



# Seller Manual

-Version 10-

# Table of Contents

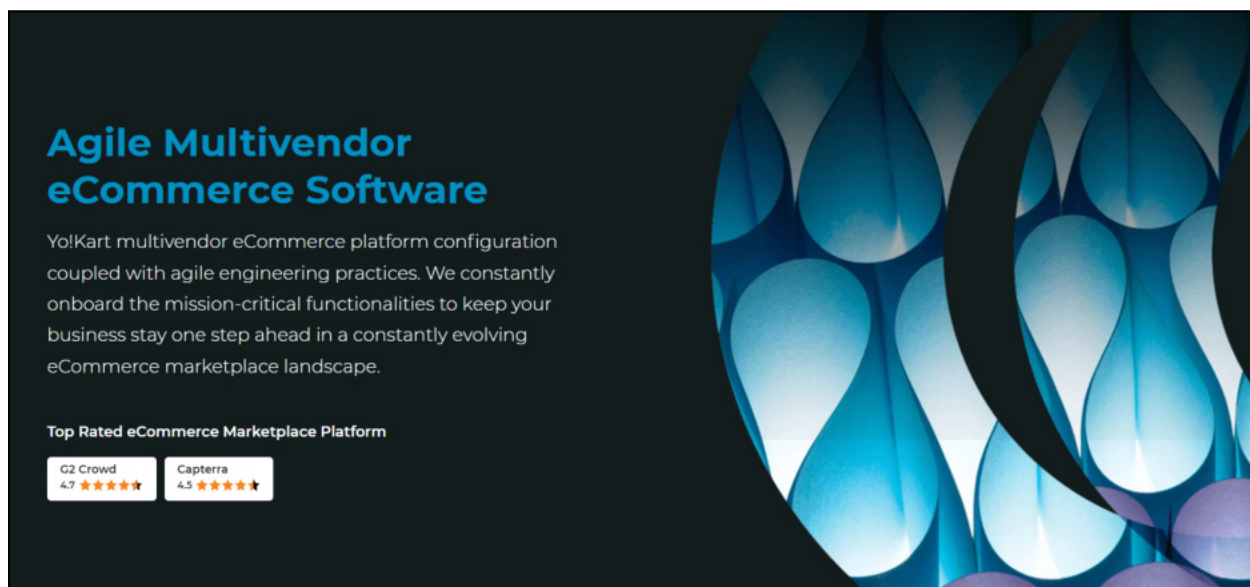
Sr. No.	Contents	Page No.
0.	What is Yo!Kart?	1
1.	<b>Registration</b>	<b>2</b>
1.1	Become a Seller from the Homepage	2
1.2	Become a Seller from the Buyer's Dashboard	11
2.	<b>Login (Sign In)</b>	<b>15</b>
2.1	Facebook, Google, Instagram or Apple Logins	18
2.2	Forgot Password	19
2.3	Problems Logging In	21
3.	<b>Subscription Plans</b>	<b>22</b>
3.1	Buy Subscription Plan	23
4.	<b>Dashboard</b>	<b>25</b>
4.1	Top Header	29
4.2	Easy Shortcut Buttons	34
4.3	Right side blocks	39
4.4	Center of the dashboard	41
5.	<b>Shop</b>	<b>48</b>
5.1	<b>Manage Shop</b>	<b>49</b>
i.	General	49
ii.	Language Data	53
iii.	Return Address	56
iv.	Pickup Address	60
v.	Media	65
vi.	Collections	71
vii.	Social Platform	83
viii.	Stripe Connect	88
5.2	<b>Shop Inventory</b>	<b>100</b>
i.	<b>Master Products</b>	<b>102</b>
ii.	Physical Products	105
iii.	Digital Products	119
iv.	<b>Add New Product</b>	<b>148</b>
v.	Physical Product	149
vi.	Digital Product	194
Vii.	<b>My Products</b>	<b>242</b>
viii.	Add New Product	245
ix.	Add Inventory	247
5.3	<b>Product Tags</b>	<b>266</b>
5.4	<b>Product Options</b>	<b>269</b>
i.	Option Values	274
5.5	<b>Tax Categories</b>	<b>280</b>
5.6	<b>Requests</b>	

i.	Master Product Request	284
ii.	Physical Product	284
iii.	Digital Product	286
iv.	Brand Requests	287
v.	Category Requests	292
vi.	Badge Requests	303
		311
<b>6.</b>	<b>Shipping</b>	<b>322</b>
6.1	Shipping Profiles	323
6.2	Shipping Packages	345
<b>7.</b>	<b>Sales</b>	<b>347</b>
7.1	Orders	347
7.2	Cancellation Requests	368
7.3	Order Return Requests	371
<b>8.</b>	<b>Promotions</b>	<b>380</b>
8.1	Special Price	380
8.2	Volume Discount	388
8.3	Buy Together Products	394
8.4	Similar Products	399
8.5	Google Shopping Feed	405
8.6	Badges	425
8.7	Ribbons	434
<b>9.</b>	<b>SEO</b>	<b>441</b>
9.1	Meta Tags	442
9.2	URL Rewriting	447
<b>10.</b>	<b>Subscription</b>	<b>450</b>
10.1	My Subscriptions	450
10.2	Subscription Packages	454
10.3	Subscription Offers	458
<b>11.</b>	<b>Sales Report</b>	<b>461</b>
11.1	Sales Over Time	461
11.2	Products	469
<b>12.</b>	<b>Financial Report</b>	<b>475</b>
12.1	Profit by Products	475
12.2	Payout	481
12.3	Transaction Report	486
<b>13.</b>	<b>Inventory Reports</b>	<b>491</b>
13.1	Product Inventory	491
13.2	Product Inventory Stock Status	498
13.3	Product Performance Report	503
<b>14.</b>	<b>Profile</b>	<b>508</b>
14.1	My Account	508

14.2	Bank Account	518
14.3	Cookie Preferences	519
14.4	Sub Users	521
14.5	Messages	528
14.6	My Credits	531
14.7	Update Credentials	538
<b>15.</b>	<b>Plugins</b>	<b>540</b>
15.1	Shipping Services	541
15.2	Data Migration	548
<b>16.</b>	<b>Import/Export</b>	<b>550</b>
<b>17.</b>	<b>Language</b>	<b>550</b>
<b>18.</b>	<b>Currency</b>	<b>551</b>

## What is Yo!Kart?

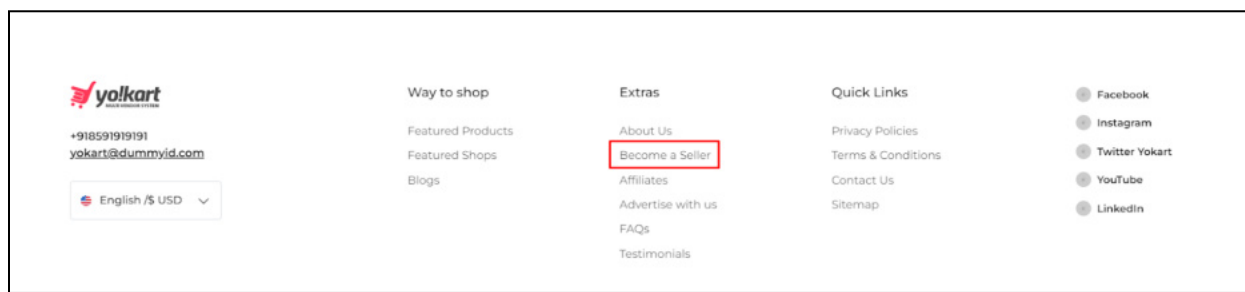
Yo!Kart is an online marketplace software designed for entrepreneurs to start their multi-vendor marketplace quickly, for existing retailers to accelerate their digital transformation, and for thriving businesses to lead the digital commerce landscape.



## Become a Seller

Becoming a seller on a platform that is powered by Yo!Kart is quite easy.

Sign up from the platform (“Become a Seller” link is provided in the footer) and use the dashboard accordingly to manage your shop and details.



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

# 1. Registration

Depending on the options activated by the admin of the platform, there can be one or two ways for you to become a seller.

Both these methods have been extensively explained below.

## 1.1 Method (I) - Become a Seller from the Homepage

The first method is by directly registering as a seller from the homepage. When you visit the platform, there is a link at the **footer** of the webpage that allows you to become a seller.

Follow the steps shared below to become a seller by using the link shared on the homepage:

**Step 1:** 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 a **Become a Seller** link.

Click this link to begin the process of registering yourself as a seller on the platform.

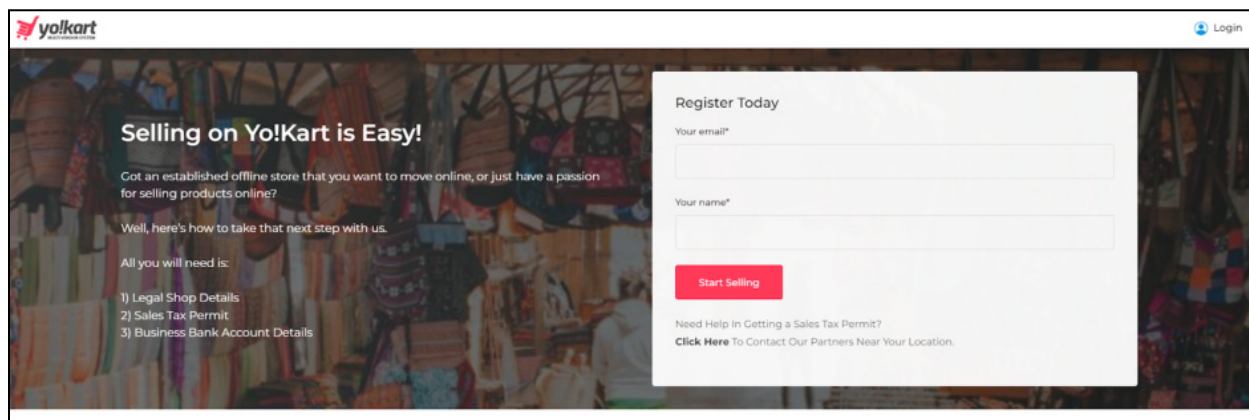
Quick Links	Sell with Us	Get to Know Us
Featured Products	<b>Become a Seller</b>	Testimonials
Featured Shops	Advertise with us	About Us
Top Brands	Become an Affiliate	FAQs
Trending Products		Blog
Clearance Sale		Privacy Policies
Sitemap		Terms & Conditions
		Contact Us

**Step 2:** Once you click this, it will direct you to the next page.

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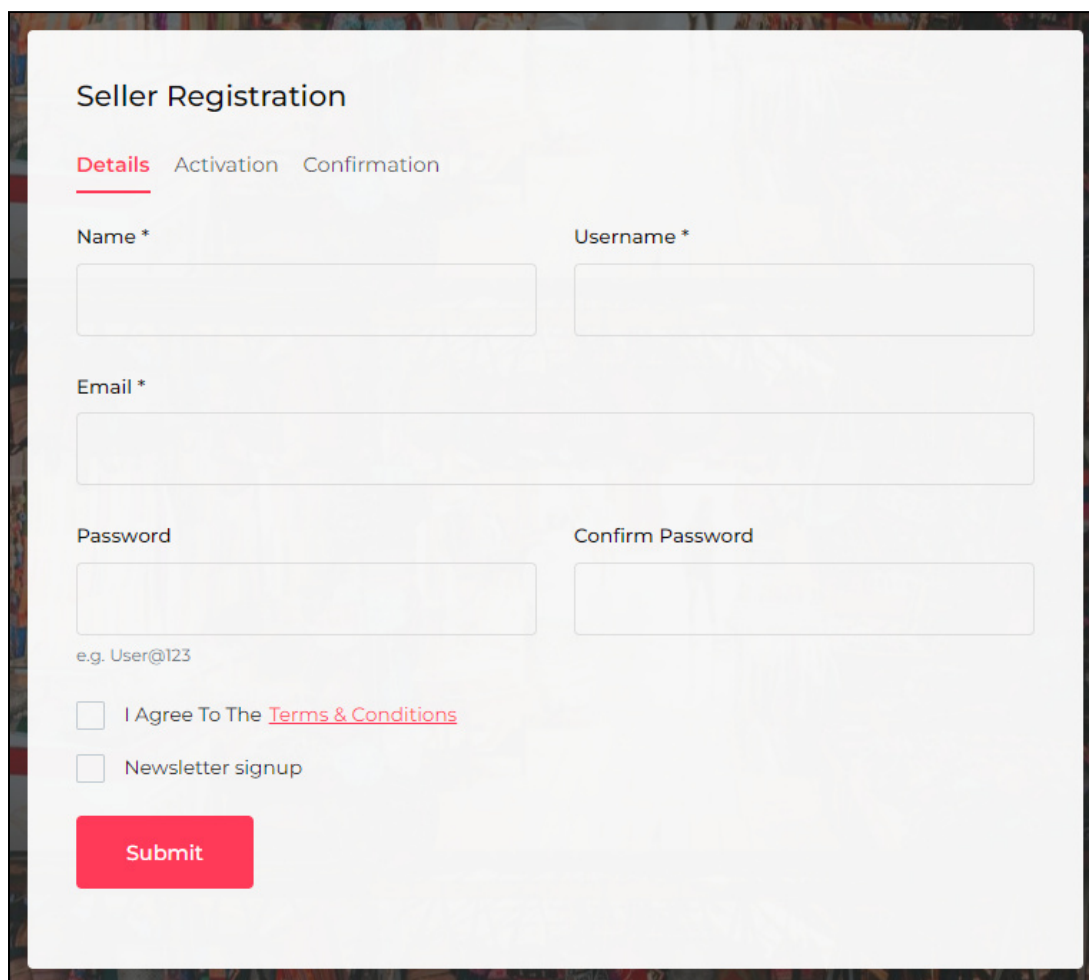


On this page, you will find the **Register Today** form at the top right side.

To register as a seller, add your email address and your name in the provided fields.

Once done, click **Start Selling**.

**Step 3:** From here, you will be directed to the next page to continue with the registration process.




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There are **three tabs** on this form.

-  The first tab (Details tab) is to register on the website as a user, while the second tab (activation tab) has to be filled for you to become a seller on the platform.

**If you fill just the first tab and exit the process, you would have registered as a user on the platform but not as a seller.**


To become a seller, you need to **complete the whole process**.

Fill in the information for each tab.


### **Details Tab**

Under this tab, edit the following fields:

- **Name\***: Enter your name.
- **Username\***: Enter a unique username that will be used to log in to the platform.
- **Email\***: Check the email address you have already provided in the last step.  
You can edit the provided email address if you want to use some one instead.
- **Password**: Enter a password that you can easily remember.
- **Confirm Password**: Re-enter the password entered in the *password field*.
- **I Agree To The Terms & Conditions**: Check mark this to agree with the Terms & Conditions of the platform.

-  You cannot proceed to the next step of the registration process without selecting this checkbox. To read the terms and conditions, click the **Terms & Conditions** phrase, which is hyperlinked to the Terms & Conditions page.

- **Newsletter signup**: Select this checkbox to receive updates and newsletters generated from the platform.

-  The admin can deactivate this checkbox option as it is admin manageable. So, if you do not find this option on the form, it means that the admin has deactivated it.

Once you have filled in the information under this tab, click **Submit**.

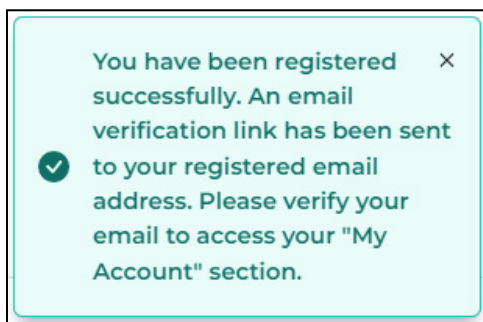
This will confirm your registration on the platform using the email and username you added, and a message will appear at the bottom of the page letting you know that you have been registered successfully as it directs you to the next tab.

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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.

You need to open the email and click the verification link to verify your registration.



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.

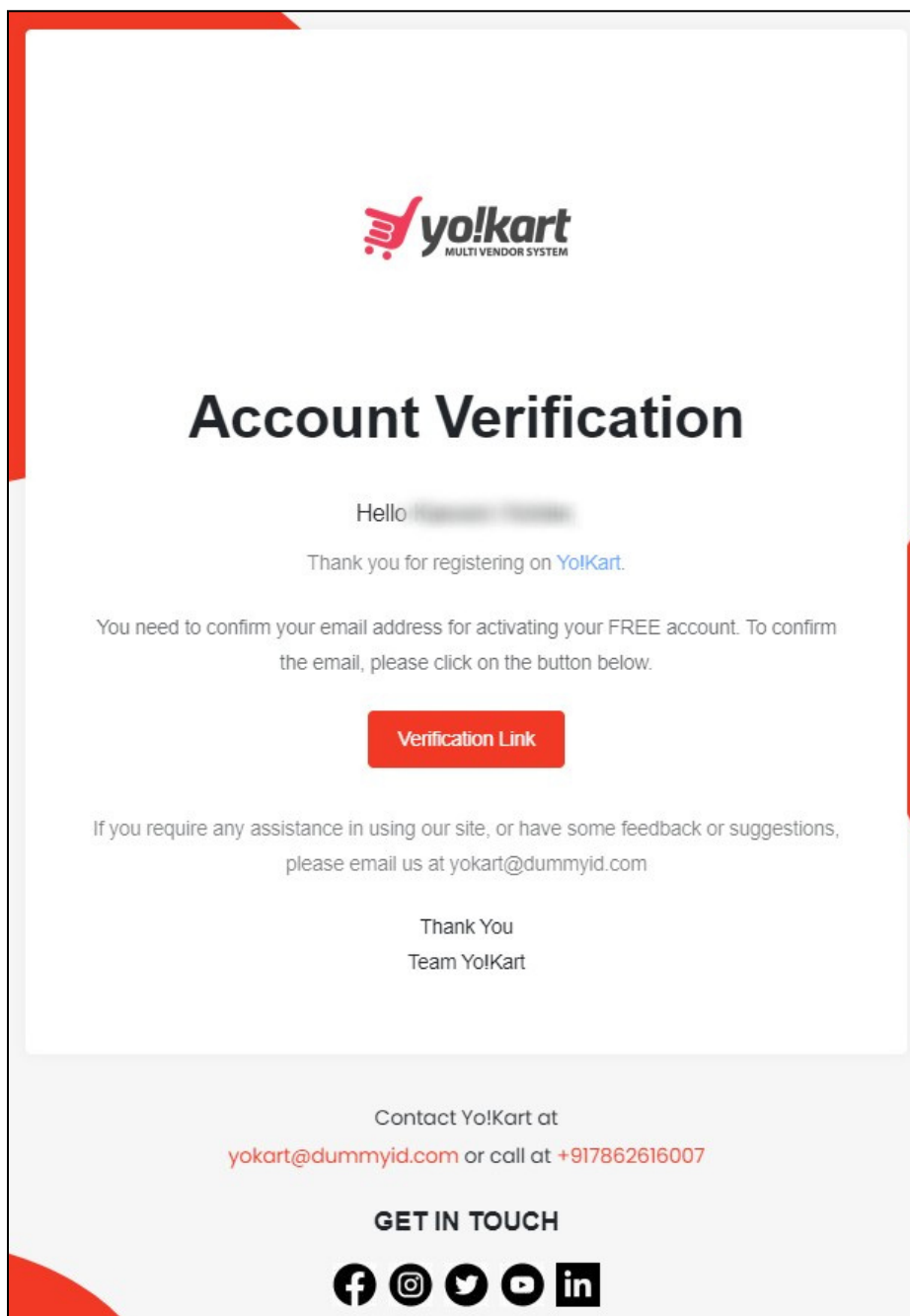
**Step 4:** Leave this tab as is, and open a new tab on your browser.

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

***Keep in mind that this step is to register on the website and does not make you a seller. It is a process that every user undergoes. To become a seller, you need to fill your details in the next tab (Activation tab).***

Now there are two situations that can occur after this.

### **Situation 1**

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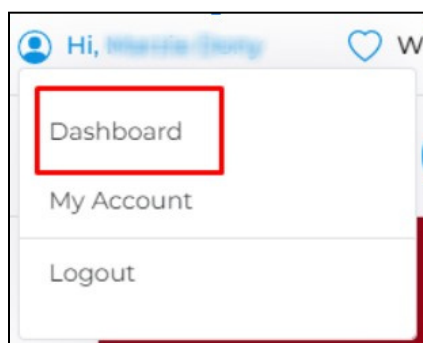
Let us say that you closed the other tab on the browser that had the **Seller Registration** form open. In this case, you will have to log into your account using the same credentials you just used to create the account.

Kindly note that all the **details you add** during each step are **saved in the system**. So, if you **try to register again** (from the homepage) **using the same email address**, it will **display an error message** and not allow you to move ahead.



Hence, you need to **log in to your account** using the same credentials in this case. Once you do this, you will be directed to the platform's homepage.

Click your name at the top right corner of the screen and select the dashboard from the drop down menu.



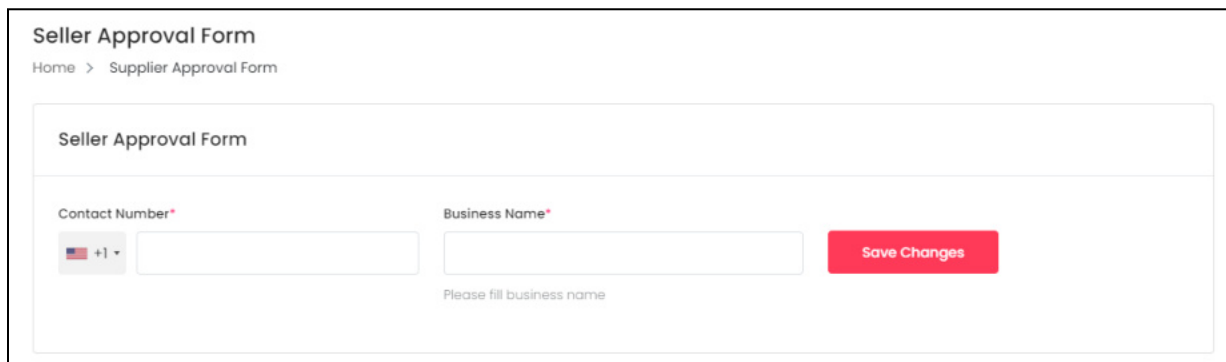
The **options available** under this dropdown list **will be limited** since you have not yet registered yourself as a seller completely. **Once you register yourself as a seller, you will find three more options** under this dropdown menu.

When you reach the dashboard, you will not be able to move ahead without filling out the **Seller Approval** form.

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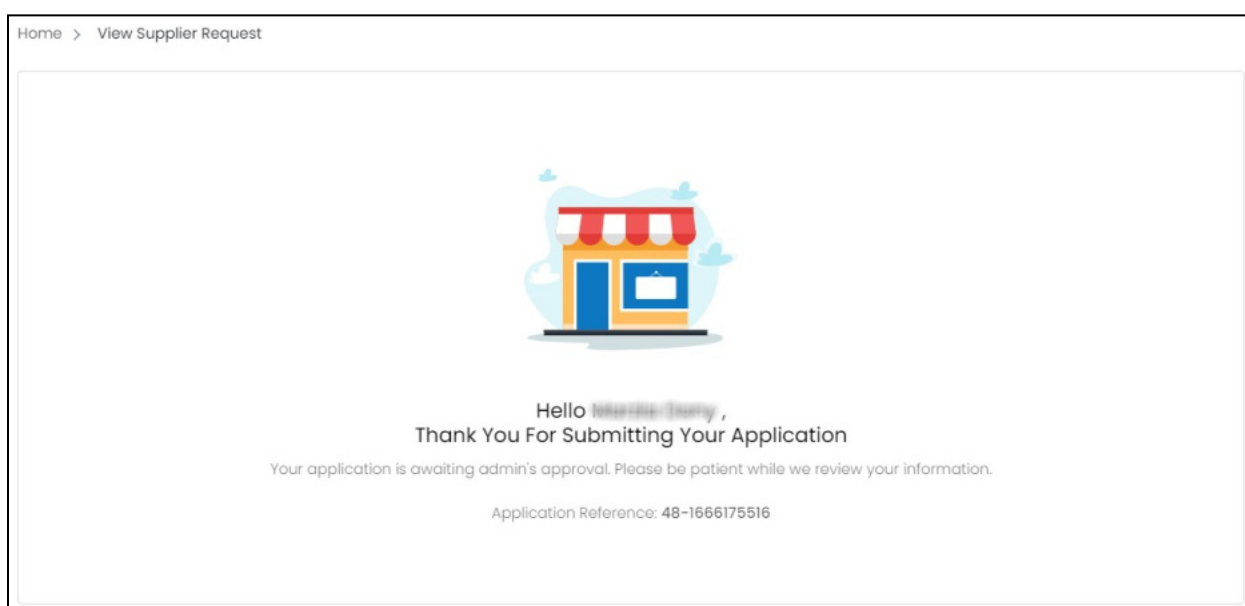
An **asterisk (\*)** next to a label indicates that the information is mandatory.


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



Add the information and click **Save Changes** to request the admin for becoming a seller on the platform.

This will direct you to the next page.



 If the admin has activated the setting where they have to approve a seller before the seller can begin business on the platform, you will not be able to do anything and will see a message on your dashboard as shared below.

Kindly contact your administrator if this message is still there after 5 working days.

You will be notified via email regarding the request approval or cancellation.

### **Situation 2**

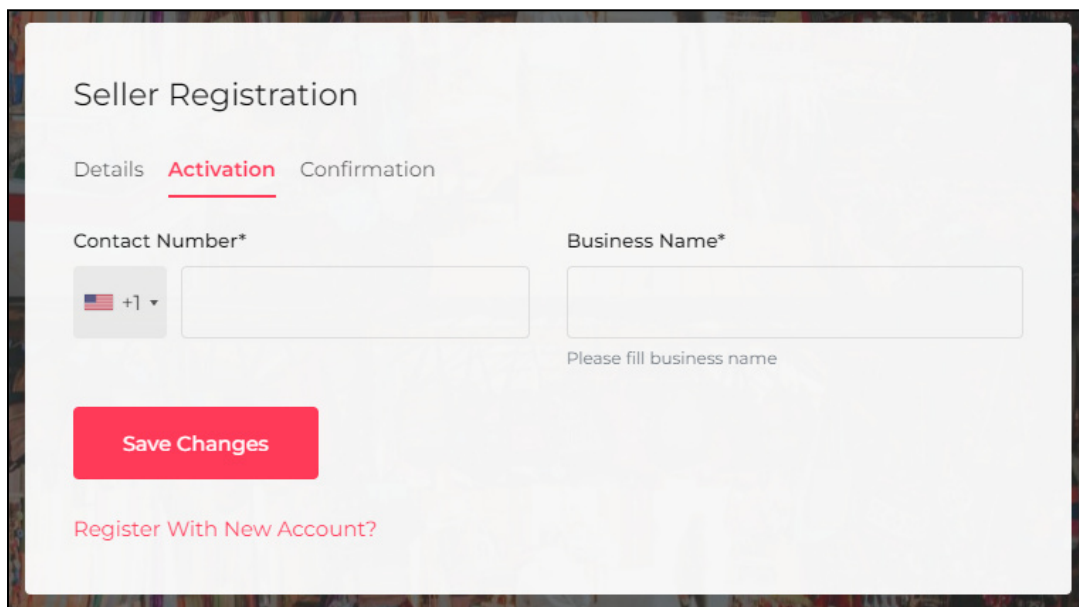
If you still have the **seller registration form tab open, continue with the next steps.**

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**Step 5:** Go back to the tab where you were registering on the platform as a seller and continue the process on the **Activation tab** (also known as the Seller Approval form).



### **Activation Tab**

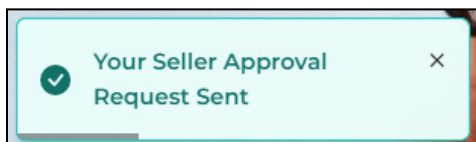
Under this tab, edit the following fields:

- **Contact Number\*:** Select the country code from the dropdown list and then enter your contact number in the provided field.
- **Business Name\*:** Enter the name of your business or shop. You can edit this later from your dashboard.

 All the **fields to be filled** under this form **are solely administered by the admin**.

In short, the **admin can collect whatever information they want**. And the fields discussed above might appear differently to some users.

Once done, click **Save Changes**. A message will appear and you will be directed to the next tab.

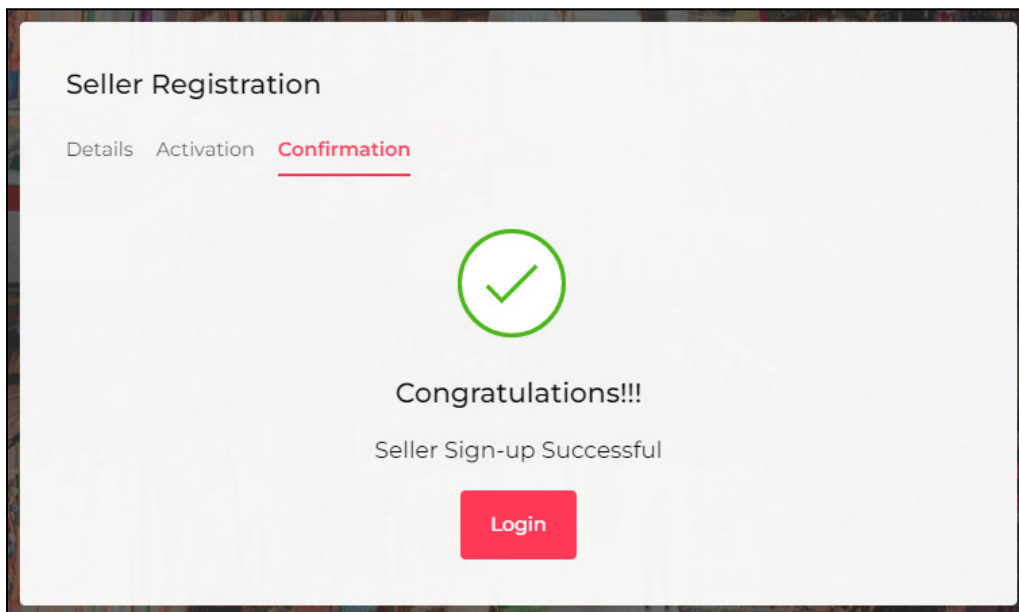


The last tab displays success status through the “congratulations” message screen.

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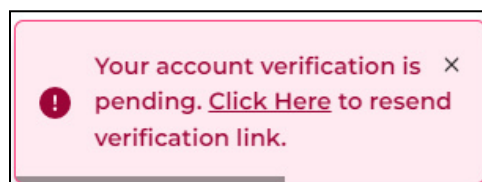
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



To log in to your seller account, click **Login**.

You will also receive an email regarding the successful registration on the email address you used in this form.

- ❗ If you have not yet verified your email, and you try to log in to your account, an error message will appear.



And if you did not receive the verification email yet, kindly check your SPAM folder. Else, request for another link by clicking the **CLICK HERE** phrase in the error message.

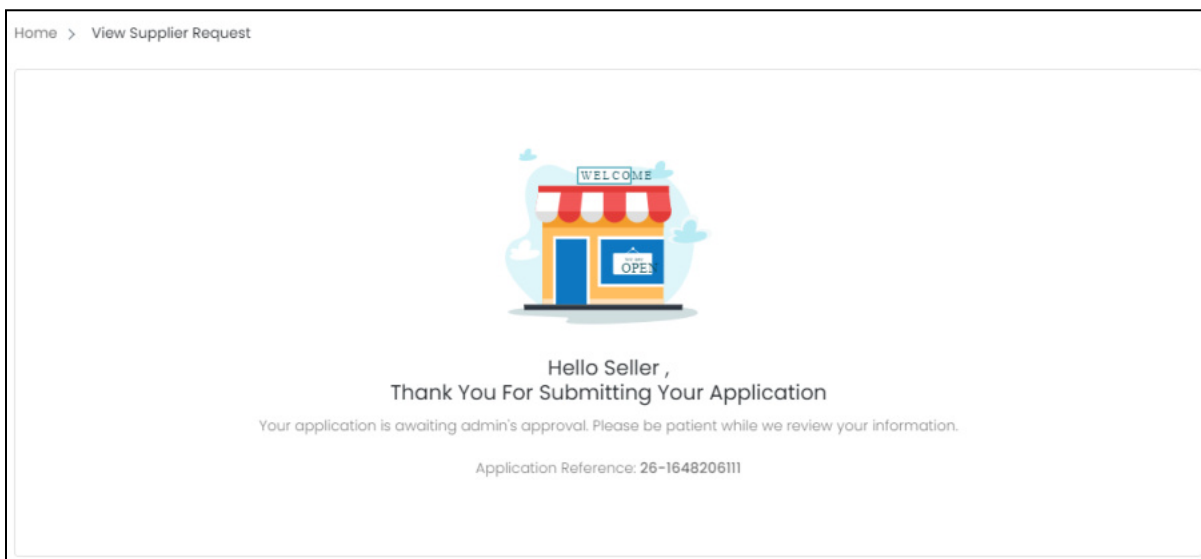
- ❗ If the **admin has activated the setting** where **they have to approve a seller before the seller can begin business** on the platform, you will not be able to do anything and will see a message on your dashboard as shared below.

**Kindly contact your administrator if this message is still there after 5 working days.** You will be notified via email regarding the request approval or cancellation.

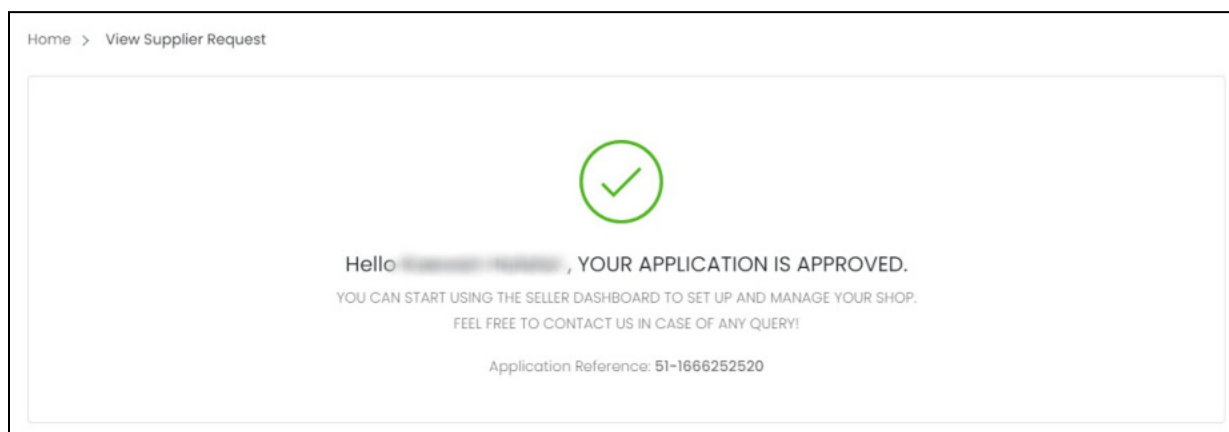
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Once the admin approves your seller request, you will get a notification on your email and dashboard regarding the same.



From here, you can then begin to set up your shop on the platform.

 When a user registers as a **seller**, they will automatically be registered as an **advertiser** as well.

## 1.2 Method (II) - Become a Seller from the Buyer's Dashboard

Let us assume that you have already registered yourself as a **buyer** on the platform, but now you also want to become a **seller**.

In such a case, you can register as a seller right from the buyer's dashboard only if the **admin has activated** this option.

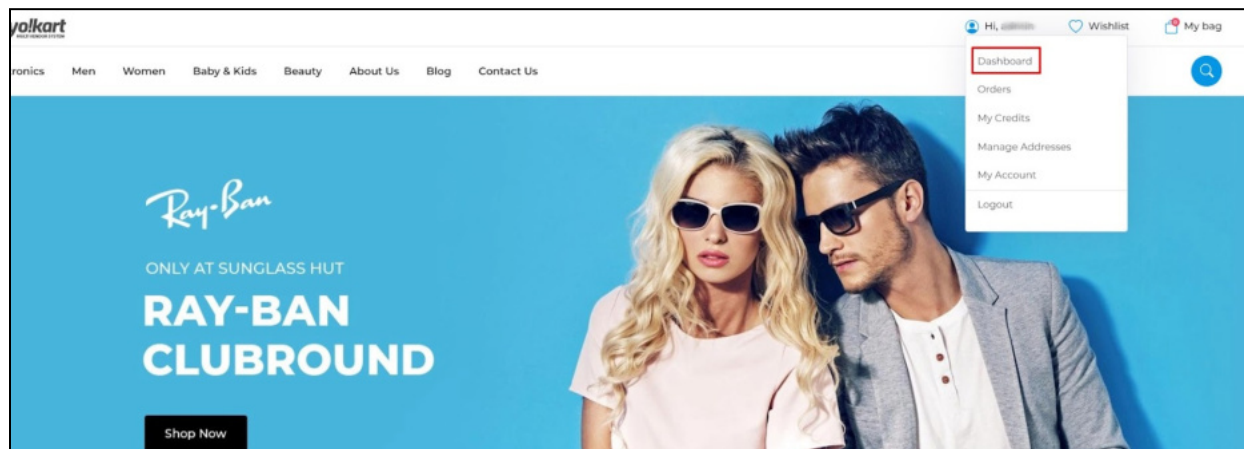
If the admin has activated it, follow the steps shared below to register as a seller:

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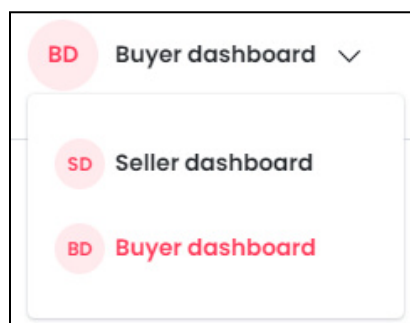
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

**Step 1:** Log in to your buyer account, click your name at the top right corner of the page, and go to the dashboard from the dropdown menu.



You will be directed to the **buyer dashboard**.

When you reach here, click the **buyer dashboard** that you see at the top of the page. A dropdown list of all the dashboards you can access appears.



The **seller dashboard option is available only IF the admin has allowed** buyers to register through this method.

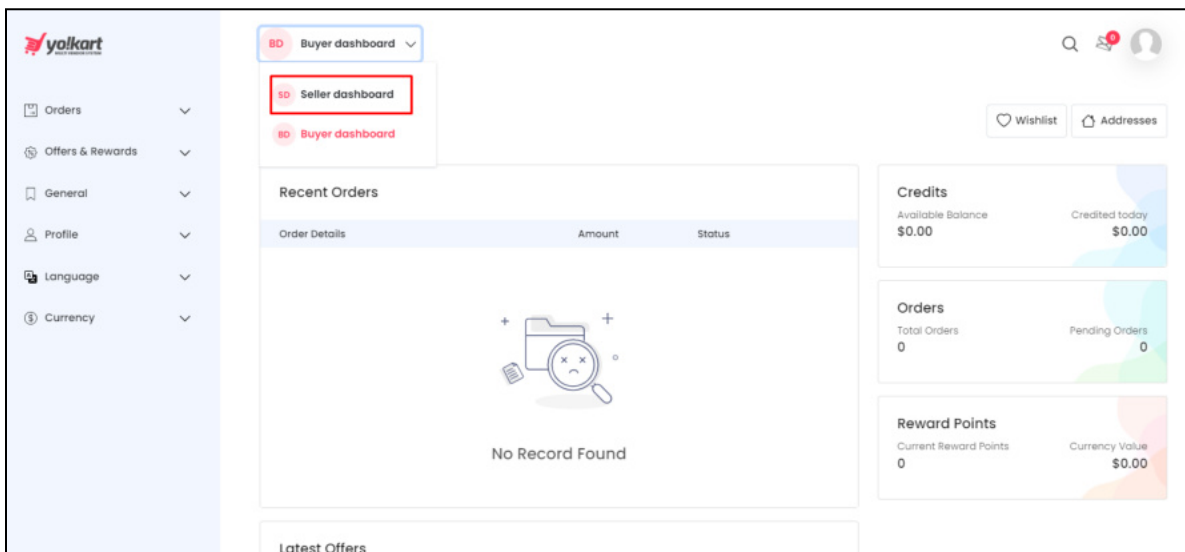
**Assuming this option is available:** from here, click the **seller dashboard** from the dropdown list to begin the process of registering as a seller.

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

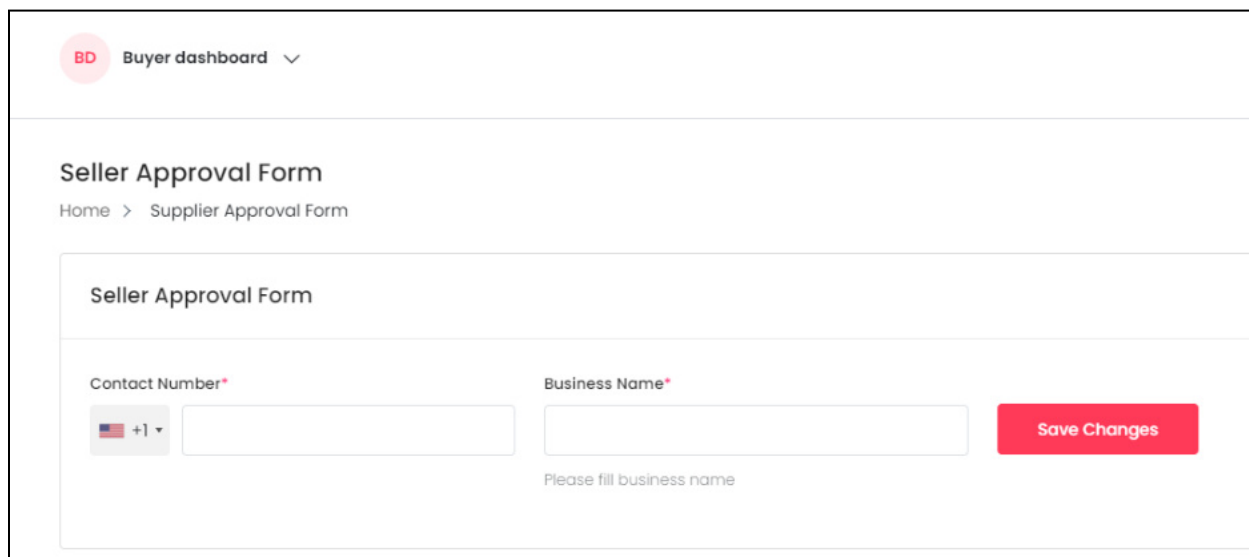
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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**Step 2:** This will direct you to the **seller dashboard**. But since you are not a seller, the **Seller Approval** form will appear.



Enter your *contact number* and *business name\** in the fields provided. Once done, click **Save Changes**.

Since you have already registered on the platform with all the other details, you will only be asked to add the information needed to open a shop.

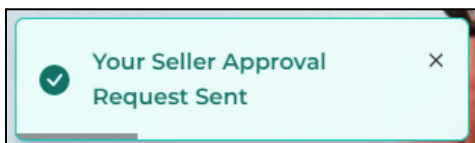
**!** All the **fields to be filled** under this form are **solely administered by the admin**. In short, the **admin can collect whatever information they want**. And the **fields discussed above might appear differently** to some users.

After you click **Save Changes**, a message will appear letting you know that the seller approval request has been sent.

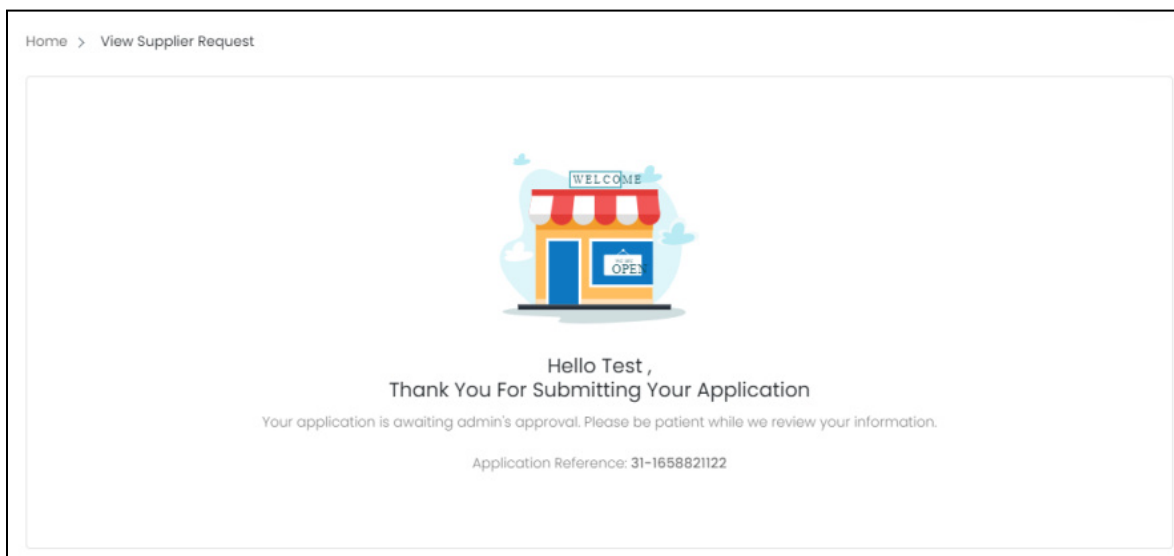
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And you will be redirected to the View **seller request page** where you can see if the admin has approved your seller request or not yet.



**!** If the admin has activated the setting where they have to **approve a seller** before the seller can begin business on the platform, you will not be able to move ahead. The message – **Thank you for submitting your application** will be displayed until and unless the admin approves your request.

**Kindly contact your administrator if this message is still there after 5 working days.** You will be notified via email regarding the request approval or cancellation.

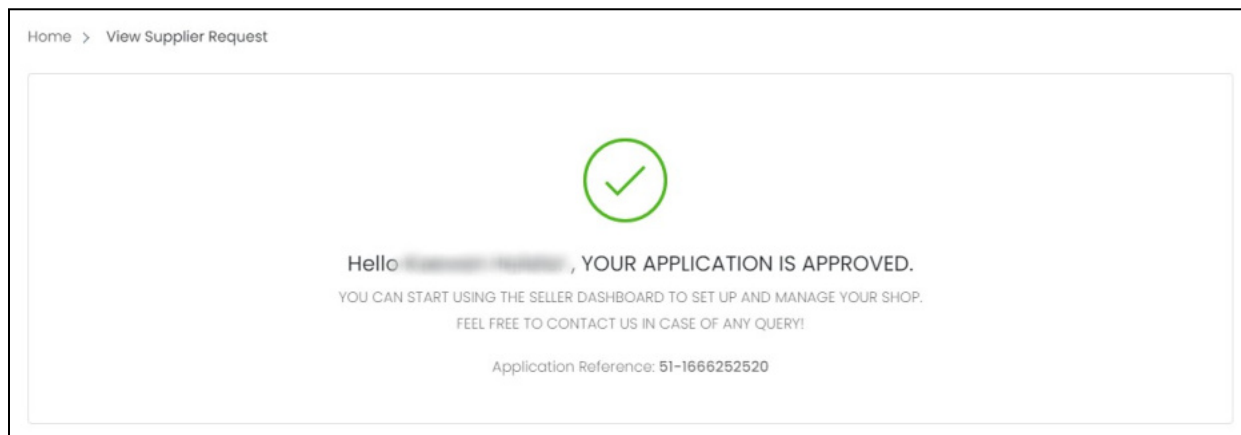
If the admin has deactivated the step to await the admin approval, you will become the seller directly and the seller dashboard will appear.

**Once the admin approves your seller request**, your dashboard will open up and show a message for the same.


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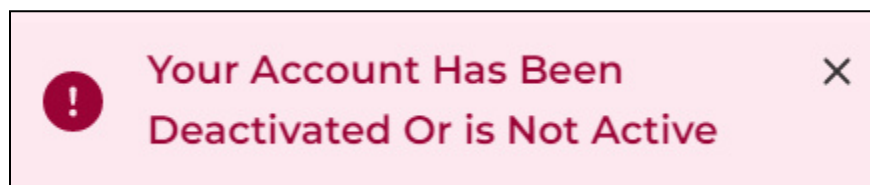


From here, you can then begin to set up your shop on the platform.

 When a user registers as a seller, they will automatically be registered as an advertiser as well. So, you can check the advertiser dashboard as well and use it accordingly to advertise your products.

### **Additional Points to Note**

 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.

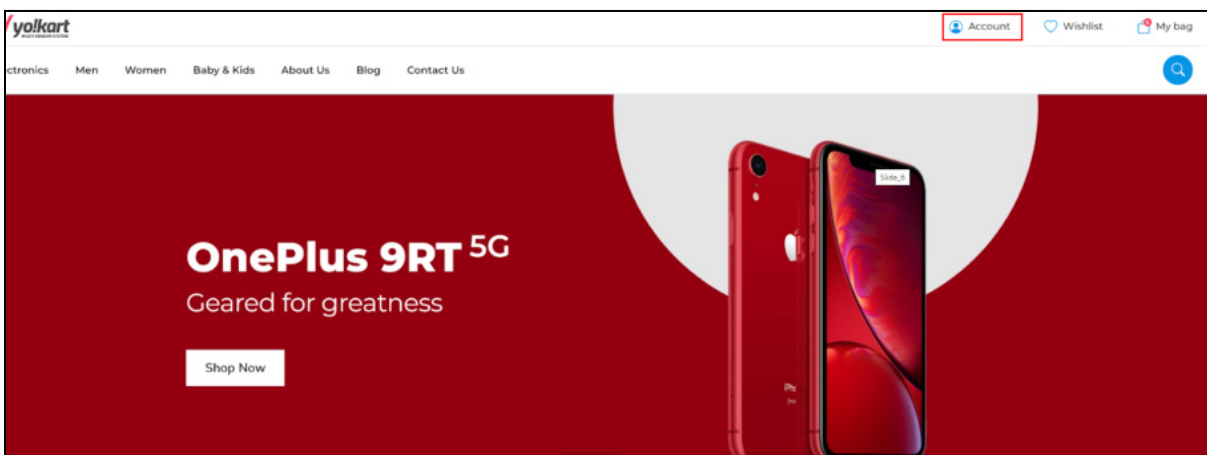
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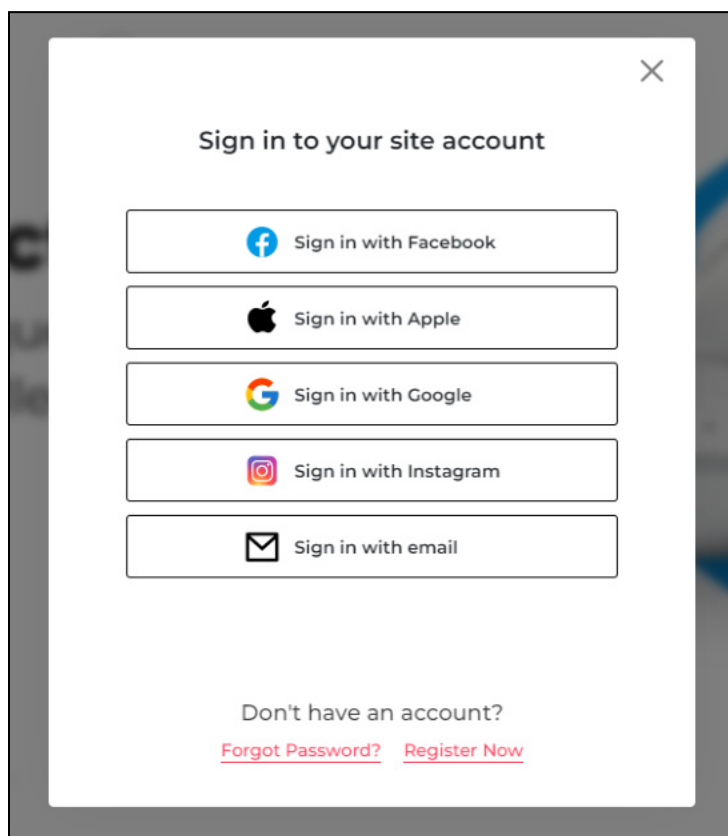
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

### 3. Login (Sign In)

Visit the homepage of the platform.

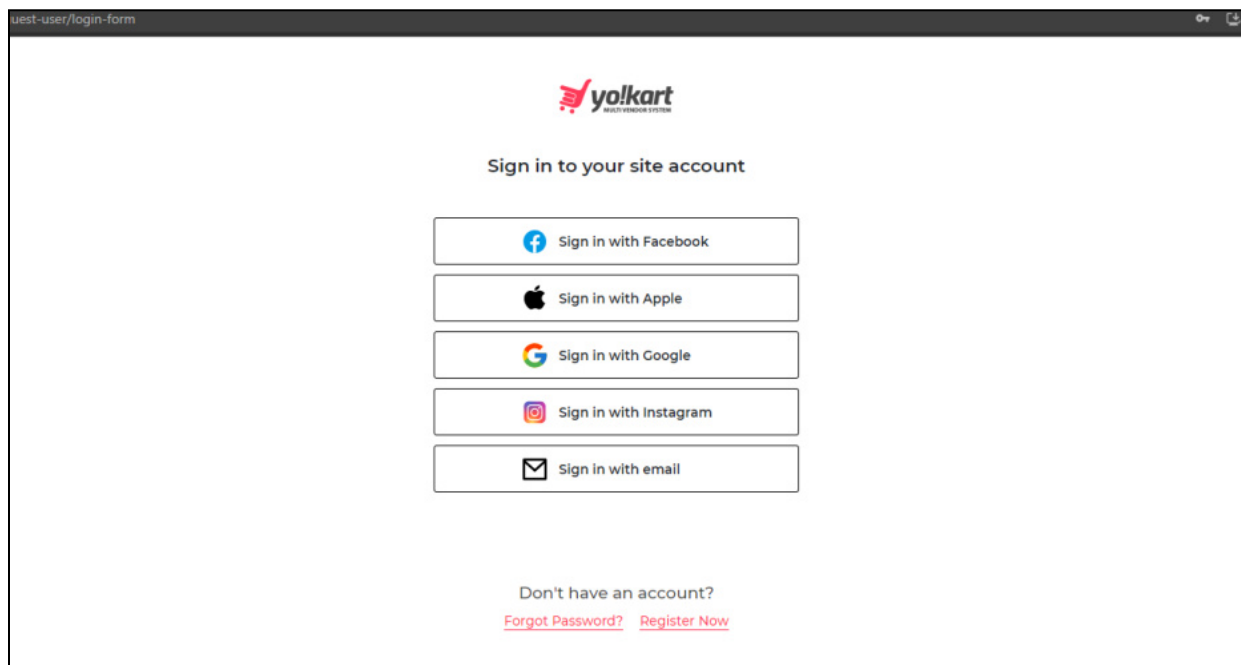


From here, click **Account** and the sign-in pop-up form will appear.



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 in the platform.

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

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Sign in to your site account

Username Or Email

Password

Remember me


Login

[All sign in options](#)

Don't have an account?


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

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.

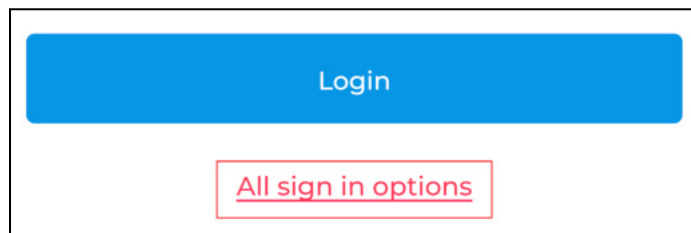
Check mark  **Remember me** so that if you close the window without signing out, the next time you go back, you will be signed back in automatically.

Remember me

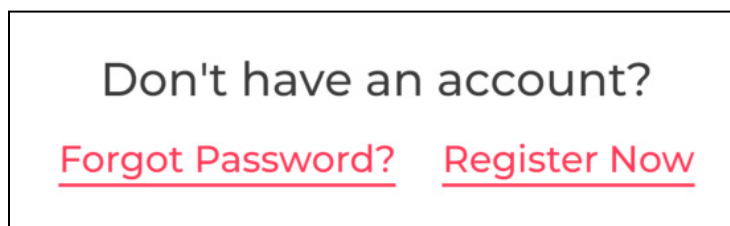
Once done, click **Login**.

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

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



If you have not yet registered on the website, then click **Register Now** and register yourself as a user on the website.



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.

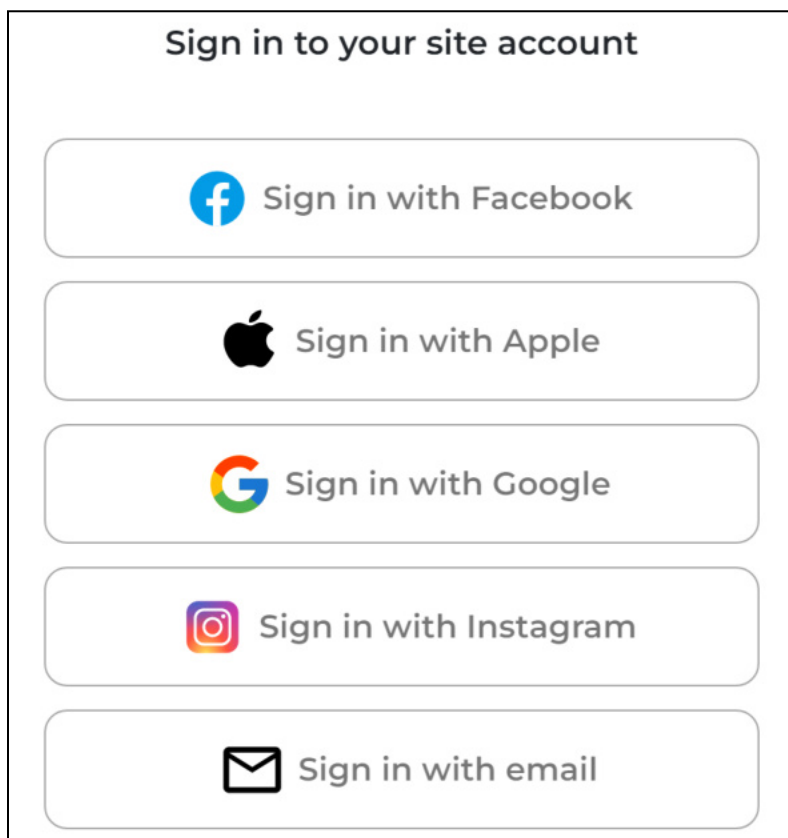
## 2.1 Facebook, Google, Instagram or Apple Logins

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


**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.



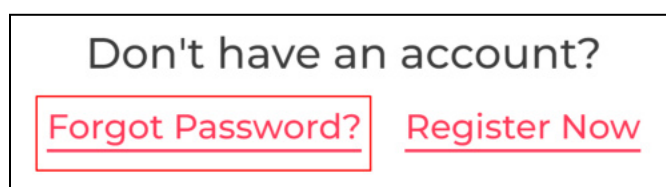
When you do this, you will be directed to the respective social login page.

 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 a seller [as shared above](#).

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

## 2.2 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.

**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.



**Forgot Password?**

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

  
  
  
  
[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 on 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.

  
  
[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.

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

✕

✓ 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.

  
**Reset Password!**

Hello Jeet Kaur,

It seems like you have used the reset password option at [Yo!Kart](#).


Please visit the below link to reset your password. This link is VALID for the next 24 hours only!

[Reset Password](#)

Thank You  
Team Yo!Kart

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

**GET IN TOUCH**




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

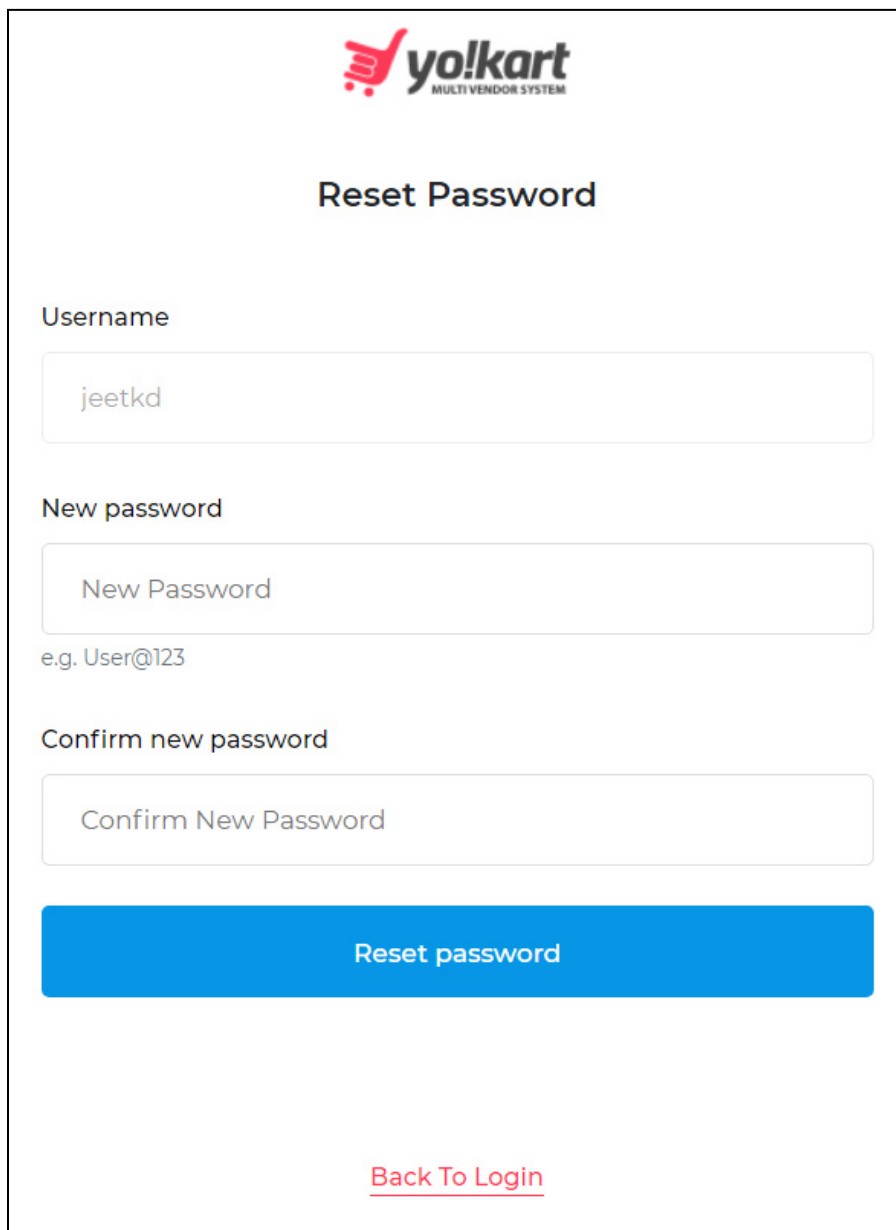
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.

 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" for the Yo!Kart Multi Vendor System. At the top is the Yo!Kart logo. Below the title are three input fields: "Username" (containing "jeetkd"), "New password" (containing "New Password"), and "Confirm new password" (containing "Confirm New Password"). Below the "New password" field is a small example text "e.g. User@123". At the bottom of the form is a blue button labeled "Reset password" and a red link labeled "Back To Login".

Edit the following:

- **Username:** This field comes prefilled with your username, and cannot be edited.
- **New password:** Enter your new password. Ensure that the password is a strong one and has at least 8 characters in it.

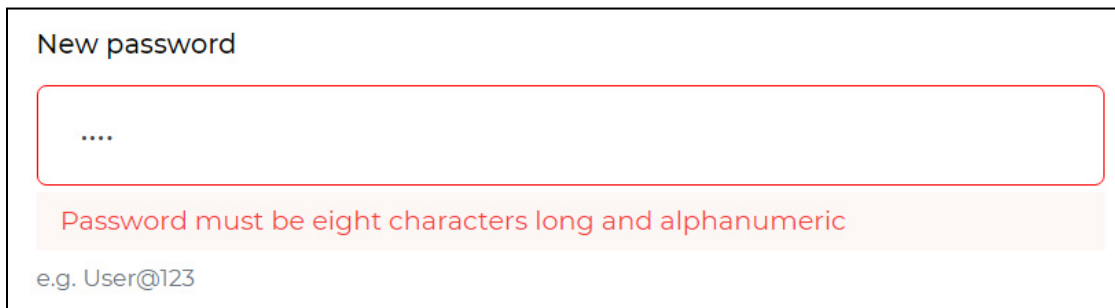
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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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

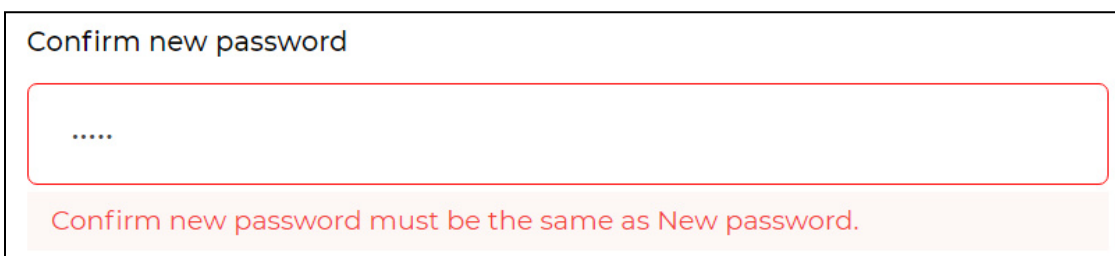
....

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.

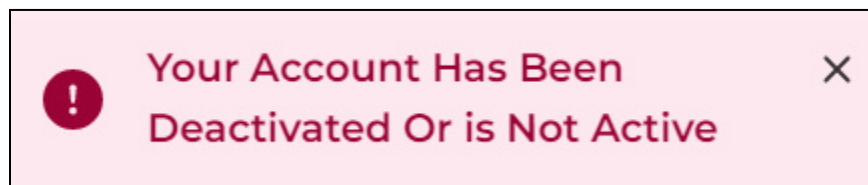
Once done, click **Reset Password**.

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.

## 2.3 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.

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

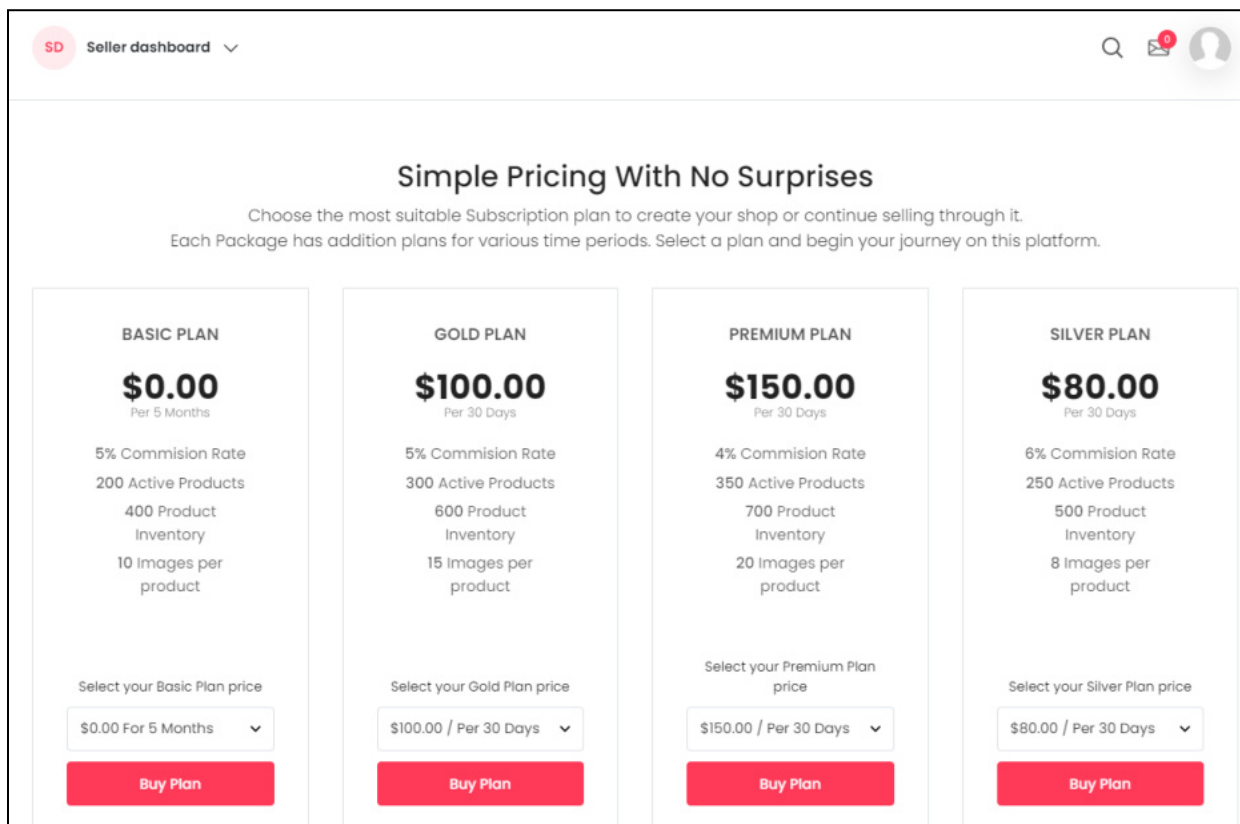
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

### 3. Subscription Plans

If the admin has activated the **Subscription** module and the respective subscription plans, you will **have to purchase any one of the plans before** you can proceed and set up your shop.

As soon as you log in to the dashboard to set up your shop after you have registered as a seller, the subscription page will appear. You will not be able to go to any other module without activating a subscription plan.



The packages and plans that you can see are all created and managed by the admin, and can vary in terms of multiple features. Check out the [subscription packages](#) submodule to know more.

#### Buy Subscription Plan

On the subscription list, go through the various packages. Each package will have at least one plan in it.

To select a plan from the package, click the dropdown list below the **Select your {package name} Plan price** label and select your plan for that package.

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Select your Gold Plan price

\$100.00 / Per 30 Days ▾

\$100.00 / Per 30 Days

\$150.00 / Per 60 Days

\$200.00 / Per 90 Days

Once done, click **Buy Plan**.

You will be redirected to the **Billing** page which will display the total amount to be paid.

← **Payment Options**

**Wallet credits: \$10,000.00**

Use My Wallet Balance To Pay For My Order

Note: Please maintain your wallet balance for further recurring payments for the selected Subscription plan.

**Stripe**

Enter Credit Card Number

Card Holder Name

Expiry Month

Expiry Year

CVV Security Code

01 January ▾

2022 ▾

Pay: \$100.00

**Order Summary**

---

Gold Plan / Per 30 Days

Sub Total \$100.00

---

You Pay **\$100.00**

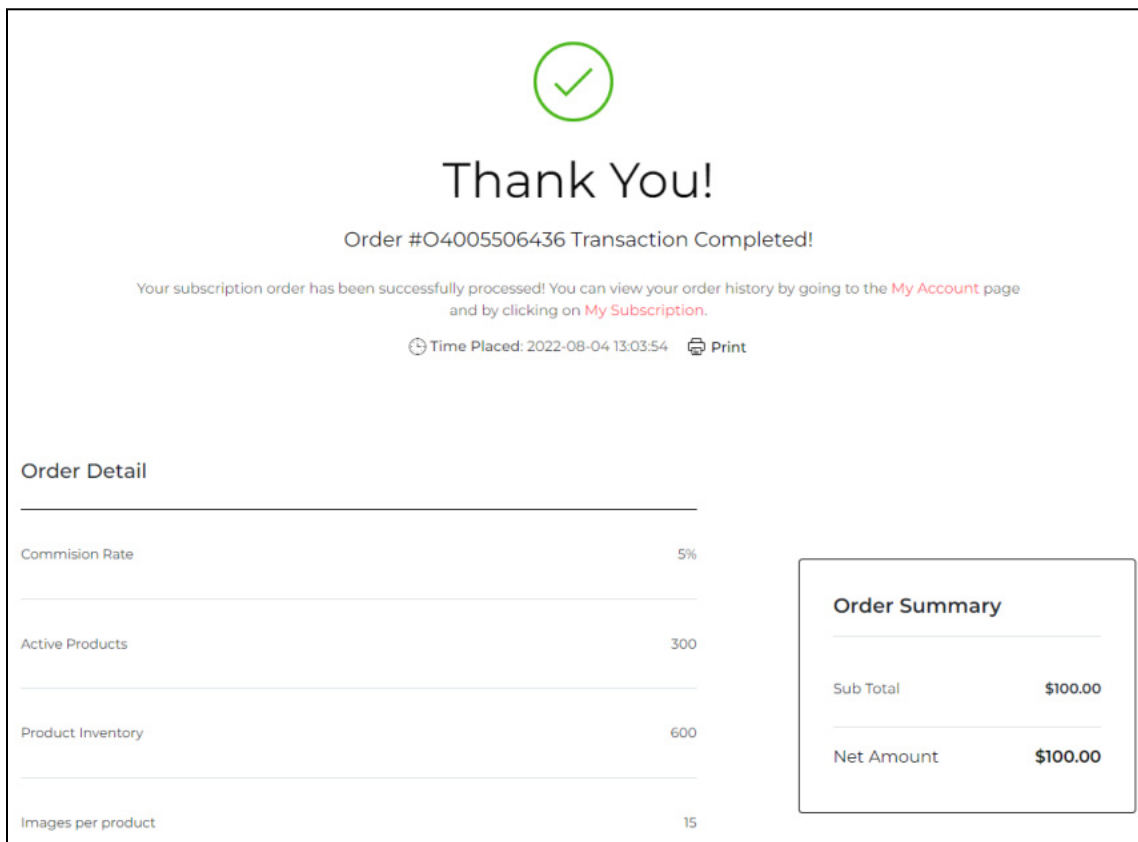
Select the payment method to pay for the plan. The payment methods available on the platform are admin manageable. So, you might see a few payment options or more options during the checkout process.


If you are new, it is unlikely that you will have balance in your wallet. Recharge your wallet using the payment methods available. If you are not able to add any amount in your wallet, you can contact the admin to add credit in your wallet, and pay them outside the platform.

If you do not want to recharge your wallet, you can use any of the other payment methods that are available to pay for the plan. Select the radio button for the payment method you want to use and follow the instructions accordingly.

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When you reach the last step for the payment, click the **Pay: {amount}** button. With this, the amount will be deducted from your payment method account and a confirmation message is displayed to notify about transaction success.







## Thank You!

Order #O4005506436 Transaction Completed!

Your subscription order has been successfully processed! You can view your order history by going to the [My Account](#) page and by clicking on [My Subscription](#).


 Time Placed: 2022-08-04 13:03:54  Print

### Order Detail

Commision Rate	5%
Active Products	300
Product Inventory	600
Images per product	15

### Order Summary

Sub Total	\$100.00
Net Amount	\$100.00

This page will also display the details of the subscription plan as well. You can click the **Print button**  **Print** to print the receipt of the subscription order.

To go back to the dashboard, click the **My Account** link in the confirmation message.

Your subscription order has been successfully processed! You can view your order history by going to the [My Account](#) page and by clicking on [My Subscription](#).

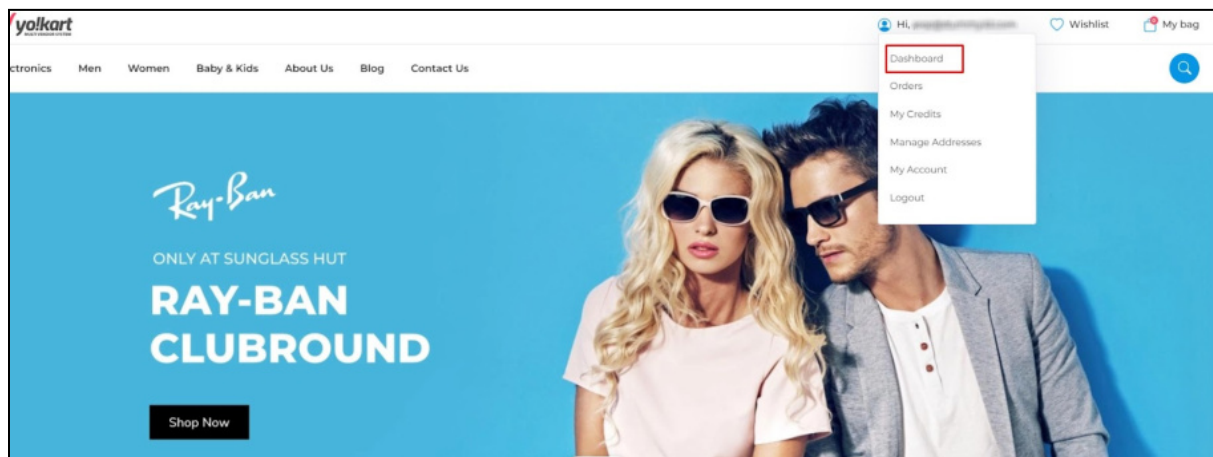
To change the subscription plan, view the additional details, or deactivate it, click the **My Subscription** link in the confirmation message.

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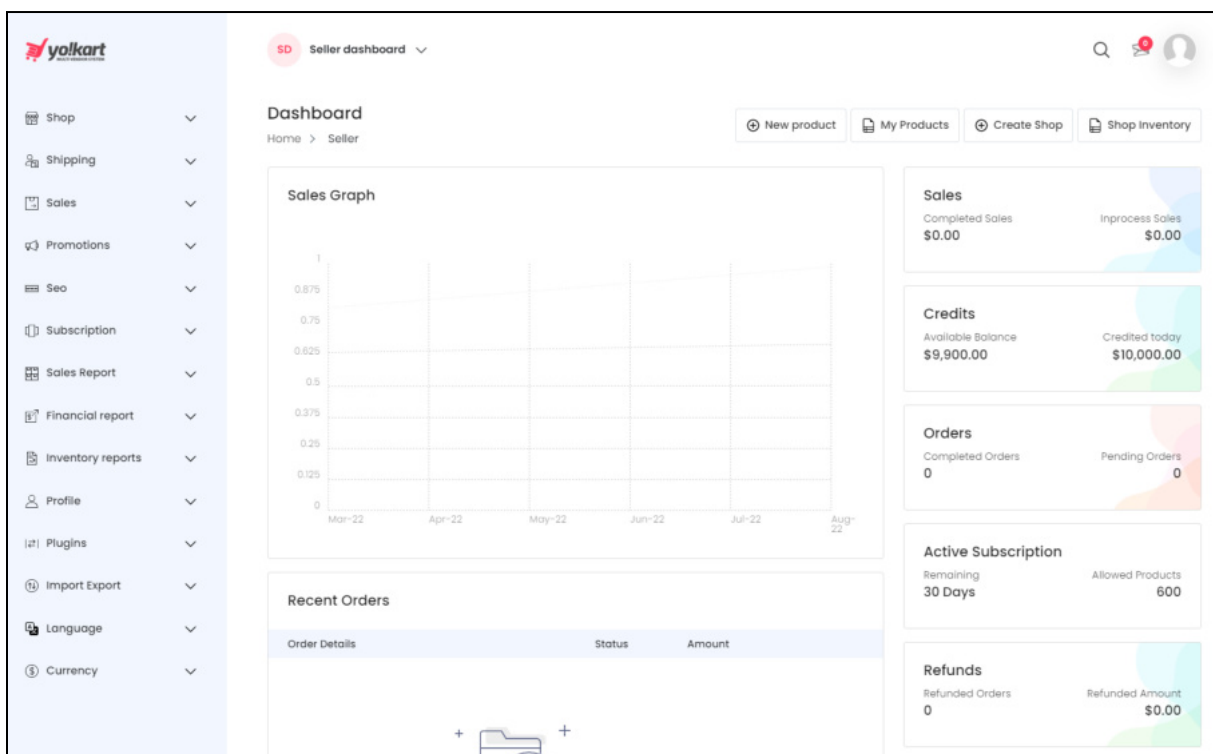


## 4. Dashboard

Once you have logged in to 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 **seller dashboard**.



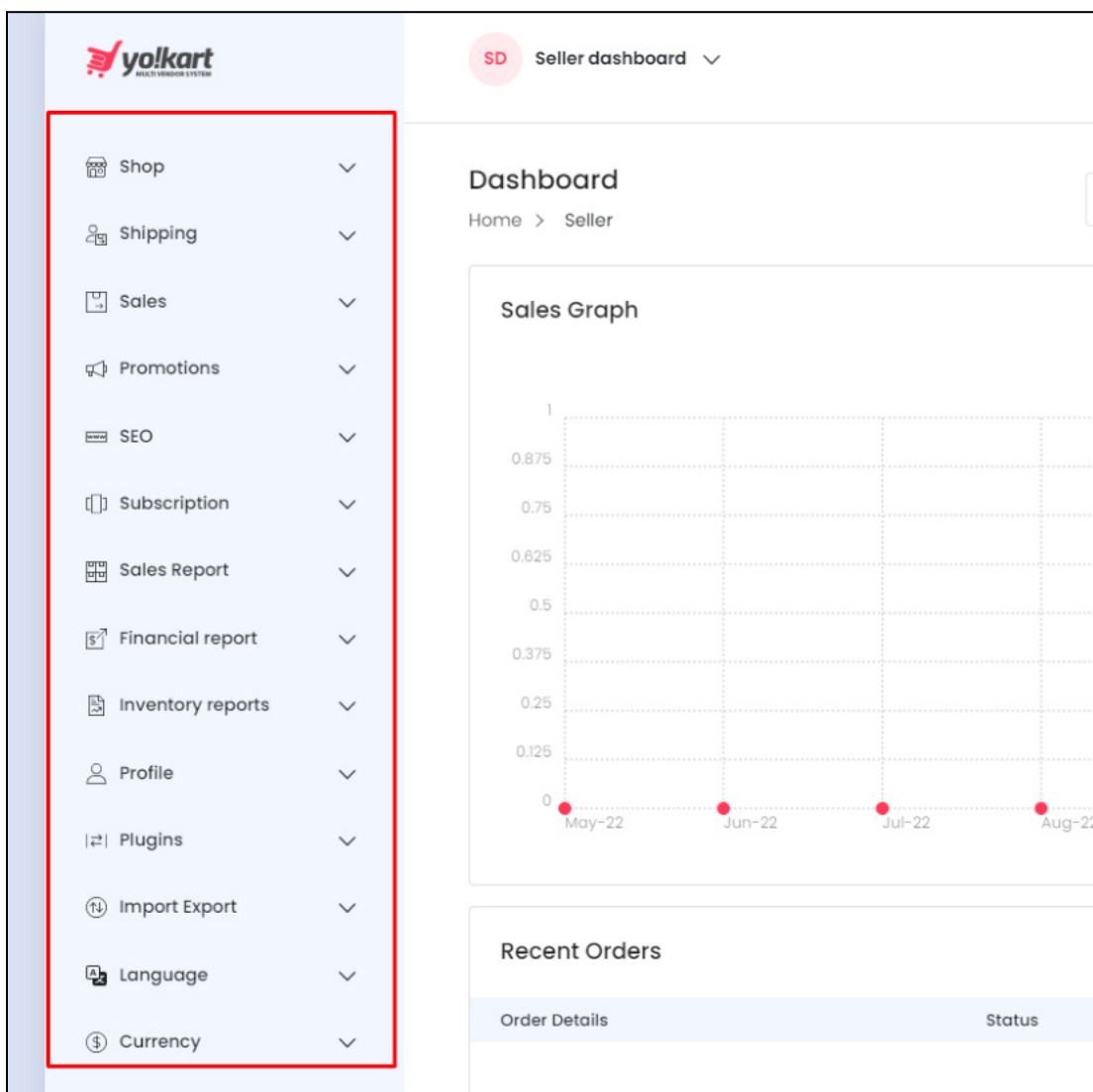
The **dashboard** shares a brief of what the shop has achieved in the last one day, week, month and/or year and has multiple different sections to help you navigate through the platform.

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

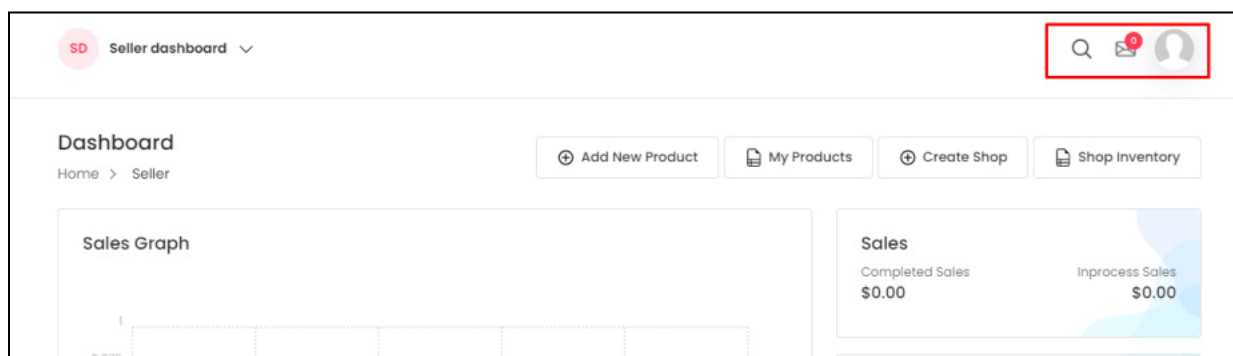
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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On the left side is a **navigation menu**. Each of these modules under the navigation menu will be explained further (from the [next section](#)).

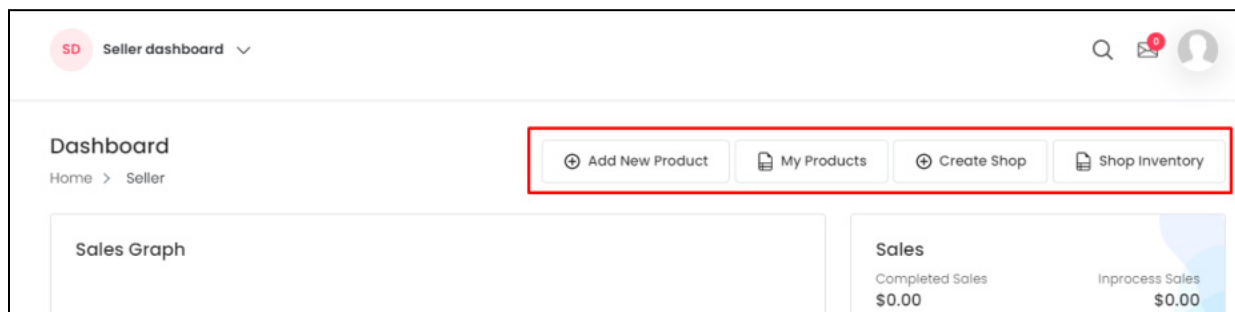


There is a top header section with navigation icons to manage your account and messages easily.

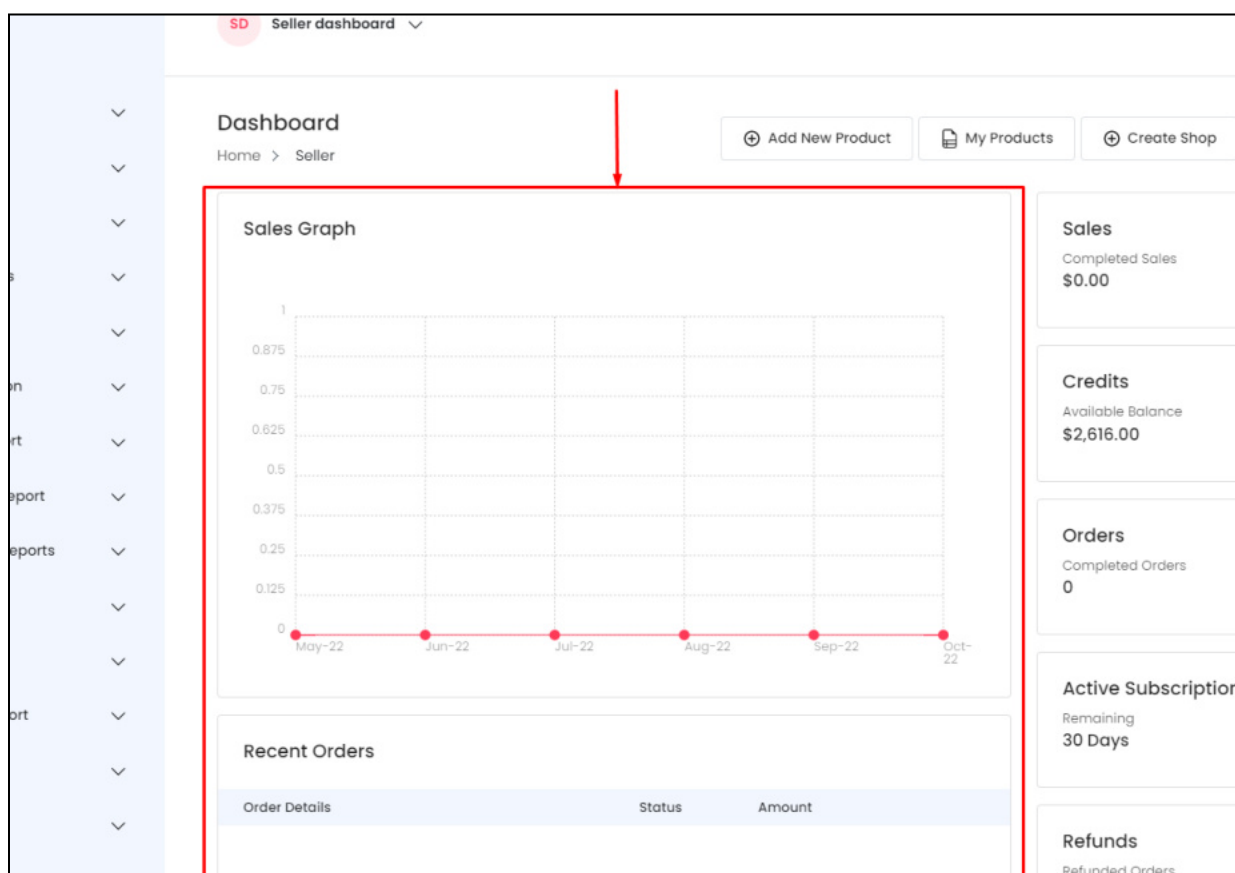


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Below that, there are some **easy short-cut action buttons** to help you get some work done faster and smoothly, like adding a product, viewing a product, etc.

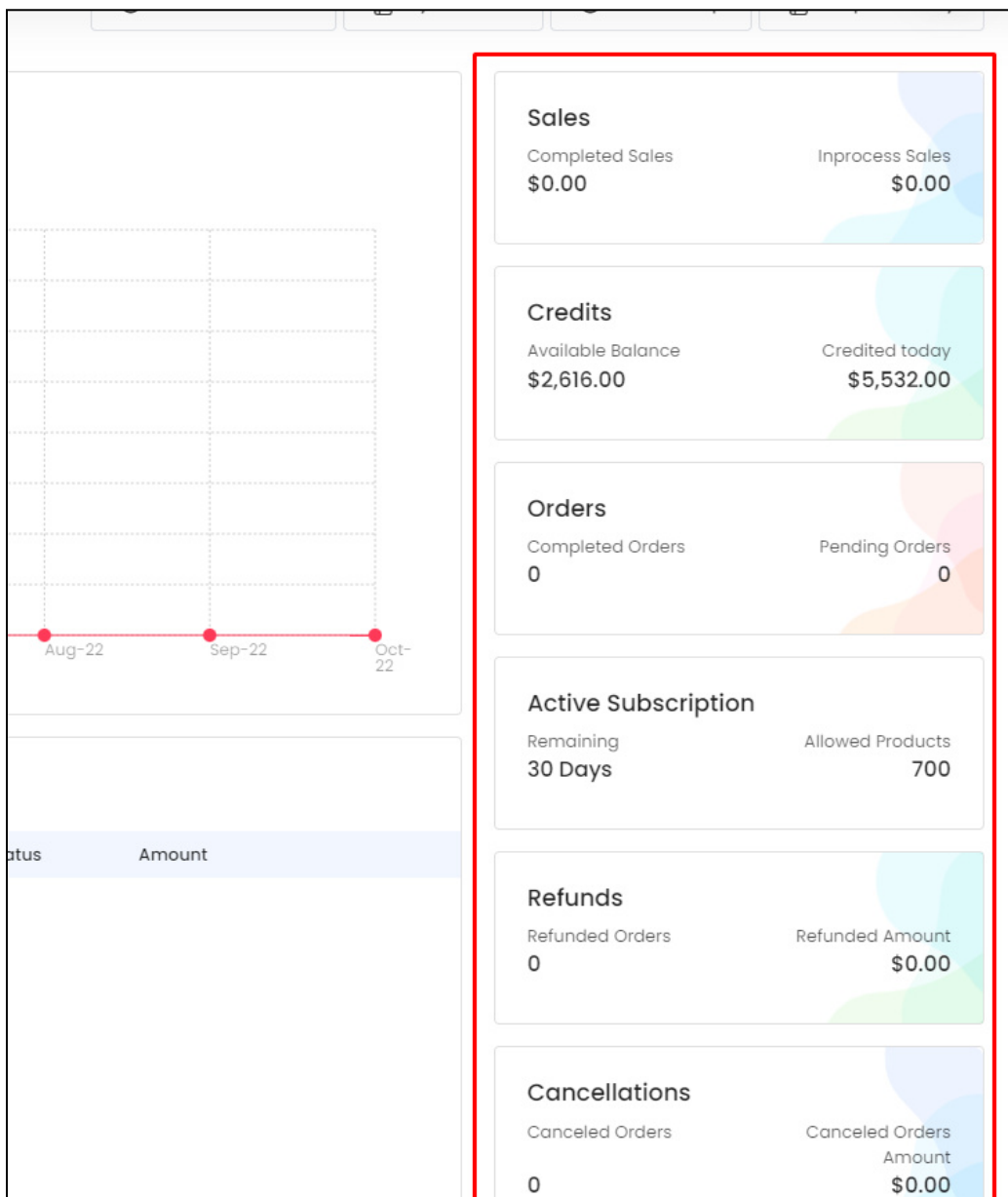


The center of the screen displays **insights on the sales** made by your shop and many other activities that have taken place in your shop.



And the **right side section** includes the overall insights of the shop including the income made, sales made, and so on.

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Each section of the dashboard has been extensively explained below.

## 4.1 Top Header

At the top of the page, there are two headers.

The main header consists of a few icons that can help you navigate through the platform faster and manage your account.



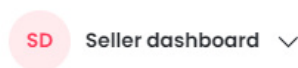
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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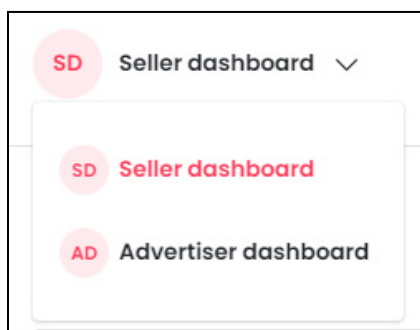
Each of these icons and buttons are explained below:

## a. Dropdown Dashboard List



At the top-left side of the dashboard is a **dropdown menu** that allows you to **switch between different dashboards**. For instance, when you become a seller, you automatically become an advertiser too. You can switch to your advertiser dashboard (advertiser account) through this dropdown menu.

If you have been registered as a seller, advertiser, buyer and even an affiliate, all the dashboard options will appear on this list. You can click the respective one you want to visit and the dashboard will change.



Click the **dashboard name with the downward arrowhead icon** ▼ to open the dropdown menu. Select the dashboard that you want to visit and you will be redirected to the respective dashboard.

## b. 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.

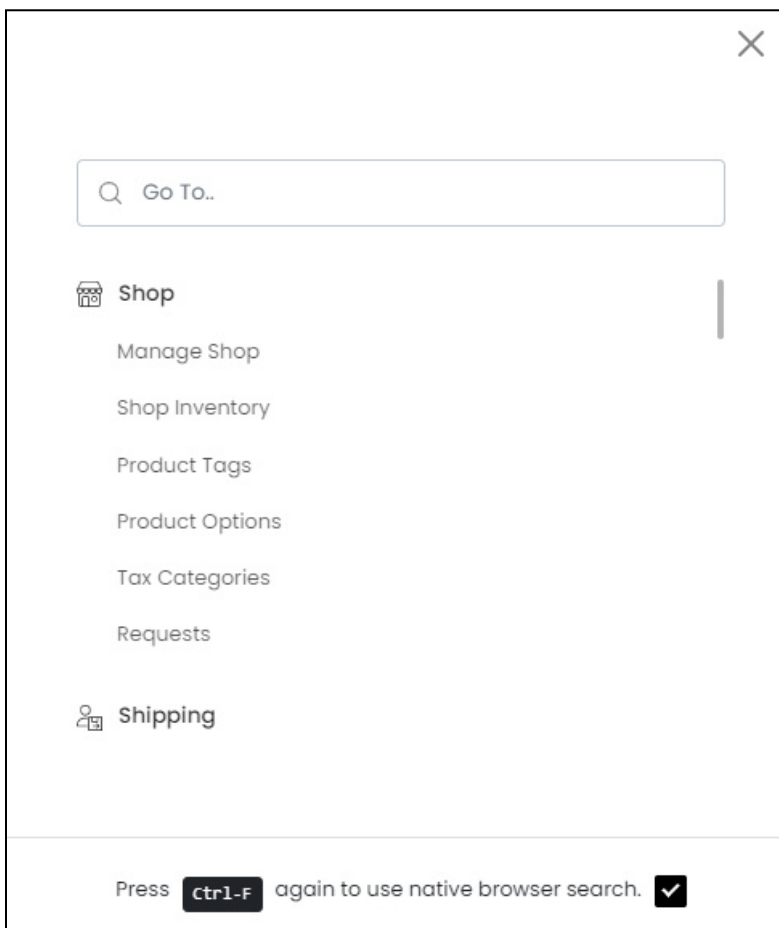
Click this icon to look for any module that you are not able to locate otherwise.

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

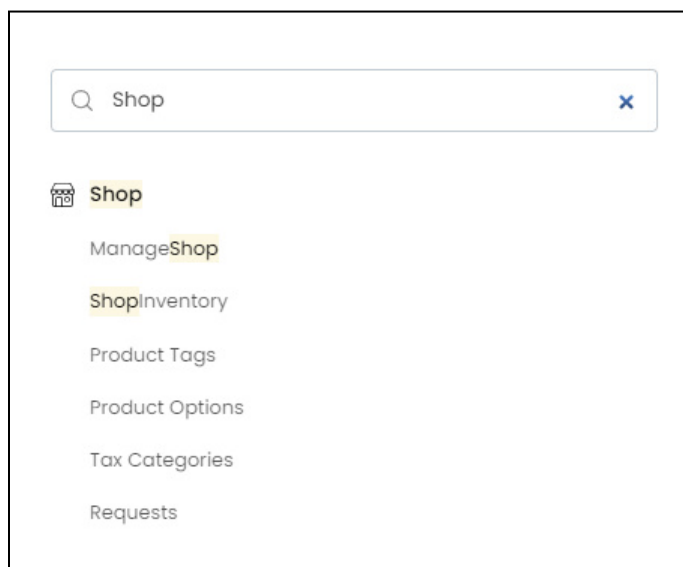
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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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.




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

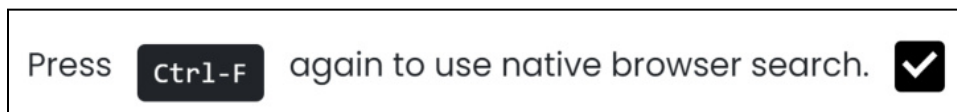
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

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

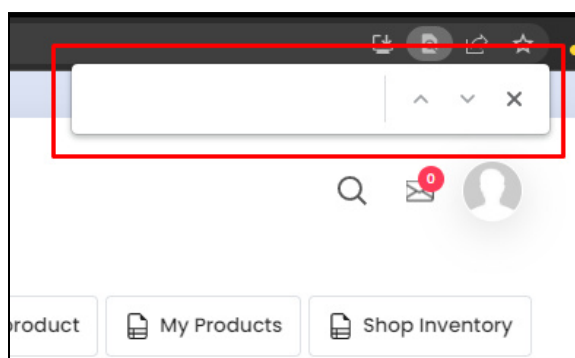
 This search option only allows you to search for a module or submodule, and not for a feature or setting that comes under a submodule's page. To search for such features or settings, you will manually have to look for them under each submodule.


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.

### c. Message icon

Click this icon to view the **message threads** created between you and your customers. For each of the messages received, a separate thread is created. This is also helpful to protect the privacy of both parties.

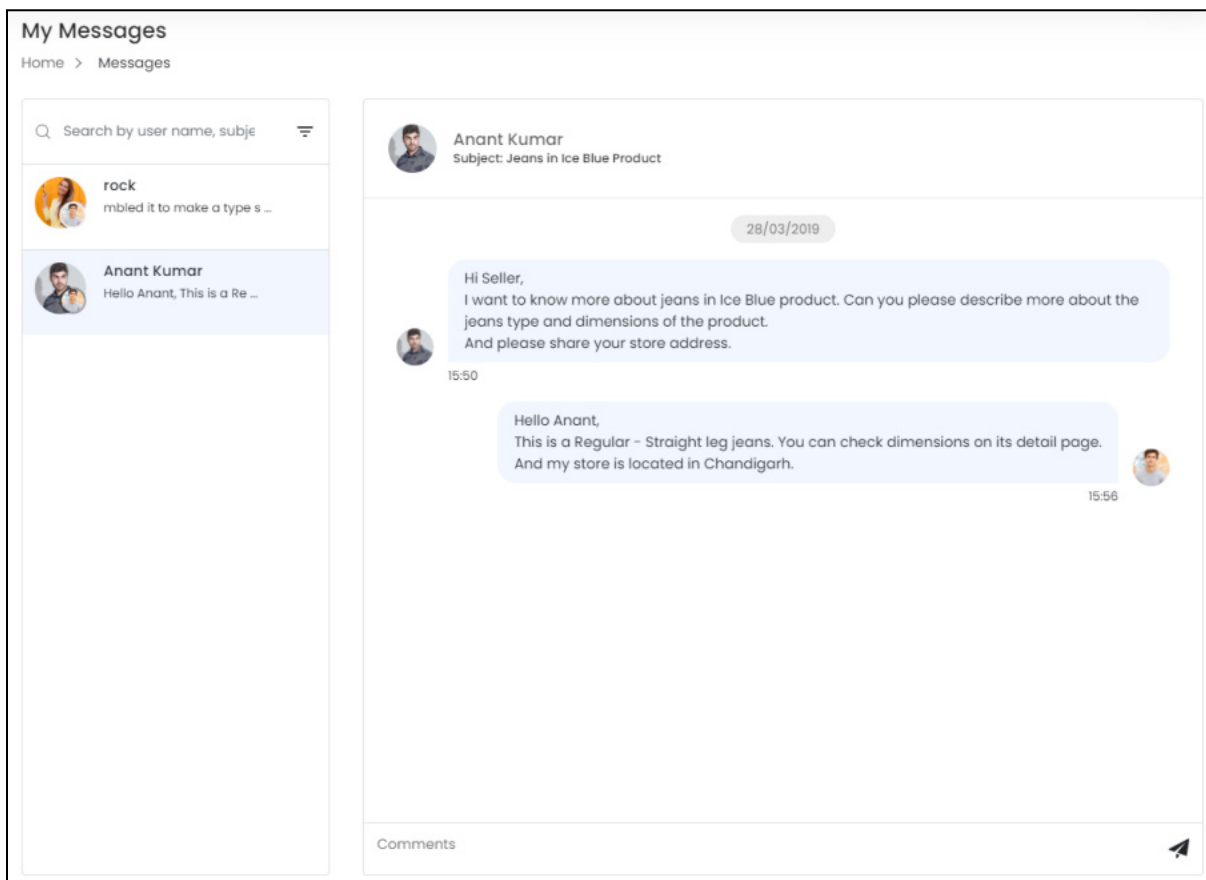
Check the new messages that you have received, and all the old message threads under this section. When a new message comes, the **0** on the icon will turn to **1**. The number in the red circle will depend on the number of new messages (unread messages) you have.

Click this icon and you will be directed to the messages page.

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Check out the [Messages](#) submodule to understand how to navigate through this page and the respective messages.

## d. 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.

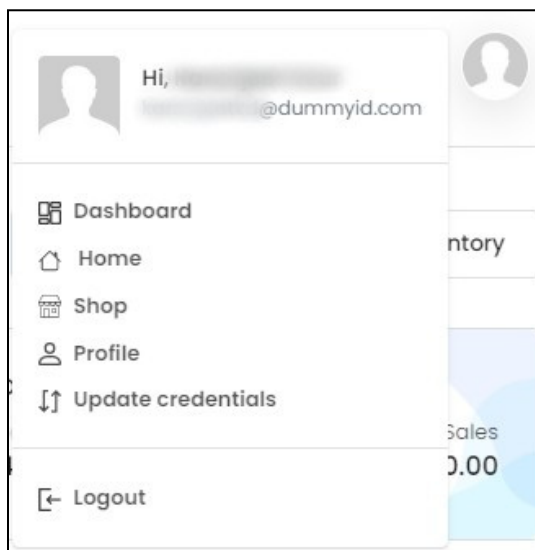
Click this icon, and a tiny drop-down menu will appear.

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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.
- **Shop:** This will direct you to your shop's page as visible to the buyers on the front end.

This **option will not be visible in the list** if you have not yet set up your shop. To set up your shop, click the [Create Shop](#) button below this section. Or, go to **Shop > Manage Shop** and set up your shop details.

- **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.

You can also visit this page, by going to **Profile > My Account** from 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.

You can also visit this page, by going to **Profile > Update Credentials** from 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.

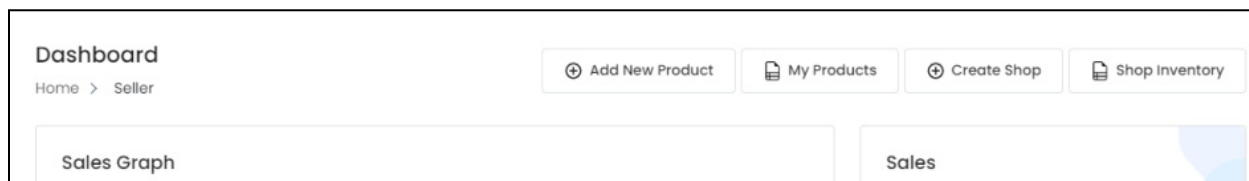
## 4.2 Easy Shortcut Buttons

On the right-side below the top header icons, there are four shortcut buttons that can take you directly to the products page and manage it.

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

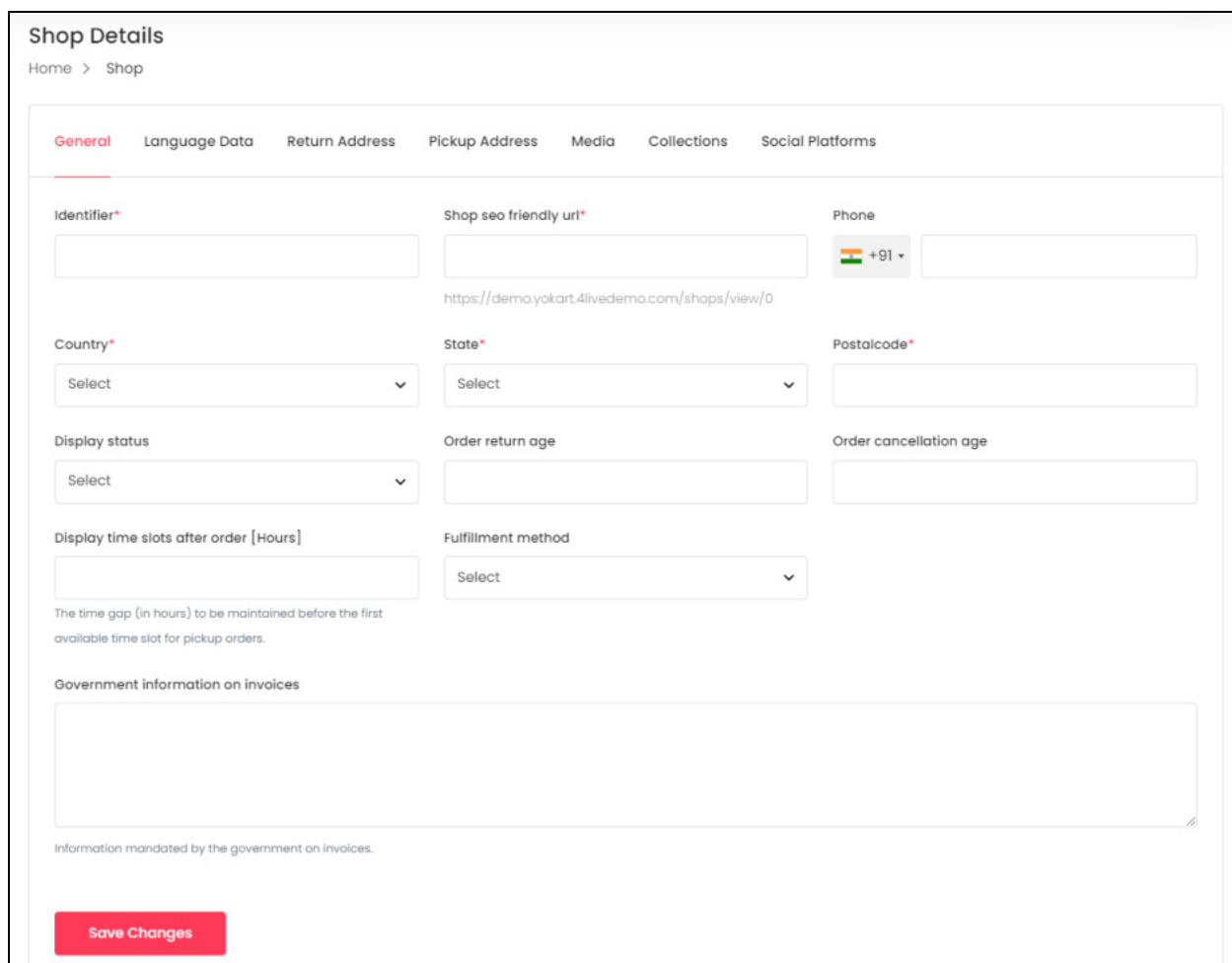
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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❗ If you can only see one or two buttons, don't worry. If the **admin** has **disallowed sellers (you) from adding their own products** to their shop, only one button (**Shop Inventory**) will be visible to you. The second button - **Create Shop**, will be **visible only** when you have not yet set up your shop. Once you set it up, this button will not show up again.

Moreover, if you have not yet set up your shop, when you **click** any of **these buttons**, it will **direct you** to the **Manage Shop** page (which can also be accessed under **Shop > Manage Shop**).



Once you have set up your shop, you can then add products and their inventories to your shop using these buttons.

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

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

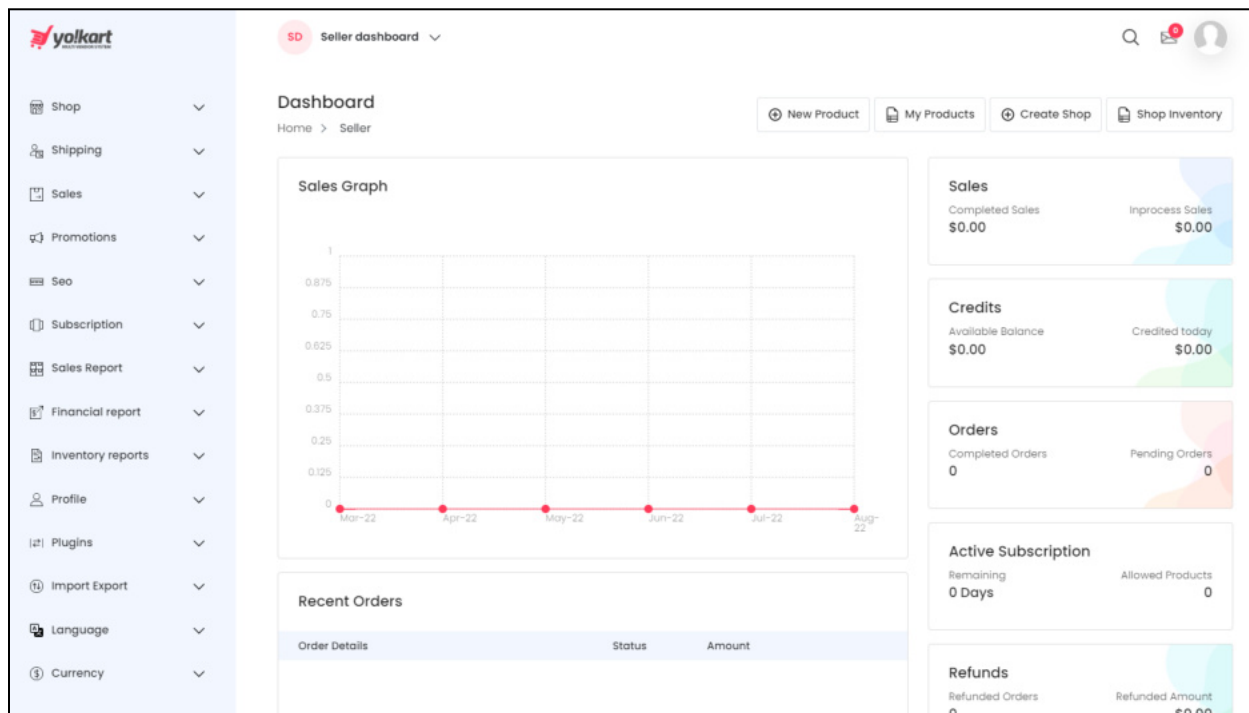
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

You can also set up your shop by clicking the **Create Shop** button.

Each button has been explained:

## a. Create Shop

As mentioned earlier, if you have not yet set up your shop, you will be able to see the **Create Shop** button.



Click this button and this will direct you to the [Manage Shop](#) submodule. Refer to the [Manage Shop](#) submodule to understand the process.

## b. Add new product

This button allows you to add a new product to your shop's catalog.

Click this and the [Add Product](#) form will appear.

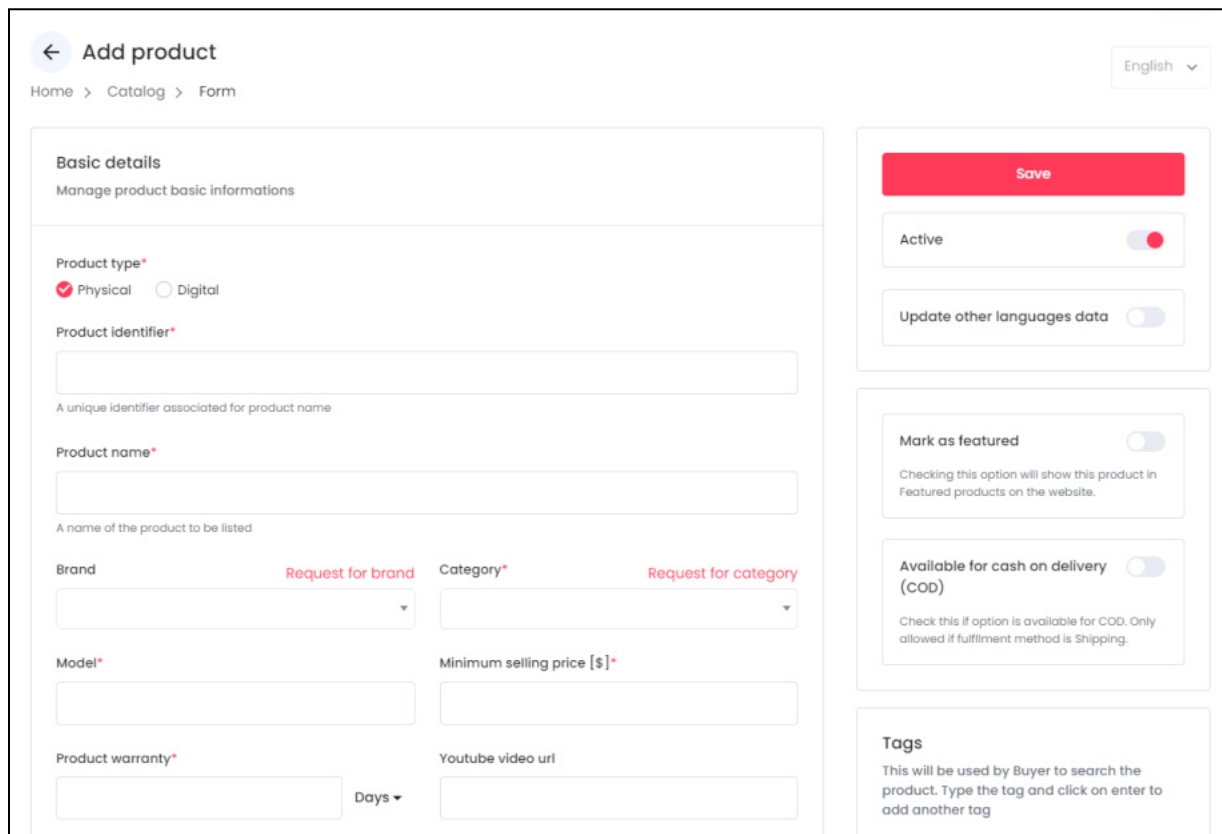


This button is visible on the **Dashboard** only if the admin allows sellers to add their own products.

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

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

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Fill in all the fields and click **Save** to upload the product into the system.

The products that you add using this button can be found under [My Products](#). These products will only be visible under your shop.

### c. My products

This button allows you to view and manage all the products added under your shop.

Click this and the [Seller Products](#) page will appear.

 This button is visible on the **Dashboard** only if the admin has allowed sellers to add their own products.

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

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





















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

**Seller Products** ⓘ

Home > Catalog

[+ Add New Product](#) [← Back To Inventory](#)

Search By Keyword/ean/isbn/upc Code  Select product type

#	Product	Model	Status	Approval Status	
4	 <b>Maniac Solid Men's Round Neck Grey T-Shirt</b> (Maniac Round Neck Grey T-Shirt)	AD5S	Active	Approved	   
3	 <b>Nike REVOLUTION 3 Running Shoes (Black)</b> (Nike REVOLUTION 3)	AS12	Active	Approved	   
2	 <b>Men's T-Shirt</b> (Men's T-Shirt)	GC124	Active	Approved	   
1	 <b>Reusable Cloth Masks (Women)</b> (Reusable Cloth Masks (Women))	11#51a	Inactive	Approved	   

When you **add a product** to your shop using the [New Product](#) button, this product will be **available only for your shop** and will be visible under this list.

Assuming you have already added a product to your shop, you will find the list of products under this page.

Beside the page name, there is a **Help icon** ⓘ. Click it and a scroll-in message will appear on the right side, letting you know all about this page.

Refer to the [My Products](#) section under **Shop > Shop Inventory** to better understand the module and its working.

## d. Shop Inventory

This button allows you to view and manage all product inventories of your shop.

























Click this and the [Shop Inventory](#) page will appear.

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**Shop Inventory** Home > Products

<input type="checkbox"/>	#	Name	Selling Price	Available Quantity	Available From	Status	
<input type="checkbox"/>	8	 <b>Nike Sports Shoes</b> Nike Sports Shoes Color: Silver   Casual shoes size: 9	\$250.00	20	24/08/2022	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	7	 <b>Nike Sports Shoes</b> Nike Sports Shoes Color: Silver   Casual shoes size: 8	\$250.00	20	24/08/2022	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	6	 <b>Nike Sports Shoes</b> Nike Sports Shoes Color: Silver   Casual shoes size: 7	\$250.00	20	24/08/2022	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	5	 <b>Nike Sports Shoes</b> Nike Sports Shoes Color: Gold   Casual shoes size: 9	\$250.00	20	24/08/2022	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	4	 <b>Nike Sports Shoes</b> Nike Sports Shoes Color: Gold   Casual shoes size: 8	\$250.00	20	24/08/2022	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	3	 <b>Nike Sports Shoes</b> Nike Sports Shoes Color: Gold   Casual shoes size: 7	\$250.00	20	24/08/2022	<input checked="" type="checkbox"/>	  

Once you have set up your shop, you can then add the product inventories for the products added in the system. All the product inventories that you add will be displayed in this list.

Refer to the [Shop Inventory](#) submodule under **Shop > Shop Inventory** to get a better understanding of this module.

### 4.3 Right side blocks

On the right-side of the dashboard, you can track the overall insight of your shop, including the total earnings made through sales, your credit balance, total orders placed, the active subscription plan details, total refunds made, and the total cancellations made since your shop opened.

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

#### a. Sales


This section displays the total amount (in default currency) of sales made for orders that are successfully completed and the amount (in default currency) of sales for orders that are still in process.

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Sales	
Completed Sales	Inprocess Sales
\$2,259.10	\$12,271.96

 An order is considered as **completed** only when there are no actions left to be performed on it. In short, it is when the order has been delivered, and the return period has lapsed (finished). The orders under **completed, canceled** and **refunded/completed** statuses are considered as **completed**. The orders with **in-process, shipped**, and **delivered** statuses will be considered as **in-process** orders.

Click this block and it will direct you to the [Orders](#) submodule.

## b. Credits

This section displays the sum total of credits earned by the seller from all the successfully completed orders. It also displays the credits earned today.

Credits	
Available Balance	Credited today
\$0.00	\$0.00

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

## c. Orders

This section displays the count of the number of orders that have been **completed** and the number of orders that are still **pending**.

Orders	
Completed Orders	Pending Orders
8	97

Click this section, and it will direct you to the [Orders](#) submodule.

## d. Active Subscription

This section displays the number of days remaining before the subscription expires and the pending number of products that you are allowed to add to your shop.

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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.

Active Subscription	
Remaining	Allowed Products
561 Days	536

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

**!** This section will only be visible if the admin has activated the subscription module.

## e. Refunds

This section displays the total number of orders that have been refunded, along with the total amount that has been refunded for these orders.

Refunds	
Refunded Orders	Refunded Amount
1	\$104.50

**!** Only the orders for which the **Return/Refund Request** has been approved by the admin or by you will be included here.

Click this section, and you will be directed to the [Order Return Requests](#) submodule.

## f. Cancellations

This section displays the total number of canceled orders, regardless of who canceled the order. It also displays the total amount refunded for the canceled orders.

Cancellations	
Canceled Orders	Canceled Orders Amount
0	\$0.00

Click this section, and it will direct you to the [Cancellation Requests](#) submodule.

**!** The **Cancellation Requests** page only displays the orders that have been canceled from the **Buyer's** end.

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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.



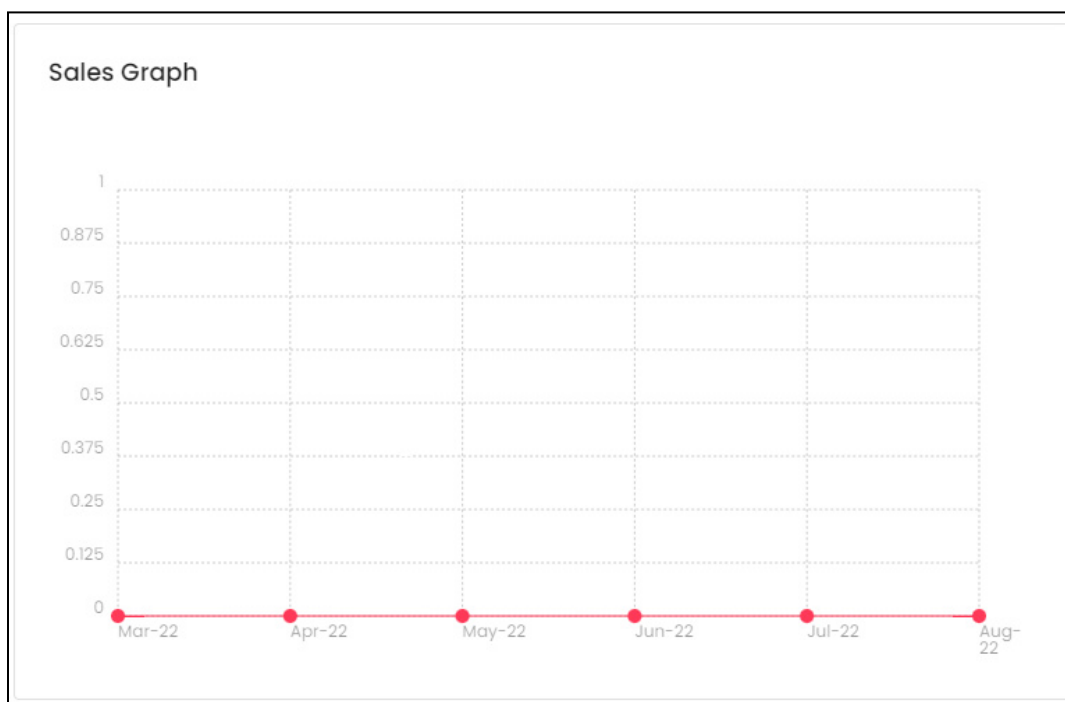
## 4.4 Center of the dashboard

The center of the dashboard gives you additional and extensive insights of your shop.

You can view and track details from the sales graph, the recent orders, transaction history, return requests, and the cancellation requests. Each of these sections has been explained below:

### a. Sales Graph

The graph displays the sales records for the last 6 months.








### b. Recent Orders

This section displays the last two recent orders placed from your shop. It will display the order details, the status of the order, and the total amount earned from the order.

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Recent Orders			<a href="#">View All</a>
Order Details	Status	Amount	
 <p>02/08/2022  <b>Levi's Women T-Shirt</b>            Brand: Levi's            Qty: 1   Size women:L</p>	Payment Confirmed	\$100.00	 
 <p>02/08/2022  <b>Men Black Colourblocked Padded Jacket</b>            Brand: Jack &amp; Jones            Qty: 1   Select Size:M</p>	Payment Pending	\$70.00	

If you click the **product name** in the list, it will direct you to the **product detail page** on the front end of the website.

Manage the recent two orders under this section by using the action icons beside each order. Based on multiple different situations, each order has either one or two icons beside it.

- For orders that have the **Payment Pending, Delivered, or Completed** status, only **one action** icon will be visible beside them. This is the **view order icon** . Click this icon to view the order details and manage its tracking accordingly.
- For orders that have the **Payment Confirmed, In Process, or Shipped** status, two icons are visible beside them. One is the **view order icon**  that takes you to the order details page that allows you to manage its tracking. The second icon is the **cancel order icon** . Click this to directly cancel the order. When you do this, it will take you to the **Cancel Order** page.

## View Order Icon

Click this icon to view the order details. The page will display all the information of the respective order ID. The information is stacked in different sections.

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← View Sale Order

Home > Sales > View Order

Orders
⋮

#01476861234-S0001

Items summary	Selling Price	Quantity	Amount
<div style="display: flex; align-items: center;"> <div> <p><b>Floral Printed A-Line Dress</b></p> <p>Brand: FIG</p> <p>Qty: 1   Select Size:L   Select Color:Peach</p> </div> </div>	\$75.00	1	\$75.00

Order Summary

Order created	24/08/2022
Cart Total	\$75.00
<b>Net Amount</b>	<b>\$75.00</b>

Order timeline

24/08/2022 Payment Confirmed

The Order Payment Has Been Confirmed.

**In Process**

Order Is Being Prepared. All The Items Are Being Collected To Be Packed And Ready For Shipping.

**Shipped**

Order Has Been Collected By A Shipping Provider And Is Out For Delivery.

Package detail

Length	Width
20.00 Centimeter	2.00 Centimeter
Height	
10.00 Centimeter	

Delivery Address

Contact Name

ads

Address 1

Model Town Area 1

You can track and update the shipping details of the order under this section. Once you are done, click the **back icon** beside the **view sale order** heading.

This will take you to the **Orders page**. To go back to the **Dashboard**, click the **User Icon** , and select **dashboard** from the dropdown list to go back to the dashboard.

Refer to [Orders](#) submodule under **Sales > Orders** to get a better understanding of this module.

## Cancel Order Icon

Click this icon to cancel the order. This will direct you to the **Cancel Order** page.

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## ← Cancel Order

Home > Sales > Cancel Order

**Customer name:** Cindy

**Status:** Payment Confirmed

**Cart Total:** \$720.00

**Delivery:** \$50.00

**Tax:** \$0.00

**Order total:** \$720.00

**Order Receipt #:** O5071730750-S0001

**Date:** 21/07/2022

Order Details	Shipping Method	Qty	Selling Price	Shipping Charges	Amount
<p><b>Aadita Women Gold-Toned &amp; Plated Temple Choker Jewellery Set</b> Brand: Aadita Qty: 3</p>	Admin Order level shipping	3	\$240.00	\$50.00	\$720.00

### Billing Details

Cindy Wills  
Level 1, 605 George Street, Chinatown,  
CBD, Sydney  
Sydney, Saint Paul Parish, Antigua and Barbuda-01214  
+910

### Shipping Detail

Cindy Wills  
Level 1, 605 George Street, Chinatown,  
CBD, Sydney  
Sydney, Saint Paul Parish, Antigua and Barbuda-01214  
+910

### Order Status Log

Added On	Customer Notified	Status	Comments
21/07/2022	Yes	Payment Confirmed	

### Reason For Cancellation

Comments\*

Save Changes

This page displays the order details, the billing details, the shipping details, and the order status log. The **Order Status Log** will let you know the current status of the order. If the order has been shipped or if the payment has just been confirmed.

Under this, there a **Reason for Cancellation section** that has a **Comments\* textbox**. Enter a valid reason regarding why the order is being canceled in that textbox. This will be sent to the respective customer letting them know why their order is being canceled.

Once done, click **Save Changes** and the order will be canceled.

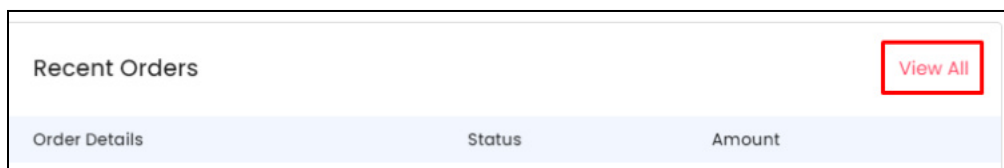
From here, if you click the **back icon** ← beside the **view sale order** heading, it will take you

to the **Orders page**. So, click the **user icon** , and select **dashboard** from the dropdown list to go back to the dashboard.

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## View All Orders

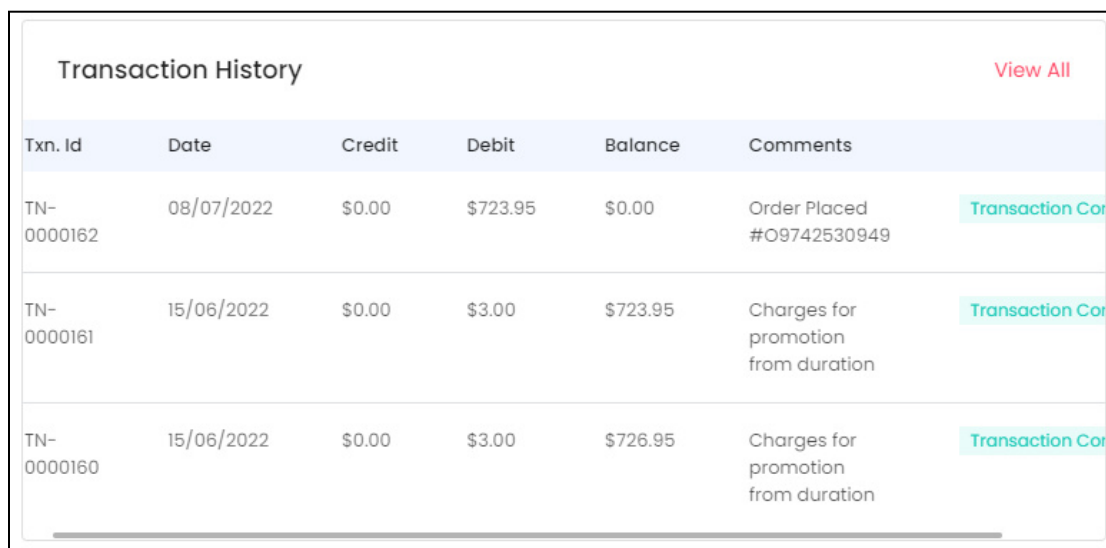
To view the complete list of orders, click the **View All** link at the top-right corner of the section.



This will direct you to the [Orders](#) page where you can view, take appropriate actions, and even track the orders.

## c. Transaction History

This section displays the details of the **recent transactions** made from the **seller's wallet**.



The screenshot shows a 'Transaction History' table with a 'View All' link in the top right corner. The table has columns: Txn. Id, Date, Credit, Debit, Balance, and Comments. Each row has a 'Transaction Cor' link on the right.

Txn. Id	Date	Credit	Debit	Balance	Comments	Transaction Cor
TN-0000162	08/07/2022	\$0.00	\$723.95	\$0.00	Order Placed #O9742530949	Transaction Cor
TN-0000161	15/06/2022	\$0.00	\$3.00	\$723.95	Charges for promotion from duration	Transaction Cor
TN-0000160	15/06/2022	\$0.00	\$3.00	\$726.95	Charges for promotion from duration	Transaction Cor

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 date of transaction, credited amount, debited amount, wallet balance, comments regarding the transaction and the status of the transaction.

This list is scrollable horizontally. Use the horizontal scroll bar to view all the complete transaction details.


Click the **view all** link and you can view the complete list of transactions under the [My Credits](#) submodule.

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## d. Return Requests

This section displays the **recent return requests initiated** by the buyers. To view or update the status of the return request made, click the **view icon**  .

Return Requests		View All	
Order Details	Qty	Status	
18/07/2019 <b>O1563433987-S0002</b> Levis Women T-Shirt	1	Refunded	
27/03/2019 <b>O1553691436-S0003</b> Nike REVOLUTION 3 Running Shoes (Black, Size 9)	1	Pending	

If you click the **invoice number**, it will direct you to the **view orders page** for that respective order.

And if you click the **product name**, it will direct you to the **product detail page** on the front end of the website.

### View Request Icon

This will direct you to the **View Order Return Request page** for that respective return request.

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← View Order Return Request: 6-1563434452

Home > Order Return Requests > View Order Return Request

### Request Details



**Levi's Women T-Shirt**  
Brand: Levi's  
Qty: 2 | Size: L


Request ID: 6-1563434452

---


Order Id/invoice Number: O1563433987-S0002  
Return Qty: 1

Request Type: Refund

### Return Request Messages



Cindy - Vike Fashion Store  
18/07/2019 12:50  
Product is not in Fresh condition



Michael Williams - Kanwar's Shop  
18/07/2019 13:18  
Return Request Approved By Michael Williams

### Refund summary

Reason	Damaged
Date	18/07/2019
Status	Refunded
Product Price	\$95.00
Tax	\$9.50
Shipping	\$7.50
<b>Total Amount</b>	<b>\$112.00</b>

### Vendor Return Address

Vendor Name	Shop Name
Michael Williams	Kanwar's Shop
Address name	
Kanwarpreet	
Address Line 1	
Dummy Place	
City	State Name
Chandigarh	Punjab
Country Name	Zip
India	160055
Phone	
3487563449035	

Customer Detail ^

The page will display all the information of the respective return request. The information is stacked in different sections.

Refer to [Order Return Requests](#) submodule under **Sales > Order Return Requests** to get a better understanding of this module.

## View All Return Requests

To view the **complete list of return requests** made, click the **View All** link at the top-right corner of the section.

### Return Requests View All

Order Details	Qty	Status
18/07/2019	1	Refunded

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This will direct you to the **Order Return Request** page.

## e. Cancellation Requests

This section displays the order cancellation requests initiated by buyers.

Cancellation Requests		<a href="#">View All</a>
Order Details	Request Detail	Status
18/07/2019 <b>O1563434495-S0001</b> Levis Women T-Shirt	Reason: I am not able to contact the supplier Comments: I've placed duplicate ord...	Pending
18/07/2019 <b>O1563436258-S0001</b> Sony Playstation 4 500 GB	Reason: I am not able to contact the supplier Comments: Seller is not responding	Approved


If you click the **invoice number**, it will direct you to the **view orders page** for that respective order.

And if you click the **product name** in the list, it will direct you to the **product detail page** on the front end of the website.

To view the **complete list of the cancellation requests** made, click the **View All** link at the top-right corner of the section.

## 5. Shop

Once you have registered yourself as a seller, selected a subscription plan (if required), and logged into the dashboard, the next thing you need to do is set up your shop. This module allows you to manage your shop information and add the products that will be sold under your shop.

 You will not be able to add a product or access many of the submodules without setting up your shop. So, it is important to follow this process before you move ahead.

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

Each submodule has been explained in detail.

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## 5.1 Manage Shop

Set up your shop and its details that will be used on the front end of the website.

### Shop Details

Home > Shop

General
Language Data
Return Address
Pickup Address
Media
Collections
Social Platforms

<b>Identifier*</b>	<b>Shop seo friendly url*</b>	<b>Phone</b>
<input type="text"/>	<input type="text"/>	<span style="border: 1px solid #ccc; padding: 2px;">+91</span> <input type="text"/>
	<small>https://demo.yolkart.4livedemo.com/shops/view/0</small>	
<b>Country*</b>	<b>State*</b>	<b>Postalcode*</b>
<span style="border: 1px solid #ccc; padding: 2px;">Select</span>	<span style="border: 1px solid #ccc; padding: 2px;">Select</span>	<input type="text"/>
<b>Display status</b>	<b>Order return age</b>	<b>Order cancellation age</b>
<span style="border: 1px solid #ccc; padding: 2px;">Select</span>	<input type="text"/>	<input type="text"/>
<b>Display time slots after order [Hours]</b>	<b>Fulfillment method</b>	
<input type="text"/>	<span style="border: 1px solid #ccc; padding: 2px;">Select</span>	

The time gap (in hours) to be maintained before the first available time slot for pickup orders.

**Government information on invoices**

Information mandated by the government on invoices.

Save Changes


There are seven tabs under this submodule.

Click each tab to edit the settings and fill out the information accordingly that will eventually set up your overall shop.

Each tab has been explored in detail below:

### i. General

By default the first tab will appear on the screen when you open the **Manage Shop** submodule.

 You will not be able to access (open) any other tab under this submodule, unless you fill out the first tab, which is the General tab. Once you enter the details and click **Save Changes** to update them, the next tabs will become accessible.

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### Shop Details

Home > Shop

General   Language Data   Return Address   Pickup Address   Media   Collections   Social Platforms

<b>Identifier*</b> <input style="width: 95%;" type="text"/>	<b>Shop SEO-friendly URL*</b> <input style="width: 95%;" type="text"/> <small>https://demo.yolkart4livedemo.com/shops/view/0</small>	<b>Phone</b> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">+1</div> <input style="width: 80%;" type="text"/> </div>
<b>Country*</b> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>United States</span> <span>▼</span> </div>	<b>State*</b> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select</span> <span>▼</span> </div>	<b>Postal code*</b> <input style="width: 95%;" type="text"/>
<b>Display status</b> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select</span> <span>▼</span> </div>	<b>Order return age</b> <input style="width: 95%;" type="text"/>	<b>Order cancellation age</b> <input style="width: 95%;" type="text"/>
<b>Gap Between Order Placement &amp; First Pickup Slot [Hours]</b> <input style="width: 95%;" type="text" value="2"/>	<b>Fulfillment method*</b> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select</span> <span>▼</span> </div>	

The time gap (in hours) to be maintained before the first available time slot for pickup orders.

**Government information on invoices**

Information mandated by the government on invoices.

Save Changes

This tab contains basic information regarding your shop, the location, shop status, order-related settings, time slots, and the fulfillment method.

Under this, edit the following details:

- **Identifier\***: Enter a unique shop identifier name to make your store easier for customers to find.

This is **NOT the shop's name**. Although it can be the same as the shop name.

But this entry cannot be the same as any other shop's name that is already on the platform.

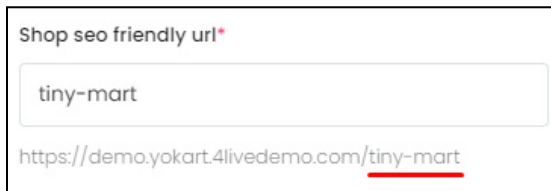
- **Shop SEO-Friendly URL\***: When you enter the identifier, this field is automatically auto-populated with the same content, but in the form of an SEO-friendly slug. You can edit the slug accordingly.

- ❗ A slug is the last part of a full URL. Remember to add a hyphen between two words when editing the slug.

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

This is the number that will be used on every order receipt, and will be posted everywhere along with your shop details. Hence, it is advised to add a business number and not your personal number.

- **Country\*:** From the dropdown list, select the country where your shop is located.
- **State\*:** From the dropdown list, select the state where your shop is located.
- **Postal code\*:** Enter the postal code of your shop's location.
- **Display Status:** Select **On** from the dropdown list to activate the shop and display it on the front end of the website. Select **Off** to temporarily hide on the front end.



- **Order Return Age:** Enter the number of days within which a product return request can be initiated by the buyers.

The value entered should be numeric, such as 5 (days), 20 (days), or so on.

This is known as the return policy and all the items in the shop will follow this return policy.

**Example:** If you enter 10 in this field, the buyer will have 10 days within which they can initiate the return of an order. It also means that the shop has a 10-day return policy.

If you **enter 0** as the value or **leave the field blank**, it would mean that the shop has a **“NO Return Policy.”** In short, the buyer will not be able to return any product purchased from the shop.

- **Order Cancellation Age:** Enter the number of days within which a product cancellation request can be initiated by the buyers.

The value entered should be numeric, such as 5 (days), 20 (days), or so on.

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This is known as the cancellation policy and all the items in the shop will follow this cancellation policy.

**Example:** If you enter 10 in this field, the buyer will have 10 days within which they can initiate the cancellation of an order. It also means that the shop has a 10-day cancellation policy.


If you **enter 0** as the value or **leave the field blank**, it would mean that the shop has a **“NO Cancellation Policy.”** In short, the buyer will not be able to cancel an order once it has been placed from the shop.

