



Advertiser Manual


-Version 10-

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1. Advertiser Module

Anyone can voluntarily register as an advertiser with Yo!Kart.

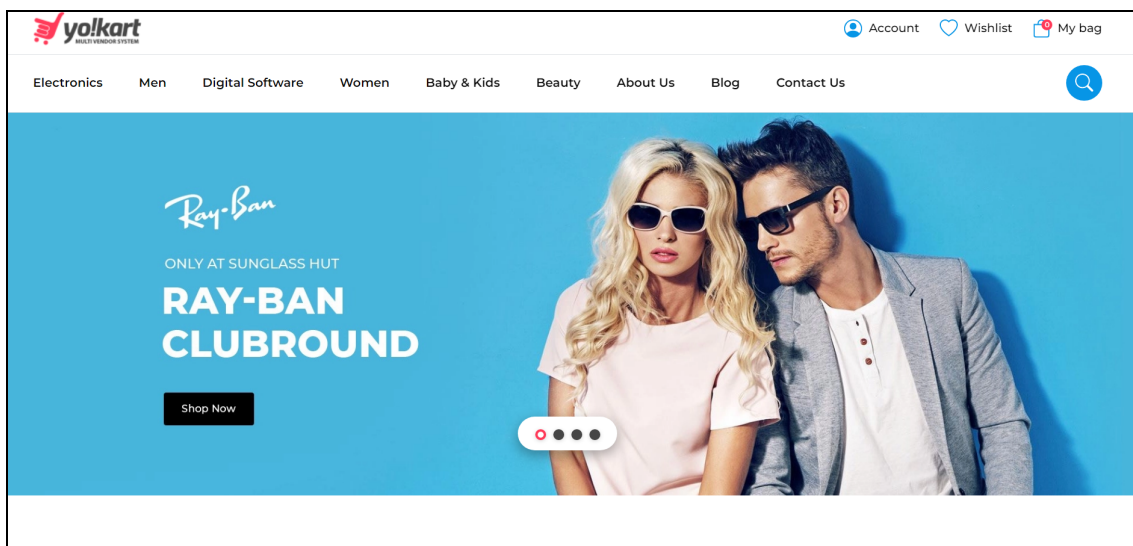
-  However, by default, all the users that register as sellers on the platform, are automatically registered as advertisers, too. This is so that sellers can promote their shops and products by adding banners for the same, from the advertiser dashboard.

The advertising module follows the Pay-Per-Click (PPC) model of advertising through banners, and/or directly promoting shops and products from the platform.

Yo!Kart has a dedicated PPC module that is managed by the admin, who sets all the rules that govern the promotion processes on the platform.

Advertisers (you) can set up their promotion campaign after selecting a promotion plan and the type of promotion they want to use. There are different types of promotion campaigns that the platform supports, including:

- Slider:** The promotion sliders are displayed on the homepage slider section.



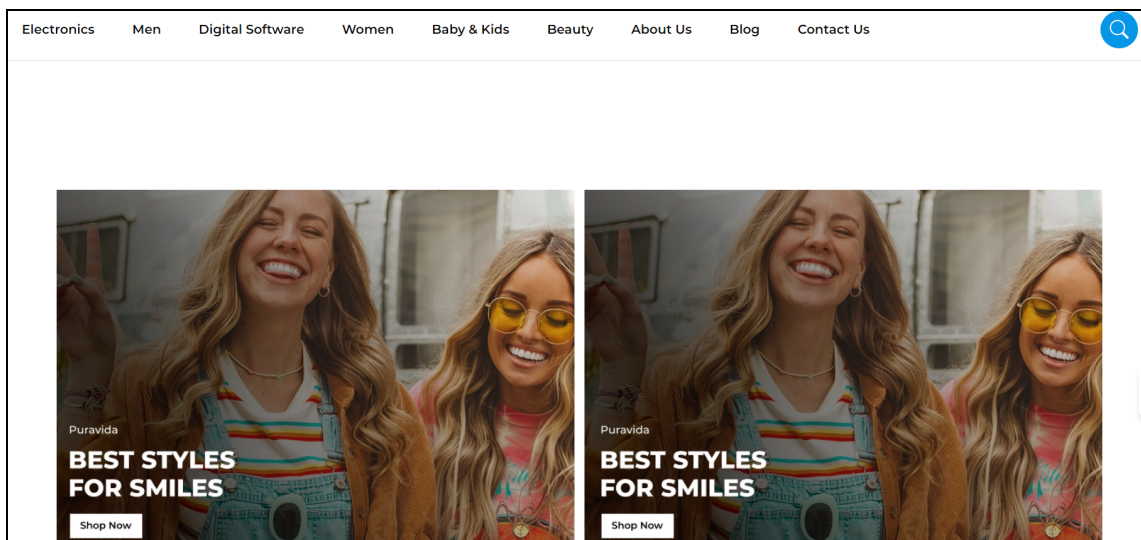
- Banners:** The promotion banners are displayed either on the homepage or on any random product detail page.

Open any product page, and scroll down to view all the banners below the customer reviews section. Two banners are normally displayed at random in this section.

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- **Promoted products & shops:** Every shop or product promotion is displayed only on the homepage of the website, under the Sponsored Shops or Sponsored Products heading.
- ❗ The admin has the option to change the heading of the section displaying the promoted shops and products. So, if you are lost regarding where your promotion is displayed, contact your administrator.

Once the promotion plan has been set up, you need to pay for it.

For this, you need to add virtual credit in your wallet on the platform. Then, use the wallet credits to pay for the promotion campaign accordingly.

After the payment is made, its details are sent to the admin and the respective promotion commences on the date you set for the campaign to begin.

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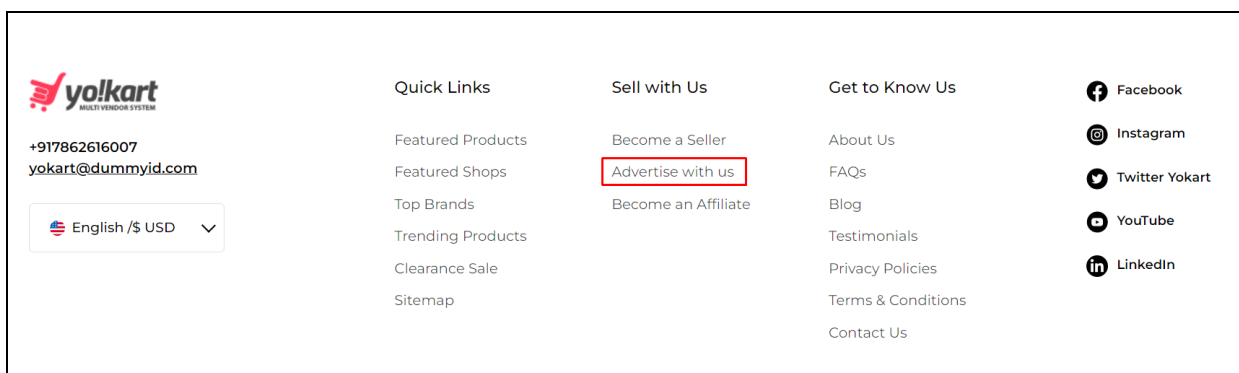
2. Registration

Seller automatically become advertisers on the platform. However, if you are not a seller on the platform, this means that you need to register as an advertiser to be able to promote things on the platform.

To become an advertiser, visit the homepage of the platform. Then, scroll down to the footer of the page.

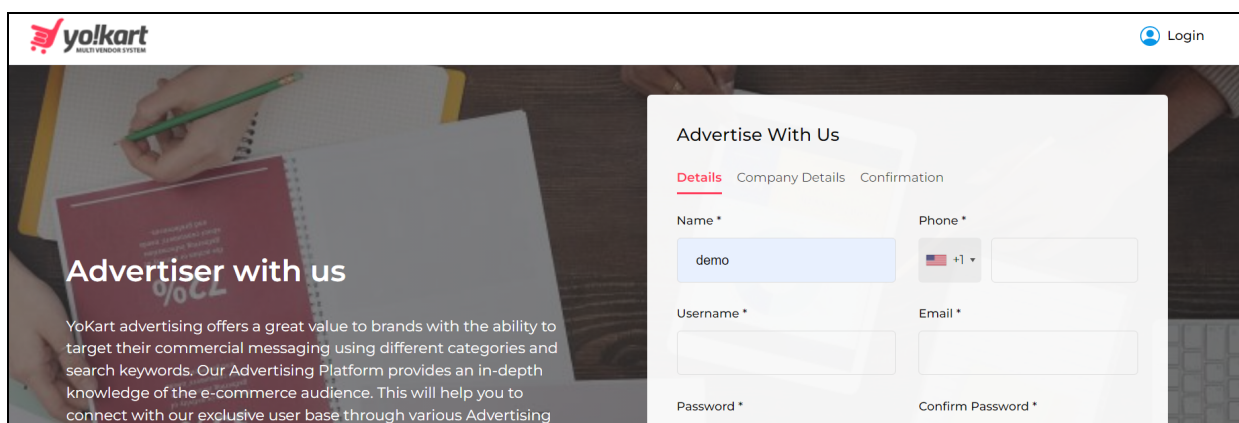
You will come across multiple pages that can help you navigate through the website and use its various features.

Amidst these links, there is an “Advertise with us” link. Click this link to register as an advertiser on the platform.



This will direct you to the **Advertise with us** page.

On this page, there is an Advertise with us form.



Fill the form to register as an advertiser.

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There are three tabs under this form.

Details tab

Edit the following details:

Advertise With Us

Details Company Details Confirmation

Name *

Phone *

Username *

Email *

Password *

Confirm Password *

e.g. User@123

Submit

- **Name*:** Enter your name.
- **Phone*:** Select the country code from the dropdown list, and enter your phone in the field beside it (without the country code).

This number will be used for any alerts or when you want to retrieve your account during a forgotten password case. Hence, add a number that you will have on you in the future as well.
- **Username*:** Enter a unique username that will be used to log in to the platform.

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- **Email*:** Enter your email address.

This email address will be saved as the main credential of the account, and can be used later to retrieve a forgotten password as well.

- **Password*:** Enter a password that you can easily remember.
- **Confirm Password*:** Re-enter the password entered in the password field.

Once all the information is added, click **Submit**.

This will direct you to the next tab.

Company details tab

Edit the following details:

Advertise With Us

Details **Company Details** Confirmation

Company

Brief Profile

Please Tell Us Something About Yourself

Products/services you wish to advertise?

Submit

- **Company Name:** Enter the name of your company. If you are your own company, enter your name here.

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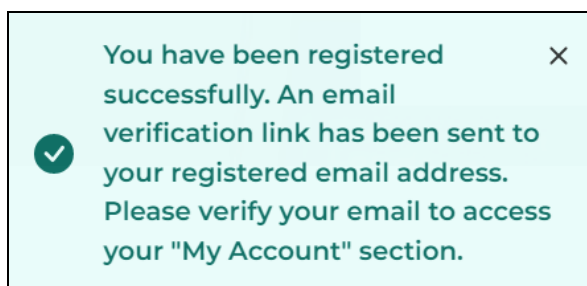
An **asterisk (*)** next to a label indicates that the information is mandatory.

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- **Brief Profile:** Enter a brief description of your company's profile or about yourself.
- **Products/services you wish to advertise:** Enter details about products and services you are planning to advertise on the platform.

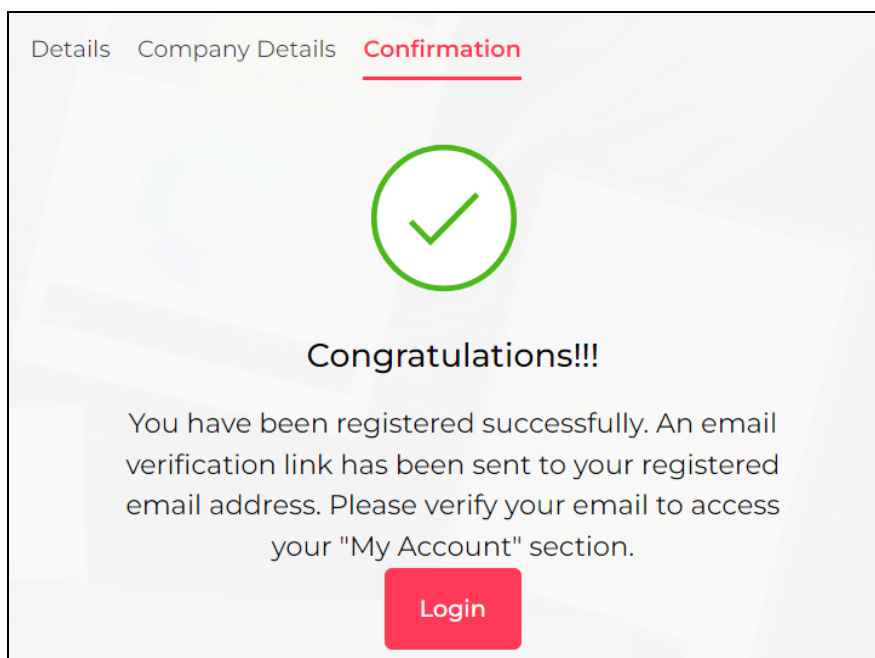
Once all the details have been entered, click Submit.

This will confirm your registration on the platform using the email and username you added, and a message will appear at the bottom of the page letting you know that you have been registered successfully as it directs you to the next tab.



The message also lets you know that an email with the email verification link has been sent to the email address that you used in the form.

Confirmation tab



The last tab is a message of congratulations for having completed the registration process.

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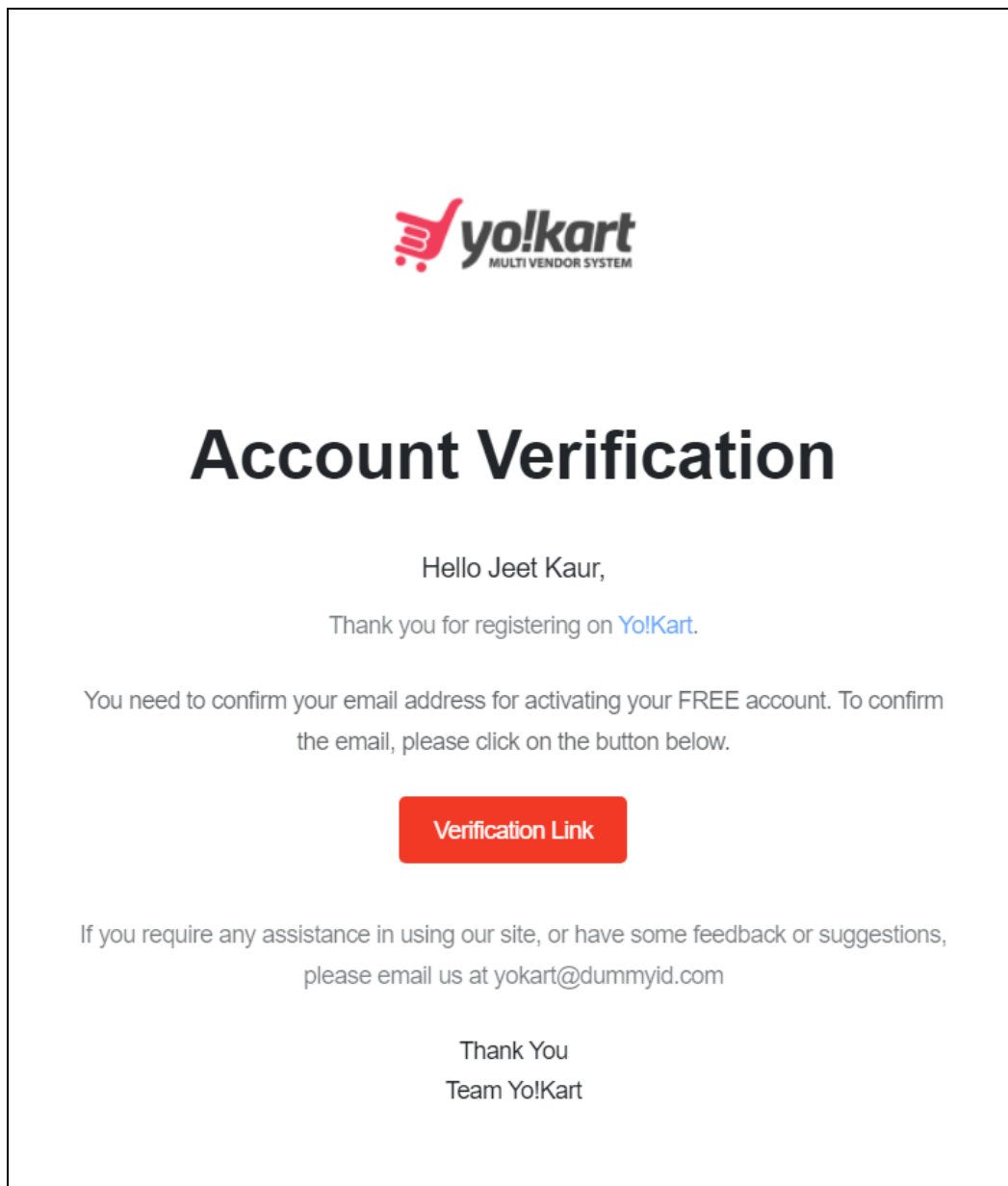
You will also receive an email that needs to be verified to log into the platform. Go to your inbox and click the registration link received.



In case the admin has deactivated the verification email step for the sign up process, you will not get an email to verify your registration. And the above message will just be a notification that you have successfully registered as a seller.

Leave this tab as is, and open a new tab on your browser.

On the new tab, go to your email, open the verification email sent to you, and click the link to verify the registration.




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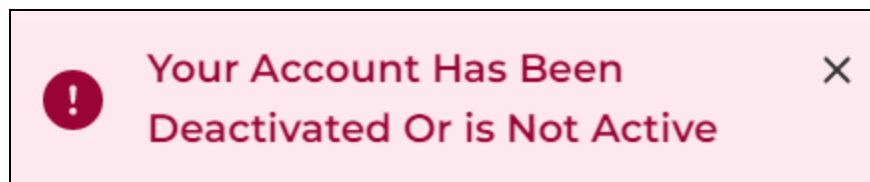
An **asterisk (*)** next to a label indicates that the information is mandatory.

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With this, your email will be verified and you will be directed to the login page.

[Log into your account](#) from here.

