$0.00	● Order Payment Status Paid <span>eye</span>
1	01500471980	Michael Williams login@dummyid.com	19/07/2017 19:16	\$0.00	● Order Payment Status Paid <span>eye</span>

Admin can search subscription orders using the search bar provided on the top of this page with following filters:

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

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

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

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

Use the **Search** button to apply filters or **Clear Search** button to remove filters.

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

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

Click on the View  button to view the complete details of the subscription order. The detail page shows following information -

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

- **Subscription Order Detail:** The section displays order id, payment status, seller name, payment method, date of order, amount and discount applied.
- **Order Details:** The section displays details like order id, status of subscription plan, details (validity) of the plan, validity time period, price, cart total and order amount.
- **Customer Details:** The section displays the details such as email id and contact number of the seller.
- **Order Payment History:** The section displays date of order, the transaction id, payment method used, amount paid, additional comments and the response received from the payment gateway.

Subscription Order Detail													
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													
#	ORDER INVOICE ID	STATUS	SUBSCRIPTION DETAILS	SUBSCRIPTION VALIDATION	UNIT PRICE	CART TOTAL	ORDER TOTAL						
1	01514467488-S0001	Subscription Active	Premium Plan - \$250.00 / Per 90 Days	2017-12-28 - 2022-03-28	\$250.00	\$250.00	\$250.00						
Customer Details													
NAME	EMAIL	PHONE NUMBER											
Rohit	Rohit@dummyid.com	8888888888											
Order Payment History													
ADDED ON	TRANSACTION ID	PAYMENT METHOD	AMOUNT	COMMENTS	GATEWAY RESPONSE								
28/12/2017	W-1514467492	User Wallet	\$250.00	Payment Received	Payment From User Wallet								

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

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

## 6.4 Withdrawal Requests

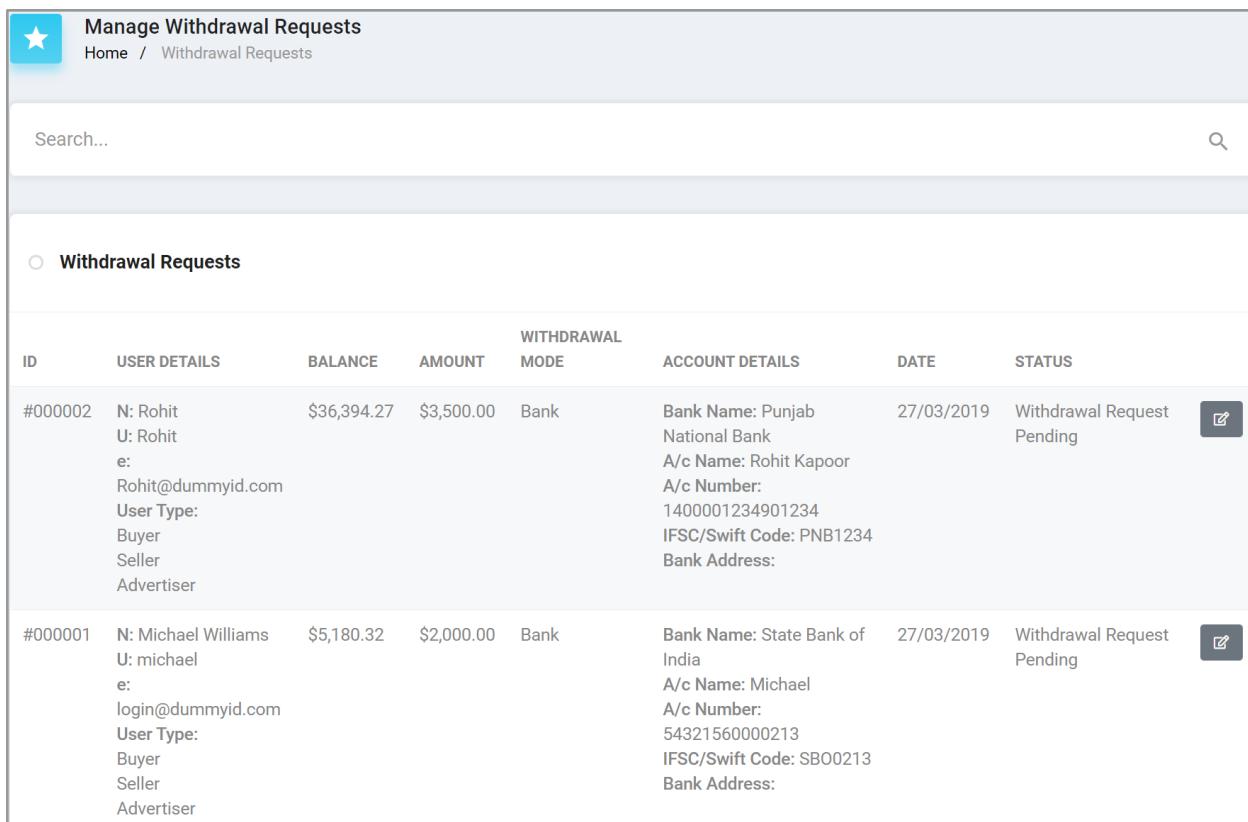
Users can send a withdrawal request to the admin for transferring the money available in their e-wallets into their personal accounts. Through this module, admin can search and manage all the withdrawal requests placed by the users (buyer/seller/advertiser). Admin can search withdrawal requests using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

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

Use the **Search** button to apply filters or **Clear Search** button to remove filters.

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

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



ID	USER DETAILS	BALANCE	AMOUNT	WITHDRAWAL MODE	ACCOUNT DETAILS	DATE	STATUS		
								EDIT	DELETE
#000002	N: Rohit U: Rohit e: Rohit@dummyid.com User Type: Buyer Seller Advertiser	\$36,394.27	\$3,500.00	Bank	Bank Name: Punjab National Bank A/c Name: Rohit Kapoor A/c Number: 1400001234901234 IFSC/Swift Code: PNB1234 Bank Address:	27/03/2019	Withdrawal Request Pending		
#000001	N: Michael Williams U: michael e: login@dummyid.com User Type: Buyer Seller Advertiser	\$5,180.32	\$2,000.00	Bank	Bank Name: State Bank of India A/c Name: Michael A/c Number: 54321560000213 IFSC/Swift Code: SBO0213 Bank Address:	27/03/2019	Withdrawal Request Pending		

The ‘Withdrawal Requests’ list displays following details and provides admin with certain functionalities:

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

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

- **Date:** This column displays the date on which respective withdrawal request was placed.
- **Status:** This column shows the current status of each withdrawal request.
- **Edit** : The admin can change the status of a request by clicking on this button. A pop-up menu will open from which a new status can be selected from the drop down list. Please click on the '**Update**' button to make changes.

**Update Status Setup**

Status	Withdrawal Request Pending
Comment	<input type="text"/>
<b>UPDATE</b>	

Please note that if the **request is approved**, the withdrawal amount needs to be transferred to the user's bank account manually by the admin. Users will receive the email notification for the same. However, this is not required if the admin has enabled and configured the **Payout settings** from **System Settings > Plugins > Payout**. Currently only the Paypal Payout gateway has been configured in Yo!Rent.

If the **request is declined**, the requested amount will be credited back to the user's wallet account.

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

## 7. RFQ (Request for Quotes)

Request for quote (RFQ) is a process in which buyers can submit/bid their price quotes based on the rental period. Sellers will be provided this setting at the product inventory form.

**NB:** The admin can enable/disable RFQ functionality from **System Settings > General Settings > Product tab**

### 7.1 RFQ Management

All the RFQs received by sellers from buyers are listed here. A search bar is provided on the top to view results using certain filters.

Following details are shown on the page -

- **Request ID:** The unique request id generated within the system.
- **Buyer Name:** Name of the buyer who forwarded the request.
- **Seller Name:** Name of the seller to whom the request has been forwarded.
- **Product Name:** Name of the product for which the request is generated.
- **Quantity:** Number of products requested.
- **Date:** Date on which the request was received.
- **Status:** Current status of the request.

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

**Rfq Management**  
Home / Request For Quotes

Search...

**Rfq List**

REQUEST ID	BUYER NAME	SELLER NAME	PRODUCT NAME	QTY	DATE	STATUS	ACTION
#88	test	Shop: Ajio Store Ajio	Mi Note 10 Pro	20	01/09/2021	Closed By Admin	
#87	test	Shop: Ajio Store Ajio	Mi Note 10 Pro	50	01/09/2021	Closed By Admin	
#86	test	Shop: Ajio Store Ajio	Mi Note 10 Pro	5	01/09/2021	Closed By Admin	
#85	test	Shop: Ajio Store Ajio	JBL T250SI Wired Headphone (Black, On the Ear)	50	01/09/2021	Closed By Admin	
#84	test	Shop: Ajio Store Ajio	JBL T250SI Wired Headphone (Black, On the Ear)	50	01/09/2021	Closed By Admin	
#83	test	Shop: Ajio Store Ajio	JBL T250SI Wired Headphone (Black, On the Ear)	50	01/09/2021	Closed By Admin	
#82	test	Shop: Ajio Store Ajio	JBL T250SI Wired Headphone (Black, On the Ear)	50	01/09/2021	Closed By Admin	
#81	test	Shop: Ajio Store Ajio	JBL T250SI Wired Headphone (Black, On the Ear)	50	01/09/2021	Closed By Admin	
#80	test	Shop: Ajio Store Ajio	JBL T250SI Wired Headphone (Black, On the Ear)	50	01/09/2021	Closed By Admin	

Clicking on the **View** button provided besides the request will open the detail page which will show the details of quotes being offered by both the parties (buyer and seller) with the status journey.

Use the **Back** button to return back to the main listing page.

Admin is authorized to **close the RFQ** due to any reason. '**Close RFQ**' button will be provided besides requests with following statuses-

- **Request In Progress**
- **Request Quoted**
- **Request Counter by Buyer**
- **Request Counter by Seller**
- **Request Accepted by Buyer**

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

This means that the admin can close the RFQ on these statuses. However, once the RFQ reaches the '**Request Accepted by Seller**' status, the admin cannot close it.

## 8. Users

Admin can manage the list of users who have been registered on the website as buyers, sellers, sub-users and advertisers.

### 8.1 Users

A list of all the users registered with the website is displayed to the admin under this module.

Users List							
	#	USER	SHOP	USER TYPE	REG. DATE	STATUS	VERIFIED
<input type="checkbox"/>	169	N: test888 Un: test888 Email: test888@dummyid.com User Id: 197	N/a	Seller <a href="#">Mark As Buyer</a>	19/10/2021 11:39	<input type="checkbox"/>	Yes
<input type="checkbox"/>	168	N: test777 Un: test777 Email: test777@dummyid.com User Id: 196	N/a	Seller <a href="#">Mark As Buyer</a>	19/10/2021 11:36	<input type="checkbox"/>	Yes
<input type="checkbox"/>	167	N: welcome Un: welcome1 Email: welcome@dummyid.com User Id: 194	N/a	Seller Advertiser <a href="#">Mark As Buyer</a>	13/10/2021 18:48	<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	166	N: Test for Un: TEST Email: testssts@dummyid.com User Id: 193	Kanwar's Shop	Sub User	13/10/2021 15:46	<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	165	N: Tester Un: Tester Email: tester@dummyid.com User Id: 192	N/a	Seller Advertiser <a href="#">Mark As Buyer</a>	01/09/2021 16:28	<input type="checkbox"/>	Yes

Admin can search a particular user through following filters:

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

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

- **Active Users:** Admin can search users based on their status as Active or Inactive.
- **Email Verified:** Selecting 'Yes' from the drop-down will display users who have verified their email addresses linked with their profiles created with the website. Selecting 'No' will display users who have not verified their email addresses linked with their profiles.
- **User Type:** Admin can search users based on their types from drop-down list that displays following options:
  - Buyer
  - Seller
  - Sub-User
  - Advertiser
  - Buyer + Seller

'**Mark as Buyer**' button is provided for users who are only registered as sellers. The admin can directly mark them as buyers by clicking on this button.

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

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

Use the 'Clear Filter' button to remove all the applied filters. The users list displays few details of the registered users such as user name, user id, email address, User type and email-verification status of users.

To create a new user profile, please click on the Add New button provided on the top-right corner. In the User Setup form, please enter following details -

- **User Type:** Select the type of user from the drop-down list.
- **Username:** Enter the username.
- **Full name:** Enter the full name of the user.

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

- **Date of Birth:** Enter the user's date of birth.
- **Phone:** Enter the contact number of the user.
- **Email:** Enter the user's valid email address.
- **Country:** Select the country.
- **State:** Select the state.
- **City:** Enter the city name.

Please click on 'Save Changes' to update the changes successfully.

Use the checkboxes provided to the extreme left of each user's row to select multiple options and perform collective actions. Three action buttons publish, unpublish and delete, will be provided above the list.

Use the toggle switch button to change the status of users. Only users with 'Active' status shall have access to their profiles. Inactive users will be able to login and will be displayed the message 'Your Account Has Been Deactivated'.

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

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

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

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

User Setup

General    Bank Info    Addresses

Username	akshay
Full Name*	Akshay
Date Of Birth	1962-12-18
Phone	
Email	akshay@dummyid.com
Country*	United States
State*	Arizona
City	Tempe

**SAVE CHANGES**

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

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

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

**Bank Account Info**

General	Bank Info	Addresses
Bank Name*	<input type="text"/>	
Account Holder Name*	<input type="text"/>	
Account Number*	<input type="text"/>	
IFSC/Swift Code*	<input type="text"/>	
Bank Address	<input type="text"/>	
<b>SAVE CHANGES</b>		

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

**User Addresses**

General	Bank Info	Addresses		
<b>ADD NEW</b>				
SR. NO	IDENTIFIER	ADDRESS	DEFAULT	ACTION BUTTONS
No Records Found				

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

**b. Rewards:** A ‘User Reward Points’ pop-up menu will open which includes two tabs. In the Reward Points tab, the reward points collected and used by the user are listed.

### User Reward Points

Reward Points	Add new		
VALID FROM	VALID TILL	POINTS	COMMENTS
No Records Found			

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

### User Reward Points

Reward Points	Add new
Points*	<input type="text"/>
Comments*	<input type="text"/>
Validity	<input type="text"/>
<small>Leave This Field Empty Ever Valid Reward Points.</small>	
<input type="button" value="SAVE CHANGES"/>	

- **Points\*:** The number of points a user can collect with this reward.
- **Comments\*:** Comments relative to this reward.

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

- **Validity:** The time period for which this reward is valid. Admin can leave this field blank if they do not wish to add any time limit.

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

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

User Transactions						
Transactions		Add new				
TRANSACTION ID	DATE	CREDIT	DEBIT	BALANCE	DESCRIPTION	STATUS
TN-0000103	18/10/2019	\$0.00	\$36.70	\$16,236.30	Charged commission for order #01571385910-S0001.	Transaction Completed
TN-0000102	18/10/2019	\$733.95	\$0.00	\$16,273.00	Received credits for order #01571385910-S0001.	Transaction Completed
TN-0000101	18/10/2019	\$0.00	\$36.70	\$15,539.05	Charged commission for order #01571385406-S0001.	Transaction Completed
TN-0000100	18/10/2019	\$733.95	\$0.00	\$15,575.75	Received credits for order #01571385406-S0001.	Transaction Completed

New transactions can be added by the admin in the 'Add New' tab.

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

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

The screenshot shows a user interface for adding a new transaction. At the top, there's a header 'Add User Transactions' and two tabs: 'Transactions' (which is the active tab, indicated by a grey background) and 'Add new' (which is white). Below the tabs, there are three input fields: 'Type\*' with a dropdown menu set to 'Select', 'Amount\*' with a text input field, and 'Description\*' with a larger text area. At the bottom of the form is a blue 'SAVE CHANGES' button.

**Fig. 7.1.7: Add User Transactions**

To add a new transaction, please enter following details:

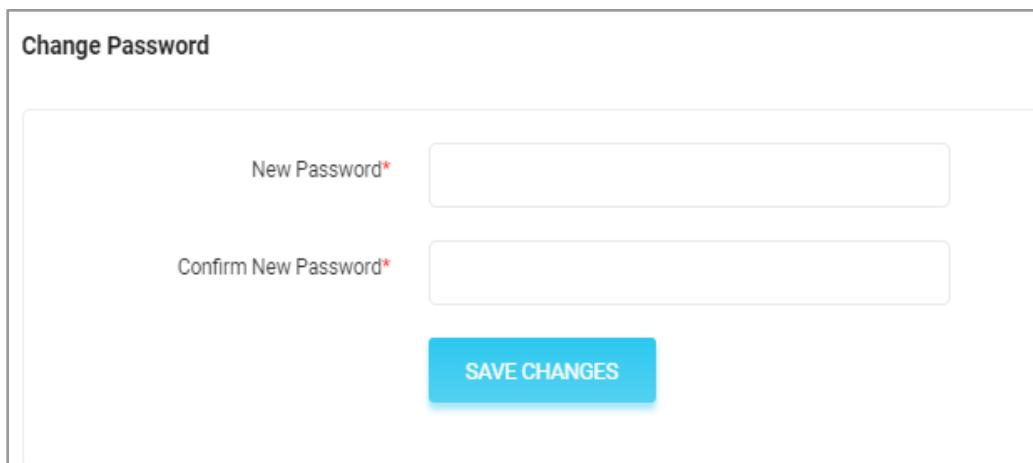
- **Type\*:** Select if the transaction to be entered in 'Credit' or 'Debit'.
- **Amount\*:** Enter the amount transacted.
- **Description\*:** Enter a short description related to the transaction.

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

**d. Change Password:** Admin can change the password of a user profile by clicking on this button. A pop-up menu will appear in which the admin must enter the required fields and click on 'Save Changes' to complete the process.

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

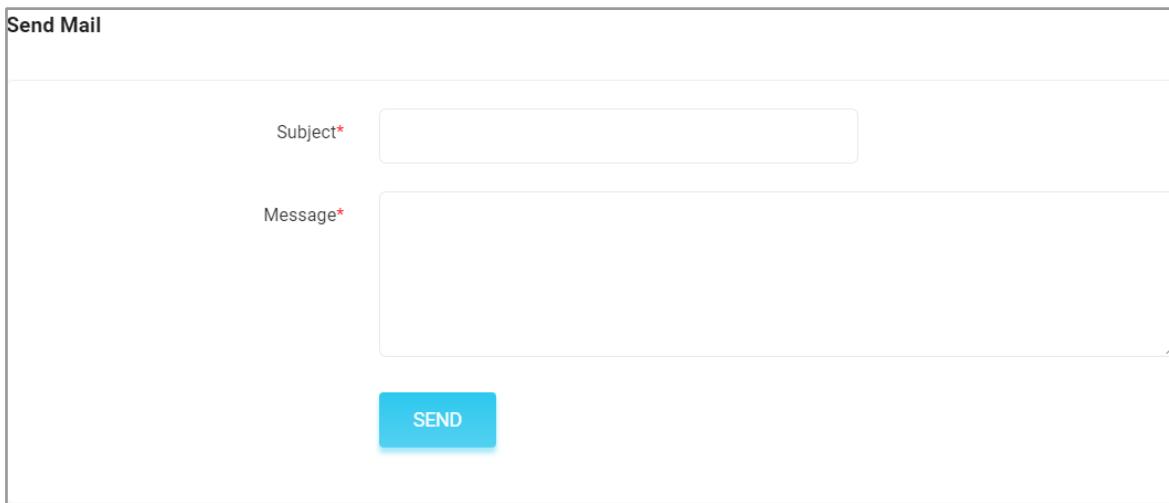
Asterisk (\*) next to a form control's label indicates it as 'required'.



The image shows a 'Change Password' form. It has two input fields: 'New Password\*' and 'Confirm New Password\*'. Below the fields is a blue 'SAVE CHANGES' button.

**e. Login to User Profile:** Clicking on this icon will redirect the admin to user's dashboard or account.

**f. Email User:** Admin can send an email directly to the user's registered email address by clicking on this button. 'Send Email' pop-up menu will appear. Please fill in the necessary details and click on the 'Sent' button to send the email successfully.



The image shows a 'Send Mail' form. It has two input fields: 'Subject\*' and 'Message\*'. Below the fields is a blue 'SEND' button.

**Fig. 7.1.9: Email User**

**g. Delete User:** By clicking on this button, admin can delete the user from their portal.

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

**NB:** The admin will have access to fewer action buttons for sub-users added by sellers.

The removed users will be moved to 'Deleted Users' list which can be accessed using the  'Deleted Users' button provided above the list.

Manage Deleted Users				
Home / Deleted Users				
<input type="text" value="Search..."/> 				
○ Users List				
#	USER	USER TYPE	REG. DATE	VERIFIED
1	N: Rental Un: rentalservices Email: renttest@dummyid.com User Id: 195	Seller	19/10/2021 11:21	Yes 
2	N: dsfg Un: dsfg Email: gd@sadf.com User Id: 55	Buyer	14/07/2021 17:44	No 
3	N: rahil Un: testshop@dummyid.com Email: testshop@dummyid.com User Id: 18	Buyer	16/07/2019 13:10	No 
4	N: Anant Kumar Un: anant Email: anant@dummyid.com User Id: 17	Buyer	27/03/2019 17:13	Yes 
5	N: kh Un: kystore Email: nonemail95021@gmail.com User Id: 15	Seller Advertiser	28/12/2017 19:08	Yes 

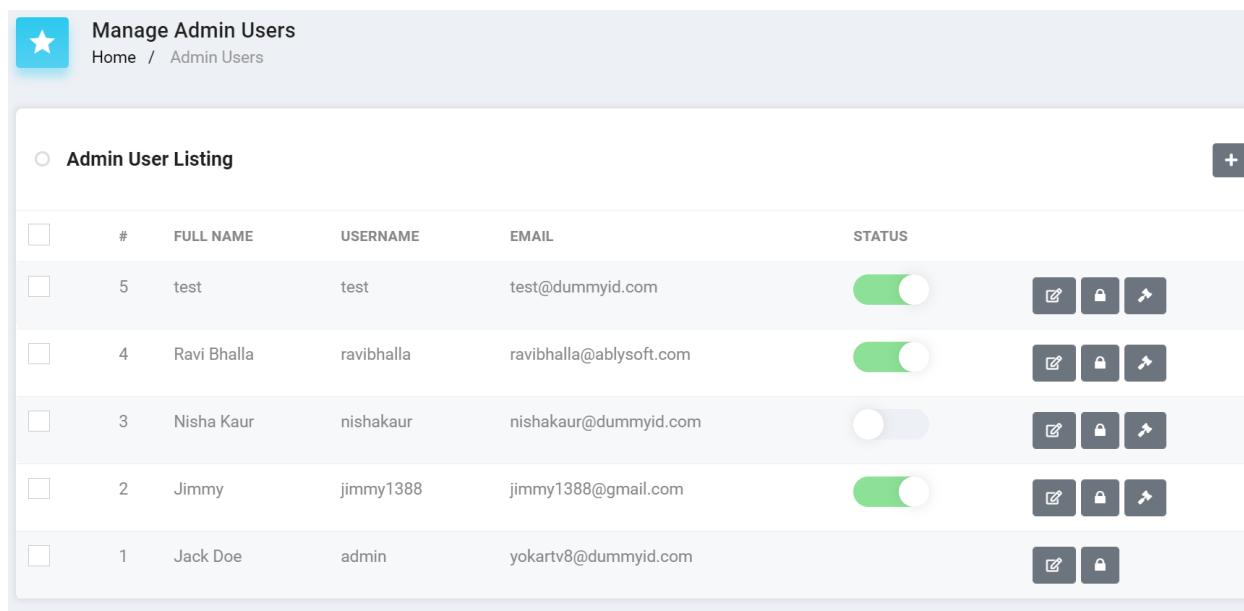
Admin can restore the deleted user back as a valid registered user by clicking

on the **Restore User**  button.

## 8.2 Admin Sub Users

Admin can create and manage sub-users from this module. All the added sub-users will be displayed in the '**Admin User Listing**'.

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



Manage Admin Users

Home / Admin Users

Admin User Listing

	#	FULL NAME	USERNAME	EMAIL	STATUS	
<input type="checkbox"/>	5	test	test	test@dummyid.com	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	4	Ravi Bhalla	ravibhalla	ravibhalla@ablysoft.com	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	3	Nisha Kaur	nishakaur	nishakaur@dummyid.com	<input type="checkbox"/>	  
<input type="checkbox"/>	2	Jimmy	jimmy1388	jimmy1388@gmail.com	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	1	Jack Doe	admin	yokartv8@dummyid.com		 

To add a new sub-user, admin must click on 'Add Admin User'  icon provided on the top-right corner of this list. An 'Admin User Setup' box will appear in which admin must:

- **Full Name\***: Admin must enter the full name of the user being added.
- **User Name\***: Admin must enter a user name for the user's profile.
- **Email\***: Admin must enter a valid email address for the user.
- **Password\***: Admin must create a password for their profile.
- **Confirm Password\***: Admin must confirm the password by re-entering it in this field.
- **Status**: Admin must define the status of this user. If admin selects 'Active' from drop-down list, the user profile will be active and accessible. If admin selects 'In-Active', the user profile will not be accessible.
- **'Send Email Notification' Check-box**: Select this check-box to send a notification to the respective user through an email on their valid email address mentioned in the above field.

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

**Admin User Setup**

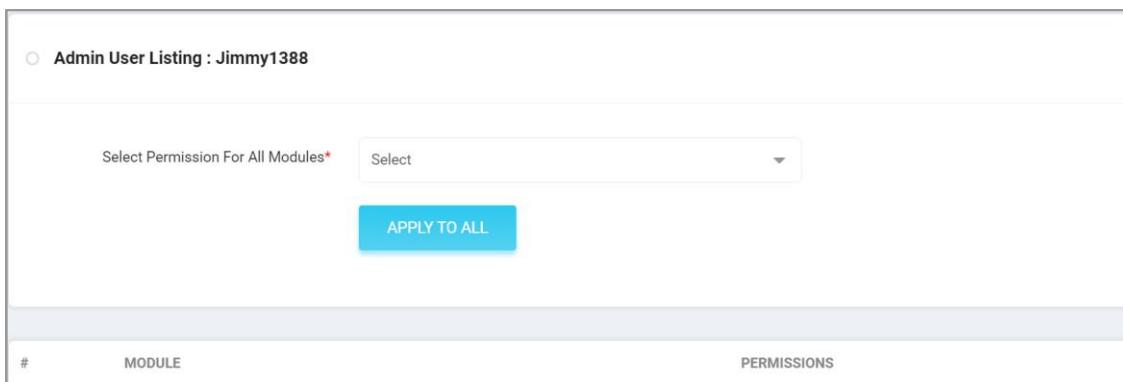
Full Name*	<input type="text"/>
Username*	<input type="text"/>
Email*	<input type="text"/>
Password*	<input type="text"/>
Confirm Password*	<input type="text"/>
Status	<input type="button" value="Active"/>
<input type="checkbox"/> Send Email Notification	
<b>SAVE CHANGES</b>	

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

- **Check-box:** Admin can select multiple users from the list by clicking on check-boxes. Two short-cut icons will appear on the top-right corner after clicking on check-boxes which are:
  - **Publish** : Use this button to activate the selected users.
  - **Unpublish** : Use this button to deactivate the selected users.
- **Status:** Admin can activate and deactivate any user by clicking on the toggle switch button provided in this column. The status is active if the toggle switch is green and in-active if it is grey.
- **Edit** : To make any changes in the general profile details of existing, admin must click on this icon. '**Admin User Setup**' box will appear in which the admin can make necessary changes and click on 'Save Changes' to save them.

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

- **Change Password** : Admin can change the password of respective user profile by clicking on this button. ‘**Admin User Change Password**’ box will appear in which the admin must enter the required fields and click on ‘Save Changes’ to complete the process.
- **Permissions** : Admin can control the access provided to respective users by clicking on the permissions icon which will redirect them to the permissions setup page. This page displays all the modules available on the website.



The screenshot shows a user interface for managing permissions. At the top, there is a header 'Admin User Listing : Jimmy1388'. Below this, a dropdown menu is open with the label 'Select Permission For All Modules\*' and the option 'Select'. A blue button labeled 'APPLY TO ALL' is positioned below the dropdown. At the bottom of the interface, there is a table with columns labeled '#', 'MODULE', and 'PERMISSIONS'.

**Fig. 7.2.3: Permissions Setup Page**

The permission options provided in drop-down boxes are:

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

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

**NB:** Please note that the main admin user will also be listed on this page with username ‘Admin’.

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

## 8.3 Messages

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

FROM	TO	SUBJECT	MESSAGE	DATE
 Kanwar's Shop (Michael Williams)	 Kanwar's Shop (Michael Williams)	Condition for product	Query for the product condition	18/07/2019 13:16 
 Kanwar's Shop (Michael Williams)	 Anant Kumar	Jeans in Ice Blue Product	Hello Anant, This is a Regular - Straight leg jeans. You can check dimensions on its detail page. And my store is located in Chandigarh.	28/03/2019 15:56 

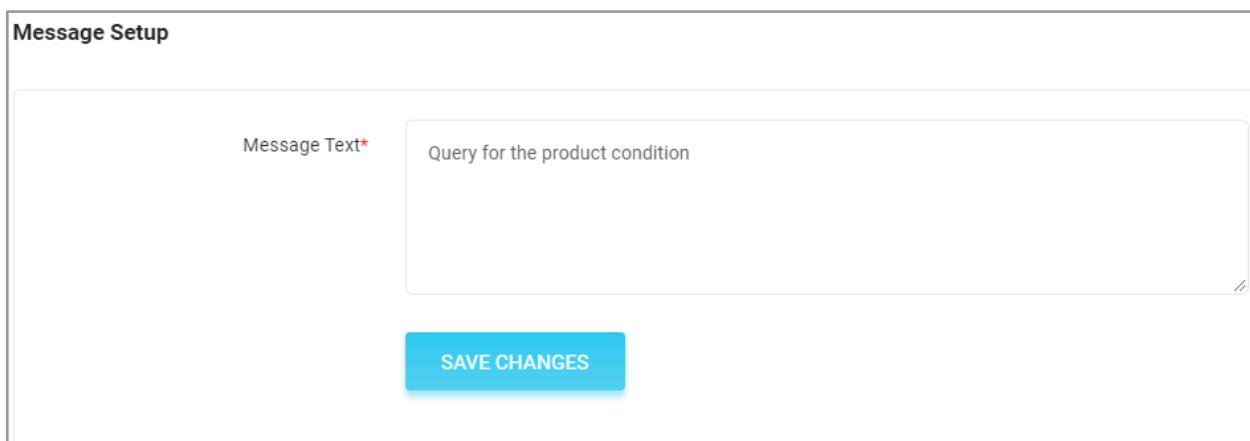
Admin can search for a particular message from the search bar provided on the top of this page. The filters provided in this search bar are:

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

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

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

The details of sender and recipient are mentioned in the list along with the subject and message contents. To view details of any conversational thread, admin must click on ‘View’  icon provided to the extreme right of each thread in the list. A message list page will open that displays the complete message. Admin can edit or delete any message by clicking on  icon provided to the right of each message. Clicking on ‘Edit’ will open the ‘**Message Setup**’ box.



The image shows a 'Message Setup' form. At the top, it says 'Message Text\*' and 'Query for the product condition'. Below these fields is a large text area for entering the message text. At the bottom of the form is a blue 'SAVE CHANGES' button.

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

#### 8.4 Seller Approval Form

The input fields provided in the ‘**Activation**’ tab of ‘**Seller Signup**’ form can be managed by admin from this module. An example of how **Activation tab** is displayed at front-end and fields provided by admin at back-end.

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

# Seller Registration

Details Activation Confirmation

Contact Number

Business Name\*

Please fill business name

Contact Person

Doc\*

[Upload File](#)

[Save Changes](#)

[Register With New Account?](#)

Manage Seller Approval Form  
[Home](#) / [Users](#) / [Seller Form](#)

Form Fields

#	CAPTION	TYPE	REQUIRED	
1	Contact Number (Contact Number)	Phone	No	<input checked="" type="checkbox"/>
2	Business Name (Business Name)	Textbox	Yes	<input checked="" type="checkbox"/>
3	Contact Person (Contact Person)	Textbox	No	<input checked="" type="checkbox"/>
4	Doc (Doc)	File	Yes	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

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

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

Admin can add new fields in the 'Activation' tab of this form by clicking on

 'Add New' icon provided on the top-right corner of this page. 'Set Up Form Fields' form will appear that includes two tabs:

a. **General:** Please enter the following details:

- **Identifier\***: The unique name to be defined as an identifier for this new input field.
- **Required**: Selecting '**Yes**' will make it mandatory for the seller to fill-up this input field. Selecting '**No**' will make it optional for the seller to fill-up this input field.
- **Field Type**: Admin must select the type of input field they are adding from the drop-down list which provides:

- **Text-box**
- **Text-area**
- **File**
- **Data**
- **Date-Time**
- **Time**
- **Phone**

Please click on '**Save Changes**' to proceed further on to the next tab.

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

**Set Up Form Fields**

General Language Data

Identifier*	Contact Number
Required	No
Field Type	Phone

**SAVE CHANGES**

b. **Language Data:** Please enter following details:

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

**Set Up Form Fields**

General Language Data

Language	English
Caption*	Contact Number
Comments	

Update Other Languages Data

**SAVE CHANGES**

**Please click on 'Save Changes' to complete the process.**

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

Admin can make changes to the input-fields already added by clicking on the **Edit** icon provided to the right of each input-field in the list. ‘**Set Up Form Fields**’ form will appear that includes the previously filled data. Admin can make necessary changes and click on ‘Save Changes’ to update them.

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

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

## 8.5 Seller Approval Requests

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

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

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

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

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

Manage - Seller Approval Requests

Home / Users / Seller Approval Requests

Search... 🔍

**Requests List**

#	REFERENCE NUMBER	NAME	USERNAME/EMAIL	REQUESTED ON	STATUS	
8	15-1514468345	kh	U: khstore e: nonemail95021@gmail.com	2017-12-28 19:09:00	Approved	
7	12-1500985007	Jason Smith	U: jason e: jason@dummyid.com	2017-07-25 17:46:00	Approved	
6	11-1500984658	Akshay	U: akshay e: akshay@dummyid.com	2017-07-25 17:40:00	Approved	
5	6-1500542205	Cindy	U: Cindy e: Cindy@dummyid.com	2017-07-20 14:46:00	Approved	
4	5-1500530000	Rohit	U: Rohit e: Rohit@dummyid.com	2017-07-20 11:23:00	Approved	
3	4-1500471500	Michael Williams	U: michael e: login@dummyid.com	2017-07-19 19:08:00	Approved	
2	2-1500469260	Stuti	U: Stuti e: stuti.vohra@fatbit.com	2017-07-19 18:31:00	Approved	
1	1-1500467344	John	U: John e: Electronicmart@dummyid.com	2017-07-19 17:59:00	Approved	

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

- **View** : Clicking on this icon, the admin can view all the details submitted by the seller.
- **Approve Request:** Use this button to approve the request.
- **Cancel Request:** Use this button to cancel the request.

**NB:** Admin can manage '**Activate Administrator Approval On Seller Request**' settings from **System Settings > General Settings > Account tab..**

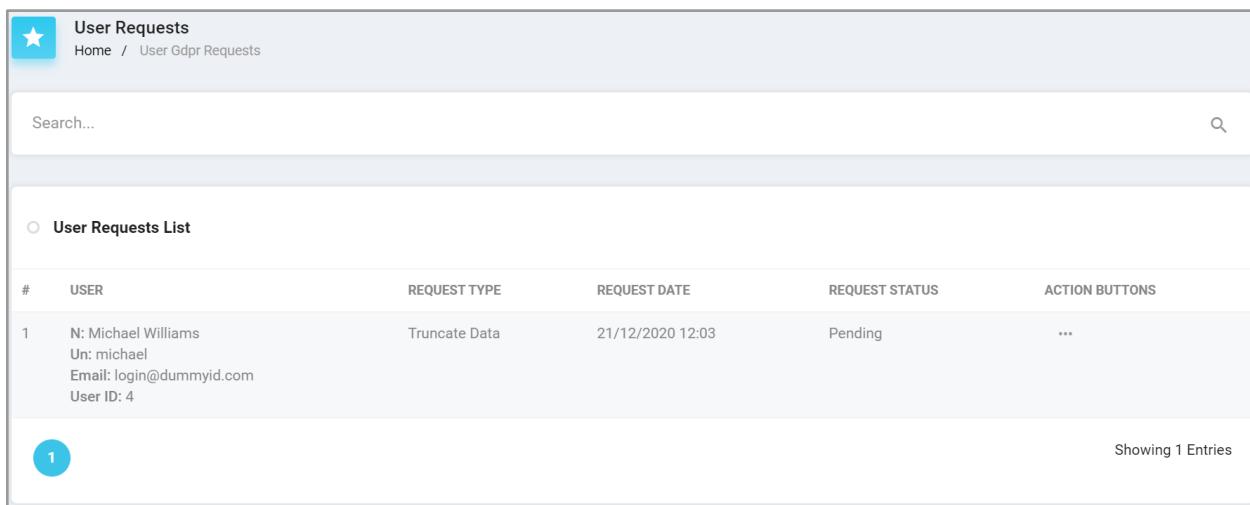
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

## 8.6 Users GDPR Requests

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

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

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



The screenshot shows a table titled 'User Requests List' with one entry. The table has columns: #, USER, REQUEST TYPE, REQUEST DATE, REQUEST STATUS, and ACTION BUTTONS. The entry details are: #1, User: N: Michael Williams, Un: michael, Email: login@dummyid.com, User ID: 4, Request Type: Truncate Data, Request Date: 21/12/2020 12:03, Request Status: Pending, Action Buttons: three dots. A search bar is at the top, and a message at the bottom says 'Showing 1 Entries'.

#	USER	REQUEST TYPE	REQUEST DATE	REQUEST STATUS	ACTION BUTTONS
1	N: Michael Williams Un: michael Email: login@dummyid.com User ID: 4	Truncate Data	21/12/2020 12:03	Pending	...

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

- **User:** The name, username, email address and user id of the user who has sent the request are displayed in this column.
- **Request Type:** There are two types of requests:
  - **Truncate Data:** Admin needs to truncate the user’s data from the database manually.

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

- **Data Request:** Admin needs to share the user's data from the database manually.
- **Request Date:** The date on which the request was generated by the respective user.
- **Request Status:** The current status of request.
- **Action Buttons:** If the request type is '**Truncate Data**':
  - **Truncate User Data:** Admin needs to truncate the respective user's data from the database manually.
  - **Complete:** Admin can complete the request once they have completed sending the data manually to the user.
  - **View Purpose:** Admin can view the purpose/reason for which respective user has generated their request.

If the request type is '**Data Request**':

- **Complete:** Admin can complete the request once they have completed sending the data manually to the user.
- **View Purpose:** Admin can view the purpose/reason for which respective user has generated their request.

## 9. Reports

The admin can evaluate and analyze the overall sales rate and performance of users from this module.

### 9.1 Rental Reports

Reports give an analysis of the earnings which helps in identifying market opportunities and making better business decisions.

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

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

## i. Buyer/Seller

This report shows the analysis of the amount earned and spent by users (sellers & buyers) over rental products over a certain period of time.

A search bar is provided on the top of this page that includes the name/email and Date To/From filters that can be used to view reports of a particular user for a certain time period. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Refunds and Cancels are not considered in this report.

The report shows following data -

- a. **Name:** Name of the user.
- b. **Email:** Email id of the user.
- c. **Registration Date:** Date of registration of user on the platform.
- d. **Bought Quantity:** The number of products rented as a customer.
- e. **Sold Quantity:** The number of products rented out as a seller.
- f. **Orders Placed:** The number of rental orders placed as a customer.
- g. **Orders Received:** The number of rental orders received as a seller.
- h. **Purchases:** The total amount spent on rental orders purchased within a certain time period.

$$\text{Total Amount} = \text{Bought Quantity} * \text{Product Price} - \text{Refund Amount} - \text{Cancel Amount}$$

- i. **Sales:** The total amount earned through rental orders within a certain time period.

$$\text{Sales} = \text{Bought Quantity} * \text{Product Price} - \text{Refund Amount} - \text{Cancel Amount}$$

- j. **Balance:** The balance earned by the user through the rent ins and rent outs.

$$\text{Balance} = \text{Sales} - \text{Total Amount}$$

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

Users Report

Home / Users Report / Rental

Search... 

**Users Report** Note :: We Have Not Considered Impact Of Refunds And Cancels In This Report. 

NAME	EMAIL	REG. DATE	BOUGHT QTY	SOLD QTY	ORDERS PLACED	ORDERS RECEIVED	PURCHASES	SALES	BALANCE
Tester	tester@dummyid.com	01/09/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
Cancelbb	cancelbb01@dummyid.com	31/08/2021	30	0	23	0	₹2,930.00	₹0.00	₹7,580.67
Seller	prasharseller@dummyid.com	31/08/2021	0	8	0	5	₹0.00	₹8,670.00	₹11,518.99
Prashar Buyer	prasharbuyer@dummyid.com	31/08/2021	5	0	4	0	₹3,520.00	₹0.00	₹485,506.00
admin	babbu1234@dummyid.com	31/08/2021	2	0	1	0	₹200.00	₹0.00	₹250.00
asdf	abel@dummyid.com	30/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
Shalini Buyer	shalinibuyer@dummyid.com	30/08/2021	24	0	18	0	₹8,030.00	₹0.00	₹34,310.00
amit	amitsaini@dummyid.com	27/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
New Seller	newseller@dummyid.com	27/08/2021	0	30	0	16	₹0.00	₹2,810.00	₹755.00
New	newbuyer@dummyid.com	27/08/2021	0	0	0	0	₹0.00	₹0.00	₹6,640.00
testnewseller	testnewseller888@dummyid.com	27/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
Theme test shop	theme@dummyid.com	26/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
selleradmin4	sa4@dummyid.com	26/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00



Use the Export  button to download the csv file of this report in your system.

## ii. Sales

This report shows the analysis of orders received for rental products over a certain period of time.

A search bar is provided on the top of this page that includes the Date To/From filter that can be used to view reports for a certain time period. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

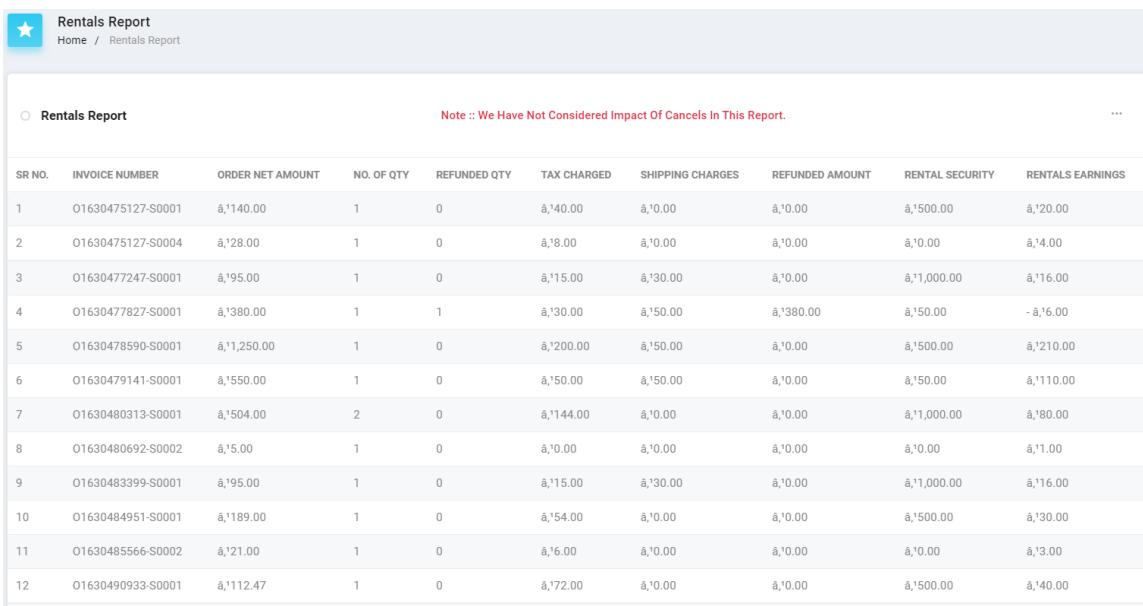
**NB:** The impact of Canceled orders are not considered in this report.

The report shows following data -

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

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

**a. Date:** The date of which the rental order was placed. Please click on the date to view the detailed list of orders placed on that date.



SR NO.	INVOICE NUMBER	ORDER NET AMOUNT	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	RENTAL SECURITY	RENTALS EARNINGS
1	01630475127-S0001	₹140.00	1	0	₹40.00	₹0.00	₹0.00	₹500.00	₹20.00
2	01630475127-S0004	₹28.00	1	0	₹8.00	₹0.00	₹0.00	₹0.00	₹4.00
3	01630477247-S0001	₹95.00	1	0	₹15.00	₹30.00	₹0.00	₹1,000.00	₹16.00
4	01630477827-S0001	₹380.00	1	1	₹30.00	₹50.00	₹380.00	₹50.00	- ₹6.00
5	01630478590-S0001	₹1,250.00	1	0	₹200.00	₹50.00	₹0.00	₹500.00	₹210.00
6	01630479141-S0001	₹550.00	1	0	₹50.00	₹50.00	₹0.00	₹50.00	₹110.00
7	01630480313-S0001	₹504.00	2	0	₹144.00	₹0.00	₹0.00	₹1,000.00	₹80.00
8	01630480692-S0002	₹5.00	1	0	₹0.00	₹0.00	₹0.00	₹0.00	₹1.00
9	01630483399-S0001	₹95.00	1	0	₹15.00	₹30.00	₹0.00	₹1,000.00	₹16.00
10	01630484951-S0001	₹189.00	1	0	₹54.00	₹0.00	₹0.00	₹500.00	₹30.00
11	01630485566-S0002	₹21.00	1	0	₹6.00	₹0.00	₹0.00	₹0.00	₹3.00
12	01630490933-S0001	₹112.47	1	0	₹72.00	₹0.00	₹0.00	₹500.00	₹40.00

Please use the **Export** button to **download the csv** file on your computer and the **Back** button to return to the **Rental Earnings** report.

**b. Number of Orders:** Number of orders placed on that date.  
**c. Order Net Amount:** Total earnings from the rental orders placed on that date.

$$\text{Total Orders} = \text{No. of Orders} * \text{Order Net Amount} - \text{Refund} + \text{Tax} + \text{Shipping} + \text{Security}$$

**d. No. of Quantity:** The number of products rented by the customers.  
**e. Refunded Quantity:** Number of products for which refund was placed.  
**f. Tax Charged:** The number of rental orders placed as a customer.  
**g. Shipping Charged:** Amount of shipping charged for the orders.  
**h. Refunded Amount:** The total amount refunded to customers as per their requests.  
**i. Rental Security:** The total earnings received through rental security.  
**j. Rental Earnings:** The total rental earnings of the admin on that date.

$$\text{Total Earnings} = \text{No. of Orders} * \text{Order Net Amount}$$

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

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

Rentals Report										
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>										
<input type="radio"/> Rentals Report <span style="float: right;">Note :: We Have Not Considered Impact Of Cancels In This Report.</span> <span style="float: right;">...</span>										
SR NO.	DATE	NO. OF ORDERS	ORDER NET AMOUNT	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	RENTAL SECURITY	RENTALS EARNINGS
1	09/09/2021	3	\$2,250.00	3	0	\$0.00	\$0.00	\$0.00	\$2,900.00	\$90.00
2	01/09/2021	36	\$12,089.67	41	1	\$1,924.00	\$750.67	\$380.00	\$15,600.00	\$2,043.13
3	31/08/2021	18	\$14,634.99	50	0	\$3,080.00	\$150.00	\$0.00	\$57,000.00	\$2,242.00
4	30/08/2021	17	\$4,860.00	28	3	\$150.00	\$100.00	\$1,230.00	\$9,500.00	\$200.60
5	27/08/2021	3	\$480.00	6	0	\$90.00	\$90.00	\$0.00	\$6,000.00	\$39.00
6	26/08/2021	11	\$2,236.00	14	4	\$314.00	\$230.00	\$7,016.00	\$19,000.00	\$100.00
7	25/08/2021	8	\$1,280.00	16	2	\$240.00	\$240.00	\$2,160.00	\$16,000.00	\$88.00
8	24/08/2021	6	\$1,659.00	6	4	\$264.00	\$75.00	\$9,081.00	\$12,000.00	\$30.50
9	23/08/2021	2	\$385.00	3	0	\$75.00	\$60.00	\$0.00	\$3,000.00	\$31.00
10	19/08/2021	2	\$1,074.00	2	0	\$0.00	\$40.00	\$0.00	\$7,000.00	\$107.40
11	18/08/2021	6	\$13,611.00	16	0	\$2,266.00	\$65.00	\$0.00	\$12,000.00	\$1,134.50
12	17/08/2021	1	\$1,980.00	5	0	\$450.00	\$30.00	\$0.00	\$20,000.00	\$153.00
13	16/08/2021	1	\$165.00	1	1	\$15.00	\$100.00	\$1,065.00	\$1,000.00	-\$1.50
14	12/08/2021	3	\$2,855.00	3	2	\$30.00	\$225.00	\$10,565.00	\$9,000.00	\$13.50

Use the Export  button to download the csv file of this report in your system.

### iii. Seller Products

This report shows a performance analysis of products over a certain period of time.

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

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

Products Report (seller Products)								
Home / Products Report / Rental								
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>								
<input type="radio"/> Products Report	Note :: We Have Not Considered Impact Of Refunds And Cancels In This Report.							
TITLE	FAVORITES	NO. OF RENTAL ORDERS	RENTED QTY	TOTAL(A)	SHIPPING(B)	TAX(C)	SECURITY(D)	TOTAL(A+B+C+D) COMMISSION
Catalog Name: Apple Macbook Pro Custom Title: Macbook pro Brand: Apple Sold By: Kanwar's Shop	1	4	104	₹1233,814.80	₹960.00	₹39,890.00	511865.00	₹1786,529.80 ₹19,784.20
Catalog Name: blue Custom Title: blue Brand: Pepsi -02 Sold By: Rohit Communications	0	41	63	₹1,019.00	₹1,950.00	₹2,208.00	62000.00	₹167,177.00 ₹1892.20
Catalog Name: ggggggg Custom Title: ggggggg Sold By: Rohit Communications	0	3	22	- ₹192.00	₹90.00	₹1,452.00	44000.00	₹145,350.00 ₹1792.80
Catalog Name: ILLI LONDON Women's TOP Custom Title: ILLI LONDON Women's TOP Brand: Louis Philippe-02 Sold By: Ariana's Shop	0	7	10	₹3,620.00	₹350.00	₹400.00	500.00	₹4,870.00 ₹1794.00
Catalog Name: Microsoft Business Laptop Custom Title: Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg) Brand: Microsoft Sold By: Kanwar's Shop	0	7	10	₹2,700.00	₹70.00	₹0.00	7500.00	₹10,270.00 ₹140.40

A search bar is provided on the top of this page to filter out results using the keywords, shop name, brand name, category and price range. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Refunds and Cancellations are not considered in this report.

The report shows following data -

- Title:** The basic details of the product such as catalog & custom names, brand and shop name.
- Favorites:** Number of times the product was added as favourite by users.
- No. of Rental Orders:** Number of rental orders placed for the product.
- Rented Quantity:** The number of quantities rented.
- Total (A):** Total selling price as per the rental orders received.
- Shipping (B):** Total amount of shipping charges collected from the rental orders received for this product.

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

- g. Tax (C):** Total amount of tax charges collected from the rental orders received for this product.
- h. Security (D):** Total amount of security charges earned from the rental orders.
- i. Total Earnings (A+B+C):** The total rental earnings through this rental product.
- j. Commission:** Total commission earned by the admin from this rental product.