 You can also **set a different cancellation and return age for each individual product** when you are **adding the product inventory** to your shop. Refer to [Shop Inventory](#) to understand better.

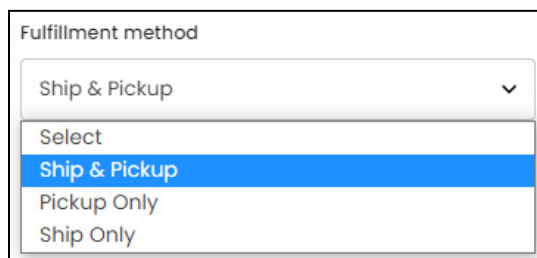
- **Gap Between Order Placement & First Pickup Slot [Hours]:** Enter the time gap (in hours) to be maintained in between the time a pickup order is placed by a customer and the first pickup slot available.

In order words, the customer will be able to see the first pickup slot for their pickup order, after the time gap mentioned in this input field.

- **Fulfillment Method:** Select the fulfillment method that will be followed by all the products sold from your shop.

 The **fulfillment method** is the process of **how the order will be delivered to the customer**. There are two **main methods - pickup and ship**. If the fulfillment method is the pickup only method, then the customer will have to pick up the order from a said location. Once the order has been picked up, its process will be considered as fulfilled.

The platform offers you three fulfillment method options. The options available under this include:



- **Ship and Pickup** - The orders can be either shipped or picked up by the customers. In short, both options are available.
- **Pickup Only** - The orders can only be picked up from the pickup address.
- **Ship Only** - The orders can only be shipped to the customers.



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



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

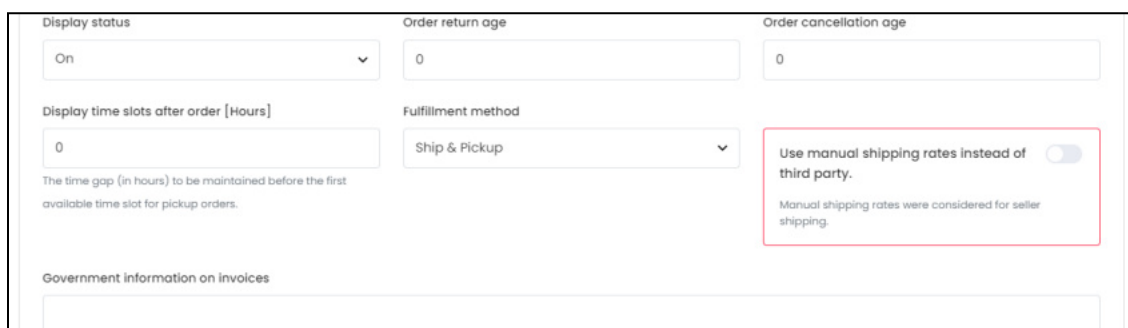
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.


While **setting up your shop**, you will **only be able to see one option** - the **Ship Only** option, in the dropdown list. This is because you will need to add a pickup address first before the other options appear in the list. And the only way you can add a pickup address is by setting up the shop and filling all the details in the other tabs (including the **Pickup Address tab**).

So, for now, select **Ship Only** as the option and move ahead.

**Once you add a pickup address under the Pickup Address tab, come back and edit this settings accordingly.**

- **Use Manual Shipping Rates Instead of Third Party:** Turn **ON**  this toggle switch if you want to use your manual shipping profiles instead of the third party shipping profiles. Leave it **OFF**  if you want the third party plugin that you activated to calculate the shipping charges for you.



 This setting is **only visible** if you have **activated a Shipping Service plugin** under **Plugins > Shipping Service**. It also appears if the admin has activated the Shipping Service plugin.

- **Government Information On Invoices:** Enter information mandated by your Government such as tax IDs, address, GSTIN, etc., if any.

Once all the information has been entered or edited, click **Save Changes** to update it in the system.

It will also open the next tab. You will also be able to access the other tabs without filling them out in sequence.

## ii. Language Data

The next tab, which is the **Language Data tab** will appear. Fill out the shop details in all the available languages to make the shop much more user-friendly.

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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.

### Shop Details

Home > Shop

General Language Data Return Address Pickup Address Media Collections Social Platforms

<b>Language</b> <input type="text" value="English"/>	<b>Shop name*</b> <input type="text"/>	<b>Shop address line 1*</b> <input type="text"/>
<b>Shop address line 2</b> <input type="text"/>	<b>Shop city</b> <input type="text"/>	<b>Contact person</b> <input type="text"/>
<b>Description</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<b>Payment policy</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<b>Delivery policy</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<b>Refund policy</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<b>Additional information</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<b>Seller information</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Shop Refund Policy Comments	Shop Payment Terms Comments	Shop Delivery Policy Comments
Shop Refund Policy Comments	Shop Additional Info Comments	Shop Seller Info Comments


Update other languages data


Save Changes

Under this tab, edit the following details:


- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.  
  
The number of language options available will depend on the languages that the admin has selected for the platform.
- **Shop Name\*:** Enter the shop name that will appear on the store homepage, invoice, order detail page, etc. This can be the same as the identifier.
- **Shop Address Line 1\*:** Enter the first line of the shop address that will appear on the invoice, store homepage, and order detail page.
- **Shop Address Line 2:** Enter the second line of the shop address that will appear on the invoice, store homepage, and order detail page.
- **Shop City:** Enter the city where the shop is located.
- **Contact Person:** Enter the contact person’s name. This will be the person attending any inquiries that come on the mentioned phone number or address.
- **Description:** Enter a brief description of the shop.
- **Payment Policy:** Enter the shop’s payment policy.

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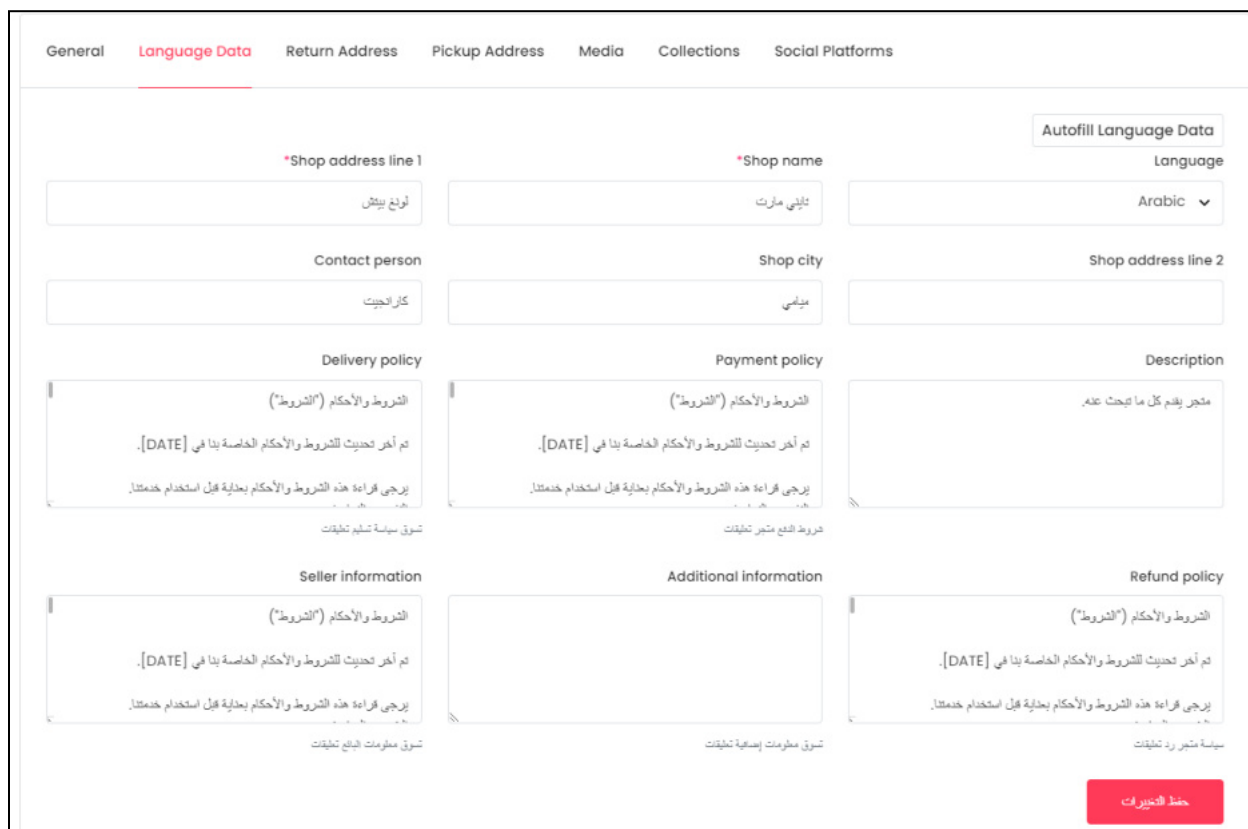
- **Delivery Policy:** Enter the shop's delivery policy.
- **Refund Policy:** Enter the shop's refund policy.
- **Additional Information:** Enter any additional information that you want the buyer to know.
- **Seller Information:** Enter more details about you that will be displayed with your shop details.
- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

If you leave the **Update Other Language Data** toggle switch **OFF**  and click **Save Changes** after adding the data in the primary language, you will be redirected to the secondary language data form.

You can enter the data manually under the form, or click **Autofill Language Data** from the top-right corner of the page. This will autofill the fields instantly.

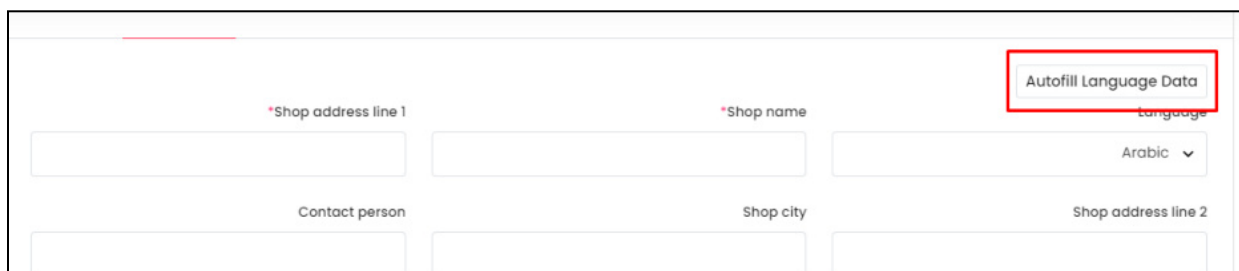


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.

If you want to update the data on your own, manually select the language from the language field, and edit the data accordingly. Or simply use the **Autofill Language Data** button, to do the work for you.



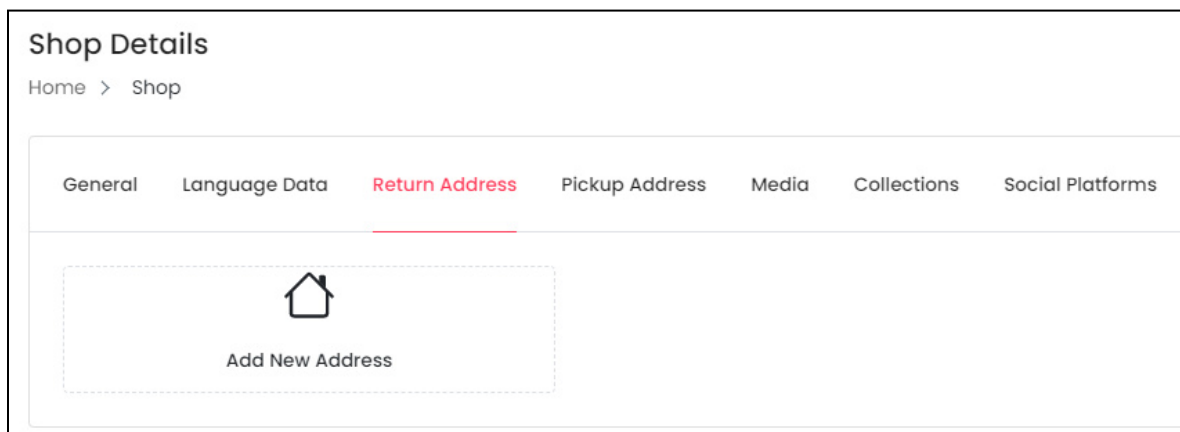
The screenshot shows a form with several input fields. A red box highlights a button labeled 'Autofill Language Data' located in the top right corner. Below the button, there are input fields for 'Shop address line 1', 'Shop name', 'Language' (with a dropdown menu showing 'Arabic'), 'Contact person', 'Shop city', and 'Shop address line 2'.

Once all the data has been updated for all the languages, click **Save Changes**, and this will direct you to the next tab.

**!** As soon as the General and Language Data tabs have been filled, all the other tabs become accessible. You can skip the tabs you do not want to fill current and come back later to fill them, or switch between the tabs and fill out random details as per your convenience.

### iii. Return Address

Under this tab, fill out the return address details to activate the return policy of your shop. If you **do not add a return address**, the shop will **not have the return option** and **no item can be returned back to you** (in case of any issues).



The screenshot shows the 'Shop Details' page with a navigation bar containing tabs: 'General', 'Language Data', 'Return Address' (highlighted in red), 'Pickup Address', 'Media', 'Collections', and 'Social Platforms'. Below the navigation bar, there is a dashed box containing a house icon and the text 'Add New Address'.

To add a new address, click **Add New Address**.

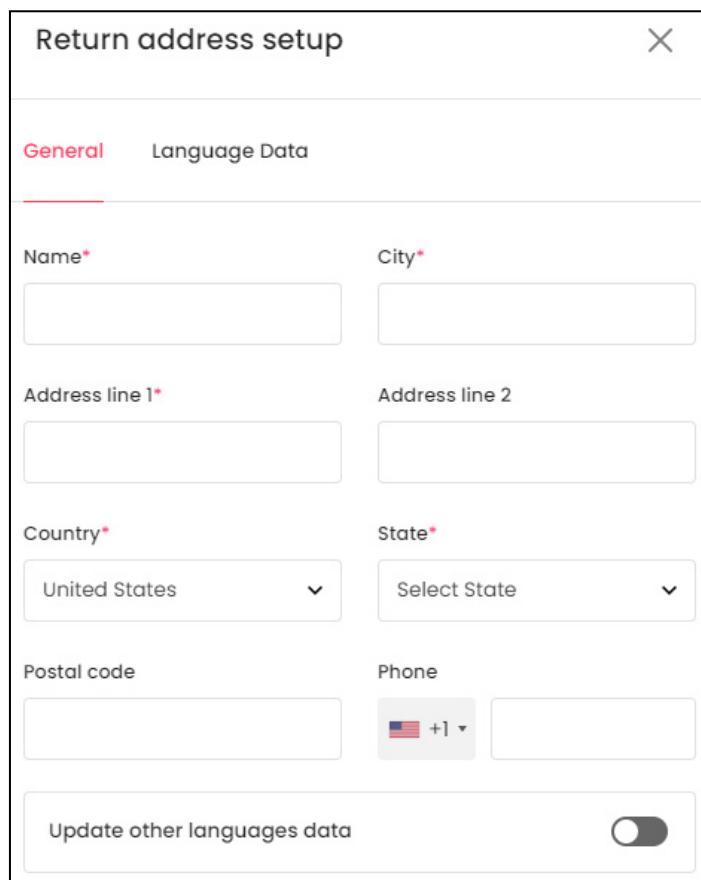
When you do this, the **Return Address Setup scroll-in** form will appear on the right side of the page.

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

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

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






There are two tabs in this form.

### **General Tab**


Fill in the following return address information:

- **Name\*:** Enter the name of the shop or the person who will receive the returned package.
- **City\*:** Enter the city.
- **Address line 1\*:** Enter the address line 1.
- **Address line 2:** Enter the mailbox or suite number as address line 2.
- **Country\*:** Select the country from the dropdown list.
- **State\*:** Select the state from the dropdown list.
- **Postal code:** Enter the postal code.
- **Phone:** Select the country code and enter the phone number in the field beside it.
- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

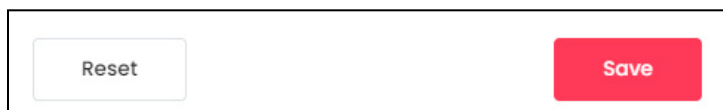
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.

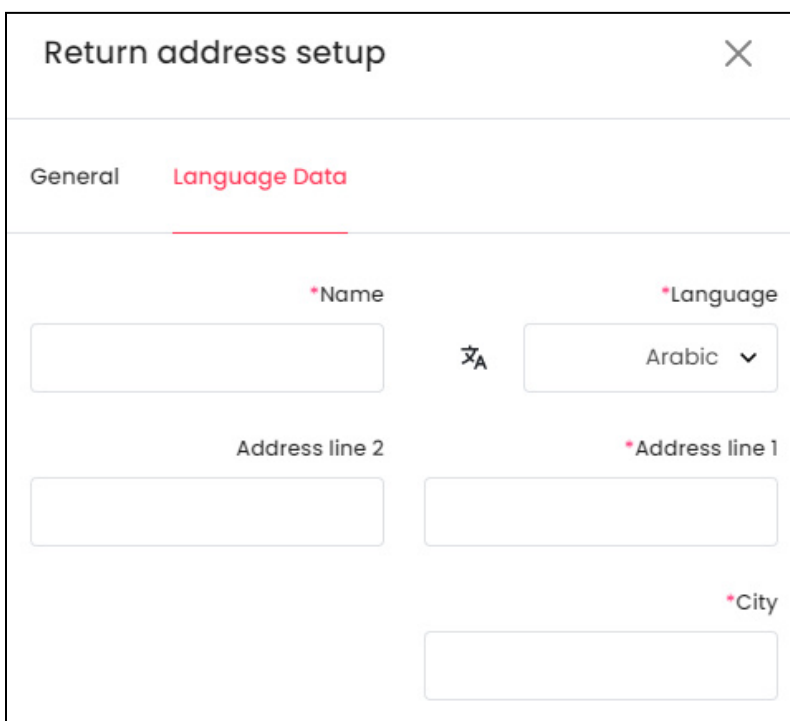


Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.


### **Language Data Tab**

When you click **Save** under the *General tab*, you will be redirected to this tab. Edit the following details:



The screenshot shows a form titled "Return address setup" with a close button (X) in the top right. Below the title are two tabs: "General" and "Language Data", with "Language Data" being the active tab. The form contains several input fields with asterisks indicating they are mandatory:

- \*Name**: A text input field.
- \*Language**: A dropdown menu currently showing "Arabic".
- Address line 2**: A text input field.
- \*Address line 1**: A text input field.
- \*City**: A text input field.

 Since the **second language is Arabic**, the fields under this tab are a **bit jumbled**. Edit the fields according to this language.


- **Language\***: Since the secondary language is already selected, *leave this field as it is*.


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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 edit the data in any other language, select the respective language from the dropdown list. With this, the form will update accordingly.

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

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

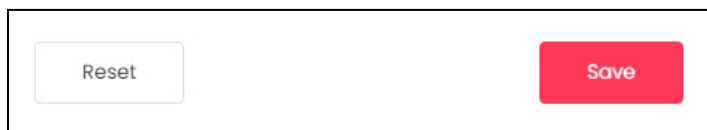
The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Name\***: Enter the store name, or the person who will receive the returned product/order in the respective language.
- **Address line 1\***: Enter the shop's physical address in the respective language.
- **Address line 2**: Enter the shop's mailbox or suite number in the respective language.
- **City\***: Enter the city in the respective language.

If there are **multiple secondary languages** on the platform, you can enter the data for **all the languages** under this tab.

To do this, select the language under the language field, and then edit the rest of the fields accordingly.

There are two buttons at the bottom of the form.




Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

 It is mandatory to add the **Return Address** in all languages that have been activated in the system.


Due to this, if there is more than one secondary language, when you click Save, the form will open in the next secondary language.


 If you refresh the screen and don't add the address in other languages, while adding the inventory for a product, you will be redirected to the Return address page here. The form will appear in the language for which the address is missing. After you have added the return address in all languages, that is when you will be able to move ahead smoothly.

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

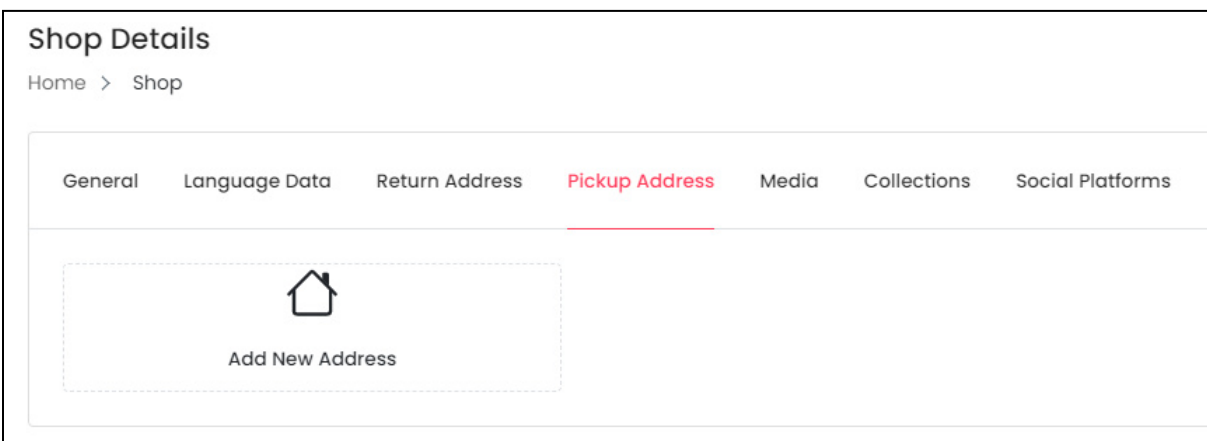
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

You can also **turn ON**  the **Update Other Language Data** toggle switch (*under the General Tab*) to handle everything automatically. And the addresses will be saved in every language in the system.

 Only one return address can be added in the system, which is typically the shop's address.

#### iv. Pickup Address

Click the next tab, which is the Pickup Address tab. Under this tab, add the pickup addresses that will be available for buyers to come and pick up their order from.



Click **Add New Address**, and the **Pickup Addresses Setup scroll-in** form will appear on the right side of the page.

**The form is long and has been divided into parts below.**

Edit the following details:

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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.

### Pickup addresses setup ✕

<b>Language</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="English"/>	<b>Address label*</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="E.g: My Office Address"/>
<b>Name*</b> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<b>Address line 1*</b> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<b>Address line 2</b> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<b>Country*</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select"/>
<b>State*</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select State"/>	<b>City*</b> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<b>Postal code*</b> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<b>Phone*</b> <div style="display: flex; align-items: center;"> <span style="font-size: 0.8em;">+1</span> <input style="width: 80%; border: 1px solid #ccc; margin-left: 5px;" type="text"/> </div>

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Address Label:** Enter the address label in the respective language.  
  
 Since you can add many addresses, you can name each address to differentiate between them. Some names include office address, house address, store address, store 1, store 2, and so on.
- **Name:** Enter the business or shop name in the respective language.
- **Address Line 1\*:** Enter the shop’s physical address in the respective language.
- **Address Line 2:** Enter the shop's mailbox or suite number in the respective language.
- **Country\*:** Select the country from the dropdown list.
- **State\*:** Select state from the dropdown list.
- **City\*:** Enter the city in the respective language.
- **Postal Code\*:** Enter the postal code.
- **Phone\*:** Select the country code, and enter the phone number for the location.

From here, scroll down to the next fields and fill them accordingly:

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Slot timings

Individual Days  All Days

Days	From	To	Action
<input type="checkbox"/> Sunday	Select <input type="text"/>	Select <input type="text"/>	
<input type="checkbox"/> Monday	Select <input type="text"/>	Select <input type="text"/>	
<input type="checkbox"/> Tuesday	Select <input type="text"/>	Select <input type="text"/>	
<input type="checkbox"/> Wednesday	Select <input type="text"/>	Select <input type="text"/>	
<input type="checkbox"/> Thursday	Select <input type="text"/>	Select <input type="text"/>	
<input type="checkbox"/> Friday	Select <input type="text"/>	Select <input type="text"/>	
<input type="checkbox"/> Saturday	Select <input type="text"/>	Select <input type="text"/>	

- **Slot Timings:** Define the time and days when the store will be open. This will help the buyers know and select the slots when they can come to pick up the order. There are two options under this:
  - **Individual Days:** Select this option if the buyers can pick up their order only on specific days and during a specific period. With this, a list of all the days of the week appears.

Select the checkbox(es)  beside the day(s)  on which the store will be open. Once you select the day(s), the next two options (under column From and To) become accessible for the selected day(s).

Specify the period when the pickup is allowed using the **From** and **To** settings for these days.

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Slot timings

Individual Days  All Days

Days	From	To	Action
<input checked="" type="checkbox"/> Sunday	00:00 <input type="text"/>	03:00 <input type="text"/>	
	06:00 <input type="text"/>	10:00 <input type="text"/>	<input type="button" value="⊕"/> <input type="button" value="🗑"/>
<input type="checkbox"/> Monday	Select <input type="text"/>	Select <input type="text"/>	
<input type="checkbox"/> Tuesday	Select <input type="text"/>	Select <input type="text"/>	

For instance, the pickup times might be between 10 AM and 3 PM on all days or on the selected days.

Therefore, you can enter the pickup timing as per your business requirements.

Click the **plus icon**  under the **Action** column beside the respective day & time, to add multiple time slots for each day.

Click the **delete icon**  to delete the time slot.

- o **All Days:** Select this option if the store (pickup location) will be open everyday of the week.

Slot timings

Individual Days  All Days

Days	From	To	Action
All	Select <input type="text"/>	Select <input type="text"/>	

Specify the period when the pickup is allowed using the **From** and **To** settings beside **All**. Click the **plus icon**  under the **Action** header to add multiple time slots for each day.

Click the **delete icon**  to delete the time slot. Edit the time slots by using these two icons under the **Action** column.



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Slot timings

Individual Days  All Days

Days	From	To	Action
All	00:00	02:30	
	06:30	10:00	 

Once done, move to the end of the form. There are two buttons at the bottom.

Reset Save

Click **Save** to update the details.


Click **Reset** to reset the fields back to the *last saved details*.

With this, the address will be added to the list of pickup addresses.

Shop Details

Home > Shop

General Language Data Return Address **Pickup Address** Media Collections Social Platforms




Add New Address

**Tiny Mart** MAIN STORE

Street 1, Long Beach  
Miami, Florida  
United States  
Zip:32113  
Phone:+919777444786

EDIT
DELETE

You can add multiple pickup addresses for the buyers to choose from. Follow the same method as shared above to do it.

 Once you **add the pickup address** in this field, you can **go back to the [General tab](#)** and **change the fulfillment method** to *Ship and Pick*, or *Pickup only*.

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

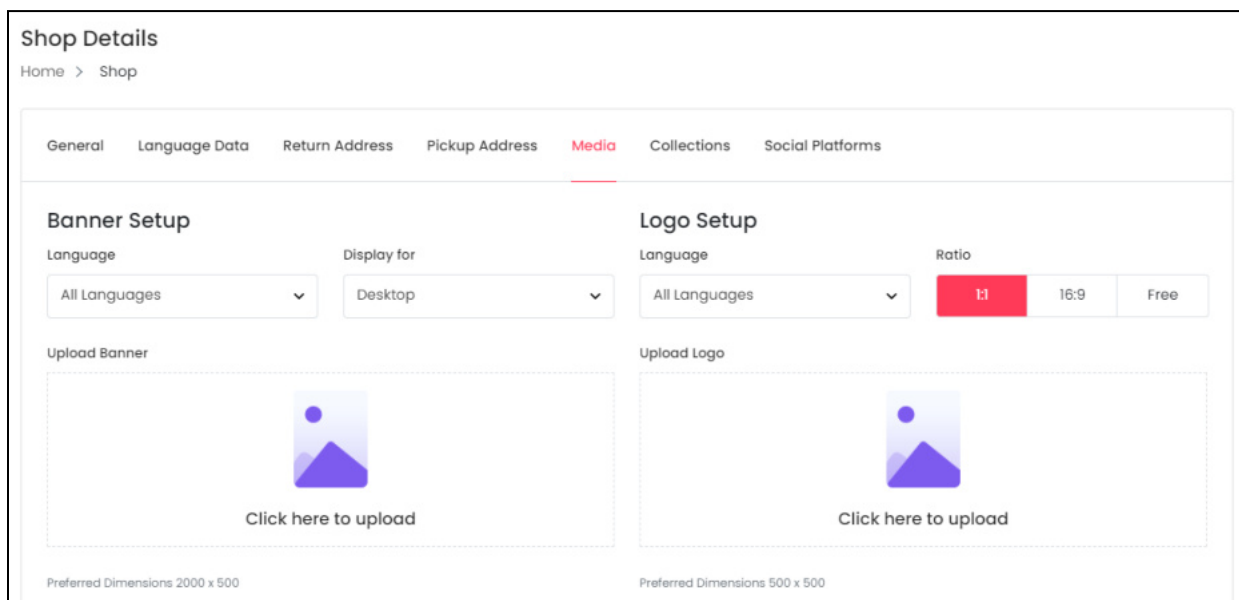
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



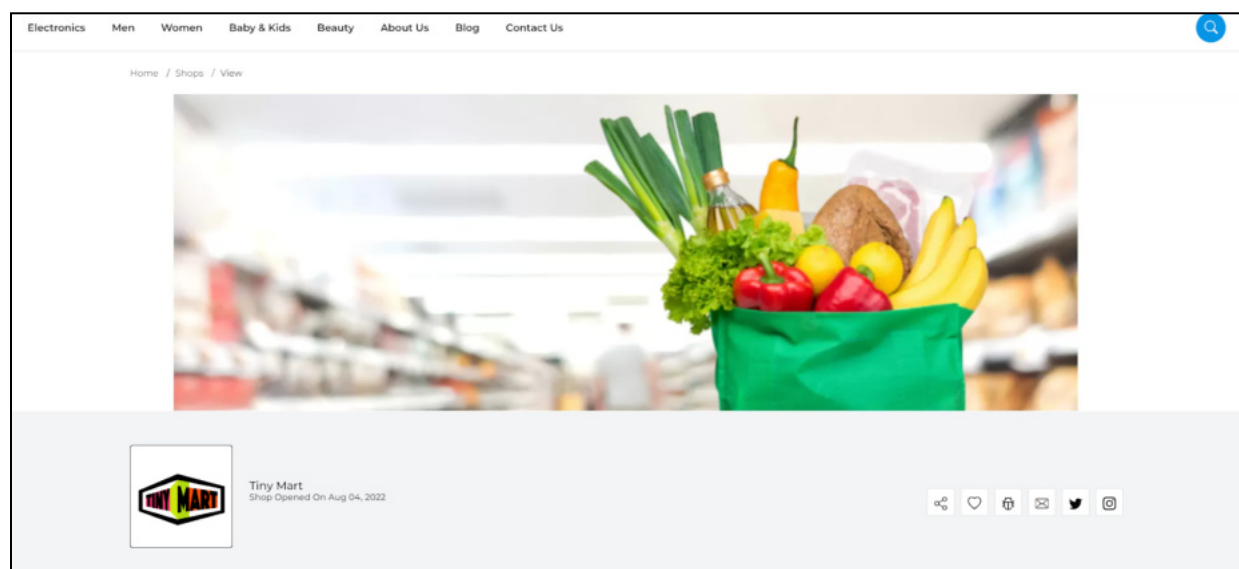
## v. Media

Click the next tab, which is the Media tab to visit it. Under this tab, you can customize the look of your store on the front end by adding various media files including the logo and banner image.



There are **two images that you can add**. The banner setup is on the left side of the page and the logo setup is on the right side.

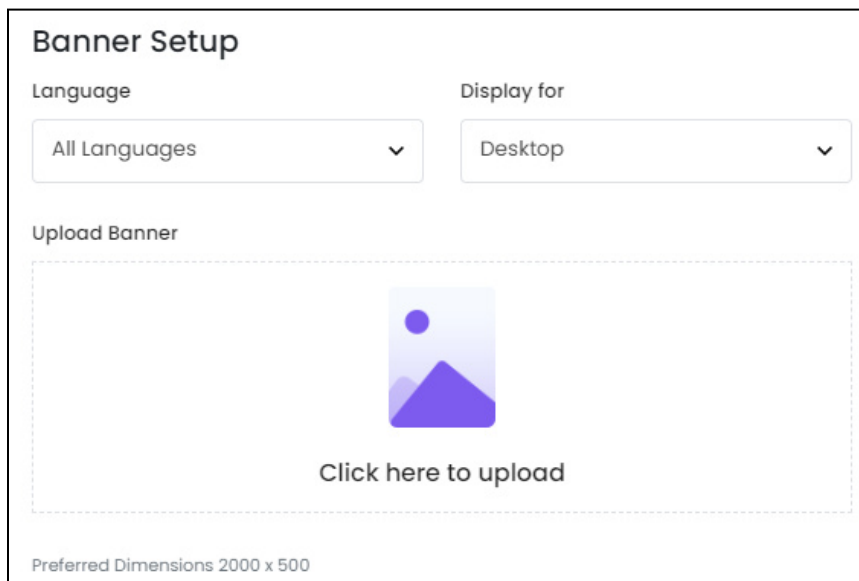
The **images you upload** under this tab **will be visible on the Shop's page** at the front end.




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## Banner Setup

To add the banner image, edit the following fields under **Banner Setup**:



- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **All Languages** as the option if the image will be the same for all the languages.
- **Display For:** Select whether the image is meant to be displayed for:
  - **Desktop**
  - **Ipad**
  - **Mobile**

 To explain better, **every type of screen** has a different resolution and you can **add images for each** screen type, including the desktop, mobile and tablet screen. It is important to upload the different images for different devices to avoid any distortions. It helps in enhancing the user experience.

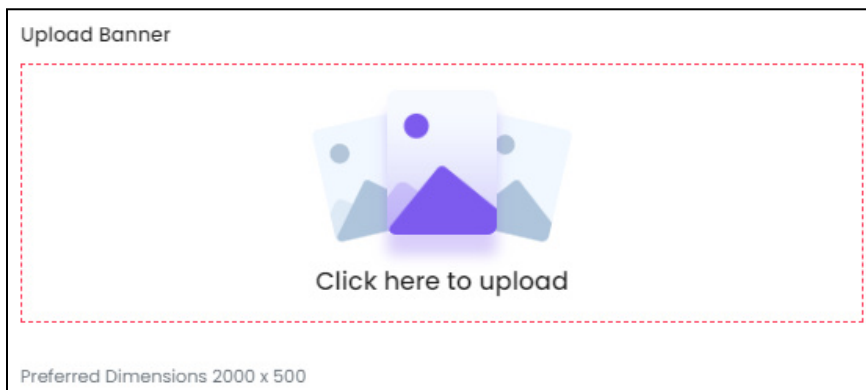
Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Upload Banner:** Hover over the **Click here to upload** field, and click it.

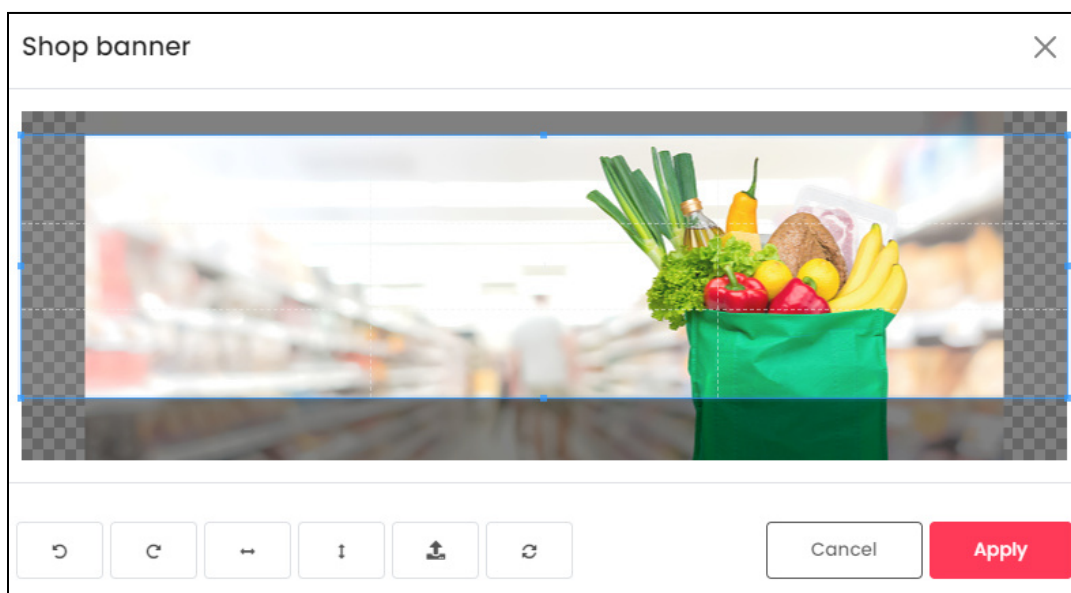
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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






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



Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.



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

- **Rotate Left**  : Click this icon to rotate the image towards the left.
- **Rotate Right**  : Click this icon to rotate the image towards the right.
- **Flip Horizontally**  : Click this icon to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.
- **Flip Vertically**  : Click this icon to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.
- **Upload Image File**  : Click this to upload another image instead of this one. Use this option if you selected the wrong image by mistake.


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

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

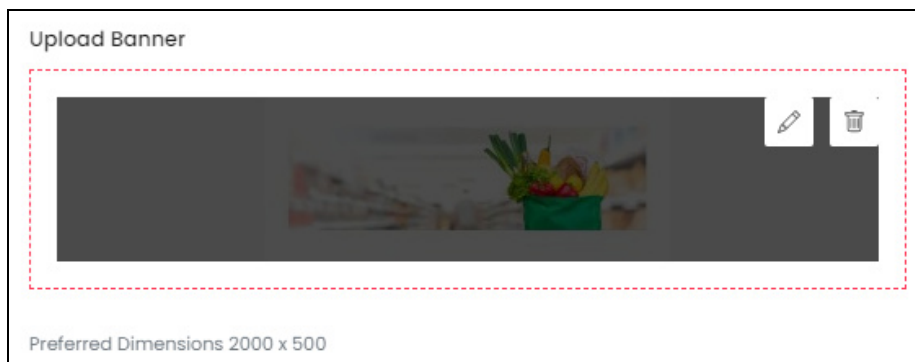
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

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

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

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

Hover over the image field after uploading the image, and two icons will show up at the top-right corner of the field.



To delete the image, click the **Delete icon**  . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon**  .

- ! You can upload language specific images for each language that the website is available in. Select the language and upload the image accordingly.

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

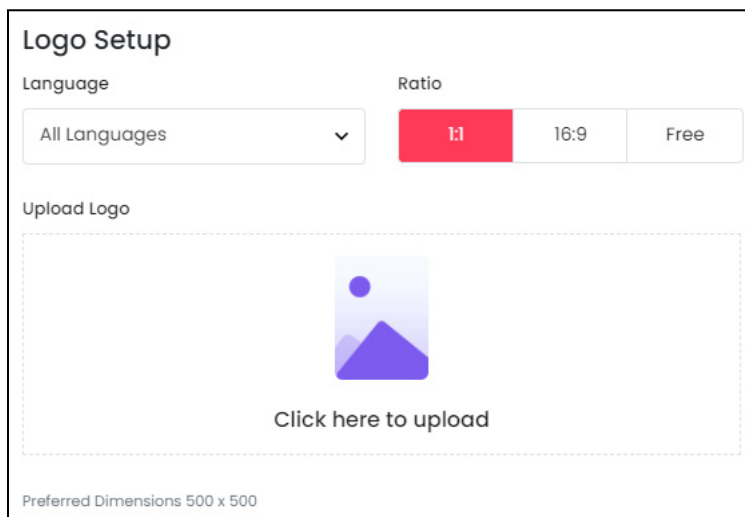
## Logo Setup

To add the logo, edit the following fields under **Logo Setup**:

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



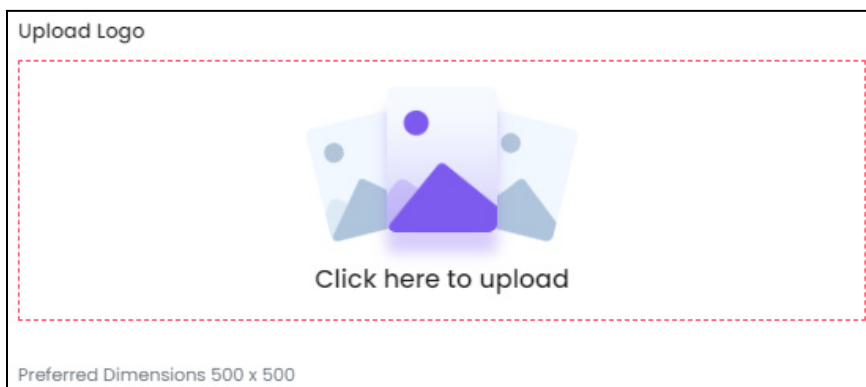
- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **All Languages** as the option if the image will be the same for all the languages.
- **Ratio:** Select the ratio of the logo that you want to upload. The ratio means the dimensions. It is important to choose the ratio based on the image dimensions you are about to upload.

There are three options under this:

- **1:1**
- **16:9**
- **Free**

Click the selection you want to make and it will turn red in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Upload Logo:** Hover over the **Click here to upload** field, and click it.

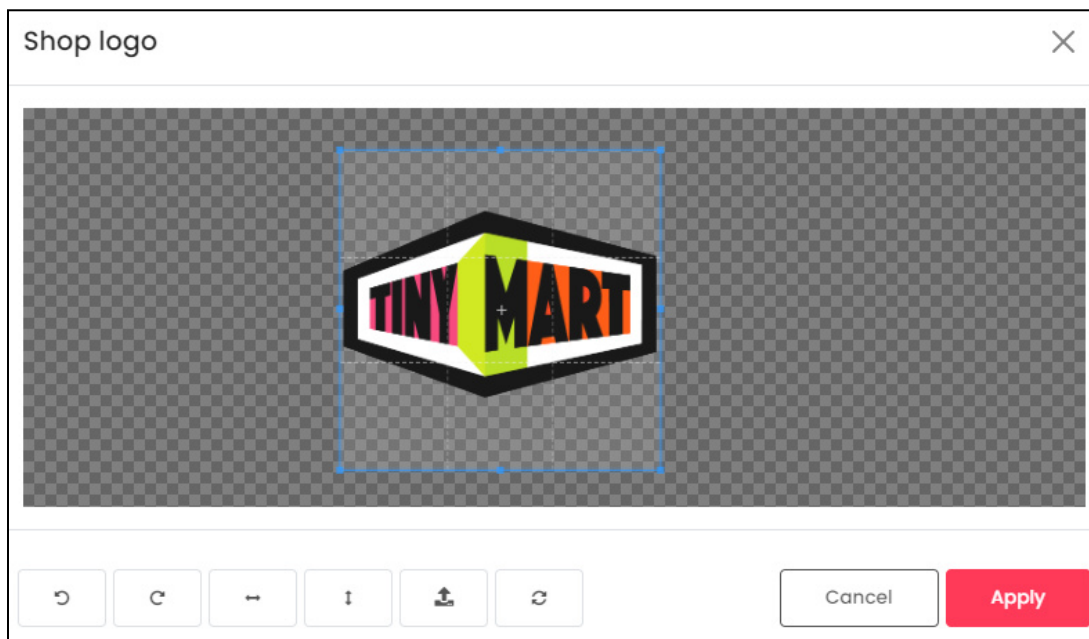


Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.







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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.



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

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

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

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


Hover over the image field after uploading the image, and two icons will show up at the top-right corner of the field.

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

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

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



To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon** .

 You can upload language-specific images for each language that the website is available in. Select the language and upload the image accordingly.

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

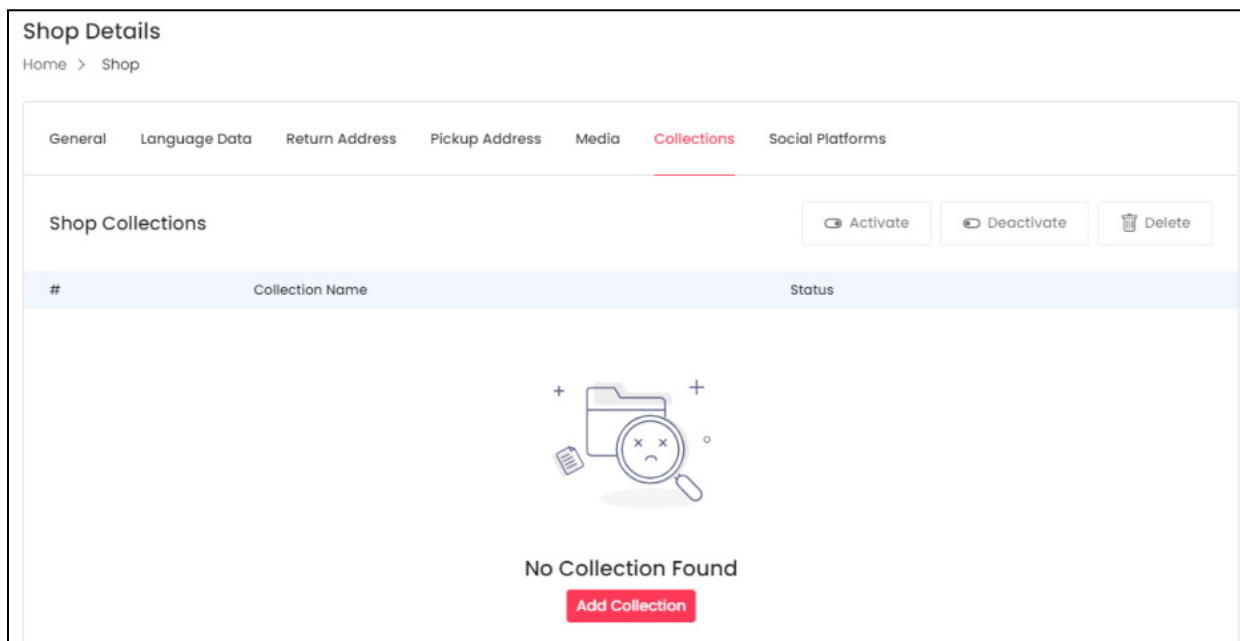
## vi. Collections

Click the next tab under this submodule, which is the **Collections tab**. Under this tab, you can group several products into collections so that your buyers can easily find what they are looking for.

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

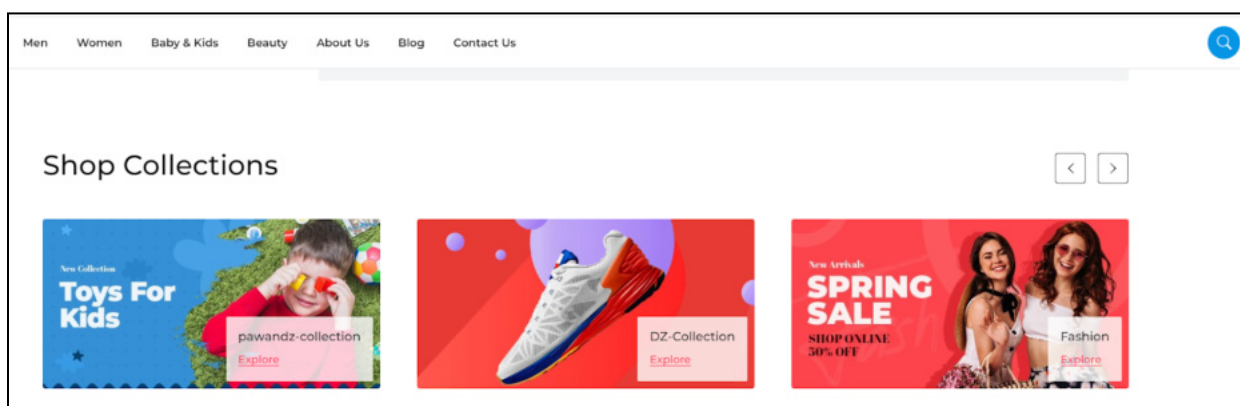


For instance, create separate collections for baby care products, and cosmetics to display each collection on a different page.

**!** You **won't be able to add any collections** if you have **not added any products yet**. If you are a new seller setting up your shop, it is obvious that you have no products to add or link to the collection. **Skip this tab** and **add** the collections **after you [add products](#)**.

Once you have added products and inventories in your shop under **Shop > [Shop Inventory](#)**.

The collections are displayed at the bottom of your shop's page.



The buyer will only be able to see the banner with an **Explore link**.

When the buyer clicks on **Explore**, it will take them to the list of products under the respective collection.

**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.



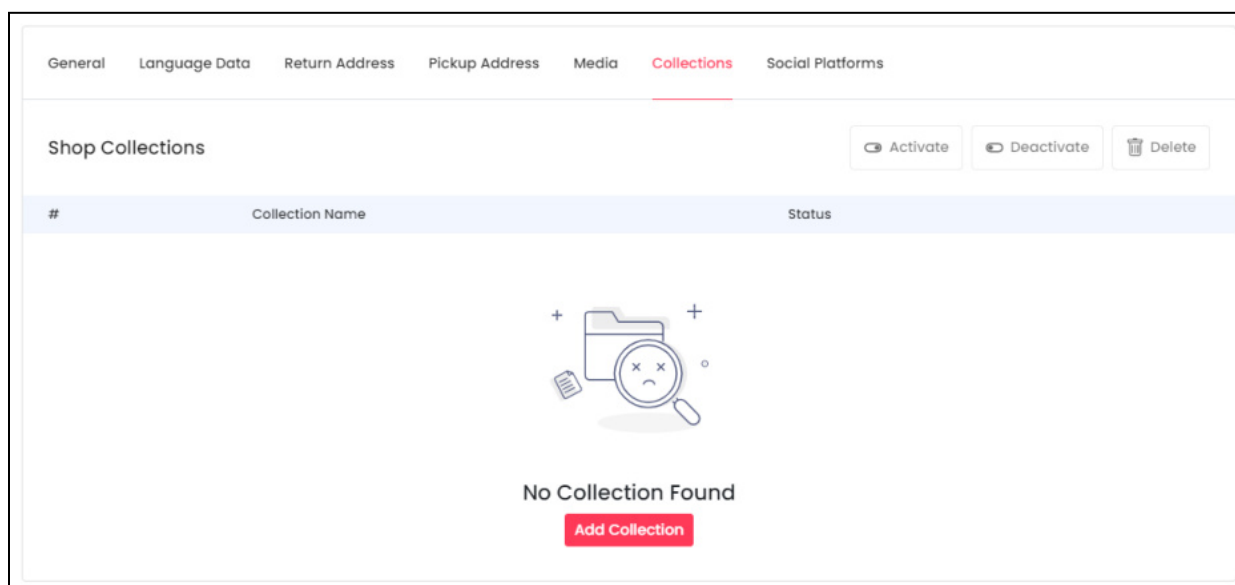
## Add a Collection

There are two ways to add a collection:

### 1. Add Collection

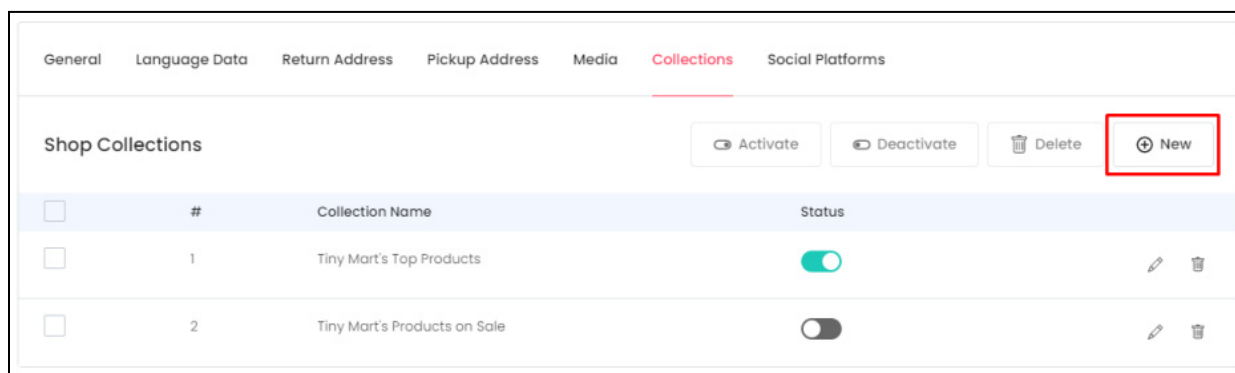
If your store is a new store that you just opened, there will be no collections in the list, and only one button can be visible in the middle of the page.

To add a collection in this case, click **Add Collection**.



### 2. New

If you have already added a collection before this, then the page will display the list of collections in it.



To add a new collection in this case, click **New** at the top-right corner of the page.

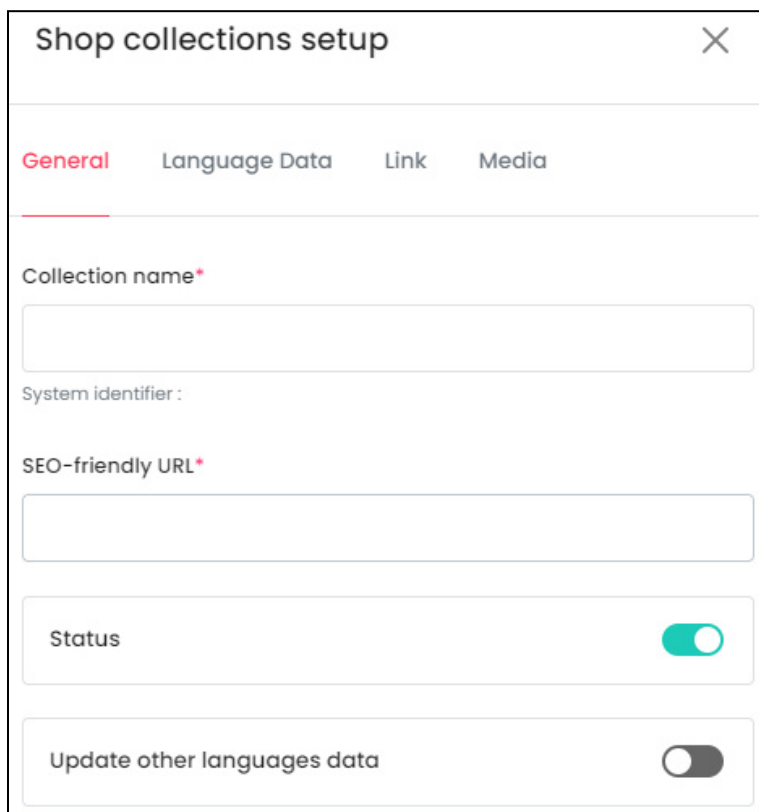
Both of these will direct you to the form where you can add a new collection.

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

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

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

In short, the **Shop Collections Setup** scroll-in form will appear on the right side of the page, in both situations.




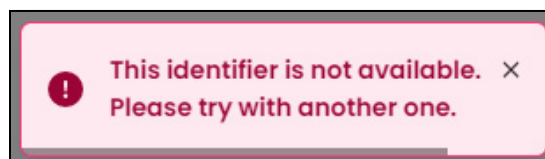
There are four tabs under this form.

### **General Tab**

Edit the following details under this tab:

- **Collection Name\***: Enter a *unique name* for the collection. You can add names like **{shop name} top products** (*tiny mart's top products*), discount products, baby care products, etc.

 It is advised to **use your shop's name in the collection name** since there are many other shops on the platform. If you add a collection name that has already been used by the admin or another seller, it will show up as an error as shared below.



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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.


The best way to avoid this, and keep the collection name unique is by adding a collection name using your shop name in it. For instance, tiny mart's top products, tiny mart's baby care products, etc.

- **SEO-Friendly URL\*:** When you enter the collection name, this field is automatically auto-populated with the same content, but in the form of an SEO-friendly slug. You can edit the slug accordingly.

 A slug is the last part of a full URL.



- **Status:** Turn **ON**  this toggle switch to publish it on the front end. Turn it **OFF**  to unpublish it, and with this, the collection will not be displayed on the front end.
- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

### **Language Data Tab**

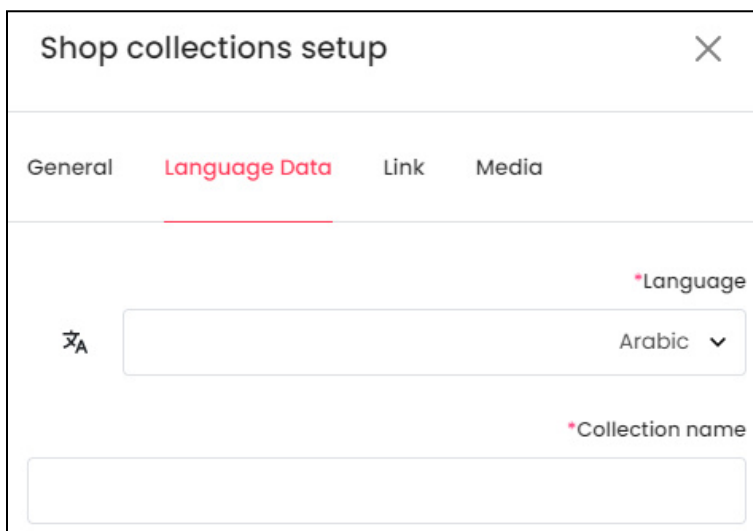
When you click **Save** on the *General tab*, you will be redirected to this tab.


Edit the following details under this tab:


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

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




- **Language:** Select the preferred language from the dropdown list, in which the following field will be filled.
- **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.

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

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Collection Name\*:** Enter the collection name in the selected language.

 If the website has more than two languages, select a language and fill in the field according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

### Link Tab

When you click **Save** on the *Language Data tab* (assuming you added the data in all the languages), you will be redirected to this tab.

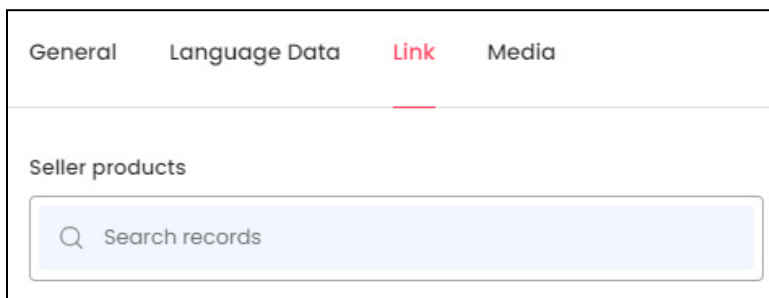
Under this tab, you will be able to **link your products to the collection**.

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

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

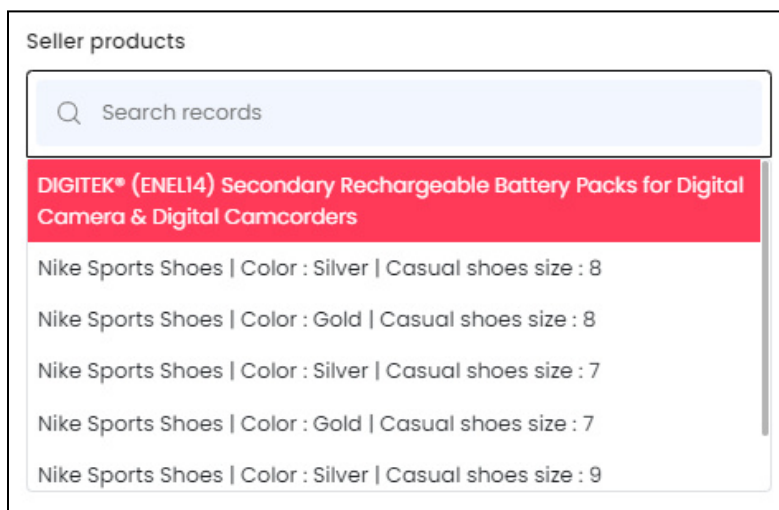
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

These products will then be visible on the front end under the collection. This **step is possible only after you have added products to your shop.**



There is only one field (Seller Products) under this tab. Click the **search products field** to search for products and select them.

When you click the search products field, a list of all the products in your shop will appear below.



To narrow down the search for the products you want to link, start typing the product name, and the list will auto-populate itself with the related results. You can then select the product you were looking for from it.

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

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

Seller products

×

Nike Sports Shoes | Color : Gold | Casual shoes size : 9

Nike Sports Shoes | Color : Silver | Casual shoes size : 8

Nike Sports Shoes | Color : Gold | Casual shoes size : 8

Nike Sports Shoes | Color : Silver | Casual shoes size : 7

Nike Sports Shoes | Color : Gold | Casual shoes size : 7

Nike Sports Shoes | Color : Silver | Casual shoes size : 9

You can add as many products as you want in a collection. But it is advised not to overpopulate a collection. Moreover, you can also

If you have not yet added a product in your shop, no products will appear.

Seller products

No Record Found

Once you have linked the products with this collection, go to the bottom of the form.

There are two buttons at the bottom of the form.

Reset

Save

Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

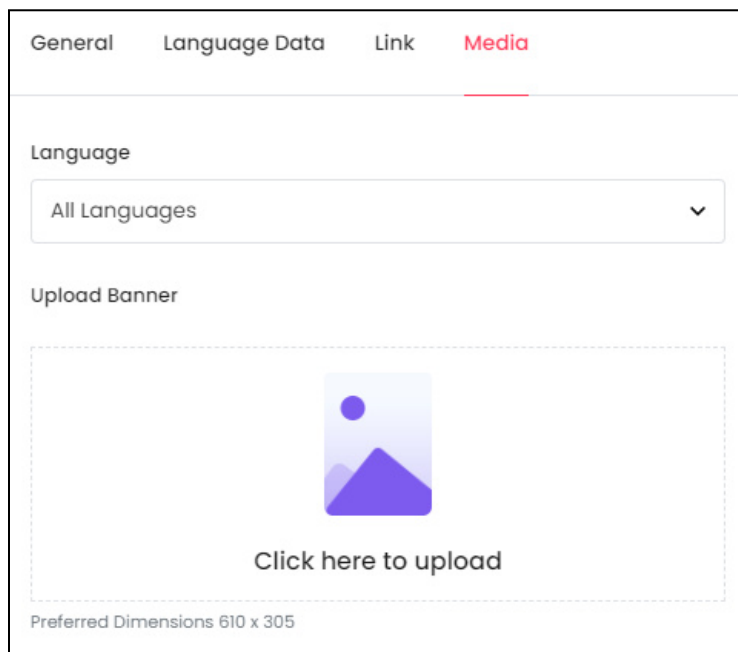
### **Media Tab**

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

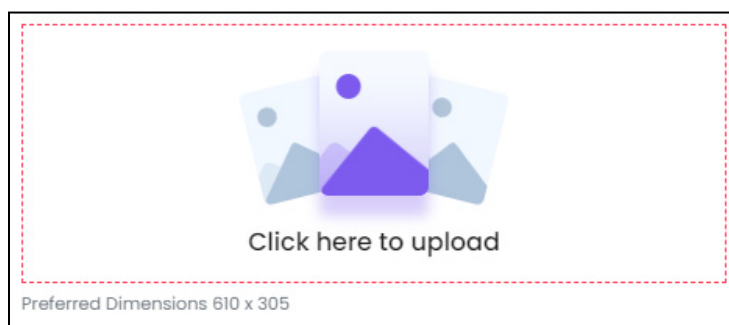
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.



- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **All Languages** as the option if the image will be the same for all the languages.
- **Upload Banner:** Hover over the **Click here to upload** field, and click it.

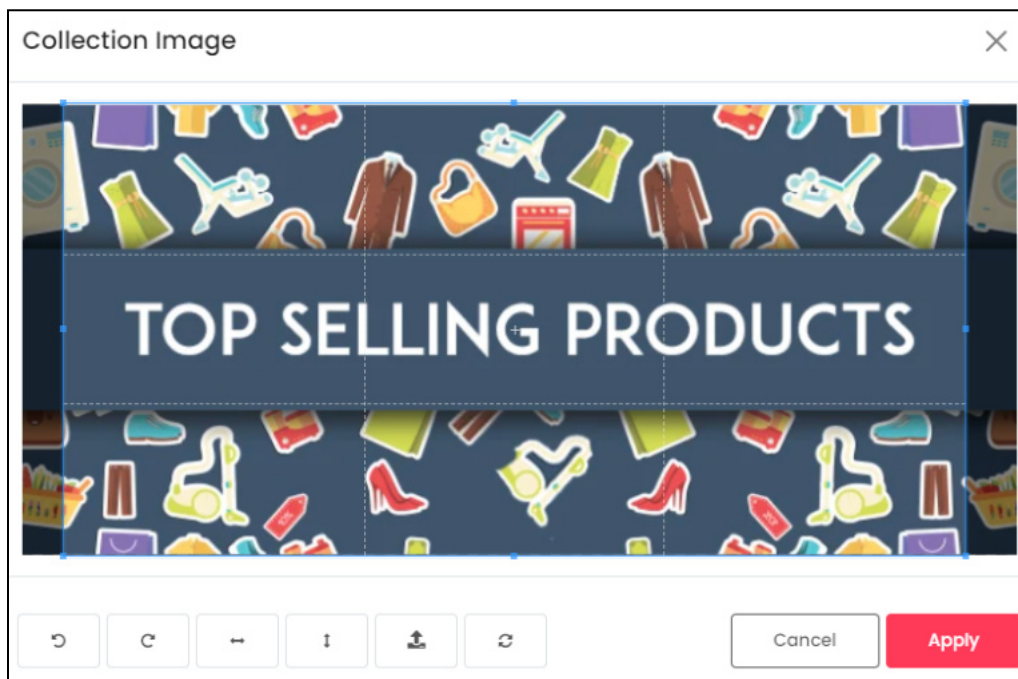


Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.







**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 various tools available in the editor to modify the image as per your requirements. The tools include:

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

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

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

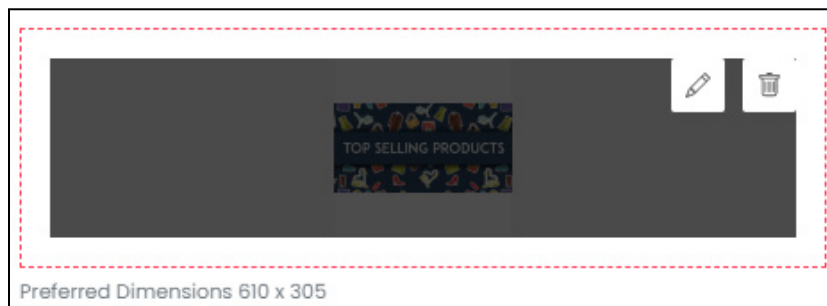
Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.

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

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

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







To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon** .

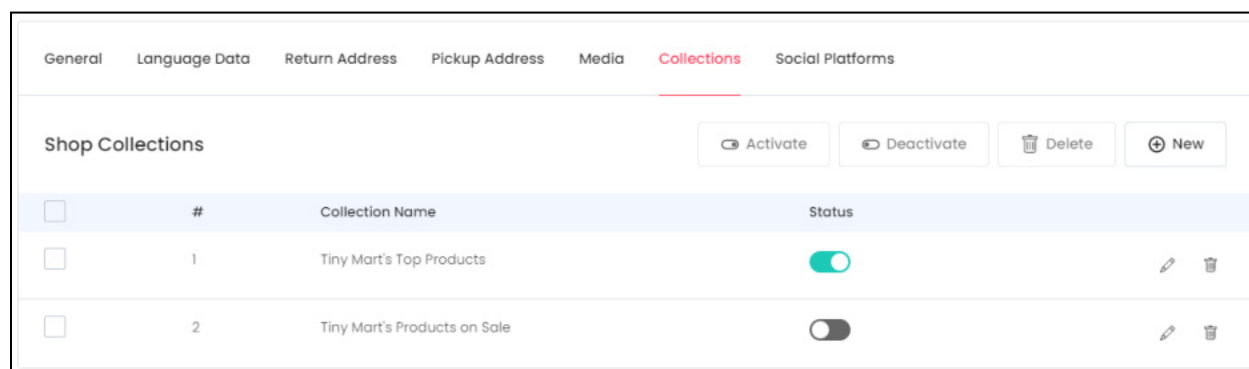
 You can upload language-specific images for each language that the website is available in. Select the language and upload the image accordingly.

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

From here, just click the **Cross icon**  at the top-right corner to close the form.

## Manage the Collections List

Once you add collection(s), you will see the list of collections under this tab. And you can manage the list through the features provided by the platform.



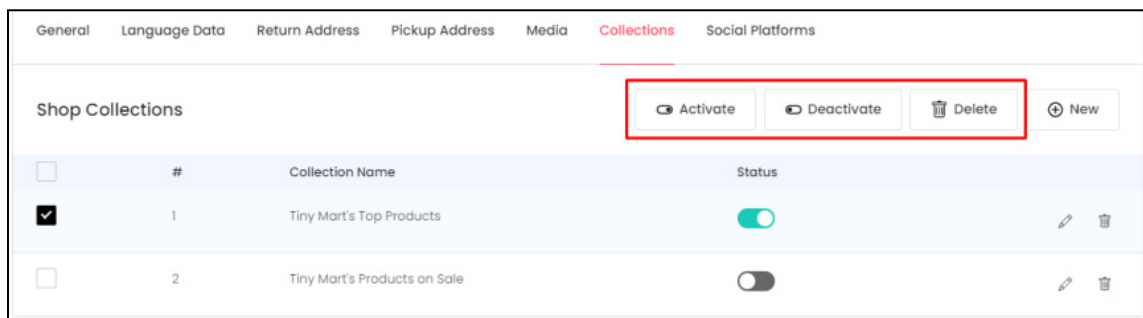
The following actions can be taken on this page:

- **Checkbox:** Click the checkbox  to select  the respective collection from the list. You can select one or more collections together to perform actions on them.

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

- **Activate:** Click this button to publish the selected collection(s).
- **Deactivate:** Click this button to unpublish the selected collection(s).
- **Delete:** Click this button to delete the selected collection(s).

You can collectively take actions on multiple collections using the checkbox feature.


- **Status:** Turn **ON**  the toggle switch beside the collection name to publish it on the front end. Leave it OFF or turn it **OFF**  to deactivate it.

## Action Buttons

On the extreme right side of every collection in the list, there are some action icons that can help you manage the orders on the page.

### i. edit icon

Click this icon to edit the collection. The **Shop Collections Setup** scroll-in form will appear on the right side of the page. This form has the same fields as those in the form when creating a new collection. Edit the fields accordingly, and click **Save**. Click **Reset** to reset the fields back to the *last saved details*.

And click the **Cross icon**  at the top-right corner to close the form after updating it.

### ii. Delete icon

Click this icon to delete the collection from the system. When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.

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

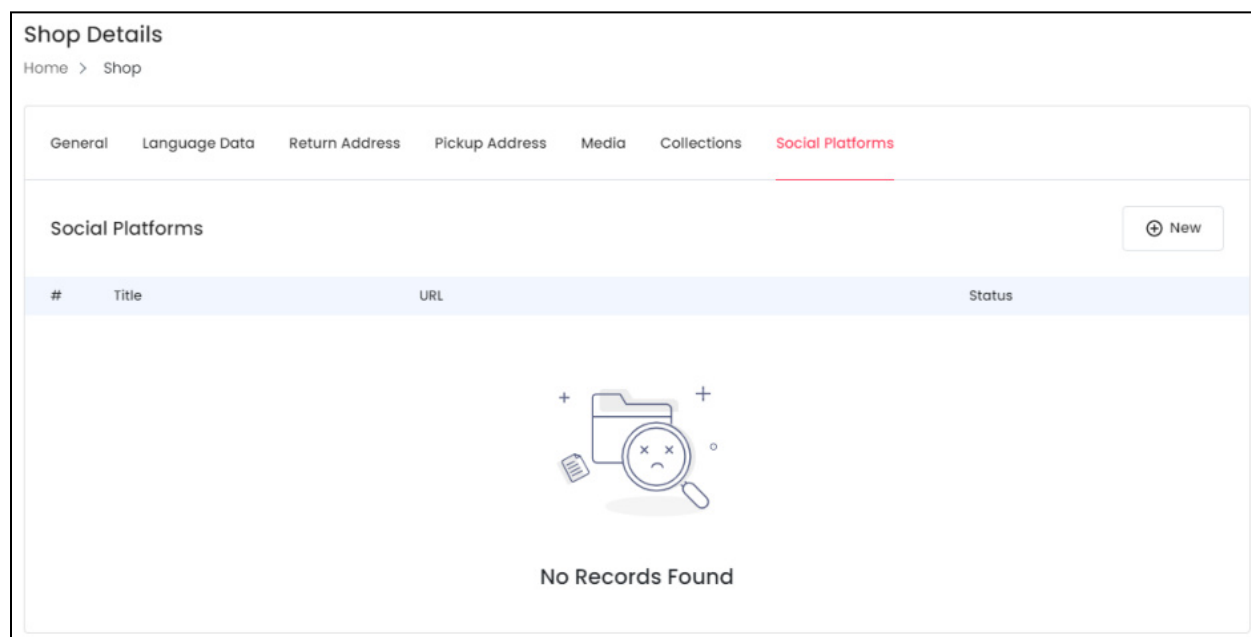
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

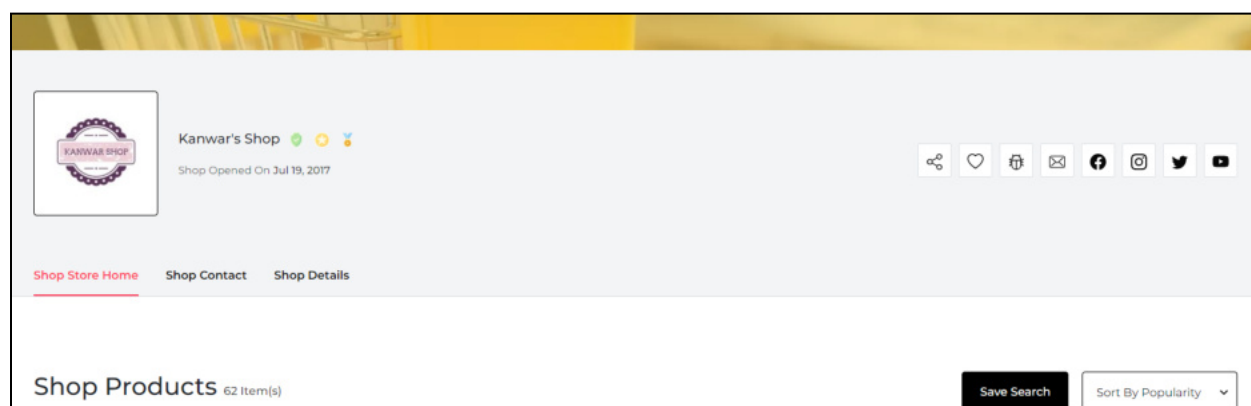


## vii. Social Platforms

Click the next tab under this submodule, which is the **Social Platforms tab**. Under this tab, you can manage and link your existing social media profiles to your shop.



Facebook, Twitter, Youtube, Instagram, Google, Pinterest, and LinkedIn are some of the social platforms that you can add here. The added links are displayed at the front end of the store's homepage beside the store's name and logo.



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

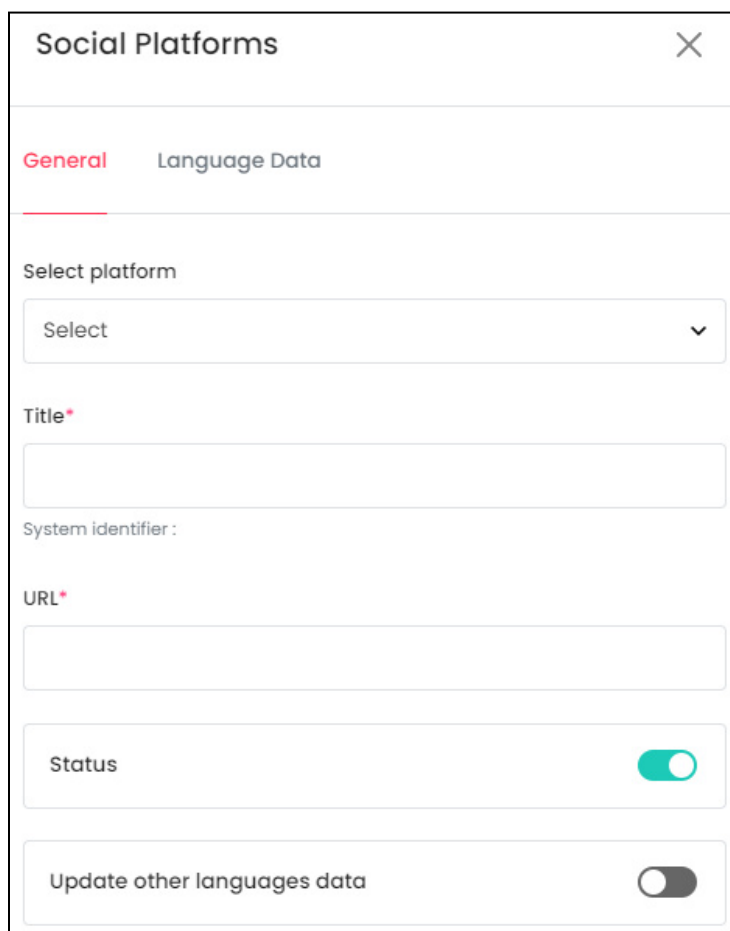
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

Additional icons including the **share icon** , **mark as favorite icon**  and **report as spam icon**  are also **in line** with the social media icons here.

## Add a Social Platform Link

To add a social platform link, click **New** at the top-right corner of the page. The **Social Platforms** scroll-in form will appear on the right side of the page.



The screenshot shows a modal window titled "Social Platforms" with a close button (X) in the top right corner. Below the title, there are two tabs: "General" (selected) and "Language Data". Under the "General" tab, there is a "Select platform" dropdown menu with "Select" as the current selection. Below this is a "Title\*" text input field. Underneath is a "System identifier:" label. Below that is a "URL\*" text input field. At the bottom, there are two toggle switches: "Status" (which is currently turned on) and "Update other languages data" (which is currently turned off).

There are two tabs under this form.

### General Tab

Edit the following details under this tab:

- **Select Platform:** Select the social platform icon from the dropdown list. This icon will be hyperlinked to your social platform link and displayed on the front end.

For instance, if you select the Facebook icon, the Facebook icon will be visible on the front end with your shop name.

**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.



And when a person clicks on it, they will be redirected to your shop's Facebook page (or the link you added for this icon on this form).

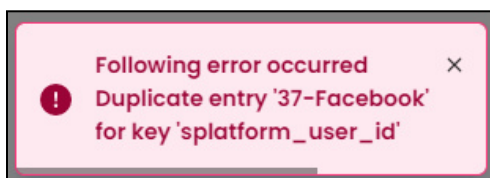


- **Title\*:** Enter the name of the social icon. This can be the same as the platform name selected above.

 If you are adding two links for the same platform, then you will need to add another name in this field since the title of the link you are adding has to be **unique**.

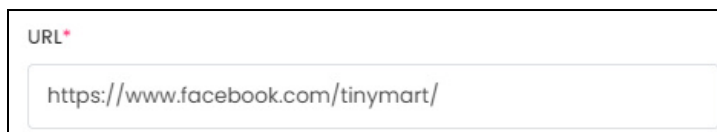
For instance, if you are adding two Facebook links - one for your personal profile and one for the shop's profile, you can name the links as Facebook Personal and Facebook Shop respectively.

If you add the same name for both, an error message will appear.



- **URL\*:** Enter the URL of the social media profile that you want to link here.

Ensure that the **proper URL** is added. It should include the protocol (https://), name of the website (www.websitename.com), and the directory path (/shop-name).






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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.

If you add the domain name only, or the domain name and the directory path, it will not accept it. An error will show up as shown below, asking to add the absolute URL.



- **Status:** Turn **ON**  the toggle switch to publish it on the front end. If you leave it OFF or turn it **OFF** , the link will be created but it won't be published on the front end.
- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

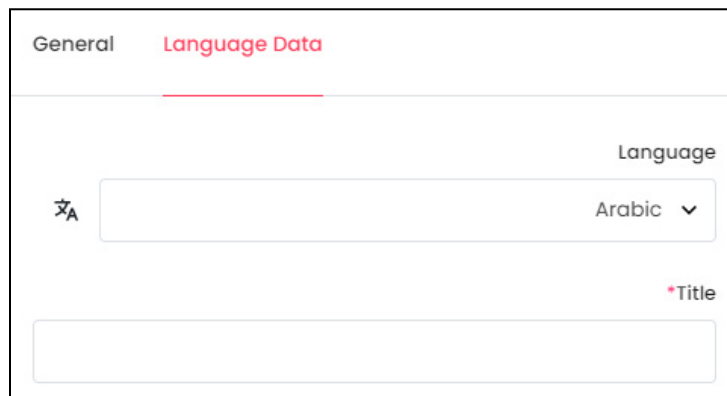
### **Language Data Tab**

Edit the following details:


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


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

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




- **Language:** Select the preferred language from the dropdown list, in which the following field will be filled.
- **Autofill Language Data Icon** ✕A : Click this icon to automatically fill in the data for the subsequent field in the selected language.

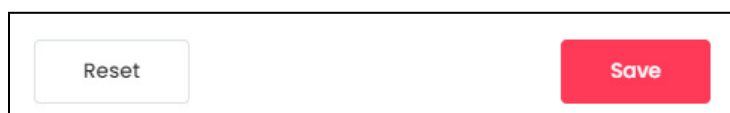
 This button is visible only when the admin has activated the **Microsoft Translator API** feature.

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Title\*:** Enter the social platform title in the selected language.

 If the website has more than two languages, select a language and fill in the field according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.









## Manage the Social Platform Links

Once you have added all the social profiles to the list, you can view and manage them accordingly.



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

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

<a href="#">General</a> <a href="#">Language Data</a> <a href="#">Return Address</a> <a href="#">Pickup Address</a> <a href="#">Media</a> <a href="#">Collections</a> <a href="#">Social Platforms</a>				
Social Platforms				<input type="button" value="⊕ New"/>
#	Title	URL	Status	
1	Facebook (Facebook)	https://www.facebook.com/YoKartSoftware	<input checked="" type="checkbox"/>	 
2	Instagram (Insta)	https://www.instagram.com/yo_kart	<input checked="" type="checkbox"/>	 
3	Twitter (Twitter)	https://twitter.com/Yo_Kart	<input checked="" type="checkbox"/>	 
4	YouTube (You Tube)	https://www.youtube.com/YoKart	<input checked="" type="checkbox"/>	 

The following action can be taken for each social platform link:


- Status:** Turn **ON**  the toggle switch beside the social platform name (under the status column) to publish it on the front end. Leave it OFF or turn it **OFF**  to unpublish it.

## Action Buttons

On the extreme right side of every social platform link in the list, there are some action icons that can help you manage the orders on the page.

### i. edit icon

Click this icon to edit the social platform link. The **Social Platforms** scroll-in form will appear on the right side of the page. This form has the same fields as those in the form when creating a new social platform link. Edit the fields accordingly, and click **Save**. Click **Reset** to reset the fields back to the *last saved details*.

And click the **Cross icon**  at the top-right corner to close the form after updating it.

### ii. Delete icon

Click this icon to delete the social platform link from the system. When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.

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

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

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





### viii. Stripe Connect

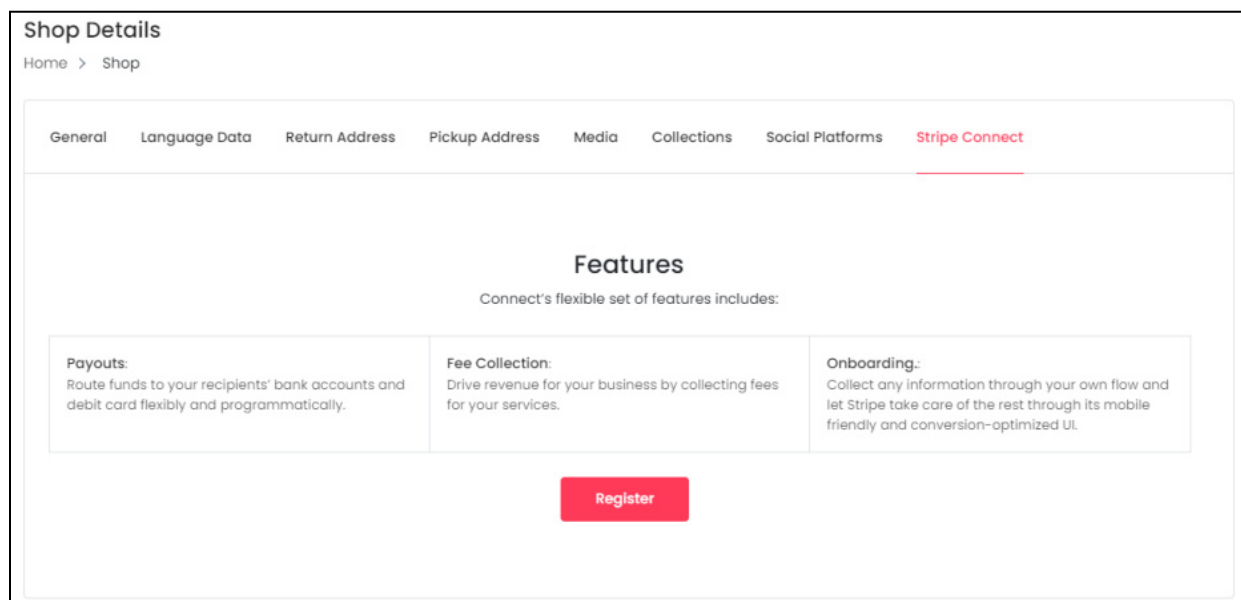
**!** If the **admin has activated a plugin (Stripe Connect)** under the split payment method for their website, you **will have to configure Stripe Connect before proceeding further.** In short, you can't run your shop or add products to it before setting up your Stripe Connect account.

If you try to add products or perform any activity on the platform, you will be followed by an **error message** and **redirected to the Stripe Connect tab** where you are forced to configure your Stripe Connect account before you move ahead.



This **tab will not be displayed** if the **admin has deactivated** the Stripe Connect plugin under split payment method.

If the plugin is activated, you will see the tab. Click this tab to visit it.



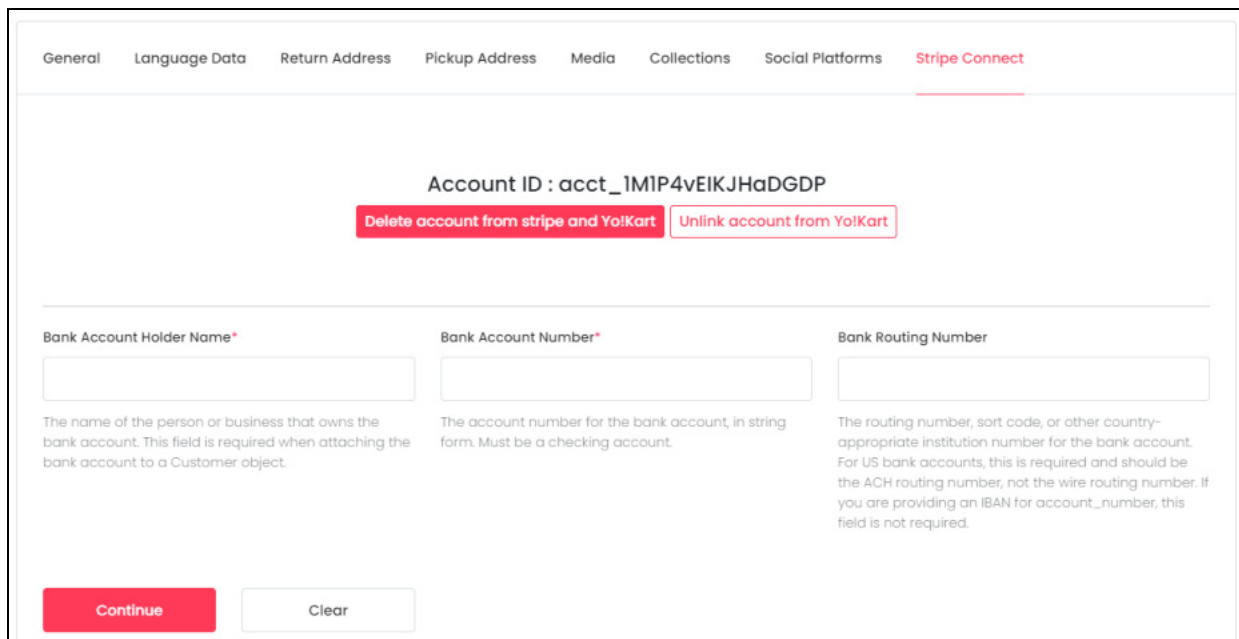
Stripe Connect is a payments service that enables you to accept credit card payments online easily. It is a plus point if your admin has enabled it.

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

Kindly note that **Stripe Connect services are only available for the US** at the moment. Hence, if your shop's address is somewhere else other than the US, it will show an error.

On this tab, click **Register** to create a new Stripe Connect account.

This will redirect you to the next step. The page will display the Account ID at the top of the page.



General Language Data Return Address Pickup Address Media Collections Social Platforms **Stripe Connect**

Account ID : acct\_IMIP4vEIKJHaDGDP

Delete account from stripe and Yo!Kart Unlink account from Yo!Kart

Bank Account Holder Name\* Bank Account Number\* Bank Routing Number

The name of the person or business that owns the bank account. This field is required when attaching the bank account to a Customer object.

The account number for the bank account, in string form. Must be a checking account.

The routing number, sort code, or other country-appropriate institution number for the bank account. For US bank accounts, this is required and should be the ACH routing number, not the wire routing number. If you are providing an IBAN for account\_number, this field is not required.

Continue Clear

An Account ID number is generated by the platform for you. It helps connect your account to the platform to make the payments smooth.

Under the account ID, there are two buttons. These buttons will work only after you have created your Stripe Connect account.

- **Delete account from stripe and Yo!Kart:** Click this button (after you have created a Stripe Account) to delete the account from Stripe and this platform. If you do this, you will have to register again to continue selling through your shop.
- **Unlink account from Yo!Kart:** Click this button if you want to keep your Stripe Connect account but unlink it from this platform. With this, you will not have to register on Stripe Connect again later. All you will have to do is link your Stripe Connect account to this platform.

To move ahead, you need to edit the following information:

- **Bank Account Holder Name\*:** Enter the name of the person or business that owns the bank account. It should be the same as the bank account details. This field is required when attaching the bank account to a Customer object.

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

- **Bank Account Number\*:** Enter the bank account number in string form. This has to be a checking account number.
- **Bank Routing Number:** Enter bank routing number, sort code, or any other country-appropriate institution number for the bank account.



The routing number is a sequence of nine digits used by banks to identify specific financial institutions. For instance: for the US bank accounts, you need to enter the ACH routing number. To understand this better, visit <https://stripe.com/docs/connect/testing>.

Once done, click **Continue**. Click **Clear** to clear the data and fill the fields again.

When you click **Continue**, you will be redirected to the Stripe Connect platform, where you need to register your business by adding its details before you can move ahead.

## **Set up Stripe Connect Account**

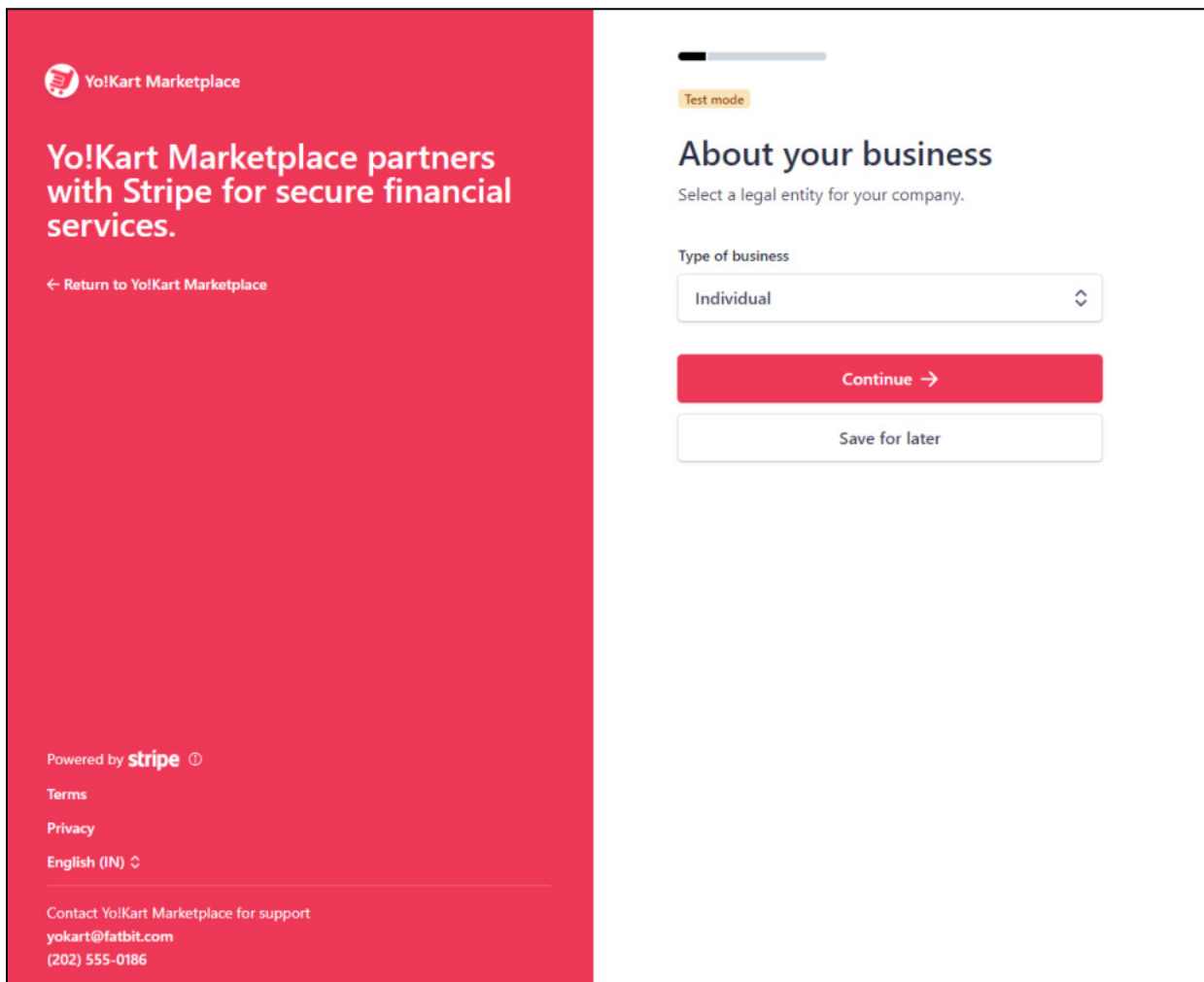
Follow the steps shared to set up your account on Stripe Connect as soon as you are redirected to the **Stripe Connect Platform**.

**Step 1:** Select the type of business.

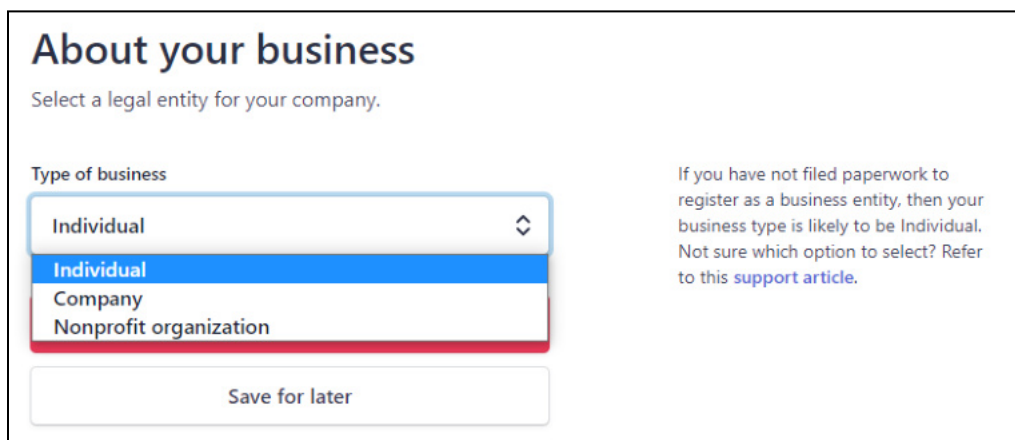
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.



To do this, click the Type of business field and a dropdown list will appear.



The options available include:

- **Individual**
- **Company**

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

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

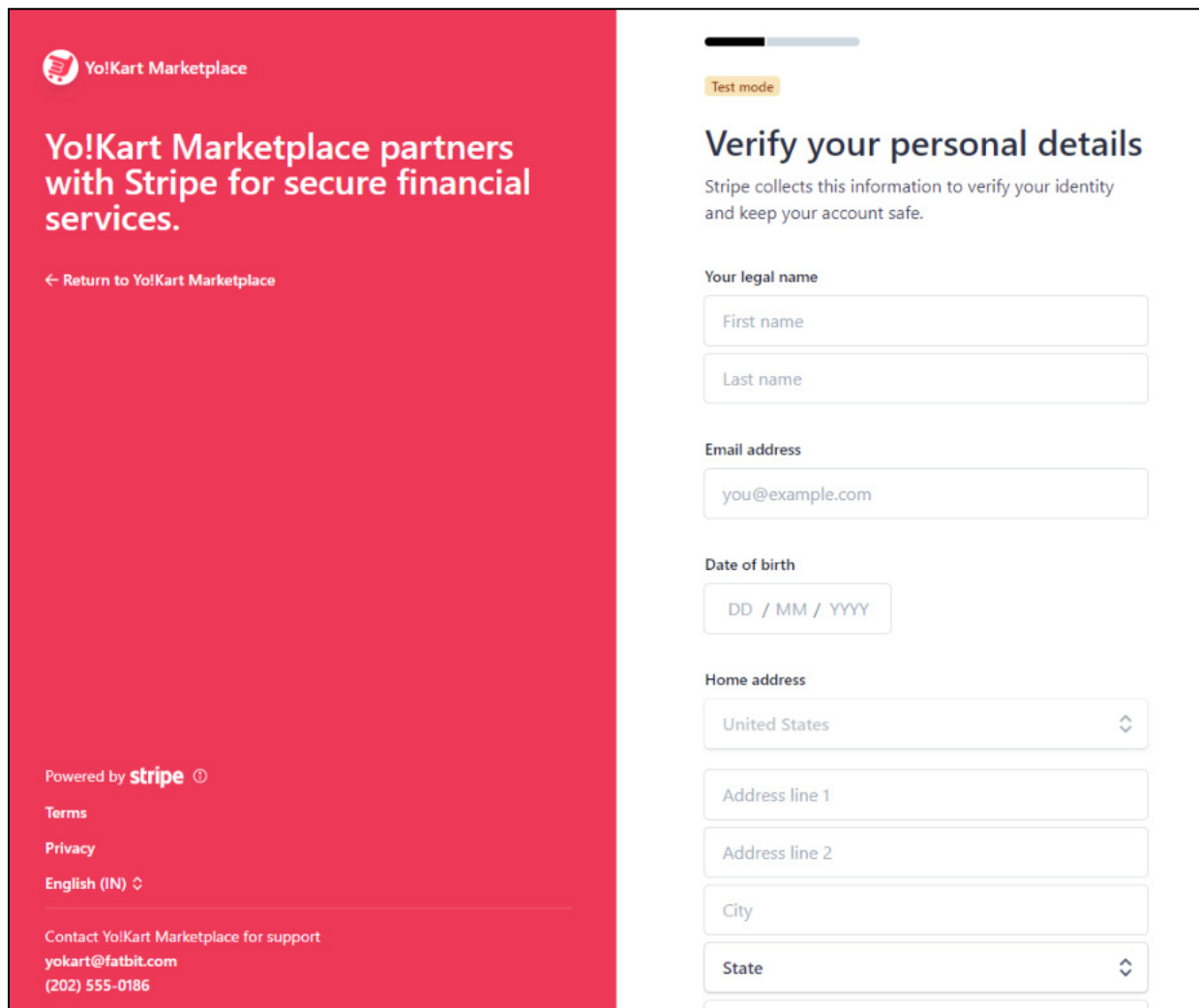
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Nonprofit Organization**

Choose the most appropriate option based on your company's state. If you have **not registered your shop** as a business yet, select **Individual**.

Once done, click **Continue**.

**Step 2:** This will direct you to the next step in the process where you need to verify your personal details.



Enter the following information under this step (scroll down as you fill in the details to complete the whole form):

- **Your legal name:** There are two fields under this. Enter your first and last name accordingly.

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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.

Your legal name

First name

Last name

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

Email address

you@example.com

- **Date of birth:** Enter your date of birth as per the format provided.

Date of birth

DD / MM / YYYY

- **Home address:** There are six fields under this, according to the different parts that make up an address. Fill in the fields accordingly.

Home address

United States

Address line 1

Address line 2

City

State

ZIP

- Click the **first field** and select the **country** from the dropdown list.
- Enter the **street and locality address** in the **second field**.
- Enter the **mailbox number** and **any additional details** of the address in the **third field**.
- Enter the **city** in the **fourth field**.

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

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

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

- Select the **State** from the dropdown list in the **fifth field**.
- Enter the **ZIP code** or **PIN code** in the **sixth (last) field**.
- **Phone number:** Enter your phone number.



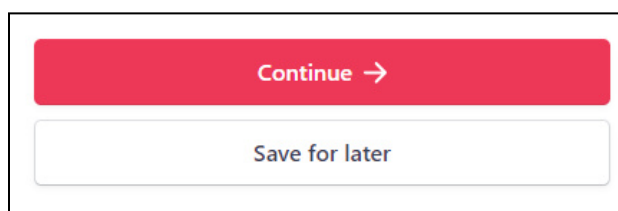
A screenshot of a form field labeled "Phone number". The input field contains the text "+1 (201) 555-0123".

- **Last 4 digits of Social Security number**



A screenshot of a form field labeled "Last 4 digits of Social Security number". The input field contains the text "... - .. - 8888".

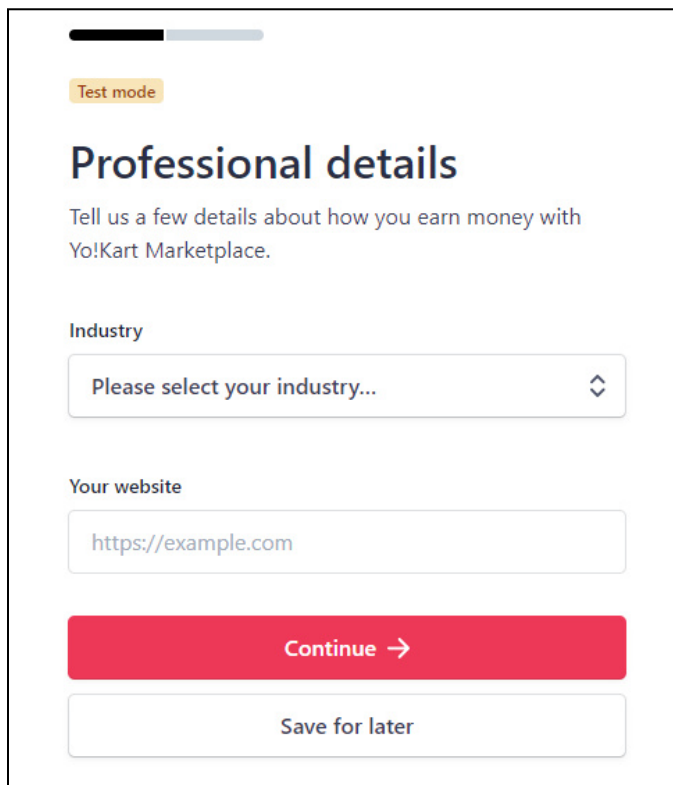
Once you are done, click **Continue** to upload the details and move to the next step. Click **Save for Later** to save the information and go back to the Yo!Kart platform.



A screenshot showing two buttons: a red button labeled "Continue →" and a white button labeled "Save for later".

**Step 3:** This will take you to the next step. Add your professional details under this.

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There are two fields here. Select the **Industry** from the dropdown list in the first field. Enter **your website's complete URL** in the second field.

Once you are done, click **Continue** to upload the details and move to the next step. Click **Save for Later** to save the information and go back to the Yo!Kart platform.

**Step 4:** This will direct you to the last step, where you need to review all the details and add any missing details left.

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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.



Test mode

## Review and finish up

You're almost ready to start exploring Yo!Kart Marketplace. Take a moment to review and confirm your information.

### PROFESSIONAL DETAILS

**Your website** ✎  
<https://www.tiny-mart.com/>

**Other information provided**  
 Phone, Industry

### PERSONAL DETAILS

⚠ Missing required information
✎ Update

**Tiny Mart**

tinymart@dummyid.com  
 Born on 26 September 1993  
 416 W 8th St  
 Los Angeles, CA 90014 US

By clicking Submit, you agree that the information provided is accurate to the best of your knowledge.

Submit

Save for later

In this case, there is some missing information needed under personal details. Click **Update** to edit the needed information. When you update the needed information, click **Continue**.

You might need to edit a few things. Click **Update** where the error shows up, add the information and click **Continue** until all has been completed.

**Step 5:** Once all has been completed, click **Submit**.

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Test mode

## Review and finish up

You're almost ready to start exploring Yo!Kart Marketplace. Take a moment to review and confirm your information.

### PROFESSIONAL DETAILS

**Your website** ✎

https://www.tiny-mart.com/

**Other information provided**

Phone, Industry

### PERSONAL DETAILS

**Tiny Mart** ✎

tinymart@dummyid.com

Born on 26 September 1993

416 W 8th St

Los Angeles, CA 90014 US

**Other information provided**

ID document, SSN, Phone

By clicking Submit, you agree that the information provided is accurate to the best of your knowledge.

Submit

Before you do this, you can cross-check the information you added again. To do this, click the **edit icon** ✎ in that details tile. Edit the information and click **Continue**.

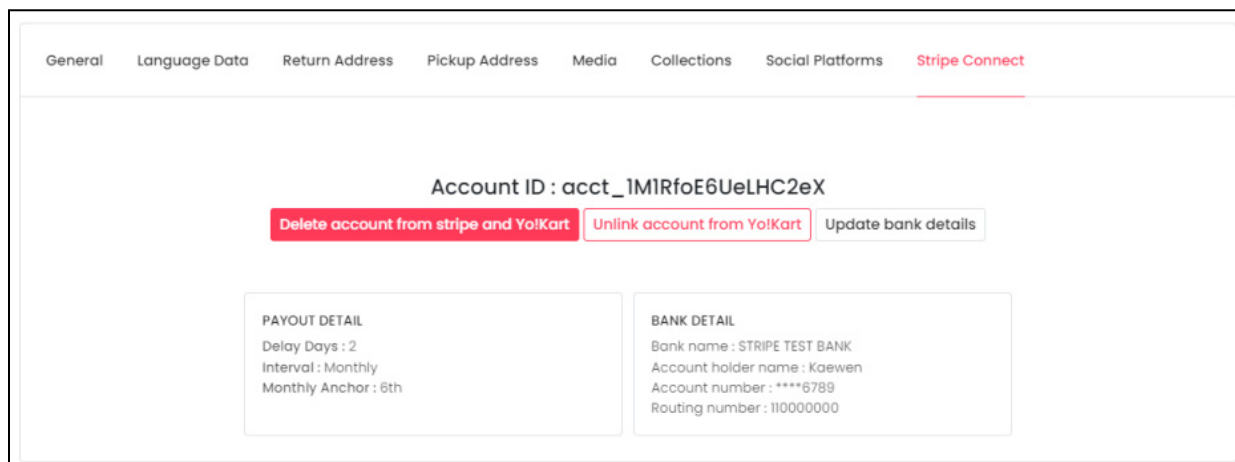
If you change anything in the process, you might have to re-verify your identity. Follow the steps accordingly, until you reach the final page where you can **submit** the details.

Once all is ready, click **Submit**.

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With this, the Stripe Connect account is added to your account on Yo!Kart.

The account and payment processing details will be visible here. Since your account has been created now, you can use the buttons available below the Account ID:

- **Delete account from stripe and Yo!Kart:** Click this button (after you have created a Stripe Account) to delete the account from Stripe and Yo!Kart. If you do this, you will have to register again to continue selling through your shop.
- **Unlink account from Yo!Kart:** Click this button if you want to keep your Stripe Connect account but unlink it from the Yo!Kart platform.
- **Update bank details:** Click this button to update your bank information on Stripe and this platform. When you click this, the Update Bank Details scroll-on form will appear on the right side of the screen.

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

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

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

### Update bank details ✕

---

**Bank Account Holder Name\***

The name of the person or business that owns the bank account. This field is required when attaching the bank account to a Customer object.

**Bank Account Number\***


The account number for the bank account, in string form. Must be a checking account.

**Bank Routing Number**

The routing number, sort code, or other country-appropriate institution number for the bank account. For US bank accounts, this is required and should be the ACH routing number, not the wire routing number. If you are providing an IBAN for account\_number, this field is not required.

Edit the following details under this:

- **Bank Account Holder Name\*:** Enter the name of the person or business that owns the bank account. It should be the same as the bank account details. This field is required when attaching the bank account to a Customer object.
- **Bank Account Number\*:** Enter the bank account number in string form. This has to be a checking account number.
- **Bank Routing Number:** Enter bank routing number, sort code, or any other country-appropriate institution number for the bank account.

 The routing number is a sequence of nine digits used by banks to identify specific financial institutions. For instance: for the US bank accounts, you need to enter the ACH routing number. To understand this better, visit <https://stripe.com/docs/connect/testing>.

Once done, there are two buttons at the bottom of the form.

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Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

With this the bank details will be updated.

Use any of these three buttons accordingly. For any additional queries, contact your administrator.

## 5.2 Shop Inventory

Once you have set up your shop, the next step is to add the product inventory. Under the **Shop Inventory** submodule, you can add products and their inventories to your shop.

There are two steps involved in adding a product, and for the product to be displayed on the front end:

1. Adding a product to the catalog.
2. Adding the inventory for the product.

### Definitions to note:

- **Catalog:** It is a list of all the products sold in a shop or on a platform.

For instance, in Yo!Kart, **Master Products** can also be called **Master Catalog**. This is because it is a list of all products available on the platform. And **My Products** can also be called **My Catalog**, which is a list of all the products added by you to your shop.

- **Product Inventory:** Product inventory or inventory is the total quantity (in units) of a product that is available for sale. A seller can add inventory for the products created under master products or my products.

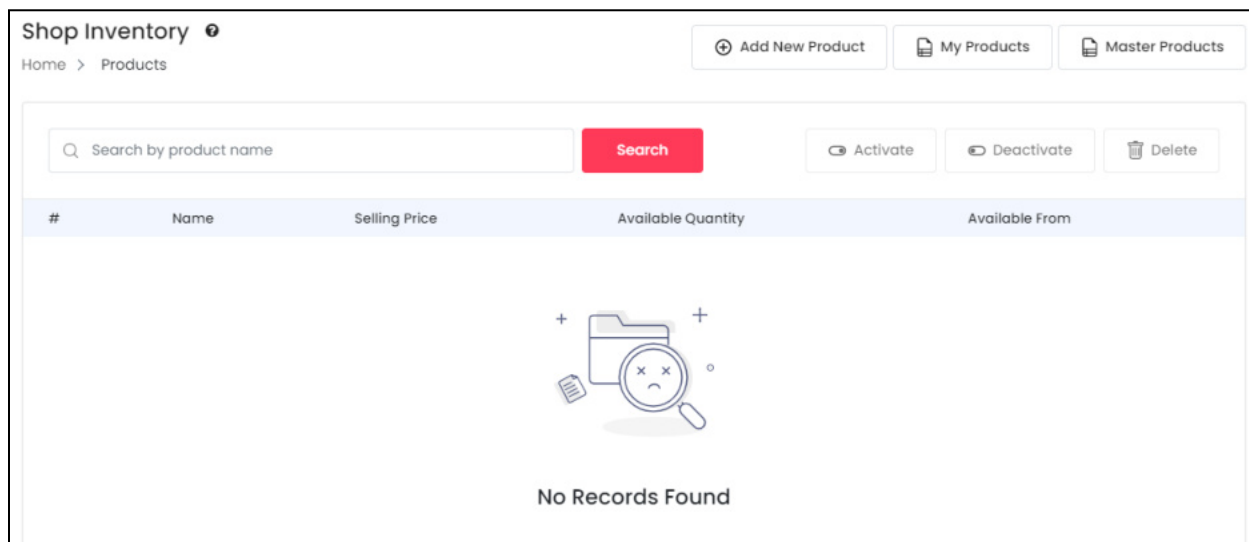
In short, adding an inventory is a simple process: add a product, and then add its inventory details, or just add the inventory details of the already added product.

Once you have added the product inventory, only then will the product be visible on the front end of the website under your shop.

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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.

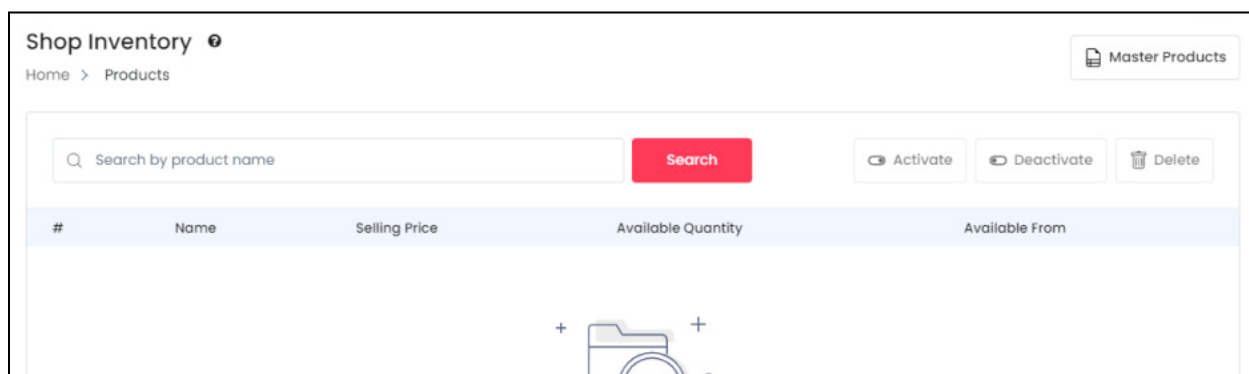


This page displays your complete shop inventory, which includes the inventory of all the products you are selling (master product inventories and your product inventories).

! Beside the page name, there is a **Help icon** . Click it and a scroll-in message will appear on the right side, letting you know all about this page.

If you just opened your shop, this list will be empty. **Add products and their inventory details** to the list using the **three buttons** at the top right corner of the list.

! The admin can deactivate the **My Products** and **New Product** button, and you will only be able to see **one button**, which is the **Master Products** button.



If these buttons are not visible, you cannot add your own products to your shop. You will only be able to add product inventories for the master products.

Let us look into the function of each button:

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

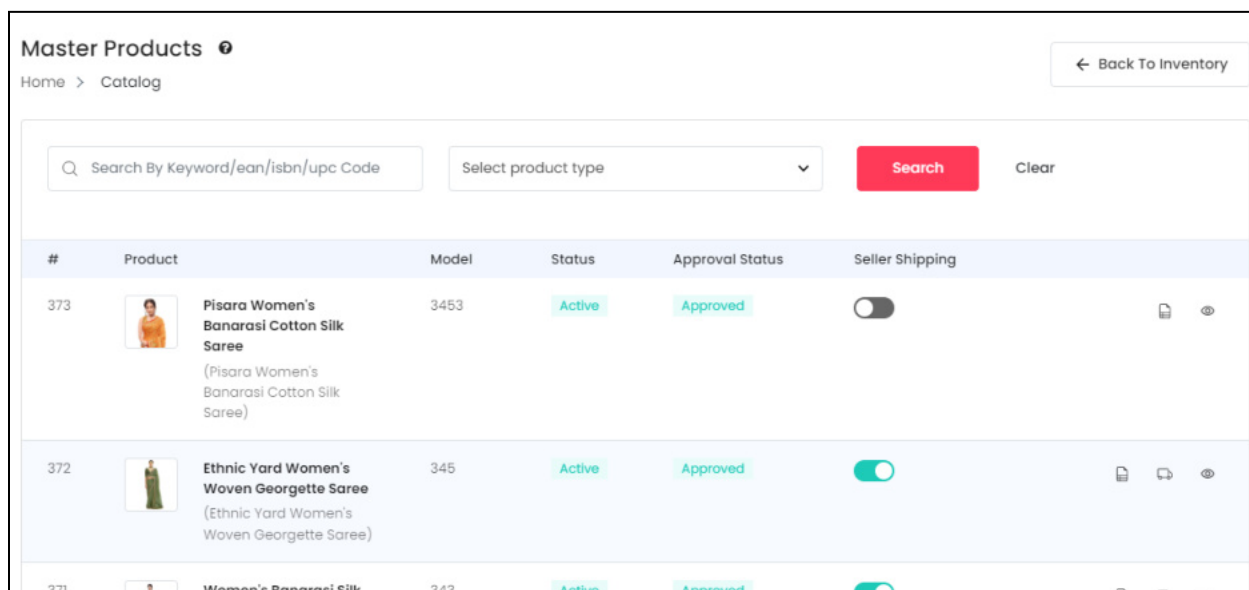
An **asterisk (\*)** next to a label indicates that the information is mandatory.




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

## a. Master Products

Master products is a list of products that are added to the catalog of the platform.

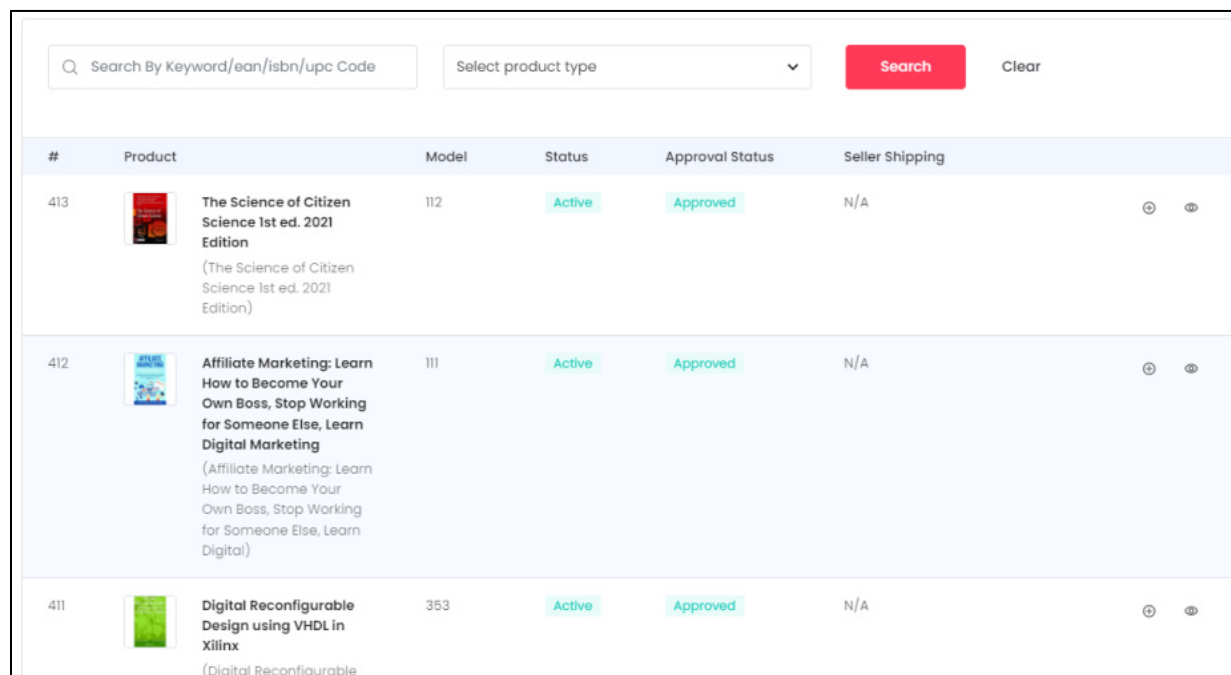
Click **Master Products** to visit the master catalog page.






#	Product	Model	Status	Approval Status	Seller Shipping
373	 <b>Pisara Women's Banarasi Cotton Silk Saree</b> (Pisara Women's Banarasi Cotton Silk Saree)	3453	Active	Approved	<input type="checkbox"/>
372	 <b>Ethnic Yard Women's Woven Georgette Saree</b> (Ethnic Yard Women's Woven Georgette Saree)	345	Active	Approved	<input checked="" type="checkbox"/>
371	 <b>Women's Banarasi Silk</b>	343	Active	Approved	<input checked="" type="checkbox"/>

This list includes all the master products added by the admin. It can also include master products that were requested by sellers and approved by the admin.

**!** The **Seller Shipping column** will have the value **NA** for all **digital products**.





#	Product	Model	Status	Approval Status	Seller Shipping
413	 <b>The Science of Citizen Science 1st ed. 2021 Edition</b> (The Science of Citizen Science 1st ed. 2021 Edition)	112	Active	Approved	N/A
412	 <b>Affiliate Marketing: Learn How to Become Your Own Boss, Stop Working for Someone Else, Learn Digital Marketing</b> (Affiliate Marketing: Learn How to Become Your Own Boss, Stop Working for Someone Else, Learn Digital)	111	Active	Approved	N/A
411	 <b>Digital Reconfigurable Design using VHDL in Xilinx</b> (Digital Reconfigurable)	353	Active	Approved	N/A

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Beside the page name, there is a **Help icon** . Click it and a scroll-in message will appear on the right side, letting you know all about this page.

 The admin can allow or disallow sellers from placing a request to add a master product to this list. If the admin allows, you can place a **request for a new product** under **Shop > Requests**. This request is then sent to the admin for approval (explained under Requests). Once the product is approved, it will be added to this list.

## Manage the Master Products List












The list includes the following details for each product:

- **#:** The product number
- **Product:** This column displays the name of the product, the variant and its brand.  
Each product variant is mentioned in this list separately.
- **Model:** This is the product variant's model number.
- **Status:** This is the published status of the product. **Active** means that the product is published on the website. You can add inventory for products that are active by clicking the **Add Inventory** icon  (explained under **Action Buttons**).

 The product status is admin manageable. If the admin **deactivates a product**, it will not be visible in the list, regardless of whether the product inventories were added before or not.

To put it in simple words, Active means that the product is available on the platform and inactive means it is not available.

- **Approval Status:** This is the **status** of the **product request**, which is admin manageable. The admin can approve a product at any time, or leave it on the pending status.

#	Product	Model	Status	Approval Status	Seller Shipping	
373	 <b>Pisara Women's Banarasi Cotton Silk Saree</b> (Pisara Women's Banarasi Cotton Silk Saree)	3453	Active	Pending	<input checked="" type="checkbox"/>	  
372	 <b>Ethnic Yard Women's Woven Georgette Saree</b> (Ethnic Yard Women's Woven Georgette Saree)	345	Active	Approved	<input type="checkbox"/>	 
371	 <b>Women's Banarasi Silk Saree With Un-stitched Blouse</b> (Women's Banarasi Silk Saree With Un-stitched Blouse)	343	Active	Approved	<input checked="" type="checkbox"/>	  


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

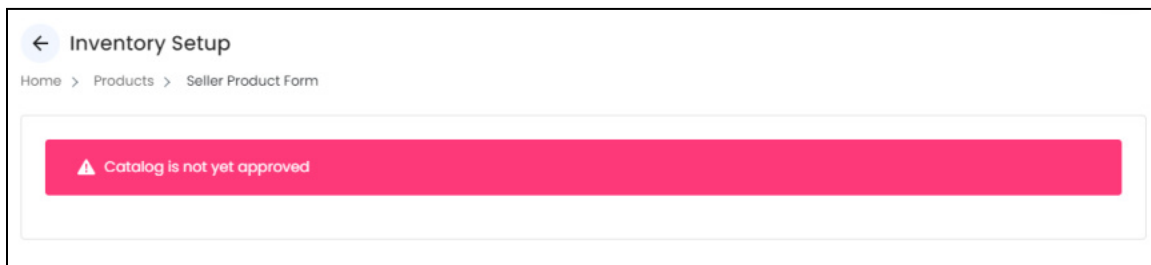


You can add inventory for the **approved products**. If the admin marks a product as pending, it will still be visible in the list, but you will not be able to add inventory for it.



To be clear, the **Add Inventory** icon  will still be visible. But when you click it, an error message will appear claiming that the product has not yet been approved.

If you have already added the inventory for a product, and after that the admin **changes the status to pending**, you will be able to view the inventory details, and delete the inventory, but you will not be able to add or edit the inventory details.

When you try to edit the inventory of a product that is pending approval, it will again display the error message claiming that the product has not yet been approved.



In such a case, you can contact your administrator to get the product approved.

 You can view the inventory details using the [View Inventories](#) icon . Add inventory for a product using the [Add Inventory](#) icon . Both processes have been explained below.

- **Seller Shipping:** There is a toggle switch beside each product under this column.

When the toggle switch is **OFF** , this means that the admin is managing the shipping of that product.

Turn **ON**  the toggle switch to **manage the shipping** of that product **on your own**.

 The **Seller Shipping column is visible only** if the admin has allowed sellers to handle the shipping process.

The **value of this column** is **displayed as NA** for digital products since **they cannot be shipped**.




## Action Buttons

Beside every product, there are a few action icons that help in various different tasks.

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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.

Product	Model	Status	Approval Status	Seller Shipping	
 <b>Pisara Women's Banarasi Cotton Silk Saree</b> (Pisara Women's Banarasi Cotton Silk Saree)	3453	Active	Pending	<input type="checkbox"/>	⊕ ⊗
 <b>Ethnic Yard Women's Woven Georgette Saree</b> (Ethnic Yard Women's Woven Georgette Saree)	345	Active	Approved	<input checked="" type="checkbox"/>	⊖ ⊗
 <b>Women's Banarasi Silk Saree With Un-stitched Blouse</b> (Women's Banarasi Silk Saree With Un-stitched Blouse)	343	Active	Approved	<input type="checkbox"/>	⊗

Each of these icons have been explained in detail below:

### i. Add Inventory Icon

Click the **add inventory** icon . This will direct you to the **Seller Product Form (Inventory Setup)** form of that product.

There are two kinds of products and both have different forms to add the inventory for them.

### 1. Physical Products

If the product that you are adding the inventory to is a **physical product**, the inventory form will have the following fields:

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←

## Inventory Setup

Home > Products > Seller Product Form

**Title\***

Portronics Power 45 20000mAh Power Bank for Laptop/Mobile with 45W Fast Charging

Track & subtract quantities of inventory

Send Alert When Inventory Level is Low

**Quantity At Which Stock Level Alerts Are Sent ⓘ**

0

**Minimum purchase quantity \***

**Publish inventory**

Yes ▼

**Date available\***

2023-02-03

**Product condition\***

Select condition ▼

Use shop return and cancellation policy

Edit the following things under this form:

- **Title\***: This field will already have the product title name. You can edit it as per your requirements.

- **Track & Subtract Quantities of Inventory**: Select this **checkbox**  to enable the feature through which the system will automatically subtract the quantity that has been purchased from the total quantity available.

For example, if the available quantity is 400 and an order for 5 quantities of the product has been placed, the system, by default, will subtract the sold inventories and show available quantity as 395.

Deselecting this option fails to keep a track of the sold product quantities and will not subtract each unit sold from the available product quantity.

- **Send Alert When Inventory Level is Low**: Select this **checkbox**  to enable the system to generate an alert for you, notifying you about the number of products left in the inventory.

For instance, let us say that you want an alert to be generated when the inventory is left with only 2 products. **Select this checkbox** and the **system will** generate an alert to **notify you** about the **declining stock level**. This will help you restock your inventory and update its details accordingly.

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

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

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

**This setting is different from the above one.**



The **Subtract Quantities of Inventory** settings will track the number of inventories left.

On the other hand, **this settings will activate the next settings** where you can mention when to get an alert so that you can refill the inventory stock.

So, when you select this checkbox, the **Quantity At Which Stock Level Alerts Are Sent** field becomes active.



If you don't select or **clear the selected checkbox** , you will not be notified about the remaining stock (when it is about to finish).

And the next field, which is **Quantity At Which Stock Level Alerts Are Sent** will not be accessible.

- **Quantity At Which Stock Level Alerts Are Sent:** Enter the stock quantity for which an email notification will be sent to you, notifying you about the declining number of products in the inventory.



If you did not select the checkbox **Send Alert When Inventory Level is Low**, this **field will not be accessible**. This is because both the features are connected.

For instance, if you enter 10 as the number here, you will get a notification about the stock level decline when the stock level of this product is 10. This will help you restock your inventory and update its details accordingly.

By default, the value in this field is 0. You can leave the value as it is and you will be notified when the inventory level is at 0.

- **Minimum purchase quantity\*:** Enter a **minimum number of units** that a buyer can purchase at once.

If you enter 5 in this field, a buyer can purchase the product only if they are purchasing **at least** 5 units of the product at one time.

- **Publish inventory:** Select **Yes** from the dropdown menu if you want the product inventory to be published on the front end of the store. To temporarily hide the inventory from the front end select **No**.

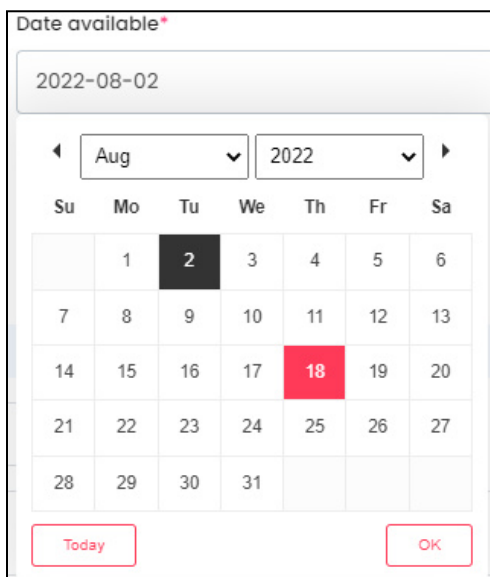
When you hide the inventory of a product variant, this *variant will not be visible on the front end*. A published inventory means that the product can be viewed and purchased by a buyer.

- **Date available\*:** Click the field and a calendar will appear. Select the date on when the product inventory will be available for buyers to purchase. This date will be added to the field.

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Date available\*

2022-08-02

Aug 2022

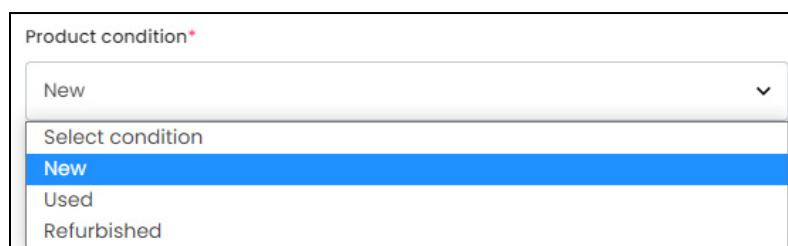
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Today OK

If you want to select today's date, click **Today**.

Once done, click **Ok**.

- **Product condition\*:** Select the product's condition from the dropdown list. The options available include:



Product condition\*

New

Select condition

New


Used

Refurbished

- New
- Used
- Refurbished - a used product that has been checked and overhauled, that is, serviced or repaired so that it can work a lot like a new one.

- **Use shop return and cancellation policy:** Select the checkbox  to use the shop's return and cancellation policy.

The *shop's return and cancellation policy* can be found under **Manage Shop > Language Data** tab. This policy is normally updated when setting up the shop.

-  If you clear this checkbox  option or don't select it, two additional fields will appear including the **Product order return period (days)** and the **Product order cancellation period (days)** fields. These fields allow you to enter the return and cancellation policy details manually since you are not using the shop's return and cancellation policy.

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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.

Product condition\*

Use shop return and cancellation policy

Product order return period (days)

Product order cancellation period (days)

This field is **NOT visible** for **digital products**.

- **Product order return period (days):** Enter the number of days before which buyers can place a return request for the product.
- **Product order cancellation period (days):** Enter the number of days before which buyers can request for the order cancellation of the product.

## COD & Fulfillment

Product condition\*

Use shop return and cancellation policy

Available for COD

Fulfillment method

Selling price cannot be less than minimum selling price \$1,999.00.


**!** The **next two fields** (Available for COD and fulfillment Method) **are visible under this form, only** when – **You** (the seller) **are handling the shipment** of the respective product. Check the status of the **Seller Shipping** column for the product on the **Master Products** page.

- **Available for COD:** Select **Yes** if the product is available for COD, or **No** for if it is not available for COD.

**!** The **product** should have the **Available for Cash on Delivery** option **activated** (the admin can edit it when updating the Product Catalog) for this field to be accessible.

If the product does not have the COD option activated, this **field will not be visible**.

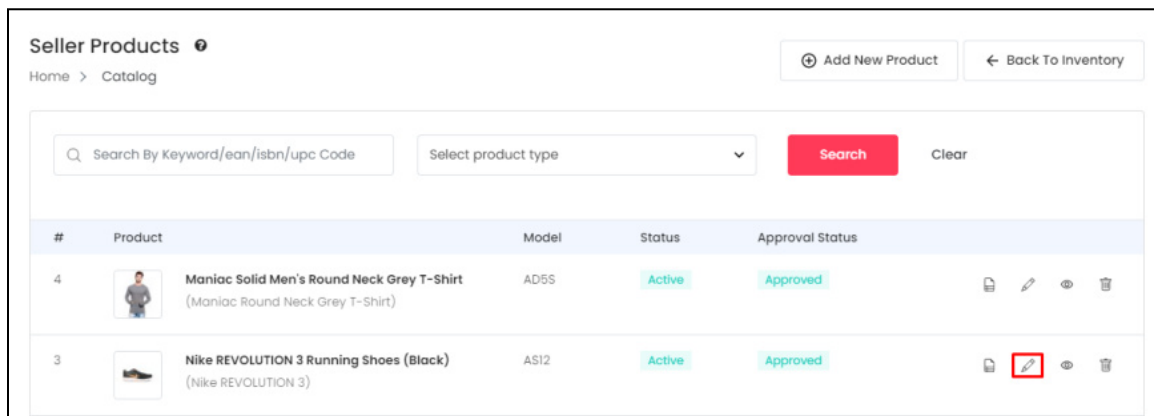
If the product was added by the admin, only the admin can manage this setting from their end for the respective product. Contact your admin to get it enabled, if required.

And if you (the seller) added the product, then both you and the admin can update this settings under the product detail form. If you decide to update this setting, click the **edit icon**  beside the product under **My Products** page, and update it.

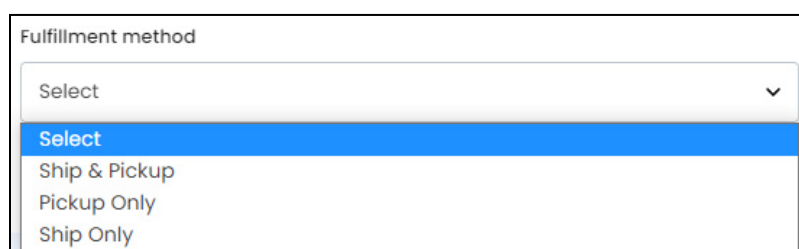
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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



- **Fulfillment Method:** Select how the order will be processed and delivered to the buyers. Click the field and a dropdown list will appear. The options include:



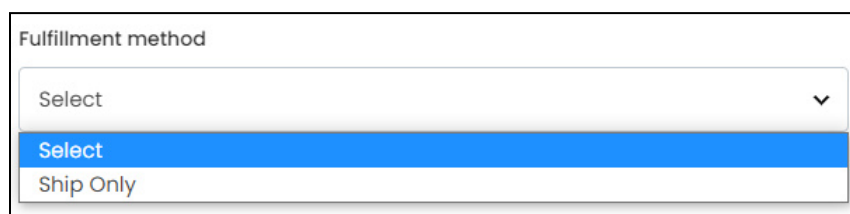
- Ship & Pickup
- Pickup Only
- Ship Only

By default, this field will come prefilled with the fulfillment method option that was selected for this product under the add product form.

For instance, if the admin or you have already selected Pickup Only as the fulfillment method for the product when adding it to the catalog list, this field will come prefilled with the option Pickup Only selected.

You can select another option as you please by clicking the field. The option selected under this field will be considered as the final fulfillment method for the said product.

- If you have **not yet added a pickup address**, you will find **only one option** (Ship Only) in the dropdown list.



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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.

## **Fulfillment Method - Points to keep in mind:**

- For master products, the **fulfillment method options visible** under this field (inventory level) will **depend on the Shop's fulfillment method** (under Shop > Manage Shop > General tab).
  - If you select **Ship & Pickup** as the **shop's fulfillment method**, you will get all three options and can select any fulfillment method from the available options.
  - On the other hand, if you select **Pickup Only** as the **shop's fulfillment method**, you will get only one option in this field - **Pickup Only**.
  
- For seller products, the **fulfillment method options visible** under this field (inventory level) will **depend on the shop's fulfillment method**, as set (under Shop > Manage Shop > General tab). In addition to this, if you have selected a **specific fulfillment method** for the product when adding it under Shop > My Products, the selected option will be auto-selected under this field on the inventory form.
  - For instance, if you select **Ship & Pickup** as the **shop's fulfillment method**, and you select **pickup only** as the **product's fulfillment method**, the fulfillment method field in the inventory setup form will come **prefilled with pickup only** as the fulfillment method.
 

However, you can change it by clicking the field, and selecting another option. The **fulfillment method options available** will **depend completely on the shop's fulfillment method**.
  - On the other hand, let us say that the shop's fulfillment method is **Pickup only**, you will be able to select **Pickup Only** as the **product's fulfillment method** too. And with this, you will get only one option in this field (for the inventory) - **Pickup Only**.
  
- The **fulfillment method selected in this field for a product**, (under the inventory level) **will be used on the front end as the product shipment process**.

## **Enter the inventory information for all the product variant(s)**

Below these settings, there are **additional fields** that prompt you to enter the **product variant information** in a tabular format.



If the number of **variants are more than 20**, then this **section will not be visible**. The form will look slightly different. The process for this [special case](#) has been shared below.

Every product and their options (variants) will be displayed in this form.

For instance, we took a shoe. This shoe is only available in just one color - brown. But the brown shoe is available in many different sizes. You will see the different variants of this product in the tabular form.

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The number of rows will depend on the number of variants available. Since there are 5 different sizes of the brown shoe, there are 5 different variants in the table.

Selling price cannot be less than minimum selling price \$125.82.

Variant/option	Cost Price	Selling Price ⓘ	Available Quantity ⓘ	sku ⓘ
36   Brown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
37   Brown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
38   Brown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
39   Brown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40   Brown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For products that do not have options, only one row will be visible.

Selling price cannot be less than minimum selling price \$31.45.

Cost Price	Selling Price ⓘ	Available Quantity ⓘ	sku ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For products that have different variants, the first column has the product name and its variant detail.

In both the cases, there are four columns that need to be filled for each variant (if any), including:


- **Cost Price\***: Enter the actual price of the respective product variant.
- **Selling Price\***: Enter the price for which you will be selling the respective variant on the front end.

This price should not include the tax and should be more than the minimum price set by the admin. The minimum price set for the product is mentioned above this table.

Selling price cannot be less than minimum selling price \$239.00.


Cost Price	Selling Price ⓘ	Available Quantity ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Available Quantity\***: Enter the total quantity of the respective variant that is currently available for sale. The maximum amount of stocks you can add for a product is 999,999,999.

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The number of stock you can add also depends on the subscription package you have selected on the platform. If the admin has set a limit on it (as there are different limits for different packages), you will be able to add only the defined limit of inventory items to your shop.

- **SKU:** Enter the unique SKU (stock keeping unit) code assigned to the respective variant.

 **SKU** is a unique set of numbers and letters used to identify, locate and track a product internally in a company or store's warehouse.


All the above fields are mandatory. You will need to add the details before you click **Save Changes**. If you try to click **Save Changes** without adding all the information in these fields, it will show an error. And the borders of the **missing fields will be highlighted in red**.


Variant/option	Cost Price	Selling Price 	Available Quantity 	sku 
64 GB	<input type="text" value="50"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text"/>


 The admin can decide if the SKU information is important or not. Based on the settings set by the admin, you might not have to add the SKU information.

To see if the SKU field is mandatory or not, click **Save Changes** after adding all the details and leaving the SKU field as it is. If an error shows up and the field is highlighted in a red border, this means that the admin has made it mandatory to add the SKU information. In this case, you will have to add the same.

For products that have multiple variants, there is another column after these fields, which has


a **Copy icon**  for each variant. This allows you to copy the variant's information from one row, and paste it onto the next row easily. It is a great option especially when the information is same or slightly the same for all the variants.

 This icon becomes accessible only after you fill in the field for that variant. After that,

**click** the **Copy icon**  beside it and the **cursor will automatically go to the next row**, for the next variant. **To paste** the copied information, press **Ctrl + v** on your Window's keyboard and **Cmd + v** on your Mac's keyboard.

You can keep pasting the same information for all the variants by using these shortcuts.

Or, you can simply **right click** the **field** of the **product variant** for which you want to paste the information, and select paste.

 It is mandatory to add the inventory details for all the product variants. You cannot leave it. If you do not want to sell or don't have a specific product variant, then add 0 as the quantity. But you will need to add all the details for the fields available in the table.