 If the admin has activated the setting where they have to approve your registration before you can log into the platform, you will not be able to login. An error message letting you know that your account has been deactivated or isn't active. In such a case, contact your admin or wait for it to be approved.



Once the admin activates your account, you will be able to log into it.

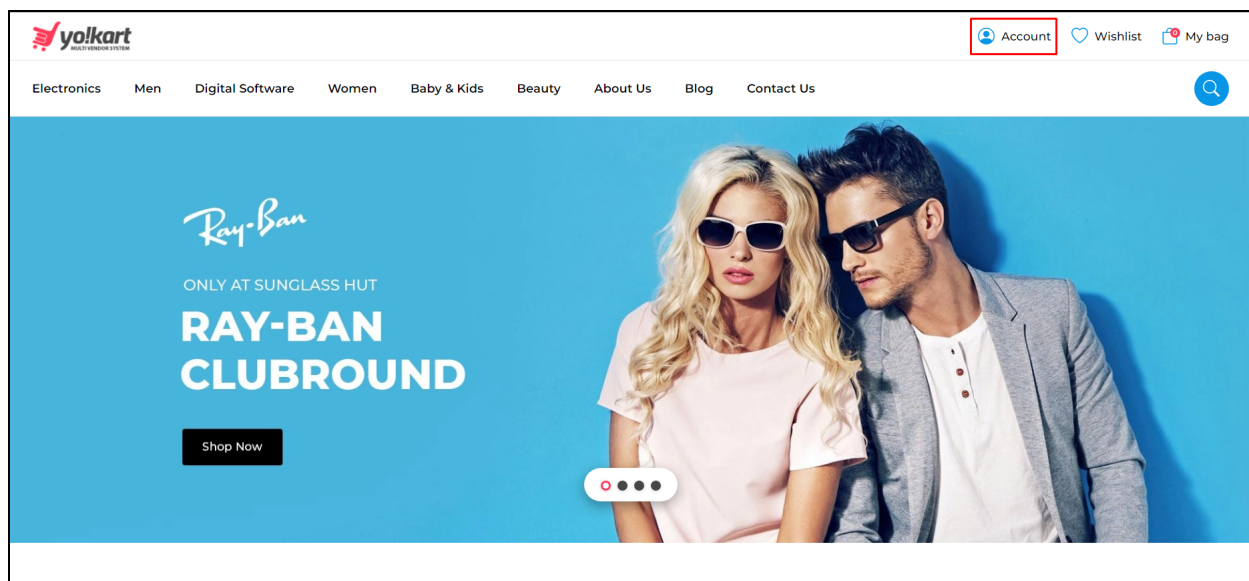
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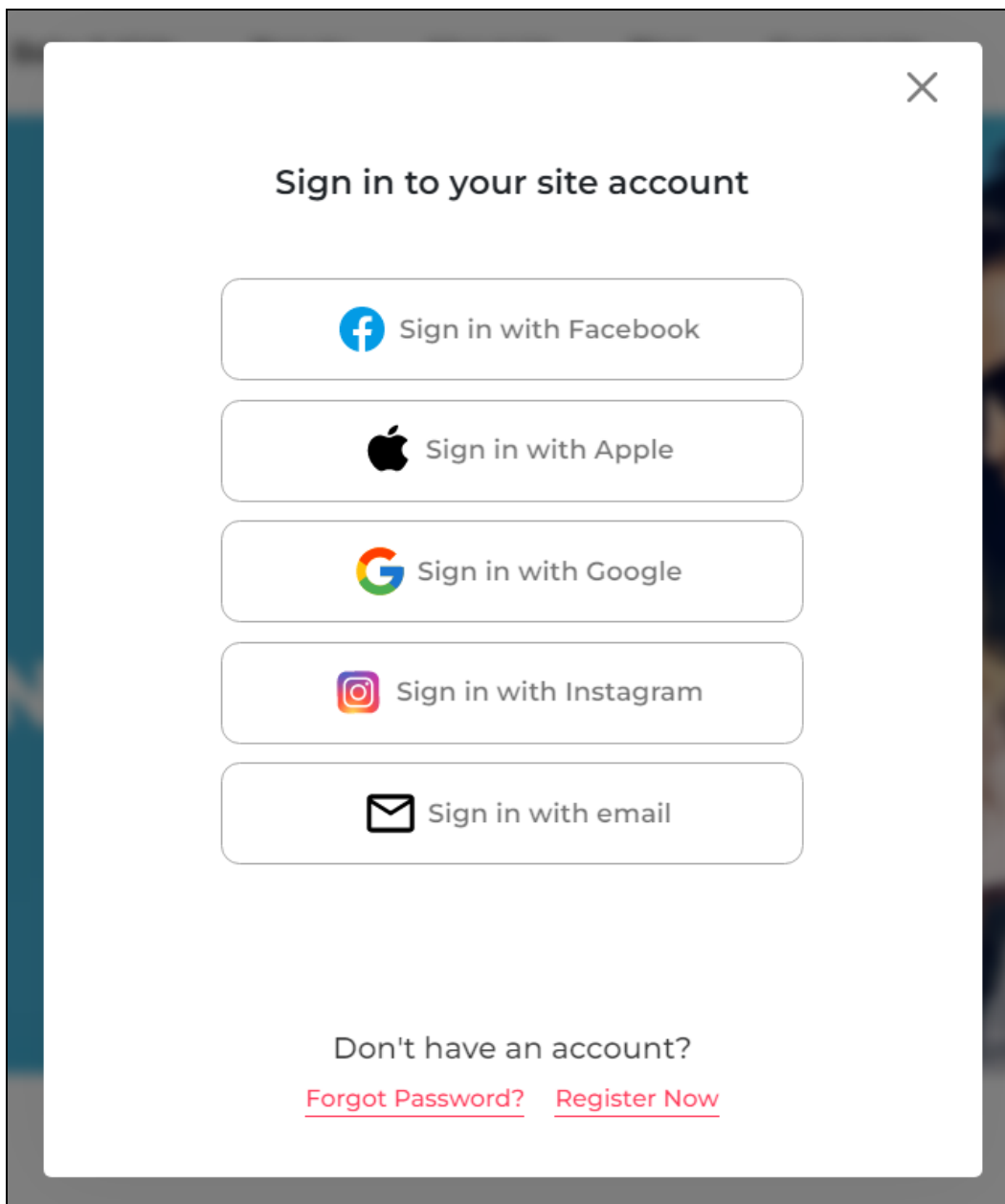
3. Login

Visit the homepage of the platform.



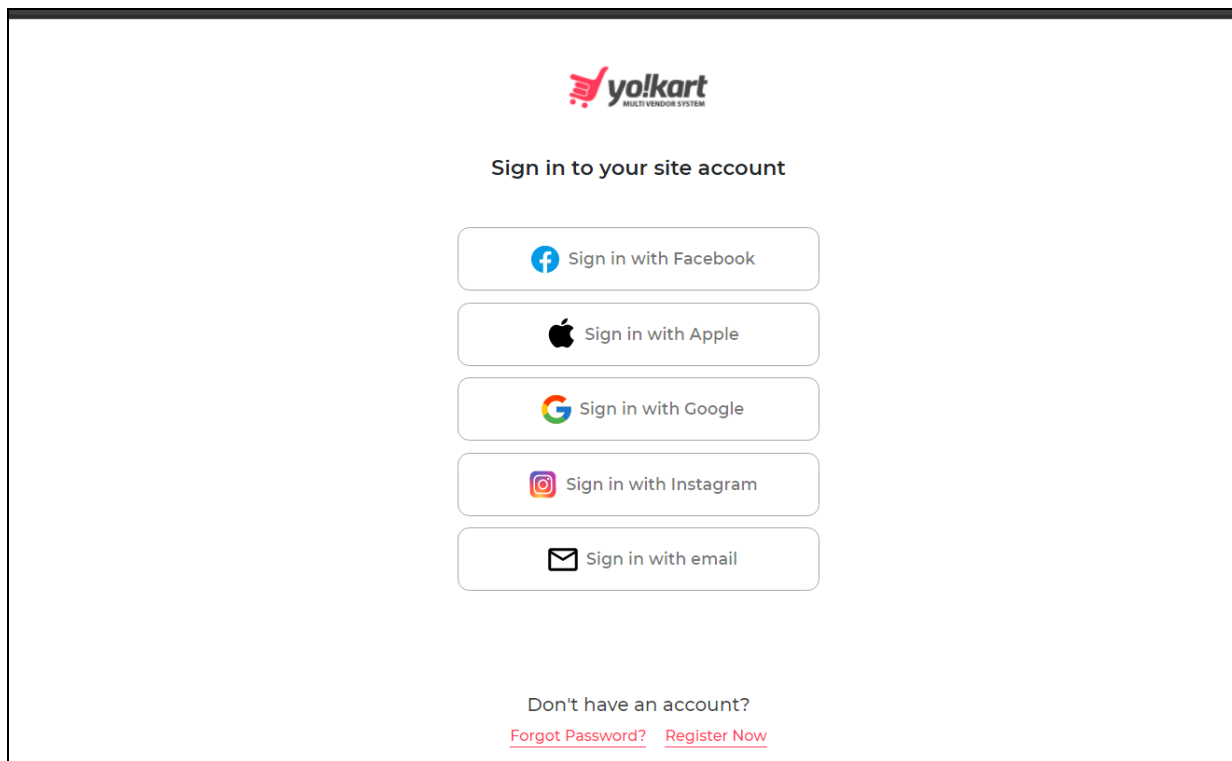
From here, click **Account** and the sign-in pop-up form will appear.

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Or, simply visit the guest login link that has the sign in form.

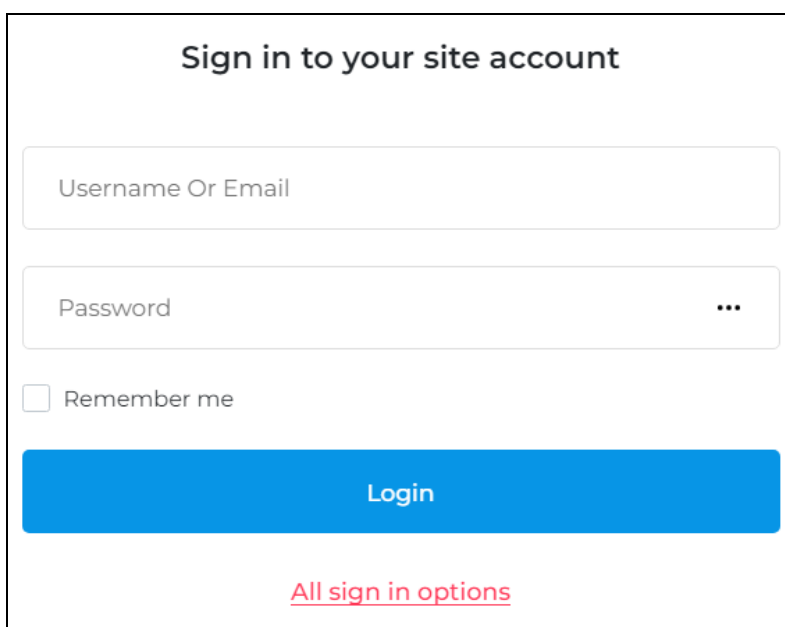
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In both the cases, a sign in form appears.

Depending on the features activated by the admin, you can log in to your account using Facebook, Google, Apple, and Instagram. Or you can simply click “Sign in with email” and use your login credentials to sign into the platform.

When you click Sign in with email, the following fields appear.



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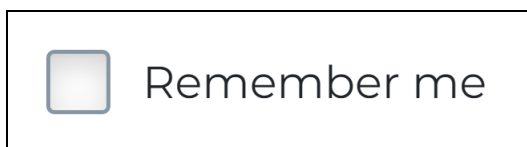
An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Enter the username (or email address) and password to log in to your account. Keep in mind that the username and password are case sensitive. So, type in the exact details as you had when setting up your account.



Check mark **Remember me** so that if you close the window without signing out, the next time you go back, you will be signed back in automatically.

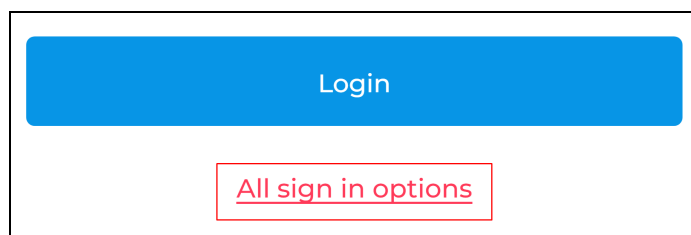


Remember me

Once done, click **Login**.



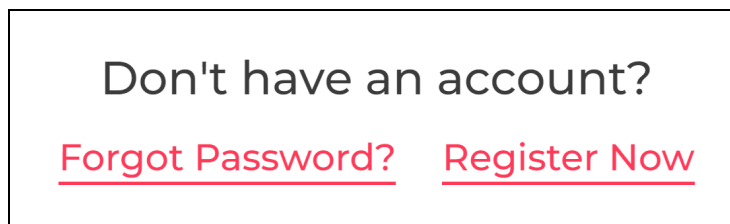
If you want to login using your social media account, and clicked this option by mistake, go back to the main login screen by clicking the All sign in options link.



Login

[All sign in options](#)

If you have not yet registered on the website, then click [Register Now](#) and register yourself as a user on the website.



Don't have an account?

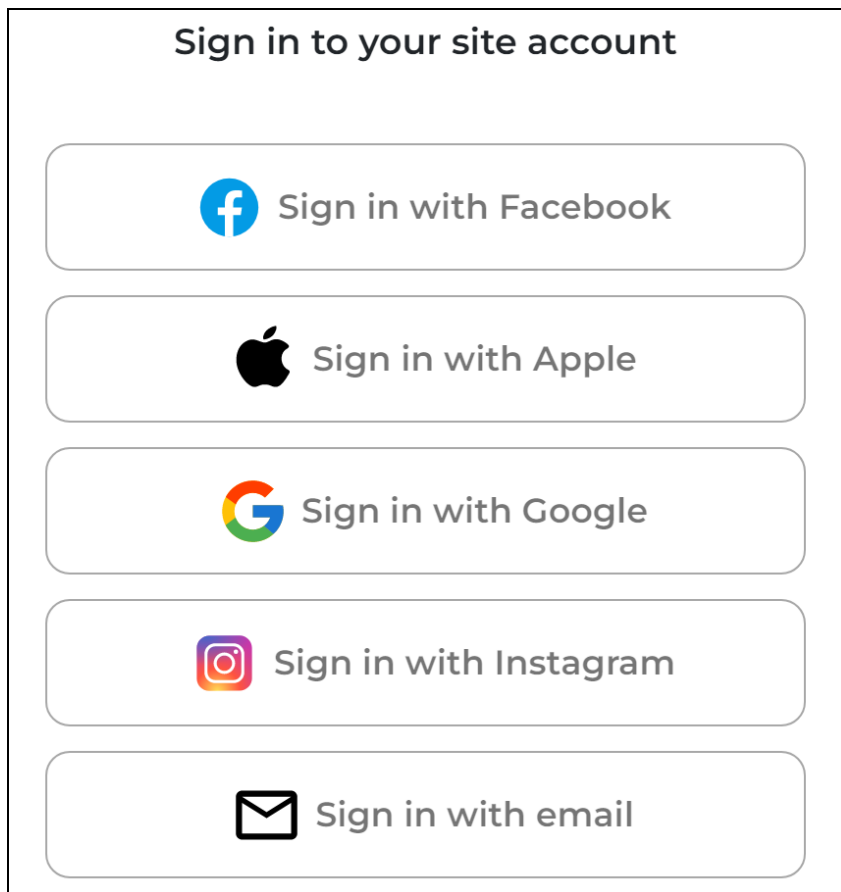
[Forgot Password?](#) [Register Now](#)

On the other hand, if you have forgotten your password, click [Forgot Password?](#) (Refer to Forgot Password to know more) to recover your password and log in your account.


3.1 Facebook, Google, Instagram or Apple Logins

Let us say that you want to use your social login details to log in to the website, select the desired social media sign in option.

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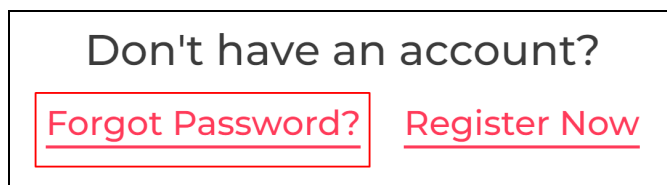
When you do this, you will be directed to the respective social login page.

 If you did not create an account using your social login details previously, it will create a new account for you as a buyer and you will again have to go through the registration process of becoming an advertiser [as shared above](#).

So, keep this in mind when trying to log in to your account using your social logins.

3.2 Forgot Password

If you forgot or lost your password, you can change or reset it by clicking the **Forgot Password** link in the login form.



When you click this, the **Forgot Password** page appears.

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Forgot Password?

Enter the email address associated with your account.
Click on Submit to get the password reset link on this email address.

Submit

[Back To Login](#)

Enter the username or email address associated with the account in the provided field.

Once done, click **Submit**.



In case you clicked the **Forgot Password** link by mistake, you can go back to the login page by clicking the **Back to Login** link below the Submit button.

Submit



[Back To Login](#)

When you click **Submit**, the system will forward a password reset link on your mentioned (registered) email address and a message will appear on the bottom of the page confirming the same.