Use the Export  button to download the csv file of this report in your system.

#### iv. Catalog Report

This report shows a performance analysis of catalogs over a certain period of time.

Catalog Report								
<input type="radio"/> Catalog Report <span style="float: right;"> Note :: We Have Not Considered Impact Of Refunds , Cancels And Discounts In This Report.</span>								
TITLE	NO. OF RENTAL ORDERS	RENTED QTY	TOTAL(A)	SHIPPING(B)	TAX(C)	SECURITY(D)	TOTAL(A+B+C+D)	COMMISSION
Apple Macbook Pro Brand: Apple	4	104	\$233,814.80	\$960.00	\$39,890.00	\$511,865.00	\$786,529.80	\$9,784.20
Banarasi maroon Lehenga with white off shoulder top. Brand: Ram Garments-02	1	100	\$1,097,000.00	\$1.00	\$328,500.00	\$2,000.00	\$1,427,501.00	\$5,000.00
blue Brand: Pepsi -02	41	63	\$5,550.00	\$1,920.00	\$1,707.00	\$62,000.00	\$71,177.00	\$892.20
gggggggg	3	22	\$4,000.00	\$30.00	\$1,320.00	\$44,000.00	\$49,350.00	\$792.80
iPhone 12 Mini Brand: Apple	16	21	\$2,675.00	\$0.00	\$978.00	\$10,500.00	\$14,153.00	\$515.00
ILLI LONDON Women's TOP Brand: Louis Philippe-02	7	10	\$3,700.00	\$350.00	\$370.00	\$500.00	\$4,920.00	\$794.00
Microsoft Business Laptop Brand: Microsoft	7	10	\$3,450.00	\$70.00	\$0.00	\$7,500.00	\$11,020.00	\$140.40
Mi Note 10 Pro Brand: Redmi-02	2	7	\$10,500.00	\$40.00	\$2,100.00	\$7,000.00	\$19,640.00	\$1,054.00

A search bar is provided on the top of this page to filter out results using the keywords. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

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

**NB:** The impact of Refunds, Cancellations and Discounts are not considered in this report.

The report shows following data -

- a. **Title:** The basic details of the catalog such as catalog and brand name.
- b. **No. of Rental Orders:** Number of rental orders placed for the catalog.
- c. **Rented Quantity:** The number of quantities rented.
- d. **Total (A):** Total selling price as per the rental orders received.
- e. **Shipping (B):** Total amount of shipping charges collected from the rental orders received for this catalog.
- f. **Tax (C):** Total amount of tax charges collected from the rental orders received for this catalog.
- g. **Security (D):** Total amount of security charges earned from the rental orders.
- h. **Total Earnings (A+B+C):** The total rental earnings through this catalog.
- i. **Commission:** Total commission earned by the admin from this catalog.

Use the Export  button to download the csv file of this report in your system.

#### v. Shops

This report shows a performance analysis of shops created on the website.

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

Shops Report								
Shops Report		Note :: We Have Not Considered Impact Of Refunds And Cancels In This Report.						
NAME	OWNER	ITEMS	RENTED QTY	RENTAL AMOUNT	FAVORITES	SITE COMMISSION	REVIEWS	RATING
5 SHOP Created On: 28/07/2021	seller5 (seller5@dummyid.com)	0	0	\$0.00	0	\$0.00	0	★★★★★
Ajio Store Created On: 03/08/2021	Ajio (Ajio@dummyid.com)	15	31	\$21,706.00	0	\$1,639.23	0	★★★★★
Akshay's E-Store Created On: 25/07/2017	Akshay (akshay@dummyid.com)	12	0	\$0.00	2	\$0.00	1	★★★★★
Aprni Shop Created On: 15/07/2021	seller2 (s2@dummyid.com)	9	0	\$0.00	0	\$0.00	0	★★★★★
Ara fashion Created On: 08/04/2021	Selin (selin@dummyid.com)	9	109	\$1,101,310.00	1	\$5,254.00	0	★★★★★
Ariana's Shop Created On: 24/08/2021	ariana (ariana@dummyid.com)	3	14	\$4,070.00	0	\$808.00	0	★★★★★
Chromium Gallery Created On: 20/07/2017	Rohit (Rohit@dummyid.com)	59	0	\$0.00	0	\$0.00	6	★★★★★
Cloth Created On: 13/07/2021	Anil Rana the seller (Seller@dummyid.com)	0	0	\$0.00	0	\$0.00	0	★★★★★

**NB:** The impact of Refunds and Cancellations are not considered in this report.

The report shows following data -

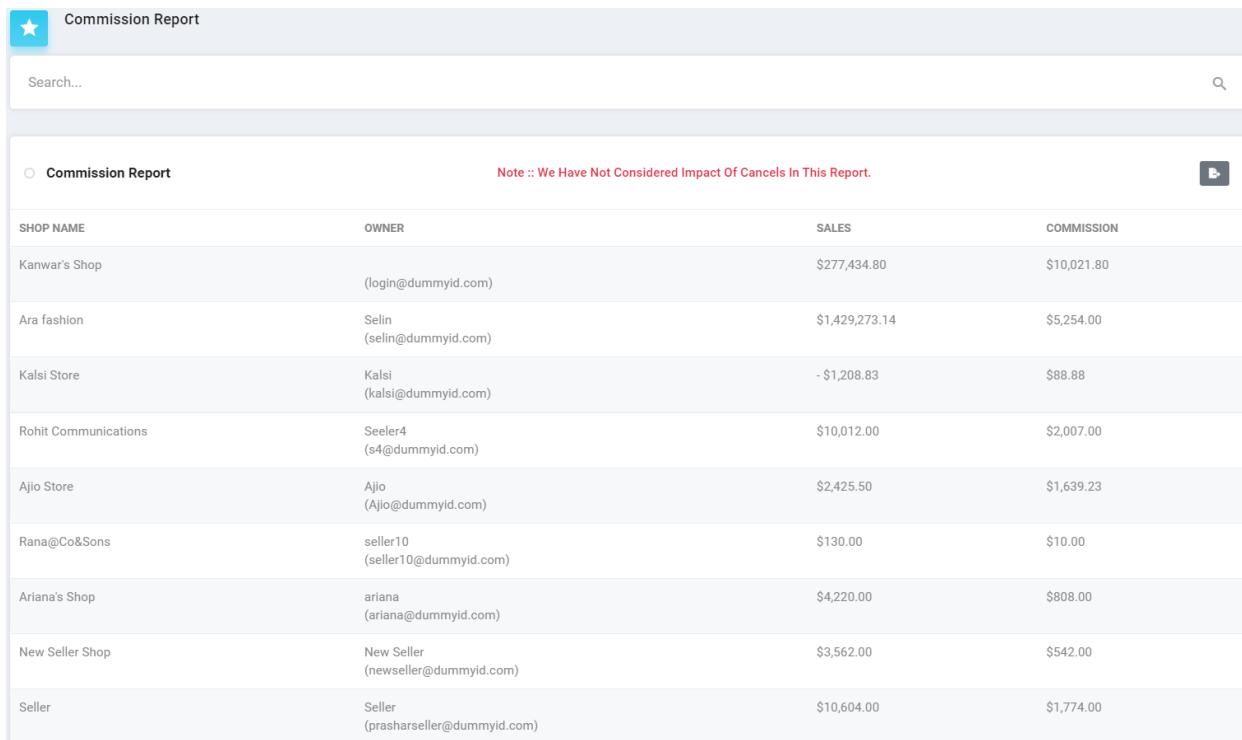
- Name:** Name of the shop and the date on which it was created.
- Owner:** Name and email id of the seller/shop owner.
- Items:** Number of rental items available in the shop.
- Rented Quantity:** The number of quantities rented by users from this shop.
- Rental Amount:** Total earnings of the shop through the rental orders.
- Favorites:** Number of times the shop was marked favorite by users.
- Site Commission:** Amount earned by admin as site commission from the shop.
- Reviews:** Total number of reviews posted by buyers for the products of this shop.
- Rating:** The average rating received through reviews for products of this shop.

Use the Export  button to download the csv file of this report in your system.

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

## vi. Commission

This report shows an analysis of commission earned through shops created on the website.



The screenshot shows a 'Commission Report' page with a search bar and a note about not considering cancellations. The table lists various shops with their owners, sales, and commission amounts.

SHOP NAME	OWNER	SALES	COMMISSION
Kanwar's Shop	(login@dummyid.com)	\$277,494.80	\$10,021.80
Ara fashion	Selin (selin@dummyid.com)	\$1,429,273.14	\$5,254.00
Kalsi Store	Kalsi (kalsi@dummyid.com)	-\$1,208.83	\$88.88
Rohit Communications	Seeler4 (s4@dummyid.com)	\$10,012.00	\$2,007.00
Ajio Store	Ajio (Ajio@dummyid.com)	\$2,425.50	\$1,639.23
Rana@Co&Sons	seller10 (seller10@dummyid.com)	\$130.00	\$10.00
Ariana's Shop	ariana (ariana@dummyid.com)	\$4,220.00	\$808.00
New Seller Shop	New Seller (newseller@dummyid.com)	\$3,562.00	\$542.00
Seller	Seller (prasharseller@dummyid.com)	\$10,604.00	\$1,774.00

A search bar is provided on the top of this page to filter out results using the shop or seller names. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Cancellations is not considered in this report.

The report shows following data -

- Shop Name:** Name of the shop.
- Owner:** Name and email id of the seller/shop owner.
- Sales:** Total amount of earnings made by the seller.
- Site Commission:** Amount earned by admin as site commission from the shop.

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

Use the Export  button to download the csv file of this report in your system.

## vii. Top Products

This report shows an analysis of rental products that are performing well (with highest sales) on the website. The products with highest performance outputs are listed on the top.

Top Products Report			
PRODUCTS	WISHLIST USER COUNTS	RENTAL QUANTITY	
Apple Macbook Pro Custom Title: Macbook pro Brand: Apple Shop: Kanwar's Shop	5	104	
Banarsi maroon Lehenga with white off shoulder top. Custom Title: Banarsi maroon Lehenga with white off shoulder top. Brand: Ram Garments-02 Shop: Ara fashion	1	100	
blue Custom Title: blue Brand: Pepsi -02 Shop: Rohit Communications	0	45	
gggggggg Custom Title: ggggggg Shop: Rohit Communications	0	20	
ILLI LONDON Women's TOP Custom Title: ILLI LONDON Women's TOP Brand: Louis Phillippe-02 Shop: Ariana's Shop	1	6	
Microsoft Business Laptop Custom Title: Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg) Brand: Microsoft Shop: Kanwar's Shop	1	5	

Please note that the count only includes the orders that were marked as 'Completed'.

A search bar is provided on the top of this page to filter out results using filters like the time span and records/items. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

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

The report shows following data -

- a. **Products:** Product name, custom title, brand and shop names.
- b. **Wishlist User Count:** Number of users who have added this product in their wishlist.
- c. **Rental Quantity:** Total number of quantities rented.

Use the Export  button to download the csv file of this report in your system.

### viii. Most Refunded Product Reports

This report shows an analysis of rental products on the website for which highest refunds have been paid. Products with the highest refunds are listed on the top.

Most Refunded Products Report

Search... 🔍

Most Refunded Products Report Note :: We Have Not Considered Impact Of Cancels In This Report. 

PRODUCTS	WISHLIST USER COUNTS	REFUNDED QUANTITY
blue Custom Title: blue Brand: Pepsi -02 Shop: Rohit Communications	0	8
Samsung Note 20 Ultra Custom Title: Samsung Note 20 Ultra Brand: Samsung Shop: Kalsi Store	0	2
One Plus 9 T Custom Title: One Plus 9 T Options: One Plus Color: Charcoal Grey Brand: OnePlus Shop: Ajio Store	0	2
gggggggg Custom Title: ggggggg Shop: Rohit Communications	0	2
Test Case Custom Title: Test Case Shop: Ajio Store	0	2
Microsoft Business Laptop Custom Title: Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg)	1	1

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

A search bar is provided on the top of this page to filter out results using filters like the time span and records to be displayed. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Cancellations is not considered in this report.

The report shows following data -

- a. **Products:** Product name, custom title, brand and shop names.
- b. **Wishlist User Count:** Number of users who have added this product in their wishlist.
- c. **Refunded Quantity:** Total number of refunds.

Use the Export  button to download the csv file of this report in your system.

## ix. Categories Reports

This report shows an analysis of categories on the website. By default, the popular categories are listed on the top of the list.

Categories Report

Search... 

Top Categories Report 

CATEGORY	RENTED QUANTITY	REFUNDED QUANTITY	WISHLIST USER COUNTS
Electronics	106	0	10
Women»» Tops & T-shirts	100	0	0
Electronics»» Desktop	76	0	0
Men»» Clothing	6	0	1
Electronics»» Laptops»» Business Laptops	5	0	1
Test Category»» Test 1	5	0	0
Women	4	0	7
Electronics»» Mobiles»» Phones	1	0	2
Sports	1	0	0

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

A search bar is provided on the top of this page to filter out results using filters like the records to be displayed and type of report (top/bad categories). Use the **Search** button to apply filters or **Clear Search** button to remove filters.

The report shows following data -

- a. **Category:** Product name, custom title, brand and shop names.
- b. **Rented Quantity:** The quantities rented of the products that fall within this category.
- c. **Refunded Quantity:** Total number of refunds of products linked with this category.
- d. **Wishlist User Count:** Number of users who have added the products linked with this category in their wishlist.

Use the Export  button to download the csv file of this report in your system.

## x. Tax Report

This report shows an analysis of tax earned through orders received on each shop registered on the website.

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

CATEGORY	RENTED QUANTITY	REFUNDED QUANTITY	WISHLIST USER COUNTS
Electronics	106	0	3
Women»» Tops & T-shirts	100	0	0
Electronics» Desktop	76	0	1
Men»» Clothing	6	0	3
Electronics» Laptops» Business Laptops	5	0	0
Test Category»» Test 1	5	0	0
Women	4	0	3
Electronics» Mobiles» Phones	1	0	4
Sports	1	0	0

A search bar is provided on the top of this page to filter out results using filters like the shop and seller names. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Refunds and Cancellations is not considered in this report.

The report shows following data -

- a. **Name:** Name of the shop.
- b. **Owner:** Shop owner's name and email address.
- c. **Orders:** Number of orders received for products available in the shop.
- d. **Tax:** Total tax earned on those orders.

Use the Export  button to download the csv file of this report in your system.

## 9.2 Sales Reports

Reports give an analysis of the earnings which helps in identifying market opportunities and making better business decisions.

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

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

## i. Buyers/Sellers

This report shows the analysis of the amount earned and spent by users (sellers & buyers) over sales products over a certain period of time.

A search bar is provided on the top of this page that includes the name/email and Date To/From filters that can be used to view reports of a particular user for a certain time period. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Refunds and Cancels are not considered in this report.

The report shows following data -

- a. **Name:** Name of the user.
- b. **Email:** Email id of the user.
- c. **Registration Date:** Date of registration of user on the platform.
- d. **Bought Quantity:** The number of products rented as a customer.
- e. **Sold Quantity:** The number of products rented out as a seller.
- f. **Orders Placed:** The number of sale orders placed as a customer.
- g. **Orders Received:** The number of sale orders received as a seller.
- h. **Purchases:** The total amount spent on sale orders purchased within a certain time period.

$$\text{Total Amount} = \text{Bought Quantity} * \text{Price per Product} - \text{Refund Amount} - \text{Cancel Amount}$$

- i. **Sales:** The total amount earned through rental orders within a certain time period.

$$\text{Sales} = \text{Bought Quantity} * \text{Price per Product} - \text{Refund Amount} - \text{Cancel Amount}$$

- j. **Balance:** The balance earned by the user through the rent ins and rent outs.

$$\text{Balance} = \text{Total Earnings} (\text{Sales}) - \text{Total Expenses} (\text{Refund + Cancel})$$

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

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

Users Report

Home / Users Report / Rental

Search... 

**Users Report** Note :: We Have Not Considered Impact Of Refunds And Cancels In This Report. 

NAME	EMAIL	REG. DATE	BOUGHT QTY	SOLD QTY	ORDERS PLACED	ORDERS RECEIVED	PURCHASES	SALES	BALANCE
Tester	tester@dummyid.com	01/09/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
Cancelbb	cancelbb01@dummyid.com	31/08/2021	30	0	23	0	₹2,930.00	₹0.00	₹7,580.67
Seller	prasharseller@dummyid.com	31/08/2021	0	8	0	5	₹0.00	₹8,670.00	₹11,518.99
Prashar Buyer	prasharbuyer@dummyid.com	31/08/2021	5	0	4	0	₹3,520.00	₹0.00	₹485,506.00
admin	babbu1234@dummyid.com	31/08/2021	2	0	1	0	₹200.00	₹0.00	₹250.00
asdf	abel@dummyid.com	30/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
Shalini Buyer	shalinibuyer@dummyid.com	30/08/2021	24	0	18	0	₹8,030.00	₹0.00	₹34,310.00
amit	amitsaini@dummyid.com	27/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
New Seller	newseller@dummyid.com	27/08/2021	0	30	0	16	₹0.00	₹2,810.00	₹755.00
New	newbuyer@dummyid.com	27/08/2021	0	0	0	0	₹0.00	₹0.00	₹6,640.00
testnewseller	testnewseller888@dummyid.com	27/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
Theme test shop	theme@dummyid.com	26/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00
selleradmin4	sa4@dummyid.com	26/08/2021	0	0	0	0	₹0.00	₹0.00	₹0.00

Use the Export  button to download the csv file of this report in your system.

## ii. Sales

This report shows the analysis of orders received for sale products over a certain period of time.

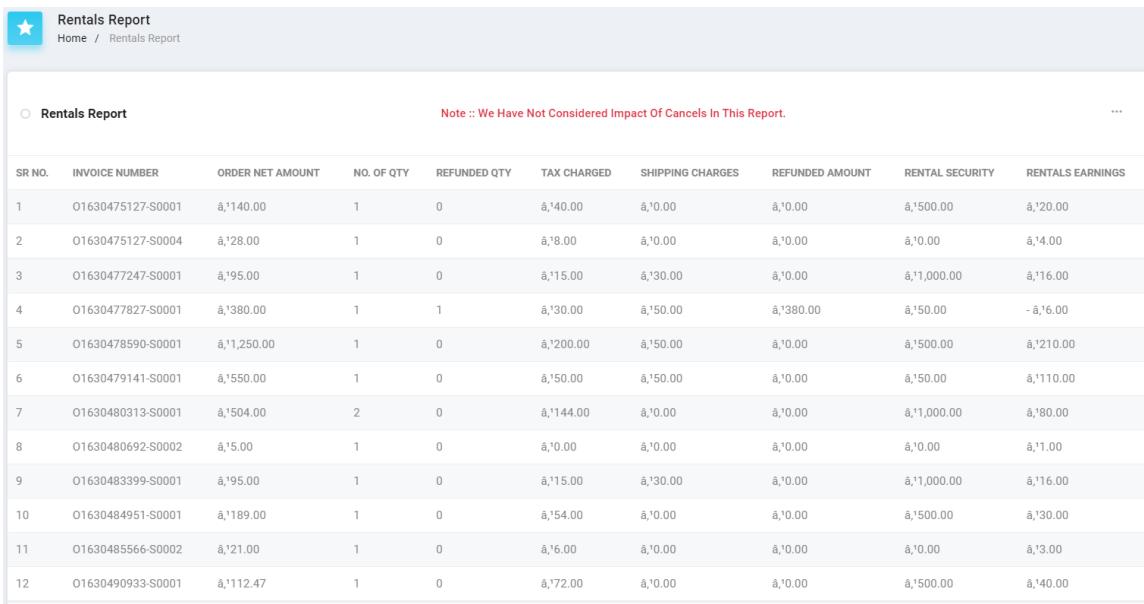
A search bar is provided on the top of this page that includes the Date To/From filter that can be used to view reports for a certain time period. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Canceled orders are not considered in this report.

The report shows following data -

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

**k. Date:** The date of which the sales order was placed. Please click on the date to view the detailed list of orders placed on that date.



The screenshot shows a web-based report titled 'Rentals Report'. At the top, there is a note: 'Note :: We Have Not Considered Impact Of Cancels In This Report.' The table below has the following columns: SR NO., INVOICE NUMBER, ORDER NET AMOUNT, NO. OF QTY, REFUNDED QTY, TAX CHARGED, SHIPPING CHARGES, REFUNDED AMOUNT, RENTAL SECURITY, and RENTALS EARNINGS. The data is as follows:

SR NO.	INVOICE NUMBER	ORDER NET AMOUNT	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	RENTAL SECURITY	RENTALS EARNINGS
1	01630475127-S0001	₹140.00	1	0	₹40.00	₹0.00	₹0.00	₹500.00	₹20.00
2	01630475127-S0004	₹28.00	1	0	₹8.00	₹0.00	₹0.00	₹0.00	₹4.00
3	01630477247-S0001	₹95.00	1	0	₹15.00	₹30.00	₹0.00	₹1,000.00	₹16.00
4	01630477827-S0001	₹380.00	1	1	₹30.00	₹50.00	₹380.00	₹50.00	- ₹6.00
5	01630478590-S0001	₹1,250.00	1	0	₹200.00	₹50.00	₹0.00	₹500.00	₹210.00
6	01630479141-S0001	₹550.00	1	0	₹50.00	₹50.00	₹0.00	₹50.00	₹110.00
7	01630480313-S0001	₹504.00	2	0	₹144.00	₹0.00	₹0.00	₹1,000.00	₹80.00
8	01630480692-S0002	₹5.00	1	0	₹0.00	₹0.00	₹0.00	₹0.00	₹1.00
9	01630483399-S0001	₹95.00	1	0	₹15.00	₹30.00	₹0.00	₹1,000.00	₹16.00
10	01630484951-S0001	₹189.00	1	0	₹54.00	₹0.00	₹0.00	₹500.00	₹30.00
11	01630485566-S0002	₹21.00	1	0	₹6.00	₹0.00	₹0.00	₹0.00	₹3.00
12	01630490933-S0001	₹112.47	1	0	₹72.00	₹0.00	₹0.00	₹500.00	₹40.00

Please use the **Export** button to **download the csv** file on your computer and the **Back** button to return to the **Sales Earnings** report.

- a. Number of Orders:** Number of orders placed on that date.
- b. Order Net Amount:** Total earnings from the sales orders placed on that date.

$$\text{Orders} \text{ } \text{Order} \text{ } \text{Amount} = \text{No.} \text{ } \text{*} \text{ } \text{Order} \text{ } \text{Net} \text{ } \text{Amount} - \text{Refund} \text{ } \text{Amount} + \text{Tax} \text{ } \text{Charged} + \text{Shipping} \text{ } \text{Charged} + \text{Sales} \text{ } \text{Security}$$

- c. No. of Quantity:** The number of products rented by the customers.
- d. Refunded Quantity:** Number of products for which refund was placed.
- e. Tax Charged:** The number of sales orders placed as a customer.
- f. Shipping Charged:** Amount of shipping charged for the orders.
- g. Refunded Amount:** The total amount refunded to customers as per their requests.
- h. Sales Security:** The total earnings received through sales security.
- i. Sales Earnings:** The total sales earnings of the admin on that date.

$$\text{Sales} \text{ } \text{Earnings} = \text{No.} \text{ } \text{of} \text{ } \text{Sales} \text{ } \text{Orders} \text{ } \text{Amount}$$

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

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

Sales Report

Home / Sales Report

Search... 

Sales Report 

#	DATE	NO. OF ORDERS	ORDER NET AMOUNT	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
10	01/09/2021	7	\$10,670.00	44	0	\$1,720.00	\$350.00	\$0.00	\$895.00
9	30/08/2021	1	\$6,640.00	1	0	\$1,100.00	\$40.00	\$0.00	\$1,108.00
8	25/08/2021	2	\$6,678.00	11	0	\$1,008.00	\$90.00	\$0.00	\$1,158.00
7	24/08/2021	2	\$1,420.00	11	0	\$120.00	\$100.00	\$0.00	\$284.00
6	18/08/2021	1	\$12,758.45	3	0	\$3,300.00	\$40.00	\$0.00	\$3,308.00
5	17/08/2021	10	\$147,424.30	27	0	\$33,547.50	\$250.00	\$0.00	\$22,365.40
4	13/08/2021	12	\$96,394.99	16	0	\$10,420.00	\$370.00	\$0.00	\$18,706.00
3	12/08/2021	1	\$7,000.00	1	0	\$1,160.00	\$40.00	\$0.00	\$1,168.00
2	04/08/2021	1	\$6,115.00	1	0	\$1,575.00	\$40.00	\$0.00	\$183.45
1	12/07/2021	1	\$1,200.00	1	0	\$200.00	\$0.00	\$0.00	\$36.00

 1 Showing 10 Entries

Use the Export  button to download the csv file of this report in your system.

### iii. Seller Products

This report shows a performance analysis of products over a certain period of time.

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

Products Report (seller Products)								
Home / Products Report / Rental								
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>								
<input type="radio"/> Products Report	Note :: We Have Not Considered Impact Of Refunds And Cancels In This Report.							
TITLE	FAVORITES	NO. OF RENTAL ORDERS	RENTED QTY	TOTAL(A)	SHIPPING(B)	TAX(C)	SECURITY(D)	TOTAL(A+B+C+D) COMMISSION
Catalog Name: Apple Macbook Pro Custom Title: Macbook pro Brand: Apple Sold By: Kanwar's Shop	1	4	104	₹1233,814.80	₹1960.00	₹139,890.00	511865.00	₹1786,529.80 ₹19,784.20
Catalog Name: blue Custom Title: blue Brand: Pepsi -02 Sold By: Rohit Communications	0	41	63	₹11,019.00	₹1,950.00	₹1,2208.00	62000.00	₹167,177.00 ₹1892.20
Catalog Name: ggggggg Custom Title: ggggggg Sold By: Rohit Communications	0	3	22	- ₹1192.00	₹190.00	₹1,452.00	44000.00	₹145,350.00 ₹1792.80
Catalog Name: ILLI LONDON Women's TOP Custom Title: ILLI LONDON Women's TOP Brand: Louis Philippe-02 Sold By: Ariana's Shop	0	7	10	₹3,620.00	₹1350.00	₹1400.00	500.00	₹1,4870.00 ₹1794.00
Catalog Name: Microsoft Business Laptop Custom Title: Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg) Brand: Microsoft Sold By: Kanwar's Shop	0	7	10	₹2,700.00	₹170.00	₹0.00	7500.00	₹10,270.00 ₹140.40

A search bar is provided on the top of this page to filter out results using the keywords, shop name, brand name, category and price range. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Refunds and Cancellations are not considered in this report.

The report shows following data -

- Title:** The basic details of the product such as catalog & custom names, brand and shop name.
- Favorites:** Number of times the product was added as favourite by users.
- No. of Sale Orders:** Number of sales orders placed for the product.
- Rented Quantity:** The number of quantities rented.
- Total (A):** Total selling price as per the sale orders received.
- Shipping (B):** Total amount of shipping charges collected from the sale orders received for this product.

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

**g. Tax (C):** Total amount of tax charges collected from the sale orders received for this product.

**h. Security (D):** Total amount of security charges earned from the sale orders.

**i. Total Earnings (A+B+C):** The total sale earnings through this sales product.

**j. Commission:** Total commission earned by the admin from this sales product.

Use the Export  button to download the csv file of this report in your system.

#### iv. Catalog Report

This report shows a performance analysis of catalogs over a certain period of time.

Catalog Report							
<input type="radio"/> Catalog Report <span style="float: right;"></span>							
Note :: We Have Not Considered Impact Of Refunds , Cancels And Discounts In This Report.							
TITLE	NO. OF ORDERS	SOLD QTY (SOLD - REFUND QTY)	TOTAL(A)	SHIPPING(B)	TAX(C)	TOTAL(A+B+C)	COMMISSION
Admin Product 1 Brand: Test Brand 1	5	42	\$8,400.00	\$250.00	\$1,680.00	\$10,330.00	\$865.00
ILLI LONDON Women's TOP Brand: Louis Philippe-02	3	21	\$2,520.00	\$150.00	\$228.00	\$2,898.00	\$534.00
One Plus 9 T Brand: OnePlus	3	13	\$58,500.00	\$50.00	\$19,012.50	\$77,562.50	\$10,405.00
MI Note 10 Pro Brand: Redmi-02	6	10	\$16,600.00	\$120.00	\$4,760.00	\$21,480.00	\$3,344.00
Oneplus 9 Pro Brand: OnePlus	7	10	\$55,900.00	\$280.00	\$13,655.00	\$69,835.00	\$11,236.00
Samsung Note 20 Ultra Brand: Samsung	5	8	\$36,000.00	\$160.00	\$10,575.00	\$46,735.00	\$6,507.45
Lenovo Ideapad Brand: Kalsi	3	6	\$60,002.00	\$120.00	\$0.00	\$60,122.00	\$12,024.40
Nike Sneakers Brand: Nike	2	2	\$1,060.00	\$50.00	\$0.00	\$1,110.00	\$222.00
Seller Product Brand: Test Brand 1	2	2	\$200.00	\$100.00	\$40.00	\$340.00	\$30.00

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

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

A search bar is provided on the top of this page to filter out results using the keywords. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Refunds, Cancellations and Discounts are not considered in this report.

The report shows following data -

- a. **Title:** The basic details of the catalog such as catalog and brand name.
- b. **No. of Sales Orders:** Number of sales orders placed for the catalog.
- c. **Rented Quantity:** The number of quantities rented.
- d. **Total (A):** Total selling price as per the sales orders received.
- e. **Shipping (B):** Total amount of shipping charges collected from the sales orders received for this catalog.
- f. **Tax (C):** Total amount of tax charges collected from the sales orders received for this catalog.
- g. **Security (D):** Total amount of security charges earned from the sales orders.
- h. **Total Earnings (A+B+C):** The total sales earnings through this catalog.
- i. **Commission:** Total commission earned by the admin from this catalog.

Use the Export  button to download the csv file of this report in your system.

## v. Shops

This report shows a performance analysis of shops created on the website.

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

Shops Report

Note :: We Have Not Considered Impact Of Refunds And Cancels In This Report.

NAME	OWNER	ITEMS	SOLD QTY	SALES	FAVORITES	SITE COMMISSION	REVIEWS	RATING
5 SHOP Created On: 28/07/2021	seller5 (seller5@dummyid.com)	0	0	\$0.00	0	\$0.00	0	★★★★★
Ajio Store Created On: 03/08/2021	Ajio (Ajio@dummyid.com)	15	41	\$192,062.00	0	\$37,231.40	0	★★★★★
Akshay's E-Store Created On: 25/07/2017	Akshay (akshay@dummyid.com)	12	0	\$0.00	2	\$0.00	1	★★★★★
Apni Shop Created On: 15/07/2021	seller2 (s2@dummyid.com)	9	0	\$0.00	0	\$0.00	0	★★★★★
Ara fashion Created On: 08/04/2021	Selin (selin@dummyid.com)	9	0	\$0.00	1	\$0.00	0	★★★★★
Ariana's Shop Created On: 24/08/2021	ariana (ariana@dummyid.com)	3	21	\$2,520.00	0	\$534.00	0	★★★★★
Chromium Gallery Created On: 20/07/2017	Rohit (Rohit@dummyid.com)	59	0	\$0.00	0	\$0.00	6	★★★★★
Cloth Created On: 13/07/2021	Anil Rana the seller (Seller@dummyid.com)	0	0	\$0.00	0	\$0.00	0	★★★★★
Devil store Created On: 17/08/2021	sells (sells@dummyid.com)	1	0	\$0.00	0	\$0.00	0	★★★★★

**NB:** The impact of Refunds and Cancellations are not considered in this report.

The report shows following data -

- Name:** Name of the shop and the date on which it was created.
- Owner:** Name and email id of the seller/shop owner.
- Items:** Number of sales items available in the shop.
- Rented Quantity:** The number of quantities rented by users from this shop.
- Sales Amount:** Total earnings of the shop through the sales orders.
- Favorites:** Number of times the shop was marked favorite by users.
- Site Commission:** Amount earned by admin as site commission from the shop.
- Reviews:** Total number of reviews posted by buyers for the products of this shop.
- Rating:** The average rating received through reviews for products of this shop.

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

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

Use the Export  button to download the csv file of this report in your system.

## vi. Commission

This report shows an analysis of commission earned through shops created on the website.

Commission Report			
<input type="radio"/> Commission Report <span style="float: right;"></span>			
SHOP NAME	OWNER	SALES	COMMISSION
Dot & Key	seller00 (seller00@dummyid.com)	\$1,200.00	\$36.00
Kalsi Store	Kalsi (kalsi@dummyid.com)	\$69,376.16	\$10,515.45
Ajio Store	Ajio (Ajio@dummyid.com)	\$212,396.58	\$37,231.40
Ariana's Shop	ariana (ariana@dummyid.com)	\$2,658.00	\$534.00
Seller	Seller (prasharseller@dummyid.com)	\$10,670.00	\$895.00

Showing 5 Entries

A search bar is provided on the top of this page to filter out results using the shop or seller names. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Cancellations is not considered in this report.

The report shows following data -

- a. **Shop Name:** Name of the shop.
- b. **Owner:** Name and email id of the seller/shop owner.
- c. **Sales:** Total amount of earnings made by the seller.
- d. **Site Commission:** Amount earned by admin as site commission from the shop.

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

Use the Export  button to download the csv file of this report in your system.

## vii. Top Products

This report shows an analysis of sales products that are performing well (with highest sales) on the website. The products with highest performance outputs are listed on the top.

Top Products Report			
PRODUCTS	WISHLIST USER COUNTS	SOLD QUANTITY	
Admin Product 1 Custom Title: Admin Product 1 Options: Test Option: Option 1   Test Option 2: Option 4 Brand: Test Brand 1 Shop: Seller	0	42	
ILLI LONDON Women's TOP Custom Title: ILLI LONDON Women's TOP Brand: Louis Philippe-02 Shop: Ariana's Shop	1	11	
One Plus 9 T Custom Title: One Plus 9 T Options: One Plus Color: Charcoal Grey Brand: OnePlus Shop: Ajo Store	0	8	
Lenovo Ideapad Custom Title: Lenovo Ideapad Options: Colour: Black Red Brand: Kalsi Shop: Ajo Store	0	4	
Samsung Note 20 Ultra Custom Title: Samsung Note 20 Ultra Brand: Samsung Shop: Kalsi Store	0	3	

Please note that the count only includes the orders that were marked as 'Completed'.

A search bar is provided on the top of this page to filter out results using filters like the time span and records/items. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

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

The report shows following data -

- a. **Products:** Product name, custom title, brand and shop names.
- b. **Wishlist User Count:** Number of users who have added this product in their wishlist.
- c. **Sales Quantity:** Total number of quantities rented.

Use the Export  button to download the csv file of this report in your system.

### viii. Most Refunded Product Reports

This report shows an analysis of sales products on the website for which highest refunds have been paid. Products with the highest refunds are listed on the top.

Most Refunded Products Report

Search... 🔍

Most Refunded Products Report Note :: We Have Not Considered Impact Of Cancels In This Report. 

PRODUCTS	WISHLIST USER COUNTS	REFUNDED QUANTITY
blue Custom Title: blue Brand: Pepsi -02 Shop: Rohit Communications	0	8
Samsung Note 20 Ultra Custom Title: Samsung Note 20 Ultra Brand: Samsung Shop: Kalsi Store	0	2
One Plus 9 T Custom Title: One Plus 9 T Options: One Plus Color: Charcoal Grey Brand: OnePlus Shop: Ajio Store	0	2
gggggggg Custom Title: ggggggg Shop: Rohit Communications	0	2
Test Case Custom Title: Test Case Shop: Ajio Store	0	2
Microsoft Business Laptop Custom Title: Microsoft Surface Pro 4 Core i5 6th Gen - (4 GB/128 GB SSD/Windows 10 Pro) 1724 2 in 1 Laptop (12.3 Inch, Silver, 0.78 kg)	1	1

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

A search bar is provided on the top of this page to filter out results using filters like the time span and records to be displayed. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Cancellations is not considered in this report.

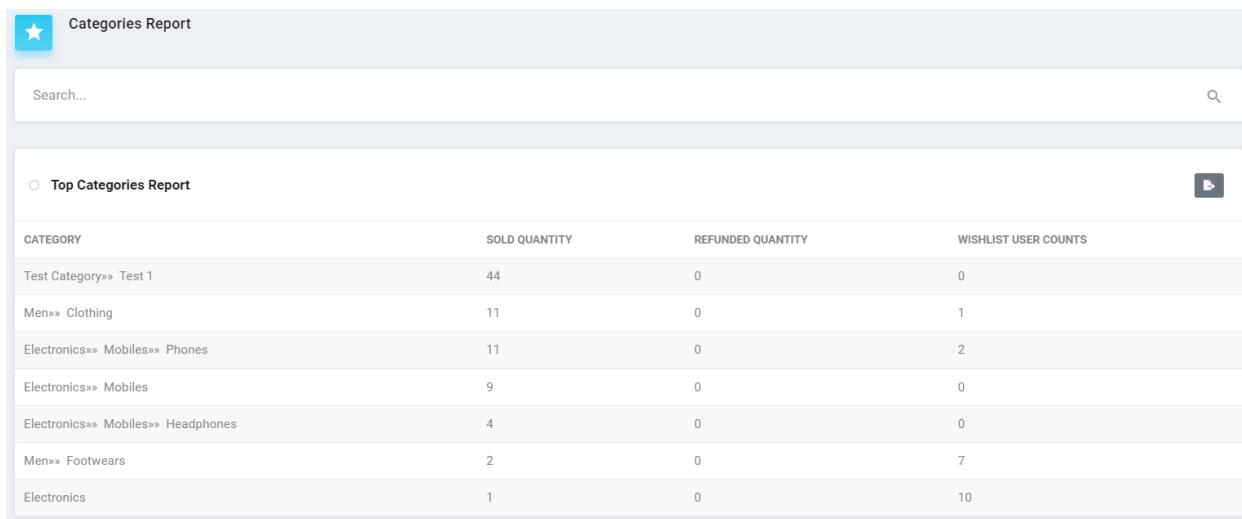
The report shows following data -

- a. **Products:** Product name, custom title, brand and shop names.
- b. **Wishlist User Count:** Number of users who have added this product in their wishlist.
- c. **Refunded Quantity:** Total number of refunds.

Use the Export  button to download the csv file of this report in your system.

## ix. Categories Reports

This report shows an analysis of categories on the website. By default, the popular categories are listed on the top of the list.



The screenshot shows a report titled 'Categories Report' with a 'Top Categories Report' section. The table has columns for Category, Sold Quantity, Refunded Quantity, and Wishlist User Counts. The data is as follows:

Category	Sold Quantity	Refunded Quantity	Wishlist User Counts
Test Category» Test 1	44	0	0
Men» Clothing	11	0	1
Electronics» Mobiles» Phones	11	0	2
Electronics» Mobiles	9	0	0
Electronics» Mobiles» Headphones	4	0	0
Men» Footwears	2	0	7
Electronics	1	0	10

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

A search bar is provided on the top of this page to filter out results using filters like the records to be displayed and type of report (top/bad categories). Use the **Search** button to apply filters or **Clear Search** button to remove filters.

The report shows following data -

- a. **Category**: Product name, custom title, brand and shop names.
- b. **Rented Quantity**: The quantities rented of the products that fall within this category.
- c. **Refunded Quantity**: Total number of refunds of products linked with this category.
- d. **Wishlist User Count**: Number of users who have added the products linked with this category in their wishlist.

Use the Export  button to download the csv file of this report in your system.

## x. Tax Report

This report shows an analysis of tax earned through orders received on each shop registered on the website.

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

Categories Report

Search... 

Top Categories Report 

CATEGORY	RENTED QUANTITY	REFUNDED QUANTITY	WISHLIST USER COUNTS
Electronics	106	0	3
Women»» Tops & T-shirts	100	0	0
Electronics» Desktop	76	0	1
Men»» Clothing	6	0	3
Electronics» Laptops»» Business Laptops	5	0	0
Test Category»» Test 1	5	0	0
Women	4	0	3
Electronics» Mobiles»» Phones	1	0	4
Sports	1	0	0

A search bar is provided on the top of this page to filter out results using filters like the shop and seller names. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

**NB:** The impact of Refunds and Cancellations is not considered in this report.

The report shows following data -

- Name:** Name of the shop.
- Owner:** Shop owner's name and email address.
- Orders:** Number of orders received for products available in the shop.
- Tax:** Total tax earned on those orders.

Use the Export  button to download the csv file of this report in your system.

### 9.3 Advertisers

This report shows the performance analysis of advertisers in terms of their earnings on the platform.

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

Advertisers Report

Home / Advertisers Report

Search... 

Advertisers Report 

NAME	EMAIL	REG. DATE	BALANCE
welcome	welcome@dummyid.com	13/10/2021	\$0.00
Test for	testssts@dummyid.com	13/10/2021	\$0.00
Tester	tester@dummyid.com	01/09/2021	\$0.00
Seller	prasharseller@dummyid.com	31/08/2021	\$11,518.99
New Seller	newseller@dummyid.com	27/08/2021	\$755.00
testnewseller	testnewseller888@dummyid.com	27/08/2021	\$0.00
Theme test shop	theme@dummyid.com	26/08/2021	\$0.00
ariana	ariana@dummyid.com	24/08/2021	\$1,955.40
Advertiser	email@demo.com	17/08/2021	\$1,000.00
sells	sels@dummyid.com	17/08/2021	\$0.00
iun	woekdfwio@jwireo.com	17/08/2021	\$0.00
o3qgr398rh4	qphgfuehrgp@luefjw.com	17/08/2021	\$0.00
Name	advertiser@dummyid.com	17/08/2021	\$0.00

A search bar is provided on the top of this page to filter out results using filters like the date of registration. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

The report shows following data -

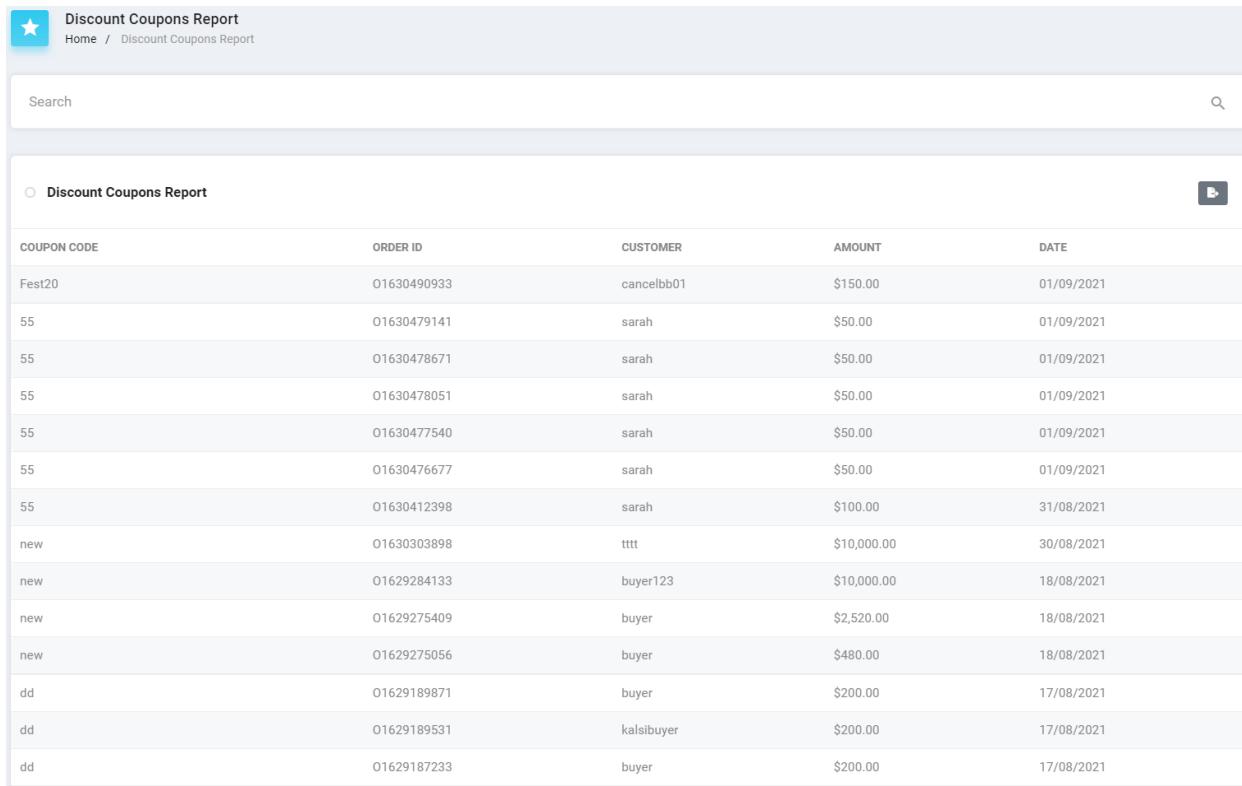
- Name:** Name of the advertiser.
- Email:** Email address used to register the account.
- Registration Date:** Date of registration of the advertiser on the platform.
- Balance:** Total credit balance available in the advertiser's wallet.

Use the Export  button to download the csv file of this report in your system.

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

## 9.4 Discount Coupons

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



COUPON CODE	ORDER ID	CUSTOMER	AMOUNT	DATE
Fest20	01630490933	cancelbb01	\$150.00	01/09/2021
55	01630479141	sarah	\$50.00	01/09/2021
55	01630478671	sarah	\$50.00	01/09/2021
55	01630478051	sarah	\$50.00	01/09/2021
55	01630477540	sarah	\$50.00	01/09/2021
55	01630476677	sarah	\$50.00	01/09/2021
55	01630412398	sarah	\$100.00	31/08/2021
new	01630303898	ttt	\$10,000.00	30/08/2021
new	01629284133	buyer123	\$10,000.00	18/08/2021
new	01629275409	buyer	\$2,520.00	18/08/2021
new	01629275056	buyer	\$480.00	18/08/2021
dd	01629189871	buyer	\$200.00	17/08/2021
dd	01629189531	kalsibuyer	\$200.00	17/08/2021
dd	01629187233	buyer	\$200.00	17/08/2021

A search bar is provided on the top of this page to filter out results using filters like the keywords and date of registration. Use the **Search** button to apply filters or **Clear Search** button to remove filters.

The report shows following data -

- Coupon Code:** The coupon code.
- Order Id:** The order id for which the coupon code was used.
- Customer:** Name of the customer who availed the coupon.
- Amount:** The amount of discount availed after applying the coupon on the order.

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

e. **Date:** The date on which coupon was availed.

Use the Export  button to download the csv file of this report in your system.

## 10. CMS

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

### 10.1 Navigation Management

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

Manage Navigations					
Home / Navigations					
Navigations					
	#	TITLE	STATUS		
<input type="checkbox"/>	1	Navigation next to copyright			
<input type="checkbox"/>	2	Header			
<input type="checkbox"/>	3	Quick Links (Quick Links)			
<input type="checkbox"/>	4	Extras (Footer Links 2)			
<input type="checkbox"/>	5	Way to shop (Footer Links 1)			
<input type="checkbox"/>	6	Seller Left Navigation			

Admin can select multiple options from the list using check-boxes provided to the left of each navigation section. Two short-cut icons are provided on top-right corner of list after selecting check-boxes which are:

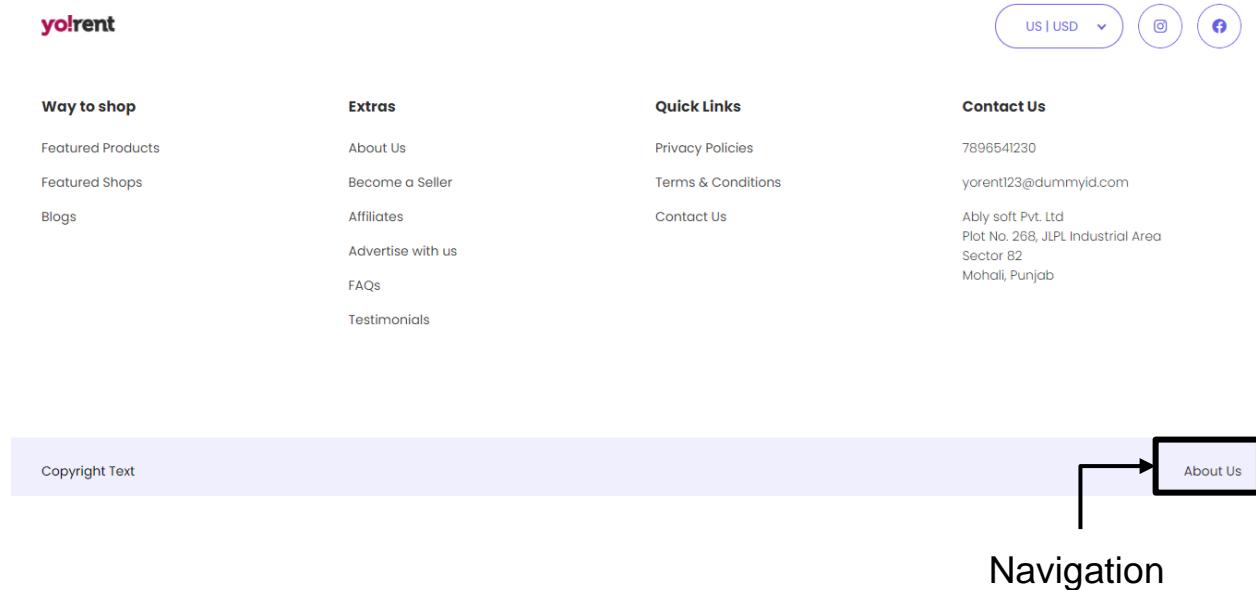
- **Publish** : Clicking on this will activate the status of selected navigations.

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

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

## i. Navigation Next to Copyright

This navigation is displayed at the bottom of the website, below the footer.



yo!rent

US | USD 

Way to shop	Extras	Quick Links	Contact Us
Featured Products	About Us	Privacy Policies	7896541230
Featured Shops	Become a Seller	Terms & Conditions	yorent123@dummyid.com
Blogs	Affiliates	Contact Us	Ably soft Pvt. Ltd Plot No. 268, JPL Industrial Area Sector 82 Mohali, Punjab
	Advertise with us		
	FAQs		
	Testimonials		

Copyright Text

About Us

Navigation

Admin can **change the status** (active/inactive) from the toggle button provided under the **Status** column. The navigation pages of this section will only be displayed if the status is Active.

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

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

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

**Navigation Setup**

General	Language Data
Identifier*	Header
Status	Active
<b>SAVE CHANGES</b>	

- **Language Data tab:** Provided fields -

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

**Navigation Setup**

General	Language Data
Language	English
Title*	Header
<input type="checkbox"/> Update Other Languages Data	
<b>UPDATE</b>	

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

- a. **General tab:** Provided fields -

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

- **Caption Identifier\*:** Admin must enter a unique identifier for the new navigation.
- **Type\*:** Admin must select the type of navigation they are adding, from the drop-down list which includes:
  - **A CMS Page:** Examples - About Us, Terms and Conditions and so on. A CMS page can be created from **CMS > Content Pages**.
  - **A Product Category:** Examples - Electronics, Home Decor, Kids Clothing and so on. Please note that this option will **not** be displayed when '**Header Mega Menu**' is enabled from **System Settings > General Settings > General tab**. A Product Category can be created from **Catalog > Categories**. Additionally, a **product category will not** be displayed on the navigation panels **if no products are linked** with it.
  - **An External Page:** A newly customized page or an already existing in-built page. Few of such pages have already been added in the system such as Contact Us, Featured Products, Featured Shops, Affiliates, FAQs, Testimonials, Blogs and so on.
- **Link Target\*:** Two options are provided in this drop-down list:
  - **Current Window:** To open the page in the same window.
  - **Blank Window:** To open the page in a new window.
- **Login Protected\*:** Three options are provided:
  - **Both:** If the page can be viewed by both, logged in or not-logged in users.
  - **Yes:** If the user needs to login to view this page.
  - **No:** If the user does not need to login to view this page.
- **Link to CMS page:** If admin is adding '**Cms Page**', this input field is provided in which they can enter the link by selecting it from the provided drop-down list.
- **External Page:** If admin is adding '**External Page**', this input field is provided in which they can add external or hard code pages.

