

# ADMIN MANUAL

PREPARED BY :  
FATBIT TECHNOLOGIES



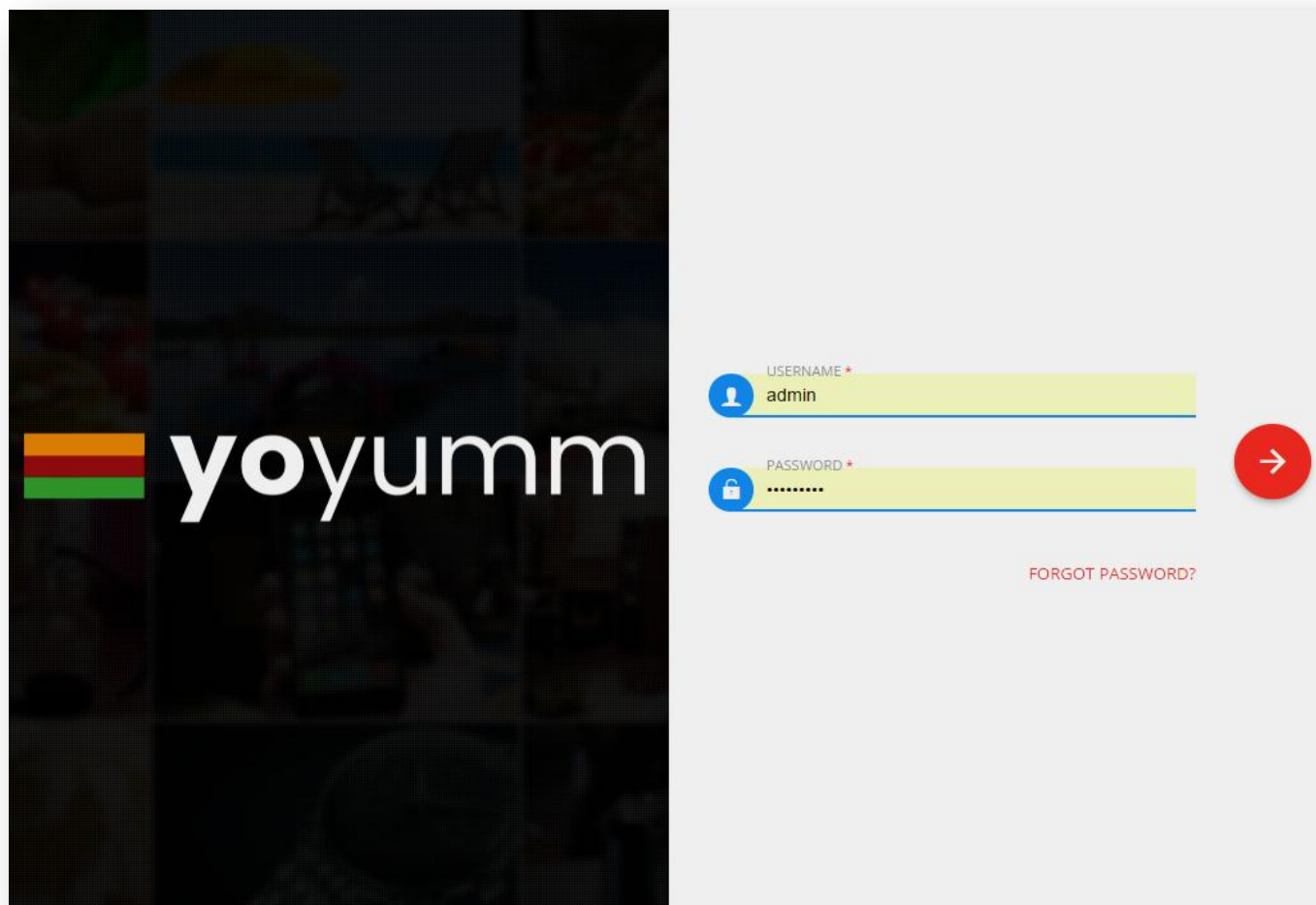
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## 1.0 Admin Login

Admin can login into the system by filling in the details of username and password. Please see the screenshot below:



### Login Credentials:

Username: admin

Password: developer


By clicking Forgot Password link, admin can get his/her password reset link at email id by providing their registered email address.


**Note:** The above credentials are provided for YoYumm demo product and the same are subjected to change by the admin. To know more about changing the credentials, kindly refer [Manage Password](#) section.


## >>> WEBSITE MODULE <<<

### 2.0 Dashboard

The dashboard will be the first screen admin will see once he is logged in to the admin panel.

On click of  icon, admin can view all the available list of menus of admin panel.

On click of  icon, admin can view all the website related notifications. On click of any notification message, admin will redirect to the respective section.

On click of  icon, admin can logout of the admin panel anytime.

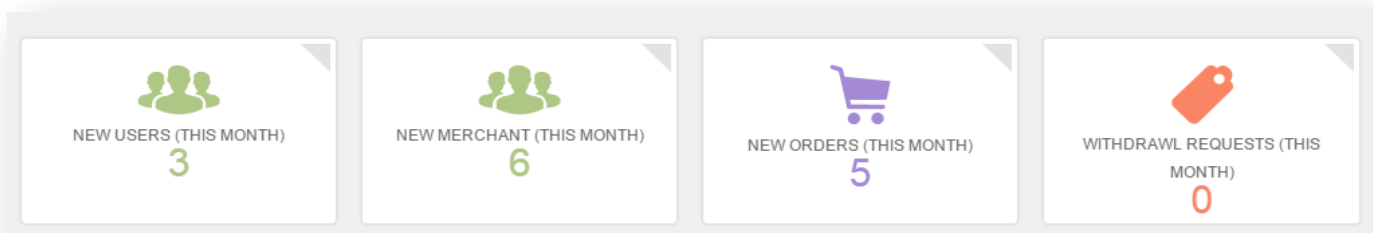
Please see the screenshot below to help you gain good understanding of the above mentioned icons:



#### Website Statistics

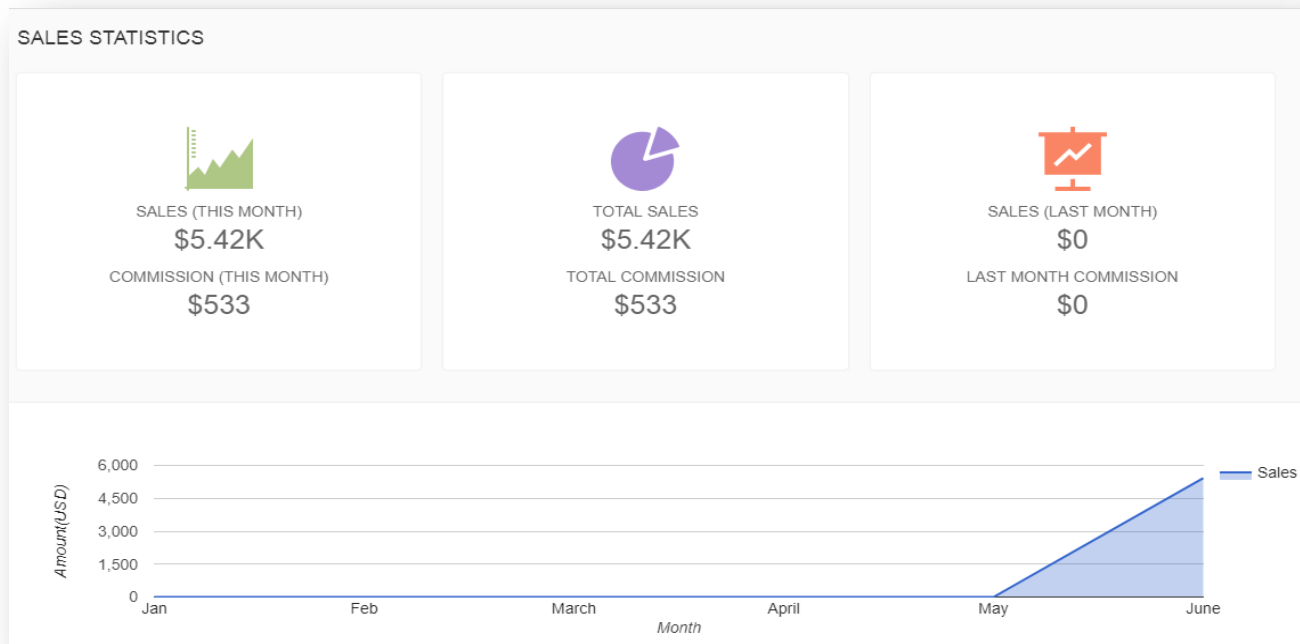
On the dashboard, you can see the brief information or statistics of the different modules as explained below:

- New Users: Total number of customers registered on the website.
- New Merchants: Total number of new merchants registered on the website.
- Total Orders: Total number of orders placed on the website.
- Withdrawal Requests (This Month): Total number of withdrawal requests received in the current month.



## Sales Statistics

Admin can check and analyze the statistics of sales and revenues generated on the website and can view the graphical representation for the give variables viz, Amount and Month. Please see the screenshot below.

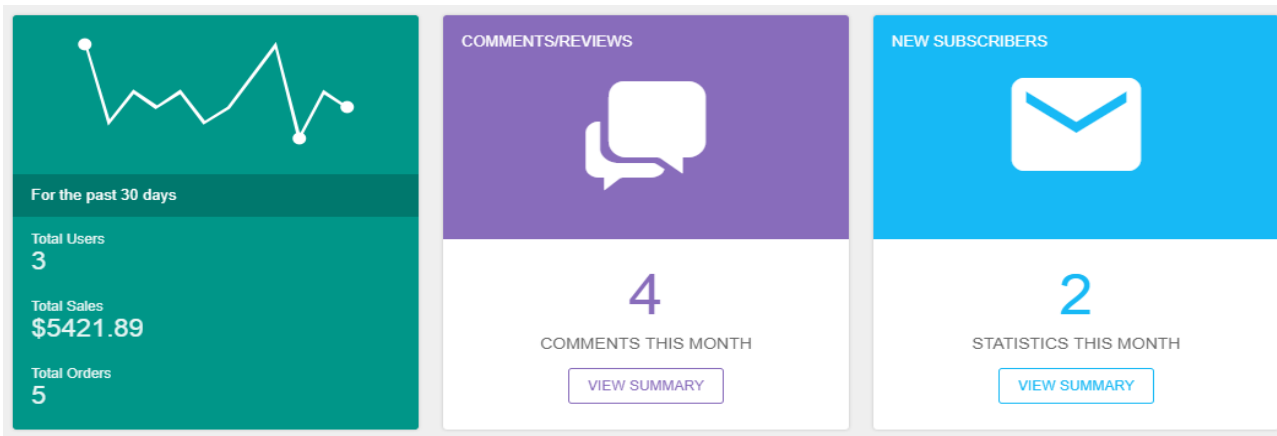


The Sales Statistics will display the below sales information:

- Sales & Commission (This Month)
- Total Sales & Total Commission
- Last Month Sales & Last Month Commission

Admin can also check the number of comments/reviews received on current month and New subscribers joined via mailchimp. For reviewing the detailed list of mailchimp subscribers, kindly go to mailchimp account associated with the website.

On click of “View Summary” button, the user will be redirected to the respective webpages of **Manage Reviews** and **Manage Newsletter Subscribers** section. Please see the screenshot below:



## Latest 5 Orders

On dashboard, admin can view the top 5 orders placed on the website along with its details. To view the complete list of restaurant orders, admin can click on “View All” button. This button will redirect the admin to Order Management section. To know more about this section, kindly refer the [Manage Orders](#) section.

LATEST 5 ORDERS								
ORDER ID	USER NAME	RESTAURANT NAME	DATE	PAYMENT METHOD	PAYMENT STATUS	PROCESS STATUS	SHIP TYPE	AMOUNT
YYM1496989886	sxd zx	Eat Street	2017-06-09 12:01	Cash On Delivery	Unpaid	Pending ▼	Delivery	\$180.27
YYM1496907734	Alex Murray	Ambience	2017-06-08 13:12	Wallet	Paid	Pending ▼	Delivery	\$360.36
YYM1496816539	Alex Murray	Eat Street	2017-06-07 11:52	Cash On Delivery	Unpaid	Cancelled ▼	Delivery	\$5468.19
YYM1496669464	Alex Murray	Eat Street	2017-06-05 19:01	Wallet	Paid	Delivered ▼	Delivery	\$2643.96

The Admin Panel is segmented into 4 modules to make it user friendly and reliable for the admin. Each segment has number of sections depending upon the user type. Following are the segments available on YoYumm Dashboard:

1. Website
2. Merchant
3. User
4. Affiliate

Each of the above segments and its manageability is explained briefly in the user manual.