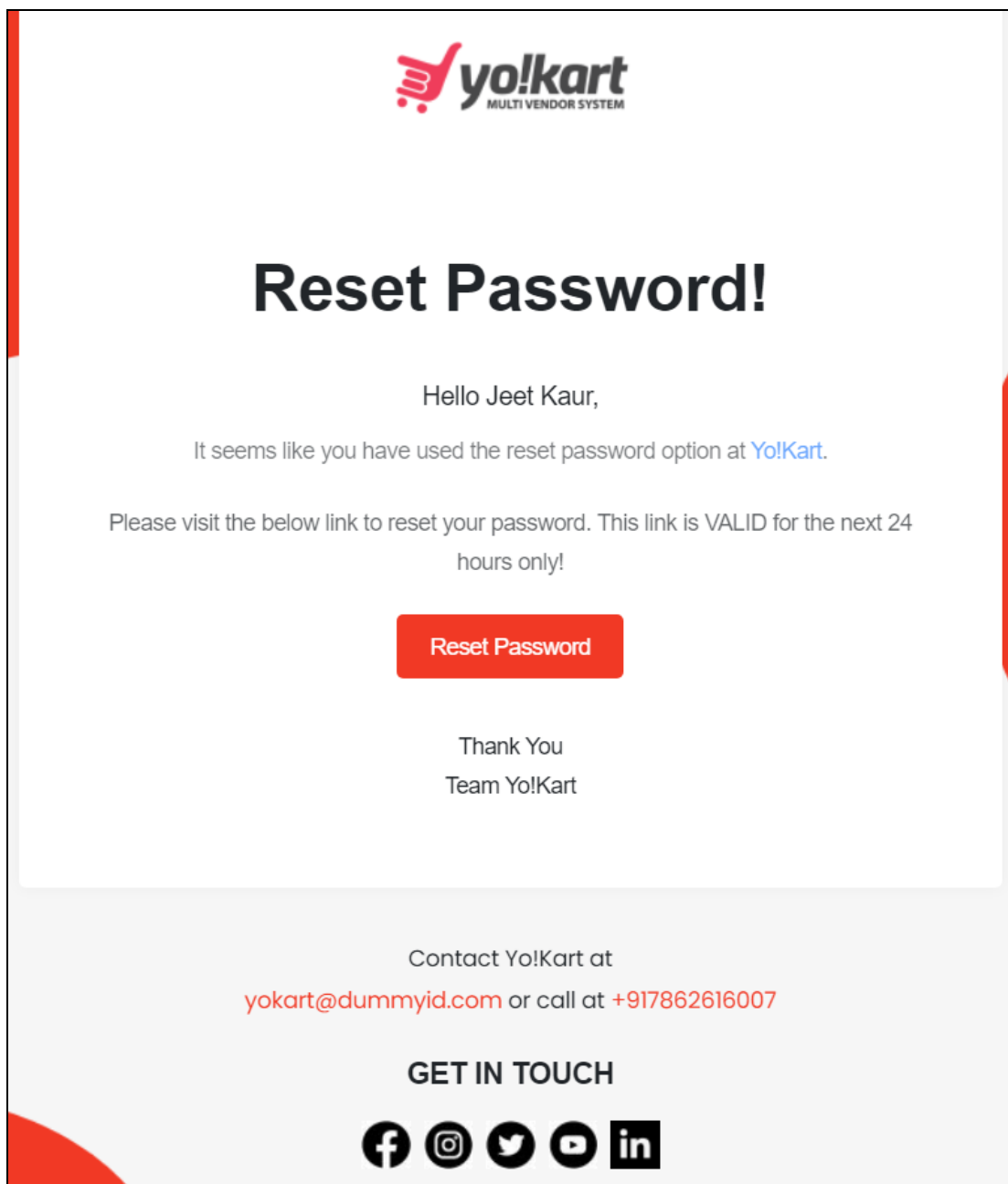
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 Your password reset instructions  have been sent to your email. If you do not find it in your inbox, please check your SPAM folder. This request is VALID only for the next 24 HOURS.

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




The screenshot shows an email from Yo!Kart with the following content:

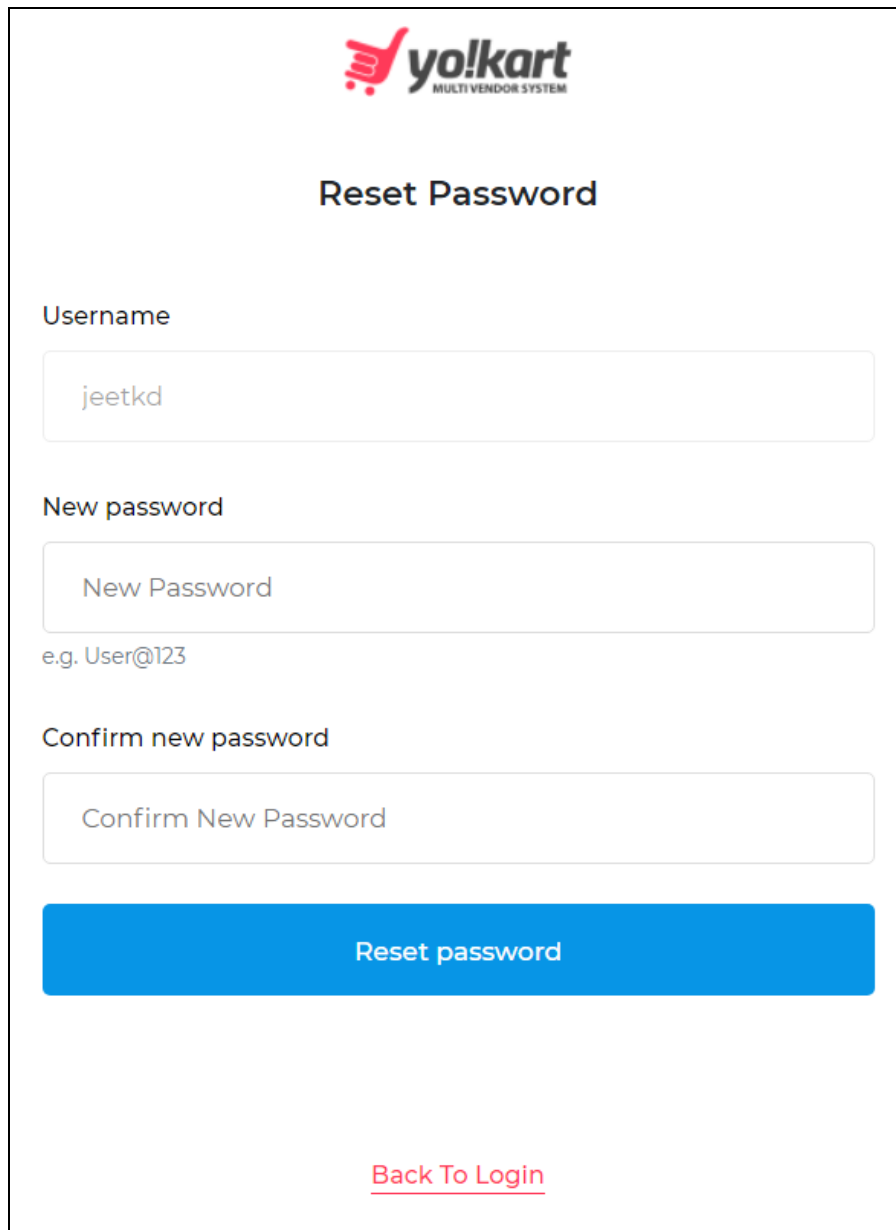
- Yo!Kart logo (MULTI VENDOR SYSTEM)
- Subject: **Reset Password!**
- Greeting: Hello Jeet Kaur,
- Body: It seems like you have used the reset password option at [Yo!Kart](#).
- Text: Please visit the below link to reset your password. This link is VALID for the next 24 hours only!
- Button: [Reset Password](#)
- Text: Thank You
Team Yo!Kart
- Contact info: Contact Yo!Kart at yokart@dummyid.com or call at +917862616007
- Section: **GET IN TOUCH**
- Social media icons: Facebook, Instagram, Twitter, YouTube, LinkedIn

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Click the **Reset Password** button in the email.

 If you have any other issues and/or need additional help, you can contact the admin by emailing them or calling them. The email address and number will be provided in the email.

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



The screenshot shows a web form titled "Reset Password" with the Yo!Kart logo at the top. The form contains three input fields: "Username" (pre-filled with "jeetkd"), "New password" (pre-filled with "New Password"), and "Confirm new password" (pre-filled with "Confirm New Password"). Below the "New password" field is an example "e.g. User@123". A blue "Reset password" button is located below the input fields, and a red "[Back To Login](#)" link is at the bottom.

Edit the following:

- **Username:** This field comes pre-filled with your username, and cannot be edited.

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- **New password:** Enter your new password. Ensure that the password is a strong one and has at least 8 characters in it.

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

If you enter a short password and/or a password that does not have a mix of alphanumeric characters (mix of numbers and alphabets), it will show an error message under it.

New password

....

Password must be eight characters long and alphanumeric

e.g. User@123

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

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

Confirm new password

.....

Confirm new password must be the same as New password.

Once done, click **Reset Password**.

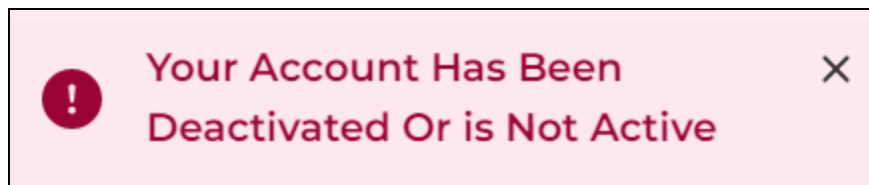
With this, your password will be updated and you will be redirected to the login page.

You can then log in to your account from here.

3.3 Problems Logging In

If you are experiencing problems while trying to log into your account and can see the below error message, this means that the admin has deactivated your account.

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Moreover, if the admin has removed your account from the platform, you will not be able to log in at all.

Kindly contact the admin in such cases.

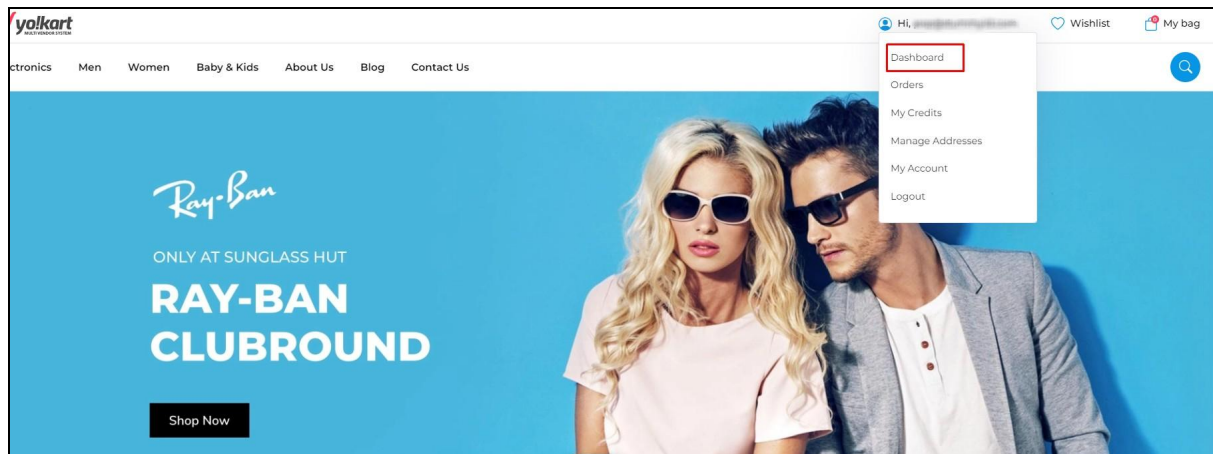
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4. Dashboard

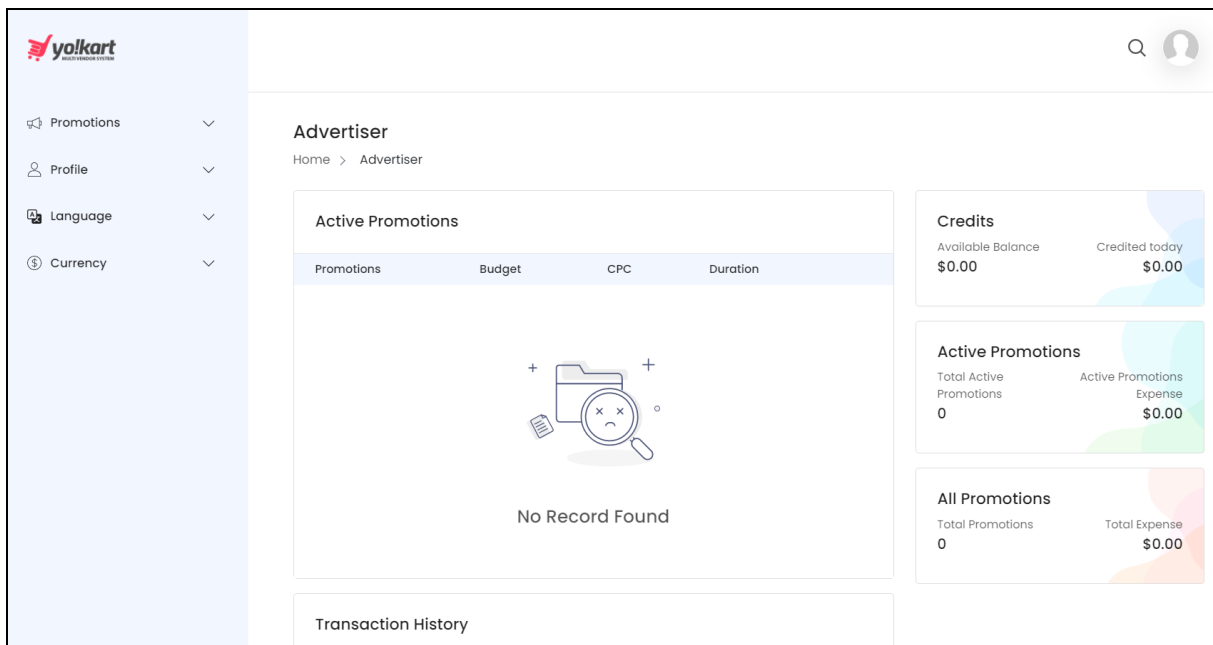
Once you log into your account successfully, the first thing you see is the homepage of the website.

From here, click your name at the top right corner of the page. A dropdown menu will appear.

Select **Dashboard** from the list.



This will direct you to the advertiser dashboard.



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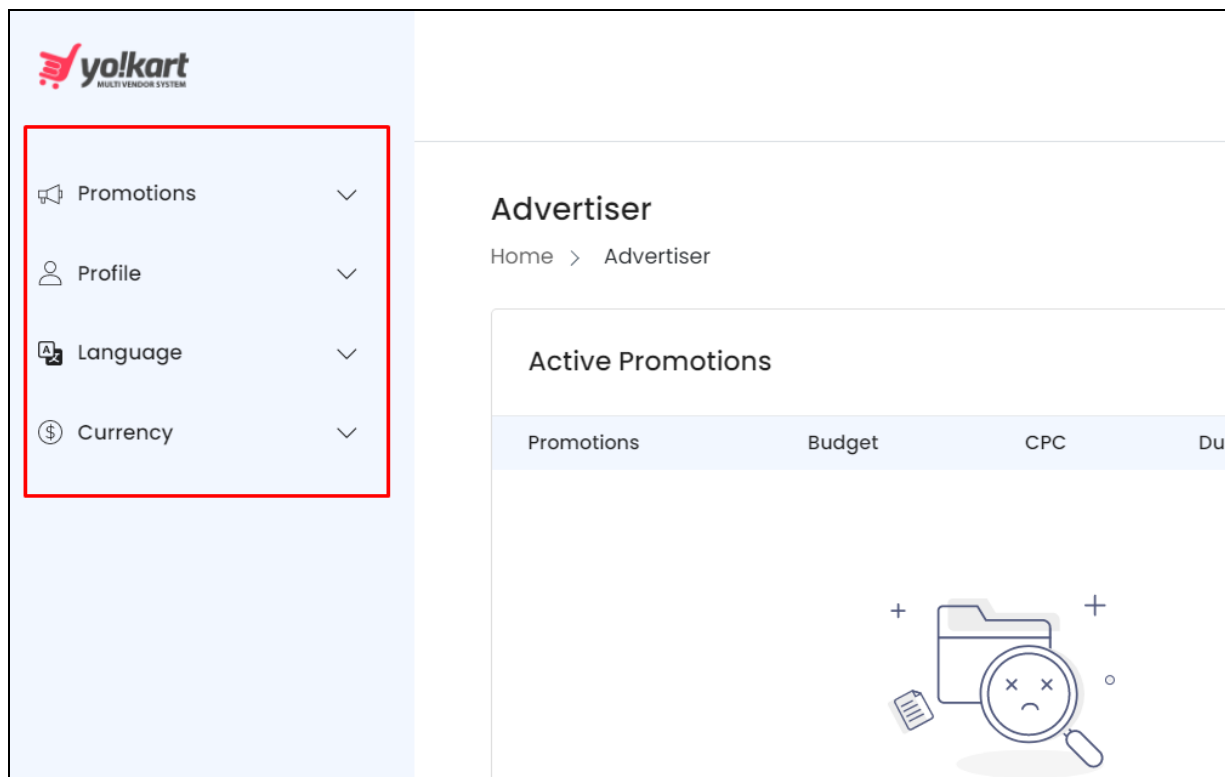
There are multiple different sections on the dashboard that share a brief about your promotions and your account.

In addition, there are multiple sections that can help you navigate through the platform easily.

Each section has been explained below in detail:

4.1 Navigation Menu

On the left side is a **navigation menu**.



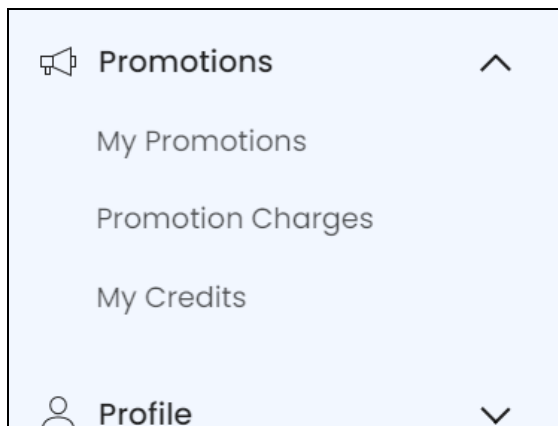
These are referred to as modules that allow you to manage your account and perform various tasks accordingly.

Click a module from the menu and its accordion content will be displayed.