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

- **Link to Category:** If the admin is adding a '**Product Category Page**', an input field is provided in which they can enter the link of category.
- **Display Order:** Enter the order at which this navigation page will be displayed at the front-end.

**Navigation Link Setup**

General	Language Data
Caption Identifier*	
Type*	Cms Page
Link Target*	Current Window
Login Protected*	Both
Link To Cms Page	Select
Display Order	
<b>SAVE CHANGES</b>	

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

**b. Language Data tab:** Provided fields -

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

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

Navigation Setup

General	Language Data
Language	English
caption*	<input type="text"/>
<input type="checkbox"/> Update Other Languages Data	
<input type="button" value="SAVE CHANGES"/>	

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

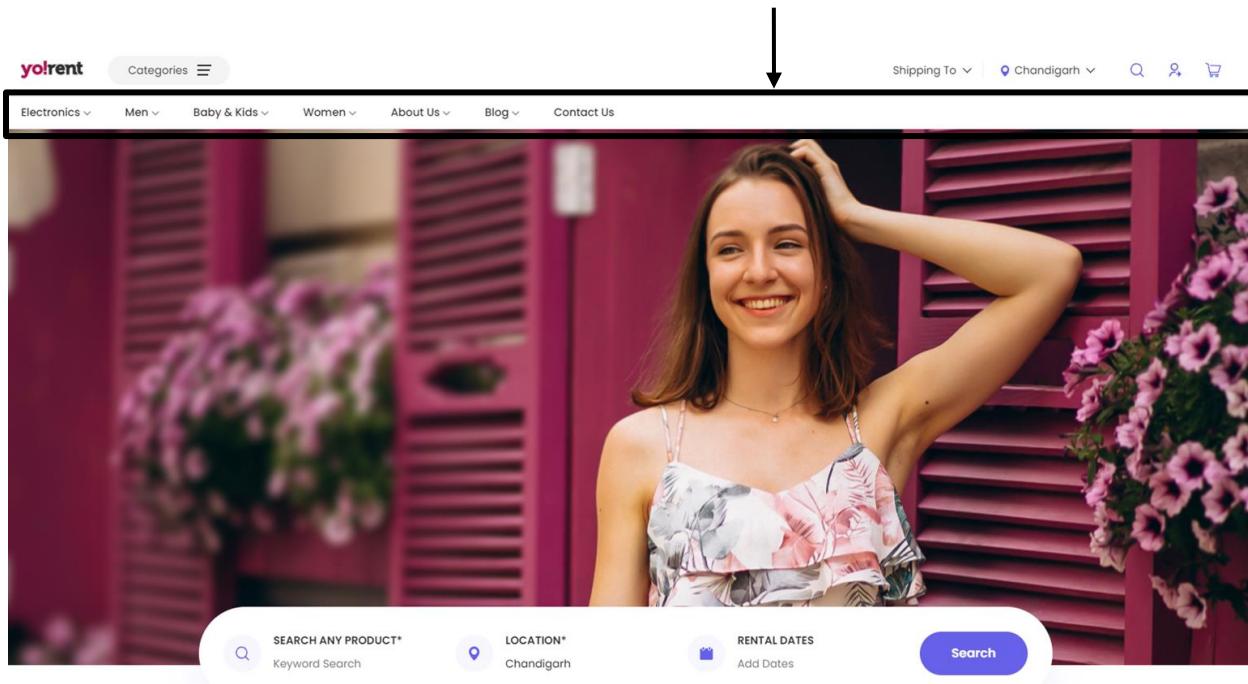
- **Edit:** Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to '**Navigation Link Setup**' pop-up menu.
- **Delete:** Admin can delete the previously added navigation page.

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

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

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

## ii. Header



Admin can **change the status** (active/inactive) from the toggle button provided under the **Status** column. The navigation pages of the header section will only be displayed if the status is Active.

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

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

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

**Navigation Setup**

General	Language Data
Identifier*	Header
Status	Active
<b>SAVE CHANGES</b>	

- **Language Data tab:** Provided fields -

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

**Navigation Setup**

General	Language Data
Language	English
Title*	Header
<input type="checkbox"/> Update Other Languages Data	
<b>UPDATE</b>	

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

- c. **General tab:** Provided fields -

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

- **Caption Identifier\*:** Admin must enter a unique identifier for the new navigation.
- **Type\*:** Admin must select the type of navigation they are adding, from the drop-down list which includes:
  - **A CMS Page:** Examples - About Us, Terms and Conditions and so on. A CMS page can be created from **CMS > Content Pages**.
  - **A Product Category:** Examples - Electronics, Home Decor, Kids Clothing and so on. Please note that this option will **not** be displayed when '**Header Mega Menu**' is enabled from **System Settings > General Settings > General tab**. A Product Category can be created from **Catalog > Categories**. Additionally, a **product category will not** be displayed on the navigation panels **if no products are linked** with it.
  - **An External Page:** A newly customized page or an already existing in-built page. Few of such pages have already been added in the system such as Contact Us, Featured Products, Featured Shops, Affiliates, FAQs, Testimonials, Blogs and so on.
- **Link Target\*:** Two options are provided in this drop-down list:
  - **Current Window:** To open the page in the same window.
  - **Blank Window:** To open the page in a new window.
- **Login Protected\*:** Three options are provided:
  - **Both:** If the page can be viewed by both, logged in or not-logged in users.
  - **Yes:** If the user needs to login to view this page.
  - **No:** If the user does not need to login to view this page.
- **Link to CMS page:** If admin is adding '**Cms Page**', this input field is provided in which they can enter the link by selecting it from the provided drop-down list.
- **External Page:** If admin is adding '**External Page**', this input field is provided in which they can add external or hard code pages.

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

- **Link to Category:** If the admin is adding a '**Product Category Page**', an input field is provided in which they can enter the link of category.
- **Display Order:** Enter the order at which this navigation page will be displayed at the front-end.

**Navigation Link Setup**

General	Language Data
Caption Identifier*	
Type*	Cms Page
Link Target*	Current Window
Login Protected*	Both
Link To Cms Page	Select
Display Order	
<b>SAVE CHANGES</b>	

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

**d. Language Data tab:** Provided fields -

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

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

Navigation Setup

General	Language Data
Language	English
caption*	<input type="text"/>
<input type="checkbox"/> Update Other Languages Data	
<input type="button" value="SAVE CHANGES"/>	

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

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

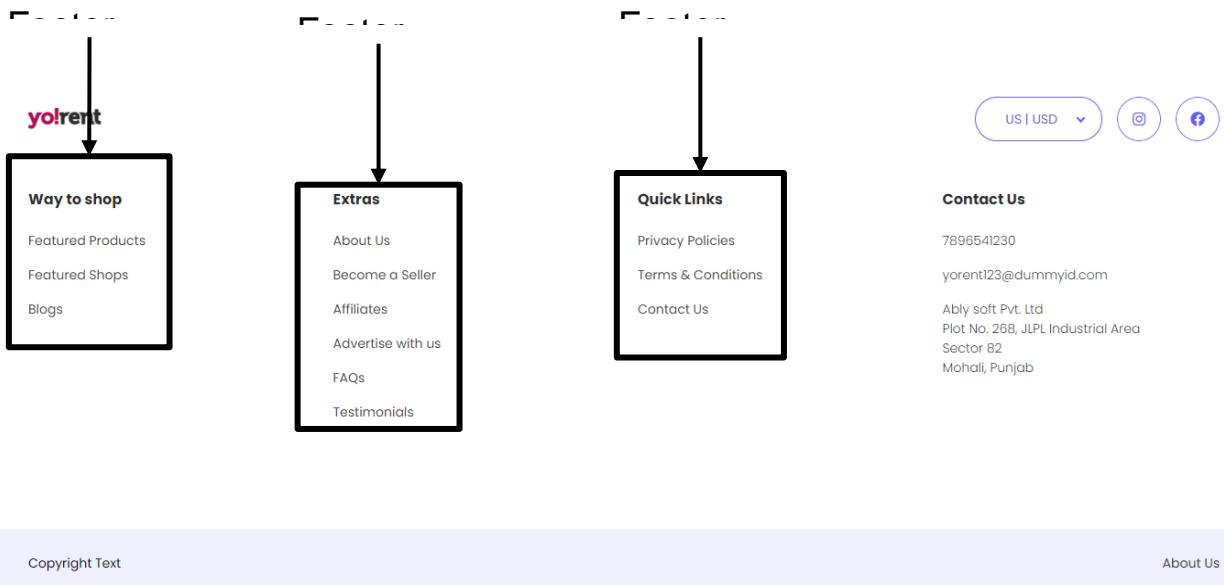
Admin can also rearrange the order in which the navigation pages will be displayed at the front-end.  is provided to the left of each option that can be dragged and dropped to rearrange the list.

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

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

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

### iii. Footer Sections (1, 2 & 3)



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

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

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

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

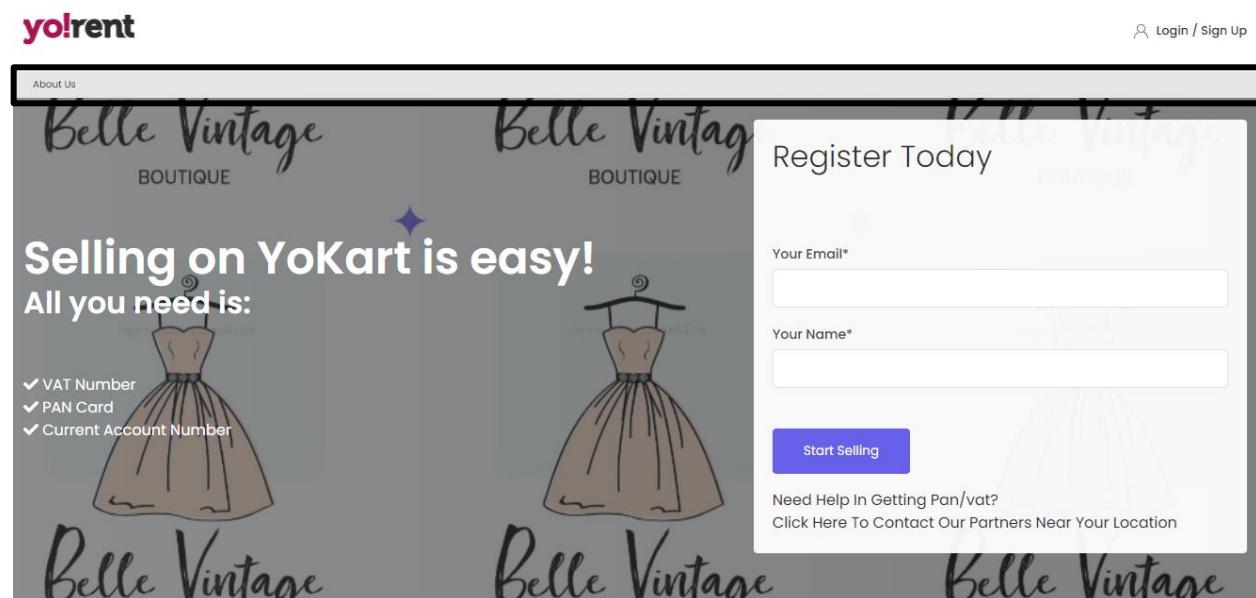
- **Edit:** Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to 'Navigation Link Setup' pop-up menu.
- **Delete:** Admin can delete the previously added navigation page.

The order in which the navigation pages will be displayed at the front-end can

be changed.  is provided to the left of each option that can be dragged and dropped to rearrange the list. Admin can use the 'Back to Navigations' button to return to the previous page.

#### iv. Seller Left Navigation

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

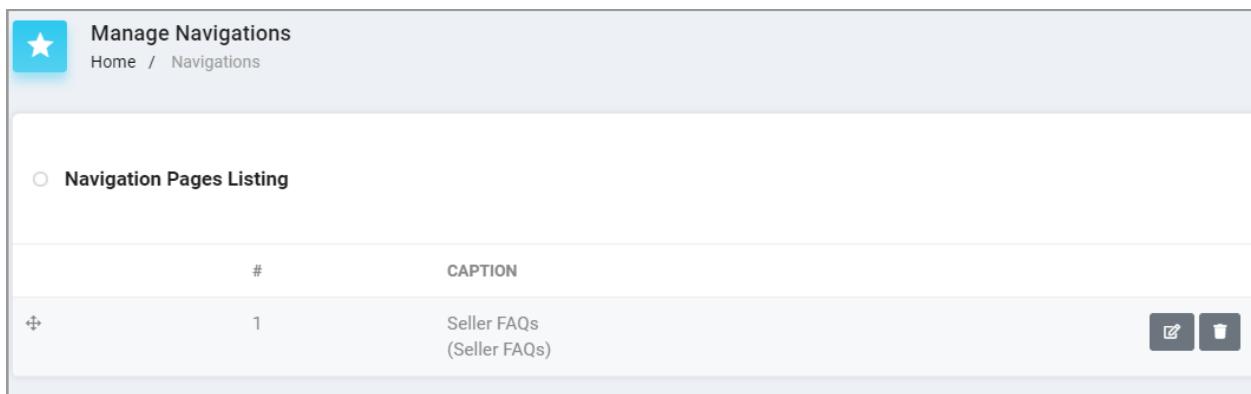


Admin can **change the status** (active/inactive) from the toggle button provided under the **Status** column. The section will not be displayed at the

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

front-end if its status is marked as inactive. Admin can make changes in the Setup form by clicking on the 'Edit' icon.

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



#	CAPTION	
1	Seller FAQs (Seller FAQs)	 

**Fig. 10.1.13: Navigation Pages Listing for 'Seller Left Navigation' (Back-end)**

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

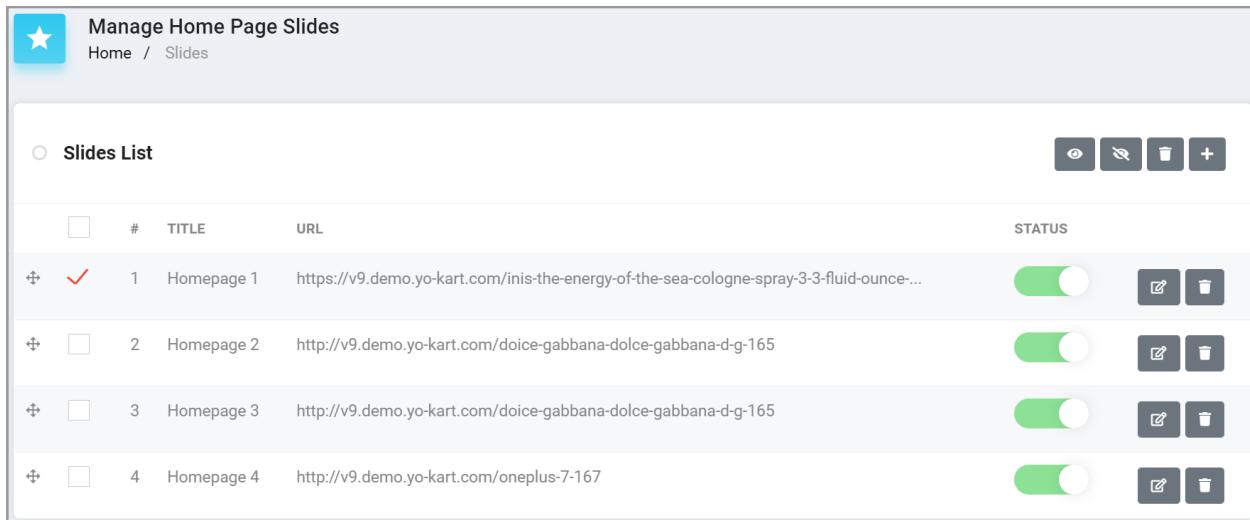
- **Edit:** Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to '**Navigation Link Setup**' pop-up menu.
- **Delete:** Admin can delete the previously added navigation page.

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

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

## 10.2 Homepage Slides Management

The home page slides are displayed just below the header section of the home page. Admin can enter an innumerable number of slides, however, only four slides will be chosen by the system randomly to display at the front-end home page.



The screenshot shows a list of four slides. Each slide has a checkbox, a number, a title, a URL, and a status toggle. The slides are:

	#	TITLE	URL	STATUS
+	1	Homepage 1	https://v9.demo.yo-kart.com/inis-the-energy-of-the-sea-cologne-spray-3-3-fluid-ounce-...	<input checked="" type="checkbox"/>
+	2	Homepage 2	http://v9.demo.yo-kart.com/doice-gabbana-dolce-gabbana-d-g-165	<input checked="" type="checkbox"/>
+	3	Homepage 3	http://v9.demo.yo-kart.com/doice-gabbana-dolce-gabbana-d-g-165	<input checked="" type="checkbox"/>
+	4	Homepage 4	http://v9.demo.yo-kart.com/oneplus-7-167	<input checked="" type="checkbox"/>

From this page, admin can perform following functions:

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

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

- **Status:** Admin can define the current status of the slide as '**Active**' or '**Inactive**'. Selecting active will display the slide at front-end and in-active will restrict it from being displayed at front-end.

**Slide Setup**

General	Language Data	Media
Slide Identifier*		
Slide URL	http://	
Open In	Same Window	
Status	Active	
<b>SAVE CHANGES</b>		

Please click on 'Save Changes' to proceed further.

→ **Language Data tab:** Please enter following information in this tab:

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

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

Slide Setup

General	Language Data	Media
Language	English	
Slide Title*		
<input type="checkbox"/> Update Other Languages Data		
<input type="button" value="UPDATE"/>		

Please click on the 'Update' button to proceed further.

→ **Media tab:** Please enter following information in this tab:

- **Language:** Select the preferred language from the drop-down list.
- **Display For:** There are three options provided in this drop-down box:
  - ✓ Desktop
  - ✓ I pad
  - ✓ Mobile
 Admin must upload different images for different devices to avoid any distortions.
- **Upload:** Admin must upload the image by clicking on the 'Choose File' button.

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

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

Slide Image Setup

General	Language Data	Media
Language	All Languages	
Display For	Desktop	
Upload	Choose File	No file chosen
Preferred Dimensions 1350 x 405		

The order at which the homepage slides will be displayed at the front-end, can be

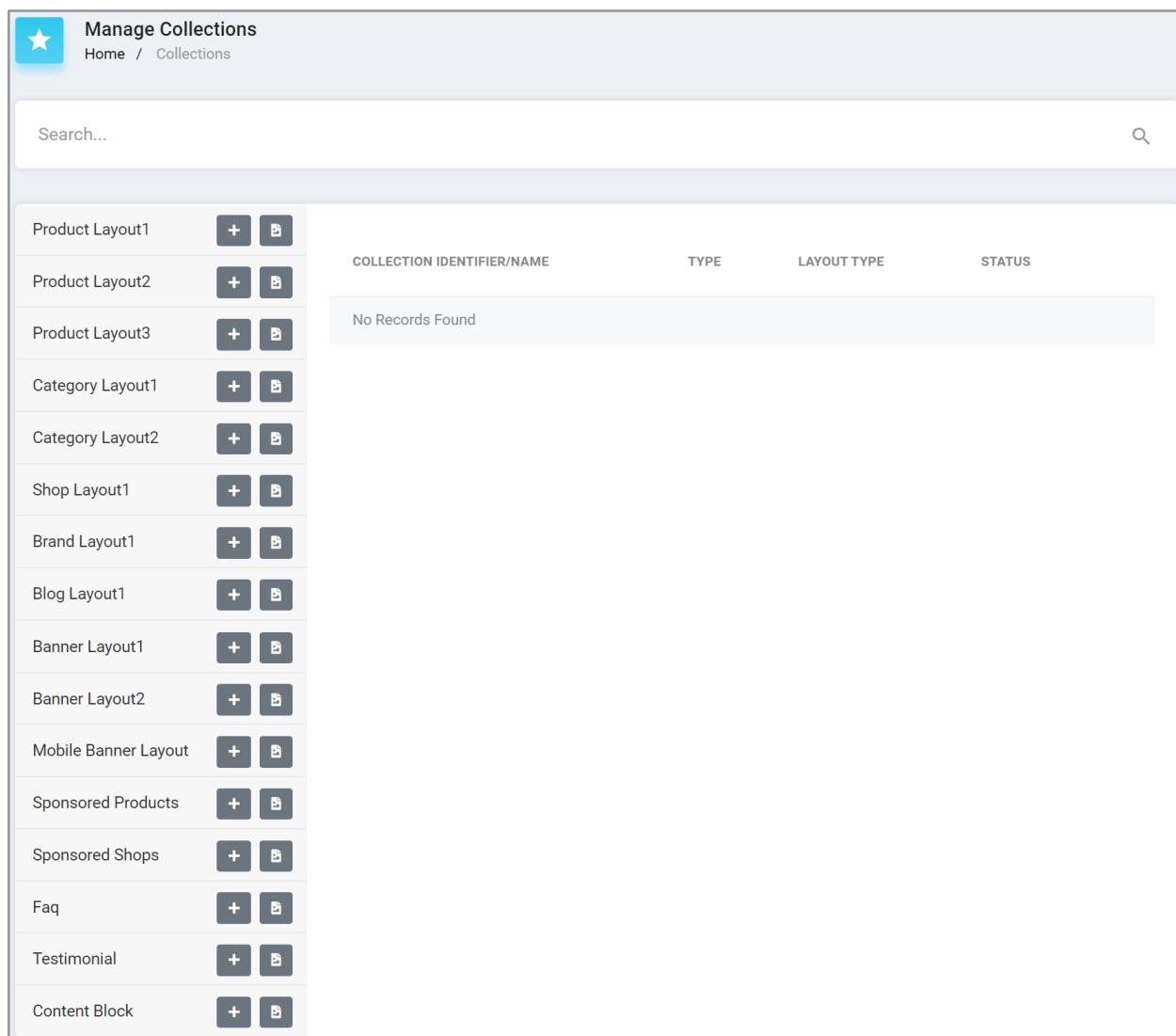
changed.  provided to the left of each slide can be dragged and dropped to rearrange the list.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected slides due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected slides due to which they will be restricted from being displayed at front-end.
  - **Delete** : Delete the selected slides from the list.
- **Status:** Admin can change the status of each slide from the toggle switch button provided in this column. The toggle displayed green means that the status of the slide is 'Active' and grey means that the status of slide is 'In-active'.
- **Edit** : Admin can make changes in details of the slide by clicking on this icon which will redirect them to the '**Slide Setup**' pop-up menu bar.
- **Delete** : Admin can delete the respective slide from the list by clicking on this icon.

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

## 10.3 Collection Management

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



COLLECTION IDENTIFIER/NAME	TYPE	LAYOUT TYPE	STATUS
No Records Found			

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

The steps followed to add collections and arrange their display order are:

1. Decide which **collection and layout** to add. The list displayed on the left section of this page displays the layouts embedded for each collection. The admin can check the display output of any layout by clicking on the '**Layout Instruction**'  button provided in its row.
2. Click on the '**Add Collection**'  button provided to its right and enter details in the pop-up.
3. The added collection will be displayed in the '**Collection Listing**' section.
4. Add any number of collections in the same manner. All the collections will be displayed in the '**Collection Listing**' section.
5. This display order can be changed through '**Drag and Drop**'  . The admin just needs to click and drag the rows up and down to rearrange them.

**Steps to add Different Collections --**

Use the search bar to filter out results from the list below.

### I. Banner Layout 1

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.

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

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

General      Banners

Collection Name \*

Collection Subheading

Promotion Cost

Translate To Other Languages

Arabic Language Data +

**SAVE CHANGES**

Please add following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Promotion Cost\***: Enter the promotion cost to be charged for banners being added in this collection.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

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

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

SR. NO	TITLE	IMAGE	TARGET	STATUS
No Records Found				

The admin can add the banners to be displayed in this collection from the '**Banners**' tab. Clicking on the '**Add New**' button provided on the top-right corner will open a '**Banner Setup**' pop-up box.

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

General
Banners

### Banner Setup

Banner Title \*
Url

Open In \*
 Translate To Other Languages

Language
Device

Choose File
No file chosen
X

Preferred Dimensions 1344 x 576
Language: All

Arabic Language Data
+

SAVE CHANGES

Please enter the following details -

- **Banner Title\***: Enter the title of the banner being added.
- **URL\***: Enter the URL to which the users will be redirected when they click on this banner.
- **Open In\***: Selecting '**Same Window**' from the drop-down will open the page whose link was provided in the 'URL' in the same tab. Selecting '**New Window**' will open the page whose link was provided in the 'URL' in the new tab.
- **Translate to Other Languages**: Select this checkbox to allow the system to auto-update content in other languages.

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

- **Banner:**

→ **Languages:** Select a particular language to upload a language-specific banner or else proceed with '**All Languages**' option. Select images to be displayed on the banner by clicking on the '**Choose File**' button.

→ **Device:** The images added for banners can be distorted when the website is viewed on a **desktop**, an **ipad** or a **mobile**. So, to avoid image distortions, the admin can add separate images for each of these devices. The devices can be selected from the '**Device**' drop-down provided under this section.

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

Please click on 'Save Changes' to finish adding the banner. Similarly, multiple banners can be added within this collection.

Once the banner is added, it will be displayed under the '**Banners Listing**' section. The admin can edit the details of a banner by clicking on the '**Edit**' button provided to its right. The state of a banner can also be changed from the toggle switch provided under the '**Status**' column.

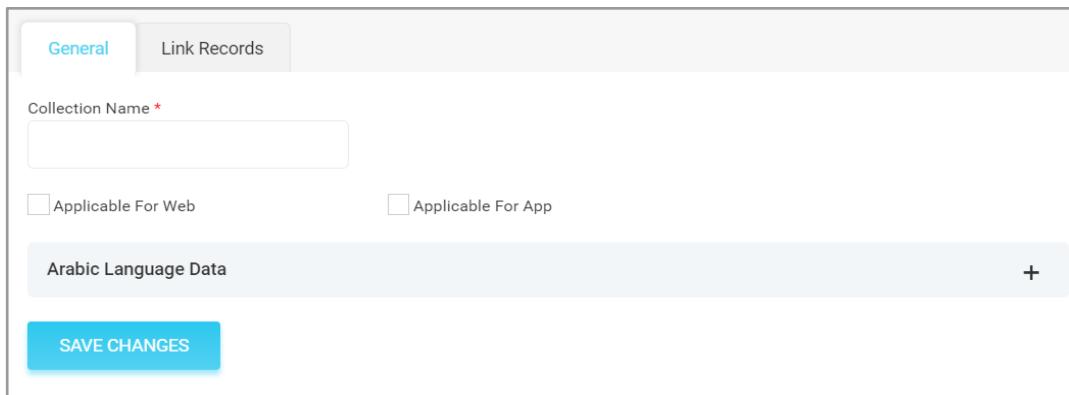
Please note that this layout displays only 2 banners at a time. So, if multiple banners have been added in the collection, they will be displayed randomly after each page refresh.

## II. Brand Layout 1

View the layout design by clicking on the Layout Instruction  button.

Now, click on the '**Add Collection**' button.

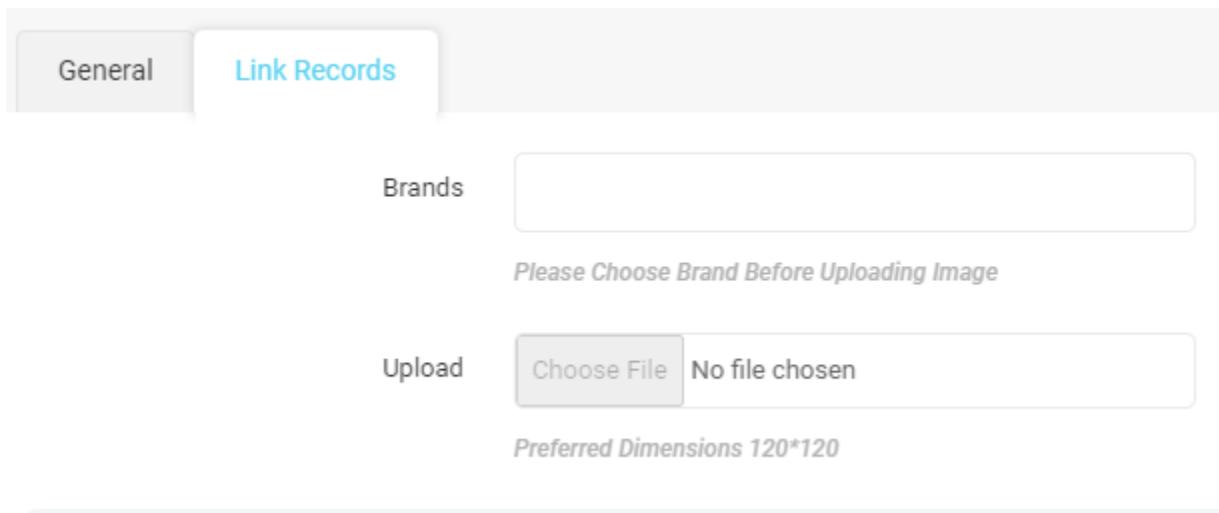
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.



Please enter the following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details manually in secondary language.

Please click on the '**Save Changes**' button to proceed further.



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

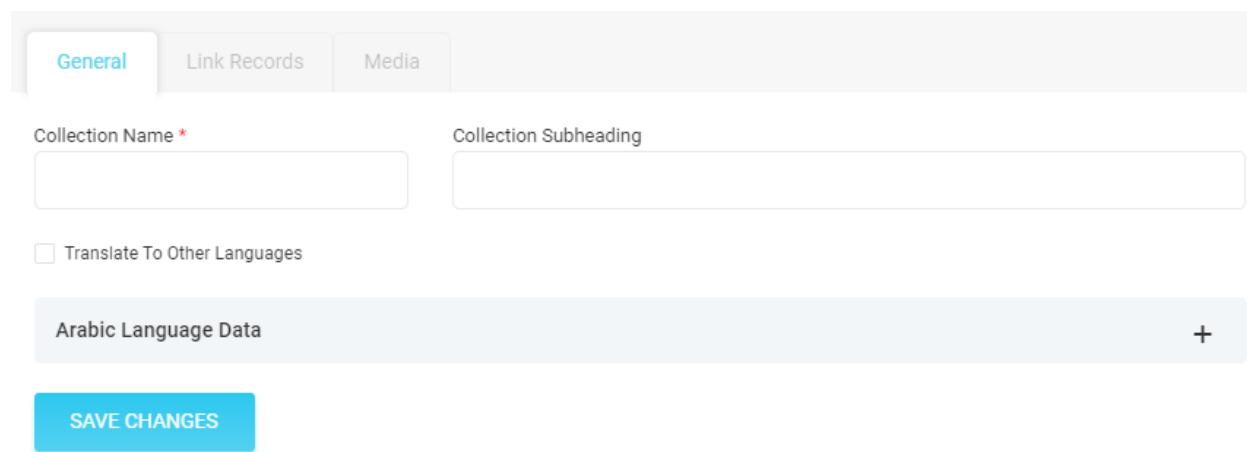
Asterisk (\*) next to a form control's label indicates it as 'required'.

In the ‘**Link Records**’ tab, the admin can link brands that are to be displayed under this collection. Once the admin starts typing, the list of **Brands** will be displayed in the drop-down. Select the name of the brand you wish to link with the collection. Now, upload the brand logo by clicking on the **Choose File** button from the **Upload** field.

The linked brands will be displayed in the below section of this tab. To remove the brands from this collection, the admin can click on the ‘**Cross**’ provided besides each brand name. To adjust the order of display, please use the drag and drop functionality by placing the cursor on .

### III. Blog Layout 1

View the layout design by clicking on the Layout Instruction  button. Now, click on the ‘**Add Collection**’ button.



The screenshot shows the 'Add Collection' form. The 'General' tab is active. The 'Collection Name \*' field is empty. The 'Collection Subheading' field is empty. There is an unchecked checkbox for 'Translate To Other Languages'. Below these is a section for 'Arabic Language Data' with a '+' button. At the bottom is a blue 'SAVE CHANGES' button.

Please enter the following details in the ‘**General**’ tab -

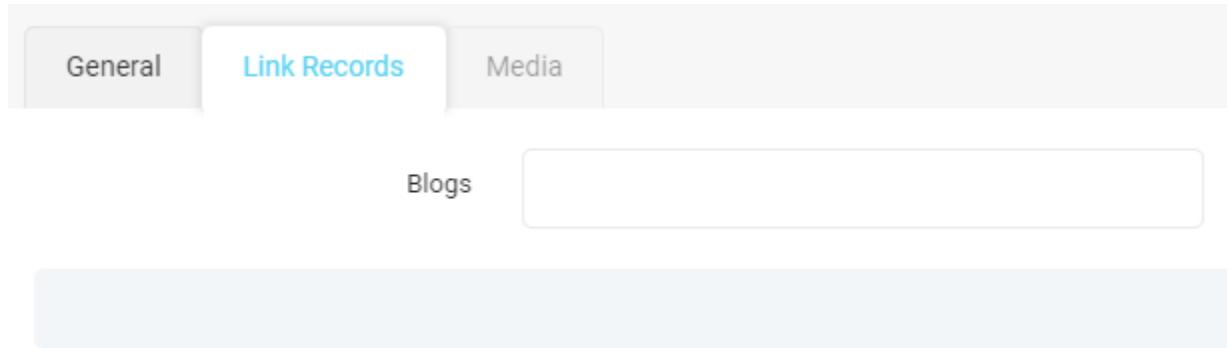
- **Collection Name\*:** Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading:** Enter the subheading of the collection to be displayed at the front-end just below the collection name.

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

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

- **Translate to Other Languages:** Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data:** Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.



In the '**Link Records**' tab, the admin can link blogs that are to be displayed under this collection. Once the admin starts typing, the list of **Blogs** will be displayed in the drop-down. When the admin clicks on a blog name, it will be linked to this collection. The linked blogs will be displayed in the below section of this tab. To remove the blogs from this collection, the admin can click on the '**Cross**' provided besides each blog name. To adjust the order of display, please use the drag and drop functionality by placing the cursor on .

In the '**Media**' tab, the admin can upload language-specific images for this collection. Select the language type and then upload your file. Use the **Cross** provided over the image to delete it from the collection.

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

General    Link Records    **Media**

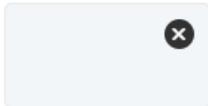
Language

All Languages

Upload

Choose File    No file chosen

Preferred Dimensions 1024\*720



Language: All Languages

#### IV. Category Layout (Grid Layout) 1

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.

General    Link Records    Media

Collection Name \*

Applicable For Web     Applicable For App

Arabic Language Data 

**SAVE CHANGES**

Please add following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.

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

- **Collection Subheading:** Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages:** Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data:** Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

All Categories Are Required To Show The Collection On Frontend

<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

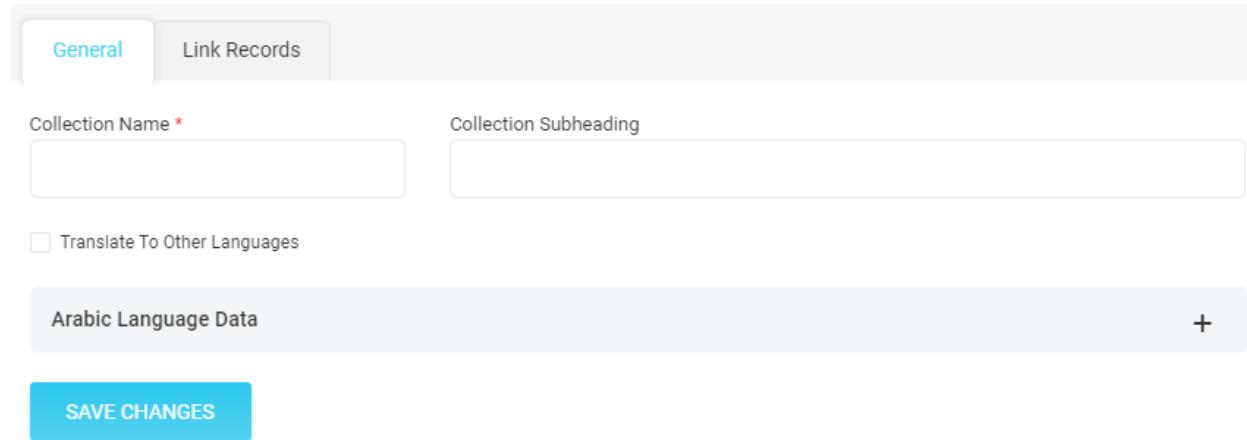
In the '**Media**' tab, please link the categories in the input fields provided in the left column. Once the admin starts typing, the list of categories are displayed in the drop-down. Click on a category name to link it with this collection. To remove the category from this collection, simply use backspace.

Upload media files for respective categories in the right column.

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

## V. FAQ Layout 1

View the layout design by clicking on the Layout Instruction  button.  
Now, click on the '**Add Collection**' button.



The screenshot shows the 'General' tab selected in a form interface. It includes fields for 'Collection Name' (with a red asterisk), 'Collection Subheading', and a checkbox for 'Translate To Other Languages'. Below these is a section for 'Arabic Language Data' with a '+' button. At the bottom is a 'SAVE CHANGES' button.

Please enter the following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

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

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

The screenshot shows a user interface with a top navigation bar. The 'Link Records' tab is active, indicated by a blue underline. Below the navigation, there is a dropdown menu with the label 'FAQs' and a list of items. A small blue icon with a plus sign is located to the right of the dropdown.

In the '**Link Records**' tab, the admin can link FAQs that are to be displayed under this collection. Once the admin starts typing, the list of [FAQs](#) will be displayed in the drop-down. When the admin clicks on a FAQ, it will be linked to this collection. The linked FAQs will be displayed in the below section of this tab. To remove them from this collection, the admin can click on the '**Cross**' provided besides each blog name. To adjust the order of display, please use the drag and drop functionality by placing the cursor on .

## VI. Product Layout 1, 2 & 3

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.

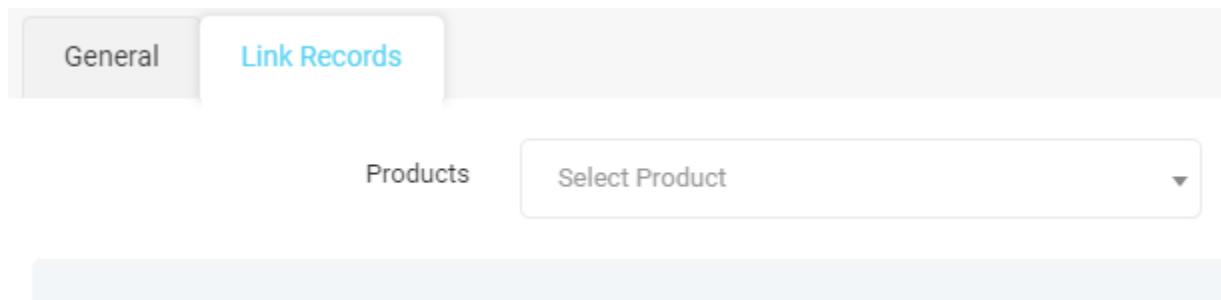
The screenshot shows the 'General' tab of a collection configuration form. The tab is active, indicated by a blue underline. The form includes fields for 'Collection Name \*' (with a red asterisk), 'Collection Subheading', and a checkbox for 'Translate To Other Languages'. Below these is a section for 'Arabic Language Data' with a '+' button. At the bottom is a 'SAVE CHANGES' button.

Please enter the following details in the '**General**' tab -

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

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.



In the '**Link Records**' tab, the admin can link products that are to be displayed under this collection. Once the admin starts typing, the list of products are displayed in the drop-down. When the admin clicks on a product name, it will be linked to this collection. The linked products will be displayed in the below section of this tab. To remove the products from this collection, the admin can click on the '**Cross**' provided to the left of each product name. To adjust the order of display, please use the drag and drop functionality by placing the cursor on .

## VII. Product Layout 4

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.

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

General Tab +

Collection Name \*

Collection Subheading

Translate To Other Languages

Arabic Language Data +

**SAVE CHANGES**

Please enter the following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

General Tab +

Collection Name \*

Arabic Language Data +

**SAVE CHANGES**

Products Select Product ▾

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

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

Since the layout includes multiple tabs, each tab can be created separately. The fields to create tabs are the same so the fields are explained below-

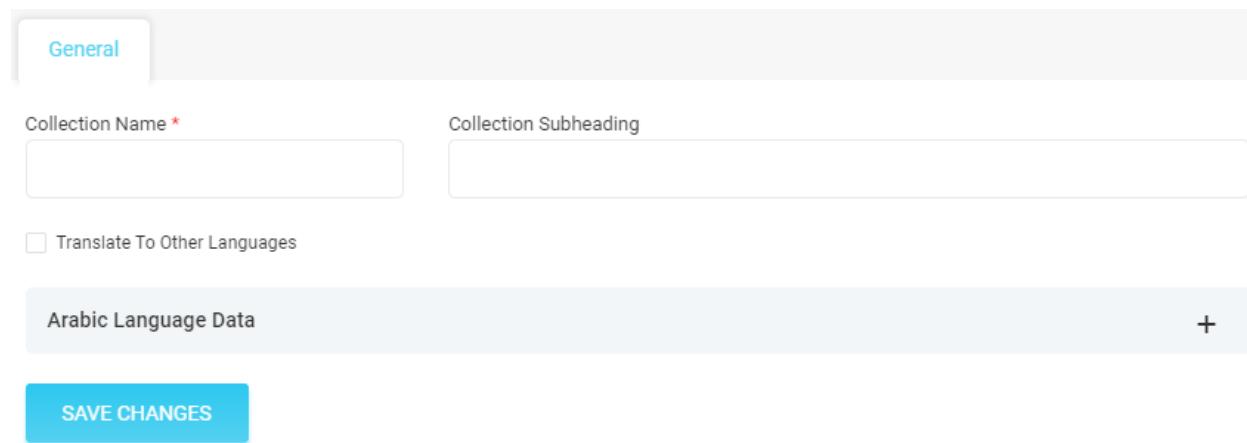
- **Tab Heading\*:** Enter the name of the tab to be displayed at the front-end.
- **(Secondary) Language Data:** Enter details in secondary language.
- **Products:** Link a product to this tab. Please note that only one product can be linked within each tab.

To remove the products from this collection, the admin can click on the '**Cross**' provided besides each product name. Please click on **Save Changes** button to create the tab with the name entered in the above field.

Please follow the same steps to create more tabs.

## VIII. Sponsored Products 1

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.



The screenshot shows the 'Add Collection' form. The 'General' tab is active. It includes fields for 'Collection Name \*' (empty), 'Collection Subheading' (empty), and a checked 'Translate To Other Languages' checkbox. Below these is a 'Arabic Language Data' section with a '+' button. At the bottom is a 'SAVE CHANGES' button.

Please enter the following details in the '**General**' tab -

- **Collection Name\*:** Enter the name of the collection to be displayed at the front-end.

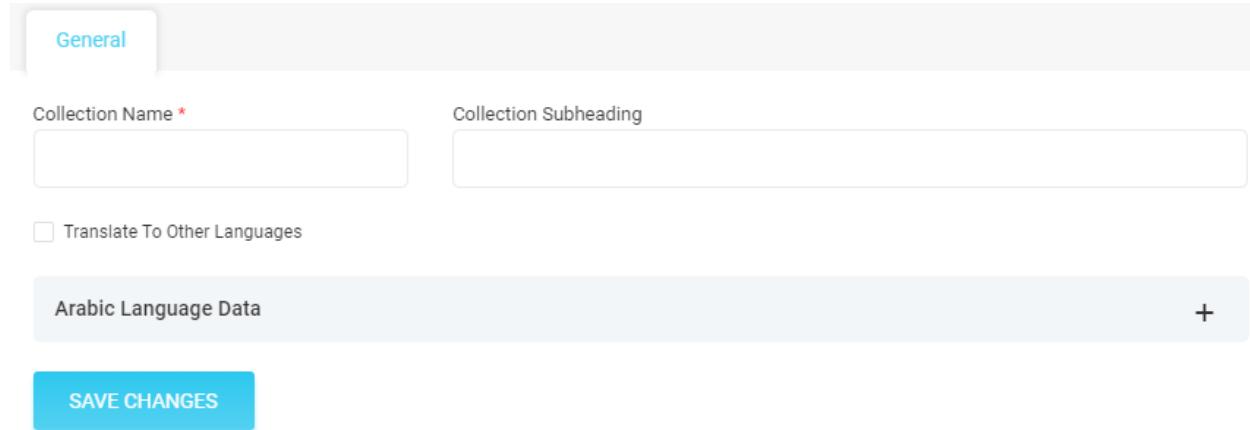
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Collection Subheading:** Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages:** Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data:** Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

## IX. Sponsored Shops 1

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.



The screenshot shows a form for adding a collection. The 'General' tab is active. It includes fields for 'Collection Name \*' (empty), 'Collection Subheading' (empty), and a checked 'Translate To Other Languages' checkbox. Below these is a 'Arabic Language Data' section with a '+' button. At the bottom is a 'SAVE CHANGES' button.

Please enter the following details in the '**General**' tab -

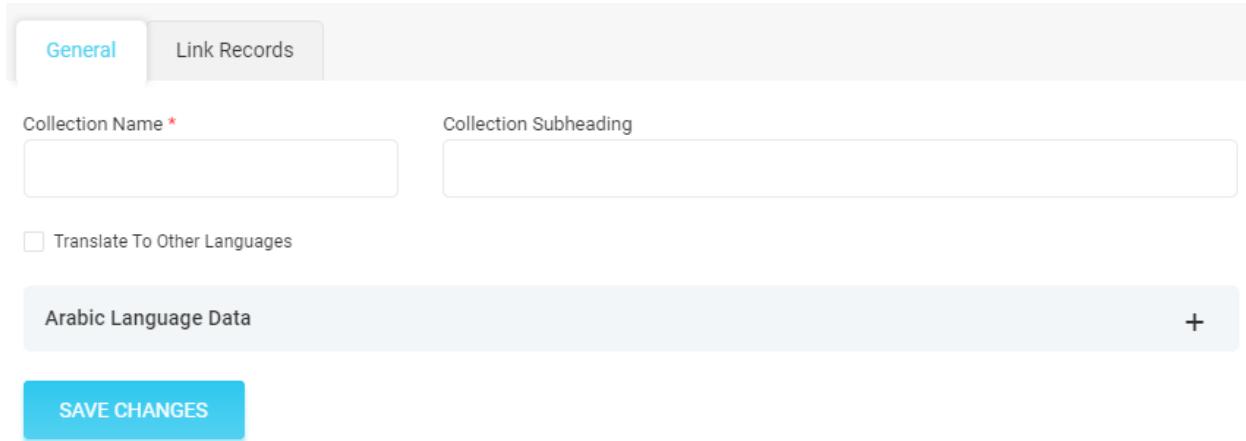
- **Collection Name\*:** Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading:** Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages:** Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data:** Enter details in secondary language.

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

Please click on the '**Save Changes**' button to proceed further.

## X. Testimonial Layout 1

View the layout design by clicking on the Layout Instruction  button.  
Now, click on the '**Add Collection**' button.



General      Link Records

Collection Name \*

Collection Subheading

Translate To Other Languages

Arabic Language Data +

**SAVE CHANGES**

Please enter the following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

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

In the '**Link Records**' tab, the admin can link testimonials that are to be displayed under this collection. Once the admin starts typing, the list of [Testimonials](#) are displayed in the drop-down. When the admin clicks on a testimonial, it will be linked to this collection. The linked testimonials will be displayed in the below section of this tab. To remove them from this collection, the admin can click on the '**Cross**' besides each name. To adjust the order of display, please use the drag and drop functionality by placing the cursor on .

## XI. Content Block with Icon Layout 1

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.

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

Please enter the following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

The screenshot shows a form interface with the following fields:

- General** tab selected (highlighted in blue).
- Block Title \***: An input field.
- Block Identifier \***: An input field.
- Upload**: A file input field with the placeholder "Choose File" and "No file chosen".
- Please Keep Image Dimensions Greater Than 100 X 100**: A note below the upload field.
- Block Content**: A large text area for content.
- Arabic Language Data**: A section with a plus sign (+) to add more data.
- SAVE CHANGES**: A blue button at the bottom.

The six tabs ahead are provided to add data separately for all sections as per the layout. The fields provided are -

- **Block Title\***: Enter the title to be displayed above the block.

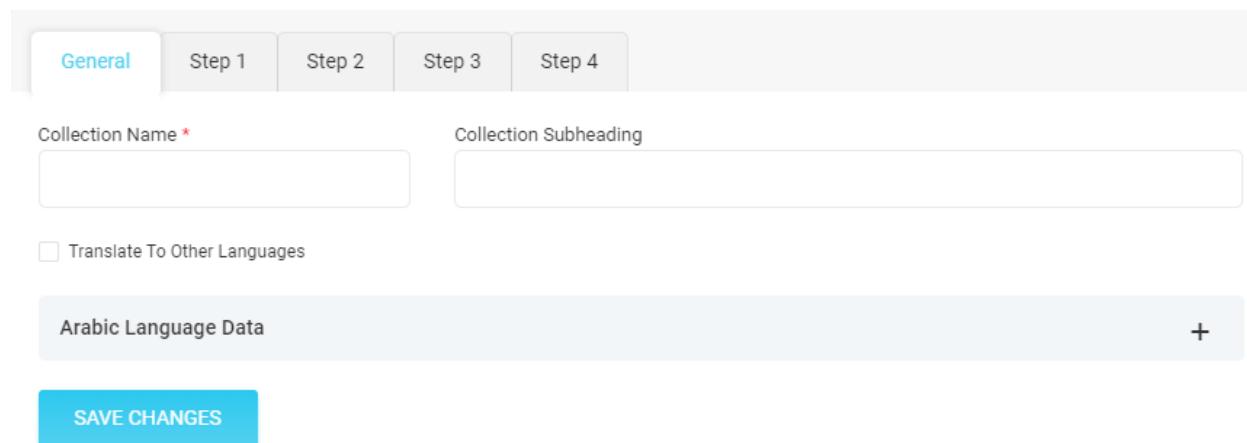
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Block Identifier\***: Enter the unique identifier.
- **Upload**: Upload image to be displayed in this block.
- **Block Content**: Enter the content to be displayed below the title.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further. Similarly add content for all the tabs provided ahead.

## XII. Content Block with Icon Layout 1

View the layout design by clicking on the Layout Instruction  button. Now, click on the '**Add Collection**' button.



General Step 1 Step 2 Step 3 Step 4

Collection Name \*

Collection Subheading

Translate To Other Languages

Arabic Language Data +

SAVE CHANGES

Please enter the following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

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

Please click on the '**Save Changes**' button to proceed further.