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

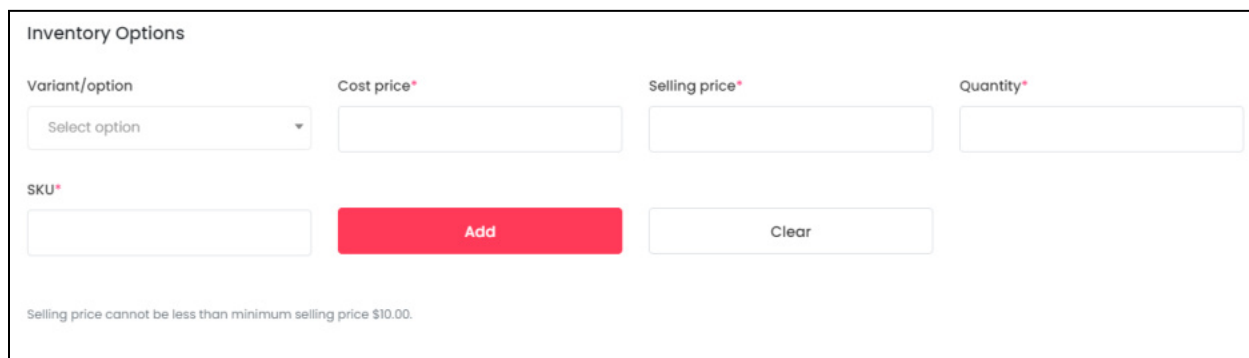
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

When the number of variants are more than 20 and are not displayed in a table format, that is when you won't be asked to fill in all the inventory details for all the product variants. You can choose which ones you want to add inventory details for. This has been explained extensively in the next section.

## Add Inventory - Special Case

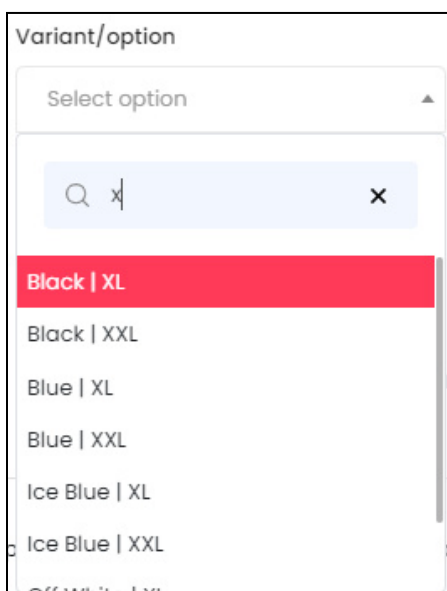
If the product has **more than 20 variants**, the variants **will not be listed in a tabular format**. Instead, the **Inventory Options** section will be displayed **below** the **Language Data section**.

You need to enter the information by selecting each variant option under the Variant/Option field, add its related information in the other fields, and then adding it to the inventory variant list.



Steps to add the variant's inventory details:

- **Variant/Option:** Click the field and a dropdown list with a search bar will appear. Type in the variant you want to add the inventory details for and a pre-populated list will appear.



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

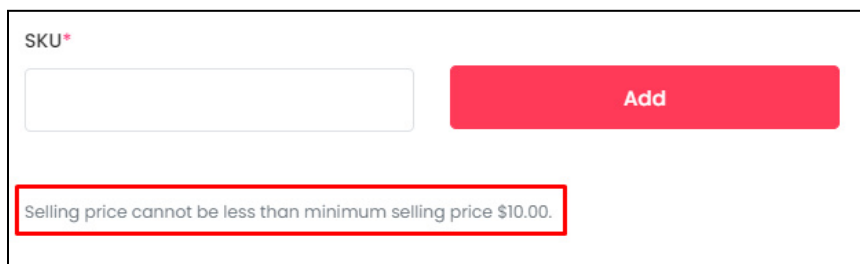
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

You can cancel the selected variant option by clicking the **cross icon** ✕ beside it on the search bar.

- **Cost Price\*:** Enter the actual price of the respective product variant.
- **Selling Price\*:** Enter the price for which you will be selling the respective variant on the front end.

This price should not include the tax and should be more than the minimum price set by the admin. The minimum price set for the product is mentioned below the fields.



- **Quantity\*:** Enter the total quantity of the respective variant that is currently available for sale. The maximum amount of stocks you can add for a product is 999,999,999.
  - ! The number of stock you can add also depends on the subscription package you have selected on the platform. If the admin has set a limit on it (as there are different limits for different packages), you will be able to add only the defined limit of inventory items to your shop.
- **SKU\*:** Enter the unique SKU (stock keeping unit) code assigned to the respective variant.
  - ! **SKU** is a unique set of numbers and letters used to identify, locate and track a product internally in a company or store's warehouse.

Once you have added the details, click **Add**. To start over again, click **Clear**.

Follow the same process and keep adding the inventory details for each variant.

All variant's inventory details that you add will be listed below this section.

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**Inventory Options**

Variant/option:  Cost price\*:  Selling price\*:  Quantity\*:

SKU\*:

Selling price cannot be less than minimum selling price \$10.00.

Variant/option	Cost Price	Selling Price ⓘ	Available Quantity	SKU ⓘ	Action
golden   41 mm	\$10.00	\$10.00	1	dgh	
Dark grey   41 mm	\$10.00	\$10.00	1	dgh	

Each variant added to the list will have three action icons beside it:

- **Copy to form icon** : Click this to copy the inventory details of this variant and use it for the next variant's inventory details.

**! DO NOT select the variant type FIRST and then click this icon. It will not work and display an error.**

Variant/option	Cost Price	Selling Price ⓘ	Available Quantity	SKU ⓘ	Action
1 month   Plan D	\$350.00	\$400.00	100	god786999	
1 month   Plan B	\$300.00	\$300.00	100	fgr786999	

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Save prefilled values first. X

For this option to work, **click this icon first** (when all the fields are empty). With this, the details will be auto-filled into the fields. After this, select the variant from the first field and then click Add.

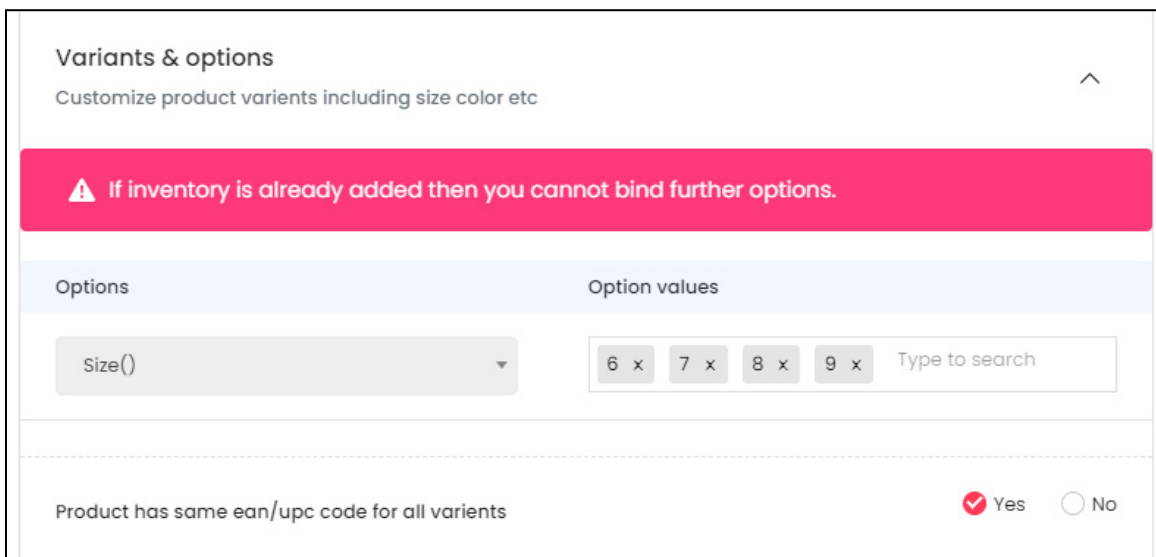
- **edit icon** : Click this to edit the variant's inventory details. When you click this icon, the details will be **prefilled in the Inventory Options fields** above. Edit the details and click **Add**. This will update the variant's inventory details.
- **Delete icon** : Click this to delete the variant's inventory details.

You can also skip the process of adding the inventory for one or some variant options by not selecting it (since it is not mandatory in this case).

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**!** Once you have created a product, linked options to it, and then added the inventory details for all the variants, you **cannot go back to the Product Form and link more options** to that product.

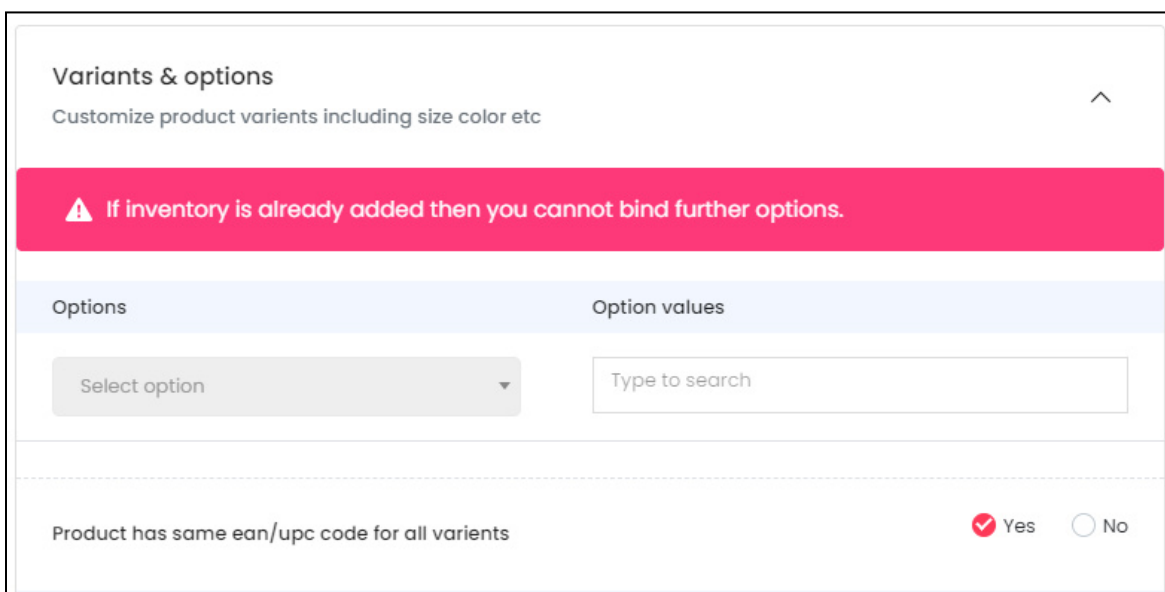
However, you can **add more or remove the added option values** for the options that have already been added to that product.



The screenshot shows the 'Variants & options' section of a product form. At the top, it says 'Customize product variants including size color etc'. A prominent pink warning banner reads: '⚠ If inventory is already added then you cannot bind further options.' Below this, there are two columns: 'Options' and 'Option values'. Under 'Options', there is a dropdown menu currently showing 'Size()'. Under 'Option values', there are four buttons labeled '6 x', '7 x', '8 x', and '9 x', followed by a search input field with the placeholder text 'Type to search'. At the bottom of the form, there is a checkbox labeled 'Product has same ean/upc code for all variants', which is currently checked (Yes).

This case is the same when - you did not link any option to the product but have already added its inventory.

In short, **once the inventory of a product has been added, you cannot link any option to it.**



This screenshot is identical to the one above, showing the 'Variants & options' section. The warning banner is present. In this version, the 'Option values' section is empty, with a search input field containing the placeholder text 'Type to search' and no buttons for option values. The 'Product has same ean/upc code for all variants' checkbox is still checked.

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## Comments & Language Data

Once you have updated all the variants' inventory information, complete the form by adding the rest of the details:

Any extra comment for buyer

Translate to other languages

Inventory Data in Arabic ▾

Discard
Save Changes



- **Any extra comment for buyer:** Enter any extra information as comments for buyers.
- **Translate To Other Languages:** Select the checkbox to translate the above added information into other languages enabled in the system. If you want to enter the details manually, click the section below it - **Inventory Data in {secondary language}**.

Inventory Data in Arabic ▾


Discard
Save Changes

There can be multiple sections for adding the secondary language data based on the number of additional languages enabled in the system.

For instance, if there are four languages, say - English (primary language), Arabic, German and French. In this case, there will be three additional secondary language data sections for each secondary language.

 There is an **information icon**  beside some of the labels. Hover over the icon to learn more about what needs to be added under that field.

Once everything has been updated, click **Save Changes** to add the inventory, and you will be redirected back to the **Shop Inventory** list.

 For the special case, you will not have a **Save Changes** button. The data would have been saved when you clicked on Add while adding the variant's inventory information.

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

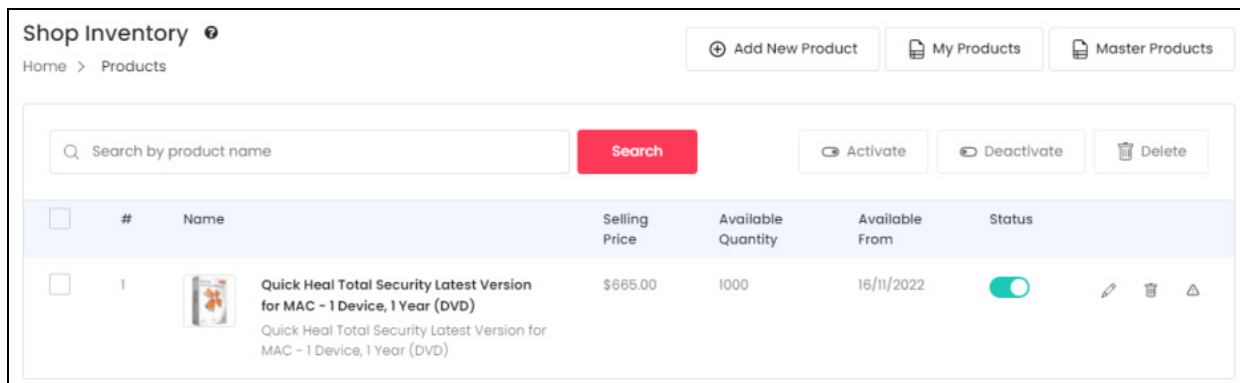
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

If you decide not to keep the inventory information you just added, click **Discard**.

If you are still on the form, click the **Back Icon**  beside the form name to go back to the **Shop Inventory** list.

This list will display the inventory you just added to your inventory.



From here, click **Master Products** to go back to the list of master products.

## 2. Digital Products

If the product that you are adding the inventory to is a **digital product**, the inventory form will have the following fields:

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

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

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



←
**Inventory Setup**

Home > Products > Seller Product Form

Initial Setup Downloads

**Title\***

Track & subtract quantities of inventory

Send Alert When Inventory Level is Low

**Quantity At Which Stock Level Alerts Are Sent**

**Minimum purchase quantity\***

**Max download times\***

-1 for unlimited

**Validity (days)\***

-1 for unlimited

**Publish inventory**

**Date available\***

Selling price cannot be less than minimum selling price \$855.00.

Cost Price	Selling Price	Available Quantity	SKU
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Any extra comment for buyer

There are two tabs under this inventory setup form:

### a. Initial Setup

Edit the following things under this tab:

- **Title\***: This field will already have the product title name. You can edit it as per your requirements.
- **Track & Subtract Quantities of Inventory**: Select this **checkbox**  to enable the feature through which the system will automatically subtract the quantity that has been purchased from the total quantity available.

For example, if the available quantity is 400 and an order for 5 quantities of the product has been placed, the system, by default, will subtract the sold inventories and show available quantity as 395.

Deselecting this option fails to keep a track of the sold product quantities and will not subtract each unit sold from the available product quantity.

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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.

- **Send Alert When Inventory Level is Low:** Select this **checkbox**  to enable the system to generate an alert for you, notifying you about the number of products left in the inventory.

For instance, let us say that you want an alert to be generated when the inventory is left with only 2 products. **Select this checkbox** and the **system will** generate an alert to **notify you** about the **declining stock level**. This will help you restock your inventory and update its details accordingly.

**This setting is different from the above one.**



The **Subtract Quantities of Inventory** settings will track the number of inventories left.

On the other hand, **this settings will activate the next settings** where you can mention when to get an alert so that you can refill the inventory stock.

So, when you select this checkbox, the **Quantity At Which Stock Level Alerts Are Sent** field becomes active.

- **If you don't select or clear the selected checkbox** , you will not be notified about the remaining stock (when it is about to finish).

And the next field, which is **Quantity At Which Stock Level Alerts Are Sent** will not be accessible.

- **Quantity At Which Stock Level Alerts Are Sent:** Enter the stock quantity for which an email notification will be sent to you, notifying you about the declining number of products in the inventory.

- **If you did not select the checkbox Send Alert When Inventory Level is Low**, this **field will not be accessible**. This is because both the features are connected.

For instance, if you enter 10 as the number here, you will get a notification about the stock level decline when the stock level of this product is 10. This will help you restock your inventory and update its details accordingly.

By default, the value in this field is 0. You can leave the value as it is and you will be notified when the inventory level is at 0.

- **Minimum purchase quantity\*:** Enter a **minimum number of units** that a buyer can purchase at once.

If you enter 5 in this field, a buyer can purchase the product only if they are purchasing **at least** 5 units of the product at one time.

- **Maximum Download Times\*:** Enter the maximum number of times the digital product can be downloaded. Enter -1 for giving the value of unlimited download.

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

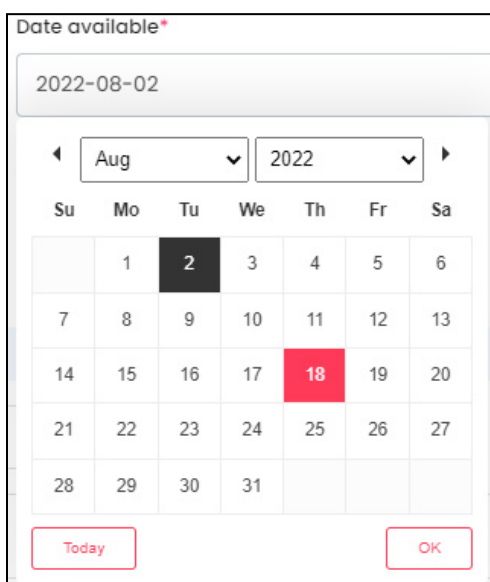
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

- **Validity (Days)\*:** Enter the number of days till when the link will be valid for. Enter -1 for giving the value of unlimited validity.
- **Publish inventory:** Select **Yes** from the dropdown menu if you want the product inventory to be published on the front end of the store. To temporarily hide the inventory from the front end select **No**.

When you hide the inventory of a product variant, this variant will not be visible on the front end. A published inventory means that the product can be viewed and purchased by a buyer.

- **Date available\*:** Click the field and a calendar will appear. Select the date on when the product inventory will be available for buyers to purchase. This date will be added to the field.




If you want to select today's date, click **Today**.

Once done, click **Ok**.

### Enter the inventory information for all the product variant(s)

Below these settings, there are **additional fields** that prompt you to enter the **product variant information** in a tabular format.

 If the number of **variants are more than 20**, then this **section will not be visible**. The form will look slightly different. The process for this [special case](#) has been shared after this section.

Every product and their options (variants) will be displayed in this form.

For instance, we took a Norton subscription that has different validity time periods and different plans with different features. This means that each plan (with specific features) will have different validity periods.

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Assuming that there are just two plans - plan A and plan B. And there are three different validity periods - 1 year, 2 years and 3 years. This will create the following options:

Variant/option	Cost Price	Selling Price ⓘ	Available Quantity ⓘ	SKU ⓘ	Action
1 year   Plan A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1 year   Plan B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2 years   Plan A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2 years   Plan B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3 years   Plan A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3 years   Plan B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

For products that do not have options, only one row will be visible.

Cost Price	Selling Price ⓘ	Available Quantity ⓘ	SKU ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For products that have different variants, the first column has the product name and its variant detail.

In both the cases, there are four columns that need to be filled for each variant (if any), including:

- **Cost Price\***: Enter the actual price of the respective product variant.
- **Selling Price\***: Enter the price for which you will be selling the respective variant on the front end.



This price should not include the tax and should be more than the minimum price set by the admin. The minimum price set for the product is mentioned above this table.

Cost Price	Selling Price ⓘ	Available Quantity ⓘ	SKU ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Selling price cannot be less than minimum selling price \$239.00.


**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.

- **Available Quantity\*:** Enter the total quantity of the respective variant that is currently available for sale. The maximum amount of stocks you can add for a product is 999,999,999.
  - ! The number of stock you can add also depends on the subscription package you have selected on the platform. If the admin has set a limit on it (as there are different limits for different packages), you will be able to add only the defined limit of inventory items to your shop.
- **SKU:** Enter the unique SKU (stock keeping unit) code assigned to the respective variant.
  - ! **SKU** is a unique set of numbers and letters used to identify, locate and track a product internally in a company or store's warehouse.


All the above fields are mandatory. You will need to add the details before you click **Save Changes**. If you try to click **Save Changes** without adding all the information in these fields, it will show an error. And the borders of the **missing fields will be highlighted in red**.




Variant/option	Cost Price	Selling Price ⓘ	Available Quantity ⓘ	sku ⓘ
64 GB	<input type="text" value="50"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text"/>

! The admin can decide if the SKU information is important or not. Based on the settings set by the admin, you might not have to add the SKU information.

To see if the SKU field is mandatory or not, click **Save Changes** after adding all the details and leaving the SKU field as it is. If an error shows up and the field is highlighted in a red border, this means that the admin has made it mandatory to add the SKU information. In this case, you will have to add the same.

For products that have multiple variants, there is another column after these fields, which has a **Copy icon**  for each variant. This allows you to copy the variant's information from one row, and paste it onto the next row easily. It is a great option especially when the information is same or slightly the same for all the variants.

! This icon becomes accessible only after you fill in the field for that variant. After that, **click** the **Copy icon**  beside it and the **cursor will automatically go to the next row**, for the next variant. **To paste** the copied information, press **Ctrl + v** on your Window's keyboard and **Cmd + v** on your Mac's keyboard.

You can keep pasting the same information for all the variants by using these shortcuts.

Or, you can simply **right click** the **field** of the **product variant** for which you want to paste the information, and select paste.

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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.



It is mandatory to add the inventory details for all the product variants. You cannot leave it. If you do not want to sell or don't have a specific product variant, then add 0 as the quantity. But you will need to add all the details for the fields available in the table.

When the number of variants are more than 20 and are not displayed in a table format, that is when you won't be asked to fill in all the inventory details for all the product variants. You can choose which ones you want to add inventory details for. This has been explained extensively in the next section.

### Add Inventory - Special Case

If the product has **more than 20 variants**, the variants **will not be listed in a tabular format**. Instead, the **Inventory Options** section will be displayed **below** the **Language Data section**.

You need to enter the information by selecting each variant option under the Variant/Option field, add its related information in the other fields, and then adding it to the inventory variant list.

**Inventory Options**

Variant/option	Cost price*	Selling price*	Quantity*
Select option ▼			
SKU*	<input type="button" value="Add"/>		Clear

Selling price cannot be less than minimum selling price \$10.00.

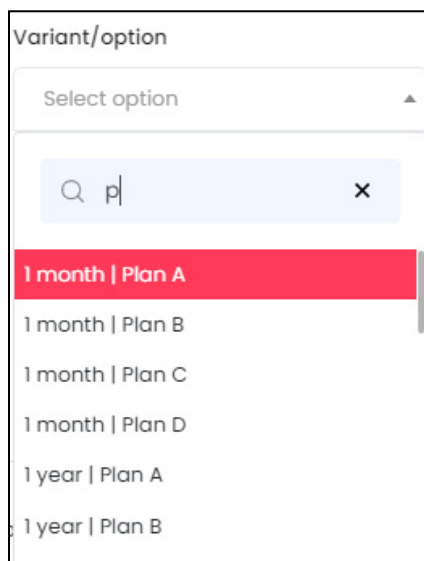
Steps to add the variant's inventory details:

- Variant/Option:** Click the field and a dropdown list with a search bar will appear. Type in the variant you want to add the inventory details for and a pre-populated list will appear.

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

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

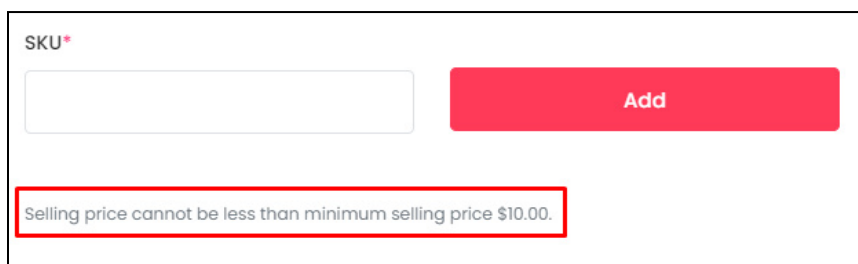
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



You can cancel the selected variant option by clicking the **cross icon** beside it on the search bar.

- **Cost Price\*:** Enter the actual price of the respective product variant.
- **Selling Price\*:** Enter the price for which you will be selling the respective variant on the front end.

This price should not include the tax and should be more than the minimum price set by the admin. The minimum price set for the product is mentioned below the fields.



- **Quantity\*:** Enter the total quantity of the respective variant that is currently available for sale. The maximum amount of stocks you can add for a product is 999,999,999.
  - ❗ The number of stock you can add also depends on the subscription package you have selected on the platform. If the admin has set a limit on it (as there are different limits for different packages), you will be able to add only the defined limit of inventory items to your shop.
- **SKU\*:** Enter the unique SKU (stock keeping unit) code assigned to the respective variant.
  - ❗ **SKU** is a unique set of numbers and letters used to identify, locate and track a product internally in a company or store's warehouse.

**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.

Once you have added the details, click **Add**. To start over again, click **Clear**.

Follow the same process and keep adding the inventory details for each variant.

All variant's inventory details that you add will be listed below this section.

**Inventory Options**

Variant/option Cost price\* Selling price\* Quantity\*

SKU\*

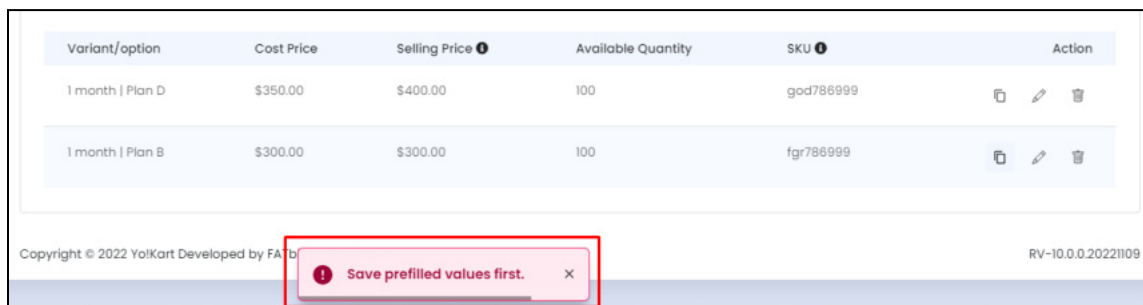
Selling price cannot be less than minimum selling price \$10.00.

Variant/option	Cost Price	Selling Price ⓘ	Available Quantity	SKU ⓘ	Action
golden   41 mm	\$10.00	\$10.00	1	dgh	
Dark grey   41 mm	\$10.00	\$10.00	1	dgh	

Each variant added to the list will have three action icons beside it:

- 📄
**Copy to form icon** : Click this to copy the inventory details of this variant and use it for the next variant's inventory details.

**DO NOT select the variant type FIRST and then click this icon. It will not work and display an error.**



For this option to work, **click this icon first** (when all the fields are empty). With this, the details will be auto-filled into the fields. After this, select the variant from the first field and then click Add.

- ✎
**edit icon** : Click this to edit the variant's inventory details. When you click this icon, the details will be **prefilled in the Inventory Options fields** above. Edit the details and click **Add**. This will update the variant's inventory details.

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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.

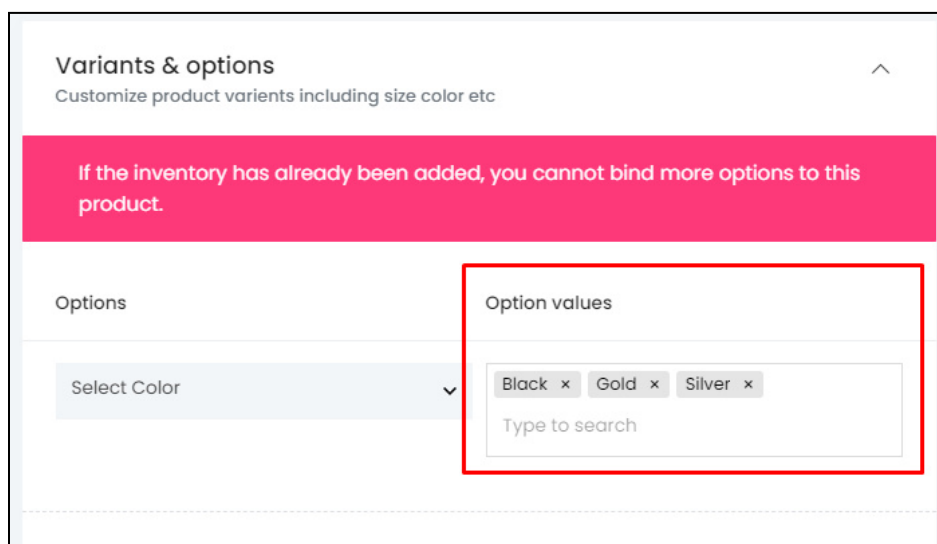


- **Delete icon**  : Click this to delete the variant's inventory details.

You can also skip the process of adding the inventory for one or some variant options by not selecting it (since it is not mandatory in this case).

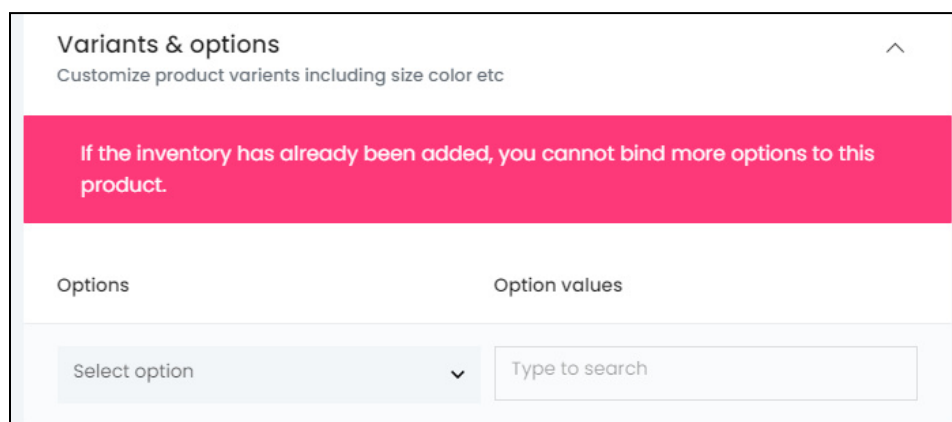
**!** Once you have created a product, linked options to it, and then added the inventory details for all the variants, you **cannot go back to the Product Form and link more options** to that product.

However, you can **add more or remove the added option values** for the options that have already been added to that product.



This case is the same when - you did not link any option to the product but have already added its inventory.

In short, once the inventory of a product has been added, you cannot link any option to it.



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## Comments & Language Data

Once you have updated all the variants' inventory information, complete the form by adding the rest of the details:


- **Any extra comment for buyer:** Enter any extra information as comments for buyers.
- **Translate To Other Languages:** Select the checkbox to translate the above added information into other languages enabled in the system. If you want to enter the details manually, click the section below it - **Inventory Data in {secondary language}**.



The screenshot shows a light blue header bar with the text "Inventory Data in Arabic" and a dropdown arrow. Below the header bar, there are two buttons: a grey "Discard" button on the left and a red "Save Changes" button on the right.

There can be multiple sections for adding the secondary language data based on the number of additional languages enabled in the system.

For instance, if there are four languages, say - English (primary language), Arabic, German and French. In this case, there will be three additional secondary language data sections for each secondary language.

There is an **information icon**  beside some of the labels. Hover over the icon to learn more about what needs to be added under that field.

Once everything has been updated, click **Save Changes** to add the inventory, and you will be redirected back to the **Shop Inventory** list.

For the special case, you will not have a **Save Changes** button. The data would have been saved when you clicked on Add while adding the variant's inventory information.

If you decide not to keep the inventory information you just added, click **Discard**.

### b. Downloads

After adding everything, when you click **Save Changes**, you will be directed to the next tab.

If you are not directed to the next tab (which is possible with the special case), click the second tab - **Downloads** at the top of the form.

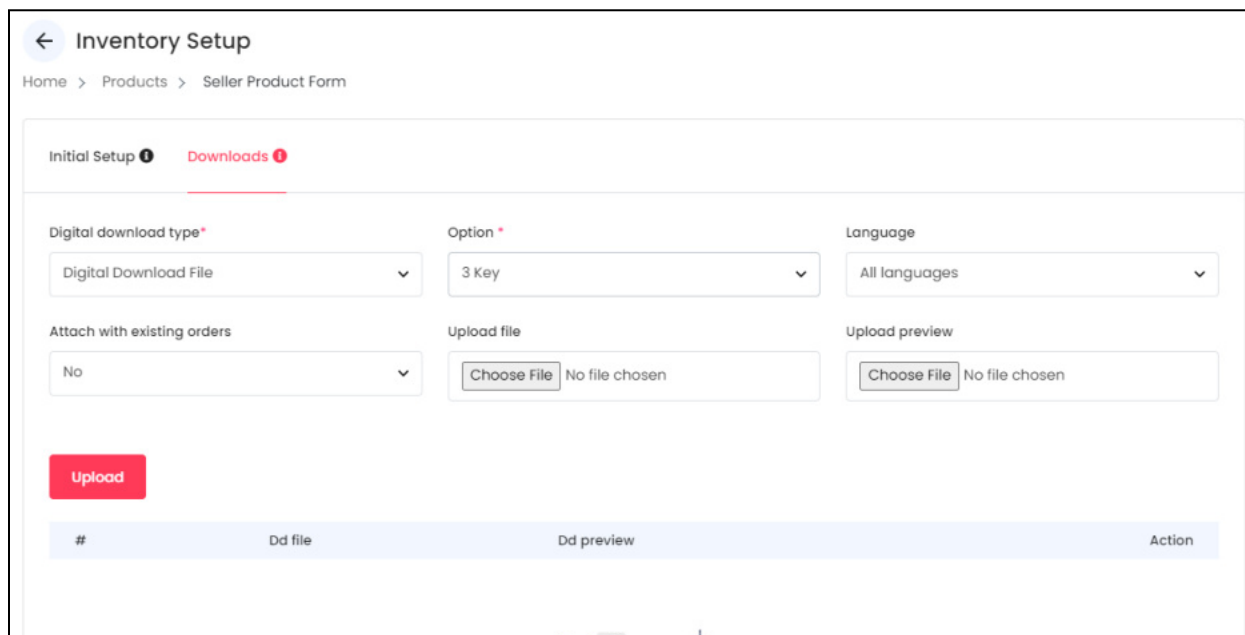
This will direct you to the second tab under this form.

Edit the following fields:

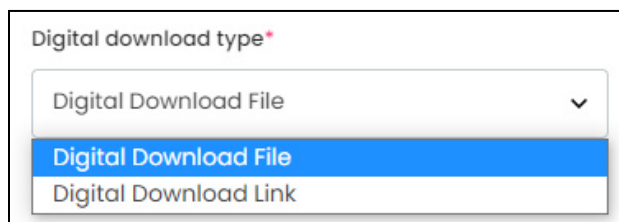
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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- **Digital download type\***: Select the kind of digital file you want to upload (which is usually based on the type of digital product).



There are two options:

- **Digital Download File** - this is for uploading a file.
- **Digital Download Link** - this is for entering a link (URL).
- **Language\***: Select the language of the digital file that you want to upload. Choose **All Languages** if the file is the same for all languages.
- **Attach with existing orders**: Click the field and dropdown list will appear.

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

To explain better, let us assume that you created a product and it is sold to multiple buyers. After a while, an updated version of this product comes into the market, and you would like to sell the updated version instead.

In this case, you can upload the updated files in the previous two fields. Once done, you can now choose to share this updated file with all the existing customers as well by **selecting YES** under 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.

If **you choose No**, the previous customers will not get the updated version of the file.

It will only be available for the new customers.

- **Upload File:** Click **Choose File** to **upload the digital file** that the buyer is purchasing when they click this product.
- **Upload Preview:** Click Choose File to **upload a short preview of the digital file**. This will be displayed on the front end with the product details.



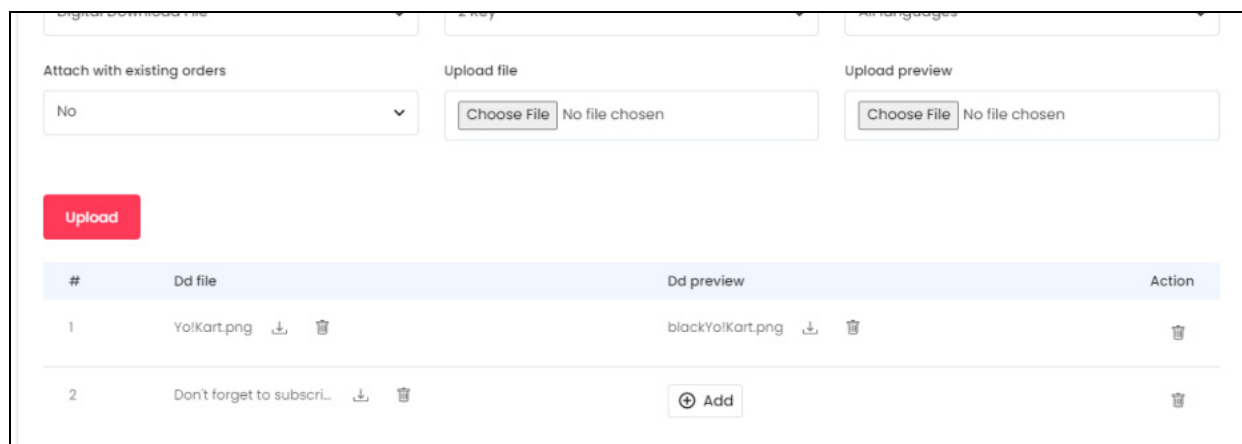
If you upload a preview, it will help the buyer make a better choice when buying this digital product. They can view the preview, before purchasing the final product from you.

Once done, click **Upload**. With this, the file will be uploaded in a table format in this form.










Add as many files as you want like this for the said product (depending on how many files need to be there in the product).

You can also **upload language-specific files** for each language that the website is available in. Select the language and upload the link accordingly by filling out the fields.

Everything you add can be seen in a tabular format in the form.



The screenshot shows a form with three main sections: 'Attach with existing orders' (set to 'No'), 'Upload file' (with a 'Choose File' button and 'No file chosen' text), and 'Upload preview' (with a 'Choose File' button and 'No file chosen' text). Below the form is a red 'Upload' button. Underneath is a table with the following structure:

#	Dd file	Dd preview	Action
1	Yolkart.png  	blackYolkart.png  	
2	Don't forget to subscri...  		













There are four columns in the table - serial number, the main file, the preview, and an action button column.

If you **do not add the main file** and just add the preview file, the **value under the DD file** column will be **NA**.

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#	Dd file	Dd preview	Action
1	NA	transparent-idea-ico...  	
2	Yo!Kart.png  	blackYo!Kart.png  	
3	Don't forget to subscri...  		

If you **add the main file but don't add a preview file** for it, you will see an **Add** button under the **DD preview column**.

Click it and the values of the complete listing will get prefilled in the fields above. Edit the fields, upload the files and click Upload.

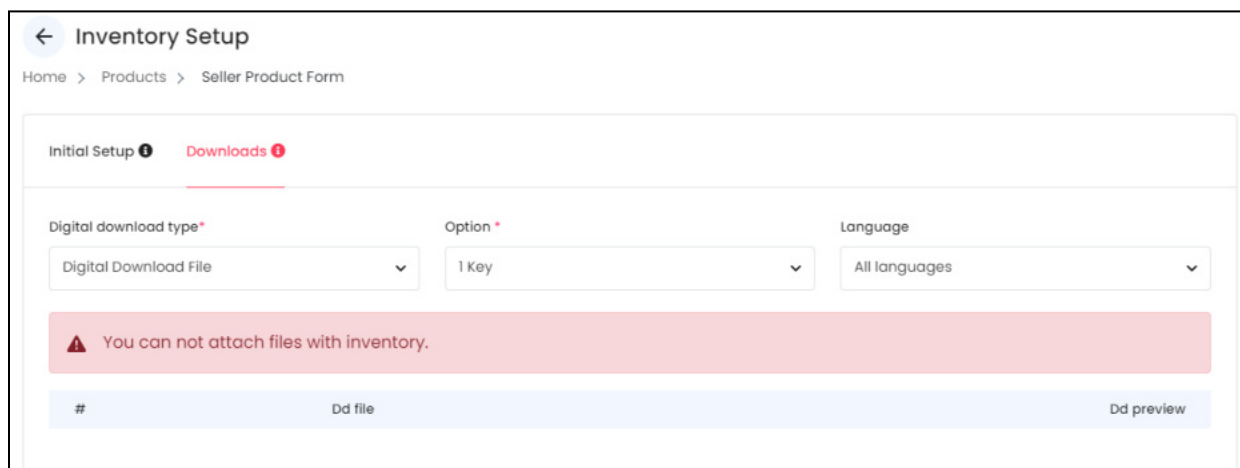
If you have added a wrong file, click the **delete icon**  beside it and it will be deleted from the system.

To view the file uploaded, click the **download icon**  beside it.

Once done, click the **Back Icon**  beside the form name to go back to the **Shop Inventory** list. This list will display the inventory you just added to your inventory.

### Error Message Case

There is a case where you might come across an error message that says you cannot attach any file with the inventory.



The screenshot shows the 'Inventory Setup' page with a breadcrumb trail: Home > Products > Seller Product Form. There are two tabs: 'Initial Setup' and 'Downloads'. Under 'Downloads', there are three dropdown menus: 'Digital download type\*' (set to 'Digital Download File'), 'Option\*' (set to '1 Key'), and 'Language' (set to 'All languages'). A red error message box states: 'You can not attach files with inventory.' Below the error message, the top of a table is visible with columns for '#', 'Dd file', and 'Dd preview'.

This happens when you or the admin has disabled the option to add the files at the inventory level.

There is a settings on the **Add Product form** for digital products - **Attachment at Inventory Level** under the Basic Details section.

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Attachment at inventory level\*

Yes  No

Product download attachments at inventory level  
info


If **No** has been **selected** under this setting for the respective digital product, you will not be able to attach files with the inventory. In this case, the error message will be displayed and the fields through which you can upload the files, will be missing.

If it is **your product (seller product)**, *edit this setting* for the product by visiting the Seller Product's list. To go here, click [My Products](#). Look for the product in the list, and then click

the **edit icon**  beside it.

If the product was added by the admin, you will have to contact the admin and let them know your concerns.

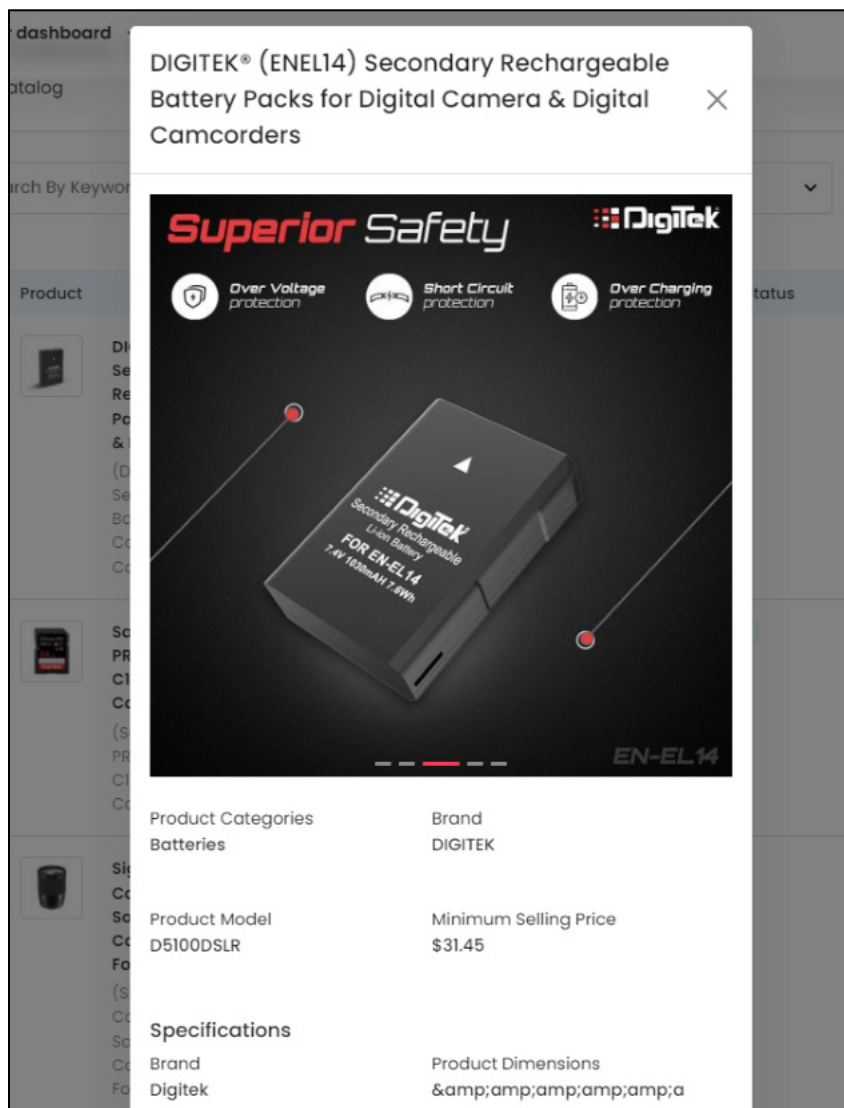
## ii. Product Info Icon

Click the **product info icon**  . A pop-up window will appear in the middle of the page displaying all the product details that were added for the product in the master catalog.

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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.



Scroll down using the scroll button on the mouse to see all the information. Click the **cross icon** ✕ located at the top-right side of the window to close it, once you have seen all the information.

### iii. View Inventories Icon

Click the **view inventories icon** . This will direct you to the respective product inventory page. Based on the number of variants that the product has, you will find the inventory information of each.

























For instance, if the product had many variants, there will be inventory details for each variant in the list as shown below.

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**Shop Inventory** Home > Products

[Add New Product](#) [My Products](#) [Master Products](#)

Search by product name





#	Name	Selling Price	Available Quantity	Available From	Status	
6	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 11	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  
5	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 10	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  
4	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 9	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  
3	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 7	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  
2	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 6	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  
1	 <b>Candle Gold Geniun Lace Up Shoes (Black)</b>	\$85.00	14	17/07/2017	<input checked="" type="checkbox"/>	  

On the other hand, if the product just has one variant, there will be inventory details for only that variant as shared below.

**Shop Inventory** Home > Products

[Add New Product](#) [My Products](#) [Master Products](#)

Search by product name

#	Name	Selling Price	Available Quantity	Available From	Status	
1	 <b>Apple iPhone 7 (Gold, 32 GB)</b> iPhone 7 Storage: 32GB   Select Color: Gold	\$840.00	100	30/07/2017	<input checked="" type="checkbox"/>	  

In both cases, the actions you can take are the same.

### Search for a Product

Yo!Kart offers the flexibility to search for a specific product variant from a list by using the search functionality present at the top of the list.

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

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Type in the product variant name you are looking for and click **Search** to get the results.

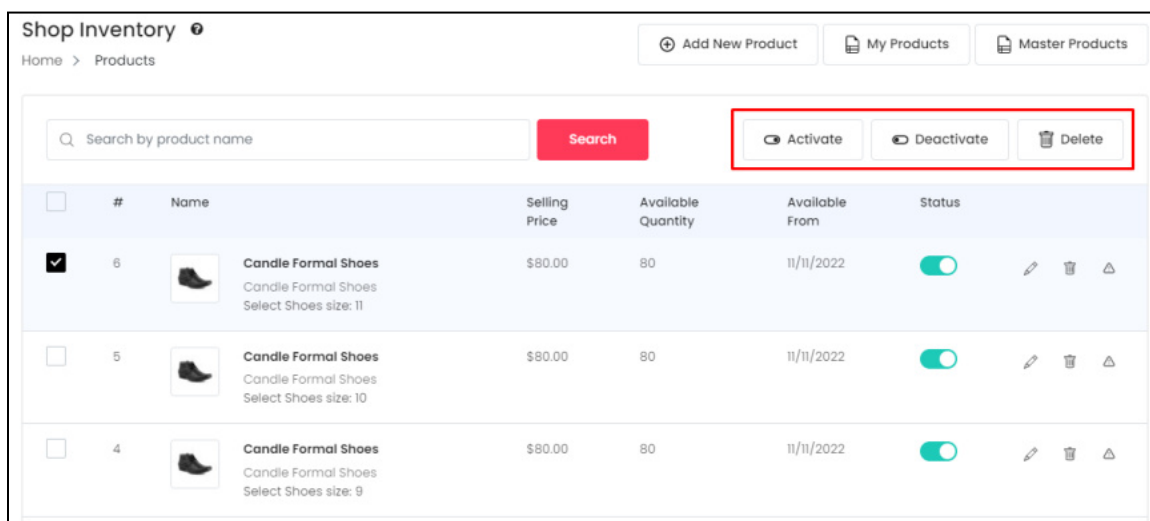



Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

## Manage the Product Variants List

The following actions can be taken on this page:

- Checkbox:** Click the checkbox  to select  a product variant from the list. You can select one or more product variants together to perform actions on them.















Shop Inventory 

Home > Products

[Add New Product](#) [My Products](#) [Master Products](#)

Search by product name

<input type="checkbox"/>	#	Name	Selling Price	Available Quantity	Available From	Status	
<input checked="" type="checkbox"/>	6	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 11	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	5	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 10	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	4	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 9	\$80.00	80	11/11/2022	<input checked="" type="checkbox"/>	  

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


- Activate:** Click this button to activate the selected product variant(s). Activating it means publishing the product variant on the front end.


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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.













- **Deactivate:** Click this button to deactivate the selected product variant(s). Deactivating it means unpublishing the product variant on the front end. In short, buyers will not be able to see this variant or purchase it.
- **Delete:** Click this button to delete the selected product variant(s) inventory details.

- **Status:** Turn **ON**  the toggle switch beside the product variant to publish it on the front end. This will allow buyers to place an order for the said product variant and purchase it.

Leave it OFF or turn it **OFF**  to unpublish it. In this case, the buyers will not be able to see the product variant on the front end.

## Action Buttons

Each product variant has a few action icons beside them. Click these icons to take actions on them accordingly.


<input type="checkbox"/>	#	Name	Selling Price	Available Quantity	Available From	Status	
<input type="checkbox"/>	5	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 11	\$80.00	80	11/11/2022		   
<input type="checkbox"/>	4	 <b>Candle Formal Shoes</b> Candle Formal Shoes Select Shoes size: 10	\$80.00	80	11/11/2022		   

### a. edit icon

Click this icon to edit the inventory details of the respective product variant. This will direct you to the **Inventory Setup form**.

This form has the same fields as those in the form when adding the inventory information. Just that this form will be for the respective product variant.

Update the fields and click **Save**. Click **Reset** to reset the fields back to the *last saved details*.

And click the **Cross icon**  at the top-right corner to close the form after updating it.

### b. Delete Icon

Click this icon beside the product variant to delete that variant's inventory details.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

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

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Click **OK** to delete it. Click **Cancel** to cancel the action.



### c. Clone Icon



Click this icon if you want to **clone this inventory detail for the product's variant whose inventory was not added**.

**!** This icon will **only be visible for those products**, whose **inventory details have not been added** for some of their **variants**.

For instance, if the product has about 4 variants and you have added the inventory details for just 2 or 3, this icon will be visible beside these 2 or 3 product variants in the list.

**!** Only those product inventories that you added will be visible in the list. You will not be able to see the product variants for which you did not add any inventory, listed here.

Clicking this icon will help you clone the inventory details from the variants already added, and use it for the variants that are left.

When you click this, a clone inventory scroll-in form appears on the right side of the page.

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### Clone Inventory ✕

---

Select Shoes size\*

Select ▼

URL keyword\*

candle-formal-shoes-6-kanwar-7-kanwar

Cost price [\$]\*

80.00

Price [\$]\*

80.00

Quantity\*

80

Date available\*

2022-11-11

Use shop return and cancellation age policy

The form will come with pre-filled fields. The details pre-filled will be the same as the variant you are cloning (copying). Edit the following details under this form:

- **Select Option\***: Click this field and the list of options available for the product will appear. Select the option variant for which you want to add the inventory details.

 The **number of Select (option name) fields** in the form will be *based on the number of options (size, color, etc.) added for the product.*

For example, if the product has both different size options and different color options, there will be two fields - one for the **Select size** and second for **Select color**.

If there are multiple fields, select the respective values to **create combinations** and fill out the rest of the details.

**You do not have to edit the next fields if they are the same as the other product variants.** You can just click Save and this product variant will be cloned and saved.

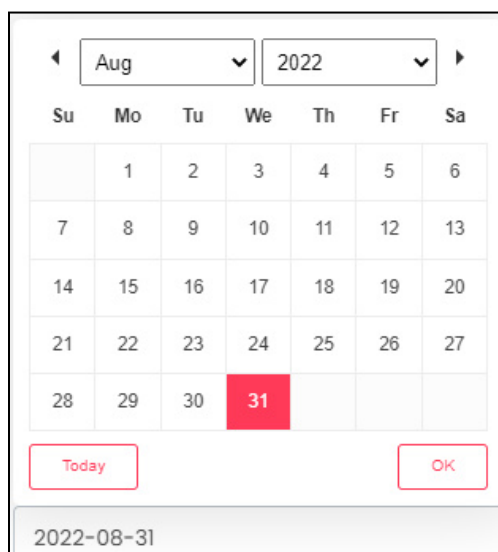
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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If you want to change some details under this, like the price and so on, edit the following fields:


- **URL Keyword\*:** Edit the URL of this product variant. Kindly note that this is the slug of the URL and you do not have to edit the whole thing.
  - ! A slug is the last part of a full URL. Hence, do not enter the whole URL in the field. For instance, if the website is `yokart.com/products/i-phone-12`, the slug is `i-phone-12`. You need to enter this part of the URL.
- **Cost Price\*:** Edit the cost price of the variant.
- **Price [\$]\*:** Edit the selling price of the variant.
- **Quantity\*:** Edit the quantity of the variant.
- **Date Available\*:** Edit the date of availability of the variant. 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**.

- **Use shop return and cancellation policy:** Turn **ON**  the toggle switch to use the shop's return and cancellation policy.

The *shop's return and cancellation policy* can be found under **Manage Shop > Language Data** tab. This policy is normally updated when setting up the shop.

- ! If you turn **OFF**  the toggle switch, two additional fields will appear including the **Product order return period (days)** and the **Product order cancellation period (days)** fields.

These fields allow you to enter the return and cancellation policy details manually since you are not using the shop's return and cancellation policy.

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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.

Use shop return and cancellation age policy

Order return age\*

Order cancellation age\*

- **Product order return period (days):** Enter the number of days before which buyers can place a return request for the product.
- **Product order cancellation period (days):** Enter the number of days before which buyers can request for the order cancellation of the product.


There are two buttons at the bottom of the form.

Reset

Save

Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon**  at the top-right corner to close the form.

This will clone the product variant and add it to the **Shop Inventory** list.

#### d. Product Missing Info Icon

Click this to view all the available and missing information of that product variant.

The information will show up on the right side of the page in a scrolling panel.

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

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Product missing info		
Fields title	Current status	Valid
Product active	Yes	Yes
Product approved	Yes	Yes
Product deleted	No	Yes
Product category active	Yes	Yes
Product category deleted	No	Yes

This feature helps you view which product information is missing that is preventing the product from being displayed on the front end.

There are three columns:

- **Field title:** This is the list of reasons that prevent a product from being displayed at the frontend. Here is the list:
  - Product Active
  - Product approved
  - Product deleted
  - Product category active
  - Product category deleted
  - Product category status
  - Tax category active
  - Tax category deleted
  - Brand active
  - Brand deleted
  - Seller deleted
  - Seller active
  - Seller verified
  - Shop active
  - Shop display status
  - Shop country active
  - Shop state active
- **Current status:** This indicates the current status of the fields.


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**For instance**, if the respective product is inactive, the value will show as NO beside Product Active.

With this, you can easily find out what is hindering the product from being displayed on the front end.

 Not all the values will be **Yes** under this column since it defines if the status of the product for that information.

The next column - **Valid** is mostly responsible to help you understand what information the product is missing.

- **Valid:** This status depends on the Current Status value for the respective product information.

All the values under this column needs to be YES (green in color).


If there are any fields that have NO (which will be in red color) as the value, it means that this is the reason why the product is not being displayed on the front end.

You will have to fix the issue to make the value turn into YES.

In short, **the current status column lets you know about the product information status (like the category has been deleted or not), and the valid column lets you know if this status is what is affecting the product's visibility on the front end.**

Once you have checked everything, click the **cross icon**  to close the panel.

#### iv. Edit Shipping Icon

 This icon will **not be visible** if you or the admin has **enabled a Shipping Service plugin**.







Also, this icon will **not be visible** if you have **not opted to handle the shipping** for the **respective product**.

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#	Product	Model	Status	Approval Status	Seller Shipping	
380	 Women's 710 Super Skinny Fit Jeans (Women's 710 Super Skinny Fit Jeans)	222	Active	Approved	<input checked="" type="checkbox"/>	
379	 Levi's Women's 710 Super Skinny Fit Jeans (Levi's Women's 710 Super Skinny Fit Jeans)	232	Active	Approved	<input type="checkbox"/>	
378	 Kotty Womens High Rise Cotton Lycra Jeans	443	Active	Approved	<input type="checkbox"/>	

Click the **edit shipping icon**  .

This will direct you to a form to edit the **shipping information** of that product.

Women's 710 Super Skinny Fit Jeans

Shipping country

Shipping profile\*

Enter the following information under this:

- **Shipping Country:** Enter the country from where the product will be shipped. This is important to calculate the time and shipping charges during checkout for the buyer.
- **Shipping Profile\*:** Select the shipping profile that the product will be following. The shipping profile will set the details like the shipping price which will be based on the shipping and delivery location, the weight of the item, and the size of the item.

Once done, click **Save Changes**, and the shipping details will be updated for the product.

This will direct you back to the **Master Products** page.

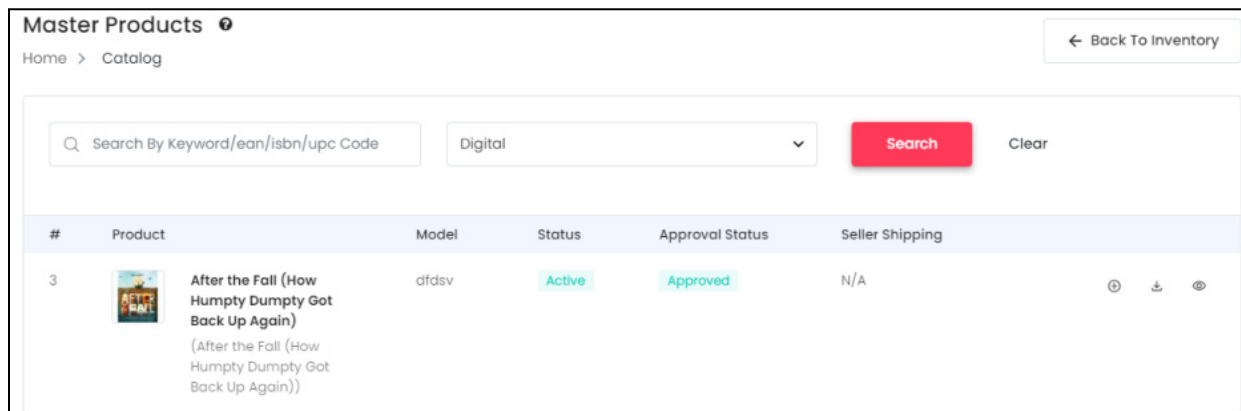
## v. Link or Files

This icon is visible only for the digital products. Click it to download the file or view the link.

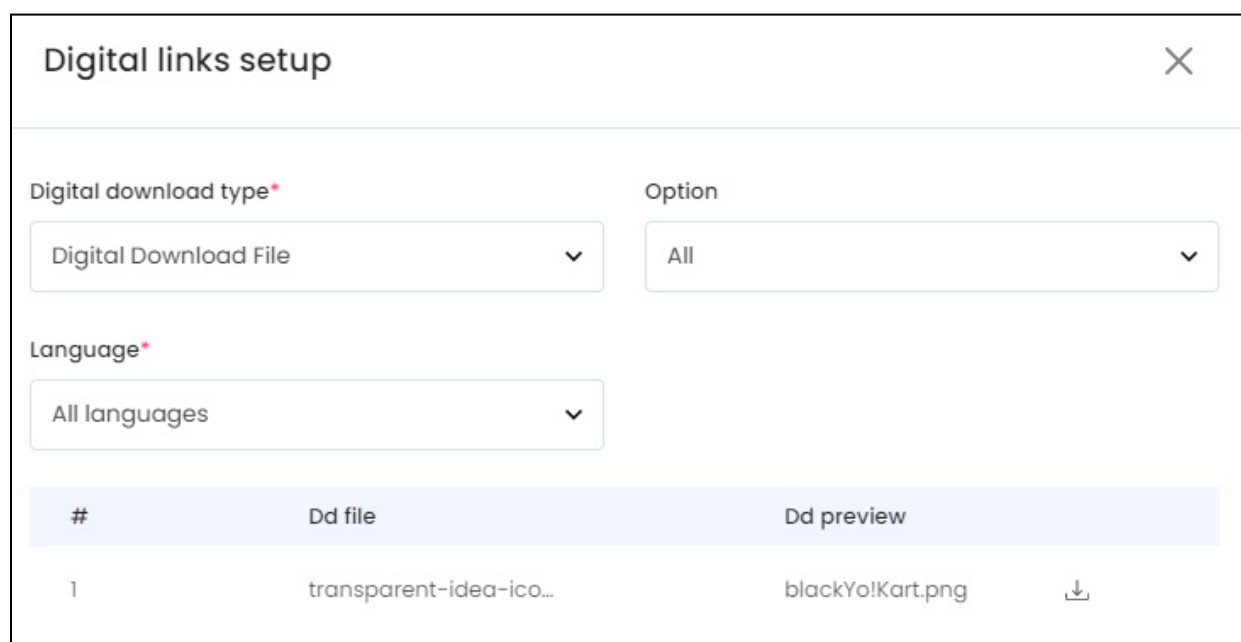
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.

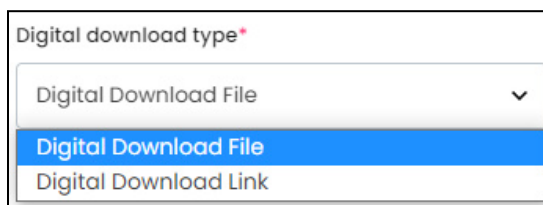


When you click it, the **Digital Link Setup scroll-in form** will appear on the right side of the page.



Edit the following details under this:

- **Digital Download Type\*:** Select the kind of digital file you want to download (which is usually based on the digital product).



There are two options:

- **Digital Download File** - this is for downloading a file.

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- **Digital Download Link** - this is for downloading a link (URL).
- **Option:** Click the field and select the product option that you want to download.

The number of options will depend on the option linked to the product.

For instance, if you are selling a Norton license, you can have different keys. Option 1 will be key 1, option 2 will be key 2, and so on.

 This field will not be visible if the product does not have any variants.

- **Language\*:** Select the language of the digital file that you want to download. Choose **All Languages** if the file is the same for all languages.


Based on the selection you make, the file/link will appear below in a tabular format.


### Case 1 - Downloadable file

#	Dd file	Dd preview
1	transparent-idea-ico...	blackYo!Kart.png 

You can **only download the preview option**. To download it, click the **download icon**  beside the preview file.

### Case 2 - Downloadable Link

#	Preview link
1	<a href="https://demo.yo-kart.com/">https://demo.yo-kart.com/</a> 

You will **only** be able to **see the preview link and not the main link**. You can **copy the preview link** by clicking the **copy icon** .

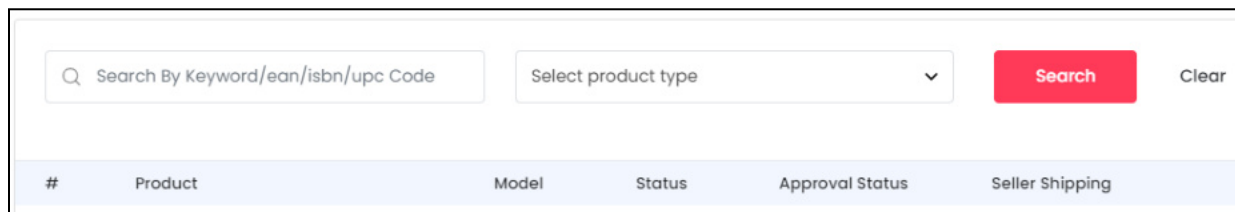
## Search for a Product

Yo!Kart offers the flexibility to search for a specific product from a large list by using the search functionality present at the top of the list.

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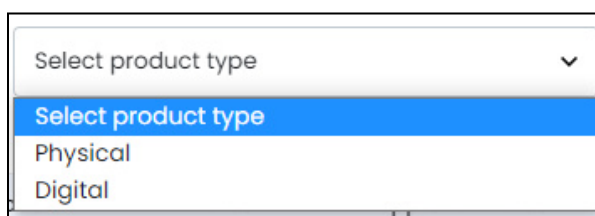


The **smart search bar** comes with a filter that allows you to narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the name of the product, EAN, ISBN, or UPC code in the search field.

Kindly enter just one of these options to get proper results.

- **Select Product Type:** Click the dropdown list and select the product type from the available options:



- Physical - tangible products
- Digital - intangible products (online items such as e-books, etc.)

**!** Search for a product by editing just one field, or even both fields together.

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

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

## Request for Master Product

**!** If you search for a product and it is not available in the list, a blank page will appear with a **Request for Product** button in the middle. You can also **add a product to the master products list** by visiting **Shop > Requests**.

This button is **visible only** if the admin has allowed you to request for a master product.


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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.

**Master Products** Home > Catalog ← Back To Inventory

Search: blackberry × Select product type ▼ Search Clear

#	Product	Model	Status	Approval Status	Seller Shipping
 <p>Searched Product Is Not Found In Catalog</p> <span>Request New Master Product</span>					

When you click this button, it will direct you to the [Request master product form](#).

← Request master product English

Home > Form

**Basic details**  
Manage the product's basic information.

Product type\*  
 Physical  Digital

Product identifier\*  
  
Enter a unique identifier associated with the product name.

Product name\*  
  
Name of the product as it will be displayed on the front end.

Brand\* Request for brand  Category\* Request for category

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

Product warranty  Days ▼ YouTube video URL

Save

Active

**Mark as featured**   
Mark this product as a featured product, and it will be displayed under the featured product list on the front end.

**Tags**  
A tag is a keyword or term that describes the product. Add one or more tags to help buyers search for the product easily. Type in the word or phrase in the field and click on enter to create the tag. Keep adding as many tags as you wish like this.

Edit the details accordingly and click **Save** to send the request to the admin.

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

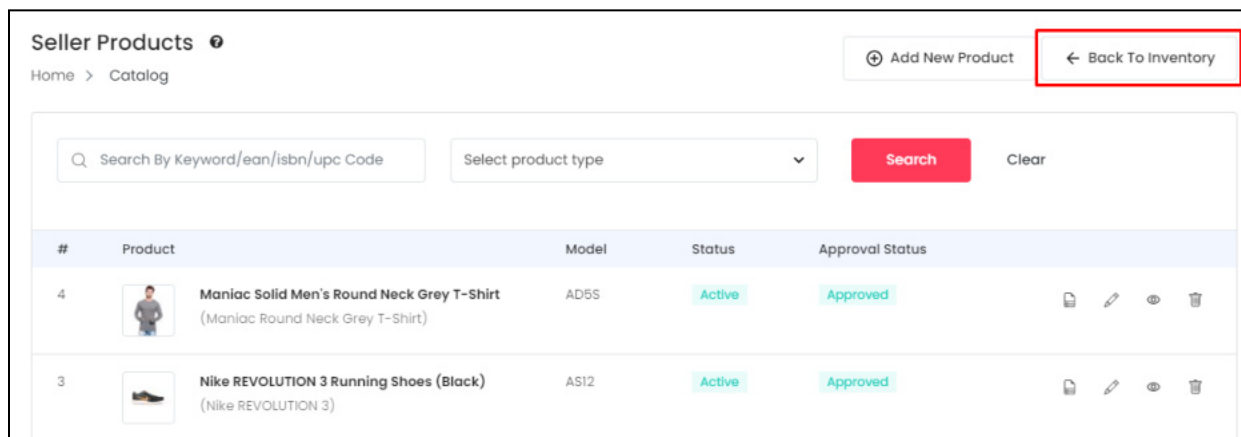
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

Refer to the [Request Master Product form](#) under **Requests > Master Product Requests** to better understand the process to fill out this form.

## Back to Shop Inventory List

From here, if you want to go back to the Inventory list, click **Back to Inventory** from the top right side of the page.



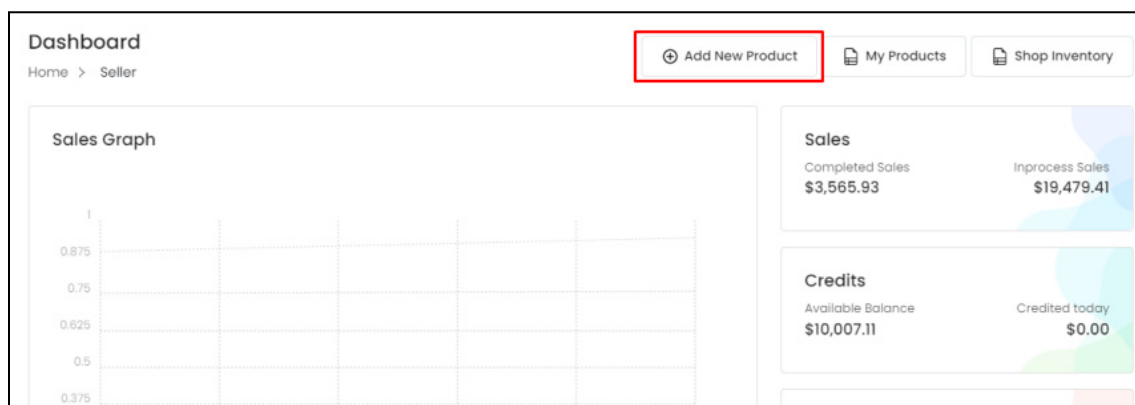
## b. Add New Product

This button allows you to add a new product to your own shop only.

**!** This button is **visible only** if the *admin allows sellers to add their own products*. Products added through this button will show up on the **Seller Products** page, that can be reached by clicking the **My Products** button.

There are three locations from where you can add products to your shop using the **Add New Product** button, including:

- Dashboard

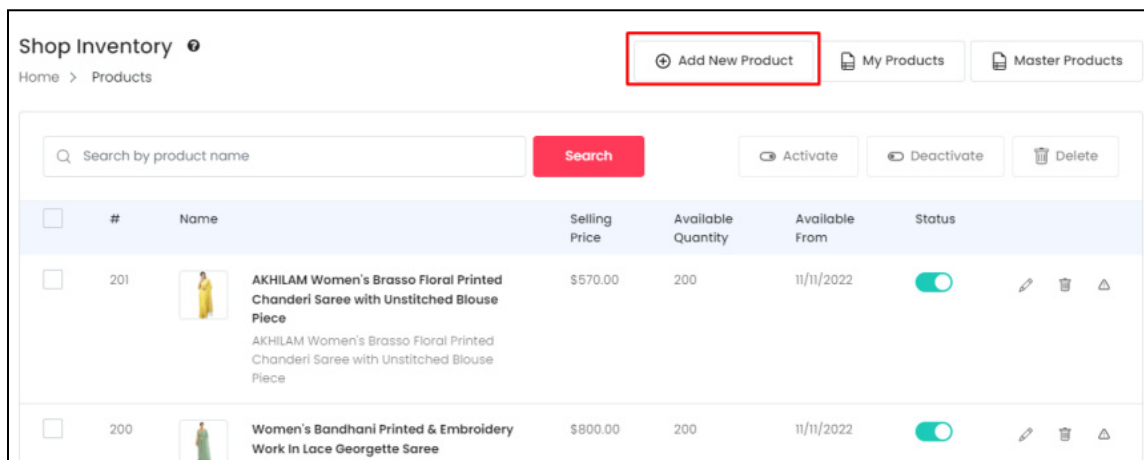


- Shop Inventory

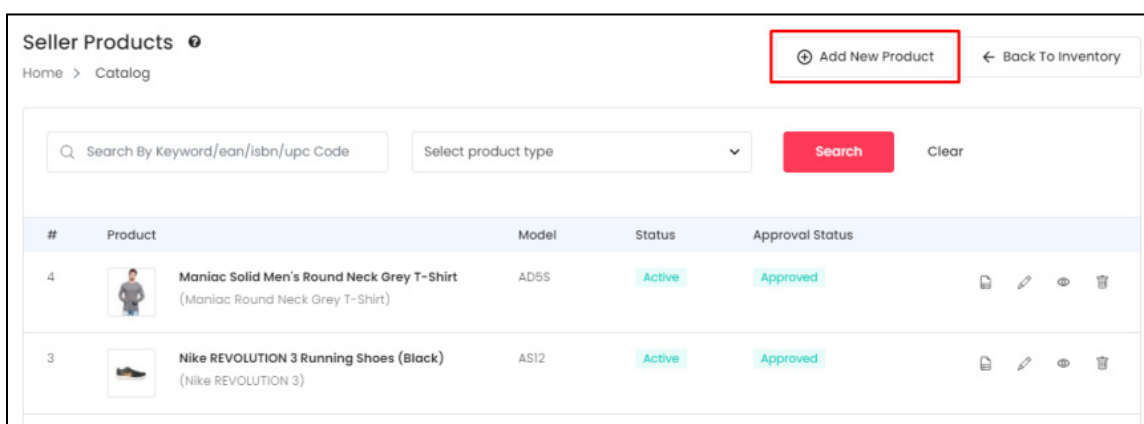
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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- My Products



Click **Add New Product** from any of the locations, and this will open the **Add Product** form.

## 1. Physical Product


There are two kinds of products you can add. If you select the product type as Physical, the following fields will appear.

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The form is scrollable and has 5 sections under it. On the right side of the form, there are some additional settings for the product.

 The language dropdown on the top right side will not be accessible unless and until you add the details in the primary language.

Each section has been explained below:

## i. Basic Details

Enter the following details under this section of the form:

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### Basic details

Manage the product's basic information.

---

**Product type\***

Physical
  Digital

**Product identifier\***

Enter a unique identifier associated with the product name.

**Product name\***

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

**Brand\*** Request for brand
**Category\*** Request for category

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

**Product warranty\*** **YouTube video URL**

**Description**

B
I
U
A
A
T
✂
☰
☰
☰
☰
☰
🔗
📺
YouTube
📄
📄
↩
➡
<>
html

- **Product Type\*:** Select the type of product you want to list from the two radio button options:
  - **Physical:** These are tangible products, such as books, toys, clothing, etc.
  - **Digital:** These are intangible products, such as, e-books, software, online courses, etc.

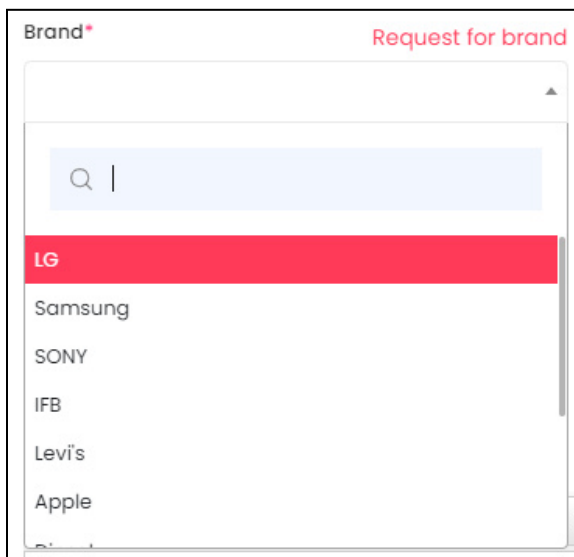
Next sections and fields adjust according to the product type. This form entails the details you will need for adding a **physical product**.

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

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

- **Product name\***: Enter the product's name.
- **Brand\***: Click the field and a dropdown list with a search bar will appear.



Use the search bar to search for the brand from the list.

As you type in the search bar, the related results will show in the list. Select the brand of the product from the list.



If you selected the wrong brand by mistake, you can **clear the field** by **clicking** the **Cross Icon** ✕ beside the brand name in the field.



Selecting a brand while adding a product under this field will **not be mandatory** (*the asterisk \* sign will not be there, beside the label name*) if the admin has disabled the option where linking brands with products is mandatory.

If selecting a brand is not mandatory, you do not need to add this information and can leave it.

But, if it is important and the brand is not available in the list, you need to request for a brand, or add a brand.


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## Request for Brand/Add Brand

There is a [Request for Brand link](#) (or [Add Brand](#)) at the top right side of the field. In cases where the brand you want to link to the product is not available in the list, you can click this and request the admin to add a new brand to the list.

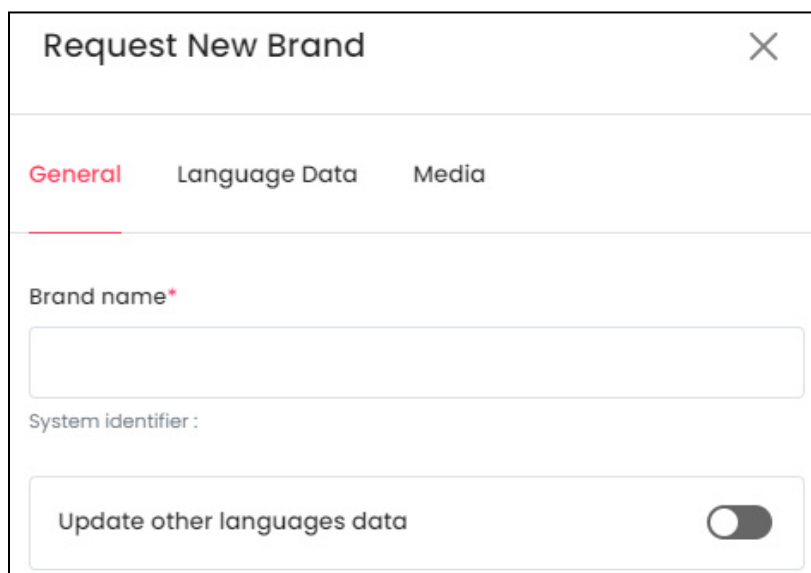
 If the admin has not allowed you to directly add a brand, you will see the [Request a Brand link](#).

If the admin has allowed you to directly add a brand to the list, you will see the [Add Brand link](#).



In both cases, when you click the link, a form appears on the right side of the page allowing you to either add a new brand directly or request for a brand.

Kindly note that both the forms have the same fields.



There are three tabs under this form.

### **General Tab**

Edit the following:

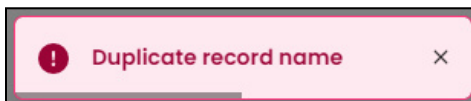
- **Brand Name\*:** Enter the brand name.


Ensure that it is unique and unlike any other brand name, else an error message will appear.


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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.



- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.

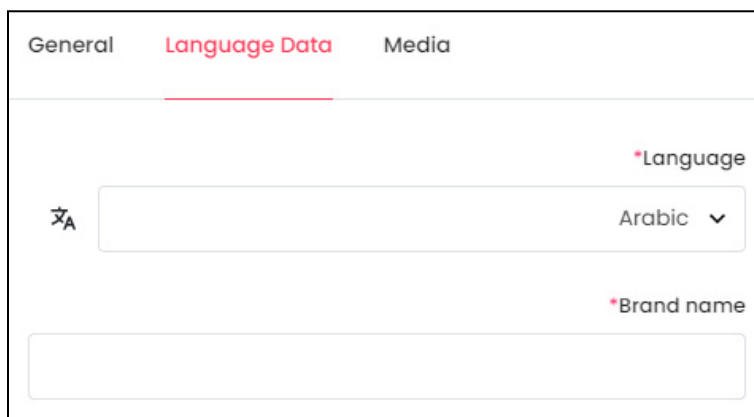


Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

### **Language Data Tab**


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




The screenshot shows a form with three tabs: General, Language Data (active), and Media. Under the Language Data tab, there are two fields:
 

- \*Language:** A dropdown menu with 'Arabic' selected and a downward arrow.
- \*Brand name:** An empty text input field.

 There is also an 'Autofill Language Data Icon' (a small icon with 'x\_A') to the left of the Language dropdown.


- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.

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


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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.

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Brand Name\***: Enter the brand name in the selected language.

 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are **two buttons** at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

### **Media Tab**

When you click **Save**, you will be redirected to this tab. Edit the following details:

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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.

General
Language Data
Media

Language


Universal
▼

### Brand Logo

Ratio

1:1

16:9



Click here to upload

Preferred Dimensions 500 x 500

---


### Banner

Language

Universal
▼

Display for

Desktop
▼



Click here to upload

Preferred Dimensions 2000 x 500

- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **Universal** as the option if the image will be the same for all the languages.

There are two images that need to be updated under this.

### 1. Brand Logo

- **Ratio:** Select the ratio of the logo that you want to upload. The ratio means the dimensions of the image. It is important to choose the ratio based on the image dimensions you are about 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.

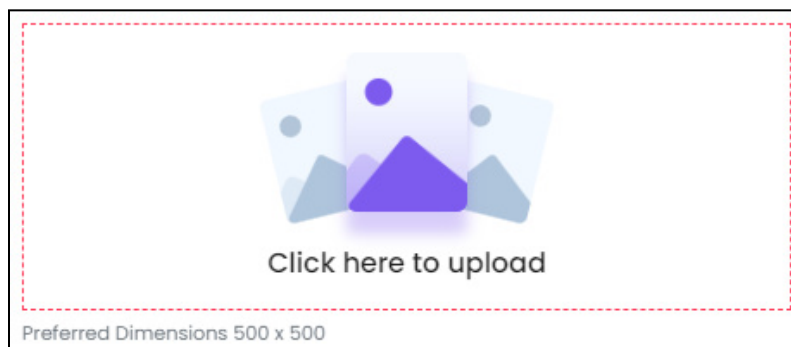
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

There are two options under this:

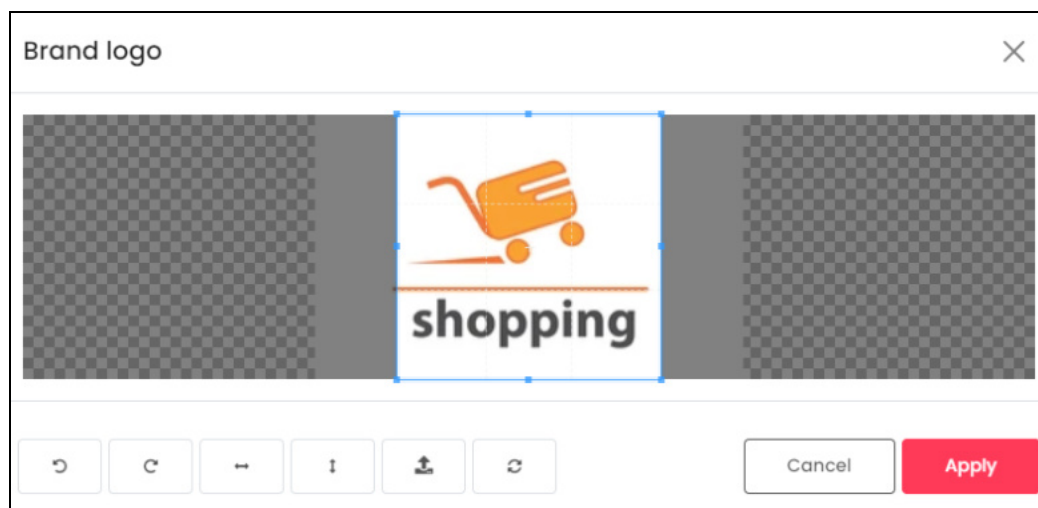
- **1:1**
- **16:9**

Click the selection you want to make and it will turn red in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.




- **Click Here To Upload:** Hover over and click the panel that says - Click here to upload.



Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.






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

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


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

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

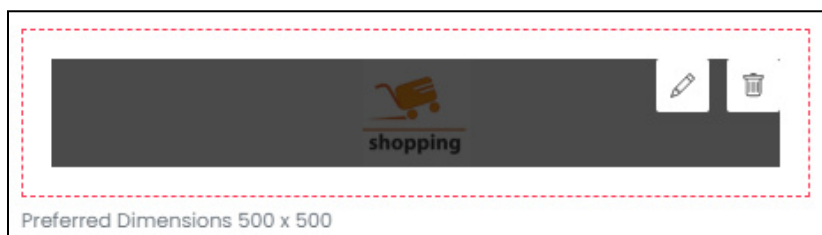
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.


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

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

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

Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.



To delete the image, click the **Delete icon**  . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon**  .

**2. Banner:** The second image you need to upload is the banner image for the brand.

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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.




### Banner

Language

Universal
▼

Display for


Desktop
▼



Click here to upload

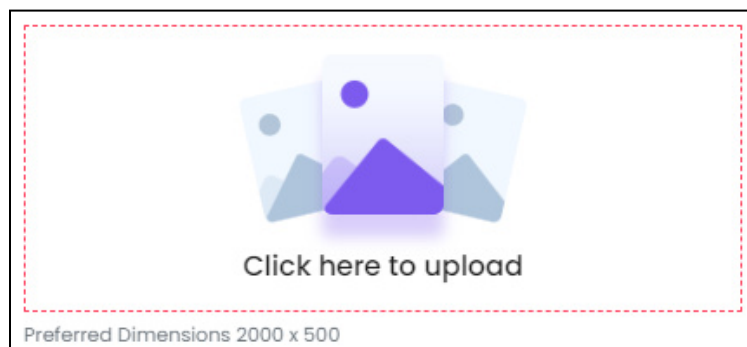
Preferred Dimensions 2000 x 500

- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **Universal** as the option if the image will be the same for all the languages.
- **Display For:** Select whether the image is meant to be displayed for:
  - **Desktop**
  - **iPad**
  - **Mobile**

 To explain better, **every type of screen** has a different resolution and you can **add images for each** screen type, including the desktop, mobile and tablet screen. It is important to upload the different images for different devices to avoid any distortions. It helps in enhancing the user experience.

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.

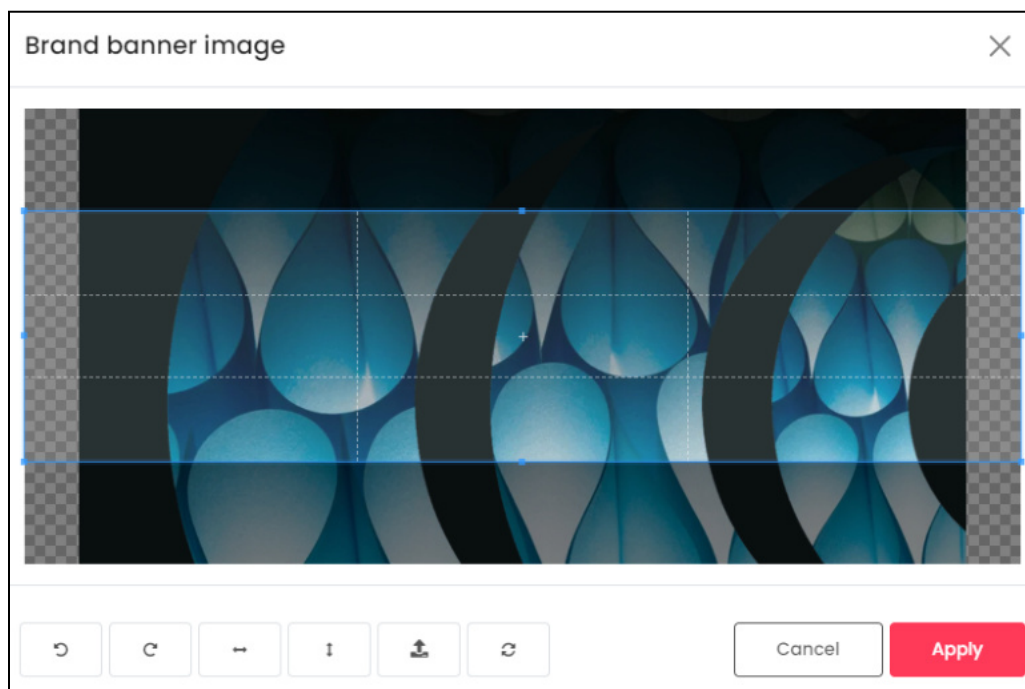


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.







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



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

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

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

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


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

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

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


Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.




To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.




To change or edit the image, click the **edit icon** .

 You can upload language-specific images for each language that the website is available in. Select the language and upload the image accordingly.

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

From here, just click the **Cross icon**  at the top-right corner to close the form. With this, the brand request will be sent to the admin.

 You might have to **come back later to continue adding the product**, if the admin has not allowed you to directly add a brand. This is because the **admin will first have to approve the brand request** and then **you will be able to add it under this field**.

Check if the brand request has been approved or edit the request under **Shop > Requests > [Brand Requests](#)**.

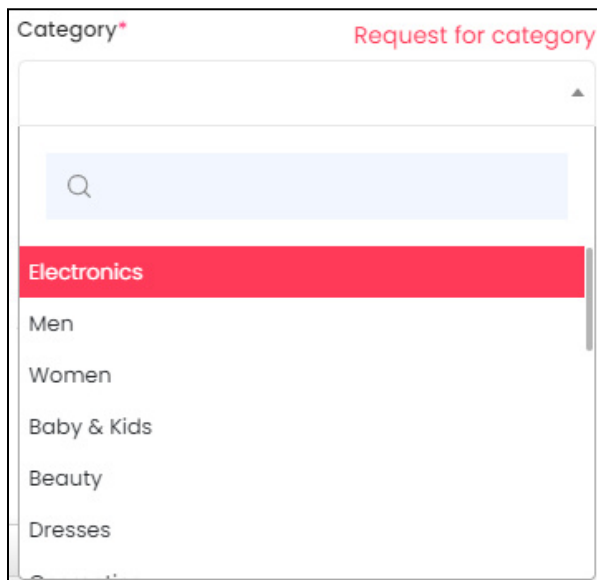
This will take you back to the **Add Product** form. Continue filling out the form:

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

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

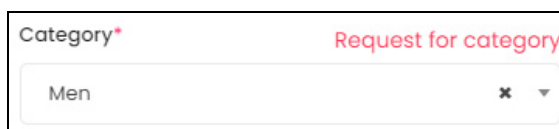
An **asterisk (\*)** next to a label indicates that the information is mandatory.


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



Use the search bar to search for the category from the list.

As you type in the search bar, the related results will show up in the list. Select the category of the product from the list.



If you selected the wrong category by mistake, you can clear the field by clicking the **Cross Icon**  beside the category name in the field.

## Request for Category/Add Category

There is a **Request for category link** (or **Add Category link**) at the top right side of the field.

In cases where the category you want to link to the product is not available in the list, you can click this and request the admin to add a new category to the list.



If the admin has not allowed you to directly add a category, you will see the Request a Category link.

If the admin has allowed you to directly add a category to the list, you will see the Add Category link.

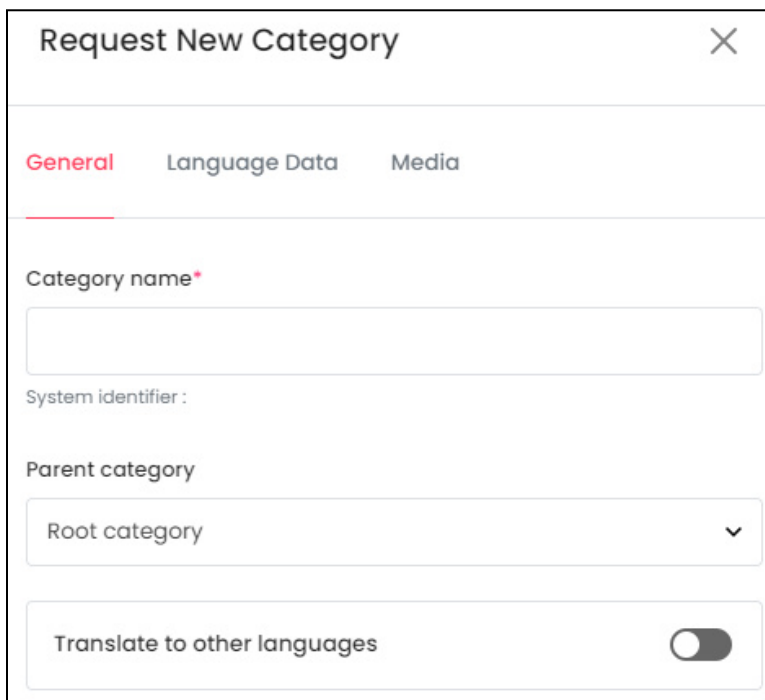


When you click this, a form appears on the right side of the page.

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

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

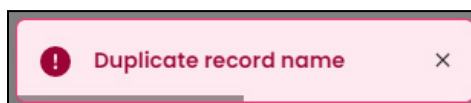


There are three tabs under this form.

### **General Tab**

Edit the following:

- **Category Name\*:** Enter the category name. Ensure that it is unique and unlike any other category name, else an error message will appear.



- **Root Category:** Click the field and a dropdown list will appear. Select the category under which this new category will fall.

Categories that fall under another category are called child categories.

If this category is a main category, or a parent category, **select** the option, **root category** from the list.

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

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

Parent category

Root category ▼

Root category

Men

Women

» » Necklaces & Pendants

» » Earrings

Baby & Kids

» » Musical Toys

» » Remote Control Cars

» » Outdoor Toys

Electronics

Beauty

» Mobiles & Accessories

» Makeup

» » Mobiles

» » Lipstick

» » Nail Polish


» » Cases & Covers

» » Lip Gloss

» » Screengaurds

» » Lip Liner

- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.

Reset

Save

Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

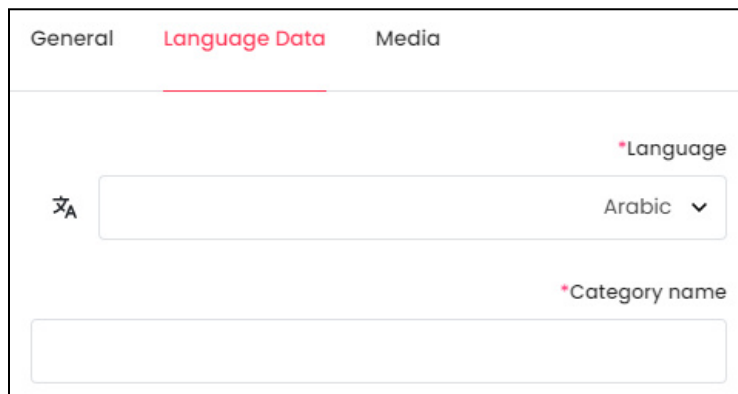
### **Language Data Tab**


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


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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.




- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.

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

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Category Name\*:** Enter the category name in the selected language.

 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

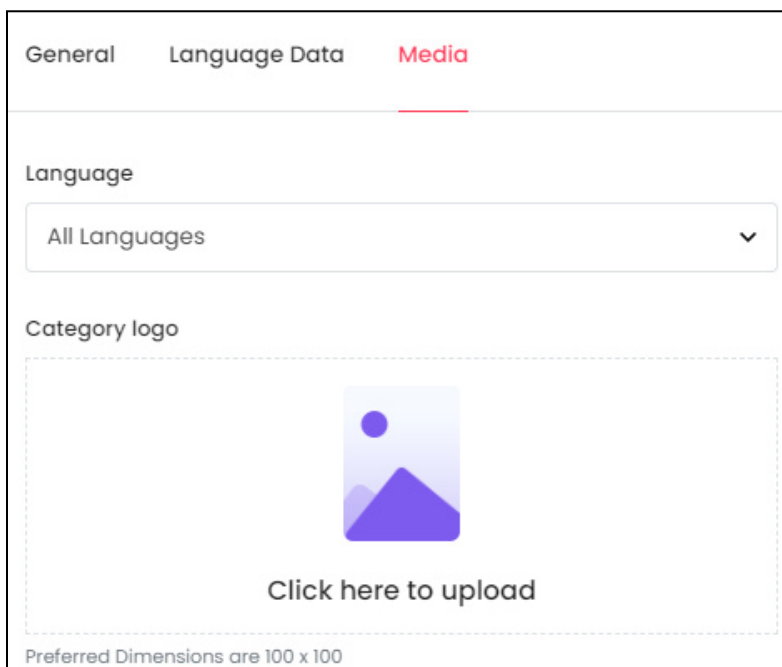
### **Media Tab**

When you click **Save**, you will be redirected to this tab. Edit the following details:

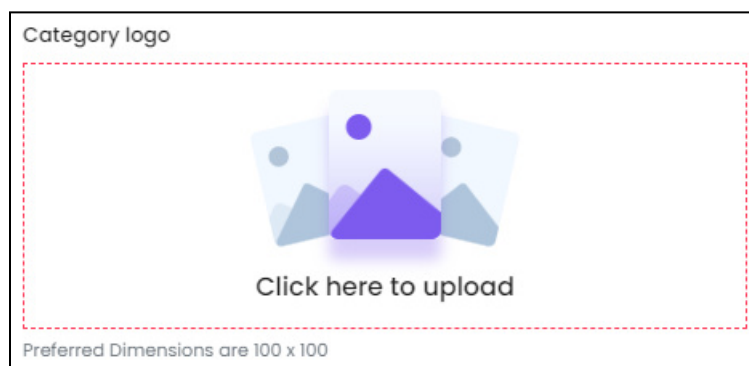
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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



- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **All Languages** as the option if the image will be the same for all the languages.
- **Category Logo:** Hover over and click the panel that says - Click here to upload.



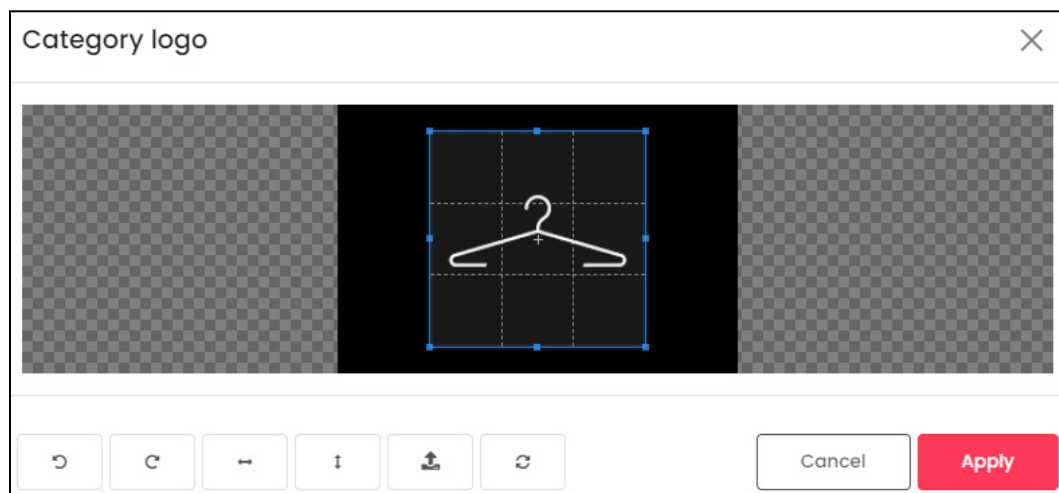
Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.

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







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

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






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

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

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

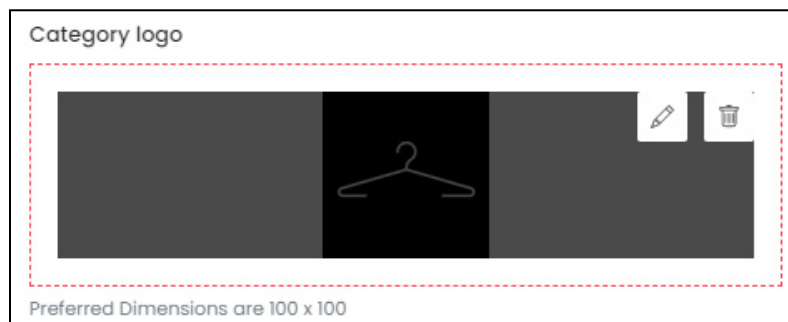
Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the **cross icon**  at the top-right corner of the pop-up form.


Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.

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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 delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon** .


 You can upload language-specific images for each language that the website is available in.

Select the language and upload the image accordingly.

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

From here, just click the **Cross icon**  at the top-right corner to close the form.

With this, the category request will be sent to the admin.

 You might have to come back later to continue adding the product, if the admin has not allowed you to directly add a category. This is because the admin will first have to approve the category request and then you will be able to add it under this field.

Check if the category request has been approved or edit the request under **Shop > Requests > [Category Requests](#)**.

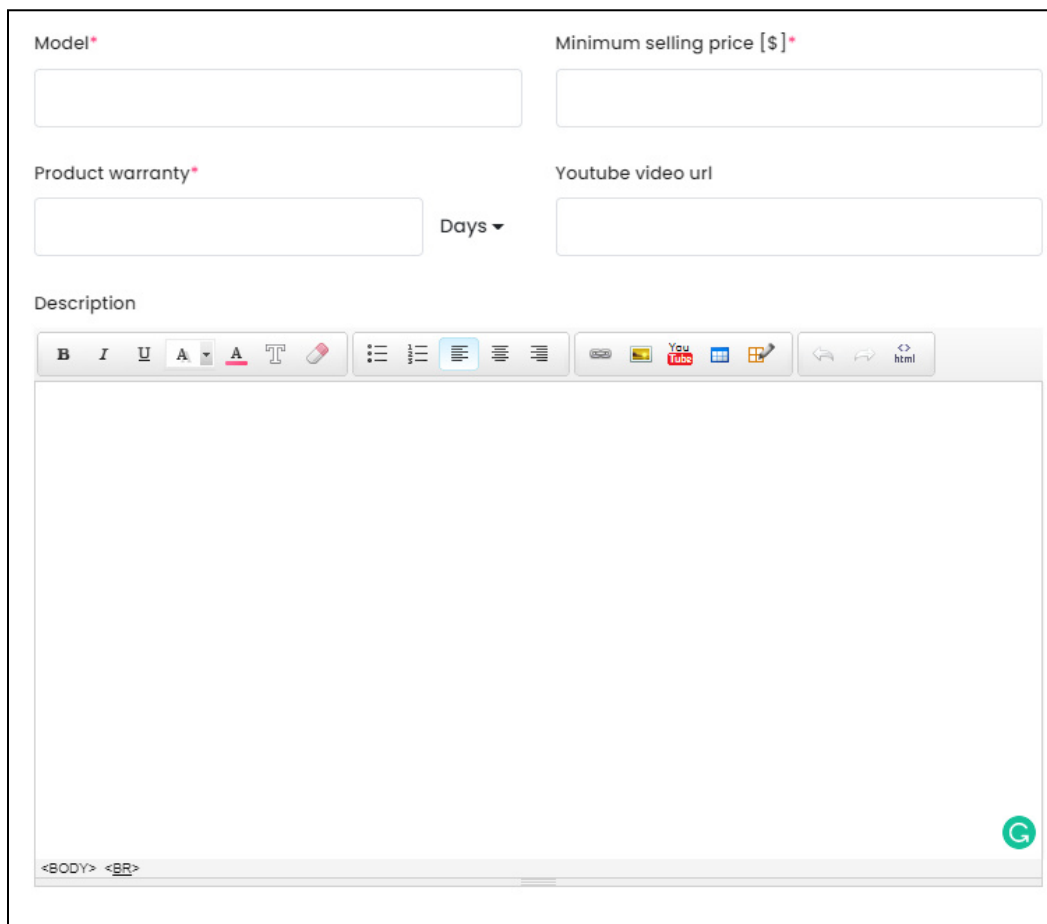
### **Back to the Add Product form**

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

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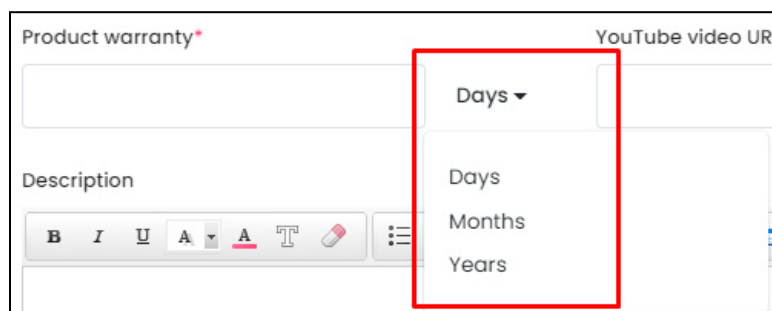
The screenshot shows a product form with the following fields:

- Model\***: A text input field with an asterisk indicating it is mandatory.
- Minimum selling price [\$]\***: A text input field with an asterisk indicating it is mandatory.
- Product warranty\***: A text input field with an asterisk, followed by a dropdown menu currently set to "Days".
- Youtube video url**: A text input field.
- Description**: A rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, link, unlink, list, and table. Below the toolbar is a large text area for the description.

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

 This field will **not be a mandatory field** (the asterisk \* sign will not be beside the label name) if the admin has disabled the option where adding the model number is important when adding a product.

- **Minimum selling price [Default Currency]\***: Enter the minimum selling price of the product.
- **Product warranty\***: There is a dropdown list beside this field that allows you to choose the time period from the options - days, months, and years.



This close-up shows the "Product warranty\*" field with its dropdown menu open. The dropdown menu is highlighted with a red box and contains the following options:

- Days ▼
- Days
- Months
- Years

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

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

- **YouTube video URL:** Enter a YouTube video URL of your product to share a bit more description regarding it.
- **Description:** Enter a persuasive description explaining everything about the product in detail.

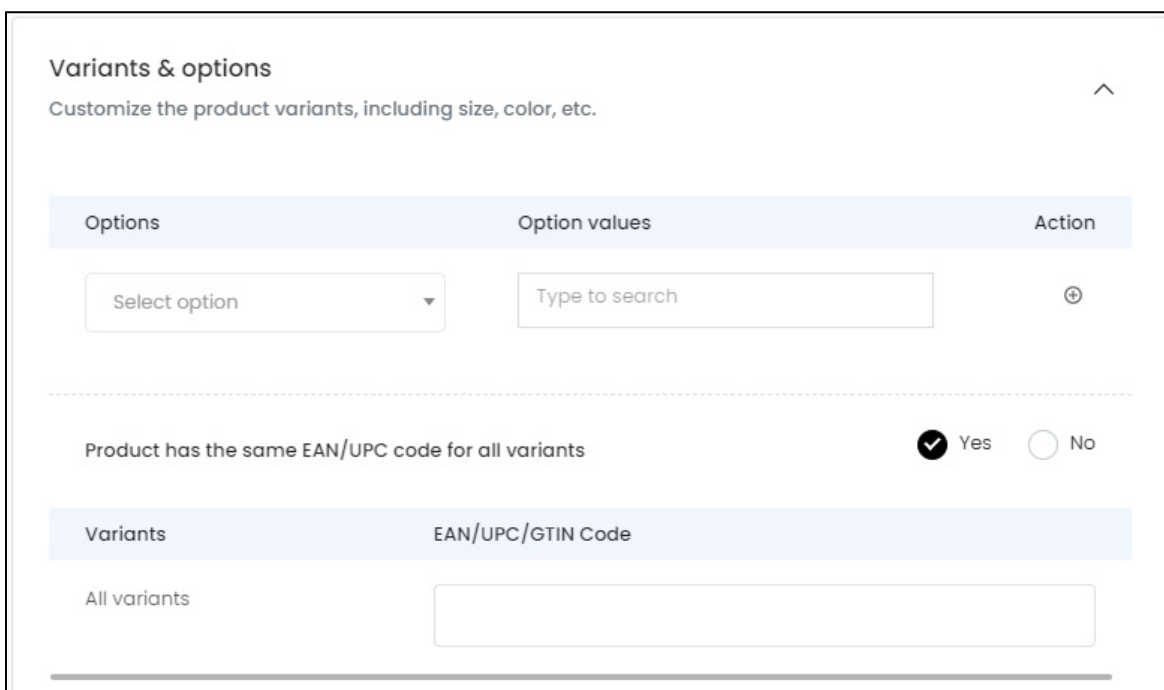
Use the various editing tools shared on the top to format the description and make it look attractive.

Kindly note that the description will be displayed in the same format and style on the front end as you set it up here.

**Once done, scroll down to the next section.**

## ii. Variants & Options

Click this section's header to expand it.




Select the options and add variants of the product under this section. Products that have similarities, like the same brand and model, but differ in some aspects like the size or color from one another are called product variants.

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

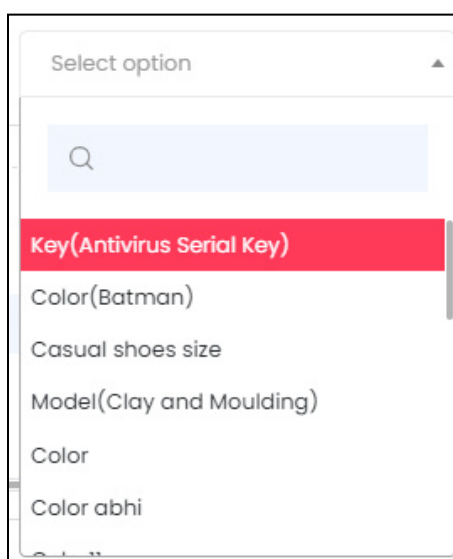
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

For instance, size can be an option for a product (a t-shirt), while Small, Medium and Large can be their corresponding option values.

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


To add a product variant under this:


- **Options:** Select the options available for the product under this field. To do this, click the field and a dropdown list with a search bar will appear.



Use the search bar to search for the option from the list. As you type in the search bar, the related results will show up in the list. Select the option of the product from the list.



If you selected the wrong option by mistake, you can clear the field by clicking the **Cross Icon**  beside the option name in the field.

 If you have not yet created the options for this product, visit the Product Options module under **Shop > Product Options** and create them. Once you create the options, they will be displayed under this list.

The options that can be seen under this list are the options added by the admin.

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

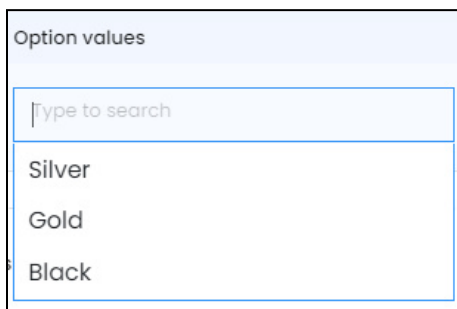
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

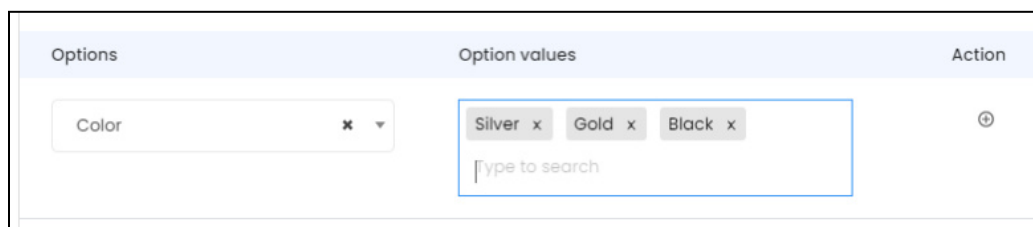
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

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

Select the option value.



You can select all the option values, according to the product variants available. It would simply mean that the product is available in all the options.



Click the **cross icon** ✕ beside the option value name to remove it from the field.

- **Action:** Beside every option and its values, there are some action icons that help in adding more options or removing options for a product.

The very first option in the list has just one action icon, the **plus icon** ⊕ beside it, and under the **Action** column.

Click this to add another option to the product.

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

From here, repeat the last steps by selecting an option and then adding the option values accordingly.

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Options	Option values	Action
Color <span>x</span> ▾	Silver <span>x</span> Gold <span>x</span> Black <span>x</span> Type to search	⊕
Select option ▾	Type to search	🗑️ ⊕

If you by mistake added an extra option to the product or a wrong option, click the **delete icon** 🗑️ beside it. This will delete the option from the list.

- ! Add as many options as required for the product by clicking the **plus icon** ⊕ and remove any extra or unwanted options by clicking the **delete icon** 🗑️ beside it.

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

- ! So, if you select an option type that has different images, you **cannot select another option type that has different images as well**. In the same way, if you select an option type that has different color options, you **cannot select another option type that has color options**.

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

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

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

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

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

Product has the same EAN/UPC code for all variants <input checked="" type="radio"/> Yes <input type="radio"/> No	
Variants	EAN/UPC/GTIN Code
All variants	<input type="text"/>

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

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Product has the same EAN/UPC code for all variants  Yes  No

Variants	EAN/UPC/GTIN Code
6 Black	<input type="text"/>
6 Blue	<input type="text"/>
6 Brown	<input type="text"/>
6 Dark grey	<input type="text"/>
7 Black	<input type="text"/>
7 Blue	<input type="text"/>
7 Brown	<input type="text"/>

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

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

To close the section, click the Variants & Options header and the section will close.

**Once done, scroll down to the next section.**

### iii. Media

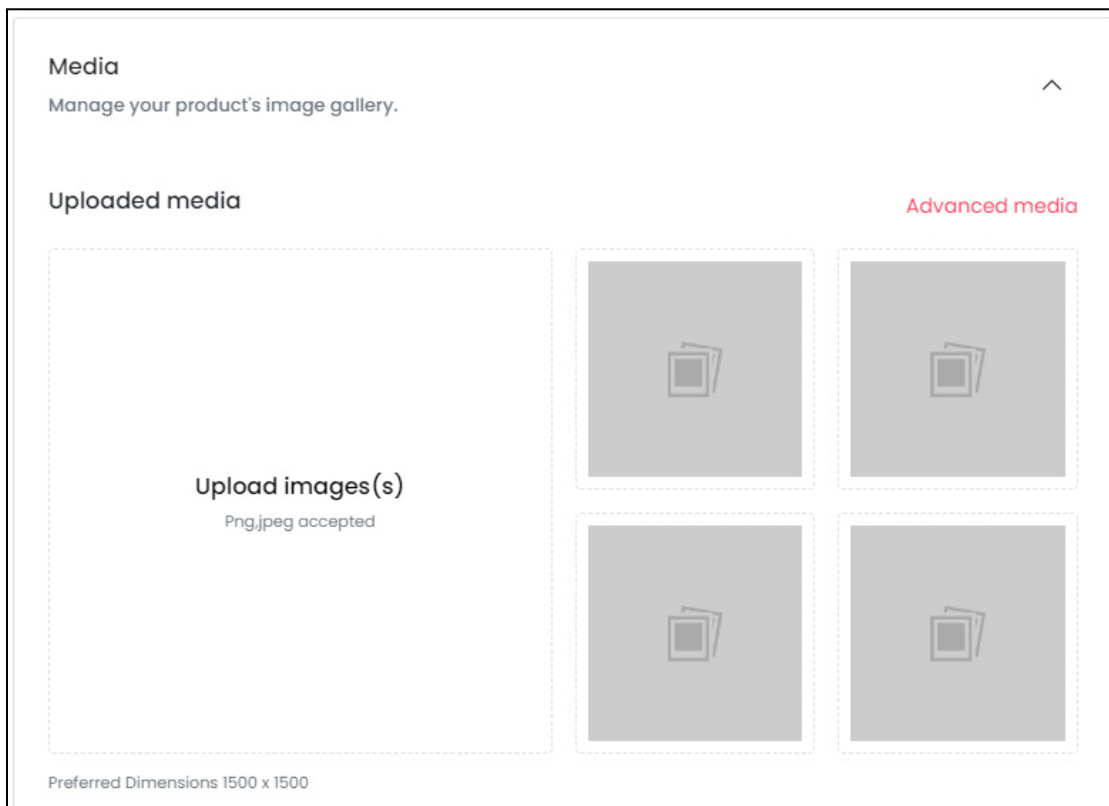
Click this section's header to open it.

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


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

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





Under this section, you can upload an image gallery for the product.

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

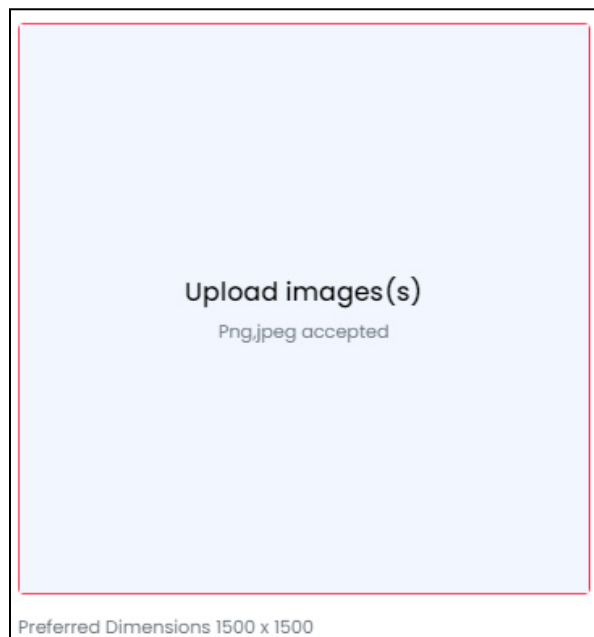
There are two ways to upload an image:

**1. Upload Image(s):** Click the Upload Image(s) section to upload all the images for the product. You will be able to upload one image at a time.

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

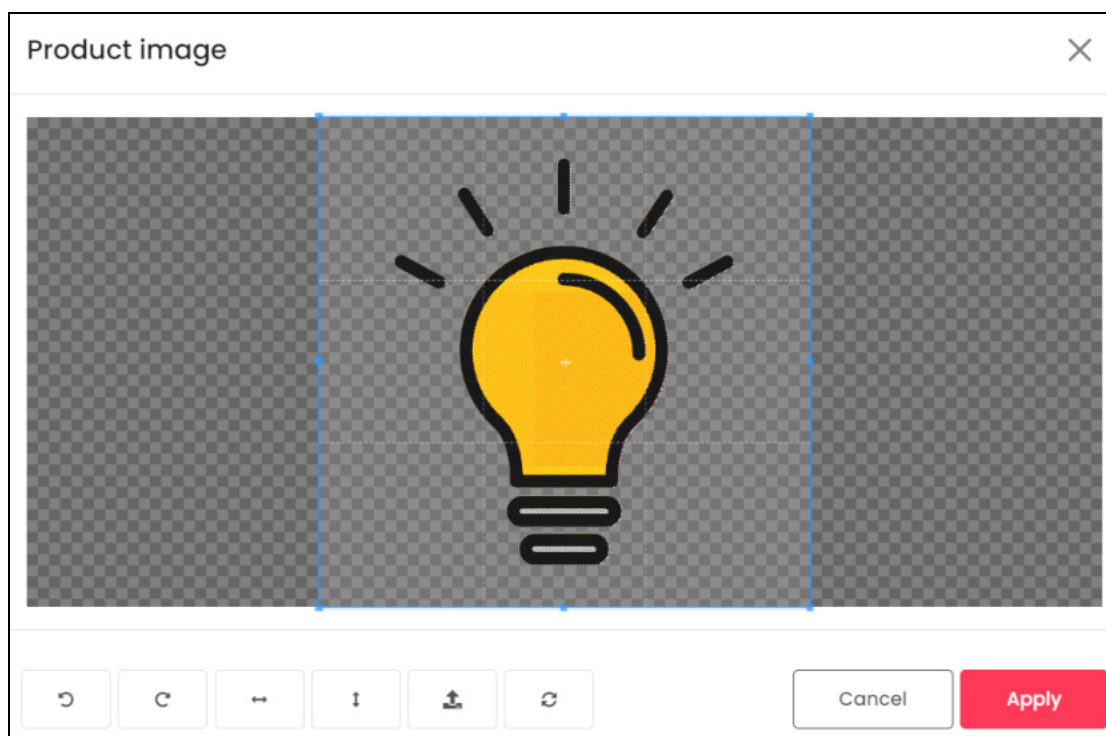
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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




When you click this section, you will be prompted to select an image from your system. Select the image accordingly. Only one image can be selected at a time.

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








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

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


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

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

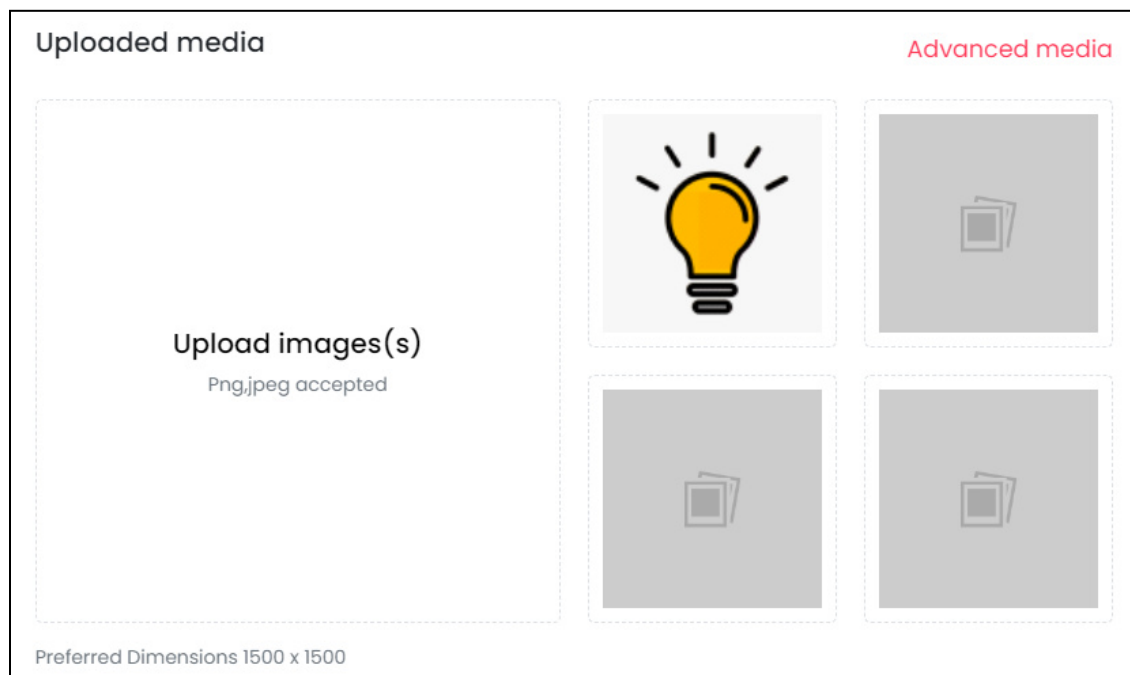
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

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

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

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

Each image will be added to the small image boxes.




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

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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.

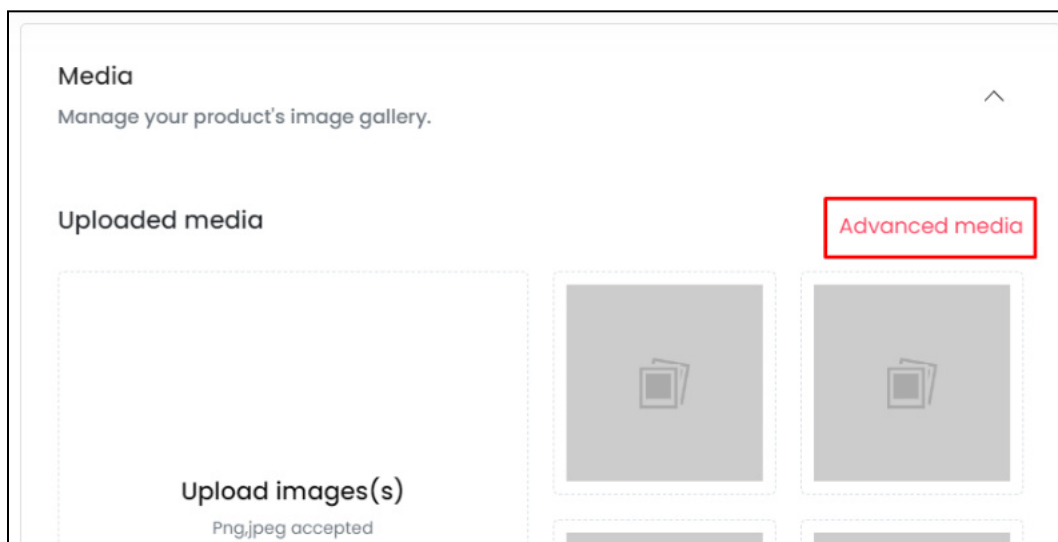


To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



**2. Advanced Media:** Click the **Advanced Media link** at the top right-side of the section.

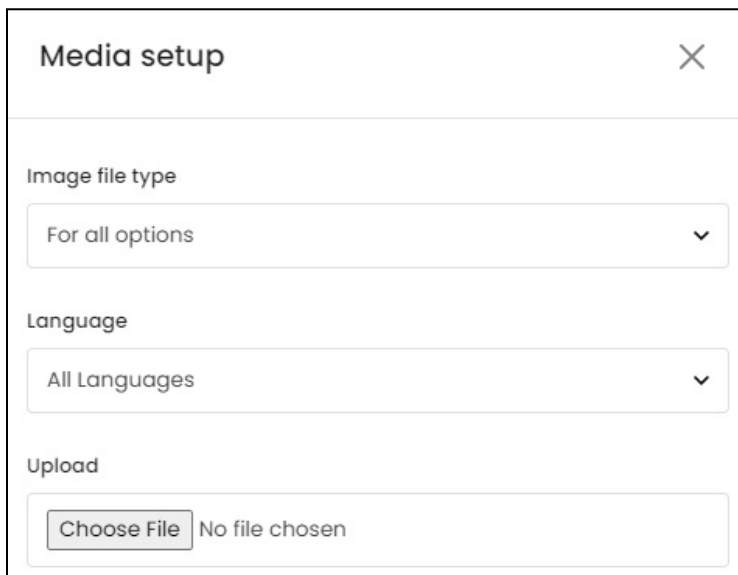


The **Media Setup** scroll-in form will appear on the right side of the screen.

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

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

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



Edit the following fields:

- **Image File Type:** Select the image file type that you want to upload.

By default, **all options** are selected.

If you have added options for the product, each option type will be available in the list along with the 'for all options' option.

You can upload images for each option by selecting the option type under this, and then following the next steps.

Do this for all the options accordingly.

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

You can select **All Languages** as the option if the image will be the same for all the languages.

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

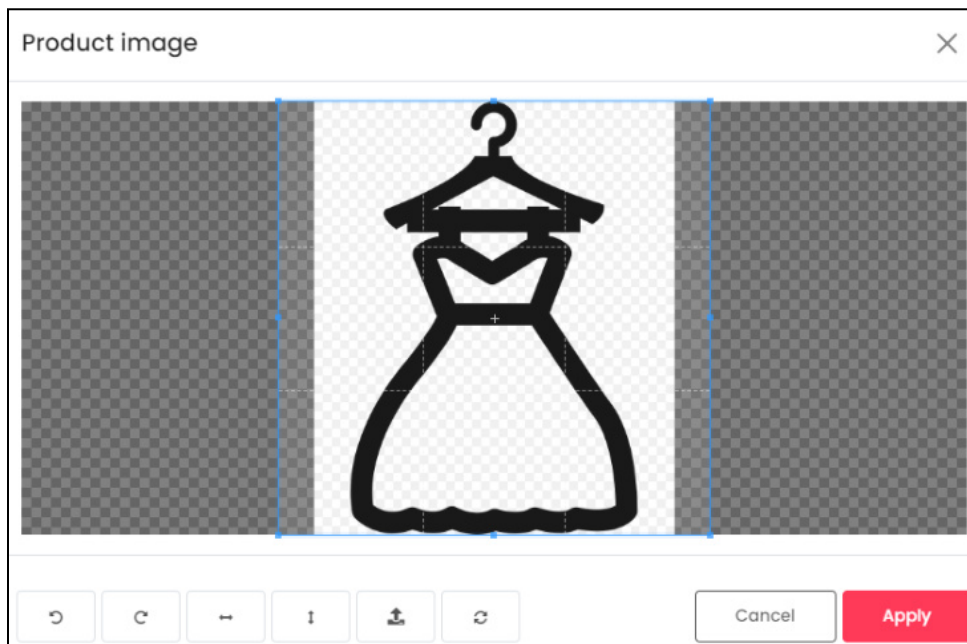
You can only select one image at a time.

When you select the image, it will open in the image editor pop-up, in the middle of the screen.







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

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


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



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

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

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

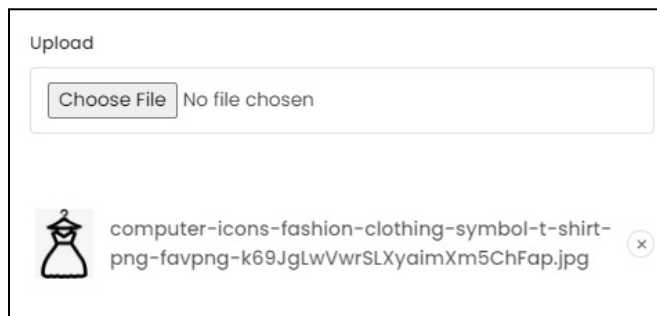
Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the **cross icon**  at the top-right corner of the pop-up form.

With this, the image will be uploaded to the form and can be seen under the Choose File field.

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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.

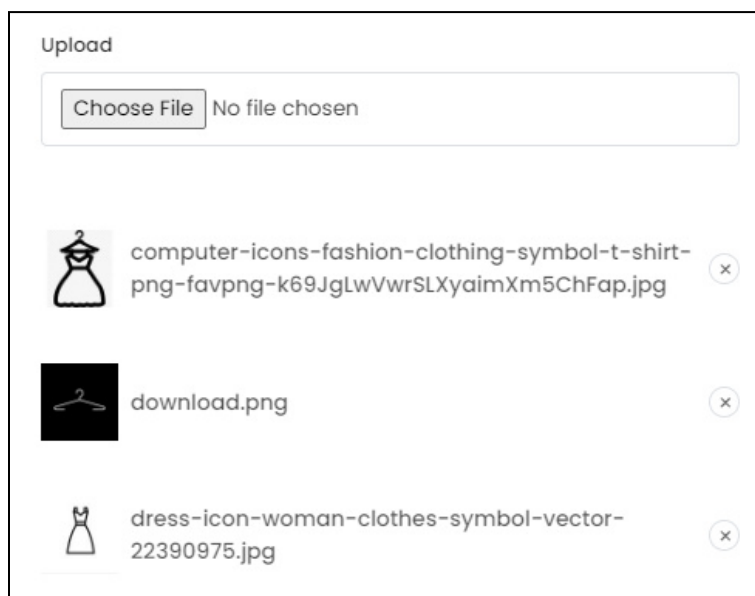



Add multiple images one after another under this form.

You can change the language and then add images accordingly for each language in the same way as well.

The same can be done for each option.

All the images will be listed one after another under the **Choose File** field.



To remove an image that you uploaded in the list, click the **cross icon**  beside it.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



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

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


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

All the added images will automatically get uploaded into the system for the product you are creating.

**!** You can upload language specific images for each language that the website is available in. Select the language and upload the image accordingly.

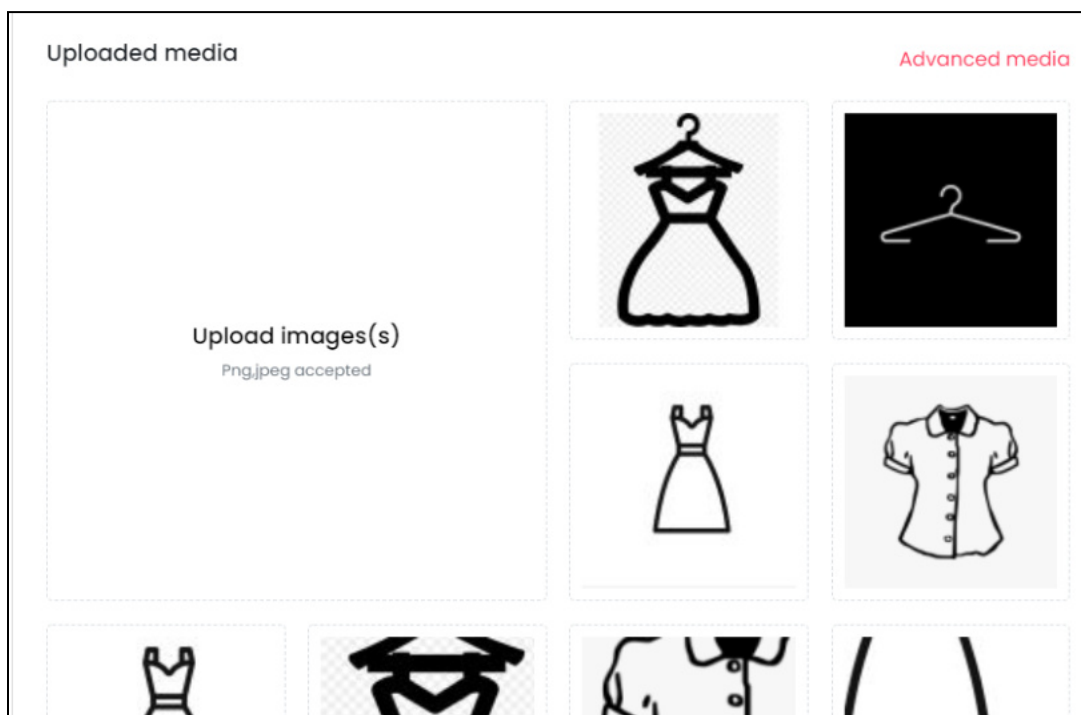
Upload images for all the languages one after another without closing the form, and it will all get saved accordingly.

**!** Upload the images for each option as well, and in each language if you want to add the image for each option in each language.

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

There is NO Save button under this form since everything automatically saves once you upload the images.

And all the images that you added through the form, will be visible under the media section.



To close the section, click the Media header and the section will close.

**Once done, scroll down to the next section.**

## iv. Specifications

Click this section's header to open it.

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

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

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




### Specifications

Manage the product-related specifications. ^

Name	Value
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Group	
<input style="width: 95%;" type="text"/>	<input style="background-color: #ff0000; color: white; padding: 5px 15px; border: none;" type="button" value="Add"/> <input style="border: 1px solid #ff0000; padding: 5px 15px; margin-left: 10px;" type="button" value="Clear"/>

Under this section, add the product specifications, including the weight, dimension, size, special features, etc.

Specification adds more information about the listed product.

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

There are **three fields for each specification detail:**

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

This will describe the additional details that you will be adding about the product in the next field.

For instance, you can add dimensions or storage space as the name.

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

So, for dimensions you can add 18\*10\*18 in this field.

If you entered storage space as the name, the value can be 32 GB in this field.

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

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

Once done, click **Add**. Add as many specifications as you want to by following the same process.

If you add the wrong details while adding a specification information, click **Clear** and the fields will be cleared allowing you can fill the fields again with the right information.

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

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### Specifications

Manage product related specifications ^

**Name**

**Value**

**Group**

Add
Clear

---



Name	Value	Group	Action
Dimensions	146.7 x 71.5 x 7.4 mm (5.78 x 2.81 x 0.29 in)	BODY	
Weight	164 g (5.78 oz)	BODY	
Build	Glass front (Gorilla Glass), glass back (Gorilla Glass), aluminum frame	BODY	
Type	Super Retina XDR OLED, HDR10, Dolby Vision, 625 nits (HBM), 1200 nits (peak)	DISPLAY	
Size	6.1 inches, 90.2 cm <sup>2</sup> (~86.0% screen-to-body ratio)	DISPLAY	

Each added specification has two icons beside it under the **Action** column.


Click the **edit icon** to edit the specification details.

When you do this, the specification fields will be auto filled with the details that you want to edit.

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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.

Name	Value		
Dimensions	146.7 x 71.5 x 7.4 mm (5.78 x 2.81 x 0.29 in)		
Group	<input type="button" value="Update"/> <input type="button" value="Clear"/>		
-----			
Name	Value	Group	Action
Dimensions	146.7 x 71.5 x 7.4 mm (5.78 x 2.81 x 0.29 in)	BODY	 

Edit the fields and click **Update**. This will update that specification's details.

Click the **Delete icon**  beside a specification to delete it. It will be deleted directly without a warning.

To close the section, click the Specification header and the section will close.

**Once done, scroll down to the next section.**

## v. Tax And Shipping

Click this section's header to open it.

Under this section, you can define how the tax and shipping charges will be applied to the product.

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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.

### Tax and shipping ^

Set up the tax and shipping information of the product.

**Tax category\***

**Fulfillment method\***      **Shipping package\***

Select ▼

Select ▼

**Weight\***      **Weight unit\***

0.00

Select ▼

**Country of origin**      **Shipping profile**

Order Level Shipping ▼

Edit the following details under this section:

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

**Tax category\***

Electronics

Clothing

Footwears

kids items

Fashion

Beauty

Use the search bar to search for the tax category from the list.

As you type in the search bar, the related results will show up in the list.

Select the tax category from the list.

You can also directly scroll through the list and select the tax category that best fits the product.

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If you selected the wrong category by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the category name in the field.

**!** If the tax category that best fits your product is not available in the list, you can contact your administrator regarding the same. The admin is the only one who can add a tax category.

However, you can edit the tax rates for a category as per your convenience under **Shop > Tax Categories**.

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

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

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



- Ship & Pickup
- Pickup Only
- Ship Only

**!** If you have **not yet added a pickup address**, you will find **only one option** (Ship Only) in the dropdown list.


**Points to keep in mind - regarding the fulfillment method options:**

- The **fulfillment method options visible** under this field (inventory level) will **depend on the Shop's fulfillment method** (under Shop > Manage Shop > **General tab**).
  - If you select **Ship & Pickup** as the **shop's fulfillment method**, you will get all three options and can select any fulfillment method from the available options.
  - On the other hand, if you select **Pickup Only** as the **shop's fulfillment method**, you will get only one option in this field - **Pickup Only**.

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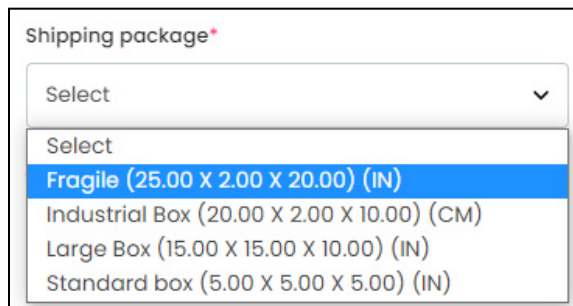
- Whatever fulfillment method you select for the product under this field will be the **prefilled option** when you add the inventory for this product.

### **Edit the next fields:**

 The following **three fields will be visible only** if the admin has activated the setting where it is important to link a shipping package to the product.

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

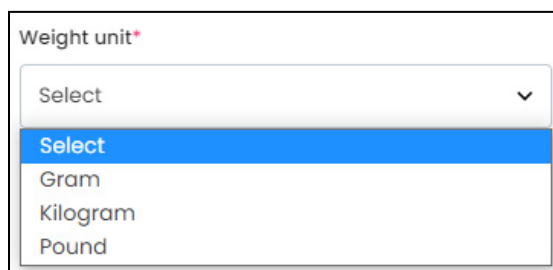
The options under this will depend on the options created by the admin.



If you do not find the option you are looking for under this list, contact your administrator.

- **Weight\***: Enter the product's weight.
- **Weight Unit\***: Click the field and a dropdown list will appear.

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



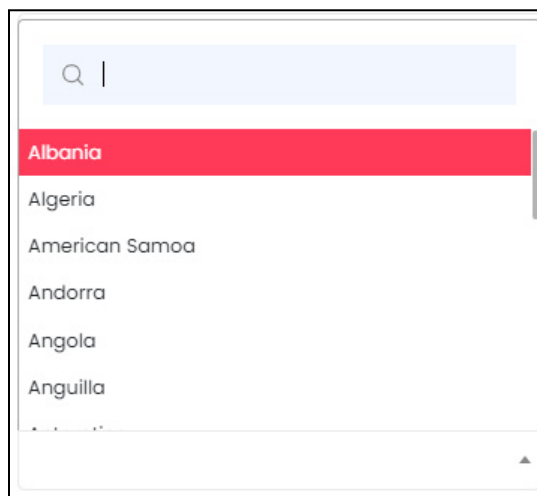
- **Country Of Origin**: Click the field and a dropdown list with a search bar will appear.

Select the country from where the product will be shipped.

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Use the search bar to search for the country from the list.

As you type in the search bar, the related results will show up in the list. Select the country from the list.

You can also directly scroll through the list and select the country.



If you selected the wrong country by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the category name in the field.

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



This option is **visible only** when the admin has allowed you to handle the shipping process.

And this option **depends on the fulfillment method** too. If you select pickup only as the fulfillment method, this field will vanish.

## vi. Right-Side Settings

On the right handside of the **Add Product** form, there are some additional settings:

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Save

Active

Update other languages data

**Mark as featured**


Mark this product as a featured product, and it will be displayed under the featured product list on the front end.


**Available for cash on delivery (COD)**

Activate this if the product is available for COD.  
This feature is only allowed if the fulfillment method is Shipping.

**Tags**

A tag is a keyword or term that describes the product. Add one or more tags to help buyers search for the product easily.  
Type in the word or phrase in the field and click on enter to create the tag. Keep adding as many tags as you wish like this.

- **Active:** Turn **ON**  this toggle switch to **publish the product** on the front end, provided that the admin has approved the product request, if needed.

 The product will not appear on the front end unless and until the inventory for it has been added.

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

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

- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.


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


Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you.

You can cross-check the data and even edit by **selecting the specific language** from the **dropdown language list** at the top right side of the form.