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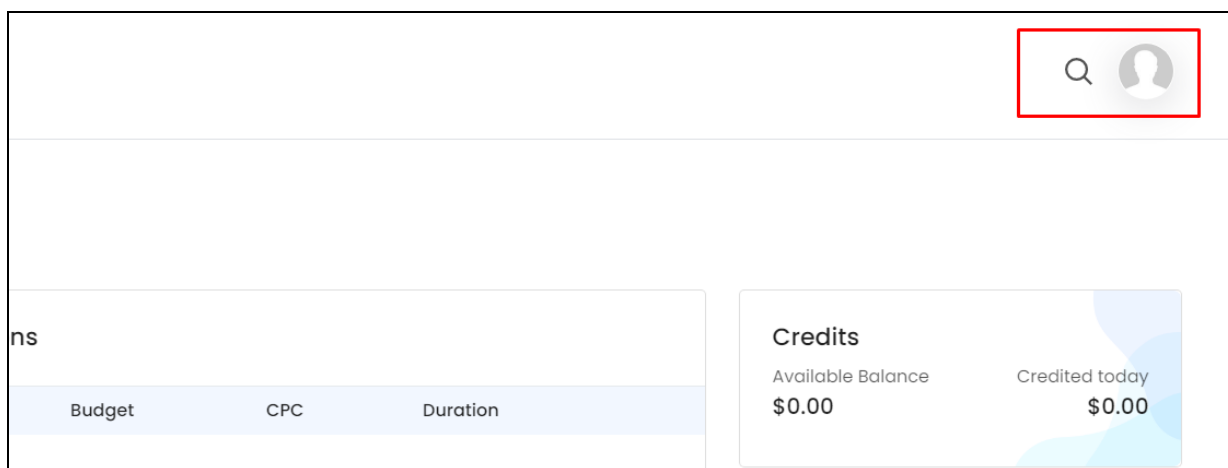


Click a submodule from the accordion list to visit its page and manage the respective tasks accordingly.

Each of these modules under the navigation menu will be explained further (from the [next section](#)).

4.2 Top Header

At the top of the page, there are two icons, namely a search icon and a profile icon.



Each of these icons are explained below:

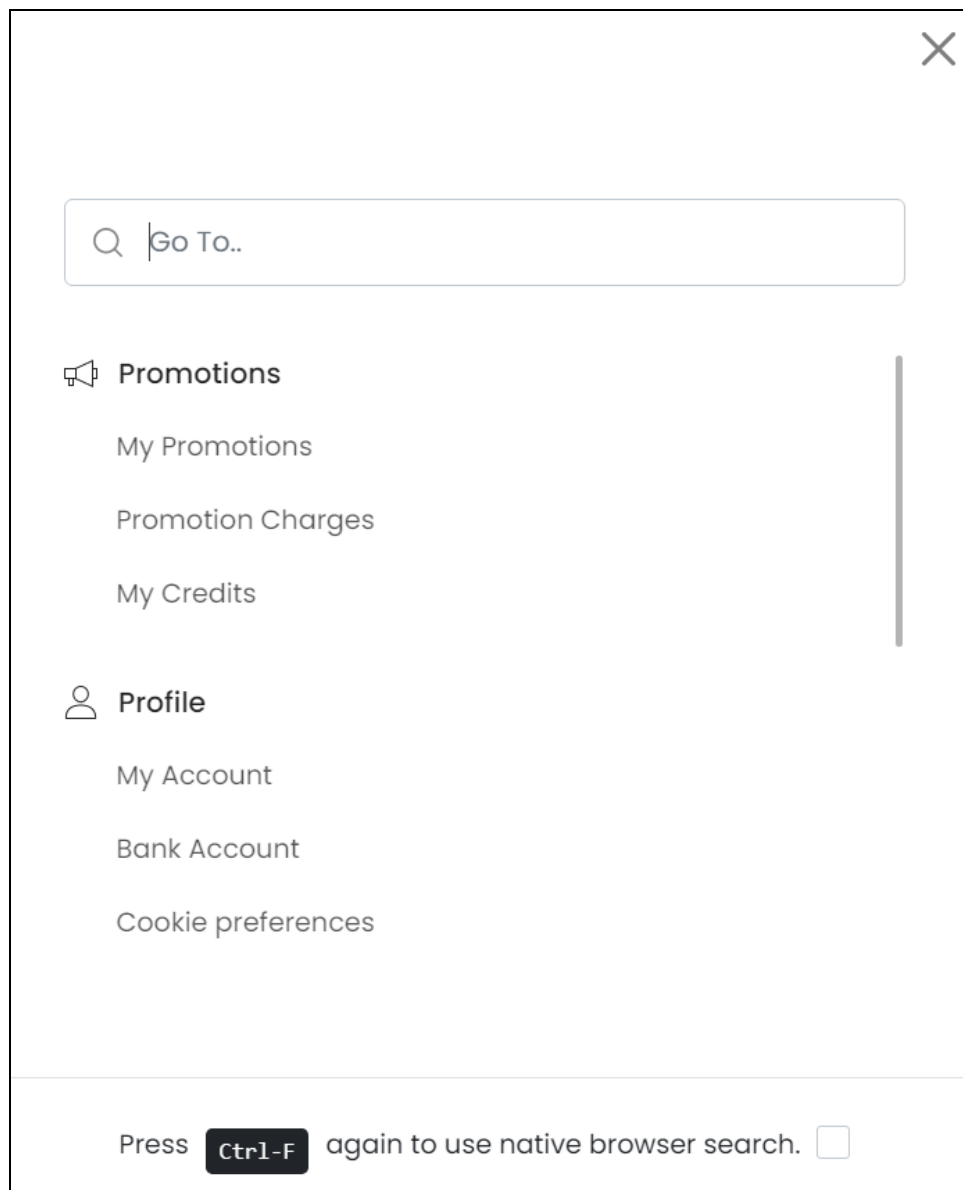
a. Search Icon

Located at the top-right corner of the dashboard, there is a search icon. It is a static icon that will remain in the same position regardless of which page you visit on the dashboard.

Click this icon to look for any module that you are not able to locate otherwise.

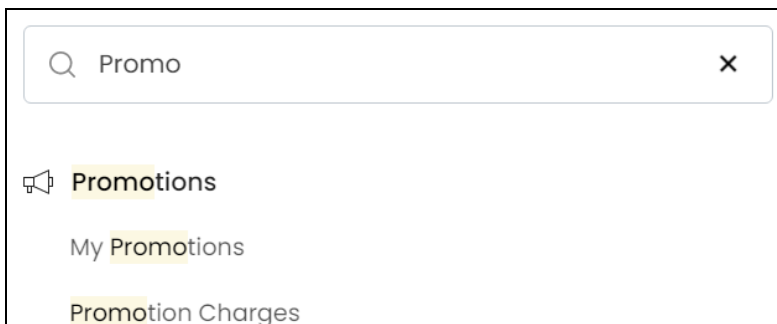
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When you click this icon, a pop-up search form appears.



Enter the name of the module you are searching for, in the search bar provided (where it says Go To..). While typing, an auto-populated list of relevant records will appear below.

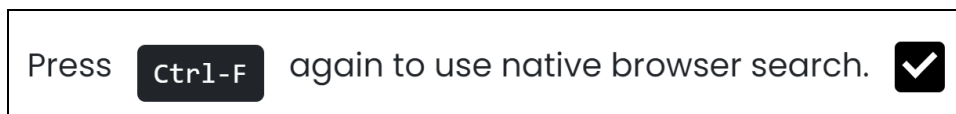
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Click the relevant option from the narrowed-down list. And this will direct you to the respective module.

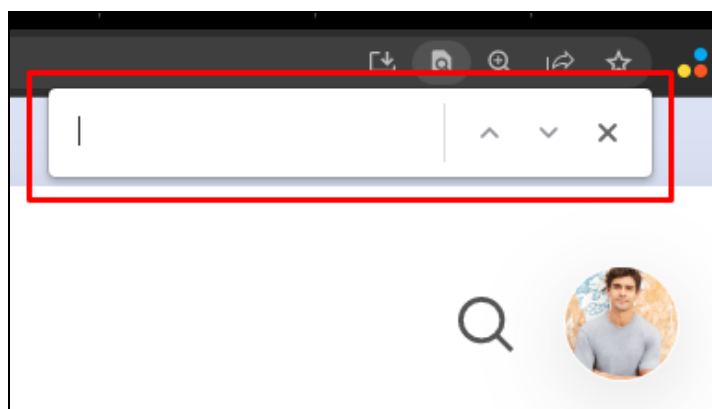
! This search option only allows you to search for a module or submodule, and not for a feature or setting that comes under a submodule’s page. To search for such features or settings, you will manually have to look for them under each submodule.

To activate regular search (browser search option), select the checkbox provided at the end of “Press (Ctrl + F) again to use native browser search” and it will convert into a regular search.



Once you do this, close the search form by clicking the cross icon .

Now, when you press Ctrl + F, the browser search will open.



! If you try to use the browser search option by pressing Ctrl + F without selecting the “Press (Ctrl + F) again to use native browser search” checkbox on this form, it will open this search form and not the browser’s search bar.

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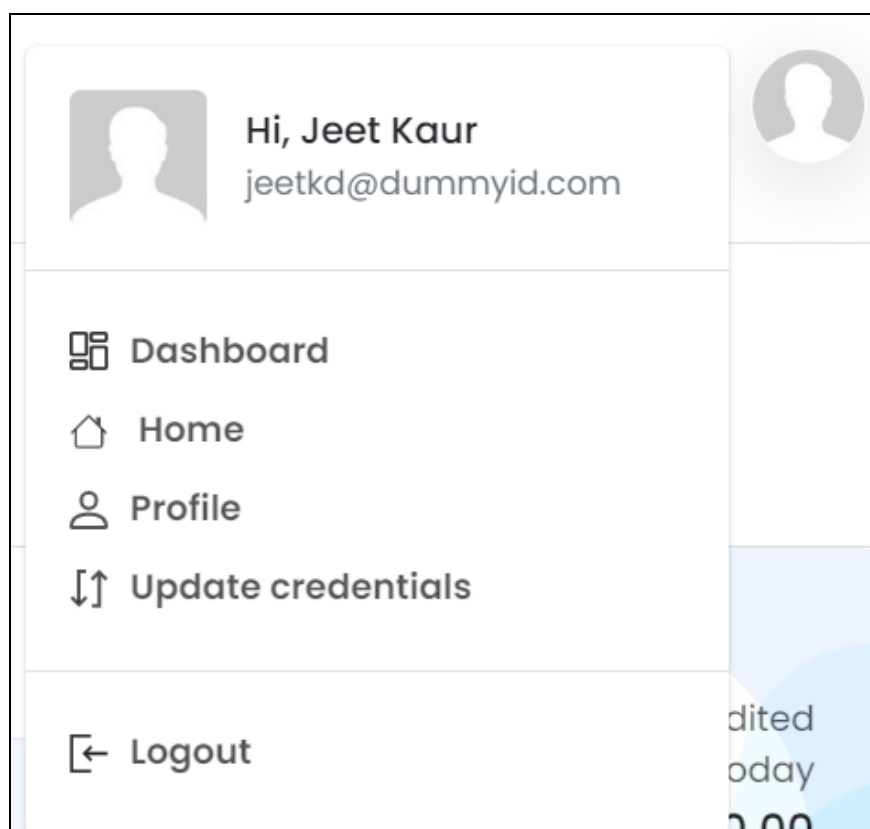
b. User Icon

The user icon is located at the extreme top-right corner of the dashboard.

It is a static icon that will remain in the same position regardless of which page you visit on the dashboard. The options under this icon include dashboard, home, profile, update credentials and logout.

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

Click this icon, and a tiny drop-down menu will appear.



This menu list includes some quick navigation links. Click each option to go to their respective pages. The options include:

- **Dashboard:** This will direct you to the dashboard, regardless of wherever you are on the platform.
- **Home:** This will open the front end homepage of the website on another browser tab.

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The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Profile:** This will direct you to the account settings page, where you can quickly update your name, date of birth, company name, and set dashboard preferences.

Visit this page directly under **Profile** > [My Account](#) (through the left navigation menu).

- **Update Credentials:** This will direct you to the **Update Credentials** page, where you can update your email address and password related credentials.

Visit this page directly under **Profile** > [Update Credentials](#) (through the left navigation menu).

- **Logout:** This will terminate the session, log you out of your account, and take you back to the guest user's login page.

4.3 Center of the Dashboard

The center of the screen displays insights regarding the active promotions and recent transactions made through your account's wallet.

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The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Advertiser

Home > Advertiser

Active Promotions

[View All](#)

Promotions	Budget	CPC	Duration	
Jewellery Type : Product	\$100.00	CPC : \$1.00 Total clicks : 3	Start Date : 21/07/2021 End Date : 01/06/2023	

Transaction History

[View All](#)

Txn. ID	Date	Credit	Debit	Balance	Comments	Status
Txn. ID: TN- 0001514	24/03/2023	\$400.00	\$0.00	\$906,403.54	Return request approved for #O3773480739-S0005. Amount Refunded.	Transac
Txn. ID: TN- 0001513	24/03/2023	\$800.00	\$0.00	\$906,003.54	Return request approved for #O3773480739-S0004. Amount Refunded.	Transac
Txn. ID: TN- 0001512	24/03/2023	\$150.00	\$0.00	\$905,203.54	Return request approved for #O3773480739-S0003. Amount Refunded.	Transac

Each section has been explained:

a. Active Promotions

This table displays the latest three promotions that are running (active).

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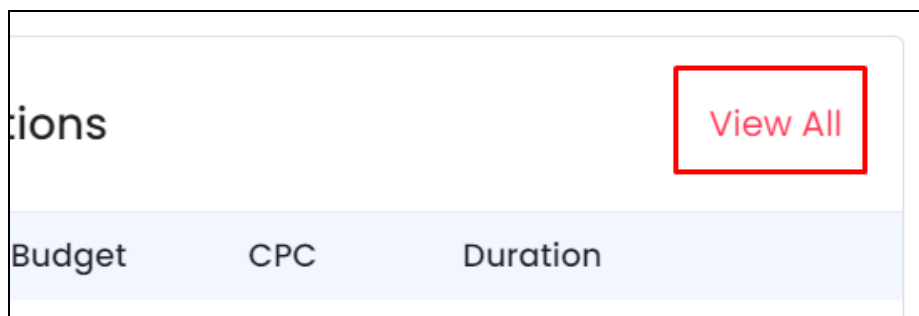
Active Promotions				View All
Promotions	Budget	CPC	Duration	
Jewellery Type : Product	\$100.00	CPC : \$1.00 Total clicks : 3	Start Date : 21/07/2021 End Date : 01/06/2023	👁
Shirt Type : Product	\$10.00	CPC : \$1.00 Total clicks : 3	Start Date : 18/07/2019 End Date : 18/04/2023	👁
Jeans Type : Product	\$10.00	CPC : \$1.00 Total clicks : 3	Start Date : 18/07/2019 End Date : 18/04/2023	👁

View the promotion name, its type, the budget, CPC, total clicks made on the promotion, date when it started and its expiry date.

There are two actions you can perform through this table:


View All Link

There is a **View All** link displayed at the top-right corner of the table. Click this to view the complete list of promotions ever created.



This will direct you to the [My Promotions](#) page.

Analytics Icon

Beside each promotion listed, there is a **analytics icon**  .

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Click this icon to review the respective promotion’s analytical report. This will direct you to its analytics report page displaying the number of clicks made and impressions for each day (while the promotion was live).

#	Date	Clicks	Impressions
1	11/04/2023	0	8
2	10/04/2023	0	27
3	09/04/2023	0	7
4	08/04/2023	0	27
5	07/04/2023	0	5
6	06/04/2023	0	20

Refer to [My Promotions > Action Buttons > Analytics Icon](#) for more information.

b. Transaction History

This table displays the latest three transactions made through your account’s wallet.

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

Transaction History						View All
Txn. ID	Date	Credit	Debit	Balance	Comments	Status
Txn. ID: TN- 0001630	05/04/2023	\$70,800.00	\$0.00	\$906,403.54	Return request approved for #O5323805597-S0005. Amount Refunded.	Transc
Txn. ID: TN- 0001629	05/04/2023	\$82,600.00	\$0.00	\$835,603.54	Return request approved for #O5323805597-S0004. Amount Refunded.	Transc
Txn. ID: TN- 0001628	05/04/2023	\$69,620.00	\$0.00	\$753,003.54	Return request approved for #O5323805597-S0003. Amount Refunded.	Transc

The list is arranged in the ascending order, where the most recent transactions are seen first, followed by the subsequent transactions. View and track the transaction details including the transaction ID, date of transaction, credited amount, debited amount, wallet balance, comments regarding the transaction and the status of the transaction.



Use the horizontal scroll bar at the bottom, to view the complete table.

0001628	#O5323805597-S0003. Amount Refunded.
---------	--------------------------------------

View All Link

There is a **View All** link displayed at the top-right corner of the table. Click this to view the complete list of transactions.

This will direct you to the [My Credits](#) page.

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

4.4 Right side blocks

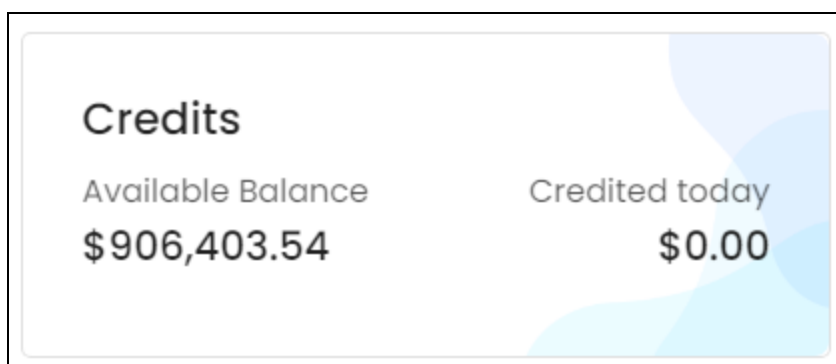
On the right-side of the dashboard, there are three blocks displaying the basic information regarding your account's credits, the active promotions, and the total promotions ever created.

Clicking each section will take you to that respective section's module. Each section has been explained in detail:

a. Credits

This section displays the total balance available in your wallet.

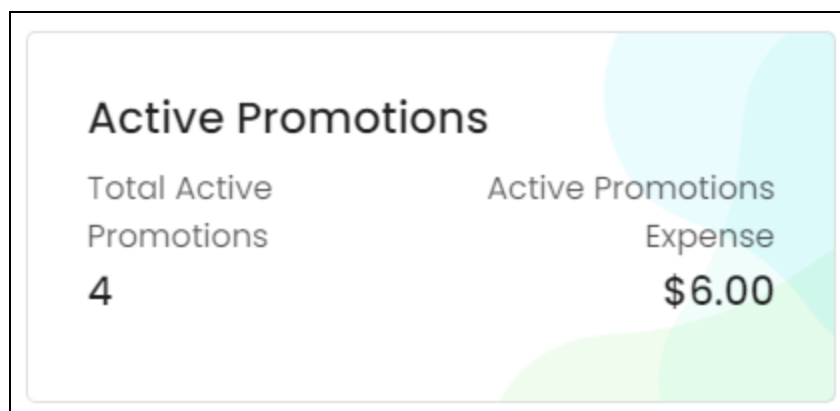
It also displays the amount earned today.