General Step 1 Step 2 Step 3 Step 4

Block Title \*

Block Identifier \*

Upload

Choose File No file chosen

Please Keep Image Dimensions Greater Than 100 X 100

Block Content

Arabic Language Data +

**SAVE CHANGES**

The four tabs ahead are provided to add data separately for all sections as per the layout. The fields provided are -

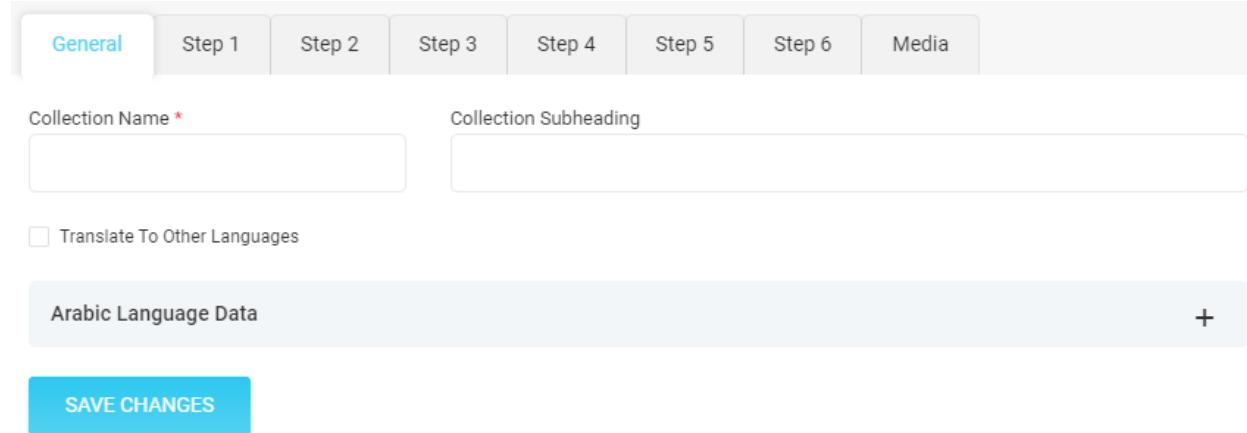
- **Block Title\*:** Enter the title to be displayed above the block.
- **Block Identifier\*:** Enter the unique identifier.
- **Upload:** Upload image to be displayed in this block.
- **Block Content:** Enter the content to be displayed below the title.
- **(Secondary) Language Data:** Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further. Similarly add content for all the tabs provided ahead.

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

### XIII. Content Block with Icon Layout 1

View the layout design by clicking on the Layout Instruction  button.  
Now, click on the '**Add Collection**' button.



General Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Media

Collection Name \*

Collection Subheading

Translate To Other Languages

Arabic Language Data +

**SAVE CHANGES**

Please enter the following details in the '**General**' tab -

- **Collection Name\***: Enter the name of the collection to be displayed at the front-end.
- **Collection Subheading**: Enter the subheading of the collection to be displayed at the front-end just below the collection name.
- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further.

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

The screenshot shows a software interface for managing content blocks. At the top, there are tabs labeled General, Step 1, Step 2, Step 3, Step 4, Step 5, Step 6, and Media. The 'Step 1' tab is currently selected. Below the tabs, there are three input fields: 'Block Title \*' (with a placeholder 'Block Title'), 'Block Identifier \*' (with a placeholder 'Block Identifier'), and 'Block Content' (a large text area). Below these fields is a section titled 'Arabic Language Data' with a '+' sign to its right. At the bottom left is a blue button labeled 'SAVE CHANGES'.

The six tabs ahead are provided to add data separately for all sections as per the layout. The fields provided are -

- **Block Title\***: Enter the title to be displayed above the block.
- **Block Identifier\***: Enter the unique identifier.
- **Block Content**: Enter the content to be displayed below the title.
- **(Secondary) Language Data**: Enter details in secondary language.

Please click on the '**Save Changes**' button to proceed further. Similarly add content for all the tabs provided ahead.

The eighth tab is the **Media** tab in which following information needs to be entered -

- **Language**: The system allows users to add separate media files for different languages. So, please choose the language type for which the media is being added.
- **Upload**: Upload the image(s) by clicking on the 'Choose File' button.

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

General	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Media
---------	--------	--------	--------	--------	--------	--------	-------

Language

All Languages

Upload

Choose File No file chosen

Preferred Dimensions 620\*465



Language: All Languages

## 10.4 Banners

The banners that are displayed at the home page can be managed by admin from this module. There are predefined sections laid out for the admin. Admin can add new banners within those predefined sections.

Currently only one banner section has been presented in Yo!Rent that is **'Product Search Page Banner'**.

Please use the toggle switch button provided under the **Status** column to activate/deactivate this banner.

Click on the Edit button to make changes in the details such as banner name etc. In the setup form, you can make following changes -

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

- **General tab**

- **Banner Location Identifier:** The name of banner as per its location at the front-end.
- **Promotion Cost:** The promotional cost of the banner.
- **Status:** The current status of the banner.

### Setup

General	Language Data
Banner Location Identifier*	Product Search page banner
Promotion Cost	0.0000
Status	Active

**SAVE CHANGES**

Please click on the '**Save Changes**' button to proceed further.

- **Language Data tab**

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the content is being added.
- **Banner Location Title:** Enter the title in the language selected above.

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

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

## Banner Setup

General      Language Data

Language: English

Banner Location Title\*

Update Other Languages Data

**UPDATE**

Please click on the '**Update**' button to save changes.

Click on the **Banners** button to add multiple banners within

If more than one banner is added, then the system will display the banners randomly.

Manage Banner																	
Home / Banners / Listing																	
<input type="radio"/> <b>Banner Listing</b> ... <table border="1"> <thead> <tr> <th>#</th><th>TITLE</th><th>TYPE</th><th>IMAGE</th><th>TARGET</th><th>STATUS</th></tr> </thead> <tbody> <tr> <td colspan="6">No Records Found</td></tr> </tbody> </table>						#	TITLE	TYPE	IMAGE	TARGET	STATUS	No Records Found					
#	TITLE	TYPE	IMAGE	TARGET	STATUS												
No Records Found																	

To add banners click on the menu icon provided on the top-right corner of the page and click on '**Add New**' button. Now, please enter following details in this form-

- **General tab:** Please enter following details -

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

- **URL\*:** Add URL to which the users will be redirected after clicking on the banner.
- **Open In:** Select if the admin will be redirected to the page
- **Status:** Select the current status of the banner.

### Banner Setups

The screenshot shows a user interface for 'Banner Setups'. At the top, there are three tabs: 'General' (which is selected and highlighted in blue), 'Language Data', and 'Media'. Below the tabs, there are three input fields with dropdown menus:
 

- Url\***: A text input field containing 'http://'
- Open In**: A dropdown menu set to 'Same Window'
- Status**: A dropdown menu set to 'Active'

 At the bottom right of the form is a large blue button labeled 'SAVE CHANGES'.

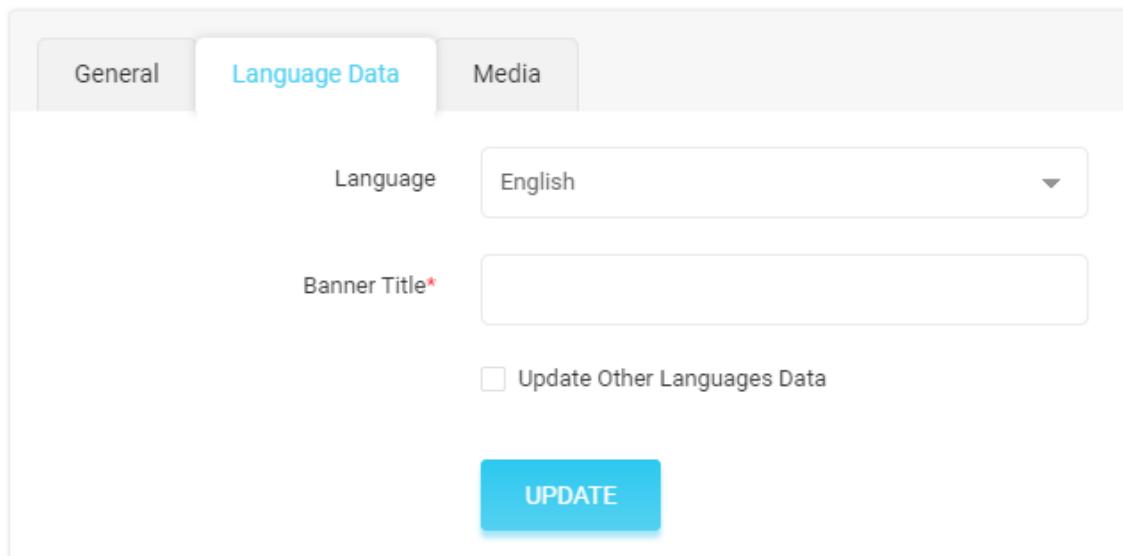
Please click on the '**Save Changes**' button to proceed further.

- **Language Data tab:** Please enter following details -
  - **Language:** Select the preferred language from the drop-down list.
  - **Banner Title\*:** Enter title for the banner.
  - **'Update Other Languages Data' Check-box:** Select the check-box if they want the system to automatically update content to other languages.

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

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

## Banner Setup



General      **Language Data**      Media

Language: English

Banner Title\*

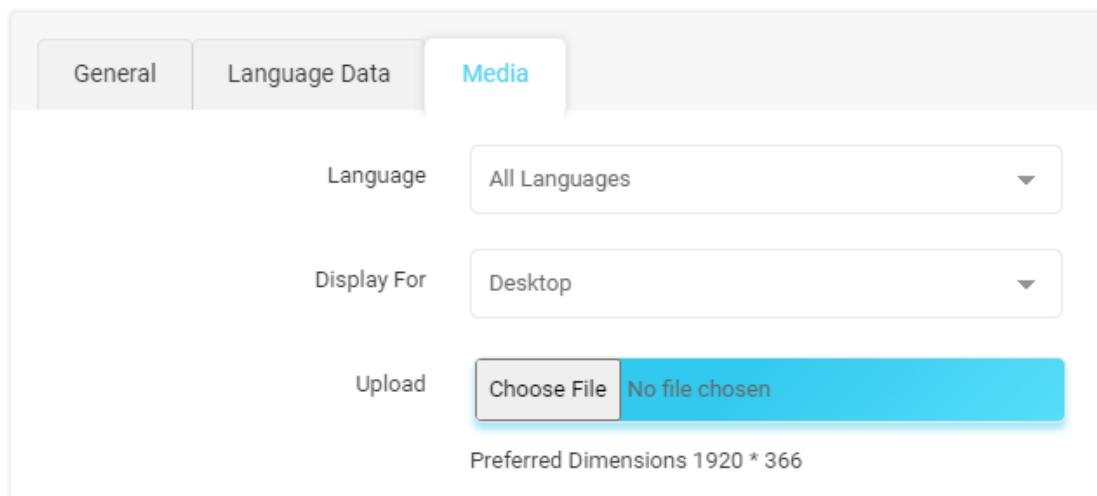
Update Other Languages Data

**UPDATE**

Please click on the '**Save Changes**' button to proceed further.

- **Media tab:** Please enter following details -
  - **Language:** Select the preferred language from the drop-down list.
  - **Display For:** Select if the banner to be displayed is for 'Desktop', 'Ipad' or 'Mobile'.
  - **Upload:** Upload image to be displayed for banner.

### Banner Image



General      Language Data      **Media**

Language: All Languages

Display For: Desktop

Upload:  No file chosen

Preferred Dimensions 1920 \* 366

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

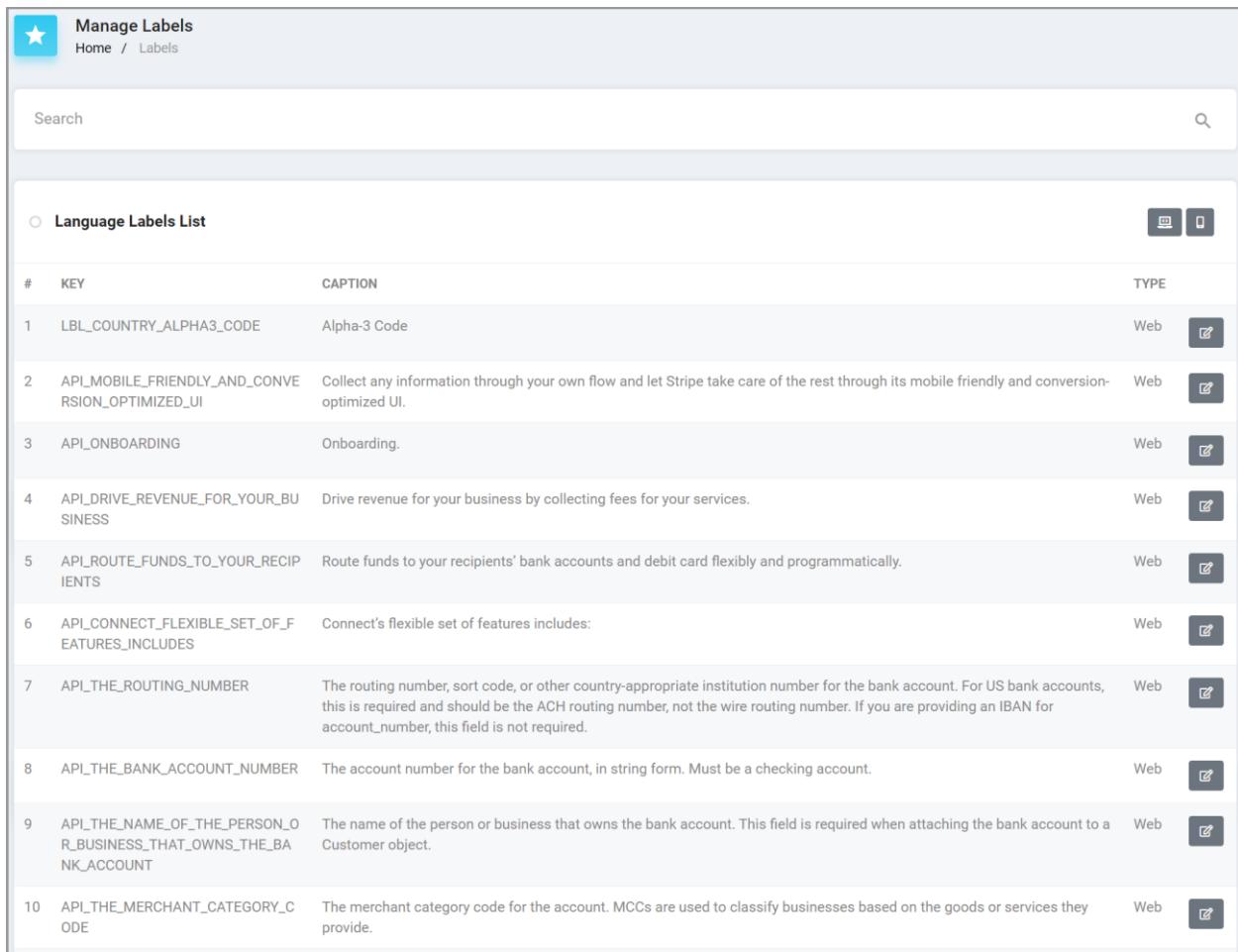
Asterisk (\*) next to a form control's label indicates it as 'required'.

Please click on the '**Save Changes**' button to save data.

Please use the **Back** button to return to the '**Banners Location List**' page.

## 10.5 Language Labels

All the labels can be searched and managed by admin in all languages provided by the system through this module. Admin cannot add new language labels on the portal.



The screenshot shows a 'Manage Labels' interface with a 'Language Labels List'. The table has columns: #, KEY, CAPTION, and TYPE. The TYPE column contains 'Web' and edit icons. The CAPTION column contains descriptions of the labels.

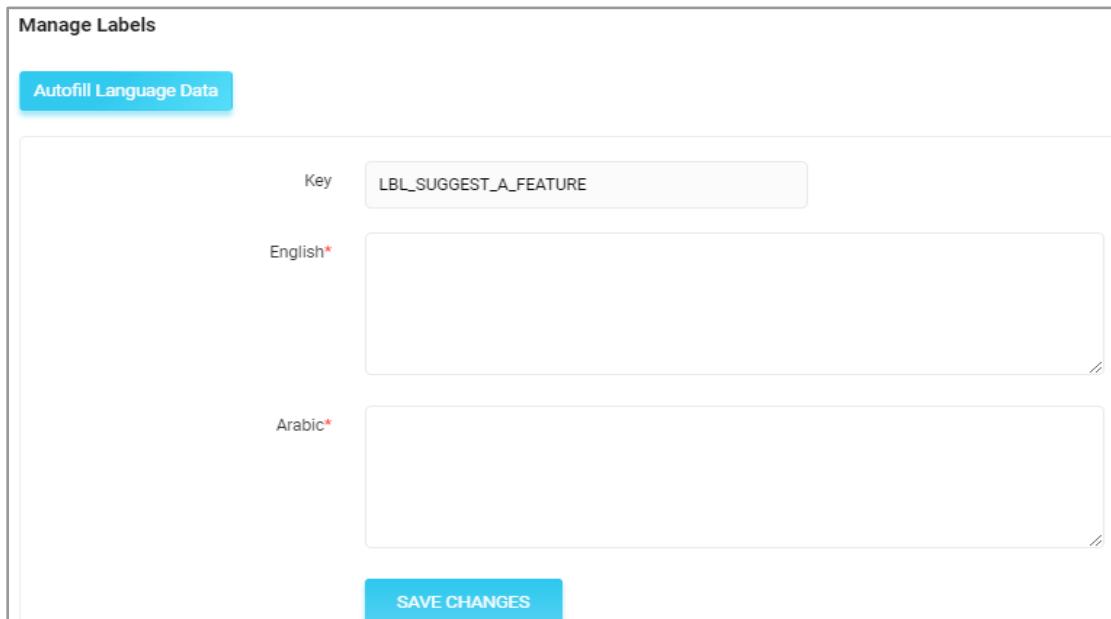
#	KEY	CAPTION	TYPE
1	LBI_COUNTRY_ALPHA3_CODE	Alpha-3 Code	Web
2	API_MOBILE_FRIENDLY_AND_CONVERSION_OPTIMIZED_UI	Collect any information through your own flow and let Stripe take care of the rest through its mobile friendly and conversion-optimized UI.	Web
3	API_ONBOARDING	Onboarding.	Web
4	API_DRIVE_REVENUE_FOR_YOUR_BUSINESS	Drive revenue for your business by collecting fees for your services.	Web
5	API_ROUTE_FUNDS_TO_YOUR_RECIPIENTS	Route funds to your recipients' bank accounts and debit card flexibly and programmatically.	Web
6	API_CONNECT_FLEXIBLE_SET_OF_FEATURES_INCLUDES	Connect's flexible set of features includes:	Web
7	API_THE_ROUTING_NUMBER	The routing number, sort code, or other country-appropriate institution number for the bank account. For US bank accounts, this is required and should be the ACH routing number, not the wire routing number. If you are providing an IBAN for account_number, this field is not required.	Web
8	API_THE_BANK_ACCOUNT_NUMBER	The account number for the bank account, in string form. Must be a checking account.	Web
9	API_THE_NAME_OF_THE_PERSON_OR_BUSINESS_THAT_OWNS_THE_BANK_ACCOUNT	The name of the person or business that owns the bank account. This field is required when attaching the bank account to a Customer object.	Web
10	API_THE_MERCHANT_CATEGORY_CODE	The merchant category code for the account. MCCs are used to classify businesses based on the goods or services they provide.	Web

A search bar is provided on the top through which admin can search a particular label by mentioning either its keyword or type.

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

The 'Language Labels' list provides admin with following functionalities:

- **Edit**  : This icon is provided to the extreme right of each label in the list. Clicking on this icon will redirect admin to '**Manage Labels**' pop-up box.



The screenshot shows a 'Manage Labels' interface. At the top, there's a 'Manage Labels' title and a 'Autofill Language Data' button. Below that, there's a table-like structure with a 'Key' column and two language columns: 'English\*' and 'Arabic\*'. The 'Key' column contains the value 'LBL\_SUGGEST\_A\_FEATURE'. The 'English\*' column has a large text input field. The 'Arabic\*' column also has a large text input field. At the bottom of the form is a 'SAVE CHANGES' button.

Admin can edit the label names in both, primary and secondary languages by entering them in provided input boxes. An '**Autofill Language Data**' button is provided on the top-left corner of this box, clicking on which the system will automatically translate the name to another secondary language. Admin must click on the '**Save Changes**' button to update the changes successfully.

Please make sure to click on the '**Update Web/App Label File**' buttons to ensure that the changes reflect in the system.

- **Update Web Label File**  : Clicking on this icon, the '**Language Labels**' list for all web labels will be updated. After making any language label changes, the admin must click on this button to ensure that the changes reflect in the system.

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

- **Update App Label File**  : Clicking on this icon, the '**Language Labels**' list for all app labels will be updated. After making any language label changes, the admin must click on this button to ensure that the changes reflect on the mobile.

## 10.6 Email Templates Management

The predefined email templates can be managed and edited by admin through this module. The '**Email Template Lists**' consists of all the email templates provided in the system. Admin cannot add new email templates on the portal.

Admin can make changes in these email templates as per their necessity. A search bar is provided on the top of this page in which admin can enter the keywords related to a specific template to search it.

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

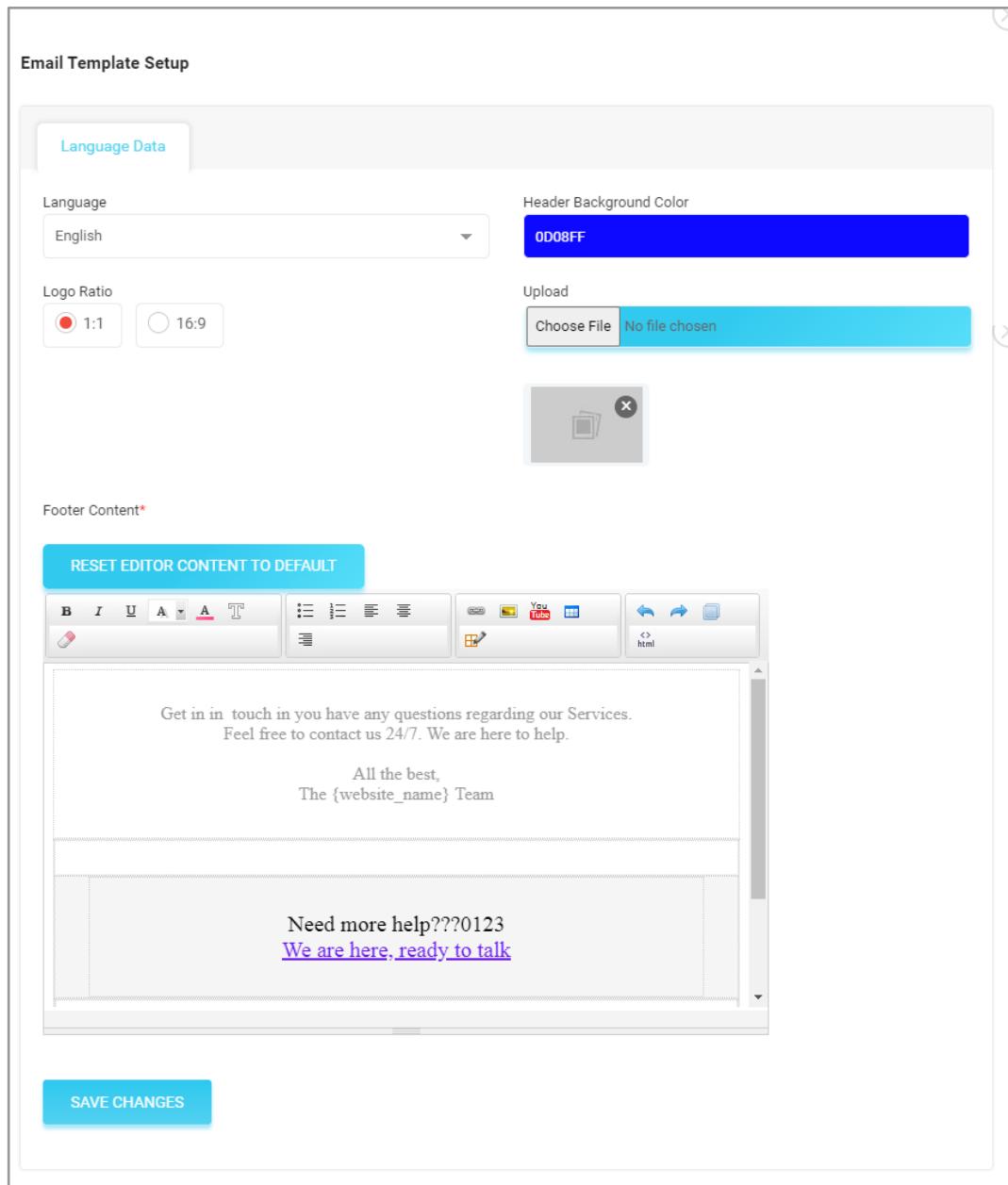
Asterisk (\*) next to a form control's label indicates it as 'required'.

#	NAME	STATUS	EDIT
1	Abandoned Cart Deleted Discount Notification	ON	
2	Abandoned Cart Discount Notification	ON	
3	Abandoned Cart Email	ON	
4	Abusive Review posted - Notificationssss	ON	
5	Admin - New Subscription Plan Purchased	ON	
6	Admin - Primary Order Payment Status	ON	
7	Admin - Primary Order Payment Status	ON	
8	Admin - Primary Order Payment Status Change	ON	
9	Admin - Subscription Renew	ON	

**The Email Templates List provides admin with certain functionalities which are:**

- **Settings** : Clicking on this icon, '**Email Template Setup**' box will appear using which admin can make changes in standard email template.

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



Admin can make changes in the email templates. Please select the preferred language from the drop-down list along with the header background color. Admin can also upload an image by clicking on the '**Choose File**' button. To add footer content, a text-editor box is provided in which admin can enter their content. Admin can also add dynamic data like website name, users' name etc in the email templates by using curly brackets {} for example, {website\_name}

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

or {social\_media\_icons}. Admin must click on the 'Save Changes' button once details have been entered.

- **Check-box:** Clicking on the check-boxes, admin can select multiple email templates from the list. Two short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected email templates due to which they will be accessed on the front-end.

→ **Un-publish** : Deactivate the status of selected email templates due to which they will be restricted from being accessed at the front-end.

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

- **Edit** : Admin can make changes in the already existing email template by clicking on this icon. They will be redirected to '**Email Template Setup**' box as shown in figures 10.6.3, in which they can make changes such as:

→ **Language:** Select the preferred language from the drop-down list.

→ **Name\*:** Enter the name of the template.

→ **Subject\*:** Enter the subject of email.

→ **Body\*:** Enter the body text in the text-editor box provided in this section.

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

Email Template Setup

Language Data

Language: English

Name\*: Buyer Product Review Status Change - Notification

Subject\*: Product Review Status Changed at {website\_name}

Body\*

CHANGED

**Review Status**

Dear {user\_full\_name}  
Your Review status has been changed to {new\_status} at [{website\\_name}](#).

Replacement Variables

(user\_full\_name) Name of the email receiver  
(new\_status) New/Current Review Status  
(website\_name) Name of our website  
(website\_url) URL of our website  
(social\_media\_icons)  
(contact\_us\_url)

Update Other Languages Data

**SAVE CHANGES** **SEND TEST EMAIL**

Replacement variables are provided below as suggestions based on the type of email template being created, which can be used by admin. Admin must click on the 'Save Changes' button once completed with making changes. A '**Send Text Email**' button is also provided below clicking on which admin can send a testing email to check the outlook of the created template.

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

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

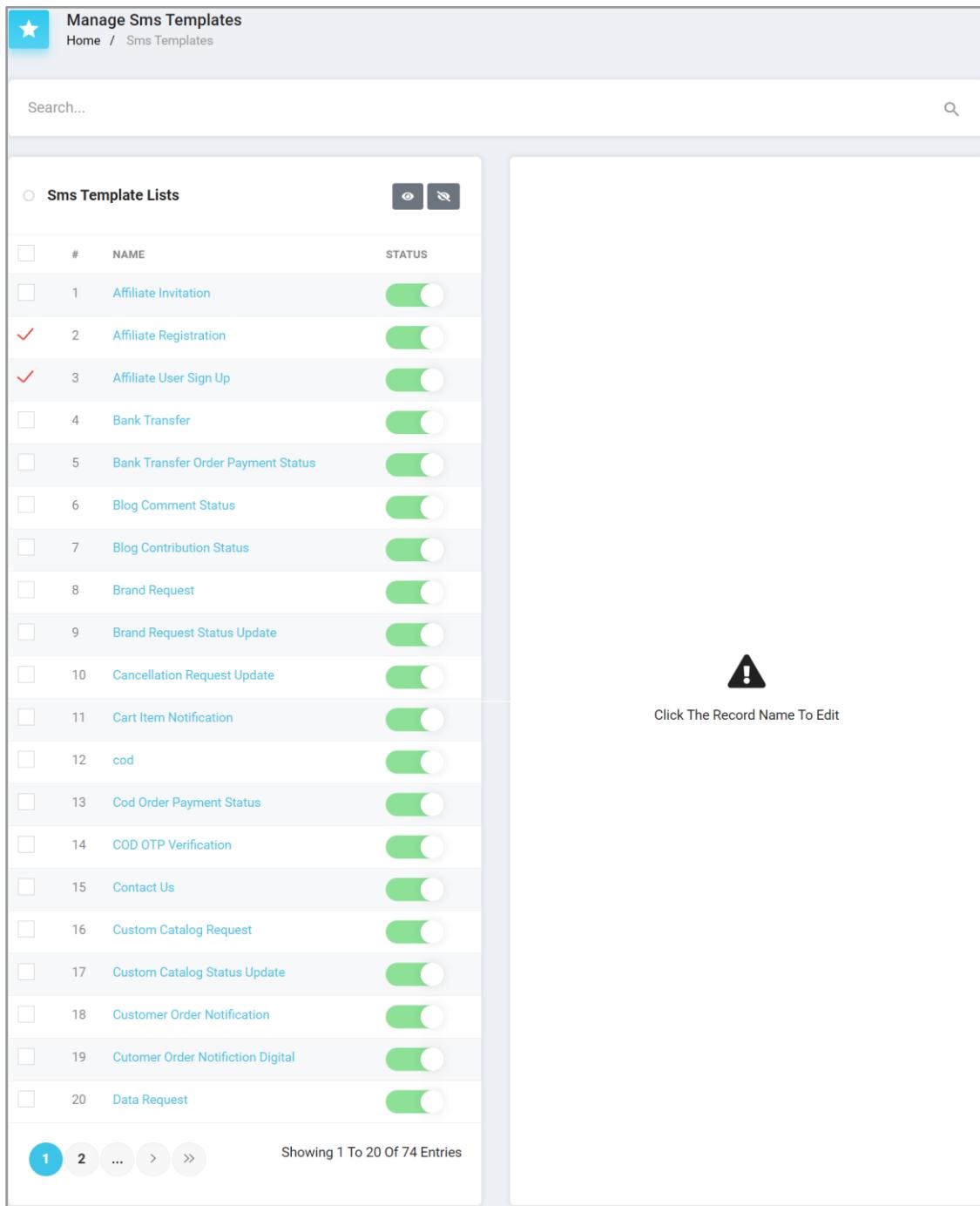
## 10.7 SMS Template Management

The predefined SMS templates can be edited and managed by admin through this module. Admin cannot add new SMS templates on the portal.

Please note that this module will not be displayed until the '**Twilio SMS Notification**' plugin has been activated and configured from the **System Settings > Plugins > SMS Notification** tab.

The '**SMS Template Lists**' consists of all the SMS templates provided in the system.

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



The screenshot shows a list of 20 SMS templates. Each template is represented by a row with a checkbox, a number, a name, and a status switch. The names of the templates include 'Affiliate Invitation', 'Affiliate Registration', 'Affiliate User Sign Up', 'Bank Transfer', 'Bank Transfer Order Payment Status', 'Blog Comment Status', 'Blog Contribution Status', 'Brand Request', 'Brand Request Status Update', 'Cancellation Request Update', 'Cart Item Notification', 'cod', 'Cod Order Payment Status', 'COD OTP Verification', 'Contact Us', 'Custom Catalog Request', 'Custom Catalog Status Update', 'Customer Order Notification', 'Cutomer Order Notification Digital', and 'Data Request'. The status switch is green for most templates, except for 'Affiliate Registration', 'Affiliate User Sign Up', 'Bank Transfer', 'Blog Contribution Status', 'Brand Request', 'Brand Request Status Update', 'Cancellation Request Update', 'Cart Item Notification', 'cod', 'Cod Order Payment Status', 'Contact Us', 'Custom Catalog Request', 'Customer Order Notification', and 'Cutomer Order Notification Digital' which are white. There is a search bar at the top with a magnifying glass icon. Below the table, there are navigation buttons (1, 2, ..., >, >>) and a message 'Showing 1 To 20 Of 74 Entries'.

Click The Record Name To Edit

A search bar is provided on the top of this page in which admin can enter the keywords related to a specific template to search it. The SMS Templates List provides admin with certain functionalities which are:

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

- **Check-box:** Clicking on the check-boxes, admin can select multiple SMS templates from the list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish**  : Activate the status of selected templates due to which they will be accessed on front-end.
  - **Un-publish**  : Deactivate the status of selected templates due to which they will be restricted from being accessed at the front-end.
- **Status:** Admin can change the status of respective SMS template from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective template is 'Active' and grey means that the status of template is 'In-active'.

The SMS Templates Management page is divided into two columns. The second column displays the message 'Click The Record Name to Edit'. The message informs that the admin can edit any template by clicking on its name. When the admin clicks on the name of template, a 'Template Detail' form of respective template will appear in this right column.

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

**Sms Template Lists**

	#	NAME	STATUS
<input type="checkbox"/>	1	Affiliate Invitation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	Affiliate Registration	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Affiliate User Sign Up	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	Bank Transfer	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	Bank Transfer Order Payment Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	Blog Comment Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Blog Contribution Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Brand Request	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Brand Request Status Update	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10	Cancellation Request Update	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11	Cart Item Notification	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	cod	<input checked="" type="checkbox"/>
<input type="checkbox"/>	13	Cod Order Payment Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	14	COD OTP Verification	<input checked="" type="checkbox"/>
<input type="checkbox"/>	15	Contact Us	<input checked="" type="checkbox"/>
<input type="checkbox"/>	16	Custom Catalog Request	<input checked="" type="checkbox"/>

**Template Detail**

Language

Name\*

Body\*

Maximum Of 160 Characters Allowed  
: YOUR message length : 194

Replacement Variables

User Full Name	{user_full_name}
Website Name	{SITE_NAME}
Tracking Url	{tracking_url}

Update Other Languages Data

Through this form admin can make changes in:

- **Language:** Select the preferred language from the drop-down list.
- **Name\*:** Enter the name of the template.
- **Body\*:** Enter the body text in the text-editor box provided in this section.
- **Update Other Languages Check-box:** Admin must click on this check-box if they wish their content to be automatically updated by system in other languages.

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

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

A list of Replacement Variables is provided as suggestions to the admin. Once the changes are made, the admin must click on the 'Save' button provided at the bottom of the page.

## 10.8 Content Pages

Through this module, the content pages can be added to the website by admin and previously added content pages can be managed.

Content Pages			
	#	TITLE	
<input type="checkbox"/>	3	Privacy Policy (Privacy Policy)	
<input type="checkbox"/>	2	Terms & Conditions (Terms & Conditions)	
<input type="checkbox"/>	1	About Us (About Us)	

A search bar is provided on the top using which admin can search a particular content page by mentioning its 'Page Identifier'. The Content Pages List provides admin with certain functionalities which are:

- **Layout Instructions** : Layouts are provided within the system, which help in making it easy for admin to organize the outlooks of content pages on the website. Layouts provided in the system can be viewed by clicking on '**Layout Instructions**' icon provided on the top-right corner of '**Contents**' page. '**Content Pages Layout Instructions**' menu will appear on screen which displays all the layouts provided by system.

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



- **Add Page** : Admin must click on this icon to add a new content page to the website. A '**Content Pages Setup**' box will appear which includes two tabs:
  - **General tab**: Please enter the following details -
    - **Page Identifier\***: Enter a unique page identifier for the content page to be added.
    - **SEO Friendly URL\***: Enter unique URL for content page.
    - **Layout Type\***: Choose the type of layout from the drop-down box.

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

**Content Pages Setup**

General	Language Data
Page Identifier*	<input type="text"/>
SEO Friendly URL*	<input type="text"/> <i>https://v9.demo.yo-kart.com/cms/view/0</i>
Layout Type*	<input type="button" value="Select"/>
<b>SAVE CHANGES</b>	

Please click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** Please enter following details -

- **Language:** Select the preferred language from the drop-down list.
- **Page Title\*:** Enter the unique page title.
- **Page Content:** Enter the content of the page in the text editor box provided under this section.

**NB:** The text-editors will vary as per the layout chosen by admin.

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

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

Content Pages Setup

General Language Data

Language: English

Page Title\*

Page Content

`<BODY> <DIV> <P> <BR>`

Update Other Languages Data

UPDATE

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The '**Delete**'  short-cut icon will be displayed on the top-right corner clicking on which admin can delete the selected content pages from the website.
- **Edit** : Admin can edit the previously added content pages by clicking on this icon provided to the right of each content page shown in the list. The '**Content Pages Setup**' box will appear in which admin can make necessary changes.

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

- **Delete** : Admin can delete a content page from the website by clicking on the delete icon provided to the right of the respective content page in the list.

## 10.9 Content Blocks

The small content sections displayed on different pages of the website such as on Password Reset page, Become a Seller page or Registration page. The admin cannot add new content blocks however, they can make changes in the existing ones provided in the 'Content Blocks' list.

Manage Content Blocks			
Home / Content Block			
Content Blocks			
#	TITLE	STATUS	
1	Seller page Block 3 (Seller page Block 3)		
2	Become Seller Page Form Text (Become Seller Page Form Text)		
3	Checkout Page Text (Checkout Page)		
4	Affiliate slogan Text (Affiliate slogan Text)		
5	Advertiser slogan Text (Advertiser slogan Text)		
6	Simple Pricing With No Surprises (Account Subscription Page)		
7	Reset Password Right Block (Reset Password Right Block)		
8	Seller Banner Slogan (Seller slogan Text)		
9	Seller Page Block 2 (Seller Page Block 2)		
10	Seller Page Block 1 (Seller Page Block 1)		
11	Forgot Page Right Block (Forgot Page Right Block)		

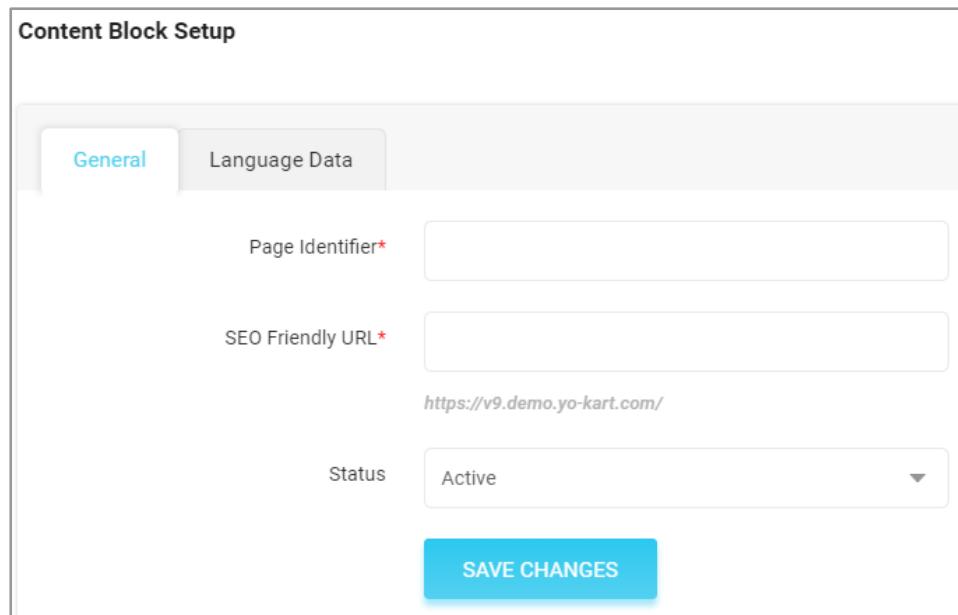
The Content Blocks List provides admin with certain functionalities which are:

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

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

- **Publish** : Activate the status of selected content blocks due to which they will be displayed on the front-end.
- **Un-publish** : Deactivate the status of selected content blocks due to which they will be restricted from being displayed at front-end.
- **Status:** Admin can change the status of respective content block from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective content block is 'Active' and grey means that the status of the content block is 'In-active'.
- **Edit** : Admin can make changes in the existing content blocks by clicking on this icon. The '**Content Block Setup**' box will appear which includes two tabs:
  - **General tab:** Please enter/edit following details-
    - **Page Identifier\***: Unique identifier for content block.
    - **SEO Friendly URL\***: URL for content block.
    - **Status:** Status of content block.

Click on the '**Save Changes**' button to proceed further.



The dialog box is titled 'Content Block Setup'. It has two tabs: 'General' (which is selected) and 'Language Data'. The 'General' tab contains the following fields:

- Page Identifier\***: An input field.
- SEO Friendly URL\***: An input field with the value 'https://v9.demo.yo-kart.com/'.
- Status**: A dropdown menu with 'Active' selected.

At the bottom of the dialog box is a blue 'SAVE CHANGES' button.

- **Language Data tab:** Please enter/edit following details-

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

- **Language:** Select the preferred language from the drop-down list.
- **Page Title\*:** Title of page.
- **Page Content:** Edit the content to be displayed on the respective content block from the text-editor box provided in this section.
- **‘Update Other Languages Data’ Check-box:** Admin must click on this check-box if they wish their content to be automatically updated by system in other languages.

Please click on the ‘**Update**’ button to proceed further.

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

Content Block Setup

General Language Data

Language: English

Page Title\*:

Page Content

**RESET EDITOR CONTENT TO DEFAULT**

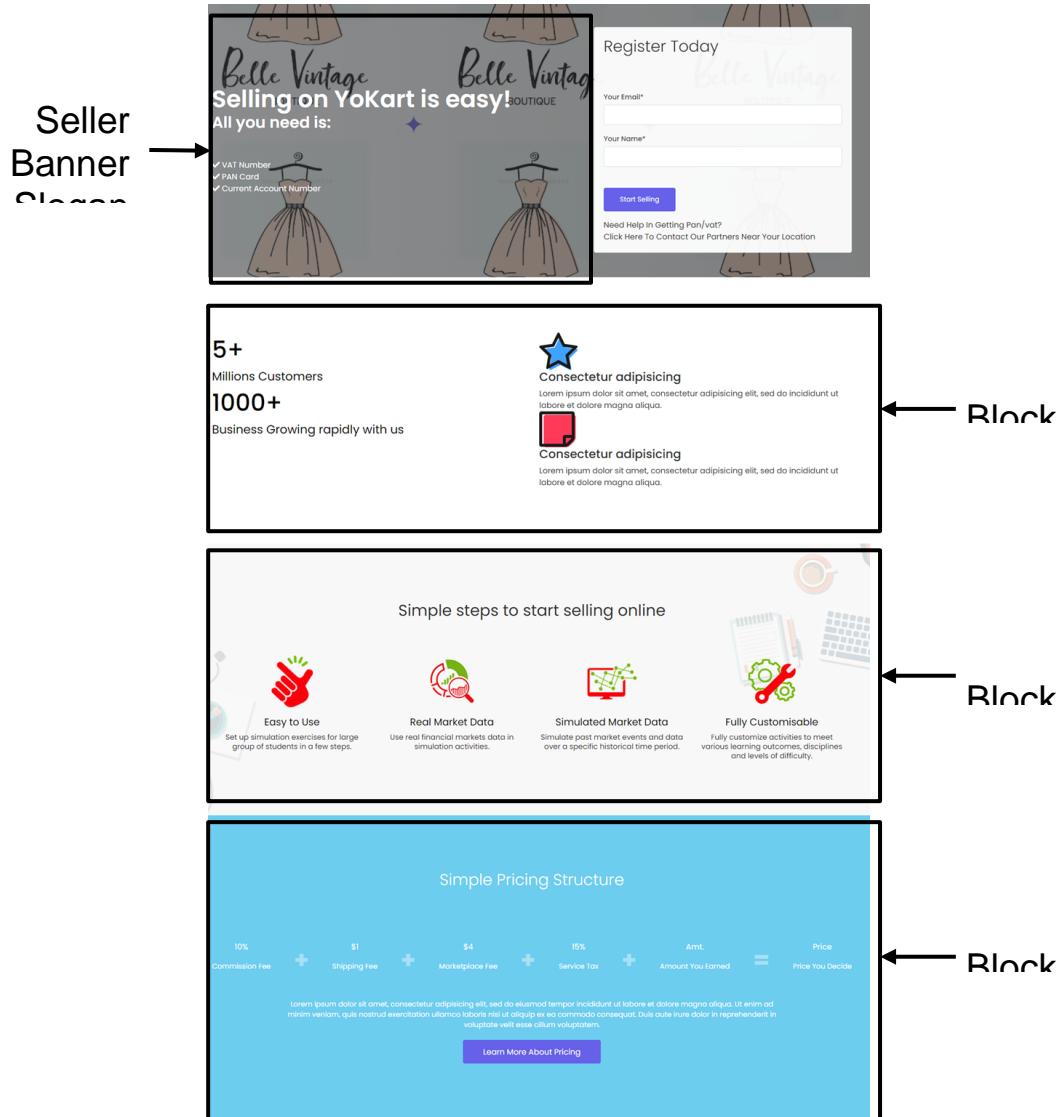
Update Other Languages Data

**UPDATE**

The content blocks are predefined. The sections where changes are reflected when changes are made in each of the mentioned blocks are explained below.

- **Seller Page Block 3:** Admin can change the content being displayed in Block 3 of seller registration page. Please refer to the images below to understand which section is being referred here.

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



**Seller Banner**

**Block**

**Block**

**Block**

- **Become Seller Page Form Text:** Admin can add content on the seller's Registration Form which will be displayed in the section marked below.

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

# Register Today

Your Email\*

Your Name\*

Start Selling

Need Help In Getting Pan/vat?

[Click Here To Contact Our Partners Near Your Location](#)

- **Checkout Page Text:** Admin can add content on the checkout page which will be displayed in the section marked below.

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

Billing
Shipping
Verify Cart
Payment

**Shipping To:**

Jack, Khattalwada, Wadgaon  
Select, Andhra Pradesh, India, 442305  
888965412300

**ORDER SUMMARY - 1 ITEM(S)**

Macbook pro	\$1,200.00
1	

Rental Amount \$1,200.00  
Rental Security \$932.50  
Duration - \$360.00  
Delivery Charges \$10.00  
Net Payable \$1,782.50

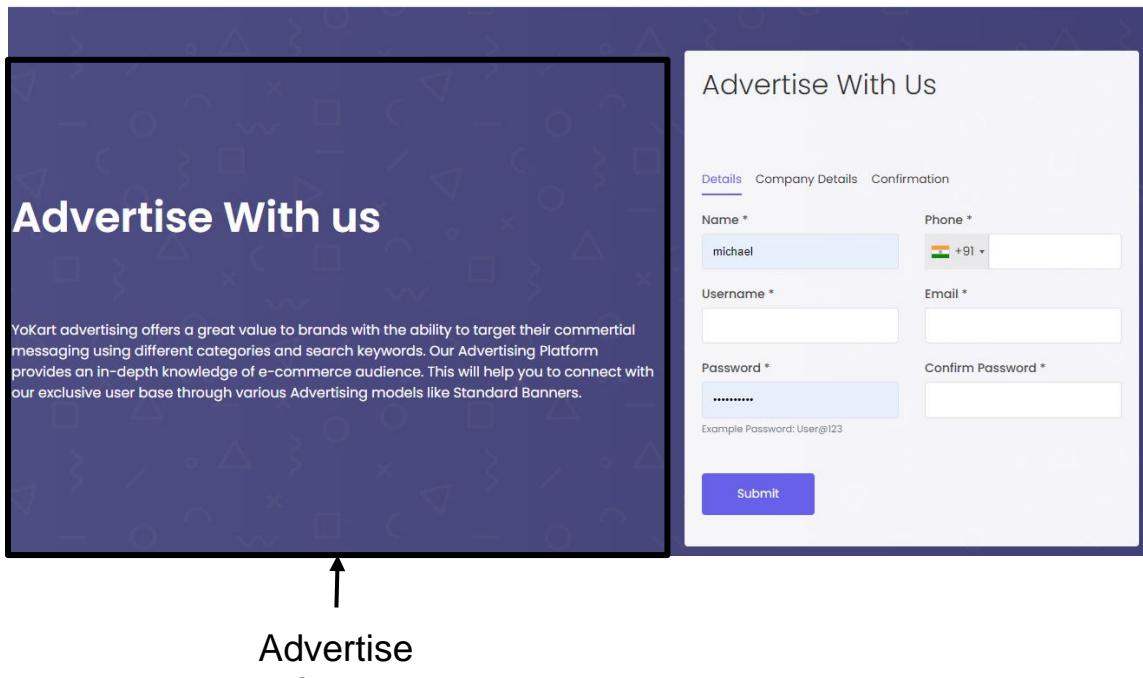
Back
Continue

**5+**  
Millions  
Customers  
**1000+**  
Business  
Growing  
rapidly with us

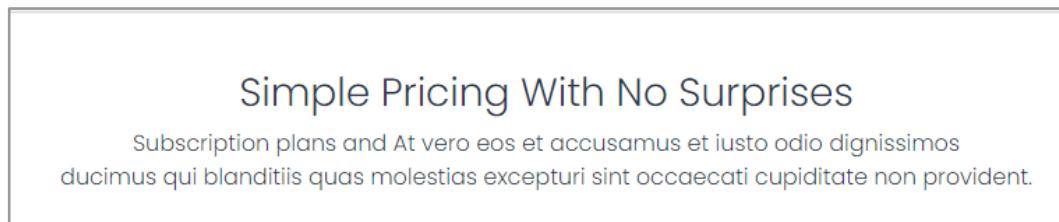
↑  
**Checkout Page**

- **Advertiser Slogan Text:** Admin can add content on the section provided right to the Affiliate's Registration Form as marked below.

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



- **Account Subscription Page:** Admin can edit the content being displayed on the top of the seller's '**Subscription Packages**' page as shown in the image below.



- **Seller Banner Slogan:** Admin can change the content being displayed on the right section of seller registration form.
- **Seller Page Block 2:** Admin can change the content being displayed in Block 3 of seller registration page.
- **Seller Page Block 1:** Admin can change the content being displayed in Block 3 of seller registration page.

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

## 10.10 Import Instructions

The predefined content that is related to Import/Export instructions provided in particular sections of website in different languages can be edited by admin through this module.

Manage Import Instructions	
Home / Import Instructions	
Import Instructions	
#	TITLE
1	Product Rental Inventory Update Instructions
2	Seller Inventory Instructions (Seller Inventory Instructions)
3	Marketplace Product Instructions
4	Policy points
5	Product Inventory Update Instructions (Product Inventory Update Instructions)
6	Products Inventory - Seller (Products Inventory - Seller)
7	Products Inventory - Admin (Products Inventory - Admin)
8	Seller Import Export General Settings (Seller Import General Settings)
9	Seller Manage Catalog (Seller Manage Catalog)
10	Admin Manage Catalog (Admin Manage Catalog)
11	Admin State Management (Admin State Management)
12	Admin Countries Management (Admin Countries Management)
13	Admin Tags (Admin Tags)
14	Admin Options (Admin Options)
15	Admin Brands (Admin Brands)
16	General Settings (General Settings)
17	Admin Product Categories (Admin Product Categories)

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

An  icon is provided to the right of each option in the list clicking on which admin can make changes.

Content Block Setup

Language Data

Language

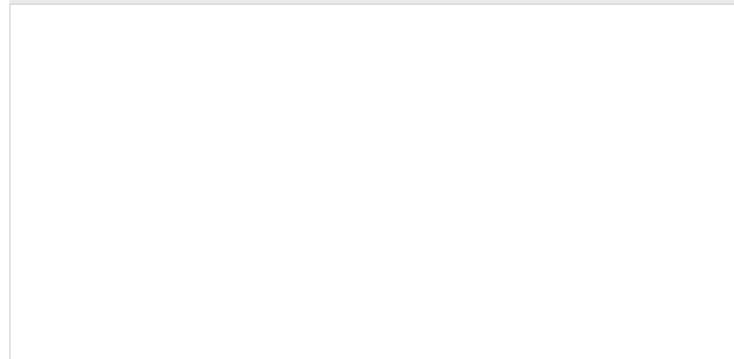
English

Section Title\*

Section Content

RESET EDITOR CONTENT TO DEFAULT





<BODY> <DIV> <BB>

Update Other Languages Data

UPDATE

Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Section Title\*:** Enter the unique title for each section.