### 3.0 Manage CMS

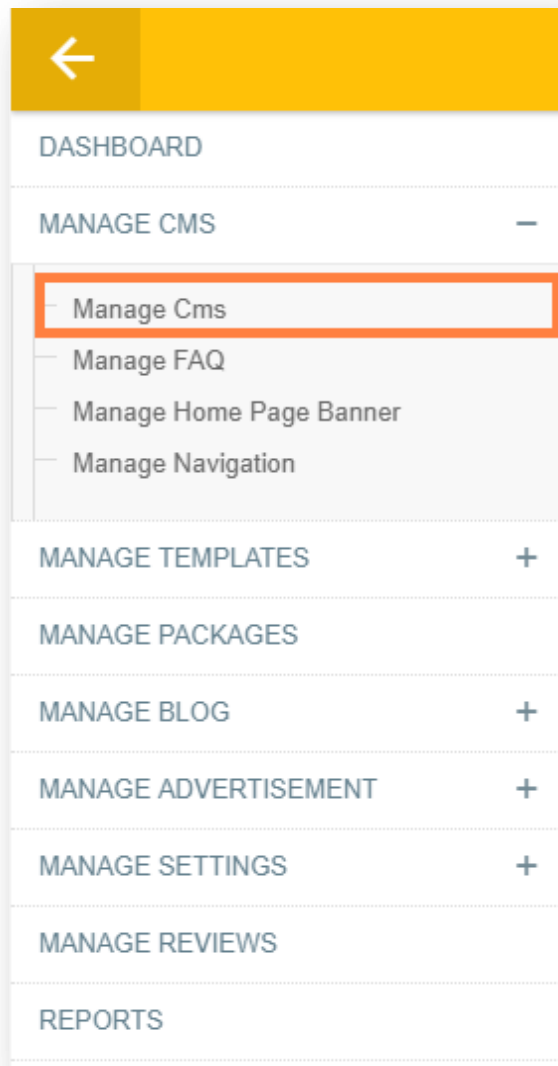
Admin can easily manage the CMS pages of the website from this section of the backend. Following links are available under the **CMS** menu:

- Manage CMS
- Manage FAQ
- Manage Home Page Banner
- Manage Navigation

#### 3.1 Manage CMS

Admin can select Manage CMS link under the CMS menu in the left panel. Please see the screenshot below:





On click of **Manage CMS** link, admin will be redirected to the CMS Management page. In this section, admin can view & manage the CMS pages of the website. Please see the screenshot below:

CMS			
Search			🔍
CMS			ADD NEW
TITLE	SUB HEADING	STATUS	ACTION
About Us	About sub us content	Active	✎ 👁
Advertise	Advertise	Active	✎ 👁
Contact Us	Contact Us	Active	✎ 👁
How it Works	How it works	Active	✎ 👁

On this section, admin can set the display order of the CMS pages of the website. Also, admin can control the status of CMS pages as active or inactive.

Admin can search for any CMS page using the search filter “Keyword”.

On click of ✎ icon, admin can edit the CMS page.

On click of 👁 icon, admin can view the details of CMS page.

On click of **Add New** link, admin can add a new CMS page using the below fields:

- CMS
  - Title
  - Sub heading
  - Content
  - Upload CMS Banner
  - Display Ad
  - Status
- SEO
  - Title
  - Keyword

- Description
- Other Tags

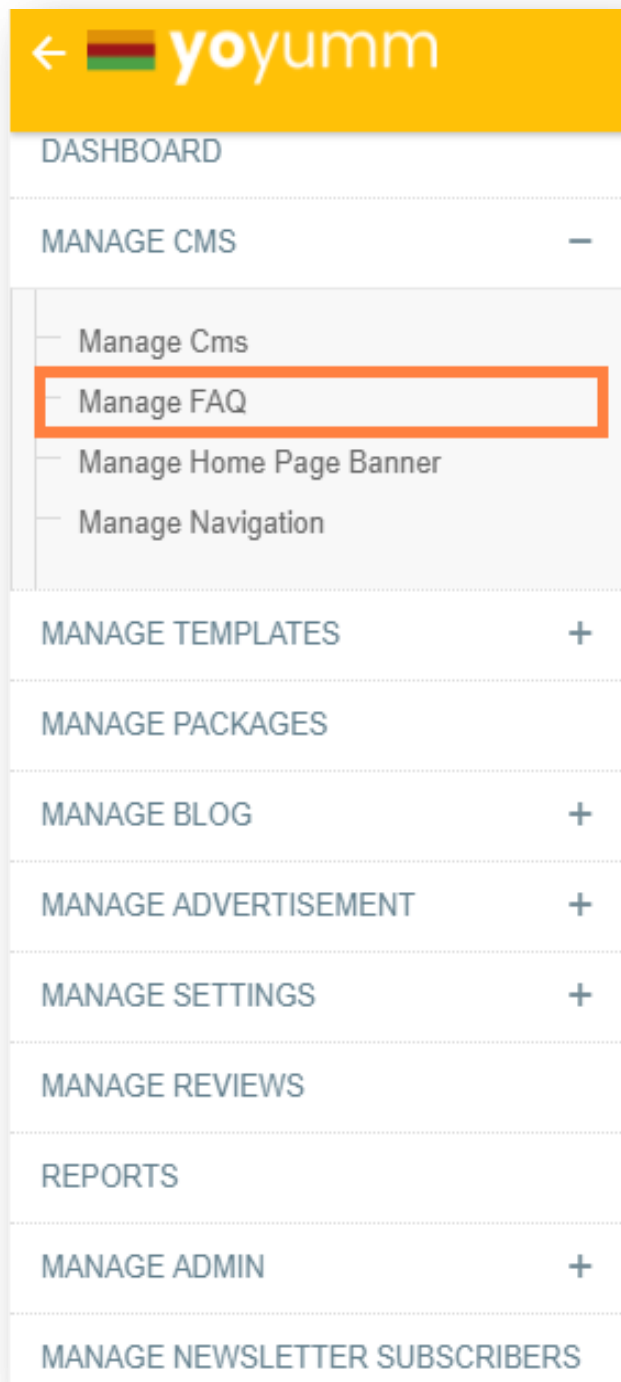
**Note:** Meta others are html Meta tags, e.g. <Meta name="example" content="example" /> .We are not validating these tags, please take care of this.

**Note:** If admin selects the status of any page as “Inactive”, then it will not display on the website.

The screenshot displays the yoyumm CMS interface. At the top, there is a yellow header with a hamburger menu icon on the left and the 'yoyumm' logo on the right. Below the header, the form is divided into two main sections: English and Arabic. Each section contains three input fields: 'Title[English]', 'Sub Heading[English]', and 'Content[English]' for the top section, and 'Title[Arabic]', 'Sub Heading[Arabic]', and 'Content[Arabic]' for the bottom section. The 'Content' fields are equipped with a rich text editor toolbar featuring icons for bold, italic, underline, text color, background color, text alignment, list creation, link insertion, unlink, undo, redo, source code, and image upload.

## 3.2 Manage FAQ

Admin can select Manage FAQ link under the CMS menu in the left panel. Please see the screenshot below



On click of **Manage FAQ** link, admin will be redirected to the Faq Management page. On this section, admin can easily view & manage the faqs (frequently asked questions) which is useful for the handling customer's queries related to the business process and website. Please see the screenshot below:










Search

Category Name

SEARCH


FAQ

ADD NEW

CATEGORY NAME	DISPLAY ORDER	ACTIVE	ACTION
General	1	Active	  
test - e	1	Inactive	  
General	1	Inactive	  

On the FAQ category listing section, admin can search for any FAQ using the search filter: Category Name.


The display order of FAQ category can easily be set on the listing page.

On click of  icon, admin can edit the category of FAQ.

On click of **Add New** link, admin can add a new category for FAQs using the below form:

- Category Name (English, Arabic, Spanish)

- Display Order
- Status (Active/Inactive)

On click of  icon, admin can view the details of details of FAQ category.

ADD/UPDATE

Category name [English]

Category name [Arabic]


Category name [spanish]

Display Order

Active

Active

ADD

On click of  icon, admin will be redirected to a webpage where a list of FAQs will be listed. Please see the screenshot below:

FAQ

Search
×

Keyword  


---

SEARCH

FAQ

ADD NEW

QUESTION	DISPLAY ORDER	STATUS	ACTION
How do people vote, respond, or otherwise send in comments or questions?	<input style="width: 100px;" type="text" value="0"/>	Active	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> </div>
What is Yo! Yumm?	<input style="width: 100px;" type="text" value="0"/>	Active	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> </div>

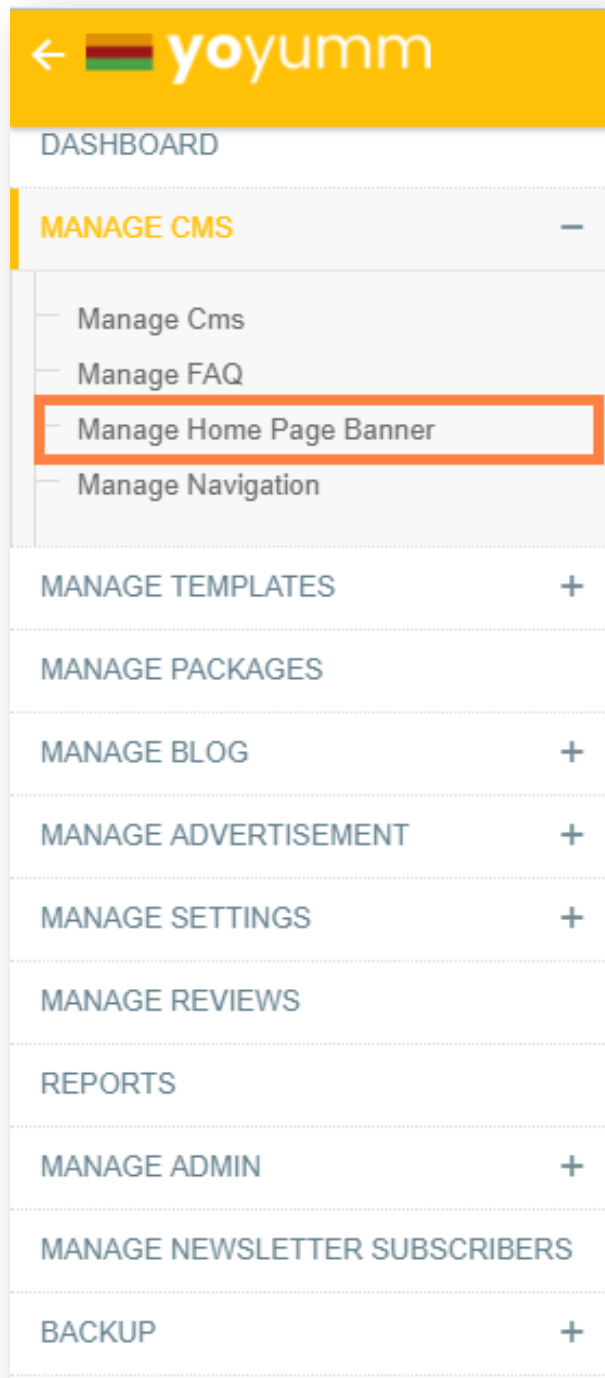
The FAQs of any category can be added by the admin using below fields:

- Question (English, Arabic, Spanish)
- Answer (English, Arabic, Spanish)
- Display Order
- Status (Active/Inactive)

**Note:** If admin select the status of any FAQ as “Inactive”, then it will not display on the website.

### 3.3 Manage home Page Banner

Admin can select Manage Home Page Banner link under the CMS menu in the left panel. Please see the screenshot below:





On click of **Manage Home Page Banner** link, admin will be redirected to the Home Page Banner Management where he/she can manage the banner images which will display on the homepage. Admin can search for any banner image using the search filter: Keyword. Please see the screenshot below:

Search

Keyword

SEARCH

BANNERS

ADD NEW

TITLE	HEADLINE	DESCRIPTION	IMAGE	CREATED DATE	START DATE	END DATE	DISPLAY ORDER	STATUS	ACTION
Delivering Deliciousness	Delivering Deliciousness	Ordering Food From Your Favorite Restaurants is just a <b>Click</b> Away		2017-05-29	2017-05-29	2017-08-25	1	ACTIVE	

1 to 1 of 1

On click of icon, admin can edit the details of a home page banner.