Click this section and it will direct you to the [My Credits](#) section.

b. Active Promotions

This section displays the total number of active promotions and the daily expense needed to run these promotions.



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

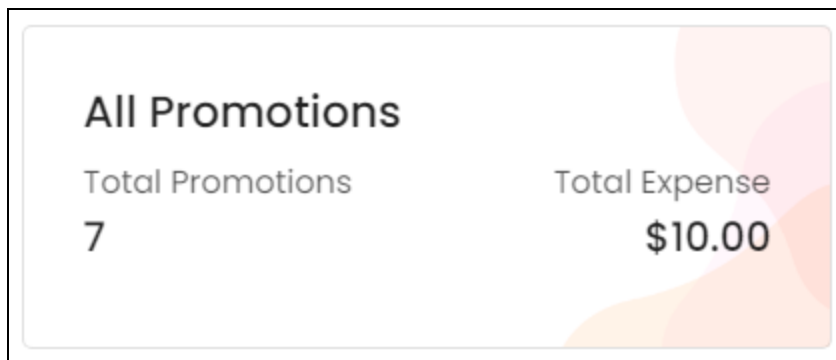
An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Click this section and it will direct you to the [My Promotions](#) page, displaying only the active promotions.

c. All Promotions

This section displays the total number of promotions ever created, including the expired promotions and the total amount deducted till now for running any promotion.



Click this section and it will direct you to the [Promotion Charges](#) page, displaying the number of clicks, charged amount, and the date it was charged for each promotion.

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

5. Promotions

Manage promotions that will be runned, are running or have run on the platform, and all expenses needed for the same through this module.

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

Each submodule has been explained in detail.

5.1 My Promotions

Create and manage the promotions you want to run, have run or that are running on the platform.

Assuming you just joined the platform, the list will be empty.

The screenshot displays the 'Promotions' management page. At the top, there is a breadcrumb trail 'Home > Promotions' and a 'New' button. A light blue banner indicates a 'Minimum Balance Required For Promotions : \$20.00'. Below this is a search bar with the placeholder 'Search by promotion name' and a red 'Search' button. A table with columns for '#', 'Promotion Name', 'Budget', 'Budget Duration Type', 'Type', 'Duration & Daily Schedule', 'Promotion Status', 'Approved', and 'Status' is shown. The table is currently empty, and a central message reads 'No Records Found' with an icon of a folder and a sad face.

On the other hand, if you have created promotions and have been running the profile for a while, all the promotions including the active and expired promotions, will be visible in this list.

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Promotions
Home > Promotions + New

i Minimum Balance Required For Promotions : \$20.00

Search by promotion name Search

#	Promotion Name	Budget	Budget Duration Type	Type	Duration & Daily Schedule	Promotion Status	Approved	Status	
8	20% OFF	\$200.00	Weekly	Banner	Start : 11/04/2023 End : 19/04/2023 Daily Schedule : 17:40 - 20:30	Duration & Daily Schedule	No	<input checked="" type="checkbox"/>	
7	Jewellery	\$100.00	Daily	Product	Start : 21/07/2021 End : 01/06/2023 Daily Schedule : 00:00 - 23:00	Running	Yes	<input checked="" type="checkbox"/>	
6	Shirt	\$10.00	Daily	Product	Start : 18/07/2019 End : 18/04/2023 Daily Schedule : 00:00 - 23:00	Running	Yes	<input checked="" type="checkbox"/>	
5	Jeans	\$10.00	Daily	Product	Start : 18/07/2019 End : 20/04/2021 Daily Schedule : 00:00 - 23:00	Expired	Yes	<input checked="" type="checkbox"/>	

Use the horizontal scroll bar at the bottom, to view the complete table.

1	Playstation	\$10.00	Daily	Product	Start : 18/07/2019 00:00 End : 03/04/2023 23:00	Expired	Yes	<input checked="" type="checkbox"/>	
---	-------------	---------	-------	---------	--	---------	-----	-------------------------------------	--

At the top of the page, there is a message displaying the minimum balance required to run a promotion on the platform.

This amount is set by the admin of the platform.

Your wallet will need to have at least this much amount in it for any promotion to run. To update your wallet, go to [My Credits](#).

Promotions
Home > Promotions

i Minimum Balance Required For Promotions : \$20.00

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

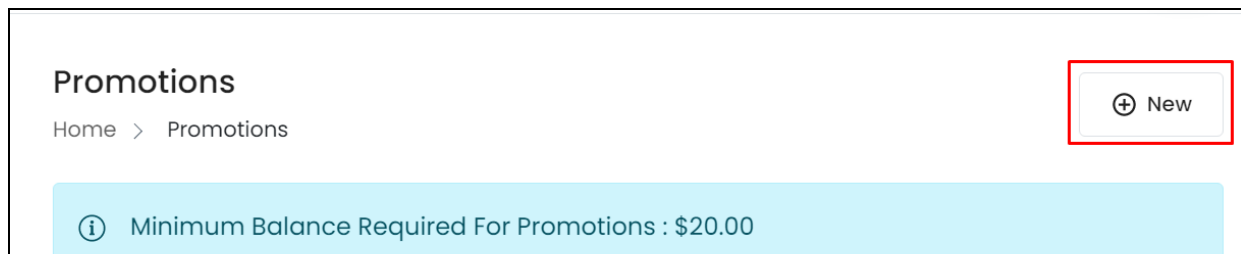
Once you add the amount in your wallet, create the promotion campaign. Refer to [My Credits](#) to learn more about this.

! For shop and product promotions, approval is not required from the admin's end. This is because you have already got the approval to run a shop and add products to it from the admin.

However, banner and slide promotions require the admin's approval before they can go live.

Add a Promotion Campaign

To create a promotion campaign, click **New**.



The Promotion setup form will appear.

Depending on the type of promotion you select, this form will either have two tabs or three tabs.

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An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

To explain better, if you choose to promote a shop/product, this form will have 2 tabs.

And if you choose to promote a banner or slide, this form will have 3 tabs.

General tab

Edit the following:

- **Promotion name*:** Enter the name of the promotion. Examples of promotion names include - free returns, discounted products, buy more save more, etc.


This is nowhere displayed at the front end, and is meant for your reference only.

- **Type*:** Select the type of promotion you are setting up.

Click the field and a dropdown list appears.


Points to note:

- If you are a seller and an advertiser on the platform, this list will have 4 options, including shop, product, banner and slides.
- However, if you are only an advertiser, this list will have just 2 options, including banner and slides.

 Moreover, depending on the option you select here, the next fields change. Each situation has been explained below:

1. Shop (this option is only visible for those who are also sellers)

Select this option if you want to promote your shop on the platform. With this, your shop will be displayed on the homepage. And when a user clicks on it, they will be directed to your Shop's page.

 The shop will be displayed under the Sponsored Shops heading on the homepage. However, the admin has the option to edit the heading. Hence, if you do not find your shop or the said heading on the homepage, contact your admin regarding the details.

The next fields appear when you select this option:

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An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

<input type="text"/>	Shop ▼
System identifier :	
Shop*	CPC[\$]
<input type="text" value="John Shop"/>	<input type="text" value="1"/>
Note: Used To Promote Shop.	PPC Cost Per Click For Shop
Budget [\$]*	Budget duration type*
<input type="text"/>	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="Select"/> ▼

- **Shop***: The shop's name appears in the field automatically. You cannot edit it.
- **CPC [default currency]***: The cost per click (CPC) for promoting a shop, as set by the admin. You cannot edit this.


Use this information to decide how long you are willing to run the campaign and set the budget (next field) for it accordingly.

- **Budget [default currency]***: Enter the estimated budget. This is the amount you are willing to spend for the promotion of your shop. This amount is charged and deducted from your wallet.

Keep in mind that the budget should be calculated based on how frequently the promotion will be live and for how long the campaign will run.

2. **Product** (this option is only visible for those who are also sellers)

Select this option if you want to promote a product from your shop on the platform. The respective product will be displayed on the homepage allowing users to directly visit the product's page and purchase it.

 The product will be displayed under the Sponsored Products heading on the homepage. However, the admin has the option to edit the heading. Hence, if you do not find your product or the said heading on the homepage, contact your admin regarding the details.

The next fields appear when you select this option:

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An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

<input type="text"/>	Product ▼
System identifier :	
Product	Cpc [\$]
<input type="text"/>	<input type="text" value="1"/>
Note: Used To Promote Product.	PPC Cost Per Click For Product
Budget [\$]*	Budget duration type*
<input type="text"/>	Select ▼

- **Product*:** Select the product from the list of products you are selling under your shop. You can only select the products that you sell as a seller.

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

Product

boAt Airdopes 121v2 in-Ear True Wireless Earbuds

boAt Airdopes 141 Bluetooth Truly Wireless in Ear Earbuds with mic

boAt Rockerz 450 Bluetooth On Ear Headphones

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

An **asterisk (*)** next to a label indicates that the information is mandatory.


The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

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

Product

boAt Airdopes 141 Blue... ✖ ▾

Note: Used To Promote Product.


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

- **CPC [default currency]*:** The cost per click (CPC) for promoting a product, as set by the admin. You cannot edit this.

Use this information to decide how frequent and for how long you are willing to run the campaign and set the budget (next field) for it accordingly.

- **Budget [default currency]*:** Enter the estimated budget. This is the amount you are willing to spend for the promotion of your shop. This amount is charged and deducted from your wallet.

Keep in mind that the budget should be calculated based on how frequently the promotion will be live and for how long the campaign will run.

 If you select any of the next two options, the third tab (media tab - explained further) will appear on the form.

3. **Banner** (Everyone)

Select this option if you want to promote anything. This implies that you can promote something from this platform or something that is not from this platform.

For instance, if you have a shop or product on another website, or anything else that you want to promote on this platform, use this option or the next option (slides). The advertisement will be displayed as a banner image on the front end, that is hyperlinked to a URL you add here.

The next fields appear when you select this option:

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The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Banner ▼

System identifier :

URL*

Budget [\$]*

Note: Used To Promote Through Banner.

Layout type*

Select
▼

Budget duration type*

Select
▼

- **URL***: Enter the URL that the user will be directed to when they click this banner. Ensure that the URL starts with http:// or https://
- **Budget [default currency]***: Enter the estimated budget. This is the amount you are willing to spend for the promotion. This amount is charged and deducted from your wallet.

Keep in mind that the budget should be calculated based on how frequently the promotion will be live and for how long the campaign will run.

- **Layout type***: Select the location of where the banner should be promoted.

The admin is in charge of creating sections where the banners are promoted and set their rates accordingly, which are displayed in this list.

In this example, the admin has three sections where the banners can be promoted. Select an option accordingly.

Layout type*
Bud

Product Detail page bar ▼

Select

Product Detail page banner (\$3.00)

hottest banner (\$20.00)

Stylecast hottest (\$10.00)

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

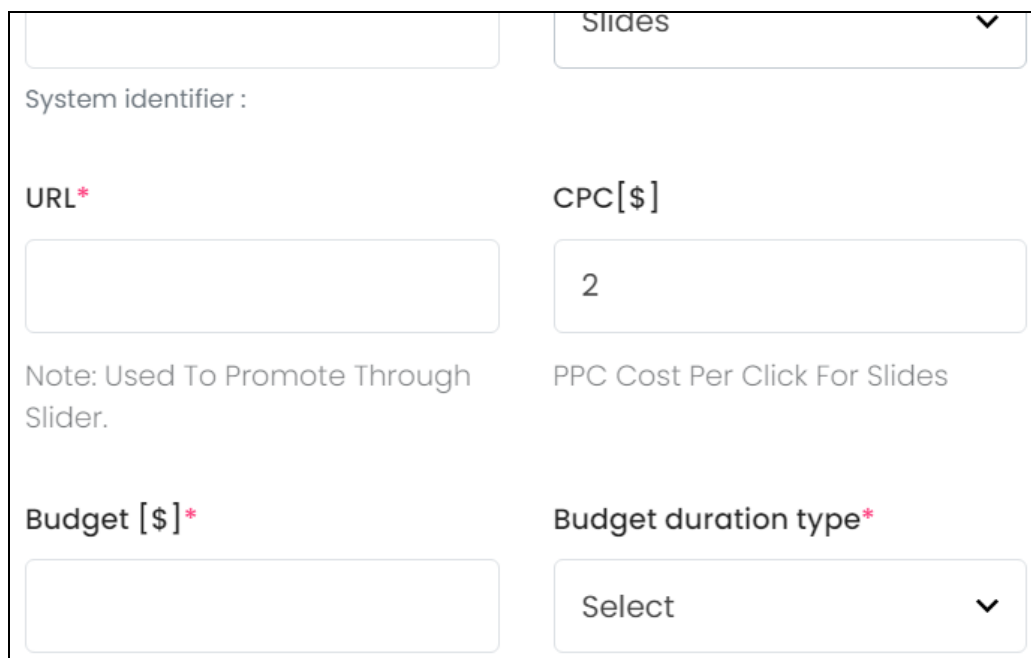
Also, remember to review the CPC for promoting the banner here before making the selection.

4. **Slides** (Everyone)

Select this option if you want to promote anything. This implies that you can promote something from this platform or something that is not from this platform.

For instance, if you have a shop or product on another website, or anything else that you want to promote on this platform, use this option or the previous option (banner). The advertisement will be displayed as a slide on the homepage, that is hyperlinked to a URL you add here.

The next fields appear when you select this option:




- **URL*:** Enter the URL that the user will be directed to when they click this slide. Ensure that the URL starts with http:// or https://
- **CPC [default currency]*:** The cost per click (CPC) for the promotion, as set by the admin. You cannot edit this.

Use this information to decide how frequent and for how long you are willing to run the campaign and set the budget (next field) for it accordingly.
- **Budget [default currency]*:** Enter the estimated budget. This is the amount you are willing to spend for the promotion. This amount is charged and deducted from your wallet.

Keep in mind that the budget should be calculated based on how frequently the promotion will be live and for how long the campaign will run.

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Scroll down to edit the rest of the fields:

Budget [\$]*	Budget duration type*
<input type="text"/>	Select 
Start date (duration)*	End date (duration)*
Date from	To (Date)
Start time (daily)*	End time (daily)*
<input type="text"/>	<input type="text"/>
Status	<input checked="" type="checkbox"/>
Update Other Languages Data	<input type="checkbox"/>

- Budget duration type*:** Select the duration for which the set budget will be used for the promotion. Click the field and a dropdown list appears with the following options.
 - Daily:** Select this to utilize the set budget on a daily basis. If you set the budget as \$20 and select this option, \$20 will be used for the promotion automatically everyday.
 - Weekly:** Select this to utilize the set budget on a weekly basis. If you set the budget as \$20 and select this option, the \$20 will be used for a whole week.

The system will set up the promotion in a way that it stops being displayed if the budget reaches before the week comes to an end. And if the promotion campaign doesn't expire by the next week, it will resume with \$20 as the budget for the next week.


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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Monthly:** Select this to utilize the set budget on a monthly basis. If you set the budget as \$20 and select this option, the \$20 will be used for a whole month.

The system will set up the promotion in a way that it stops being displayed if the budget reaches before the month comes to an end. And if the promotion campaign doesn't expire by the next month, it will resume with \$20 as the budget for the next month.

 The next two fields define the duration of the campaign.

For instance, if the start date is 12/03/2023 and the end date is 24/11/2023, this means that the promotion campaign will run from this date till the end date. After that the campaign will expire.

- **Start date (duration)*:** Select the date for when the promotion will begin.

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

Start date*		End date*	
Date from		To (Date)	
◀	Apr	▼	2023
	Su	Mo	Tu
			1
2	3	4	5
6	7	8	9
10	11	12	13
14	15	16	17
18	19	20	21
22	23	24	25
26	27	28	29
30			

Today OK

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


- **End date (duration)*:** Select the date for when the promotion will end.

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

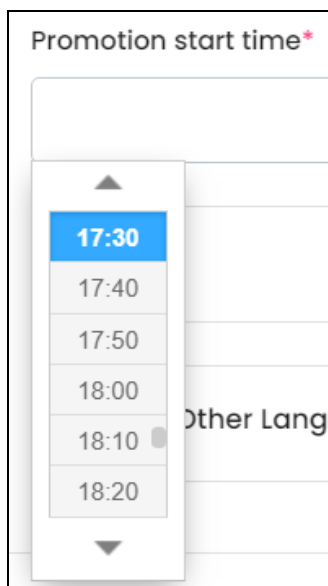
Click the field and a calendar will appear. Follow the same method you followed when selecting the **start date**.

 The next two fields define the time range of each day during when the promotion will go live.

For instance, if you choose the start time as 12:00 pm and end time as 4:00 pm, the promotion will go live every day between 12:00 pm and 4:00 pm.

- **Start time (daily)*:** Select the time when the promotion will go live and be displayed at the front end every day.

Click the field and a dropdown will appear with timing options.





Select the time accordingly.

- **End time (daily)*:** Select the time when the promotion will stop being displayed at the front end every day.

Click the field and a dropdown will appear with timing options. Select the time accordingly, by following the same process shared above.

- **Status:** Edit the status (activate or deactivate) of the promotion.


Turn ON  the toggle switch to activate it (to run the campaign).


Turn it OFF  to deactivate it (or pause the campaign). In this case, the promotion will not be run on the front end.

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

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

 This option is visible only when the admin has activated the **Microsoft Translator API** feature.

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

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


Reset

Save

Or, click **Reset** to reset the fields back to the last saved details.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

 This form will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

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General
Language Data

Language

Arabic ▼

*Promotion name

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** : Click this icon to automatically fill in the data in the selected language for the subsequent fields.

This button is visible only when the admin has activated the **Microsoft Translator API** feature.

- **Promotion name*:** Enter/Edit the name of the promotion in the respective language.

If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

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

Reset

Save

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

If you selected your shop/product as the promotion type, this tab will be the last tab.

In this case, click the **cross icon** in the upper-right corner to close the form.