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

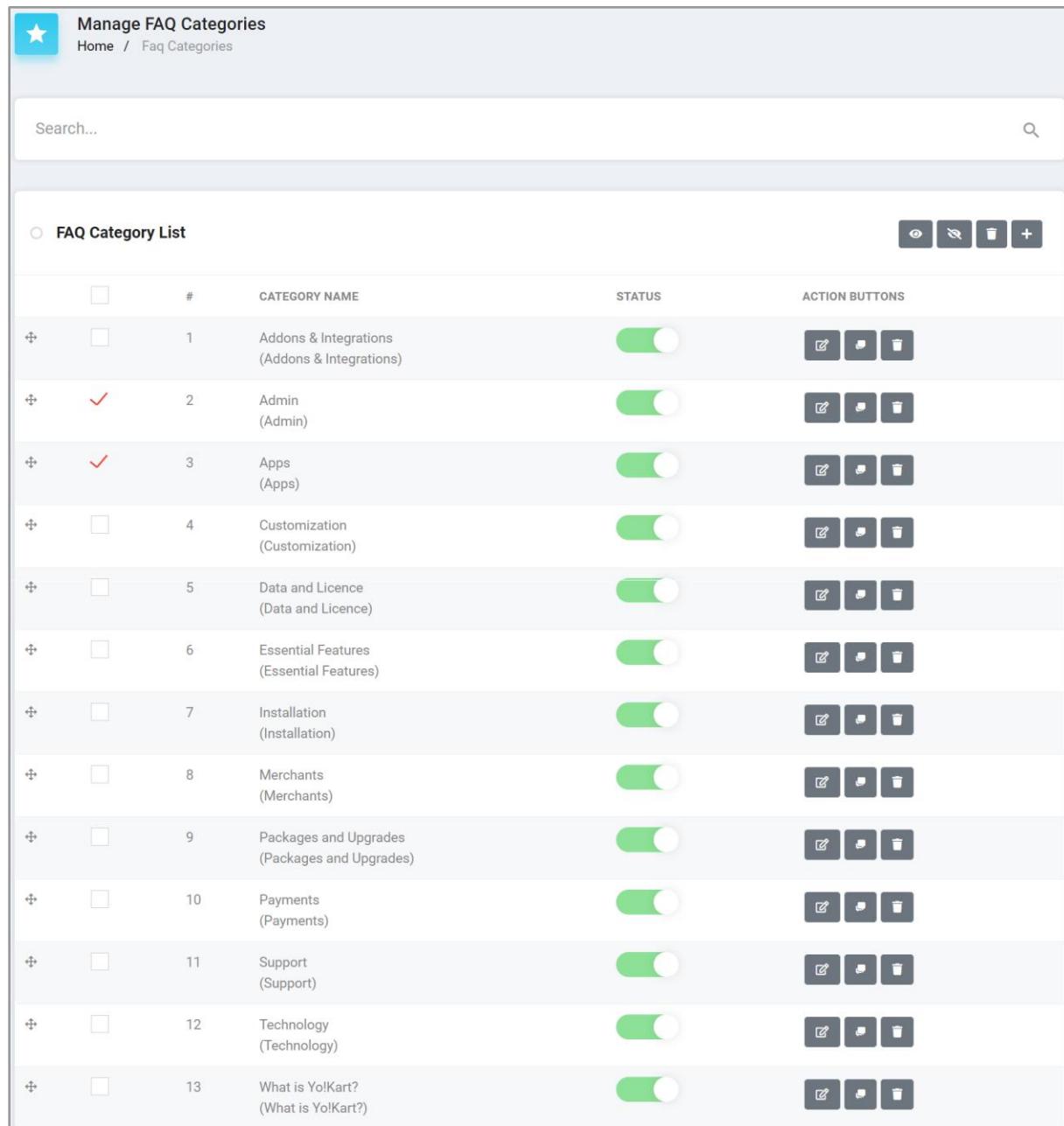
- **Section Content:** Enter the content to be displayed in this section in the text-editor box provided.

Please click on the 'Update' button to save the changes.

## 10.11 FAQs

Frequently Asked Questions (FAQs) are added to certain pages on websites which help users get answers of general queries. Admin can add new FAQs and manage previously generated FAQs through this module. The '**Manage FAQ Categories**' page provides a search bar on the top using which admin can search a particular FAQ category by entering its keywords.

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



The screenshot shows a list of 13 FAQ categories. Each category is represented by a row in a table. The columns are: a checkbox, a number (#), the category name, a status toggle (green with white dot), and a set of three action buttons (edit, copy, delete). The categories are:

	#	CATEGORY NAME	STATUS	ACTION BUTTONS
+	1	Addons & Integrations (Addons & Integrations)	ON	  
+	2	Admin (Admin)	ON	  
+	3	Apps (Apps)	ON	  
+	4	Customization (Customization)	ON	  
+	5	Data and Licence (Data and Licence)	ON	  
+	6	Essential Features (Essential Features)	ON	  
+	7	Installation (Installation)	ON	  
+	8	Merchants (Merchants)	ON	  
+	9	Packages and Upgrades (Packages and Upgrades)	ON	  
+	10	Payments (Payments)	ON	  
+	11	Support (Support)	ON	  
+	12	Technology (Technology)	ON	  
+	13	What is Yo!Kart? (What is Yo!Kart?)	ON	  

The FAQ Category List provides admin with certain functionalities such as:

- **Add Category** : Admin can add a new FAQ category by clicking on this icon which will open the '**FAQ Category Setup**' box. It includes two tabs:
  - **General tab**: Please enter following details-

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

- **Category Identifier\***: Enter a unique identifier for respective FAQ category.
- **Status**: Mention its current status.
- **Type**: Select the type of category being generated from drop-down.

Please click on the '**Save Changes**' button to proceed further.

**FAQ Category Setup**

General
Language Data

Category Identifier\*

Status

▼

Type

▼

SAVE CHANGES

→ **Language Data tab**: Please enter following details-

- **Language**: Select the preferred language from the drop-down list.
- **Category Name\***: Enter unique name for new FAQ category.
- **'Update Other Languages Data' Check-box**: Select this check-box if they wish that system automatically updates the content of this category in other languages.

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

FAQ Category Setup

General	Language Data
Language	English
Category Name*	<input type="text"/>
<input type="checkbox"/> Update Other Languages Data	
<input type="button" value="UPDATE"/>	

- Check-box:** Clicking on the check-boxes, admin can select multiple FAQ Categories from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected FAQ Categories due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected FAQ Categories due to which they will be restricted from being displayed at front-end.
  - **Delete** : Delete the selected FAQ Categories from list.
- Status:** Admin can change the status of respective FAQ Category from the toggle switch button provided in this column. The toggle displayed green means that the status of respective FAQ Category is '**Active**' and grey means that the status of FAQ Category is '**In-active**'.
- Edit** : Admin can make changes in details of FAQ Categories by clicking on this icon which will redirect them to the '**FAQ Category Setup**' box.
- FAQ Listing** : The FAQs under each category can be added and managed by clicking on this icon. Admin will be redirected to the '**FAQ List**' page.

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

FAQ List			
#	FAQ TITLE		
1	Does Yo!Kart have auction products feature? (Does Yo!Kart have auction products feature?)		
2	Do you have API Rest or any way to consume data from Yo-Kart? (Do you have API Rest or any way to consume data from Yo-Kart?)		
3	Does Yo!Kart offer any industry specific, ready to be integrated custom designs? (Does Yo!Kart offer any industry specific, ready to be integrated custom designs?)		
4	What is included in free post launch marketing activities? (What is included in free post launch marketing activities?)		
5	Can I import Yo!Kart products to my Google Merchant Account? (Can I import Yo!Kart products to my Google Merchant Account?)		
6	Can we install WordPress themes and plug-ins be on Yo!Kart? (Can we install WordPress themes and plug-ins be on Yo!Kart?)		
7	How can I add shipping APIs in Yo!Kart? (How can I add shipping APIs in Yo!Kart?)		
8	Is the system compatible with Infusion soft? (Is the system compatible with Infusion soft?)		

Through this list admin can perform following functionalities:

→ **Search:** Admin can search particular FAQ by mentioning its keywords in the search bar provided on the top of this page.

→ **Add FAQ** : Admin can add new FAQ into their respective category by clicking on this icon. A '**FAQ Setup**' box is displayed which includes two tabs:

■ **General tab:** Please enter:

- ✓ **FAQ Identifier\***: A unique identifier for the new FAQ.
- ✓ **Status:** Provide current status for the new FAQ.

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

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

FAQ Setup

General	Language Data
FAQ Identifier* <input type="text"/>	
Status	Active <input type="button" value="▼"/>
<input type="button" value="SAVE CHANGES"/>	

Admin must click on the '**Save Changes**' button to proceed further.

■ **Language Data tab:** Please enter following details-

- ✓ **Language:** Select the preferred language from the drop-down list.
- ✓ **Title\*:** Enter unique title for the new FAQ.
- ✓ **Content:** Enter content to be displayed for respective FAQ in the input text-box provided.

Please click on '**Update**' to complete adding the FAQ.

General	Language Data
Language <input type="button" value="English ▾"/>	
Title* <input type="text"/>	
Content <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
<input type="checkbox"/> Update Other Languages Data	
<input type="button" value="UPDATE"/>	

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

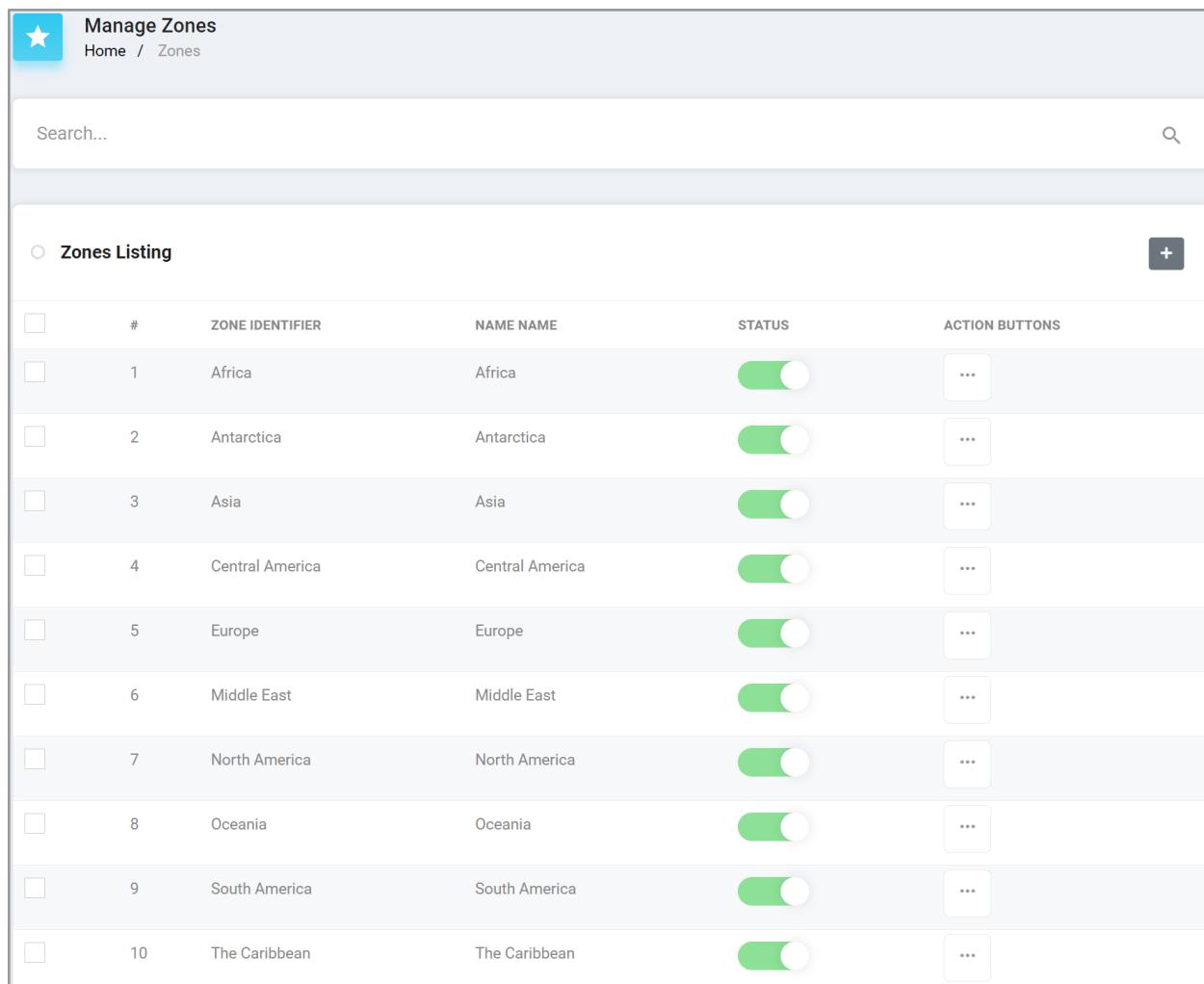
- **Back** : Clicking on this icon, admin will be redirected back to '**FAQ Categories List**' page.
- **Edit** : Clicking on this icon will open the '**FAQ Setup**' box for respective FAQ. Admin can make necessary changes and click on the '**Save Changes**' button to update them.
- **Delete** : Admin can delete respective FAQ from the FAQ Category by clicking on this icon.
- **Delete** : Admin can delete the respective FAQ Category from the list by clicking on this icon.

**NB:** Admin can also rearrange the order in which the FAQs will be displayed at the front-end.  provided to the left of each FAQ can be dragged and dropped to rearrange the list.

## 10.12 Zone (Regions) Management

Admin can add and manage the zones through this module.

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



The screenshot shows a 'Manage Zones' interface. At the top, there is a 'Manage Zones' header with a star icon, a 'Home' link, and a 'Zones' link. Below the header is a search bar with a placeholder 'Search...' and a magnifying glass icon. The main area is titled 'Zones Listing' and contains a table with 10 rows. The table has columns: '#', 'ZONE IDENTIFIER', 'NAME', 'STATUS', and 'ACTION BUTTONS'. Each row represents a zone with a unique identifier, name, status (indicated by a green toggle switch), and an 'Action Buttons' button. The zones listed are: 1. Africa, 2. Antarctica, 3. Asia, 4. Central America, 5. Europe, 6. Middle East, 7. North America, 8. Oceania, 9. South America, and 10. The Caribbean.

#	ZONE IDENTIFIER	NAME	STATUS	ACTION BUTTONS
1	Africa	Africa	ON	...
2	Antarctica	Antarctica	ON	...
3	Asia	Asia	ON	...
4	Central America	Central America	ON	...
5	Europe	Europe	ON	...
6	Middle East	Middle East	ON	...
7	North America	North America	ON	...
8	Oceania	Oceania	ON	...
9	South America	South America	ON	...
10	The Caribbean	The Caribbean	ON	...

The admin can click on the 'Add Zone' button provided on the top-right corner to add a new zone in the system. Clicking on this button will display the 'Zone Setup' pop-up box. There are three tabs (will vary as per the language configurations) in this setup box which are -

- **General tab:** Please enter following details-
  - **Zone Identifier\***: Enter a unique identifier for the zone being added.
  - **Status:** Select the current status of this zone.

Please click on the '**Save Changes**' to proceed further.

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

Zone Setup

General	English	Arabic
Zone Identifier*	<input type="text"/>	
Status	Active	
<b>SAVE CHANGES</b>		

- **Primary Language tab:** Please enter the '**Zone Name\***' in primary language and click on the '**Save Changes**' button to proceed further.

Zone Setup

General	English	Arabic
Zone Name*	<input type="text"/>	
<b>SAVE CHANGES</b>		

- **Secondary Language tab:** Please enter the '**Zone Name\***' in secondary language and click on the '**Save Changes**' button to proceed further.

The added zones will be displayed under the 'Zone Listing'. The admin can perform certain actions such as:

- **Select Check-boxes to Perform Collective Actions:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected zones due to which they will be displayed on the front-end.

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

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

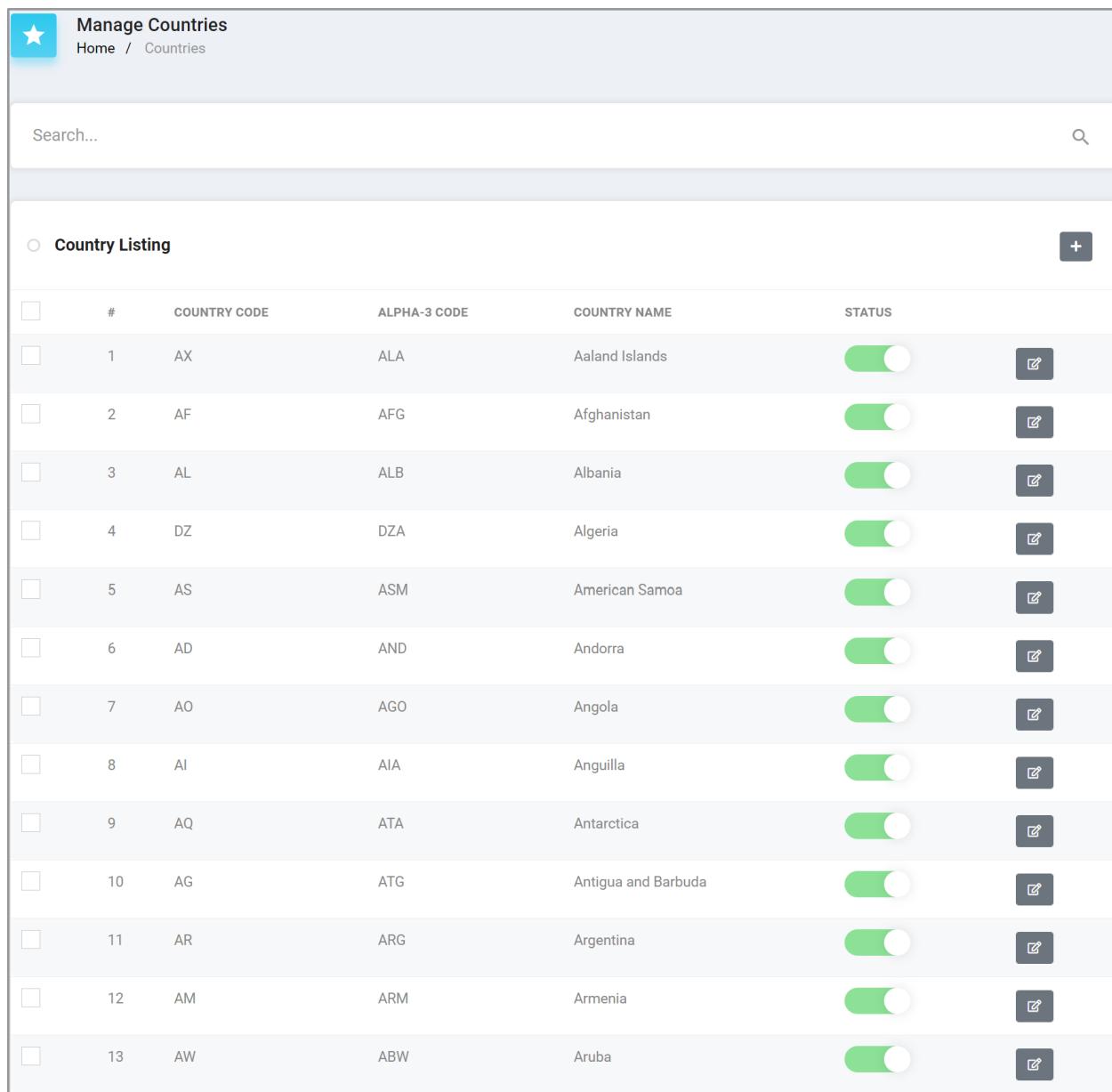
- **Un-publish**  : Deactivate the status of selected zones due to which they will be restricted from being displayed at the front-end.
- **Status:** Admin can change the status of a zone from the toggle switch button provided in this column. The toggle displayed green means that the status of the zone is '**Active**' and grey means that the status of that zone is '**In-active**'.
- **Edit**  : Admin can make changes in details of the added zone by clicking on this icon which will redirect them to the '**Zone Setup**' menu.

## 10.13 Countries Management

Countries are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of countries displayed through this module.

A search bar is provided on the top of the '**Manage Countries**' page using which the admin can search a particular country from the list below by entering its keywords.

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



The screenshot shows a table titled 'Country Listing' with 13 rows of data. Each row contains a checkbox, an ID number, a country code, an alpha-3 code, a country name, a status switch, and an edit icon. The data is as follows:

	#	COUNTRY CODE	ALPHA-3 CODE	COUNTRY NAME	STATUS	
	1	AX	ALA	Aaland Islands		
	2	AF	AFG	Afghanistan		
	3	AL	ALB	Albania		
	4	DZ	DZA	Algeria		
	5	AS	ASM	American Samoa		
	6	AD	AND	Andorra		
	7	AO	AGO	Angola		
	8	AI	AIA	Anguilla		
	9	AQ	ATA	Antarctica		
	10	AG	ATG	Antigua and Barbuda		
	11	AR	ARG	Argentina		
	12	AM	ARM	Armenia		
	13	AW	ABW	Aruba		

The '**Country Listing**' provides admin with certain functionalities:

- **Add Country** : Admin must click on this icon to add a new country as option on their website. A '**Country Setup**' box will appear that provides two tabs:
  - **General tab**: Please enter following details-
    - **Country Code\***: Enter a unique country code.

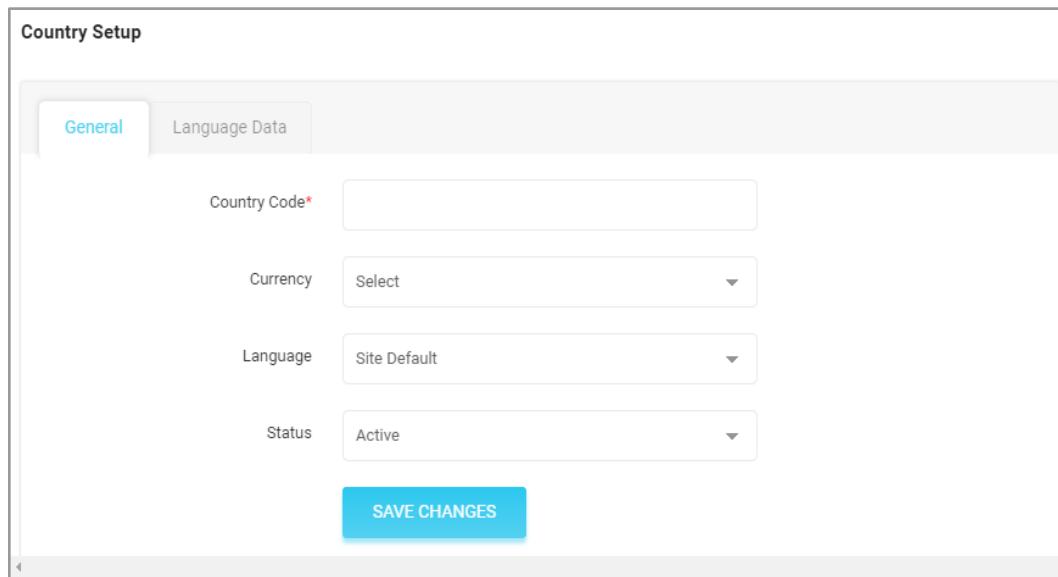
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Currency:** Select the appropriate currency from the drop-down box.
- **Language:** Select the preferred language from the drop-down list.
- **Status:** Select the current status of this country option from the drop-down box.

Please click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Country Name\*:** Enter unique country name.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.



The screenshot shows a 'Country Setup' form with a 'General' tab selected. The form includes fields for Country Code\*, Currency (dropdown), Language (dropdown set to Site Default), and Status (dropdown set to Active). A 'SAVE CHANGES' button is at the bottom.

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

The screenshot shows a 'Country Setup' form with a 'Language Data' tab selected. It includes fields for 'Language' (set to English), 'Country Name\*' (empty), and a checkbox for 'Update Other Languages Data'. A 'SAVE CHANGES' button is at the bottom.

Please click on '**Save Changes**' to add the country successfully.

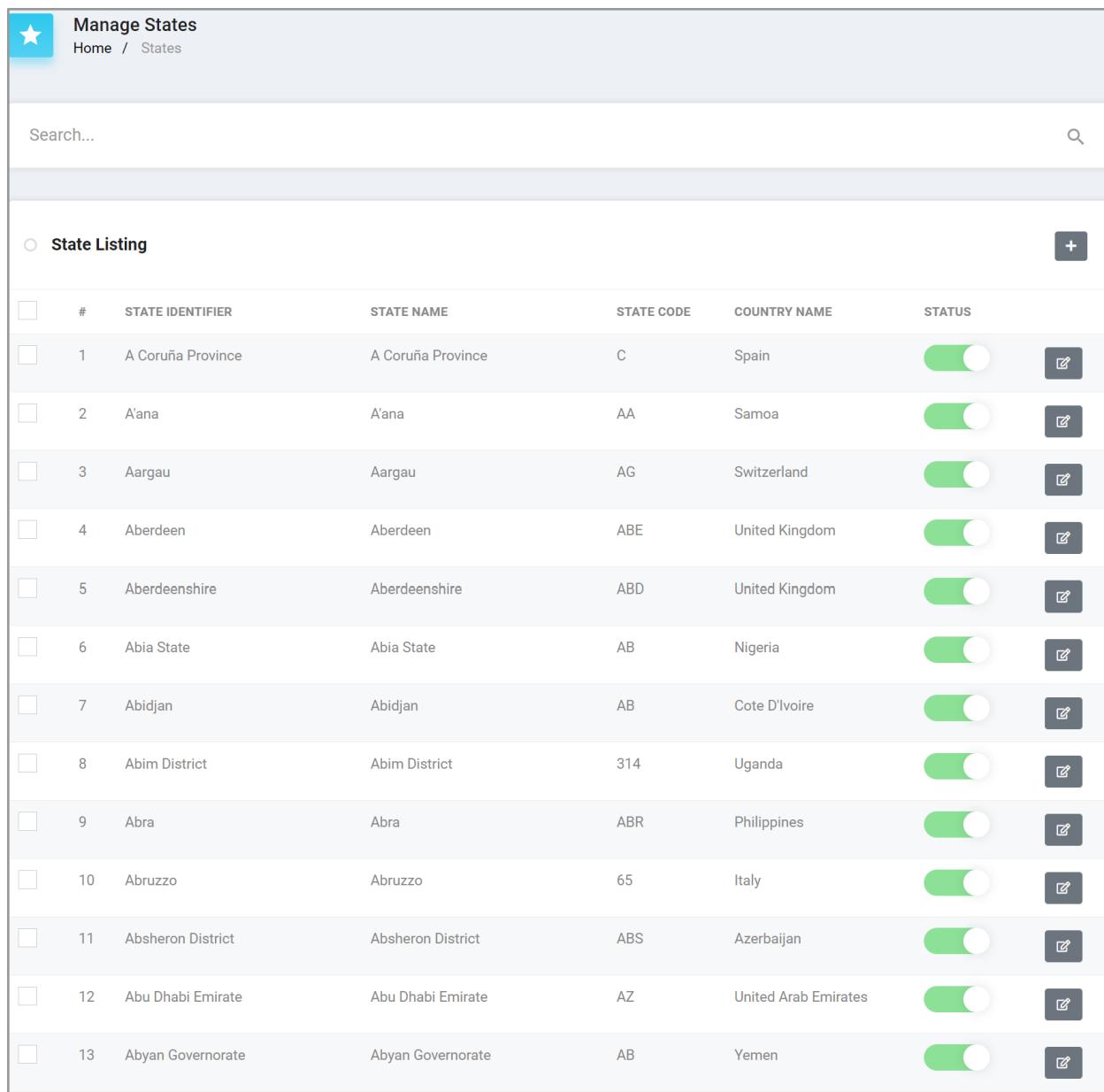
- **Check-box:** Clicking on the check-boxes, admin can select multiple country options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected countries due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected countries due to which they will be restricted from being displayed at the front-end.
- **Status:** Admin can change the status of respective country from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective country is '**Active**' and grey means that the status of the country is '**In-active**'.
- **Edit** : Clicking on this icon will redirect admin to '**Country Setup**' box through which admin can make changes in the respective country details. Admin must click on '**Save Changes**' to update the changes.

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

## 10.14 States Management

States are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of states displayed through this module. A search bar is provided on the top of the '**Manage Countries**' page using which the admin can search a particular state from the list below by entering 'Keyword' or selecting its 'Country'.

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



	#	STATE IDENTIFIER	STATE NAME	STATE CODE	COUNTRY NAME	STATUS
<input type="checkbox"/>	1	A Coruña Province	A Coruña Province	C	Spain	 
<input type="checkbox"/>	2	A'ana	A'ana	AA	Samoa	 
<input type="checkbox"/>	3	Aargau	Aargau	AG	Switzerland	 
<input type="checkbox"/>	4	Aberdeen	Aberdeen	ABE	United Kingdom	 
<input type="checkbox"/>	5	Aberdeenshire	Aberdeenshire	ABD	United Kingdom	 
<input type="checkbox"/>	6	Abia State	Abia State	AB	Nigeria	 
<input type="checkbox"/>	7	Abidjan	Abidjan	AB	Cote D'Ivoire	 
<input type="checkbox"/>	8	Abim District	Abim District	314	Uganda	 
<input type="checkbox"/>	9	Abra	Abra	ABR	Philippines	 
<input type="checkbox"/>	10	Abruzzo	Abruzzo	65	Italy	 
<input type="checkbox"/>	11	Absheron District	Absheron District	ABS	Azerbaijan	 
<input type="checkbox"/>	12	Abu Dhabi Emirate	Abu Dhabi Emirate	AZ	United Arab Emirates	 
<input type="checkbox"/>	13	Abyan Governorate	Abyan Governorate	AB	Yemen	 

The '**State Listing**' provides admin with certain functionalities:

- **Add State** : Admin must click on this icon to add a new state as option on their website. A '**State Setup**' box will appear that provides two tabs:
  - **General tab:** Please enter following details-
    - **State Identifier\*:** Enter a unique identifier for the new state.
    - **State Code\*:** Enter a unique code for the state.

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

- **Country:** Select the country in which the state is located, from the drop-down list.
- **Status:** Select the current status of this state option from the drop-down list.

Please click on the '**Save Changes**' button to proceed further.

The screenshot shows a 'State Setup' form with a 'General' tab selected. The form includes fields for State Identifier, State Code, Country (Aaland Islands), and Status (Active), with a 'SAVE CHANGES' button at the bottom.

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **State Name\*:** Enter unique state name.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

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

**State Setup**

General	Language Data
Language	English
State Name*	<input type="text"/>
<input type="checkbox"/> Update Other Languages Data	
<b>SAVE CHANGES</b>	

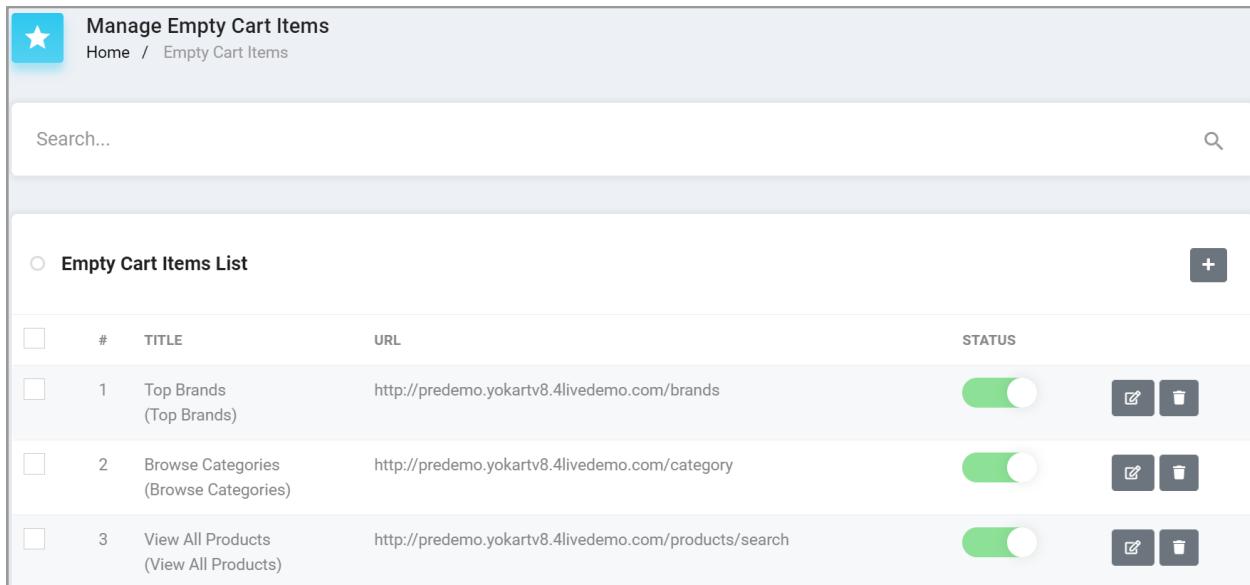
Please click on '**Save Changes**' to add the state successfully.

- **Check-box:** Clicking on the check-boxes, admin can select multiple state options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected states due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected states due to which they will be restricted from being displayed at the front-end.
- **Status:** Admin can change the status of respective state from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective state is '**Active**' and grey means that the status of state is '**In-active**'.
- **Edit** : Clicking on this icon will redirect admin to '**State Setup**' box through which admin can make changes in the respective state details. Admin must click on '**Save Changes**' to update the changes.

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

## 10.15 Empty Cart Items Management

When the shopping cart of any user is empty, certain items are displayed in that section. Admin can manage this section by adding or removing items. A search bar is provided on the top of 'Manage Empty Cart Items' page in which admin can mention the keyword of an item to search it from the list.



The screenshot shows the 'Manage Empty Cart Items' page. At the top, there is a search bar with the placeholder 'Search...'. Below the search bar, a section titled 'Empty Cart Items List' is displayed. This section includes a table with the following data:

	#	TITLE	URL	STATUS	
<input type="checkbox"/>	1	Top Brands (Top Brands)	http://predemo.yokartv8.4livedemo.com/brands	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	2	Browse Categories (Browse Categories)	http://predemo.yokartv8.4livedemo.com/category	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	3	View All Products (View All Products)	http://predemo.yokartv8.4livedemo.com/products/search	<input checked="" type="checkbox"/>	 

The 'Empty Cart Items List' provides admin with certain functionalities:

- **Add New Empty Cart Item** : Admin must click on this icon to add a new item to be displayed on the empty shopping cart page of their website. A 'Empty Cart Items Setup' box will appear that provides two tabs:
  - **General tab:** Please enter following details-
    - **Empty Cart Item Identifier\***: Enter a unique identifier for the item.
    - **Empty Cart Item URL\***: Enter the URL for the item.
    - **Open Link in New Tab**: Select 'Yes' for item to open in new tab and 'No' for item to open in same tab.
    - **Display Order\***: Define the order or position at which the item must be displayed. The order must be defined in numbers for

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

instance, if the admin enters '1' in this input box, the item will be displayed at the first position in that section of the shopping cart page.

- **Status:** Admin must define the current status of the item.

Please click on the '**Save Changes**' button to proceed further.

#### Empty Cart Items Setup

General      Language Data

Empty Cart Item Identifier\*

Empty Cart Item URL\*  
*Prefix With {siteroot}, If Needs To Generate System's URL.*

Open link in new tab

Display Order\*

Status

SAVE CHANGES

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Empty Cart Item Title\*:** Enter unique item name.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

**Empty Cart Items Setup**

General	Language Data
Language: English Empty Cart Item Title*: <input type="button" value="UPDATE"/> <input type="checkbox"/> Update Other Languages Data	

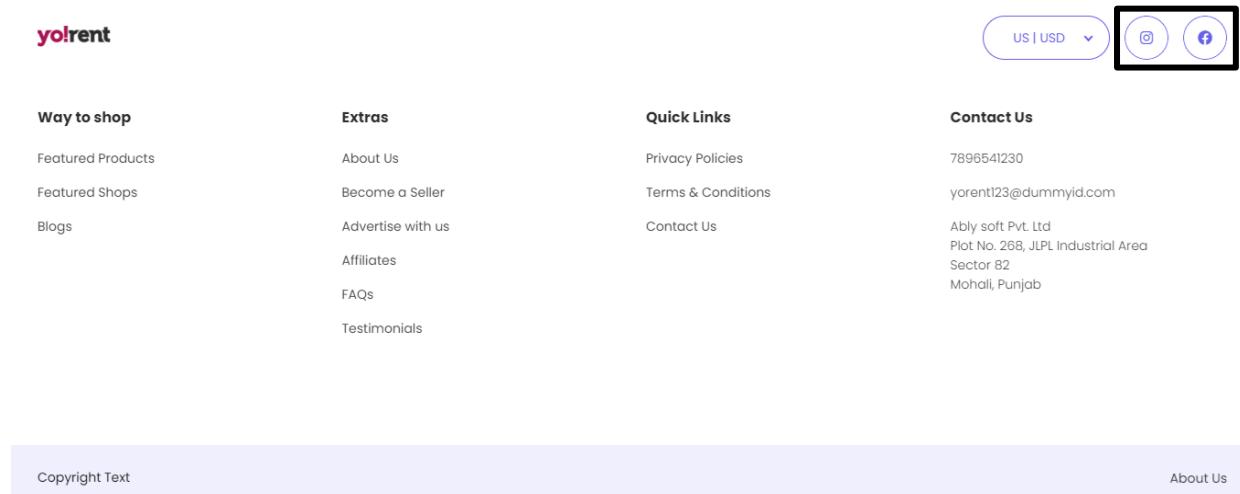
Please click on '**Update**' to add the state successfully.

- **Check-box:** Clicking on the check-boxes, admin can select multiple items from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected items due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected items due to which they will be restricted from being displayed at the front-end.
  - **Delete** : The selected items will be deleted from the list.
- **Status:** Admin can change the status of respective items from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective item is 'Active' and grey means that the status of the item is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Empty Cart Items Setup**' box through which admin can make changes in the respective items details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective item can be deleted from the list by clicking on this icon.

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

## 10.16 Social Platforms Management

Through this module, admin can add and manage the social media links displayed on the footer of website pages. The admin can add or remove the social platforms to be displayed in this section.



The screenshot shows the footer of the Yo!Rent website. At the top right are social media icons for Instagram and Facebook. Below them is a dropdown menu labeled "us | USD". The footer is divided into four sections: "Way to shop", "Extras", "Quick Links", and "Contact Us".

Way to shop	Extras	Quick Links	Contact Us
Featured Products	About Us	Privacy Policies	7896541230
Featured Shops	Become a Seller	Terms & Conditions	yorent123@dummyid.com
Blogs	Advertise with us	Contact Us	Ably soft Pvt. Ltd Plot No. 268, JLPL Industrial Area Sector 82 Mohali, Punjab
	Affiliates		
	FAQs		
	Testimonials		

Copyright Text About Us

The '**Social Platforms Listing**' displays the list of social platforms added by the admin.



The screenshot shows the 'Manage Social Platforms' listing page. It features a table with columns for Title, URL, and Status. There are two entries: Facebook (Facebook) and Instagram (Instagram Admin). Each entry has a status toggle switch (green for active, grey for inactive) and two small icons for edit and delete.

#	TITLE	URL	STATUS
2	Facebook (Facebook)	https://www.facebook.com	<input checked="" type="checkbox"/>
1	Instagram (Instagram Admin)	https://www.instagram.com/	<input checked="" type="checkbox"/>

The '**Social Platforms Listing**' provides admin with certain functionalities:

- **Add New Social Platform** : Admin must click on this icon to add a new social platform to be displayed on their website. A '**Social Platform Setup**' box will appear that provides three tabs:

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

→ **General tab:** Please enter following details-

- **Identifier\*:** Enter a unique identifier for the social platform being added.
- **URL\*:** Enter a unique URL for it.
- **Icon Type from Css:** Select the type of icon to be displayed from the drop-down list provided. The list includes options of icons of six popular social networking platforms.
- **Status:** Admin can select the current status of this social platform.

Please click on the '**Save Changes**' button to process further.

**Social Platform Setup**

General    Language Data    Media

Identifier\*    Facebook Social Platform

URL\*    <https://en-gb.facebook.com/YoKartSoftware/>

Icon Type From Css    Facebook Icon

If You Have To Add A Platform Icon Except This Select List, Upload Icon In Media Tab. Media Icon Uploaded Will Be Given Higher Priority Than Icon Selected From The List.

Status    Active

**SAVE CHANGES**

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Title\*:** Enter a unique name for the social platform being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

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

**Social Platform Setup**

General Language Data Media

Language: English

Title\*: Facebook

Update Other Languages Data

**UPDATE**

**Fig. 10.16.4: Language Data tab for Social Platform Setup**

Please click on '**Update**' to save changes.

→ **Media tab:** Admin can add an image to be displayed besides the name of the social platform. To upload the image, the admin must click on the '**Choose File**' button. Please note that if no image is uploaded, the official icon of the respective social platform will be displayed at the front-end.

**Image Setup**

General Language Data Media

Upload Choose File No file chosen

This Will Be Displayed In 30x30 On Your Store.  
Svg Images Are Not Supported In Emails.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:

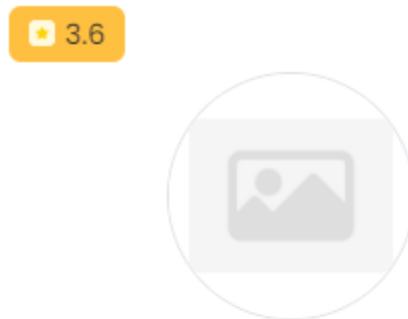
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Publish** : Activate the status of selected social platforms due to which they will be displayed on the front-end.
- **Un-publish** : Deactivate the status of selected social platforms due to which they will be restricted from being displayed at the front-end.
- **Delete** : The selected social platforms will be deleted from the list.
- **Status:** Admin can change the status of respective social platforms from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective social platform is 'Active' and grey means that the status of social platform is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Social Platform Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective social platform can be deleted from the list by clicking on this icon.

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

## 10.17 Shop Report Reasons Management

When visiting a shop, a 'Report Spam'  icon is provided below its name clicking on which any user can report the shop as spam.



### Kanwar's Shop

📍 California, United States

Shop Opened On Jul 19, 2017



#### Follow Us



The user will be redirected to 'Why Are You Reporting This Shop As Spam?' page.

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

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

## Why Are You Reporting This Shop As Spam?

Select Reason\*

Message\*

Through this module, admin can add and manage the shop report reasons that can be chosen by users when reporting a shop through shop report spam page.

Manage Reasons			
Home / Shop Report Reasons			
Reason Listing			
	#	REASON IDENTIFIER	REASON TITLE
<input type="checkbox"/>	4	Fake Seller	Fake Seller
<input type="checkbox"/>	3	Fake Products	Fake Products
<input type="checkbox"/>	2	Duplicate Products	Duplicate Products
<input type="checkbox"/>	1	Fake Shop	Fake Shop

The '**Reason Listing**' provides admin with certain functionalities:

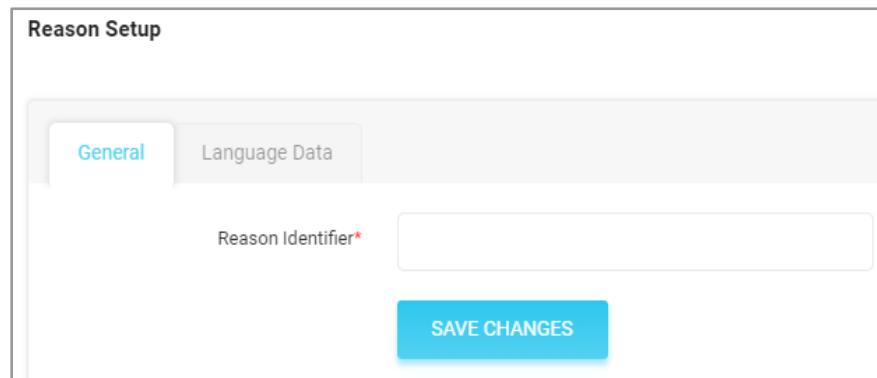
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

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

- **Add Reason** : Admin must click on this icon to add a new reason to be displayed on the report spam page. A 'Reason Setup' box will appear that provides two tabs:

→ **General tab:** Please enter following details-

- **Reason Identifier\***: Enter a unique identifier for new reason being added.



The screenshot shows a 'Reason Setup' dialog box. At the top, there are two tabs: 'General' (which is selected and highlighted in blue) and 'Language Data'. Below the tabs is a field labeled 'Reason Identifier\*' with a placeholder 'Reason Identifier\*'. At the bottom of the dialog box is a blue 'SAVE CHANGES' button.

Admin must click on the 'Save Changes' button to proceed further.

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Reason Title\***: Mention a unique title for the new reason being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

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

Shop Report Reason Setup

General Language Data

Language: English

Reason Title\*:

Update Other Languages Data

**SAVE CHANGES**

Please click on the '**Save Changes**' button to add the reason.

- **Check-box:** Admin can select multiple previously added options from the list to perform collective actions. A '**Delete**'  icon is provided on the top-right corner of the list when clicking on check-box, clicking on which admin can delete the selected options from the list.
- **Edit** : Clicking on this icon will redirect admin to '**Reason Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective reason for report spam can be deleted from the list by clicking on this icon.

## 10.18 Order Status Management

The order statuses can be added and managed by admin through this module. Few of the order statuses have already been added by the system and are linked within the 'Checkout' tab of order related settings under 'General Settings' module. So, it is recommended that any changes made in those statuses must also be made in order settings as well.

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

A search bar is provided on the top of this page through which admin can search specific order by either mentioning its keywords or selecting its type from drop-down list.

Order Status Listing			
	#	ORDER STATUS NAME	STATUS
+	1	Payment Pending	<input checked="" type="checkbox"/>
+	2	cash on delivery	<input checked="" type="checkbox"/>
+	3	Pay At Store	<input checked="" type="checkbox"/>
+	4	Payment Confirmed	<input checked="" type="checkbox"/>
+	5	In Process	<input checked="" type="checkbox"/>
+	6	Shipped	<input checked="" type="checkbox"/>
+	7	Delivered - Marked By Buyer	<input checked="" type="checkbox"/>
+	8	Delivered	<input checked="" type="checkbox"/>
+	9	Rental Extended	<input checked="" type="checkbox"/>
+	10	Ready for Rental Return - Buyer	<input checked="" type="checkbox"/>
+	11	Return Requested	<input checked="" type="checkbox"/>
+	12	Rental Returned	<input checked="" type="checkbox"/>
+	13	Completed	<input checked="" type="checkbox"/>
+	14	Cancelled	<input checked="" type="checkbox"/>
+	15	Refunded/Completed	<input checked="" type="checkbox"/>

Showing 15 Entries

Admin can perform following actions on the 'Order Status Listing' page:

- **Add Order Status** : Admin must click on this icon to add a new order status. An 'Order Status Setup' box will appear that provides two tabs:
  - **General tab:** Please enter following details-

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

- **Order Status Identifier\*:** Enter a unique identifier for new order status being added.
- **Order Status Color Code\*:** Select the color code to be used for respective order status from the drop-down list. The options provided are-
  - a. **Label-Info:** The order status name will be displayed in Blue Color.
  - b. **Label-Success:** The order status name will be displayed in Green Color.
  - c. **Label-Danger:** The order status name will be displayed in Red Color.
  - d. **Label-Warning:** The order status name will be displayed in Yellow Color.
- **Order Status Type:** Select the type of order status being created from the drop-down list.
- **Order Status is Digital:** Select 'Yes' if the order status is defined for Digital Products or 'No' otherwise.
- **Status:** Select the current status of new order status from drop-down list.

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

Orderstatus Setup

General	Language Data
Order Status Identifier*	Payment Pending
Order Status Color Code	label-info
Order Status Type	Product
Order Status Is Digital	No
Status	Active
<b>SAVE CHANGES</b>	

Please click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Order Status Name\*:** Mention a unique name for the new status being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

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

Order Status Setup

General	Language Data
Language	English
Orderstatus Name*	<input type="text"/>
<input type="checkbox"/> Update Other Languages Data	
<input type="button" value="SAVE CHANGES"/>	

Please click on the '**Save Changes**' button to add the reason.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from the list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected order-statuses due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected order-statuses due to which they will be restricted from being displayed at front-end.
- **Status:** Admin can change the status of respective order-status from the toggle switch button provided in this column. The toggle displayed green means that the status of respective order-status is '**Active**' and grey means that its status is '**In-active**'.
 
- **Edit** : Clicking on this icon will redirect admin to '**Order Status Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.

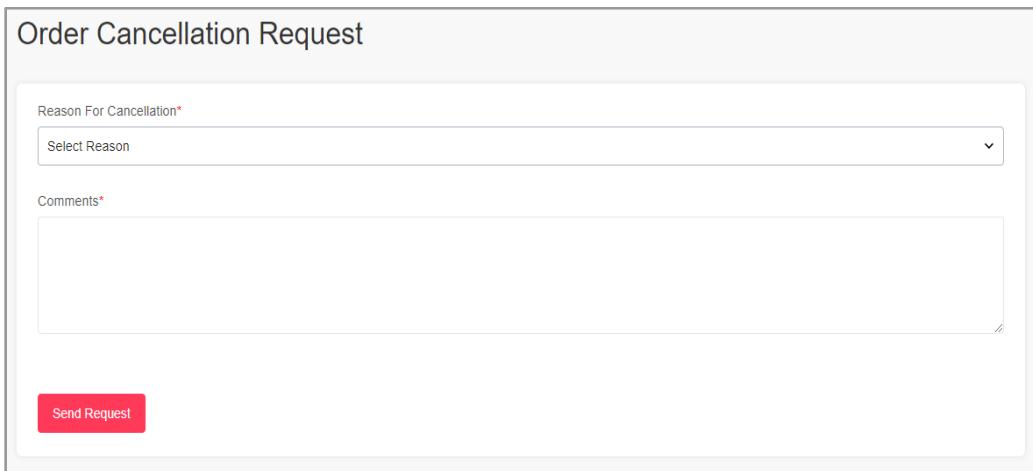
Admin can also rearrange the order in which the statuses will be displayed at the front-end.  provided to the left of each order status can be dragged and

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dropped to rearrange the list. This will however, make a huge impact when managing the orders due to which they are predefined in the system in a standard manner. The admin is recommended to make the least possible changes in them.

## 10.19 Order Cancel Reasons Management

The reasons provided as options for users on '**Order Cancellation Request**' page when they proceed for order cancellation can be added and managed by admin through this module.



Order Cancellation Request

Reason For Cancellation\*

Select Reason

Comments\*

Send Request

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

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

Manage Order Cancel Reasons		
Home / Order Cancel Reasons		
Order Cancel Reasons Listing		
#	REASON IDENTIFIER	REASON TITLE
7	Other reason(s) caused by the supplier	Other reason(s) caused by the supplier
6	I am not able to contact the supplier	I am not able to contact the supplier
5	The supplier refuses to ship the product(s)	The supplier refuses to ship the product(s)
4	The supplier said the product(s) i want is out of stock	The supplier said the product(s) i want is out of stock
3	The supplier did not ship the order on time as agreed	The supplier did not ship the order on time as agreed
2	I ordered the wrong product(s)	I ordered the wrong product(s)
1	I placed a duplicate order	I placed a duplicate order

The '**Order Cancel Reasons Listing**' page provides admin certain functionalities:

- **Add Reason** : Admin must click on this icon to add a new reason to be displayed on the order cancellation page. A '**Reason Setup**' box will appear that provides two tabs:
  - **General tab**: Please enter following details-
    - **Reason Identifier\***: Enter a unique identifier for new reason being added.