On click of icon, admin can view the details of home page banner.

Admin can set the display order of the home page banner from the listing page as well.

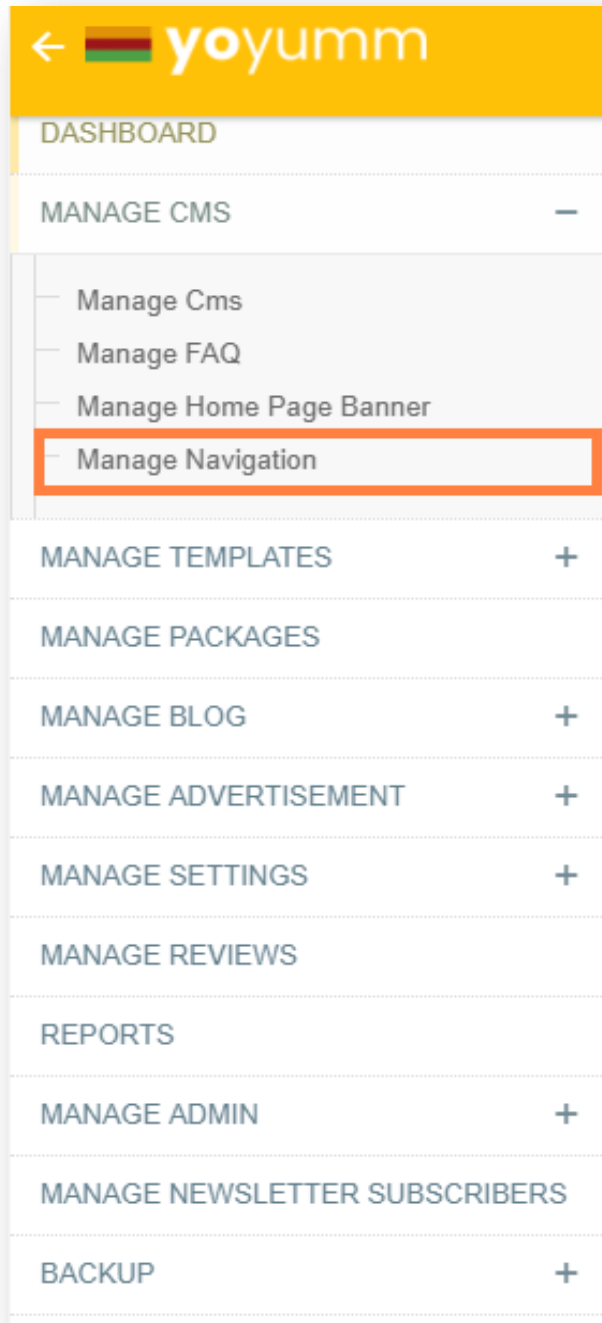
To add a new homepage banner, admin will be required to fill the below fields from admin panel:

- Title: Admin can define the title of a banner image.
- Headline: Admin can define the headline of a banner image.
- Banner Description: Admin can define the description of banner.
- Image: Admin can upload a relevant banner image of recommended size.
- Link: Admin can add a link to a specific banner image. On click of the banner image on homepage will redirect user to a specific URL.
- Start Date & End date: Admin can define the start & end date of the banner image. After the end date, the banner image will become inactive from the homepage.
- Display Order: Admin can set the order in which the images will be displayed or scrolled on the homepage.
- Status (Active/Inactive)

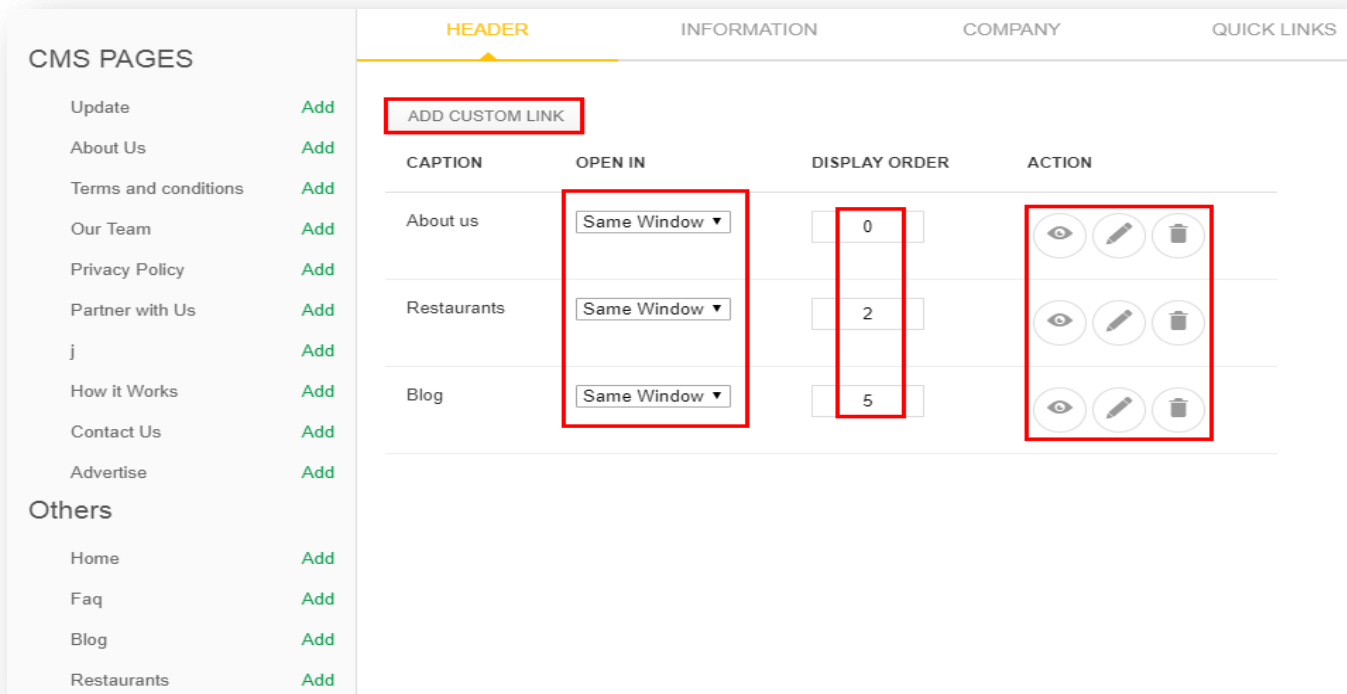
**Note:** The recommended size for the banner image should be 2000 X 700. Any image uploaded without the recommended size might not display correctly on the homepage.










### 3.4 Manage Navigation

Admin can select Manage Navigation link under the CMS menu in the left panel. Please see the screenshot below:



On click of **Manage Navigation** link, admin will be redirected to the Navigation Management where he/she can manage the navigation menus and links of the website. Please see the screenshot below:





CAPTION	OPEN IN	DISPLAY ORDER	ACTION
About us	Same Window ▼	0	  
Restaurants	Same Window ▼	2	  
Blog	Same Window ▼	5	  


The navigation management has 4 segments as defined below:

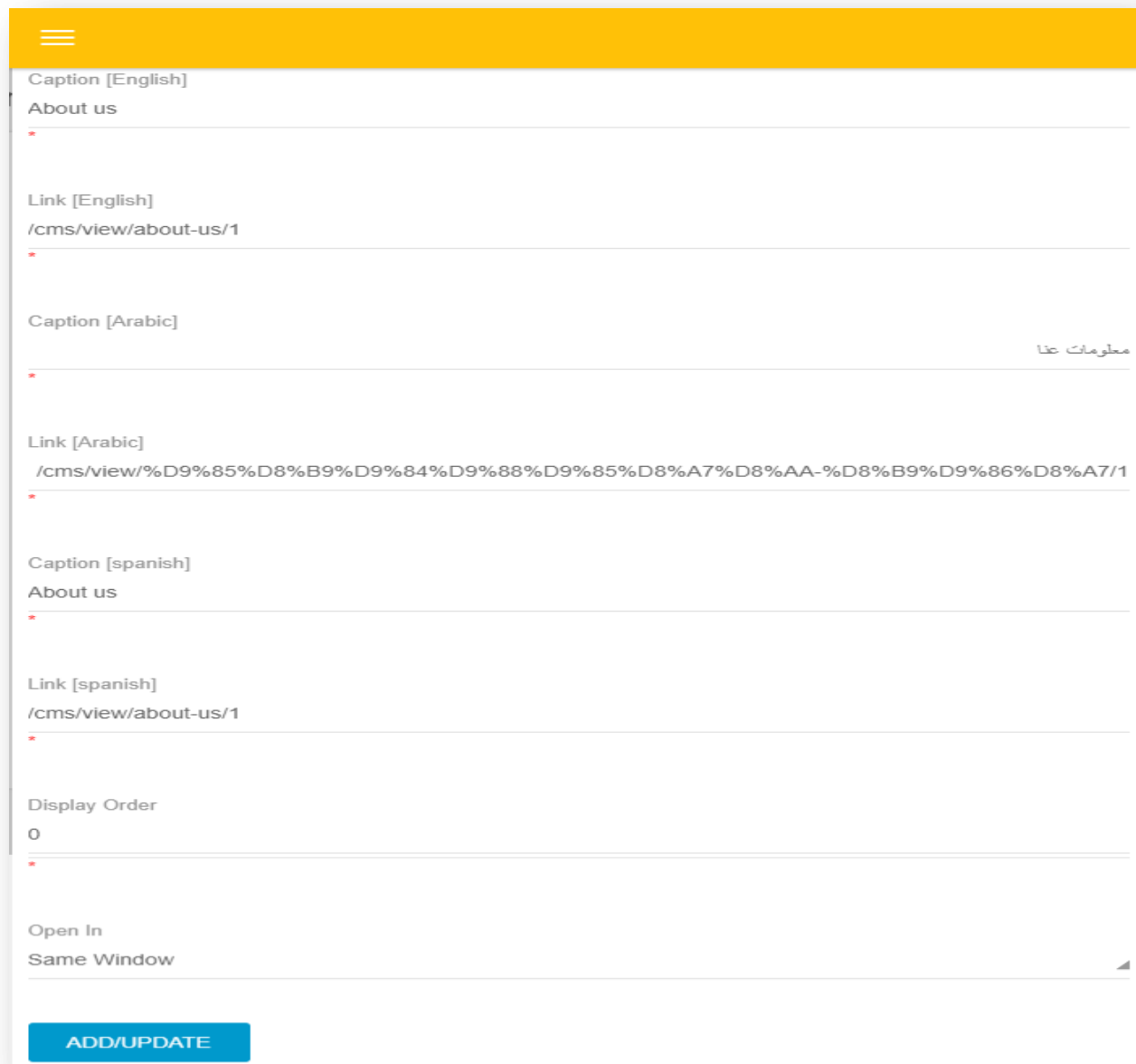
- **Header:** This tab comprises of all the menus which are listed on the header of the website. E.g.: About Us, Restaurants, Blog.
- **Information:** This is footer tab and comprises of all the menus which are listed on the footer of the website. E.g.: Our Team, Privacy Policy, Affiliate, Contact Us.
- **Company:** This is a footer tab and comprises of all the menus related to the company or business of the website. E.g.: Privacy Policy, How It Works.
- **Quick Links:** This is a footer tab and comprises of all the menus which are listed on the footer of the website. E.g.: Partner With Us, Privacy Policy.

**Note:** The menus are subject to be changed or modified as per the requirement of admin for the website. He/she can easily add or remove any menu from the above 4 segments.

On click of  icon, admin can edit the details of any menu of concerned segment.

On click of  icon, admin can view the details of menu of concerned segment.

On click of  icon, admin can remove any menu from the concerned segment.



The screenshot shows a form titled 'Add Custom Link' with a yellow header bar containing a menu icon. The form is divided into several sections for different languages and a display order field. Each section has a red asterisk indicating a required field.