On the other hand, if you selected banner or slide as the promotion type, this form will have a third tab.

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Media tab

Click the last tab, which is the media tab.

Edit the following details:

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

Select “All Languages” as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:
 - Desktop,
 - iPad, or
 - Mobile.



Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

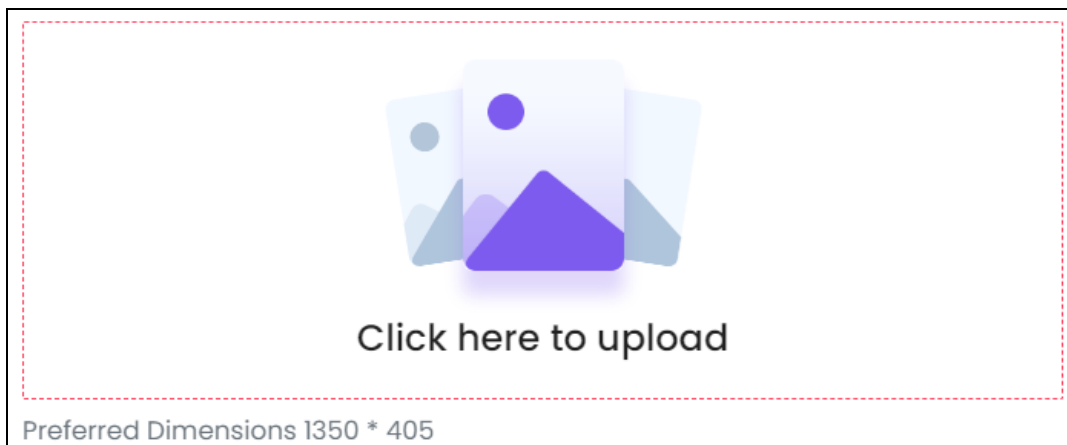
Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click here to upload:** Hover over and click the panel that says “Click here to upload.”

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.






Select the image from your system and click **Open**.

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






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

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


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- **Flip Vertically**  : Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.
- **Upload Image File**  : Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.
- **Reset**  : Click to reset the image to its original form and remove all the adjustments made to it.


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

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

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.



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

A warning message will appear prompting you to confirm the action.

Click **OK** to approve the action.

Click **Cancel** to cancel the action.



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To change or edit the image, click the edit icon 



Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

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

Manage the Promotion List

The following information is visible in this list:

#	Promotion Name	Budget	Budget Duration Type	Type	Duration & Daily Schedule	Promotion Status	Approved	Status
8	20% OFF	\$200.00	Weekly	Banner	Start : 11/04/2023 End : 18/04/2023 Daily Schedule : 17:40 - 20:30	Duration & Daily Schedule	No	<input type="checkbox"/>
7	Jewellery	\$100.00	Daily	Product	Start : 21/07/2021 End : 01/06/2023 Daily Schedule : 00:00 - 23:00	Running	Yes	<input checked="" type="checkbox"/>
6	Shirt	\$10.00	Daily	Product	Start : 18/07/2019 End : 18/04/2023 Daily Schedule : 00:00 - 23:00	Running	Yes	<input checked="" type="checkbox"/>

- **#:** The serial number.
- **Promotion Name:** The name of the promotion. This is nowhere displayed at the front end, and is meant for your reference only.
- **Budget:** The name of the promotion.
- **Budget Duration Type:** The duration for which the set budget will be used.

If the budget is \$20 and the duration is weekly, it implies that the campaign will use \$20 weekly. On the other hand, if the budget is \$40 and the duration is daily, it implies that the campaign will use \$40 daily.

- **Type:** The type of the promotion.

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- **Duration & Daily Schedule:** The start date and end date of the campaign.

Below that is the daily time schedule of when the campaign will go live each day.

- **Promotion status:** The status of the promotion. There are three statuses:
 - o Scheduled: The campaign will go live after being approved by the admin (where required) and on the start date.
 - o Running: The campaign is live.
 - o Expired: The campaign has expired and is inactive. It simply implies that the end date has crossed.
- **Approved:** The status of whether the admin has approved the campaign or not.

“Yes” implies that the admin has approved the campaign.


“No” implies that the admin has not yet approved the campaign. A campaign can go live only once the admin has approved it, even if the start date has crossed.


 For shop and product promotions, approval is not required from the admin's end. This is because you have already got the approval to run a shop and add products to it from the admin. However, banner and slide promotions require the admin's approval before they can go live.

Edit the List

The following actions can be taken on this page:

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

Turn ON  the toggle switch beside the campaign to activate it. With this, it will start being displayed at the front end.

Turn it OFF  to deactivate the campaign. In this case, if the campaign has not yet expired (reached its end date), and you deactivate it, it will be removed from the front end until you activate it.

Action Buttons

There are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

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i. Edit icon

Click this icon to edit the campaign's details.

The [Promotion Setup](#) scroll-in form will appear on the right side of the page.

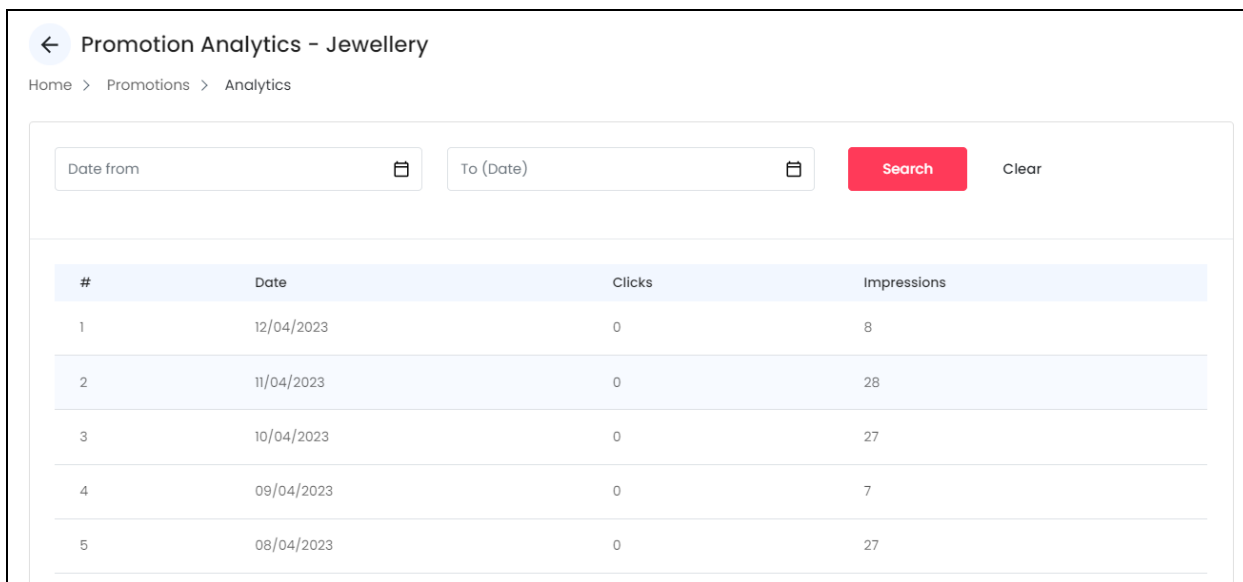
Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

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

ii. Analytics Icon


Click this icon and you will be directed to the respective promotion's analytics page.

An analytics page will look like this.



#	Date	Clicks	Impressions
1	12/04/2023	0	8
2	11/04/2023	0	28
3	10/04/2023	0	27
4	09/04/2023	0	7
5	08/04/2023	0	27

It is a table that displays the number of impressions made, and number of clicks made on the ad by users for each date during the campaign period.

 Clicks refer to the number of times the ad has been clicked. Impressions refer to the number of times your ad has been displayed at the front end to a user.

This can help you understand on which day your ad worked the best.

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You might not find the records for a date in the list, if the campaign was paused for that time.

Navigate Through the List

Only 10 records are displayed on a page.

Use the **pagination section**  to navigate through the list of all the analytical records.

To view the next set of records, click the **right arrowhead icon**  on the pagination section to go to the next page.

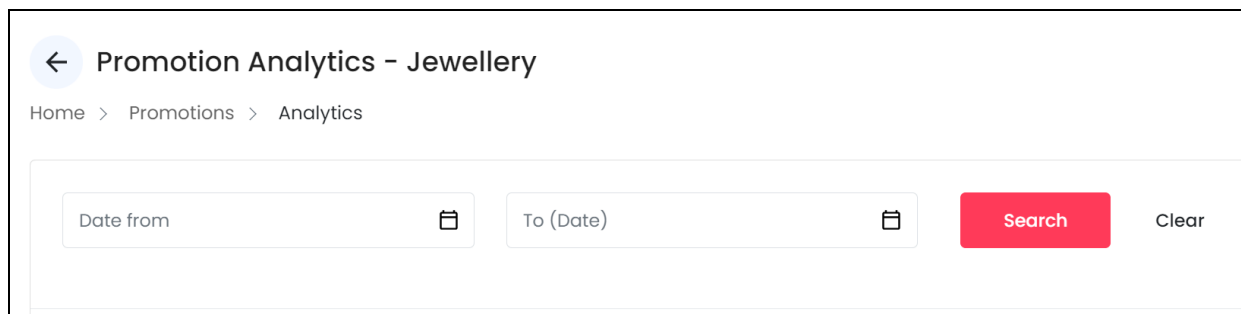
To skip and reach the last page, click the **double right arrowhead icon** . This will direct you to the last page and the pagination section will look like this



In this case, use the **left arrowhead icon**  to go back to the previous page and navigate through the list.

Search for an Analytics Record

There is a search section at the top of the list that allows you to view the analytics records of a specific date or between two dates.



There are two filters that allow you to narrow down the search:

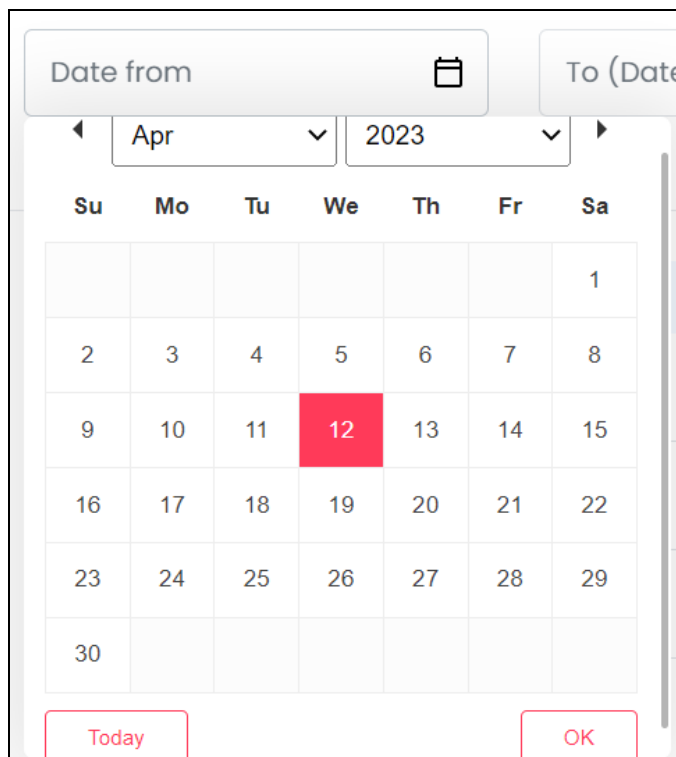
- **Date From:** Select a previous date of the campaign from when you want to see the analytical records.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

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

! If you want to view the record for just one day, fill the above field and click **Search**.

However, if you want to view the records for a specific time period (between a date range), add the starting date in the above field and the ending date in the next one.

- **To (Date):** Select the end date of the specific period that you want to see the analytical records for.

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

If you are using both the fields, note that the **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

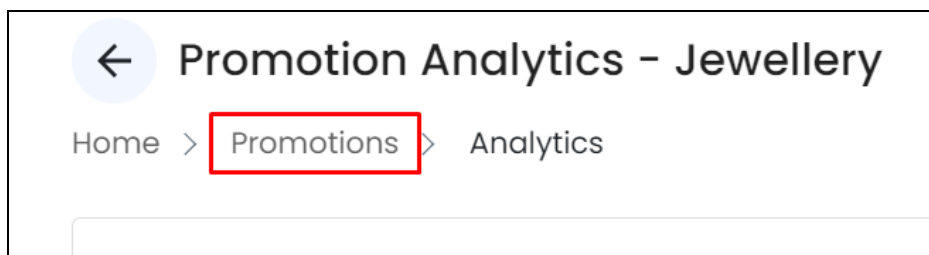
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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Go Back to the My Promotions page

To go back to the My Promotion page, click **Promotions** on the breadcrumbs of the page.



Search for a Promotion Campaign

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

Click the **doner icon**  to expand the search panel.

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

- **Search Bar:** Enter the promotion name.
- **Promotion Status:** Click the field and a dropdown list will appear. Select the status of the promotion from the following options:
 - All
 - Running/Scheduled
- **Type:** Click the field and a dropdown list will appear. Select the type of promotion from the following options:

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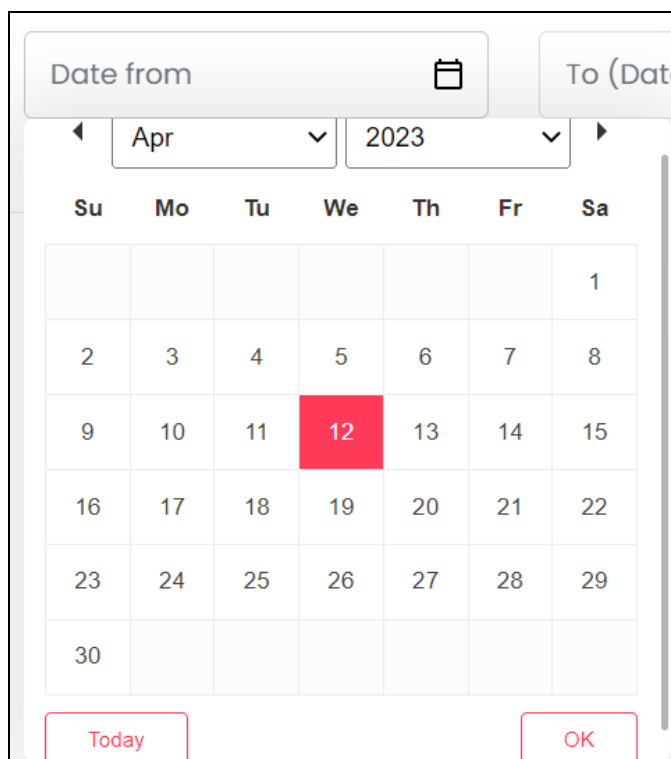
- All
- Shop
- Product
- Banner
- Slides

If you are not a seller on the platform, this list will have just 3 options, including all, banner, and slides.

Make the selection accordingly.

- **Date From:** Select the start date.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.



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

- **!** If you want to view the results by using just one date, fill the above field with the start or ending date, and click **Search**.

However, if you want to view the campaigns that started and ended between a specific time period (between a date range), add the starting date in the above field and the ending date in the next one.


- **To (Date):** Select the end date.

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

 If you are using both the date fields, note that the **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

 Search for a campaign by editing just one field or even a group of fields. In addition to this, if you want to view the campaigns created between a date range, use the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.2 Promotion Charges

Promotion Charges					
Home > Promotion Charges					
#	Promotion Name	Type	Charged Amount	Clicks	Charge Date
1	Jewellery	Product	\$3.00	3	15/06/2022
2	Shirt	Product	\$3.00	3	15/06/2022
3	Jeans	Product	\$3.00	3	15/06/2022
4	Playstation	Product	\$1.00	1	15/06/2022

This page helps to keep track of all the expenses you have incurred for the promotions you run.

The list holds the following information:

- **#:** Serial number.
- **Promotion Name:** The promotion name.
- **Type:** The type of promotion. The options include:
 - Shop
 - Product

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- Banner
- Slides

If you are not a seller on the platform (and just an advertiser), only two types of promotions will be available including banner, and slides.

This is because you can only create two types of promotions that promote external links on this platform - banners and slides.

- **Charged Amount:** The total amount charged from your wallet for the respective promotion.
- **Clicks:** The total number of clicks made on the respective promotion.
- **Charge Date:** The date when the respective amount was charged for the respective promotion.

You cannot take any actions on this page. It simply helps you keep track of your spending on promotions.


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6. Profile

This module allows you to manage general information about your account. You can view, update and manage your advertiser profile under this.

 The admin has the option where they, too, can update your profile information whenever they want. In case of any such issues, contact your administrator.

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

Each submodule has been explained in detail.

6.1 My Account

This is the my account page where you can see the information you added when you registered on the platform.

This includes your name, email address, date of birth, location and a brief about you.

The username, email and contact numbers were mandatory to register on the platform. These fields are non-editable.

The rest of the details can be edited.

Some of the fields will already be auto-populated by the information added by you while you were registering on the platform.