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

**Reason Setup**

<b>General</b>	Language Data
Reason Identifier*	
<b>SAVE CHANGES</b>	

Admin must click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Reason Title\*:** Mention a unique title for the new reason being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

**Order Cancel Reason Setup**

<b>General</b>	<b>Language Data</b>
Language	English
Reason Title*	
<input type="checkbox"/> Update Other Languages Data	
<b>SAVE CHANGES</b>	

Admin must click on the '**Save Changes**' button to add the reason.

- **Check-box:** Admin can select multiple previously added reasons from the list to perform collective actions. A '**Delete**'  icon is provided on the top-right

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

corner of the list when selecting check-box, clicking on which admin can delete the selected options from the list.

- **Edit** : Clicking on this icon will redirect admin to 'Reason Setup' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective reason for order cancellation can be deleted from the list by clicking on this icon.

## 10.20 Order Return Reasons Management

The reasons provided as options for users on 'Order Return Request' page when they proceed for placing a return order request, can be added and managed by admin through this module.

### Order Return/refund/replace Request

Return Qty\*

Reason For Return\*

Upload Images

No file chosen

Browse File

Only Image Extensions And Zip Is Allowed

Comments\*

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

Order Return Reasons Listing			
	#	REASON IDENTIFIER	REASON TITLE
<input type="checkbox"/>	5	Missing Product/Accessories	Missing Product/Accessories
<input type="checkbox"/>	4	Damaged	Damaged
<input type="checkbox"/>	3	Defective Product	Defective Product
<input type="checkbox"/>	2	Not happy with the product	Not happy with the product
<input type="checkbox"/>	1	Wrong Product	Wrong Product

The 'Order Return Reasons Listing' page provides admin certain functionalities:

- **Add Reason** : Admin must click on this icon to add a new reason to be displayed on the order return request page. An '**Order Return Reason Setup**' box will appear that provides two tabs:
  - **General tab**: Please enter following details-
    - **Reason Identifier\***: Enter a unique identifier for new reason being added.

**Order Return Reason Setup**

General
Language Data

Reason Identifier\*

SAVE CHANGES

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

**Fig. 10.20.3: General tab for Order Return Reason Setup**

Please click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Reason Title\*:** Mention a unique title for the new reason being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

The screenshot shows a dialog box titled 'Order Return Reason Setup'. At the top, there are two tabs: 'General' (disabled) and 'Language Data' (selected, highlighted in blue). Below the tabs, there are three input fields: 'Language' (set to 'English'), 'Reason Title\*' (an empty input field), and a checkbox labeled 'Update Other Languages Data' (which is checked). At the bottom right of the dialog is a large blue button labeled 'SAVE CHANGES'.

**Fig. 10.20.4: Language Data tab for Order Return Reason Setup**

Please click on the '**Save Changes**' button to add the reason.

- **Check-box:** Admin can select multiple previously added reasons from the list to perform collective actions. A '**Delete**'  icon is provided on the top-right corner of the list when selecting check-box, clicking on which admin can delete the selected reasons from the list.

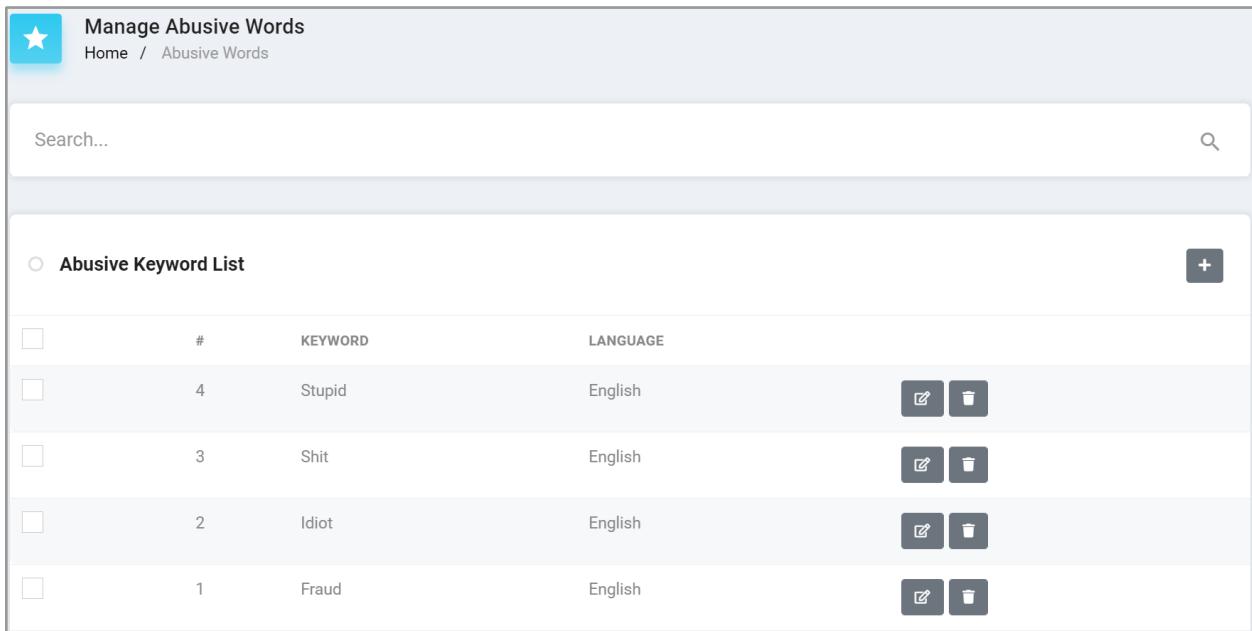
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

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

- **Edit**  : Clicking on this icon will redirect admin to 'Order return Reason Setup' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete**  : The respective reason for order return request can be deleted from the list by clicking on this icon.

## 10.21 Abusive Keyword

Admin can add and manage a list of abusive words from this module. System will restrict the users from using the words mentioned in this list in any blog comments. However, if such words are used by users in 'Order Reviews', the system will post them and then send an email notification to the admin for the same. A search bar is provided on the top of this page using which admin can search any particular word by either mentioning its keywords or selecting the language type.



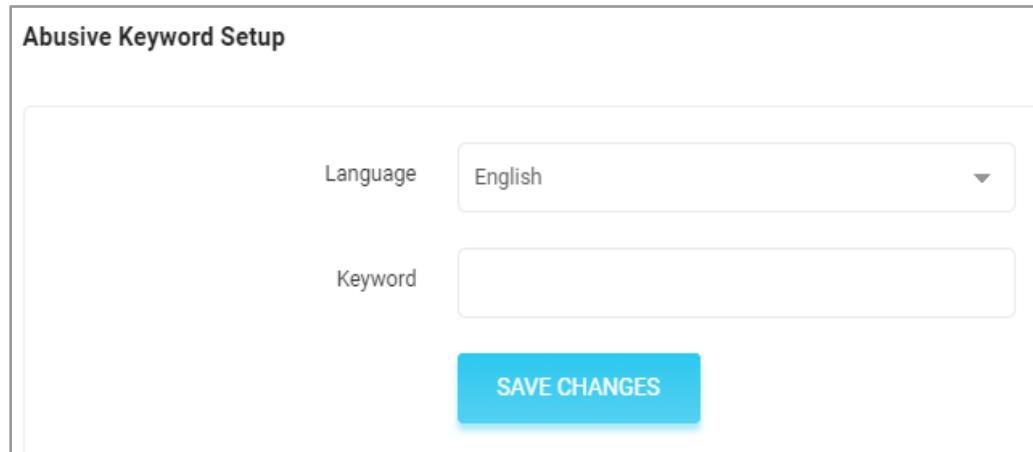
The screenshot shows a web interface for managing abusive words. At the top, there's a navigation bar with a star icon, the text 'Manage Abusive Words', and a 'Home / Abusive Words' breadcrumb. Below this is a search bar with a placeholder 'Search...' and a magnifying glass icon. The main content area is titled 'Abusive Keyword List' and contains a table with the following data:

	#	KEYWORD	LANGUAGE	
<input type="checkbox"/>	4	Stupid	English	 
<input type="checkbox"/>	3	Shit	English	 
<input type="checkbox"/>	2	Idiot	English	 
<input type="checkbox"/>	1	Fraud	English	 

The 'Abusive Keyword List' provides admin certain functionalities:

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

- **Add Keyword** : Admin must click on this icon to add a new keyword to the list. An '**Abusive Keyword Setup**' box will appear. Please enter following details-
  - **Language:** Select the preferred language from the drop-down list.
  - **Keyword:** Enter the keyword in the input box.



The form is titled 'Abusive Keyword Setup'. It contains two input fields: 'Language' (dropdown menu showing 'English') and 'Keyword' (input field). At the bottom is a blue button labeled 'SAVE CHANGES'.

**Fig. 10.21.2: Abusive Keyword Setup Box**

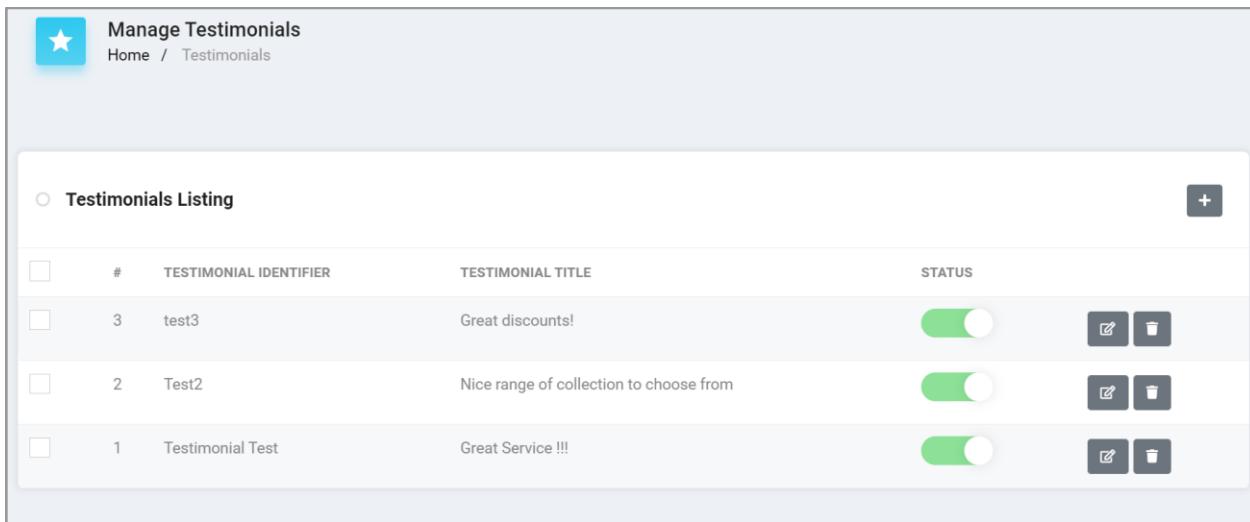
Please click on the '**Save Changes**' button after entering necessary input fields. The keyword will be added in the '**Abusive Keyword List**'.

- **Check-box:** Admin can select multiple previously added keywords from the list to perform collective actions. A '**Delete**'  icon is provided on the top-right corner of the list, clicking on which admin can delete the selected keywords from the list.
- **Edit** : Clicking on this icon will redirect admin to '**Abusive Keyword Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective keyword can be deleted from the list by clicking on this icon.

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

## 10.22 Testimonials Management

Admin can add and manage the testimonials from this page and then link them in the '[Navigation Management](#)' module.



The screenshot shows a 'Manage Testimonials' page with a header 'Manage Testimonials' and a breadcrumb 'Home / Testimonials'. Below this is a table titled 'Testimonials Listing' with the following data:

	#	TESTIMONIAL IDENTIFIER	TESTIMONIAL TITLE	STATUS	
<input type="checkbox"/>	3	test3	Great discounts!	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	2	Test2	Nice range of collection to choose from	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	1	Testimonial Test	Great Service !!!	<input checked="" type="checkbox"/>	 

The '**Testimonials Listing**' provides admin certain functionalities:

- **Add Testimonial** : Admin must click on this icon to add a new testimonial to be displayed on their website. A '**Testimonial Setup**' box will appear that provides three tabs:
  - **General tab**: Please enter following details-
    - **Testimonial Identifier\***: Enter a unique identifier for the testimonial.
    - **Testimonial User Name\***: Enter the username whose testimonial is to be posted.
    - **Status**: Admin can select the current status of this testimonial from the drop-down list.

Please click on the '**Save Changes**' button to process further.

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

**Testimonial Setup**

General	Language Data	Media
Testimonial Identifier*		
Testimonial User Name*		
Status	Active	
<b>SAVE CHANGES</b>		

→ **Language Data tab:** Please enter following details-

- **Language:** Select the preferred language from the drop-down list.
- **Testimonial Title\*:** Enter the title for the testimonial being added.
- **Testimonial Text\*:** Enter the text to be displayed for that testimonial.
- **‘Update Other Languages Data’ Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

Please click on ‘**Save Changes**’ to proceed further.

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

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

Testimonial Setup

General	Language Data	Media
Language	English	
Testimonial Title*		
Testimonial Text*		
<input type="checkbox"/> Update Other Languages Data		
<input type="button" value="SAVE CHANGES"/>		

→ **Media tab:** Admin can add an image to be displayed besides the username of respective testimonial. To upload the image, the admin must click on the '**Choose File**' button.

Testimonial Media Setup

General	Language Data	Media
Upload	<input type="button" value="Choose File"/> No file chosen	
<i>Preferred Dimensions are 80*80</i>		

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

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

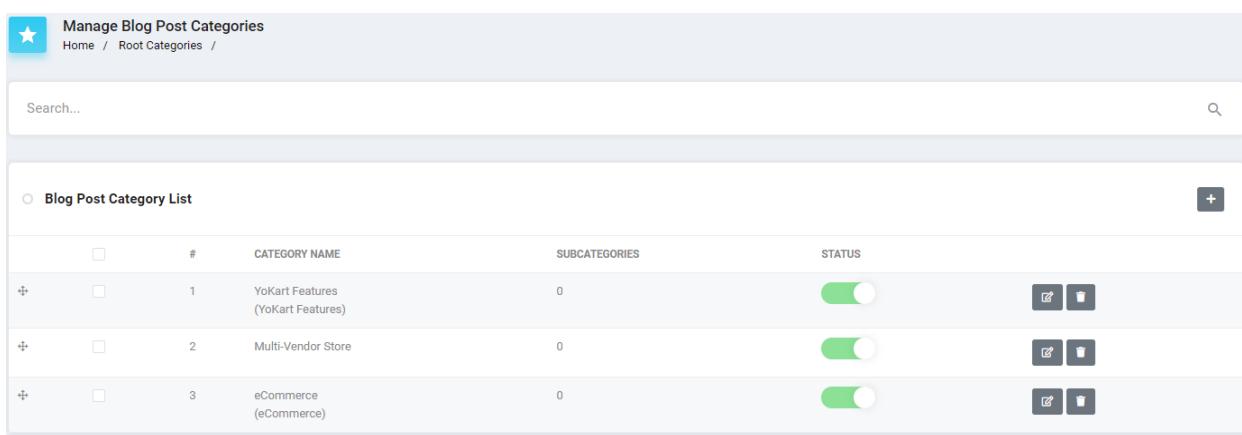
- **Delete** : The selected testimonials will be deleted from the list.
- **Status:** Admin can change the status of respective testimonials from the toggle switch button provided in this column. The toggle displayed green means that the status of respective testimonials is '**Active**' and grey means that the status of testimonials is '**In-active**'.
- **Edit** : Clicking on this icon will redirect admin to '**Testimonial Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective testimonial can be deleted from the list by clicking on this icon.

## 11. Blog

Admin can manage the blog post related pages from this section.

### 11.1 Blog Post Categories

Through this module, admin can manage the blog post categories that are displayed on the 'Blog' page of the website. Admin can search for a particular blog in the search bar provided on the top of this page.



The screenshot shows a list of blog post categories. The columns are: ID, CATEGORY NAME, SUBCATEGORIES, and STATUS. The STATUS column contains green toggle switches for 'Active' and grey toggle switches for 'In-active'. Each row also has a checkbox and a delete icon.

ID	CATEGORY NAME	SUBCATEGORIES	STATUS
1	YoKart Features (YoKart Features)	0	<input checked="" type="checkbox"/>  
2	Multi-Vendor Store	0	<input checked="" type="checkbox"/>  
3	eCommerce (eCommerce)	0	<input checked="" type="checkbox"/>  

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

The admin can change the display order of payment gateways at the front-end by using the 'Drag and Drop'  feature.

The 'Blog Post Category List' provides admin certain functionalities:

- **Add Blog Post Category** : Admin must click on this icon to add a new category to be displayed under the blog section on their website. A 'Blog Post Category Setup' box will appear that provides two tabs:
  - **General tab:** Please enter the following details -
    - **Category Identifier\***: Enter a unique identifier for the category.
    - **SEO Friendly URL\***: Enter the unique URL for the blog post category.
    - **Category Parent:** Select option '**Root Category**' from the list if it's a new blog category. The drop-down list also displays previously added categories under which this new category can be added as a sub-category.
    - **Category Status:** Admin can select the current status of this category from the drop-down list.

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

## Blog Post Category Setup

General Language Data

Category Identifier\* YoKart Features

Seo Friendly Url\* yokart-features-2  
<https://dev2.yorent-v2.4livedemo.com/yokart-features-2>

Category Parent Root Category

Category Status Active

Featured

**SAVE CHANGES**

Please click on the 'Save Changes' button to process further.

→ **Language Data tab:** Please enter the following details -

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Category Name\*:** Enter the unique name of the category.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

## Blog Post Category Setup

The screenshot shows a user interface for managing blog post categories. At the top, there are two tabs: 'General' and 'Language Data', with 'Language Data' being the active tab. Below the tabs, there are two input fields: 'Language' (set to 'English') and 'Category Name' (set to 'YoKart Features'). There is also a checkbox labeled 'Update Other Languages Data'. At the bottom of the form is a large, prominent blue button labeled 'UPDATE'.

Please click on 'Save Changes' to proceed further.

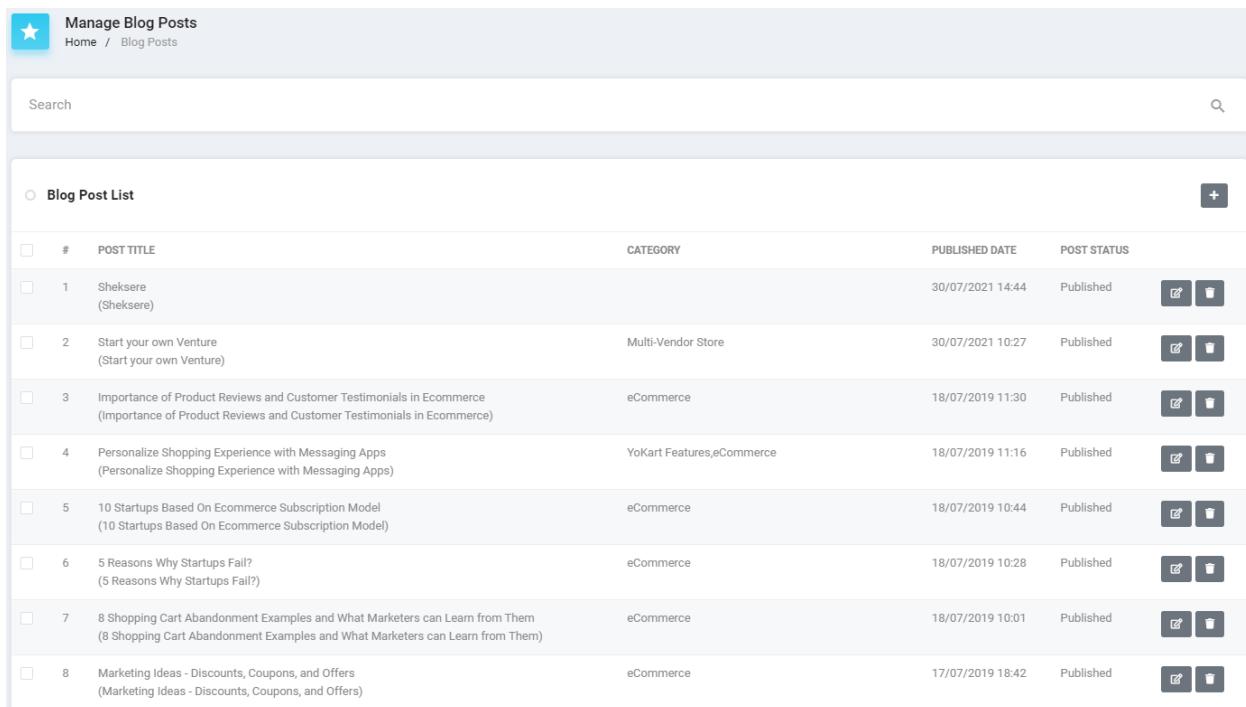
- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected blog post categories due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected blog post categories due to which they will be restricted from being displayed at front-end.
  - **Delete** : The selected blog post categories will be deleted from the list.
- **Status:** Admin can change the status of respective blog post categories from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective blog post category is 'Active' and grey means that the status of blog post category is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Blog Post Category Setup**' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.

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

- **Delete** : The respective blog post category can be deleted from the list by clicking on this icon.

## 11.2 Blog Posts

Through this module, admin can add, view, edit and manage all the blog posts on the website. A search bar is provided on the top of 'Manage Blog Posts' page through which admin can search a particular blog by either mentioning its keywords or selecting the status from drop-down list.



The screenshot shows a 'Manage Blog Posts' interface. At the top, there is a navigation bar with a star icon, the text 'Manage Blog Posts', 'Home / Blog Posts', and a search bar with a magnifying glass icon. Below the navigation is a table titled 'Blog Post List'. The table has columns: 'POST TITLE', 'CATEGORY', 'PUBLISHED DATE', and 'POST STATUS'. Each row contains a checkbox, a post number, the title, the category, the publish date, and a status button. The table lists 8 blog posts, each with a unique title, category (eCommerce, Multi-Vendor Store, etc.), publish date, and status (Published).

	POST TITLE	CATEGORY	PUBLISHED DATE	POST STATUS
<input type="checkbox"/>	1 Sheksere (Sheksere)		30/07/2021 14:44	Published  
<input type="checkbox"/>	2 Start your own Venture (Start your own Venture)	Multi-Vendor Store	30/07/2021 10:27	Published  
<input type="checkbox"/>	3 Importance of Product Reviews and Customer Testimonials in Ecommerce (Importance of Product Reviews and Customer Testimonials in Ecommerce)	eCommerce	18/07/2019 11:30	Published  
<input type="checkbox"/>	4 Personalize Shopping Experience with Messaging Apps (Personalize Shopping Experience with Messaging Apps)	YoKart Features,eCommerce	18/07/2019 11:16	Published  
<input type="checkbox"/>	5 10 Startups Based On Ecommerce Subscription Model (10 Startups Based On Ecommerce Subscription Model)	eCommerce	18/07/2019 10:44	Published  
<input type="checkbox"/>	6 5 Reasons Why Startups Fail? (5 Reasons Why Startups Fail?)	eCommerce	18/07/2019 10:28	Published  
<input type="checkbox"/>	7 8 Shopping Cart Abandonment Examples and What Marketers can Learn from Them (8 Shopping Cart Abandonment Examples and What Marketers can Learn from Them)	eCommerce	18/07/2019 10:01	Published  
<input type="checkbox"/>	8 Marketing Ideas - Discounts, Coupons, and Offers (Marketing Ideas - Discounts, Coupons, and Offers)	eCommerce	17/07/2019 18:42	Published  

The 'Blog Post List' provides admin certain functionalities:

- **Add Blog Post** : Admin must click on this icon to add a new blog post to be displayed on their website. A 'Blog Post Setup' box will appear that provides four tabs:
  - **General tab:** Please enter the following details -
  - **Post Identifier\***: Enter a unique identifier for the blog post.

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

- **SEO Friendly URL\*:** Enter the unique URL for the blog post category.
- **Post Status:** Select the current status of this blog post from the drop-down list.
- **'Comment Open' Check-box:** Select this check-box if they want to allow users to comment on this blog.
- **'Featured' Check-box:** Select the check-box if they want to mark this blog post as featured. These blog posts will be displayed in the front-end under the **'Featured'** section on the 'Blogs' page.

#### Blog Post Setup

The screenshot shows the 'Blog Post Setup' interface. The 'General' tab is active. The 'Post Identifier\*' field contains 'All about dressing'. The 'Seo Friendly Url\*' field contains 'all-about-dressing-19', with the full URL 'https://dev2.yorent-v2.4livedemo.com/all-about-dressing-19' displayed below it. The 'Post Status' dropdown is set to 'Published'. There are two checkboxes: 'Comment Open' (unchecked) and 'Featured' (unchecked). A blue 'SAVE CHANGES' button is at the bottom.

Please click on the '**Save Changes**' button to process further.

→ **Link Category:** Please select the product category to which they wish to link this blog post.

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

## Link Blog Post To Categories

The screenshot shows a software interface for managing blog posts. At the top, there are four tabs: 'General', 'Link Category' (which is highlighted in blue), 'Language Data', and 'Post Images'. Below the tabs, there is a section titled 'Category' with three checkboxes: 'YoKart Features', 'Multi-Vendor Store', and 'eCommerce'. At the bottom of the interface is a large blue button labeled 'SAVE CHANGES'.

**NB:** The product categories are displayed as an example.

Please click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** Please enter the following details -

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Title\*:** Enter the unique title for the current blog post.
- **Post Author Name\*:** Enter the name of the author to be displayed on the blog.
- **Short Description\*:** Enter brief introductory text regarding what is to be displayed in the blog.
- **Description\*:** Enter the description to be displayed within the blog in the text editor provided in this section.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

## Blog Post Setup

General	Link Category	Language Data	Post Images
<p>Language</p> <p>English</p>			
<p>Title*</p> <p>Sheksere</p>			
<p>Post Author Name*</p> <p>Sheksere</p>			
<p>Description*</p> <p>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, <i>consectetuer</i>, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.</p> <p>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, <i>consectetuer</i>, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.</p>			
<p><input type="checkbox"/> Update Other Languages Data</p>			
<p><b>UPDATE</b></p>			

Please click on '**Save Changes**' to proceed further. Please click on the '**Update**' button to proceed further.

- **Post Images:** For each blog post, a **feature image** and multiple **post images** can be added. Please select appropriate **language types** and then **upload** images.

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

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

## Blog Post Setup

General
Link Category
Language Data
Post Images

Post Featured Image

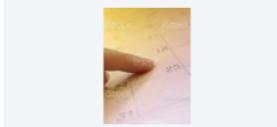
Language

All Languages

Upload

Choose File

No file chosen



Language: All

Post Images

Language

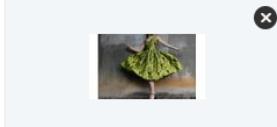
All Languages

Upload

Choose File

No file chosen

Preferred Dimensions


X

Language: All

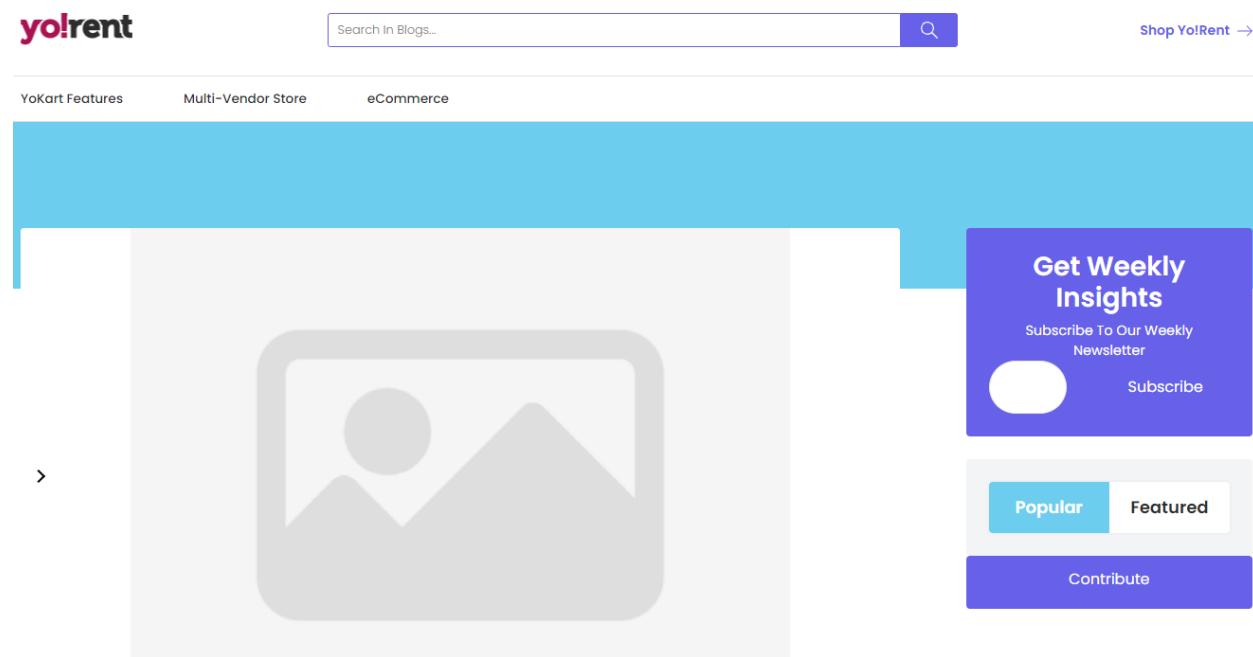
- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The '**Delete**'  short-cut icon is provided on the top-right corner through which the admin can delete the selected blog post from the list.
- **Edit** : Clicking on this icon will redirect admin to '**Blog Post Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.

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

- **Delete** : The respective blog post can be deleted from the list by clicking on this icon.

## 11.3 Blog Contributors

Users can submit their blog contributions by clicking on the '**Contribute**' button provided on the blog post pages.



Clicking on this button will redirect the user to the 'Blog Contributions' form.

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

## Blog Contribution

[Back To Home](#)

First Name\*

Last Name\*

Email Address\*

Phone\*

Upload File\*

No file chosen

Allowed Extensions

The contribution requests received from users need to be approved by the admin before they are displayed at the front-end.

Admin can view and manage these requests from the '**Manage Blog Contributions**' page. A search bar is provided on the top of this page using which admin can search user contributions by entering their keywords or selecting the contribution status from drop-down list.

Manage Blog Contributions						
<a href="#">Home</a> / <a href="#">Blog Contributions</a>						
<div style="display: flex; justify-content: space-between;"> <span>Search</span> <span style="font-size: 1.5em;">🔍</span> </div>						
<span style="font-size: 1.2em;">○</span> <b>Blog Contribution List</b>						
<input type="checkbox"/>	<input type="checkbox"/>	AUTHOR NAME	AUTHOR EMAIL	AUTHOR PHONE	STATUS	POSTED ON
No Records Found						

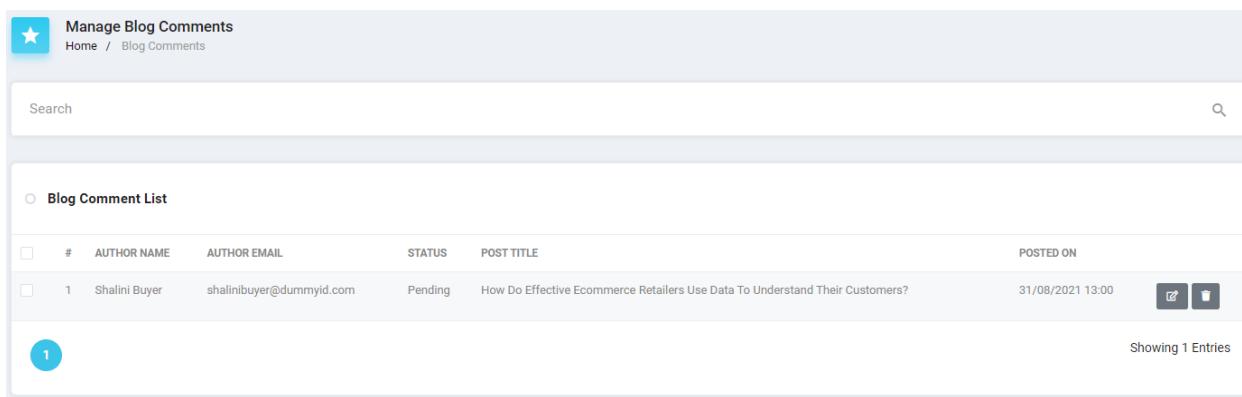
The '**Blog Contribution List**' provides admin certain functionalities:

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

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The ‘**Delete**’  short-cut icon is provided on the top-right corner through which the admin can delete the selected user contributions from the list.
- **Edit** : Clicking on this icon will redirect admin to the ‘**Contribution Detail**’ box through which admin can change the status of this particular contribution by selecting the appropriate status from the ‘**Contribution Status**’ drop-down list provided under ‘**Update Status**’ section. The list includes four status options which are **Pending, Approve, Posted and Rejected**. Admin must click on ‘**Save Changes**’ to update the changes.
- **Delete** : The respective user contribution can be deleted from the list by clicking on this icon.

## 11.4 Blog Comments

Through this module, the admin can view and manage the comments posted by users on the blog posts. Admin can search comments through the search bar provided on the top of this page by either entering their keywords or selecting their status from ‘Comment Status’ drop-down list.



	#	AUTHOR NAME	AUTHOR EMAIL	STATUS	POST TITLE	POSTED ON
<input type="checkbox"/>	1	Shalini Buyer	shalinibuyer@dummyid.com	Pending	How Do Effective Ecommerce Retailers Use Data To Understand Their Customers?	31/08/2021 13:00

The ‘**Blog Comment List**’ provides admin certain functionalities:

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

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The 'Delete'  short-cut icon is provided on the top-right corner through which the admin can delete the selected blog comments from the list.
- **Edit**  : Clicking on this icon will redirect admin to the '**Comment Details**' box through which admin can change the status of this particular comment by selecting the appropriate status from 'Comment Status' drop-down list provided under '**Update Status**' section. The list includes four status options which are Pending and Approved. Admin must click on 'Save Changes' to update the changes.
- **Delete**  : The respective comment can be deleted from the list by clicking on this icon.

## 12. SEO

Certain measures are taken to make an e-commerce website and its products visible in Search Engine Results Pages (SERPs) and this is generally called SEO (Search Engine Optimization). The admin can set the language specific SEO details such as Meta title, Meta keyword, Meta description and other Meta tags for the product.

### 12.1 Meta Tags Management

The metadata that describes the information available on a product page to the search engines is known as Meta-tag. It is important to add a meta-title and meta-description that will be visible on the SERPs. The rankings of products can be improved through these meta-tags.

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

The admin can view and manage all meta-tags to any of their pages on the website along with all users, products and blogs, through this '**Meta-Tags Management**' module.

The vertical section of the page displays different tabs and each tab includes a separate collection which are -

- **Default:** The admin can add meta-tags for the website' in this tab.

The admin can enter following details -

- **Language:** Select language type from the drop-down list.
- **Meta Title:** Enter the meta title.
- **Meta Keywords:** Enter the meta keywords.
- **Meta Description:** Enter the meta description.
- **Other Meta Tags:** Enter other meta tags relevant to the meta title.
- **Update Other Languages Data:** Select the checkbox to update data in other languages.

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

Click on '**Save Changes**' to finish adding the meta tags.

- **All Products:** Through this tab, the admin can add meta-tags for the page displaying all products at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **Product Detail:** Through this tab, the admin can add meta-tags for each product (at inventory level). Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **All Shops:** Through this tab, the admin can add meta-tags for the page displaying all shops at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **Shop Detail:** Through this tab, the admin can add meta-tags for each shop detail page at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **CMS Page:** Through this tab, the admin can add meta-tags for the CMS pages created in the **Content Pages** module. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **All Brands:** Through this tab, the admin can add meta-tags for the page displaying all brands at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **Brand Detail:** Through this tab, the admin can add meta-tags for each brand page at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **Category Detail:** Through this tab, the admin can add meta-tags for each product category page displayed at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **Blog Page:** Through this tab, the admin can add meta-tags for the blogs page displayed at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.

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

- **Blog Category:** Through this tab, the admin can add meta-tags for the blog categories that are added through the **Blog Post Categories** module. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **Blog Post:** Through this tab, the admin can add meta-tags for individual blog posts displayed at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form.
- **Advanced Setting:** Through this tab, the admin can add meta-tags for any external page created by the admin on their website. The admin can enter following details in the General tab -
  - **Controller:** Select language type from the drop-down list.
  - **Action Buttons:** Enter the meta title.
  - **Record ID:** Enter the meta keywords.
  - **Sub-record ID:** Enter the meta description.

#### Meta Tag Setup

The screenshot shows the 'Meta Tag Setup' form with the 'General' tab selected. The form has four input fields:

- Controller\***: Placeholder: Ex: If Url Is <http://domain-name.com/shops/report-spam/1/10> Then Controller Will Be shops
- Action\***: Placeholder: Ex: If Url Is <http://domain-name.com/shops/report-spam/1/10> Then Action Will Be reportSpam
- Record Id**: Placeholder: Ex: If Url Is <http://domain-name.com/shops/report-spam/1/10> Then Record Id Will Be 1
- Sub Record Id**: Placeholder: Ex: If Url Is <http://domain-name.com/shops/report-spam/1/10> Then Sub Record Id Will Be 10

At the bottom is a blue 'SAVE CHANGES' button.

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

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

For more information, please contact the **Project Manager** assigned to you by team **Fatbit**. Click on '**Save Changes**' which will redirect the admin to **Language Data** tab. Please enter following details in this tab -

- **Language:** Select language type from the drop-down list.
- **Meta Title:** Enter the meta title.
- **Meta Keywords:** Enter the meta keywords.
- **Meta Description:** Enter the meta description.
- **Other Meta Tags:** Enter other meta tags relevant to the meta title.
- **Update Other Languages Data:** Select the checkbox to update data in other languages.

The screenshot shows a form interface with the 'Language Data' tab selected. The form fields are as follows:

- Language:** A dropdown menu set to 'English'.
- Meta Title\***: An input field.
- Meta Keywords**: A large text area.
- Meta Description**: A large text area.
- Other Meta Tags**: A large text area.

Below the text areas, there is a note: *For Example: <meta name="copyright" content="text">*. A checkbox labeled 'Update Other Languages Data' is present. At the bottom is a blue 'SAVE CHANGES' button.

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

## 12.2 URL Rewriting

Through this module, admin can add, view and manage the URLs of all the users, blogs and products available on the website. A search bar is provided on the top through which admin can search particular URLs by entering their keywords.

Manage Url Rewriting			
Home / Url Rewriting			
<input type="text" value="Search..."/> <span style="float: right;">🔍</span>			
Url List			
<input type="checkbox"/> # ORIGINAL CUSTOM			
<input type="checkbox"/> 1585	brands/view/299	maybelline	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1584	brands/view/300	vision	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1583	brands/view/301	aaa	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1582	brands/view/285	zara1	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1581	products/sellers/426	test-new-product-with-options-sellers-1	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1580	reviews/product/426	test-new-product-with-options-reviews-1	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1579	products/view/426	test-new-product-with-options-1	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1578	shops/collection/1/0	aaa-kanwar	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1577	category/view/213	phone-test-213	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1576	products/sellers/425	test-new-product-with-options-sellers	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1575	reviews/product/425	test-new-product-with-options-reviews	<span style="float: right;">📝</span> <span style="float: right;">trash</span>
<input type="checkbox"/> 1574	products/view/425	test-new-product-with-options	<span style="float: right;">📝</span> <span style="float: right;">trash</span>

The '**URL List**' provides admin certain functionalities:

- **Add New**  : Admin must click on this icon to add a new URL. A '**URL Rewrite Setup**' box will appear in which admin must enter:
  - **Original URL\***: The URL provided by default by the system.
  - **Custom URL\***: The URL to be provided instead.

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

### Url Rewrite Setup

Original Url\*

brands/view/299

Custom Url\*

maybelline

Example: Custom Url Example

SAVE CHANGES

Admin must click on '**Save Changes**' after entering details. The added URL will be displayed in the '**URL List**'.

Please note that the admin can add custom URLs in different languages if the '**Enable Language Code To SiteUrls & Language Specific Url Rewriting**' setting is enabled from the **System Settings > General Settings > SEO** tab.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The 'Delete'  short-cut icon is provided on the top-right corner through which the admin can delete the selected URLs from the list.
- **Edit** : Clicking on this icon will redirect admin to '**URL Rewrite Setup**' box through which admin can change the URL. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective URL can be deleted from the list by clicking on this icon.

### 12.3 Image Attributes

Including 'Alt Text' along with the image title also contributes to improving image SEO. Through this module, the admin can manage the 'Alt' and 'Title' tags of images.

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

#	NAME	
1	Seller Product	
2	Admin Product 1	
3	iPhone 12 Mini	
4	New product 10	
5	ILLI LONDON Women's TOP	
6	New Product 11	
7	new product 6	
8	ADIDAS INCURZA 3.0 CRICKET BAT 2021	
9	new product 5	
10	leather wallet	
11	New product 3	

A search tab is provided on the '**Manage Image Attributes**' page. The admin can search a particular item by selecting its type from the '**Select Type**' drop down list or by mentioning its name in the '**Keyword**' input field. For example, if the admin wants to search a particular product to update its tags, they must select '**Products**' from the '**Select Type**' drop-down list.

Below the search bar, this page is divided into two columns. The left column displays the list of '**Records**' and the right column provides an edit section. An '**Edit**' icon is provided besides each item mentioned in the list. To make changes, the admin must click on this icon which will open an edit form on the right column. Please refer to the example below.

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

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

Records	
#	NAME
1	Samsung Galaxy M01 Core
2	After the Fall (How Humpty Dumpty Got Back Up Again)
3	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)
4	Inis the Energy of the Sea Cologne Spray, 3.3 Fluid Ounce
5	Doice & Gabbana Dolce & Gabbana D&g
6	Beats by Dr. Dre - Beats Solo <sup>3</sup> Wireless Headphones - Gold
7	Women Fit and Flare Pink Dress
8	Men Solid Straight Kurta (White)
9	Boots For Women
10	Printed Men Round or Crew Blue T-Shirt

Language: All Languages

**SAVE** **DISCARD**

	Image Title	Image Alt

As shown in the above example, all the images added for a particular item will be displayed in this edit form. The admin can select '**Language Type**' from the drop-down provided at the top of this form. Additionally, the '**Image Title**' and '**Image Alt**' can be added manually for each of the images uploaded for this product. Please click on the '**Save**' button to update the changes.

## 13. Shipping/Pickup

The shipping companies and profiles can be managed by the admin from this section.

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

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

## 13.1 Shipping Company Users

Through this module, admin can add shipping company users. Any company user added by admin will be displayed in the 'Assign To Shipping Company User' section provided in 'View Details' of 'Seller Orders'.

Manage Shipping Company Users					
Home / Shipping Company Users					
Shipping Company Users List					
#	USERNAME	NAME	STATUS		
2	Wason	S Wason			
1	Fedex	Fedex			

Showing 2 Entries

The 'Shipping Company Users List' provides admin with certain functionalities:

- **Add New** : Admin can add a new shipping company user by clicking on this icon. A 'Shipping Company User' setup will appear in which admin must:
  - **Username\***: Enter unique username for new shipping company user.
  - **Full Name\***: Enter full name of the user.
  - **Date of Birth**: Enter date of birth of the user.
  - **Phone**: Enter phone number of the user.
  - **Email\***: Enter email address of the user.
  - **Country\***: Select the country of user from drop-down list.
  - **State\***: Select state of user from drop-down list.
  - **City**: Enter the city of the user.
  - **Tracking Site URL**: The tracking URL of the respective shipping company.

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

## Shipping Company User

Username*	Wason
Customer Name*	S Wason
Date Of Birth	2021-07-01
Phone	98747646448
Email*	svassan@dummyid.com
Country*	India
State*	Punjab
City	Mohali
Tracking Site Url	
<b>SAVE CHANGES</b>	

Please click on the 'Save Changes' button to complete the process.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

→ **Publish**  : Activate the status of selected shipping company user.

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

- **Un-publish** : Deactivate the status of selected shipping company user.
- **Edit** : Clicking on this icon will redirect admin to '**Shipping Company User**' setup box through which admin can change the details. Admin must click on 'Save Changes' to update the changes.
- **Assigned Orders** : All the orders assigned to a particular shipping company user are displayed in this section. Admin can search orders using following filters:
  - **Keywords:** Entering certain keywords of the orders.
  - **Buyer:** Entering the name of buyer.
  - **Status:** Selecting status of orders.
  - **Seller/Shop:** Entering the shop or seller's name.
  - **Date From:** Selecting the date to display orders placed after the mentioned date.
  - **Date To:** Selecting the date to display orders placed before the mentioned date.

**NB:** The 'Date To' and 'Date From' filters can be used collectively to define a time period.

  - **Order From [Default Currency]:** Mention the price to display orders placed above the mentioned amount.
  - **Order To [Default Currency]:** Mention the price to display orders placed before the mentioned amount.

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

The list displays details of orders which include invoice number, seller details, customer details, date of order, amount and current status of order. Admin can:

→ [View Order Details](#)

→ [Cancel Order](#)

- **Transactions** : Admin can save all the transactions made with the shipping company user in this '**User Transactions**' setup box. '**Transaction**' tab displays the previously added transactions.

## User Transactions

'**Add New**' tab helps admin add a new transaction. Admin must:

- **Type\***: Select type of transaction from drop-down list.
- **Amount\***: Enter amount of transaction made.
- **Description\***: Enter description in the text-box provided.

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

## Add User Transactions

The screenshot shows a user interface for adding a new transaction. At the top, there are two buttons: 'Transactions' (disabled) and 'Add New' (highlighted in blue). Below these are three input fields: 'Type\*' with a dropdown menu set to 'Select', 'Amount\*' with an empty text input field, and 'Description\*' with an empty text area. At the bottom of the form is a blue 'SAVE CHANGES' button.

**NB:** The added Shipping Company Users cannot be removed from the system. However, the admin can make changes in the details of previously existing shipping company users. Also, the '**Username**' assigned to a shipping company user at the beginning cannot be changed later.

## 13.2 Shipping Profile

In Yo!Rent, shipping can be defined at two levels:

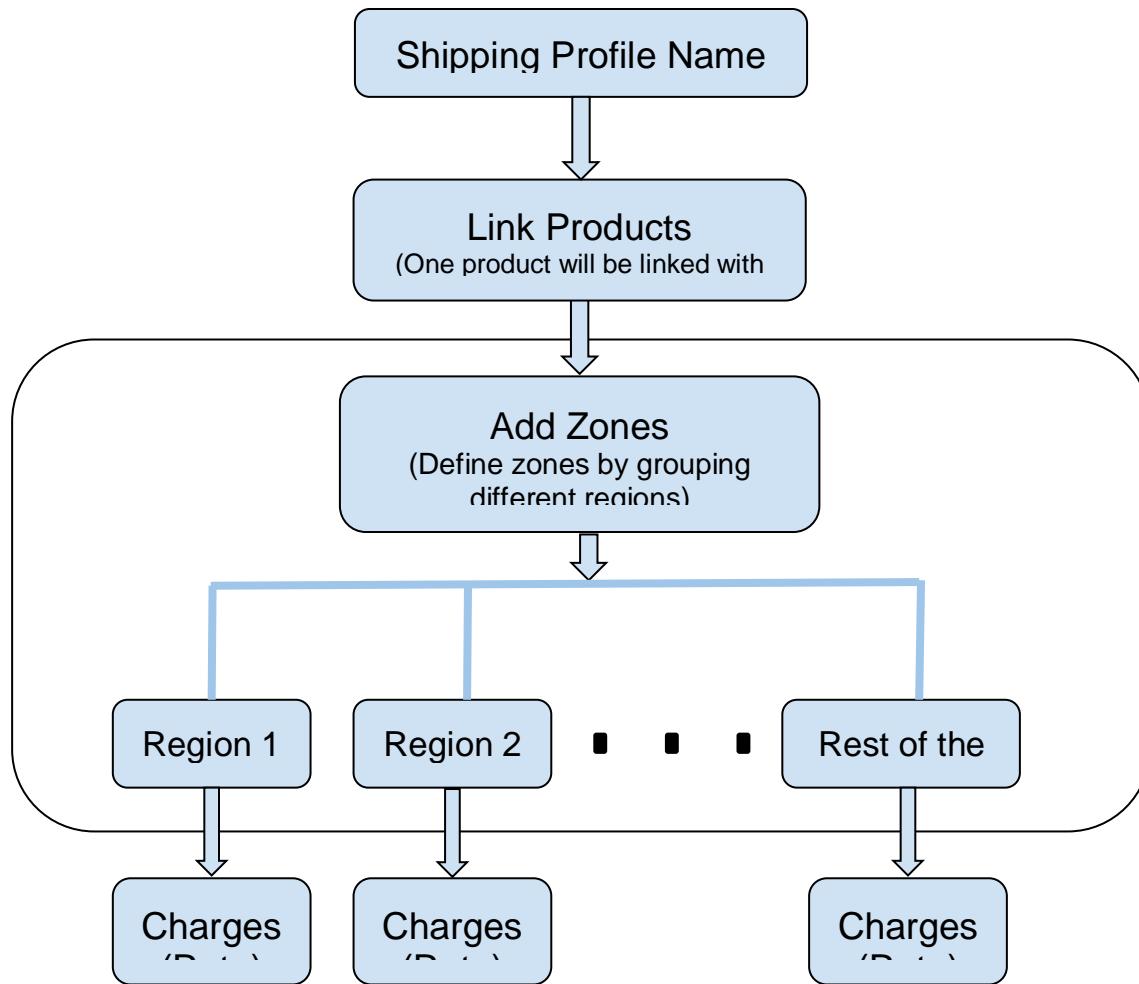
- a. **Order Level Shipping(Default Profile):** All the products created in the system are linked by default with order level shipping (Default Profile). When a customer places an order which includes products linked with this profile, the system will apply **one shipping rate** for **the complete set of products**. (Default profile cannot be deleted or created).
- b. **Item Level Shipping(Custom Profiles):** Admin can create multiple shipping profiles and link products to them. When a customer places an order that includes products linked with this profile, the shipping **rates** defined will be **applied on each product (item) separately**. (Unique items are counted and not on individual product quantity)

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

## Important Points:

- By **default, all products** added in the system will be linked with an **order level** shipping profile that is already created within the system.
- The admin can create new profiles in which the shipping rates can be defined at item level.
- A product will be linked to only one shipping profile at any point of time in the system. If the admin defines an **item level shipping** profile and **links** it with a particular product/item, that product will **automatically be removed** from any other shipping profile.
- Defining **at least one** shipping **zone** within a shipping profile (both, order and item level) is must. The system will **not** allow the admin to **delete** the last available shipping zone. In other words, a shipping profile will always include at least one shipping zone.
- Similarly, defining **at least one** shipping **rate** within a shipping zone is must (even if the rate defined is 'Zero'). The system will **not** allow the admin to **delete** the last available shipping rate (without any condition). In other words, a shipping zone will always include at least one shipping rate that is not condition-specific.

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



The first step of the admin should be to define shipping charges(rates) to be applied on different zones (regions) for order level shipping profile. Clicking on the 'Edit' icon provided to its right, the admin will be redirected to the **'Order Level Shipping'** page. The name of this profile cannot be edited to avoid any confusion. By default, all the products (catalog) will be linked to order level shipping profile. Below image shows the order level shipping profile page displayed before adding any products.