Language	Caption	Link
English	About us	/cms/view/about-us/1
Arabic	معلومات عنا	/cms/view/%D9%85%D8%B9%D9%84%D9%88%D9%85%D8%A7%D8%AA-%D8%B9%D9%86%D8%A7/1
Spanish	About us	/cms/view/about-us/1

Display Order: 0

Open In: Same Window

ADD/UPDATE

On click of Add Custom Link, a form will be displayed for adding a new menu to the concerned segment. Following are the fields which are to be filled by the admin:

- Caption (English, Arabic, Spanish)
- Link (English, Arabic, Spanish)
- Display Order
- Open In (Same Window/New Window)

The Open in Field will allow the user to redirect the menu to a new window or on the same window.

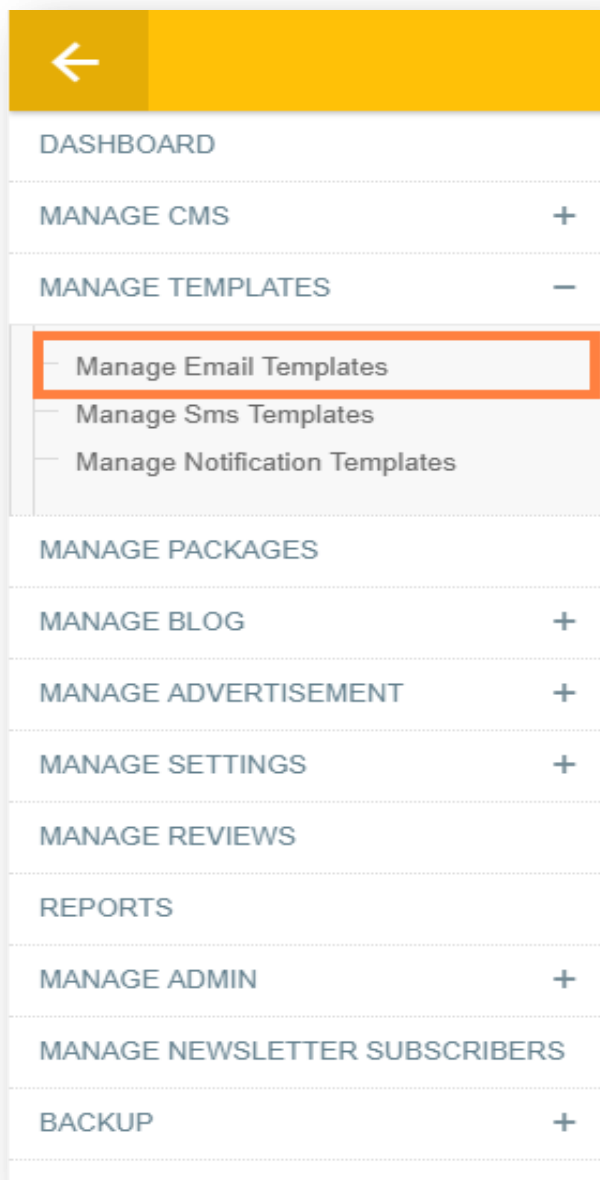
### 3.0 Manage Templates

Template module is a notification functionality which is triggered on predefined activities of the website and is being sent to the user types: Admin, Buyer, Merchants and Affiliates. In YoYumm, we have 3 types of templates viz.:

- Email Templates :
- SMS Templates
- Notification Templates

#### 3.1 Manage Email Templates

Admin can select Manage Email Templates link from the left panel. Please see the screenshot below:









On click of **Manage Email Template** link, admin will be redirected to the Email Template Management where he/she can manage the templates being sent as an email to predefined users. Admin can search for any email template using the search filter: Keyword. Please see the screenshot below:


Email Template


Search

Keyword

SEARCH

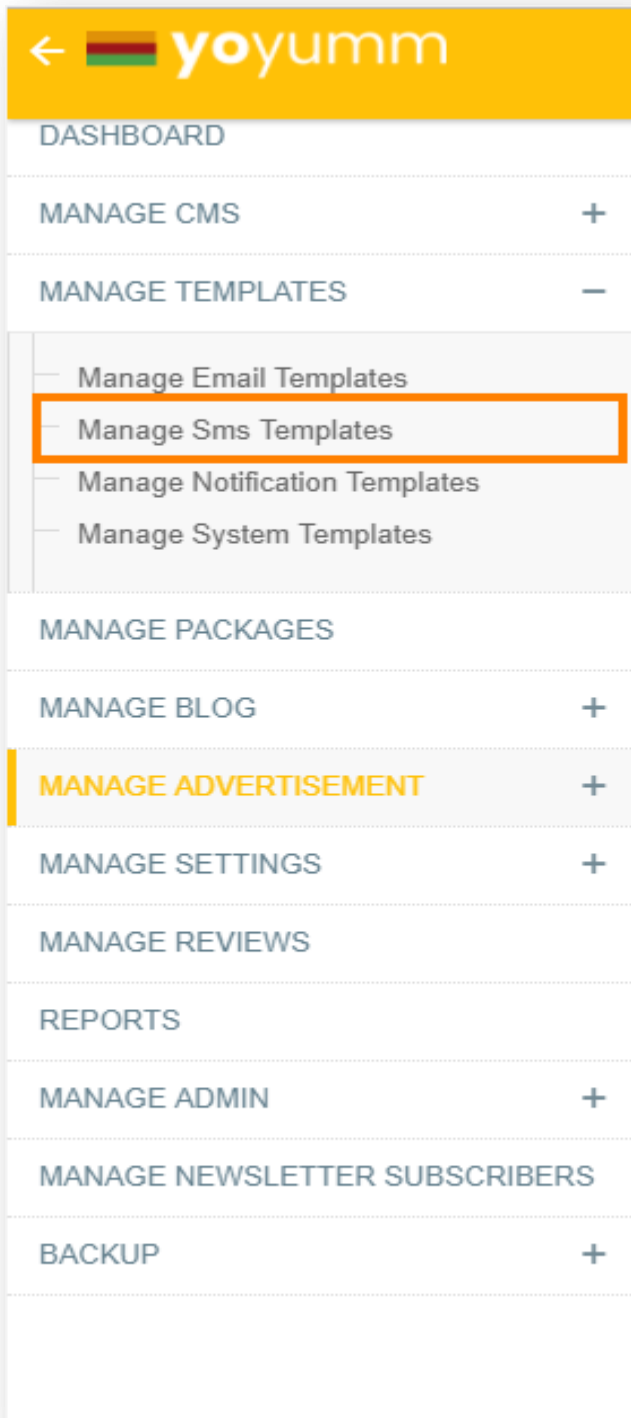
EMAIL TEMPLATE		
TEMPLATE NAME	SUBJECT	ACTION
Admin Approved/disapproved Restaurant logo	Your {restaurant_name} Logo {status} On {site_name}	 
Admin verify Merchant request	Merchant Request {status} On {site_name}	 
Advertisement request	Advertisemetn request	 

On click of  icon, admin can edit the details of email template.

On click of  icon, admin can view the details of email template.


## 3.2 Manage SMS Templates

Admin can select Manage SMS Templates link from the left panel. Please see the screenshot below:















On click of **Manage SMS Template** link, admin will be redirected to the SMS Template Management where he/she can manage the templates being sent as an email to predefined users. To enable SMS Template feature, admin will add his/her SMS API credentials for clickatell extension. To know more about setting up the SMS feature, refer [Website Settings](#) section.

Admin can search for any email template using the search filter: Keyword. Please see the screenshot below:

On click of  icon, admin can edit the details of SMS template.

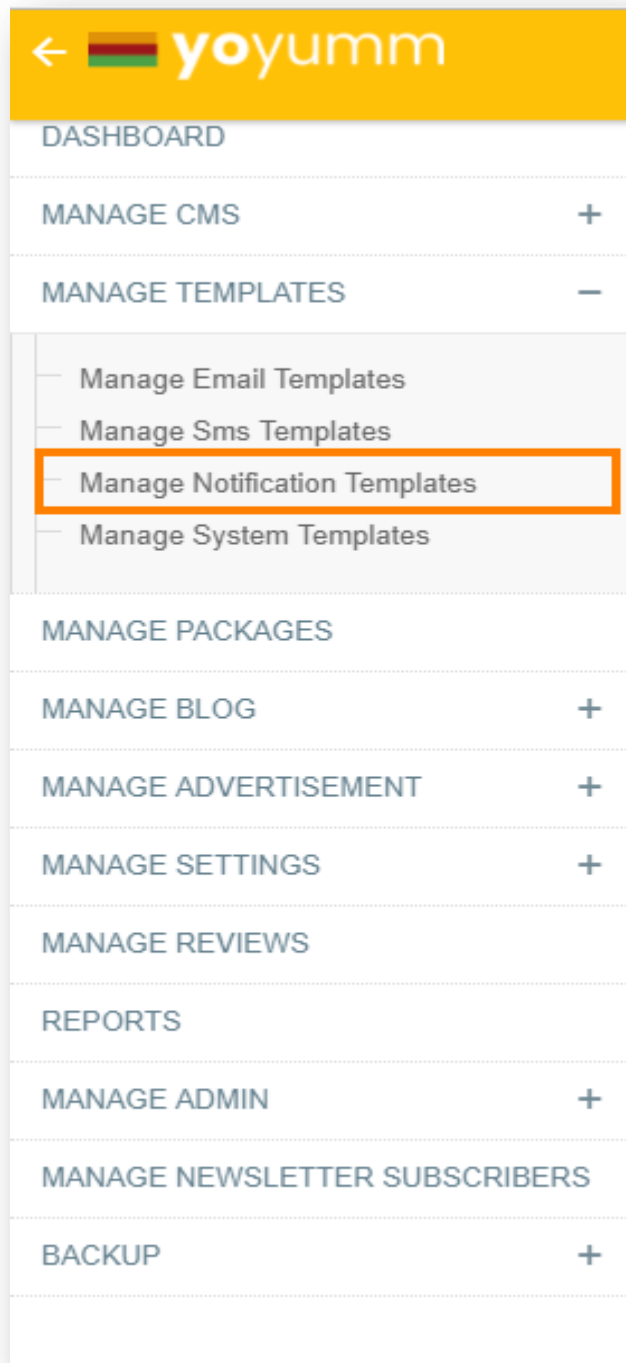
On click of  icon, admin can view the details of SMS template.

Sms Template	
Search	
SMS TEMPLATE	
TEMPLATE NAME	ACTION
Order mark as In Cancelled send to buyer	 
Order mark as In Delivered send to buyer	 
Order mark as In process send to buyer	 
Order mark as In shipped send to buyer	 
Order Verification Otp	 
Send Order Assign Sms To Delivery Staff	 



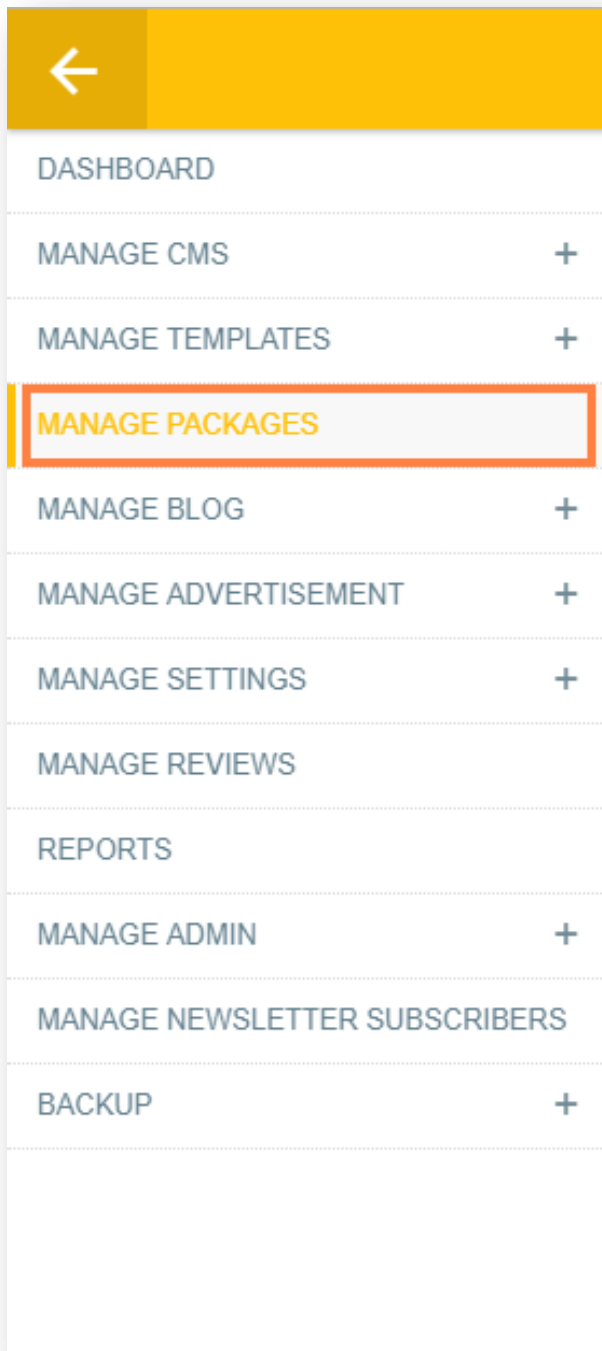
### 3.3 Manage Notification Templates

Admin can select Manage Notification Templates link from the left panel. Please see the screenshot below:









## 4.0 Manage Packages

Admin can select Manage Packages link from the left panel. Please see the screenshot below:



On click of **Manage Packages** link, Admin will be redirected to the Packages webpage where he/she can view and manage the subscription packages subscribed to the merchants for listing the restaurants on the website. Please see the screenshot below:


### Packages

PACKAGES		
PACKAGE NAME	PACKAGE TYPE	ACTION
Corporate	Corporate	  
Individual	Individual	  


1 To 2 Of 2

In YoYumm, there are two types of subscription packages available for the merchants viz:

- Individual**  
 This subscription package allows merchant to list single restaurant on the website.
- Corporate**  
 This subscription package allows merchant to list multiple restaurants on the website.