Account Settings

Home > Profile Info

<p>Username</p> <input type="text" value="karanjeet"/>	<p>Email</p> <input type="text" value="k*****@*****.com"/>
<p>Customer name*</p> <input type="text" value="Karanjeet Kaur"/>	<p>Date of birth</p> <input type="text" value="1***-**-*6"/>
<p>Phone</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> +91 ▾ </div> <input type="text" value="9*****6"/> </div>	<p>Country*</p> <input type="text" value="India"/> ▾
<p>State*</p> <input type="text" value="Chandigarh"/> ▾	<p>City</p> <input type="text" value="Chandigarh"/>
<p>Company</p> <input type="text"/>	
<p>Brief profile</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>What kind of products/services do you want to advertise?</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

[Save Changes](#)

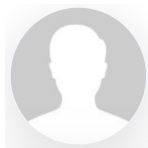
— MORE OPTIONS —

Request To Remove My Data

Request My Data

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Display/Profile Picture



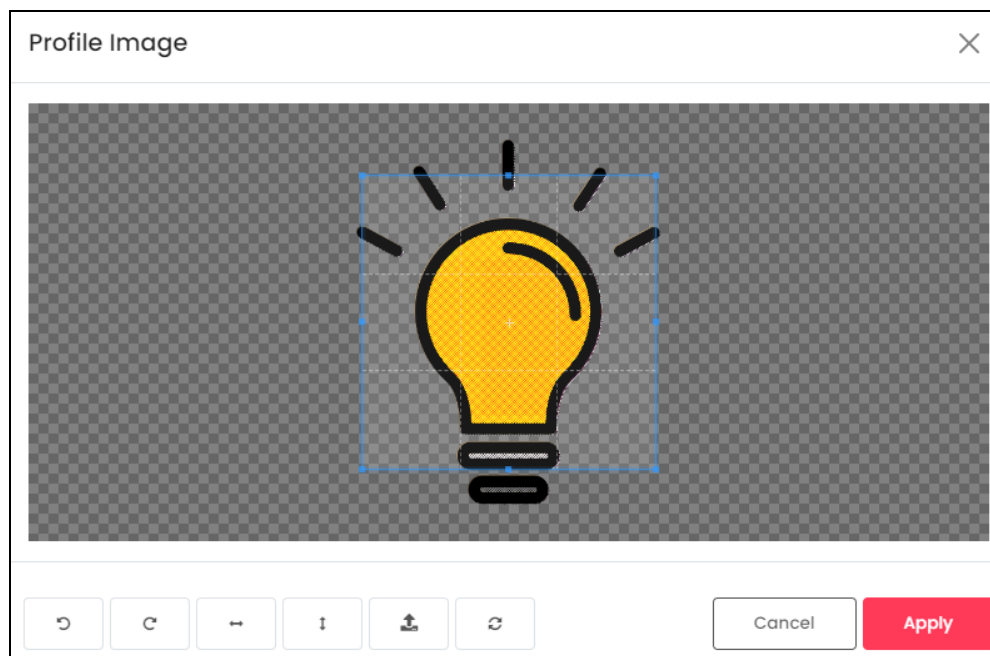
On the very top of the page, there is a blank user picture with an action icon beside it.

You can add a display picture for your profile through this field.







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

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





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

- **Rotate Left**  : Click to rotate the image towards the left.
- **Rotate Right**  : Click to rotate the image towards the right.
- **Flip Horizontally**  : Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.
- **Flip Vertically**  : Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.


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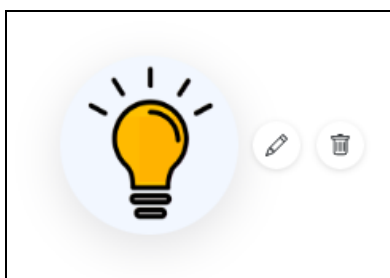
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Upload Image File** : Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.
- **Reset** : Click to reset the image to its original form and remove all the adjustments made to it.

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

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

The profile picture will be uploaded.




With the uploaded picture, another action icon appears beside the edit icon.



Click the **delete icon** to delete the uploaded image. Once you have deleted the image, the delete icon will disappear.

Preferred Dashboard

If you have also been registered as a seller and a buyer (both) on the platform, there will be a horizontal panel below the profile picture field.

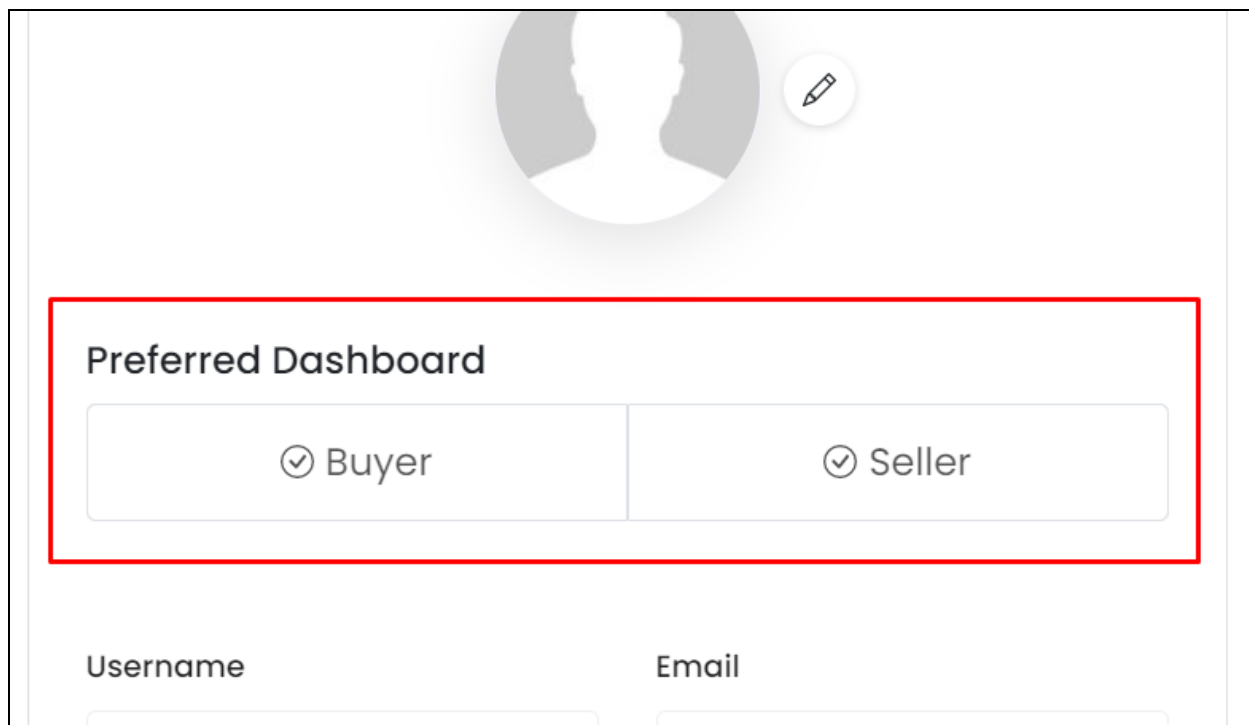
 No such panel is available for those who are just sellers (which makes you an advertiser too) or advertisers only on the platform.

This panel allows you to choose the preferred dashboard that will open when you log into the platform.

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Click the profile type that you want to select, and it will turn red.

Click **Save Changes** to save the edit settings. If you have some missing information in the fields below, it will show an error and ask you to fill all the mandatory information before clicking **Save Changes**.

In this case, follow the next section and update all the details before clicking **Save Changes**.

Edit Your Profile

Edit the following fields under this page:

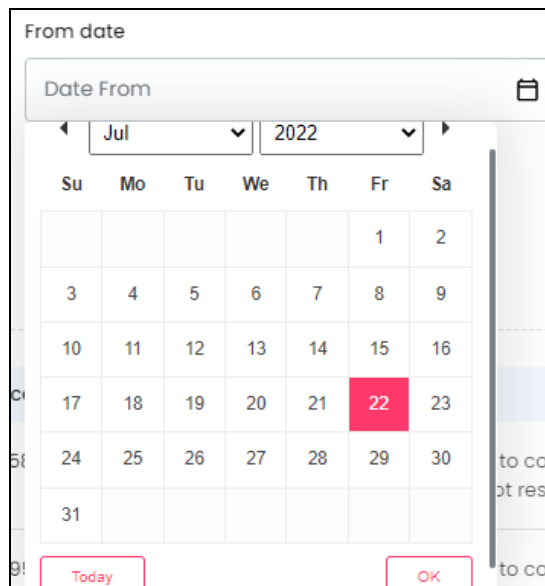
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform. An **asterisk (*)** next to a label indicates that the information is mandatory. The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the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

Username <input type="text" value="karanjeet"/>	Email <input type="text" value="k*****@*****.com"/>
Customer name* <input type="text" value="Karanjeet Kaur"/>	Date of birth <input type="text" value="1***-**-+6"/>
Phone <input type="text" value="+91 9*****6"/>	Country* <input type="text" value="India"/>
State* <input type="text" value="Chandigarh"/>	City <input type="text" value="Chandigarh"/>
Company <input type="text"/>	
Brief profile <input type="text"/>	What kind of products/services do you want to advertise? <input type="text"/>
<input type="button" value="Save Changes"/>	

- **Username:** This cannot be edited at all once it has been set during the registration process.
- **Email:** This is the email address used to register on the platform. The field is inaccessible. To update your email address, go to the **Profile > [Update Credentials](#)** submodule.
- **Customer name*:** This field will be prefilled with your name. Edit it as per your requirements.
- **Date of birth*:** Add your birth details in this field.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

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

! Once you update your date of birth and click **Save Changes**, this field becomes inaccessible.

- **Phone:** This field is inaccessible. To update your number, go to the **Profile > [Update Credentials](#)** module.
- **Country*:** Select your country from the dropdown list.
- **State*:** Select your state from the dropdown list.
- **City:** Enter your city in the field.
- **Company:** Enter your company's name, if applicable.
- **Brief profile:** Enter a brief description about you or your company, if applicable.
- **What kind of products/services do you want to advertise?:** Enter a brief about what you want to advertise using your profile.

When you become a seller on the profile, you become an advertiser as well. This field allows you to share what you will like to advertise.

What you enter in this, is sent to only the admin and will not be published on the front end.

Once you have updated everything under your profile here, click **Save Changes**.

More Options

Yo!Kart is integrated with the General Data Protection Regulation Act (GDPR) that requires a platform to offer protection and privacy rights to its users. This means

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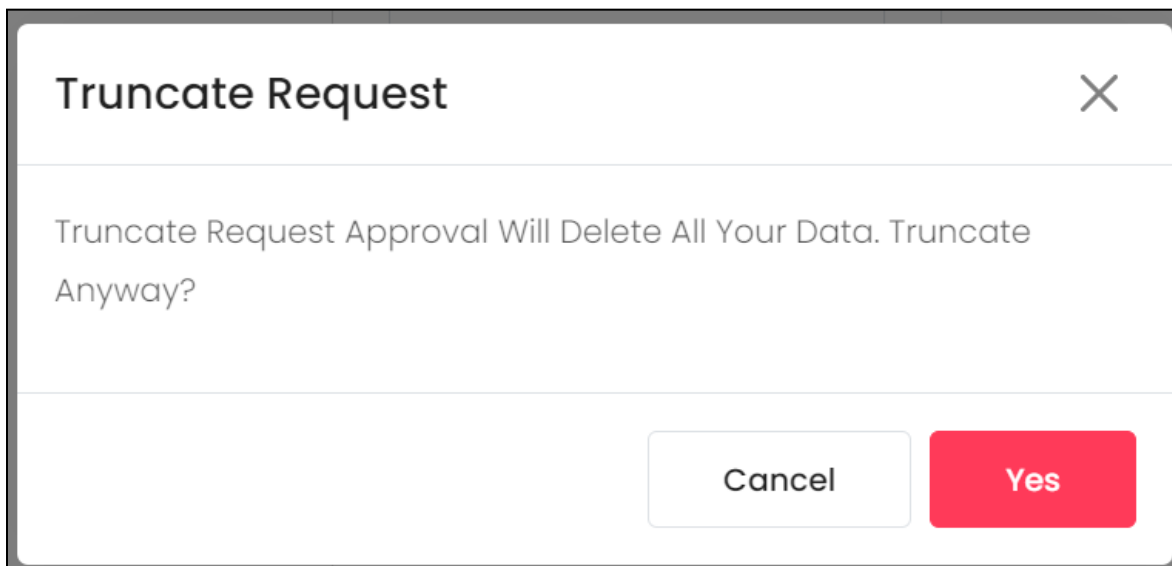
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

that a registered user like yourself, can request to retrieve, correct, erase, and restrict the processing of your personal data.

Under the **More Options** header, there are two buttons that follows the guidelines of the GDPR Act:


1. Request to Remove My Data

Click this button to request for the removal of your data from the database of the platform. This request goes to the admin of the platform.



When you click this, a Truncate Request pop-up dialog box will appear in the middle of the screen. It is a warning message asking you if you are sure you want to delete all your data from the database.

To truncate the data, click **Yes**. If you do not want to truncate the data, click **Cancel**.

 When you agree to have your data deleted and the admin approves of it, all your data including your addresses, basic information, profile picture, wallet balance and everything will get deleted. And with this, your account will get deactivated.

When you click **Yes**, the request will be sent to the admin. The admin can review the request and either leave it or approve the request.

As soon as the process is approved, your account will be deactivated. In addition to this, you will get an email letting you know regarding

the same.

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Your GDPR Request Has Been Completed

Hello michael,

Your Request for Truncate Data has been completed.

If you require assistance in using our site, or have any feedback or suggestions, please
email us at yokart@dummysid.com

Thank You
Team Yo!Kart

Contact Yo!Kart at

yokart@dummysid.com or call at +917862616007

GET IN TOUCH



To join back, you will need to register from scratch and set up your account again.

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2. Request My Data

This button is applicable when you want to find out which personal details the system has stored from your account. Click it and a form appears.

Request Data

Request System Owner To Get Your Account Information

Email

Name

Purpose (why are you requesting your data)*

[Click Here](#) To Read The Policies Of GDPR

[Send request](#)

Review and edit the applicable fields:

- **Email:** Your registered email address on which the communication will take place. This cannot be edited. Contact the admin to have it edited.

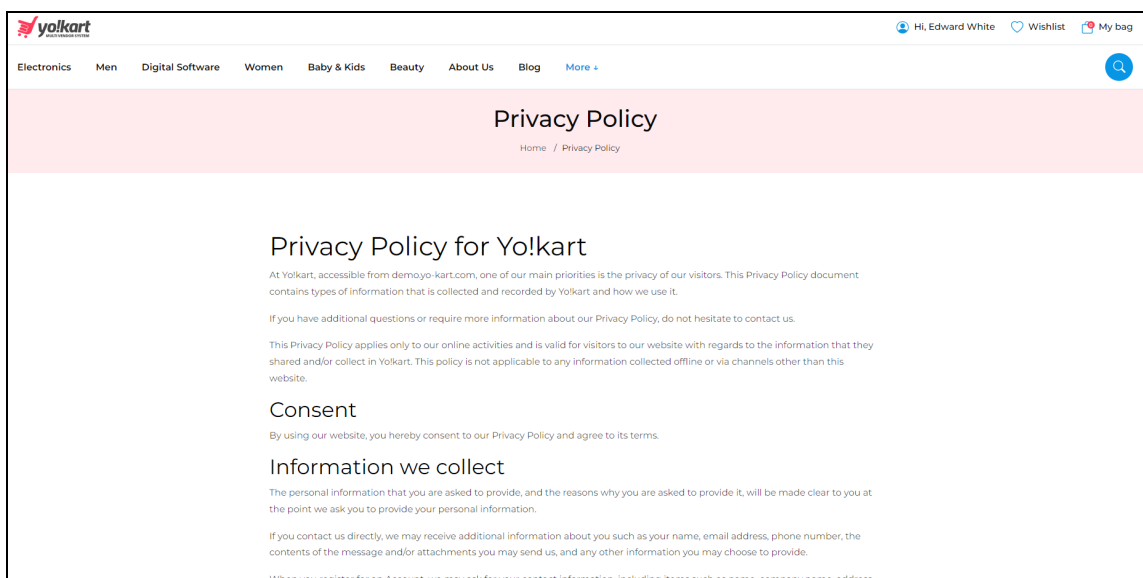
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Name:** Your name, which cannot be edited. Contact the admin to have it edited.
- **Purpose (why are you requesting your data):** Enter the reason for which you are placing the request..
- **Click Here to Read the Policies of GDPR:** To learn more about the GDPR Act and its policies, click the red link that says “Click Here.”

With this, a new tab will appear with the GDPR Act guidelines that Yo!Kart is following and the related policies.



Read them to get a better idea regarding the policies that are followed by the platform in regards to the GDPR Act.

Once you are done, go back to the my profile tab.

Then, click **Send Request** and the request will be sent to the admin.

The admin can review the request and share the details accordingly with you in your email.

You will also receive a confirmation email once the GDPR request has been completed.

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Your GDPR Request Has Been Completed

Hello michael,

Your Request for Data Request has been completed.

If you require assistance in using our site, or have any feedback or suggestions, please email us at yokart@dummyid.com

Thank You
Team Yo!Kart

Contact Yo!Kart at
yokart@dummyid.com or call at [+917862616007](tel:+917862616007)

GET IN TOUCH



6.2 My Credits

This module records all your transactions that have taken place with your account. It also provides access to add credits from the activated digital wallet.

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My Credits ⊕ Add credits

Home > Credits

Available Balance:

\$907,132.54

[Withdraw](#)

🔍 Search by transaction ID, order ID or comment ☰ [Search](#)

Transaction ID	Date	Credit/debit	Balance	Comments	Status
TN-0001670	11/04/2023	-\$81.00	\$907,132.54	Charged commission for order #O8696089628-S0002	Transaction Completed
TN-0001669	11/04/2023	\$810.00	\$907,213.54	Received credits for order #O8696089628-S0002	Transaction Completed
TN-0001630	05/04/2023	\$70,800.00	\$906,403.54	Return request approved for #O5323805597-S0005	Transaction Completed

At the very top right-side of the page, you will be able to see your available credits and an **Add Credits** button.

Below it will be a list of all the transaction information.

If you are also a seller and/or buyer, you will see the transactions related to these accounts as well. In fact, if you are a buyer, seller, and an advertiser, you will see all the transactions of all these accounts in one place under this page.

Add Credits

Add credits to your virtual wallet on this platform and use the amount as you please.

To do so, click **Add Credits** at the top right corner of the page.

With this, a **Recharge your wallet** pop-up will appear.

Recharge your wallet


✕

Add credits

Enter the amount in the provided field and click **Add Credits**.

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This will redirect you to another page where you can use various payment gateways to add credit into your wallet.

 The payment gateway options available will depend on what the admin has activated as a payment method.

Add Money To Wallet

Net Payable : \$1,000.00

Stripe

Enter Credit Card Number

Card Holder Name

Expiry Month Expiry Year CVV Security Code

Pay: \$1,000.00

Braintree

Paypal

Choose from the payment options available and add in your details accordingly. Once done, click **Pay {amount}** and the transaction will be completed.

Withdraw Credits

There is a withdraw button under the available balance.

My Credits

Home > Credits

Available Balance:

\$7,116.67

Withdraw

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Click it to withdraw your credits and transfer it into your bank account.

With this, the **Request Withdrawal scroll-in form** will appear on the right side of the page.

Request Withdrawal ✕

Amount to be withdrawn [\$]*

Current wallet balance \$907,132.54

Bank name*	Account holder name*
<input type="text"/>	<input type="text"/>
Account number*	IFSC/Swift code*
<input type="text"/>	<input type="text"/>
Bank address	Other info and instructions
<input type="text"/>	<input type="text"/>

Edit the following fields under this form:

- **Amount to be withdrawn [default currency]*:** Enter the amount you wish to withdraw from your wallet.