 You won't be able to change the language option unless and until you save the product details in the primary language. Once you click **Save**, that is when you will be able to change the language options.




If you leave this toggle switch **OFF** , and click **Save** to update the product into the system, the **form will open in the secondary language** for you to update its details accordingly.

- **Mark As Featured:** Turn **ON**  this toggle switch to allow this product to appear under the **Featured** header on the front end.

This header is visible under each product detail page.

**Featured products** help you highlight selected items on the storefront for buyers to quickly navigate.

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

 This option is available only if the admin has activated the COD option under the payment method plugins.

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

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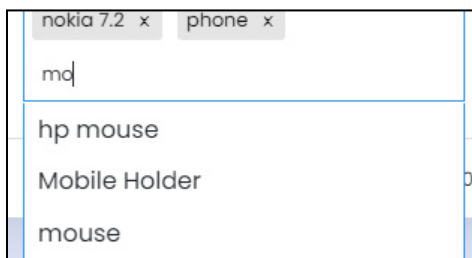
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

Place the cursor in the field, type in the word or phrase that you want to add as the tag, and click Enter to mark it as a tag.

Add as many tags as you want.

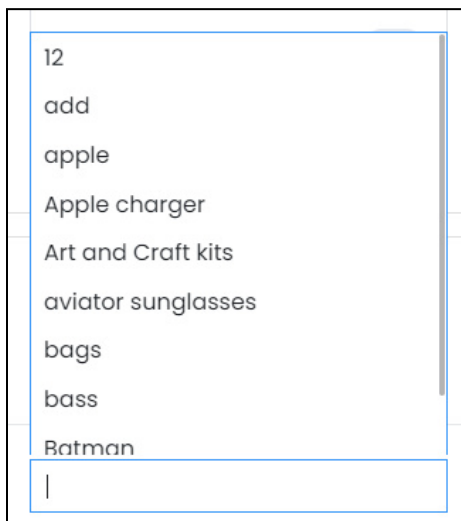



While typing in the field, some suggestions might come up in a list. You can select a suggestion from the list as well.



The list also shows up if you click the field. Use the scroll button on your mouse to scroll up and down this list.

You can use this suggested list to select the tags you want.



To remove a tag that was added by mistake, click the cross icon  beside it to remove 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.


## Secondary Language Data


Once all the fields in the form have been filled and the settings have been updated, click the **Save** button located at the top-right corner.


If you left the **Update Other Language Data** toggle switch **OFF** , the **form will open in the secondary language** for you to update its details accordingly.

Fill out the form in the secondary language and click **Save**.

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

Or, use the **Autofill Language Data Icon**  provided at the top left corner beside the language dropdown list, to automatically fill in the data for the subsequent fields in the selected language.

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


The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch while filling out the form in the primary language.

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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.

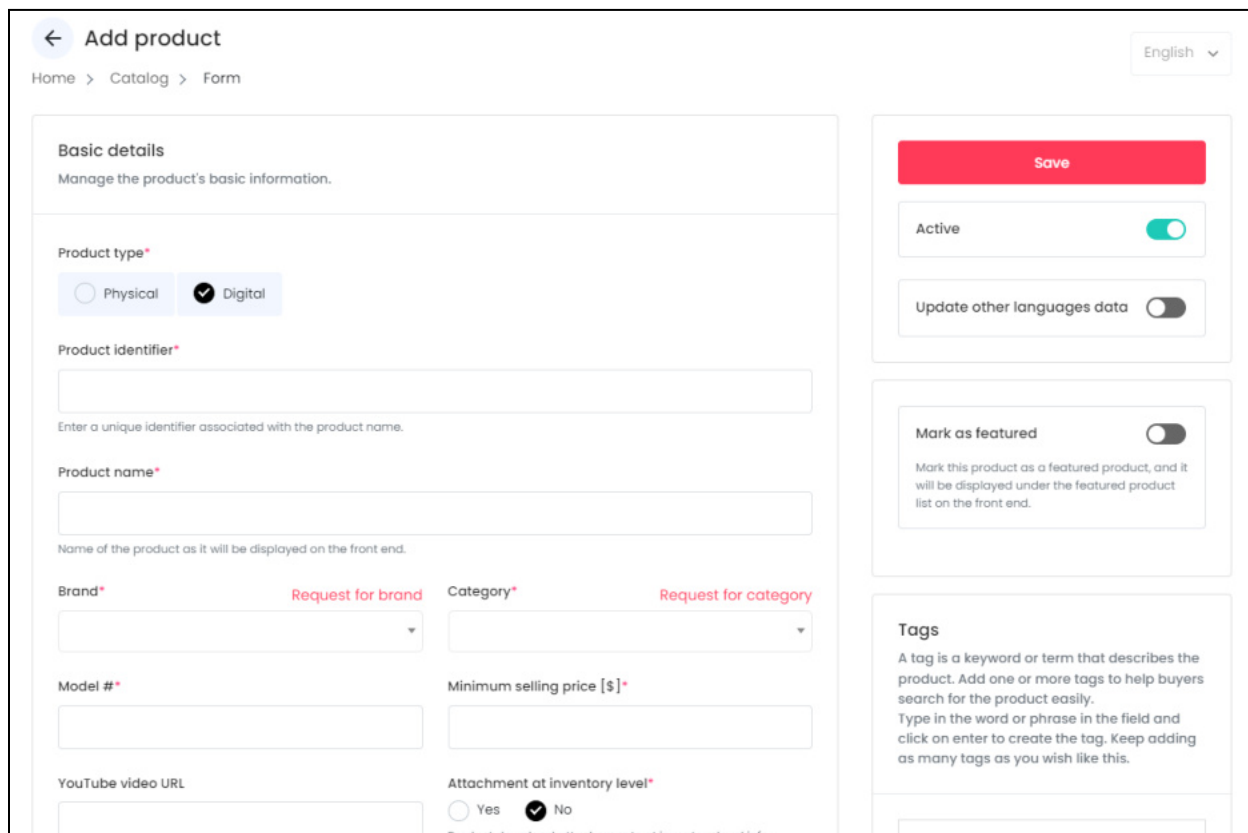
Navigate between the different language forms by selecting the language from the language dropdown list on the top of the form.

Once all the language data has been added, click the **back icon**  to go back to the **Shop Inventory** list.

## 2. Digital Product

There are two kinds of products you can add.


If you select the product type as Digital, the following fields will appear.



The form is scrollable and has 5 sections under it.

For a digital product, the sections will increase if you choose to upload the downloadable file or URL under this form itself (explained further).

On the right side of the form, there are some additional settings for the product.

 The language dropdown on the top right side will not be accessible unless and until you add the details in the primary language.

Each part has been explained below:

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## i. Basic Details

Enter the following details under this section of the form:

**Basic details**  
Manage the product's basic information.

---

**Product type\***

Physical
  Digital

**Product identifier\***

Enter a unique identifier associated with the product name.

**Product name\***

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

**Brand\*** Request for brand

**Category\*** Request for category

**Model #\***

**Minimum selling price [\$]\***

**YouTube video URL**

**Attachment at inventory level\***  
 Yes  No  
 Select Yes to upload the product's downloadable attachments at inventory level.

**Description**

B I U A A T ↻
☰ ☰ ☰ ☰ ☰
🔗 📺 YouTube 📄 🗑️
↶ ↷ <> html

- **Product Type\*:** Select the type of product you want to list from the two radio button options:
  - **Physical:** These are tangible products, such as books, toys, clothing, etc.
  - **Digital:** These are intangible products, such as, e-books, software, online courses, etc.

Next sections and fields adjust according to the product type. This form entails the details you will need for **adding a digital product**.

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

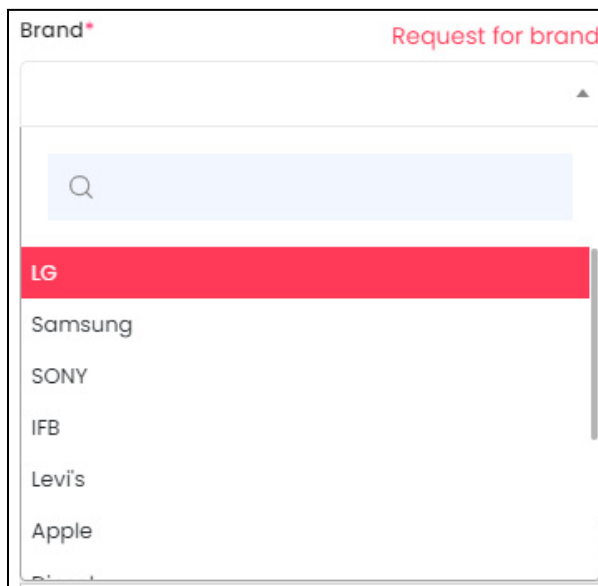
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

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

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

- **Product name\*:** Enter the product's name.
- **Brand\*:** Click the field and a dropdown list with a search bar will appear.



Use the search bar to search for the brand from the list.

As you type in the search bar, the related results will show in the list. Select the brand of the product from the list.



If you selected the wrong brand by mistake, you can **clear the field** by **clicking** the **Cross Icon** ✕ beside the brand name in the field.

- ! Selecting a brand while adding a product under this field will **not be mandatory** (the asterisk \* sign will not be there beside the label name) if the admin has disabled the option where linking brands with products is mandatory.

If selecting a brand is not mandatory, you do not need to add this information and can leave it.

But, if it is important and the brand is not available in the list, you need to request for a brand, or add a brand.


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

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

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

## Request for Brand/Add Brand

There is a [Request for Brand link](#) (or [Add Brand](#)) at the top right side of the field. In cases where the brand you want to link to the product is not available in the list, you can click this and request the admin to add a new brand to the list.

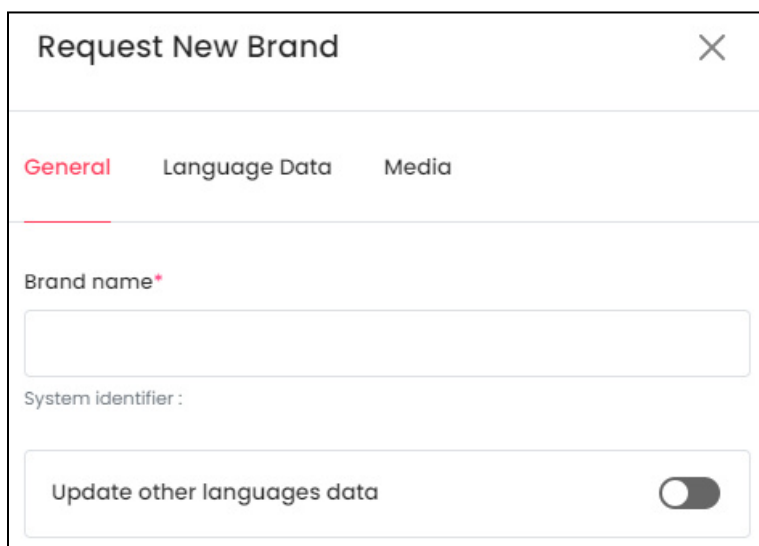
 If the admin has not allowed you to directly add a brand, you will see the [Request a Brand link](#).

If the admin has allowed you to directly add a brand to the list, you will see the [Add Brand link](#).



In both cases, when you click the link, a form appears on the right side of the page allowing you to either add a new brand directly or request for a brand.

Kindly note that both the forms have the same fields.



There are three tabs under this form.

### **General Tab**

Edit the following:

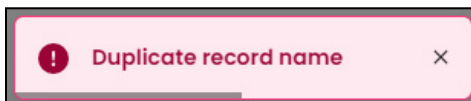
- **Brand Name\*:** Enter the brand name.

Ensure that it is unique and unlike any other brand name, else an error message will appear.


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

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.

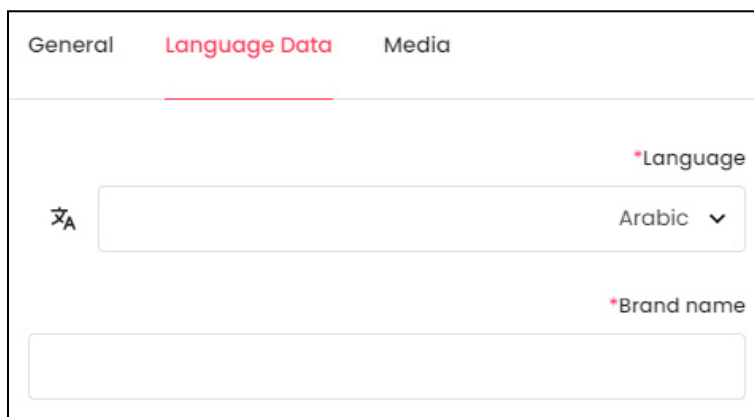


Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

### **Language Data Tab**


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




The screenshot shows a form with three tabs: General, Language Data (selected), and Media. Under the Language Data tab, there are two fields:
 

- \*Language:** A dropdown menu with 'Arabic' selected and a downward arrow.
- \*Brand name:** An empty text input field.

 There is also an 'Autofill Language Data Icon' (represented by a small 'x' with a language symbol) to the left of the Language dropdown.

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.


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

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


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

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

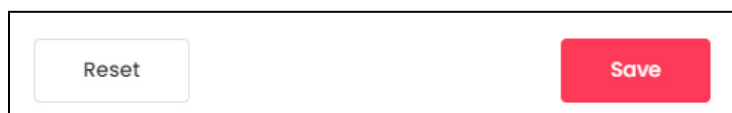


The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Brand Name\***: Enter the brand name in the selected language.

 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are **two buttons** at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

### **Media Tab**

When you click **Save**, you will be redirected to this tab. Edit the following details:

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

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

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

General
Language Data
Media

Language


Universal
▼

### Brand Logo

Ratio

1:1

16:9



Click here to upload

Preferred Dimensions 500 x 500

---


### Banner

Language

Universal
▼

Display for

Desktop
▼



Click here to upload

Preferred Dimensions 2000 x 500

- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **Universal** as the option if the image will be the same for all the languages.

There are two images that need to be updated under this.

### 1. Brand Logo

- **Ratio:** Select the ratio of the logo that you want to upload. The ratio means the dimensions of the image. It is important to choose the ratio based on the image dimensions you are about 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.

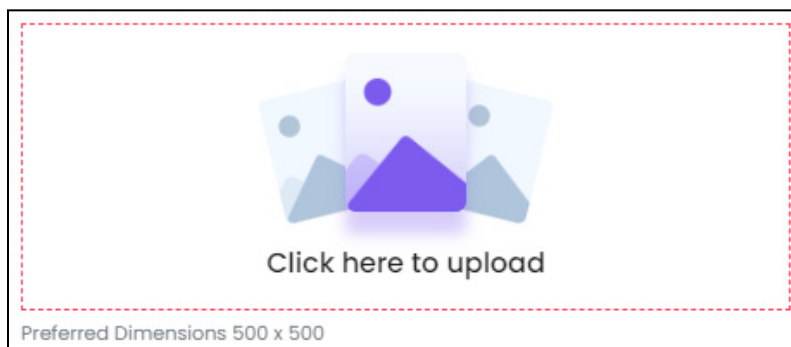
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

There are two options under this:

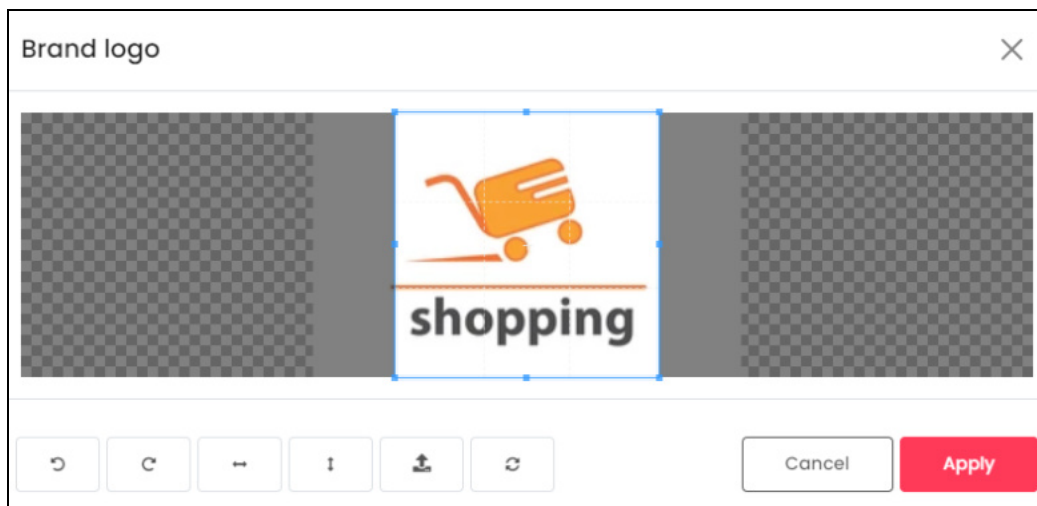
- **1:1**
- **16:9**

Click the selection you want to make and it will turn red in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.




- **Click Here To Upload:** Hover over and click the panel that says - Click here to upload.



Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.






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

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


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

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

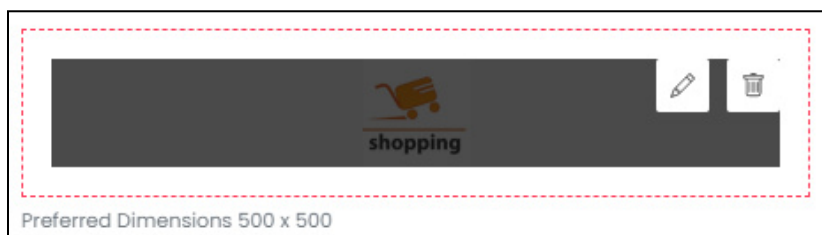
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.


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

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

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

Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.



To delete the image, click the **Delete icon**  . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon**  .

**2. Banner:** The second image you need to upload is the banner image for the brand.

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

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

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


### Banner

Language

Universal
▼

Display for


Desktop
▼



Click here to upload

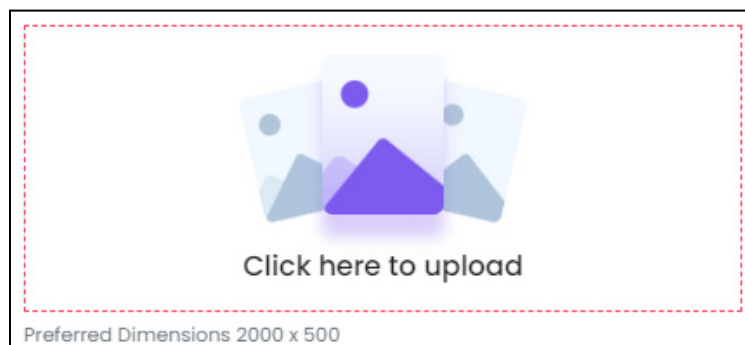
Preferred Dimensions 2000 x 500

- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **Universal** as the option if the image will be the same for all the languages.
- **Display For:** Select whether the image is meant to be displayed for:
  - **Desktop**
  - **iPad**
  - **Mobile**

 To explain better, **every type of screen** has a different resolution and you can **add images for each** screen type, including the desktop, mobile and tablet screen. It is important to upload the different images for different devices to avoid any distortions. It helps in enhancing the user experience.

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.

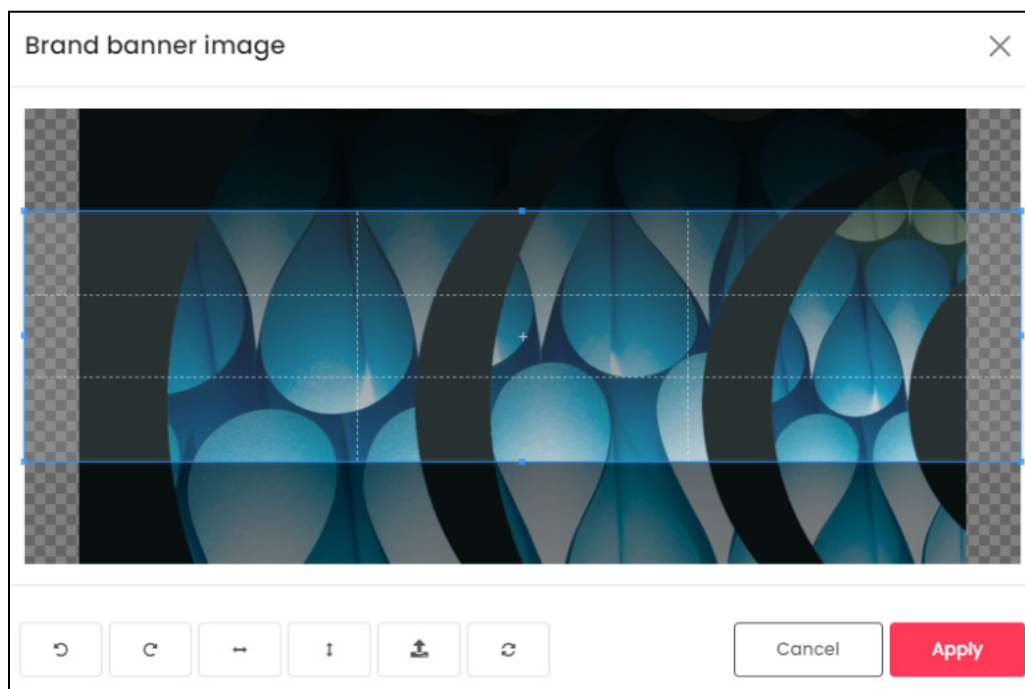


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.







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



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

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

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

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

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

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

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


Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.




To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.




To change or edit the image, click the **edit icon** .

 You can upload language-specific images for each language that the website is available in. Select the language and upload the image accordingly.

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

From here, just click the **Cross icon**  at the top-right corner to close the form. With this, the brand request will be sent to the admin.

 You might have to **come back later to continue adding the product**, if the admin has not allowed you to directly add a brand. This is because the **admin will first have to approve the brand request** and then **you will be able to add it under this field**.

Check if the brand request has been approved or edit the request under **Shop > Requests > [Brand Requests](#)**.

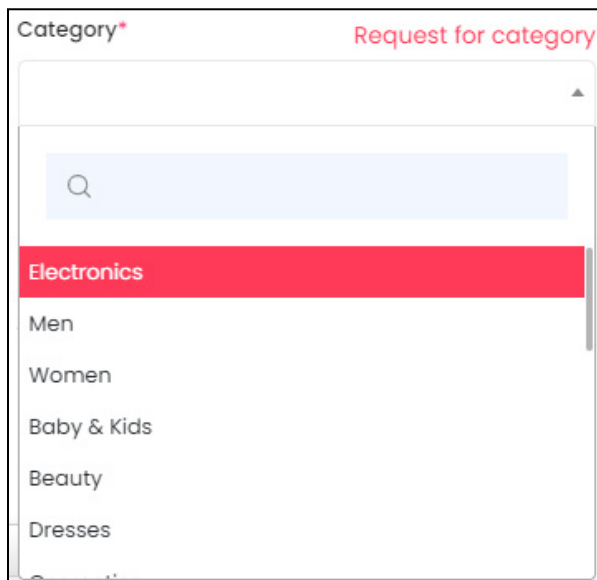
This will take you back to the **Add Product** form. Continue filling out the form:

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

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

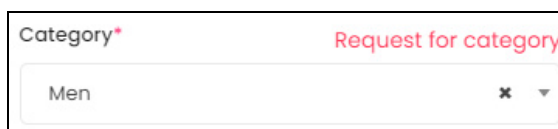
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



Use the search bar to search for the category from the list.

As you type in the search bar, the related results will show up in the list. Select the category of the product from the list.



If you selected the wrong category by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the category name in the field.

## Request for Category/Add Category

There is a **Request for category link** (or **Add Category link**) at the top right side of the field.

In cases where the category you want to link to the product is not available in the list, you can click this and request the admin to add a new category to the list.



If the admin has not allowed you to directly add a category, you will see the Request a Category link.

If the admin has allowed you to directly add a category to the list, you will see the Add Category link.



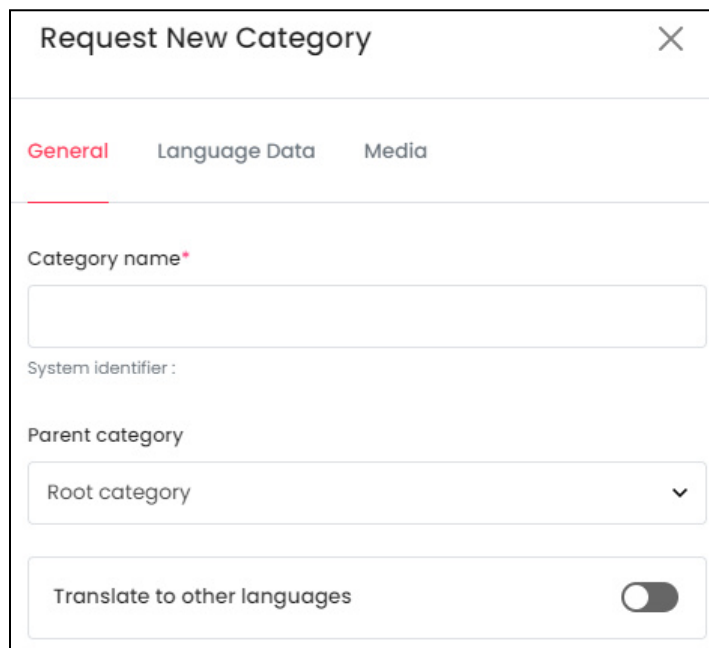
When you click this, a form appears on the right side of the page.

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

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

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



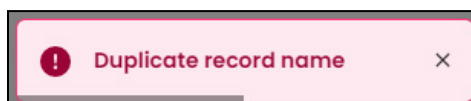


There are three tabs under this form.

### **General Tab**

Edit the following:

- **Category Name\*:** Enter the category name. Ensure that it is unique and unlike any other category name, else an error message will appear.



- **Root Category:** Click the field and a dropdown list will appear. Select the category under which this new category will fall.

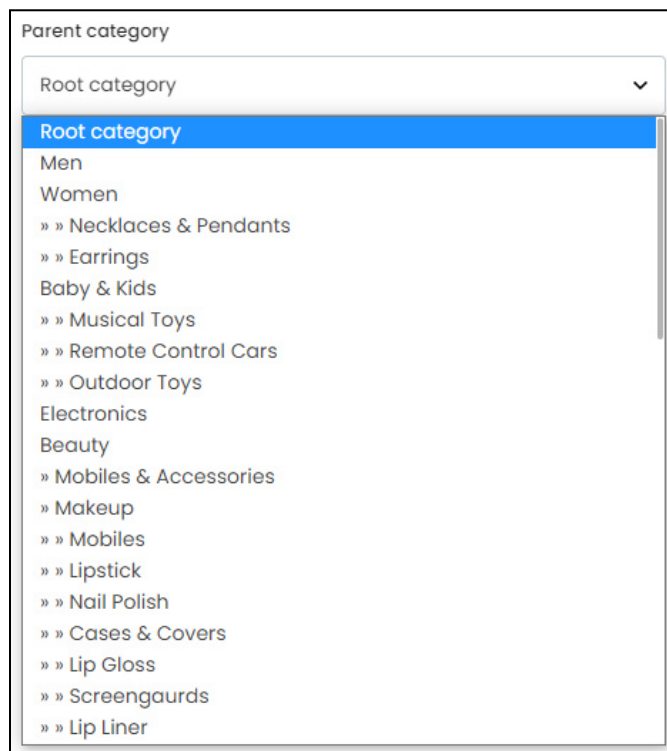
Categories that fall under another category are called **child categories**.

If this category is a main category, or a parent category, **select** the option, **root category** from the list.


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

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

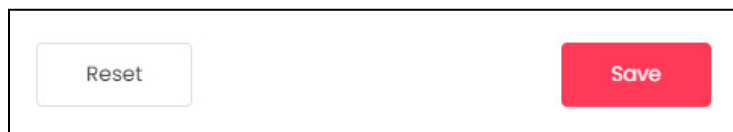


- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

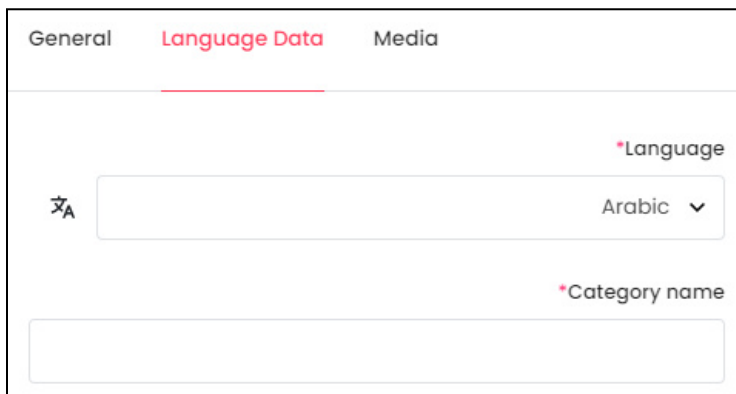
### **Language Data Tab**


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


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


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

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




- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.

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

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Category Name\*:** Enter the category name in the selected language.

 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

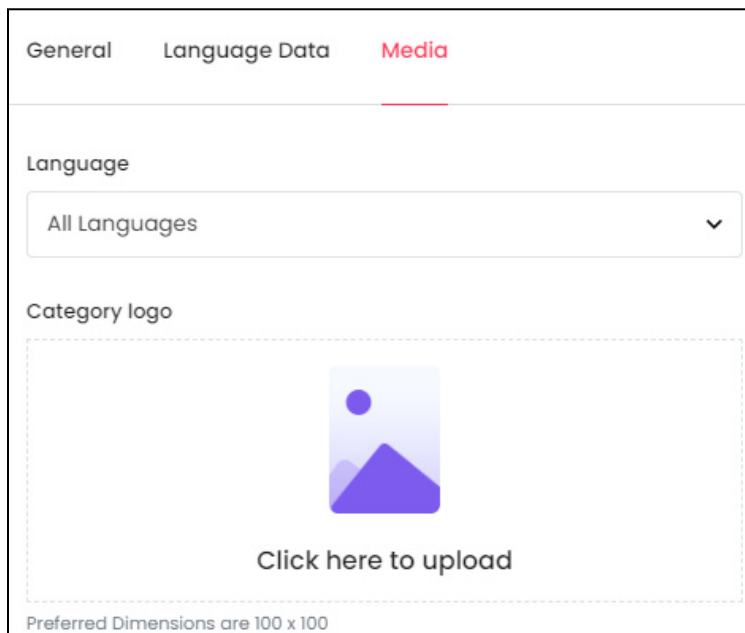
### **Media Tab**

When you click **Save**, you will be redirected to this tab. Edit the following details:

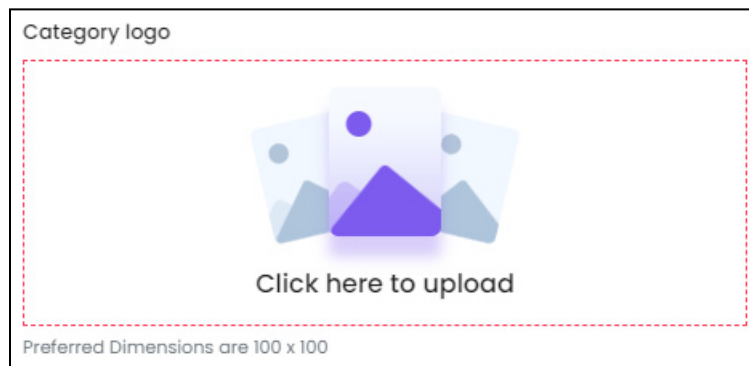
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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



- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **All Languages** as the option if the image will be the same for all the languages.
- **Category Logo:** Hover over and click the panel that says - Click here to upload.

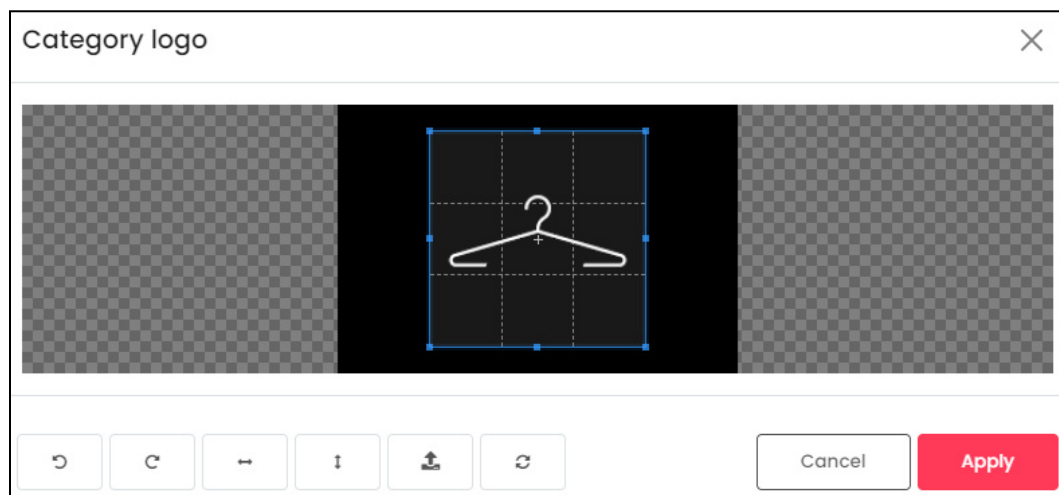


Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.







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

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


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



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

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

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

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


Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.

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

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

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



To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon** .


 You can upload language-specific images for each language that the website is available in.

Select the language and upload the image accordingly.

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

From here, just click the **Cross icon**  at the top-right corner to close the form.

With this, the category request will be sent to the admin.

 You might have to come back later to continue adding the product, if the admin has not allowed you to directly add a category. This is because the admin will first have to approve the category request and then you will be able to add it under this field.

Check if the category request has been approved or edit the request under **Shop > Requests > [Category Requests](#)**.

### **Back to the Add Product form**

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

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


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

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

The screenshot shows a product form with the following fields and controls:

- Model #\***: A text input field with an asterisk indicating it is mandatory.
- Minimum selling price [\$]\***: A text input field with an asterisk indicating it is mandatory.
- YouTube video URL**: A text input field.
- Attachment at inventory level\***: A radio button selection with options "Yes" and "No". The "No" option is selected. Below it, a note says: "Select Yes to upload the product's downloadable attachments at inventory level."
- Description**: A rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, text background color, link, unlink, list, and source code.

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

 This field will **not be a mandatory field** (the asterisk \* sign will not be beside the label name) if the admin has disabled the option where adding the model number is important when adding a product.

- **Minimum selling price [Default Currency]\***: Enter the minimum selling price of the product.
- **YouTube video URL**: Enter a YouTube video URL of your product to share a bit more description regarding it.
- **Attachment At Inventory Level\***: Select **Yes** if you want to attach the digital file or URL while adding the inventory details.

Select **No**, if you want to attach the file or URL under this form itself.

 If **you select NO**, and once you click Save to upload the product (or refresh the page), **two additional sections** will appear below the form.

Remember to fill these sections so that the buyers can get the product once they purchase it.

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

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

Kindly note that the description will be displayed in the same format and style on the front end as you set it up here.

**Once done, scroll down to the next section.**

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

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

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

## ii. Variants & Options

Click this section's header to open it.

**Variants & options** ^

Customize the product variants, including size, color, etc.

Options	Option values	Action
<input type="text" value="Select option"/>	<input type="text" value="Type to search"/>	<input type="button" value="⊕"/>


---

Product has the same EAN/UPC code for all variants 
 Yes  No

Variants	EAN/UPC/GTIN Code
All variants	<input type="text"/>

Select the options and add variants of the product under this section. Products that have similarities, like the same brand and model, but differ in some aspects like the size or color from one another are called product variants.

For instance, size can be an option for a product (a t-shirt), while Small, Medium and Large can be their corresponding option values.

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

To add a product variant under this:

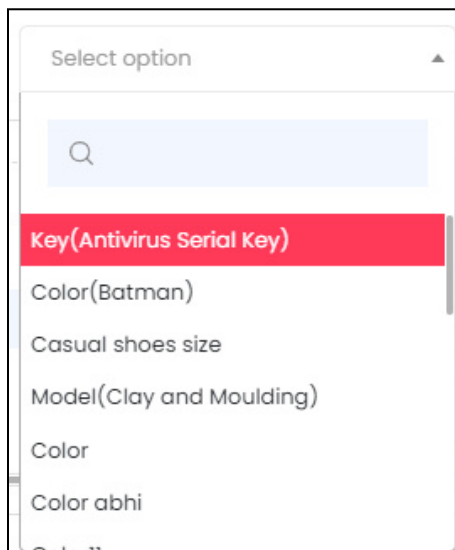
- **Options:** Select the options available for the product under this field. To do this, click the field and a dropdown list with a search bar will appear.

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

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

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






Use the search bar to search for the option from the list.

As you type in the search bar, the related results will show up in the list. Select the option of the product from the list.



If you selected the wrong option by mistake, you can clear the field by clicking the **Cross Icon** **x** beside the option name in the field.

 If you have not yet created the options for this product, visit the Product Options module under **Shop > Product Options** and create them. Once you create the options, they will be displayed under this list.

The options that can be seen under this list are the options added by the admin.

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

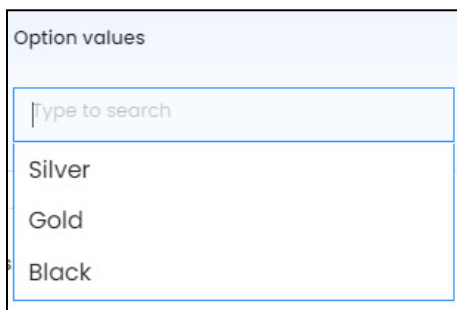
These option values are linked to the Option selected in the previous field. For instance, if you selected size as the option in the previous field, the size values under this option will appear in a list on this field.

Select the option value.

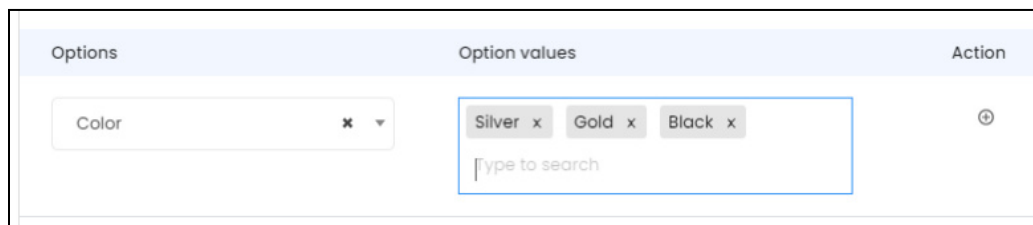
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.



You can select all the option values, according to the product variants available. It would simply mean that the product is available in all the options.



Click the **cross icon** ✕ beside the option value name to remove it from the field.

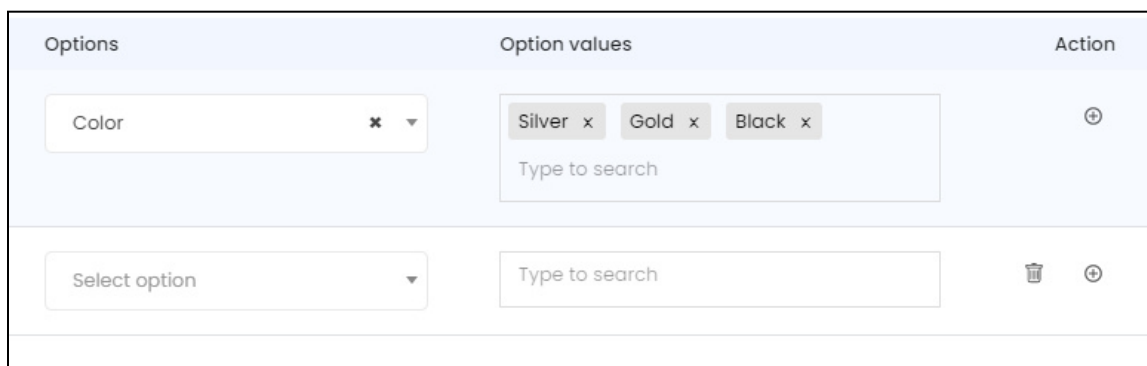
- **Action:** Beside every option and its values, there are some action icons that help in adding more options or removing options for a product.

The very first option in the list has just one action icon, the **plus icon** ⊕ beside it, and under the **Action** column.

Click this to add another option to the product.

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


From here, repeat the last steps by selecting an option and then adding the option values accordingly.






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If you by mistake added an extra option to the product or a wrong option, click the **delete icon**  beside it. This will delete the option from the list.

 Add as many options as required for the product by clicking the **plus icon**  and remove any extra or unwanted options by clicking the **delete icon**  beside it.

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

 So, if you select an option type that has different images, you **cannot select another option type that has different images as well**. In the same way, if you select an option type that has different color options, you **cannot select another option type that has color options**.

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

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

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

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

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

Product has the same EAN/UPC code for all variants <input checked="" type="radio"/> Yes <input type="radio"/> No	
Variants	EAN/UPC/GTIN Code
All variants	<input type="text"/>

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

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Product has the same EAN/UPC code for all variants  Yes  No

Variants	EAN/UPC/GTIN Code
6 Black	<input type="text"/>
6 Blue	<input type="text"/>
6 Brown	<input type="text"/>
6 Dark grey	<input type="text"/>
7 Black	<input type="text"/>
7 Blue	<input type="text"/>
7 Brown	<input type="text"/>

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

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

To close the section, click the Variants & Options header and the section will close.

**Once done, scroll down to the next section.**

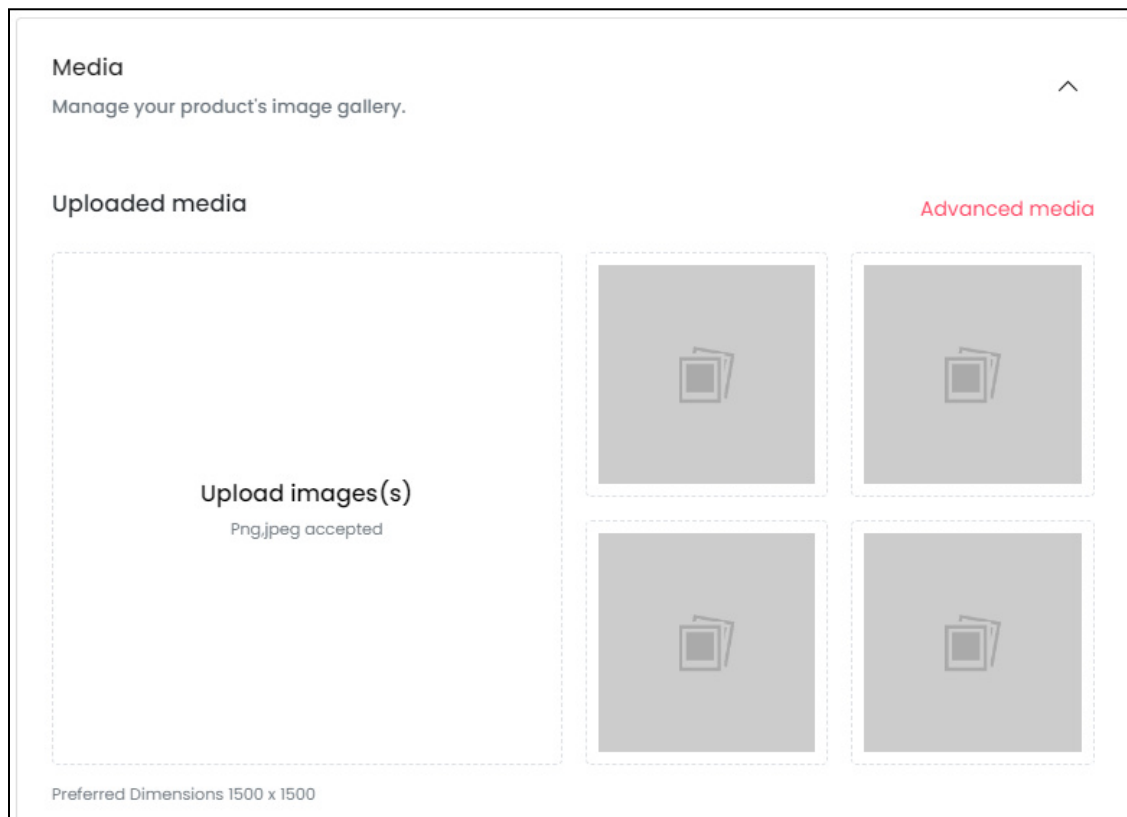
### iii. Media

Click this section's header to open it.

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

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

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



Under this section, you can upload an image gallery for the product.



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

There are two ways to upload an image:

**1. Upload Image(s):** Click the Upload Image(s) section to upload all the images for the product. You will be able to upload one image at a time.

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

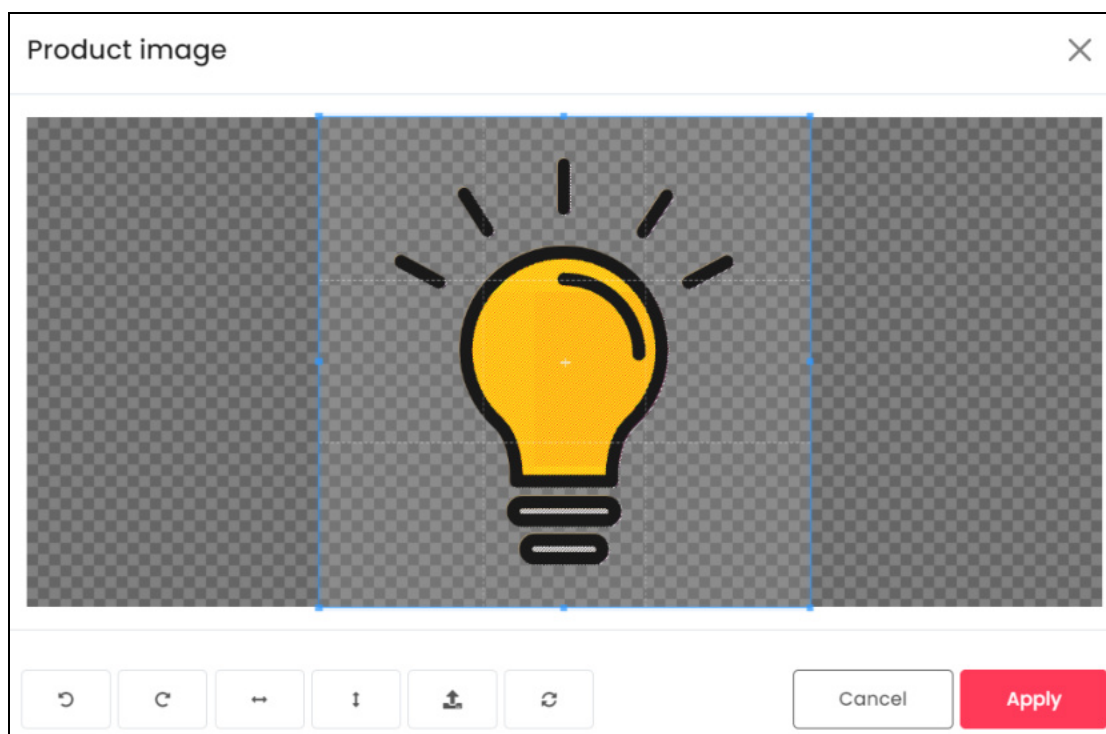
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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




When you click this section, you will be prompted to select an image from your system. Select the image accordingly. Only one image can be selected at a time.

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








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

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

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

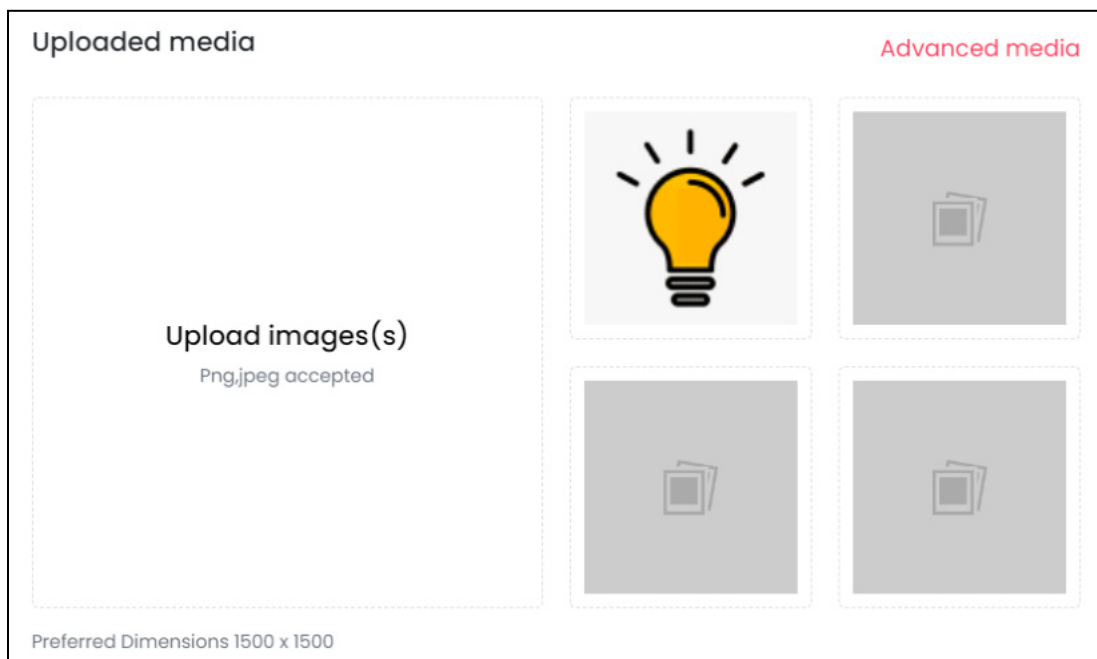
- **Rotate Right**  : Click this icon to rotate the image towards the right.
- **Flip Horizontally**  : Click this icon to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.
- **Flip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

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

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

 at the top-right corner of the pop-up form.

Each image will be added to the small image boxes.




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

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

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

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

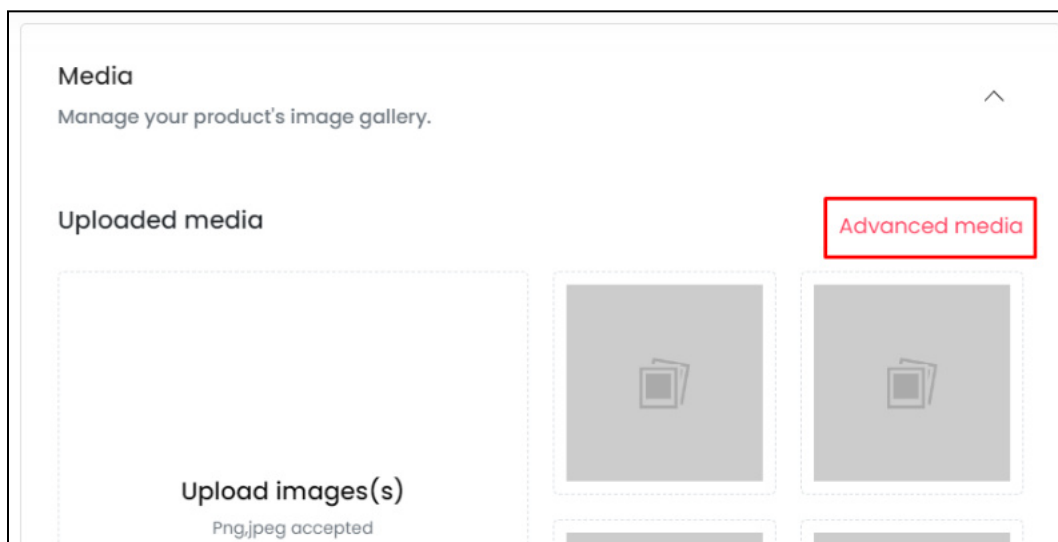


To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



**2. Advanced Media:** Click the **Advanced Media link** at the top right-side of the section.



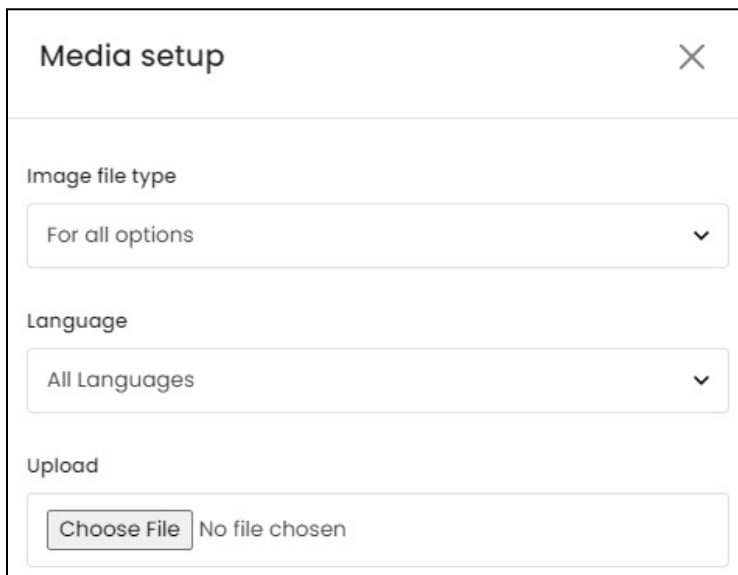
The **Media Setup** scroll-in form will appear on the right side of the screen.

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

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

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





Edit the following fields:

- Image File Type:** Select the image file type that you want to upload.  
 By default, **all options** are selected, and it is the only option available for this.
- Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled.  
 You can select **All Languages** as the option if the image will be the same for all the languages.
- Upload:** Click **Choose File** and select the image file from your system.

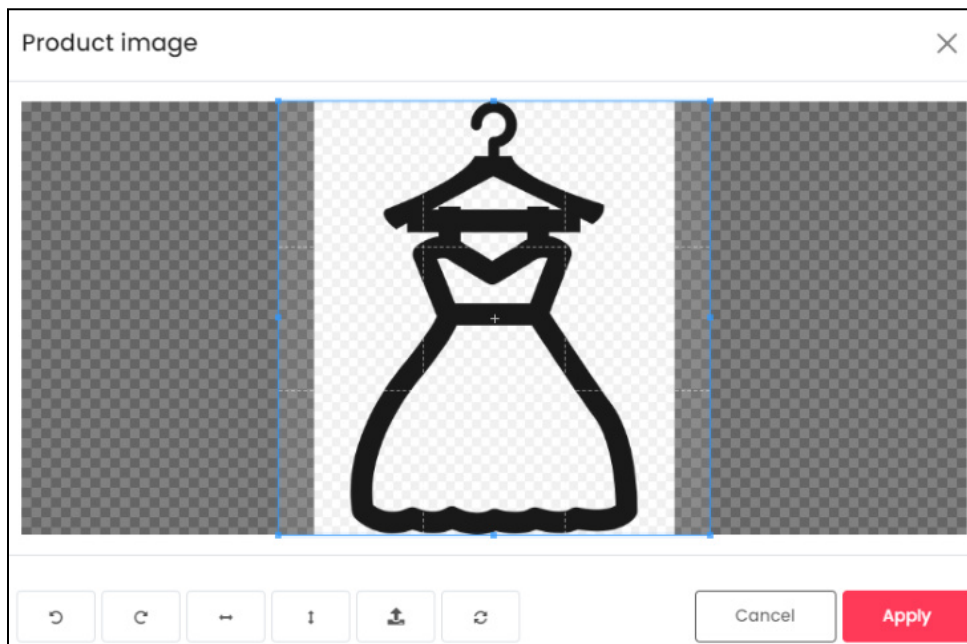
You can only select one image at a time.

When you select the image, it will open in the image editor pop-up, in the middle of the screen.







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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.



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

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

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

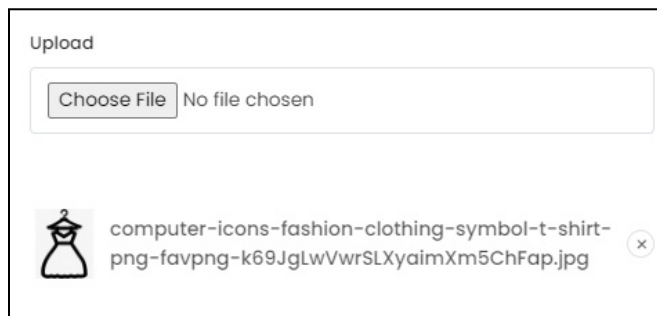
Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the **cross icon**  at the top-right corner of the pop-up form.

With this, the image will be uploaded to the form and can be seen under the Choose File field.

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

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

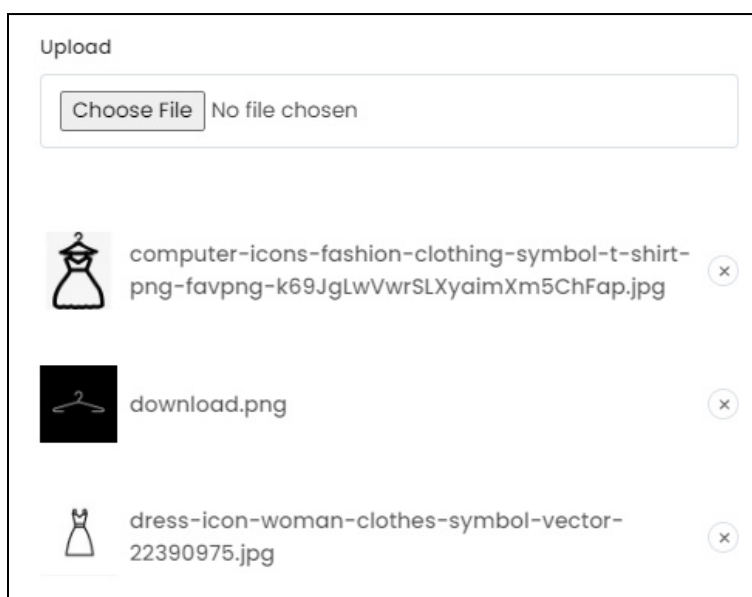
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.




Add multiple images one after another under this form.

You can change the language and add images accordingly for each language in the same way as well.

All the images will be listed one after another under the **Choose File** field.



To remove an image that you uploaded in the list, click the **cross icon**  beside it.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



All the added images will automatically get uploaded into the system for the product you are creating.


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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.

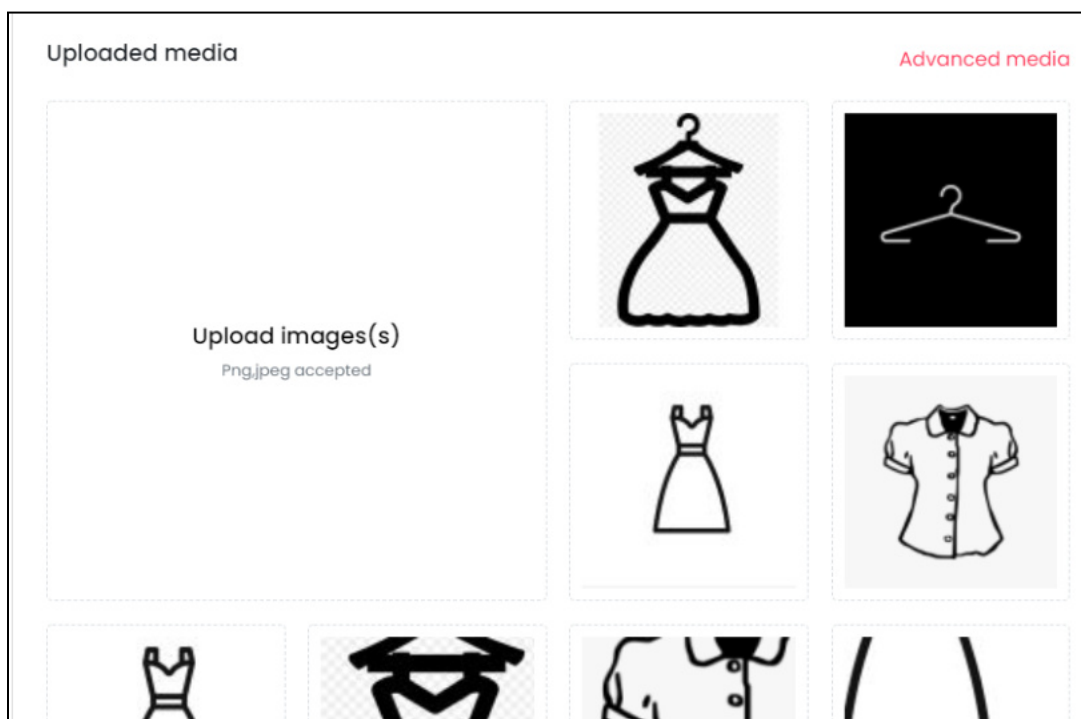
**!** You can upload language specific images for each language that the website is available in. Select the language and upload the image accordingly.

Upload images for all the languages one after another without closing the form, and it will all get saved accordingly.

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

There is NO Save button under this form since everything automatically saves once you upload the images.

And all the images that you added through the form, will be visible under the media section.



To close the section, click the Media header and the section will close.

**Once done, scroll down to the next section.**

#### iv. Specifications

Click this section's header to open it.

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### Specifications

Manage the product-related specifications. ^

Name	Value
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Group	
<input style="width: 95%;" type="text"/>	<input style="margin-right: 10px;" type="button" value="Add"/> <input type="button" value="Clear"/>

Under this section, add the product specifications, including the weight, dimension, size, special features, etc.

Specification adds more information about the listed product.

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

There are **three fields for each specification detail:**

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

This will describe the additional details that you will be adding about the product in the next field.

For instance, you can add dimensions or storage space as the name.

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

So, for dimensions you can add 18\*10\*18 in this field.

If you entered storage space as the name, the value can be 32 GB in this field.

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

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

Once done, click **Add**. Add as many specifications as you want to by following the same process.

If you add the wrong details while adding a specification information, click **Clear** and the fields will be cleared allowing you can fill the fields again with the right information.

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

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### Specifications

Manage product related specifications ^

Name

Value

Group

Add
Clear

---

Name	Value	Group	Action
Dimensions	146.7 x 71.5 x 7.4 mm (5.78 x 2.81 x 0.29 in)	BODY	
Weight	164 g (5.78 oz)	BODY	
Build	Glass front (Gorilla Glass), glass back (Gorilla Glass), aluminum frame	BODY	
Type	Super Retina XDR OLED, HDR10, Dolby Vision, 625 nits (HBM), 1200 nits (peak)	DISPLAY	
Size	6.1 inches, 90.2 cm <sup>2</sup> (~86.0% screen-to-body ratio)	DISPLAY	

Each added specification has two icons beside it under the **Action** column.

Click the **edit icon** to edit the specification details.

When you do this, the specification fields will be auto filled with the details that you want to edit.


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Name	Value
<input type="text" value="Dimensions"/>	<input type="text" value="146.7 x 71.5 x 7.4 mm (5.78 x 2.81 x 0.29 in)"/>
Group	
<input type="text" value="BODY"/>	<input type="button" value="Update"/> <input type="button" value="Clear"/>

---

Name	Value	Group	Action
Dimensions	146.7 x 71.5 x 7.4 mm (5.78 x 2.81 x 0.29 in)	BODY	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Edit the fields and click **Update**. This will update that specification's details.

Click the **Delete icon**  beside a specification to delete it. It will be deleted directly without a warning.

To close the section, click the Specification header and the section will close.

**Once done, scroll down to the next section.**

## v. Tax And Shipping

Click this section's header to open it.

Under this section, you can define how the tax and shipping charges will be applied to the product.

**Tax and shipping** ^

Set up the tax and shipping information of the product.

Tax category\*

Country of origin

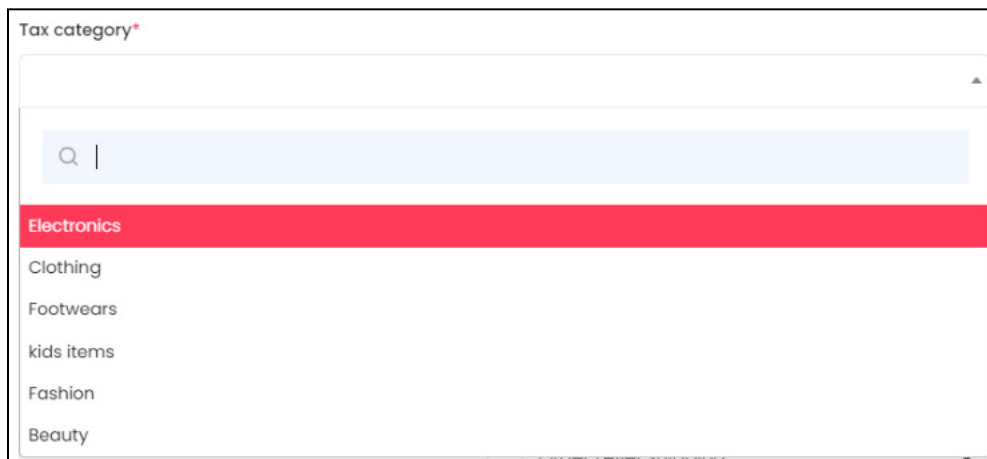
Edit the following details under this section:

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

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



Use the search bar to search for the tax category from the list.

As you type in the search bar, the related results will show up in the list.

Select the tax category from the list.

You can also directly scroll through the list and select the tax category that best fits the product.



If you selected the wrong category by mistake, you can clear the field by clicking the

**Cross Icon** ✕ beside the category name in the field.

**!** If the tax category that best fits your product is not available in the list, you can contact your administrator regarding the same. The admin is the only one who can add a tax category.

However, you can edit the tax rates for a category as per your convenience under **Shop > [Tax Categories](#)**.

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

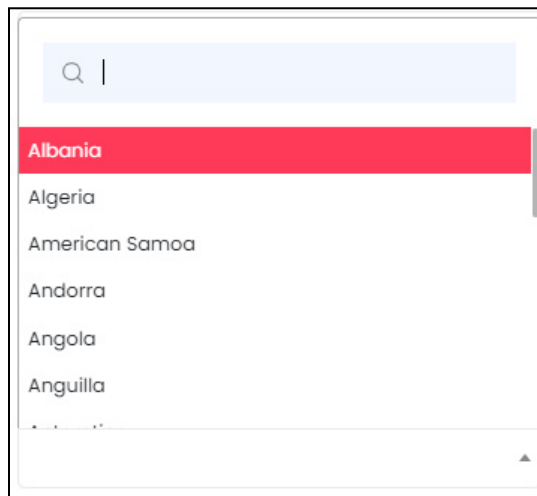
Select the country from where the product will be shipped.

**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.





Use the search bar to search for the country from the list.

As you type in the search bar, the related results will show up in the list. Select the country from the list.

You can also directly scroll through the list and select the country.



If you selected the wrong country by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the category name in the field.



This information is important for calculating the tax charges for the product. So, add the right country of origin under this field.

## vi. Right-Side Settings

On the right handside of the **Add Product** form, there are some additional settings:

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Save

Active

Update other languages data


Mark as featured

Mark this product as a featured product, and it will be displayed under the featured product list on the front end.


**Tags**

A tag is a keyword or term that describes the product. Add one or more tags to help buyers search for the product easily.

Type in the word or phrase in the field and click on enter to create the tag. Keep adding as many tags as you wish like this.


- **Active:** Turn **ON**  this toggle switch to **publish the product** on the front end, provided that the admin has approved the product request, if needed.

 The product will not appear on the front end unless and until the inventory for it has been added.

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

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

- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

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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 the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you.

You can cross-check the data and even edit by **selecting the specific language** from the **dropdown language list** at the top right side of the form.

**!** You won't be able to change the language option unless and until you save the product details in the primary language. Once you click **Save**, that is when you will be able to change the language options.



If you leave this toggle switch **OFF** , and click **Save** to update the product into the system, the **form will open in the secondary language** for you to update its details accordingly.

- **Mark As Featured:** Turn **ON**  this toggle switch to allow this product to appear under the **Featured** header on the front end.

This header is visible under each product detail page.

**Featured products** help you highlight selected items on the storefront for buyers to quickly navigate.

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

Place the cursor in the field, type in the word or phrase that you want to add as the tag, and click Enter to mark it as a tag.

Add as many tags as you want.

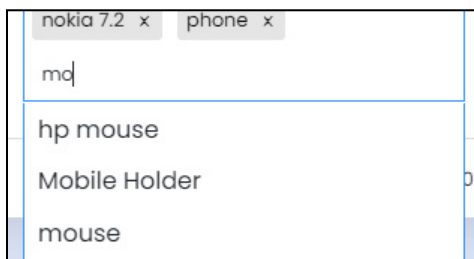


While typing in the field, some suggestions might come up in a list. You can select a suggestion from the list as well.

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

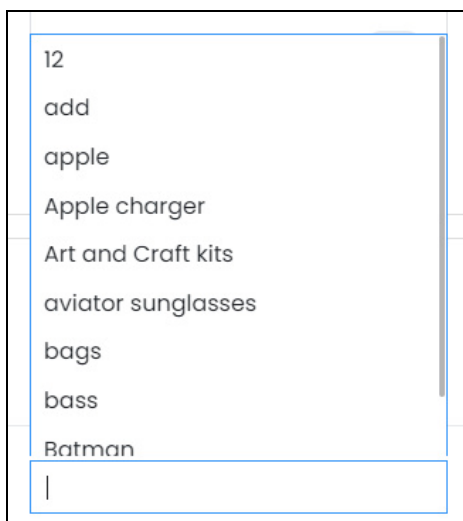
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



The list also shows up if you click the field. Use the scroll button on your mouse to scroll up and down this list.


You can use this suggested list to select the tags you want.



To remove a tag that was added by mistake, click the cross icon  beside it to remove it.

## Secondary Language Data

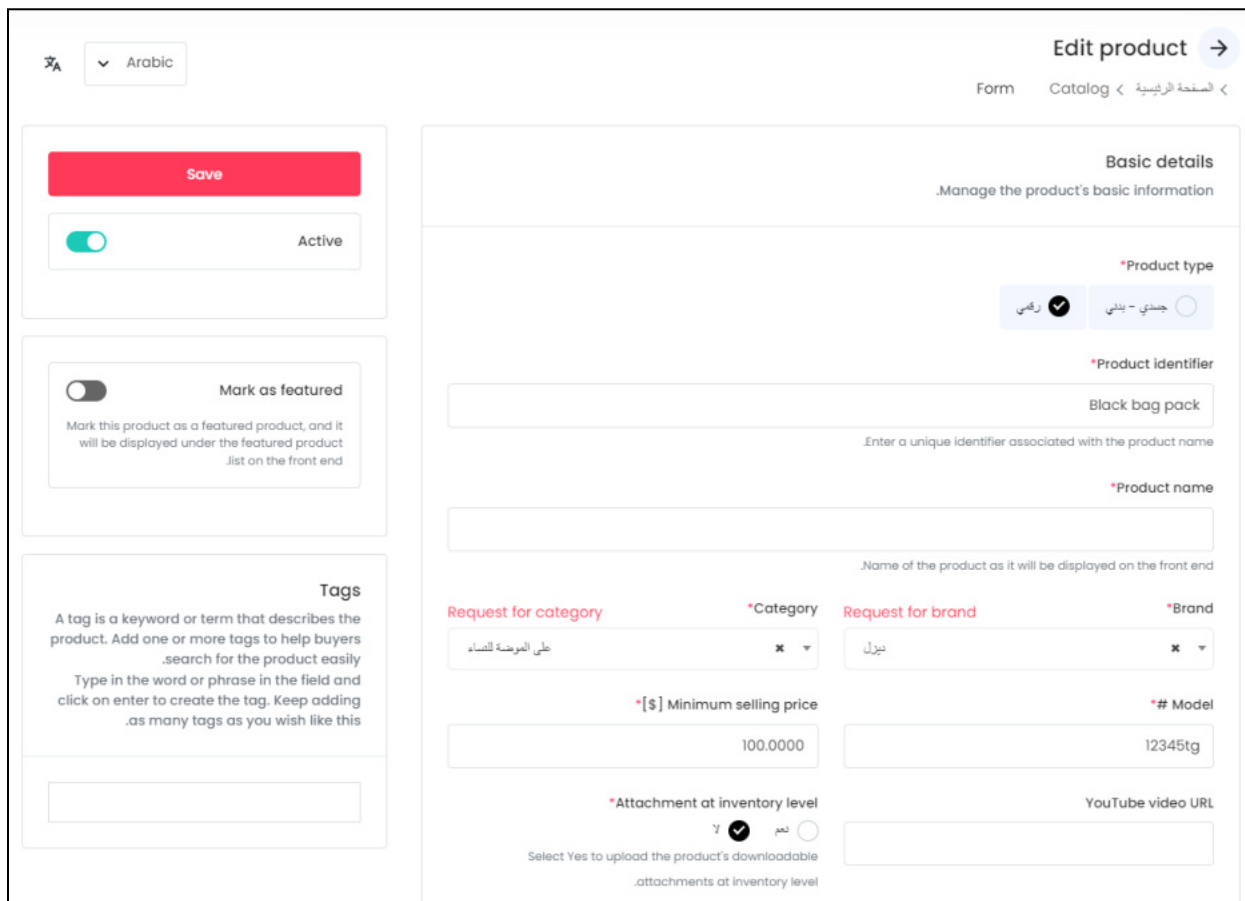
Once all the fields in the form have been filled and the settings have been updated, click the **Save** button located at the top-right corner.

If you left the **Update Other Language Data** toggle switch **OFF** , the **form will open in the secondary language** for you to update its details accordingly.

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


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


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





Fill out the form in the secondary language and click **Save**.

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

Or, use the **Autofill Language Data Icon**  provided at the top left corner beside the language dropdown list, to automatically fill in the data for the subsequent fields in the selected language.

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

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch while filling out the form in the primary language.

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

Once all the language data has been added, click the **back icon**  to go back to the **Shop Inventory** list.

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

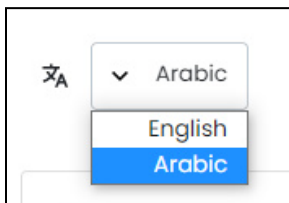
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

## Attach the Files/Links


Select **English** from the language dropdown menu again, once you have filled in all the details in the secondary languages.

You can also leave the secondary data details and simple go back to the primary language form.




If **you selected NO** under the **Attachment at inventory level** field, two other sections would have appeared in the form.


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


 These sections will show an error if you have not yet set up the product. This simply means that you will have to **create the product by adding all its information and click Save** before you can upload the digital files or URL for the product.

**Digital files**  
Manage the product's digital files.

 You can upload digital files after setup.

**Digital links**  
Manage the product's digital links.


 You can add digital links after setup.

And if you selected YES under the **Attachment at inventory level** field, these sections will not be there. You can just click the **back icon**  to go back to the **Shop Inventory** list in this case.

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

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

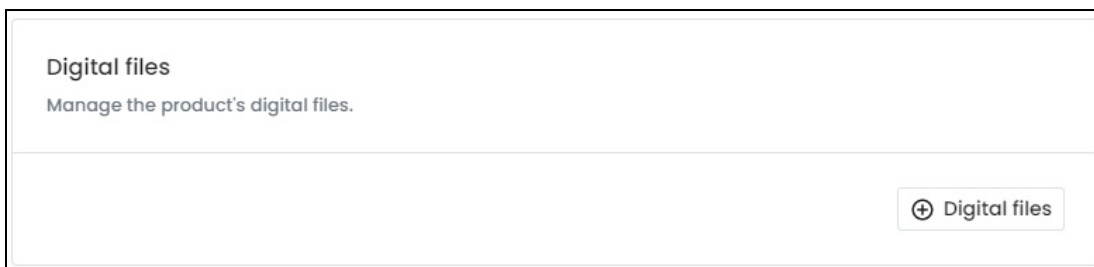
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

 If you do not want to upload the file/files at the moment, you can leave this part and come back later to add it.

## vii. Digital Files

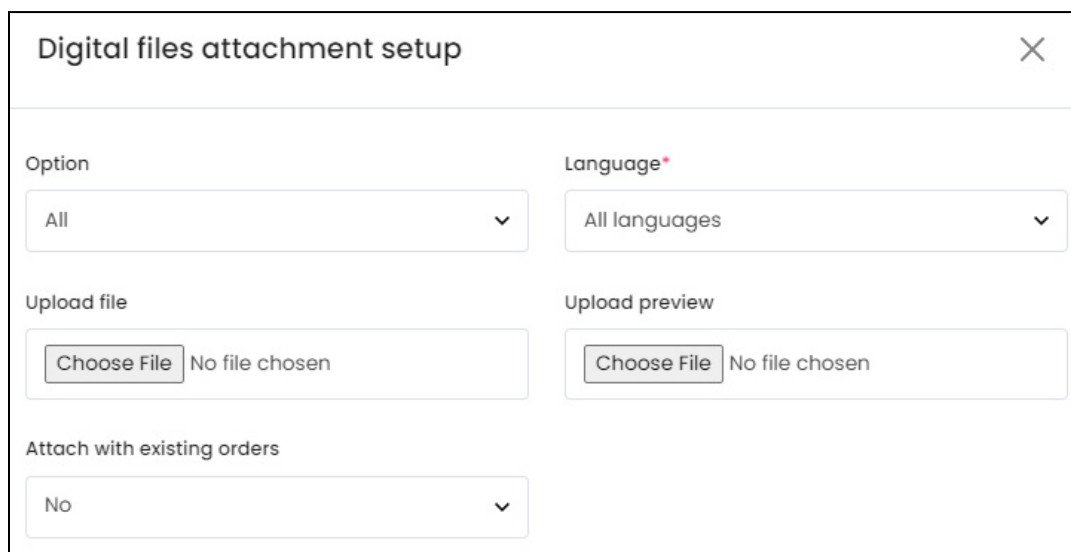
Fill out this section only if the product is a digital FILE.

If not, then **skip this section** and move to the next section.



Under this section, there is only one button. Click **Digital Files**.

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




Edit the following details under this section:

- **Option:** Select the option from the list.

If the same file will be available for all the options, **select All**.

If you select different options, you will have to follow the complete process again and add the files for each of the product options.

 This field **will not be visible** if you **did not link an option to the product**.

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

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

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

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

You can select **All Languages** as the option if the file will be the same for all the languages.

- **Upload File:** Click Choose File to **upload the digital file** that the buyer is purchasing when they click this product.
- **Upload Preview:** Click Choose File to **upload a short preview of the digital file**. This will be displayed on the front end with the product details.



If you upload a preview, it will help the buyer make a better choice when buying this digital product. They can **view the preview, before purchasing the final product** from you.

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

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

To explain better, let us assume that you already created this product and it has been sold to multiple buyers.

And now, an updated version of this product has come to the market. You would like to sell the updated version instead of this product.

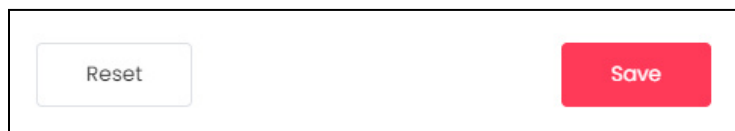
In this case, you can upload the updated files in the previous two fields.

Once done, you can now choose to share this updated file with all the existing customers as well by **selecting YES** under this option.

If **you choose No**, the previous customers will not get the updated version of the file.

It will only be available for the new customers.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

With this, the file will be uploaded in a table format in this form. Add as many files as you want like this for the said product (depending on how many files need to be there in the product).

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






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

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





You can also upload language-specific files for each language that the website is available in. Select the language and upload the link accordingly by filling out the fields.

Everything you add can be seen in a tabular format in the form.

Attach with existing orders		
No <span style="float: right;">▼</span>		
Dd file	Dd preview	Action
Ticket.pdf  	Ticket.pdf  	


There are three columns in the table - the main file, the preview, and an action button column.

**Each column value** has action icons beside them:

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

If you click the **delete icon under the Action column** for a listing, all the files in that row will be deleted at the same time.

To **delete just one file type**, say, the preview file, click the **delete icon beside** the preview file name under Dd preview.

Once you have updated all the form details. click the **Cross icon**  at the top-right corner to close the form.

 **DD means Digital Download.**

### viii. Digital Links

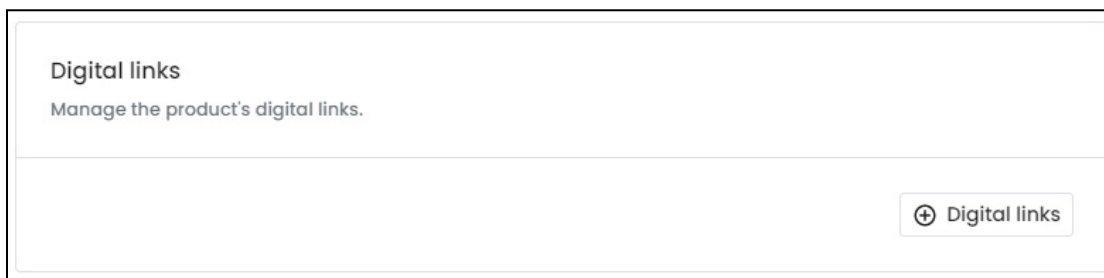
Fill out this section only **if the product is a digital LINK.**

If not, then **skip this section.**

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

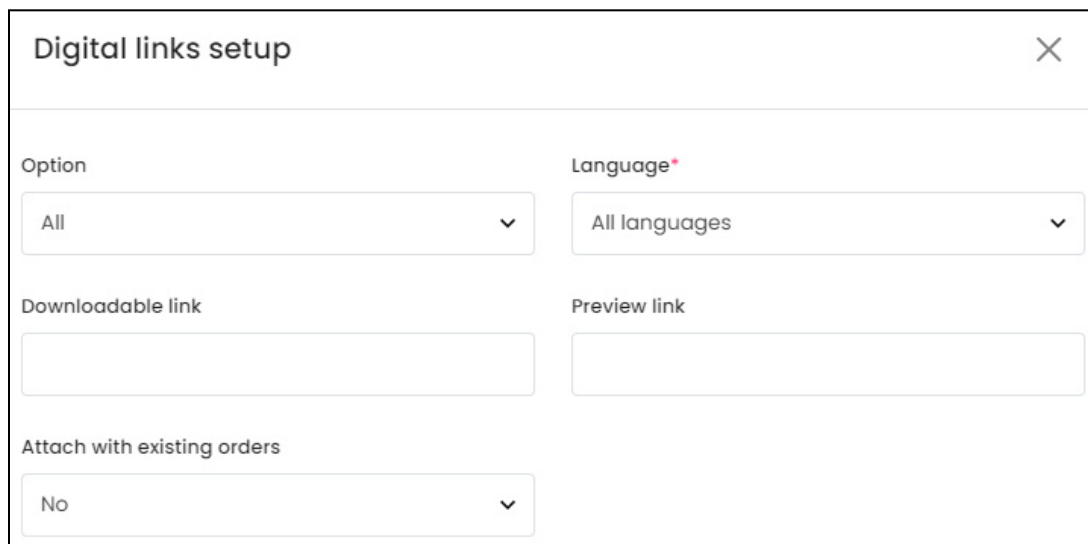
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



Under this section, there is only one button. Click **Digital Links**.

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




Edit the following details under this section:

- **Option:** Select the option from the list.

If the same link will be available for all the options, **select All**.


If you select different options, you will have to follow the complete process again and add the links for each of the options.

 This field will **not be visible** if you did **not link an option to the product**.

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

You can select **All Languages** as the option if the link will be the same for all the languages.

- **Downloadable Link:** Enter the link in this field.
- **Preview Link:** Enter a preview link of the main product link in this field. This will be displayed on the front end with the product details.

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

If you upload a preview, it will help the buyer make a better choice when buying this digital product. They can **view the preview, before purchasing the final product** from you.

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

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

To explain better, let us assume that you already created this product and it has been sold to multiple buyers.

And now, an updated version of this product has come to the market. You would like to sell the updated version instead of this product.

In this case, you can upload the updated files in the previous two fields.

Once done, you can now choose to share this updated file with all the existing customers as well by **selecting YES** under this option.

If **you choose No**, the previous customers will not get the updated version of the link.

It will only be available for the new customers.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

With this, the link will be uploaded in a table format in this form. Add as many links as you want like this for the said product (depending on how many files need to be there in the product).




You can also upload language-specific links for each language that the website is available in. Select the language and upload the link accordingly by filling out the fields.

Everything you add can be seen in a tabular format in the form.


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


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


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

Attach with existing orders		
<input type="text" value="No"/>		
Download link	Preview link	Action
<a href="https://demo.yo-kart.com/ad">https://demo.yo-kart.com/ad</a> 	<a href="https://demo.yo-kart.com/">https://demo.yo-kart.com/</a> 	

There are three columns in the table - the download link, the preview link, and an action button column.

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

Under the **Action column**, there is just one icon - **Delete Icon** . Click this icon to delete the listing and the complete row will be deleted.

Once you have updated all the form details. click the **Cross icon**  at the top-right corner to close the form.

### Go back to Shop Inventory

Click the **back icon**  at the top of the form to go back to the **Shop Inventory** list.

## c. My Products

The **My Products** button takes you to the **list of products** that are added to your shop's catalog.

 This button is visible on the **Shop Inventory Page** (and **Dashboard**) only if the admin has allowed sellers to add their own products.

Click **My Products** to visit the **Seller Product** page.

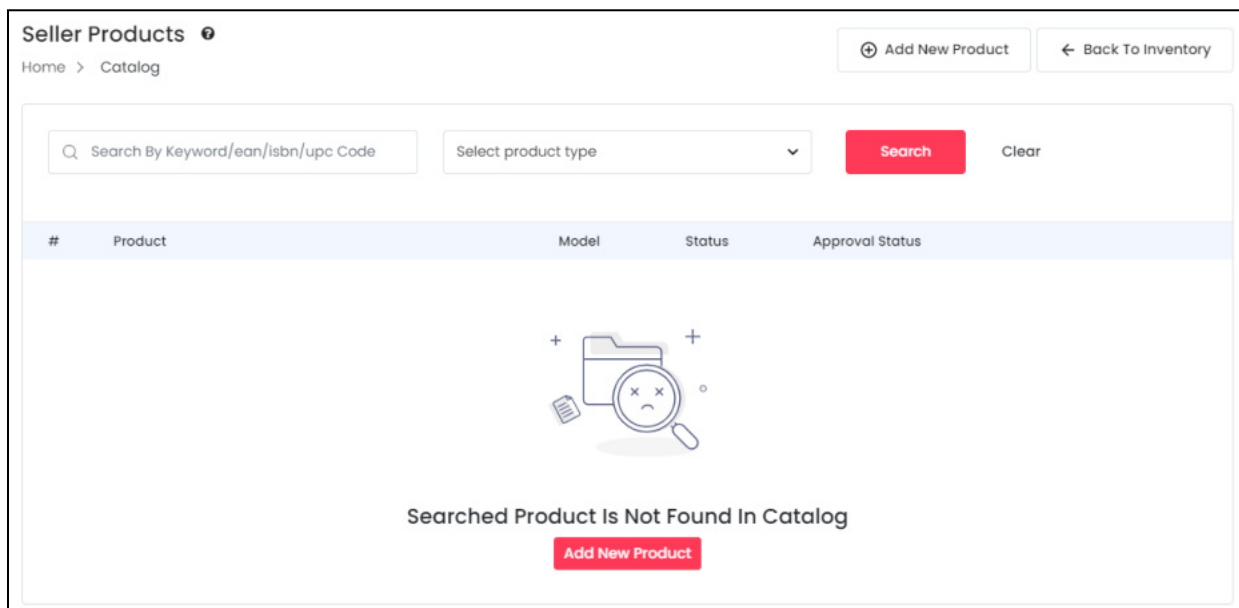
If you have not added a product yet, then the list will be empty.

You can add a new product here by clicking the **Add New Product** button (*same as shared in the [previous section](#)*).

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

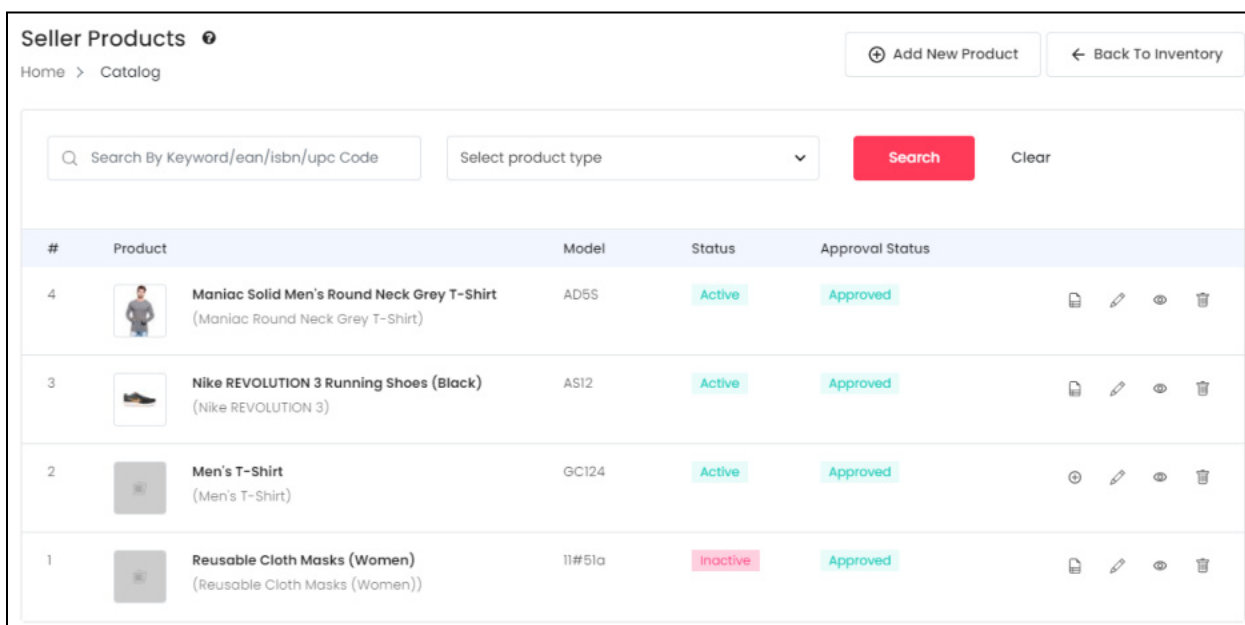
An **asterisk (\*)** next to a label indicates that the information is mandatory.



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



When you add a product to your shop using the **Add New Product** button, this product will be **available only for your shop** and will be visible under this list.

Assuming you have already added a product to your shop, you will find the list of products under this page.



 Beside the page name, there is a **Help icon** .

Click it and a scroll-in message will appear on the right side, letting you know all about 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.

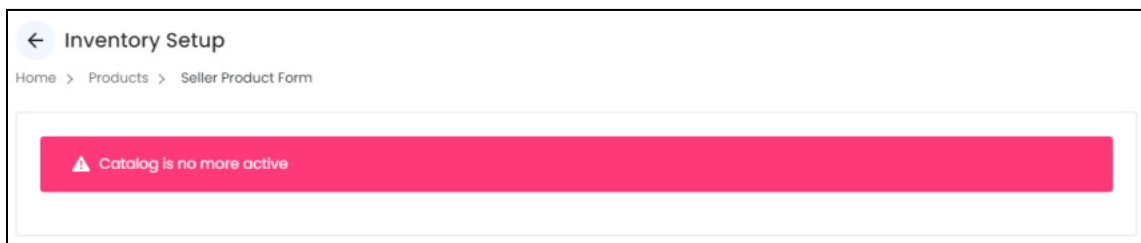
## Manage the Seller Products List

The list includes the following details for each product:


- **#:** The product number
- **Product:** This column displays the name of the product.
- **Model:** This is the product variant's model number.
- **Status:** This is the **published status** of the product. **Active** means that the product is published on the website. You can add inventory for products that are active by clicking the **Add Inventory** icon  (explained above under [Add Inventory](#)).

If you have an **inactive product**, you will not be able to add the inventory for it.

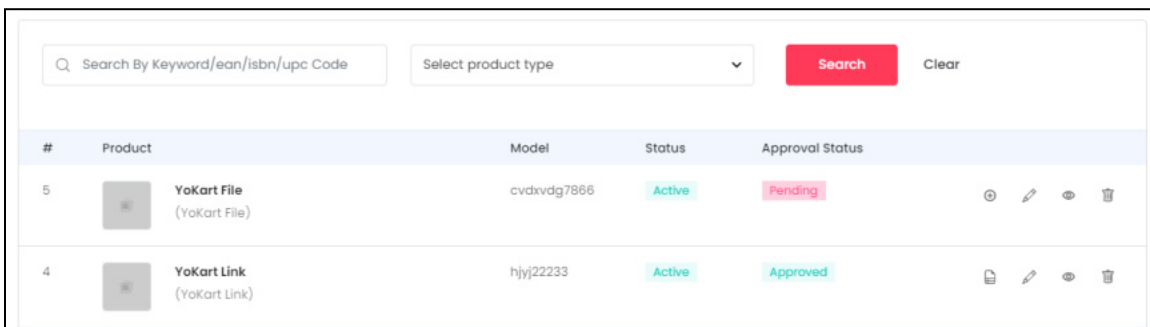
The icon to add an inventory will be visible, but when you click this product, it will redirect you to a page with an error message.













- **Approval Status:** This is the **status** of the **product**. This setting is admin manageable. The admin can approve or disapprove a product at any time.

 If the admin has activated the feature where you need to get the admin's approval for a product you add, when you add a product, it will display the **Pending** status. Once the admin approves the request, the **Approved** status will appear.

On the other hand, if this feature is disabled, the product will be added directly and the **Approved** status will appear under this column.



The screenshot shows a product list interface with a search bar and a dropdown menu. Below the search bar is a table with the following data:


#	Product	Model	Status	Approval Status	
5	 YoKart File (YoKart File)	cvdxvdg7866	Active	Pending	   
4	 YoKart Link (YoKart Link)	hjjj22233	Active	Approved	   

You can add inventory for the **approved products** only.

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

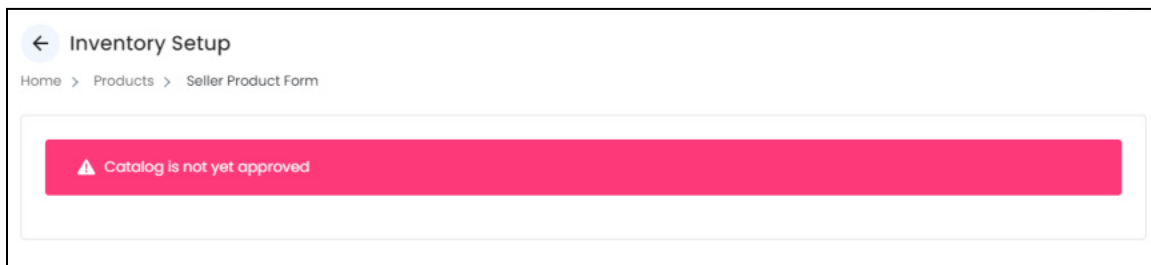
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

If a product has the **Pending** status, it will still be visible in the list, but you will not be able to add inventory for it. To be clear, the **Add Inventory** icon  will still be visible. But when you click it, an error message will appear claiming that the product has not yet been approved.

If you have already added the inventory for a product, and after that the admin **changes the status to pending**, you will be able to view the inventory details, and delete the inventory, but you will not be able to add or edit the inventory details.

When you try to edit the inventory of a product with the **pending approval** status, it will display an error message claiming that the product has not yet been approved.



In such a case, you can contact your administrator to get the product approved.

 You can **view the inventory details** using the [View Inventories](#) icon . **Add inventory for a product** using the [Add Inventory](#) icon .

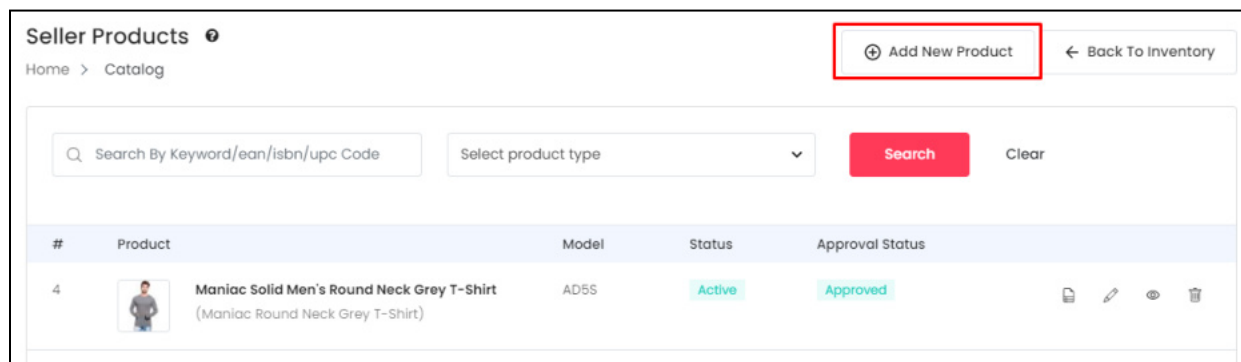
Both processes have been explained in the previous section.

 Sellers are responsible for the shipping of their own products.

You do not have the option to **ask the admin** to handle the shipping of any products that you add to your own shop.

## Add New Product

To add a new product to this list, click the **Add New Product** button at the top right corner of the page.

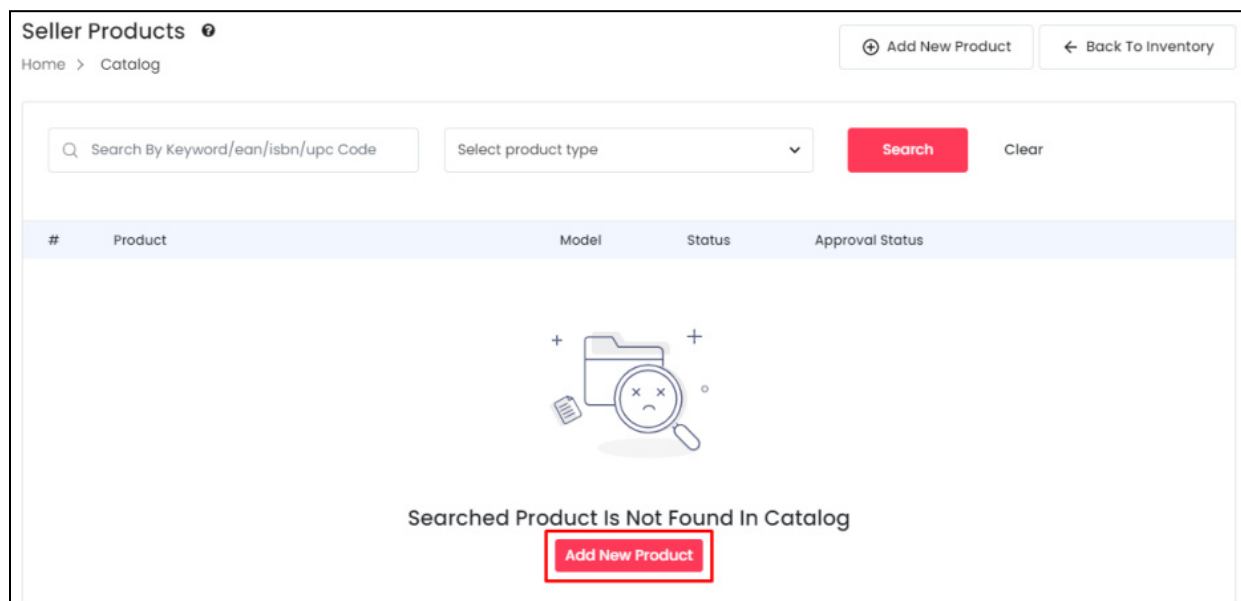


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

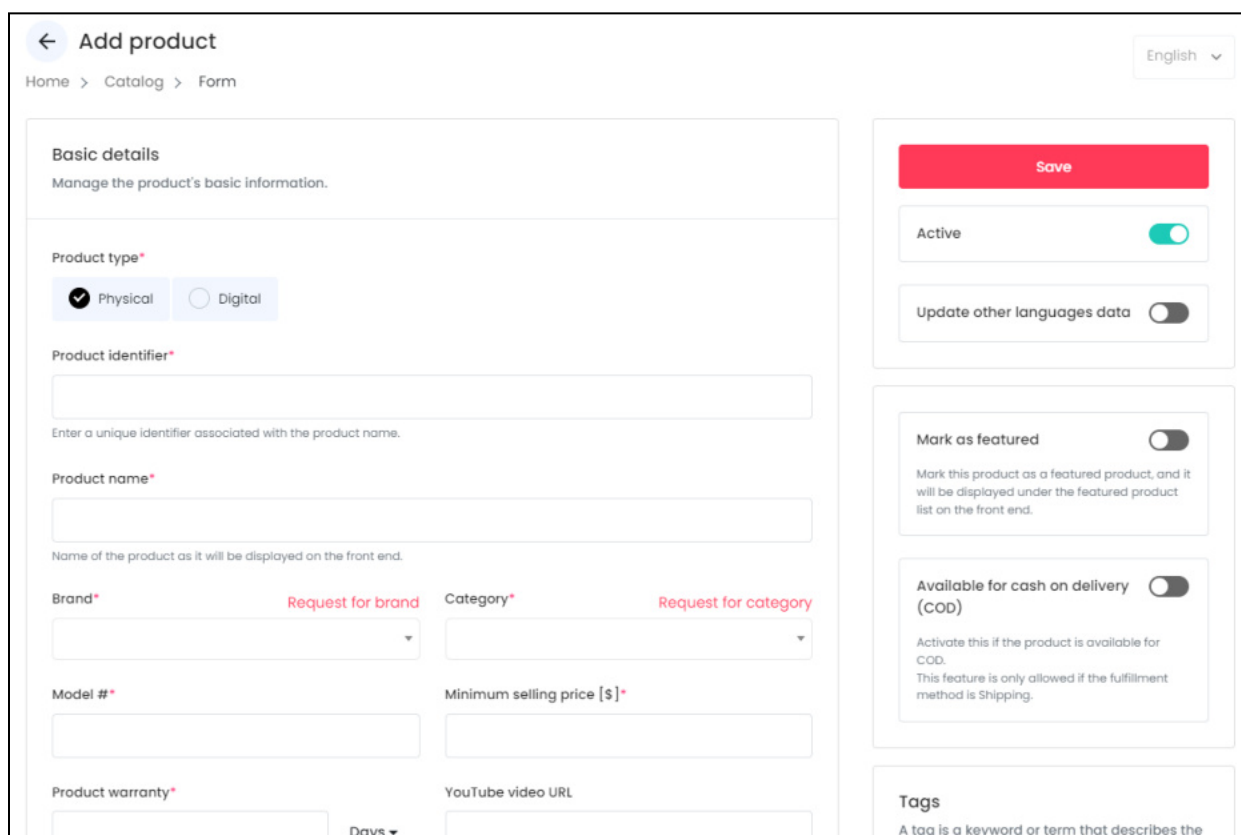
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

If you have not yet added any products to the list, an **Add New Product** button will be visible in the middle of the page as well.



Both these buttons will open the **Add Product** 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.



The form is scrollable and has 5 sections under it. On the right side of the form, there are some additional settings for the product. Fill out the details accordingly.

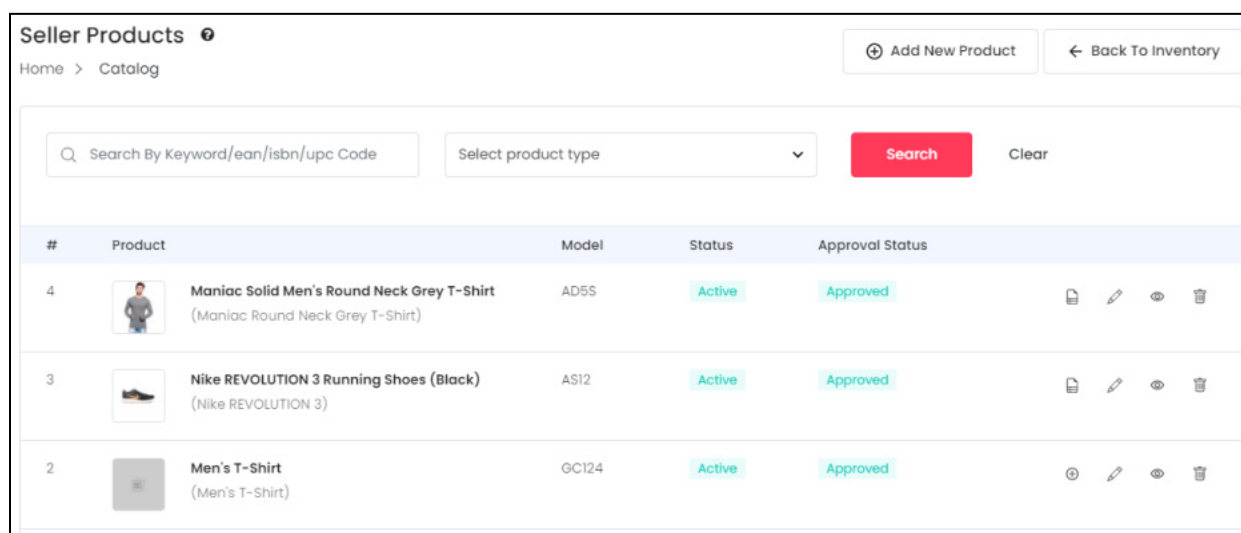

















The language dropdown on the top right side will not be accessible unless and until you add the details in the primary language.

Refer to the previous section ([Add New Product](#)) to understand how to fill the form and add a new product to the **My Products** list.

## Action Buttons


Beside every product, there are a few action icons.



#	Product	Model	Status	Approval Status	
4	 <b>Maniac Solid Men's Round Neck Grey T-Shirt</b> (Maniac Round Neck Grey T-Shirt)	AD55	Active	Approved	   
3	 <b>Nike REVOLUTION 3 Running Shoes (Black)</b> (Nike REVOLUTION 3)	AS12	Active	Approved	   
2	 <b>Men's T-Shirt</b> (Men's T-Shirt)	GC124	Active	Approved	   

Each of these icons have been explained in detail below:

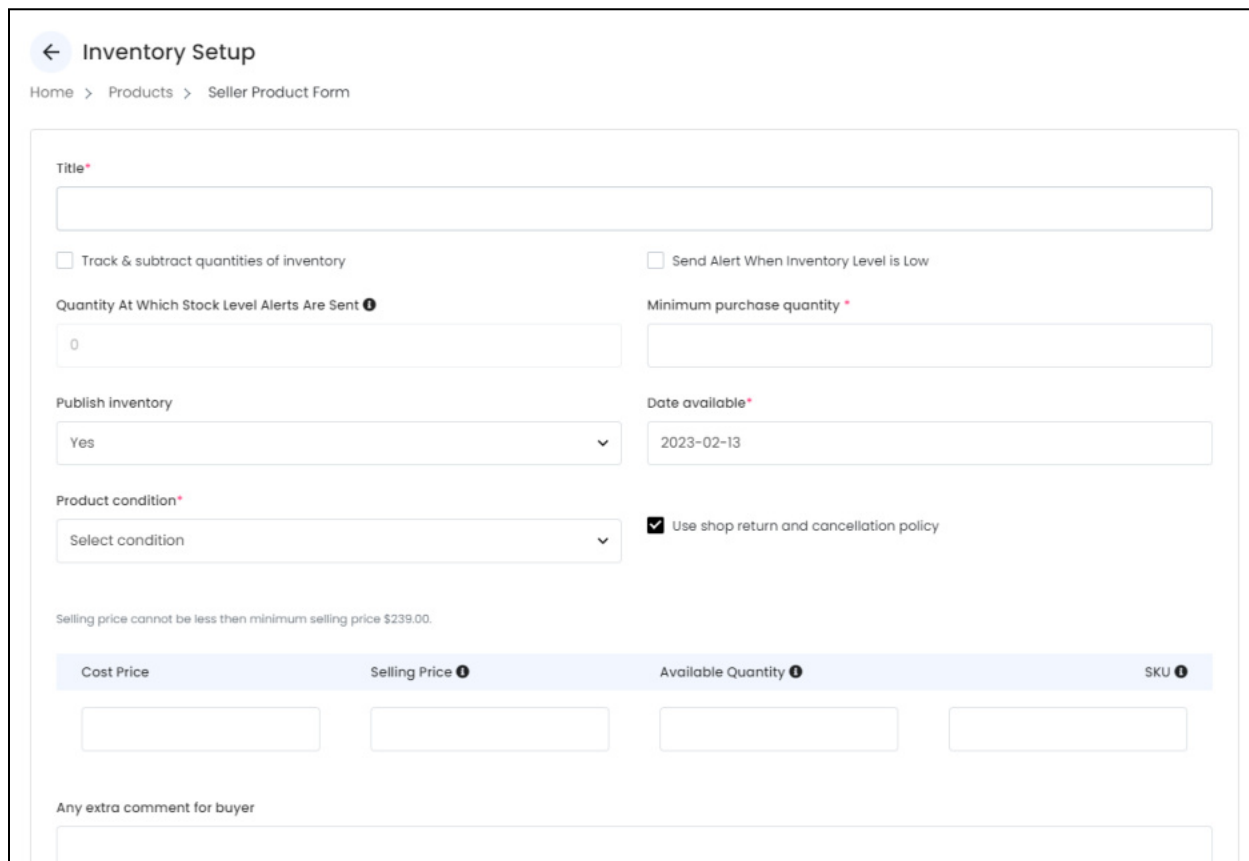
### i. Add Inventory Icon

Click the **add inventory** icon . This will direct you to the **Seller Product Form** ([Inventory Setup](#) form) of that product. Fill the respective fields and click **Save Changes**.

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



**Inventory Setup**

Home > Products > Seller Product Form

Title\*

Track & subtract quantities of inventory  Send Alert When Inventory Level is Low

Quantity At Which Stock Level Alerts Are Sent ⓘ  Minimum purchase quantity\*

Publish Inventory  Date available\*

Product condition\*   Use shop return and cancellation policy

Selling price cannot be less than minimum selling price \$239.00.

Cost Price	Selling Price ⓘ	Available Quantity ⓘ	SKU ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any extra comment for buyer

Edit the fields accordingly.


Refer to the [Add Inventory Icon](#) process shared under **Shop Inventory > Master Products**.

## ii. edit icon

Click this icon to edit the product detail, and you will be directed to the **Edit Product form**. This form has the same fields as the [Add New Product](#) form. Edit the fields accordingly, and click **Save**.

Then, click the **back icon**  at the top-right corner to come back to the **Shop Inventory** list. From here, click **My Products** again.

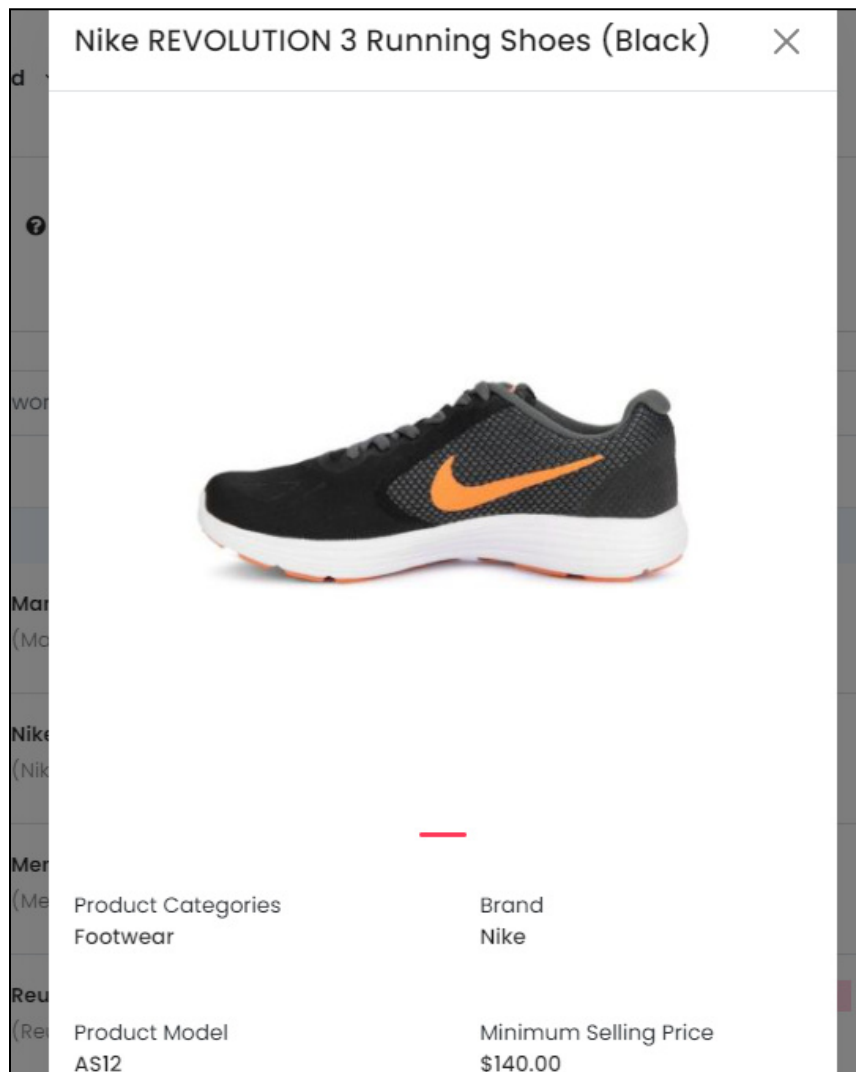
## iii. Product Info Icon

Click the **product info icon** . A pop-up window will appear in the middle of the page displaying all the product details that were added for the product in your shop's catalog.

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



Scroll down using the scroll button on the mouse to see all the information.

Click the **cross icon**  located at the top-right side of the window to close it, once you have seen all the information.

### iii. View Inventories Icon

Click the **view inventories icon** . This will direct you to the respective product inventory page.



Based on the number of variants that the product has, you will find the inventory information of each.

For instance, if the product has many variants, there will be inventory details for each variant in the list as shown 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.

<input type="text" value="Search by product name"/> <input type="button" value="Search"/> <input type="button" value="Activate"/> <input type="button" value="Deactivate"/> <input type="button" value="Delete"/>						
<input type="checkbox"/>	#	Name	Selling Price	Available Quantity	Available From	Status
<input type="checkbox"/>	2	 <b>Men's T-Shirt</b> Men's T-Shirt Select Color: Brown	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/> <span>✎</span> <span>🗑</span> <span>🗑</span> <span>⚙</span>
<input type="checkbox"/>	1	 <b>Men's T-Shirt</b> Men's T-Shirt Select Color: Blue	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/> <span>✎</span> <span>🗑</span> <span>🗑</span> <span>⚙</span>

On the other hand, if the product just has one variant, there will be inventory details for only that variant as shared below.

<input type="text" value="Search by product name"/> <input type="button" value="Search"/> <input type="button" value="Activate"/> <input type="button" value="Deactivate"/> <input type="button" value="Delete"/>						
<input type="checkbox"/>	#	Name	Selling Price	Available Quantity	Available From	Status
<input type="checkbox"/>	1	 <b>Maniac Solid Men's Round Neck Grey T-Shirt</b> Maniac Solid Men's Round Neck Grey T-Shirt	\$70.00	100	03/08/2017	<input checked="" type="checkbox"/> <span>✎</span> <span>🗑</span> <span>🗑</span> <span>⚙</span>

In both cases, the actions you can take are the same.

### Search for a Product

Yo!Kart offers the flexibility to search for a specific product variant from a list by using the search functionality present at the top of the list.

Type in the product variant name you are looking for and click **Search** to get the results.

#	Product name
---	--------------

Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

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

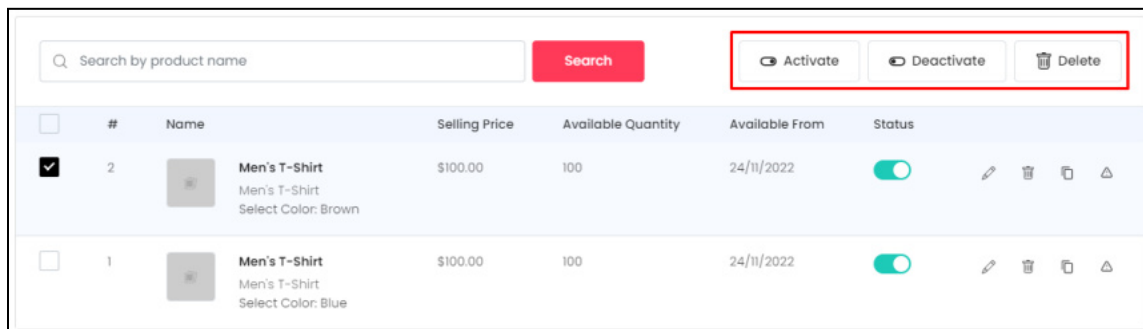
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

## Manage the Product Variants List

The following actions can be taken on this page:

- Checkbox:** Click the checkbox  to select  a product variant from the list. You can select one or more product variants together to perform actions on them.



#	Name	Selling Price	Available Quantity	Available From	Status
<input checked="" type="checkbox"/> 2	Men's T-Shirt Men's T-Shirt Select Color: Brown	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1	Men's T-Shirt Men's T-Shirt Select Color: Blue	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/>


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

- Activate:** Click this button to activate the selected product variant(s). Activating it means publishing the product variant on the front end.
  - Deactivate:** Click this button to deactivate the selected product variant(s). Deactivating it means unpublishing the product variant on the front end. In short, buyers will not be able to see this variant or purchase it.
  - Delete:** Click this button to delete the selected product variant(s) inventory details.
- Status:** Turn **ON**  the toggle switch beside the product variant to publish it on the front end. This will allow buyers to place an order for the said product variant and purchase it.

Leave it **OFF** or turn it **OFF**  to unpublish it. In this case, the buyers will not be able to see the product variant on the front end.

## Action Buttons

Each product variant has some action icons beside them. Click these icons to take actions on them accordingly.

- edit icon**  : Click this icon to edit the inventory details of the respective product variant. This will direct you to the [Inventory Setup form](#).

This form has the same fields as those in the form when adding the inventory information. Just that this form will be for that specific product variant.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 the fields and click **Save**.

Click **Reset** to reset the fields back to the *last saved details*.

And click the **Cross icon** ✕ at the top-right corner to close the form after updating it.

- **Delete Icon** 🗑️ : Click this icon beside the product variant to delete that variant's inventory details.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.



Click **OK** to delete it.

Click **Cancel** to cancel the action.

- **Product Missing Info Icon** ⚠️ : Click this to view all the available and missing information of that product variant.

The information will show up on the right side of the page in a scrolling panel.

Product missing info ✕		
Fields title	Current status	Valid
Product active	Yes	Yes
Product approved	Yes	Yes
Product deleted	No	Yes
Product category active	Yes	Yes
Product category deleted	No	Yes

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

This feature helps you view which product information is missing that is preventing the product from being displayed on the front end.

There are three columns:

- **Field title:** This is the list of reasons that prevent a product from being displayed at the frontend. Here is the list:
  - Product Active
  - Product approved
  - Product deleted
  - Product category active
  - Product category deleted
  - Product category status
  - Tax category active
  - Tax category deleted
  - Brand active
  - Brand deleted
  - Seller deleted
  - Seller active
  - Seller verified
  - Shop active
  - Shop display status
  - Shop country active
  - Shop state active
  
- **Current status:** This indicates the current status of the fields.

**For instance**, if the respective product is inactive, the value will show as NO beside Product Active.

With this, you can easily find out what is hindering the product from being displayed on the front end.



Not all the values will be **Yes** under this column since it defines if the status of the product for that information.

The next column - **Valid** is mostly responsible to help you understand what information the product is missing.

- **Valid:** This status depends on the Current Status value for the respective product information.

All the values under this column needs to be YES (green in color).

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

If there are any fields that have NO (which will be in red color) as the value, it means that this is the reason why the product is not being displayed on the front end.

You will have to fix the issue to make the value turn into YES.


In short, **the current status column lets you know about the product information status (like the category has been deleted or not), and the valid column lets you know if this status is what is affecting the product's visibility on the front end.**

Once you have checked everything, click the **cross icon**  to close the panel.

- **Clone Icon**  : Click this icon if you want to **clone this inventory detail for the product's variant whose inventory was not added.**

 This icon will **only be visible for those products**, whose **inventory details have not been added for some of their variants.**

For instance, if the product has about 4 variants and you have added the inventory details for just 2 or 3, this icon will be visible beside these 2 or 3 product variants in the list.

 **Only those product inventories that you added will be visible in the list.** You will not be able to see the product variants for which you did not add any inventory, listed here.

Clicking this icon will help you clone the inventory details from the variants already added, and use it for the variants that are left.

When you click this, a clone inventory scroll-in form appears on the right side of the page.

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

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

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



### Clone Inventory ✕

---

Select Color\*

Select ▼

URL keyword\*

men-s-t-shirt-black-kanwar-blue-kanwar-brown-kanwar

Cost price [\$]\*

100.00

Price [\$]\*

100.00

Quantity\*

100


Date available\*

2022-11-24

Use shop return and cancellation age policy

The form will come with pre-filled fields. The details pre-filled will be the same as the variant you are cloning (copying). Edit the following details under this form:

- **Select Option\*:** Click this field and the list of options available for the product will appear. Select the option variant for which you want to add the inventory details.

 The **number of Select (option name) fields** in the form will be *based on* the number of options (size, color, etc.) added for the product.

For example, if the product has both different size options and different color options, there will be two fields - one for the **Select size** and second for **Select color**.

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


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

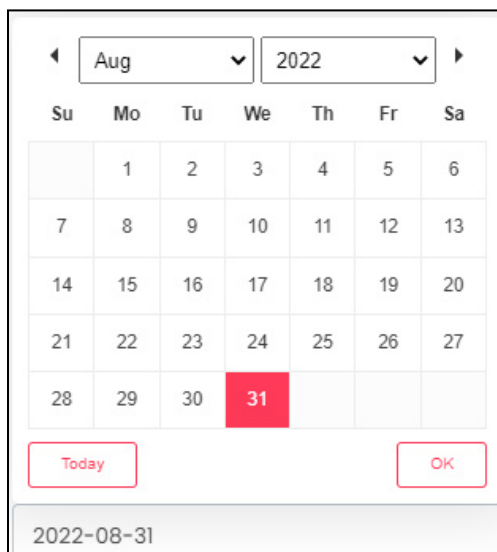
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

If there are multiple fields, select the respective values to **create combinations** and fill out the rest of the details.

**You do not have to edit the next fields if they are the same as the other product variants.** You can just click Save and this product variant will be cloned and saved.

If you want to change some details under this, like the price and so on, edit the following fields:

- **URL Keyword\*:** Edit the URL of this product variant. Kindly note that this is the slug of the URL and you do not have to edit the whole thing.
-  A slug is the last part of a full URL. Hence, do not enter the whole URL in the field. For instance, if the website is *yokart.com/products/i-phone-12*, the slug is *i-phone-12*. You need to enter this part of the URL.
- **Cost Price\*:** Edit the cost price of the variant.
- **Price [\$]\*:** Edit the selling price of the variant.
- **Quantity\*:** Edit the quantity of the variant.
- **Date Available\*:** Edit the date of availability of the variant. Select the date and it will be added to the field.



Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Today OK

2022-08-31

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



- **Use shop return and cancellation policy:** Turn **ON**  the toggle switch to use the shop's return and cancellation policy.

The *shop's return and cancellation policy* can be found under **Manage Shop > Language Data** tab. This policy is normally updated when setting up the shop.

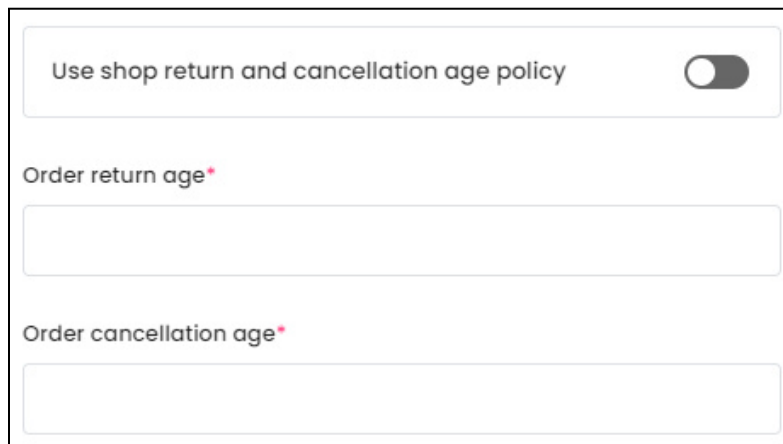
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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

 If you turn **OFF**  the toggle switch, two additional fields will appear including the **Product order return period (days)** and the **Product order cancellation period (days)** fields.

These fields allow you to enter the return and cancellation policy details manually since you are not using the shop's return and cancellation policy.



The screenshot shows a form with the following elements:

- A toggle switch labeled "Use shop return and cancellation age policy" which is currently turned OFF.
- A text input field labeled "Order return age\*" with an asterisk indicating it is mandatory.
- A text input field labeled "Order cancellation age\*" with an asterisk indicating it is mandatory.

- **Product order return period (days):** Enter the number of days before which buyers can place a return request for the product.
- **Product order cancellation period (days):** Enter the number of days before which buyers can request for the order cancellation of the product.


There are two buttons at the bottom of the form.



The screenshot shows two buttons at the bottom of the form: a white "Reset" button and a red "Save" button.

Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon**  at the top-right corner to close the form.

This will clone the product variant and add it to the **Shop Inventory** list.

## v. Delete icon

Click this icon to delete the product from the system.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 **OK** to delete it.

Click **Cancel** to cancel the action.

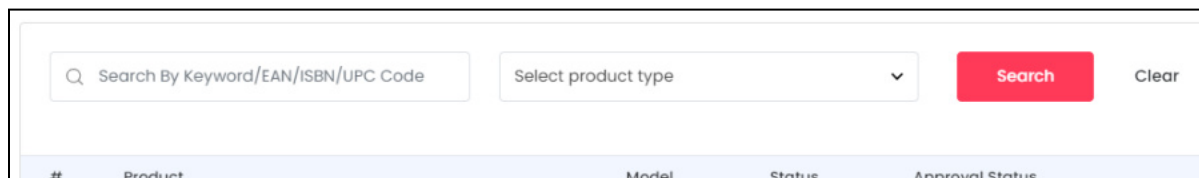


**!** When you delete a product directly from the Seller Products page, its inventories will also be deleted. The details at the admin's end will also be deleted. It will be as if the product never existed.

Also, assuming the admin has enabled the setting where you cannot add a product directly and have to request for it; in such a case, if you delete the requested product, it will get deleted from the admin's end as well, regardless of whether the requested product was accepted, canceled or is still pending approval.

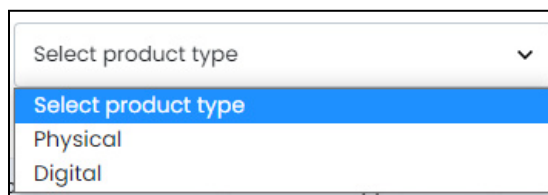
## Search for a Product

Yo!Kart offers the flexibility to search for a specific product from a large list by using the search functionality present at the top of the list.



The **smart search bar** comes with a filter that allows you to narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the name of the product, EAN, ISBN, or UPC code in the search field. Kindly enter just one of these options to get proper results.
- **Select Product Type:** Click the dropdown list and select the product type from the available options:



- Physical - tangible products
- Digital - intangible products (online items such as e-books, etc.)

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

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

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

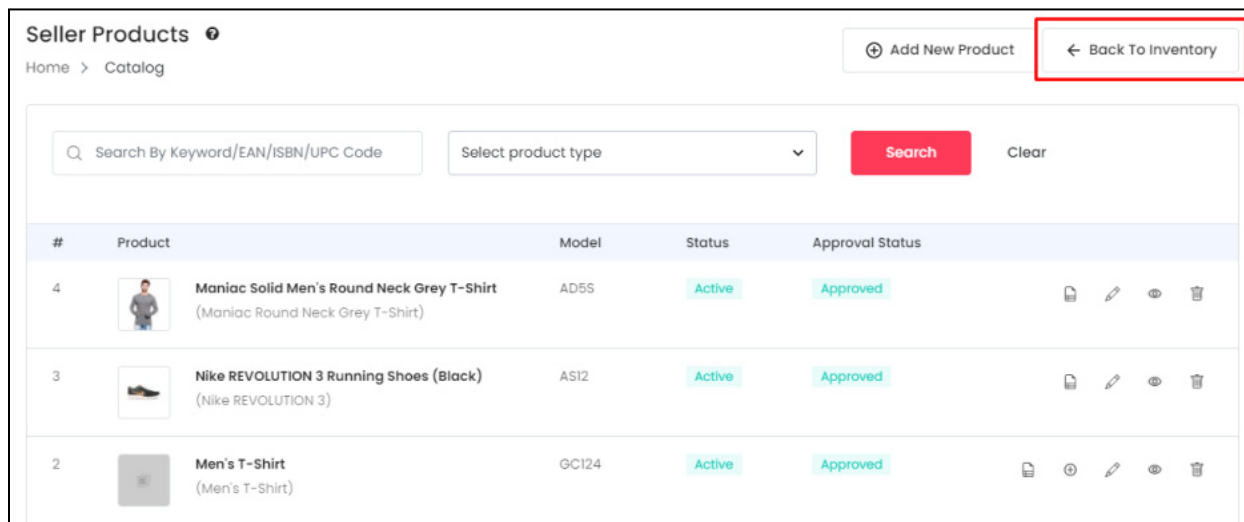
Search for a product by editing just one field or both fields together.

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




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

## Back to Shop Inventory List

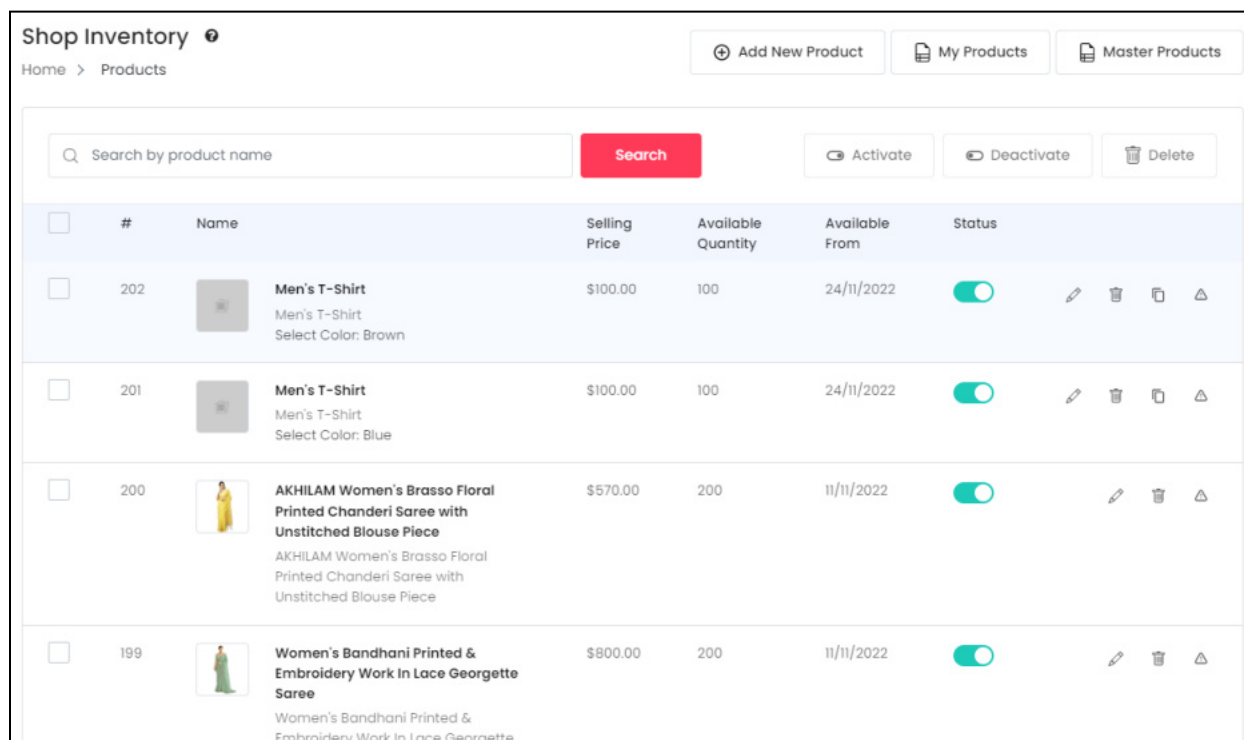
From here, click **Back to Inventory** to go back to the **Shop Inventory** list.







The screenshot shows the 'Seller Products' interface. At the top right, there are two buttons: 'Add New Product' and 'Back To Inventory'. The 'Back To Inventory' button is highlighted with a red box. Below the buttons is a search bar with the placeholder text 'Search By Keyword/EAN/ISBN/UPC Code' and a dropdown menu for 'Select product type'. A red 'Search' button and a 'Clear' link are also present. The main content is a table with the following columns: #, Product, Model, Status, and Approval Status. The table lists three products:

#	Product	Model	Status	Approval Status
4	 <b>Maniac Solid Men's Round Neck Grey T-Shirt</b> (Maniac Round Neck Grey T-Shirt)	AD5S	Active	Approved
3	 <b>Nike REVOLUTION 3 Running Shoes (Black)</b> (Nike REVOLUTION 3)	AS12	Active	Approved
2	 <b>Men's T-Shirt</b> (Men's T-Shirt)	GC124	Active	Approved

Under this list, you will find all the inventory details for each product variant.



The screenshot shows the 'Shop Inventory' interface. At the top right, there are three buttons: 'Add New Product', 'My Products', and 'Master Products'. Below the buttons is a search bar with the placeholder text 'Search by product name' and a red 'Search' button. To the right of the search bar are three buttons: 'Activate', 'Deactivate', and 'Delete'. The main content is a table with the following columns: #, Name, Selling Price, Available Quantity, Available From, and Status. The table lists four products:

#	Name	Selling Price	Available Quantity	Available From	Status
202	 <b>Men's T-Shirt</b> Men's T-Shirt Select Color: Brown	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/>
201	 <b>Men's T-Shirt</b> Men's T-Shirt Select Color: Blue	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/>
200	 <b>AKHILAM Women's Brasso Floral Printed Chanderi Saree with Unstitched Blouse Piece</b> AKHILAM Women's Brasso Floral Printed Chanderi Saree with Unstitched Blouse Piece	\$570.00	200	11/11/2022	<input checked="" type="checkbox"/>
199	 <b>Women's Bandhani Printed &amp; Embroidery Work In Lace Georgette Saree</b> Women's Bandhani Printed & Embroidery Work In Lace Georgette	\$800.00	200	11/11/2022	<input checked="" type="checkbox"/>


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

## Manage the Inventory List


The list includes the following details for each product:


- **#:** The product number
- **Product:** This column displays the name of the product, the variant and its brand.
  -  Each product variant is mentioned in this list separately.
- **Selling Price:** The selling price of this product variant.
- **Available Quantity:** The total quantity of this product variant.
- **Available From:** The date on which this product variant will be available.

The following actions can be taken on this page:

- **Status:** This is the publish status of the product.

Turn **ON**  the toggle switch to activate and publish the product variant on the front end.

If you do not have a product variant in store, you can mark it as inactive by turning **OFF**  the toggle switch for that product.

















 The product status is admin manageable. If the admin **deactivates a product from the product form directly**, the complete *inventory will be removed* from this list, regardless of if the product inventories were added before or not.

- **Checkbox:** Click the checkbox  to select  a product inventory from the list. You can select one or more product inventory together to perform actions on them.

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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.

Search by product name		Search		Activate		Deactivate		Delete	
<input type="checkbox"/>	#	Name	Selling Price	Available Quantity	Available From	Status			
<input type="checkbox"/>	202	 <b>Men's T-Shirt</b> Men's T-Shirt Select Color: Brown	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	201	 <b>Men's T-Shirt</b> Men's T-Shirt Select Color: Blue	\$100.00	100	24/11/2022	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	200	 <b>AKHILAM Women's Brasso Floral Printed Chanderi Saree with Unstitched Blouse Piece</b> AKHILAM Women's Brasso Floral Printed Chanderi Saree with Unstitched Blouse Piece	\$570.00	200	11/11/2022	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	199	 <b>Women's Bandhani Printed &amp; Embroidery Work In Lace Georgette Saree</b> Women's Bandhani Printed & Embroidery Work In Lace Georgette Saree	\$800.00	200	11/11/2022	<input checked="" type="checkbox"/>			

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

- **Activate:** Click this button to publish the product inventory to the front end.
- **Deactivate:** Click this button to unpublish the product inventory to the front end.
- **Delete:** Click this button to delete the product inventory from the shop.

## Action Buttons


Each product variant's inventory details has a few action icons beside them. Click these icons to take actions on them accordingly.

### i. edit icon

Click this icon to edit the inventory details of the respective product variant. This will direct you to the [Inventory Setup form](#).

The fields are the same as those when you add a new inventory. Just that this form will be for that specific product variant.

Update the fields and click **Save Changes**.

And then click the **Cross icon**  at the top-right corner to close the form after updating it.

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

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

If you do not want to keep the updates you made, click **Discard** to discard them and close the form.

## ii. Delete Icon

Click this icon beside the product variant to delete that variant's inventory details.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.



Click **OK** to delete it.

Click **Cancel** to cancel the action.

## iii. Product Missing Info Icon

Click this to view all the available and missing information of that product variant.

The information will show up on the right side of the page in a scroll-in panel.

Product missing info <span style="float: right;">×</span>		
Fields title	Current status	Valid
Product active	Yes	Yes
Product approved	Yes	Yes
Product deleted	No	Yes
Product category active	Yes	Yes
Product category deleted	No	Yes

This feature helps you view which product information is missing that is preventing the product from being displayed 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.




There are three columns:

- **Field title:** This is the list of reasons that prevent a product from being displayed at the frontend. Here is the list:
  - Product Active
  - Product approved
  - Product deleted
  - Product category active
  - Product category deleted
  - Product category status
  - Tax category active
  - Tax category deleted
  - Brand active
  - Brand deleted
  - Seller deleted
  - Seller active
  - Seller verified
  - Shop active
  - Shop display status
  - Shop country active
  - Shop state active

- **Current status:** This indicates the current status of the fields.

**For instance**, if the respective product is inactive, the value will show as NO beside Product Active.

With this, you can easily find out what is hindering the product from being displayed on the front end.

 Not all the values will be **Yes** under this column since it defines if the status of the product for that information.

The next column - **Valid** is mostly responsible to help you understand what information the product is missing.

- **Valid:** This status depends on the Current Status value for the respective product information.

All the values under this column needs to be YES (green in color).

If there are any fields that have NO (which will be in red color) as the value, it means that this is the reason why the product is not being displayed 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.

You will have to fix the issue to make the value turn into YES.

In short, **the current status column lets you know about the product information status (like the category has been deleted or not), and the valid column lets you know if this status is what is affecting the product's visibility on the front end.**


Once you have checked everything, click the **cross icon**  to close the panel.

#### iv. Clone Icon

Click this icon if you want to **clone this inventory detail for the product's variant whose inventory was not added.**

This icon will **only be visible for those products, whose *inventory details have not been added for some of their variants.***

For instance, if the product has about 4 variants and you have added the inventory details for just 2 or 3, this icon will be visible beside these 2 or 3 product variants in the list.

 Only those product inventories that you added will be visible in the list. You will not be able to see the product variants for which you did not add any inventory, listed here.

Clicking this icon will help you clone the inventory details from the variants already added, and use it for the variants that are left.

When you click this, a clone inventory scroll-in form appears on the right side of the page.

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

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

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

Clone Inventory
✕

---

Select Color\*

Select
▼

URL keyword\*

men-s-t-shirt-black-kanwar-blue-kanwar-brown-kanwar

Cost price [\$]\*

100.00

Price [\$]\*

100.00

Quantity\*

100

Date available\*

2022-11-24

Use shop return and cancellation age policy

The form will come with pre-filled fields. The details pre-filled will be the same as the variant you are cloning (copying). Edit the following details under this form:

- **Select Option\***: Click this field and the list of options available for the product will appear. Select the option variant for which you want to add the inventory details.

 The **number of Select (option name) fields** in the form will be *based on* the number of options (size, color, etc.) added for the product.

For example, if the product has both different size options and different color options, there will be two fields - one for the **Select size** and second for **Select color**.

If there are multiple fields, select the respective values to **create combinations** and fill out the rest of the details.

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

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

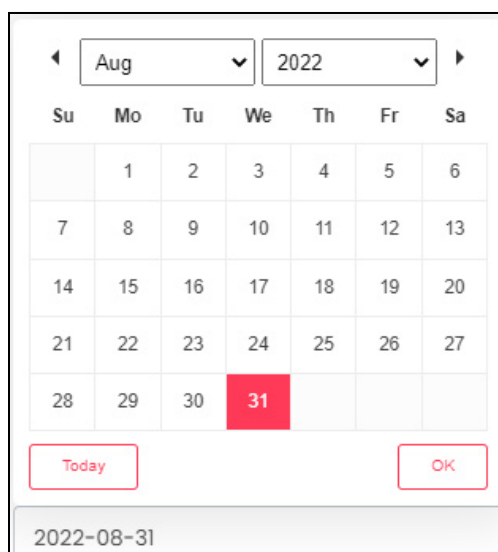
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

**You do not have to edit the next fields if they are the same as the other product variants.**

You can just click Save and this product variant will be cloned and saved.

If you want to change some details under this, like the price and so on, edit the following fields:

- **URL Keyword\*:** Edit the URL of this product variant. Kindly note that this is the slug of the URL and you do not have to edit the whole thing.
  - ! A slug is the last part of a full URL. Hence, do not enter the whole URL in the field. For instance, if the website is `yokart.com/products/i-phone-12`, the slug is `i-phone-12`. You need to enter this part of the URL.
- **Cost Price\*:** Edit the cost price of the variant.
- **Price [\$]\*:** Edit the selling price of the variant.
- **Quantity\*:** Edit the quantity of the variant.
- **Date Available\*:** Edit the date of availability of the variant. Select the date and it will be added to the field.