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

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

Shipping Profile

Home / Shipping Profile / Form

**Name**

Order Level Shipping  
Customers Will Not See This

**Products**

Product Will Automatically Remove From Other Profile

Search Product... **SAVE CHANGES**

**Shipping To**

+ **Rest Of The World** Rest Of The World **Edit** **Delete**

RATE NAME	CONDITIONS	COST	
Standard Shipping	—	\$0.00	<b>Edit</b> <b>Delete</b>

**+ Add Rate**

The process to be followed for defining shipping charges for **Order Level Shipping** is -

- Add Zones:** The purpose of creating zones is to define what shipping charges are to be applied in certain regions. Initially, the profile setup form will display a shipping zone '**Rest of the World**' and its shipping rate set as '**0**' by default. The admin **cannot delete** this zone **if** no other zone has been defined yet. However, its details can be edited by clicking on the '**Edit**' icon provided to its right which will open the **Zone Setup** form.

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

**Zone Setup**

Rest Of The World  
Customers Will Not See This.

Rest Of The World

Africa

Congo 0 Of 12 ▾

Reunion

Equatorial Guinea 0 Of 9 ▾

Seychelles 0 Of 24 ▾

**UPDATE ZONE**

To add a new zone, please click on the **blue plus** icon provided in the top-right corner of the '**Shipping To**' section.

**Zone Setup**

Zone Name  
Customers Will Not See This.

Rest Of The World

Asia

Sri Lanka 0 Of 33 ▾

Hong Kong

Thailand 0 Of 77 ▾

British Indian Ocean Territory

**ADD ZONE**

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

A '**Zone Setup**' pop-up form will open in which the admin must-

- **Zone Name:** Enter the zone name. This name will not be displayed to customers at the front-end.
- **Select Regions:** Select countries to be added in the zone. If the admin is defining shipping charges for all the countries, they can select the '**Rest of the World**' option from the list.

Clicking on the '**Add Zone**' button will save the changes and display this zone in the '**Shipping To**' section. The admin can make changes in the details by clicking on the '**Edit**' button or delete the zone by clicking on the '**Delete**' button. These buttons are provided to the right of each zone. Please note that the system will **not** allow the admin to delete the **last** remaining zone.

**II. Add Rate:** The admin can define shipping charges by clicking on the '**Add Rate**' button provided under the added zone.

### Manage Rates

General English Arabic

Rate Name\*

Customers Will See This At Checkout.

Cost\*

Shipping Days\*  ⓘ

**SAVE CHANGES**

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

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

Initially, the profile setup form will display a shipping zone '**Rest of the World**' and its shipping rate set as '**0**' by default. The admin **cannot delete** this rate **if** no other shipping rate has been defined yet. However, its details can be edited by clicking on the '**Edit**' icon provided to its right which will open the **Manage Rates** form.

To add a new rate, please click on the '**Add Rate**' button which will open the **Manage Rates** form. In the '**Manage Rates**' form, please enter the following details -

- **Rate Name:** Enter the rate name. This name will not be displayed to customers at the front-end.
- **Cost\*:** Enter the cost to be charged for products being shipped to this defined zone.
- **Shipping Days\*:** Enter the number of days required to ship products linked with this rate.

Please click on the '**Save Changes**' button to proceed ahead.

In the '**Language Data**' tab, please enter the '**Rate Name**' in corresponding language.

The screenshot shows a user interface for managing shipping rates. At the top, there are three tabs: 'General', 'English' (which is highlighted in blue), and 'Arabic'. Below these tabs is a form field labeled 'Rate Name\*' with an empty input box. At the bottom of the form is a blue button labeled 'SAVE CHANGES'.

Please make sure to click on the '**Save Changes**' button.

The process to be followed for creating an '**Item Level Shipping**' and defining charges -

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

- I. Click on the '**Create New Profile**' button provided on the top-right corner of the **Shipping Profile** page which will redirect the admin to the profile form.

The screenshot shows the 'Create New Profile' form in the Yo!Rent Admin interface. The form is divided into three main sections: 'Name', 'Products', and 'Shipping To'. The 'Name' section has a 'Name' input field, a note 'Customers Will Not See This', and a 'SAVE CHANGES' button. The 'Products' section has a note 'Product Will Automatically Remove From Other Profile', a 'Search Product...' input field, and a 'SAVE CHANGES' button. The 'Shipping To' section has a note 'No Record Found' and a search icon.

- II. **Create Profile:** Enter the **name of the profile** and click on the '**Save Changes**' button. Please note that this name will not be displayed to the customers at the front-end. Once the name has been saved, a **default Shipping Zone** named as '**Rest of the World**' will be displayed in the '**Shipping To**' section along with a **default Shipping Rate** charge defined as '**0**'.

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

**Shipping Profile**

Home / Shipping Profile / Form

**Name**

Additional Shipping Charges (Item Level)

Customers Will Not See This

**Products**

Product Will Automatically Remove From Other Profile

Search Product...

**Shipping To**

Standard-12

Rest Of The World

**Rate Name**      **Conditions**      **Cost**

Standard-1	—	\$0.00	<input type="checkbox"/>	<input type="button" value="Delete"/>
------------	---	--------	--------------------------	---------------------------------------

+ Add Rate

**III. Link Products:** Search **products to be linked** with this profile. Select the product name from the drop-down list and click on the '**Save Changes**' button to add the product. The products linked will be displayed in the list below. Please note that one product can only be linked with one shipping profile. So, once a product is added to this profile, it will automatically be removed from **Order Level Shipping** or any other profile.

**IV. Add Zones**

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

## V. Add Rates

### 13.3 Pickup Addresses

The admin can add pickup addresses from this module. These addresses will be displayed to customers at the checkout page when placing orders for products that are available for pickup.

Fig.

To add a new pickup address the admin must click on the  'Add Pickup Address' icon provided on the top-right corner which will redirect them to the form in which -

- **Language:** Select language type from the drop-down list.
- **Address Label:** Enter the label of address in other words, the name by which the address can be differentiated. This will not be displayed at the front-end.
- **Name\*:** Enter the name of the person/organization whose address is being added. This will be displayed at the front-end.
- **Address Line 1 & 2\*:** Enter the complete address.
- **Country\*:** Select the country.
- **State\*:** Select the state.
- **City\*:** Select the city.
- **Postal Code\*:** Enter the postal code.
- **Phone\*:** Enter the contact number.
- **Slot Timings:** Select any one of the following -
  - **Individual Days:** Selecting this option will mark the availability of this pickup address for only selected week days. The admin can select particular days and enter specific time slots available for pickup. Once a weekday is selected and its time slot is mentioned in the provided fields, a  plus button will be displayed to its right. Clicking on this button

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will provide another row to enter another time slot for the same week day. The admin can enter multiple time slots for one day in the same manner.

→ **All Days:** Selecting this option will mark the availability of this pickup address for all days. The admin can mention the time slot in the provided input fields.

**The admin must click on the 'Save Changes' button to finish adding the pickup address.**

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

○ Pickup Addresses List

Language	Address Label
English	Admin
Name *	Address Line 1 *
Admin	Admin
Address Line 2	Country *
Admin	India
State *	City *
Punjab	Mohali
Postalcode *	Phone *
123456	1234567890

Note: Map Works According To Country And State Only

Map
Satellite

L J

+ -

H

Google

Slot Timings

Individual Days  All Days

<input checked="" type="checkbox"/> Sunday	From 08:30	To 18:00	X	+
<input type="checkbox"/> Monday	From Select	To Select		
<input type="checkbox"/> Tuesday	From Select	To Select		
<input checked="" type="checkbox"/> Wednesday	From 09:00	To 17:30	X	+
<input type="checkbox"/> Thursday	From Select	To Select		
<input type="checkbox"/> Friday	From Select	To Select		
<input type="checkbox"/> Saturday	From Select	To Select		

**SAVE CHANGES**

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

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

Once the address is added, it will be displayed in the '**Pickup Addressing List**'. The admin can perform certain functionalities on the addresses added in this list using the following action buttons:

- **Edit** : Clicking on this button, the admin can make changes in the details of the entered pickup address.
- **Delete** : Clicking on this button will delete the pickup address from the list.

### 13.4 Shipped Products

Shipping based on catalogs added by users -

Type	Added By	Admin Shipping	Seller Shipping
Catalog	Admin	Yes (by default)	Yes (can enable)
Catalog	Seller	No	Yes (by default)

All the products/catalogs that are added by the **admin** are displayed in this module. The list shows details of -

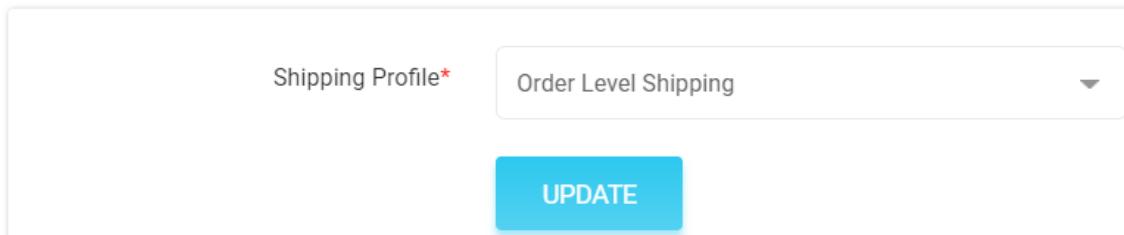
- **Catalog Name:** The name of the catalog.
- **Shipped by Seller:** Number of sellers who have opted for seller shipping instead of admin shipping. Clicking on the count number will display the details such as seller and their shop names in the pop-up menu.
- **Shipped by Admin:** Number of sellers who continue to sell this product with admin shipping.
- **Shipping Profile:** The shipping profile with which this catalog is linked.

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

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

- **Update Shipping Profile:** Click on this button to link another shipping profile with the respective catalog. The **Update Shipping Profile** pop-up menu will appear on click, as shown in figure below.

### Update Shipping Profile



The screenshot shows a 'Shipping Profile' dropdown menu with two options: 'Shipping Profile\*' and 'Order Level Shipping'. Below the dropdown is a blue 'UPDATE' button.

Please choose another shipping profile from the drop-down list and then click on **Update**. Please note that the shipping profiles displayed in the drop-down list are those that are added in the **Shipping Profile** module. Please visit the module to view or manage shipping profiles/rates.

A search bar is provided on the top of this list that can be used to filter out search results using following filters -

- **Keywords:** Enter product or seller names to filter out results.
- **Seller Name or Email:** Enter the name or email address of a particular seller to filter out results.
- **Shipping Profile:** Select a profile to view shipping related details of products linked with it.

Please use the **Search** button to apply filters on the list and **Clear Search** to view the complete list without any filters.

## 14. Sales Tax

The admin can define the structure and rates of taxes through this module.

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

## 14.1 Tax Structure

Every country has defined their own tax structures. The two commonly adopted tax structures are:

- Single Tax Structure:** In this structure, the tax is imposed as a whole or one value. There are no further bifurcations on this value and is treated as one tax. A common example of such a structure is VAT (Value added tax).
- Combined Tax Structure:** The combined sales tax rate will specify the component rates and agencies that make up the total tax rate. A common example of such a structure is GST (Goods & Services Tax).

Through this module, the admin can add tax structures that can be used when defining a tax category.



The screenshot shows a user interface for managing tax structures. At the top, there is a blue header bar with a star icon and the text 'Manage Tax Structure'. Below this, a breadcrumb navigation shows 'Home / Tax Structure'. The main content area has a title 'Tax Structure' with a radio button and a '+' button. A table lists two tax structures: 'Tax' (id 1) and 'GST' (id 2). The table columns are '#', 'TAX STRUCTURE NAME', 'COMBINED TAX', and 'ACTION BUTTONS'. The 'Tax' structure has 'No' in the 'COMBINED TAX' column and three dots in the 'ACTION BUTTONS' column. The 'GST' structure has 'Yes' in the 'COMBINED TAX' column and three dots in the 'ACTION BUTTONS' column.

#	TAX STRUCTURE NAME	COMBINED TAX	ACTION BUTTONS
1	Tax	No	...
2	GST	Yes	...

Clicking on the 'Add Tax Structure' button provided on the top-right corner of this page which will open the 'Tax Structure Setup' pop-up menu. The admin must -

- **Tax Name\*:** Enter the tax name.
- **Combined Tax Check-box:** Select the check-box if the tax structure includes component rates.

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

- **Tax Component Name:** This input-field will be displayed if the 'Combined Tax' check-box is selected. Enter the name of the component rate. To add another component rate, click on the 'Plus' icon provided to the right which will provide another input field to enter the next component rate. The admin can add multiple component rates in the similar manner.
- **Secondary Language Data:** Enter the data in the secondary language.

**Tax Structure Setup**

Tax Name \*  
GST

Combined Tax

Tax Component Name

CGST - +

SGST - +

IGST - +

Arabic Language Data +

**SAVE CHANGES**

The figure above shows an example to add a combined tax structure. The admin must click on the 'Save Changes' button to add the tax structure. Please note that only the structures can be defined in this module. The rates to be charged for these structures are to be defined when linking them with Tax Categories which will be defined in the Tax Management module.

The admin can edit the details of a previously added tax structure by clicking on the 'Edit' icon provided in the list under the Action Buttons column.

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

## 14.2 Tax Management

There is a variation in the amount of tax applied on different categories such as clothes, electronics, food and so on. The admin can manage such variations in taxes through this module.

**NB:** Please note that if any of the **Tax Services** plugin is enabled and configured, the '**Tax Management**' page will synchronize with the plugin and display categories linked with that plugin. In such a case, the admin does not need to add categories manually in the system.

The tax categories added on this page will be displayed as options in the 'Tax Category' drop-down list when adding a new product in the 'Catalog'. This means that the admin will have to define that the product being added falls under which tax category.

Manage Tax Categories																																							
Home / Tax																																							
<input type="text" value="Search..."/> <span>Search</span>																																							
<input type="radio"/> Tax Categories List <span>+</span>																																							
<table border="1"> <thead> <tr> <th><input type="checkbox"/></th><th>#</th><th>TAX CATEGORY NAME</th><th>STATUS</th><th colspan="2">ACTION BUTTONS</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>1</td><td>Electronics (Electronics)</td><td><span>ON</span></td><td><span>Edit</span></td><td><span>Equal</span></td><td><span>Delete</span></td></tr> <tr> <td><input type="checkbox"/></td><td>2</td><td>Clothing (Clothing)</td><td><span>ON</span></td><td><span>Edit</span></td><td><span>Equal</span></td><td><span>Delete</span></td></tr> <tr> <td><input type="checkbox"/></td><td>3</td><td>Footwears (Footwears)</td><td><span>ON</span></td><td><span>Edit</span></td><td><span>Equal</span></td><td><span>Delete</span></td></tr> <tr> <td><input type="checkbox"/></td><td>4</td><td>Baby and kids (baby and kids)</td><td><span>ON</span></td><td><span>Edit</span></td><td><span>Equal</span></td><td><span>Delete</span></td></tr> </tbody> </table>						<input type="checkbox"/>	#	TAX CATEGORY NAME	STATUS	ACTION BUTTONS		<input type="checkbox"/>	1	Electronics (Electronics)	<span>ON</span>	<span>Edit</span>	<span>Equal</span>	<span>Delete</span>	<input type="checkbox"/>	2	Clothing (Clothing)	<span>ON</span>	<span>Edit</span>	<span>Equal</span>	<span>Delete</span>	<input type="checkbox"/>	3	Footwears (Footwears)	<span>ON</span>	<span>Edit</span>	<span>Equal</span>	<span>Delete</span>	<input type="checkbox"/>	4	Baby and kids (baby and kids)	<span>ON</span>	<span>Edit</span>	<span>Equal</span>	<span>Delete</span>
<input type="checkbox"/>	#	TAX CATEGORY NAME	STATUS	ACTION BUTTONS																																			
<input type="checkbox"/>	1	Electronics (Electronics)	<span>ON</span>	<span>Edit</span>	<span>Equal</span>	<span>Delete</span>																																	
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<input type="checkbox"/>	3	Footwears (Footwears)	<span>ON</span>	<span>Edit</span>	<span>Equal</span>	<span>Delete</span>																																	
<input type="checkbox"/>	4	Baby and kids (baby and kids)	<span>ON</span>	<span>Edit</span>	<span>Equal</span>	<span>Delete</span>																																	

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

The admin can add a new tax category under the 'Tax List' by clicking on the



plus icon provided on the top-right corner of this list.

Tax Categories List				
	#	TAX CATEGORY NAME	STATUS	ACTION
<input type="checkbox"/>	1	Electronics (Electronics)		
<input type="checkbox"/>	2	Ptt (Punjab Tax)		
<input type="checkbox"/>	3	Tax (BharatTax)		
<input type="checkbox"/>	4	Combined Tax with Zero (Combined Tax with Zero)		
<input type="checkbox"/>	5	Large data combined tax (Large data Combined tax Category)		
<input type="checkbox"/>	6	New Tax (New tax category)		
<input type="checkbox"/>	7	Single Tax (Single Tax)		
<input type="checkbox"/>	8	https://www.facebook.com (ClothTax)		
<input type="checkbox"/>	9	Sam Shop Tax (SST1)		
<input type="checkbox"/>	10	moisture meter tax (moisture meter tax)		

A 'Tax Setup' pop-up menu will appear, which provides two tabs:

- General tab:** The following information needs to be filled in this tab -
  - Tax Category Identifier\***: Enter the unique identifier for the new tax category being created.
  - Tax Code\***: Create a tax code for the category being defined.

**NB:** Please note that the admin can remove this input field by disabling the '**Enable Tax Code For Categories**' settings from **System Settings > General Settings > Product** tab.

- Status:** Select its current status.

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

## Tax Setup

The screenshot shows a 'General' tab selected in a 'Language Data' form. The form contains the following fields:

- Tax Category Identifier\***: Electronics
- Tax Code\***: electronics
- Status**: Active

A blue 'SAVE CHANGES' button is located at the bottom right of the form.

The admin must click on the '**Save Changes**' button which will redirect them to the next tab.

b. **Language Data tab:** The following information needs to be filled in this tab -

- **Language:** Select the language type from the drop-down list.
- **Tax Category Name\*:** Enter the name of the tax category being added.

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

## Sales Tax Setup

The screenshot shows a user interface for creating a tax category. At the top, there are two tabs: 'General' and 'Language Data', with 'Language Data' being the active tab. Below the tabs, there are two input fields: 'Language' with a dropdown menu showing 'English' and a downward arrow, and 'Tax Category Name\*' with the value 'Electronics'. Underneath these fields is a checkbox labeled 'Update Other Languages Data'. At the bottom of the form is a large, prominent blue button with the word 'UPDATE' in white capital letters.

The admin must click on the '**Update**' button to finish creating the tax category.

**The newly created Tax Category will now be displayed under the 'Tax List'. The admin can perform following actions on the created tax categories:**

- **Check-box:** Select multiple tax categories to perform collective actions. Selecting the check-boxes will display three additional action buttons on the top-right corner of the list which are:
  - **Publish** : Activate the status of selected tax categories.
  - **Un-publish** : Deactivate the status of selected tax categories.
  - **Delete** : Delete selected tax categories from the list.
- **Status:** The categories with green toggle switch button are '**Active**' and the ones with grey toggle switch button as '**In-active**'. Admin can change the status of sales tax categories by clicking on this toggle switch button.
- **Edit:** Clicking on this button will redirect the admin to '**Tax Setup**' pop-up menu in which the admin can make changes such as change the name of the tax

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category, its status or update the name of the tax category in different languages.

- **Add Rule:** The admin needs to set up the tax rules that will be applicable to the respective tax category at different locations (Country or State).

Clicking on this button will redirect the admin to the '**Tax Rules (category name)**' page. Please refer to the example shown below.

The screenshot shows a web-based administrative interface for managing tax rules. At the top, a blue header bar displays the title 'Manage Tax' with a star icon. Below the header, a breadcrumb navigation shows 'Home / Tax / Rule List'. The main content area has a search bar with a placeholder 'Search...' and a magnifying glass icon. A sub-header 'Tax Rules (Electronics)' is followed by a table. The table has columns: '#', 'RULE NAME', 'TAX RATE(%)', 'TAX STRUCTURE NAME', and 'ACTION BUTTONS'. A small plus icon is located in the top-right corner of the table header. Below the table, a message 'No Records Found' is displayed.

To add rules, please click on the plus icon provided in the top-right corner which will open the rules form as shown below.

Fig.

The admin must:

- **Rule Name:** Enter the name of tax rule.
- **Tax Rate(%):** Enter the tax rate to be charged (in percentage) as per this tax rule.
- **Select Tax:** Define the type of tax structure to be followed in this tax category. The drop-down list will display the structures defined in the '**Tax Structure**' module.

If the selected tax structure has component rates (follows combined structure type), a **new section** is displayed in which the admin can add multiple component rates.

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Rule Name

Tax Rate(%)

Select Tax

From Country

From State

To Country

To State Type

To States

NAME	TAX RATE
A1	0
A2	0

SAVE

DISCARD

**NB:** The sum total of all the component rates must be equal to the amount added in the '[Tax Rate\(%\)](#)' field.

- **From Country:** Select the country for which this tax rule is applicable.
- **From States:** Mention the states that are to be included or excluded as per the criteria selected in the previous field.
- **To Country:** Select the country for which this tax rule is applicable.
- **To States Type:** This drop-down list provides three options-
  - **All States:** Select this option if the rule is applicable to all states of the chosen country.
  - **Include States:** Select this option if the rule is to be applied to a few number of states of the chosen country.
  - **Exclude States:** Select this option if the rule is to be applied to all the other states, excluding a few.
- **To States:** Mention the states that are to be included or excluded as per the criteria selected in the previous field.

Once the details have been entered please click on **Save** button. To return back without saving any changes, please click on the **Discard** button.

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The admin can create **multiple rules** under one Tax Category in the similar manner. All the created rules will be listed on the respective **Tax Category Rules**

page as shown in the image below. Please use the  button to return back to the rules listing page.



#	RULE NAME	TAX RATE(%)	TAX STRUCTURE NAME	ACTION BUTTONS
1	America	20.00	single	 
2	canada	10.00	single	 

Showing 2 Entries

The rules can be managed using following action buttons -

- **Edit:** The details of a previously created rule can be updated using this Edit button.
- **Delete:** A previously created rule can be deleted by clicking on this button.
- **Delete:** Clicking on this button will delete the respective tax category from the **'Tax Categories List'**.

**NB:** By default, the system will apply '**Zero (0)**' tax rate for orders placed by customers from **regions** for which **no tax rate** is defined.

## 15. System Settings

All settings of the overall system, both front-end and back-end, can be managed by admin from here.

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## 15.1 General Settings

Through this module, admin can view and update several general configuration settings of the website. The vertical bar displays the tabs under which the general configuration settings are categorized. The settings provided in these tabs are explained below.

### i. General

This tab includes two sub-tabs which hold multiple settings that are explained in respective sections below.

#### a. Basic tab

- **Allow Sale:** Use this checkbox to also allow sellers to sell products on our website. Enabling this setting will make your website entirely rental and all products will only be available to buyers for rent.  
Please note that **disabling** this setting will **only restrict buyers** from buying the products from your website. However, the **seller and admin** panels will still **keep viewing** the forms where selling information is required. This is done to **ease up switching** in between the enable-disable setting at a **later** stage.
- **Allow Rental Addons:** Enabling this setting, the sellers will be able to create and link add-ons for their products. Admin cannot create add-ons. Product Add-Ons allows sellers to add paid or free options to their products. The sellers can link them to their products at inventory level.
- **Store Owner Email\*:** Enter/update your **email address** on which all email notifications will be received.
- **Telephone:** Enter/update your **telephone number**. This number will be displayed at the front-end on the footer of the home page of the website.
- **Fax:** Enter/update your fax number.

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- **About Us:** Select the page to be displayed in the '**About Us**' section from the drop-down list. The list will display pages created by the admin from **CMS > Content Pages** section.
- **Privacy Policy Page:** Select the page to be displayed in the '**Privacy Policy**' section from the drop-down list. The list will display pages created by the admin from **CMS > Content Pages** section.
- **Terms & Conditions Page:** Select the page to be displayed in '**Terms & Conditions**' section from the drop-down list. The list will display pages created by the admin from **CMS > Content Pages** section.
- **GDPR Policy Page:** Select the page to be displayed in the '**GDPR Policy**' section (at seller-side from the '**Request My Data**' button) from the drop-down list. The list will display pages created by the admin from **CMS > Content Pages** section.

## Request Data

*Request System Owner To Get Your Account Information*

Email

login@dummyid.com

Name

Purpose Of Request Data\*

[Click Here To Read The Policies Of Gdpr](#)

[Send Request](#)

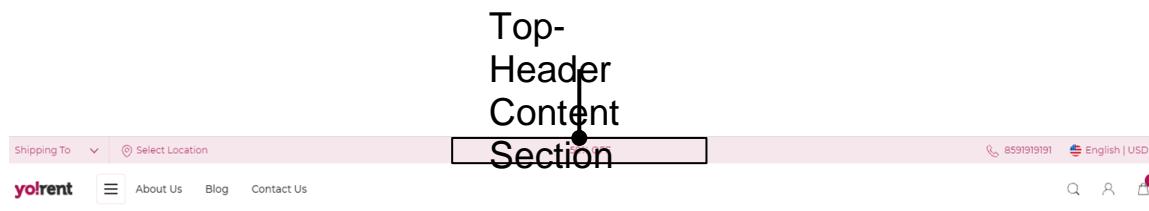
- **Cookies Policies Page:** Select the page to be displayed when clicking on '**Read More**' link provided at front-end with '**Accept Cookies**' pop-up, from the drop-down list.

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

Cookies Policy Text Will go here... [Read More](#)[Accept Cookies](#)

The list will display pages created by the admin from **CMS > Content Pages** section.

- **'Cookies Policies' check-box:** Enable/disable cookies policy for users visiting your website.
- **Enable Text in Top Header check-box:** Select the checkbox to display content on the top header of the website at the front-end. The content to be displayed in this section can be entered from the Language Data sub-tab.



- **Admin Default Items Per Page:** Enter the number of items to be displayed on any of the listing pages of the dashboard such as Products, Seller Inventory, Users List and so on.
- **Google Map Iframe:** Enter the iframe through the '**Embed a Map**' option from **Google maps**. The geo-location will be displayed to the users at the front-end on the '**Contact Us**' page. [\[Google Map iframe Setup Guide\]](#)

Please make sure to click on the 'Save Changes' button to update any changes made in this sub-tab.

## b. Language Data tab

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Site Name:** Enter the name of the website to be displayed at the front-end. The site name is displayed on several pages such as the homepage footer.
- **Site Owner:** Enter the name of the site owner.

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- **Site Address:** Enter the address where the site is being run.
- **Top Header Text:** Enter the text to be displayed on the top-header section of the website.

Please note that the text will only be displayed if the **Text in Top Header** is **enabled** from the previous tab.

- **Cookies Policies Text:** Enter the text to be displayed with cookies policy alert. The cookies policy displays some text, for example '**To learn more about cookies...**'. The text can be edited from this input field.

Please note that the text will only be displayed **if** the **Cookies Policy** functionality is **enabled** from the previous tab.

Cookies Policy Text Will go here... [Read More](#)

**Accept Cookies**

Please click on the 'Save Changes' button to update any changes made in this sub-tab.

## ii. Local

This tab includes two sub-tabs:

- Basic**
- Language Data**

### a. Basic tab

- **Default Site Language:** Select default site language for your website. The options listed are the currently enabled languages in your system.
- **Timezone:** Select time zone based on which the date and times displayed for orders, transactions and other pages on the website will be displayed.
- **Financial Year Start:** Mention the month from which the financial year shall begin. The financial year has a direct impact on the reports.
- **Country:** Select the country in which the website is running.
- **State:** Select the state in which the website is running.

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- **Postal Code:** Enter the postal code for the location being entered.
- **Date Format:** Select a particular format from the drop-down list, as per which the dates will be displayed on the website.
- **Default System Currency:** Select a default system currency from the drop-down list.
- **Default Currency Decimal Separator:** Select the currency separator from the drop-down list. The currency separator can include either a decimal or a comma.
- **FAQ Page Main Category:** Select a default FAQ category to be displayed on FAQs page. The categories displayed in the drop-down list are added from '**Manage FAQ Categories**' in the FAQ module under CMS.
- **Seller Page Main FAQ Category:** Select a default FAQ category to be displayed to sellers on 'Seller Signup Page'. The categories displayed in the drop-down list are added from '**Manage FAQ Categories**' in the FAQ module under CMS.

Please click on 'Save Changes' to update the changes successfully.

### b. Language Data tab

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Address Line 1 & 2:** Enter the complete address in the provided text box.
- **City:** Enter the name of the city.

Please click on 'Save Changes' to update the changes successfully.

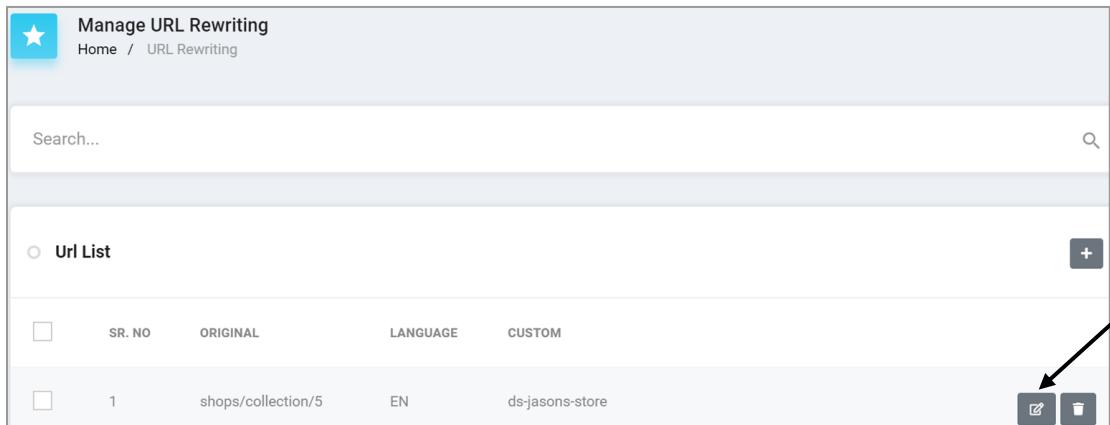
### iii. SEO

The admin can update SEO related changes from this module.

- **Enable Language Code to Site URLs and Language Specific URL Rewriting:** Enabling this setting, the admin can update site URLs in different languages.

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

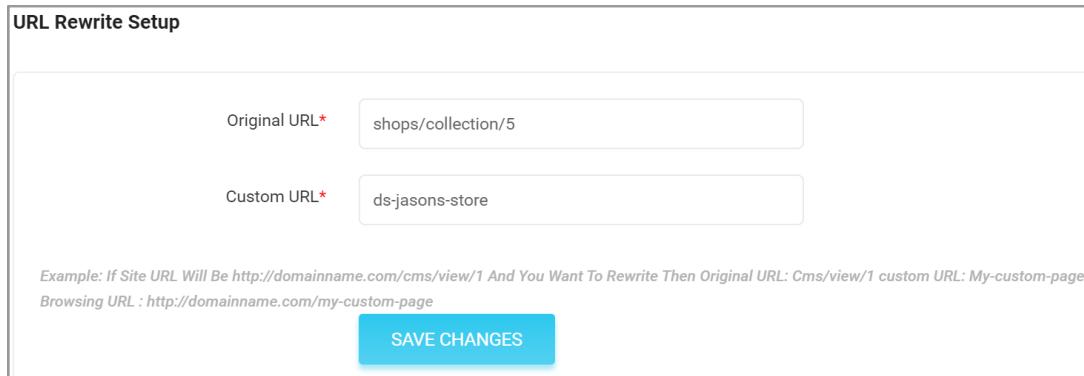
This setting will reflect in the '**URL Rewriting**' module provided under **SEO** in the side navigation bar.



The screenshot shows a table with columns: SR. NO, ORIGINAL, LANGUAGE, and CUSTOM. The last row contains the values: 1, shops/collection/5, EN, and ds-jasons-store. To the right of this row are two buttons: a pencil icon for 'Edit' and a trash can icon for 'Delete'.

Clicking on the 'Edit' action button provided to the right of any URL will open a '**URL Rewrite Setup**' pop-up menu. The admin can enter new URLs in the '**Custom URL\***' input field.

**A. Disable 'Add Language Code in URLs':** When these settings are disabled (the check-box is not selected), only two input-fields will be provided in the '**URL Rewrite Setup**' box.



The screenshot shows the 'URL Rewrite Setup' form. It has two input fields: 'Original URL\*' containing 'shops/collection/5' and 'Custom URL\*' containing 'ds-jasons-store'. Below the fields is a note: 'Example: If Site URL Will Be <http://domainname.com/cms/view/1> And You Want To Rewrite Then Original URL: Cms/view/1 custom URL: My-custom-page Browsing URL : <http://domainname.com/my-custom-page>'. At the bottom is a 'SAVE CHANGES' button.

**B. Enable 'Add Language Code in URLs':** When these settings are enabled (the check-box is selected), multiple input-fields will be provided in the '**URL Rewrite Setup**' box depending upon the number of languages configured in the system.

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**URL Rewrite Setup**

Original URL*	shops/collection/5
Custom URL(Primary Language)*	ds-jasons-store
Custom URL(Secondary Language)*	

Example: If Site URL Will Be <http://domainname.com/cms/view/1> And You Want To Rewrite Then Original URL: Cms/view/1 custom URL: My-custom-page Browsing URL : <http://domainname.com/my-custom-page>

**SAVE CHANGES**

- **Twitter Username:** Enter Twitter Username.
- **Site Tracker Code:** Enter the site tracker code. [\[Admin Dashboard Setup- Google Analytics & Site Tracker code\]](#)
- **Robots Txt:** Enter the Robots text. [\[SEO tab for Admin General Settings\]](#)
- **Google Tag Manager:** Enter the Head and Body scripts in the provided text boxes. [\[Google Tag Manager\]](#)
- **Google Webmaster:** Upload the file. [\[Google Webmaster Keys Setup Guide\]](#)
- **Bing Webmaster:** Upload the file. [\[Bing Webmaster Keys Setup Guide\]](#)
- **Hotjar:** Enter the Head Script. [\[Hotjar Keys Setup Guide\]](#)
- **Schema Codes:** Enter the Default Schema Code. [\[SEO tab for Admin General Settings\]](#)

Please click on the 'Save Changes' button to update the changes successfully.

#### iv. Account

Admin can update following account settings from this tab:

- **'Activate Admin Approval After Registration (sign up)' Check-box:** Enable admin approval for any user registering on your platform. On enabling this setting, users will not be able to login even after registration, if the admin does not approve.
- **'Activate Email Verification After Registration' Check-box:** On enabling this setting, the users will need to verify their email addresses provided at time of

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registration and will not be able to login until they have performed this email verification step.

- **'Activate Notify Administrator On Each Registration' Check-box:** On enabling this setting the admin will receive an email notification each time a new user is registered.
- **'Activate Auto Login After Registration' Check-box:** On enabling this setting the users will be logged in automatically after registration.  
**NB:** This will work only if the '**Admin Approval After Registration**' and '**Email Verification After Registration**' are disabled. Also, the '**Separate Seller Sign Up Form**' must be disabled for this.
- **'Activate Sending Welcome Mail After Registration' Check-box:** On enabling this setting the users will receive a welcome email once their registration is complete.
- **'Activate Separate Seller Sign Up Form' Check-box:** On enabling this setting the users attempting to sign up as sellers will be provided with a sign-up form different from that of buyers. This form is entirely managed by the admin itself from **Users > Seller Approval Form**.
- **'Activate Administrator Approval On Seller Request' Check-box:** On enabling this setting, the admin will need to approve seller registration requests before any user/seller gets access to Seller Rights. The requests received from users to sign-up as sellers will be displayed in the '**Seller Approval Requests**' module.  
**NB:** This will only work if the '**Separate Seller Sign Up Form**' is enabled.
- **'Buyers Can See Seller Tab' Check-box:** On enabling this setting, a buyer will be able to sign up as a seller. A '**Seller Approval Form**' will be provided in which the buyer can enter their details and forward approval request to the admin for the same.  
**NB:** This will only work if the '**Separate Seller Sign Up Form**' is enabled.
- **Max Seller Request Attempt\***: Enter the maximum number of attempts a particular user can make to be registered as a seller on a website.

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The 'Withdrawal' section provides settings related to the money withdrawn by users from their e-wallets to personal accounts:

- **Minimum Withdrawal Amount [USD]\*:** Minimum amount limit that a user can request to withdraw.
- **Maximum Withdrawal Amount [USD]\*:** Maximum amount limit that a user can request to withdraw.
- **Minimum Interval [Days]\*:** Minimum interval (in terms of number of days) in between two consecutive withdrawal requests.

Please click on the 'Save Changes' button to update the changes successfully.

## v. Product

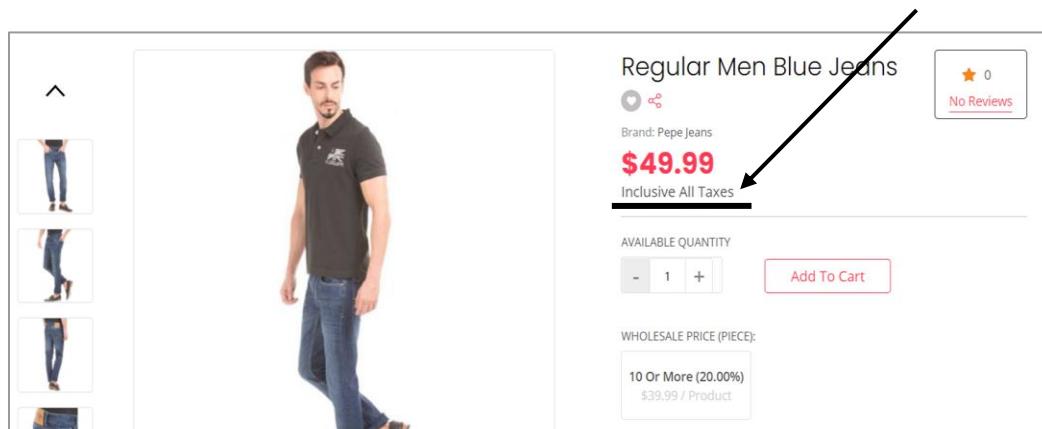
Admin can make following changes through this tab:

- **'Allow Seller to Add Products' Check-box:** Enabling this setting will allow sellers to add their own catalogs.
- **'Enable Admin Approval On Products Added By Sellers' Check-box:** Enabling this setting will make it mandatory for sellers to get admin approval for products they will add in their shops.
- **'Allow Sellers to Request Products Which Are Available to All Sellers' Check-box:** Enabling this setting will allow sellers to request adding marketplace products. Marketplace products are the products that can be viewed by all sellers.
- **'Adding Models for Products Will be Mandatory' Check-box:** Enabling this setting will make it mandatory for users to add model number when adding a product within the system.
- **'Adding SKU for Products Will be Mandatory' Check-box:** Enabling this setting will make it mandatory for users to add SKU (Stock Keeping Unit) when adding a new product in the system.
- **'Brands Requested By Sellers Will Require Admin Approval' Check-box:** Sellers can add a new brand if it is not already available in the system. On

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enabling this setting, sellers will require admin approval before they can link them with their products. If this setting is disabled, the sellers will be able to add new brands and link them to products directly.

- **'Categories Requested By Sellers Will Require Admin Approval' Check-box:** Sellers can add a new category if it is not already available. On enabling this setting, a request will be forwarded to the admin to add the category. Only the approved categories can be linked with the products. If this setting is disabled, the sellers will be able to add new categories and link them to products directly.
- **'Brand Will Be Mandatory For Products' Check-box:** On enabling this setting it will be mandatory for the seller to add the brand when adding a new product.
- **'Product Prices Will Be Inclusive Of Tax' Check-box:** Enabling this setting will allow sellers to add products with the selling prices inclusive of all taxes. The selling cost defined by the sellers when adding the inventory will include tax charges. However, the system will display the tax amount charged on the products, to the buyers separately during their check-out. This tax amount will automatically be calculated by the system based on the values defined in '**Tax Management**'. The buyers will be able to see if the selling price of the product is '**Inclusive of All Taxes**' or '**Exclusive of All Taxes**' on the **Product Detail Page** as shown in the example below.



- **Display Recent View Products On Products Detail Page:** Enabling this setting will display **recently viewed products** collection to the user at the **bottom** of any **product detail page**.

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- **Enable Tax Code For Categories:** Enabling this setting will reflect on the '**Tax Setup**' form when adding Tax Categories from '**Tax Management**' module. The admin can enable this setting if tax codes are used in their country and they wish to add this input field. When enabled, an additional input field named '**Tax Code**' will be displayed on the form.
- **Fulfillment Method:** Select a standard shipping fulfilment method from the drop-down list. The options provided in the list are -
  - **Ship & Pickup**
  - **Ship Only**
  - **Pickup Only**

Please note that this setting will be applied to all the products to be shipped by the admin only.

- **Default items per page:** Enter the number of products to be displayed on pages such as Products, Categories, etc. at the front-end of the website.
- **Default Items Per Page (category List):** Enter the number of categories to be displayed on each page of the Category Listing page.
- **Use Custom Fields with Categories and Catalogs:** Enabling this setting will include a functionality of adding custom fields within the categories and then entering the details when adding catalogs. Depending upon the **category binded with the catalog**, the custom fields will be displayed. A **separate tab** named '**Custom Fields**' will be provided in the **Category Setup** form as well as the **Product Setup Form** where the necessary details can be entered.
- **Enable RFQ with Products:** Enabling this setting will provide the functionality of collecting RFQs from buyers browsing products on the website. **Request for quote (RFQ)** is a process in which buyers can submit/bid their price quotes based on the rental period. Sellers will be provided this setting at the product inventory form.
- **Activate Product Comparison:** Enabling this setting will allow buyers to compare products belonging to similar categories. The setting can be handled from the Category Setup form when adding a new category.

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- **Activate Late Charges Module:** Enabling this functionality will provide sellers with a setting through which they can define late charges to buyers exceeding their rental period.
- **Default Checkout Type:** Enabling this setting will allow admin to set a default checkout type for visitors/buyers at the front-end. Selecting '**Shipping**' will prioritise displaying the products available for shipping to their location. Similarly, selecting '**Pickup**' will prioritise displaying the products available for pickup within their location. The users can switch to another checkout type also.
- **Set Default Geo Location:** Enabling this setting will allow the admin to set a default location for the website. So, any user visiting the website will be displayed products within that location until they switch to a different location manually. Please enter the location in the below fields.  
**NB:** Please note that this setting will not enable/disable geolocation from the front-end. It only handles if you want to set a default location for users visiting the website.
  - **Country:** Select the country from the drop-down list.
  - **State:** Select the state from the drop-down list.
  - **Postal Code:** Enter the postal code.

Please click on '**Save Changes**' to update the changes successfully.

**NB:** Make sure that the Google Map API key is configured for Geolocation.

[\[Google Map API Key Setup Guide\]](#)

## vi. Cart

This tab provides following settings:

- **On Payment Cancel Maintain Cart:** Enabling this setting, the items will return back to the cart if the payment is cancelled due to any reason when the buyer tries to place an order.

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- **On Payment Failure Maintain Cart:** Enabling this setting, the items will return back to the cart if there is payment failure when the buyer tries to place an order.
- **Reminder Interval for Products in Cart [days\*]:** Enter the number of days after which a reminder interval will be sent to the buyer through an email alerting them about the items placed in their cart. It only works if '**On Payment Cancel Maintain Cart**' or '**On Payment Failure Maintain Cart**' option is enabled.
- **Set Notification Count to be Sent\*:** Enter the number of times the email notification is to be sent (after every interval).

Admin can handle following settings related to Wishlist:

- **Reminder Interval for Products in Wishlist [days\*]:** Enter the number of days after which a reminder interval will be sent to the buyer through an email alerting them about the items placed in their wishlist.
- **Set Notification Count to be Sent\*:** Enter the number of times the email notification is to be sent (after every interval).

Please click on 'Save Changes' to update the changes successfully.

## vii. Checkout

Admin can handle following settings related to COD Payments, Pickup and Checkout Process:

- **Minimum COD Order Total [Default System Currency]:** Minimum order limit required to place a COD order.
- **Maximum COD Order Total [Default System Currency]:** Maximum order limit required to place a COD order.
- **Minimum Wallet Balance [Default System Currency]:** Balance that needs to be maintained **by the seller** to accept **COD orders**. By default the value set is - 1 which means unlimited or no limit.

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

- **Display Time Slots After Order [Hours]:** Enter the number of hours of gap (**buffer time**) to be maintained in between the time at which order was placed and the first time slot available **for pickup**.
- **'Activate Shop Agreement & E-Signature' Check-box:** Enabling this setting will add a Shop Agreement tab for sellers where they can add their agreement policy. If the seller adds the agreement form, it will be displayed to buyers on the checkout page. The buyers can read the shop agreement and then agree on terms by filling in the digital signature in the input box provided below.

Shipping To:  
Jack, Khatialwada, Wadgaon  
Select, Andhra Pradesh, India, 442305  
78965412300

**RENTAL AGREEMENT**

Kanwar's Shop  
dummy.pdf

**ADD YOUR DIGITAL SIGNATURE**

I Have Read & Accept The Rental Terms Mentioned In The Agreements

**Back** **Submit**

**ORDER SUMMARY - 1 ITEM(S)**

1 iPhone 6 \$1,038.46

Rental Amount	\$1,038.46
Test Structure	\$311.54
Delivery Charges	\$10.00
Net Payable	\$1,360.00

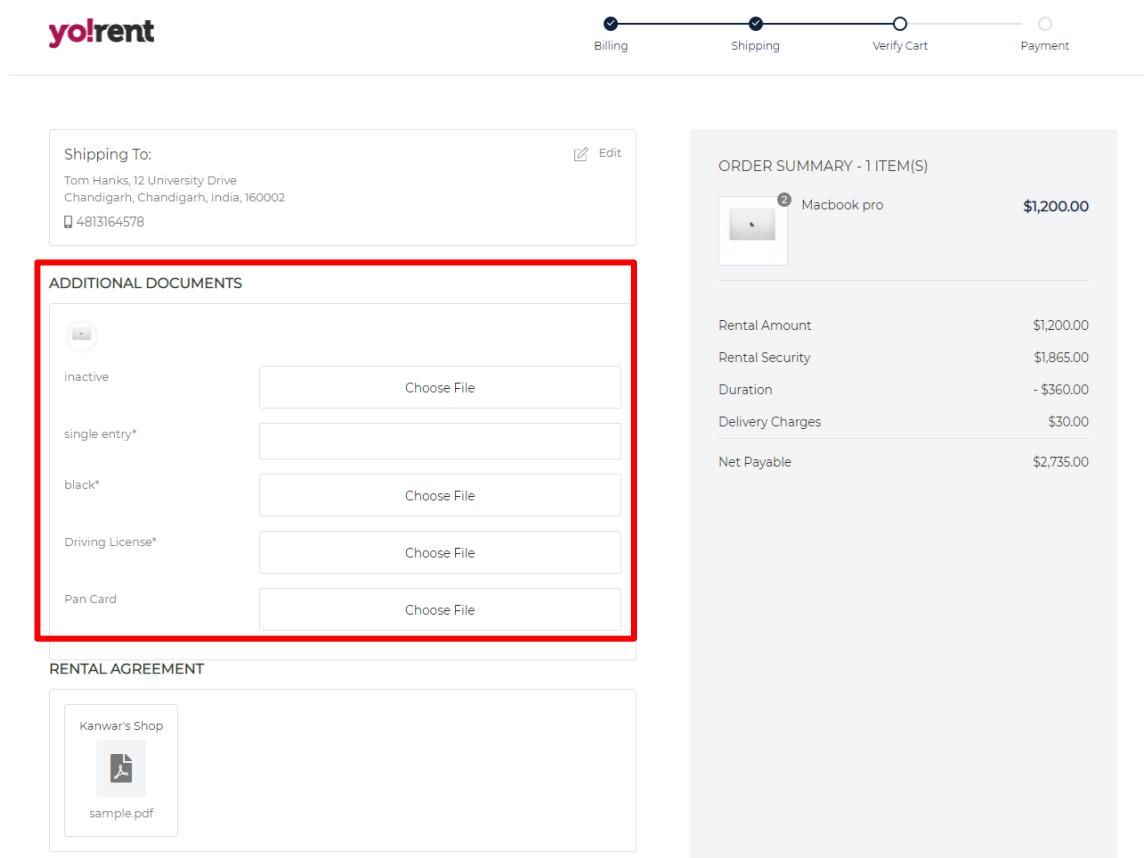
**5+**  
Millions  
Customers

**1000+**  
Business  
Growing  
rapidly with us

- **'Activate Live Payment Transaction Mode' Check-box:** Enabling this setting, all active payment gateways will work in live mode. If not selected, all active payment gateways will work in sandbox/testing mode.
- **Enable Document Verification:** Enabling this setting will introduce the functionality of asking buyers to submit verification documents when trying to buy any products from the website. Once this setting is **enabled**, the **Document Verification Fields** module will begin to display in **Catalog > Rental Product**

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

**Options** where the admin can create verification fields into the system. These verification fields can only be added and managed by the admin. However, they shall be **linked** to products by the **sellers** via the Seller **Inventory setup form**. When a buyer is attempting to buy the product with which the verification field is linked, the submission form will be displayed at the checkout page.



The screenshot shows the Yo!Rent checkout process at the 'Verify Cart' step. The top navigation bar includes the Yo!Rent logo and steps: Billing (filled), Shipping (filled), Verify Cart (outline), and Payment (outline). The 'Verify Cart' section contains a 'Shipping To:' field with an address and phone number, and an 'Edit' link. To the right is an 'ORDER SUMMARY' table showing 1 item: a Macbook pro at \$1,200.00. Below the summary are breakdowns of rental amounts, security, duration, delivery charges, and net payable. The 'Additional Documents' section, which contains fields for 'inactive', 'single entry\*', 'black\*', 'Driving License\*', and 'Pan Card', is highlighted with a red box. Below this is the 'RENTAL AGREEMENT' section, which displays a thumbnail of a document from 'Kanwar's Shop' named 'sample.pdf'.

The order will proceed onto the next step after the verification documents are submitted.

- **New Order Alert Email:** On enabling this setting the admin will receive email notifications each time when an order is received.
- **Allow Order Cancellation With Rental Orders:** Enabling this setting will allow buyers to cancel rental orders. If this setting is disabled, the buyers will not be able to cancel the rental orders.

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

- **Allow Penalty On Rental Order Cancel:** Enabling this setting will allow users (admin and sellers) to set penalties for cancelled rental orders based on the duration after which the order was cancelled from the time of order placement. The rules can be defined from **Orders > Rental Orders > Order Cancel Rules**. To visit directly a link is provided below this setting names as '**Click Here to Manage Cancellation Penalty Rules**'.
- **'Tax Collected By Seller' Check-box:** Enabling this setting will allow the system to credit tax to the seller's wallet for orders completed from the respective seller's end.
- **'Tax After Discounts' Check-box:** Enabling this setting the tax will be applied to orders after discount coupons (if any).
- **Return Shipping Charges To Customer' Check-box:** On enabling this setting, the shipping charges will be credited to the customer after return/refund requests are approved.
- **Shipped By Admin Only:** On enabling this setting, the admin can restrict sellers from shipping products.
- **Default Return Age [days]\*:** Mention the time limit (number of days) within which any buyer can place a return request for orders.

**NB:** This time limit is applicable by default on orders for which sellers have not mentioned any return age. If any seller has set a different default return age for their products, the system will overwrite their time limit.

Please click on the 'Save Changes' button to update the changes successfully.

### viii. Orders

Admin can make update following order related settings through this tab:

- **Display Admin Address and Policy On Order Detail Print:** Enable this setting (select **Yes**) to display site owner's address on **Order Detail Printing page**. Disable this setting (select **No**) to display **sellers' addresses** on the **Order Detail Printing page**.