You can see your current balance mentioned below this field to help you decide the amount you can withdraw.

You cannot withdraw an amount that is less than \$5.

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

An **asterisk (*)** next to a label indicates that the information is mandatory.

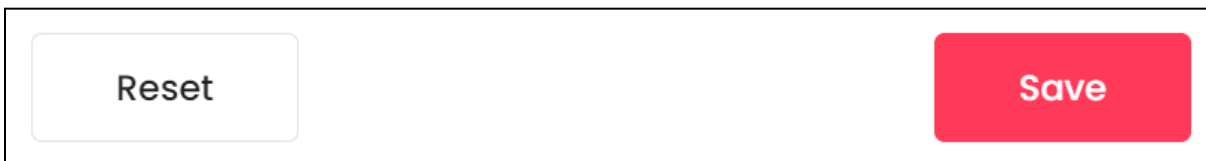
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



The bank account details will come prefilled if you have already set up your bank account. You can edit them and add someone else's details under the form.

- **Bank Name***: Edit or enter the bank name.
- **Account Holder Name***: Edit or enter the account holder's name as mentioned in the bank account.
- **Account Number***: Edit or enter the bank account number.
- **IFSC Swift Code***: Edit or enter the IFSC Swift Code.
- **Bank Address**: Enter the bank's address.
- **Other info instructions**: Enter any additional information or instructions that you want to let the admin know about, in this text box.

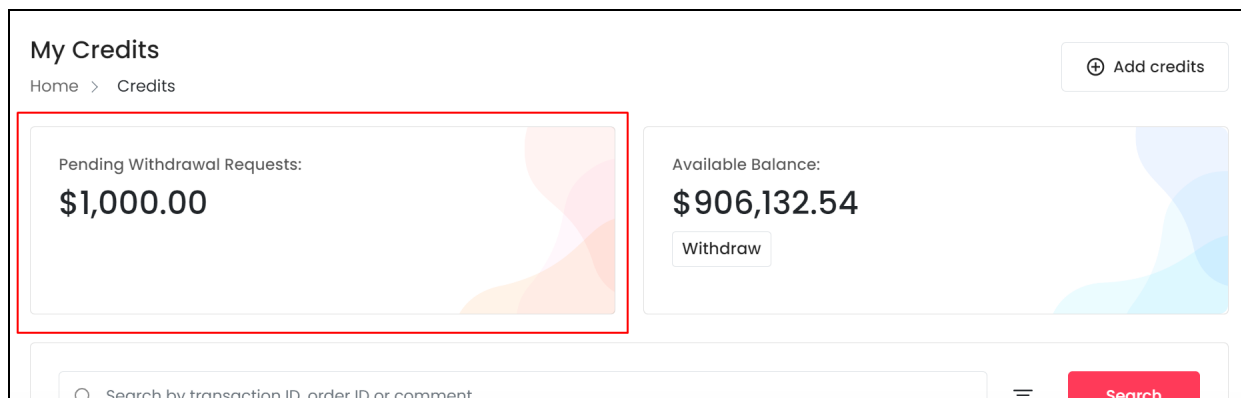
Once done, click **Save** to update the details.



Or, click **Reset** to reset the fields back to the last saved details.

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

On the **My Credits** page, you will be able to see the **withdrawal request** you just made, at the top left side of the page.



When you place a withdrawal request, it is sent to the admin.

The admin has to approve it before the request is completed.

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Once it has been approved, it will show up in the transactions list below and the pending request section will be removed.

My Credits

+ Add credits

Home > Credits

Available Balance:

\$906,132.54

Withdraw

☰
Search

Transaction ID	Date	Credit/debit	Balance	Comments	Status
TN-0001778	12/04/2023	-\$1,000.00	\$906,132.54	Funds Withdrawn. Request ID #000011 (Done)	Transaction Completed
TN-0001670	11/04/2023	-\$81.00	\$907,132.54	Charged commission for order #08696089628-S0002	Transaction Completed
TN-0001669	11/04/2023	\$810.00	\$907,213.54	Received credits for order	Transaction Completed

Search for a Transaction

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

Click the **doner** icon to expand the search panel.

☰
Search

Transaction type

Both-debit/credit
▼

Date from

Date from
📅

To (Date)

To (Date)
📅

Search
Clear

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

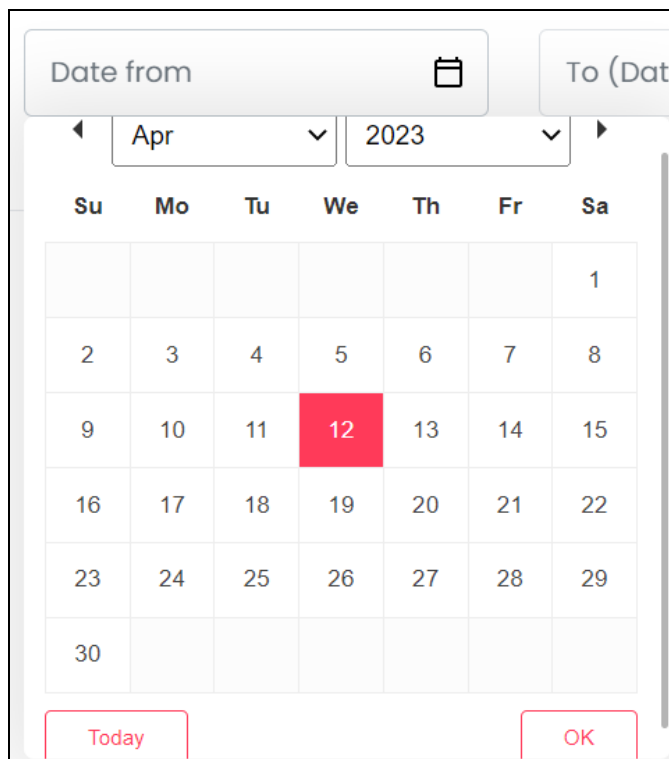
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Search Bar:** Enter the transaction ID, order ID or comment of the transaction.
- **Transaction type:** Click the field and a dropdown list will appear. Select the transaction type from the following options:
 - **Both-debit/credit** - both situations where you received money and paid money.
 - **Credit** - money received into your wallet.
 - **Debit** - money paid by you.
- **Date From:** Select a previous date if you are searching for a transaction between a date range, or select the exact date of the transaction if you are looking for the transactions of a specific date.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.



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

! If you want to view the transaction of just one specific day, fill this field, and click **Search**. However, if you want to view the transactions between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.


- **To (Date):** Select the end date to define the date range.

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

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

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

 Search for a transaction by editing just one field or even a group of fields. In addition to this, if you want to view transactions made between a date range, use the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

6.3 Bank Account

Set up your bank account details to make the payout process much easier.

When you submit a withdrawal request to the admin, the payout will be sent to the bank account you add here.

Hence, it is a very important step.

This submodule is a bank account form.

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

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The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Bank Account

Home > Bank account information

Bank name*

Account holder name*

Account number*

IFSC/Swift code*

Bank address



Your bank information is safe with us.

Save Changes

Enter the following information under this page:

- **Bank Name*:** Enter the bank's name.
- **Account Holder Name*:** Enter the name, exactly as it appears in your bank account.
- **Account Number*:** Enter your bank account number.
- **IFSC Swift Code*:** Enter a unique IFSC swift code of bank.
- **Bank Address:** Enter bank's address.

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The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Once done, click **Save Changes**. And with this, your bank account details are updated in the system.

6.4 Cookie Preferences

Yo!Kart offers you the option to manage your cookie preferences. You can grant or deny permission for various types of cookies, including, functional cookies, statistical analysis and personalization experience cookies.

When you click this submodule, it directs you to a page where you can see these cookies and the option to either grant or deny permission to them:

Cookie preferences

Home > Cookie preferences

Functional

These cookies are required for optimum operation of the website, and cannot be configured. They allow us to offer you the key functions of the website (language used, display resolution, account access, shopping bag, wish list, etc.), through various plugins and additional functions that helps in proper functioning of the website and acts as a safeguard against any attempted fraud.

Statistical analysis

These cookies are used to measure and analyse our website audience (visitor volume, pages viewed, average browsing time, etc.) to help us improve its performance. By accepting these cookies, you are helping us to improve our website.

Personalize experience

These cookies allow us to provide you with online or in-store recommendations of products, services and content that match your expectations and preferences. By accepting these cookies, you are opting for an enriched and personalized experience.


Save Changes

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


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The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

i. Functional

This cookie preference has been activated  by default. With this activated, it allows the platform to allow the various plugins and additional functions that assist in the use of the website. Deactivating it will not allow you to use the platform smoothly.

In short, this is the most important cookie feature that is mandatory for the proper functioning of the platform.


Due to this, you cannot access the toggle switch to deactivate  this feature.

ii. Statistical Analysis

The statistical analysis cookies, which are also known as the third-party cookies, collect information from third-parties, including Google Analytics, Site Tracker Code, Google Tag manager, Facebook Pixel ID, Hotjar.

This information is then placed on the website through a script or tag. A third-party cookie is accessible on any website that loads the third-party server's code.

Click the toggle switch beside the heading to turn it ON  or OFF .

 It is advised to give permission so as to enhance the performance of the platform because if you deactivate it, the third-party applications configured with the website will not be able to track your activities.


These activities help enhance the overall performance of the website and can help the admin track things properly to help the business grow.

iii. Personalize Experience

These cookies are also known as the performance cookies. Its work is to collect information regarding how the website is being used, including the pages you visited, the links you clicked, and the things you marked as your favorite.

None of this information can be used to identify the user. It is all aggregated and, therefore, anonymized.

Click the toggle switch beside the heading to turn it ON  or OFF .

 If you don't accept this cookie, you will not be able to experience a personalized experience where you see and are directed to things that are related to your choices.

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6.5 Update Credentials

Use this submodule to change your password and email address that has been setup during the registration process.

Update Credentials
Home > Update Credentials

<p>Update Email</p> <p>New email*</p> <input type="text"/> <p>Confirm new email*</p> <input type="text"/> <p>Current password*</p> <input type="password"/> <p style="text-align: center;">Save</p>	<p>Update Password</p> <p>Current password*</p> <input type="password"/> <p>New password*</p> <input type="password"/> <p style="font-size: small;">Example password</p> <p>Confirm new password*</p> <input type="password"/> <p style="text-align: center;">Save</p>	<p>Update Phone Number</p> <p>Old Phone Number*</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">+91 ▾</div> <input style="width: 100%;" type="text" value="9777444786"/> </div> <p style="text-align: center; margin: 10px 0;">Get otp</p> <p style="font-size: x-small;">Your phone number will not change until you verify your number</p>
--	---	--

There are three sections under this page.

Update Email

If you want to change the email address that you had initially used to register on the platform with, fill in this form.

Enter the following details under this:

- **New email*:** Enter the new email address that you would like to use.
- **Confirm new email*:** Re-enter the new email address in this field again.
- **Current password*:** Enter your currency password to authenticate the change.

Once done, click **Save**.

Your email will not change until you verify your new email address.

Update Password

If you want to change your password, fill in this form.

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An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Enter the following details under this:

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

Ensure that the password is strong.


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

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

Once done, click **Save**.

Update Phone Number

If you want to change your phone number, fill in this form.


 This form will not be visible if the admin has deactivated the SMS plugin. In this case, you will not be able to update your phone number. You can only get it done by contacting your admin.

If you did not verify your phone number before, you will first have to verify it and then you can change it.

To verify your number, click Get OTP.

Update Phone Number

Old Phone Number*

 +91 ▾

*

*

*

*

Enter the otp you received on your phone number

Please wait 28 seconds to resend
Resend Otp?

Verify

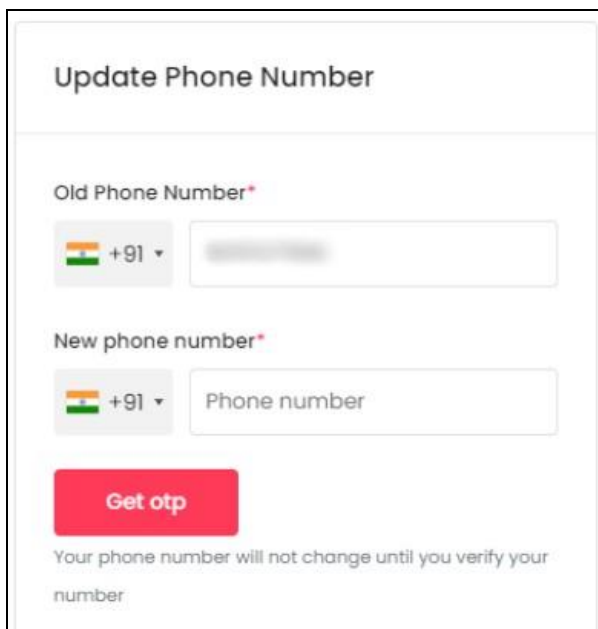
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Enter the OTP sent to your phone and click **Verify**. In case you did not receive the OTP, wait for a minute and then, click the **Resend OTP link**.

Once you have entered the OTP successfully, a new form will appear where you can enter your new number under your old number.



Update Phone Number

Old Phone Number*

+91

New phone number*

+91 Phone number

Get otp

Your phone number will not change until you verify your number

Add your new number in the second field and click Get OTP.

This will send an OTP to your new number. Enter the OTP in the field and click **Verify**. With this, your number will be updated in the system.

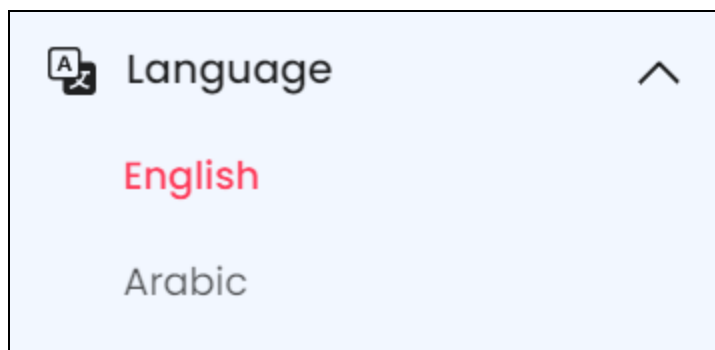
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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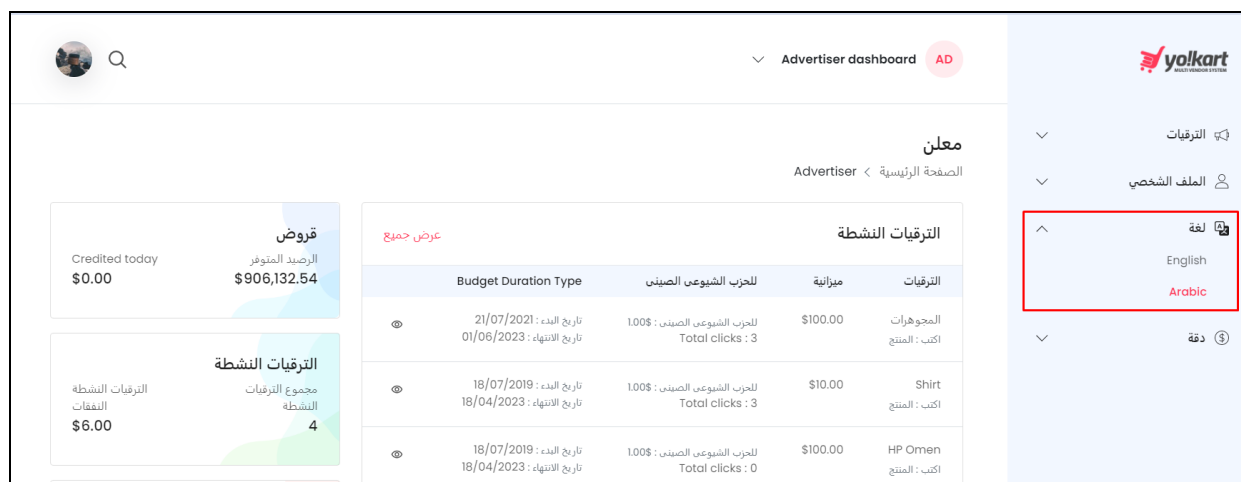
7. Language

Change the language of the dashboard using this feature. Click Language from the navigation menu to view the language options.




You will see the current language that the dashboard is in, highlighted. In this case, it is English. The dashboard opens in the default language, as selected by the admin. But you can view it in any other language that it is available in. The additional languages are called secondary languages.

For instance, when we click Arabic to change the language to Arabic, this is how the dashboard will look like.



Like this, select the language you want the dashboard to be converted into.

 The admin decides how many secondary languages should be there for the platform. Based on this, you will see the respective secondary language options here.

However, this module will not be visible if the admin has selected just one language option for the platform.

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

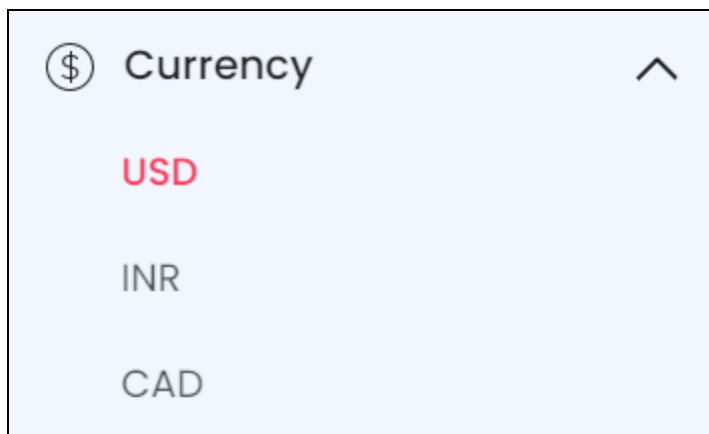
An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.


8. Currency

Change the currency of the prices on your dashboard using this feature.

Click Currency and the available options will appear.



By default, the currency selected as the default currency by the admin is selected. Select the currency in which you want to convert all the prices to, and it will get converted.

 The admin decides how many currencies should be there for the platform. Based on this, you will see the respective currency options here.

However, this module will not be visible if the admin has only activated one currency for the whole platform to run on.

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Yo!Kart Multivendor Marketplace Solution

Visit www.yo-kart.com to know more!



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