◀		Aug		▼		2022		▶	
Su	Mo	Tu	We	Th	Fr	Sa			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						


Today OK

2022-08-31

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

- **Use shop return and cancellation policy:** Turn **ON**  the toggle switch to use the shop's return and cancellation policy.

The *shop's return and cancellation policy* can be found under **Manage Shop > Language Data** tab. This policy is normally updated when setting up the shop.

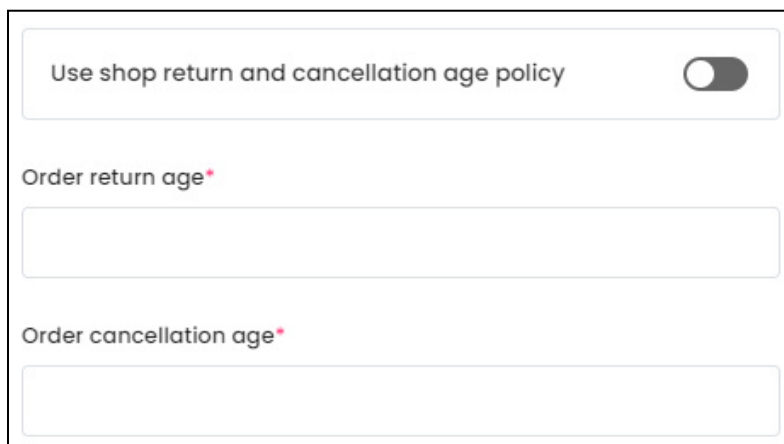
- ! If you turn **OFF**  the toggle switch, two additional fields will appear including the **Product order return period (days)** and the **Product order cancellation period (days)** fields.

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

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

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

These fields allow you to enter the return and cancellation policy details manually since you are not using the shop's return and cancellation policy.



- **Product order return period (days):** Enter the number of days before which buyers can place a return request for the product.
- **Product order cancellation period (days):** Enter the number of days before which buyers can request for the order cancellation of the product.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

This will clone the product variant and add it to the **Shop Inventory** list.

## Search for a Shop Inventory

Yo!Kart offers the flexibility to search for a specific shop inventory from a large list by using the search functionality present at the top of the list.



Enter the product name in the search bar and click Search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 **cross icon** ✕ to clear the field and start over again.

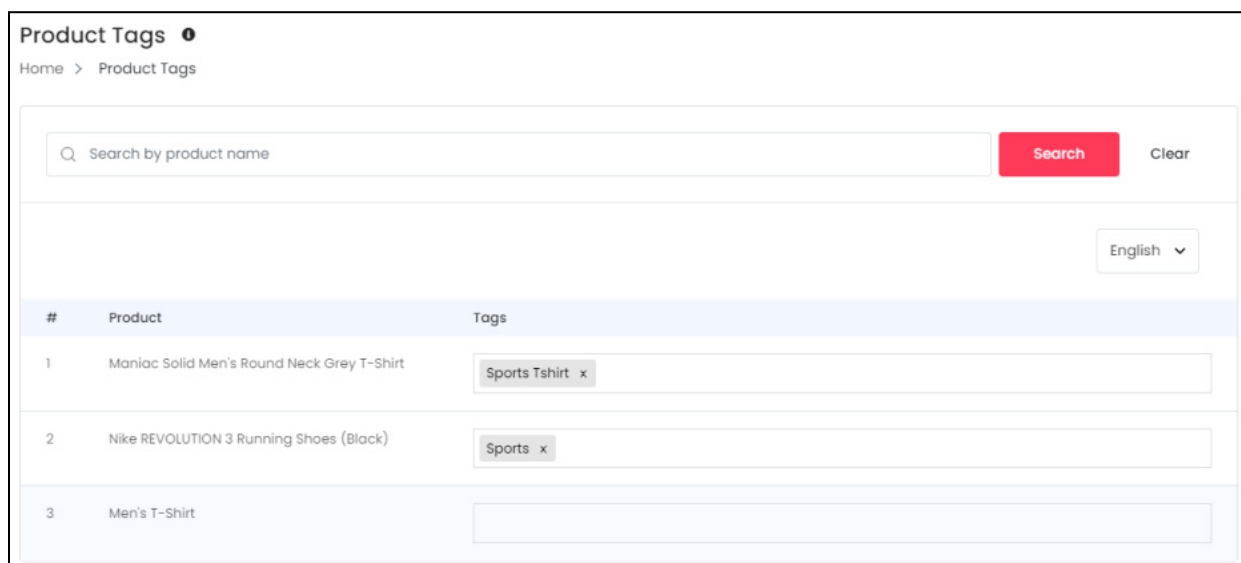
## 5.3 Product Tags

Product tags are labels added to your products to keep them organized.

These tags create an auto-suggestion list for buyers while they type in the search box provided on the front end.

The main focus of tags is to categorize the products.

 This **submodule will not be visible** if the admin has not allowed you to add products to your shop.



#	Product	Tags
1	Maniac Solid Men's Round Neck Grey T-Shirt	Sports Tshirt ✕
2	Nike REVOLUTION 3 Running Shoes (Black)	Sports ✕
3	Men's T-Shirt	

For each product that you add to your shop, you can create multiple tags so that users can find them quickly and with great accuracy.

You can add tags only for products that you have added to your shop.

Just make sure that you add easy to search words for each product.

### Add Product Tags

To add a tag, place the cursor in the field and a list of suggestions will appear. These suggestions are based on the tags already used on the platform.

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


#	Product	Tags
1	Casual Office Shoes	<input type="text"/>
2	Nike Sports Shoes	12
3	Nokia 7.2	add
	Yo!Kart	apple
		Apple charger
		Art and Craft kits
		aviator sunglasses
		bags
		bass
		Batman

You can select a tag from these options or type in a new tag.

Click the field, type in the word or phrase that you want to add as the tag, and **click Enter to mark it as a tag**. Add as many tags as you want.

#	Product	Tags
1	Casual Office Shoes	Shoe x casual x Casual shoes x offi
2	Nike Sports Shoes	Soft Toys

While typing in the field, some suggestions might come up in a list. You can use this suggested list to select the relevant tags you want.

To remove a tag that was added by mistake, click the cross icon  beside it to remove it.

## Secondary Language Product Tags

On the top-right side of the page, a language dropdown list is available.

#	Product	Tags
1	Casual Office Shoes	Casual shoes x Shoe x casual x offi x
2	Nike Sports Shoes	<input type="text"/>
3	Nokia 7.2	<input type="text"/>

English ▾

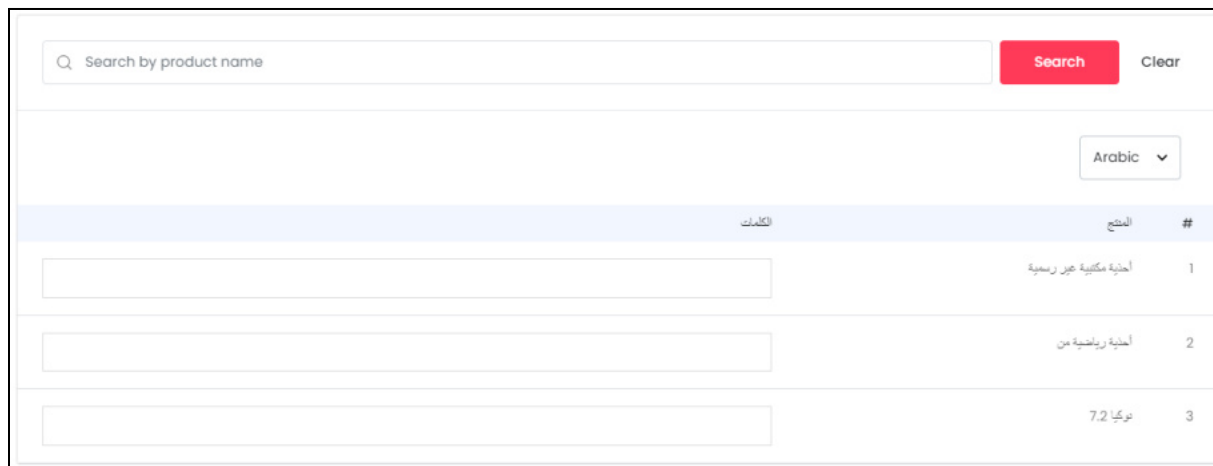
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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 it to change the language. This will allow you to add the product tags for every other language that the website is available in.

Select the language and you will be redirected to that language specific page.



المنتجات	المنتج	#
<input type="text"/>	أحذية مكنية غير رسمية	1
<input type="text"/>	أحذية رياضية من	2
<input type="text"/>	عوكا 7.2	3

Click the field beside the product you want to add tags to. Then, type in the word or phrase that you want to add as the tag, and **click Enter to mark it as a tag**.

You can add the tags for each language by changing the language and adding the product tag accordingly.

## Search for a Product

Yo!Kart offers the flexibility to search for a specific product from a large list by using the search functionality present at the top of the list.



Enter the product name in the search bar and click Search.



Click **Clear**, or click the **cross icon** ✕ to clear the field and start over again.

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

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

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



## 5.4 Product Options

From here, you can add and manage multiple product options.

Each product that you add can have multiple variants based on color, size, etc.


To explain better, you can add variants for products that come in more than one option.

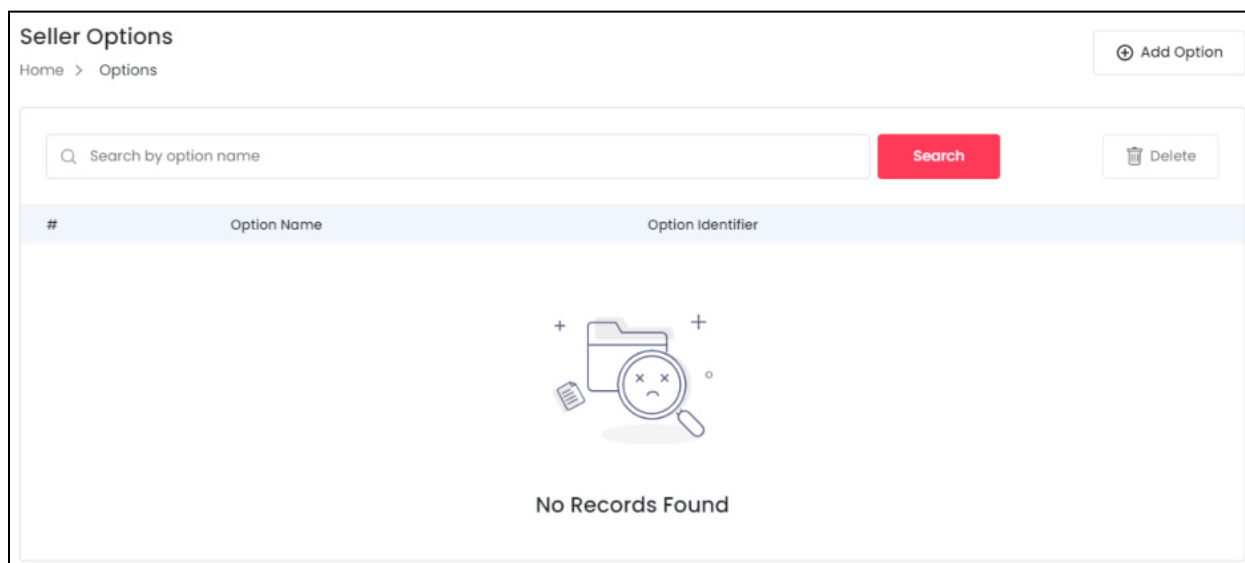
There can be a combination of option values, and each combination will be considered a variant of that product.

For instance, you can sell a shirt that is available in two colors - blue and black. In addition to this, the shirt can also be available in different sizes - small, medium, and large.

If you link both these product options to the product, you will have about 6 different variants - blue|small, blue|medium, blue|large, black|small, black|medium, and black|large.

This submodule allows you to create the product options that will be linked to the products to create such variants.

 This **submodule will not be visible** if the admin has not allowed you to add products to your shop.



If you have not yet added any product options, the list will be empty.

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

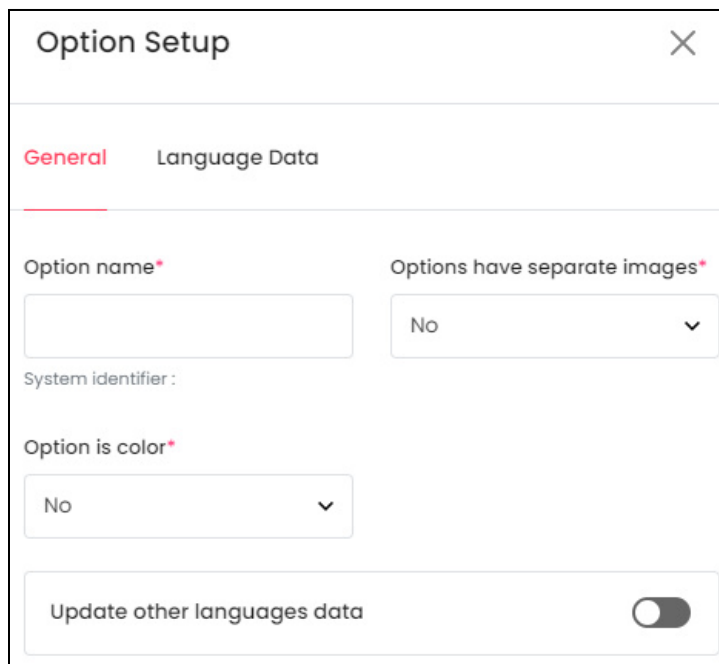
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

## Add an Option

To add a product option, click the **Add Option** button at the top-right side of the page.

The **Option Setup scroll-in form** will appear on the right side of the page.



The screenshot shows the 'Option Setup' form with two tabs: 'General' (selected) and 'Language Data'. The 'General' tab contains the following fields:

- Option name\***: A text input field.
- Options have separate images\***: A dropdown menu currently set to 'No'.
- System identifier :**: A label for the next field.
- Option is color\***: A dropdown menu currently set to 'No'.
- Update other languages data**: A toggle switch currently turned off.

There are two tabs under this form.

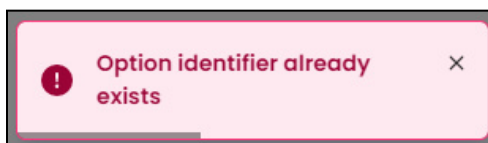
### General Tab

Edit the following details under this:

- **Option Name\***: Enter a unique option name.

For instance, you can name it - **color (shirt)**. It will also help you differentiate between options when linking them to the products.

If you add an option name that has already been added in the system by the admin, it will show an error.



- **Options Have Separate Images\***: Click the field and select the option from the dropdown list.

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

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

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

Select **YES** if the options will have **different images**. And select **NO** if the options will have the **same images**.

To explain better, different option variants can have different images.

For instance, if the options are tv size options, each size can look different and hence, you will need to add different images for that.

Selecting YES will allow you to add different images for different variant options.

- **Option is Color\***: If the product is available in different colors, then click the field and **select YES** from the dropdown list.

If it does not have different colors, then **select NO**.



When **you select YES here**, it will help you define the color (**select the actual color tone of the item**) when adding the product.

- **Update Other Languages Data**: Turn **ON**  this toggle switch to update the secondary language data automatically.



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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

Once done, there are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

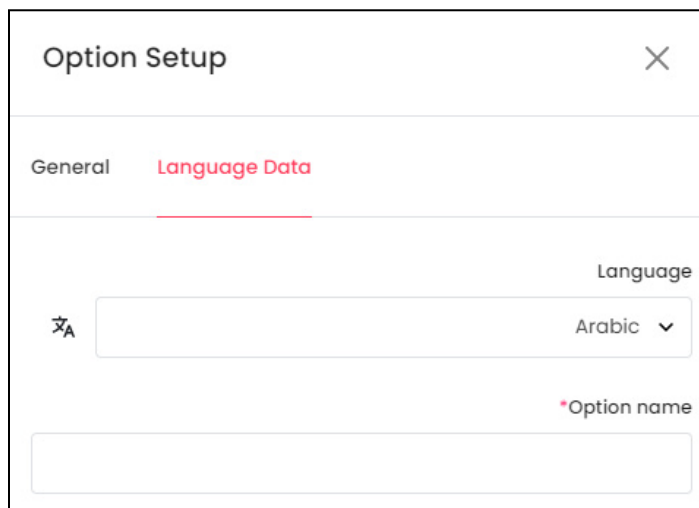
### **Language Data Tab**



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


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

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


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



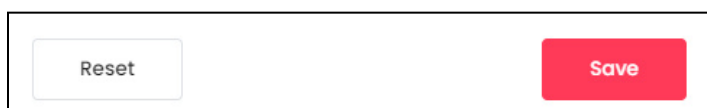
- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
  - **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.
-  This button is visible only when the admin has activated the **Microsoft Translator API** feature.

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Option Name\*:** Enter the option name in the selected language.


 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

Once done, there are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon**  at the top-right corner to close the form. With this, the option will be added to the list.

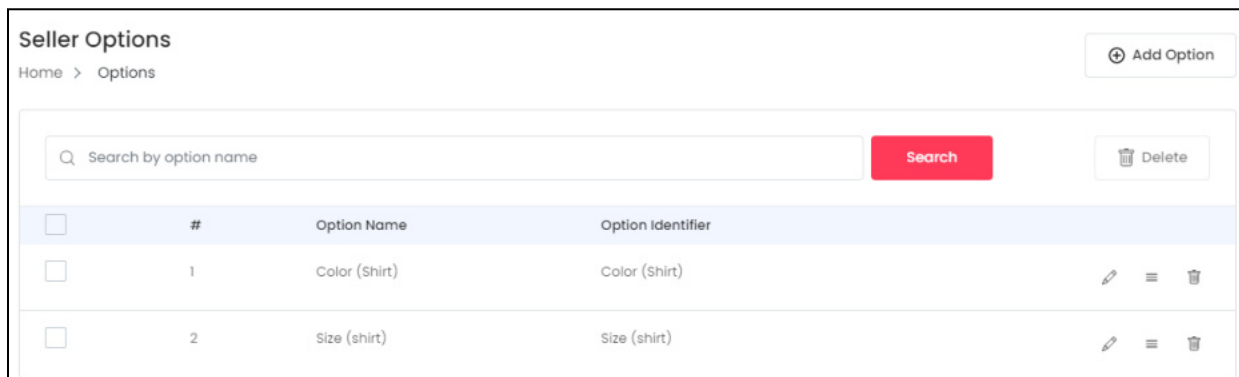
## Manage the Options List

All the options that you add for your shop will be visible in a list.

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

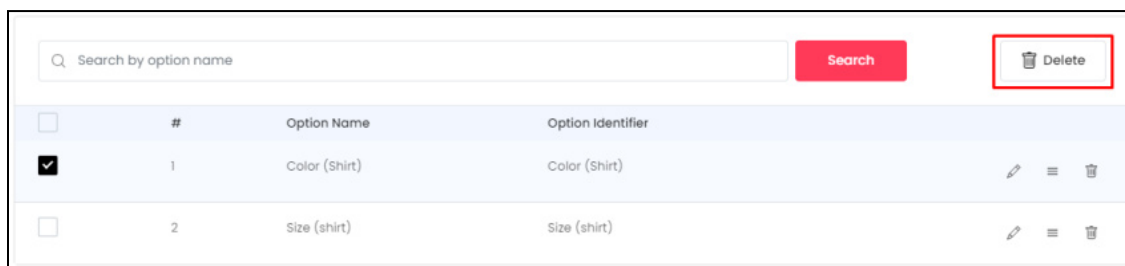
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



The following action can be taken on this page:

- Checkbox:** Click the checkbox  to select  a product option from the list. You can select one or more product options together to perform actions on them.



When the checkbox is selected, the **delete button** becomes active at the top right corner of the list. Click this button to delete the selected options.

## Action Buttons

There are three action icons provided on the right side of each product option.


### I. Edit icon

Click this icon to edit the product option details. This will direct you to the [Option Setup form](#).

The fields are the same as those, when you add a new option.

Update the fields and click **Save**.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon**  at the top-right corner to close the form.

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

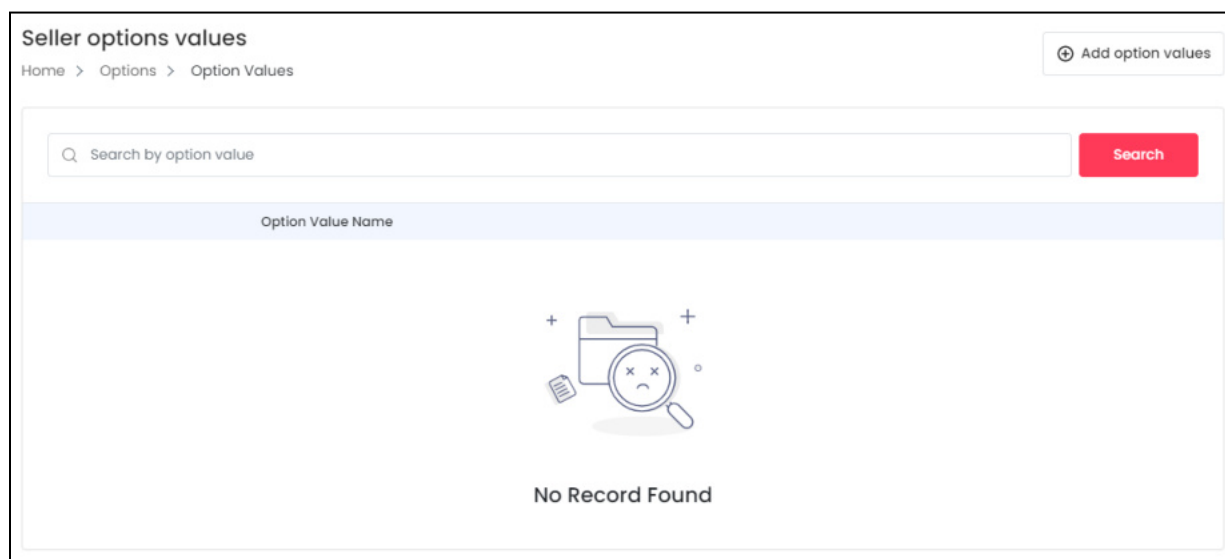
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

## ii. Option Values

Click this icon to add the option values for the option.

You will be redirected to the Seller Option Values page for that option.



Since you have not yet added any option values to this option, the list will be empty.

### Add Option Values

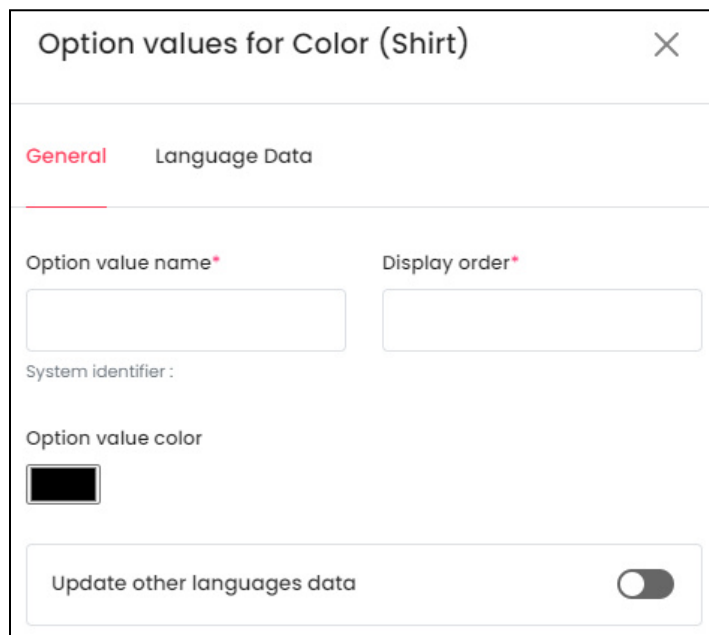
Click **Add Option Values** from the top right side of the page.

The **Option Values for {option name} scroll-in form** will appear on the right side of the page.

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

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

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



There are two tabs under this form.

### **General Tab**

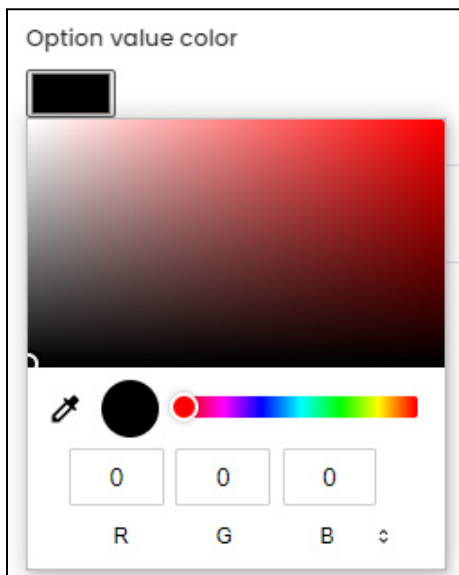
Edit the following details under this:

- **Option Value Name\*:** Enter an option value name. For instance, black, red, 1, 2, etc.
- **Display Order\*:** Enter the order in which this option will appear on the front end.  
For instance, if you want this option value to appear first, enter 1.  
The option values will be displayed in the display order you set here.
- **Option Value Color\*:** Click the color box and select the color of the option value being defined.


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



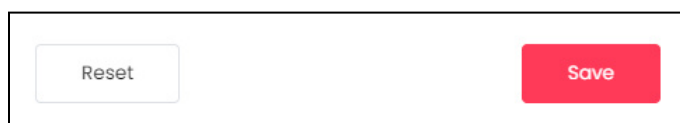
**!** If you selected **NO** for **Option is Color** while creating the product option, this field will not be there. This means that the product values are not different colors.

- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

### **Language Data Tab**

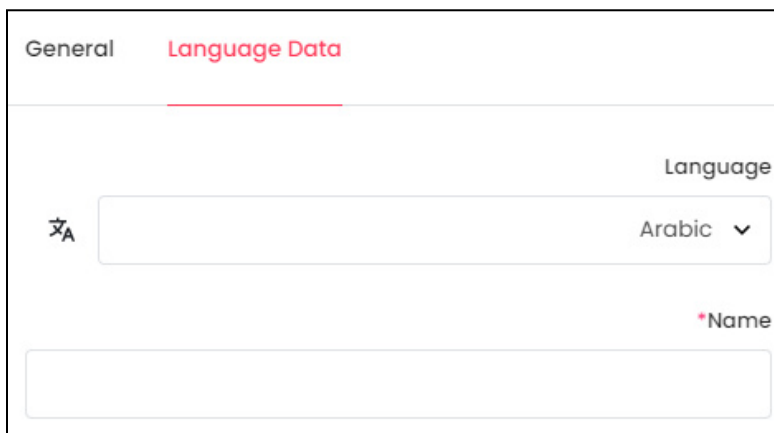
When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following details:

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


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


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







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

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

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

The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Name\*:** Enter the option name in the selected language.


 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

 Like this, you can add as many option values as you want for the product option.

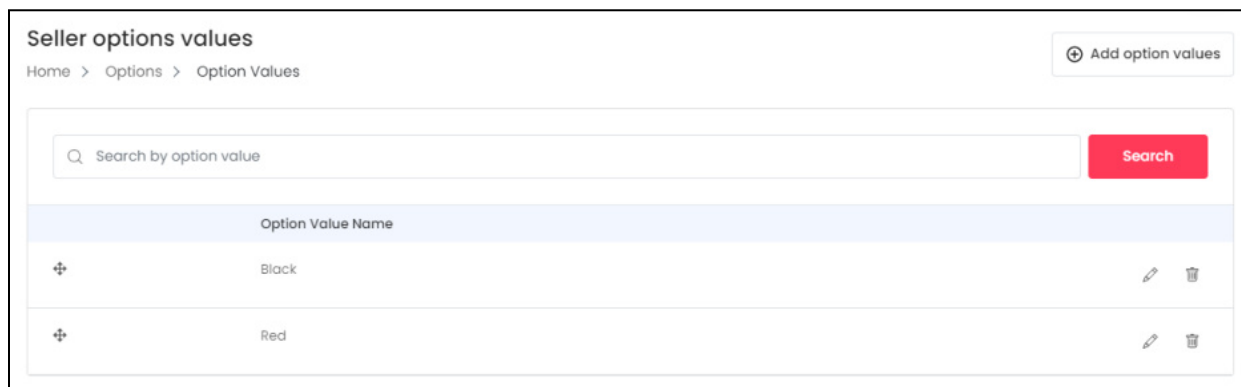
## Manage the Option Values List

All the added options will be visible in a 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.



The following actions can be taken on this page:

- **Drag and Drop Icon**  : Click this icon and drag it to the top or the bottom to edit the sequence of the option values. Based on the sequence here, the option values will be displayed accordingly at the front end.

 This sequence is determined by the display value you add in the form while creating the option value.

- **edit icon**  : Click this to edit the option value details. With this, the **Option Values Setup scroll-in form** will appear on the right side of the page.

This form has the **same fields** as those in the form when creating a new option value.

Update the fields and click **Save**. Click **Reset** to reset the fields to the last saved details.

Then, click the **cross icon**  at the top-right corner to close the form after updating it.

- **Delete Icon**  : Click this icon to delete the option value from the system.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



## Search for an Option Value

Yo!Kart offers the flexibility to search for a specific option value from a large list by using the search functionality present at the top of the list.

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

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

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



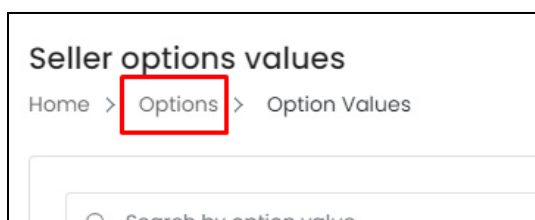
Enter the product name in the search bar and click Search.



Click the **cross icon**  to clear the field and start over again.

## Go back to the Options Page

From here, click **Options** from the breadcrumbs to go back to the options page.



### iii. Delete icon

Click this icon to delete the product option from the system.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



## Search for an Option

Yo!Kart offers the flexibility to search for a specific option from a large list by using the search functionality present at the top of the list.

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

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

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



Enter the product name in the search bar and click Search.



Click the **cross icon**  to clear the field and start over again.


## 5.5 Tax Categories

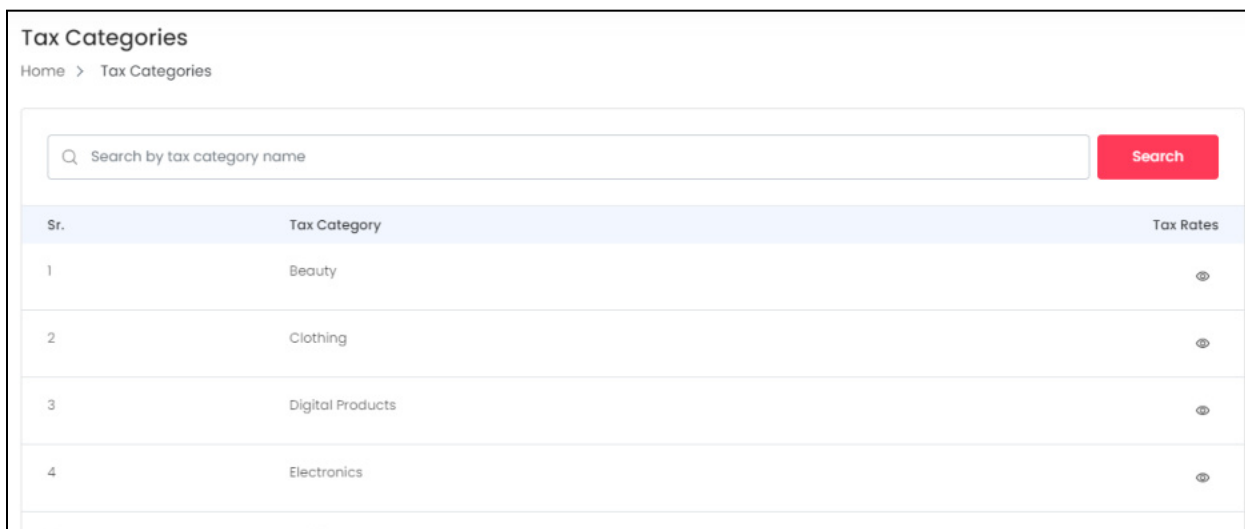
Tax categories are created to help in calculating the tax of that product at the time of the sale. Each product that you set up for your shop, needs to be linked with a **Tax Category**.





Every product category has a different tax rule. For instance, the sales tax of electronic products is 10%.

Keeping this in mind, different tax categories are created by the admin.

Even though you are **not allowed to create a tax category**, you can **view them** and **edit the tax rates** as per your requirements.

 This **submodule will not be visible** if the admin has not allowed you to add products to your shop. This is because you won't have products to link tax categories to.



Sr.	Tax Category	Tax Rates
1	Beauty	
2	Clothing	
3	Digital Products	
4	Electronics	

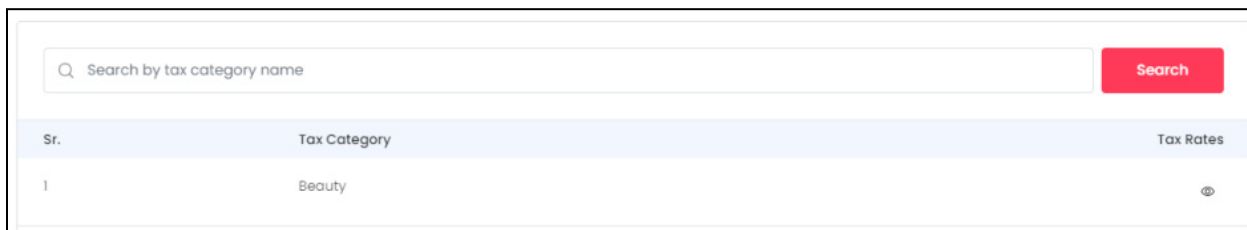
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.


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 for a Tax Category

Yo!Kart offers the flexibility to search for a specific tax category from a large list by using the search functionality present at the top of the list.



Sr.	Tax Category	Tax Rates
1	Beauty	

Enter the product name in the search bar and click Search.



Click the **cross icon**  to clear the field and start over again.

### View Icon

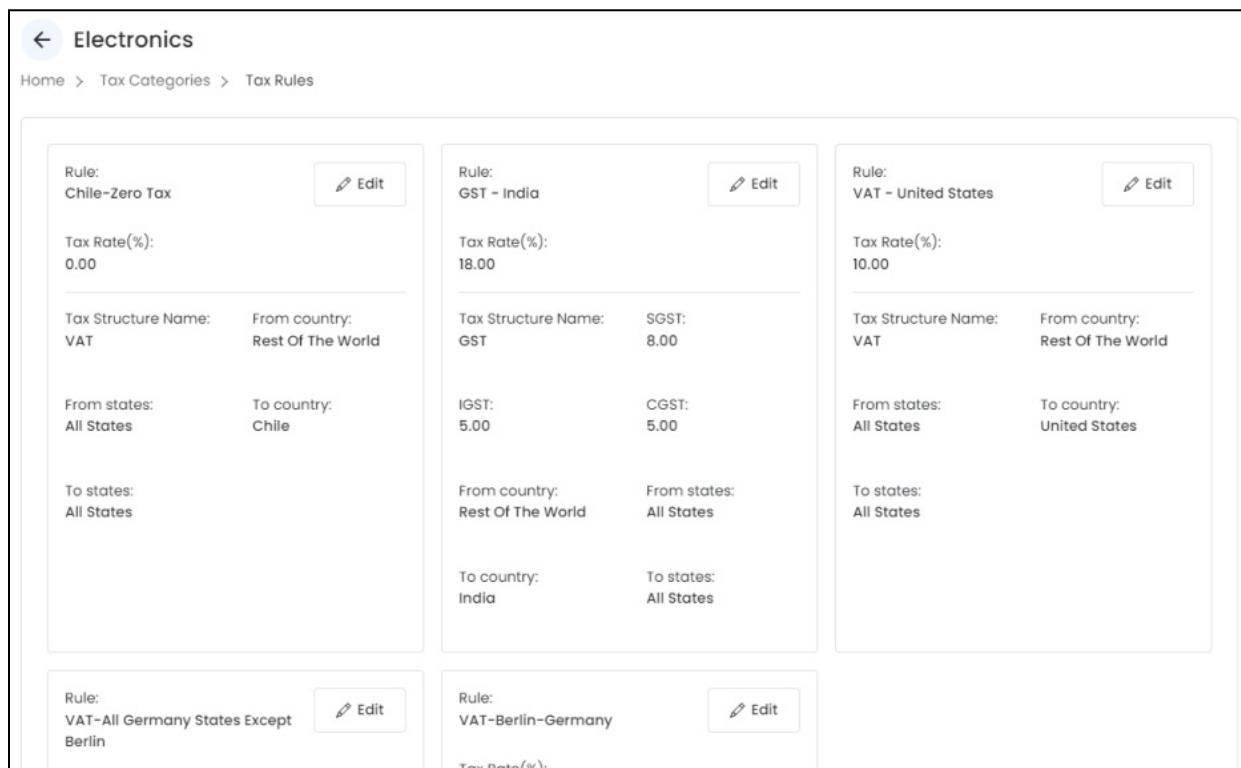
Beside every tax category created by the admin, there is a **view icon**  .

Click this icon for a tax category and this will direct you to the respective tax category rules 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.



Under this page, you can see the location-based rules and charges applied for the respective category.

And beside each rule, there is an **Edit** button.

Click this button to change the tax rate for that particular rule.

With this, the **Edit tax rule** scroll-in form will appear.



Based on the type of tax structure, the number of fields will be different. For a single tax structure, only one field will be there.

For a combined tax structure, there can be two or more fields.

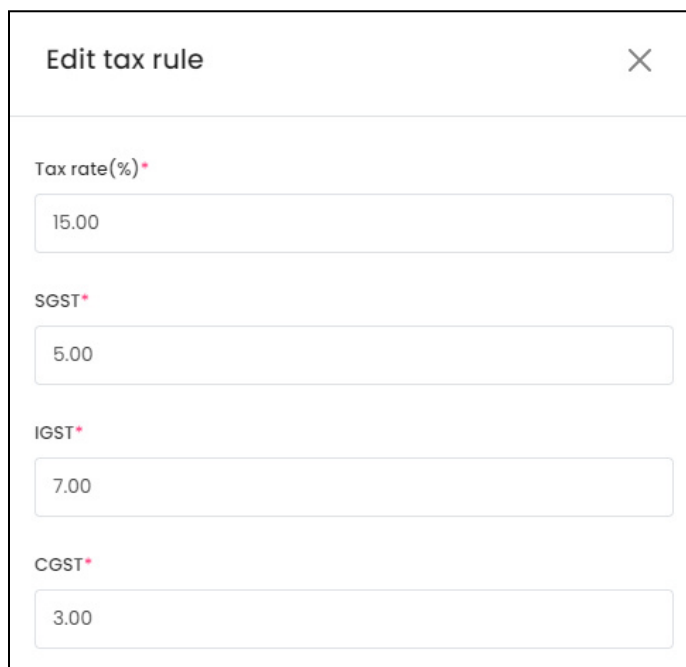
The **first field** will be the **total tax rate** for the complete rule.

The **rest of the fields** will define **bifurcated parts of the total tax.**

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




Edit the fields accordingly.

There are two buttons at the bottom of the form.



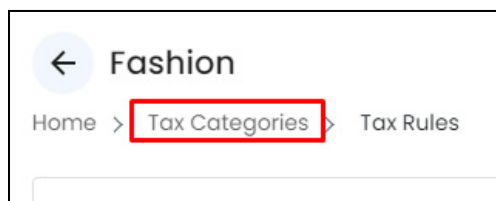
Once you have edited the details, click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon**  at the top-right corner to close the form.

## Go back to the Tax Categories Page

Go back by clicking Tax Categories from the breadcrumbs.




When you edit the tax rates under this section, the tax rate will be updated only for your shop.

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

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

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

## 5.6 Requests

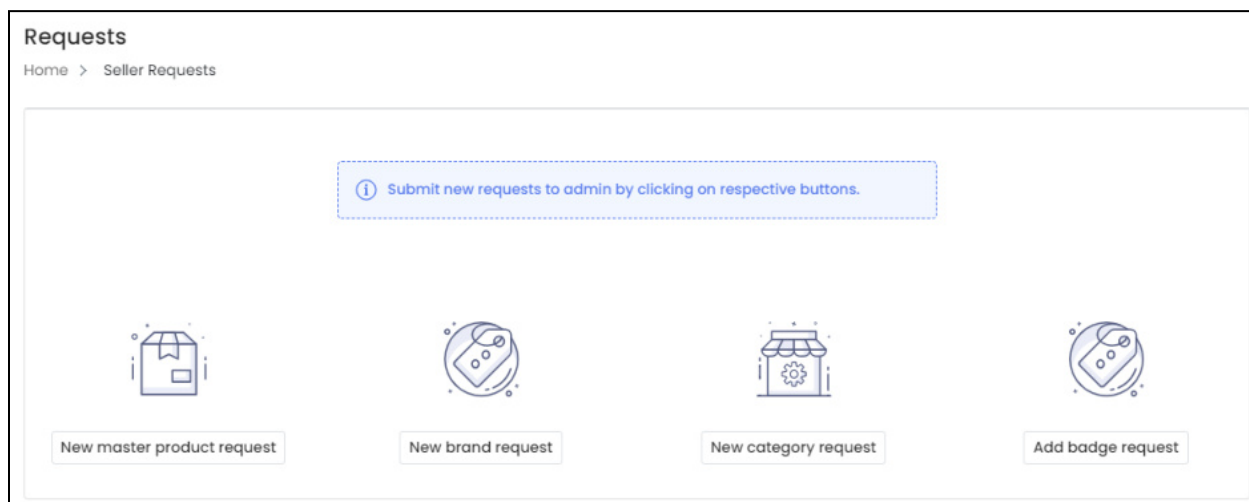
The admin has the option to allow sellers to **place requests for adding a brand, a category, a badge or even a master product**.

Click this submodule to be directed to the page displaying the list of requests that you have placed with the admin.

There are four kinds of requests you can place under this module, depending on the settings set by the admin.

**!** The admin can disallow you to request for a master product. They can also *allow you to directly add a brand and/or a category without having to request for it*.

Assuming that you can place requests for all four entities, and you have not yet made a request for any of them, you will find four buttons under this page - one button for each entity request.



If you have already placed one or more requests, the list will be displayed with four tabs for each kind of entity.

Each type of request has been explained below:

### a. Master Product Requests

This is the first tab under the requests submodule.

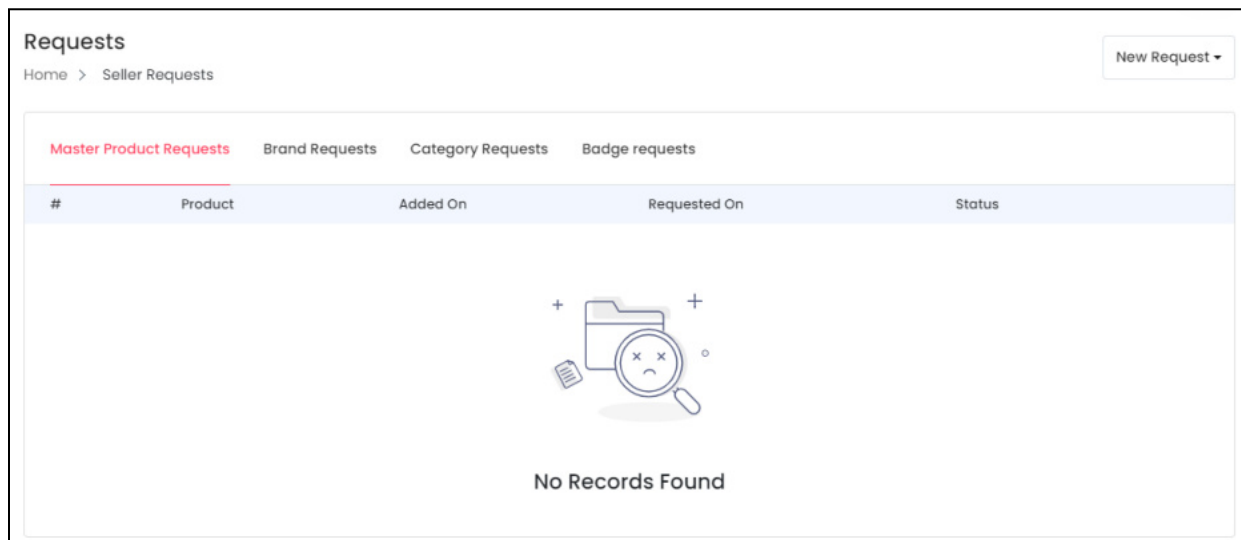
**!** This tab will be **visible only** if the **admin has activated the option where you are allowed to request for a master product**.

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


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

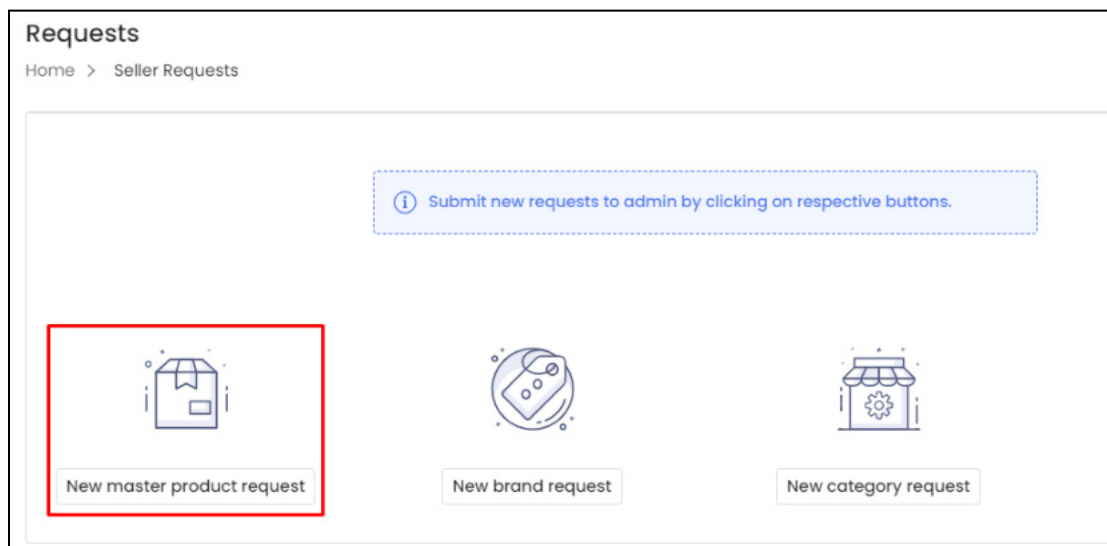
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.





If you have not yet placed a master product request, the list under this tab will be empty.

 If you have not placed any request at all for all the options available, you will find one to four buttons, depending on the settings set by the admin on this page.



## Request a Master Product

To request for a master product, click the **New master product request** button.

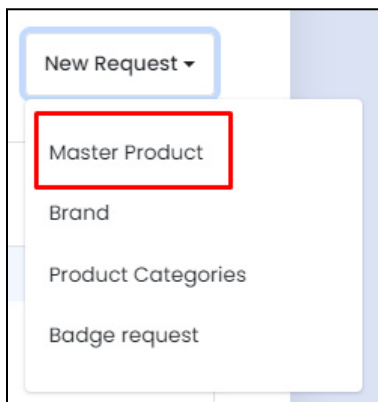
Or, click **New Request** from the top right side of the page, if you are on the **Master Product Requests** tab.

A dropdown menu list will appear. Click **Master Product**.

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

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

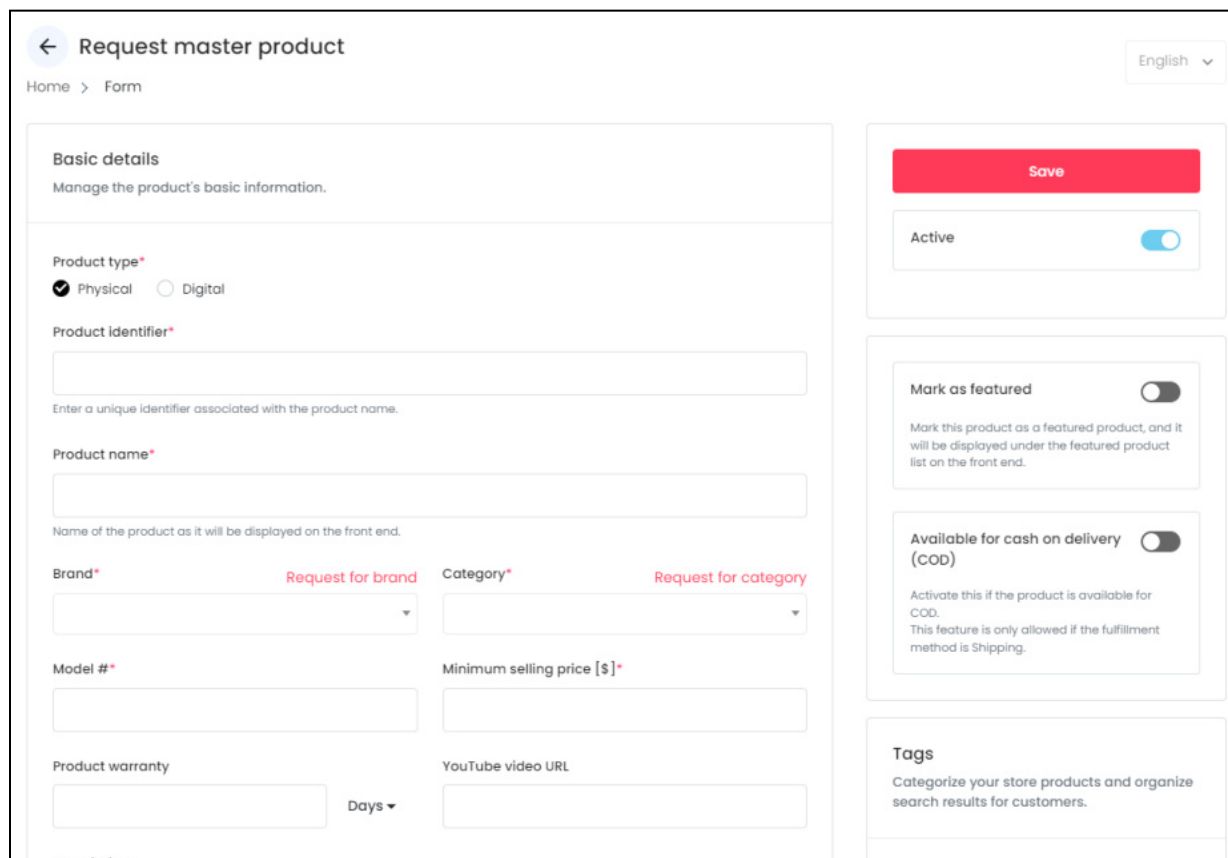
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



Both will direct you to the **Request master product** form.

## 1. Physical Product

There are two kinds of products you can add. If you select the product type as Physical, the following fields will appear.



The form is scrollable and has 5 sections under it. On the right side of the form, there are some additional settings for the product.



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

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

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


The language dropdown on the top right side will not be accessible unless and until you add the details in the primary language.

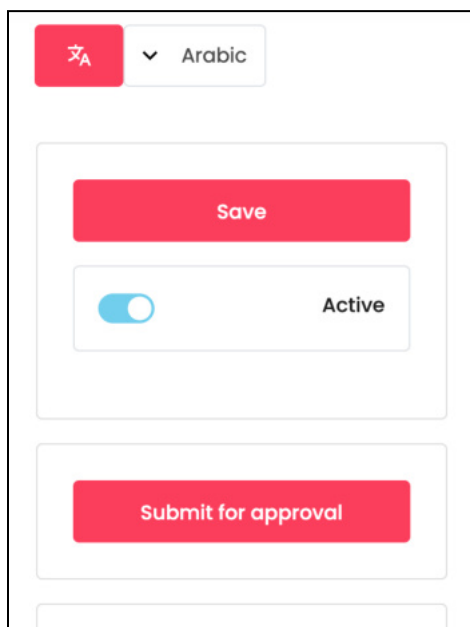
This form has the **same fields** as the **Add New Product form**.

Refer to the previous section ([Add New Product](#)) to understand how to fill the form and request for a master product from the admin.

Once you have filled out the form, there is **one extra button** that you will find under the secondary language data section of the form.

This is the **Submit for Approval** button. When you click **Save**, the product will be saved in your system but it will not be sent to the admin for approval.

 This button appears only when you have clicked on Save after filling out the form in the primary language and are directed to the secondary language section.



Click **Submit for Approval** to send the master product request to the admin.

Depending on your requirements, you can save the product and submit it later, or submit it for approval as soon as you create it.

Once done, click the **back icon**  to go back to the **master product requests** list.

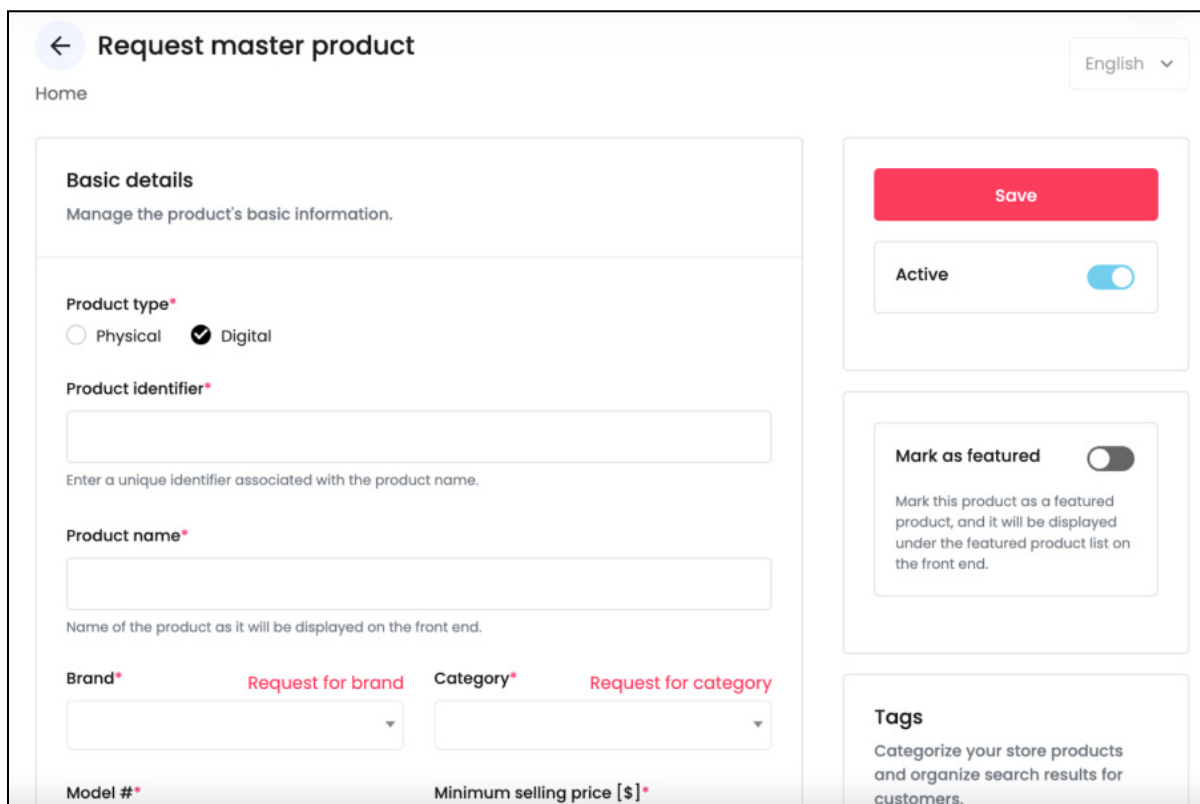
## **2. Digital Product**

There are two kinds of products you can request for. If you select the product type as Digital, the following fields will appear.

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

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

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



The form is scrollable and has 5 sections under it. For a digital product, the number of sections are more than the number of sections for a physical product.

On the right side of the form, there are some additional settings for the product.


The language dropdown on the top right side will not be accessible unless and until you add the details in the primary language.

This form has the **same fields** as the **Add New Product form**.

Refer to the previous section ([Add New Product](#)) to understand how to fill the form and request for a master product from the admin.

Once you have filled out the form, there is **one extra button** that you will find under the secondary language data section of the form.

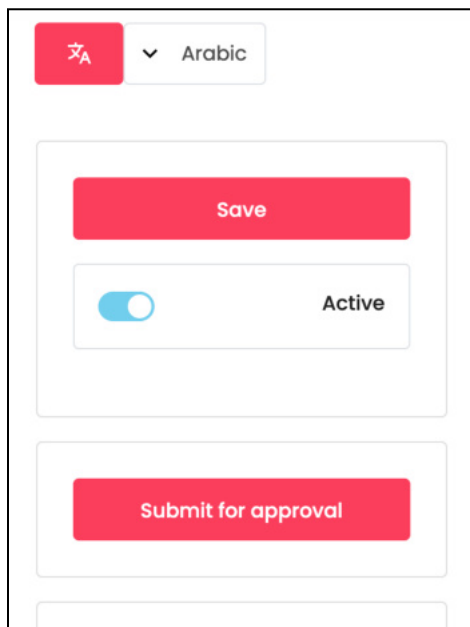
This is the **Submit for Approval** button. When you click **Save**, the product will be saved in your system but it will not be sent to the admin for approval.

 This button appears only when you have clicked on Save after filling out the form in the primary language and are directed to the secondary language data section.

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

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

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



Click **Submit for Approval** to send the master product request to the admin.

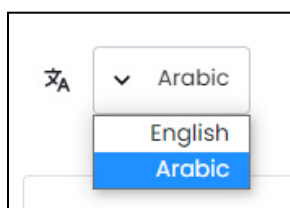
Depending on your requirements, you can save the product and submit it later, or submit it for approval as soon as you create it.

Since this is a Digital product, after you **Save** the product, two additional sections appear allowing you to attach the links and files for it.

 It is advised to **first attach the links and files** to the product before you click **Submit for Approval**.


### Attach the Files/Links

Select English from the language dropdown menu again, once done.



If **you selected NO** under the **Attachment at inventory level** field, two other sections would have appeared. These sections allow you to attach the digital product under this form itself.

And if you selected YES under the **Attachment at inventory level** field, these sections will not be there. You can just click the **back icon**  to go back to the **Shop Inventory** list.

 If you do not want to upload the file at the moment, you can leave this part and come back later to add it.

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

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

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

Refer to [Attach Files/Links](#) under **Add New Product** above to understand the process.

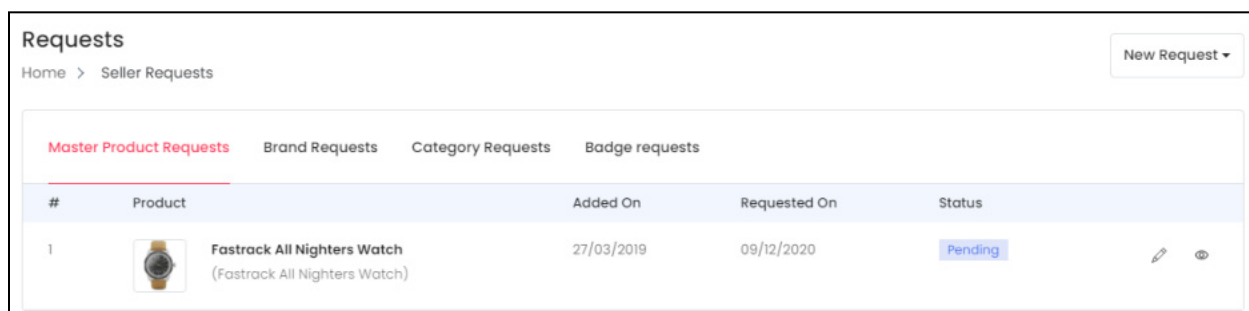
### **Submit for Approval or Go Back**


If you have not yet submitted the product, click **Submit for Approval** to send the master product request to the admin.

Once done, click the **back icon**  to go back to the **master product requests** list.

## **Manage the Master Product Requests List**


The product you just requested will be visible in the list.



#	Product	Added On	Requested On	Status
1	 Fastrack All Nighters Watch (Fastrack All Nighters Watch)	27/03/2019	09/12/2020	Pending

The list includes the following details for each product:

- **#:** The product request number
- **Product:** The name of the product.

 There are **two buttons** in the request master product form. One is the **Save button**, which saves the product in your dashboard. And the second is the **Submit for approval button**, which sends the master product request to the admin.

Based on what step/steps you have taken, the following two columns will show the said details.

- **Added On:** The date on when the master product was added in your account.  
This column cannot have the value as NA since a product is added to the list only after you click **Save**.
- **Requested On:** The date on when the master product's request was sent to the admin.  
If you did not send the request to the admin yet, the value under this will be NA.
- **Status:** This is the status of the master product request:

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

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

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

- **Pending:** This status is displayed when the admin has not yet approved the request.
- **Approved:** This status is displayed when the admin has approved the request.

## Action Buttons

There are two action icons beside each request you make:


### i. edit icon

Click this icon to edit the listing. The **Edit master product request scroll-in form** will appear on the right side of the page.

This form has the same fields as those in the form when adding a new master product request.

Update the fields and click **Save**.

Click **Reset** to reset the fields back to the *last saved details*.

And click the **Cross icon**  at the top-right corner to close the form after updating it.

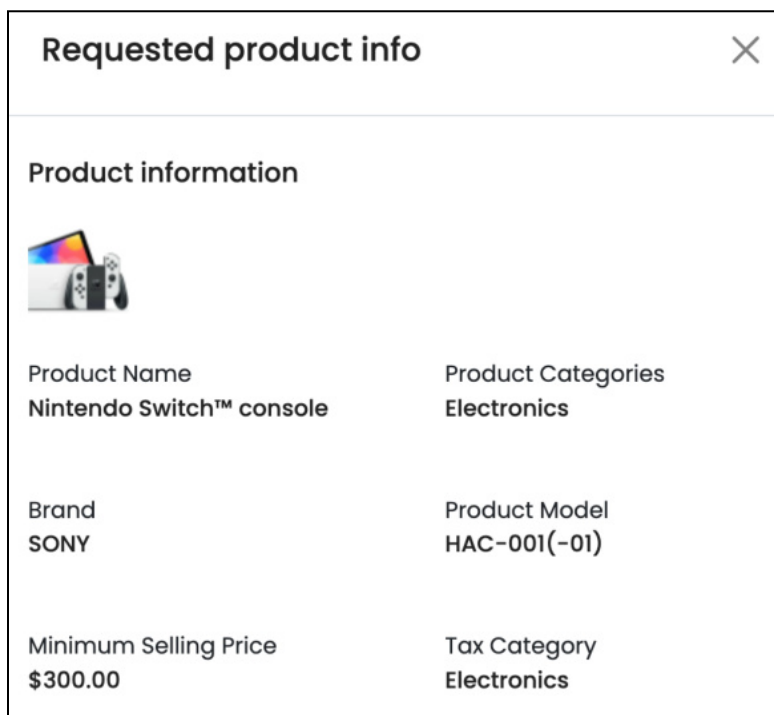
### ii. View icon


Click this icon to view the main details of the master product request. When you do this, a scroll-in panel with the **Requested product info** will appear on the right side of the page.

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

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


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



Click **Cross icon**  at the top-right corner to close the panel once you have viewed the details.

## b. Brand Requests

This is the second tab under the requests submodule.

 This tab will be **visible** only if the *admin has activated the option where you have to request for a brand*.

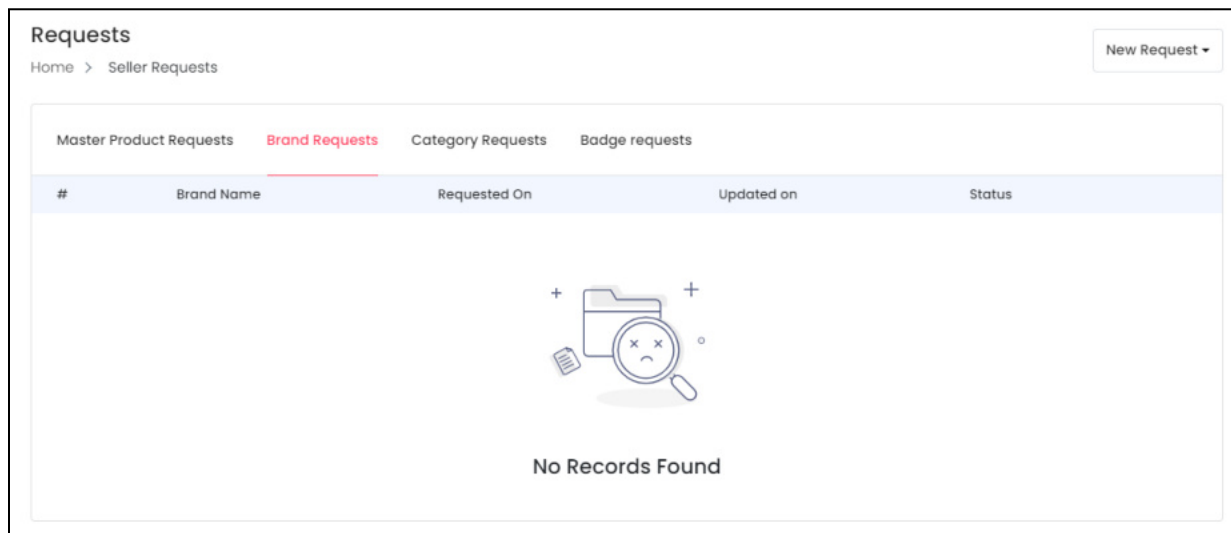
So, if **you are allowed to directly add a brand**, you will **not see this tab** or a button to request a brand.

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

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

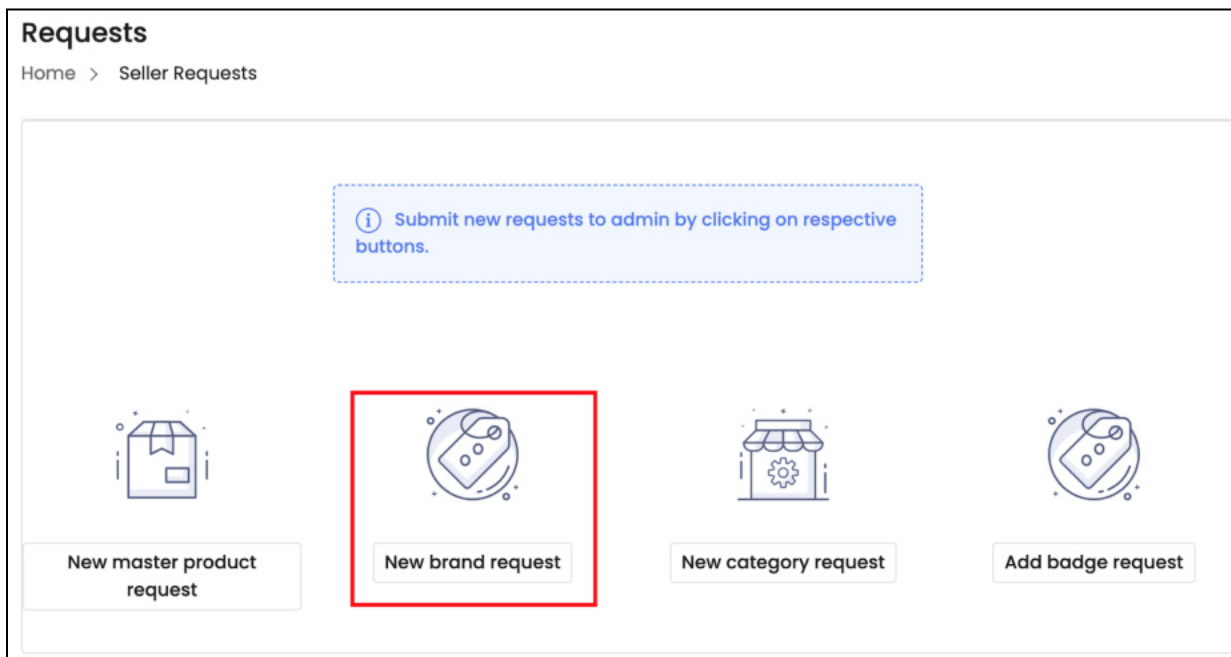
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.





If you have not yet placed a brand request, the list under this tab will be empty.

**!** If you have not placed any request at all for all the options available, you will find one to four buttons, depending on the settings set by the admin on this page.



## Request a Brand

To request for a brand, click the **New brand request** button.

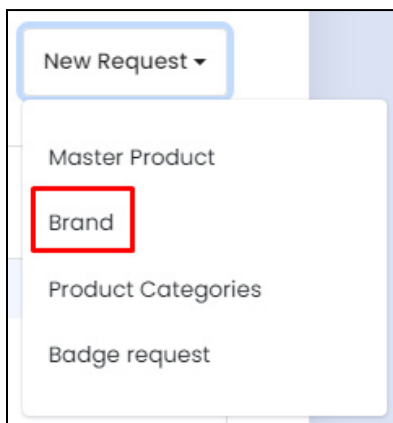
Or, click **New Request** from the top right side of the page, if you are on the **Brand Requests** tab.

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

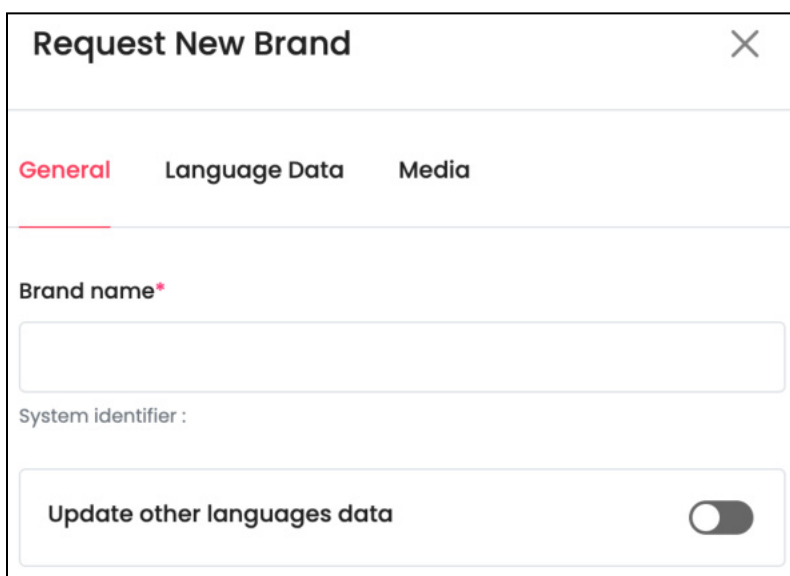
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

A dropdown menu list will appear. Click **Brand**.



In both cases, the **Request New Brand** scroll-in form will appear on the right side of the page.

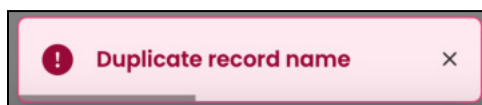

 A screenshot of a scroll-in form titled 'Request New Brand' with a close button (X) in the top right corner. The form has three tabs: 'General' (selected and highlighted in red), 'Language Data', and 'Media'. Under the 'General' tab, there is a 'Brand name\*' label followed by a text input field. Below that is the label 'System identifier :'. At the bottom of the form, there is a toggle switch labeled 'Update other languages data'.

There are three tabs under this:

### General Tab

Edit the following:

- **Brand Name\*:** Enter the brand name. Ensure that it is unique and unlike any other brand name, else an error message will appear.




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

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.

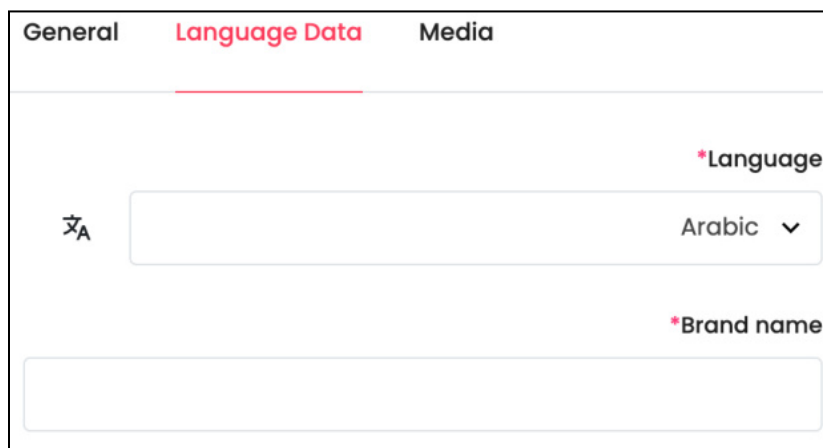



Click **Save** to update the details.


Click **Reset** to reset the fields back to the last saved *details*.

### Language Data Tab

When you click **Save**, this tab will open (provided you have filled in all the necessary fields in the last tab). Edit the following:




- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.

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

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

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

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

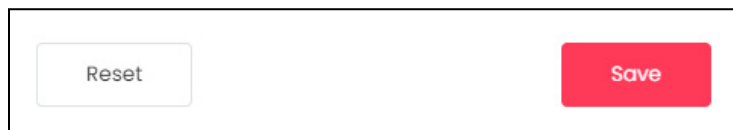
The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Brand Name\***: Enter the brand name in the selected language.



If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

### Media Tab

When you click **Save**, this tab will open (provided you have filled in all the necessary fields in the last tab).

Edit the following:

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

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

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

General
Language Data
Media

**Language**


Universal
▼

**Brand Logo**

**Ratio**

1:1

16:9



Click here to upload

Preferred Dimensions 500 x 500

**Banner**

**Language**

**Display for**

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

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

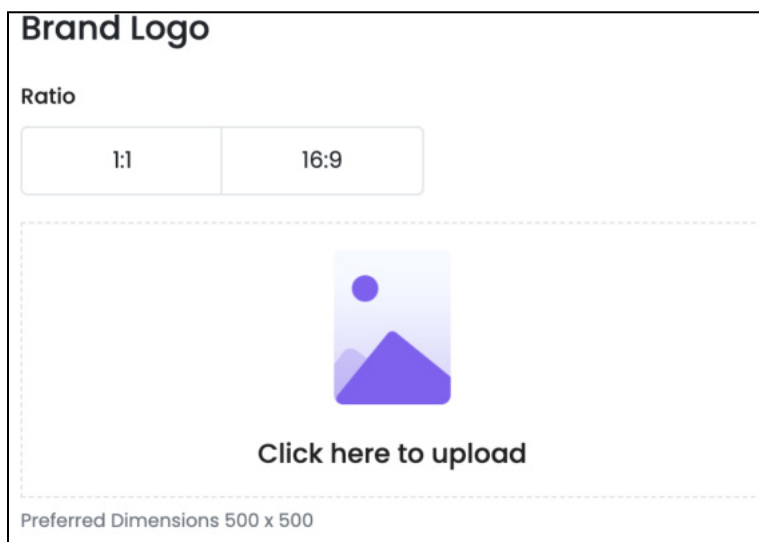
There are two images that need to be updated under this.

### **1. Brand Logo**

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

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

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



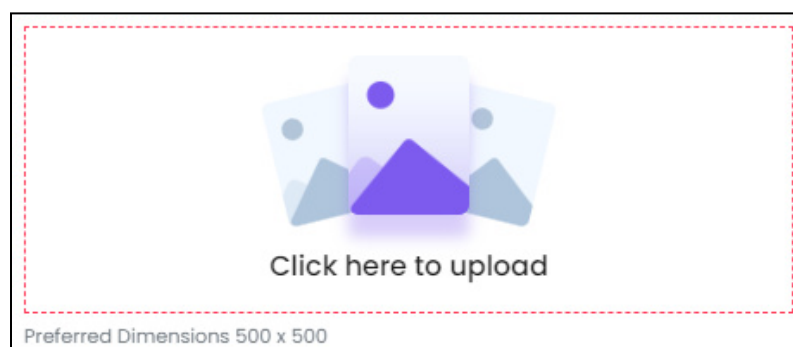
- **Ratio:** Select the ratio of the logo that you want to upload. The ratio means the dimensions. It is important to choose the ratio based on the image dimensions you are about to upload.

There are two options under this:

- **1:1**
- **16:9**

Click the selection you want to make and it will turn red in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click Here To Upload:** Hover over and click the panel that says - Click here to upload.

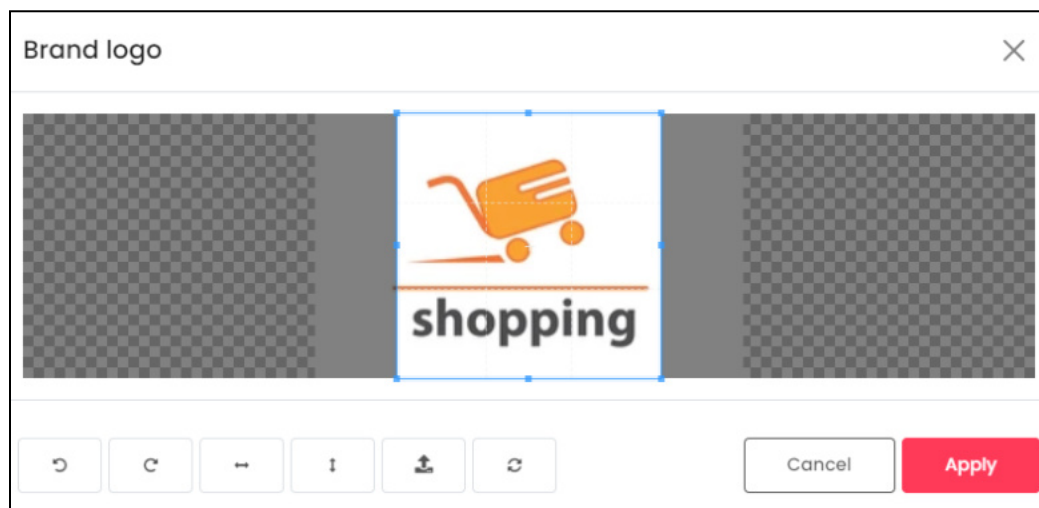


Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.







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

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


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



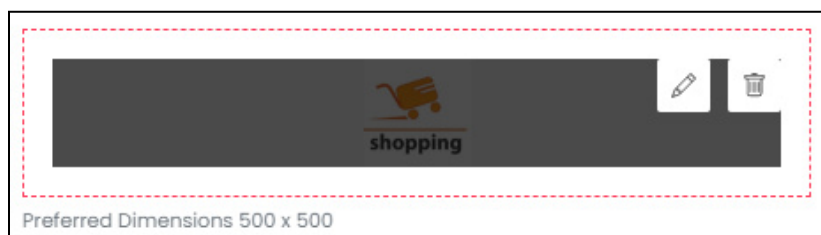
Use the various tools available in the editor to modify the image as per your requirements. The tools include:

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

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

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


Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.



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

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

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

To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.




To change or edit the image, click the **edit icon** .

**2. Banner:** The second image you need to upload is the banner image for the brand.

**Banner**

Language Display for


▼
 ▼



**Click here to upload**

Preferred Dimensions 2000 x 500

- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled. You can select **Universal** as the option if the image will be the same for all the languages.
- **Display For:** Select whether the image is meant to be displayed for:
  - **Desktop**
  - **Ipad**
  - **Mobile**

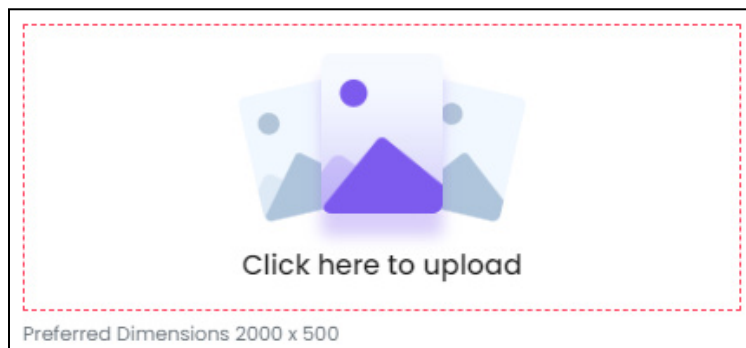
 To explain better, **every type of screen** has a different resolution and you can **add images for each** screen type, including the desktop, mobile and tablet screen. It is important to upload the different images for different devices to avoid any distortions. It helps in enhancing the user experience.

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

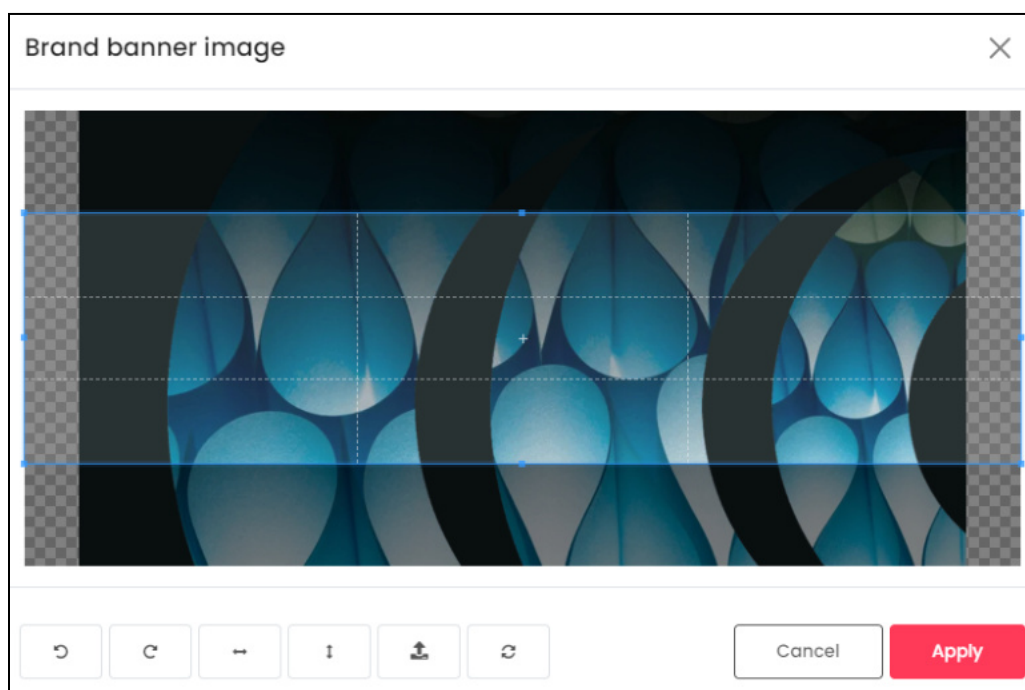
- **Click Here To Upload:** Hover over and click the panel that says - Click here to upload.

**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 it will open in the image editor pop-up, in the middle of the screen.





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

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


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

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

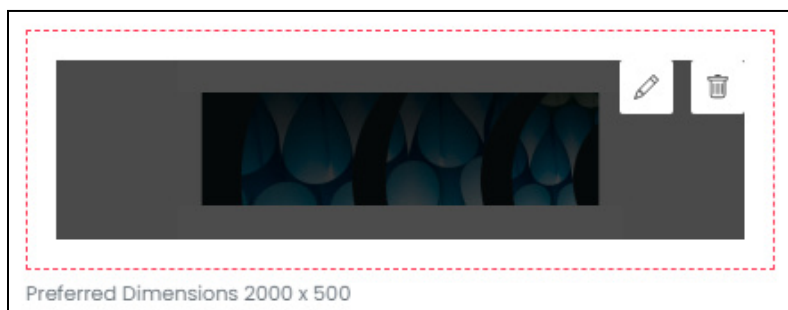
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.


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

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

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


Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.




To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon** .

 You can upload language-specific images for each language that the website is available in. Select the language and upload the image accordingly.

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

From here, just click the **Cross icon**  at the top-right corner to close the form. With this, the brand request will be sent to the admin.

With this, you will be directed back to the **brand requests** list.



## Manage the Brand Requests List

The brand you just requested will be visible in the list.

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

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

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

Requests				
Home > Seller Requests				New Request ▾
Master Product Requests		<b>Brand Requests</b>	Category Requests	Badge requests
#	Brand Name	Requested On	Updated on	Status
1	 B&H (B&H)	29/08/2022	29/08/2022 11:24	Pending 

The list includes the following details for each brand:

- **#:** The brand request number
- **Product:** The brand name
- **Requested On:** The date on when the brand request was placed.
- **Updated On:** The date and time on when the brand request was last updated.
- **Status:** This is the status of the brand request:
  - **Pending:** This status is displayed when the admin has not yet approved the request.
  - **Approved:** This status is displayed when the admin has approved the request.


## Action Buttons

There is an **edit icon**  beside each request you make. Click this icon to edit the brand request details.

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

This form has the same fields as those in the form when adding a new brand request.

Update the fields and click **Save**. Click **Reset** to reset the fields back to the *last saved details*.

And click the **Cross icon**  at the top-right corner to close the form after updating it.

## c. Category Requests

This is the third tab under the requests submodule.

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

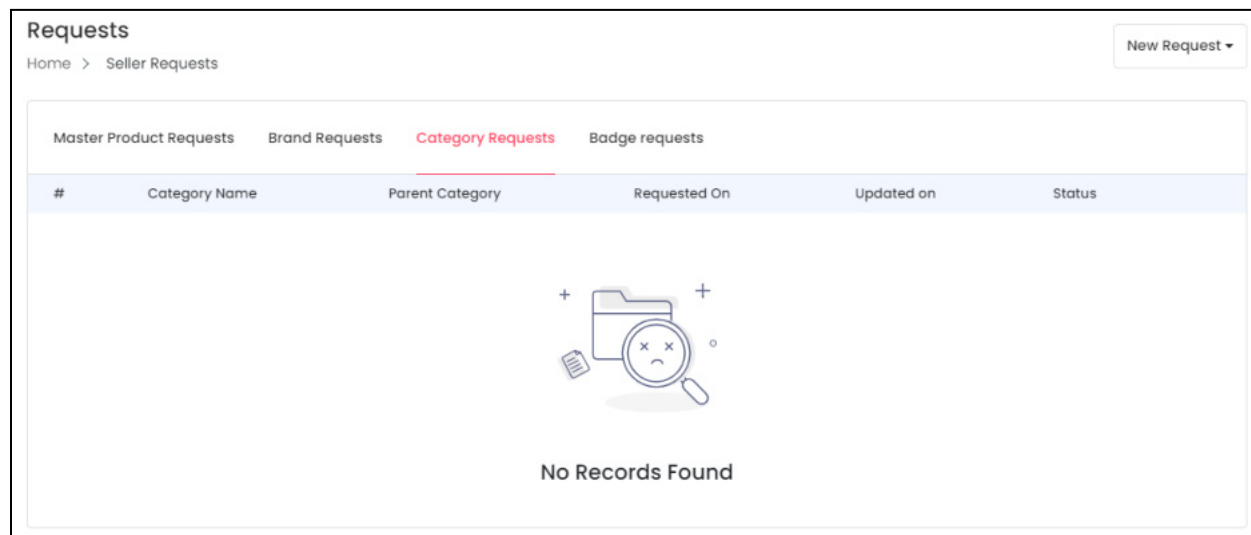
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

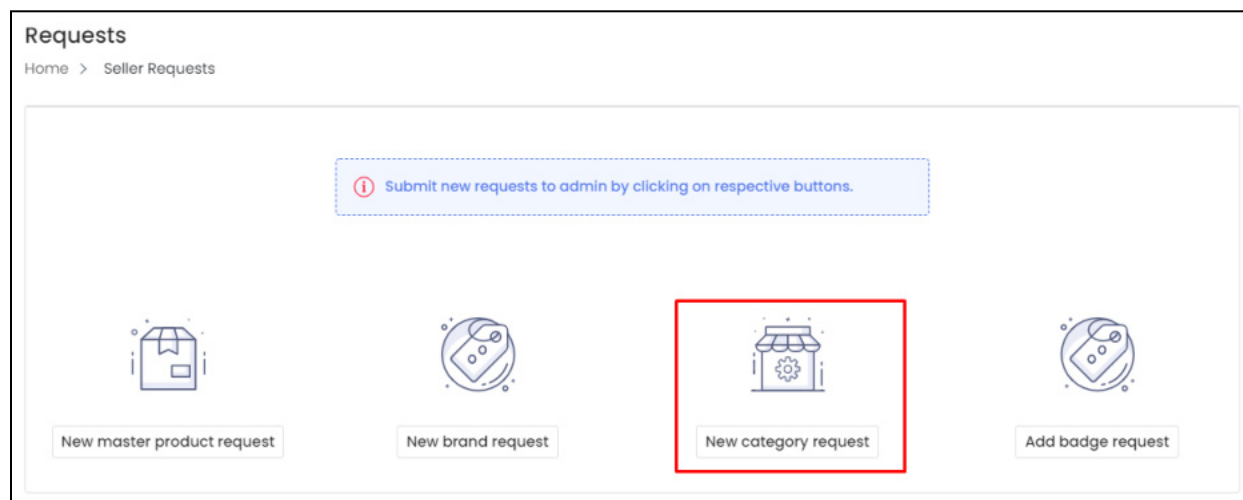
! This tab will be **visible only** if the admin has activated the option where you have to request for a category.

So, if you are allowed to directly add a category, you will not see this tab or a button to request a category.

If you have not yet placed a category request, the list under this tab will be empty.



! If you have not placed any request at all for all the options available, you will find one to four buttons, depending on the settings set by the admin on this page.



## Request a Category

To request for a category, click the **New category request** button.

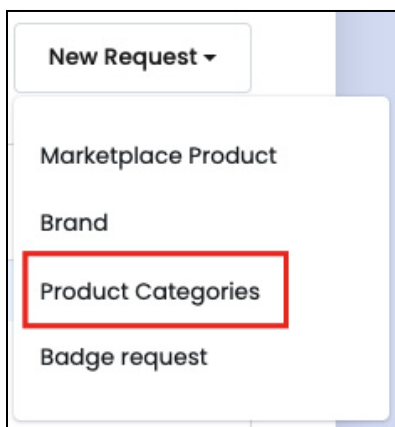
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

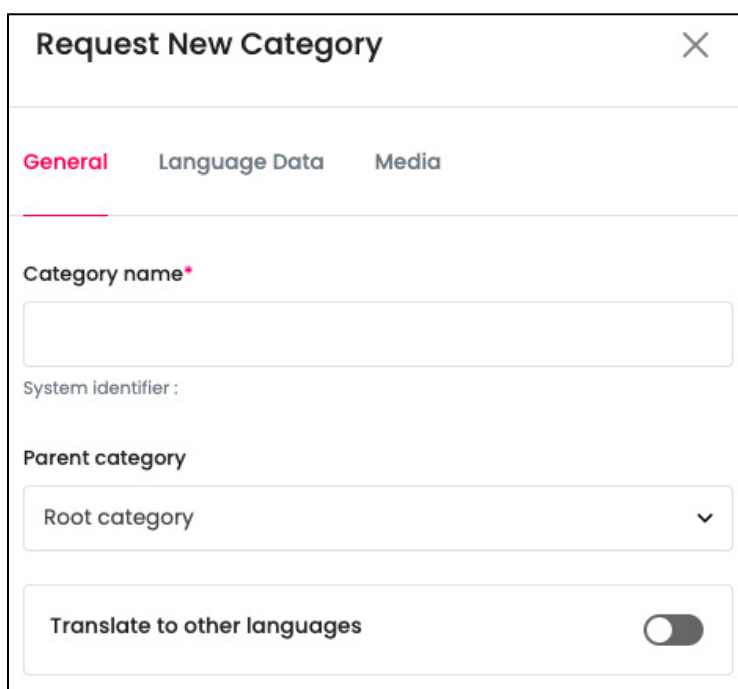
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

Or, click **New Request** from the top right side of the page, if you are on the **Category Requests** tab.

A dropdown menu list will appear. Click **Product Categories**.



In both cases, the **Request New Category** scroll-in form will appear on the right side of the page.


 A screenshot of a scroll-in form titled 'Request New Category'. The form has a close button (X) in the top right corner. Below the title, there are three tabs: 'General' (selected and highlighted in red), 'Language Data', and 'Media'. The 'General' tab contains the following fields:
 

- 'Category name\*' with an asterisk indicating it is mandatory, followed by a text input field.
- 'System identifier:' followed by a text input field.
- 'Parent category' with a dropdown menu currently showing 'Root category'.
- 'Translate to other languages' with a toggle switch that is currently turned off.

There are three tabs under this:

### **General Tab**

Edit the following:

- **Category Name\*:** Enter the category name. Ensure that it is unique and unlike any other category name, else an error message will appear.

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

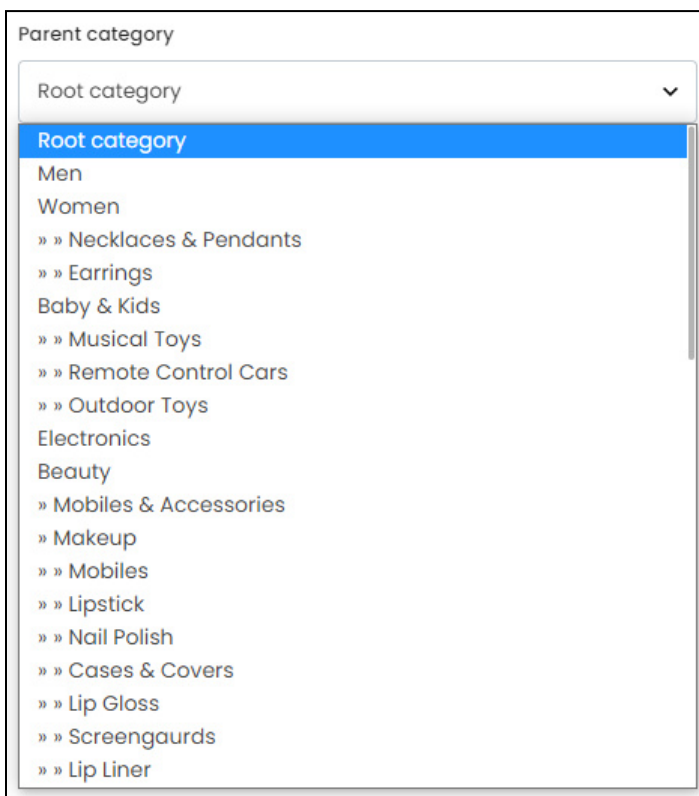
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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




- Root Category:** Click the field and a dropdown list will appear. Select the category under which this new category will fall. Categories that fall under another main category are called child categories.

If this category is a main category, or a parent category, select the root category from the list.

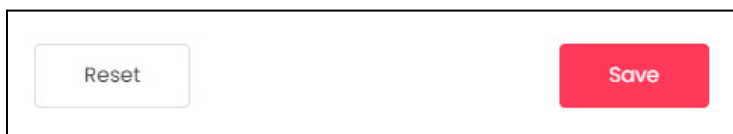


- Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

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

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

There are two buttons at the bottom of the form.



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

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

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

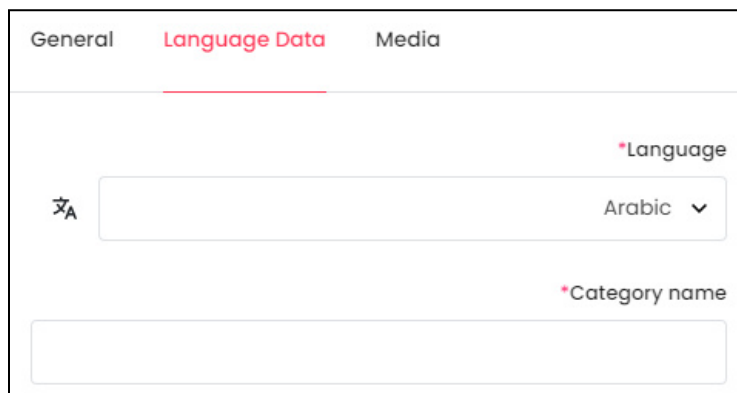
Click **Save** to update the details.


Click **Reset** to reset the fields back to the last *saved details*.

### **Language Data Tab**

When you click **Save**, this tab will open (provided you have filled in all the necessary fields in the last tab).


Edit the following:



- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Autofill Language Data Icon**  : Click this icon to automatically fill in the data for the subsequent fields in the selected language.



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


The fields will already be **auto-filled** if you had turned **ON**  the **Update Other Languages Data** toggle switch in the last tab.

- **Category Name\*:** Enter the category name in the selected language.



If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

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

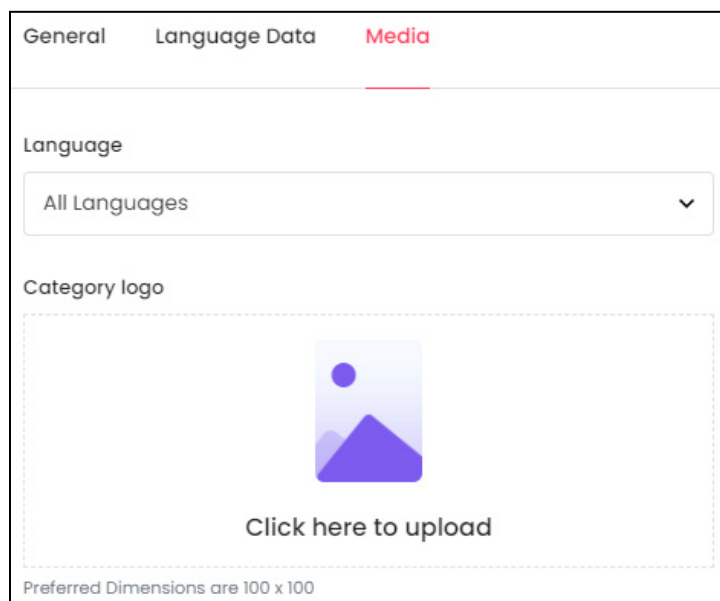
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

## **Media Tab**

When you click **Save**, this tab will open (provided you have filled in all the necessary fields in the last tab).

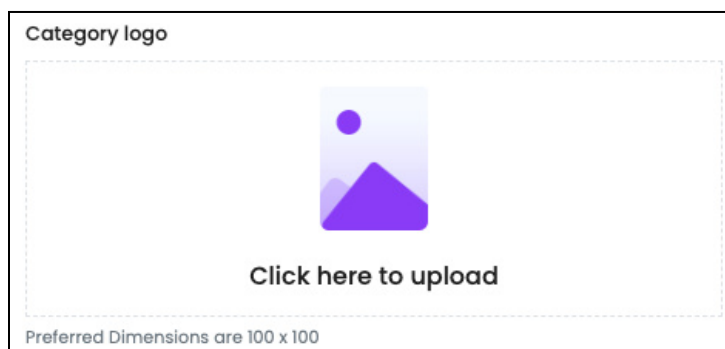
Edit the following:



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

You can select **All Languages** as the option if the image will be the same for all the languages.

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



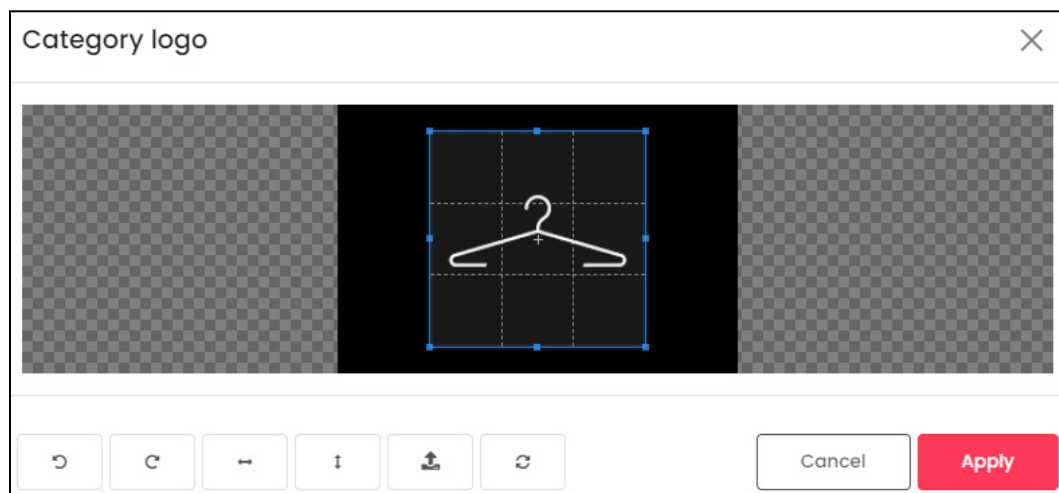
Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.

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







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

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






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

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

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

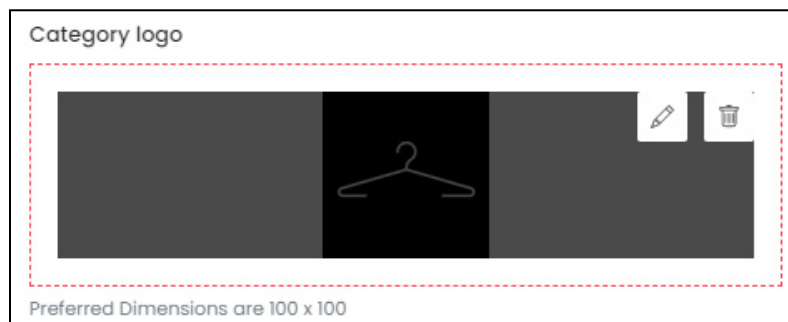
Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the **cross icon**  at the top-right corner of the pop-up form.

Hover over the image field after uploading the image, and two icons will appear at the top-right corner of the field.

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

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

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



To delete the image, click the **Delete icon** . When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not. Click **OK** to delete it. Click **Cancel** to cancel the action.



To change or edit the image, click the **edit icon** .

You can upload language-specific images for each language that the website is available in. Select the language and upload the image accordingly.

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

From here, just click the **Cross icon** at the top-right corner to close the form. With this, the category request will be sent to the admin.

Then, you will be directed back to the **category requests** list.

## Manage the Category Requests List

The category you just requested will be visible in the category requests list.

#	Category Name	Parent Category	Requested On	Updated on	Status
1	Kitchenware (Kitchenware)	Kitchenware	29/08/2022	29/08/2022 11:52	Pending

The list includes the following details for each category:

- **#:** The category request number

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- **Product:** The category name
- **Parent Category:** This column will display the name of the parent category, if this requested category is a child category. If the requested category is a parent category, its own name will be displayed under this header.
- **Requested On:** The date on when the category request was placed.
- **Updated On:** The date and time on when the category request was last updated.
- **Status:** This is the status of the category request:
  - **Pending:** This status is displayed when the admin has not yet approved the request.
  - **Approved:** This status is displayed when the admin has approved the request.


## Action Buttons

There is an **edit icon**  beside each request you make. Click this icon to edit the category request details.

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

This form has the same fields as those in the form when adding a new category request.

Update the fields and click **Save**. Click **Reset** to reset the fields back to the *last saved details*.

And click the **Cross icon**  at the top-right corner to close the form after updating it.

## d. Badge Requests

This is the fourth and last tab under the requests submodule.

Under this module, you can **request to link a badge** to your product, a master product or your shop.



This tab is only visible if the admin has created any close manual badge for which approval is mandatory before you can link the badge to your product, master product or shop.

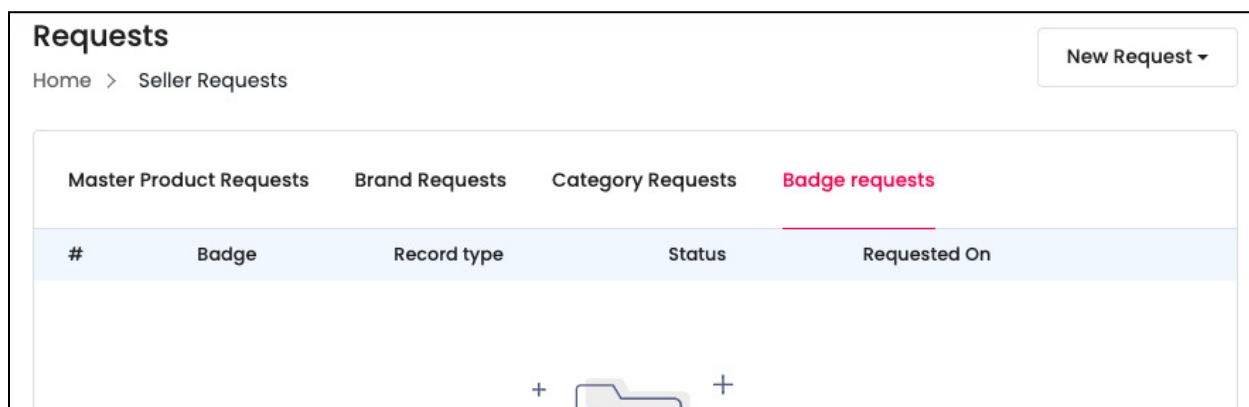
### Points to note:

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

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- The admin creates badges that can be linked to your products, master products or shops to make them look more genuine and authentic to the buyers.
- There are two types of badges - **automatic** and **manual badges**.
- **Automatic badges** get linked automatically to the respective product or shop, based on some set conditions.
- **Manual badges are linked manually**.
- Under manual badges, there are **two types** based on the approval condition set by the admin.
- If the **badge is open**, then the seller can directly link the product or shop with the badge.
- On the other hand, the admin can set the approval requirement for some badges. These badges are considered as **closed badges**.
- In this case, the seller will have to place a request to link the badge with a product or shop.
- Once the admin approves it, the badge can then be linked as requested.



To view the different kinds of badges you can use, go to **Promotions > Badges**.

If you have never placed a badge request, the list under this tab will be empty.

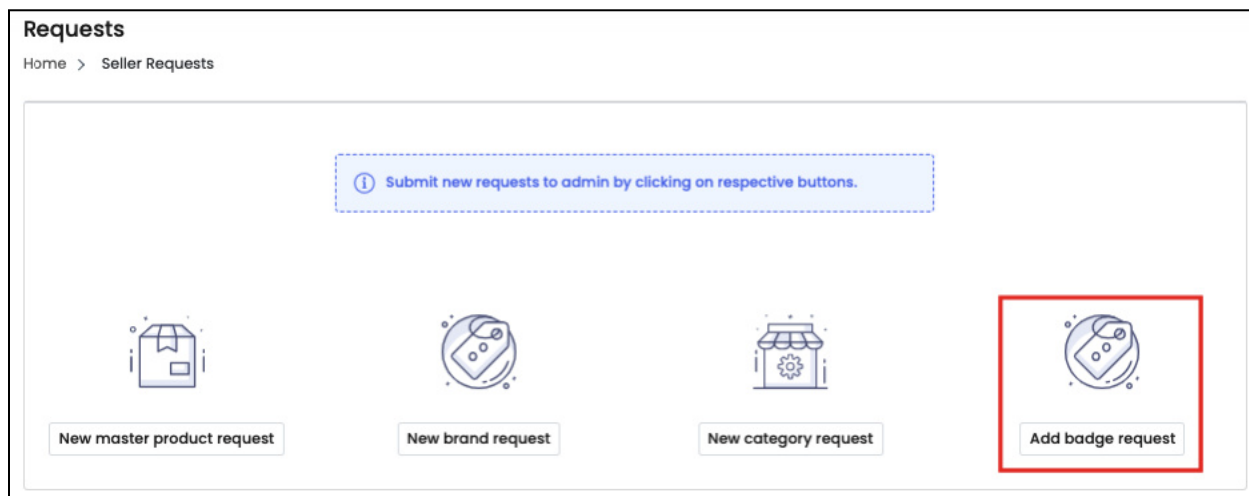


If you have not **placed any request at all for all the options available**, you will find one to four buttons, depending on the settings set by the admin on this page.

**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.

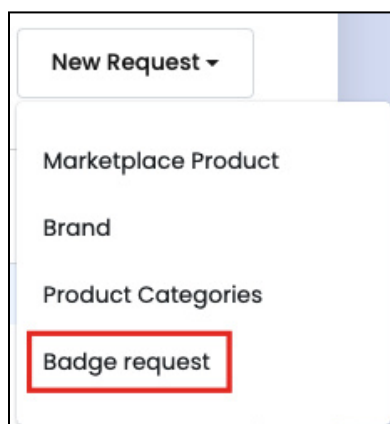


## Add Badge Request

To request for using a restricted badge, click the **Add badge request** button.

Or, click **New Request** from the top right side of the page, if you are on the **Badge Requests** tab.

A dropdown menu list will appear. Click **Badge request**.



In both cases, the **Request to Bind Badge** scroll-in form will appear on the right side of the page.

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

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

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

Request to Bind Badge
✕

---

Select badge\*

Average
▼

From date

📅

To date

📅

Record type

Seller Product
▼

Reference

Choose File

No file chosen

Badge request reference file

Message

Link to

▼

Edit the following under this form:

- **Select Badge\*:** Select the badge type.

The number of options visible under this will depend on **the number of badges available** and the number of badges that need the admin's approval before being used.
- **From Date:** Select the date and time from when you want the badge to be activated.

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

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

Scroll down to add the time as well.

To add the time, **click the gray tag** in the line beside the hour field and minute field. Then, **drag this tag up and down the line** to select the time accordingly. The final time will show up in the time field.

You can also click **Now** to automatically select today's date and the current time.

Once you have selected the date and time, click **Done**.

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

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

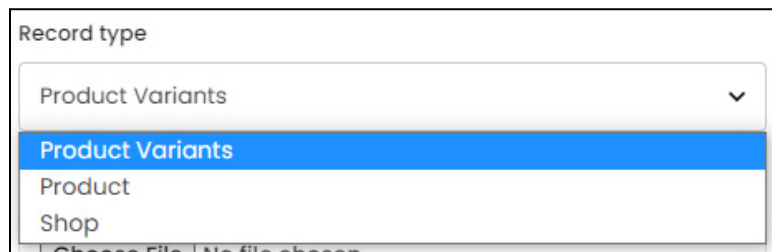
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

- **To Date:** Select the date and time when the badge will deactivate.

Click the field and a calendar will appear. Select the date and time accordingly and click **Done**.

(The process to select the date and time has been explained in the last point.)

- **Record type:** Click the field and a dropdown list will appear. Select the type of record that you want to link to the badge.



The **“link to” field** will display the linking options based on the selection made under this setting.

There are three options:

- **Product Variants** - Selecting this will allow you to link the product inventories of product variants that you are selling under your shop.
- **Product** - Selecting this will list all the products you have added to your shop.

 You **cannot link a master product to a badge**. You can only link your own products.

So, if you have *not added any products to your shop*, or the *admin has not allowed it*, you will not find any options to link to if you select this record type.

- **Shop** - Selecting this will link your shop to the badge.

With this selection, the **“link to” field becomes inaccessible** since there is only one option, which is your shop.

- **Reference:** Click choose file to upload any additional document you would like to share with the admin to persuade them to approve the badge request.
- **Message:** Enter any comments you want to share with the admin.
- **Link to:** Click the field and a dropdown list with a search bar will appear. A pre-populated list of products will also appear.

**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.





Search bar with a magnifying glass icon and a vertical bar. Below it, a dropdown menu is open, showing a red header with the text "12 pieces Multi-Coloured Cube Blocks". Below the header, there are three search results for iPad Air models:

- 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Blue (5th Generation) (Select Color: Blue, Storage: 256 GB, Style Name: Wi-Fi + Cellular )
- 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Pink (5th Generation) (Select Color: Pink, Storage: 256 GB, Style Name: Wi-Fi + Cellular )
- 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Blue (5th Generation) (Select Color: Blue, Storage: 256 GB, Style Name: Wi-Fi + Cellular )

Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

You can select more than one product.



Link to

Dropdown menu with two selected items:

- ✕ 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Blue (5th Generation) (Select Color: Blue, Storage: 256 GB, Style Name: Wi-Fi + Cellular )
- ✕ 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Pink (5th Generation) (Select Color: Pink, Storage: 256 GB, Style Name: Wi-Fi + Cellular )

If you selected the wrong product by mistake, you can clear the field by clicking the **Cross Icon ✕** beside the product name.

The options under this field are directly linked to the selection made under the **record type** field.

There are two buttons at the bottom of the form.



Reset Save

Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

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

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

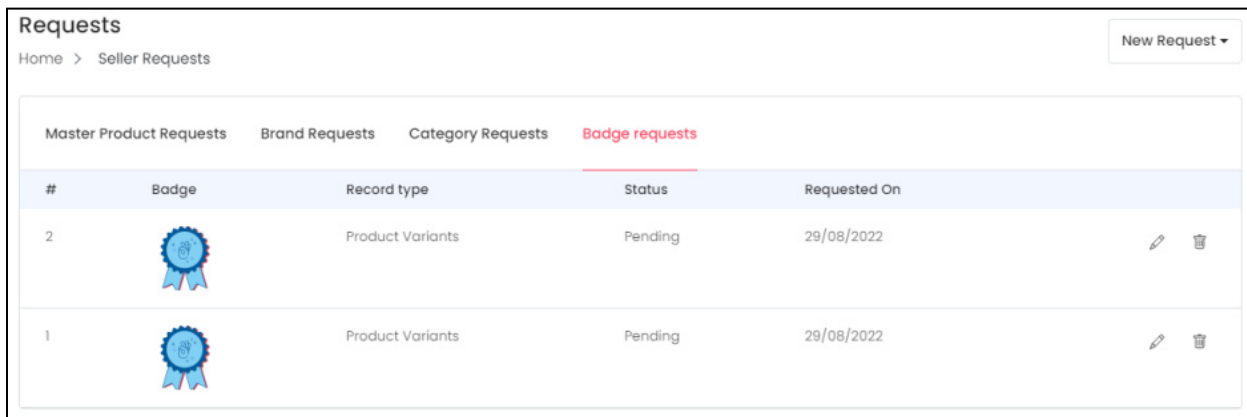
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

With this, you will be directed back to the **badge requests** list.

## Manage the Badge Requests List

The badge request you just made will be visible in the list.



#	Badge	Record type	Status	Requested On
2		Product Variants	Pending	29/08/2022
1		Product Variants	Pending	29/08/2022

The list includes the following details for each category:

- **#:** The badge request number
- **Badge:** The badge image
- **Record type:** This is the record type that is linked to the badge.  
There are three types - product variants, product and shop.
- **Status:** This is the status of the badge request:
  - **Pending:** This status is displayed when the admin has not yet approved the request.
  - **Approved:** This status is displayed when the admin has approved the request.
- **Requested On:** The date when the badge request was placed.

## Action Buttons

There are two action icons beside each request you make:

### i. edit icon

Click this icon to edit the listing. The **Request to Bind Badge** scroll-in form will appear on the right side of the page.

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

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

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

Edit the following fields under this:

Request to Bind Badge
✕

From date

To date

Reference

No file chosen

Badge request reference file

Message

Link to

▼

✕ 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 64GB) - Space Grey (5th Generation) | Storage : 64 GB | Style Name : Wi-Fi + Cellular | Select Color : Space grey | jason

- **From Date:** Edit the date and time from when you want the badge to be activated.

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

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

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

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

From date To date

Dec 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Time 00:00

Scroll down to add the time as well.

From date To date

Dec 2022

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	31

Time 00:00

Hour

Minute

Now Done

To add the time, **click the gray tag** in the line beside the hour field and minute field. Then, **drag this tag up and down the line** to select the time accordingly. The final time will show up in the time field.

Time 05:28

Hour

Minute

You can also click **Now** to automatically select today's date and the current time.

Once you have selected the date and time, click **Done**.

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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 Date:** Edit the date and time when the badge will deactivate.

Click the field and a calendar will appear. Select the date and time accordingly and click **Done**.

The process to select the date and time has been explained in the last point.

- **Reference:** Click choose file to upload any additional document you would like to share with the admin to persuade them to approve the badge request.
- **Message:** Enter any comments that you have for the admin.
- **Link to:** Edit the records you want to link to this badge.

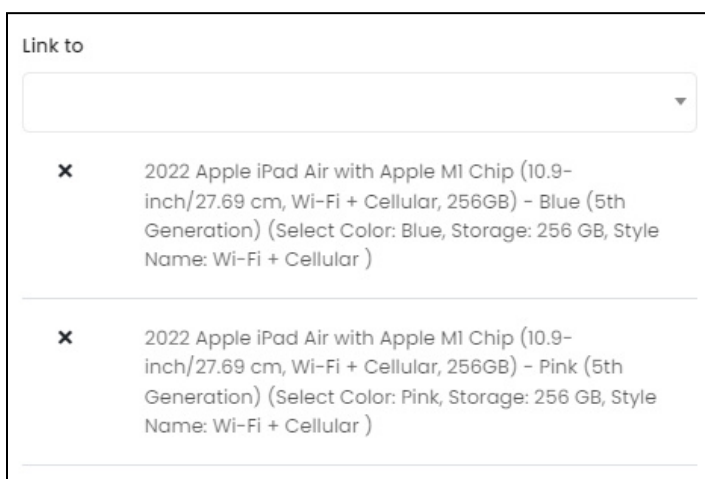
Click the field and search for the records to select them.



Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

You can select more than one product.



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

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

To remove a record, clear the field by clicking the **Cross Icon** ✕ beside the record name.

Once done, click **Save** to update the details. Click **Reset** to reset the fields back to the *last saved details*.

After everything has been updated, click the **Cross icon** ✕ at the top-right corner to close the form.

## ii. Delete icon

Click this icon to delete the badge request.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.




When you delete the badge request, it will be deleted from the admin's end as well.

To view the different kinds of badges you can use, go to **Promotions > Badges**.

## 6. Shipping

Every eCommerce website needs a shipping process. Through this module, you can manage the shipping profiles types, and shipping packages types that are an important part of the shipping process on the platform.

 This **module is visible only** when the **admin allows** you to **handle your shop's shipping process**.

If you don't see this module on your dashboard, it means that the admin has chosen to handle the shipping process for all the sellers on the platform.

### How the shipping process works - for the admin and seller:

- By default, all the master products are **linked to the Order Level Shipping Profile** under the admin's panel.
- The admin decides if they want to handle the shipping process of the complete platform, or allow the sellers to handle it for their own shops.

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

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- Once you (the seller) are allowed to manage the shipping process for your shop, you can view the shipping module on your dashboard.
- In addition to this, you also have the option to *either handle the shipping on your own, or hand over the shipping responsibility to the admin*.
- If you decide to handle the shipping process, the admin's shipping process is overridden by the system. In this case, your shipping profile will be utilized.
- The admin's shipping profile is used only in cases where you hand over the shipping process to the admin.



This **process works only when NO shipping service plugin has been activated** from either the admin's end, or from your (the seller's) end.

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 Shipping Profiles

Create and manage shipping profiles by setting special rates for different zones and conditions that will help facilitate the shipping of products ordered from your shop.



If the admin has activated a shipping service plugin, this submodule will **not be visible** on your dashboard.

Being a seller, there are **two methods for managing the shipping process** of your shop.

- The first is the manual method where you create shipping profiles under this submodule that define the conditions and rates for each zone the product will be shipped from and delivered to.
- The second method includes activating a shipping service plugin under **Plugins > Shipping Services**. By doing this, the plugin will automatically handle the shipping for all the orders from your shop.




Now, if you decide to activate a plugin from your dashboard, this submodule will deactivate and it **won't be visible** under shipping.

Click this submodule to be redirected to the page displaying the shipping profiles list.

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

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

Shipping Profiles			
Home > Shipping Profile			+ New
<input type="text" value="Search by shipping profile name"/> <input type="button" value="Search"/>			
#	Name	Products	Rates For
1	Order Level Shipping <span style="background-color: red; color: white; padding: 2px;">Default</span>	27	<span style="border: 1px solid gray; padding: 2px;">Standard</span> 
2	Item Level Shipping	0	<span style="border: 1px solid gray; padding: 2px;">Standard Zone</span>  

There are **two kinds of shipping profiles** that you can create.


Also known as the two shipping levels, these shipping profiles are **linked to each product to define how the products will be shipped**.

The two types of profiles include:

- **Order Level Shipping (Default Profile):** When a customer places an order, which includes products linked to this profile, the system will apply **one shipping rate for the complete set of products within the order**.

For instance, if the shipping price is \$10 and the buyer places an order of three pieces of iPhone 12, one pair of jeans, and two shirts. The shipping rate of \$10 will be **applied on the complete order** - that is, the total shipping rate for the order of three iPhone 12's, one pair of jeans, and two shirts will be just \$10.

By default, every product created in the system is automatically linked to the Order Level Shipping Profile. This is because the Order Level Shipping Profile is the default profile of the system.

 Only **one Order Level Shipping Profile (default profile) can exist**. It is in-built into the system. You *can't delete this profile*, and you *can't create a second Order Level Shipping Profile* in the system.

- **Item Level Shipping (Custom Profile):** When a customer places an order, which includes products linked to this profile, the shipping **rates** defined will be **applied to each product (item) separately**.

For instance, if the shipping rate is \$10 and the buyer places an order of three pieces of iPhone 12, one pair of jeans, and two shirts. The shipping rate will be **applied individually on these three products** - \$10 on the shipping of the three pieces of iPhone 12, \$10 on the single jeans, and \$10 on the two shirts. And the total shipping price for this order will be \$30.

**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.

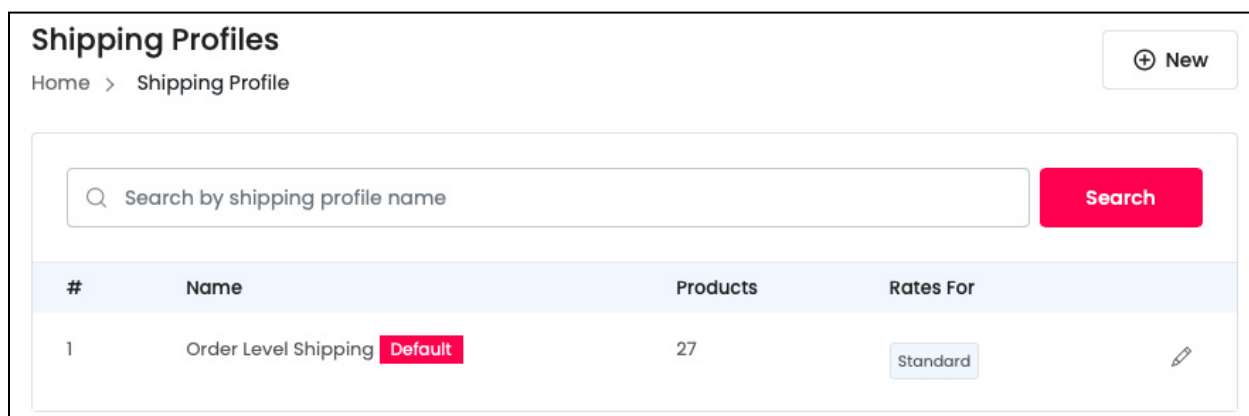



The shipping rate is applied to each unique item and not the individual product quantity.

The item-level shipping profile is not a default shipping profile. **Every additional profile you create and add to the list will be considered an item-level shipping profile.** You can [create multiple item-level shipping profiles](#), and link products to them.

#### Additional important points:

- By **default, all products** that are created, will be linked to **the default Order Level Shipping Profile that** comes with the platform.
- You can [create new profiles](#) in which the **shipping rates and zones can be defined**, but these profiles will all be [considered as item-level shipping profiles](#).
- A product will be linked to only **one shipping profile at any point** in time in the system.
- If you define an **item level shipping** profile and **link** a particular product/item to it, that product will **automatically be removed** from any other shipping profile that it was linked to.
- Defining **at least one shipping zone within a shipping profile** (for both, the order and the item level profiles) is a must. The system will **not** allow you to **delete** the last available shipping zone. In other words, a shipping profile will always include at least one shipping zone.
- Similarly, defining **at least one shipping rate within a shipping zone** is a must, even if the rate defined is **'Zero'**. The system will **not** allow you to **delete** the last available shipping rate, which does not have any additional conditions (like the weight of the item or the price of the item). So, a shipping zone will always include at least one shipping rate.



#	Name	Products	Rates For
1	Order Level Shipping <b>Default</b>	27	Standard 


As mentioned earlier, [by default](#), you will find **the Order Level Shipping Profile** already [in the system](#).

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

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

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

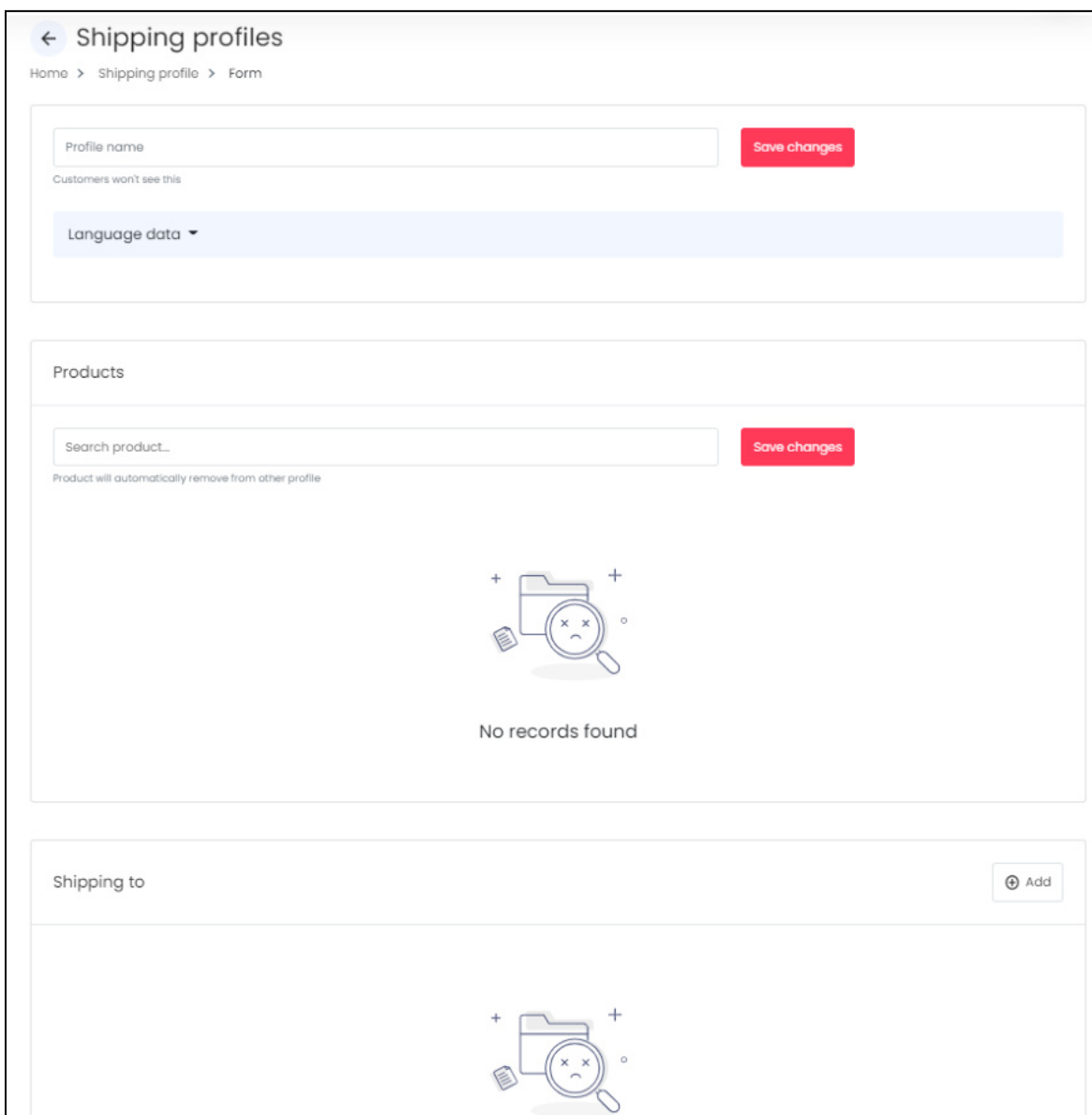
A **default tag** can also be seen beside the name. You can **edit this shipping profile** as per your requirements by adding zones and rates to it.

 The **process to edit the Order Level Shipping Profile** is the same as when **creating a new shipping profile**. The fields in the form are the same in both cases. Refer to [Add a New Shipping Profile](#) to understand it better.

The new shipping profile you add to the list, will be considered an item level shipping profile.

## Add a New Shipping Profile

At the upper-right corner of the page, there is a **New** button. This allows you to add a new shipping profile to the list. Click it, and the shipping profile form opens.



← Shipping profiles

Home > Shipping profile > Form

Profile name Save changes

Customers won't see this

Language data ▾

Products

Search product... Save changes

Product will automatically remove from other profile

No records found

Shipping to Add

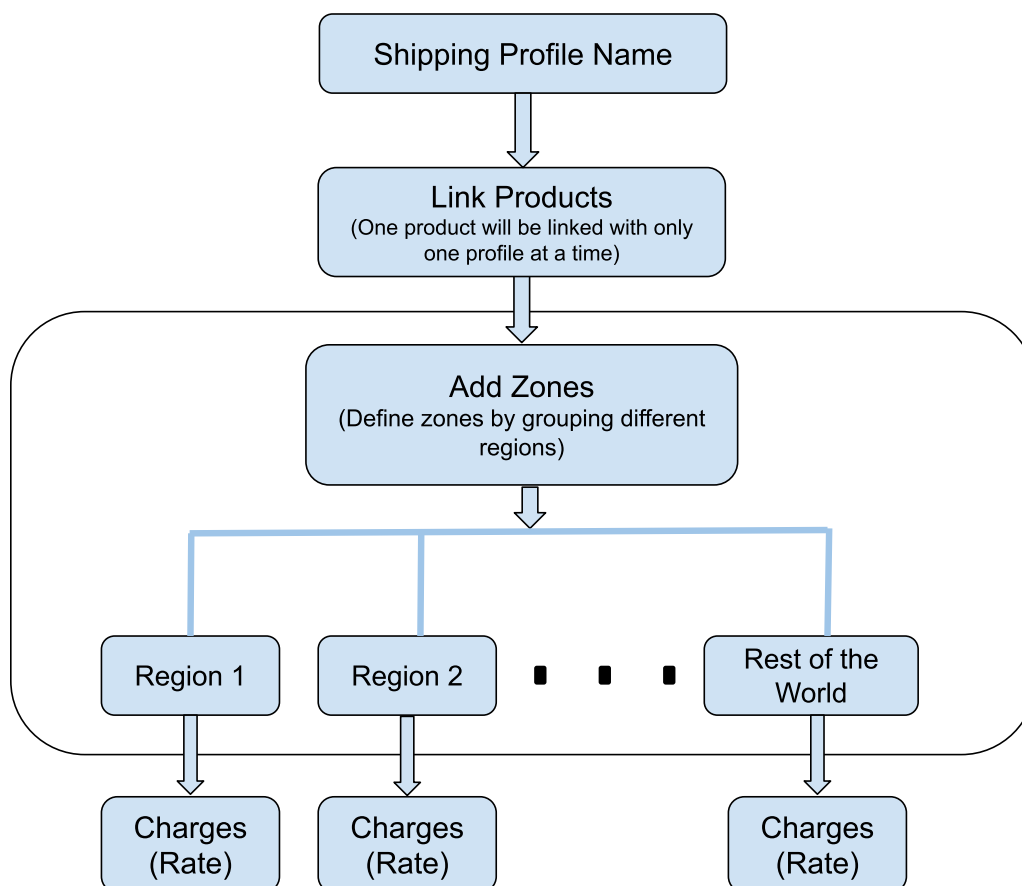
No records found

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

Check out the following flowchart to help you understand the process of creating a shipping profile.



The first step is to give a name to the shipping profile (if you are defining a new shipping profile).

Then, link the products to the profile.

After that, define the zones and shipping charges (rates) for each zone.

Here is a **step-by-step process** to create the shipping profile once you click the **New** button:

### Step 1: Name the shipping profile

Enter the name of the shipping profile in the Profile Name field and click **Save Changes**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 shipping profile will be created.

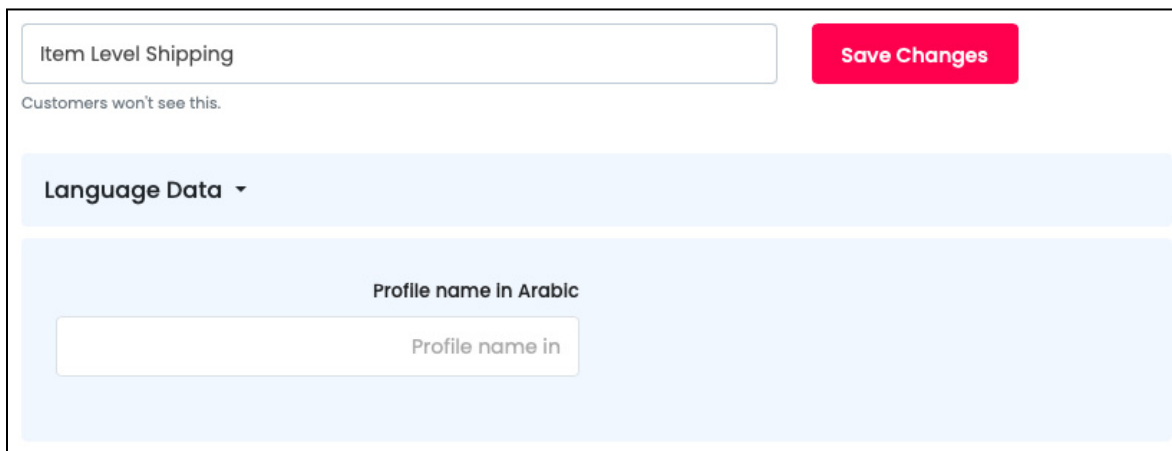
With this, a default “rest of the world” zone will be added.

Under this zone, a “no-conditions” and “zero rate” - shipping rate profile will also be added.



Rate name	Conditions	Cost
Standard-14	-	\$0.00

To add the secondary language data of the profile name, click language data to expand the section under the profile name you just entered.



Enter the name of the profile in the respective secondary language fields and click **Save Changes** to update them.


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

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

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

## Step 2: Link the products to the profile

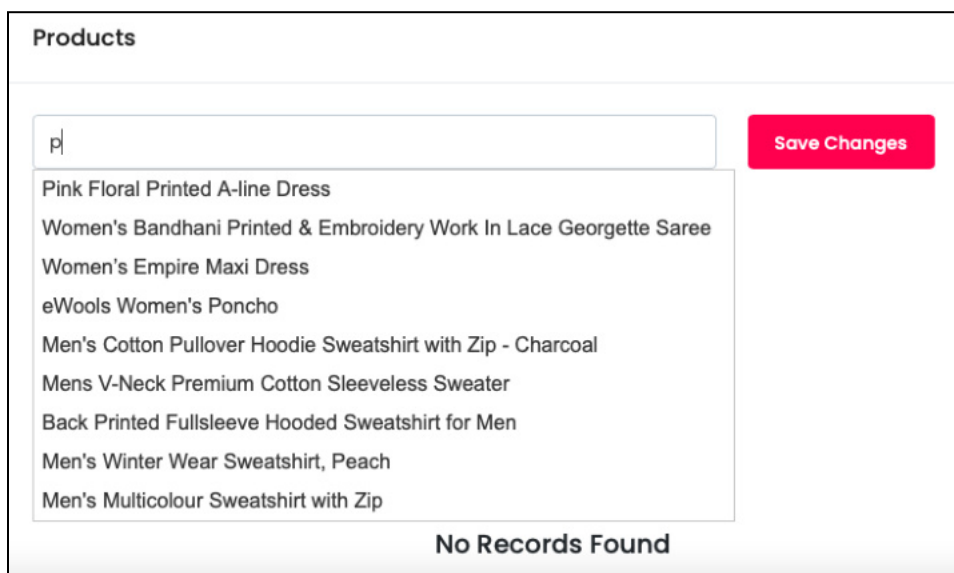
Since this is a new shipping profile, when you link a product to this, it will be **automatically removed from the Order Level Shipping Profile**.

 If you are editing the Order Level Shipping profile and link a product to it, it will be removed from the Item Level Shipping profile that it was already linked to.

**Kindly note** that every product the admin or you created, is always linked to a shipping profile during the creation.

It is common for all products to be linked to the Order Level Shipping Profile initially, which can then be altered by following this step.

To add a new product to this profile, begin to type in the name of the product you want to add in the search box.



As you type, an auto-fill list of suggestions based on the data you are inputting will appear.

Select the desired option from the list and click **Save Changes**.

With this, the product will be linked to this profile.

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

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

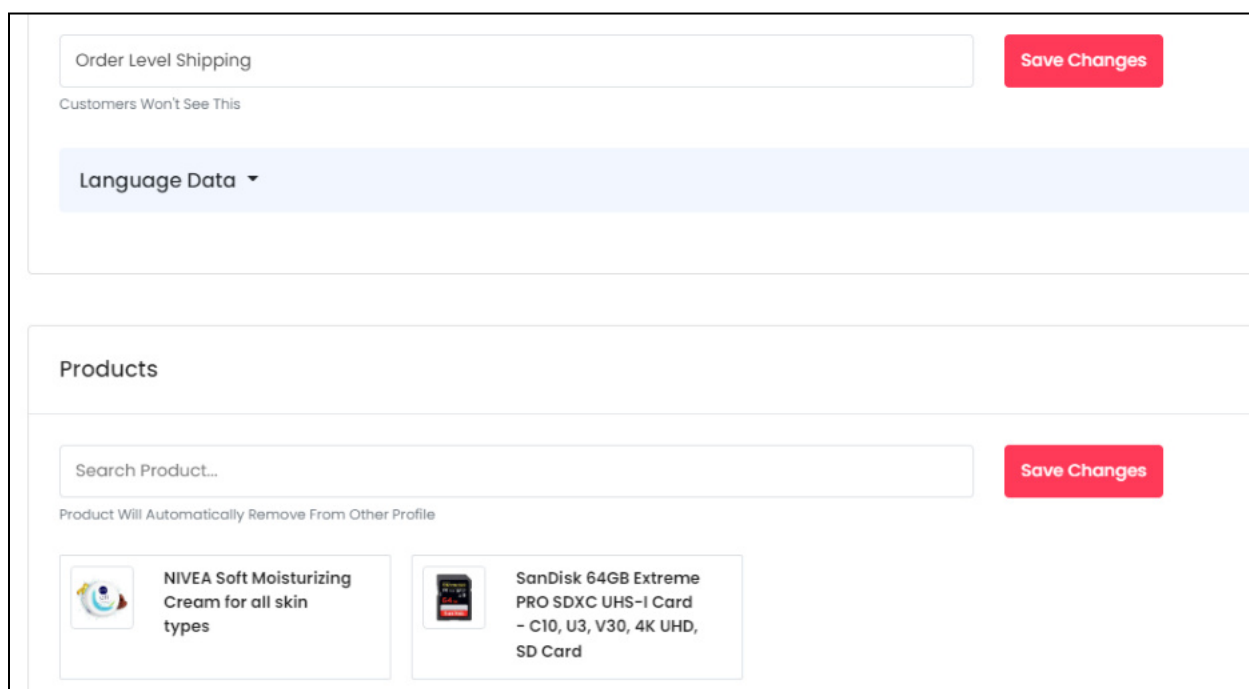
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



Like this, you can add as many products as you want to link them with this shipping profile.

As you keep adding the products here, they will be removed from the default shipping profile automatically.

 Products linked with an item level shipping profile have a **cross icon**, while the products under the **Order Level Shipping Profile**, do not have a cross icon to remove them.



**Remove any product** from the profile list by clicking the **cross icon**  beside it.

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

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

Save Changes

Customers Won't See This

Language Data ▾

**Products**

Save Changes

Product Will Automatically Remove From Other Profile

Nike Downshifter 12

✕

Once the product is unlinked from this shipping profile, it automatically gets linked to the **Default profile**, which is the **Order Level Shipping Profile**.

To **remove the product from the Order Level Shipping Profile**, [link it to this profile](#) or [another item level shipping profile](#) and it will be automatically removed from it.


### Step 3: Create the Zones

Adding zones is important since it defines how the shipping profile will operate when an order for the linked product has been placed.

By default, the *Rest of the World* zone with the delivery rate as 0 is already added in the system.

This default zone is added automatically since each shipping profile needs to have at least one zone listed in it.

You cannot delete the last zone listed in a shipping profile.

 **Don't edit or delete the default zone added in the profile.** There should be at least one *Rest of the World* zone with a set rate (or a zero rate) to help the system move smoothly.

Although, you can edit this zone as per your requirements, or simply add additional zones with their respective conditions.

**In short, there are two things you can do to set up the Shipping Profile zones:**

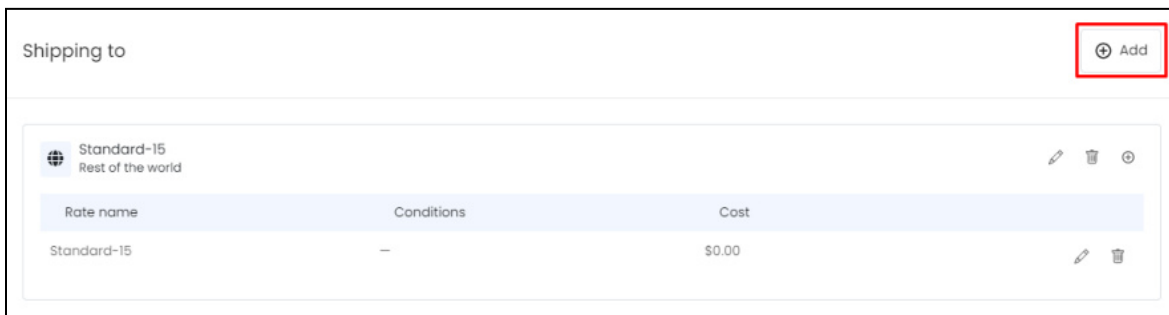
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.

## Case 1: Add a new zone

To add a new zone, click **Add** from the top-right corner of the **Shipping To** panel.



The **Zone Setup scroll-in** form will appear on the right-side of the page.

Zone setup
✕

Customers will not see this.

- Rest of the world
- Africa ▼
- Asia ▼
- Central America ▼
- Europe ▼
- Middle East ▼
- North America ▼
- Oceania ▼
- South America ▼
- The Caribbean ▼

Enter the **Zone Name** in the first field.