On click of  icon, admin can edit the details of the package.

On click of  icon, admin can view the details of the package.

On click of  icon, admin can view and manage the package price options provided for each of the two subscription packages. Admin can easily add new options under preferred package.

In **Options** section, admin can add different types of prices associated with fixed duration till which the subscription will be active.

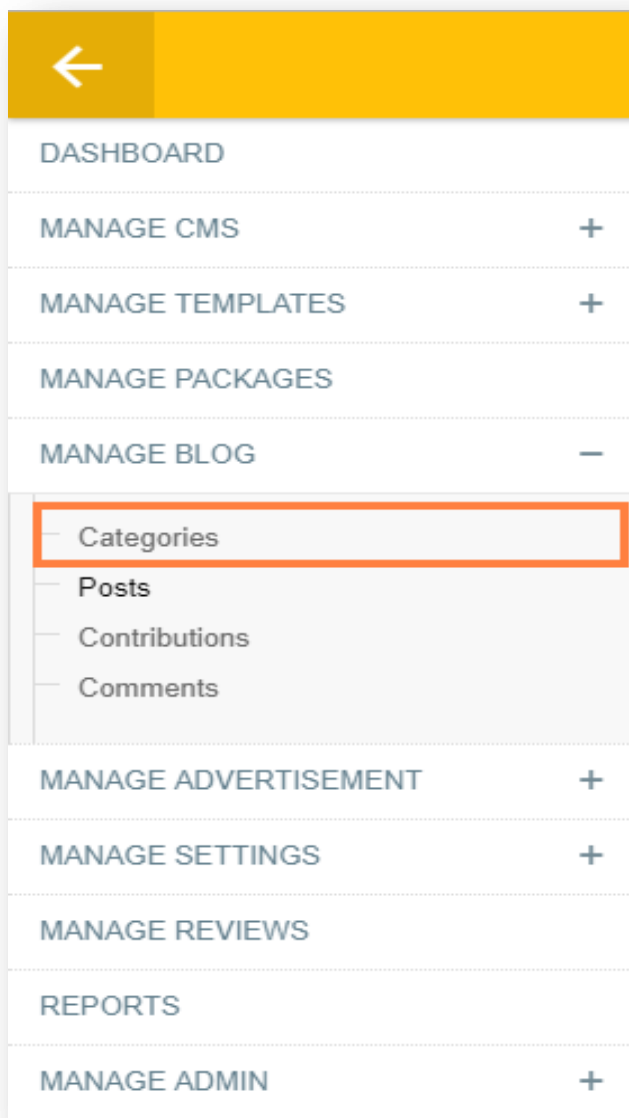
## 5.0 Manage Blog

Admin can easily manage the website blog from this section of the backend. Following links are available under the Manage Blog menu:

- Categories
- Posts
- Contributions
- Comments

### 5.1 Categories

Admin can select Categories link from the left panel. Please see the screenshot below:



On click of **Categories** link, Admin will be redirected to the Blog Categories webpage where he/she can view and manage the categories of blog on the website. Please see the screenshot below:

Search Blog Categories

Category Title









Category Status


Does Not Matter


SEARCH

RESET

BLOG CATEGORIES LIST

CATEGORY TITLE	CATEGORY DESCRIPTION	CATEGORY STATUS	ACTION
Health & nutrition	Health &...	ACTIVE	 
Food Tips & Tricks	Food Tips &...	ACTIVE	 
Green Kitchen Stories	The Green Kitchen...	ACTIVE	 
Good Things Grow	Good Things Grow	ACTIVE	 

On click of  icon, admin can edit the details of the blog.

On click of  icon, admin can manage the sub categories of parent blog category.

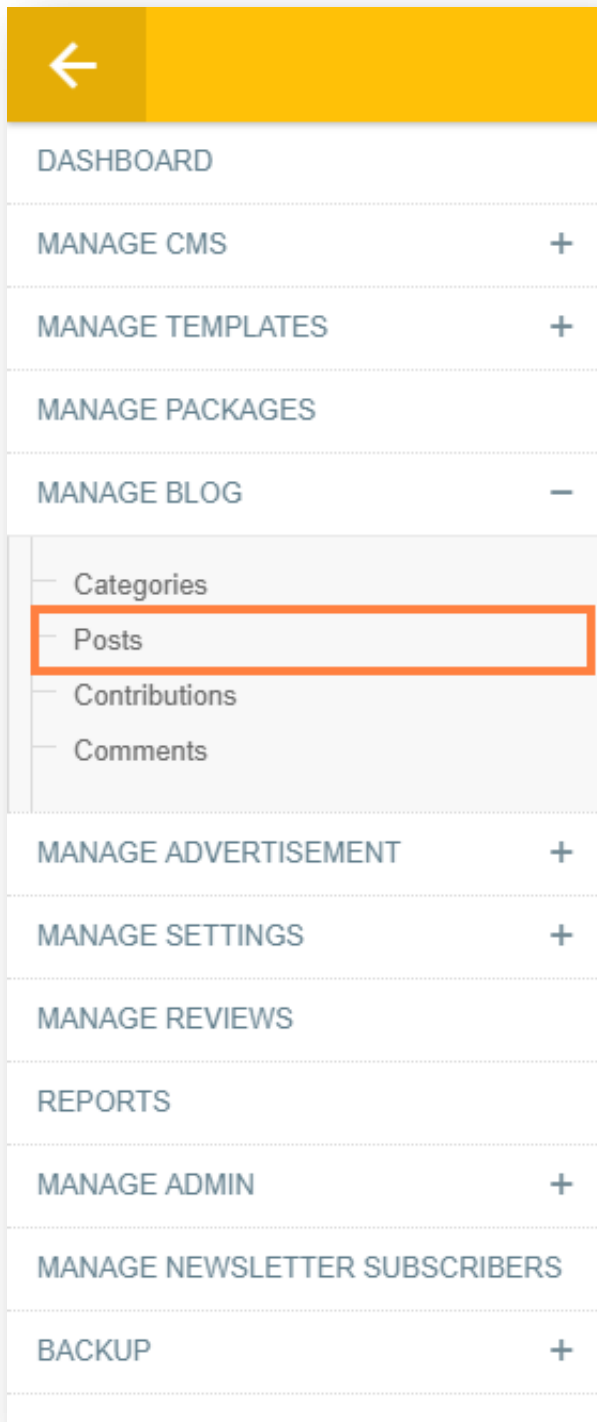
On click of **Add New** link, admin can add a new blog category for the website by filling up below details:

- Category Title
- Category SEO Name
- Category Description
- Category Status (Active/Inactive)
- Category Parent
- Meta Title
- Meta Description
- Meta Others

**Note:** If admin selects the status of any blog category as “Inactive”, then it will not display on the website.

## 5.2 Posts

Admin can select Posts link from the left panel. Please see the screenshot below:



On click of **Posts** link, Admin will be redirected to the Blog Post webpage where he/she can view and manage the blog posts of the website. Please see the screenshot below:

### Blog Posts

×

Post Title

Post Status

Select

SEARCH

SHOW ALL

BLOG POSTS LIST					
TITLE	CATEGORY	PUBLISHED ON	STATUS	POSTED ON	EDIT
One Pot Mexican Chicken & Rice Casserole	Flavor Quotient	2017-07-13 10:14:19	Published	2017-07-13 10:11:47	
Cilantro Lime Grilled Chicken	Flavor Quotient	2017-07-13 10:17:39	Published	2017-07-13 09:52:27	
Vegetarian Stuffed Cabbage Casserole	Good Things Grow	2017-07-13 10:21:17	Published	2017-07-12 11:15:26	
Mint Chocolate Power Bars	Green Kitchen Stories	2017-07-11 10:58:45	Published	2017-07-11 10:58:45	

Admin can search for any blog post using below search filter:

- Post Title
- Post Status (Draft/Published)

On click of icon, admin can edit the details of the blog post.

On click of icon, admin can delete any blog post.

On click of **Add New Blog Post** link, admin can add a new blog post for a blog category on the website by filling up below details:

- Post Title
- Post Contributor Name
- Post SEO Name
- Post Short Description

- Post Content
- Post Category
- Post Image
- Post Comment Status
- Post Meta Title
- Meta Keywords
- Meta Description
- Meta Others
- Post Status (Draft/Published)

Blog Post Form

Post Title \*

\*












Post Contributor Name

Post Seo Name \*

\*

Post Short Description

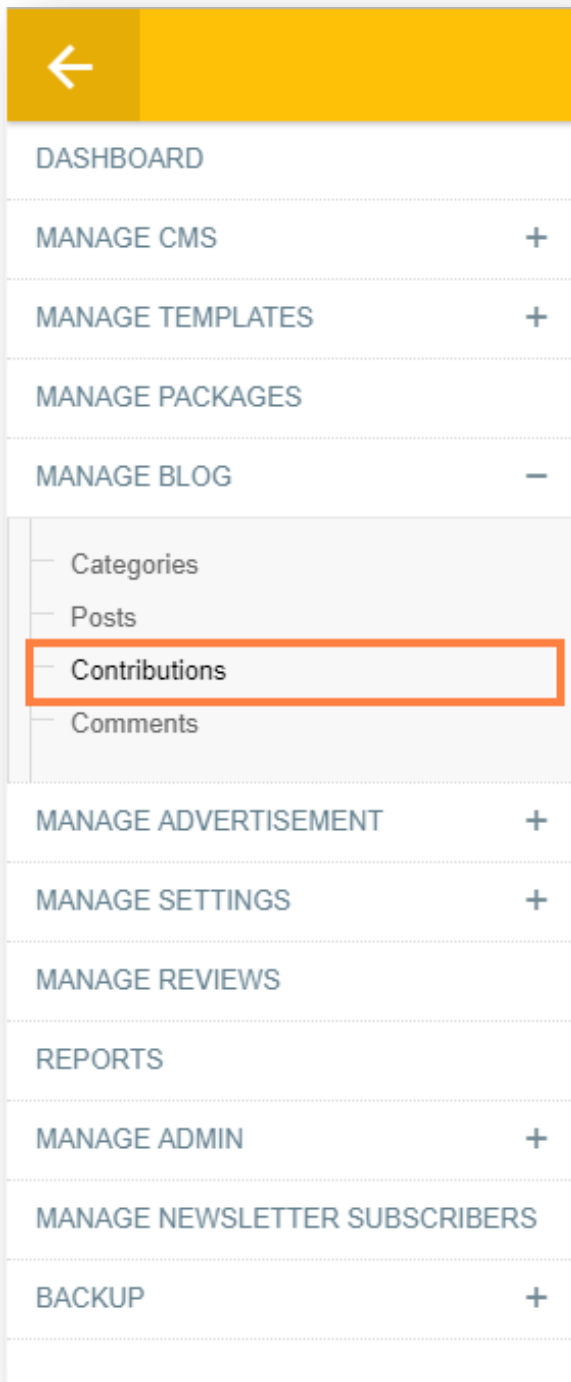
Post Content \*\*

**B** *I* U **A** **A** **T** 









**html**










## 5.3 Contributions


Admin can select Contributions link from the left panel. Please see the screenshot below:



On click of **Contributions** link, Admin will be redirected to the Blog Contribution webpage where he/she can view and manage the blog post contribution sent by the users on blog webpage. Please see the screenshot below:

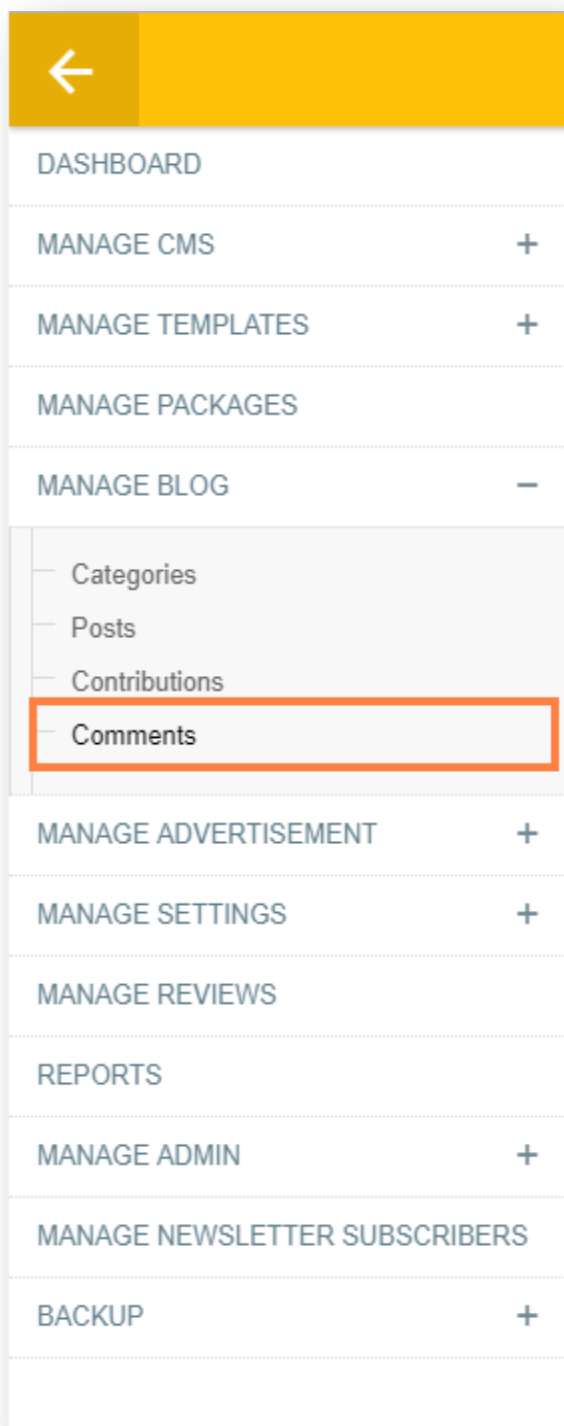
Blog Contribution				
Search Blog Contributions				🔍
BLOG CONTRIBUTIONS LIST				
FIRST NAME	LAST NAME	EMAIL	STATUS	ACTION
Tina	Rai	tina@dummyid.com	Pending	<div>   </div>
William	gdfh	William@dummyid.com	Pending	<div>   </div>
Felicia	Simson	Felicia@dummyid.com	Pending	<div>   </div>
1 To 3 Of 3				

On click of  icon, admin can view the details of blog contributors.

On click of  icon, admin can delete any blog contribution.

## 5.4 Comments

Admin can select Comments link from the left panel. Please see the screenshot below:



On click of **Comments** link, Admin will be redirected to the Blog Contribution webpage where he/she can view and manage the blog post contribution sent by the users on blog webpage. Please see the screenshot below:

Search Blog Comments

Keyword



















Comment Status

Does Not Matter

SEARCH

SHOW ALL


Comment Status


BLOG COMMENTS LIST					
AUTHOR NAME	AUTHOR EMAIL	COMMENT	POST	STATUS	ACTION
Alex	Alex@dummyid.com	Tried twice but it...	Vegetarian Stuffed Cabbage Casserole	Approved	  
Alex	Alex@dummyid.com	Not a good...	Mint Chocolate Power Bars	Approved	  
Alex	Alex@dummyid.com	Healthy dish with...	Vegetarian Stuffed Cabbage Casserole	Approved	  
Alex	Alex@dummyid.com	Amazing...	Top 15 Budget Friendly Low Carb foods for women	Approved	  
Alex	Alex@dummyid.com	Time consuming but...	Cilantro Lime Grilled Chicken	Approved	  
Robert	lee@dummyid.com	Fantastic dish!!...	Cilantro Lime Grilled Chicken	Approved	  

Admin can search for a blog comment using below search filter:

- Keyword
- Comment Status (Pending/Approved/Deleted)

On click of  icon, admin can reply on the comment posted by user.

On click of  icon, admin can remove the blog comment of a user.

On click of  icon, admin can view the details of the blog comment and can approve or decline any blog comment of a user.

**Note:** If admin declines the blog comment of a user, then it will not display on the website.

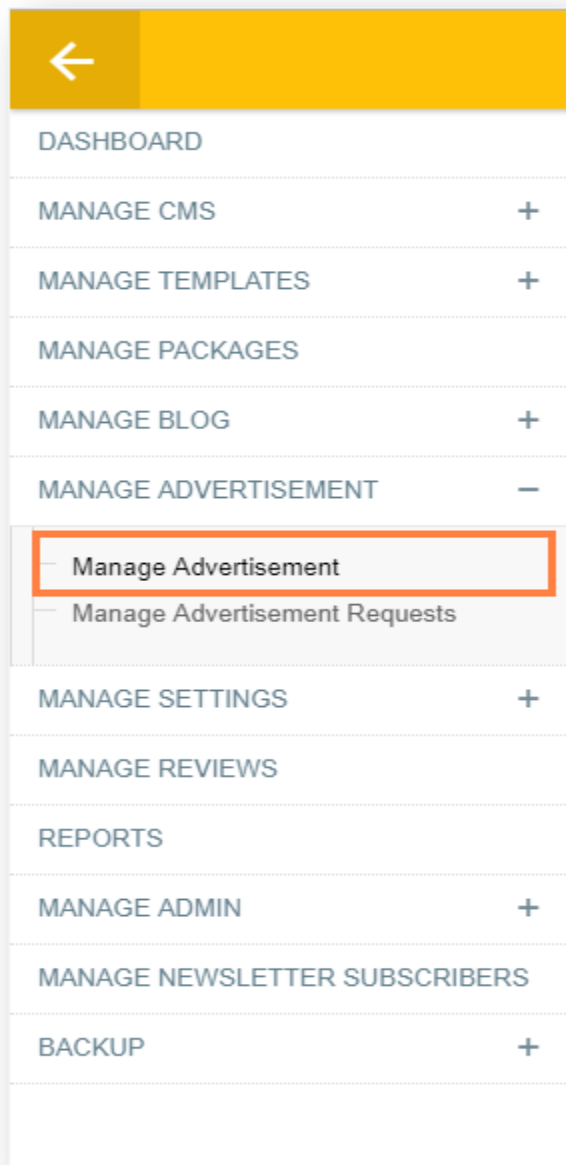
## 6.0 Manage Advertisement

Admin can easily manage the advertisement displayed on the CMS pages of the website from this section of the backend. Following links are available under the Manage Advertisement menu:

- Manage Advertisement
- Manage Advertisement Requests

### 6.1 Manage Advertisement

Admin can select Manage Advertisements link from the left panel. Please see the screenshot below:



On click of **Manage Advertisement** link, Admin will be redirected to the advertisement webpage where he/she can view and manage the advertisements of the website. The advertisements are posted on behalf

of the advertisers who send advertisement requests on the website. To gain more insight on advertisement requests, kindly refer [Manage Advertisement Requests](#) section.

Search

Keyword

Start Date

End Date







Status

Does Not Matter

SEARCH

ADVERTISEMENT Only 3 ads will be displayed randomly and will be shuffled on refresh.

ADD NEW

TITLE	IMAGE	PLACE	EMAIL	START DATE	END DATE	DISPLAY ORDER	INFO	ACTION
asdasd		Cms Right Ad 280x110	manveer@dummyid.com	2017-05-24	2017-05-26	1	Inactive	 
TEst		Cms Right Ad 280x180	sahil@dummyid.com	2017-02-09	2017-06-14	2	Inactive	 

Admin can search for any advertisement using below search filter:

- Keyword
- Start Date
- End Date
- Status: (Active/Inactive/Future)

On click of  icon, admin can edit the details of the advertisement.

On click of  icon, admin can view the details of the advertisement.

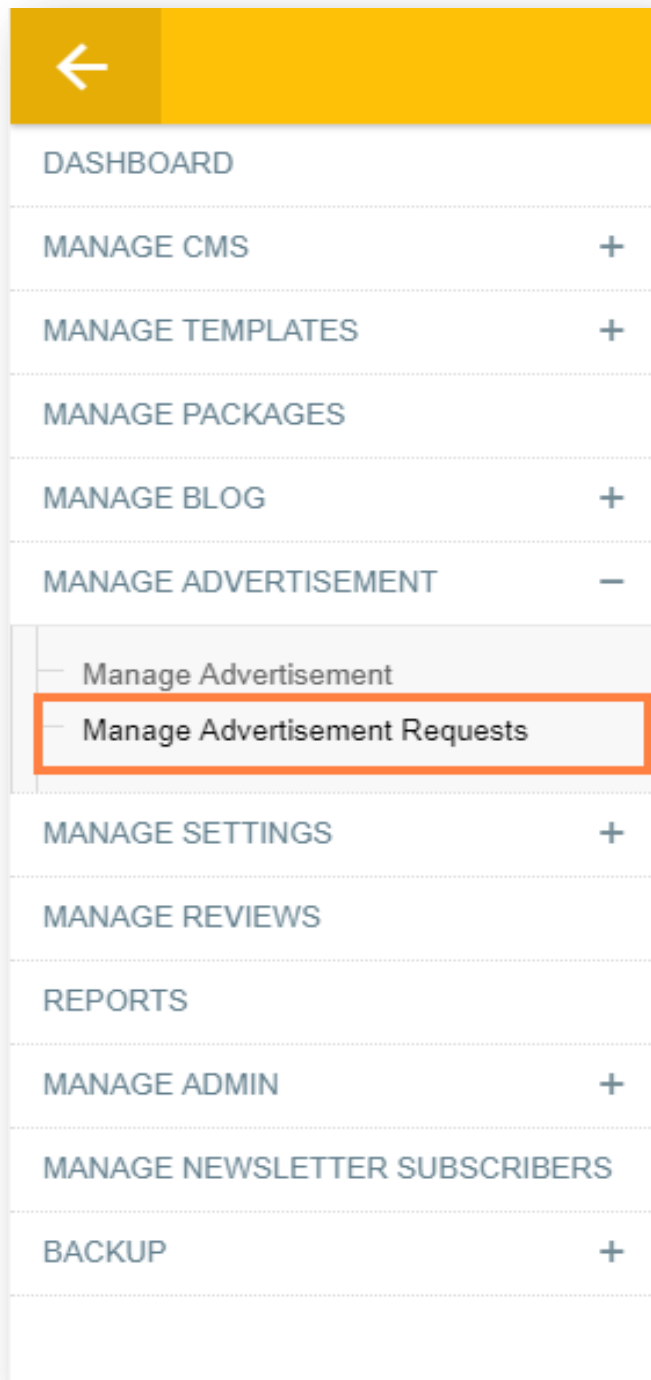
On click of **Add New** link, admin can add a new post for advertisement which will be displayed on the CMS pages of the website.

Admin can set the display order of the advertisement.

**Note:** If admin selects the status of any city or region as “Inactive”, then it will not display on the website.

## 6.2 Manage Advertisement Requests

Admin can select Manage Advertisement Requests link from the left panel. Please see the screenshot below:



On click of **Manage Advertisement Requests** link, Admin will be redirected to the advertisement Request webpage where he/she can view and manage the requests received from the users for posting their advertisement on the website. Please see the screenshot below:

Search

Keyword

From Date

To Date

Status

Does Not Matter.