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

- **Government Policy on Order Detail Print:** This field is linked with the above setting. After enabling the above setting, please enter any additional government policy or information to be displayed on order invoices.

Please click on the 'Save Changes' button to update the changes successfully.

## ix. Commission

Admin can make update following settings through this tab:

- **Maximum Site Commission [Default Currency]\*:** Maximum commission/fees admin will charge on each product.
- **'Commission Charged Including Shipping' Check-box:** Enabling this setting the commission fee calculated will include the shipping charges applied on respective order.
- **'Commission Charged Including Tax' Check-box:** Enabling this setting the commission fee calculated will include the tax charges applied on respective order.
- **'Commission Charged on Security Amount' Check-box:** Enabling this setting the commission fee will be charged on security amount that was not refunded by the sellers to the customers. In other words, if the seller has decided to refund partial or no security to the customer, the admin can claim commission on the remaining balance that the seller kept.

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

## Basic

Maximum Site Commission [INR]\*

*This Is Maximum Commission/fees That Will Be Charged On A Particular Product.* Commission Charged Including Shipping*Commission Charged Including Shipping Charges* Commission Charged Including Tax*Commission Charged Including Tax Charges* Commission Charged On Security Amount*On Enabling This Feature When Seller Choose Partial Or No Refund For Security Refund Then Commission Will Apply On Remaining Security Amount*

Please click on the 'Save Changes' button to update the changes successfully.

#### x. Discount

Discount to be offered to buyers after their first purchase from the website can be set up through this tab. Please note that the discount will be applicable for buyers only after the order status of their first purchase was marked as '**Complete**' by the admin.

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

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

## Basic

## Discount After Successfully Complete First Purchase

*Note: Coupon Code Will Be Added For Buyer After First Order Status Become Complete*

Enable 1st Time Buyers Discount

 Yes No

Discount In

Percentage

Discount Value

10

Minimum Order Value

10

*Minimum Order Value On Which The Coupon Can Be Applied.*

Max Discount Value

120000

*Max Discount Value User Can Get By Using This Coupon.*

Discount Coupon Validity

1

*Coupon Validity In Days From The Date Of Credit*

SAVE CHANGES

- Enable 1<sup>st</sup> Time Buyers Discount:** Enabling this setting will offer a discount coupon to the buyers who have completed their first order successfully.
- Discount In:** Select if the discount coupon to be applied will either be in '**Percentage**' or '**Flat**'.
- Discount Value:** Enter the discount value to be offered.
- Minimum Order Value:** Enter the order value below which this coupon will not be applicable.
- Max Discount Value:** Enter the maximum discount limit. So, the discount value shall not exceed this limit irrespective of what will be calculated.

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

- **Discount Coupon Validity:** Enter the validity time period (in number of days) for this coupon. The validity time period will begin from the date on which the coupon was credited. This field can be left blank if the admin does not wish to assign any validity time period for this coupon.

Please click on the 'Save Changes' button to update the changes successfully.

## xi. Reward Points

This tab has three different sections: Reward Points, Birthday Reward Points and Buying In An Year Reward Points. Each of the sections are explained separately below.

**NB:** Admin will bear the cost of discounts provided to the customers from these rewards points.

Admin can manage following 'Reward Points' settings:

- **Reward Points In [Default Currency]\*:** Enter the number of reward points that will be equal to 1 unit currency. In other words, 1 (currency) = \_\_ Reward Points.
- **Minimum Reward Point Required To Use\*:** Enter the minimum number of reward points that must be availed during check-out. For example, if the value entered here is 10, buyers will not be able to use reward points less than 10.
- **Maximum Reward Point\*:** Enter the maximum number of reward points that can be availed during check-out. For example, if the value entered here is 50, buyers will not be able to use more than 50 reward points at a time.
- **'Activate Reward Point On Every Purchase' Check-box:** Enabling this setting the buyer will receive reward points on every purchase.
- **Reward Point Validity\*:** Enter the validity time period (in number of days) for reward points since the day of credit.

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

Local	Basic	
SEO		
Account		
Product		
Cart/wishlist		
Checkout		
Commission		
Discount		
<b>Reward Points</b>		
Affiliate		
Reviews		
Third Party API		
Email		

**Reward Points**

**Reward Points In[USD]\***

*Set How Many Rewards Points Equal To[USD]*

**Minimum Reward Point**

**Required To Use\***

*Set Minimum Reward Points Required User To Avail Discount During Checkout.*

**Maximum Reward Point\***

*Set Maximum Reward Points Limit To Avail Discount During Checkout*

**Activate Reward Point On Every Purchase**

*Buyer Will Get Reward Point On Every Purchase As Defined in Settings*

**Reward Point Validity\***

*Reward Point Validity In Days From Date Of Credit*

### Admin can manage following settings related to 'Birthday Reward Points':

- **Enable Birthday Discount:** Enable this setting to provide reward points to buyers as a birthday discount. The points will be credited on their DOBs.
- **Birthday Reward Points:** Enter the number of reward points to be credited to buyers on their birthday.
- **Reward Points Validity:** Enter the validity time period (in number of days) for these points since the day of credit. Leave the field blank if you do not want to set any validity or do not want these points to expire.

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

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

### Birthday Reward Points

Enable Birthday Discount	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Birthday Reward Points	120	
<i>User Get This Reward Points On His Birthday.</i>		
Reward Points Validity	1	
<i>Reward Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.</i>		

Admin can make following changes in 'Buying In A Year Reward Points' settings:

- **Enable Module:** Enable this setting to provide reward points to buyers for orders placed over the past one year.
- **Buying Completion Order Status (Orders Included when Calculating Reward Points):** The orders with selected statuses will be included for calculating these reward points. For example, if Delivered and Completed statuses are selected, the orders reached these two statuses will be included when calculating reward points.
- **Minimum Buying Value:** Orders with sum amount below the mentioned limit will not be included when calculating these reward points.
- **Reward Points:** Enter the reward points to be credited to the user if eligible as per set criteria.
- **Reward Points Validity:** Enter the validity time period (in number of days) for points since the day of credit. Admin can leave this field blank if they do not want the reward points to expire.

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

Buying In An Year Reward Points

Enable Module  Yes  No

Enable Buying In An Year Reward Points Module

Buying Completion Order Status

Payment Pending  cash on delivery  Payment Confirmed  Approved

In Process  Shipped  Delivered  Return Requested

Completed  Cancelled  Refunded/Completed

Set The Order Status The Customer's Order Must Reach Before They Are Considered Completed And Payment Released To Sellers.

Minimum Buying Value

Min Buying Value In An Year To Get Reward Points

Reward Points

User Get This Reward Points On Min Buying Value In An Year

Reward Points Validity

Reward Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.

**SAVE CHANGES**

Please click on the 'Save Changes' button to update the changes successfully.

## xii. Reviews

Admin can make following changes in 'Reviews' settings from this tab:

- **Default Review Status:** The status selected in this setting will be displayed to the customers as the default status for every new review placed by them. Only approved reviews will be displayed at the front-end.
- **Allow Reviews:** Enabling this setting will allow customers to post reviews related to their orders on the website.

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

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

Reviews

Default Review Status	Pending	▼
Set The Default Review Order Status When A New Review Is Placed		
Allow Reviews	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>SAVE CHANGES</b>		

Please click on the 'Save Changes' button to update the changes successfully.

### xiii. Third Party API

Admin can configure following third-party APIs from this tab:

- **Facebook Pixel** [[Facebook Pixel ID Setup Guide](#)]
- **Engagespot Push Notifications (web)** [[EngageSpot Push Notifications Setup Guide](#)]
  - **Enable Engagement:** Please enable this setting to use this third-party API.
  - **API Key:** Enter the API key collected from configuration.
  - **Engagement Code:** Enter the code provided after configuration.
- **Google Map API** [[Google Map API Key Setup Guide](#)]
  - **Google Map API Key:** Enter the API key generated from Google Map account.
- **Newsletter Subscription**
  - **Activate Newsletter Subscription:** Enabling this setting a check-box is provided on the sign-up form below Terms & Conditions. Users can select the check-box to subscribe for newsletters as shown below.

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



## Sign Up

[Use Phone Number Instead](#)

Example Password: User@123

I Agree To The Terms Conditions

Newsletter Signup

Register

The email addresses of users, submitted when enabling the subscription from the website, will be shared to the email marketing system chosen in the next setting.

- **Email Marketing System:** Please choose any one email marketing system from the two provided in this setting.
- **Mailchimp Key:** Mailchimp application key used to subscribe and send newsletters. [\[Mailchimp Key Setup Guide\]](#)
- **Mailchimp List Id:** Mailchimp subscribers list id. [\[Mailchimp Key Setup Guide\]](#)
- **Aweber Signup From Code:** Enter the newsletter signup code received from Aweber. [\[AWeber Signup Form Code Setup Guide\]](#)
- **Google Analytics** [\[Admin Dashboard Setup- Google Analytics & Site Tracker code\]](#)
- **Google Recaptcha V3** - [\[Google reCaptcha V3 Setup Guide\]](#)

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

- Microsoft Translator Text API [[Microsoft Translator Text API Key Setup Guide](#)]
- Google Fonts API: [[Google Fonts API Key Setup Guide](#)]

Please click on the 'Save Changes' button to update the changes successfully.

#### xiv. Email

There are two sub-tabs provided under this tab.

**a. Basic sub-tab-** Admin can manage following email settings changes from this sub-tab:

- **From Email\***: Emails to be shared with users will be sent through this email id. However, the system will **overwrite** if any SMTP email id is mentioned.
- **Reply To Email Addresses\***: The emails received from users as replies will be forwarded to this email address.
- **Send Email**: Enable this setting to send emails to users. Admin can send a **test email** to their registered email address to check if the setting is working or not.
- **Contact Email Address\***: All the queries received from '**Contact Us**' form will be forwarded to the email address mentioned in this input field.
- **Send SMTP Email**: Enable this setting to use SMTP for sending emails. Read the [[SMTP Email Settings Guide](#)] to setup below fields.
- **SMTP Host**: This is used to set up SMTP.
- **SMTP Port**: This is used to set up SMTP.
- **SMTP Username**: This is used to set up SMTP.
- **SMTP Password**: This is used to set up SMTP.
- **SMTP Secure**: Option must be selected as per the settings received from the server.
- **Additional Alert Emails**: Any additional emails, besides the main-store email, can be mentioned here to receive alerts from the website. More than one email address can also be mentioned using commas.

Please click on the 'Save Changes' button to update the new changes.

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

**b. Language Data sub-tab-** Admin can manage following email settings through this sub-tab:

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **From Name:** Enter the '**Name**' of sender to be displayed to end users when receiving emails.

The screenshot shows a user interface for managing language data. At the top, there are two tabs: 'Basic' and 'Language Data', with 'Language Data' being the active tab. Below the tabs, there are two input fields: 'Language' (set to 'English') and 'From Name'. At the bottom, there is a large blue button labeled 'SAVE CHANGES'.

Please click on the 'Save Changes' button to update new changes.

## xv. Media

Following media related settings can be updated from this tab:

- **Language:** The system allows users to add different media files for different languages. So, please choose the language type for which the media file is being added.
- **Select Admin Logo:** Setup logo to be displayed on admin login form and top-header of admin panel.
- **Select Desktop Logo:** Setup logo to be displayed at front-end of website on desktops.

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

- **Select Website Favicon:** Set logo to be displayed besides the website names on browser tabs.
- **Select Social Feed Image:** Set logo to be displayed besides social feeds.
- **Select Payment Page Logo:** Set logo to be displayed on the payment page.
- **Select Watermark Image:** Set image to be displayed as watermark on all product images at front-end.
- **Select Apple Touch Icon:** Set icon to be displayed on the browser used in 'Apple' products such as safari.
- **Select Mobile Logo:** Set logo to be displayed for mobile application.
- **Select Invoice Logo:** Set logo to be displayed on invoice when printing it.
- **Select First Purchase Discount Logo:** Set logo to be displayed besides the discount coupon provided to a new buyer after their first purchase.

Please click on the 'Save Changes' button to update new changes.

## xvi. Subscription

Following system settings can be managed from this tab:

- **Enable Subscription Module:** On enabling this setting, the sellers will need to purchase a subscription package before adding products to their shop.
- **Enable Adjust Amount:** Enable this setting to allow sellers to adjust the amount of their previous subscription plan when upgrading or downgrading their plans.
- **Reminder Email Before Subscription Expire Days:** Enter the number of days prior which a reminder email will be forwarded to sellers notifying them about their subscription expiry date.
- **Seller Subscription Status:** The sellers will be able to see these selected statuses of their subscription packages.

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

- Local
- SEO
- Account
- Product
- Cart/wishlist
- Checkout
- Commission
- Discount
- Reward Points
- Affiliate
- Reviews
- Third Party API
- Email
- Media
- Subscription

**Basic**

Enable Subscription Module

Yes
  No

*Seller Needs To Purchase The Subscription Before Listing Products*

Enable Adjust Amount

Yes
  No

*Subscription Payment Will Be Adjusted While Upgrading/downgrading Plan*

Reminder Email Before Subscription

Expire Days

*Before How Many Days Email Needs To Be Sent To User Before Ending Subscription.*

Seller Subscription Status

Subscription In-Active
 Subscription Active

Subscription Cancel

SAVE CHANGES

Please click on the 'Save Changes' button to update new changes.

## xvii. Referral

Following system settings can be managed from this tab:

- **Enable Referral Module:** Enabling this setting will provide share and earn functionality within the system. The users can share referrer URLs and earn reward points when a new user registers or when purchases products from the website.
- **Referral URL/Link Validity Period\***: Enter the validity time period (in number of days) of the referrer URL.
- **Reward Benefits on Registration:** Set reward benefits to be provided to **referrers** when a new user registers through their referrer URL.
  - **Referrer Reward Points:** Enter the number of reward points **referrers** will earn when their referrals register on the website.

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

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- **Referrer Reward Points Validity:** Enter the time period (in number of days) for which these reward points will be valid.
- **Referral Reward Points:** Enter the number of reward points the **referral** will earn when they register **through a referrer**.
- **Referral Reward Points Validity:** Enter the time period (in number of days) for which these reward points will be valid.
- **Reward Benefits on First Purchase:** Set reward benefits to be provided to newly registered **referral** users after their first purchase.
  - **Referrer Reward Points:** Enter number of reward points **referrers** will earn after their first purchase.
  - **Referrer Reward Points Validity:** Enter the time period (in number of days) for which these reward points will be valid.
  - **Referral Reward Points:** Enter the number of reward points the **referral** will earn after their **referrer's first purchase**.
  - **Referral Reward Points Validity In Days:** Enter the time period (in number of days) for which these reward points will be valid.

Please click on the 'Save Changes' button to update modifications.

### xviii. Sharing

Following 'Sharing' related settings can be managed from this tab:

- **Language Data:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Share and Earn Settings:** Facebook Posts: [\[Share & Earn Facebook Post\]](#) and Twitter Posts: [\[Share & Earn Twitter Post\]](#)
  - **Facebook App Id:** Mention the application ID used during login and post.
  - **Facebook App Secret:** Mention the secret key used for authentication and other Facebook related plugin reports.
  - **Facebook Post Title:** Enter the title to be shared on Facebook post.

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

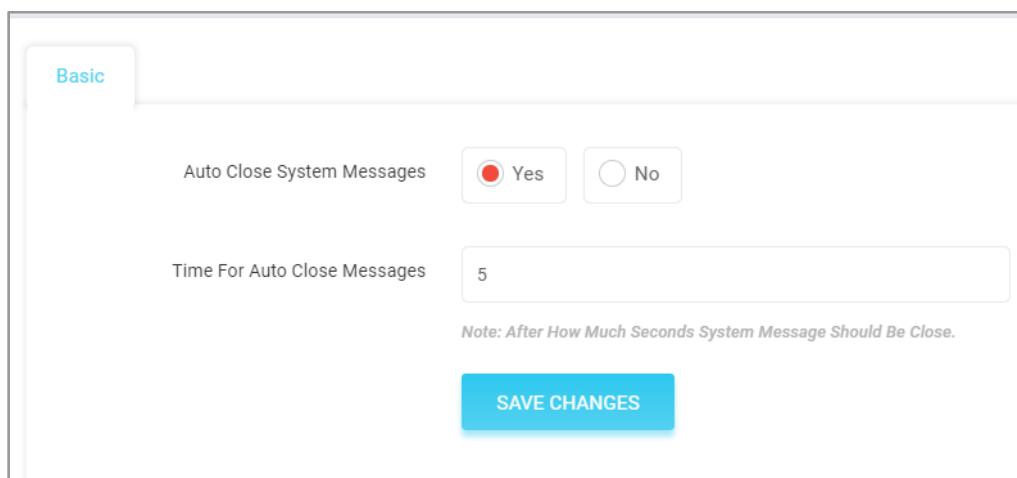
- **Facebook Post Caption:** Enter the caption to be shared on a Facebook post.
- **Facebook Post Description:** Enter the description to be displayed on Facebook post.
- **Twitter App Key:** Enter the application Id of post.
- **Twitter App Secret:** Enter the secret key used for authentication and other Facebook related plugin reports.
- **Twitter Post Description:** Enter the description to be displayed on Twitter post.

Please click on the 'Save Changes' button to update modifications.

## xix. System

Admin can make following system changes from this tab:

- **Auto Close System Messages:** Enabling this setting to auto-close system messages that are displayed when users perform actions. The error or success messages displayed on panels will close automatically. If this setting is disabled, the messages will stay on screen until closed manually.
- **Time For Auto Close Messages:** Enter time (in seconds) after which such messages will be closed.



The screenshot shows a 'Basic' settings page with the following configuration:

- Auto Close System Messages:** A radio button is selected for 'Yes'.
- Time For Auto Close Messages:** The value '5' is entered in the input field.
- Note:** After How Much Seconds System Message Should Be Close.
- SAVE CHANGES** button at the bottom.

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

Please click on the 'Save Changes' button to update modifications.

## xx. Live Chat

Please make following changes related to live chat from this tab:

- **Activate Live Chat:** Enabling this setting will display a 3rd-party chat box on the website. This can be used by visitors to communicate with the site owner (admin).
- **Live Chat Code:** Mention the Live Chat Script/code that is provided by the 3<sup>rd</sup>-party platforms like Tawkto, Zendesk, etc.

Basic

Activate Live Chat  Yes  No

Activate 3rd Party Live Chat.

Live Chat Code

This Is The Live Chat Script/code Provided By The 3rd Party API For Integration.

SAVE CHANGES

Please click on the 'Save Changes' button to update modifications.

## xxi. PPC Management

Following settings are provided for PPC management:

- **Minimum Wallet Balance:** Enter the minimum balance amount a seller should have to create and run PPC.

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

- **Days Interval To Charge Wallet:** Enter the interval (in 'Number of days') after which system will automatically charge users' wallets for active promotions.
- **Cost Per Click (Product):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on the promoted product.
- **Cost Per Click (Shop):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on the promoted shop.
- **Cost Per Click (Slide):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on promotional slide images displayed on the home page.
- **PPC Products Count Home Page:** Enter the number of PPC products to be displayed on the home page at one time.
- **PPC Shops Count Home Page:** Enter the number of PPC shops to be displayed on the home page at one time.
- **PPC Slides Count Home Page:** Enter the number of PPC slides to be displayed on the home page at one time.
- **PPC Clicks Count Time Interval (minutes):** Enter time interval (in minutes) to be maintained by the system when calculating number of clicks made by one user on a particular promotion.

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

## Basic

Minimum Wallet Balance	<input type="text" value="20"/>
<i>Minimum Wallet Balance To Start Promotion</i>	
Days Interval To Charge Wallet	<input type="text" value="1"/>
<i>Days Interval To Charge Wallet</i>	
Cost Per Click (product)	<input type="text" value="1"/>
<i>Ppc Cost Per Click For Product</i>	
Cost Per Click (shop)	<input type="text" value="1"/>
<i>Ppc Cost Per Click For Shop</i>	
Cost Per Click (slide)	<input type="text" value="2"/>
<i>Ppc Cost Per Click For Slide</i>	
Ppc Products Count Home Page	<input type="text" value="10"/>
<i>How Many Ppc Products Shown On Home Page</i>	
Ppc Shops Count Home Page	<input type="text" value="4"/>
<i>How Many Ppc Shops Shown On Home Page</i>	
Ppc Slides Count Home Page	<input type="text" value="5"/>
<i>How Many Ppc Slides Shown On Home Page</i>	
Ppc Clicks Count Time Interval(minutes)	<input type="text" value="3"/>
<i>Set Time Interval To Calculate No. Of Click From One User For Each Promotion</i>	
<b>SAVE CHANGES</b>	

Please click on the 'Save Changes' button to update new changes.

## xxii. Server

There are two sub-tabs provided under this tab.

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

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

**a. Basic sub-tab- Admin can make following server changes:**

- **Use SSL:** In order to use SSL, admin needs to check with the hosting provider, if a SSL certificate is installed. Please select 'Yes' to enable it.
- **Enable Maintenance Mode:** Enabling this setting, the users will see a temporary page in cases of page loading failure due to any reason. Only the administrator will be able to access the site until this feature is enabled. Admin can use this feature while performing maintenance on site. By default this feature is disabled.

Basic      Language Data

Use Ssl       Yes       No

*Note: To Use Ssl, Check With Your Host If A Ssl Certificate Is Installed And Enable It From Here..*

Enable Maintenance Mode     

*Note: Enable Maintenance Mode Text.*

**SAVE CHANGES**

Please click on the 'Save Changes' button to update new modifications.

**b. Language Data sub-tab- Admin can make following changes in email settings through this sub-tab:**

- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Maintenance Text:** Enter the text to be displayed to end users on this page.

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

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

Basic Language Data

Language English

Maintenance Text\*

**Site Under Maintenance**

We are temporarily down for maintenance. Sorry for the inconvenience.  
To contact us in the meantime please email

[login@dummyid.com](mailto:login@dummyid.com)

or call 0111 111111

SAVE CHANGES

Please click on the 'Save Changes' button to update new modifications.

## 15.2 Plugins

Admin can edit and manage plugin related settings from this module. There are seven tabs included in this module:

### I. Currency Converter

Yo!Rent is a multi-currency platform. Currency Converter plugins are integrated within the system to ease up the process of updating latest conversion rates.

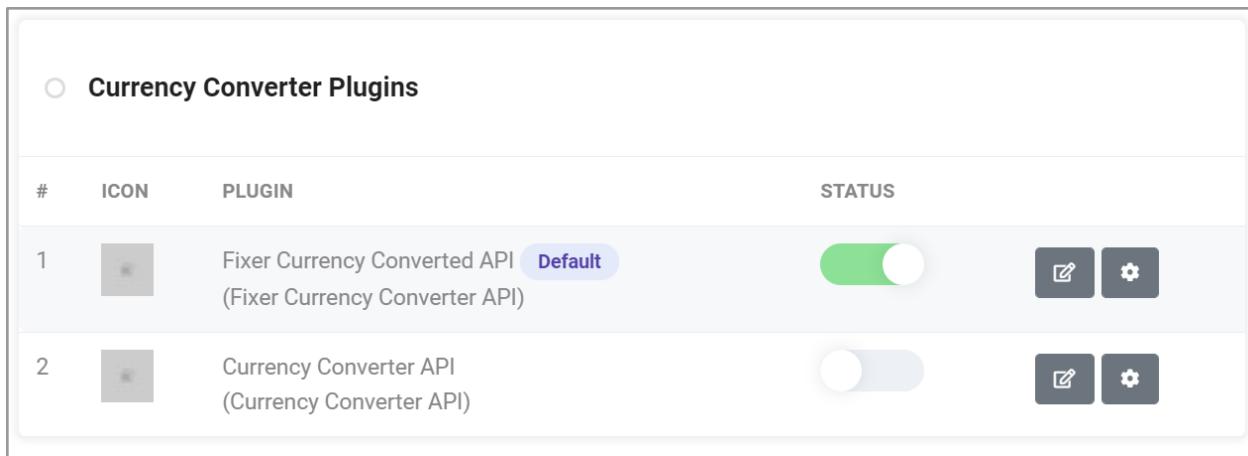
Yo!Rent has currently integrated following 3rd-party currency converter plugins in this tab-

- **Currency Converter API**

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

- **Fixer Currency Converter API**

Admin can choose to activate any one of these plugins. A 'Default' label will be displayed besides the currently active plugin.



Currency Converter Plugins			
#	ICON	PLUGIN	STATUS
1		Fixer Currency Converted API (Fixer Currency Converter API)	<b>Default</b> 
2		Currency Converter API (Currency Converter API)	

Use the toggle button provided under the column '**Status**' to activate/deactivate plugins.

An '**Edit**' button is provided besides the plugins to update details such as name and language data information. Clicking on this button will open the '**(Name) Plugin Setup**' box that has 2 sub-tabs-

- **General:** The tab holds following information:
  - **Plugin Identifier\***: A unique identifier for the plugin.
  - **Status:** Current status of plugin. The status can be changed from the drop-down list.
  - **Mark As Default Check-box:** Enabling this setting will make this a default currency plugin.
  - **Icon:** Upload image to be displayed as icon for the third-party.

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

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

## Fixer Currency Converter API Plugin Setup

General Language Data

Plugin Identifier\* Fixer Currency Converter API

Status Active

Mark As Default

Icon **UPLOAD FILE**

SAVE CHANGES

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

- **Language Data:** This tab holds following information:
  - **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
  - **Plugin Name:** Enter the name of the plugin.
  - **Extra Info:** Enter if there is any additional information to be displayed.

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

→ **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Fixer Currency Converter API Plugin Setup

General Language Data

Language

English

Plugin Name\*

Fixer Currency Converted API

Extra Info

Reference : <https://data.fixer.io>

Update Other Languages Data

**SAVE CHANGES**

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

Use the '**Settings**' button to configure the API keys. Clicking on the button will open the '(Name) API Plugin Settings' box. To access keys -

- **Currency Converter API: [Currency Converter API Setup Guide]**

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

- **Fixer Currency Converter API:** [[Fixer Currency Converter API Setup Guide](#)]

As soon as any one of the API is enabled and configured, an '**Update Currency**' button will be displayed at the top-right corner of the [Currency Management](#) page. Use this button to fetch and update the latest conversion rates for currencies added in the list using the API key.

**NB:** Following key points need to be noted in relevance to the above two plugins -

- **Fixer Currency Converter API:** If the **free** API key is configured, the admin must make sure to set **EUR (Euro)** as the **default Base Currency**. There is no such restriction when configuring the **paid** API key.
- **Currency Converter API:** If configuring the **free** API key, this plugin will only provide conversion rates for only **2 currencies** (any two other than the base currency). There is no such restriction when configuring the **paid** API key.

## II. Social Login

Yo!Rent has integrated some popular social login plugins to allow visitors to log in, register, and comment on your site. Currently, following four social platforms have been integrated -

- **Facebook Login**
- **Google Login**
- **Instagram Login**
- **Apple Sign In**

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

#### ○ Social Login Plugins

		#	PLUGIN ICON	PLUGIN	STATUS	
+	<input type="checkbox"/>	1		Apple Sign In (Apple Sign In)		 
+	<input type="checkbox"/>	2		Facebook Login (Facebook Login)		 
+	<input type="checkbox"/>	3		Google Login (Google Login)		 
+	<input type="checkbox"/>	4		Instagram Login (Instagram Login)		 

Use the toggle button provided under the column '**Status**' to activate/deactivate plugins.

An '**Edit**' button is provided besides the plugins to update details such as name and language data information. Clicking on this button will open the '**(Name) Plugin Setup**' box that has 2 sub-tabs-

- **General:** The tab holds following information:
  - **Plugin Identifier\***: A unique identifier for the plugin.
  - **Status:** Current status of plugin. The status can be changed from the drop-down list.
  - **Mark As Default Check-box:** Enabling this setting will make this a default currency plugin.
  - **Icon:** Upload image to be displayed as icon for the third-party.

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

## Apple Sign In Plugin Setup

General Language Data

Plugin Identifier\* Apple Sign In

Status Active

Icon UPLOAD FILE

SAVE CHANGES

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

- **Language Data:** This tab holds following information:
  - **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
  - **Plugin Name:** Enter the name of the plugin.
  - **Extra Info:** Enter if there is any additional information to be displayed.
  - **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

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

General Language Data

Language

English

Plugin Name\*

Apple Sign In

Extra Info

Update Other Languages Data

**SAVE CHANGES**

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

Use the '**Settings**' button to configure the API keys. Clicking on the button will open the '(Name) API Plugin Settings' box. To access keys -

- **Facebook Login:** [\[Facebook & Instagram Login API Keys Setup Guide\]](#)
- **Apple SignIn:** [\[Apple Sign In Setup Guide\]](#)
- **Google Login:** [\[Google Login Keys Setup Guide\]](#)
- **Instagram Login:** [\[Facebook & Instagram Login API Keys Setup Guide\]](#)

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

### III. Payout

Yo!Rent has integrated payout gateway to send payments to users directly from the platform. Currently, following payout payment gateway has been integrated -

- **Paypal Payout**

Use the toggle button provided under the column '**Status**' to activate/deactivate plugins.

An '**Edit**' button is provided besides the plugins to update details such as name and language data information. Clicking on this button will open the '**(Name) Plugin Setup**' box that has 2 sub-tabs-

- **General:** The tab holds following information:
  - **Plugin Identifier\***: A unique identifier for the plugin.
  - **Status:** Current status of plugin. The status can be changed from the drop-down list.
  - **Mark As Default Check-box:** Enabling this setting will make this a default currency plugin.
  - **Icon:** Upload image to be displayed as icon for the third-party.

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

## PayPal Payout Plugin Setup

The screenshot shows the 'General' tab of the plugin setup. The 'Plugin Identifier\*' field contains 'PayPal Payout'. The 'Status' dropdown is set to 'In-active'. There is an 'Icon' upload section with a placeholder image of three overlapping squares. A 'SAVE CHANGES' button is at the bottom.

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

- **Language Data:** This tab holds following information:
  - **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
  - **Plugin Name:** Enter the name of the plugin.
  - **Extra Info:** Enter if there is any additional information to be displayed.
  - **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

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

General Language Data

Language English

Plugin Name\*

Extra Info

Update Other Languages Data

**SAVE CHANGES**

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

Use the '**Settings**' button to configure the API keys. Clicking on the button will open the '(Name) API Plugin Settings' box. To access keys -

- **Paypal payout:** [\[Paypal & Send Payout Keys Setup Guide\]](#)

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

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

#### IV. SMS Notification

Yo!Rent has integrated SMS notification plugins to share notifications with users. Currently, following plugins have been integrated -

- **Twilio SMS Notification**

Use the toggle button provided under the column '**Status**' to activate/deactivate plugins.

An '**Edit**' button is provided besides the plugins to update details such as name and language data information. Clicking on this button will open the '**(Name) Plugin Setup**' box that has 2 sub-tabs-

- **General:** The tab holds following information:
  - **Plugin Identifier\***: A unique identifier for the plugin.
  - **Status:** Current status of plugin. The status can be changed from the drop-down list.
  - **Mark As Default Check-box:** Enabling this setting will make this a default currency plugin.
  - **Icon:** Upload image to be displayed as icon for the third-party.

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

## Twilio Sms Notification Plugin Setup

General Language Data

Plugin Identifier\* Twilio Sms Notification

Status Active

Mark As Default

Icon **UPLOAD FILE**



**SAVE CHANGES**

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

- **Language Data:** This tab holds following information:
  - **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
  - **Plugin Name:** Enter the name of the plugin.
  - **Extra Info:** Enter if there is any additional information to be displayed.
  - **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

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

General
Language Data

Language

English

Plugin Name\*

Extra Info

Update Other Languages Data

SAVE CHANGES

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

Use the '**Settings**' button to configure the API keys. Clicking on the button will open the '(Name) API Plugin Settings' box. To access keys -

- **Twilio SMS Notification:** [\[SMS Notifications \(Twilio\) Keys Setup Guide\]](#)

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

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

## V. Regular Payment Methods

Yo!Rent has integrated several payment methods to collect payments from users. Currently, following plugins have been integrated -

- **Stripe**
- **Pay At Store**
- **Pay Later**
- **Payfast**
- **Mollie**
- **PayUIndia**
- **PayUMoney**
- **Razorpay**
- **2Checkout**
- **Transfer Bank**
- **Paytm**
- **Paypal**
- **PayFort**
- **Amazon**
- **Authorize Aim**
- **Braintree**
- **Ccavenue**
- **Citrus**
- **EBS**
- **Khipu**
- **Omise**
- **Mpesa**
- **Paygate**
- **Elavon**

Apart from the Pay Later (COD) plugin, any 4 regular payment gateways can be activated at a time.

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

Use the toggle button provided under the column '**Status**' to activate/deactivate plugins.

An '**Edit**' button is provided besides the plugins to update details such as name and language data information. Clicking on this button will open the '**(Name) Plugin Setup**' box that has 2 sub-tabs-

- **General:** The tab holds following information:
  - **Plugin Identifier\***: A unique identifier for the plugin.
  - **Status:** Current status of plugin. The status can be changed from the drop-down list.
  - **Mark As Default Check-box:** Enabling this setting will make this a default currency plugin.
  - **Icon:** Upload image to be displayed as icon for the third-party.

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

## Stripe Plugin Setup

The screenshot shows the 'General' tab of the Stripe Plugin Setup. The 'Plugin Identifier\*' field contains 'Stripe'. The 'Status' dropdown is set to 'Active'. There is an 'Icon' field with a placeholder image of a document icon and a 'UPLOAD FILE' button. At the bottom is a 'SAVE CHANGES' button.

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

- **Language Data:** This tab holds following information:
  - **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
  - **Plugin Name:** Enter the name of the plugin.
  - **Extra Info:** Enter if there is any additional information to be displayed.
  - **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

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

General Language Data

Language

English

Plugin Name\*

Stripe

Extra Info

A toolbar for editing text, featuring buttons for bold (B), italic (I), underline (U), font size (A), font style (A), text color (T), and a color palette (color swatch). It also includes icons for alignment (left, center, right, justify), lists (bullet, numbered), and other text-related functions. To the right of the toolbar are icons for YouTube, a grid, and a magnifying glass. Below the toolbar is a large text area for input. At the bottom of the text area is a horizontal scrollbar.

Update Other Languages Data

After making changes, please make sure to click on the '**Save Changes**' button to update new modifications.

Use the '**Settings**' button to configure the API keys. Clicking on the button will open the '(Name) API Plugin Settings' box. To access keys -

- **Stripe:** [\[Stripe & Stripe Connect Plugin Keys Setup Guide\]](#)
- **Paypal:** [\[PayPal Keys Setup Guide\]](#)

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

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

- **Transfer Bank:** Click on the '**Settings**' button which will display a pop-up menu. The admin must enter the required **bank details** in the provided input fields and click on the '**Save Changes**' button.

**Transfer Bank Plugin Settings**

Business Name*	<input type="text"/>
Bank Name*	<input type="text"/>
Bank Branch*	<input type="text"/>
Account #*	<input type="text"/>
IFSC / MICR*	<input type="text"/>
Routing #	<input type="text"/>
Other Notes	<input type="text"/>
<b>SAVE CHANGES</b>	

- **Cash On Delivery Pay (Later):** Click on the '**Settings**' button which will display a pop-up menu. The admin can select '**YES**' to **enable** the OTP Verification step for this plugin and '**No**' otherwise.

**Cash On Delivery Plugin Settings**

OTP Verification*	<input type="text" value="No"/>
<b>SAVE CHANGES</b>	

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

- **Pay At Store:** Click on the 'Settings' button which will display a pop-up menu. The admin can select '**YES**' to **enable** the OTP Verification step for this plugin and '**No**' otherwise.

Pay At Store Plugin Settings

OTP Verification\*

No

SAVE CHANGES

- **2checkout:** [\[2checkout Keys Setup Guide\]](#)
- **Razorpay:** [\[Razorpay- Keys Setup Guide\]](#)
- **PayuMoney:** [\[PayUMoney- Keys Setup Guide\]](#)
- **Mpesa:** [\[Mpesa Keys Setup Guide\]](#)
- **Omise:** [\[Omise Keys Setup Guide\]](#)
- **Ebs:** [\[EBS Keys Setup Guide\]](#)
- **Braintree:** [\[Braintree Keys Setup Guide\]](#)

### 15.3 Theme Settings

Admin can make theme related changes from this page. The settings provided are -

- **Select Font Family:** Select font family from the drop-down list. Please note that the fonts will be fetched using the **Google Fonts API key** configured in **System Settings > General Settings > Third-Party API tab**.
- **Select Font Weight:** Select the font weight from the drop-down list.
- **Theme Color:** Select theme color.
- **Theme Color Inverse:** Select theme color inverse. Please make sure that the inverse color is in contrast to the theme color.

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

The outcomes can be previewed in the right section.

Please make sure to click on '**Save & Activate Theme**' button after making any changes.

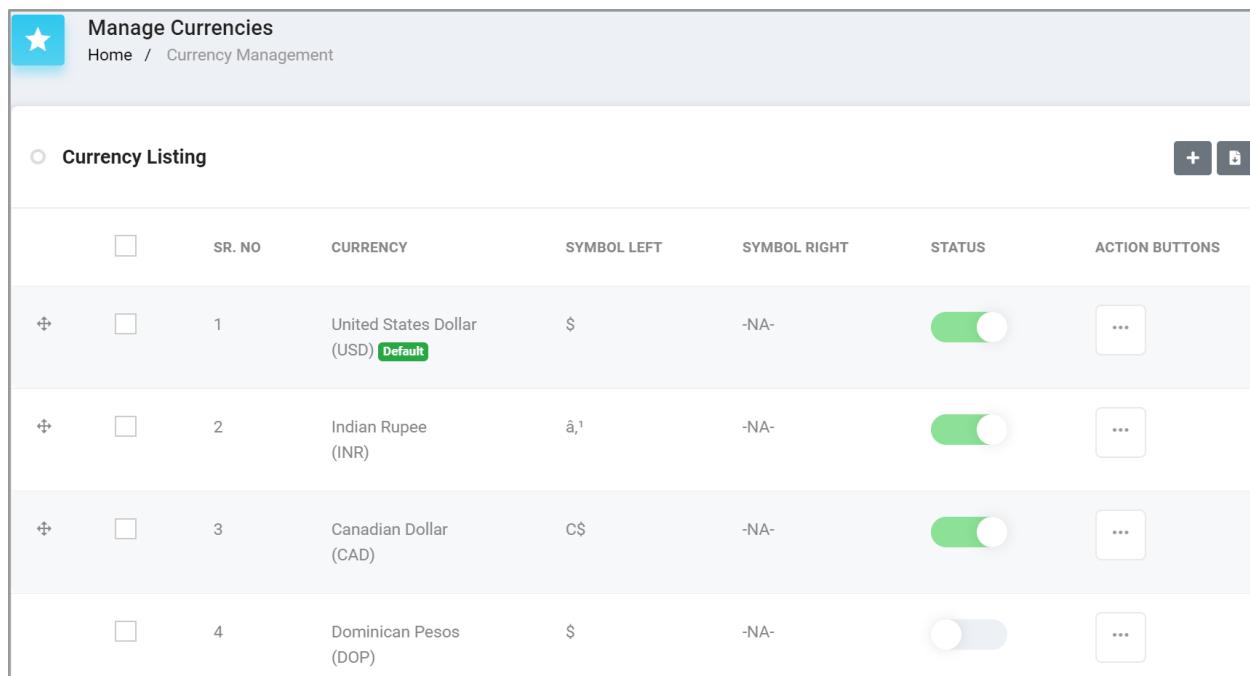
## 15.4 Currency Management

Through this module, admin can add and manage the currencies to be displayed on the website. The conversion rates can either be added manually or fetched through the **API key** configured in **System Settings > Plugins > Currency Converter**. If the API configuration is enabled and correctly

configured, use the **Update Currency**  button to update all the conversion rates.

Please note that the conversion rates will be defined by keeping the **Default System Currency** unit as 1. A 'Default' label is displayed besides the option selected when choosing 'Default System Currency' under **System Settings > General Settings > Local tab**.

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



	SR. NO.	CURRENCY	SYMBOL LEFT	SYMBOL RIGHT	STATUS	ACTION BUTTONS
⊕	1	United States Dollar (USD) <b>Default</b>	\$	-NA-	<input checked="" type="checkbox"/>	...
⊕	2	Indian Rupee (INR)	₹	-NA-	<input checked="" type="checkbox"/>	...
⊕	3	Canadian Dollar (CAD)	C\$	-NA-	<input checked="" type="checkbox"/>	...
	4	Dominican Pesos (DOP)	\$	-NA-	<input type="checkbox"/>	...

To add a new currency within the system, click on the Add New button provided on the top-right corner of the page. In the Currency Setup form, please enter the following details -

- **General tab:** The following information needs to be filled in this tab:
  - **Currency Code\***: Enter unique currency code.
  - **Currency Symbol Left**: Enter the symbol to be displayed on the left side of value.
  - **Currency Symbol Right**: Enter the symbol to be displayed on the right side of value.
  - **Currency Conversion Value\***: Enter the conversion value of currency.

**NB:** The conversion value of currency setup as '**Default**' must always be 1. Based on this default currency, the conversion values of other currencies can be defined.

- **Status:** Enter the current status of currency.

Please make sure to click on '**Save Changes**' to update any modifications.

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

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

- **Language Data tab:** The following information needs to be filled in this tab:
  - **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
  - **Currency Name\*:** Enter the unique currency name.
  - **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Please make sure to click on '**Save Changes**' to update any modifications.

Please use the check-boxes provided at the extreme left of each item in the list to select multiple items and perform a collective action. Two action buttons, Publish and Unpublish will be displayed above the list. Use these buttons to change statuses of selected items in one go.

Use the toggle button provided in the **Status** column to change the status of a currency. To make any changes in details of previously added currencies, use the **Edit** button provided in the **Action** column.

**NB:** Admin can also rearrange the order in which the currencies will be displayed at the front-end.  provided to the left of each currency can be dragged and dropped to rearrange the list.

## 15.5 Commission Settings

Admin can add and manage all website commission settings from this module.

The default '**Site-Level**' commissions for **Rent** and **Sale** have been listed on the top of '**Commission Settings List**'. To edit the commission fee being charged for products on rent or sale, please click on the **Edit** button provided

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to the respective type's right. Please make necessary changes in the **Commission Setup** form and then make sure to click on **Save Changes**.

### Commission Setup

Commision Type\*

Commission Fees (%)\*

Use the **History** button to view the track record of commission fees earned as per the setting.

### Commission History

#	CATEGORY	SELLER	PRODUCT	FEES [%]	ADDED ON
1	-	-	-	20.00	2021-08-31 13:54:52
2	-	-	-	10.00	2021-08-13 12:42:46
3	-	-	-	1.00	2021-08-13 12:42:35
4	-	-	-	10.00	2021-08-06 18:00:05
5	-	-	-	10.66	2021-08-06 17:59:56
6	-	-	-	5.00	2021-02-01 17:38:09

1
Showing 6 Entries

The admin can also **create** additional commissions at category, seller and/or product level to override the site level commission.

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

To add a new commission, use the **Add New** plus button provided in the top-right corner. Add following details in the Commission setup form -

- **Product Categories:** Select the product category if the new commission is to be set up based on a specific category.
- **Seller:** Enter the name of the particular seller if the new commission is to be set up for a specific seller.
- **Product:** Enter the name of a particular product if the new commission is to be set up for a particular product.
- **Commission Fees (%)\*:** Enter the percentage value of commission to be charged.

Please click on '**Save Changes**' to finish adding the new commission.

The commissions created by admin manually can also be edited later on using the **Edit** button. The **History** button can be used to view the track record of commission fees earned as per the setting. These manually added commissions will also be provided with a **Delete** button which can be used by the admin to delete them.

The preference level is explained below.

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

**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.

D>C>B>A

A Site Level

B Category Level

C Vendor Level

D Product Level

**NB:** Admin can also set up commissions more specifically. Please remember that the commissions are prioritized as **Product Commission > Vendor/Seller Commission > Category Commission > Site Commission**. All the possible collaborations are explained below:

- ❖ **Product Categories Only =>** The charged commission will be applicable on all the products falling in the selected product category (irrespective of their sellers).
- ❖ **Seller Only =>** The charged commission will be applicable on all the products of the selected seller.
- ❖ **Product Only =>** The charged commission will be applicable on the selected product irrespective of their seller.

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

**NB:** The commissions are defined on catalog level and not on inventory level.

- ❖ **Product Category + Seller =>** The charged commission fees will be applicable to all those products of respective sellers which belong to the selected product category.
- ❖ **Seller + Product =>** The charged commission fees will be applicable to the particular product of the selected seller.
- ❖ **Product Categories + Product =>** The charged commission fees will be applicable to a particular product falling in the selected product category.

Admin must click on '**Save Changes**' to add the new commission.

Check-boxes are provided to the extreme left column of the list to \select multiple items from the list. A 'Delete' icon  will be displayed on the top-right corner of this list clicking on which admin can delete the selected items.

**NB:** In case if the subscription module is active and a new seller buys a subscription package, the commission assigned to the respective seller will automatically be displayed in the '**Commission Settings List**'. This will override the site-level commission. This commission to be charged for any subscription package is set up from the 'Package Commission Rate in Percentage' field when creating the package through 'Subscription Packages Management' module.

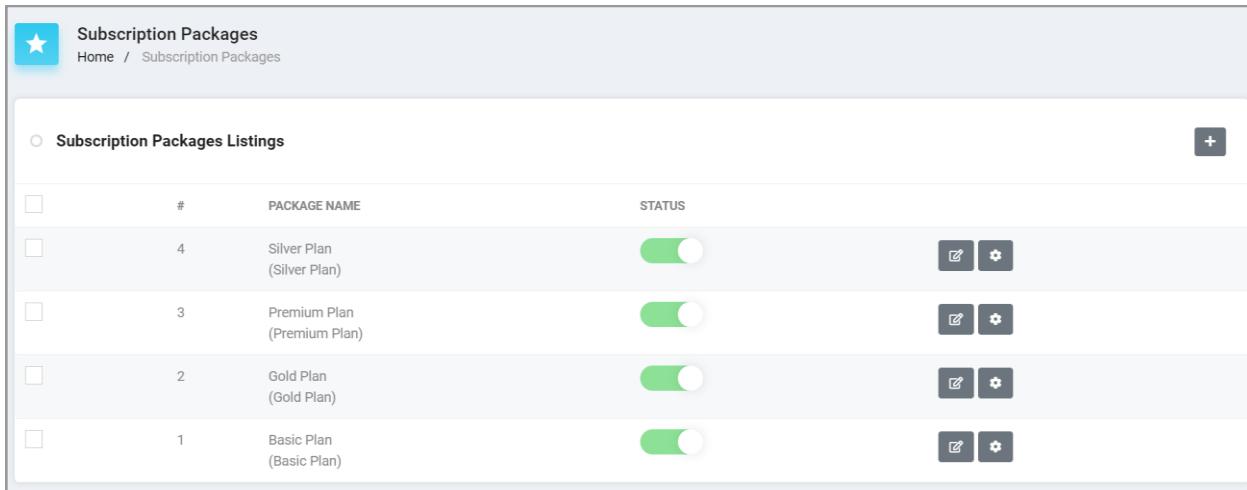
The commission being charged also varies if the admin has selected to include shipping and tax charges from the 'Commission' tab provided under 'General Settings' module. A search bar is provided on the top of this page through which admin can search a particular commission setting by entering its keyword.

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

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

## 15.6 Subscription Packages Management

The admin can add and manage subscription packages offered to sellers for registering on platforms.



The screenshot shows a list of subscription packages. Each package has a checkbox, a number, a package name, a status switch, and two small icons for edit and settings. The packages listed are Silver Plan (4), Premium Plan (3), Gold Plan (2), and Basic Plan (1).

#	PACKAGE NAME	STATUS
4	Silver Plan (Silver Plan)	ON
3	Premium Plan (Premium Plan)	ON
2	Gold Plan (Gold Plan)	ON
1	Basic Plan (Basic Plan)	ON

To create a subscription package, please click on the plus button provided on the top-right corner. In the 'Seller Packages Setup' form please enter the following details -

To add a new Subscription Package, please click on Add New button and add following information -

- **General tab:** Following details need to be filled in this tab:
  - **Package Identifier\***: A unique identifier for the new package being added.
  - **Package Type\***: Select the package being created is 'Free' or 'Paid. For a free package, only one plan can be added.
  - **Package Commission Rate in Percentage\***: Enter the commission rate (in percentage) the admin wishes to charge the sellers choosing this package.

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- **Package Products Allowed\*:** Enter the maximum number of catalog products allowed to be added for sellers choosing this subscription package.
- **Package Inventory Allowed\*:** Enter the maximum number of inventories allowed to be added for sellers choosing this subscription package.
- **Package Images Per Catalog\*:** Enter the maximum number of images a seller is allowed to add per catalog.
- **Package Status:** Select the current status of this package.
- **Package Display Order\*:** Mention the order at which the respective package order is to be displayed.

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

## Subscription Packages Setup

General      Language Data

Package Identifier\*

Package Type\* Select Plan

Package Commission Rate In Percentage\*

Package Products Allowed\*

Package Inventory Allowed\*

Package Images Per Catalog\*

Package Status Active

Package Display Order\*

**SAVE CHANGES**

Please click on the '**Save Changes**' button to proceed further.

- **Language Data tab:** Following details need to be filled in this tab:
  - **Language:** Select the preferred language from the drop-down list.
  - **Package Name\*:** Enter unique package name.
  - **Package Description:** Enter any additional package description to be provided for sellers.

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

→ **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

#### Subscription Packages Setup

The screenshot shows a user interface for managing subscription packages. At the top, there are two tabs: 'General' and 'Language Data', with 'Language Data' being the active tab. Below the tabs, there are three input fields: 'Language' (set to English), 'Package Name\*' (empty), and 'Package Description' (empty). At the bottom of the form is a blue 'SAVE CHANGES' button.

Please click on the '**Save Changes**' button to proceed further.

To make any changes in the details of previously created packages, please use the **Edit** button. The status of packages can also be changed using the toggle button provided in the '**Status**' column of the table listed on this page. To perform actions on multiple items, please use the check-boxes provided to the extreme left of the items in the list.

Once the package is created, the next step is to define plans that will be offered in the package based on the time period. To create plans within a package, click on the **Settings**  gear icon provided to the extreme right.

To create a new plan, click on the Add New  button which will open the plan setup form-

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- **Period:** Select the validity time period from drop-down list.
- **Time Interval (frequency)\*:** Enter the validity time interval in numbers.
- **Price\*:** Enter the selling price of this particular plan.
- **Plan Display Order\*:** Mention the order at which the plan will be displayed.
- **Status:** Select currency status of this price plan.

Please click on '**Save Changes**' to add the plan. Similarly, multiple plans can be added within a package. To make changes in the details of a previous plan, please use the **Edit** button.

Use the **Back** button to return to the **Packages Listing** page.

Please note that only 1 plan can be included with a 'Free' subscription package.

**NB:** Admin can enable or disable the 'Subscription Module' from **System Settings > General Settings > Subscription tab**. Discount Coupons for subscription packages can be created by selecting the 'Subscription Package' option provided on Coupon Setup box when creating a new coupon from the [Discount Coupons](#) module.

## 16. Import/Export

Please refer to the instructions provided in the **Import/Export > Instructions** tab for understanding how import/export works. For further instructions please refer to [\[Admin Import/Export Guide\]](#).

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## 17. Sitemap

A page that provides information related to pages included on the website and the relationships among them is known as a sitemap. It eases the process of navigating the website for various search engines like Google.

### 17.1 Update Sitemap

Admin can refresh the dashboard to update the latest changes by clicking on this module.

### 17.2 View HTML

Admin can view the sitemap in HTML by clicking on this module. A complete hierarchical display of all web-pages on this website is shown on this page.

### 17.3 View XML

Admin can view the sitemap in XML format.

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