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

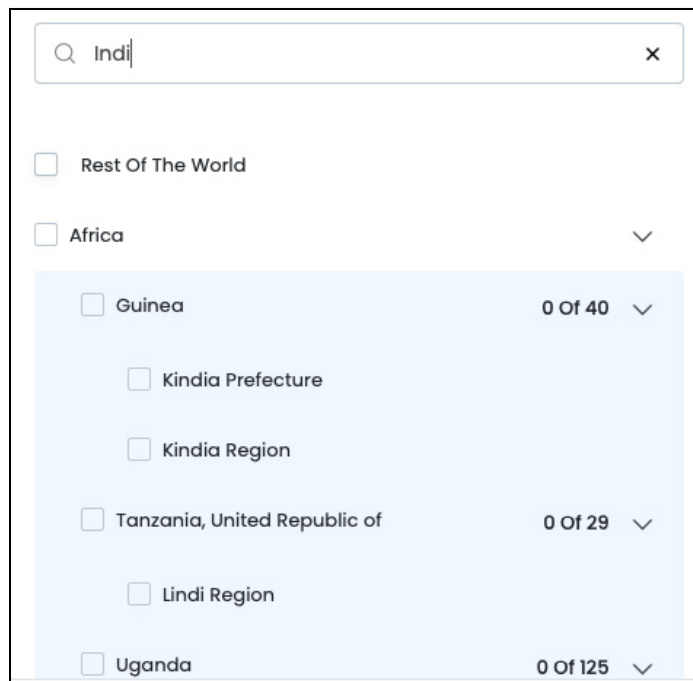
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



This name will help you differentiate the zones in the shipping profile.

Below this field is a search bar. **Use this search bar to look for specific states, or countries.**



Search bar:  [X]

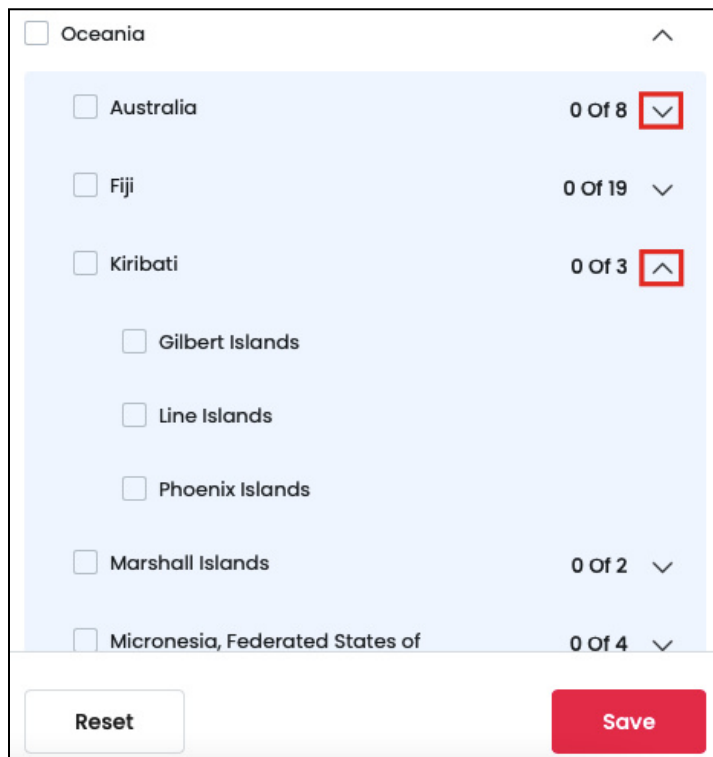
- Rest Of The World
- Africa [v]
- Guinea 0 Of 40 [v]
  - Kindia Prefecture
  - Kindia Region
- Tanzania, United Republic of 0 Of 29 [v]
  - Lindi Region
- Uganda 0 Of 125 [v]

It will filter the options below.

Or, you can **directly select the specific countries and/or continents from the list** below.

Click the expand arrow beside the continent name to view the countries.

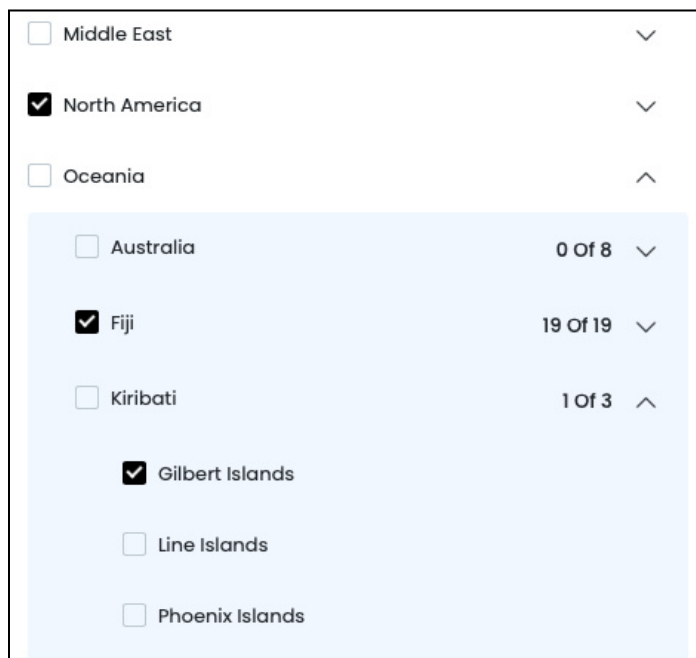
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
An **asterisk (\*)** next to a label indicates that the information is mandatory.  
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language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



Region	Count	Expand Arrow
Oceania	-	^
Australia	0 Of 8	⌵
Fiji	0 Of 19	⌵
Kiribati	0 Of 3	⌴
Gilbert Islands	-	-
Line Islands	-	-
Phoenix Islands	-	-
Marshall Islands	0 Of 2	⌵
Micronesia, Federated States of	0 Of 4	⌵

You can also select specific states in a country by clicking the expand arrow beside the country name.

Once you have located the options, select the checkbox beside the name of the state, country and/or continent that you want to add in the zone.



Region	Count	Expand Arrow
Middle East	-	⌵
<input checked="" type="checkbox"/> North America	-	⌵
Oceania	-	⌴
Australia	0 Of 8	⌵
<input checked="" type="checkbox"/> Fiji	19 Of 19	⌵
Kiribati	1 Of 3	⌴
<input checked="" type="checkbox"/> Gilbert Islands	-	-
Line Islands	-	-
Phoenix Islands	-	-

You can select **Rest of the World** as the option as well.

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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.

*This is how it will work:* If you have **added two zones** already in the shipping profile like Africa and Europe, you can **create a third zone** and select **Rest of the World** as the zone.

With this, when a person from America orders the item, the **rest of the world rate as defined under the created zone** will be applied on it. This is because no specific zone was defined for America.

There are two buttons at the bottom of the form.

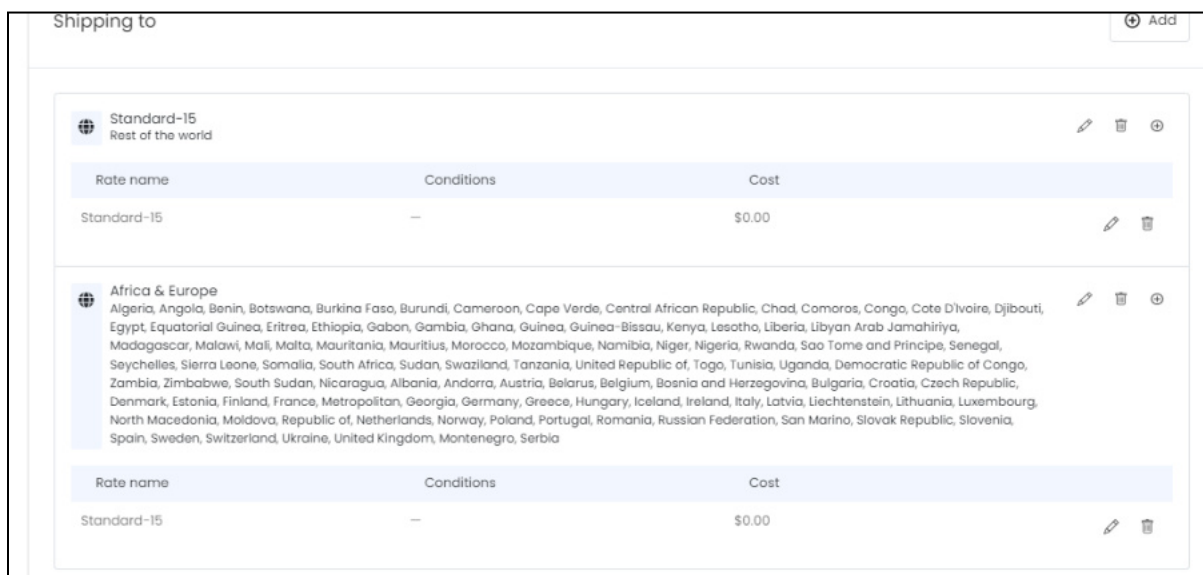


Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

With this, the zone is added to the list.



Like this, you can add many different zones to the list.



Each zone (region) you create, will have its own shipping rate and additional conditions.

For instance, if you select Africa as a zone (region), then the rates (shipping charges) you add will be applied for all the countries in Africa.

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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.

## Case 2: Edit the previously added zone

To edit a zone, click the **edit icon**  beside the Zone name.



The **Zone Setup form** will open.

Edit the name of the zone as required.


Then, click the checkboxes to select the zones that you want to add, and clear the checkboxes of the zones that you want to remove.

There are two buttons at the bottom of the form.



Once you have made the respective updates, click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon**  at the top-right corner to close the form. With this, the Zone is edited and updated.

### Step 4: Add the rates and Conditions for each zone

Adding rates and conditions for a zone is important since it defines how the order will be shipped to the said zone.

By default, **each zone has a zero rate with no conditions settings** automatically added by the system when the zone was created.

This is because each zone needs at least one rate mentioned, even if it is zero. You **cannot delete the conditional rate in a zone**.

**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.

Shipping to + Add

---

**Standard-15**  
Rest of the world ✎ 🗑️ ⊕

Rate name	Conditions	Cost
Standard-15	—	\$0.00 <span style="float: right;">✎ 🗑️</span>

---

**Africa & Europe**  
Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Cote D'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libyan Arab Jamahiriya, Madagascar, Malawi, Mali, Malta, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, United Republic of, Togo, Tunisia, Uganda, Democratic Republic of Congo, Zambia, Zimbabwe, South Sudan, Nicaragua, Albania, Andorra, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Metropolitan, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, North Macedonia, Moldova, Republic of, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom, Montenegro, Serbia ✎ 🗑️ ⊕

Rate name	Conditions	Cost
Standard-15	—	\$0.00 <span style="float: right;">✎ 🗑️</span>

There are two things that you can do here:

### Case 1: Add a new rate and condition

**Standard Zone**  
Rest Of The World ✎ 🗑️ ⊕

Rate Name	Conditions	Cost
Standard-15	—	\$0.00

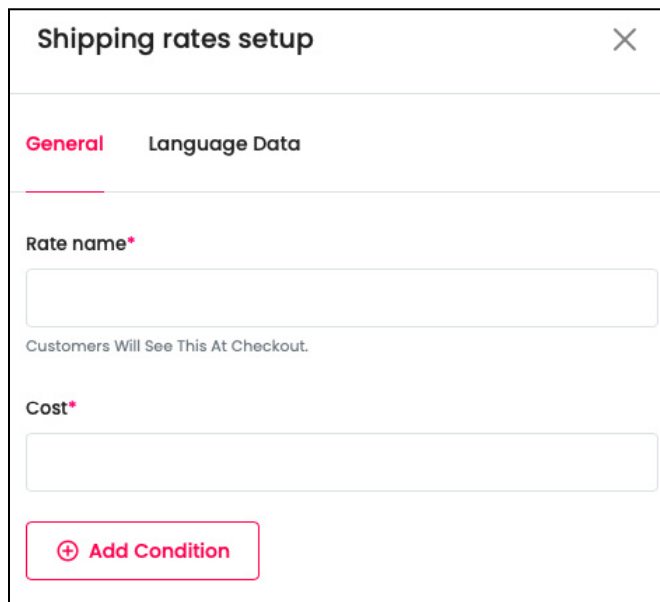
Add Rates

Click the **Add icon** available on the right side of the zone name. The Manage Rates scroll-in form appears on the right side of the page.

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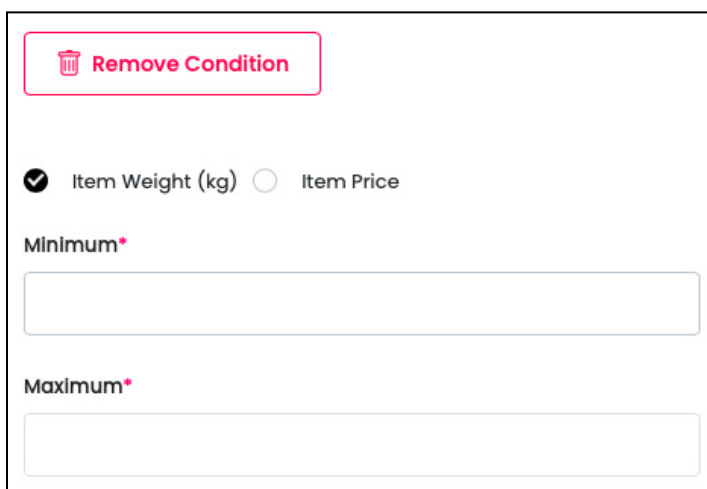


There are two tabs in this form.

### **General Tab**

Fill in the following information:

- **Rate Name\*:** Enter the **name of the rate settings** that will also be visible on the front end.  
  
For instance, you can keep the rate name as **Standard Shipping**, or **Fast Shipping**. Based on the rate names, you can add the rates as well, which will be visible during the checkout process on the front end.
- **Cost\*:** Enter the cost of the shipping.
- **Add Condition Button:** Click this button and a new section will appear.



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Select the radio button option based on the condition you want to add:

- **Item Weight (kg)**
- **Item Price**

Based on the option you select, add the following:

- **Minimum\*:** Enter the minimum weight or price of the product.
- **Maximum\*:** Enter the maximum weight or price of the product.

The shipping cost defined will be applied if the **total weight/price of products falls within the defined range.**



If you want to remove the condition that you are adding, click the **Remove Condition** button above this section and it will close.

You can **add only one condition for each rate**. To add two conditions for one rate, you will have to create another rate setting for the second condition with the same rate.

There are two buttons at the bottom of the form.



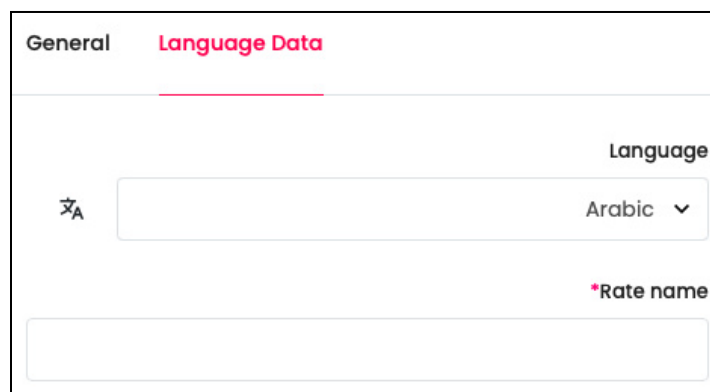
Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

### **Language Data Tab**

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


Edit the following details:



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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.

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
- **Autofill Language Data Icon** : Click this icon to automatically fill in the data for the subsequent fields in the selected language.



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

- **Rate Name\*:** Enter the rate name in the selected language.

This will also be visible on the front end to help customers choose the rate they want to pay for their shipping.




If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.



Click **Save** to update the details.








Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon**  at the top-right corner to close the form.

With this, the rate will be added to the zone.

## Case 2: Edit a previously added rate and condition

To edit a rate, click the **Edit**  icon beside the rate name.

Standard Rest Of The World					
Rate Name	Conditions	Cost			
Basic Plan	—	\$0.00			
3-4 days delivery	—	\$10.00			

The **Shipping Rates Setup scroll-in form** will open.

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

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

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

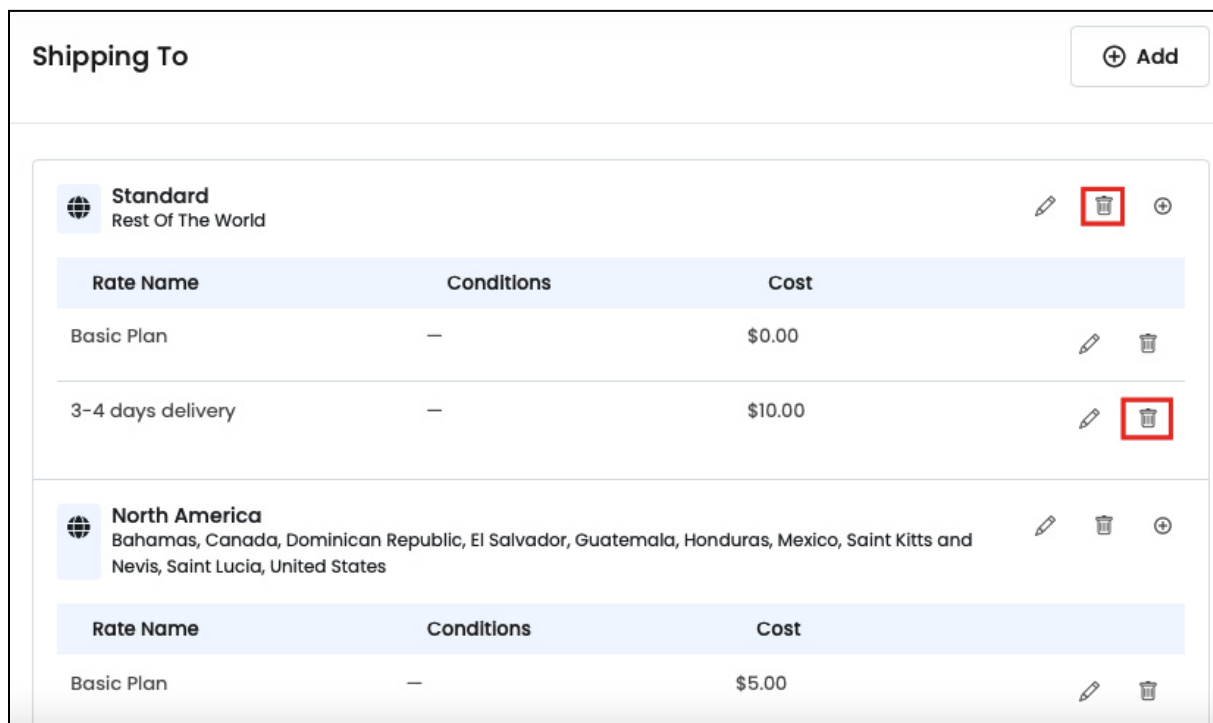


The fields in this form are the **same** as when you are adding a new rate. Edit the field as per your requirements.

Once done, click **Save**. To reset the selection back to the previously saved settings, click **Reset**. Then, click the **Cross icon** ✕ to close the form.

### Step 5: Cross-check everything

Once all the zones and rates have been set up, you can revisit them and even delete the zones or rates that you do not want in the Shipping profile.



**Shipping To** + Add

**Standard**  
Rest Of The World ✎ 🗑️ ➕

Rate Name	Conditions	Cost	
Basic Plan	—	\$0.00	✎ 🗑️
3-4 days delivery	—	\$10.00	✎ 🗑️

**North America**  
Bahamas, Canada, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Saint Kitts and Nevis, Saint Lucia, United States ✎ 🗑️ ➕

Rate Name	Conditions	Cost	
Basic Plan	—	\$5.00	✎ 🗑️

Click the **Delete icon** 🗑️ beside the zone or the rate that you want to delete.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it.

Click **Cancel** to cancel the action.

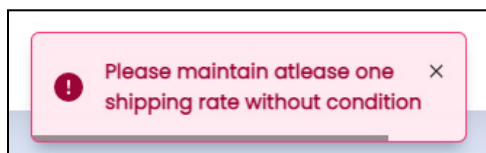


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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

If you try to delete the last available rate of a zone, or the last zone of the shipping profile, you will get **an error message** asking you to leave at least one shipping rate or zone in the shipping profile.



**!** Let us say that you forget to create a zone for a country or continent, and **there is no Rest of the world zone as well**.

In such a case, when a buyer located in a zone that has not been defined, searches for the product, they **will not be able to add it to their cart**.

**Instead, the system will show an error** saying that the product is - Not serviceable for their location.



***This is alright if you do not want to sell products in other locations.***

But if you want to sell your products to people located in any corner of the world, ensure that the zones are defined properly and accordingly for the shipping profiles.

## Example

Here is an example to help you understand how to create a proper shipping profile that works.

Let us assume that you have created three different zones under this shipping profile - one for the west, one for the east and one for the rest of the world.

Under the west side zone, you can add **three different shipping rates** including:

- **USPS Standard Delivery (3-5 Days): \$10**
- **DHL Priority Shipping (1 day): \$30**
- **FedEx Overnight Shipping: \$70**

For the east zone type, add the following:

- **Standard Delivery (8-10 Working Days): \$50**
- **Weight based charges: \$30 (Condition-> Weight range- 50 to 100 kgs)**
- **Price based charges: \$60 (Condition-> Price range- \$500 to \$1000)**

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Under the third zone, which is the *Rest of the World* zone, you can have one standard shipping rate:

→ **Standard Delivery (10-15 Working Days): \$80**


You can also add different types of charges based on different conditions like weight based charges and price based charges as shared in the example below.



Standard Charges- Asia		
Afghanistan, Armenia, Azerbaijan, Bangladesh, Bhutan, British Indian Ocean Territory, Brunei Darussalam, Cambodia, China, Christmas Island, East Timor, Hong Kong, India, Indonesia, Japan, Kazakhstan, North Korea, Korea, Republic of, Kyrgyzstan, Lao People's Democratic Republic, Macau, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Tajikistan, Thailand, Turkmenistan, Uzbekistan, Viet Nam		
Rate Name	Conditions	Cost
Standard Delivery (8-10 Working Days)	—	\$50.00
Weight based charges	50.00 - 100.00	\$30.00
Price based charges	\$500.00 - \$1,000.00	\$60.00

Once you have added all the details, move to the next step.

## Step 6: Go back to the list of shipping profiles

Click the **Back icon**  to go back to the shipping profiles list.



 **Shipping Profiles**

Home > Shipping Profile > Form

Order Level Shipping Save Changes

Customers won't see this.

With this, your shipping profile is created with all the necessary details leaving no scope of errors or you losing a client.

## DONE - The shipping profile has been created.

Following these steps, you can easily add a new shipping profile and its conditions accordingly.

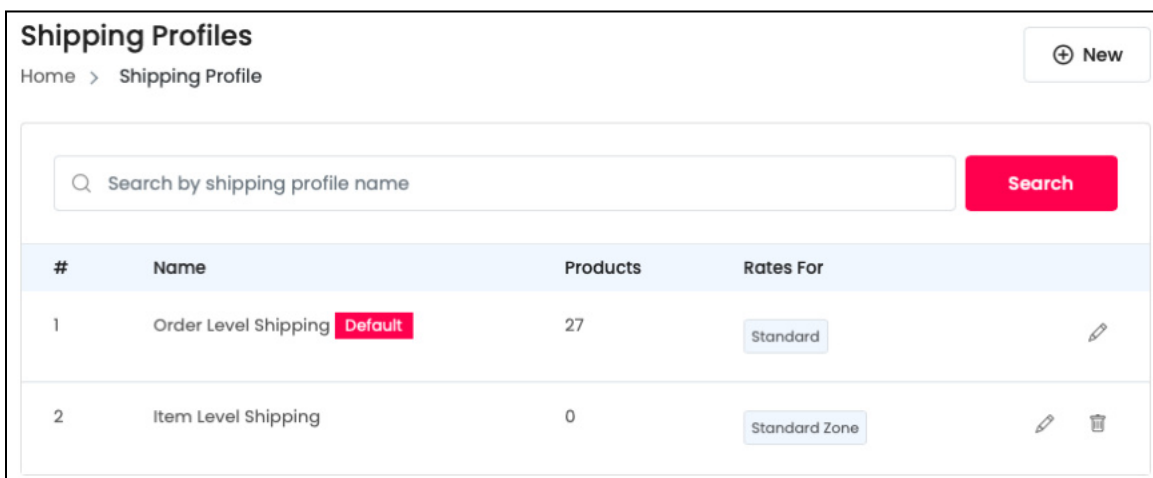
Remember that the additional shipping profiles you add will all be considered as an item level shipping profile.




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

There is **only one Order Level Shipping Profile**, and it can only be edited. It cannot be deleted, and no new Order Level Shipping Profile can be created.

## Action Buttons

On the extreme right side of every **shipping profile**, there are two icons for each listing (except for the **Order Level Shipping** which does not have the **Delete icon** since it cannot be deleted):



#	Name	Products	Rates For	
1	Order Level Shipping <b>Default</b>	27	Standard	
2	Item Level Shipping	0	Standard Zone	 

Each has been explained below:

### i. edit icon

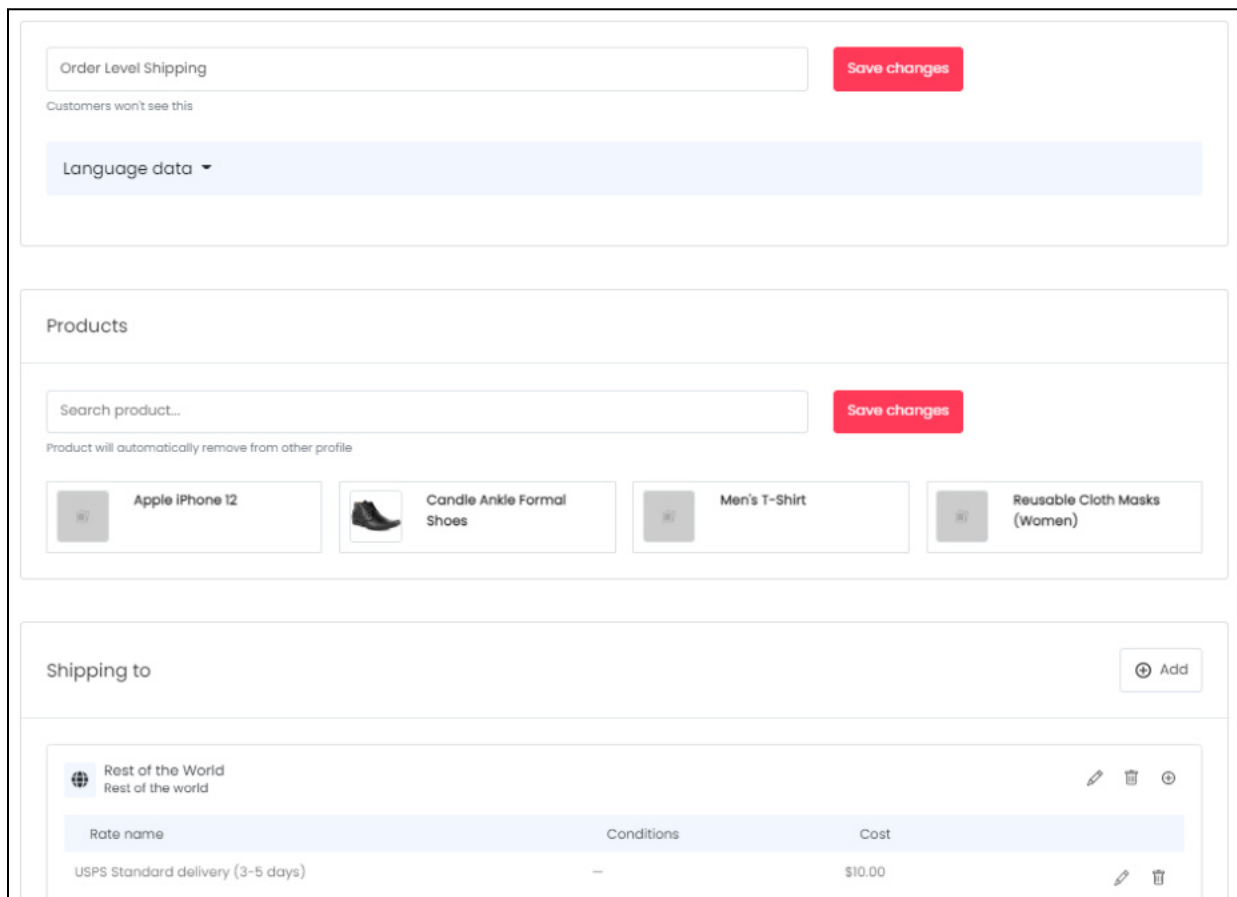
Click this icon to edit the shipping profile.

Let us assume that you want to edit the **Order Level Shipping Profile**. In this case, click the **edit icon** beside it.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 shipping profile form will open.

This form has the same fields that you come across when creating a new shipping profile.

You can follow the same steps as shared for - **Add a New Shipping Profile** to edit this shipping profile as well.

It gets saved on its own once you have updated everything on the form.

To go back to the shipping profile list page, click the **Back icon**  .

## ii. Delete icon

Click this icon to delete the shipping profile.

 **Only the item level shipping profiles can be deleted.** The Order Level Shipping Profile does not have the Delete option at all.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 **OK** to delete it.

Click **Cancel** to cancel the action.



## Search for a Shipping Profile

Yo!Kart offers the flexibility to search for a Shipping Profile by using the search functionality present at the top of the list.



Type in a word or the complete shipping profile name in the search bar and click **Search** to get the results.

Clear the search bar by clicking the cross icon **×** at the end and the search filter will be removed.

With this, the complete list will reappear and you can start the search all over again.

## 6.2 Shipping Packages

View all the shipping packages created by the admin for the shipping process under this submodule.

This submodule just **allows you to view all the shipping packages.**

The **admin has already created all the shipping packages.**

Sellers can just view them to see which ones to link to their products, when creating one.



This **submodule will be visible on your dashboard** only if the **admin has activated** the feature to link shipping packages to products. Else, you will not be able to see this submodule.

Click this submodule to be directed to the shipping packages list 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.

### Shipping Packages

Home > Shipping Packages

#	Name	Dimensions
1	Fragile	25.00 x 2.00 x 20.00 Inch
2	Industrial Box	20.00 x 2.00 x 10.00 Centimeter
3	Large Box	15.00 x 15.00 x 10.00 Inch
4	Standard box	5.00 x 5.00 x 5.00 Inch

This module helps you with the following situations:

- Using the package details, you can add the right weight conditions for the shipping profiles you create.
- Using the package details, you can link products with the right shipping packages under the **Tax & Shipping** tab when adding a new product to your shop.

## Search for a shipping package

Yo!Kart offers the flexibility to search for a shipping package by using the search functionality present at the top of the list.

#	Name	Dimensions
1	Standard box	5.00 x 5.00 x 5.00 Inch

Type in the keyword of the shipping package in the search bar and click **Search** to get the results.

Clear the search bar by clicking the cross icon **×** at the end and the search filter will be removed. With this, the complete list will appear.

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

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

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

## 7. Sales

Having a shop means that you need to keep track of all the orders and the cancellation requests of your shop. This module allows you to manage and keep track of every order that is placed, every cancellation request made and every order return request handled.

Expand this module to view the submodules.

Then, click the submodule to visit their respective pages.

Each submodule has been explained in detail.

### 7.1 Orders






When a buyer goes through checkout and a transaction is completed, the **order information is generated** and **a new order appears on the orders page.**

Manage, track and view all the purchased orders under this submodule.

#### Orders

Home > Sales

Search

Order ID & Date	Order Details	Qty	Amount	Fulfilled by	Status		
O9742530949-S0014 08/07/2022	 <b>Women Brown Solid Font-Open Longline Trench Coat with Belt</b> Brand: Missguided Qty: 6   Size:M	6	\$360.00	Admin	Payment Confirmed		
O9742530949-S0010 08/07/2022	 <b>Levis Women Tshirt XXL</b> Brand: Levi's Qty: 2   Size:XXL	2	\$224.00	Admin	Payment Confirmed		
O9742530949-S0004 08/07/2022	 <b>Samsung Galaxy M01 Core</b> Brand: Samsung Qty: 2   Color:Black	2	\$472.00	Admin	Payment Confirmed		
O9742530949-S0003 08/07/2022	 <b>Nike REVOLUTION 3 Running Shoes (Black, Size 6)</b> Brand: Nike Qty: 2   Size:6	2	\$320.00	Me	Payment Confirmed		
O9742530949-S0002 08/07/2022	 <b>United Colors of Benetton Full Sleeve Solid Men's Jacket</b> Brand: United colors of benetton Qty: 2   Size:L	2	\$398.00	Admin	Payment Confirmed		

The list holds all the details including the unique order ID (and order date), product name (with its brand and option), ordered quantity, amount paid, fulfilled by and its current status.

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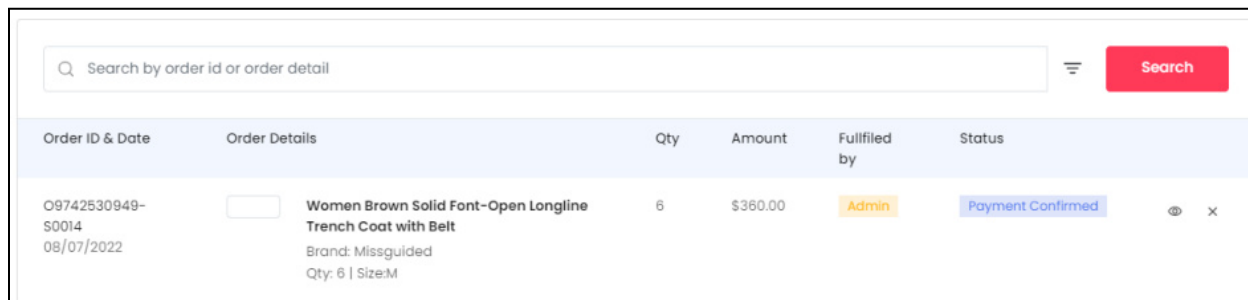


**Fulfilled by** means shipped by. It tells us **who handled the shipping** of that particular order.

When the admin is going to handle, or has handled the shipping of the order, the value of **'fulfilled by'** will be **'admin'** on the list.


## Search for an order

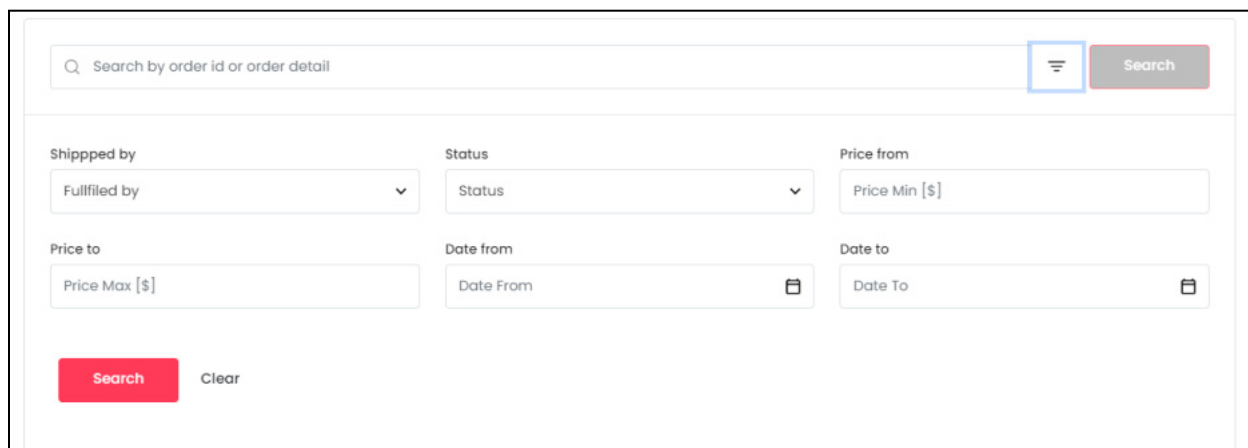
Yo!Kart offers the flexibility to search for an order by using the search functionality present at the top of the list.



The screenshot shows a search bar at the top with the placeholder text "Search by order id or order detail" and a red "Search" button. Below the search bar is a table with the following columns: Order ID & Date, Order Details, Qty, Amount, Fulfilled by, and Status. A single row is visible with the following data:

Order ID & Date	Order Details	Qty	Amount	Fulfilled by	Status
O9742530949-S0014 08/07/2022	Women Brown Solid Font-Open Longline Trench Coat with Belt Brand: Missguided Qty: 6   Size:M	6	\$360.00	Admin	Payment Confirmed

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



The screenshot shows the expanded search panel with the following filters:

- Shipped by:** A dropdown menu with "Fulfilled by" selected.
- Status:** A dropdown menu with "Status" selected.
- Price from:** A text input field with "Price Min [\$]" placeholder.
- Price to:** A text input field with "Price Max [\$]" placeholder.
- Date from:** A date picker with "Date From" placeholder.
- Date to:** A date picker with "Date To" placeholder.

At the bottom of the panel, there is a red "Search" button and a "Clear" link.

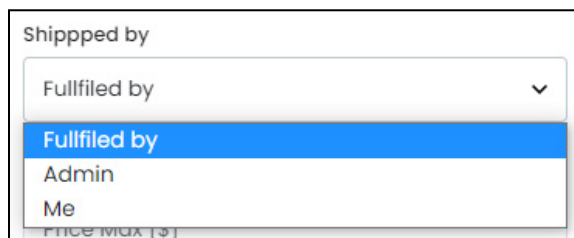
The **smart search bar** comes with filters that allows you to connect it and narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the order ID or order details in this field. You can enter only one of the two options to get the results.
- **Shipped By (also called fulfilled by on the list):** Select the order fulfillment method, that is, who shipped or is shipping the order, from the dropdown list. The options include, admin, or me.

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- **Status:** Select the status of the order from the dropdown list. The options include:
  - **Payment Pending:** Orders that have been placed, but the payment is still pending.
  - **Cash on Delivery:** Orders placed with COD.
  - **Payment Confirmed:** Orders that have been placed, and the payment has been received.
  - **Approved:** Orders that have been approved. An approved order is when the payment is received from the customer's end, and the order gets approved to be shipped.
  - **In Process:** Orders that are being prepared to be shipped.
  - **Shipped:** Orders that are being shipped to the respective customers.
  - **Delivered:** Orders that have been delivered to the respective customers.
  - **Return Requested:** Orders that customers have requested to return.
  - **Completed:** Orders that have been delivered, and the customers can no longer place a return request for these orders.
  - **Canceled:** Orders that have been canceled either by the admin, or by you.
  - **Refunded/Completed:** Orders that have been delivered, or have been returned. It also includes orders for which customers can still place a refund request.



If a status option or some status options are missing, do not worry. It is **mainly because** the **admin has deactivated the options for you**.

The admin also has the option to edit the names of these statuses. So, if you come across something you are new to, contact your admin regarding the same.

The next two fields can be used together to view orders between a price range:

- **Price From:** Enter the minimum price of the order.
- **Price To:** Enter the maximum price of the order.

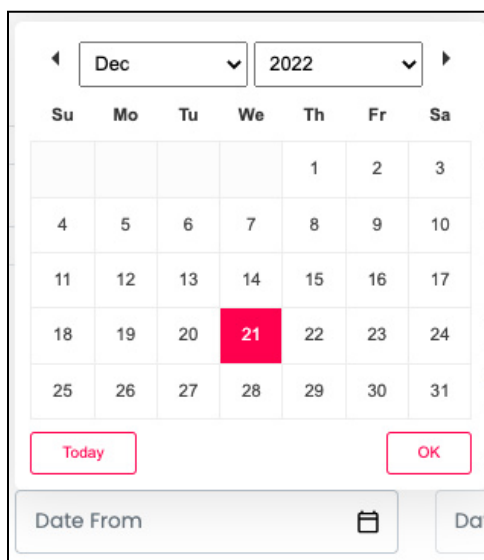
The next two fields can be used together to view orders placed between a time period:

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- **Date From:** 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**.

- **Date To:** Click the field and a calendar will appear. Select the date and it will be added to the field.

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

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

 Search for an order by editing just one field or even a group of fields. In addition to this, if you want to see the orders placed between a date range, use the date fields. And to see the orders between a price range, use the price fields only.

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

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

## Action Buttons




On the extreme right side of every order in the list, there are some action icons that can help you manage the orders on the page.

And based on multiple different situations, each order has either one or two icons beside it:

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- For orders that have the **Payment Pending, Delivered,** or **Completed** status, only **one action** icon will be visible beside them. This is the **view order icon** . Click this icon to view the order details and manage its tracking accordingly.
- For orders that have the **Payment Confirmed, In Process,** or **Shipped** status, two icons are visible beside them. One is the **view order icon**  that takes you to the order details page and manages its tracking. The second icon is the **Cancel Order icon** . Click this to directly cancel the order. When you do this, it will take you to the **Cancel Order** page.

## View Order Icon

Click this icon to view the order details. You can also click the order ID number and it will direct you to the view sale order page.

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Home > Sales > View Order
Cancel Order

Orders  
**#O9742530949-S0014**

Items summary	Selling Price	Quantity	Amount
<input type="checkbox"/> <b>Women Brown Solid Font-Open Longline Trench Coat with Belt</b> Brand: Missguided Qty: 6   Size:M	\$60.00	6	\$360.00

**Order timeline**

08/07/2022 Payment Confirmed

The Order Payment Has Been Confirmed.

- In Process
- Shipped
- Delivered
- Completed

**Package detail**

Length	Width
25.00 Inch	2.00 Inch
Height	
20.00 Inch	

**Delivery Address**

Contact Name  
Kanwar

Address 1  
Plot no 268, JLPL industrial area, Sector 82

Address 2  
Mohali

City mohali	State Punjab
Zip 160055	Country India

Phone  
+916867456

**Order Summary**

Order created 08/07/2022

Cart Total \$360.00

---

Net Amount \$360.00

**Delivery Address**

Contact Name  
Kanwar

Address 1  
Plot no 268, JLPL industrial area, Sector 82

Address 2  
Mohali

City mohali	State Punjab
Zip 160055	Country India

Phone  
+916867456

**Comments On Order**

Your comments

Status\*

Payment Confirmed

Notify customer\*

Yes

Save Changes

**Billing Address:**

**Payment Method:**

The page will display all the information of the respective order ID. The information is stacked in different sections. Each section has been explained below:

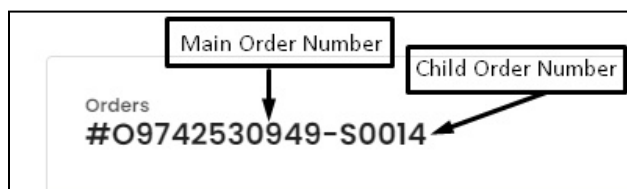
### a. Orders

Under this section, view the item summary details and its related order details.

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Orders			
<b>#O9742530949-S0014</b> <span style="float: right;">⋮</span>			
Items summary	Selling Price	Quantity	Amount
<input type="checkbox"/> <b>Women Brown Solid Font-Open Longline Trench Coat with Belt</b> Brand: Missguided Qty: 6   Size:M	\$60.00	6	\$360.00

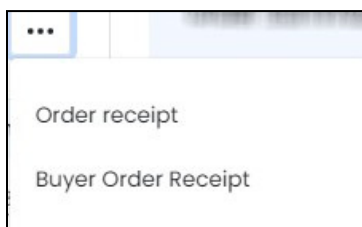
At the top of the section, you can see the unique order number. This number includes two parts:



- **Main order number:** This is the unique number given to the complete order placed by the buyer.
- **Child order number:** This is the number given to an item in an order.

Under the order number, you can find the rest of the order details including the item's summary, selling price, quantity, and amount.

Beside the order number, there is a **meatballs icon** **⋮** . Click these three vertical dots to perform following actions:

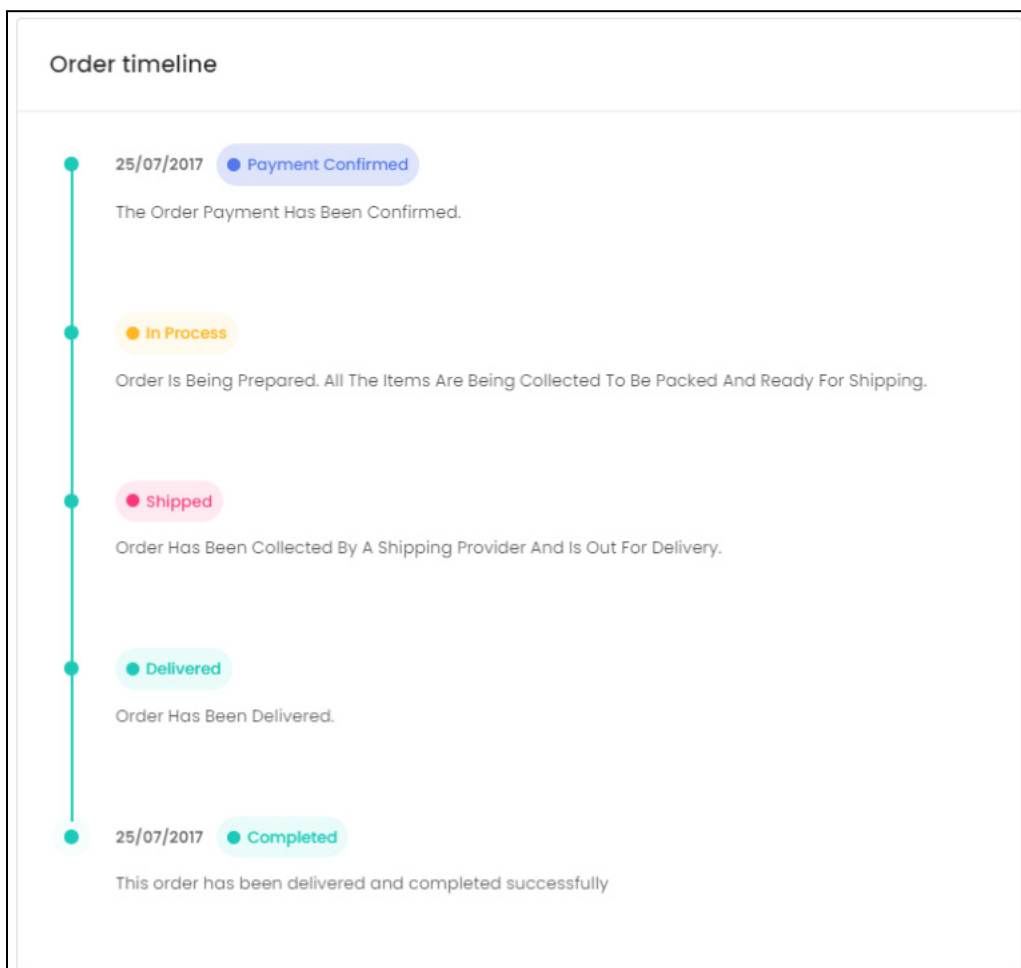


- **Order Receipt:** Click this to generate a pdf view of the order receipt for your own reference. You can then either save or download this receipt on your PC from here.
- **Buyer Order Receipt:** Click this to generate a pdf view of the order receipt that can be shared with the buyer. This receipt has some additional information including the tax break down and the shipping charges, as charged by the admin.

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## b. Order Timeline

Under this section, track the current stage of the order through a line graph.



For easy traceability, the completed stage of the order’s process is highlighted.

In addition to this, there is a green colored line that displays the process as a route, letting you know where the order process has reached.

This line usually begins once the shipment is packed and in transit.

## c. Order Summary

Under this section, view the order information, including, order created (when the order was made), cart total (total amount of the complete order), taxable amount (the amount that will be taxed), tax applied, and net amount (total amount paid by buyer).

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Order Summary	
Order created	25/07/2017
Cart Total	\$500.00
Taxable amount	\$500.00
Tax Charges	\$25.00
<hr/>	
Net Amount	\$525.00

## Next Sections



The **next sections are displayed under this page based on various conditions of the order.**

For instance, if the order has to be delivered or was delivered, the Delivery Address section will be displayed.

On the other hand, if it is going to be picked up or was picked up, the Pickup Address section will be displayed.

### d. Package Detail

Under this section, view the package dimension details including the width, height, and length.

Package detail	
Length	Width
60.00 Centimeter	56.00 Centimeter
Height	
10.00 Centimeter	

### e. Delivery Address

Under this section, view the customer's delivery address.

This is the address on which the order was delivered, or will be delivered (based on the order status).

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**Delivery Address**

Contact Name  
John

Address 1  
243 , Mark Ave,

City                      State  
Clare                      South Australia

Zip                        Country  
24406                      Australia

Phone  
4564562323

 If your **shop does not offer to deliver the orders**, this section will not be visible. Instead, a **Pickup Address** section will be visible under the Billing Address section.

#### f. Billing Address

Click the downward arrowhead icon  beside the section name to expand it.

View and track the billing address of the customer under this section.

**Billing Address:** ^

Contact Name  
Kanwar

Address 1  
Plot no 268, JLPL industrial area, Sector 82

Address 2  
Mohali

City                      State  
mohali                      Punjab


Zip                        Country  
160055                      India

Phone  
+916867456

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Shrink the section by clicking the upward arrowhead icon .

### g. Pickup Address

Click the downward arrowhead icon  beside the section name to expand it. View the pickup address of the respective order under this section.

 If your shop only allows buyers to pick up their order from a shop location, then a delivery address section will not be visible. In place of the delivery address section, this section will be visible.

**Pickup Address:** 

Contact Name  
FATbit


Address 1  
Ablysoft

Address 2  
Chandigarh


City	State
Chandigarh	Chandigarh

Zip	Country
160036	India

Phone  
6867456

Shrink the section by clicking the upward arrowhead icon .

### h. Payment Method

Click the downward arrowhead icon  beside the section name to expand it and view the type of payment used by the customer to pay for the order.


**Payment Method:** 

Payment Method  
Stripe + Wallet

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Shrink the section by clicking the upward arrowhead icon .

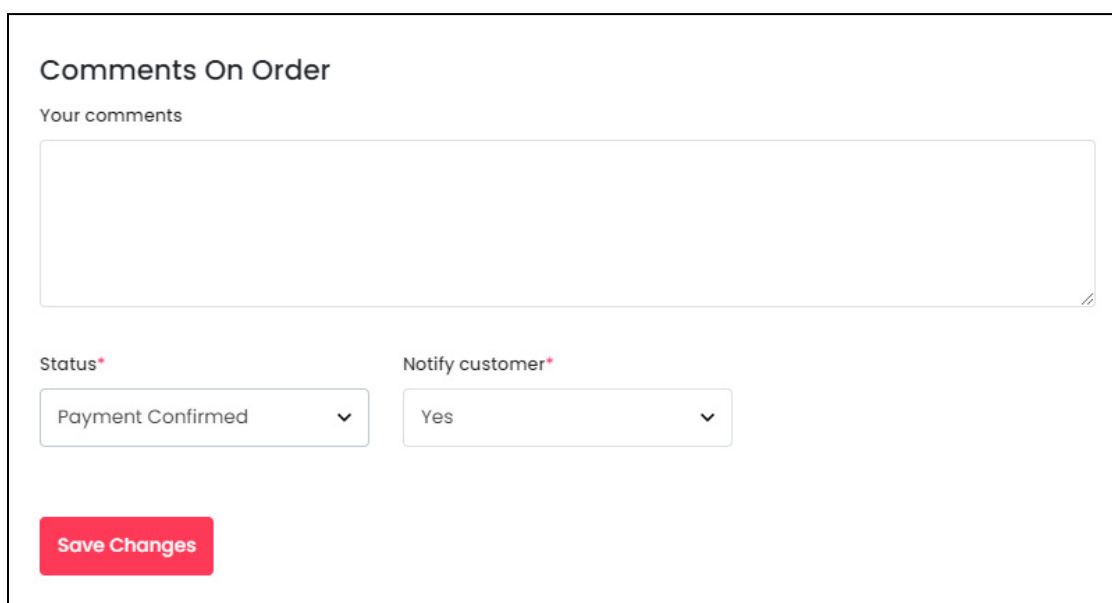
## product i. Comments on Order

Right below the order timeline section is the *comments on order* section.

This section is used to **update the order status**. When the order status is updated here, the order timeline is updated and the buyer is notified about it, as well.

This **section is visible** for all the orders that are in transit or that have not been delivered and/or completed yet. In short, orders that have the **Payment Pending**, **Delivered**, or **Completed** status will **not have** the **comments on the order** section.

And this section allows you to change the status of the order as it passes through each step.



The screenshot shows a form titled "Comments On Order". At the top, there is a text input field labeled "Your comments". Below this, there are two dropdown menus: "Status\*" with "Payment Confirmed" selected, and "Notify customer\*" with "Yes" selected. At the bottom of the form is a red button labeled "Save Changes".

There are three fields under this section:

- **Your Comments:** Enter your comments regarding the status update you are about to make for the order.
- **Status\*:** Select the status from the dropdown list.

The options include:

- **Payment Confirmed:** The status of the order will remain as **Payment Pending** until the payment has been made by the customer.

Once the payment has been received, the status automatically changes to **Payment Confirmed**.

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**You will not need to update this status, unless the payment has been made out of the platform.**

This option is **not visible** if the order is a **COD order**. Instead, the cash on delivery option will be visible.

In this case, on the **order timeline**, the first stage displays when the order was placed and has the payment pending status.

The next stage displays the cash on delivery status as shown below.



**A COD order** will be **marked as completed** only when the payment has been received by the seller.

- **In Process:** Select this option when the order is being prepared to be shipped.



The next options will not be visible to you (the seller), if the admin is in charge of the shipping process.

- **Shipped:** Select this option once the order has been shipped. The moment you select this option, a new setting appears.

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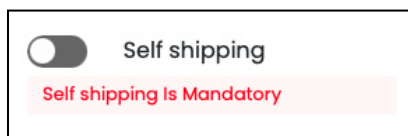


A screenshot of a configuration form. It has two dropdown menus: 'Status\*' with 'Shipped' selected and 'Notify customer\*' with 'Yes' selected. To the right is a 'Self shipping' toggle switch which is currently turned off. Below these elements is a red 'Save Changes' button.

Since you are in charge of the shipping process and have **not** activated a **shipping service plugin**, turn **ON**  the **self shipping** toggle switch.

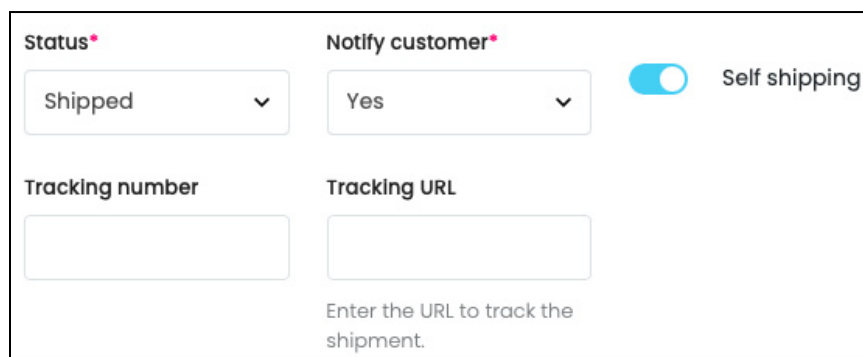
If you decide to leave the self-shipping toggle switch OFF  and don't have a shipping plugin activated, when you click **Save Changes**, an error message will show up.

You need to turn ON this toggle switch to move ahead since the shipping process is being handled manually.



A close-up of the 'Self shipping' toggle switch, which is turned off. Below it, a red error message reads 'Self shipping is Mandatory'.

When you turn **ON**  this toggle switch, **two other fields appear**.



A screenshot of the configuration form with the 'Self shipping' toggle switch turned on. Below the 'Status\*' and 'Notify customer\*' dropdowns, two new input fields appear: 'Tracking number' and 'Tracking URL'. The 'Tracking URL' field has a placeholder text: 'Enter the URL to track the shipment.'

Fill in the fields accordingly, where the details will be shared with the customer so that they can track the order at their end:

- **Tracking number:** Enter the tracking number of the package.
- **Tracking URL:** Enter the tracking URL of the package.
- **Delivered:** Select this option once the order has been delivered to the customer's address (when the shipping process is managed manually).

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The **system will automatically update this option when a plugin is activated** and the delivery agent has marked the order delivered.

**!** The order is marked automatically as **Completed**, once the return time period has lapsed and no more actions can be taken on the order. This marks the end of the order process.

- **Notify Customer\*:** Select YES from the dropdown list to notify the customer via email or SMS. Select NO if you do not want to notify the customer.



**!** The admin can easily change the status of the order at any time, without letting you know about it. The update can be seen on the timeline.

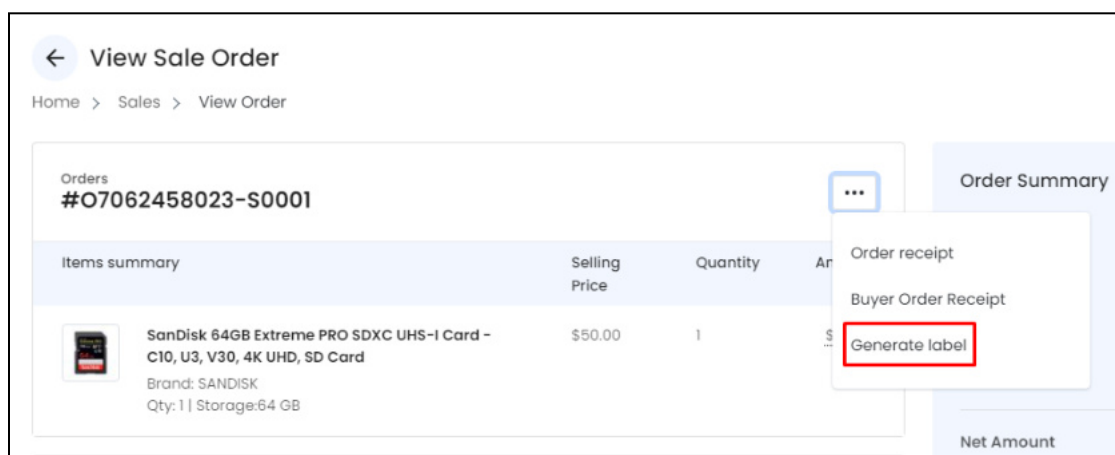
And if any step in the shipping process is left, you can still update the status accordingly. **For instance**, if the admin has updated the status that the order has been shipped and you have learned that it has been delivered as well, you can update this status, if it has not been updated yet.

Once you have updated the details in this section, click **Save Changes**. This will also update the **Order Timeline** on this page.

### Process with Plugin activated

If you or the admin has activated a [shipping services plugin](#), follow the steps below for orders you receive (if you are handling the shipping of the product):

- Go to the **Orders** page.
- Click the **view icon**  beside the order that you are in charge of shipping.
- On the **view order page**, click the **meatballs icon**  beside the order number. And from the dropdown menu, select **Generate label**.

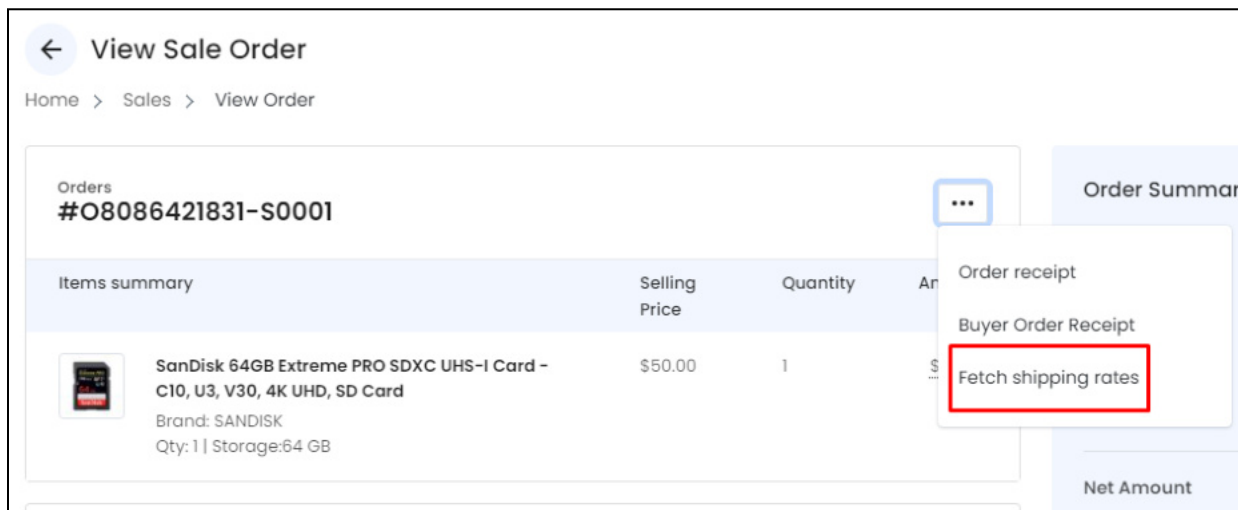


**!** In case the shipping service plugin was **activated after** the order was placed, you will see the option - **Fetch Shipping Rates** instead.

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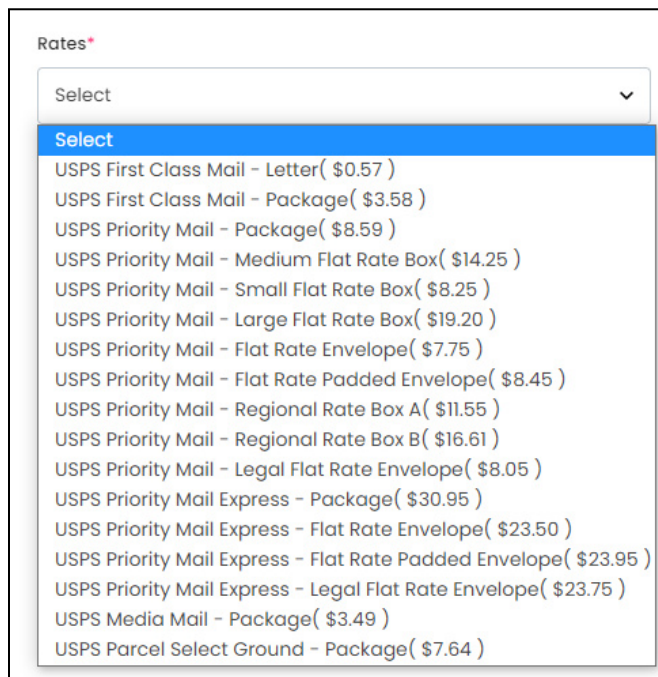
In this case, click **Fetch shipping rates** and a **Shipping rates scroll-in form** will appear on the right side.



Select the rates that have been generated from the plugin.

Kindly note that **every plugin can have different rates.**

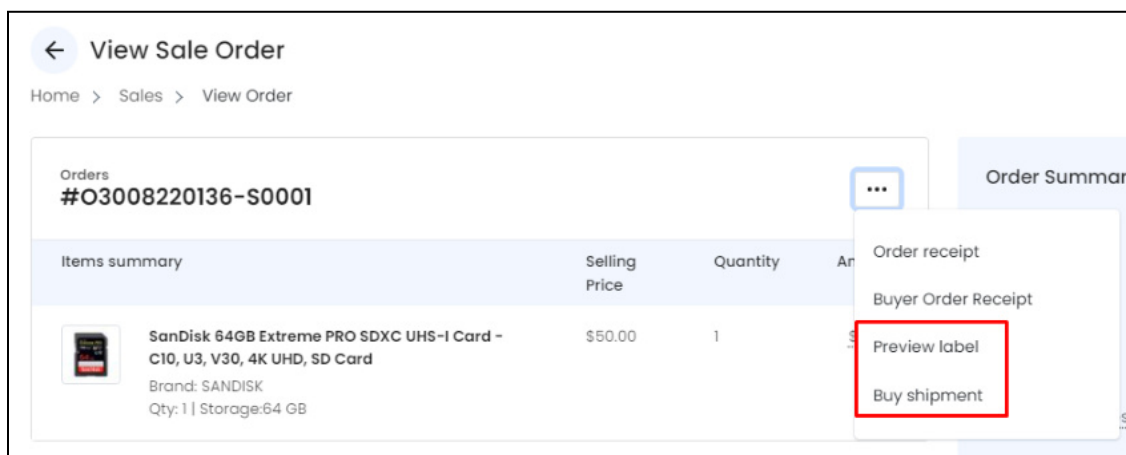
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
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After selecting, click **Save**. To start all over again, click **Reset**.

Once the shipping rates have been fetched, the **generate label option will appear** in the menu. Click it.

- Once you generate the label, and it is successfully generated (if the process is unsuccessful, it is mostly because the address entered by the buyer is invalid), two other options appear in the dropdown list.



- Click **Preview label** to **view or download the label** for this order.

It will open the shipping details in **PDF format** on a new tab. You can then view or download it accordingly.

- Click **Buy Shipment** to **hand over the shipping to the shipping service provider** (as per the plugin activated).

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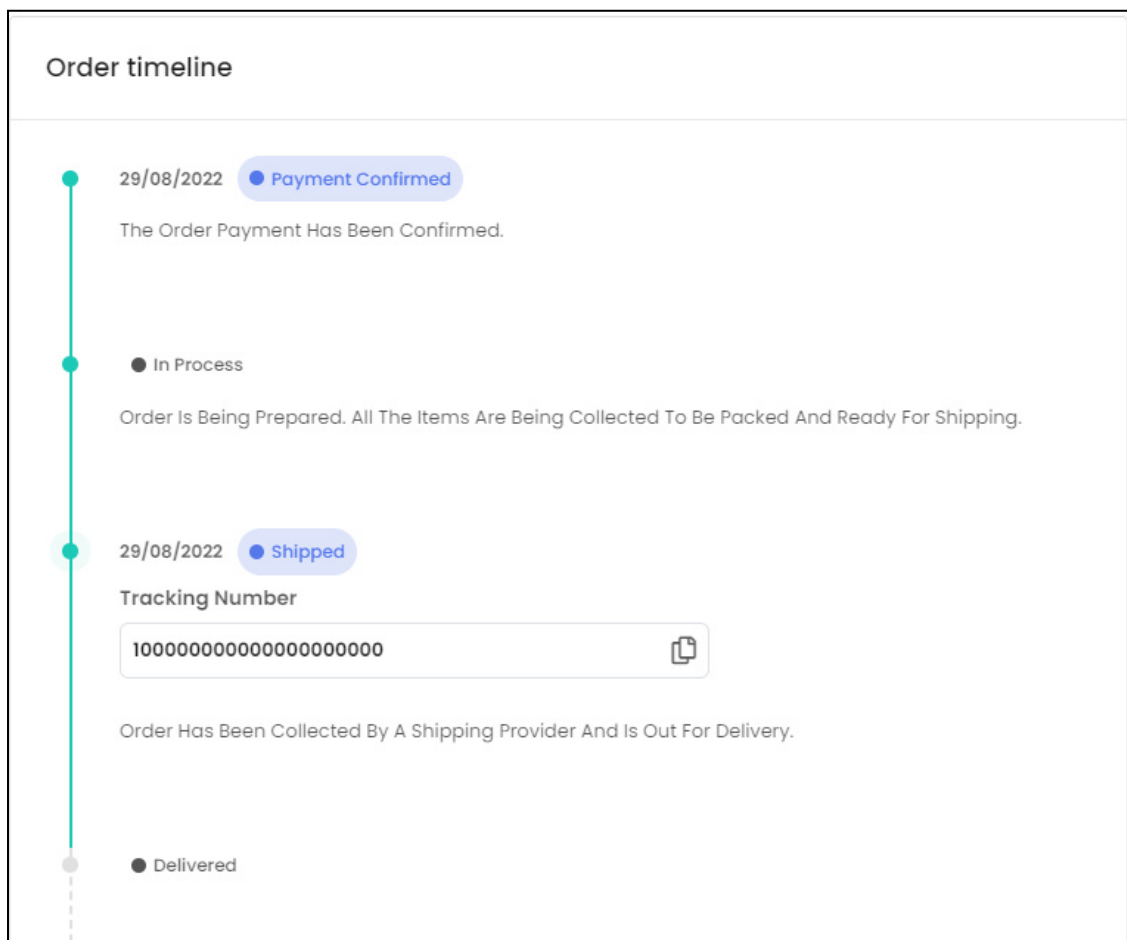
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



Once you do this, the order timeline details will change.

The order will be **marked as shipped** and you will get the respective tracking number in a field.



- From here, the shipping will be handled by the shipping service provider.

You can track the shipment using the tracking number shared and just want for it to be delivered.

### Shipping Process - Different Cases

There are some key points you need to know if you are handling the shipping process.





- ! You can handle the shipping process only if the admin allows it.

Let us assume that you are allowed to handle the shipping process. In this case, you can choose to leave the shipping process management of some or all products for the admin.

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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.


For instance, you can decide to handle the shipment of only some master products, while you can leave the rest of the master products to be shipped by the admin.

The management of this feature can be taken care of under **Shop > Shop Inventory > Marketplace Products**.

#	Product	Model	Status	Approval Status	Seller Shipping
534	 <b>Casual Sneaker Shoes for Men's &amp; Boy's</b> (Casual Sneaker Shoes for Men's & Boy's)	Skypy-31	Active	Approved	<input type="checkbox"/>
533	 <b>Mens G 40777cma Sneaker</b> (Mens G 40777cma Sneaker)	G 40777CMA	Active	Approved	<input checked="" type="checkbox"/>
532	 <b>Puma Unisex-Adult UP White-White-Team Gold Sneaker</b> (Puma Unisex-Adult UP White-White-Team Gold Sneaker)	372605-07	Active	Approved	<input type="checkbox"/>
531	 <b>FOOTWEAR Men's</b>	9460	Active	Approved	<input type="checkbox"/>

There is a column with a toggle switch that allows you to choose who will be handling the shipping of that specific product.

When the toggle switch is **turned OFF** , the admin will be managing the shipping process for the product.

On the other hand, if the toggle switch has been **turned ON** , then you (the seller) will be responsible for the shipping of that product.

**! Only the shipping of the master products can be given to the admin.**

The shipping for all the seller products, that is, all the products that you have added to your shop, will be managed by you only. You do not have the option to request the admin to manage the shipping for the seller products (your own products).

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

## Cancel Order Icon ✕

Click this icon to cancel the order. It works the same way as the **Cancel Order** button on the **View Sale Order** page.

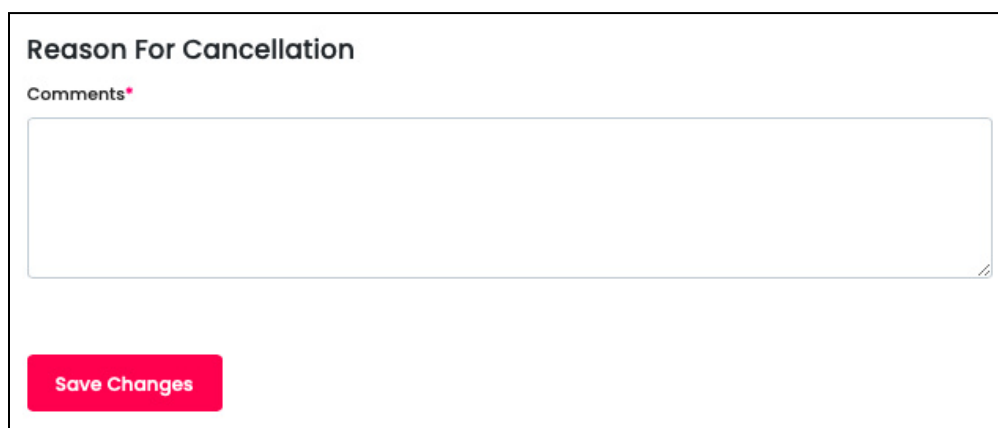
This will direct you to the **Cancel Order** page.

This page will have the same details as the [View Order page](#).

It will have the order details, the order timeline, delivery/pickup address, order summary and all the other details on the page.

The only difference is at the bottom of the page.


**Instead of the Comments of Order section, there is a Reason for Cancellation section.**



The Reason for Cancellation section has a **Comments\* textbox**.

Enter a valid reason regarding why the order is being canceled in the textbox. This will be sent to the respective customer letting them know why their order is being canceled.

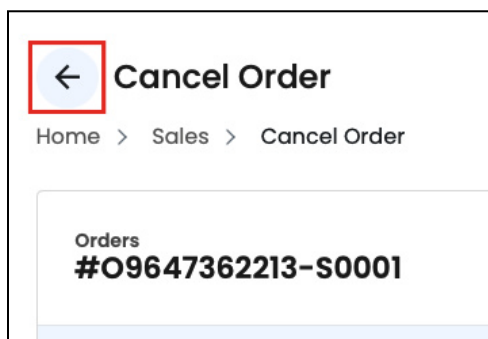
Once done, click **Save Changes** and the order will be canceled.


To go back to the orders page, click the **back icon**  beside the **Cancel Order** heading.

**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.





 For some of the orders, you won't be able to view the cancel icon or button (means you cannot cancel the order) if the order has the **Payment Pending**, **Delivered**, or **Completed** status.

## Additional Features

The orders list has some additional features that you can access.

### i. Order ID

Each order ID has a hyperlink to it.

Order ID & Date	Order Details	QTY
<a href="#">O5480860776-S0001</a> 22/12/2022	 <b>Men's T-Shirt</b> Brand: Fab India QTY: 2   Select Color:Blue	2
O9423707779-S0001 22/12/2022	 <b>Men's T-Shirt</b> Brand: Fab India QTY: 2   Select Color:Blue	2

Hover over an order ID and click it.

This will direct you to the respective order details page.

It is the same page that you are directed to when you click the **View icon** under the Action Buttons.




### ii. Order Details

Each product name under the order details column has a hyperlink to it.

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

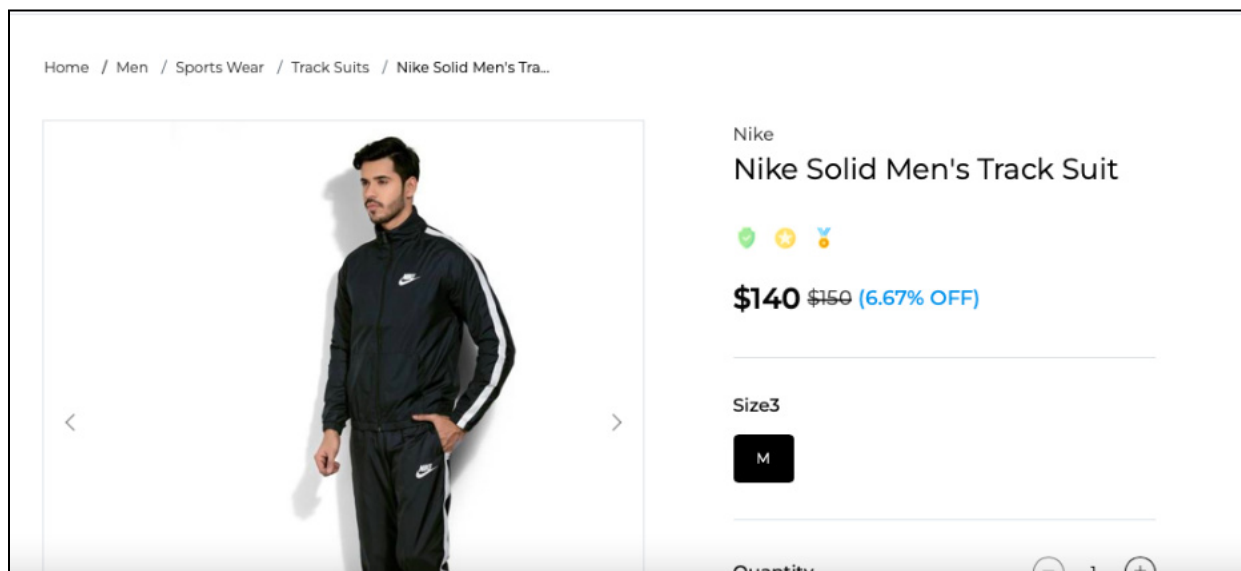
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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

O2920405929-S0003 21/11/2022		<b>Nike Solid Men's Track Suit</b> Brand: Nike QTY: 1   Size3:M	1	\$141.45	Me	Refunded/Cor
O2920405929-S0002 21/11/2022		<b>Knitted Turtle-Neck Pullover</b> Brand: Arrow QTY: 1   Select Size:L   Select Color:Black	1	\$24.25	Me	Refunded/Cor
O2920405929-S0001		<b>Kotty Womens High Rise Cotton Lycra</b>	1	\$808.30	Me	Refunded/Cor

Hover over a product name, and click it. This will direct you to the product detail page on the front end of the website.

For instance, clicking **Nike Solid Men's Track Suit** directed us to the following page on the front end.



## 7.2 Cancellation Requests

Due to any reason, the buyer also (just like you and the admin) has the option to cancel an order after placing it. Any order that has been canceled from the buyer's end will be listed on this page.



The cancellation requests from buyers can **only be approved by the admin.** **You (the seller) can only view the status** of the requests made for the respective orders. You cannot approve or decline any request.

When the admin approves the request of the buyer, the status of the respective order will be displayed as **Approved** under the status column.

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

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

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

For requests that have not been approved or declined yet, the status will be **Pending**.

The requests that have been declined will have the **Declined** status.

### Cancellation Requests

Home > Order Cancellation Requests

Search

ID	Date	Order Invoice number	Request Details	Status
#C00019	27/10/2022	O9186510422-S0001	Reason: I am not able to contact the supplier Comments: fghf	Approved
#C00017	27/10/2022	O9186510422-S0004	Reason: I am not able to contact the supplier Comments: ghf	Approved
#C00009	02/08/2022	O7311944346-S0001	Reason: I ordered the wrong product(s) Comments: Wrong order placed	Pending
#C00005	18/07/2022	O1563436258-S0001	Reason: I am not able to contact the	Approved

The list holds the following information:


- **ID:** This is the unique cancellation request order ID.
- **Date:** The day the cancellation of the order was placed.
- **Order Invoice Number:** This is a unique system generated invoice number. Click this number to visit the **Order Details** page and view the details of this order.
- **Request Details:** View the reason mentioned by the buyer for the cancellation, and the additional comments.
- **Status:** This is the current status of the cancellation request. There are three statuses that you can see - **pending**, for when the admin has not taken any action on the request yet, **declined**, for when the admin declined the buyer's request, and **approved**, for when the admin has approved the request.

## Search for a Cancellation Request

When the list of cancellation requests is large, you can use the search bar provided at the top of the list to narrow down your searches.

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

ID	Date	Order invoice number	Request Details	Status
#C00005	18/07/2019	O1563436258-S0001	Reason: I am not able to contact the supplier	Approved

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

Search

**Request status**

Status does not matter
▼

**From date**

Date From
📅

**To date**

Date To
📅

Search
Clear

The **smart search bar** comes with filters that allows you to connect it and narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the order invoice number in this field.
- **Request Status:** Select the status of the cancellation request from the dropdown list. The options include:

**Request status**

Status does not matter
▼

Status does not matter

Pending

Approved

Declined

- **Status does not matter:** If the status doesn't matter, select this option.
- **Pending:** Select this option to view the requests that are pending.
- **Approved:** Select this option to view the requests that have been approved.
- **Declined:** Select this option to view the requests that have been declined.

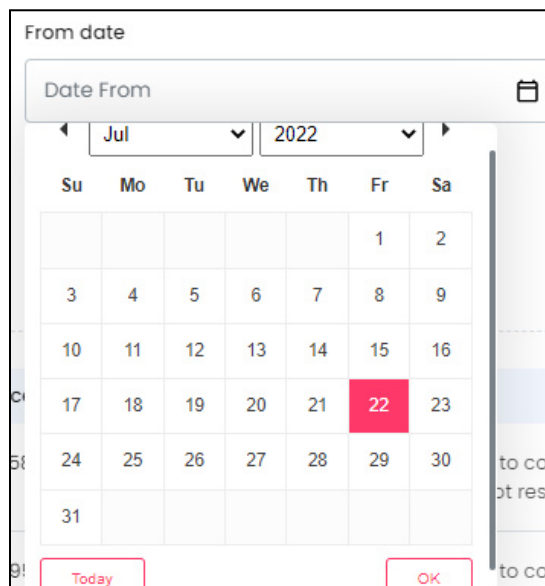
The next two fields can be used together to view cancellation requests made between a time period:

- **From Date:** Click the field and a calendar will appear. Select the date and it will be added to the field.

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

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

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




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

- **To Date:** Click the field and a calendar will appear. Select the date and it will be added to the field.

The **From Date** 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 **From Date** field.

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

 Search for a request by editing just one field or even a group of fields. In addition to this, if you want to see the requests placed 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.

## 7.3 Order Return Requests

Order return requests are placed by buyers who have received their order and want to return their product.

These **requests can be approved, or declined by both you** (the seller), and the **admin**.

View and manage all the order return requests under this submodule.

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





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

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



**Order Return Requests**  
Home > Order Return Requests

Q Search in order invoice number, product name, brand name, sku, model Search

ID	Date	Order Invoice number	Product Name	Return QTY	Status
33-1671715201	22/12/2022	O6823288634-S0001	 <b>Men's T-Shirt</b> Brand: Fab India   Select Color:Blue	1	Pending
33-1671713216	22/12/2022	O5480860776-S0001	 <b>Men's T-Shirt</b> Brand: Fab India   Select Color:Blue	1	Withdrawn
33-1669031044	21/11/2022	O2920405929-S0001	 <b>Kotty Womens High Rise Cotton Lycra Jeans</b> Brand: H&M	1	Refunded
33-1669031022	21/11/2022	O2920405929-S0002	 <b>Knitted Turtle-Neck Pullover</b> Brand: Arrow   Select Size:   Select Color:Black	1	Refunded

The list holds the following information:

- **ID:** This is the unique return request ID.
- **Date:** The day the return request was placed.
- **Order Invoice Number:** This is a unique system generated invoice number.
- **Product Name:** View the product that the buyer wants to return.  
Click the product name to go to the product page as it is hyperlinked.
- **Return Qty:** This is the quantity of the product (number of pieces) that the buyer wants to return.
- **Status:** This is the current status of the return request. There are five statuses that you can see:
  - **Pending:** When no action has been taken on the request.
  - **Escalated:** When you escalate the matter to the admin of the platform because you do not agree with the request.
  - **Refunded:** When you approve the request and the refund has been made.
  - **Withdrawn:** When the buyer withdraws the request.
  - **Canceled:** When the admin reaches a conclusion that the request is not legit and cancels the request, this status comes up.

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

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

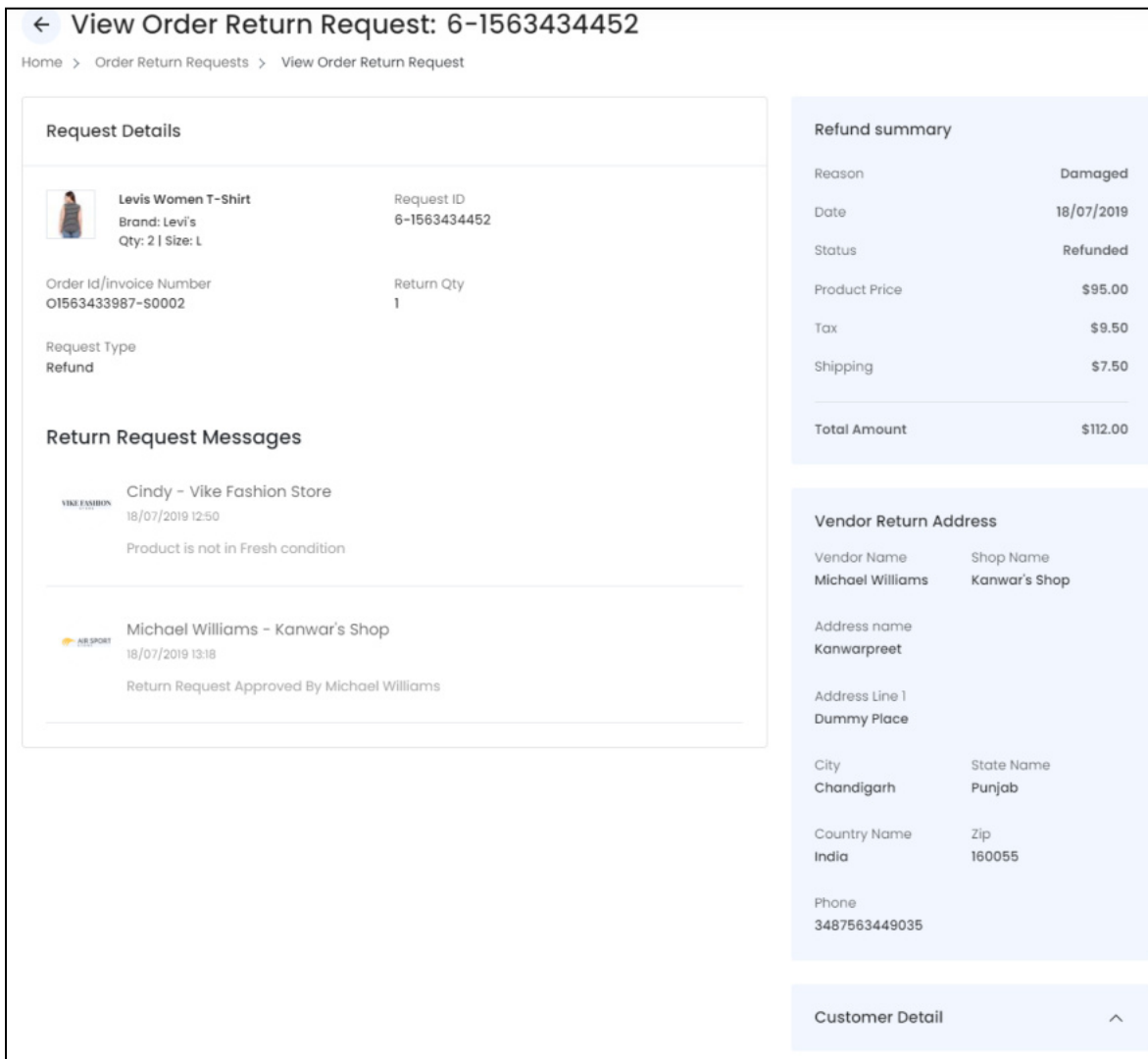
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

## View Request Icon

On the extreme right side of every return request, there is a **view icon**.

Click this.


It will direct you to the **View Order Return Request** page for that respective return request.




**View Order Return Request: 6-1563434452**


Home > Order Return Requests > View Order Return Request

### Request Details

	<b>Levi's Women T-Shirt</b> Brand: Levi's Qty: 2   Size: L	Request ID 6-1563434452
Order Id/Invoice Number 01563433987-S0002	Return Qty 1	
Request Type <b>Refund</b>		

### Return Request Messages

 Cindy - Vike Fashion Store  
18/07/2019 12:50  
Product is not in Fresh condition

 Michael Williams - Kanwar's Shop  
18/07/2019 13:18  
Return Request Approved By Michael Williams

### Refund summary

Reason	Damaged
Date	18/07/2019
Status	Refunded
Product Price	\$95.00
Tax	\$9.50
Shipping	\$7.50
<b>Total Amount</b>	<b>\$112.00</b>

### Vendor Return Address

Vendor Name <b>Michael Williams</b>	Shop Name <b>Kanwar's Shop</b>
Address name <b>Kanwarpreet</b>	
Address Line 1 <b>Dummy Place</b>	
City <b>Chandigarh</b>	State Name <b>Punjab</b>
Country Name <b>India</b>	Zip <b>160055</b>
Phone <b>3487563449035</b>	

Customer Detail ^

The page will display all the information of the respective return request.

The information is stacked in different sections. Each section has been explained below:

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## a. Request Details

Under this section, view the order and return summary details including the product details (name, brand, variant, quantity), the return request ID, the invoice number, the quantity to be returned, and request type.

### Request Details

---



**Kotty Womens High Rise Cotton Lycra Jeans**

Brand: H&M

QTY: 1

---


<p>Request ID <b>33-1669031044</b></p>	<p>Order ID/invoice Number <b>02920405929-S0001</b></p>
<p>Return QTY <b>1</b></p>	<p>Request Type <b>Refund</b></p>

If the refund request has not been accepted yet, **two additional buttons** will be **visible** beside this section's heading.

### Request Details

Escalate to Yo!Kart
Approve Refund

---



**Men's T-Shirt**

Brand: Fab India

QTY: 2 | Select Color:Blue

---

<p>Request ID <b>33-1671715201</b></p>	<p>Order ID/invoice Number <b>06823288634-S0001</b></p>
<p>Return QTY <b>1</b></p>	<p>Request Type <b>Refund</b></p>

These are:

- **Escalate to Yo!Kart (Escalate to {platform name})**: Click this button if you feel the return request is not genuine and you don't approve of it.

This option will notify the admin of the platform regarding the situation so that they can help sort it.

By clicking this, a warning message will appear at the top of the page.

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Click **OK** if you want the platform to handle this situation for you. When you do this, the admin will interfere to see if the return request is genuine or not and if you should approve it or not.

Click **Cancel** to cancel the process.

- **Approve Refund:** Click this button to accept the return request and initiate the refund process for the buyer.

Once you click this, a warning message will appear at the top of the page.



Click **OK** if you want to accept the return request.

Click **Cancel** to cancel the process.

When you approve the refund, the next section - [Return Request Messages](#) will change. Refer to the next section to understand better.

## b. Return Request Messages

Under this section, view the messages exchanged between you and the buyer.

It also displays the process of the request.

If you or the admin has not yet approved the request, you will see the message interaction and a textbox as well.


This textbox allows you to send messages to the buyer before approving their request.

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### Return Request Messages



Anant Kumar  
27/03/2019 18:33  
Product is in bad condition.

---




Michael Williams

Submit


Enter the message you wish to send to the buyer and click **Submit**.

You both can keep messaging until you reach an agreement.

 The admin can also leave a message any time to help with the process or take an action - like approve the return request without your knowledge. In such a case, contact your administrator.


Once you accept the return request, the textbox will disappear and it will just show a history of all the messages and the process of the return request as shared in the example below.

### Return Request Messages



Cindy - Vike Fashion Store  
18/07/2019 12:50  
Product is not in Fresh condition

---



Michael Williams - Kanwar's Shop  
18/07/2019 13:18  
Return Request Approved By Michael Williams

**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.

### c. Refund Summary

View the refund summary of the return request made for the respective order. It details the reason why the return was requested, the date of the return request, the status of the refund, product price, tax and shipping charges.

Refund summary	
Reason	Damaged
Date	18/07/2019
Status	Refunded
Product Price	\$95.00
Tax	\$9.50
Shipping	\$7.50
<hr/>	
<b>Total Amount</b>	<b>\$112.00</b>

### d. Vendor Return Address

This section displays the your (the vendor's) address to which the return was made.


Vendor Return Address	
Vendor Name	Shop Name
Michael Williams	Kanwar's Shop
Address name	
Kanwarpreet	
Address Line 1	
Dummy Place	
City	State Name
Chandigarh	Punjab
Country Name	Zip
India	160055
Phone	
3487563449035	

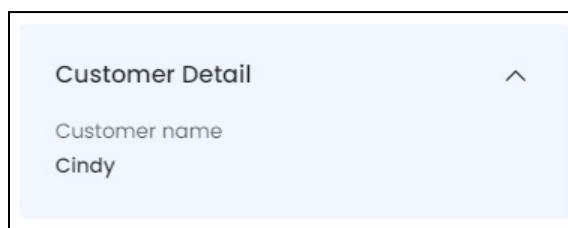
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.


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.

## e. Customer Detail

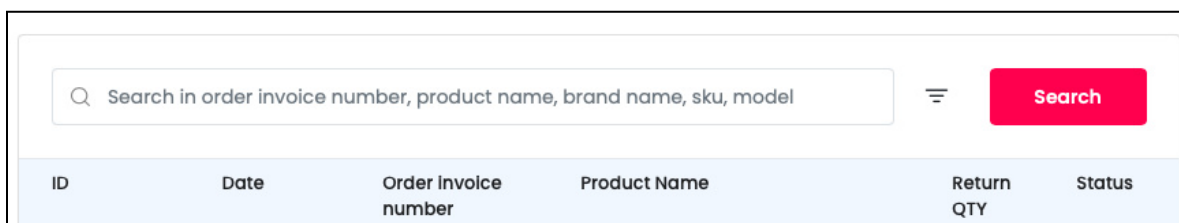
Click the downward arrowhead icon  beside the section name to expand it. View the name of the buyer/customer who initiated the return request.




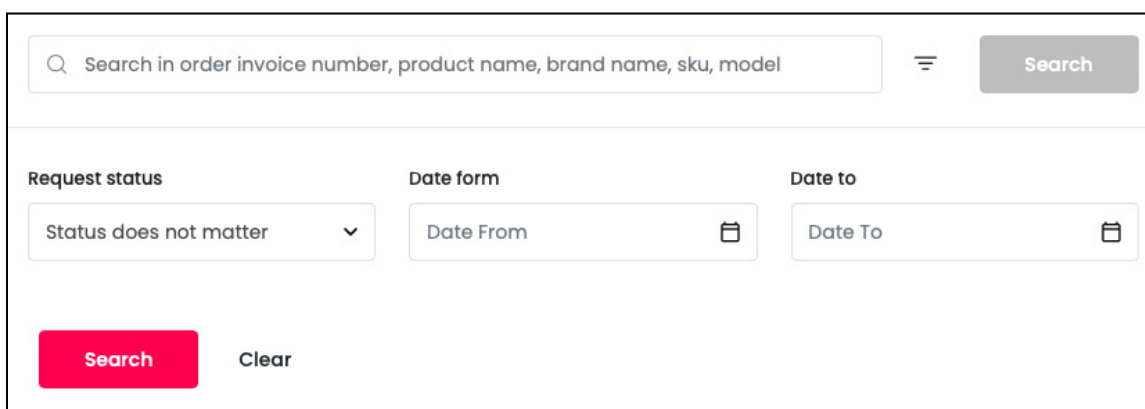
Shrink the section by clicking the upward arrowhead icon .

## Search for an Order Return Request

Yo!Kart allows you to narrow down your search for an order return request through the search bar.



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



The **smart search bar** comes with filters that allows you to connect it and narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the order invoice number, product name, brand name, SKU, or model number in this field.

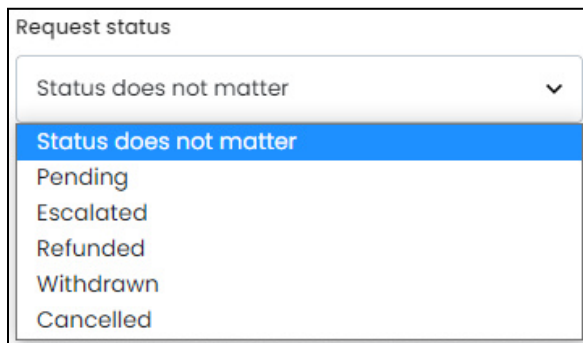
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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

Kindly enter just one of these options to get proper results.

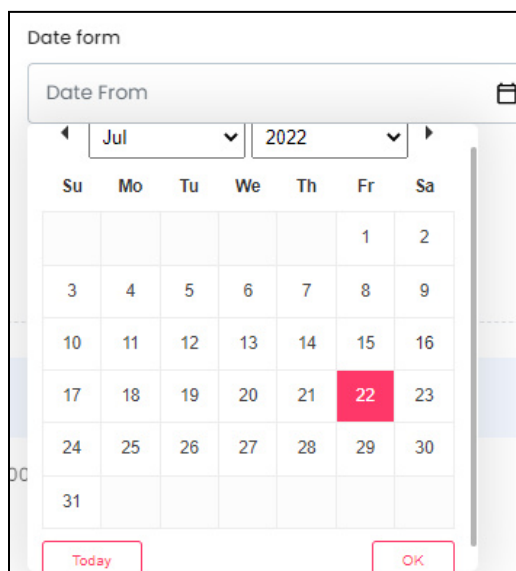
- **Request Status:** Select the status of the return request from the dropdown list. The options include:



- **Pending:** Requests that have not had any action have been taken on them.
- **Escalated:** Requests that have been escalated to the admin of the platform because you do not agree with the request.
- **Refunded:** Requests that you have approved and the refund has been made.
- **Withdrawn:** Requests that the buyer has withdrawn.
- **Canceled:** Requests canceled after a conclusion is reached with the admin's involvement.

The next two fields can be used together to view cancellation requests made between a time period:

- **Date From:** Click the field and a calendar will appear. Select the date and it will be added to the field.



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

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

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




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

- **Date To:** Click the field and a calendar will appear. Select the date and it will be added to the field.

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

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

 Search for a request by editing just one field or even a group of fields. In addition to this, if you want to see the requests placed 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.

## 8. Promotions

When you have a shop online, especially on a platform that is crowded with many other sellers, you need a way to reach out to customers. This module allows you to manage various promotion techniques that can be used to establish a customer base on the platform.

Run ad campaigns, set up discounts, get return customers via volume discounts, set up buy together promotions, and do a lot more, easily on the platform under this module. Let's find out the various promotion methods that you can use to boost store traffic and retain customer loyalty.

Expand this module to view the submodules.

Then, click the submodule to visit their respective pages. Each submodule has been explained in detail.

### 8.1 Special Price

This type of promotion allows you to set up special prices on products for a designated period of time.

When applied, a special price appears and the regular price is seen as a 'struck off' on the product detail page.

 At a time, **only one special price can be binded with a single product**.

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







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

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

**Seller products special price** + New

Home > Special Price

Search by product name Search Delete

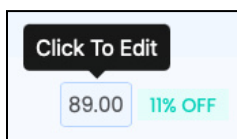
<input type="checkbox"/>	Name	Original Price	Special Price	Start Date	End Date	
<input type="checkbox"/>	 <b>Rcube PSP White 4 GB with Mario (White)</b> PSP White 4 GB with Mario (White)	\$100.00	\$89.00 <span style="color: green;">11% OFF</span>	2017-08-03	2023-08-02	
<input type="checkbox"/>	 <b>Back Cover for Motorola Moto E4 Plus (Black, Rubber)</b> Back Cover for Motorola Moto E4 Plus	\$15.00	\$12.00 <span style="color: green;">20% OFF</span>	2017-08-03	2023-08-17	
<input type="checkbox"/>	 <b>JBL T250SI Wired Headphone (Black, On the Ear)</b> JBL T250SI Wired Headphone (Black, On the Ear)	\$90.00	\$82.00 <span style="color: green;">8.89% OFF</span>	2017-08-03	2023-08-22	

The list displays the following information:

- **Name:** The display name of the product that is available at a special price.
- **Original Price:** This is the actual price of the product.
- **Special Price:** The amount of special price promotion and the discount percentage.

This amount can be edited from here directly.

To change the amount, hover over the amount and a label - **Click To Edit** will appear that allows you to make edits.



Click it and edit the amount accordingly.

You can only edit the amount and not the discount percentage. The percentage is calculated as per the special price added for the product.

- **Start Date:** This is the start date of the special price promotion.

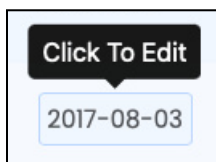
This date can be edited from here directly.

To change dates, hover over the date and a label **Click To Edit** will appear to make edits.

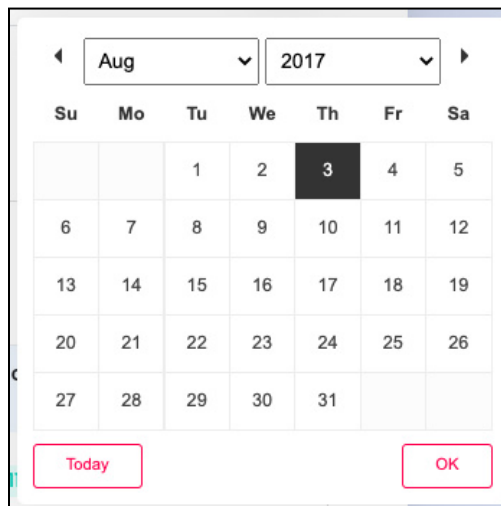
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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 it and a calendar will appear.

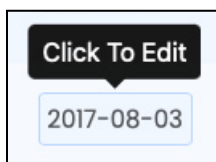


Select the date and it will be added to the field. If you want to select today's date, click **Today**. And once you select this date, click **Ok**.

- **End date:** This is the date when the special price offer will end.

This date can be edited from here directly.

To change dates, hover over the date and a label **Click To Edit** will appear to make edits.

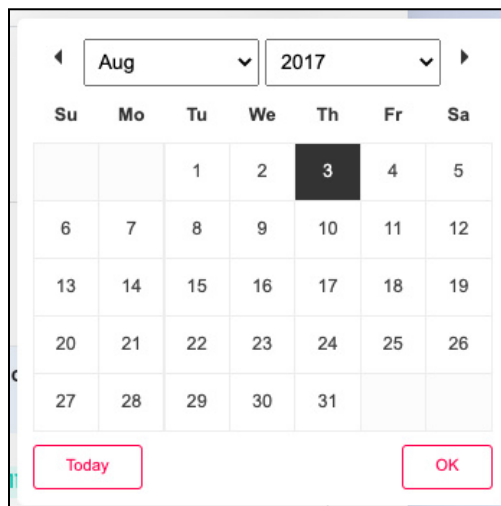


Click it and a calendar will appear.

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

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

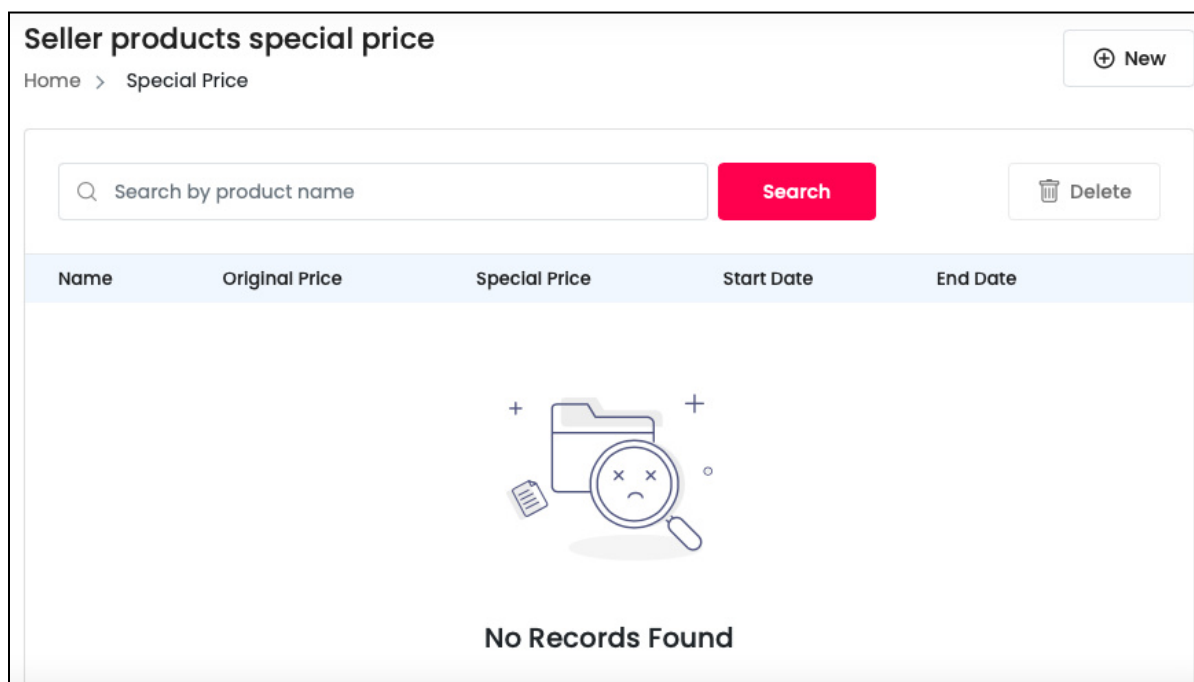
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



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 have not yet added any special price for any product, the list will be empty.

Add a special price by clicking the **New** button.



## Add a Special Price Promotion

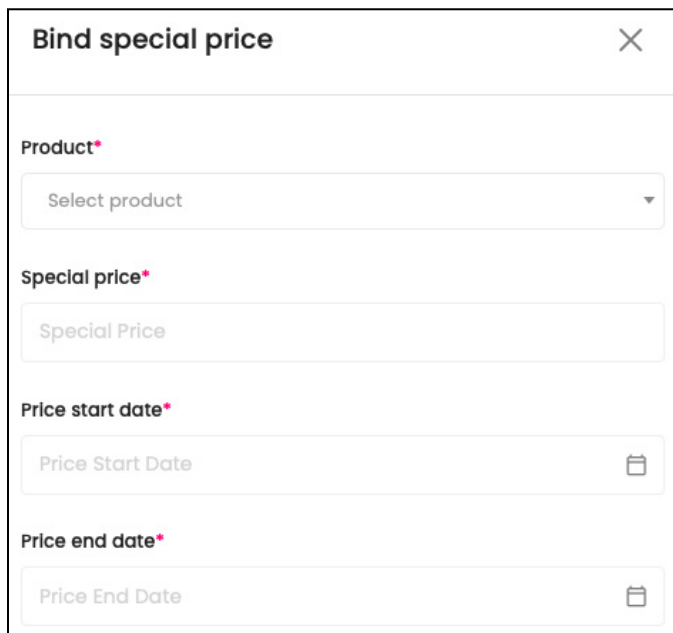
To add a special price to a product, click the **New** button located at the top right corner of the list.

The **Bind Special Price scroll-in** form will appear on the right side of the page.

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

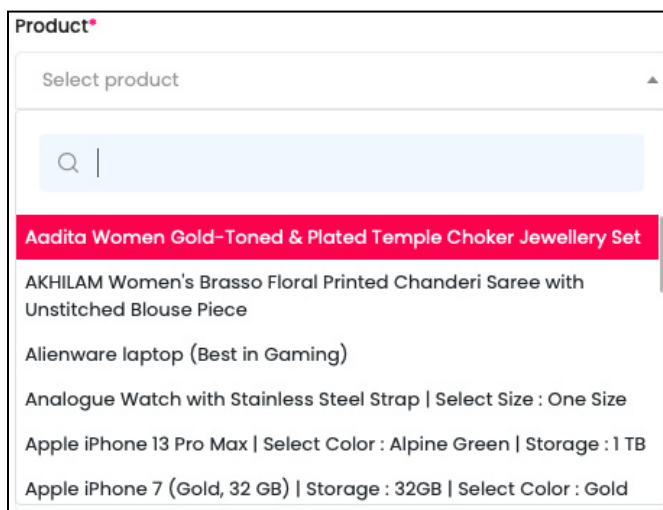
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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



Edit the following under this form:

- Product\*:** Click the field and a dropdown list with a search bar will appear.  
 A pre-populated list of products from your shop will also appear.



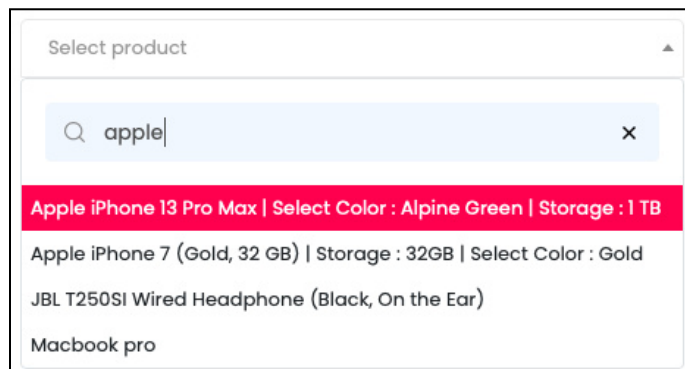
Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

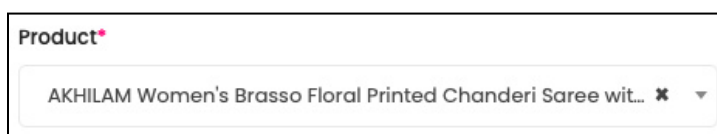
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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

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



You can select only one product.



If you selected the wrong product by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the product name.

- **Special Price\***: Enter the **amount that will be offered as a special price** for the above selected product.

Based on the value you enter, the system will auto-calculate the discounted percentage from using the original price and the discounted percentage. This percentage is also displayed on the front end.

**For example**, if the original price of the product is \$450 and the special price is \$400, the 11.11% off - discounted percentage is displayed as a special price promotion on the product detail page at the front end.

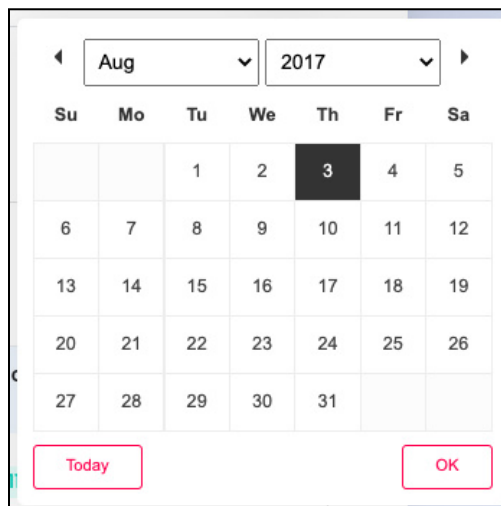
- **Price Start Date\***: Enter the date when the special price promotion will start.

To do this, click the field and a calendar will appear.

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

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

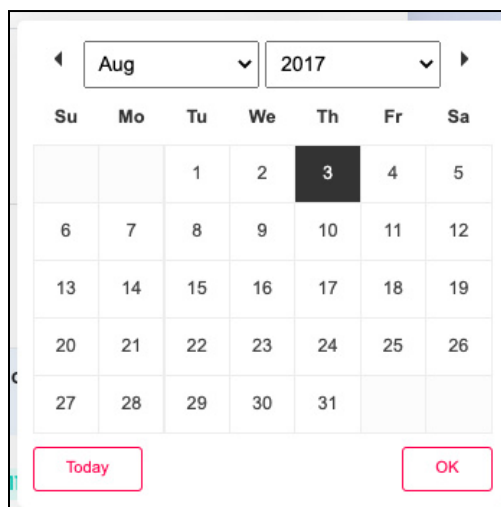
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



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**.

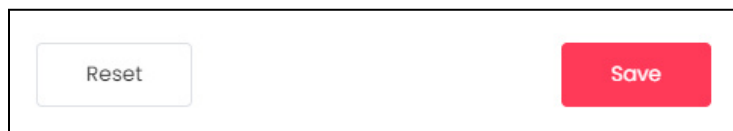
- **Price End Date\***: Enter the date when the special price promotion will end.

To do this, click the field and a calendar will appear.



Select the date and it will be added to the field. If you want to select today's date, click **Today**. And once you select this date, click **Ok**.

There are two buttons at the bottom of the form.




Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 done, click the **Cross icon**  at the top-right corner to close the form.

With this, the special price promotion details will be added to the list.


The special price will go live on the start date and will be removed from the front end after the end date.







## Manage the Special Price List

The special price promotions that you add will all be visible in this list.

**Seller products special price** + New


Home > Special Price







Search  Delete

<input type="checkbox"/>	Name	Original Price	Special Price	Start Date	End Date	
<input type="checkbox"/>	 <b>Rcube PSP White 4 GB with Mario (White)</b> <small>PSP White 4 GB with Mario (White)</small>	\$100.00	\$89.00 <span style="background-color: #90ee90; padding: 2px;">11% OFF</span>	2017-08-03	2023-08-02	
<input type="checkbox"/>	 <b>Back Cover for Motorola Moto E4 Plus (Black, Rubber)</b> <small>Back Cover for Motorola Moto E4 Plus</small>	\$15.00	\$12.00 <span style="background-color: #90ee90; padding: 2px;">20% OFF</span>	2017-08-03	2023-08-17	
<input type="checkbox"/>	 <b>JBL T250SI Wired Headphone (Black, On the Ear)</b> <small>JBL T250SI Wired Headphone (Black, On the Ear)</small>	\$90.00	\$82.00 <span style="background-color: #90ee90; padding: 2px;">8.89% OFF</span>	2017-08-03	2023-08-22	

The following action can be taken on this page:

- Checkbox:** Click the checkbox  to select  a special price promotion from the list. You can select one or more options together to perform actions on them.

Search  Delete

<input type="checkbox"/>	Name	Original Price	Special Price	Start Date	End Date	
<input checked="" type="checkbox"/>	 <b>Rcube PSP White 4 GB with Mario (White)</b> <small>PSP White 4 GB with Mario (White)</small>	\$100.00	\$89.00 <span style="background-color: #90ee90; padding: 2px;">11% OFF</span>	2017-08-03	2023-08-02	
<input type="checkbox"/>	 <b>Back Cover for Motorola Moto E4 Plus (Black, Rubber)</b> <small>Back Cover for Motorola Moto E4 Plus</small>	\$15.00	\$12.00 <span style="background-color: #90ee90; padding: 2px;">20% OFF</span>	2017-08-03	2023-08-17	
<input type="checkbox"/>	 <b>JBL T250SI Wired Headphone (Black, On the Ear)</b> <small>JBL T250SI Wired Headphone (Black, On the Ear)</small>	\$90.00	\$82.00 <span style="background-color: #90ee90; padding: 2px;">8.89% OFF</span>	2017-08-03	2023-08-22	

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



When the checkbox is selected, the **delete button** becomes active at the top right corner of the list. Click this button to delete the selected options.

## Action Button

There is one action icon beside each special price option - **Delete icon** 

Click this icon to delete the product's special price details from the system.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



## Search for a Product's Special Price

Yo!Kart offers the flexibility to search for a product's special price promotion details by using the search functionality present at the top of the list.



Type in the product name you are looking for and click search to get the results.



Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

## 8.2 Volume Discount

A volume discount is a promotional activity that involves lowering the price of the product when increased quantities of a product are purchased.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

For example, a volume discount rule can be - a 10% discount when the minimum purchase quantity is 20 items or more.

**Seller products volume discount** New

Home > Volume Discount

Search by product name Search Delete

<input type="checkbox"/>	Name	Minimum Purchase Quantity	Discount (%)	
<input type="checkbox"/>	 <b>Alienware laptop (Best in Gaming)</b> Dell Alienware	10	24.00	
<input type="checkbox"/>	 <b>Apple iPhone 12</b> Apple iPhone 12 Storage: 128 GB   Select Color: Black	5	20.00	
<input type="checkbox"/>	 <b>Apple iPhone 12</b> Apple iPhone 12 Storage: 256 GB   Select Color: Red	2	5.00	

The list displays the following information:

- **Product Name:** The display name of the product that has a volume discount promotion applied on it.
- **Minimum Purchase Quantity:** This is the minimum purchase quantity that a buyer needs to have to avail the volume discount.

This value can be edited directly here.

Hover over the **Quantity** and a label - **Click To Edit** will appear.

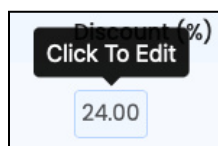


Click it and edit the amount accordingly.

- **Discount(%):** This is the total discount percentage that will be offered on the product.

This value can be edited from here directly.

To change the percentage amount, hover over and a label - **Click To Edit** will appear.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

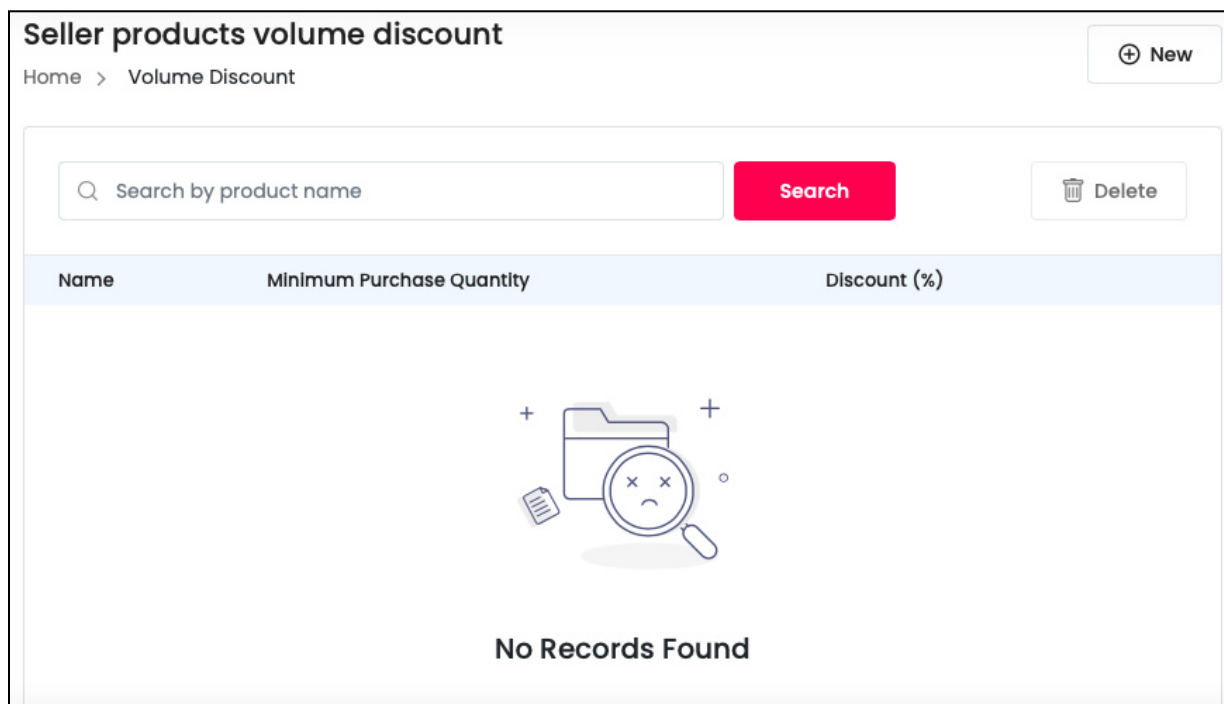
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Click the field and edit the discount amount accordingly.

Note that this amount is the discounted percentage and not a flat rate.

If you have not yet added any volume discount for any product, the list will be empty.



Add a special price by clicking the **New** button.

## Add a Volume Discount Promotion

To add a volume discount to a product, click the **New** button located at the top right corner of the list.

The **Bind Volume Discount scroll-in** form will appear on the right side of the page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

### Bind volume discount ✕

---

**Product\***

Select product ▼

**Minimum quantity\***

Add Minimum Quantity

**Discount In (%)\***

Add Discount Percentage

Edit the following under this form:

- **Product\***: Click the field and a dropdown list with a search bar will appear.

A pre-populated list of products from your shop will also appear.

**Product\***

Select product ▲

Aadita Women Gold-Toned & Plated Temple Choker Jewellery Set

AKHILAM Women's Brasso Floral Printed Chanderi Saree with Unstitched Blouse Piece

Alienware laptop (Best in Gaming)

Analogue Watch with Stainless Steel Strap | Select Size : One Size

Apple iPhone 13 Pro Max | Select Color : Alpine Green | Storage : 1 TB

Apple iPhone 7 (Gold, 32 GB) | Storage : 32GB | Select Color : Gold

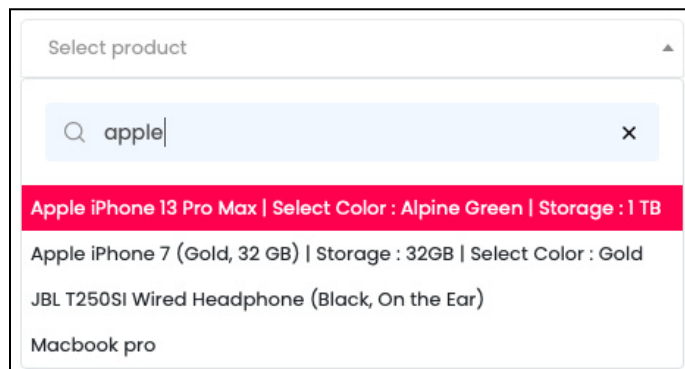
Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

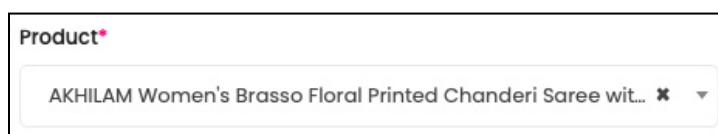
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



You can select only one product.



If you selected the wrong product by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the product name.

- **Minimum Quantity\***: Enter the minimum quantity that must be purchased to get the offer.
- **Discount in (%)\***: Enter the total discount offered in percentage (%).

For instance, if you enter 10, it will be considered 10%.

You do not have to add the percentage sign after the value. It is understood.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

With this, the volume discount promotion details will be added to the list.

## Manage the Volume Discount List

The volume discount promotions that you add will all 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.

**Seller products volume discount** + New

Home > Volume Discount

x
Search

🗑️ Delete

	Name	Minimum Purchase Quantity	Discount (%)	
<input type="checkbox"/>	<b>Alienware laptop (Best in Gaming)</b> <small>Dell Alienware</small>	10	24.00	🗑️
<input type="checkbox"/>	<b>Apple iPhone 12</b> <small>Apple iPhone 12 Storage: 128 GB   Select Color: Black</small>	5	20.00	🗑️
<input type="checkbox"/>	<b>Apple iPhone 12</b> <small>Apple iPhone 12</small>	2	5.00	🗑️

The following action can be taken on this page:

- Checkbox:** Click the checkbox  to select  a volume discount promotion from the list. You can select one or more options together to perform actions on them.

x
Search

🗑️ Delete

	Name	Minimum Purchase Quantity	Discount (%)	
<input checked="" type="checkbox"/>	<b>Alienware laptop (Best in Gaming)</b> <small>Dell Alienware</small>	10	24.00	🗑️
<input type="checkbox"/>	<b>Apple iPhone 12</b> <small>Apple iPhone 12 Storage: 128 GB   Select Color: Black</small>	5	20.00	🗑️
<input type="checkbox"/>	<b>Apple iPhone 12</b> <small>Apple iPhone 12</small>	2	5.00	🗑️

When the checkbox is selected, the **delete button** becomes active at the top right corner of the list. Click this button to delete the selected options.

## Action Button

There is one action icon beside each volume discount option - **Delete icon**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

Click this icon to delete the product's volume discount details from the system.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.

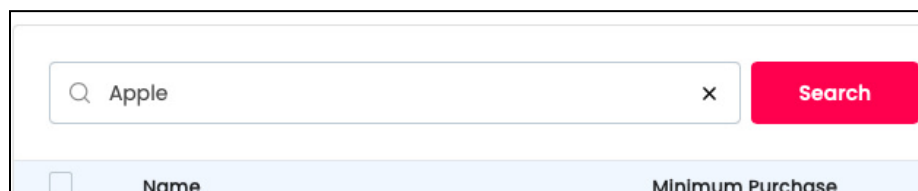


## Search for a Product's Volume Discount Details

Yo!Kart offers the flexibility to search for a product's volume discount promotion details by using the search functionality present at the top of the list.



Type in the product name you are looking for and click search to get the results.



Clear the field by clicking the **cross icon** **×** at the end of the search bar and the list will be restored.

## 8.3 Buy Together Products

Buy Together Products are also commonly known as Add-On products.

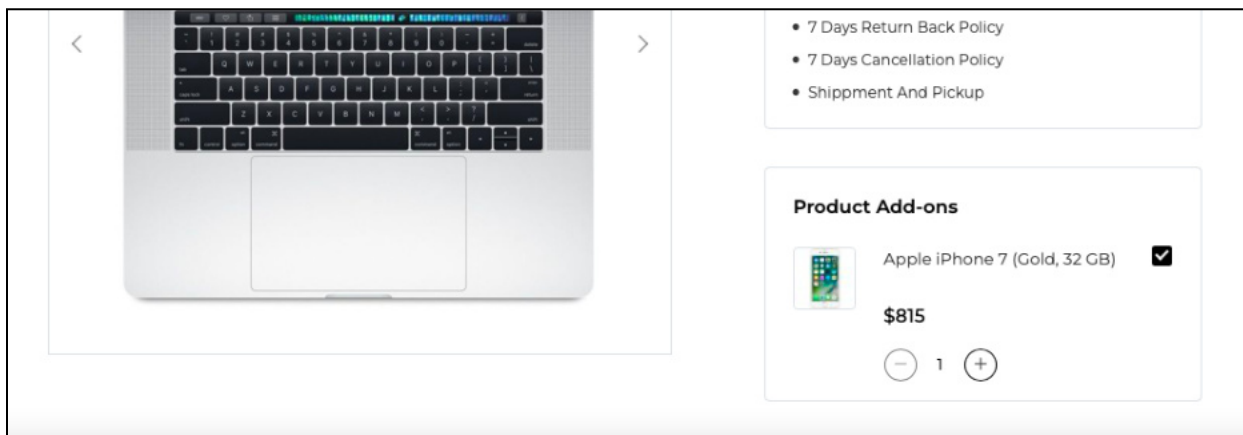
These are the products that complement each other and can be suggested to buyers when they wish to buy any one of such products.

The placements of **Buy Together Products** are under the header **Product Add-Ons** displayed on the **product detail page**.

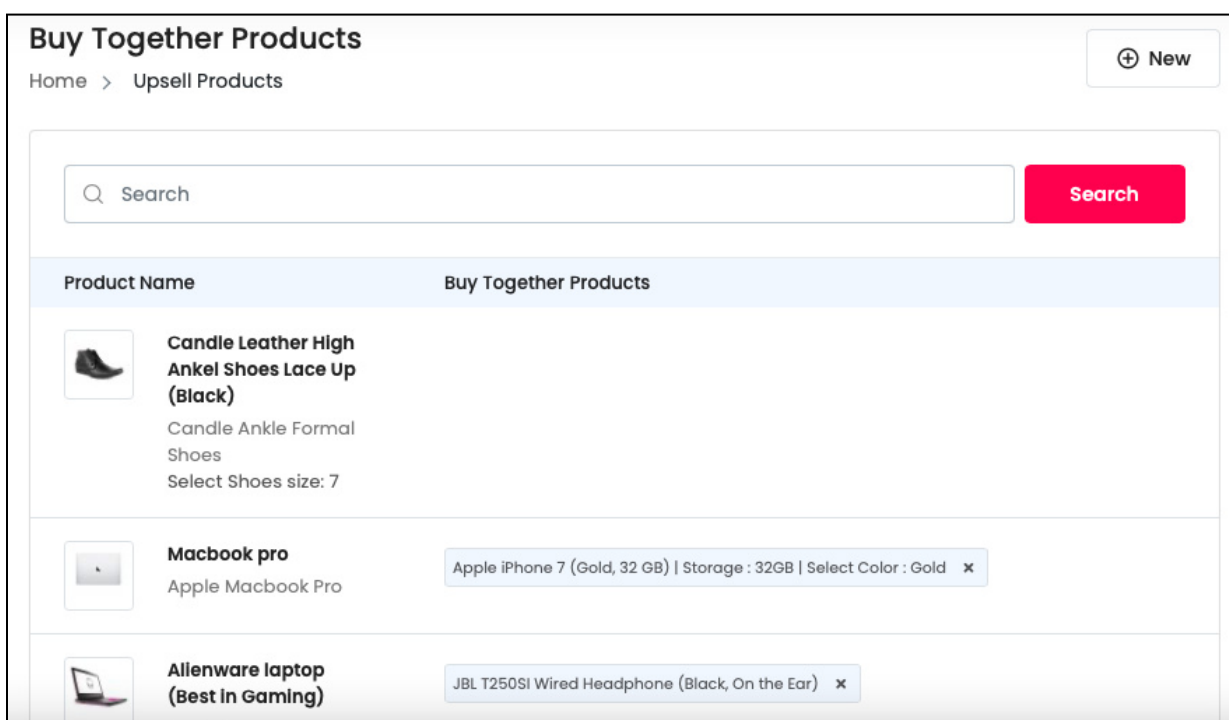
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.



When you click this submodule, you will be directed to a list of all buy together product options that you have created over the time.



The list displays the name of the product with its image, and the names of those products that will be displayed as buy together products on the front end.

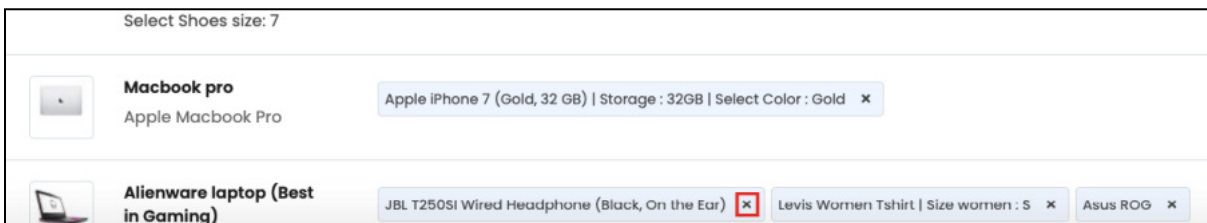
**!** You can directly remove additional products under the buy products together column for a product in the list by clicking the **cross icon** **×** beside the product name.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

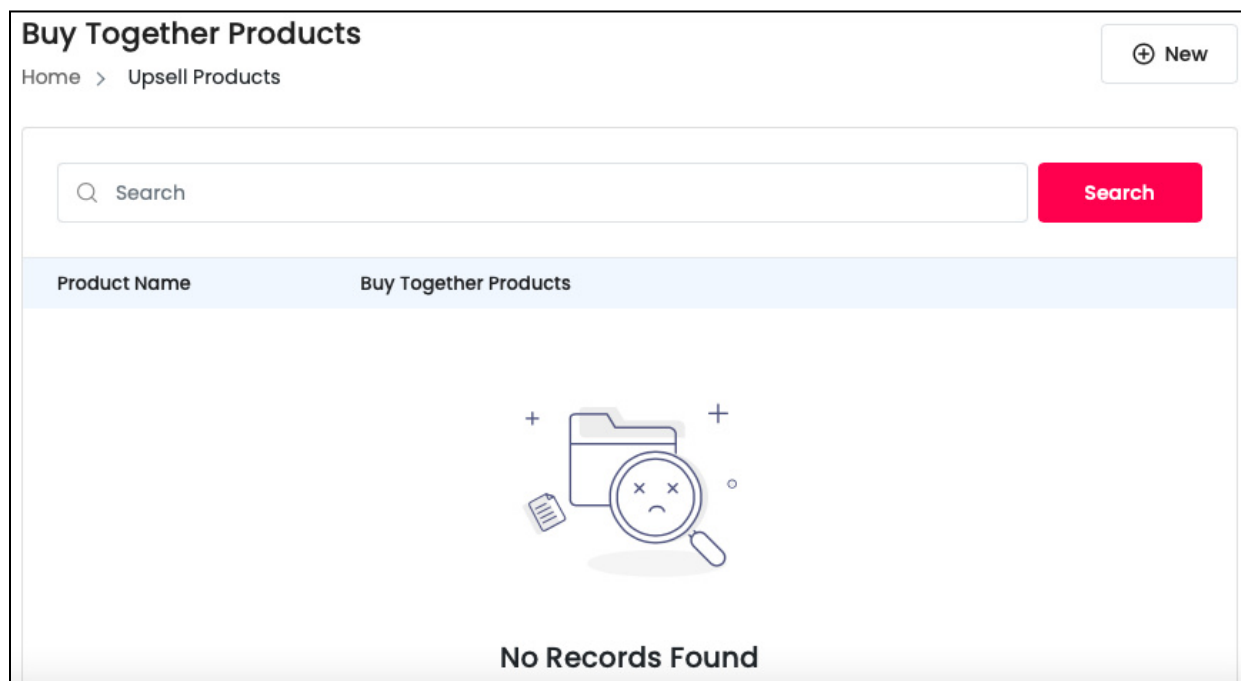
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.





If you have not yet added any buy together product details, the list will be empty.



To add a new entry of buy together products, click the **New** button at the top right-side corner of the page.

## Add a Buy Together Product Promotion

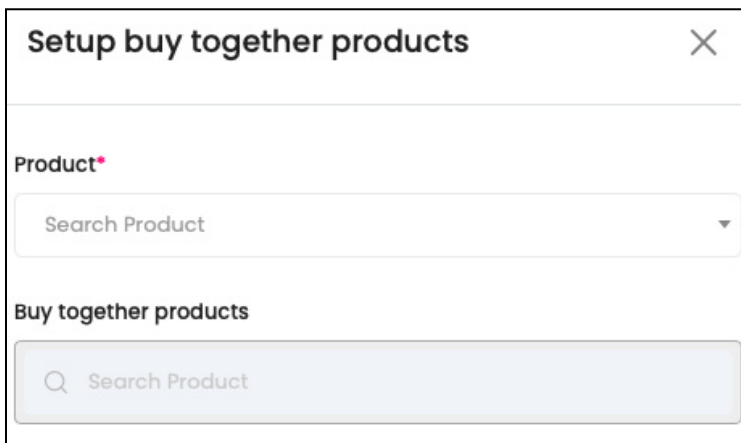
To add **Buy Together Products**, click the **New** button located at the top right corner.

This will open the **Setup Buy Together Products scroll-in** form on the right side of the page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

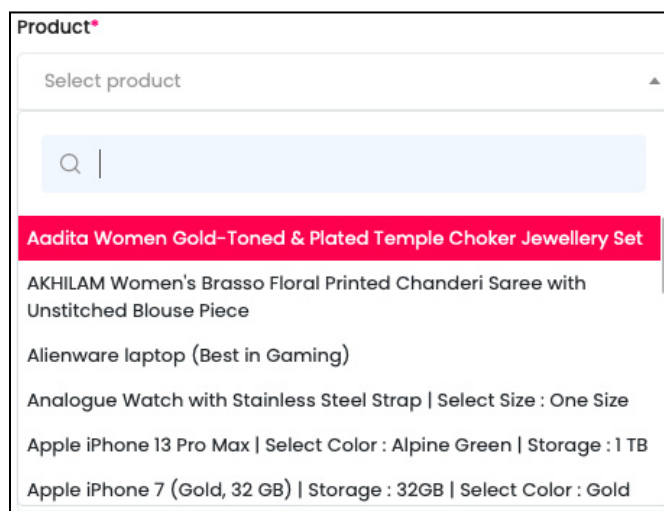
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



Edit the following under this form:

- **Product\*:** Click the field and a dropdown list with a search bar will appear. A pre-populated list of products from your shop will also appear.



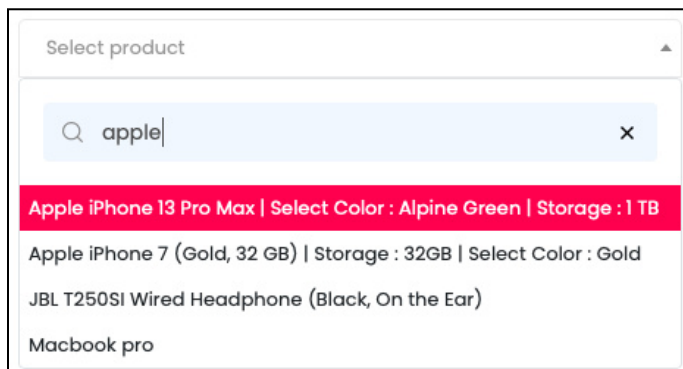
Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

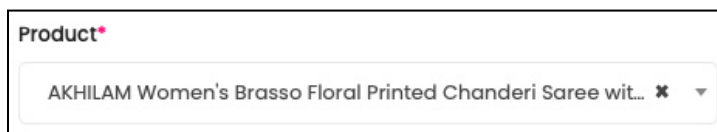
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



You can select only one product.

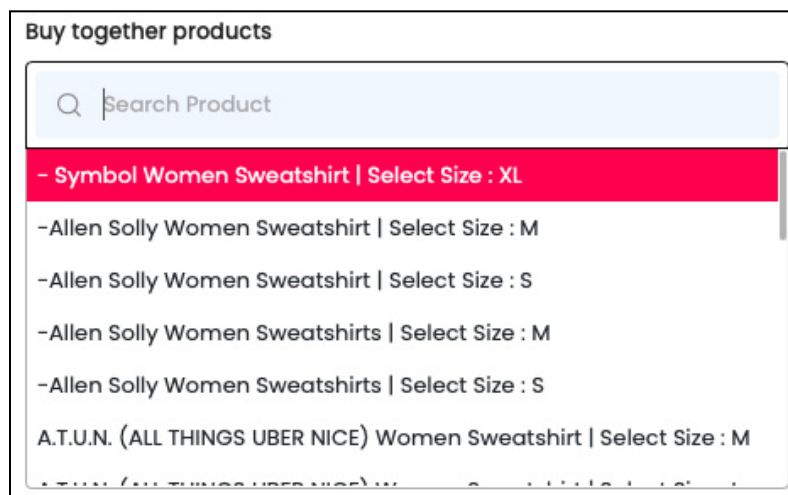


If you selected the wrong product by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the product name.

**!** The **next field is not accessible if you have not yet selected a product in the above field**. Once you have selected the product, the field becomes accessible.

- **Buy Together Products:** Click the field and a dropdown list with a search bar will appear.

A pre-populated list of products from your shop will also appear.



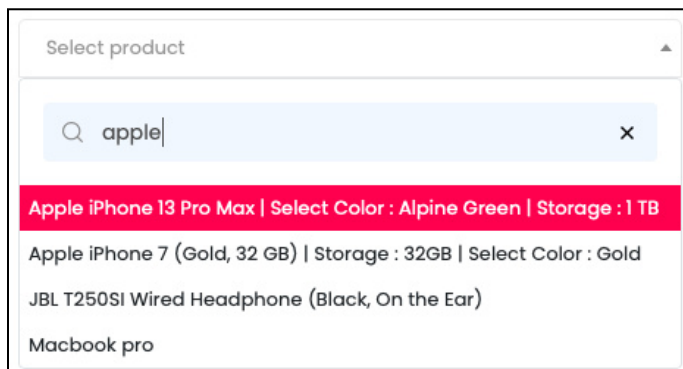
Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

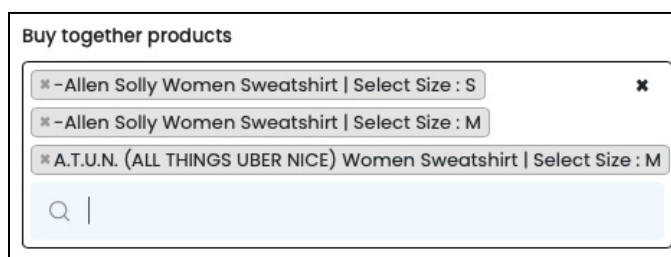
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



Select as many products as you want. Although, it is advised to select a maximum of 3 products to not overwhelm the buyer.



All the products you select will be listed in the field. If you selected a wrong product by mistake, you will have to clear the complete field by clicking the **Cross Icon** ✕ at the top right corner of the field. And once the field is clear, you will have to start the process again.

Product selection(s) that you make here will be seen under the **Product Add-Ons** on product detail page.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

With this, the buy together product details will be added to the list.

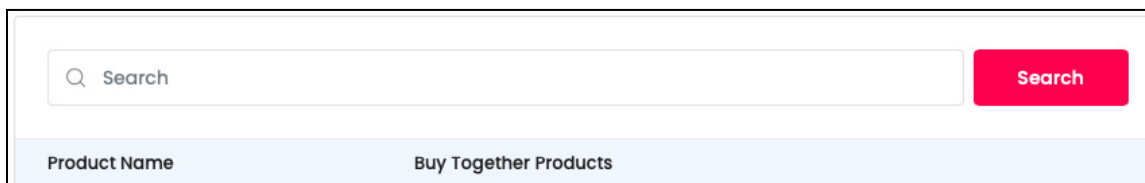
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

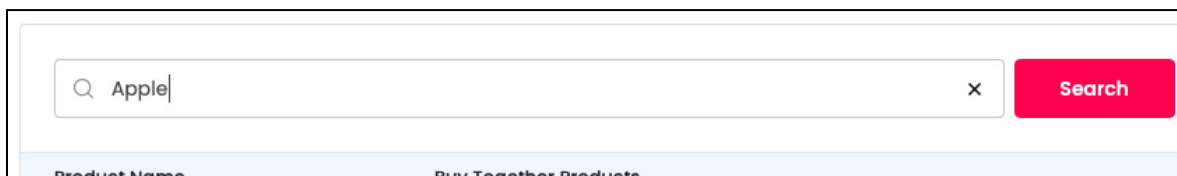
## Search for a Buy Together Products Promotion

Yo!Kart offers the flexibility to search for a buy together products promotion details by using the search functionality present at the top of the list.



The screenshot shows a search bar with a magnifying glass icon and the text "Search" inside. To the right of the search bar is a red button with the text "Search". Below the search bar is a light blue header bar with the text "Product Name" on the left and "Buy Together Products" in the center.

Type in the main product name or even the buy together product's name you are looking for and click **Search** to get the results.



The screenshot shows the search bar with the text "Apple" entered. A small "x" icon is visible at the end of the search bar. To the right of the search bar is a red button with the text "Search". Below the search bar is a light blue header bar with the text "Product Name" on the left and "Buy Together Products" in the center.

Clear the field by clicking the **cross icon** **×** at the end of the search bar and the list will be restored.

### 8.4 Similar Products

This section allows you to add and manage promotions of **Similar Products**.


These products are displayed under the **Similar Products** header on the front end on the product detail 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.

## Similar Products



Laptops & Accessories  
**Alienware laptop (Best in Gaming)**



Laptops & Accessories  
**HP Omen**  
**\$1,800**

By default, only two products will be displayed on the front end, at random. This is regardless of the number of similar products you link with a product here on the back end.

The system picks up two random options from the list you have added and displays it on the front end.

### Similar Products

Home > Related Products + New

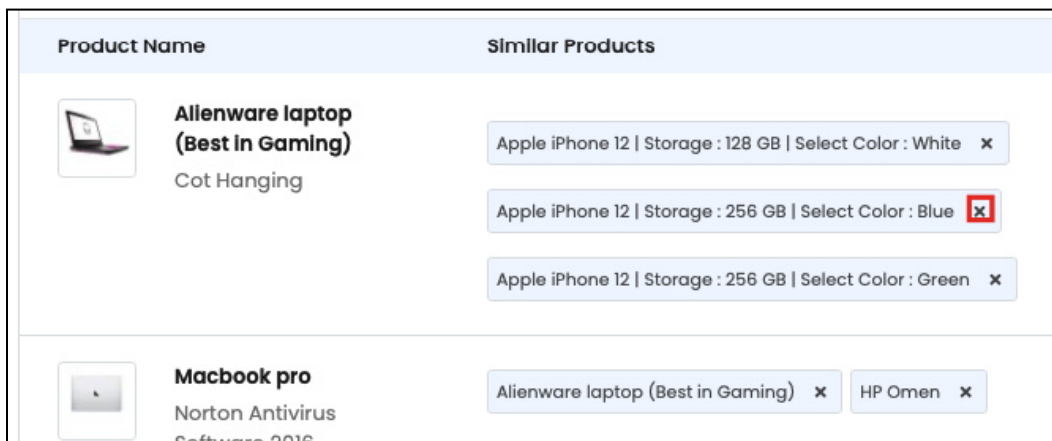
Search

Product Name	Similar Products
<div style="display: flex; align-items: center;"> <div> <p><b>Alienware laptop (Best in Gaming)</b></p> <p>Cot Hanging</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Apple iPhone 12   Storage : 128 GB   Select Color : White</span> <span style="font-size: 12px;">x</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Apple iPhone 12   Storage : 256 GB   Select Color : Blue</span> <span style="font-size: 12px;">x</span> </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Apple iPhone 12   Storage : 256 GB   Select Color : Green</span> <span style="font-size: 12px;">x</span> </div>
<div style="display: flex; align-items: center;"> <div> <p><b>Macbook pro</b></p> <p>Norton Antivirus Software 2016</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Alienware laptop (Best in Gaming)</span> <span style="font-size: 12px;">x</span> </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>HP Omen</span> <span style="font-size: 12px;">x</span> </div>

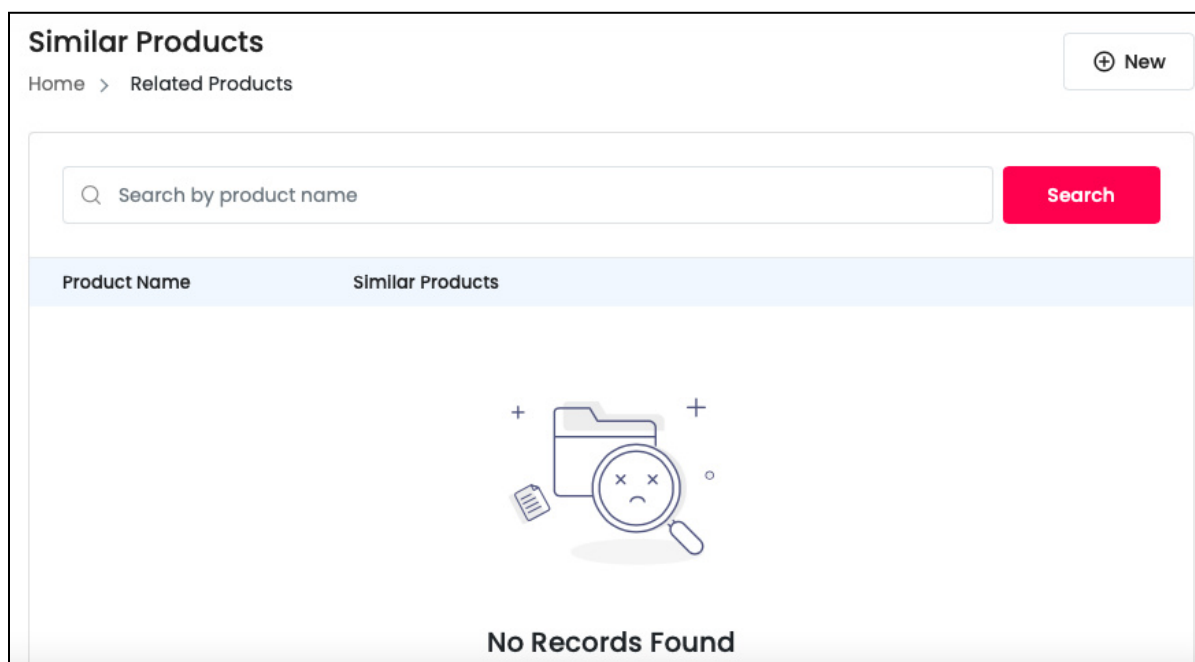
The list displays the name of the main product and the names of the similar products in a list beside it.

**DISCLAIMER** The color theme and labels might differ in the screenshots as compared to on the platform. An **asterisk** next to a label indicates that the information is mandatory. The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

You can directly remove additional products under the buy products together column for a product in the list by clicking the **cross icon** ✕ beside the product name.



If you have not yet added any similar product details, the list will be empty.



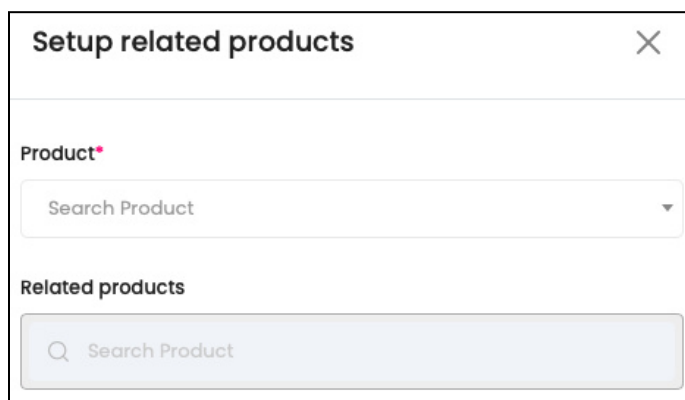
To add a similar product promotion, click the **New** button at the top right corner of the page.

## Add a Similar Product Promotion

To add a **Similar Product** promotion, click the **New** button located at the top right corner.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

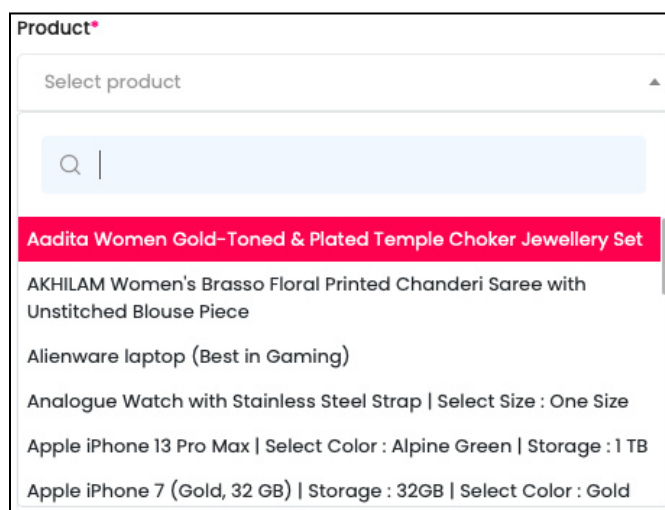
This will open the **Setup Related Products scroll-in** form on the right side of the page.



Edit the following details under this form:

- **Product\*:** Click the field and a dropdown list with a search bar will appear.

A pre-populated list of products from your shop will also appear.



Use the search bar to search for the product from the list.

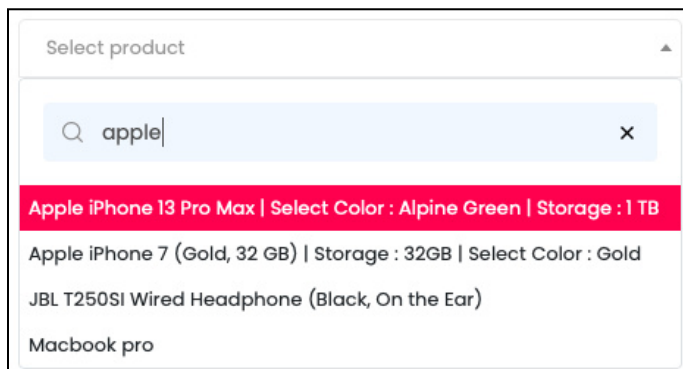
As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

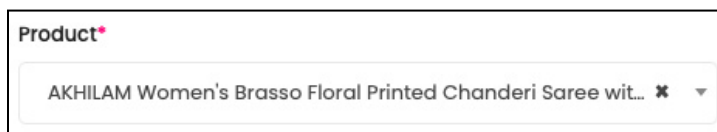
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.





You can select only one product.

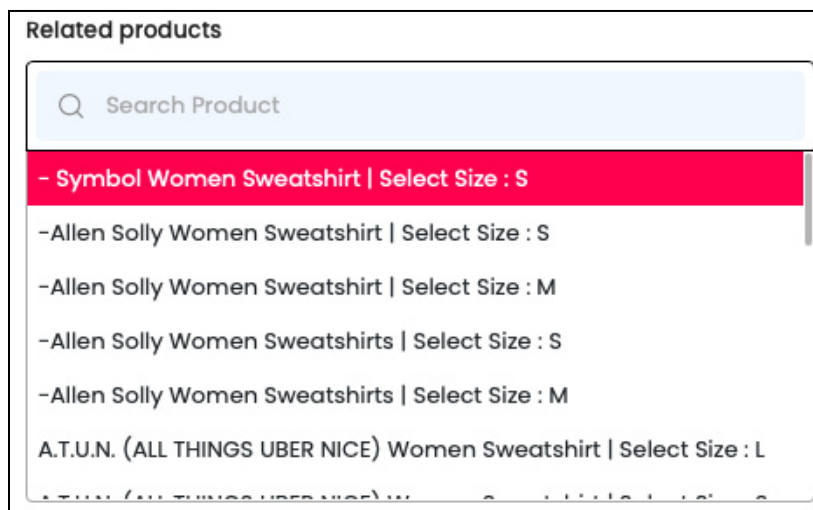


If you selected the wrong product by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the product name.

**!** The **next field is not accessible if you have not yet selected a product in the above field**. Once you have selected the product, the field becomes accessible.

- **Related Products:** Click the field and a dropdown list with a search bar will appear.

A pre-populated list of products from your shop will also appear.



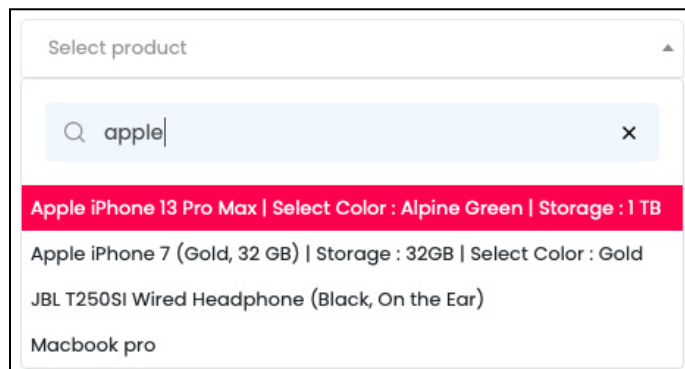
Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.

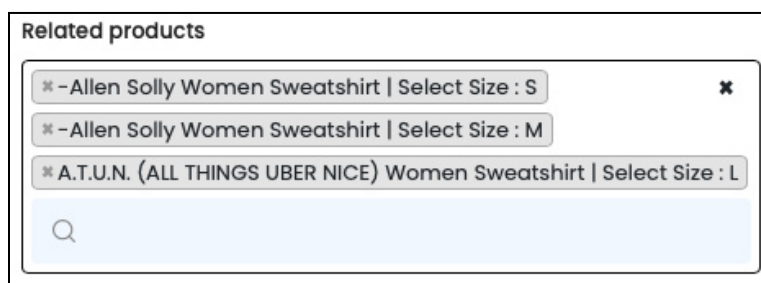
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



Select as many products as you want. Although, it is advised to select a maximum of 2 products to not overwhelm the buyer.



All the products you select will be listed in the field. If you selected a wrong product by mistake, you will have to clear the complete field by clicking the **Cross Icon** ✕ at the top right corner of the field. And once the field is clear, you will have to start the process again.

Product selection(s) that you make here will be seen under the **Similar Products** on the product detail page.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

With this, the similar product details will be added to the list.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

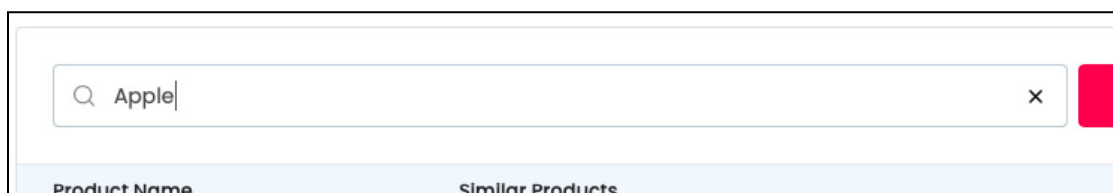
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

## Search for a Similar Products Promotion

Yo!Kart offers the flexibility to search for a similar products promotion details by using the search functionality present at the top of the list.



Type in the main product name or even the similar product's name you are looking for and click **Search** to get the results.



Clear the field by clicking the **cross icon** **x** at the end of the search bar and the list will be restored.

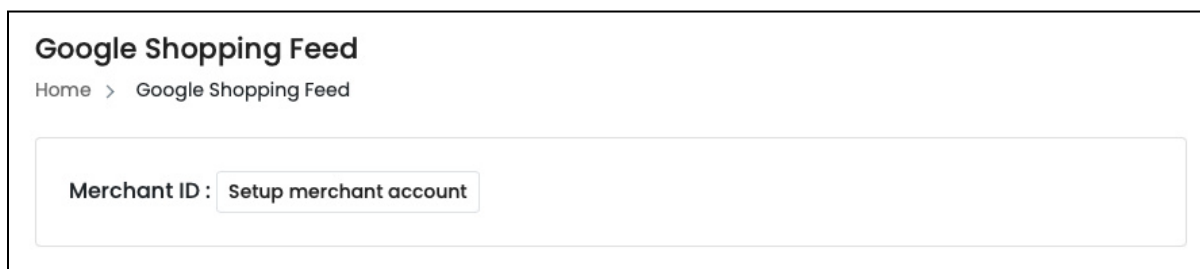
## 8.5 Google Shopping Feed

This feature allows you to upload your product data in Google Merchant Center directly from your store in a single click.

A **feed is a file that contains a list of products you want to advertise through a Merchant Center.**

**!** This module is **only visible** when the admin has activated **Advertisement Feed Plugins.**

When you click this submodule, you will be directed to the page where you are asked to first create a Google Merchant account.



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There is just one information on this page - **Merchant ID**. This comes with a **Setup merchant account** button.

## Setup Merchant Account

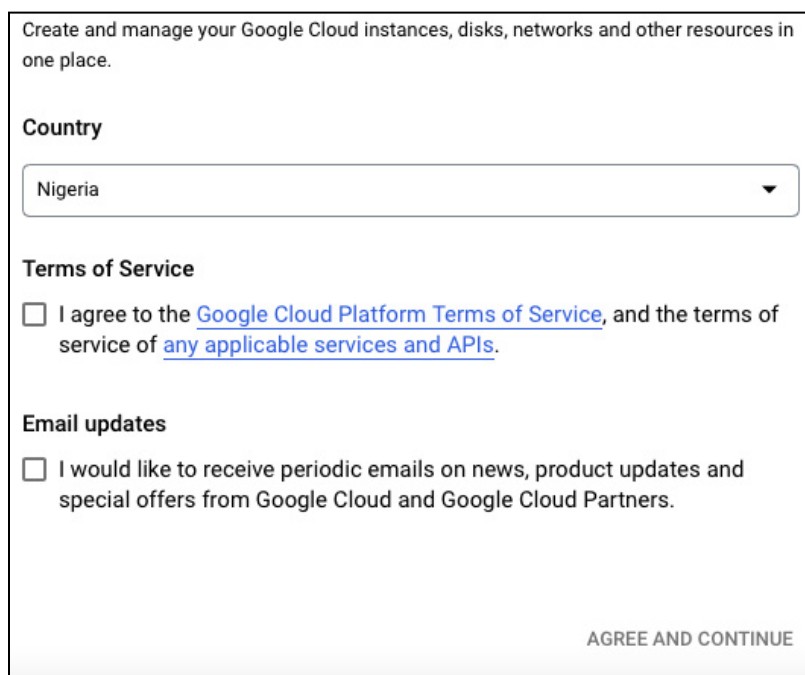
Before you can setup your **Google merchant account**, you need to have a Gmail account.

If you don't have one, go to <https://mail.google.com/> and create a new gmail account before you begin.

Steps to follow:

**Step 1:** Go to <https://console.cloud.google.com/>. Log into your gmail account and you will reach the homepage.

If you are new, you will be asked to accept some terms and conditions. Accept all and move ahead.



Create and manage your Google Cloud instances, disks, networks and other resources in one place.

**Country**

Nigeria

**Terms of Service**

I agree to the [Google Cloud Platform Terms of Service](#), and the terms of service of [any applicable services and APIs](#).

**Email updates**

I would like to receive periodic emails on news, product updates and special offers from Google Cloud and Google Cloud Partners.

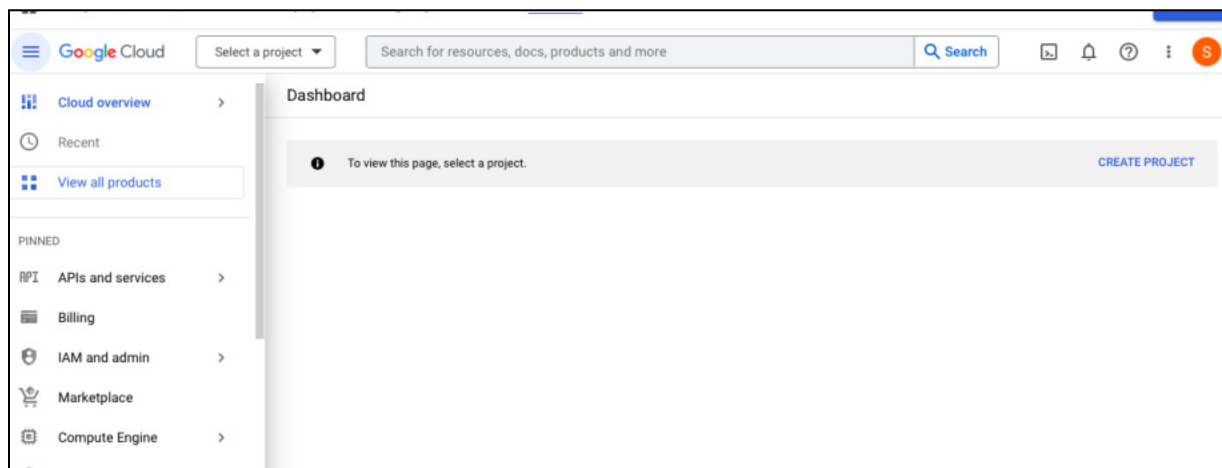
AGREE AND CONTINUE

**Step 2:** Click Create project from the right hand side of the page.

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**Step 3:** This will direct you to the next page.

### New Project

⚠ You have 12 projects remaining in your quota. Request an increase or delete projects. [Learn more](#)

[MANAGE QUOTAS](#)

**Project name \***  ?

Project ID: engaged-arcanum-372422. It cannot be changed later. [EDIT](#)

**Location \***  [BROWSE](#)

Parent organisation or folder

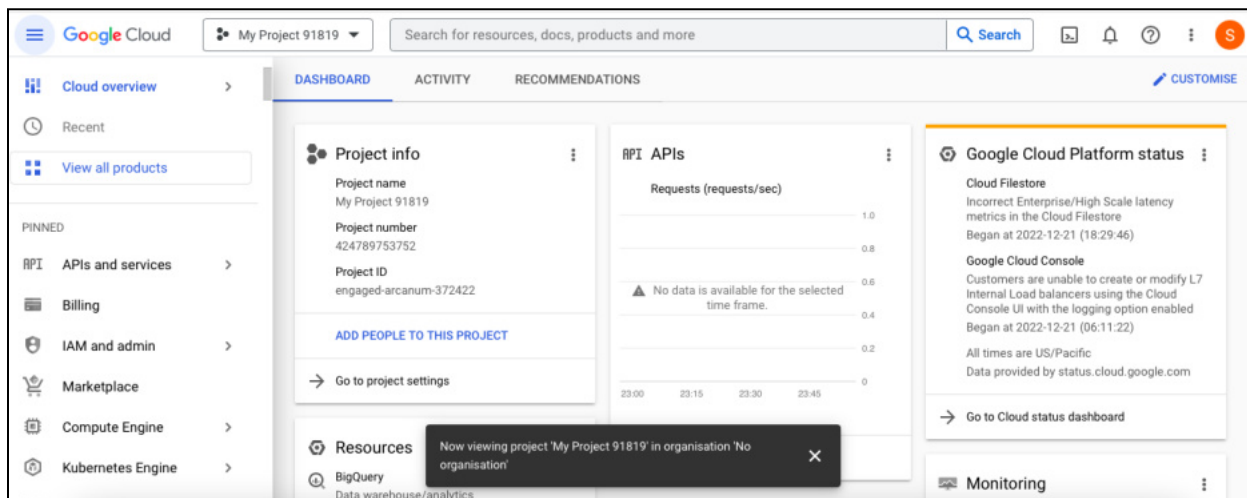
CREATE
CANCEL

Enter the project name and select the organization (advised to leave the organization as it is). If you are a free trial user or a newly registered user, the organization option might not be displayed.

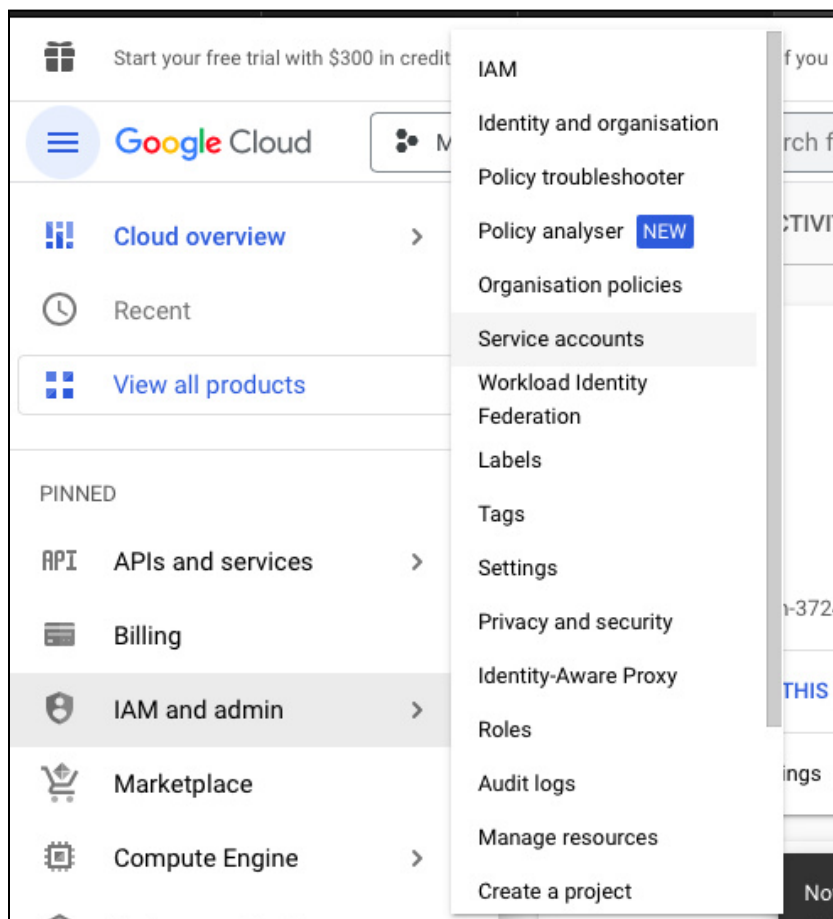
Once done, click **Create**.

With this, the project will be created. And you will be directed to the Project dashboard 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.



**Step 4:** From the left side navigation, go to **IAM & Admin** and from the mini menu that appears, click **Service Accounts**.

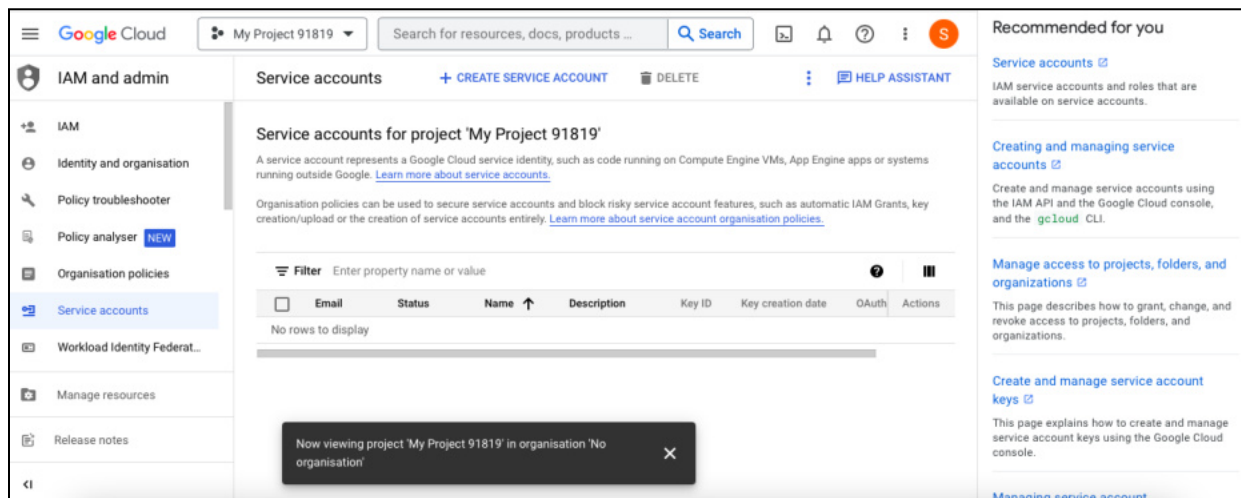


**Step 5:** This will direct you to the Service Accounts page.

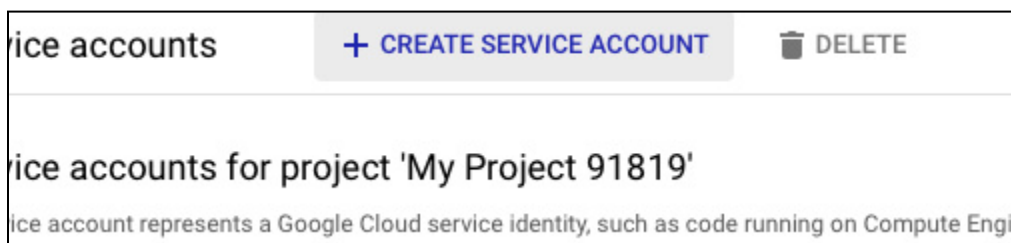
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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From here, click the **Create Service Account** blue plus icon to create a new service account.



This is a link located at the top-middle of the page.

**Step 6:** The **Create Service Account** page will appear where following information is prompted:

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- **Service Account Name:** Enter a display name for the service account being created.
- **Service account ID:** This input field will be created by the system. However, sellers can make changes if necessary.
- **Service Account Description:** Enter a brief description of what this service account will do.

Once the information is added, click the **Create** button to proceed to the next step.

**Step 7:** This will direct you to the next step - **Service Account Permissions**. Here, select the permissions as per requirement from **Select a role** list.

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**2 Grant this service account access to the project (optional)**

Grant this service account access to My Project 91819 so that it has permission to complete specific actions on the resources in your project. [Learn more](#)

Select a role

IAM condition (optional) ?

[+ ADD IAM CONDITION](#)

[+ ADD ANOTHER ROLE](#)

[CONTINUE](#)

You can add as many roles as you want. Once done, click **Continue** to proceed to the next step.

Step 8: This will direct you to the last step where you can assign **Service Account Users Role** and **Service Account Admins Role** and click **Done** to complete creating the new service account.

**3 Grant users access to this service account (optional)**

Grant access to users or groups that need to perform actions as this service account. [Learn more](#)

Service account users role ?

Grant users the permissions to deploy jobs and VMs with this service account

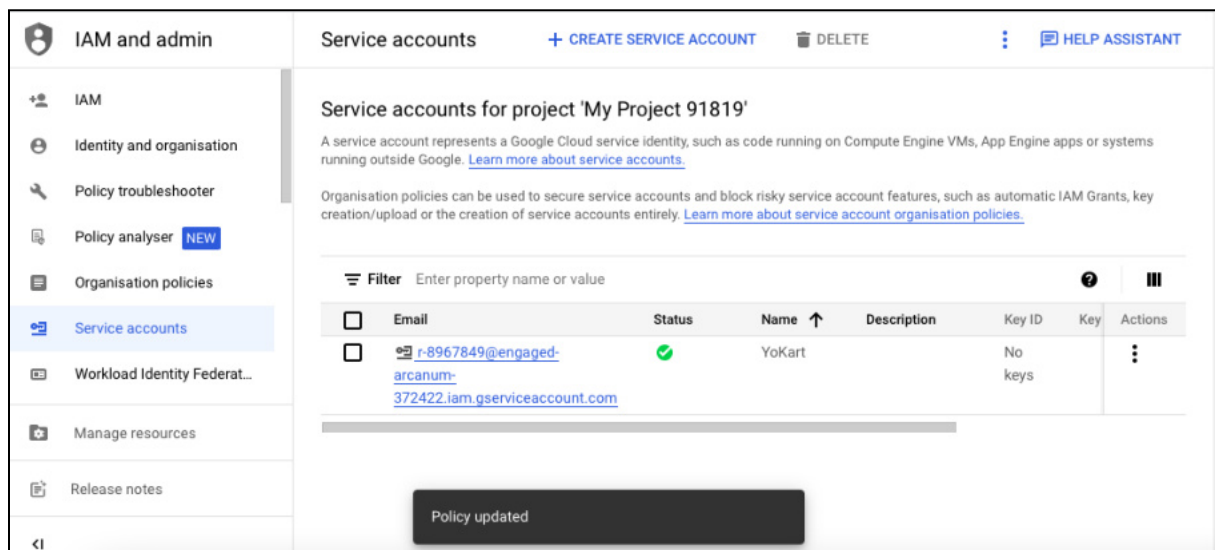
Service account admins role ?


Grant users the permission to administer this service account

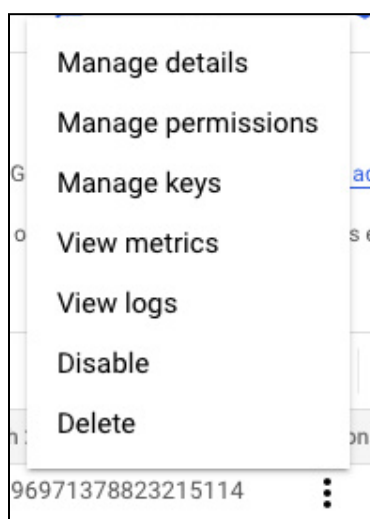
[DONE](#) [CANCEL](#) Policy updated

**Step 9:** Once done, you will be taken back to the **Service Accounts** page where you will see the newly created service account.

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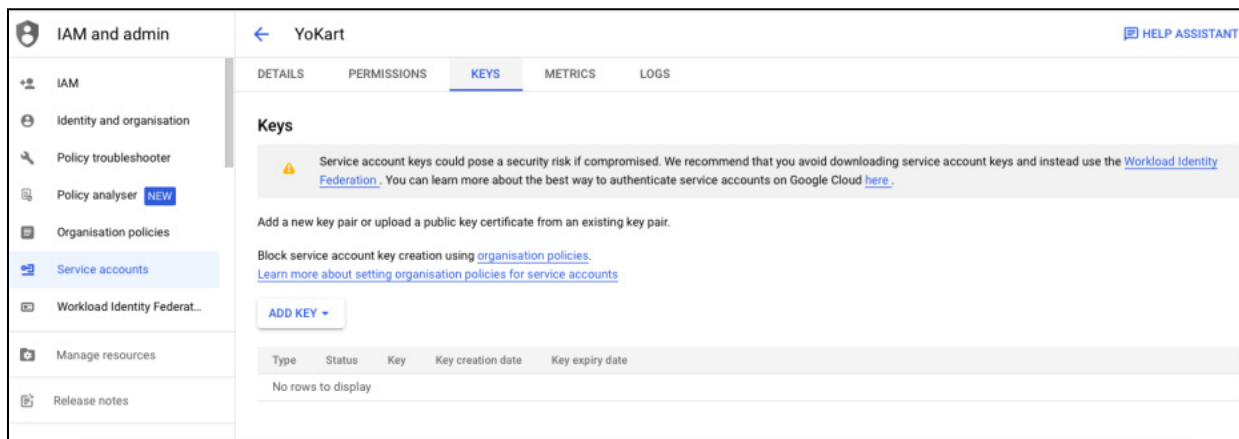


**Step 10:** Click the **vertical ellipsis**  under the **Actions** header, and a set of options will appear.

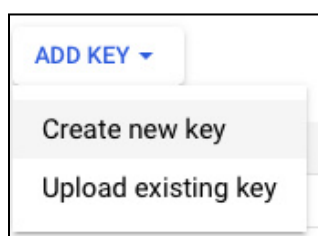


**Step 11:** To create a new key, click Manage Keys. This will direct you to the next page where you can Add Keys.

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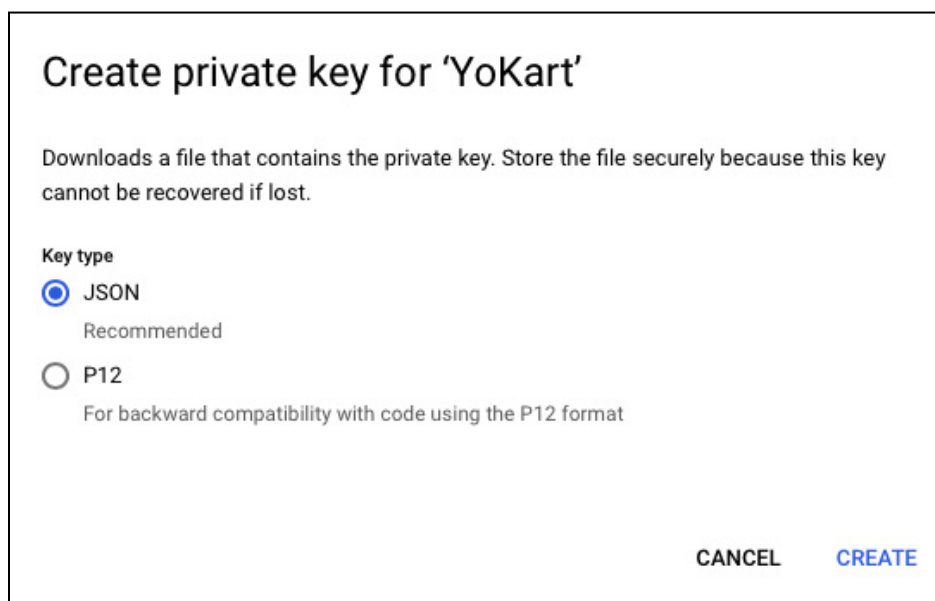


From here, click **Add Key**.



A tiny list will appear. Select Create New Key from this dropdown list.

**Step 12:** Once you click this, a pop-up form - **Create Private Key** will appear where JSON and P12 key types are prompted.



Select the **JSON** by selecting the radio button provided and click the **Create** button.

With this, a download will be made into your system.

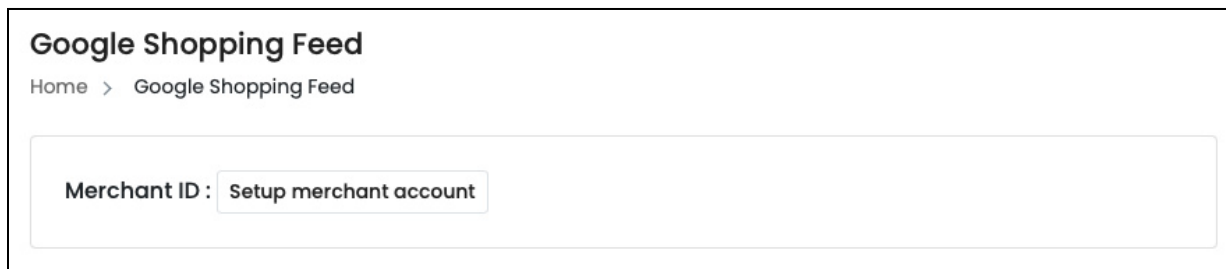
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

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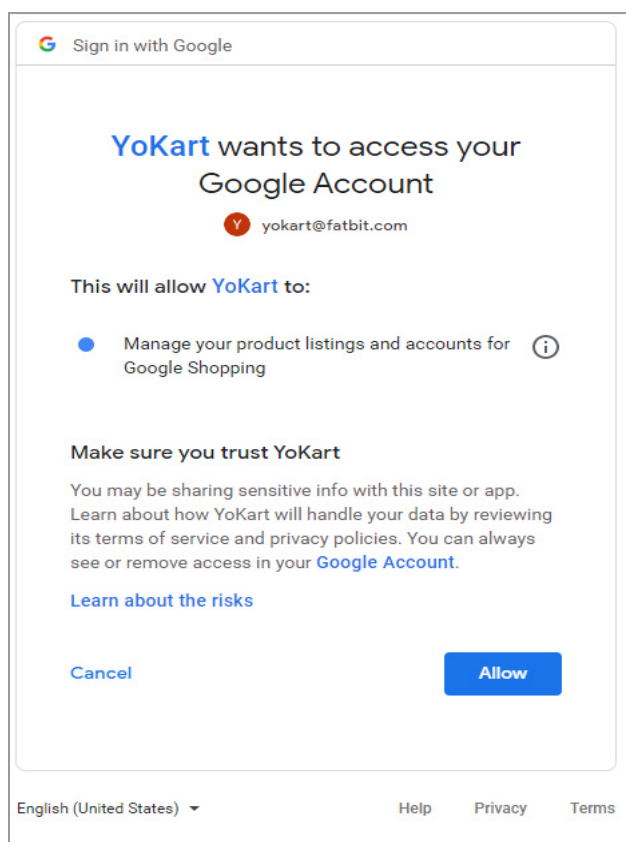
Check your downloads folder and locate the file containing the key.

**Step 13:** From here, go back to the seller dashboard, and open the **Google Shopping Feed** submodule.



From here, click the **Setup Merchant Account** button.

On the next screen, you will be notified to seek permission to open this using Google account as **Sign in with Google**. Click the **Allow** button to grant permission.

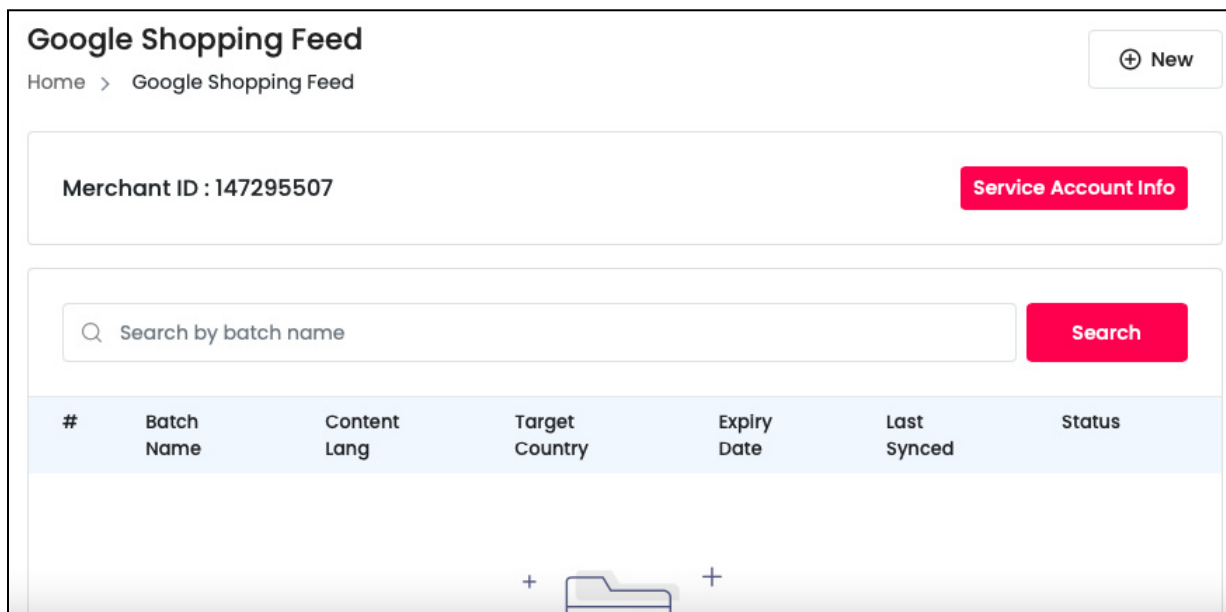


**Step 14:** Once you do that, go back to the Seller Dashboard and open the Google Shopping Feed submodule again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

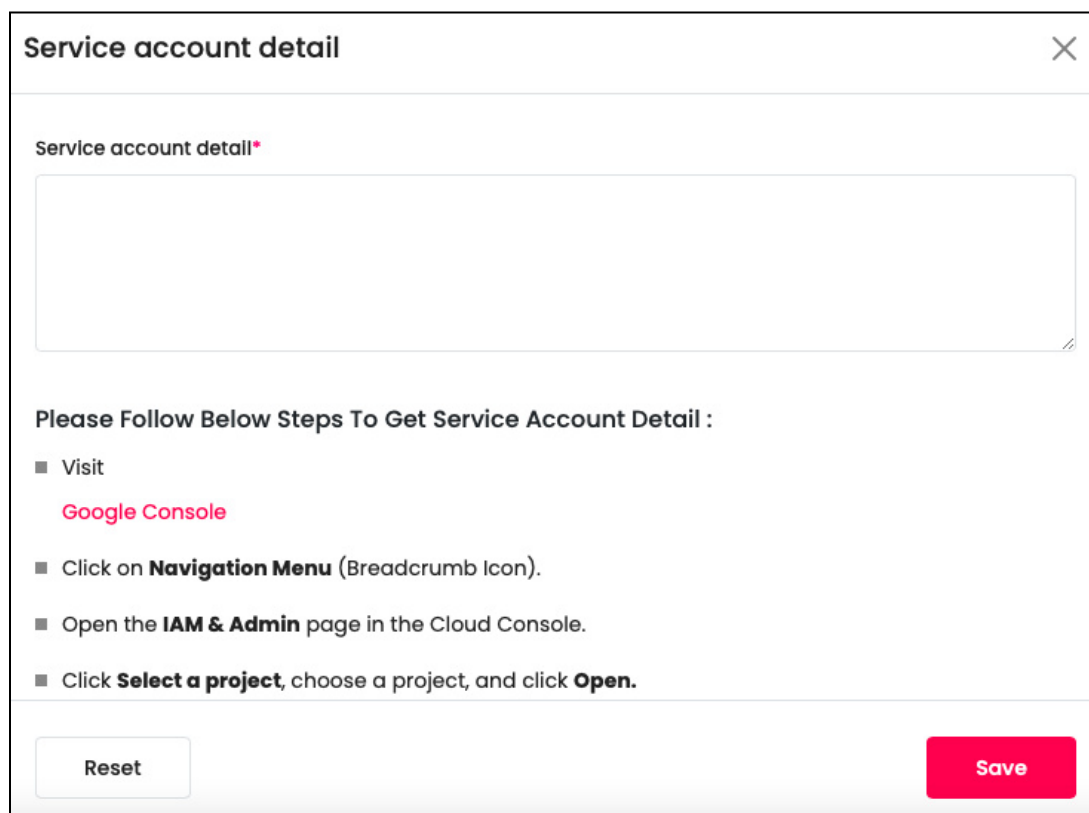
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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You will see the merchant ID added here and some additional functions added as well.

From here, click the **Service Account Info** button provided on this page which will open a **Service Account Detail pop-up form**.



Copy the key from the downloaded file, and add it in the field shared here.

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Once you have added this, click the **Save** button.

### Google Feed

Merchant ID : 147200000
Service Account Info

#### Batch Setup

Batch Name\*

Language\*

Select
▼


Target Country\*

Select
▼

Expiry Date

Save

Clear

#	Batch Name	Content Lang	Target Country	Expiry Date	Last Synced	Status
 <p>Record Not Found</p>						

## Add a New Batch

**Step 15:** From here, you need to add a **Batch**. To do this, click the **New** button at the top right corner of the page.

With this, the **Batch Setup scroll-in** form will appear on the right side of the page.

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**Batch Setup**
✕

---

**Language\***

English
▼

**Batch name\***

Batch name

**Target country\***

Select
▼

**Expiry date**

Expiry date
📅

Edit the following details under this:

- **Language\***: Select the preferred language from the dropdown list
- **Batch Name\***: Enter name for the batch to be added.
- **Target Country\***: Select the target country from the dropdown list.
- **Expiry Date**: Use the calendar icon to select the validity of the batch. This is helpful in creating successful ads and free listing for your products.

As soon as you add the expiry date, the form will automatically close and the batch will be added to the list.

If it does not close, click **Save** to add the new batch to the list.

## Action Buttons

Each batch added will have four action icons beside it.

All these icons have been explained below in details:

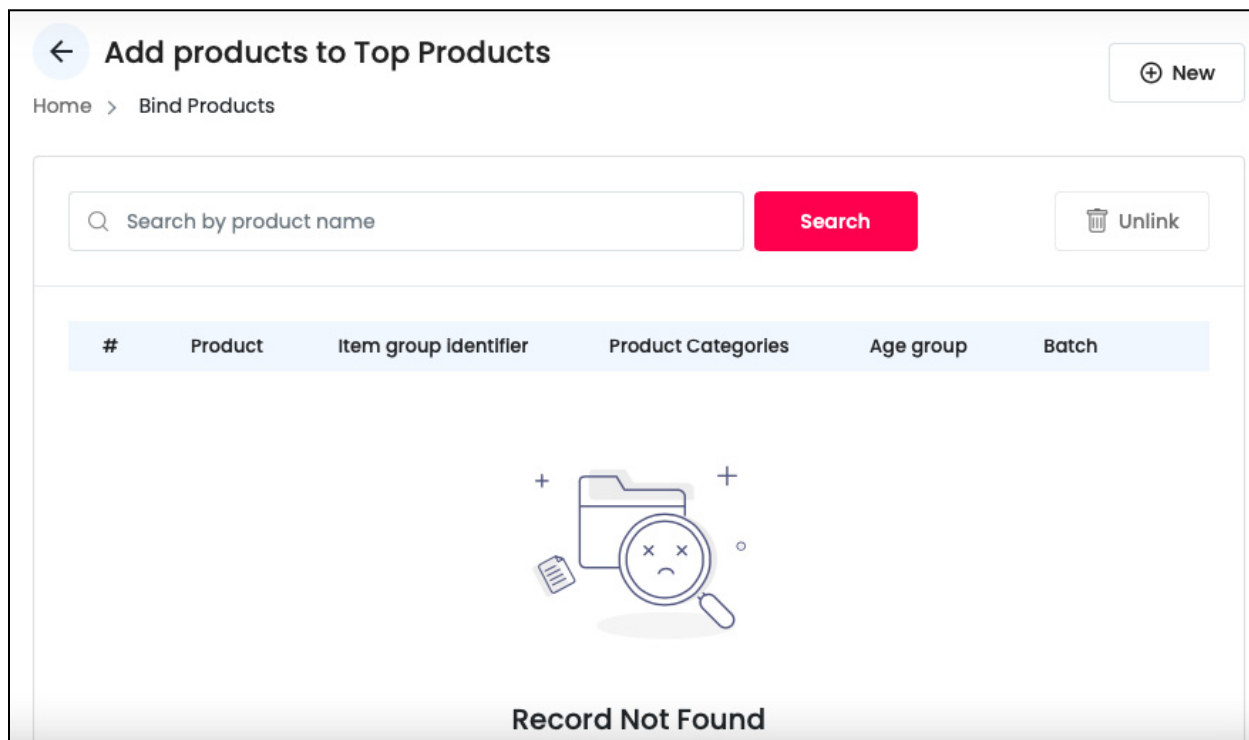
### i. Bind Products icon

Click this icon to add products to the batch. This will direct you to the next page, where you can add products to the batch.

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Since the batch was just created, the list is empty.

### Add Products to Batch

To add a product to the batch, click the **New** button at the top right corner of the page.

With this, the **Bind Product scroll-in** form will appear.

**Bind product**
✕

---

**Product\***

Search product
▼

**Google product category\***

Search google product category
▼

**Age group\***

Select
▼

Enter the following details in this form:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

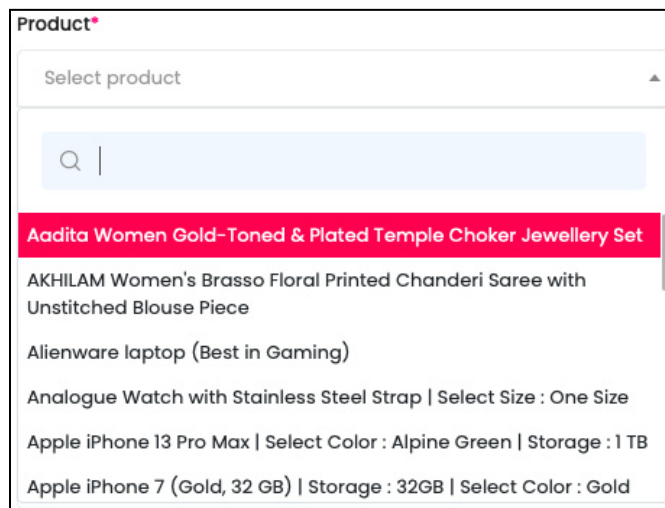
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



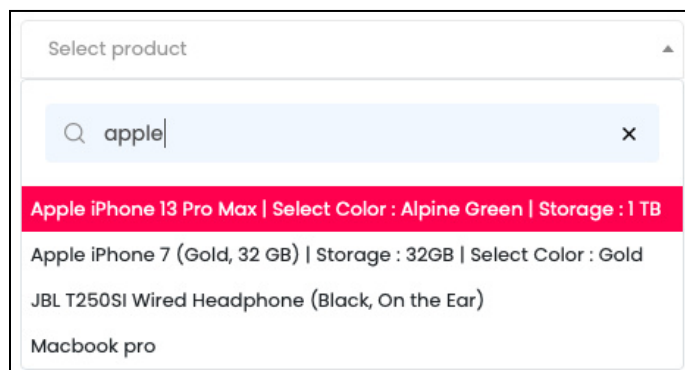
- **Product\***: Click the field and a dropdown list with a search bar will appear.

A pre-populated list of products from your shop will also appear.

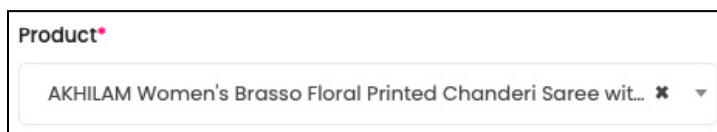


Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.



You can select only one product.



If you selected the wrong product by mistake, you can clear the field by clicking the **Cross Icon** ✕ beside the product name.

- **Google Product Category\***: Select the category under which the product is to be displayed during Google search results.

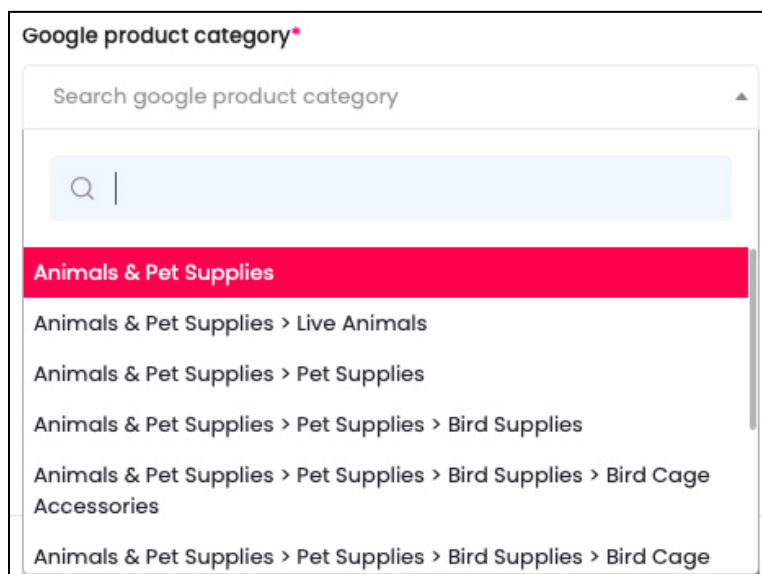
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

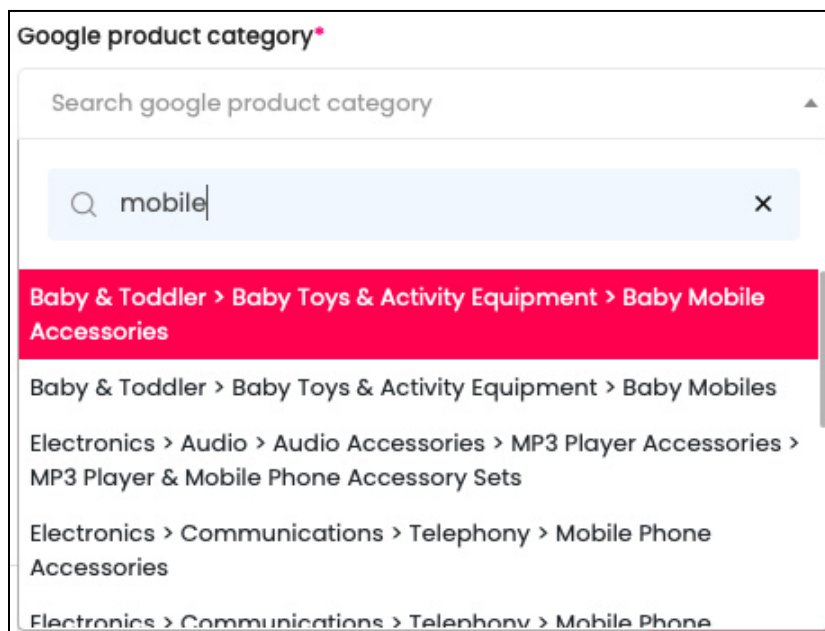
Click the field and a dropdown list with a search bar will appear.

A pre-populated list of product categories from Google Feed will appear.



Use the search bar to search for the category from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the category.

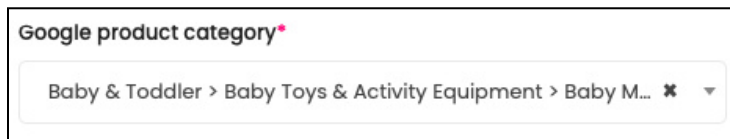


You can select only one category.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

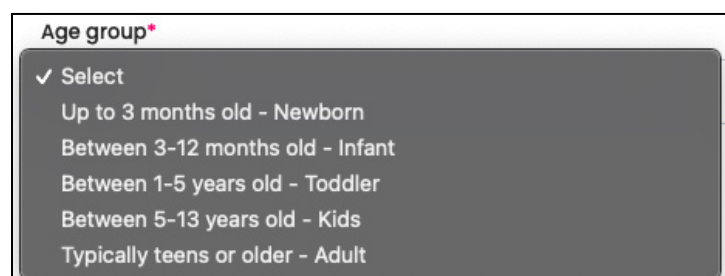
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



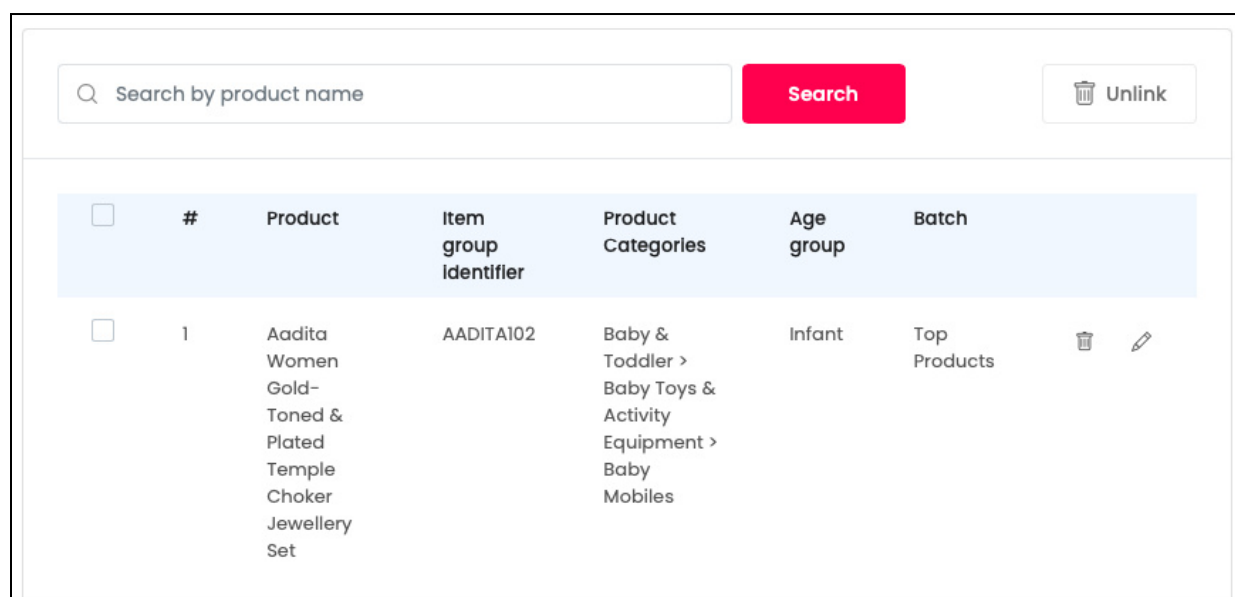
If you selected the wrong category by mistake, you can clear the field by clicking the **Cross Icon** ✖ beside the category name.

- **Age Group\***: Select the age group for which the product is accessible. Click the field and a dropdown list will appear.



Select the age.

Once everything has been finalized, click the **Save** button and the information is added into the listing.



All products you add under this batch will be listed here.

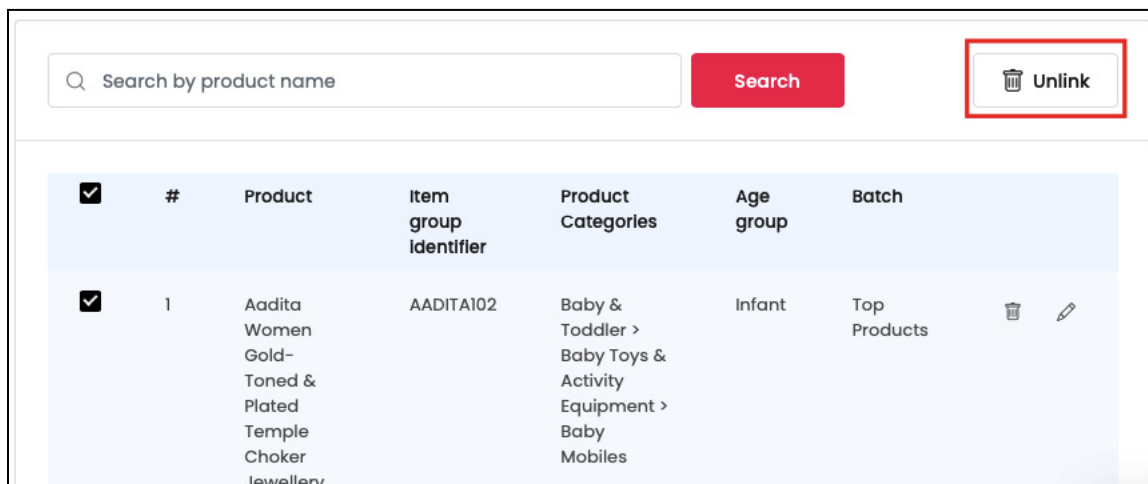
The following action can be taken on this page:

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An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

- Checkbox:** Click the checkbox  to select  a product from the list. You can select one or more products together to perform actions on them.



When the checkbox is selected, the **unlink button** becomes active at the top right corner of the list. Click this button to remove the selected product(s) from the batch.

When you do this, the product will be deleted from the list.

## Actions Buttons

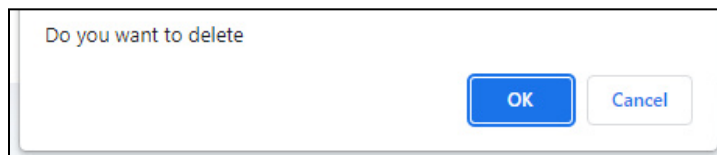
There are two action icons beside every product added in the batch. They have been explained below:

### a. Delete icon

Click this icon to unlink the product from the batch.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete the product from the list or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.



### b. edit icon

Click this icon to edit the listing.

The **Add Product scroll-in form** will appear on the right side of the page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

The fields are the same as those when binding a new product. Edit the fields accordingly.

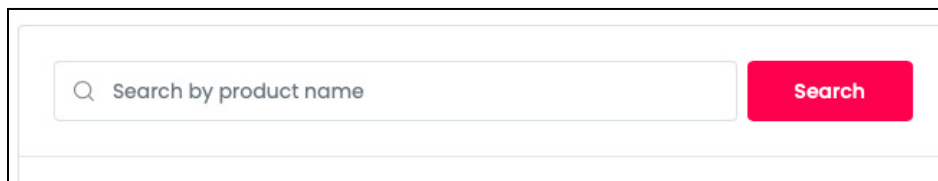
Once all the updates have been made, click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Then, click the **Cross icon** ✕ at the top right corner to close the form.

## Search for a Product

Yo!Kart offers the flexibility to search for a product linked to this batch by using the search functionality present at the top of the list.



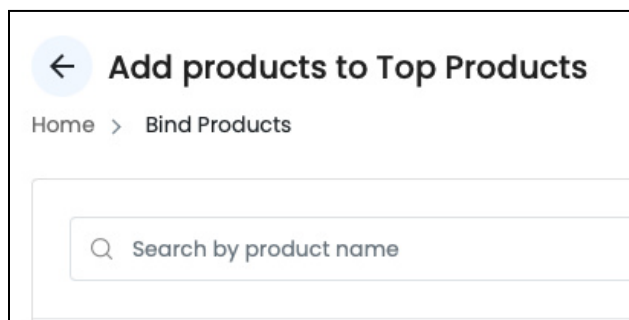
Type in the product name you are looking for and click **Search** to get the results.



Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

## Go Back to the Batch page

Click the **back icon** ← at the top of the page to go back to the batch page.







## ii. Publish icon

Click this icon beside a batch to publish it on Google.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

#	Batch Name	Content Lang	Target Country	Expiry Date	Last Synced	Status				
1	Top Products	English	India	N/A	In queue	Pending				

Before you publish the batch, the status of the batch will be **Pending**.

As soon as you click this icon, the status of the batch will change to **Published**.

 You **cannot publish a batch unless and until at least one product has been binded with it**. So, ensure that you have binding the necessary products before clicking this icon.

### iii. edit icon

Click this icon to edit the listing. The **Bind Product scroll-in form** will appear on the right side of the page.

The fields are the same as those when binding a new product. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Then, click the **Cross icon**  at the top right corner to close the form.

### iv. Delete icon

Click this icon to delete the batch from the system.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.

Do you want to delete

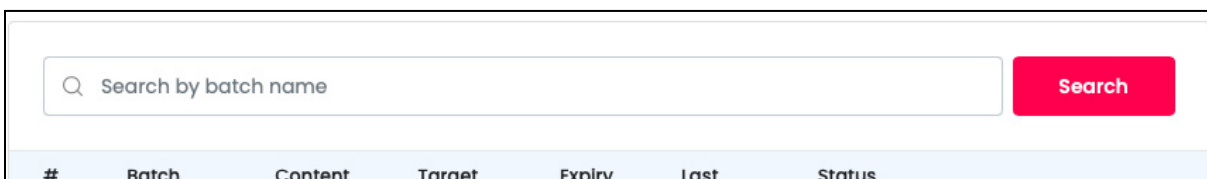
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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 for a Batch

Yo!Kart offers the flexibility to search for a batch by using the search functionality present at the top of the list.



Type in the batch name you are looking for and click **Search** to get the results.



Clear the field by clicking the **cross icon** **X** at the end of the search bar and the list will be restored.

## 8.6 Badges

Product badges are like virtual stickers added to products to call attention to special information about a product.

**Best Seller, Free Shipping, Top Rated** are some of the **examples of badges.**

They are also known as product labels and are used to highlight products in a store.

### Types of Badges:

There are two kinds of badges:

- **Manual:** Just as the name implies, these types of badges are created manually by the admin for the registered sellers.

By going through the listing, you can finalize and allocate them to your shop's products.

The selected and binded badge can be viewed on the **product detail page, seller product variants and seller shop(s).**



Not all of the badges viewed here are **Open** to use, some of them **require** permission. Contact your admin to grant approval for the selected badge you want to use.

There are two kinds of manual badges as well:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Approval Required (closed badge):** There are some badges that will need to be approved by the admin before they can be linked. To request for adding a badge to your shop or product, you will need to [request for a badge](#) under **Shop > Requests**.

When the admin approves the request, the badge will be added. If the admin denies it, the badge will not be added.

- **Approval Not Required (open badge):** These are manual badges that can be directly linked by you to the respective products or your shop. They are open and do not need the admin's approval. The process to manage these badges is under this module.
- **Automatic:** These types of badges are awarded as per the rules defined by the admin.





Rules are generally defined on the basis of seller activities.

For instance, the rule mentioning sellers with a 4-star rating will be given a badge. In this case, any seller who has a 4-star rating will automatically be allocated with the said badge.

### Manage badges 🔔

Home > Badges > List

☰ Search

#	Image	Badge name	Condition Type	Approval	Action
7		Best Price	Manual	Open	👁
6		BestSeller	Automatic	Not allowed	👁
5		Super sale	Manual	Required	👁
4		Premium	Manual	Open	👁

The list will already have all the badges that the admin has created, regardless of if they are automatic badges or manual badges.

This list will let you know if the badge is an automatic badge or a manual one. If it is a manual one, the approval column will let you know if it is an open manual badge or a closed manual badge.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

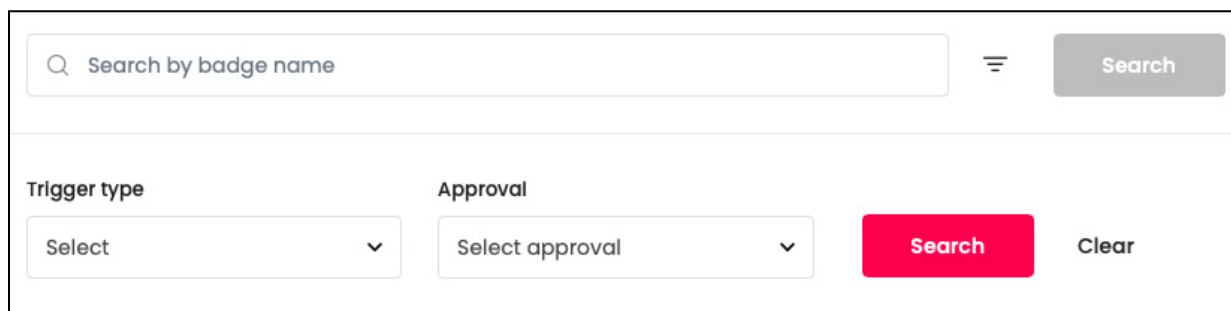


## Search for a Badge

Yo!Kart offers the flexibility to search for a badge by using the search functionality present at the top of the list.




Click the **doner icon**  to expand the search panel.



The **smart search bar** comes with filters that allows you to connect it and narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the badge name in this field.
- **Trigger Type:** Select the type of badge. Options include:
  - Automatic
  - Manual
- **Approval:** Select the approval requirements. Options include:
  - Open
  - Required

 Search for a badge by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

## Action Buttons

There are two kinds of action icons that can be seen beside the badges, based on the kind of badge it is.

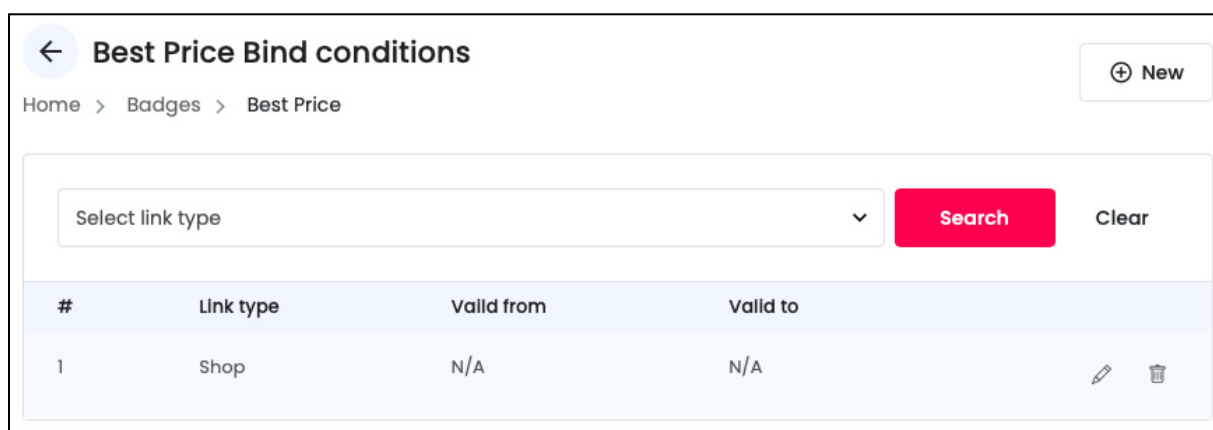
Each has been explained below:

### i. Bind Condition icon

Click this icon and it will direct you to the page where you can bind your shop or products (whatever is allowed) to this badge.

 **This icon is available for the open manual badges.** The rest of the badges will have the view icon only.

In this example, we clicked on the Best Price badge.



This list will display all the items that are linked to the badge. It will be empty if nothing has been binded yet.

### Add New Link to the Badge

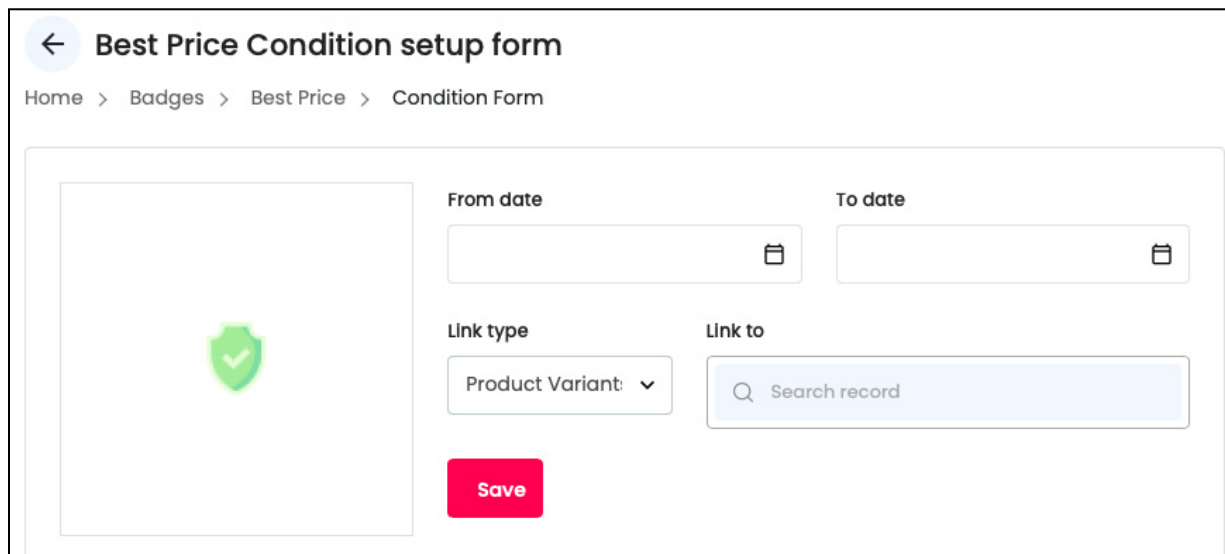
To bind an item to this badge, click the **New** button at the top right corner of the page.

This will direct you to the **Badge's Condition Setup form.**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



← Best Price Condition setup form

Home > Badges > Best Price > Condition Form

From date:  To date:

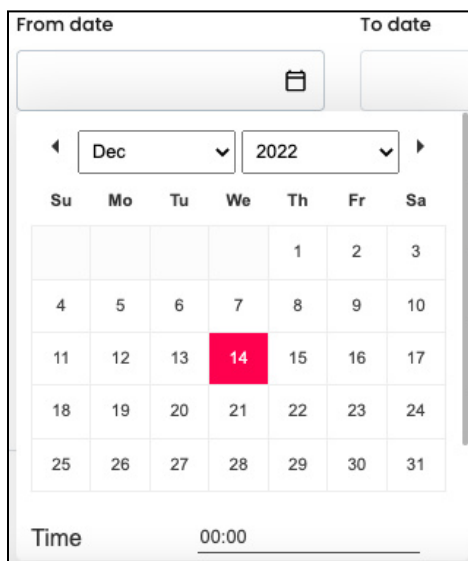
Link type: Product Variant: ▾ Link to:

Save

On the left side of the form, you can see the badge image. Fill in the details of the form:

- **From Date:** Edit the date and time from when you want the badge to be activated.

Click the field and a calendar will appear. Select the date and it will be added to the field.



From date:  To date:

Dec 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

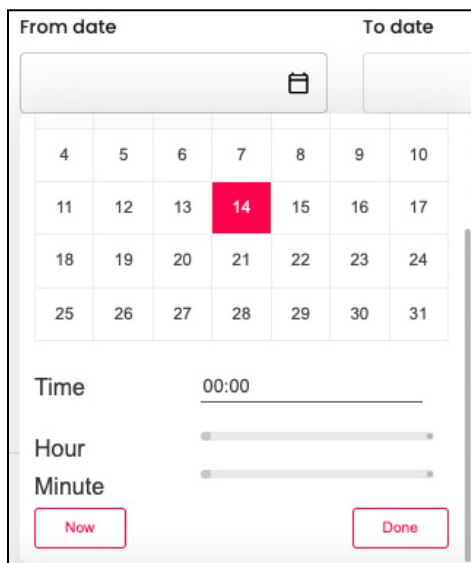
Time:

Scroll down to add the time as well.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



To add the time, **click the gray tag** in the line beside the hour field and minute field. Then, **drag this tag up and down the line** to select the time accordingly. The final time will show up in the time field.



You can also click **Now** to automatically select today's date and the current time.

Once you have selected the date and time, click **Done**.

- **To Date:** Edit the date and time when the badge will deactivate.

Click the field and a calendar will appear. Select the date and time accordingly and click **Done**.

The process to select the date and time has been explained in the last point.



**The above two fields can be left blank if you do not want to define a time frame for it.**

- **Link Type:** There are three types of linking you can do:
  - **Product** - This will link the selected product and all its variants to the badge.
  - **Product Variants** - This will link only the selected product variants to the badge.
  - **Shop** - The shop will be linked to the badge.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

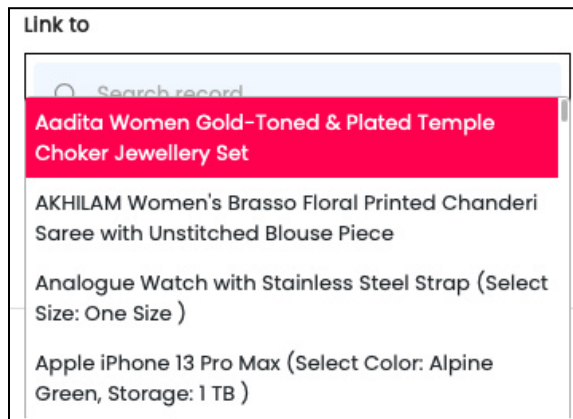
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

- **Link to:** If you selected Shop as the link type, this field will not be accessible. But if you selected the option - product or product variants as the link type, the respective list based on what is available in your shop will appear.

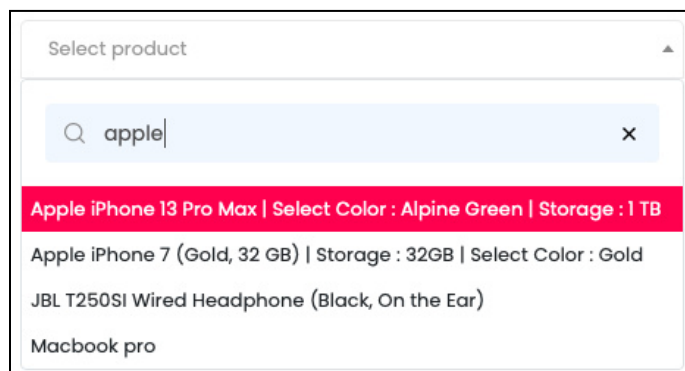
Click the field and a dropdown list with a search bar will appear.

A pre-populated list of products from your shop will also appear.



Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.



You can select multiple options and they will all be listed in this field.



If you selected the wrong product by mistake, you can clear the field by clicking the **Cross Icon** ✖ beside the product name. Only one cross icon is available and when

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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.





you click it, all the selected items will be removed. You will have to begin the process from the beginning again where you add the items in this field.

Once everything has been added, click Save.

With this, the item selected will be linked to the badge.

## Action Buttons

There are two action icons beside every link.

#	Link type	Valid from	Valid to		
2	Product Variants	2022-12-27 01:52	2022-12-31 01:52		
1	Shop	N/A	N/A		

Each has been explained below:

### i. edit icon

Click this icon to edit the listing. The **Badge condition setup form** will appear.

The fields are the same as those when linking a new item to the badge. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Then, click the **Cross icon**  at the top right corner to close the form.

### ii. Delete icon

Click this icon to delete the linked item to the badge. This will delink the badge from the item.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



## Search for a Link Type


Yo!Kart offers the flexibility to search for a linked item to a badge by using the search functionality present at the top of the list.

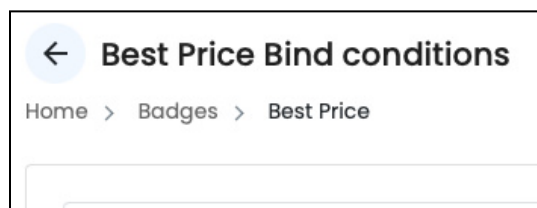


Click the field and select the link type - product variants, product, or shop. Once done, click **Search** to get the results.

To start the search from the beginning again, click **Clear**.

## Go Back to the Badge List

Click the **back icon**  to go back to the badge list.



## ii. View icon

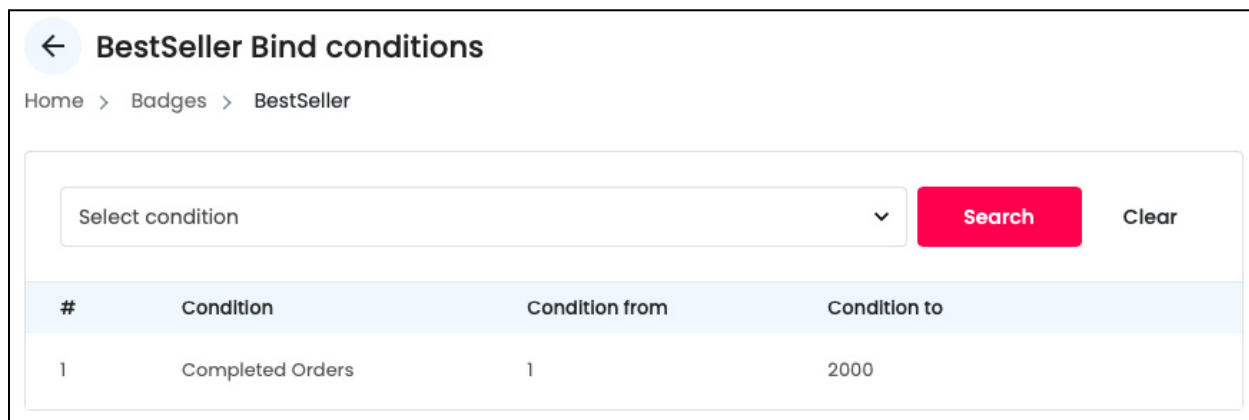
Click this icon and you will be able to see the list of items that have been linked to the badge.

This icon is visible for both the automatic badges and the manual closed badged.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.



If an item has been linked, it will be visible in the list. If nothing has been linked, the list will be empty.

### Search for a Link

There is a search bar on the top of the page that allows you to narrow down the items linked to the badge, when the list is large.




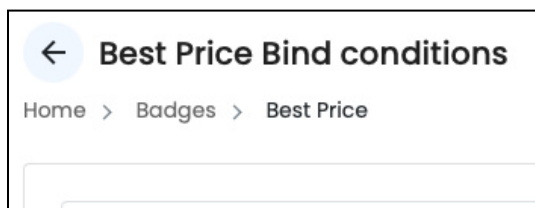
Click the field and **select the condition due to which the item got linked to the badge.**

The number of conditions available in the list depends on the conditions added by the admin for the badge.

To start the search from the beginning again, click **Clear**.

### Go Back to the Badge List

Click the **back icon**  to go back to the badge list.



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## 8.7 Ribbons

Ribbons are colored, rectangular product labels that are displayed over the product catalog entries typically on the product listing page, shop listing page and wherever the image of the product (that is linked to a ribbon) is displayed.





Ribbons in promotions are used to highlight featured products on the storefront. These products can either be Bestseller, Sale Offers, New Product, or any other item that deserves a spotlight.

Product Ribbons in Yo!Kart look like flashy labels that are only added in Rectangle shape and are placed at the top right corner of the product image.

### Manage ribbons ⓘ


Home > Ribbons > List

Search
Clear

#	Image	Ribbon name	Action
4		SUPER COOL	⌋
3		BESTSELLER	⌋
2		NEW!	⌋
1		verified	⌋

The admin is the one who can add a ribbon to the list.

When you click this submodule, you will see the list of ribbons that have been added by the admin already.

 Unlike badges, ribbons are open and can be linked to any item you want.

### Search for a Ribbon

There is a search bar on the top of the page that allows you search for a ribbon, when the list is large

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.



Type in the ribbon name you are looking for and click **Search** to get the results.



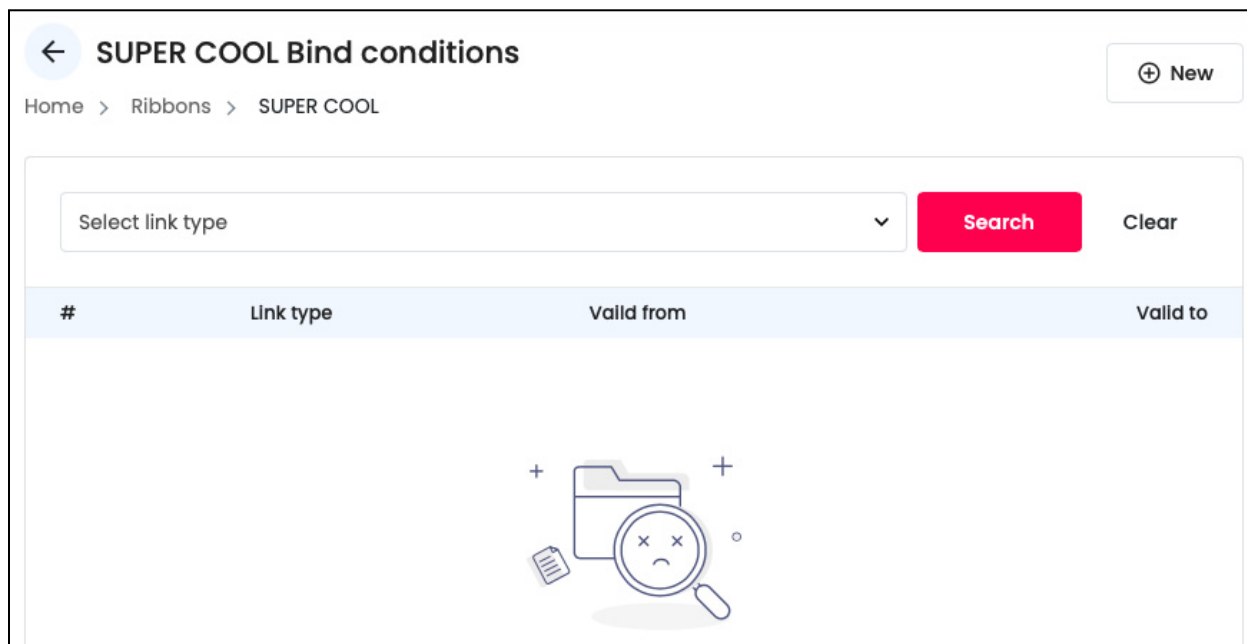
Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

## Action Button

Beside each ribbon you find in the list, there is just one kind of action icon.

### Bind Condition icon

Click this icon and it will direct you to the page where you can bind your shop or products (whatever is allowed) to this badge.



This list will display all the items that are linked to the ribbon. It will be empty if nothing has been binded yet.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

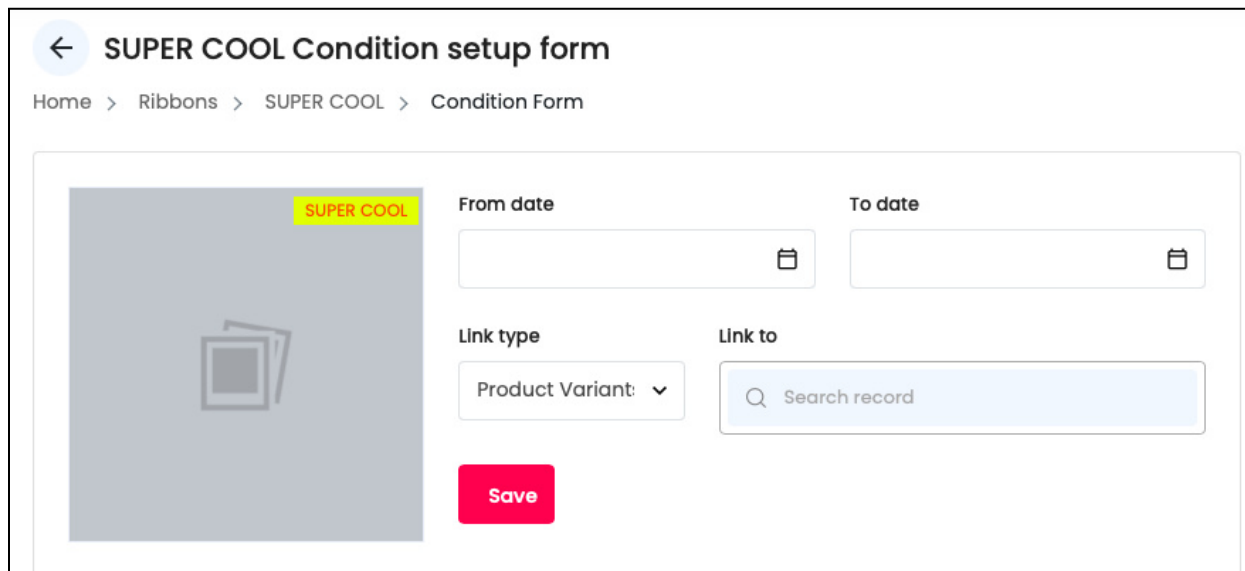
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

## Add New Link to the Ribbon

To bind an item to this ribbon, click the **New** button at the top right corner of the page.

This will direct you to the **Ribbon's Condition Setup form**.

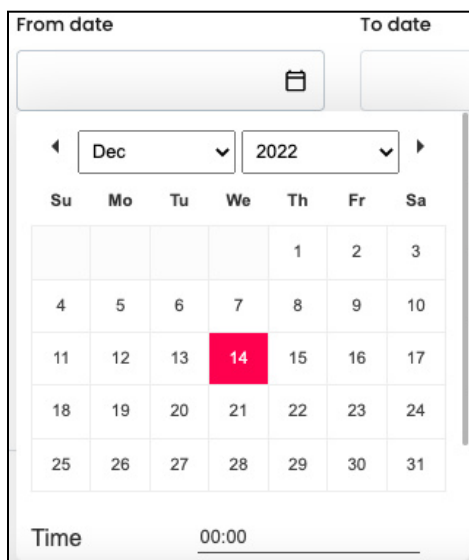


On the left side of the form, you can see the image of how the ribbon will be displayed.

Fill in the details of the form:

- **From Date:** Edit the date and time from when you want the ribbon to be activated.

Click the field and a calendar will appear. Select the date and it will be added to the field.

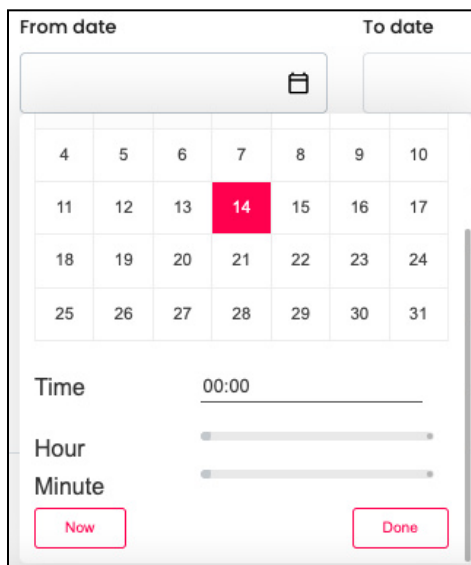


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

Scroll down to add the time as well.



To add the time, **click the gray tag** in the line beside the hour field and minute field. Then, **drag this tag up and down the line** to select the time accordingly. The final time will show up in the time field.



You can also click **Now** to automatically select today's date and the current time.

Once you have selected the date and time, click **Done**.

- **To Date:** Edit the date and time when the ribbon will deactivate.

Click the field and a calendar will appear. Select the date and time accordingly and click **Done**.

The process to select the date and time has been explained in the last point.



**The above two fields can be left blank if you do not want to define a time frame for it.**

- **Link Type:** There are three types of linking you can do:
  - **Product** - This will link the selected product and all its variants to the ribbon.
  - **Product Variants** - This will link only the selected product variants to the ribbon.
  - **Shop** - The shop will be linked to the ribbon.



**DISCLAIMER** The color theme and labels might differ in the screenshots as compared to on 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.

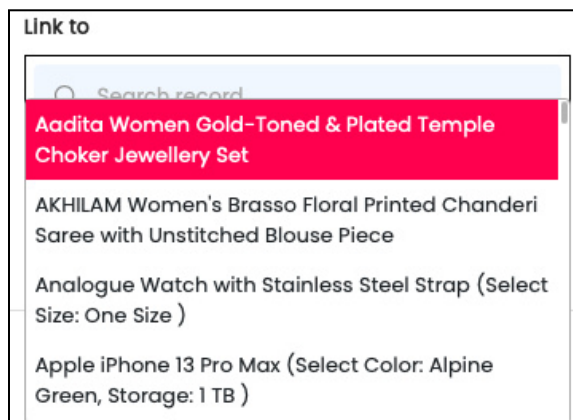
The link types available for a ribbon depends on the kind of ribbon created by the admin. If it is a ribbon just for products, you will not see the option - Shop in this.

- **Link to:** If you selected Shop as the link type, this field will not be accessible.

But if you selected the option - product or product variants as the link type, the respective list based on what is available in your shop will appear.

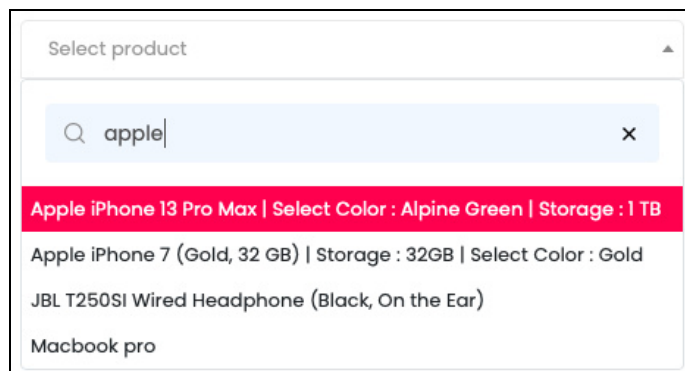
Click the field and a dropdown list with a search bar will appear.

A pre-populated list of products from your shop will also appear.



Use the search bar to search for the product from the list.

As you type in the search bar, the results will be filtered and show up accordingly. Select the product.



You can select multiple options and they will be listed in the field.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

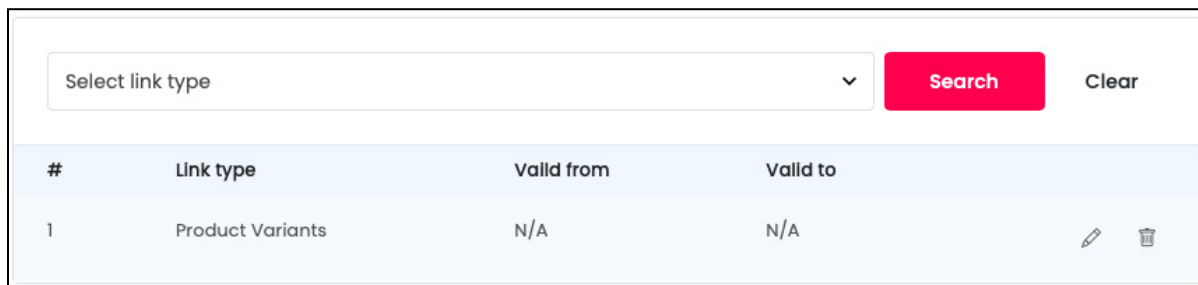
If you selected the wrong product by mistake, you can clear the field by clicking the **Cross icon** ✕ beside the product name. This will delete all the linked products and you will have to start linking all over again.

Once everything has been added, click Save.

With this, the items selected will be linked to the ribbon.

## Action Buttons

There are two action icons beside every link.



#	Link type	Valid from	Valid to
1	Product Variants	N/A	N/A

Each has been explained below:

### i. edit icon

Click this icon to edit the listing. The **Ribbon condition setup form** will appear.

The fields are the same as those when linking a new item to the ribbon. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Then, click the **Cross icon** ✕ at the top right corner to close the form.

### ii. Delete icon

Click this icon to delete the linked item to the ribbon. This will delink the ribbon from the item.

When you click this icon, a warning dialog box will appear at the top of the page asking if you want to delete it or not.

Click **OK** to delete it. Click **Cancel** to cancel the action.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



## Search for a Link Type

Yo!Kart offers the flexibility to search for a linked item to a badge by using the search functionality present at the top of the list.




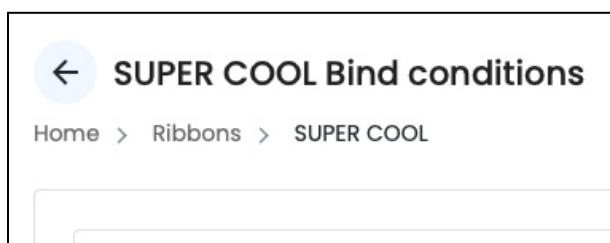
Click the field and select the link type - product variants, product, or shop. The options available will depend on the ribbon type, and what kind of items it can be linked to (which is defined by the admin).

Once done, click **Search** to get the results.

To start the search from the beginning again, click **Clear**.

## Go Back to the Ribbon List

Click the **back icon**  to go back to the ribbon list.



## 9. SEO

Certain measures are taken to make an e-commerce website and its products visible in the **Search Engine Results Pages (SERPs)**. These measures are called **SEO (Search Engine Optimization)**.

Under this module, you can set up and manage the language specific SEO details, including the meta title, meta description, and all the other meta tags for the products you have under your shop.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Expand this module to view the submodules. Then, click the submodule from the left navigation to visit their respective pages. Each submodule has been explained in detail.

## 9.1 Meta Tags

Everything on a website has a metadata attribute.

This attribute is used to describe what information the page or content in the page holds. It is further used to help search engines to offer the most accurate results.

In simple terms, ***metadata is data that describes the data on the page, and is called Meta Tags.*** Your website Meta Tag consists of a page title and meta description for every page that explains in brief about its contents.

**For instance**, if a web page metadata is about the sale of an iPhone 6, and a user is looking for websites where they can buy an iPhone 6 using Google, Google will use this metadata to show this specific web page to the user in the list of results that show up.

In short, it is important to add Meta Tags (a meta title and meta description) that will be visible to the SERPs.

This can help rank a product at the top results in any search engine.

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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.



**Meta tags**  
Home > Meta tags

#	Product name
1	Apple iPhone 12 - 256 GB - Space grey
2	Beats by Dr. Dre - Beats Solo <sup>3</sup> Wireless Headphones - Gold
3	Apple iPhone 12 - 64 GB - red
4	Apple iPhone 12 - 64 GB - White
5	Apple iPhone 12 - 64 GB - Green
6	Apple iPhone 12 - 64 GB - Gold
7	Apple iPhone 12 - 64 GB - Blue
8	Apple iPhone 12 - 64 GB - Black
9	Apple iPhone 12 - 256 GB - red
10	Apple iPhone 12 - 256 GB - White

1
2
-
>
>>



Select a product to add / edit meta tags data

Under this module, you can view and manage all the meta tags for every page under your shop.

On the left-side of the screen, a vertical bar is displayed which holds all the products that you have in your shop inventory.

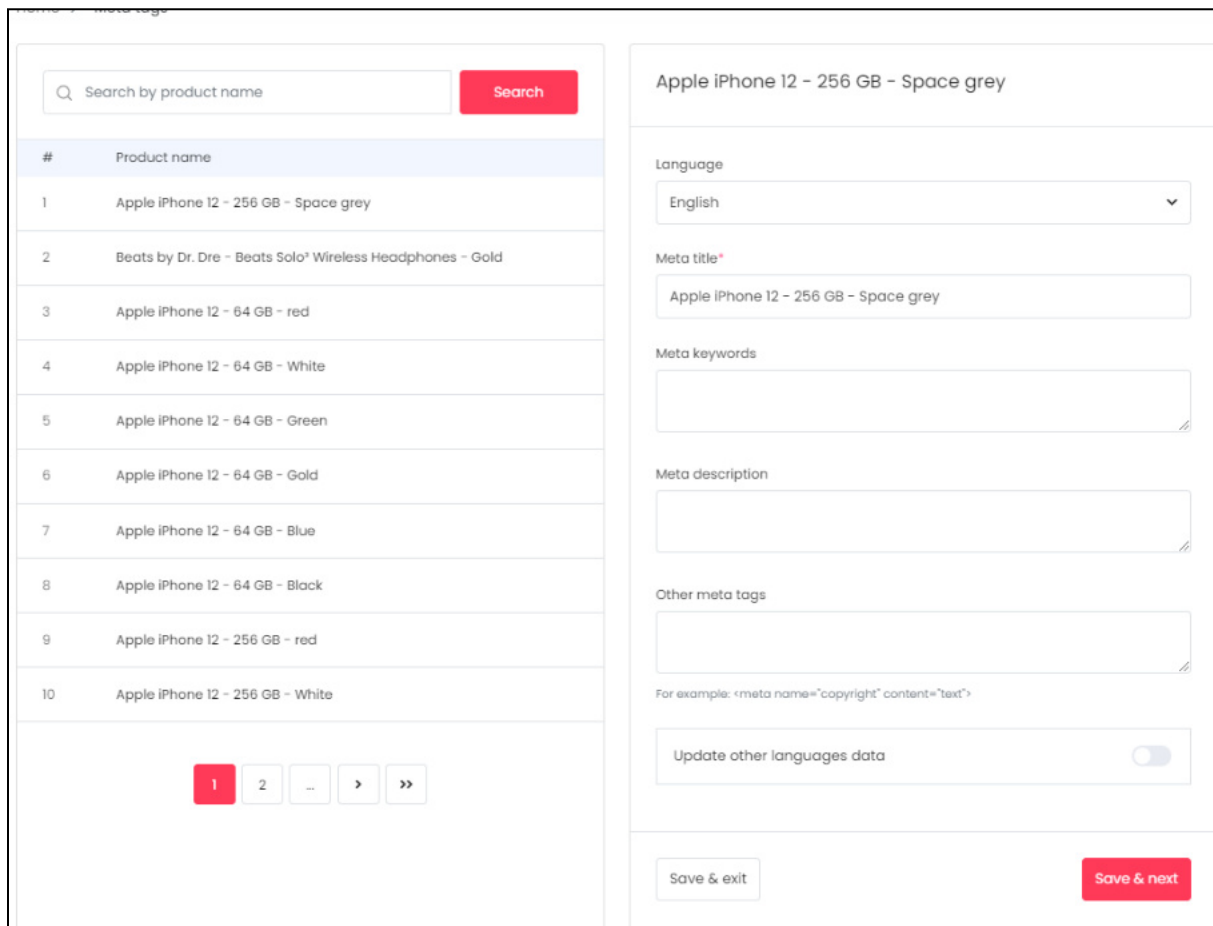
### Add or Edit the Meta Tag of a Product

Click a product from the left-side bar and this will open the respective meta tag listing page on the right-side panel. You can add or edit the details for it on the right side then.

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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.



The screenshot displays the Yo!Kart admin interface. On the left, there is a search bar with the text "Search by product name" and a red "Search" button. Below the search bar is a table with 10 rows of product listings. The first row is selected, showing "Apple iPhone 12 - 256 GB - Space grey". At the bottom of the table are pagination controls with buttons for "1", "2", "...", ">", and ">>".

On the right side, there is a form for editing the selected product, titled "Apple iPhone 12 - 256 GB - Space grey". The form includes the following fields:

- Language:** A dropdown menu currently set to "English".
- Meta title\*:** An input field containing "Apple iPhone 12 - 256 GB - Space grey".
- Meta keywords:** An empty text area.
- Meta description:** An empty text area.
- Other meta tags:** An empty text area with a small example below it: "For example: <meta name='copyright' content='text'>".
- Update other languages data:** A toggle switch currently turned off.

At the bottom of the form are two buttons: "Save & exit" and "Save & next".

On the right-side of the page, you can edit the following details for the product page you just selected from the left-side bar:


- **Language:** Select the type of language from the dropdown list according to which the next fields will be filled. The number of language options will depend on the languages that the website is available in. By default, the primary language is already selected.
- **Meta Title\*:** This input-field is already filled with the name of the product. You can edit the title by entering a new one that is more SEO-Friendly. This can include the keywords and explain what the page is all about allowing the search engines to understand better. A limit of 55 to 75 characters is recommended for the title.
- **Meta Keywords:** Enter the meta keywords. Take the help of a marketing individual to help you with this.
- **Meta Description:** Enter a brief description about the product. The description is mostly a summary of the page in a limited number of characters ranging from 140 to 160 characters.


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- **Other Meta Tags:** Enter other meta tags relevant to the meta title. This normally includes the meta name and content. A professional marketing executive can assist you better with this and to make your website more SEO friendly.

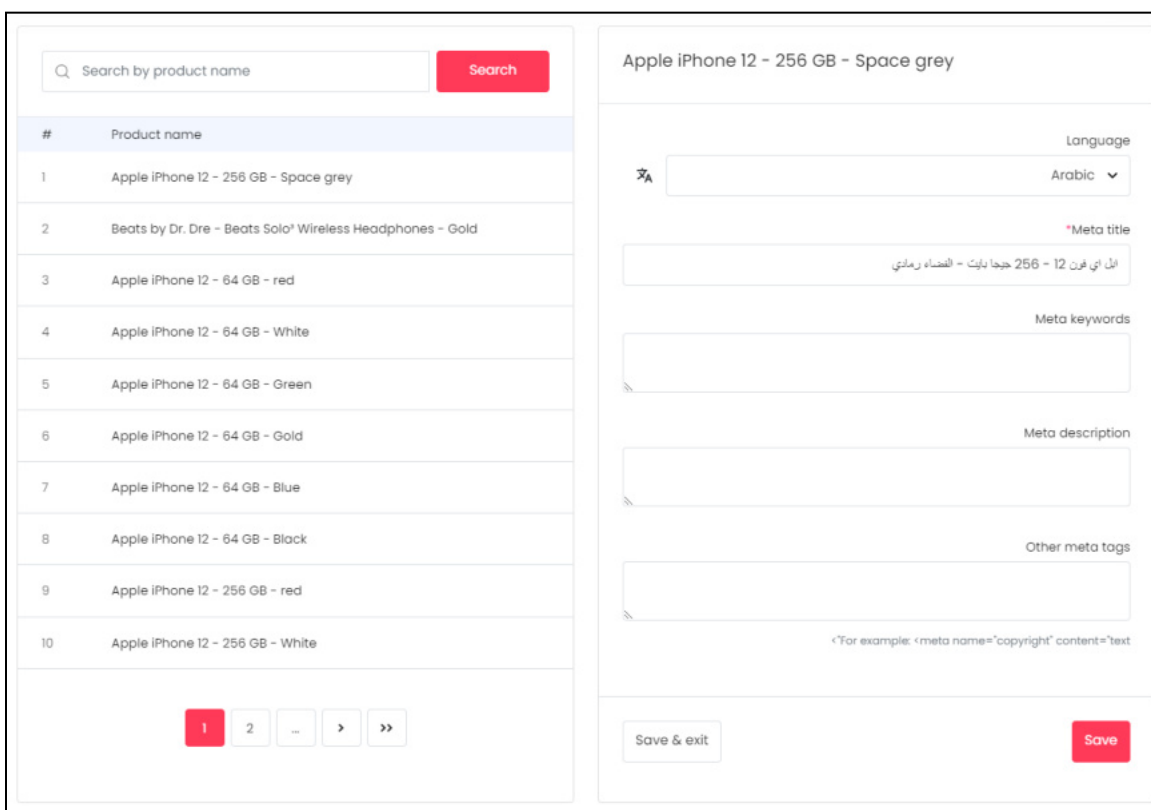
- **Update Other Languages Data:** Turn **ON**  this toggle switch to update the secondary language data automatically.

 This option is visible only when the admin has activated the **Microsoft Translator API** feature.

Once the toggle switch is turned **ON**, the system auto-fills the details under the **Language Data** tab for you. You can cross-check the data and even edit it by visiting the language data tab.

Once all the updates have been made, there are two buttons to finalize the update.

Click **Save & Next** to edit the fields in the other languages. When you click this, the same fields will appear but in the next language.



The screenshot displays a product management interface. On the left, there is a search bar and a table listing products. The table has columns for '#', 'Product name', and 'Language'. The products listed are:


#	Product name	Language
1	Apple iPhone 12 - 256 GB - Space grey	
2	Beats by Dr. Dre - Beats Solo <sup>3</sup> Wireless Headphones - Gold	
3	Apple iPhone 12 - 64 GB - red	
4	Apple iPhone 12 - 64 GB - White	
5	Apple iPhone 12 - 64 GB - Green	
6	Apple iPhone 12 - 64 GB - Gold	
7	Apple iPhone 12 - 64 GB - Blue	
8	Apple iPhone 12 - 64 GB - Black	
9	Apple iPhone 12 - 256 GB - red	
10	Apple iPhone 12 - 256 GB - White	

On the right, the detailed view for 'Apple iPhone 12 - 256 GB - Space grey' is shown. It includes a search bar, a 'Search' button, and a 'Language' dropdown menu set to 'Arabic'. Below this are fields for:

- \*Meta title:** ابل اي فون 12 - 256 جيجا بايت - الفضاء رماني
- Meta keywords:** (empty)
- Meta description:** (empty)
- Other meta tags:** (empty, with a note: <For example: <meta name="copyright" content="text">

At the bottom of the detailed view, there are two buttons: 'Save & exit' and 'Save'.

Fill in the data and click **Save** to update it completely.

 Based on the number of secondary languages available for the website, you will get the fields for each language. When you **reach the last available**

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**language**, the button will change from **Save & Next** to **Save**, as shared in the example image above.


You can also click **Save & Exit** if you don't want to edit any other details of this page.


With this, the right-side section will become blank again and you will have to select the next page that you want to update the meta data for.

Follow the above method to add or edit the meta tags for all the product pages.

## Navigate Through the List

Go to the next pages by clicking the **right arrowhead icon**  on the pagination section.

Use the **pagination section**  to navigate through the list of product pages, and edit all the product meta tags accordingly.

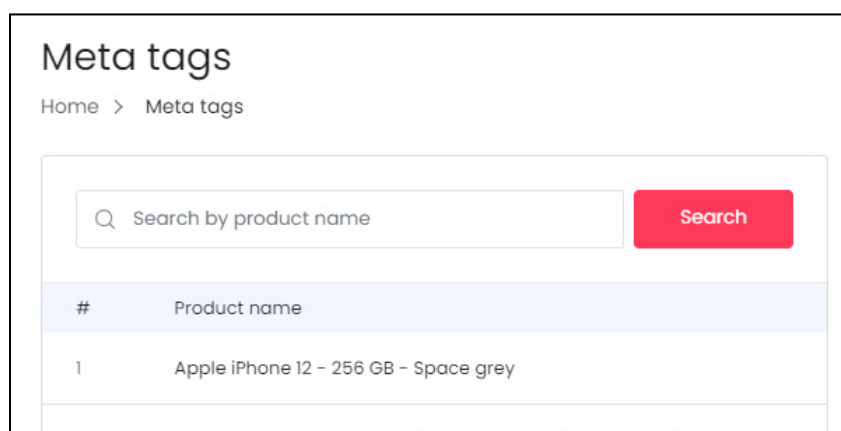
To skip and reach the last page, click the **double right arrowhead icon** . This will direct you to the last page and the pagination section will look like this



In this case, use the **left arrowhead icon**  to go back to the previous page and navigate through the list.

## Search for a URL

Yo!Kart offers the flexibility to search for a URL to edit their meta tags, by using the search functionality present at the top of the list.

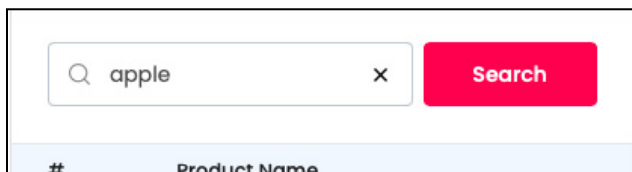


Type in the product name you are looking for and click search to get the results.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



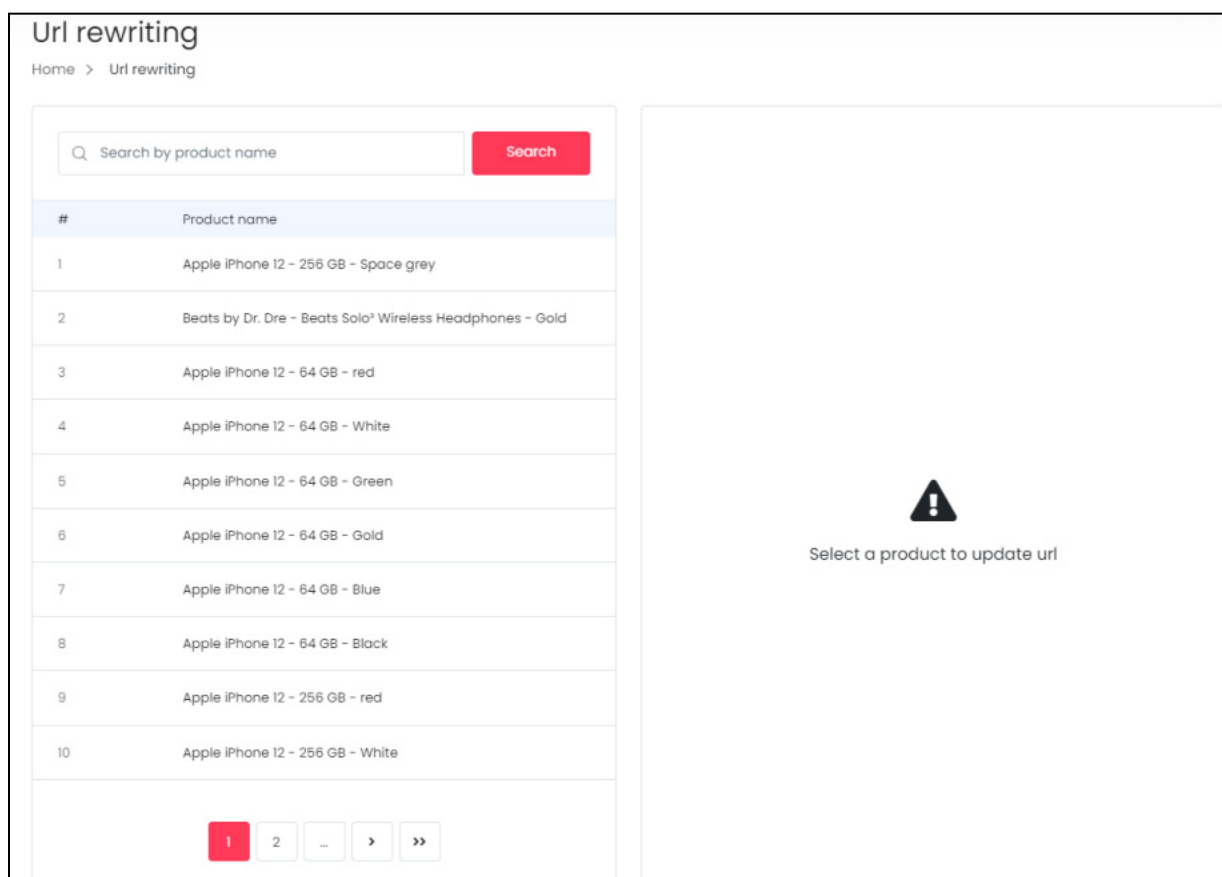
Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

## 9.2 URL Rewriting

Each product is assigned with URLs that help in improving their SEO ranking.

Create **SEO friendly URLs** for your products that will help search engines find them easily.

Under this submodule, you can add, view and manage all the URLs of products in your shop, and ensure that it is as per the latest SEO rules so that your products can always show up in the search engines result pages.



### Some points to keep in mind:

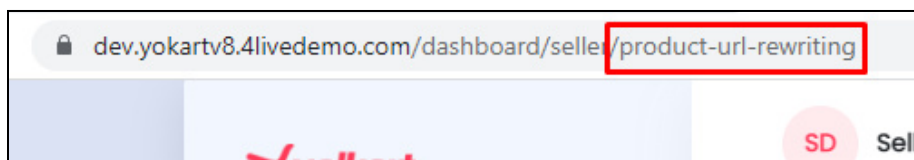
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.


It is only possible to update the slug of the product page and not the whole URL.

**A slug is the part of a URL** that identifies a particular product page on a website in an easy-to-read form.



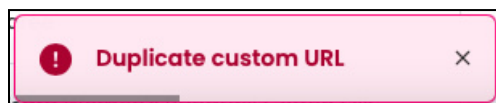
In the above image, the **slug is - product URL rewriting**.

Under this module, you can edit this slug by adding whatever phrase, word or keyword that you want to add to make it easier to remember and to help with the SEO process.

 Every page needs to have a unique slug. No two pages can have the same slug. If two pages have the same slug, the second page will not open at all when a user tries to visit it.

In fact, Yo!Kart doesn't allow you to use the same slug again.

So, if you are trying to add a slug for a URL that has already been used, it will show an error message of a duplicate entry.



Under this module, you can **view and manage all the URLs** for every product page under your shop.

On the left-side of the screen, a vertical bar is displayed which holds all the products that you have in your shop inventory.

## Add or Edit the SEO-Friendly URL

Click a product from the left-side bar and this will open the respective URL Rewriting section on the right-side panel.

You can add or edit the details for it on the right side then.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

#	Product Name
1	Men's T-Shirt - Brown
2	Men's T-Shirt - Blue
3	AKHILAM Women's Brasso Floral Printed Chanderi Saree with Unstitched Blouse Piece
4	Women's Bandhani Printed & Embroidery Work In Lace Georgette Saree

### Men's T-Shirt - Brown

**Original URL\***

**Custom URL\***

Example: custom URL example

**Save Changes**

On the right-side of the page, the following fields are available:

- **Original URL\*:** This field is not editable as it is the Original URL that the website has automatically created. It is the default URL provided by the system.
- **Custom URL\*:** Enter the custom URL in the primary language data. This is the URL that you want the product page to have instead of the original URL when the user is visiting it.

**!** If the admin has activated the option to add custom URLs in the secondary languages, **additional fields will be visible** where you can add the custom URL for each language that the website is available in.

**Original URL\***

**Custom URL (English)\***

**Custom URL (Arabic)\***

Enter the slug of the page. Example: i-phone-10-black-tiny-store

**Save Changes**

In this case, there are only two language options that the website is available in.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

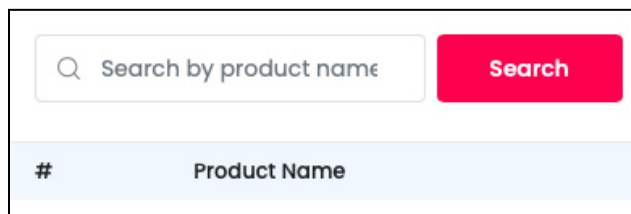
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

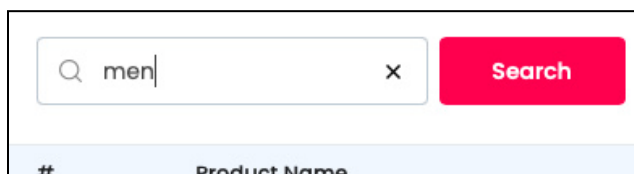
Due to this, there are two custom URL fields for each language. You can add them accordingly.

## Search for a URL

Yo!Kart offers the flexibility to search for a URL by using the search functionality present at the top of the list.



Type in the product name you are looking for and click search to get the results.



Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

## 10. Subscription

If the admin of the website has **enabled the subscription option**, where it is mandatory to subscribe to the platform before you can set up a shop and sell products, you will **have to pay for a subscription plan before moving ahead**.

Once you have paid for a subscription, you will then be allowed to set up your shop and add products to it.

This module allows you to view and manage all the subscription plans. Expand this module to view the submodules. Then, click the submodule from the left navigation to visit their respective pages. Each submodule has been explained in detail.

### 10.1 My Subscriptions

View and manage all the past and present subscriptions of the platform under this submodule.

**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.



**My Subscriptions** Auto-renew Subscription

Home > Subscriptions

Search by order ID / package name Search

Order ID & Date	Package Name	Amount	Frequency	Status	Subscription Valid Till	
O1937166997 02/08/2022	Premium Plan	\$250.00	90 Days	Subscription Inactive	-	
O1608100962 16/12/2021	Premium Plan	\$200.00	60 Days	Subscription Active	16/12/2021 - 14/02/2024	
O1608008469 15/12/2021	Premium Plan	\$200.00	60 Days	Subscription Inactive	-	

The list displays the following information:

- **Order ID & Date:** The subscription order ID and the date on when the subscription was purchased.
- **Package Name:** The name of the subscription package.
- **Amount:** The amount paid for the subscription.
- **Frequency:** The duration of the subscription - its validity period.
- **Status:** The status of the subscription. There are two statuses:
  - **Subscription Active**
  - **Subscription Cancel**
- **Subscription Valid Till:** The starting date of the subscription to the end date of the subscription.

## Action Button

Beside each subscription detail, there is a **view icon** . Click this icon.

This will direct you to the **View Subscription Order** page.

**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.

← **View Subscription Order**

Home > View Subscription Order

Subscription Name: <b>Premium Plan - \$200.00 / Per 60 Days</b>	Subscription Period: <b>16/12/2021 - 14/02/2024</b>
Status: <b>Subscription Active</b>	Date: <b>16/12/2021 12:12</b>
Product Upload Limit: <b>350</b>	Inventory upload limit: <b>700</b>
Images limit: <b>20</b>	

Order Receipt	Subscription Amount	Paid amount
#O1608100962	\$200.00	\$200.00

This page will display the package details, and the subscription order details.

## Auto-renew Subscription

Turn the **Auto-renew Subscription toggle switch ON**  to have the system automatically renew the subscription when it expires.

**My Subscriptions**


Home > Subscriptions

Auto-renew Subscription

Q Search by order ID / package name ☰ Search

Order ID & Date	Package Name	Amount	Frequency	Status	Subscription Valid Till
O1937166997 02/08/2022	Premium Plan	\$250.00	90 Days	Subscription Inactive	- ⓘ

Turn the toggle switch **OFF**  if you do not want the system to automatically renew the subscription for you.

 Subscription packages **auto-renew only** if you have enough credits in your e-wallet. If there **isn't sufficient credit in the wallet,** then the subscription plan will not be renewed.

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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.

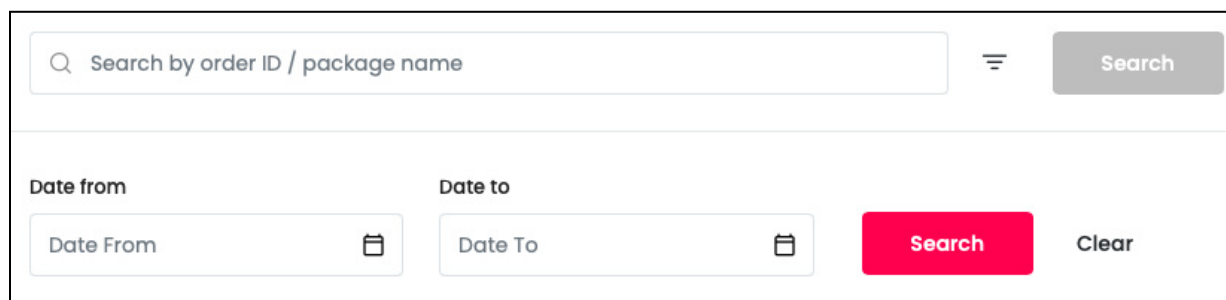
With this, your **shop and products will be hidden** from the website once the subscription package expires.

## Search for a Subscription Package

Yo!Kart offers the flexibility to search for a subscription package and its order details by using the search functionality present at the top of the list.



Click the **doner icon**  to expand the search panel.



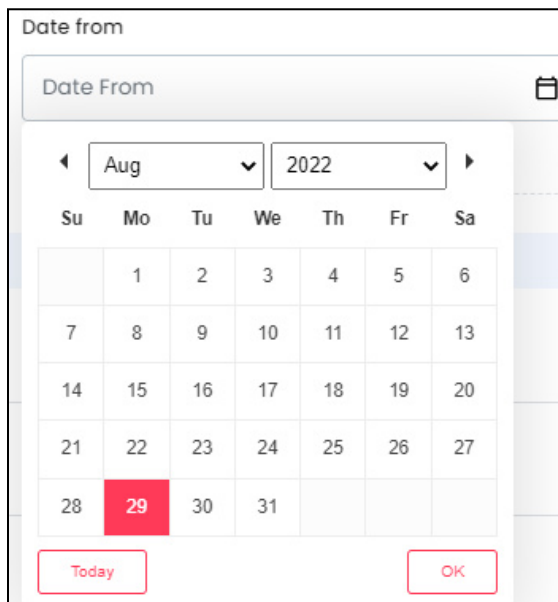
The **smart search bar** comes with filters that allows you to connect it and narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the subscription order ID or package name in the field. You can enter only one of the two options to get the results.
- **Date From:** 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, you can click **Today**. And once you select this date, click **Done**.

- **Date To:** Click the field and a calendar will appear. Select the date and it will be added to the field.



The from date has to be a previous date always, and the to date has to be a date that falls after the date selected in the from date field. **For instance**, if the from date is 24/09/2020, the to date, has to be a date that comes after this date and cannot be a date before this date.



Also, you can just use these two date fields to get the report for a specific period of time.

Then, click **Search** to get results.

Click **Clear** to clear both the fields. You can also clear the search field by clicking the **cross icon** ✕ at the end of the search bar.



## 10.2 Subscription Packages

This submodule takes you to the page where you can view all the subscription packages 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.

### Simple Pricing With No Surprises

Subscription plans and At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis quas molestias excepturi sint occaecati cupiditate non provident.

BASIC PLAN	GOLD PLAN	PREMIUM PLAN	SILVER PLAN
<p><b>\$0.00</b> Per 5 Months</p> <p>5% Commission Rate 200 Active Products 400 Product Inventory 10 Images per product</p> <p>Select your Basic Plan price</p> <p>\$0.00 For 5 Months ▾</p> <p style="background-color: #ff0000; color: white; text-align: center; padding: 5px;">Change Plan</p>	<p><b>\$150.00</b> Per 60 Days</p> <p>5% Commission Rate 300 Active Products 600 Product Inventory 15 Images per product</p> <p>Select your Gold Plan price</p> <p>\$150.00 / Per 60 Days ▾</p> <p style="background-color: black; color: white; text-align: center; padding: 5px;">Change Plan</p>	<p><b>\$150.00</b> Per 30 Days</p> <p>4% Commission Rate 350 Active Products 700 Product Inventory 20 Images per product</p> <p>Select your Premium Plan price</p> <p>\$150.00 / Per 30 Days ▾</p> <p style="background-color: #ff0000; color: white; text-align: center; padding: 5px;">Change Plan</p>	<p><b>\$80.00</b> Per 30 Days</p> <p>6% Commission Rate 250 Active Products 500 Product Inventory 8 Images per product</p> <p>Select your Silver Plan price</p> <p>\$80.00 / Per 30 Days ▾</p> <p style="background-color: #ff0000; color: white; text-align: center; padding: 5px;">Change Plan</p>

You can change your subscription plan from here, even though you have already selected and activated another plan.

The packages and plans that you can see are all created and managed by the admin, and can vary in terms of:

- **Number of Packages:** The number of packages being displayed.
- **Name of Packages:** The names of the packages being displayed - for example, silver, gold and so on. The admin can add any name for the packages that you see. So, you might find **different package names** as compared to what you see here in the manual.
- **Number of Plans:** The number of plans provided under each package. Each subscription package can have multiple different plans in it or even just one plan in it.

Select your Gold Plan price

\$100.00 / Per 30 Days ▾

\$100.00 / Per 30 Days

\$150.00 / Per 60 Days

\$200.00 / Per 90 Days

**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.

- **Names of Plans:** The names of the plans. There are no fixed names assigned to the plans. So, you can come across a **different plan name** which has not been mentioned in the manual.
- **Cost:** The cost for each plan. For each package, there are multiple plans that are created with different validity periods and pricing.
- **Validity Time Span:** The validity time period of each plan. For each package, there are multiple plans created with different validity periods and pricing.
- **Percentage of Commission Rate:** The commission rate is a percentage that the admin will receive for the total sale made by you.

To explain better, let us say that the commission rate is set at 10%, and you are able to make a sale of about \$1000 from your shop. In this case, the admin will get 10% out of the \$1000 sales that was made, which is \$100. In this example, \$100 is the commission and 10% is the commission rate.

The percentage of commission rate assigned to each package is usually different.

- **Number of Active Products:** The number of active products (under My Products) that you can add to your shop. This number can be different for each package.

Moreover, this **feature** that comes with the package, **is applicable only** when the admin has allowed sellers to add their own products to their shops.

To explain better, a seller can add as many products as they want in their shop. However, the number of active products cannot exceed the limit offered within the chosen subscription package.

An active product is a product that will be visible for the buyers to buy on the front end.

- **Capacity of Product Inventory:** A product can have several inventories based on the variation in certain parameters such as their color, size and so on.

The number of product inventories that you can add to your shop can be different for every subscription package.

This means that if you are allowed to have just 100 inventories, you will be able to add only 100 worth of stock for different products that you are selling.

To explain further, if you have the limit of 100 inventories, and you begin by adding 5 red shirts, 10 books, 20 iphone 13's (red color), 30 iphone 13's (black color), 15 boat earphones, and 20 formal black shoes for men (in size 8) to your stock, the limit 100 will reach  $(5+10+20+30+15+20=100)$ . If you try to add more inventories after this, you will not be able to do it. In short, you cannot exceed the set inventory limit that comes with the subscription package.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

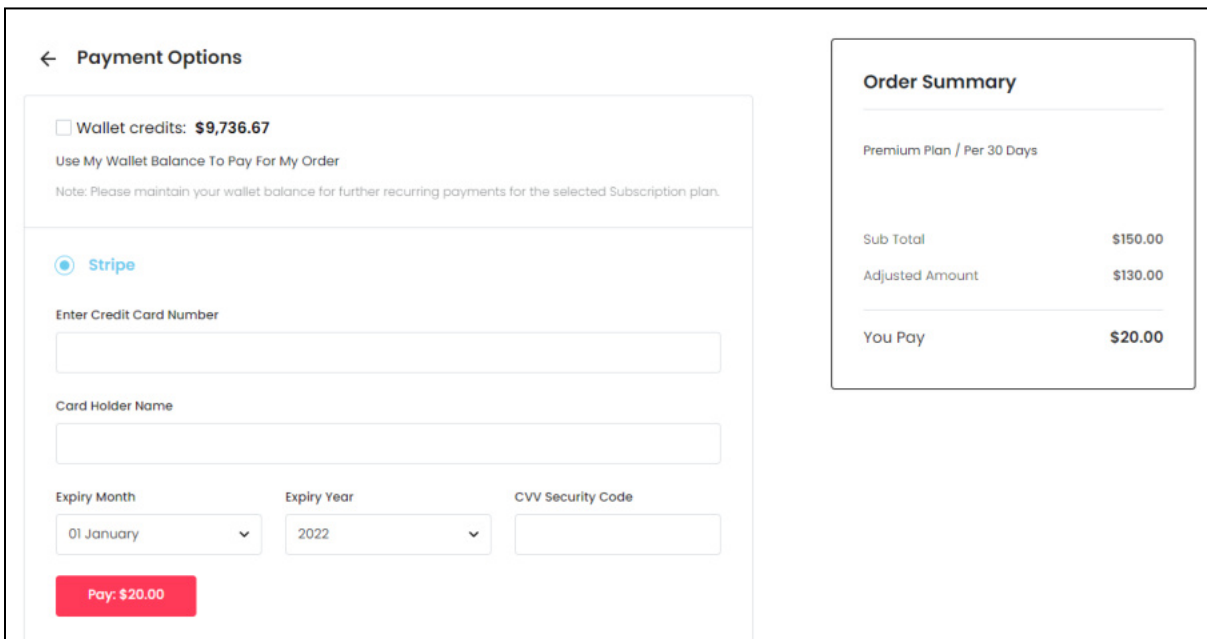
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

- **Images per Product:** The number of images that you can upload for each product added in the shop. This number can be different for each package.

This criteria defines the number of images the seller can add overall for one product. So, if the limit set is 10 images per product in a plan, this means that for each product, the seller can add 10 images at maximum.

## Change Subscription Plan

Select a plan and click **Change plan** to change your current subscription plan. This will redirect you to the payment page, where you need to pay for the plan change.



The screenshot shows a 'Payment Options' page. On the left, there are two payment methods: 'Wallet credits: \$9,736.67' (unchecked) and 'Stripe' (checked). Below the Stripe option are input fields for 'Enter Credit Card Number', 'Card Holder Name', 'Expiry Month' (01 January), 'Expiry Year' (2022), and 'CVV Security Code'. A red button labeled 'Pay: \$20.00' is at the bottom. On the right, an 'Order Summary' box shows 'Premium Plan / Per 30 Days' with a 'Sub Total' of \$150.00, an 'Adjusted Amount' of \$130.00, and a 'You Pay' amount of \$20.00.

The cost of the current plan will be deducted from the cost of the new plan. And you will need to pay the extra amount.

**Select the payment method** to pay for the plan. The payment methods available for this are admin manageable. So, you might see a few payment options or more options during the checkout process.

If you are new, it is unlikely that you will have balance in your wallet. You can contact the admin to add credit in your wallet.


Or, you can use the other methods available to pay for the plan. Select the radio button for the payment method you want to use and follow the instructions accordingly.

When you reach the last step for the payment, click the **Pay: {amount}** button. With this, the amount will be deducted from your payment method account and a confirmation message is displayed to notify about transaction success.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.



# Thank You!

Order #O4005506436 Transaction Completed!

Your subscription order has been successfully processed! You can view your order history by going to the [My Account](#) page and by clicking on [My Subscription](#).


🕒 Time Placed: 2022-08-04 13:03:54 🖨️ [Print](#)

Order Detail	
Commision Rate	5%
Active Products	300
Product Inventory	600
Images per product	15

### Order Summary

---

Sub Total	<b>\$100.00</b>
<hr style="border: 0; border-top: 1px solid #ccc;"/>	
Net Amount	<b>\$100.00</b>

This page will also display the details of the subscription plan as well. You can click the **Print link**  **Print** to print the receipt of the subscription order.

To go back to the dashboard, click the **My Account** link in the confirmation message.

Your subscription order has been successfully processed! You can view your order history by going to the [My Account](#) page and by clicking on [My Subscription](#).

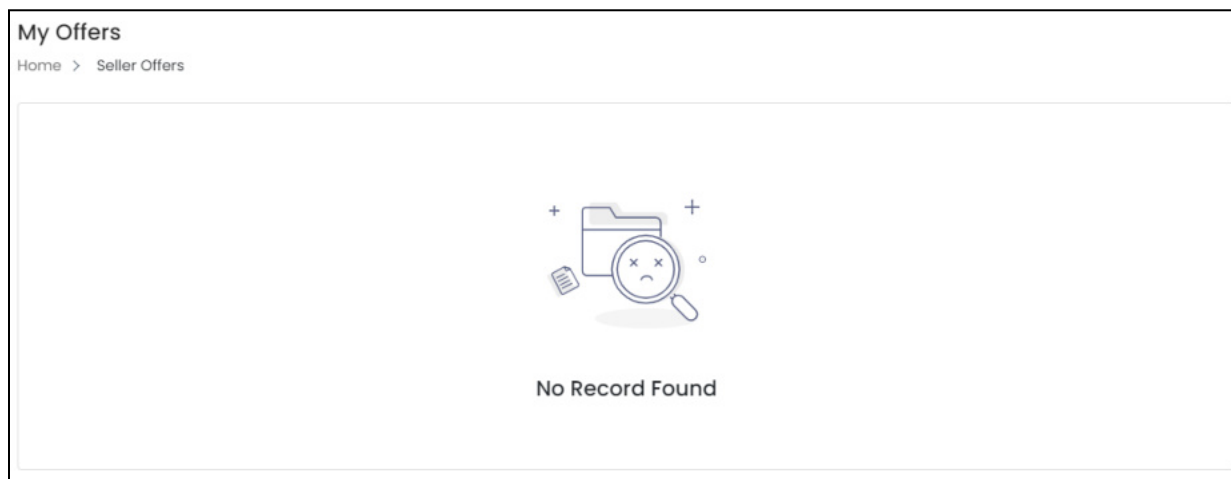
To change the subscription plan, view the additional details, or deactivate it, click the **My Subscription** link in the confirmation message.

## 10.3 Subscription Offers

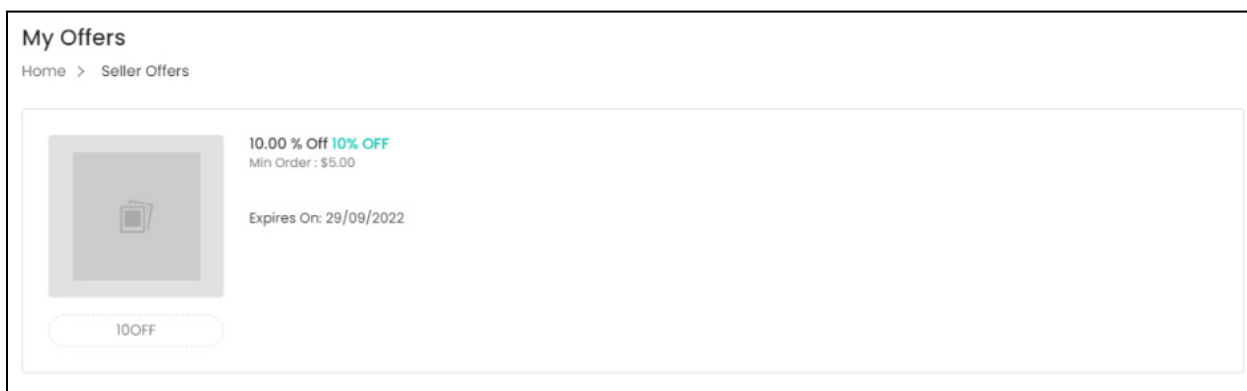
Any kinds of offers or discounts provided by the admin for the seller will be displayed under this module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
 An **asterisk (\*)** next to a label indicates that the information is mandatory.  
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If there are no offers at the moment, you will see a blank page with the message - **No Records Found**.



When there is an offer, you will see the offer mentioned on this page. You can **use the discount coupon** when paying for your subscription.

Let us say that you see a good offer, and decide to change the plan you are using and apply the coupon when paying for the plan.

On the payment page, add the coupon code under **Promotional Coupons** under the order summary.

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← **Payment Options**

**Wallet credits: \$9,736.67**  
 Use My Wallet Balance To Pay For My Order  
Note: Please maintain your wallet balance for further recurring payments for the selected Subscription plan.

**Stripe**

Enter Credit Card Number

Card Holder Name

Expiry Month:  Expiry Year:  CVV Security Code:

**Pay: \$20.00**

**Order Summary**

Premium Plan / Per 30 Days

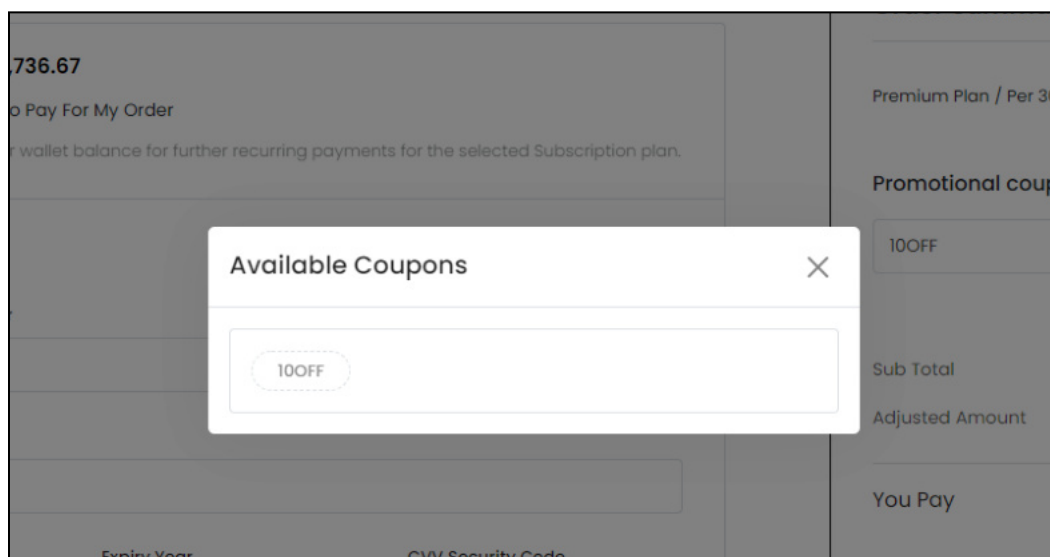
**Promotional coupons** [View](#)

10OFF
Apply

Sub Total	\$150.00
Adjusted Amount	\$130.00
<hr/>	
<b>You Pay</b>	<b>\$20.00</b>

If you forgot to copy the coupon code, you can also view the current offers by clicking the **View link**.

A pop-up will appear displaying the coupon code of the current offer running.



Copy it and add it to the coupon field. Once done, click **Pay:{amount}** and complete the payment.

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## 11. Sales Report

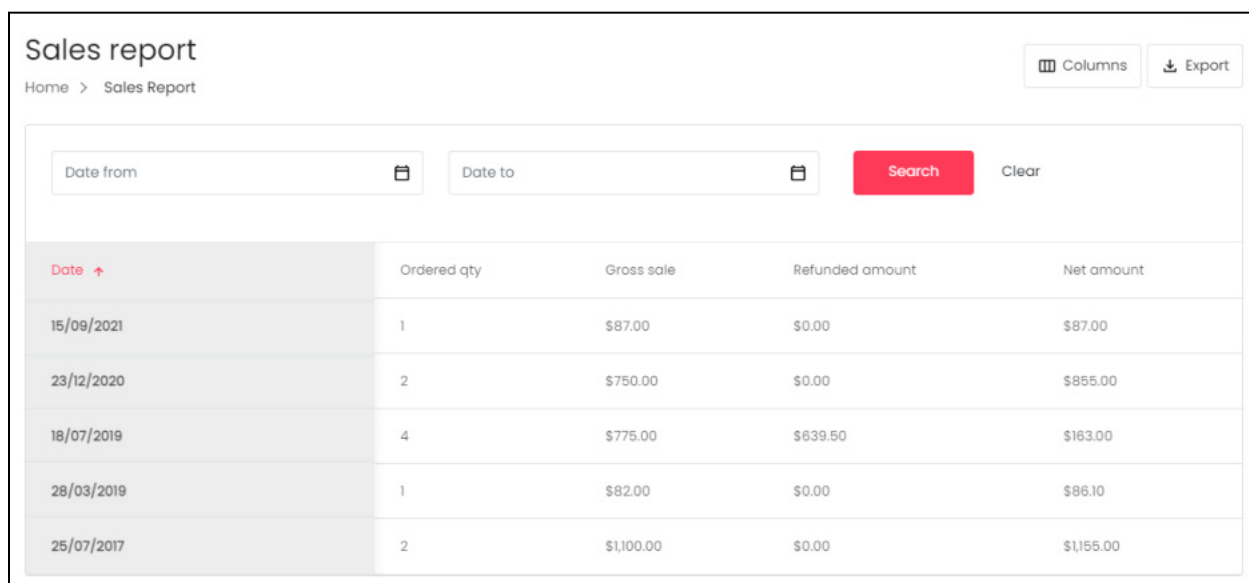
A sales report gives you an analysis of the sales that have taken place over a period of time through your shop. This report helps in identifying the market opportunities and in making better business decisions.

Click **Sales Report** to expand its sub-menu. There are two different sections under the Sales Report.

Click each section to be directed to their respective page. Each section has been explored in detail below:

### 11.1 Sales Over Time

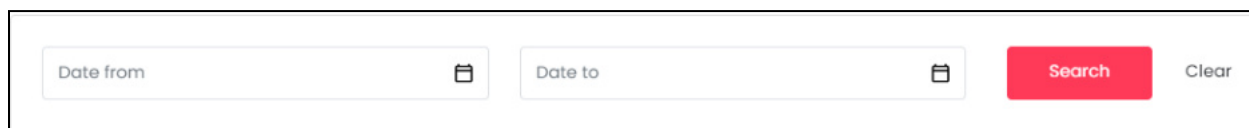
A Sales Over Time Report is a report that displays the sales trend of the shop since it was created till date.



Date ↑	Ordered qty	Gross sale	Refunded amount	Net amount
15/09/2021	1	\$87.00	\$0.00	\$87.00
23/12/2020	2	\$750.00	\$0.00	\$855.00
18/07/2019	4	\$775.00	\$639.50	\$163.00
28/03/2019	1	\$82.00	\$0.00	\$86.10
25/07/2017	2	\$1,100.00	\$0.00	\$1,155.00

### View Reports for a Certain Period

You can view the report for a specific period of time by stating the date from and date to, in the available fields above the list. Using this, you can narrow down the report by providing a date range.

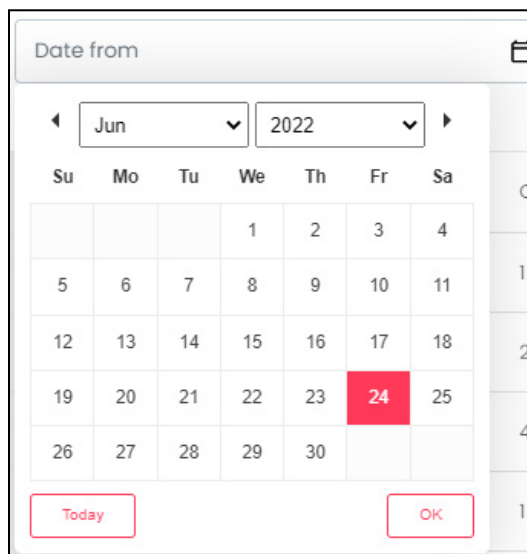


Click the field and a calendar will appear.

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Select the date and it will be added to the field. If you want to select today's date, you can click the **Today** button at the left-bottom corner of the calendar. And once you select this date, click **Done**.

Select the date in the same way for the next field as well.


Once both the dates have been selected, click **Search** to get the results.


Click **Clear** to clear the fields and start the search again.

 The **date from** has to be a **previous date** always, and the **date to** has to be a date that falls **after the date** selected in the **date from the field**.

**For instance**, if the date from is 24/09/2020, the date to, has to be a date that comes after this date and cannot be a date before this date.

## Sort the List

There is a **Sorting icon**  provided for every column's header. The column that has been sorted will display the icon while the others won't.

Date 	Ordered qty	Gross sale
15/09/2021	1	\$87.00
23/12/2020	2	\$750.00



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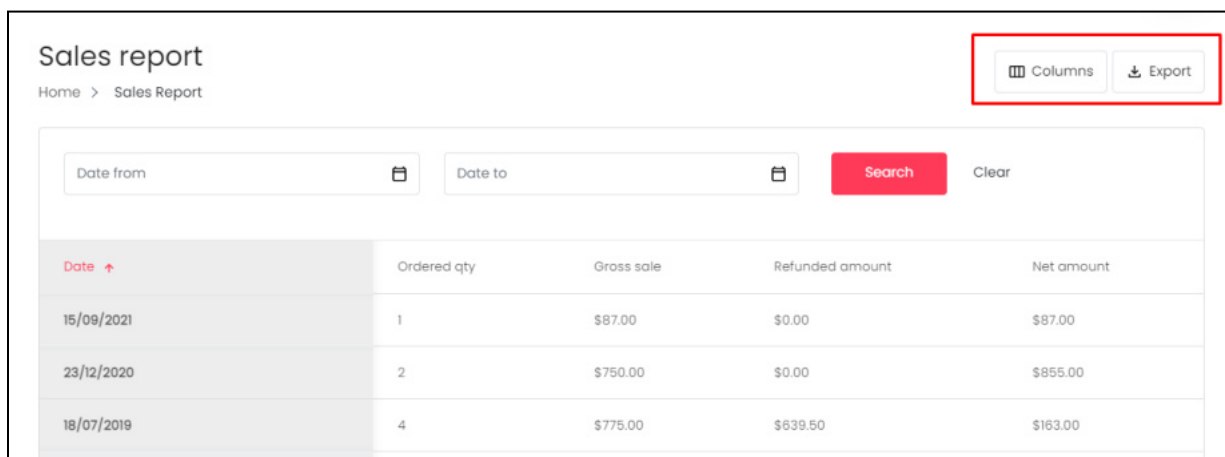
To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

You can see the type of sorting indication as follows:


- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .

## Action Buttons

At the top right-side of the table, there are two buttons.



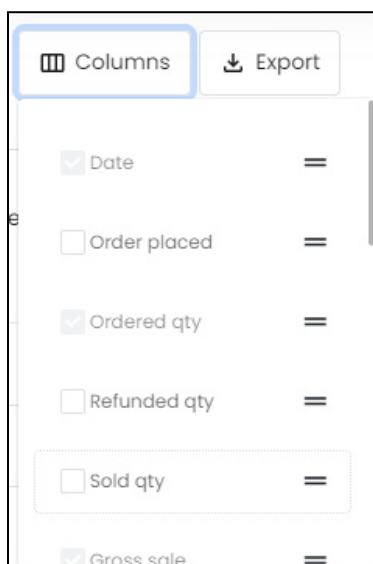
The screenshot shows a 'Sales report' interface. At the top right, there are two buttons: 'Columns' and 'Export', which are highlighted with a red rectangular box. Below these buttons is a search bar with 'Date from' and 'Date to' fields, a 'Search' button, and a 'Clear' button. The main table has the following data:

Date 	Ordered qty	Gross sale	Refunded amount	Net amount
15/09/2021	1	\$87.00	\$0.00	\$87.00
23/12/2020	2	\$750.00	\$0.00	\$855.00
18/07/2019	4	\$775.00	\$639.50	\$163.00

Each has been explained below:

### i. Columns

When you click this button, a dropdown list will appear.



The screenshot shows the 'Columns' dropdown menu. It contains a list of columns with checkboxes and sort icons (two horizontal lines). The 'Columns' button is highlighted with a blue box.

Column Name	Checked	Sort Icon
Date	<input checked="" type="checkbox"/>	=
Order placed	<input type="checkbox"/>	=
Ordered qty	<input checked="" type="checkbox"/>	=
Refunded qty	<input type="checkbox"/>	=
Sold qty	<input type="checkbox"/>	=
Gross sale	<input checked="" type="checkbox"/>	=

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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.

Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.


**!** The table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

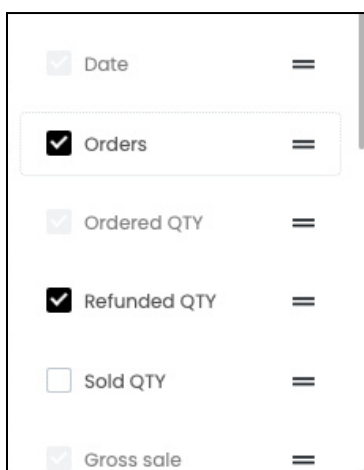
## ii. Export

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon**  on its right side.



You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Sales Over Time table has the following columns that assist in tracking the sales over time on the shop. All the columns to the table can be viewed by scrolling horizontally.

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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. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.

Date ↑	Ordered qty	Gross sale	Refunded amount	Net amount
15/09/2021	1	\$87.00	\$0.00	\$87.00



When you scroll horizontally, the **Date column** will move along as it has been frozen to allow you to follow the details better.

Column Name	Description	NOTES
<b>Date</b>	Date of sale, or the date when the invoice was created.	<ul style="list-style-type: none"> <li>Sort the dates in ascending or descending order by clicking the column's header.</li> <li>Click the date to view the list of sales made on the respective date (explained below).</li> </ul>
<b>Ordered Qty</b>	Total number of items ordered on the respective date	-
<b>Gross Sale</b>	Total amount made from the orders placed on the respective date, excluding any discounts.	This is the amount that your shop earns from the buyer during the checkout process.
<b>Refunded Amount</b>	Total amount that has been refunded to the customer's account or wallet for the order(s) placed on the respective date	This is the total amount refunded including shipping and tax charges.
<b>Net Amount</b>	Total amount of the sales made minus all the discount(s) and refunded amount for orders placed on the respective date  <b>Net Amount = (Gross sale) —</b>	<ul style="list-style-type: none"> <li>This is the amount credited to the seller's account.</li> <li>This formula will include only the shipping and tax</li> </ul>

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	<p><b>(Refunded amount + Refunded Shipping + Refunded Tax)</b></p>	<p>amount charged by the seller, and ultimately refunded to the seller (you).</p> <ul style="list-style-type: none"> <li>• The discount values are displayed as a negative value. For example, a discount of 5.09 will be displayed as -5.09. When using the value in the formula, remove the minus and just use the value. For instance, for -5.09, use 5.09 in the formula.</li> </ul>
--	--	--

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

Add one or more of the following columns to the final report:

Order placed	Refunded qty	Sold qty	Transaction amount	Inventory value	Tax charged	Shipping charge
1	0	1	\$87.00	\$87.00	\$0.00	\$0.00
2	0	2	\$855.00	\$750.00	\$75.00	\$30.00

Field Name	Field Description
<b>Order Placed</b>	Total number of orders placed on the respective date
<b>Refunded Qty</b>	Total number of item refunds initiated for orders placed on the respective date
<b>Sold Qty</b>	Total number of items sold for orders placed on the respective date  <b><i>Sold Qty = Ordered Qty — Refunded Qty</i></b>

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<b>Transaction Amount</b>	<p>Total amount spent by the buyer for orders placed on the respective date</p> <p><b><i>Transaction Amount = Gross Sale + Tax Charged + Shipping Charged</i></b></p>
<b>Inventory Value</b>	<p>Total cost of all the product variant units (as set by you, the seller) in the orders placed on the respective date</p>
<b>Tax Charged</b>	<p>Total tax levied on the order(s) placed on the respective date</p> <p><b>Note:</b> This is the tax charged by you and not the admin</p>
<b>Shipping Charged</b>	<p>Total shipping charged for order(s) placed on the respective date</p> <p><b>Note:</b> This is the shipping charged by you and not the admin</p>
<b>Volume Discount</b>	<p>Total volume discount applied for the orders placed on the respective date</p>
<b>Refunded Shipping</b>	<p>Total shipping charges refunded for the orders placed on the respective date</p>
<b>Refunded Tax</b>	<p>Total tax refunded for the orders placed on the respective date</p>
<b>Commission Charged</b>	<p>Total commission charged by the admin for the order(s) placed on the respective date</p>
<b>Refunded Commission</b>	<p>Total amount of commission refunded to you by the admin for the returned orders on the respective date</p>
<b>Admin Earnings</b>	<p>Total amount earned by the admin from all the orders placed through your shop on the respective date</p> <p><b><i>Admin Earnings = Commission Charged - Refunded Commission</i></b></p>

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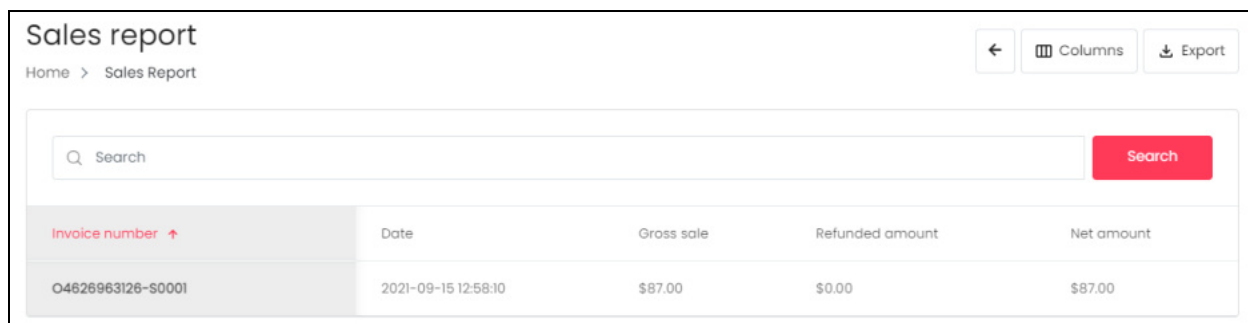
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

## View Transactions for Each Date

The Sales Over Time report shows the sales made all together on a single date. To view the number of transactions and orders of one day, click the respective date in the table. The **date is a hyperlink** to the page where you can see all the sales made on that day.

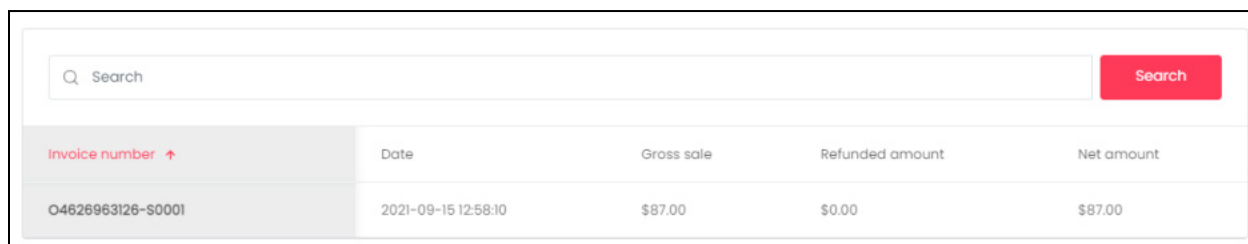
When you click a date, it will direct you to the sales report page of that specific day.

### Example:



Invoice number ↑	Date	Gross sale	Refunded amount	Net amount
O4626963126-S0001	2021-09-15 12:58:10	\$87.00	\$0.00	\$87.00

For example, when we click 15/09/2021 in the table, it will redirect you to the Sales Report page for the specific date.



Invoice number ↑	Date	Gross sale	Refunded amount	Net amount
O4626963126-S0001	2021-09-15 12:58:10	\$87.00	\$0.00	\$87.00

This page has the same columns (default and additional), sorting function and action buttons (export and column) just as in the main Sales Over Time Report page. You can access them accordingly.

## Search by Invoice Number

The only difference on this page is the search bar option.



Invoice Number ↑	Date	Gross sale	Refunded Amount	Net Amount
------------------	------	------------	-----------------	------------

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On this page, you can search for a specific invoice number using the search bar at the top of the list.

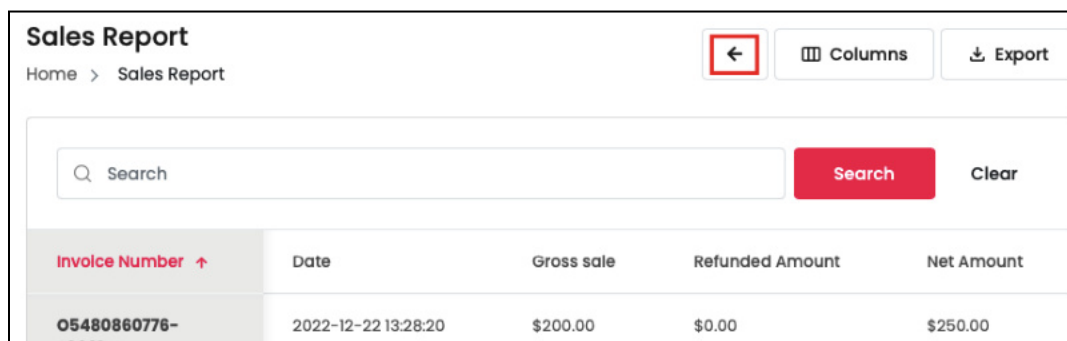
Type in the invoice number and click **Search**. The result(s) will appear below.




Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

## Go Back to Sales Report Page

Click the **back icon**  at the top right-side of the page to go back to the sales report page.



Invoice Number 	Date	Gross sale	Refunded Amount	Net Amount
05480860776- 00001	2022-12-22 13:28:20	\$200.00	\$0.00	\$250.00

## 11.2 Products

The product report is a business tool which gives insights into the products ordered from the shop on the platform. It details the performance of each product sold under the shop, regardless of if they are master products or seller products.

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Catalog report

Home > Catalog Report

Columns Export

Search by product name Search

Product name ↓	Sold qty	Gross sale	Refunded amount	Net amount
Jeans	1	\$87.00	\$0.00	\$87.00
Sony Playstation (4)	1	\$1100.00	\$535.00	\$580.00
Women Levis Tshirt	2	\$275.00	\$104.50	\$213.00

## Search by Product Name

Narrow down the report to track the details of a specific product by using the search bar provided at the top of the list.

Search by product name Search Clear

Product Name ↓	Sold QTY	Gross sale	Refunded Amount	Net Amount
----------------	----------	------------	-----------------	------------

Type in the product name in the search bar and click **Search** to get the results.

Search by product name Apple x Search

Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

## Sort the List

There is a **Sorting icon** ↑ provided for every column's header. The column that has been sorted will display the icon while the others won't.

**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.

Product name ↓	Sold qty
Jeans	1
Sony Playstation (4)	1
Women Levis Tshirt	2

To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

You can see the type of sorting indication as follows:

- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .

## Action Buttons

At the top right-side of the table, there are two buttons.

**Catalog report** Columns Export

Home > Catalog Report

x Search

Product name ↓	Sold qty	Gross sale	Refunded amount	Net amount
Jeans	1	\$87.00	\$0.00	\$87.00
Sony Playstation (4)	1	\$1,100.00	\$535.00	\$580.00
Women Levis Tshirt	2	\$275.00	\$104.50	\$213.00

Each has been explained below:

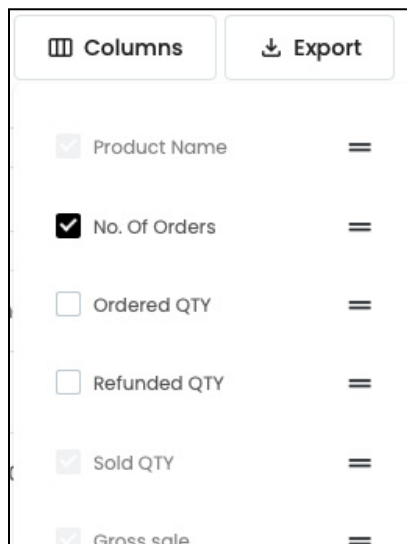
### i. Columns

When you click this button, a dropdown list will appear.

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Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.

**!** The table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

## ii. Export

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon** = on its right side.

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<input type="checkbox"/>	Product Name	=
<input checked="" type="checkbox"/>	No. Of Orders	=
<input type="checkbox"/>	Ordered QTY	=
<input type="checkbox"/>	Refunded QTY	=
<input checked="" type="checkbox"/>	Sold QTY	=
<input checked="" type="checkbox"/>	Gross sale	=

You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Product Sales Report has the following columns that assist in tracking the sales of the products in the shop. All the columns of the table can be viewed by scrolling horizontally.

### i. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.



When you scroll horizontally, the **Product Name column** will move along as it has been frozen to allow you to follow the details better.

Product name ↓	Sold qty	Gross sale	Refunded amount	Net amount
Jeans	1	\$87.00	\$0.00	\$87.00
Sony Playstation (4)	1	\$1100.00	\$535.00	\$580.00

Column Name	Description
<b>Product</b>	The product's name, and its brand name mentioned below the product name.
<b>Sold Qty</b>	Total number of units of the respective product sold till date, excluding the refunded units

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	<b><i>Sold Qty = Total Ordered Qty - Refunded Qty</i></b>
<b>Gross Sale</b>	Total amount made through the sale of the respective product units. This amount excludes the discounts applied. It is the <b>total amount paid at the checkout</b> by the buyer.
<b>Coupon Discount</b>	Total discount availed after applying a coupon(s) on the respective product units
<b>Refunded Amount</b>	Total amount that has been refunded to the customer's account or wallet for any refunds made on the respective product units
<b>Tax Charged</b>	Total tax levied on the respective product units
<b>Shipping Charged</b>	Total shipping charged for the respective product units
<b>Net Amount</b>	Total amount of the sales made minus all the discount(s) and refunded amount for the respective product units  <b><i>Net Amount = (gross sale) — (Refunded amount + Refunded Shipping + Refunded Tax)</i></b>

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

Add one or more of the following columns to the final report:

No. of orders	Ordered qty	Refunded qty	Transaction amount	Inventory value	Tax charged by seller	Sh
5	1	0	\$87.00	\$87.00	\$0.00	\$0

Field Name	Field Description
<b>No. of Orders</b>	Total number of orders of the respective product unit
<b>Ordered Qty</b>	Number of units ordered that fall under the respective product  <b><i>Ordered Qty = No. of Orders - Refunded Qty</i></b>

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<b>Refunded Qty</b>	Total number units of the respective product that have been refunded (sent back to the buyer)
<b>Transaction Amount</b>	Total amount spent by the buyer for purchasing the respective product unit(s)  <b><i>Transaction Amount = Gross Sale + Tax Charged + Shipping Charged</i></b>
<b>Inventory Value</b>	Total inventory cost of the product ordered into the total quantity ordered.  <b><i>Inventory Value = Cost of product * Qty Ordered</i></b>
<b>Tax Charged by Seller</b>	Total tax charged by all the sellers for all the units sold for the respective product
<b>Shipping Charged by Seller</b>	Total shipping charged by the sellers for all the units sold for the respective product
<b>Volume Discount</b>	Total volume discount applied for all the units sold for the respective product
<b>Refunded Shipping</b>	Total shipping charges refunded for all the units sold for the respective product
<b>Refunded Tax</b>	Total tax refunded for all the units sold for the respective product
<b>Commission Charged</b>	Total commission charged by the admin from the seller for all the units sold for the respective product
<b>Refunded Commission</b>	Total amount of commission refunded to the seller for the returned units of the respective product
<b>Admin Earnings</b>	Total amount earned by the admin through the sale of the respective product unit(s)  <b><i>Admin Earnings = Commission Charged - Refunded Commission</i></b>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

## 12. Financial Report

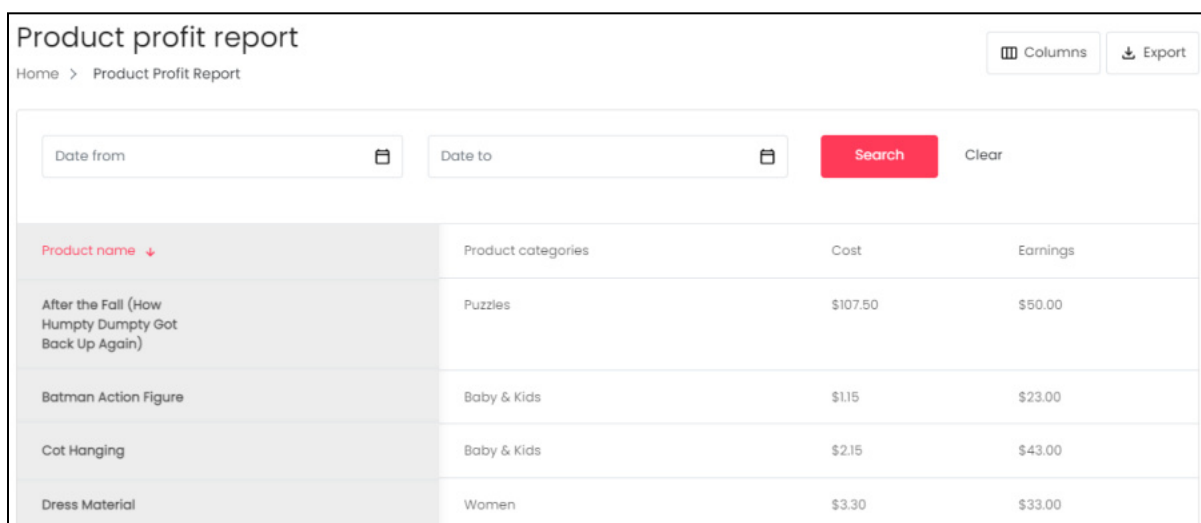
The financial report offers an analysis of the financial performance and health of the business. It is a management tool that will help you make financial decisions for the betterment of your business.

Click Financial Report to expand the sub-menu. There are three different sections under this.

Click each section to be directed to their respective page. Each section has been explored in detail below:

### 12.1 Profit By Products

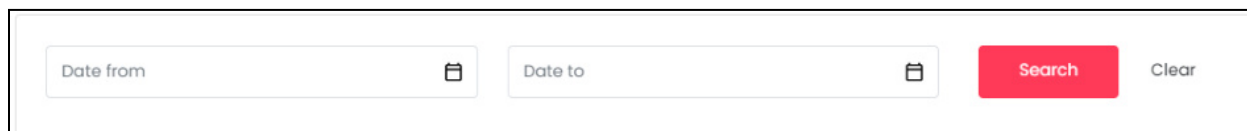
The Profit by Product Report details the profits earned by the sale of products since the shop was created.



Product name ↓	Product categories	Cost	Earnings
After the Fall (How Humpty Dumpty Got Back Up Again)	Puzzles	\$107.50	\$50.00
Batman Action Figure	Baby & Kids	\$1.15	\$23.00
Cot Hanging	Baby & Kids	\$2.15	\$43.00
Dress Material	Women	\$3.30	\$33.00

### View Reports for a Certain Period

You can view the report for a specific period of time by stating the date from and date to, in the available fields above the list. Using this, you can narrow down the report by providing a date range.

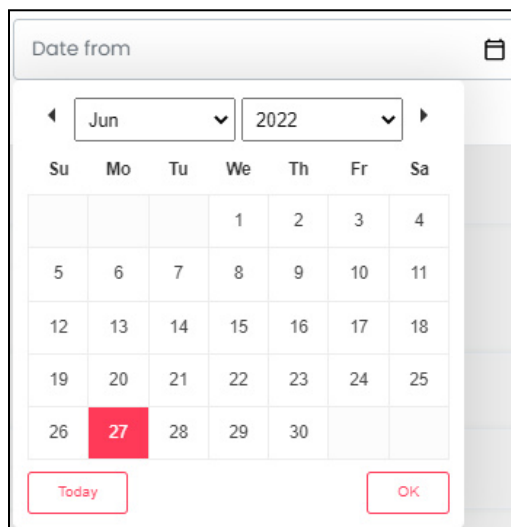


Click the field and a calendar will appear.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



Select the date and it will be added to the field. If you want to select today's date, you can click **Today** at the left-bottom corner of the calendar. And once you select this date, click **Done**.

Select the date in the same way for the next field as well.

Once both the dates have been selected, click **Search** to get the results.


Click **Clear** to clear the fields and start the search again.



The **date from** has to be a **previous date** always, and the **date to** has to be a date that falls **after the date** selected in the **date from the field**.

**For instance**, if the date from is 24/09/2020, the date to, has to be a date that comes after this date and cannot be a date before this date.

## Sort the List

There is a **Sorting icon**  provided for every column's header. The column that has been sorted will display the icon while the others won't.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

Product name ↓	Product categories
After the Fall (How Humpty Dumpty Got Back Up Again)	Puzzles
Batman Action Figure	Baby & Kids
Cot Hanging	Baby & Kids
Dress Material	Women

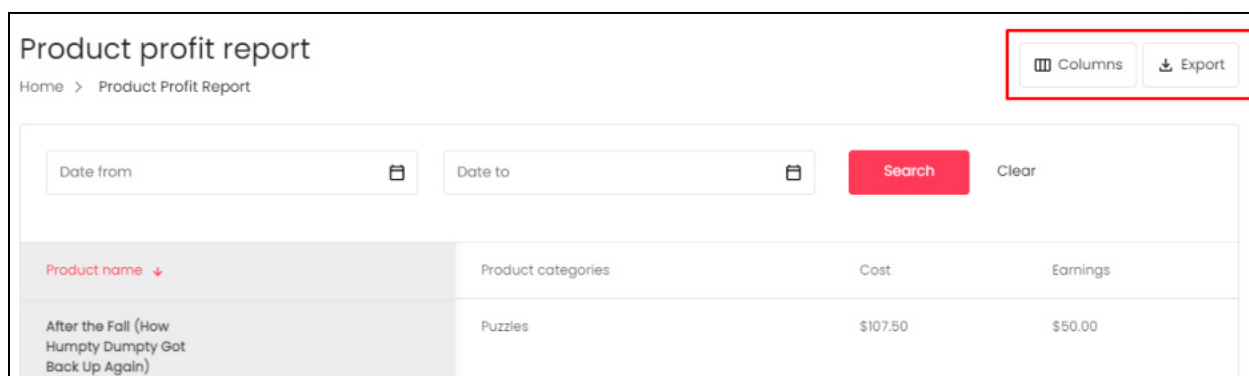
To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

You can see the type of sorting indication as follows:

- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .

## Action Buttons

At the top right-side of the table, there are two buttons.



The screenshot shows the 'Product profit report' page. At the top right, there are two buttons: 'Columns' and 'Export'. Below these are search filters for 'Date from' and 'Date to', a 'Search' button, and a 'Clear' button. The table below has the following structure:

Product name ↓	Product categories	Cost	Earnings
After the Fall (How Humpty Dumpty Got Back Up Again)	Puzzles	\$107.50	\$50.00

Each has been explained below:

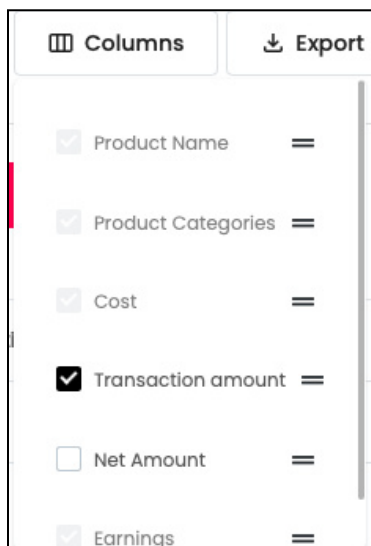
### i. Columns

When you click this button, a dropdown list will appear.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.


**!** The table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

## ii. Export

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon**  on its right side.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

<input checked="" type="checkbox"/>	Product Name	=
<input checked="" type="checkbox"/>	Product Categories	=
<input checked="" type="checkbox"/>	Cost	=
<input checked="" type="checkbox"/>	Transaction amount	=
<input type="checkbox"/>	Net Amount	=
<input checked="" type="checkbox"/>	Earnings	=

You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Profits by Product Report has the following columns that assist in tracking the profits made from each product sold through your shop, on the platform.

### i. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.



When you scroll horizontally, the **Product Name column** will move along as it has been frozen to allow you to follow the details better.

Product name ↓	Product categories	Cost	Earnings
After the Fall (How Humpty Dumpty Got Back Up Again)	Puzzles	\$107.50	\$50.00

Field Name	Field Description
<b>Product Name</b>	Name of the product  <b>NOTE:</b> This is NOT the catalog product name. It is the name of the product inventory as set by you for your shop.
<b>Product Categories</b>	Name of the category under which the respective

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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.

	product has been linked
<b>Cost</b>	Total product cost as set by you, the seller
<b>Earnings</b>	<p>Total revenue earned by the seller (you) from the sale of the respective product after deducting commissions, tax and shipping charges.</p> <p><b><i>Earnings = (Product price * Qty) - volume discount - total refunded amount - refunded tax - (Product cost * Qty)</i></b></p>

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

Add one or more of the following columns to the final report:

Transaction amount	Net amount
\$157.50	\$157.50

Field Name	Field Description
<b>Transaction Amount</b>	<p>Total amount paid for the product at checkout, after all the discounts and deductions have been made.</p> <p><b><i>Transaction Amount = (Inventory Value*Order Qty) + Tax Charged + Shipping Charged - (volume discount + coupon discount + reward discount)</i></b></p>
<b>Net Amount</b>	<p>Total amount earned from the respective product minus all the discount(s).</p> <p><b><i>Net Amount = (transaction amount) – (Refunded amount + Refunded Shipping + Refunded Tax)</i></b></p>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

## 12.2 Payout

The payout report details the outgoing monetary flow since the shop started till date.

**Payout report** Columns Export

Home > Payout Report

Date from   Date to

Date ↓	Advertisement charges	Tax charged	Shipping charged	Total amount
19/07/2017	\$0.00	\$0.00	\$0.00	\$0.00
25/07/2017	\$0.00	\$55.00	\$0.00	\$121.90
28/12/2017	\$0.00	\$0.00	\$0.00	\$250.00
28/03/2019	\$0.00	\$4.10	\$0.00	\$7.54
18/07/2019	\$0.00	\$18.00	\$15.00	\$40.62
16/12/2020	\$0.00	\$0.00	\$0.00	\$200.00
23/12/2020	\$0.00	\$75.00	\$30.00	\$139.20

### View Reports for a Certain Period

You can view the report for a specific period of time by stating the date from and date to, in the available fields above the list. Using this, you can narrow down the report by providing a date range.

Date from   Date to

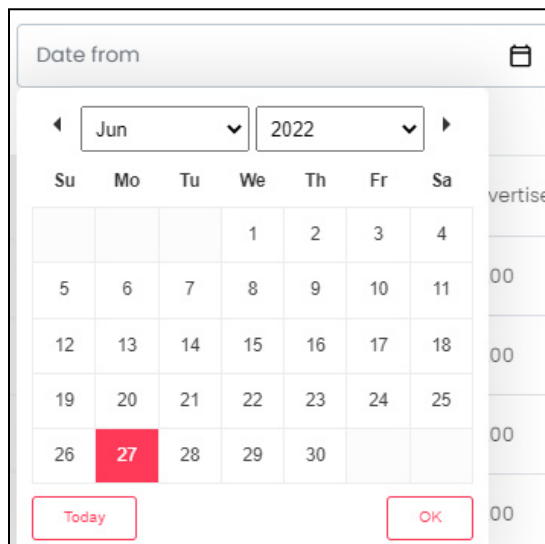
Click the field and a calendar will appear.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.





Select the date and it will be added to the field. If you want to select today's date, you can click **Today** at the left-bottom corner of the calendar. And once you select this date, click **Done**.

Select the date in the same way for the next field as well.

Once both the dates have been selected, click **Search** to get the results.


Click **Clear** to clear the fields and start the search again.



The **date from** has to be a **previous date** always, and the **date to** has to be a date that falls **after the date** selected in the **date from the field**.

**For instance**, if the date from is 24/09/2020, the date to, has to be a date that comes after this date and cannot be a date before this date.

## Sort the List

There is a **Sorting icon**  provided for every column's header. The column that has been sorted will display the icon while the others won't.

Date ↓	Advertisement charges
19/07/2017	\$0.00
25/07/2017	\$0.00



To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

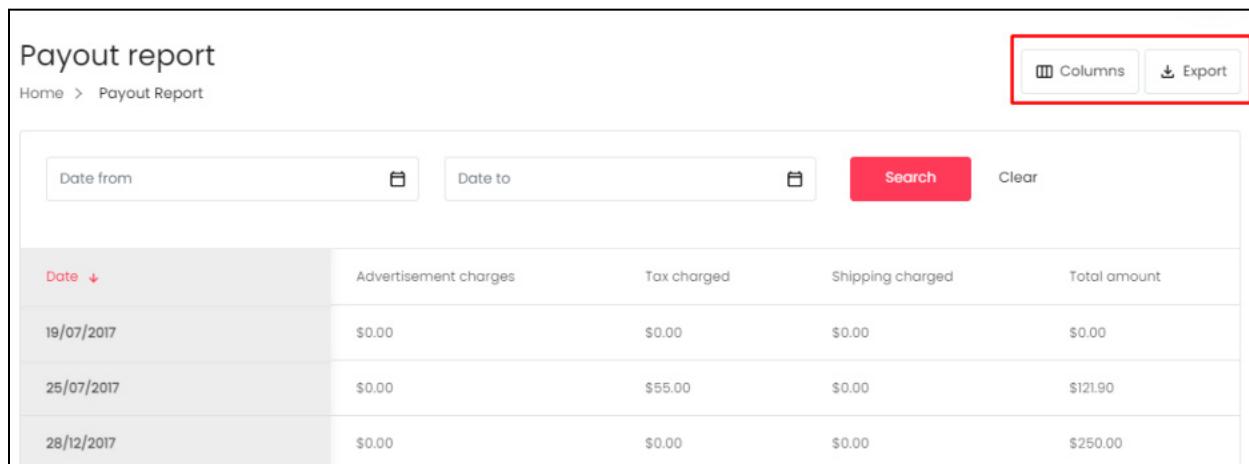
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

You can see the type of sorting indication as follows:

- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .

## Action Buttons

At the top right-side of the table, there are two buttons.

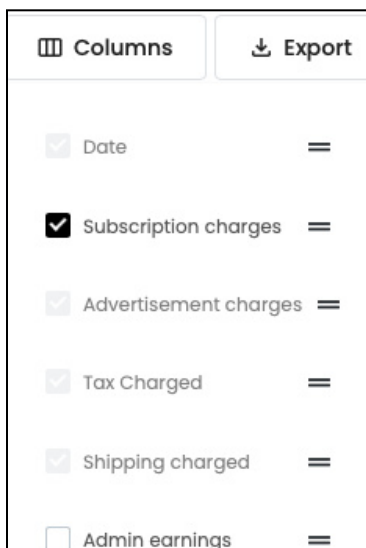


Date ↓	Advertisement charges	Tax charged	Shipping charged	Total amount
19/07/2017	\$0.00	\$0.00	\$0.00	\$0.00
25/07/2017	\$0.00	\$55.00	\$0.00	\$121.90
28/12/2017	\$0.00	\$0.00	\$0.00	\$250.00

Each has been explained below:

### i. Columns

When you click this button, a dropdown list will appear.




Columns	Export
<input type="checkbox"/> Date =	
<input checked="" type="checkbox"/> Subscription charges =	
<input type="checkbox"/> Advertisement charges =	
<input type="checkbox"/> Tax Charged =	
<input type="checkbox"/> Shipping charged =	
<input type="checkbox"/> Admin earnings =	

Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

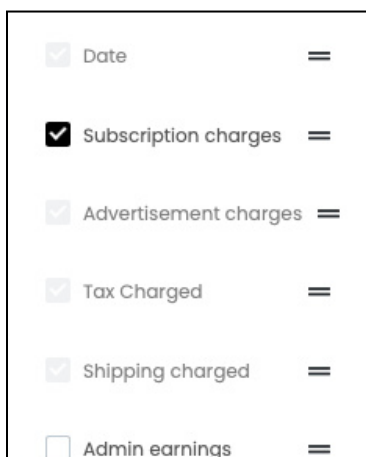
## ii. Export

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon**  on its right side.



You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Payout Report has the following columns that assist in tracking the payouts made by the seller.

### i. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.



When you scroll horizontally, the **Date column** will move along as it has been frozen to allow you to follow the details better.

Date ↓	Advertisement charges	Tax charged	Shipping charged	Total amount
19/07/2017	\$0.00	\$0.00	\$0.00	\$0.00
25/07/2017	\$0.00	\$55.00	\$0.00	\$121.90

Field Name	Field Description
<b>Date</b>	Date on which the payout is made
<b>Advertisement Charges</b>	Total amount paid by you, the seller for any advertisement activities within the platform
<b>Tax Charged</b>	Total amount of taxes paid. Tax is paid when you choose to list the product as exclusive of any tax.
<b>Shipping Charged</b>	Total amount paid by you, the seller to be forwarded to shipping carriers. This is applicable if you are not charging anything for the shipping
<b>Total Amount</b>	Total amount spent by the seller (paid to the admin)  <b><i>Total Amount = Admin Earnings + Advertisement Charges + Tax Charges + Shipping Charges + Subscription Charges</i></b>

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

Add one or more of the following columns to the final report:

Subscription charges	Admin earnings
\$0.00	\$0.00

**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.

Field Name	Field Description
<b>Subscription Charges</b>	Total amount paid for a subscription to own a shop on the platform to the admin
<b>Admin Earnings</b>	Total commission earned by the admin for sales made through the shop - this is basically the earnings made from the orders placed

## 12.3 Transaction Report

The transaction report details the transactions that have taken place for each order and their status since the shop was created, till date.

Transaction report Columns Export

Home > Transaction Report

Search

Date ↑	Transaction id	Payment status	Transaction amount	Comments
17/09/2021 11:20	TN-0000151	Transaction completed	- \$1.00	Charges For Promotion #000002 From Duration 2019-10-15 15:43:05 to 2019-10-15 15:43:05
17/09/2021 11:20	TN-0000153	Transaction completed	- \$3.00	Charges For Promotion #000008 From Duration 2019-08-06 13:19:15 to 2019-10-18 14:36:23
17/09/2021 11:20	TN-0000154	Transaction completed	- \$3.00	Charges For Promotion #000009 From Duration 2019-07-18 16:12:02 to 2019-10-15 13:33:56
17/09/2021 11:20	TN-0000155	Transaction completed	- \$3.00	Charges For Promotion #000010 From Duration 2019-08-06 13:18:35 to 2019-10-18 13:09:09
15/09/2021 13:01	TN-0000147	Transaction completed	\$87.00	Received credits for order #O4626963126-S0001.
15/09/2021 13:01	TN-0000148	Transaction completed	- \$1.74	Charged commission for order #O4626963126-S0001.
14/09/2021	TN-0000142	Transaction	- \$63.70	Product Sold #O9912112983-S0001. Transferred To Account

### Search by Transaction ID or Comments


Narrow down the report to track the details of each transaction, by using the search bar provided at the top of the list.

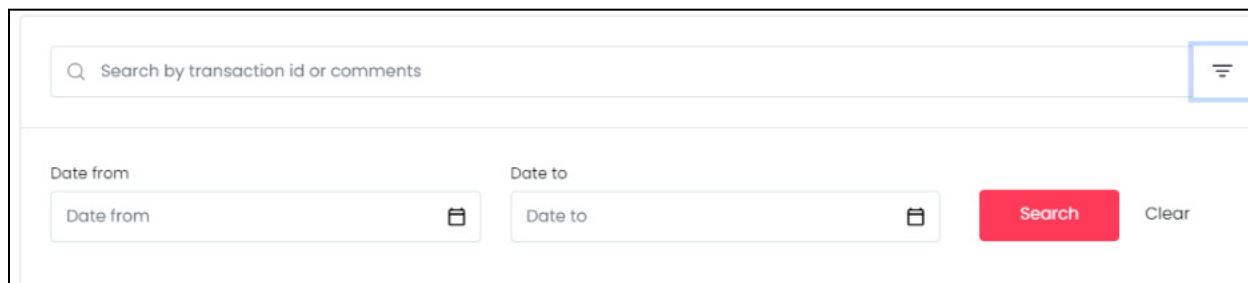
Search

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

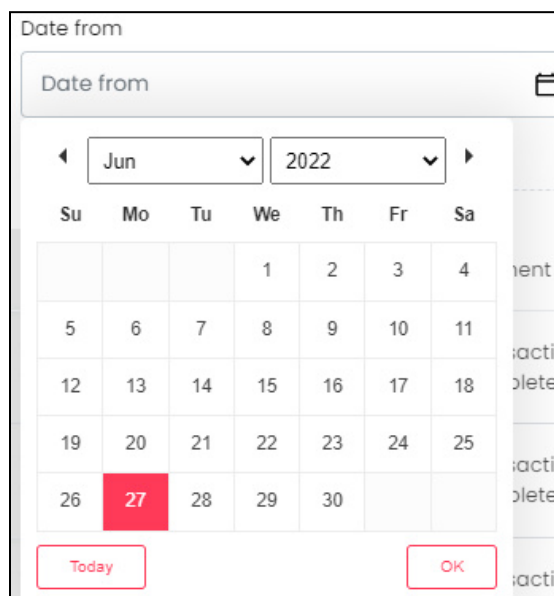
Click the **doner icon**  to expand the search panel.



The screenshot shows a search interface with a search bar at the top containing the placeholder text "Search by transaction id or comments". Below the search bar are two date filter fields: "Date from" and "Date to", each with a calendar icon. To the right of these fields is a red "Search" button and a "Clear" link.

The **smart search bar** comes with filters that allows you to connect it and narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the transaction ID or comments made for the transaction. You can enter only one of the two options to get the results.
- **Date From:** Click the field and a calendar will appear. Select the date and it will be added to the field.



The screenshot shows a date selection calendar for June 2022. The calendar grid has columns for days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and rows for dates. The date 27 is highlighted in red. Below the calendar are two buttons: "Today" and "OK".

If you want to select today's date, you can click **Today**. And once you select this date, click **Done**.

- **Date To:** Click the field and a calendar will appear. Select the date and it will be added to the field.



The from date has to be a previous date always, and the to date has to be a date that falls after the date selected in the from date field. **For instance**, if the from date is 24/09/2020, the to date, has to be a date that comes after this date and cannot be a date before this date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

Also, you can just use these two date fields to get the report for a specific period of time.


Then, click **Search** to get results.


Click **Clear** to clear both the fields.



You can search for a transaction by editing just one field from all the available options, or you can just add a date range to see which transactions took place between a specific range of time.



## Sort the List

There is a **Sorting icon**  provided for every column's header. The column that has been sorted will display the icon while the others won't.

Date 	Transaction id	Payment status
17/09/2021 11:20	TN-0000151	Transaction completed



To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

You can see the type of sorting indication as follows:

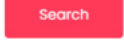
- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .


## Action Buttons

At the top right-side of the table, there are two buttons.

Transaction report  

Home > Transaction Report



Date 	Transaction id	Payment status	Transaction amount	Comments
17/09/2021 11:20	TN-0000151	Transaction completed	- \$1.00	Charges For Promotion #000002 From Duration 2019-10-15 15:43:05 to 2019-10-15 15:43:05
17/09/2021 11:20	TN-0000153	Transaction completed	- \$3.00	Charges For Promotion #000008 From Duration 2019-08-06 13:19:15 to 2019-10-18 14:36:23

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

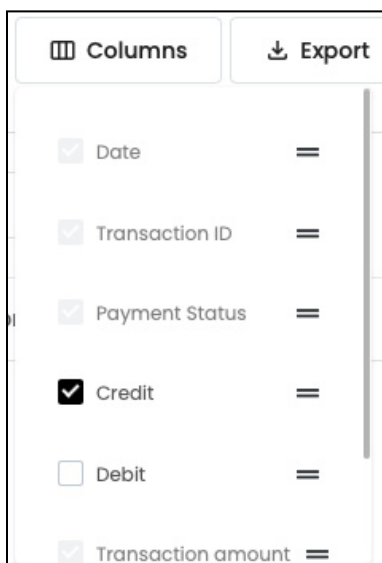
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Each has been explained below:

### i. Columns

When you click this button, a dropdown list will appear.



Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.

**!** The table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

### ii. Export

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

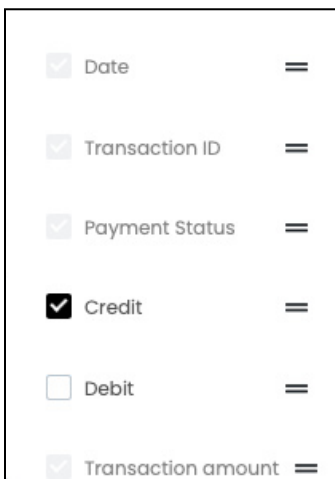
Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon** **=** on its right side.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.





You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Transaction Report has the following columns that assist in tracking the transactions made on the shop.

### i. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.



When you scroll horizontally, the **Date column** will move along as it has been frozen to allow you to follow the details better.

Date ↑	Transaction id	Payment status	Transaction amount	Comments
17/09/2021 11:20	TN-0000151	Transaction completed	-\$1.00	Charges For Promotion #00000 2019-10-15 15:43:05 to 2019-10-15

Field Name	Field Description
<b>Date</b>	Date on which the transaction was made, and the time
<b>Transaction ID</b>	A unique number associated with the transaction
<b>Payment Status</b>	Status of the payment - options include: transaction completed, transaction fail, or transaction pending.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

<b>Transaction Amount</b>	Total amount spent in the respective transaction
<b>Comments</b>	<p>Details what kind of transaction this is.</p> <p><b>NOTE:</b> It can be a transaction for an order placed, credit added to the wallet, debited amount from the waller for an order, etc.</p>

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

Add one or more of the following columns to the final report:

Credit	Debit
\$0.00	\$1.00

Field Name	Field Description
<b>Credit</b>	Total credit added to the wallet under the respective transaction, if any
<b>Debit</b>	Total debited amount from the wallet/any other payment method under the respective transaction, if any

## 13. Inventory Reports

This section reflects the earnings and performance of seller's product inventories to analyze the individual outputs of each product added to their shop.

Click Inventory Reports to expand the sub-menu. There are three different sections under this.

Click each section to be directed to their respective page. Each section has been explored in detail below:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

## 13.1 Products Inventory

The Inventory report details the information regarding the inventory including the remaining stock, and earnings made for each product inventory.

Products inventory report

Home > Products inventory report

Columns Export

Search by product name Search

Product name ↓	SKU	Unit price	Order placed	Sold qty	Gross sale	Refunded amount	Net amount	Admin earnings
Ico Blue Star Slim Women's Light Blue Jeans Color: Ice Blue Brand: Diesel	JZ121	95.00	1	1	\$87.00	\$0.00	\$87.00	\$1.74
Sony Playstation 4 500 GB Console Size: 500 GB Brand: SONY	Sony M231	500.00	1	0	\$500.00	\$535.00	-\$50.00	\$0.00
Sony Playstation 4 1TB Console Size: 1TB Brand: SONY	Sony M34	600.00	1	1	\$600.00	\$0.00	\$630.00	\$34.00
Levis Women Tshirt Size: S Brand: Levi's	BC454	120.00	1	1	\$85.00	\$0.00	\$93.50	\$3.74

### Search by Product Inventory Name

Narrow down the report to track the details of a specific product inventory by using the search bar provided at the top of the list.

Search by product name Search Clear

Product Name ↓	SKU	Unit Price	Orders	Sold QTY	Gross sale	Refunded Amount
----------------	-----	------------	--------	----------	------------	-----------------

Type in the product name in the search bar and click **Search** to get the results.

Search by product name Apple x Search


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.



## Sort the List

There is a **Sorting icon**  provided for every column's header. The column that has been sorted will display the icon while the others won't.

Product name 	SKU	Unit price	Order
Ico Blue Star Slim Women's Light Blue Jeans Color: Ice Blue	JZ121	95.00	1



To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

You can see the type of sorting indication as follows:


- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .


## Action Buttons

At the top right-side of the table, there are two buttons.

**Products inventory report** Columns  Export 

Home > Products inventory report

x  Search

Product name 	SKU	Unit price	Order placed	Sold qty	Gross sale	Refunded amount	Net amount	Admin earnings
Ico Blue Star Slim Women's Light Blue Jeans Color: Ice Blue Brand: Diesel	JZ121	95.00	1	1	\$87.00	\$0.00	\$87.00	\$1.74
Sony Playstation 4 500 GB Console Size: 500 GB Brand: SONY	Sony M231	500.00	1	0	\$500.00	\$535.00	-\$50.00	\$0.00

Each has been explained below:

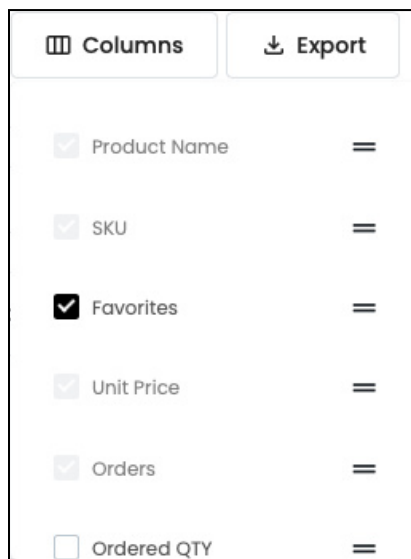
### i. Columns

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

When you click this button, a dropdown list will appear.



Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.


**!** The table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

## ii. Export

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon**  on its right side.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

<input type="checkbox"/>	Product Name	=
<input type="checkbox"/>	SKU	=
<input checked="" type="checkbox"/>	Favorites	=
<input type="checkbox"/>	Unit Price	=
<input type="checkbox"/>	Orders	=
<input type="checkbox"/>	Ordered QTY	=

You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Transaction Report has the following columns that assist in tracking the earnings made by the product inventory.

### i. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.



When you scroll horizontally, the **Date column** will move along as it has been frozen to allow you to follow the details better.

Product name ↓	SKU	Unit price	Order placed	Sold qty	Gross sale	Refunded amount	Net amount	Admin earnings
Ice Blue Star Slim Women's Light Blue Jeans Color: Ice Blue	JZ121	95.00	1	1	\$87.00	\$0.00	\$87.00	\$1.74

Field Name	Field Description
<b>Product Name</b>	<p>Has the following information:</p> <ul style="list-style-type: none"> <li>● Custom Title (Inventory Product Name, added by you)</li> <li>● Variant Attributes - This depends on the product (<i>each product can have a different attribute like different color, size and so on. Some products can have no such attribute at all.</i>)</li> <li>● Brand</li> </ul>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

<b>SKU</b>	The unique stock keeping unit number associated with the respective product variant
<b>Unit Price</b>	Unit price (cost price) of the respective product variant as added by you. It is different from the selling price of the product variant.
<b>Order Placed</b>	Total number of orders placed where the respective product variant was included in the order  <b>NOTE:</b> This means that if an order of three or four items were made, and this product was added in it, it will be considered as 1 order placed. Moreover, if two of this same product was added in that one order, it will still be counted as 1 order.
<b>Sold Qty</b>	Total number of product units sold till date, excluding the refunded units  <b>NOTE:</b> A blank space for this means that the quantity sold is 0.  <b><i>Sold Qty = Total Ordered Qty - Refunded Qty</i></b>
<b>Gross Sale</b>	Total amount made through the sale of the respective product. This amount excludes the discounts applied.
<b>Refunded Amount</b>	Total amount that has been refunded to the customer's account or wallet for the respective product  <b><i>Refunded Amount = Refunded Qty * Unit Price</i></b>
<b>Net Amount</b>	Total amount of the sales made minus all the discount(s) and refunded amount for the respective product  <b><i>Net Amount = (Gross sales) — (Refunded amount + Refunded Shipping + Refunded Tax)</i></b>
<b>Admin Earnings</b>	Revenue earned by the admin for the respective product

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

Add one or more of the following columns to the final report:

Favorites	Ordered qty	Refunded qty	Transaction amount	Inventory value	Tax charged by seller	Shipping charge
2	1	0	\$87.00	\$87.00	\$0.00	\$0.00

Field Name	Field Description
<b>Favorites</b>	Total count of times that the product has been marked as a favorite by users
<b>Ordered Qty</b>	Total number of units ordered for the respective product variant  <b><i>Ordered Qty = No. of Orders - Refunded Qty</i></b>
<b>Refunded Qty</b>	Total number of units of the respective product variant that have been refunded, which is sent back to you (the seller)
<b>Transaction Amount</b>	Total amount spent by the buyer for purchasing the respective product unit(s)  <b><i>Transaction Amount = Gross Sale + Tax Charged + Shipping Charged)</i></b>
<b>Inventory Value</b>	The total selling price of the product variant into the ordered quantity.  <b><i>Inventory Value = Selling price of product variant * Ordered Qty</i></b>
<b>Tax Charged by Seller</b>	Total tax levied by you (the seller) for the total units sold of the respective product variant.
<b>Shipping Charged by Seller</b>	Total shipping charged by you (the seller) for the total units sold of the respective product variant.
<b>Volume Discount</b>	Total volume discount applied for all the units sold for the respective product variant
<b>Refunded Shipping</b>	Total shipping charges refunded for all the units sold for

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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.



	the respective product variant
<b>Refunded Tax</b>	Total tax refunded for all the units sold for the respective product variant
<b>Commission Charged</b>	Total commission charged by the admin from the seller for all the units sold for the respective product variant
<b>Refunded Commission</b>	Total amount of commission refunded to you (the seller) for the returned units of the respective product variant

## 13.2 Products Inventory Stock Status

The Product Inventory Stock Status report details the information regarding the inventory stock, including the stock quantity available, the stock that is on order, the unit price of the products, inventory value and the total price of the product quantity left in stock.

**Products inventory stock status report** Columns Export

Home > Products inventory stock status report

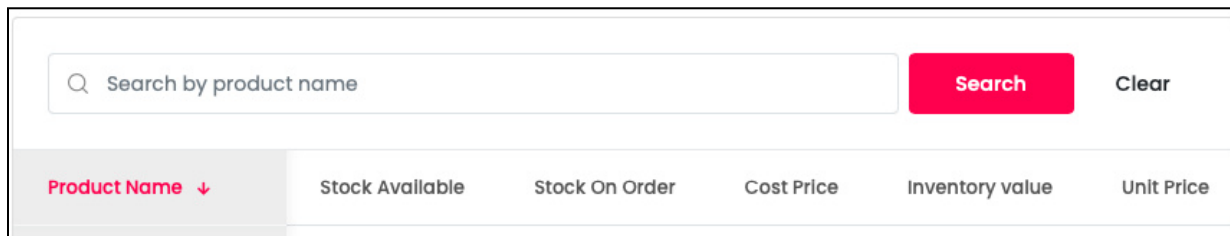
Search

Product name <span style="color: red;">↓</span>	Stock available	Stock on order	Cost price	Inventory value	Unit price	Total value
<b>HP Omen</b> <small>Custom title: HP Omen</small>	12	3	\$0.00	\$0.00	\$1,800.00	\$21,600.00
<b>Jeans</b> <small>Custom title: Ico Blue Star Slim Women's Light Blue Jeans Ice Blue</small>	99	5	\$0.00	\$0.00	\$95.00	\$9,405.00
<b>Maniac Solid Men's Round Neck Grey T-Shirt</b> <small>Custom title: Maniac Solid Men's Round Neck Grey T-Shirt</small>	99	3	\$0.00	\$0.00	\$70.00	\$6,930.00
<b>Nike REVOLUTION 3 Running Shoes (Black)</b> <small>Custom title: Nike REVOLUTION 3 Running Shoes (Black, Size</small>	99	1	\$0.00	\$0.00	\$180.00	\$17,820.00

### Search by Product Name

Narrow down the report to track the details of a specific product inventory by using the search bar provided at the top of the list.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. An **asterisk (\*)** next to a label indicates that the information is mandatory. The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.





Type in the product name in the search bar and click **Search** to get the results.



Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.



## Sort the List

There is a **Sorting icon**  provided for every column's header. The column that has been sorted will display the icon while the others won't.

Product name	Stock available 	Stock on order	Cost price
HP Omen Custom title: HP Omen	12	3	\$0.00
Sony Playstation (4) Custom title: Sony Playstation 4 1 TB 1 TB	43	1	\$0.00

To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

You can see the type of sorting indication as follows:

- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .

## Action Buttons

At the top right-side of the table, there are two buttons.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Products inventory stock status report

Home > Products inventory stock status report

Columns Export

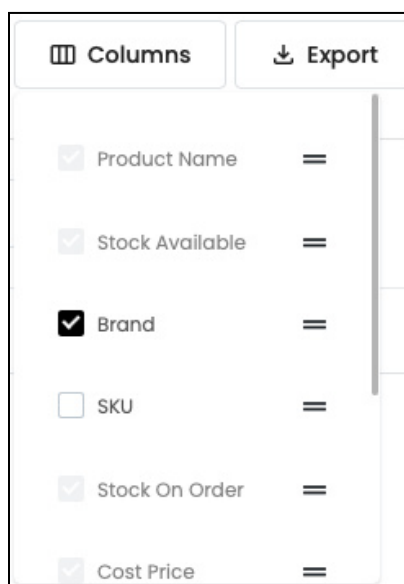
Search by product name Search

Product name	Stock available	Stock on order	Cost price	Inventory value	Unit price	Total value
<b>HP Omen</b> Custom title: HP Omen	12	3	\$0.00	\$0.00	\$1,800.00	\$21,600.00
<b>Jeans</b> Custom title: Ice Blue Star Slim Women's Light Blue Jeans Ice Blue	99	5	\$0.00	\$0.00	\$95.00	\$9,405.00
<b>Maniac Solid Men's Round Neck Grey T-Shirt</b> Custom title: Maniac Solid	99	3	\$0.00	\$0.00	\$70.00	\$6,930.00

Each has been explained below:

### i. Columns

When you click this button, a dropdown list will appear.



Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.

**!** The table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

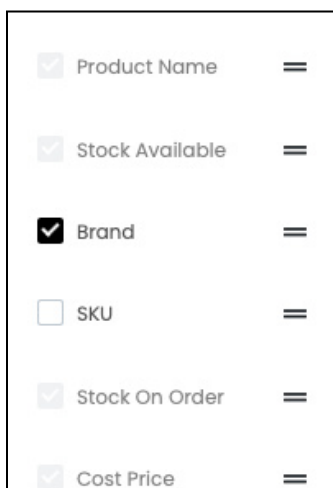
## ii. Export

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon**  on its right side.




You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Transaction Report has the following columns that assist in tracking the earnings made by the product inventory.

### i. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.

 When you scroll horizontally, the **Date column** will move along as it has been frozen to allow you to follow the details better.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

Product name ↓	Stock available	Stock on order	Cost price	Inventory value	Unit price	Total value
HP Omen Custom title: HP Omen	12	3	\$0.00	\$0.00	\$1,800.00	\$21,600.00

Field Name	Field Description
<b>Product Name</b>	Has the following information: <ul style="list-style-type: none"> <li>• Product Name (as set or approved by the admin)</li> <li>• Custom Title (Inventory Product Name, added by you - the seller)</li> <li>• Variant Attributes - This depends on the product (<i>each product can have a different attribute like different color, size and so on. Some products can have no such attribute at all.</i>)</li> </ul>
<b>Stock Available</b>	Total units available for the respective product in the inventory
<b>Stock on Order</b>	Total orders that are still in process
<b>Cost Price</b>	Total cost price of the product variant added by the seller under the inventory. This is different from the selling price.
<b>Inventory Value</b>	<b><i>Inventory Value = stock quantity * cost price</i></b>
<b>Unit Price</b>	Selling price of the respective product inventory
<b>Total Value</b>	<b><i>Total value = stock quantity * unit price of the product</i></b>

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

Add one or more of the following columns to the final report:

Brand	SKU
HP	435

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

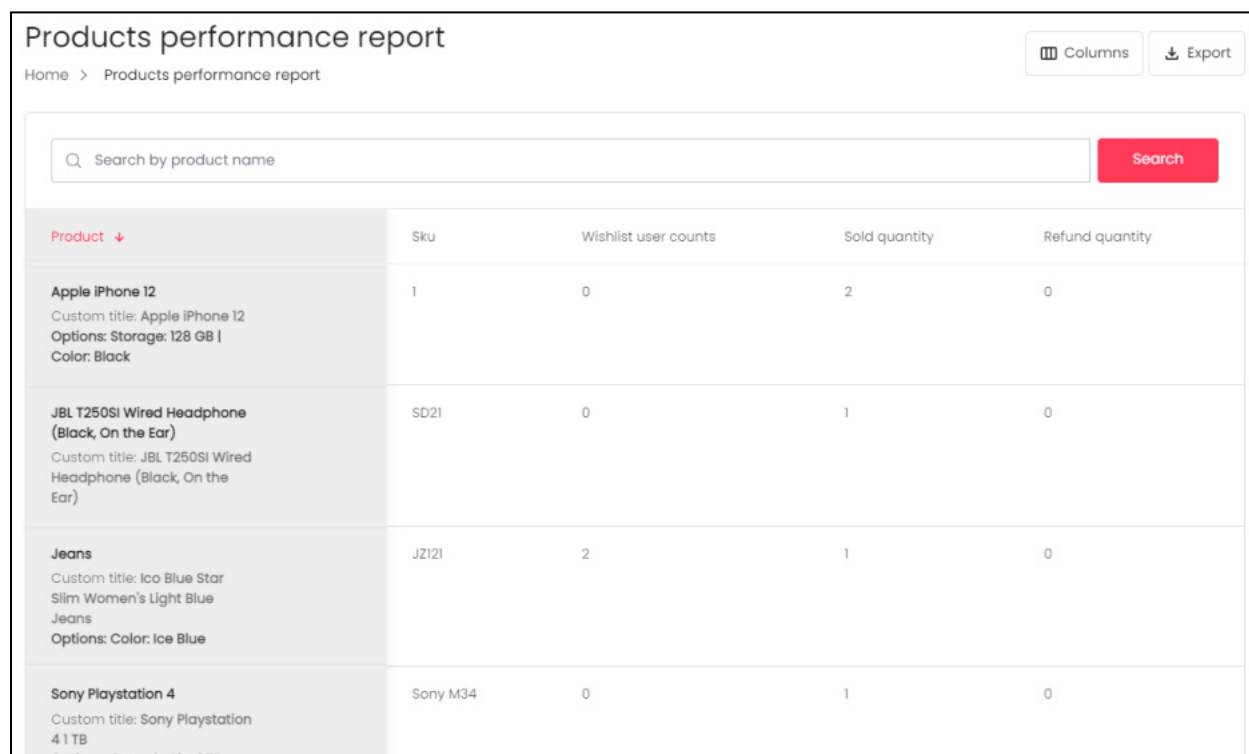
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Field Name	Field Description
<b>Brand</b>	Brand of the respective product inventory
<b>SKU</b>	The unique stock keeping unit number associated with the respective product inventory

### 13.3 Products Performance Report


The Product Performance report details the performance of each product being sold from the shop.



Product	Sku	Wishlist user counts	Sold quantity	Refund quantity
Apple iPhone 12 Custom title: Apple iPhone 12 Options: Storage: 128 GB   Color: Black	1	0	2	0
JBL T250SI Wired Headphone (Black, On the Ear) Custom title: JBL T250SI Wired Headphone (Black, On the Ear)	SD21	0	1	0
Jeans Custom title: Ice Blue Star Slim Women's Light Blue Jeans Options: Color: Ice Blue	J2121	2	1	0
Sony Playstation 4 Custom title: Sony Playstation 4 1 TB Options: Console: Slim 1 TB	Sony M34	0	1	0

### Search by Product Name

Narrow down the report to track the details of a specific product inventory by using the search bar provided at the top of the list.



Product	SKU	Wishlist User Counts	Sold Quantity	Refund Quantity
---------	-----	----------------------	---------------	-----------------

Type in the product name in the search bar and click **Search** to get the results.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.


An **asterisk (\*)** next to a label indicates that the information is mandatory.

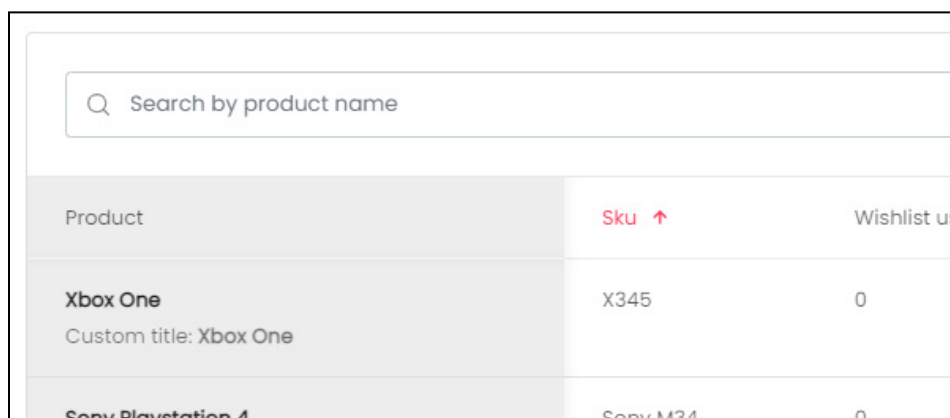
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.




Clear the field by clicking the **cross icon**  at the end of the search bar and the list will be restored.

## Sort the List



There is a **Sorting icon**  provided for every column's header. The column that has been sorted will display the icon while the others won't.



Search by product name		
Product	SKU 	Wishlist us
<b>Xbox One</b> Custom title: Xbox One	X345	0
<b>Sony Playstation 4</b>	Sony M34	0

To sort a column in either the ascending or descending order, click its header, and the complete list will sort according to it.

You can see the type of sorting indication as follows:

- Ascending when the arrow is pointing downwards .
- Descending when the arrow is pointing upwards .

## Action Buttons

At the top right-side of the table, there are two buttons.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

Products performance report

Home > Products performance report

Columns Export

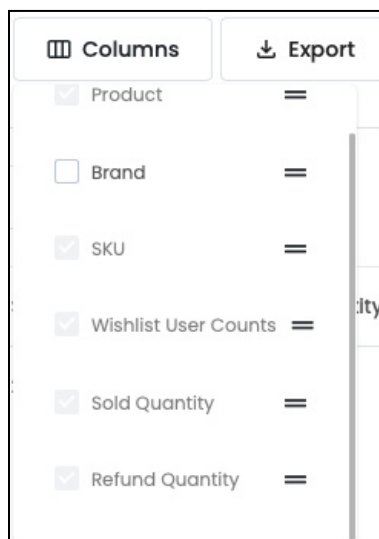
Search by product name Search

Product	SKU	Wishlist user counts	Sold quantity	Refund quantity
Xbox One Custom title: Xbox One	X345	0	1	0
Sony Playstation 4 Custom title: Sony Playstation 4 1 TB Options: Console Size:1 TB	Sony M34	0	1	0
Sony Playstation 4 Custom title: Sony Playstation 4 500 GB	Sony M231	0	0	1

Each has been explained below:

### i. Columns

When you click this button, a dropdown list will appear.



Click the checkbox to select  or deselect  a column. The selected columns will appear in the report.

**!** The table has some **default columns** that cannot be removed. These columns will be visible in this dropdown list, but you will not be able to deselect or clear their checkboxes).

### ii. Export

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

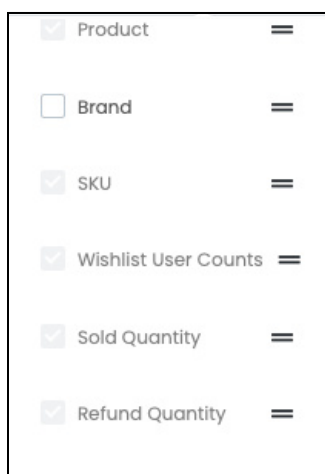


Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder or even from your browser.

The detailed report will be downloaded according to how it has been sorted or filtered. If you have added additional columns using the previous button, the report will include these columns as well.

## Change The Order of the Headings

Under the **Columns Button** (where you can select the columns that will be included in the table), each column header has a **drag and drop icon**  on its right side.



You can change the order of the columns by clicking this icon and dragging it up or down the list.

## Tabular Representation

The Transaction Report has the following columns that assist in tracking the earnings made by the product inventory.

### i. Default Columns

These are the columns that are already available in the report, by default and cannot be hidden.



When you scroll horizontally, the **Date column** will move along as it has been frozen to allow you to follow the details better.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

Product	SKU ↑	Wishlist user counts	Sold quantity	Refund quantity
Xbox One Custom title: Xbox One	X345	0	1	0
Sony Playstation 4 Custom title: Sony Playstation	Sony M34	0	1	0

Field Name	Field Description
<b>Product</b>	Has the following information: <ul style="list-style-type: none"> <li>● Product Name (set by or approved by the admin)</li> <li>● Custom Title (Inventory Product Name, added by you - the seller)</li> <li>● Variants Available - This depends on the product (<i>each product can have a different attribute like different color, size and so on. Some products can have no such attribute at all.</i>)</li> </ul>
<b>SKU</b>	The unique stock keeping unit number associated with the respective product inventory
<b>Wishlist User Counts</b>	Number of users that have wishlisted the product
<b>Sold Quantity</b>	Total number of product units sold till date, excluding the refunded units  <b>NOTE:</b> A blank space for this means that the quantity sold is 0.  <b><i>Sold Qty = Total Ordered Qty - Refunded Qty</i></b>
<b>Refunded Quantity</b>	Total number of units refunded for the respective product

## ii. Additional Columns

If you select additional columns from the **column button**, the table will expand. These columns can then be viewed by scrolling horizontally.

Add one or more of the following columns to the final report:

**NOTE:** There is just one additional column for this Report.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.


Brand
Xbox

Field Name	Field Description
<b>Brand</b>	Name of the product's brand

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
 An **asterisk (\*)** next to a label indicates that the information is mandatory.  
 The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

## 14. Profile

This module allows you to manage general information about your account. You can view, update and manage your seller 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 from the left navigation to visit their respective pages. Each submodule has been explained in detail.

### 14.1 My Account

This submodule takes you to 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.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

Account Settings

Home > Profile Info



<p><b>Username</b></p> <input type="text" value="karanjeet"/>	<p><b>Email</b></p> <input type="text" value="k*****@*****.com"/>
<p><b>Customer name*</b></p> <input type="text" value="Karanjeet Kaur"/>	<p><b>Date of birth</b></p> <input type="text" value="1***-**-*6"/>
<p><b>Phone</b></p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">  +91 ▾         </div> <input type="text" value="9*****6"/> </div>	<p><b>Country*</b></p> <input type="text" value="India"/> ▾
<p><b>State*</b></p> <input type="text" value="Chandigarh"/> ▾	<p><b>City</b></p> <input type="text" value="Chandigarh"/>
<p><b>Company</b></p> <input type="text"/>	
<p><b>Brief profile</b></p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p><b>What kind of products/services do you want to advertise?</b></p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

**Save Changes**

---

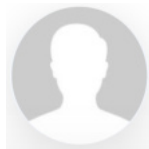
MORE OPTIONS

Request To Remove My Data

Request My Data

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
 An **asterisk (\*)** next to a label indicates that the information is mandatory.  
 The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

## Display/Profile Picture



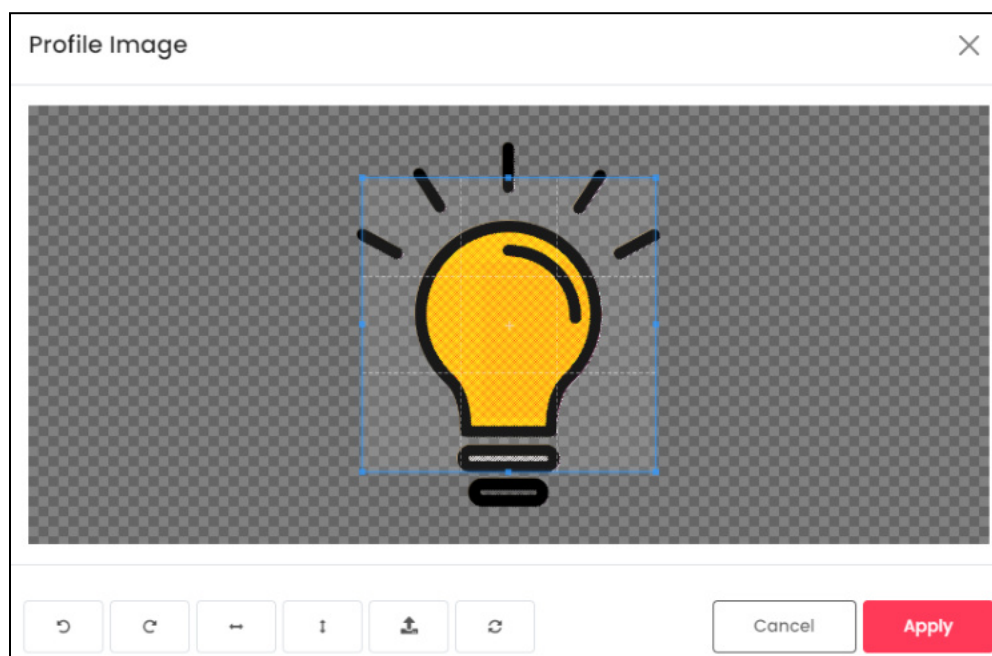
On the very top of the page, there is a blank user picture with an action icon beside it.

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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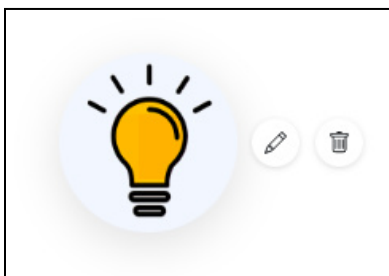
The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **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.

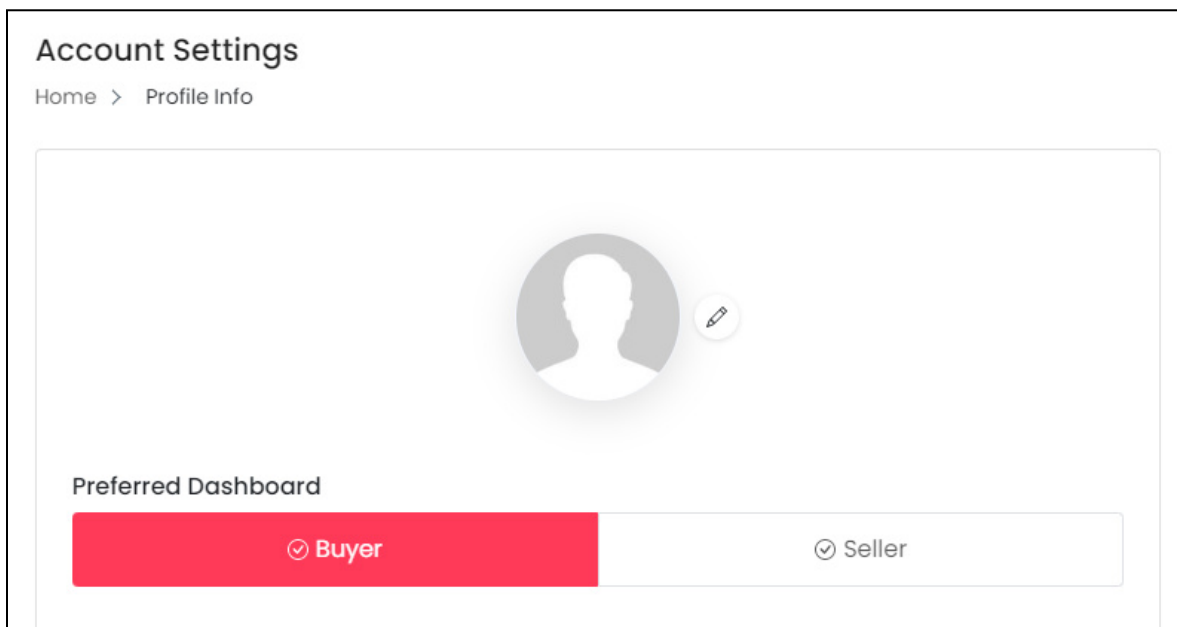
## Preferred Dashboard

Under the profile picture field, there is a horizontal panel. This panel allows you to choose the preferred dashboard that will open when you log into the platform.

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This panel will be visible only if you have been registered as both a seller and buyer.

**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:

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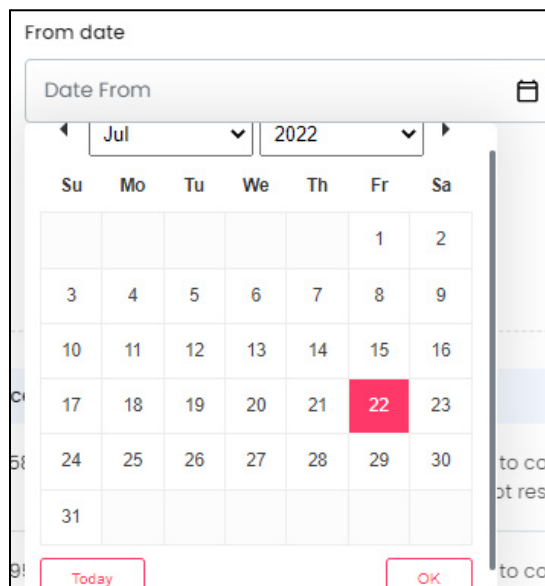
<b>Username</b> <input type="text" value="karanjeet"/>	<b>Email</b> <input type="text" value="k*****@*****.com"/>
<b>Customer name*</b> <input type="text" value="Karanjeet Kaur"/>	<b>Date of birth</b> <input type="text" value="]***_**_**6"/>
<b>Phone</b> <input type="text" value="+91 9*****6"/>	<b>Country*</b> <input type="text" value="India"/>
<b>State*</b> <input type="text" value="Chandigarh"/>	<b>City</b> <input type="text" value="Chandigarh"/>
<b>Company</b> <input type="text"/>	
<b>Brief profile</b> <input type="text"/>	<b>What kind of products/services do you want to advertise?</b> <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](#)** module.
- **Customer name\*:** This field will be prefilled with your name. You can edit it as per your requirements.
- **Date of birth\*:** Add your birth details in this field. 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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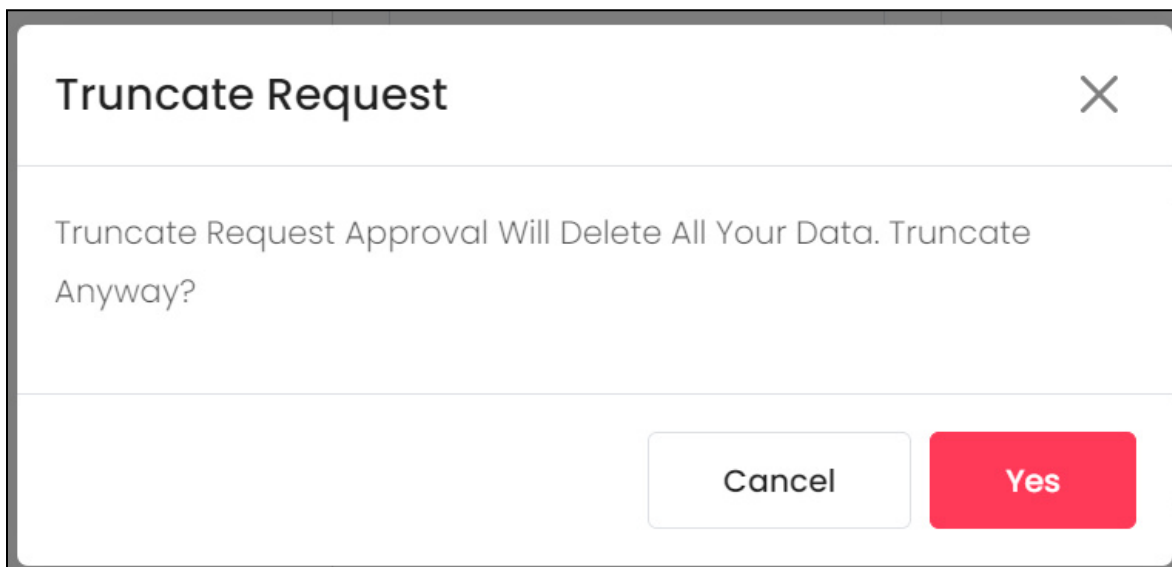
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

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, shop details, product details 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 and your shop will shut down. 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@dummyid.com](mailto:yokart@dummyid.com)

Thank You  
Team Yo!Kart

Contact Yo!Kart at

[yokart@dummyid.com](mailto:yokart@dummyid.com) or call at +917862616007

GET IN TOUCH



To join back, you will need to register from scratch and set up your shop all over 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.
- **Name:** Your name, which cannot be edited. Contact the admin to have it edited.

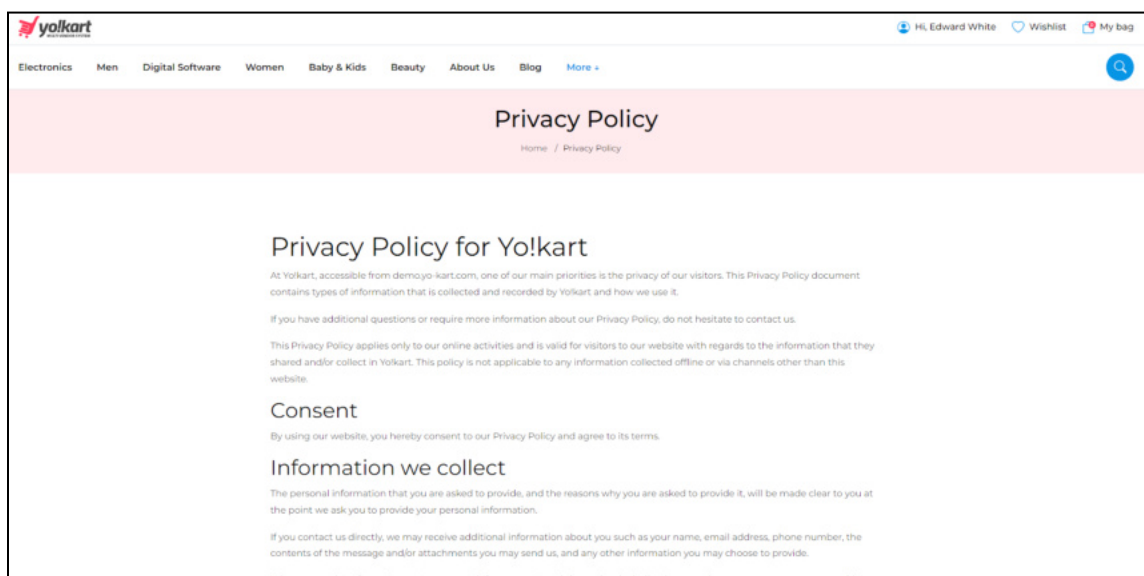
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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- **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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The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



# 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](mailto:yokart@dummyid.com)

Thank You  
Team Yo!Kart

Contact Yo!Kart at  
[yokart@dummyid.com](mailto:yokart@dummyid.com) or call at [+917862616007](tel:+917862616007)

GET IN TOUCH



## 14.2 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.

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Hence, it is a very important step.

This submodule is a bank account form.

## Bank Account

Home > Bank account information

Bank name*	Account holder name*
<input type="text"/>	<input type="text"/>
Account number*	IFSC/Swift code*
<input type="text"/>	<input type="text"/>
Bank address	
<input type="text"/>	

 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.

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- **IFSC Swift Code\***: Enter a unique IFSC swift code of bank.
- **Bank Address**: Enter bank's address.

Once done, click **Save Changes**. And with this, your bank account details are updated in the system.

## 14.3 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:

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## 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](#)

### 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.

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## ii. Statistical Analysis

The statistical analysis cookies, which are also known as the third-party cookies, collect information from third-parties, including Google Analytics, Site Tracker Code, Google Tag manager, Facebook Pixel ID, Hotjar.

This information is then placed on the website through a script or tag. A third-party cookie is accessible on any website that loads the third-party server's code.

Click the toggle switch beside the heading to turn it ON  or OFF .

 It is advised to give permission so as to enhance the performance of the platform because if you deactivate it, the third-party applications configured with the website will not be able to track your activities.


These activities help enhance the overall performance of the website and can help the admin track things properly to help the business grow.

## iii. Personalize Experience

These cookies are also known as the performance cookies. Its work is to collect information regarding how the website is being used, including the pages you visited, the links you clicked on, and the things you marked as your favorite.

None of this information can be used to identify the user. It is all aggregated and, therefore, anonymized.


Click the toggle switch beside the heading to turn it ON  or OFF .

 If you don't accept this cookie, you will not be able to experience a personalized experience where you see and are directed to things that are related to your choices.

## 14.4 Sub Users

Yo!Kart allows you to delegate tasks to someone else in your account as sub-users.

This is a great way to help them perform tasks on your behalf, especially if you are a businessperson who doesn't have the time to manage the profile.

 You **have complete control of what each sub-user can access**. This is done by granting and denying various permissions to them based on their roles.

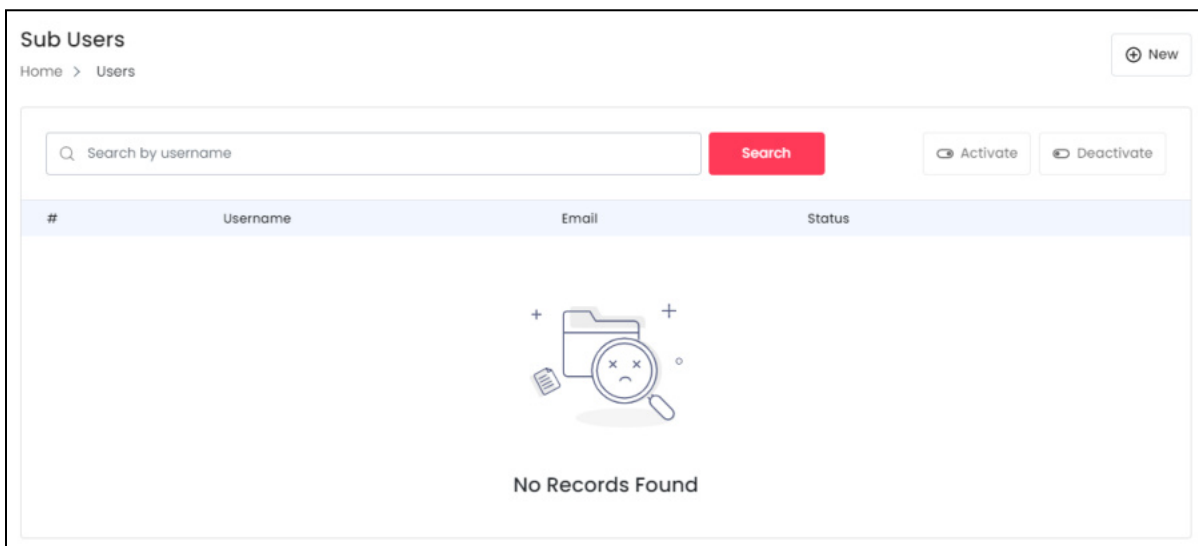
You can have one sub-user or even multiple.

Click this submodule to visit the page.

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If you have not yet added a sub-user, the list will be empty.

## Add a Sub User

To create a sub-user, click **New** provided at the top-right corner of the page. The **Sub User Setup** scroll in form will appear on the right side of the page.

**Sub user setup**
✕

Full name*	Username*
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
User email*	Phone*
<input style="width: 95%;" type="text"/>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">  +91 ▾         </div> <input style="width: 80%;" type="text"/> </div>
Password*	Confirm password*
<input style="width: 95%;" type="password"/>	<input style="width: 95%;" type="password"/>
Country*	State*
<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>India</span> <span>▾</span> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select State</span> <span>▾</span> </div>
City	Status
<input style="width: 95%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Active</span> <span>▾</span> </div>

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Edit the following information under this:

- **Full Name\***: Enter the name of the sub-user.
- **Username\***: Enter the username of the sub-user. Once you create a username, you will not be able to edit it.
- **User Email\***: Enter email address of the sub-user. This is the email address on which they will be notified about their role and guided through the process to join the platform.
- **Phone\***: Enter phone number of the sub-user.
- **Password\***: Enter password of the sub-user.
- **Confirm Password\***: Re-enter password that you just added above.
- **Country\***: Enter the country details.
- **State\***: Enter the state details.
- **City**: Enter the city details.
- **Status**: Select the status of this sub-user. Click the field and a dropdown menu will appear. Select **active** to **allow** the user to **access their account**. Select **inactive** and the user will **not be able to log in** to their account.

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

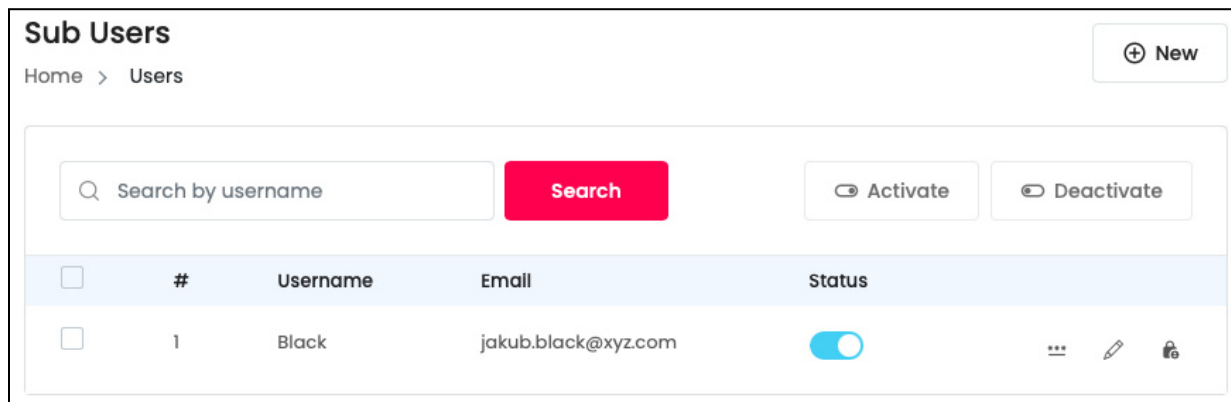
With this, the sub-user is added to the list.

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## Action Buttons



For every sub-user you add, there are three action buttons beside the listing. Each has been explained below:

### i. Change Password Icon

Click this icon to **Change the Password** of the sub-user's profile.

With this, the **Change Password scroll-in form** will appear on the right side of the page.

Change Password
✕

---

New password\*

e.g. User@123

Confirm new password\*

Enter the **New Password\*** in the first field, and then enter the same password again in the second field to confirm it.

Once done, there are two buttons at the bottom of the form.

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Click **Save** to update the details.

Click **Reset** to reset the fields back to the last *saved details*.

With this, the password will be updated.

## ii. edit icon

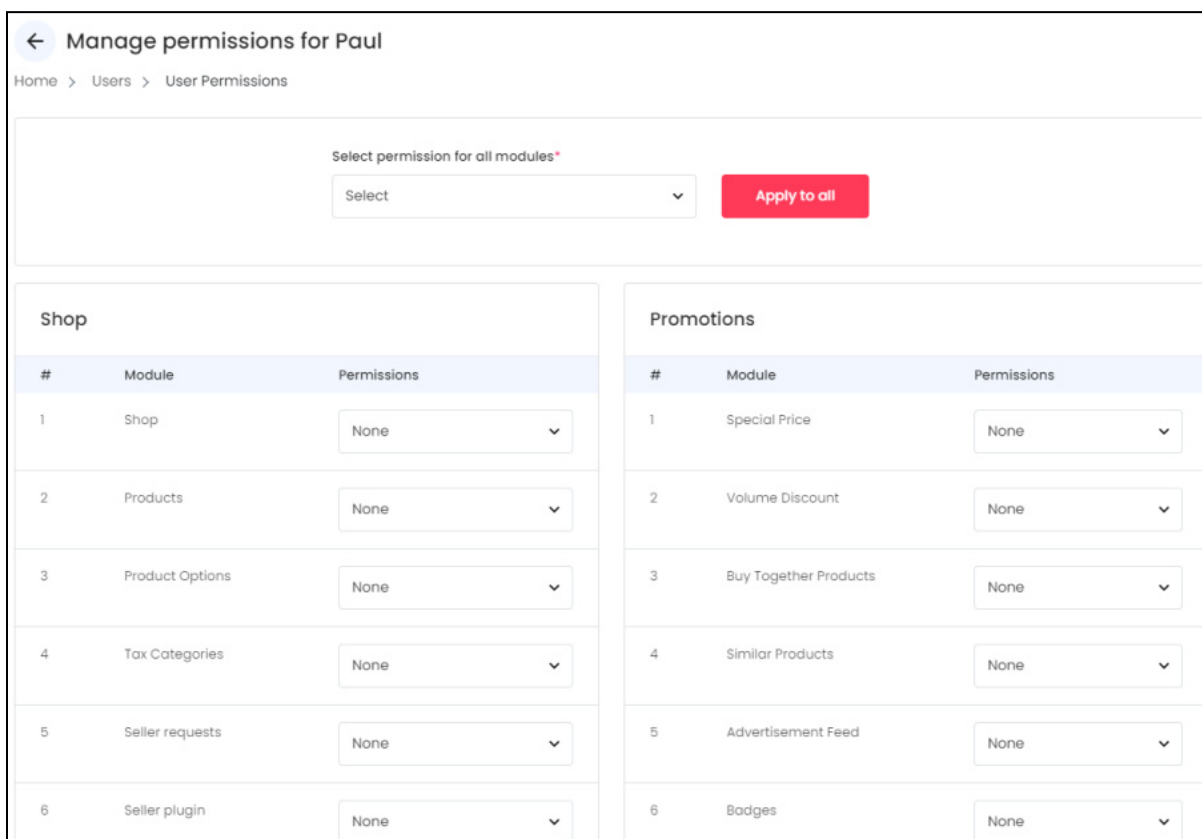
Click this icon to **Edit** the sub-user's profile details. The **Sub User Setup scroll-in** form will appear.

It has the same fields as when you are adding a new sub-user. Edit the required fields and click **Save**. If you want to go back to the last save details, click **Reset**.

 The username field cannot be edited.

## iii. Permissions Icon

Click this icon and it will direct you to the **Manage Permissions** page.



Shop			Promotions		
#	Module	Permissions	#	Module	Permissions
1	Shop	None	1	Special Price	None
2	Products	None	2	Volume Discount	None
3	Product Options	None	3	Buy Together Products	None
4	Tax Categories	None	4	Similar Products	None
5	Seller requests	None	5	Advertisement Feed	None
6	Seller plugin	None	6	Badges	None

This page includes a collection of permissions that you can assign to the respective sub-user.

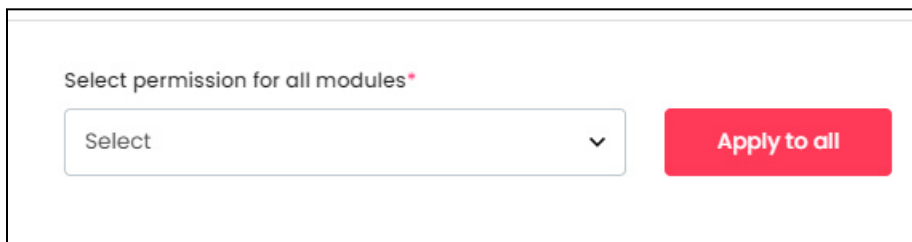
The process to assign permissions is as follows:

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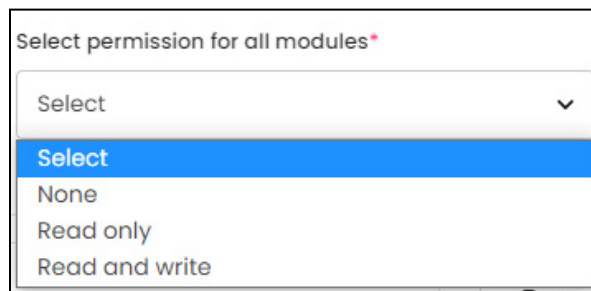
An **asterisk (\*)** next to a label indicates that the information is mandatory.

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**Step 1:** On the very top of the page, there is a **Select Permission for All Modules\*** field.



Click the field and select the default permission for all the modules.



There are three options to choose from:

- **None** - No access at all. The user will not be able to view, or edit (take actions) the modules with this permission settings.
- **Read Only** - View only access. The user will only be able to view the modules, but they won't be able to take any action with this permission settings.
- **Read and Write** - View and edit access. The user will have full access to the module where they can view and even take actions under the module, just like you would do.

Select the settings you want to apply as default to all the modules from the dropdown menu, and click **Apply to All**.

With this, all the modules will be updated with the said permission settings.

**Step 2:** If you want to give some specific access to only a few modules, search for the module on the page and click the field beside it. A dropdown menu will appear with the three permission settings (none, read only, and read and write).

Select the permission settings for that module, and it will be set.

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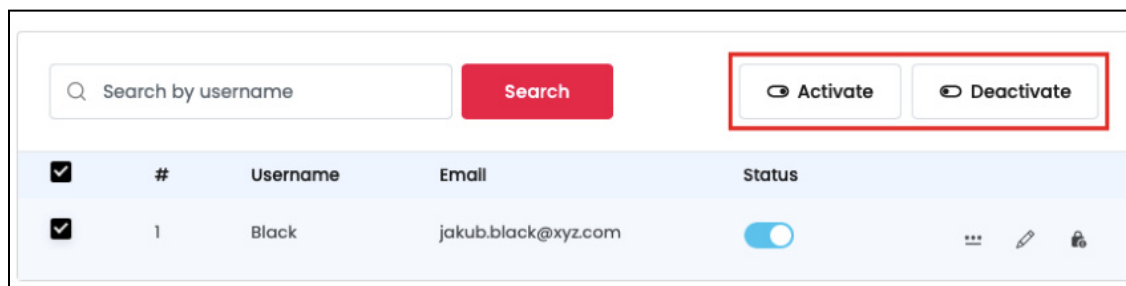
Shop			Promotions		
#	Module	Permissions	#	Module	Permissions
1	Shop	Read only	1	Special Price	None
2	Products	None	2	Volume Discount	Read and write
3	Product Options	Read only	3	Buy Together Products	None
4	Tax Categories	None	4	Similar Products	None
5	Seller requests	Read and write	5	Advertisement Feed	Read and write
6	Seller plugin	Read and write	6	Badges	None
			7	Badge links	None

And just like this, you can easily set different permissions for the sub-user.

## Edit the User's Status

There are two ways by which you can activate and deactivate a sub-user's profile. Each has been shared below:

- Status:** Turn **ON**  the toggle switch beside the sub-user to activate their account. Leave it OFF or turn it **OFF**  to deactivate their account.
- Checkbox feature:** Click the checkbox  to select  the respective sub-user(s) from the list. You can select one or more sub-users together to perform actions on them.



When the checkbox is selected, two buttons become active at the top-right corner of the list:

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- **Activate:** Click this button to activate the selected sub-user.
- **Deactivate:** Click this button to deactivate the selected sub-user. A deactivated sub-user cannot access their account. Use this option when you want to put a sub-user on a time-out instead of removing them.

## Search for a Sub-User

Narrow down the report to track the details of a specific product inventory by using the search bar provided at the top of the list.



Type in the product name in the search bar and click **Search** to get the results.



Clear the field by clicking the **cross icon** **X** at the end of the search bar and the list will be restored.

## 14.5 Messages

Click this submodule to view the **message threads** created between you and your customers. For each of the messages received, a separate thread is created. This is also helpful to protect the privacy of both parties.

Check the new messages that you have received, and all the old message threads under this section.

There is a colored circle with a number in it beside the Messages module on the navigation panel.



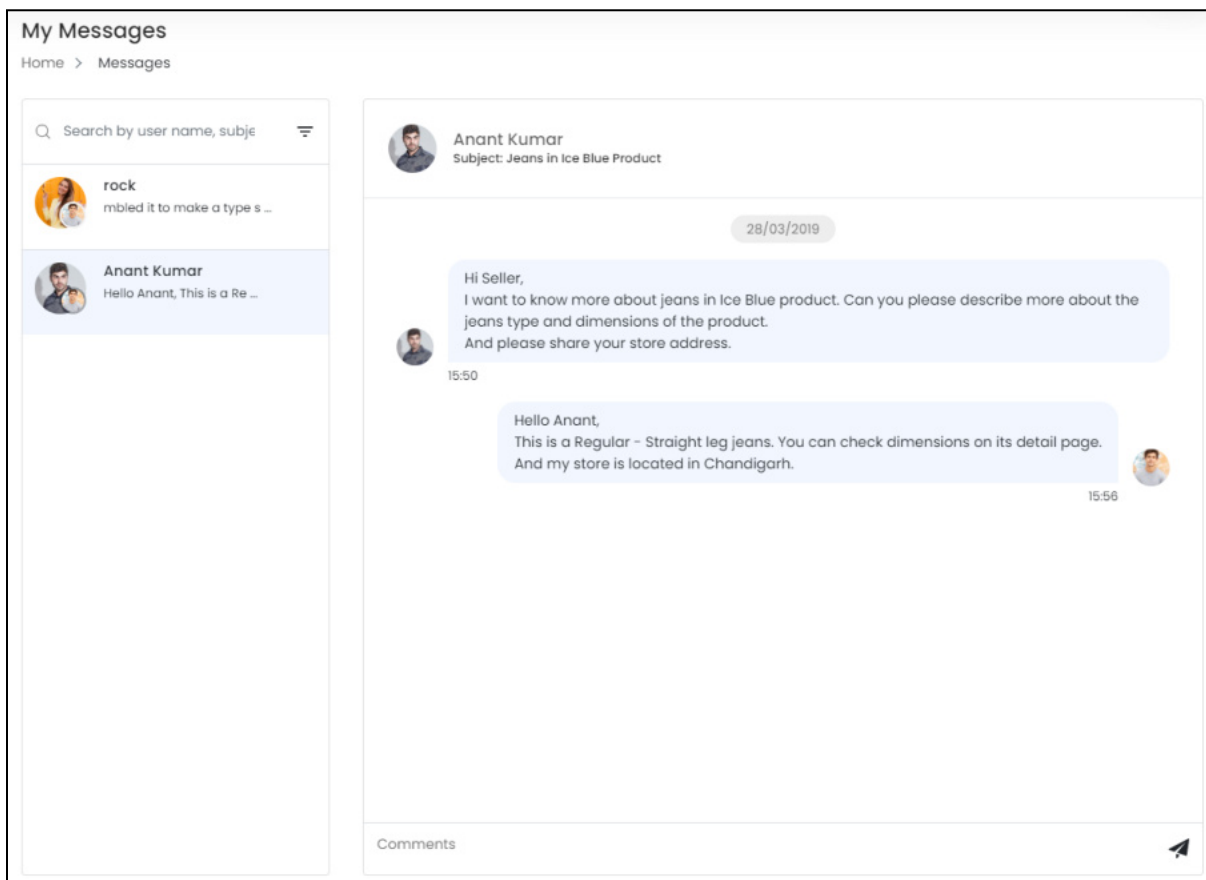
When a new message comes, the **0** on the icon will turn to **1**. The number in the red circle will depend on the number of new messages (unread messages) you have.

Click this icon and you will be directed to the messages 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.



This page is divided into two parts. On the left side, a **list of all the messages that have been received** and sent will be displayed. When you click a customer's name (with whom you have exchanged messages or who has just messaged you), the **message thread will open up** on the right side of the page.

Once you open the message, you can read the complete thread and also reply to the person back **using the comments bar** and **send button**  at the bottom of the thread.



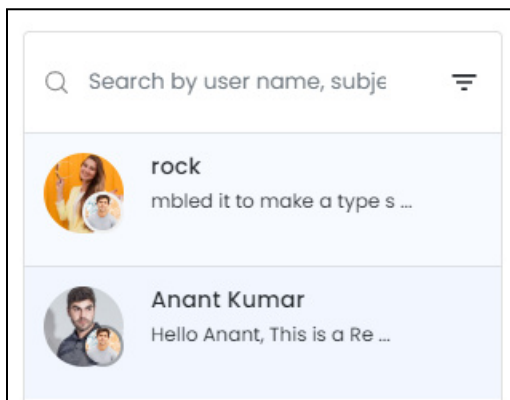
## Search for a message

There is a search bar located at the top of the message 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.

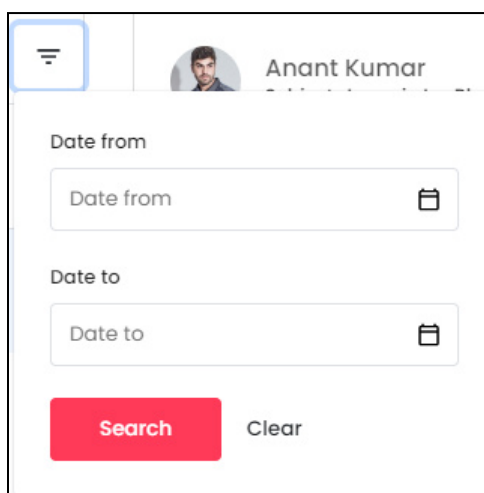
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



Type in the user name, or subject of the message in the search bar to get the results.

Yo!Kart also offers the feature to narrow down the searches by **setting a date range**.

Click the **doner icon** ☰ to expand your search. With this, a new panel will appear with the **Date from** and **Date to** fields.



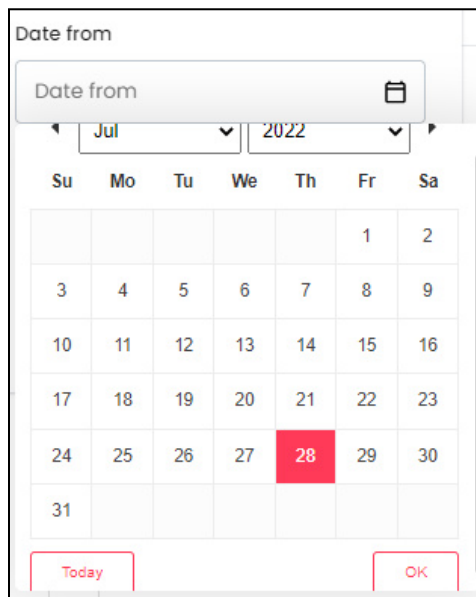
You can use either one field to get the results of a specific date or both to get the messages between two dates.

- **Date From:** Click the field and a calendar will appear. Select the date and it will be added to the field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.



If you want to select today's date, click **Today**. And once you select this date, click **Ok**.

- **Date To:** Click the field and a calendar will appear. Select the date and it will be added to the field.

The **Date From** value has to be a previous date always, and the **Date To** value has to be a date that falls after the date value selected in the **Date From** field.

**For instance**, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up in the list.

Use the search bar and these two date fields to get a much better search result.

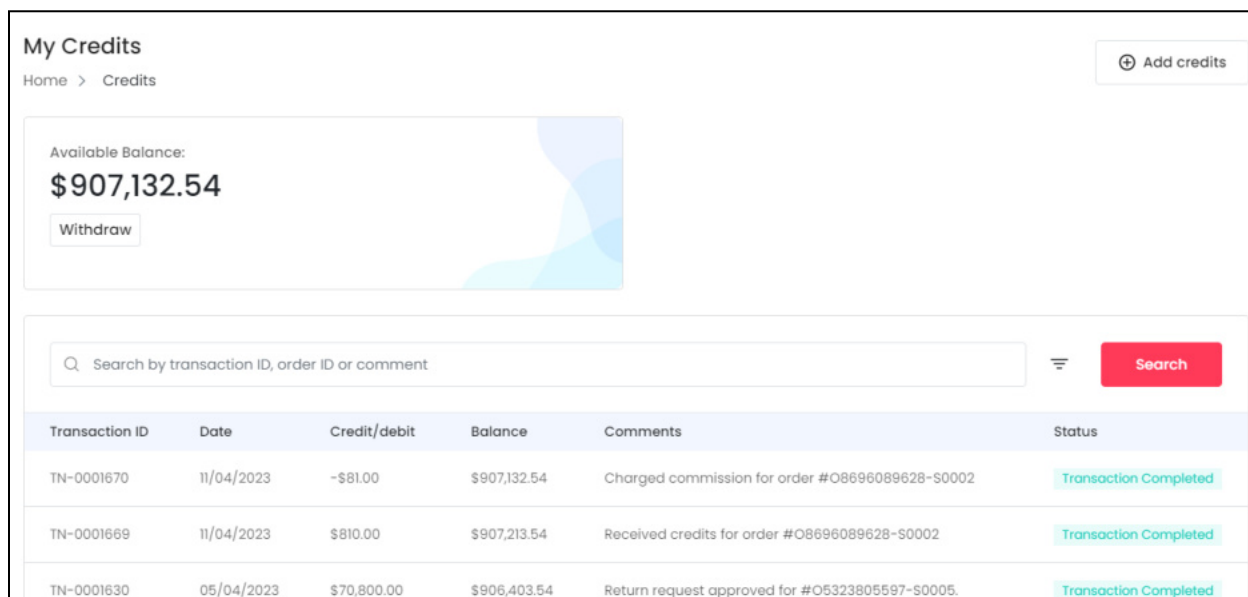
## 14.6 My Credits

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.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 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.

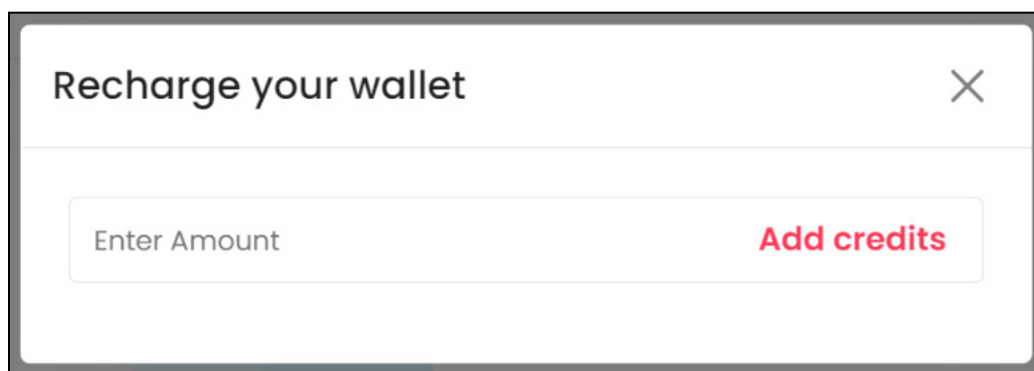
 If you are also a buyer, you will see the transactions related to your buyer account as well. In fact, if you are a buyer, seller, affiliate and an advertiser, you will see all the transactions of all these accounts in one place under this page.

## 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.




Enter the amount in the provided field and click **Add Credits**.

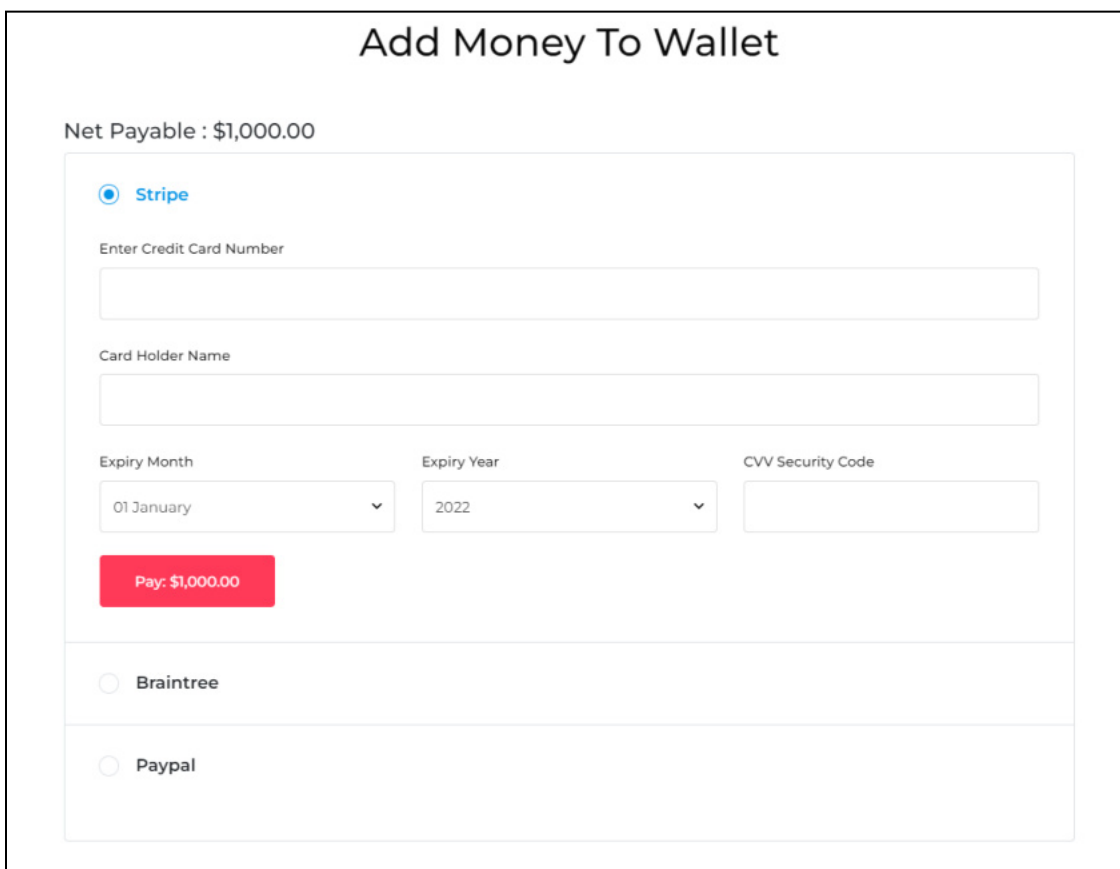
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.

This will redirect you to another page where you can use various payment gateways to add credit into your wallet.

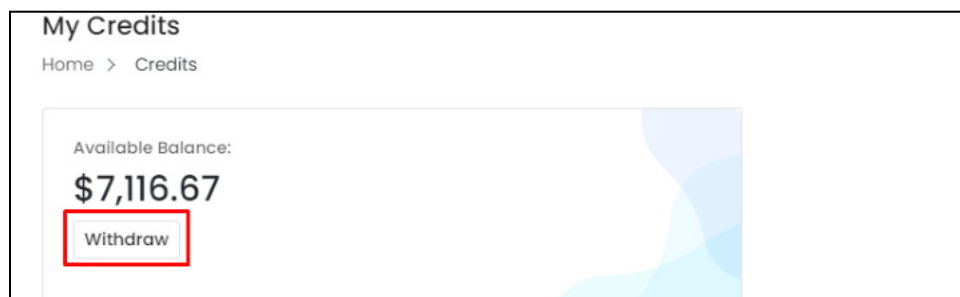
 The payment gateway options available will depend on what the admin has activated as a payment method.



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.



Click it to withdraw your credits and transfer it into your bank account.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

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.



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.

**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 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.

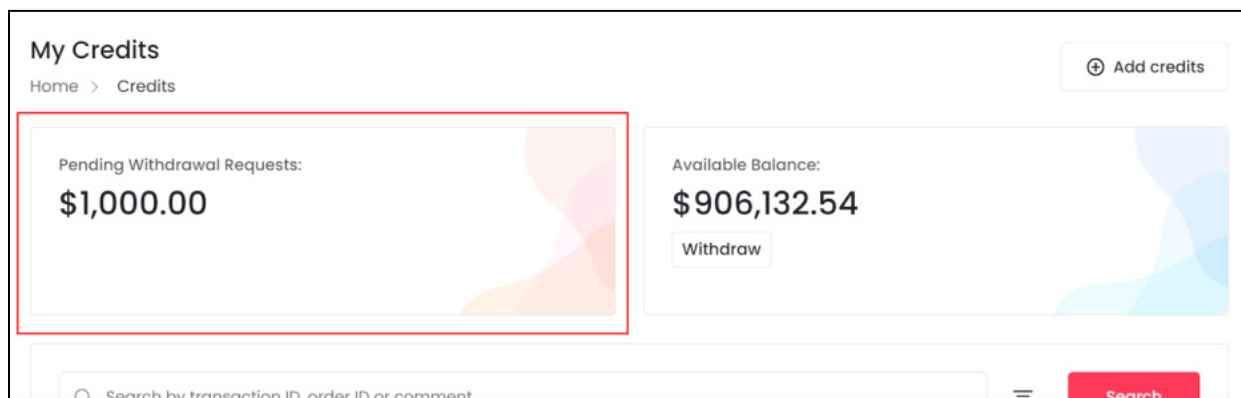
Once done, click **Save** to update the details.



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.

Once it has been approved, it will show up in the transactions list below and the pending request section will be removed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

**My Credits** + Add credits

Home > Credits

Available Balance:  
**\$906,132.54**  
 Withdraw

Search by transaction ID, order ID or comment 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 by transaction ID, order ID or comment 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:

- **Search Bar:** Enter the transaction ID, order ID or comment of the transaction.

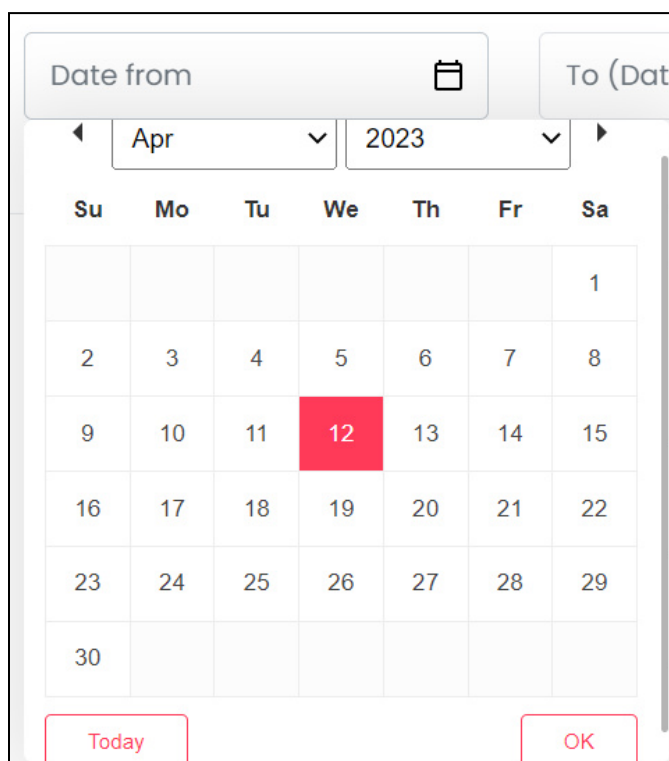
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.


The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

- **Transaction type:** Click on 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.

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 on **Search**.

However, if you want to view the transactions 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 - to date, to define the date range.

Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

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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.



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.



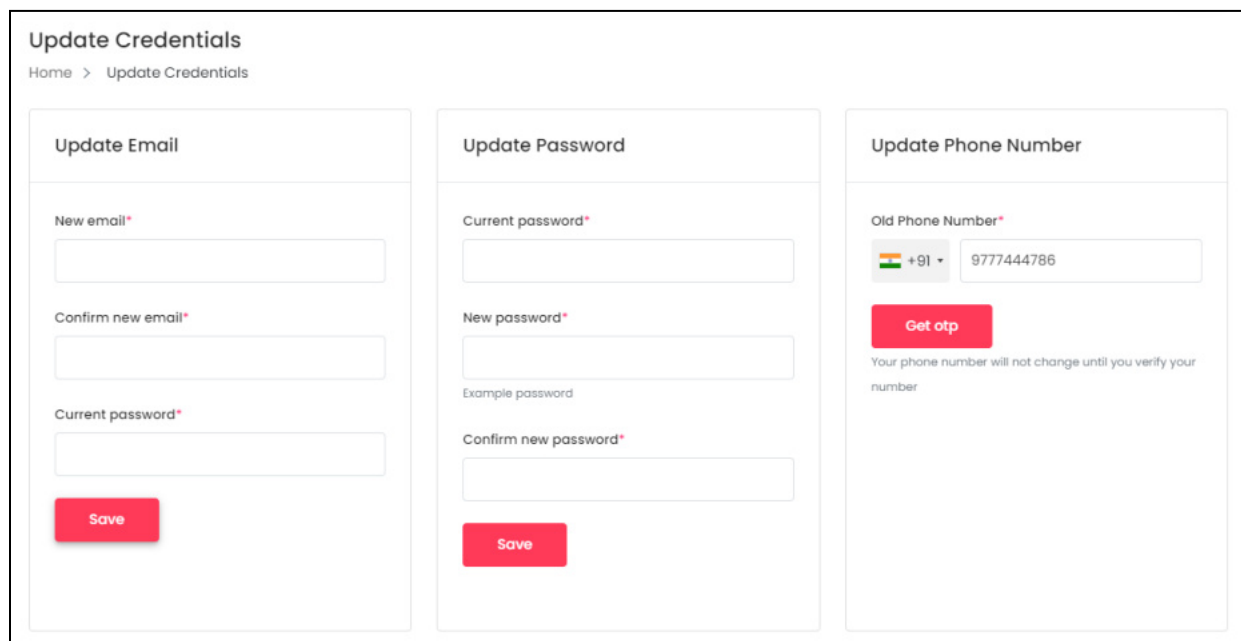
Search for a transaction by editing just one field or even a group of fields. In addition to this, if you want to view transactions made between a date range, use the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

## 14.7 Update Credentials

Use this submodule to change your password and email address that has been setup during the registration process.



The screenshot shows the 'Update Credentials' page with a breadcrumb 'Home > Update Credentials'. It contains three main sections:

- Update Email:** Includes fields for 'New email\*', 'Confirm new email\*', and 'Current password\*', with a 'Save' button at the bottom.
- Update Password:** Includes fields for 'Current password\*', 'New password\*', 'Example password', and 'Confirm new password\*', with a 'Save' button at the bottom.
- Update Phone Number:** Includes a field for 'Old Phone Number\*' with a dropdown for country code (showing '+91') and a text input for the number (showing '9777444786'). It features a 'Get otp' button and a note: 'Your phone number will not change until you verify your number'.

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:


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- **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.

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.

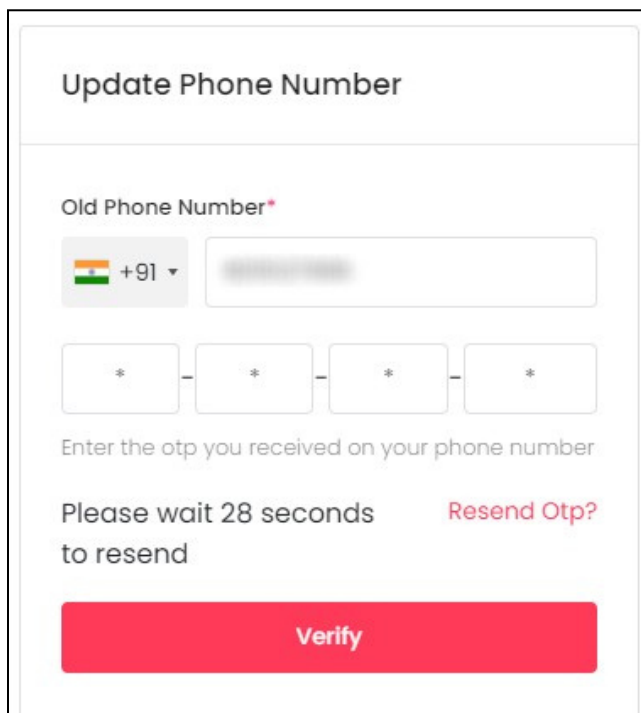
If you did not verify your phone number before, you will first have to verify it and then you can change it.

To verify your number, click Get OTP.

**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.



**Update Phone Number**

Old Phone Number\*

+91

\* - \* - \* - \*

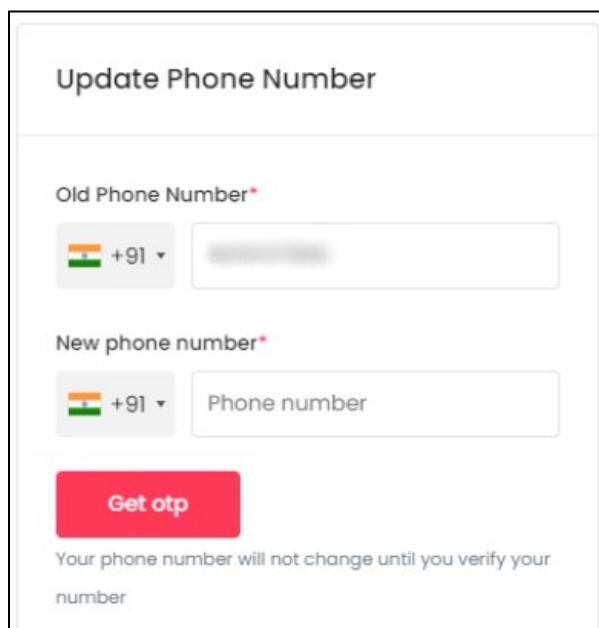
Enter the otp you received on your phone number

Please wait 28 seconds to resend [Resend Otp?](#)

**Verify**

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

**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**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

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.

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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.

## 15. Plugins

This module helps to make your life easier.

There are two kinds of plugins that you can take advantage of including the shipping services plugin (that is, if you are handling the shipping process), and the data migration plugin.


Click plugins to expand the sub-menu. There are three different sections under this.

Click each section to be directed to their respective page. Each section has been explored in detail below:






### 15.1 Shipping Services

The management of shipping can be very hectic, especially when you allow shipping of products to multiple far-away locations.

This submodule allows you to rely on a plugin that will manage the complete shipping process for you.

 This submodule is **visible only** when the admin has allowed sellers to handle their own shipping process on the platform.

Moreover, it will also work only for the products that you have decided to ship on your own, and do not leave them for the admin to manage and ship.

Shipping Services			
Home > Seller Plugins			
#	Plugin	Status	
1	ShipStation (ShipStation)	<input type="checkbox"/>	
2	Shiprocket (Shiprocket)	<input type="checkbox"/>	
3	ShipEngine (ShipEngine)	<input type="checkbox"/>	
4	EasyPost (EasyPost)	<input type="checkbox"/>	
5	Aramex (Aramex)	<input type="checkbox"/>	

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.




Set up the shipping services to integrate services including DHL, UPS, USPS, FedEx and many more.

There are **five plugin options** under this plugin category.

Only one can be activated at a time. The plugin that is activated is considered to be the default plugin.


To activate a plugin, turn on the **status toggle switch**  beside it.

 **Editing the status of the plugin will activate it**, but if the plugin has not been configured, the plugin will not work.

Configuration means that you need to add the keys for the plugin to work.

To configure the plugin, click the **edit icon**. And follow the instructions shared below to configure the respective plugin.

## Edit the plugin

Click the **edit icon**  beside the specific plugin that you want to edit. The **(plugin name) settings** scroll-in form will appear on the right side of the page.

Each plugin available in this list is considered below, as each of them have a different setup process:

### i. ShipStation

ShipStation is a SaaS (Software as a Service) shipping platform that allows you to manage all your small parcel and LTL shipping needs in one place.


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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.

Click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **Production Mode\***: Select **Yes** if the license key is going to be used for the live environment (production mode) and **No** if it is not, from the dropdown list.

 Production mode is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured are different for each mode and should be used accordingly.

- **API Key\***: Enter the **API Key** generated for the respective environment.
- **API Secret Key\***: Enter the **API Secret Key** generated for the respective environment.
- **Sync default address**: Once you have entered the keys, click this button to synchronize the seller's address with the plugin so that the shipping process can move smoothly.

To generate the key for this plugin, follow the steps shared in this guide - [\[Yo!Kart-ShipStation Keys Setup Guide\]](#).

There are two buttons at the bottom of the form.

Click **Save** to update the details.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

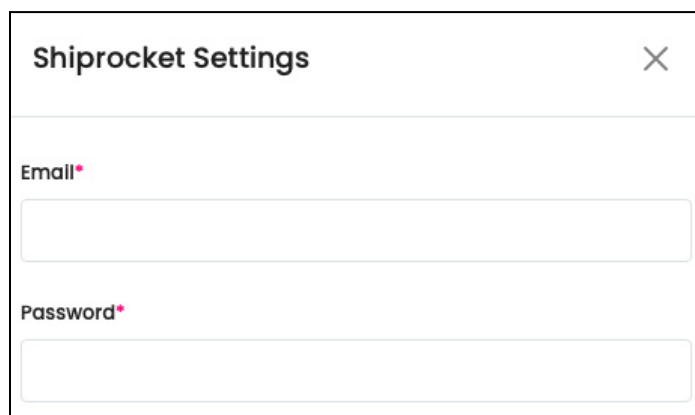
The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

## ii. Shiprocket

Shiprocket is a great international shipping & logistics solution for E-commerce companies. It offers cross-border shipping of products for faster, safe, and reliable shipping.

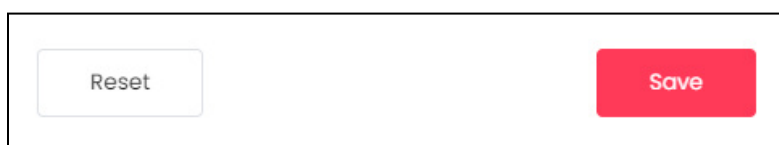


Edit the following details:

- **Email:** Enter the **email ID** that you created your account with on ShipRocket here.
- **Password:** Enter the respective **password**.

To generate the key for this plugin, follow the steps shared in this guide - [\[Yo!Kart-Shiprocket Keys Setup Guide\]](#).

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the 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.


### iii. ShipEngine

ShipEngine APIs help businesses access deeply discounted rates across carriers, validate addresses, process and track shipments, and manage returns. It supports address validation for virtually every country on Earth.



Edit the following details:

- **Environment\*:** Select the Environment from the following options:
  - **Sandbox:** In layman’s terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to see if the plugin works as per your requirements.
  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

 Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- **API Key:** Enter the **API Key** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - [\[Yo!Kart-ShipEngine Keys Setup Guide\]](#).

There are two buttons at the bottom of the form.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

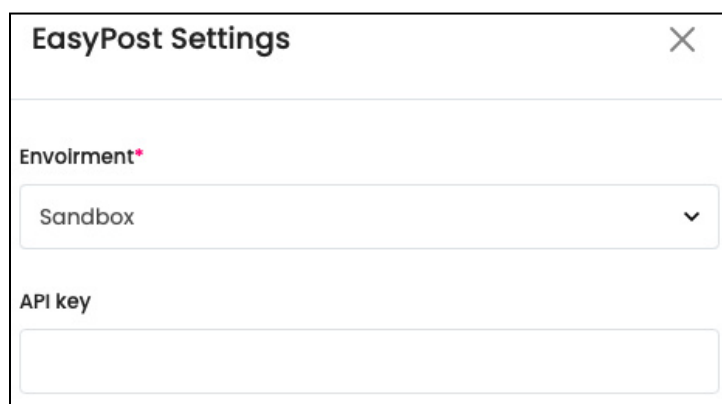
Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.


#### iv. EasyPost

EasyPost provides the key to end-to-end control over your shipping and logistics processes. Its services help automate the transfer of data transactions between parcel shipping service providers (UPS, USPS, FedEx) and your customers.



Edit the following details:

- **Environment\*:** Select the Environment from the following options:
  - **Sandbox:** In layman’s terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to see if the plugin works as per your requirements.
  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

 Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- **API Key:** Enter the **API Key** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - [\[Yo!Kart- EasyPost Keys Setup Guide\]](#).

There are two buttons at the bottom of the form.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

Reset

Save

Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

## v. Aramex

Aramex is a leading global provider of comprehensive logistics and transportation solutions. Their services include express courier delivery, freight forwarding, logistics, supply chain management, e-commerce and record management services.

Aramex Settings
✕

---

Account country code\*

Account entity\*

Account number\*

Account pin\*

User name\*

Password\*

Edit the following details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

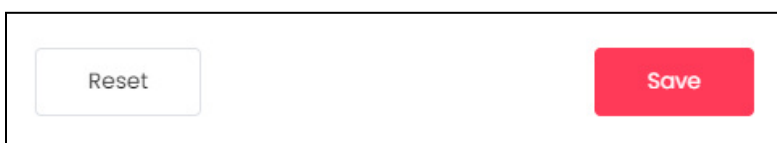
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

- **Account Country Code\***: Enter the account country code as per the generated details.
- **Account Entity\***: Enter the account country code as per the generated details.
- **Account Number\***: Enter the account country code as per the generated details.
- **Account Pin\***: Enter the account country code as per the generated details.
- **Username\***: Enter your username used to log into the admin dashboard.
- **Password\***: Enter your password used to log into the admin dashboard.

To generate the key for this plugin, follow the steps shared in this guide - [[Yo!Kart- Aramex Keys Setup Guide](#)].

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

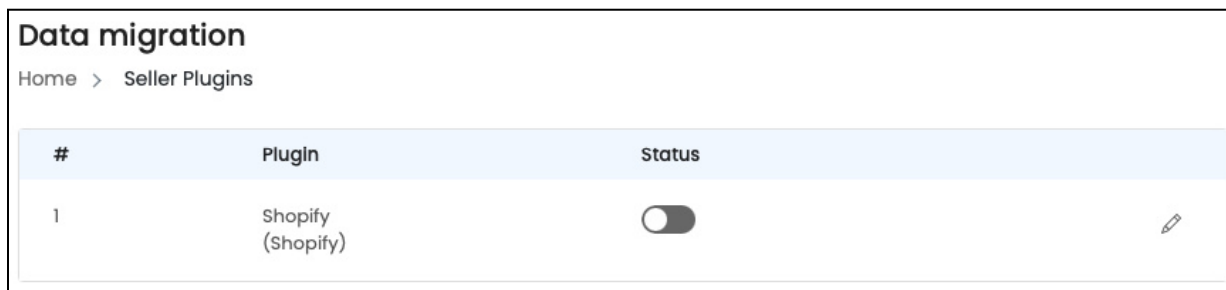
Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

## Shipping Process - Using a Plugin

Once you have configured one of the **Shipping Services** for your website, the process changes as compared to when you are handling it manually. Refer to [Shipping Process](#) under Sales > [Orders](#) to understand better.

### 15.2 Data Migration

Migrate your Ecommerce data from other platforms by linking it to this website. There is only one plugin for this setting - Shopify.



To activate a plugin, turn **ON**  the **status toggle switch** beside it.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.


The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.

**!** **Editing the status of the plugin will activate it**, but if the plugin has not been configured, the plugin will not work.

Configuration means that you need to add the keys for the plugin to work.

To configure the plugin, click the **edit icon**. And follow the instructions shared below to configure the respective plugin.

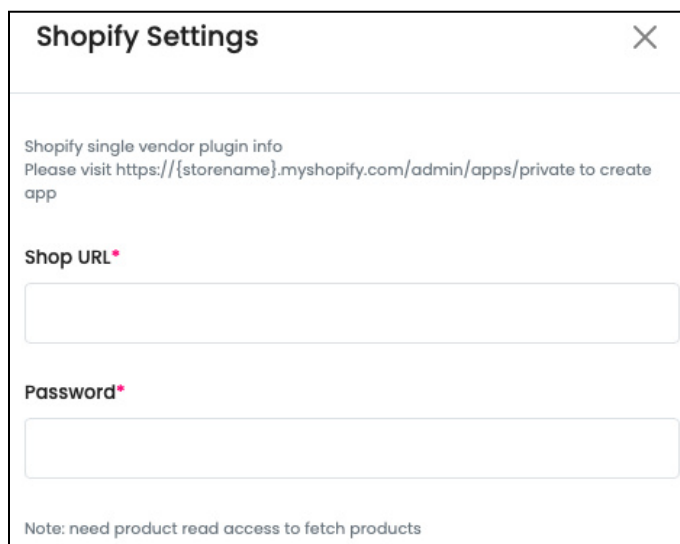
## Edit the plugin

Click the **edit icon**  beside the specific plugin that you want to edit. The **(plugin name) settings** scroll-in form will appear on the right side of the page.

For each plugin available (in this case, there is only one plugin), click the edit icon to configure it.

## Shopify

Shopify API Integration and data migration helps to retrieve and synchronize information on customers, products, categories, orders, abandoned carts, prices, etc. It allows you to use the data from Shopify e-stores as per your requirements and make updates on both sides easily.



Log into your Shopify account and get the keys. Then, use these details in the following fields:

- **Shop URL\***: Enter your Shopify Shop URL in this field.
- **Password\***: Enter your Shopify password in this field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY** available if the admin has added more than one language for the platform.



To generate the key for this plugin, follow the steps shared in this guide - [\[Yo!Kart- Single-vendor Shopify Keys Setup Guide\]](#).

There are two buttons at the bottom of the form.



Click **Save** to update the details.

Click **Reset** to reset the fields back to the *last saved details*.

Once done, click the **Cross icon** ✕ at the top-right corner to close the form.

## 16. Import/Export

Please refer to the instructions provided on the dashboard for understanding how import/export works. For further instructions, please refer to [\[Seller Import/Export Manual\]](#).

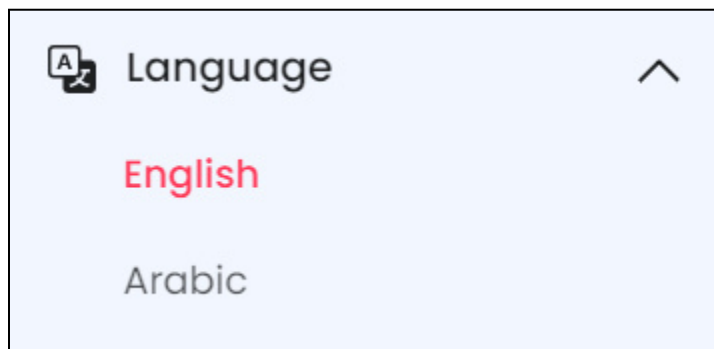
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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.

## 17. Language

Change the language of the dashboard using this feature. Click on 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.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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 screenshot shows the 'متجر تفاصيل' (Store Details) page in the Yo!Kart Seller Dashboard. The page is in Arabic. The 'Language data' tab is selected, and the 'Arabic' language option is highlighted in the sidebar. The form contains the following fields:

- Phone: 9041010001 (Country: +91)
- \*Shop seo friendly url: kanwar
- \*Identifier: Kanwar
- Postalcode: 141003
- \*State: Alabama
- \*Country: الولايات المتحدة الأمريكية
- Order cancellation age: 7
- Order return age: 7
- Display status: على
- Fulfillment method: Ship Only
- Display time slots after order [Hours]: 0

At the bottom of the form, there is a section for 'Government information on invoices' with a note: 'Information mandated by the government on invoices'.

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.

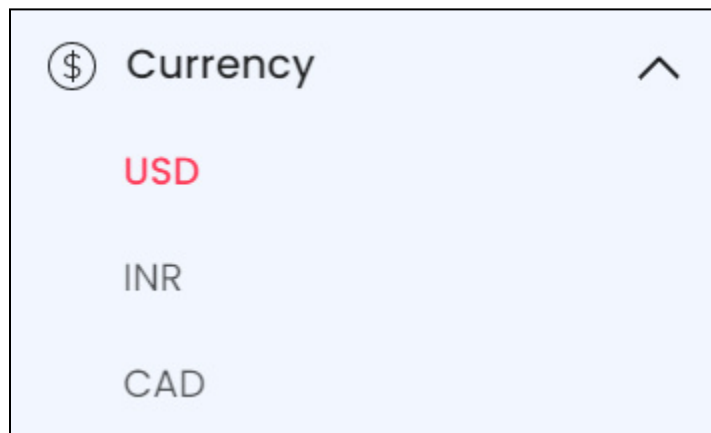
An **asterisk (\*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is **ONLY available** if the admin has added more than one language for the platform.

## 18. 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.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on 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.

# Yo!Kart Multivendor Marketplace Solution

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[www.fatbit.com](http://www.fatbit.com) | [sales@fatbit.com](mailto:sales@fatbit.com)

[Contact us](#)

+91 95555 96666 / +91 73075 70707

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