SEARCH

REQUESTS					
TO	EMAIL	PHONE	DATE	STATUS	ACTION
testing ajay	ajay@dummyid.com	2342342	2017-05-24 19:33	Pending ▼	
test	test@dummyid.com	0	2017-05-22 13:44	Pending ▼	
testuser	testcontact@gmail.com	9856230125	2017-03-30 17:54	Pending ▼	

Admin can search for any request using below search filter:

- Keyword
- From Date
- To Date
- Status (Pending/Approved/Declined)

On click of icon, admin can view the details of the advertisement.

Admin can Change the status of any request as pending, approved or declined.



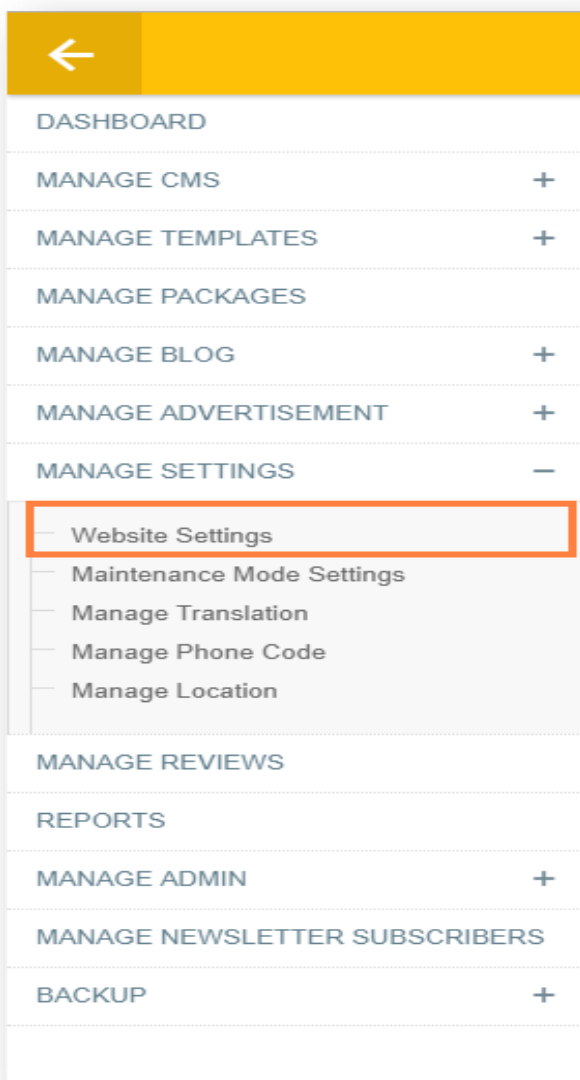
## 7.0 Manage Settings

Admin can easily manage the website settings from this section of the backend. Following links are available under the Manage Settings menu:

- Website Settings
- Maintenance Mode Settings
- Manage Translation
- Manage Phone Code
- Manage Location

### 7.1 Website Settings

Admin can select Website Settings link from the left panel. Please see the screenshot below:



In Website Settings, we have following configurations available:

➤ **Emails And Site Info**

- Send Email From Email ID
- Site Owner Email
- Website Name
- Site Logo
- Email Send By
- SMTP Host Logo must be upload in application/view/images folder
- SMTP User Name
- SMTP Password
- SMTP Port
- SMTP Secure
- Mandrill From Email
- Mandrill From Name
- Site Admin Logo
- Site Logo

➤ **Payment Settings**

- Currency Name
- Currency Symbol
- Currency Code
- Price Location
- PayPal Account Email
- PayPal Mode

➤ **Meta Settings**

- Title
- Keyword
- Description

➤ **Social Site Links**

- Facebook URL
- YouTube URL
- Google URL
- Twitter URL
- Social Image
- Twitter Post Title

- Twitter API Key
- Twitter API Secret Key
- Facebook App ID
- Facebook App Secret Key
- Facebook Post Caption
- Facebook Post Title
- Google Client ID
- Google API Secret
- Google API Key

➤ **Third Party API Keys**

- GCM API Access Key
- SMS API Username: Admin will enter SMS API username
- SMS API Password: Admin will enter SMS API password.
- SMS API App ID: Admin will enter SMS API app ID.
- Google Map API Key
- Mailchimp Key: Admin will enter mailchimp account key.
- Mailchimp List ID: Admin will enter mailchimp account ID.
- Mailchimp Email Verification

➤ **General Settings**

- Time zone: Admin can set a specific time zone for the website and restaurants listed on it.
- Copyright Text: Admin can set a copyright text which is displayed on the footer menu of the website.
- Contribution file upload size (MB): Admin can define a fixed value for the upload size in MB.
- Contact No.: Admin can set the website contact number which is displayed on the header menu of the homepage.
- Include Promotion Discount For Commission: (Yes/No)
- Include Service Charge For Commission: (Yes/No)
- Include VAT For Commission: (Yes/No)
- Include Service Tax For Commission: (Yes/No)
- Admin Commission (%): Admin will define a % value of commission to be deducted on each order placed on the website.
- Location Restricted: (Yes/No) – Admin can choose if the location will be restricted for the buyers to place an order.
- Order From Unknown Location: Yes/No
- Pre Order Days: Set the number of days prior to which pre order will be availed by the buyer.
- Review Minimum Days: Set the minimum days for review.
- Review Maximum Days: Set the maximum days for review.

- Newsletter Form Type: Custom/Mailchimp
- Maximum Order Amount: Set the maximum amount of order to be placed on the website.
- OTP Length: Set the length of OTP.
- Order Verification By OTP: Yes/No
  
- Maximum SMS Resend Limit: Set maximum limit for the SMS to be resend.
- Send SMS to Delivery Staff: Yes/No
- MAP: Drag and drop location for the website

➤ **Reward Settings**

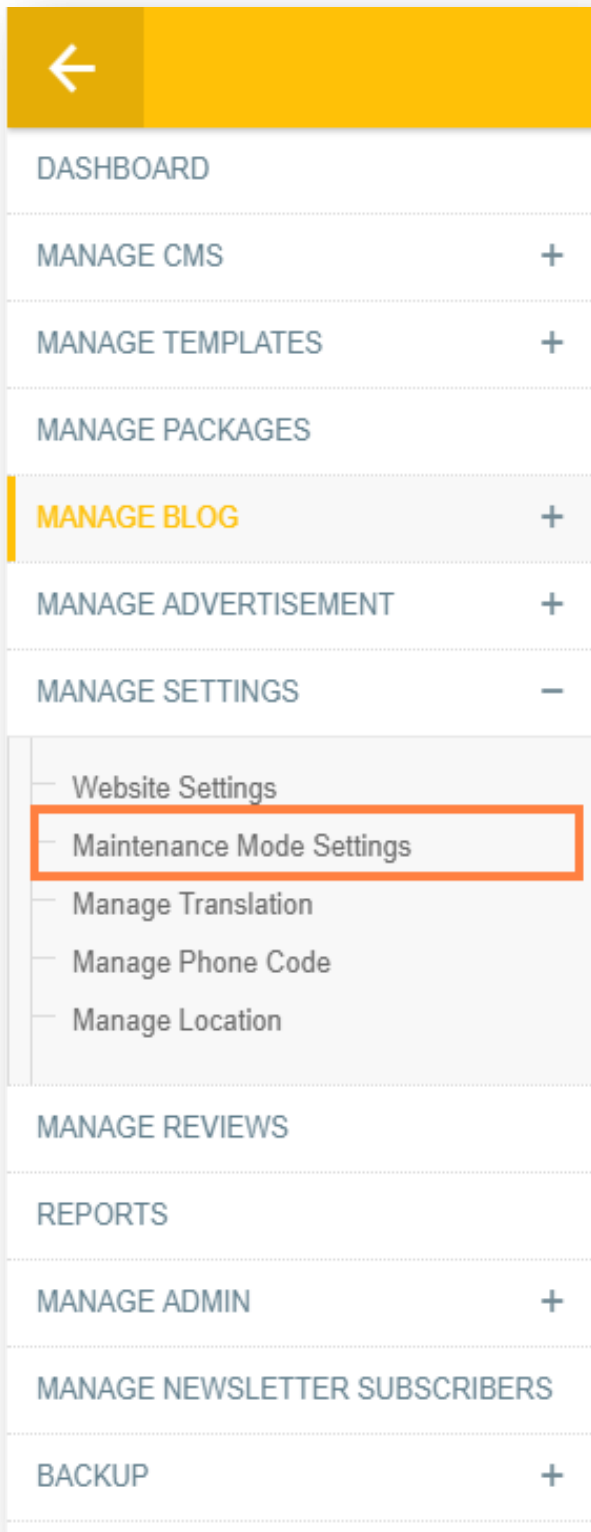
- Reward Percentage: Admin will set % value of reward provided to buyer on each purchase.
- Maximum Reward (Leave Blank if No Limit) : Admin will set a maximum value of reward that will be provided per user.
- Status : Active/Inactive (Admin can enable or disable the reward points on the website)
- Minimum Order (Leave Blank if No Minimum Order): Admin will set a minimum order value on which rewards point will be valid.
- Reward Rate (1 Reward = \$): Admin can set the worth of each reward point. E.g. 1 reward: 10USD

➤ **Affiliate Settings**

- Affiliate Requires Approval: Yes/No - If admin needs to approval the affiliate account registered on the website.
- Affiliate Default Commission on Order (%): Admin will set a fixed value amount for the commission to be deducted on each order placed by a user through an affiliate.
- Affiliate Signup Commission (In Amount): Admin will set a fixed value amount for the commission to be deducted on user signup through an affiliate.

## 7.2 Maintenance Mode Settings

Admin can select Maintenance Mode Settings link from the left panel. Please see the screenshot below:



On click of **Maintenance Mode** link, Admin will be redirected to the Maintenance Mode webpage where he/she can put the website on maintenance mode. Please see the screenshot below:

## Maintenance Mode Settings

### MAINTENANCE MODE SETTINGS

Maintenance Mode

No

Email Body

**B** *I* U **A** A **T** 



html

Site under Maintainence.

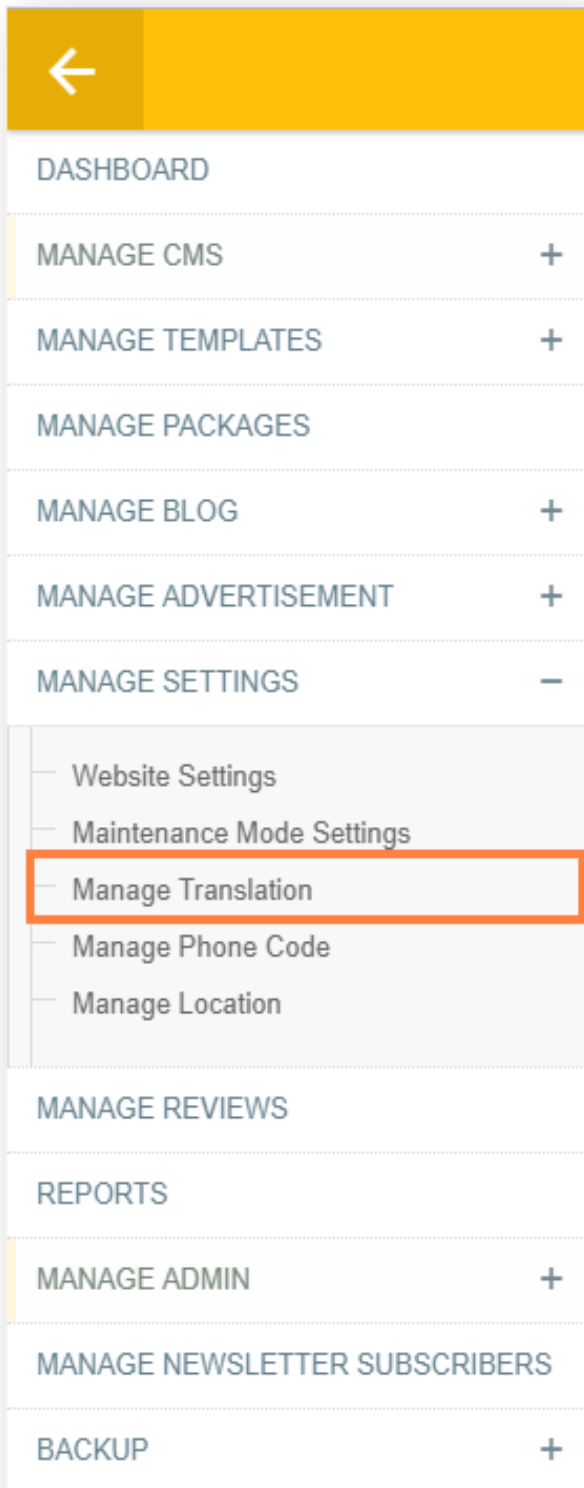
1

<BODY> <DIV> <BR>

SUBMIT

## 7.3 Manage Translation

Admin can select Manage translation link from the left panel. Please see the screenshot below:



On click of **Manage Translation** link, Admin will be redirected to the Translation Manager page where he/she can manage all the text and labels of the website. Please see the screenshot below:

### Translation Manager

×

KEY	ENGLISH	ARABIC	SPANISH	ACTION
_ _BEST_RESTAURANT_DEAL_IN_ _	Best Restaurant Deal In	أفضل صفقة مطعم في	Mejor oferta de restaurante en	
_ _ORDER_FOOD_ONLINE_IN_ _	Order Food Online In	طلب الطعام على الإنترنت في	Comprar comida en línea en	
_ALREADY_EXIST	Already Exist	موجود مسبقاً	Ya existe	
_CUISINES	Cuisines	المطابخ	Cocinas	
_EMAIL_VALIDATION_MESSAGE	Email Validation Message	رسالة التحقق من صحة البريد الإلكتروني	Mensaje de validación por correo electrónico	

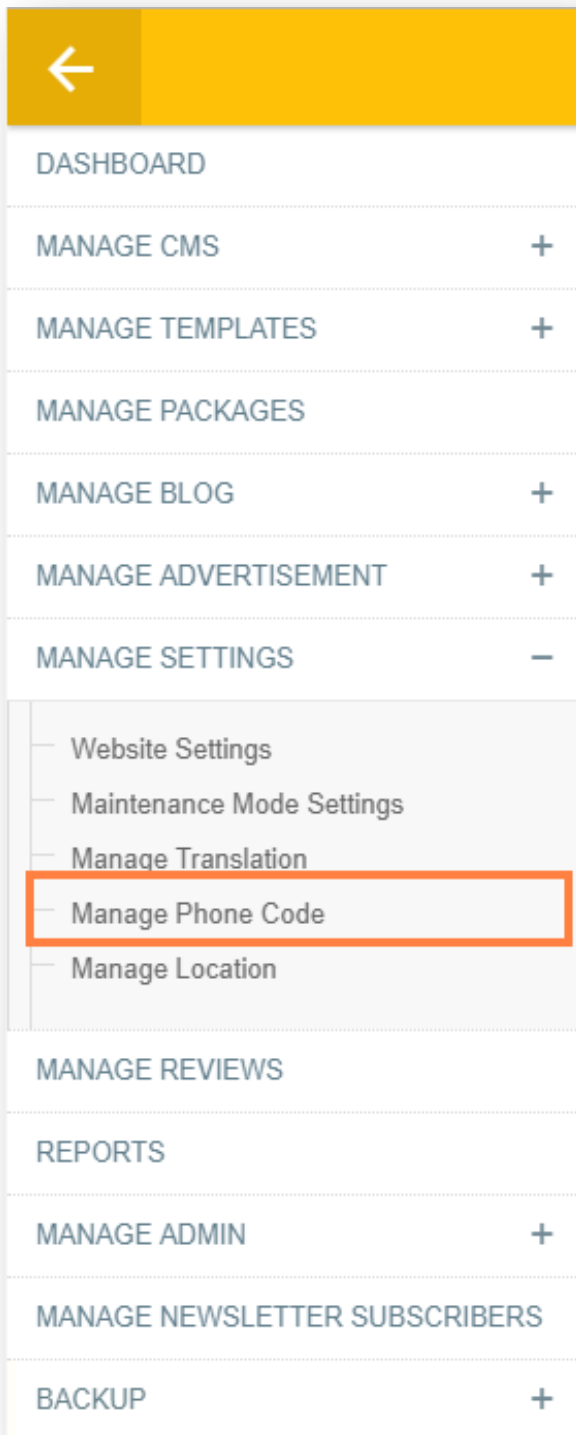
Admin can search for any text using search filter: content.

On click of icon, admin can add or update the text for English, Arabic and Spanish.




## 7.4 Manage Phone Code

Admin can select Manage Phone Code link from the left panel. Please see the screenshot below:




On click of **Manage Phone Code** link, Admin will be redirected to the Phone Code webpage where he/she can view and manage the phone codes listed on the website. Please see the screenshot below:

PHONE CODE				ADD NEW
CODE	COUNTRY	STATUS	ACTION	
+1	United States	Active		

Admin can search for any phone code using below search filter:

- Keyword
- Country

On click of **Add New** link, admin can add details of new phone code.

On click of  icon, admin can edit the details of phone code.

ADD/UPDATE
×

Code

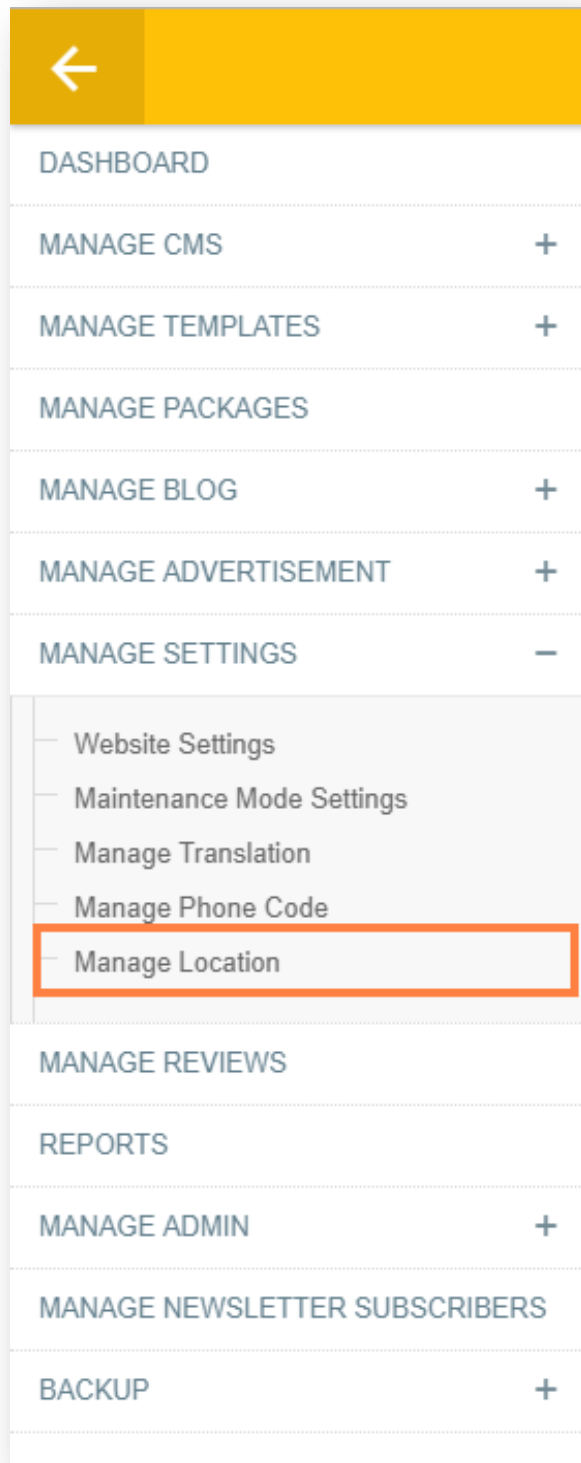
Country
Afghanistan

Status
Active

ADD / UPDATE


## 7.5 Manage Location


Admin can select Manage Location link from the left panel. Please see the screenshot below:




On click of **Manage Location** link, Admin will be redirected to the Location webpage where he/she can view and manage the cities & region listed for restaurant search and Merchant Registration form on homepage of the website. Please see the screenshot below:

Admin can mark any location as popular.

On click of  icon, admin can edit the details of city and region.

On click of  icon, admin can view the details of city and region.

On click of  icon, admin can add or edit the details of region.

On click of **Add New** link, admin can add new city.










Admin can change the status of any city or region as Active or Inactive.

Locations

Search

CITIES

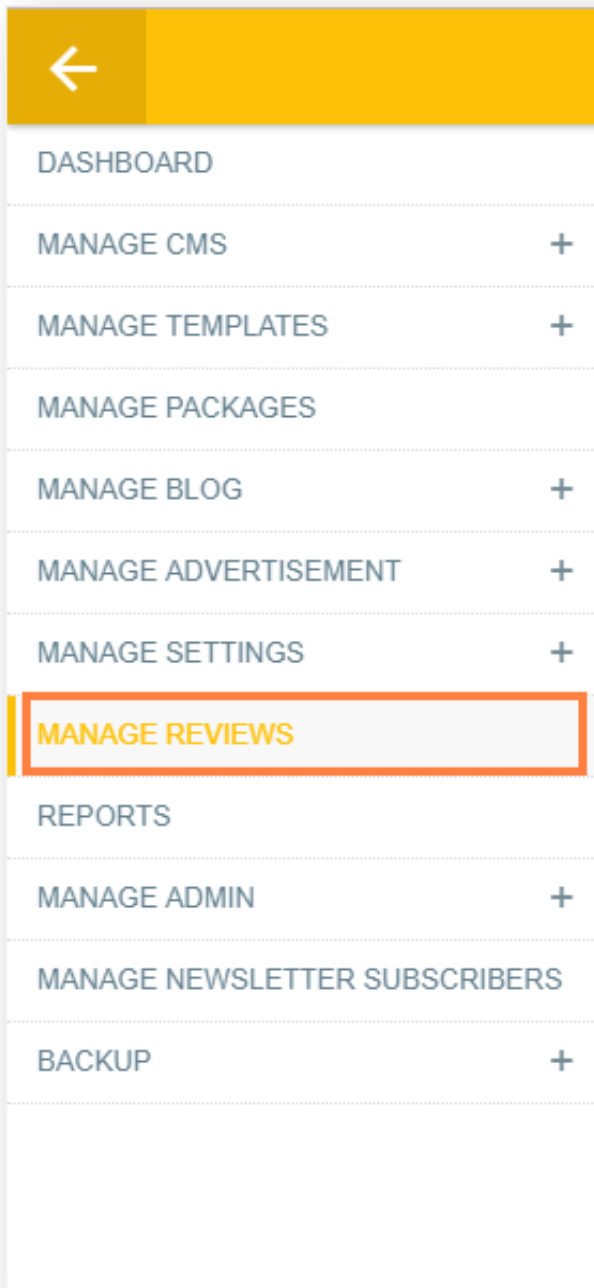
ADD NEW

CITY NAME	ACTIVE	IS POPULAR	ACTION
California	<input checked="" type="checkbox"/> <div>ACTIVE</div>	<input checked="" type="checkbox"/>	  
Connecticut	<input checked="" type="checkbox"/> <div>ACTIVE</div>	<input checked="" type="checkbox"/>	  
Florida	<input checked="" type="checkbox"/> <div>ACTIVE</div>	<input checked="" type="checkbox"/>	  

**Note:** If admin selects the status of any city or region as “Inactive”, then it will not display on the website.

## 8.0 Manage Reviews

Admin can select Manage Reviews link from the left panel. Please see the screenshot below:



On click of **Manage Reviews** link, Admin will be redirected to the Reviews Management page where he/she can check and analyze the website sales and commission earned on monthly basis. Please see the screenshot below:

Search

Keyword









Status

Does Not Matter

Restaurant

Does Not Matter


SEARCH


REVIEW BY	RESTAURANT NAME	REVIEW TYPE	RATING	DATE	REPORTED INAPPROPRIATE	INAPPROPRIATE STATUS	STATUS	ACTION
Buyer Kaul	Jik bakers	Restaurant	0	2017-05-29 18:01			Mark As Inappropriate	 
Priyanks Software	Gobind Sweets	Restaurant	4.5	2017-05-19 17:52			Active	 
	Jik bakers	Restaurant	3	2017-04-12 19:07	Yes	Pending	Active	   

Admin can search for any review using below search filter:

- Keyword
- Status: Active/Inactive/Mark As Appropriate)
- Restaurant- Admin can select from the list of registered restaurants

On click of  icon, admin can view the reviews posted by the buyer for the restaurants.

On click of  icon, admin can edit the details of the reviews posted by the buyer.

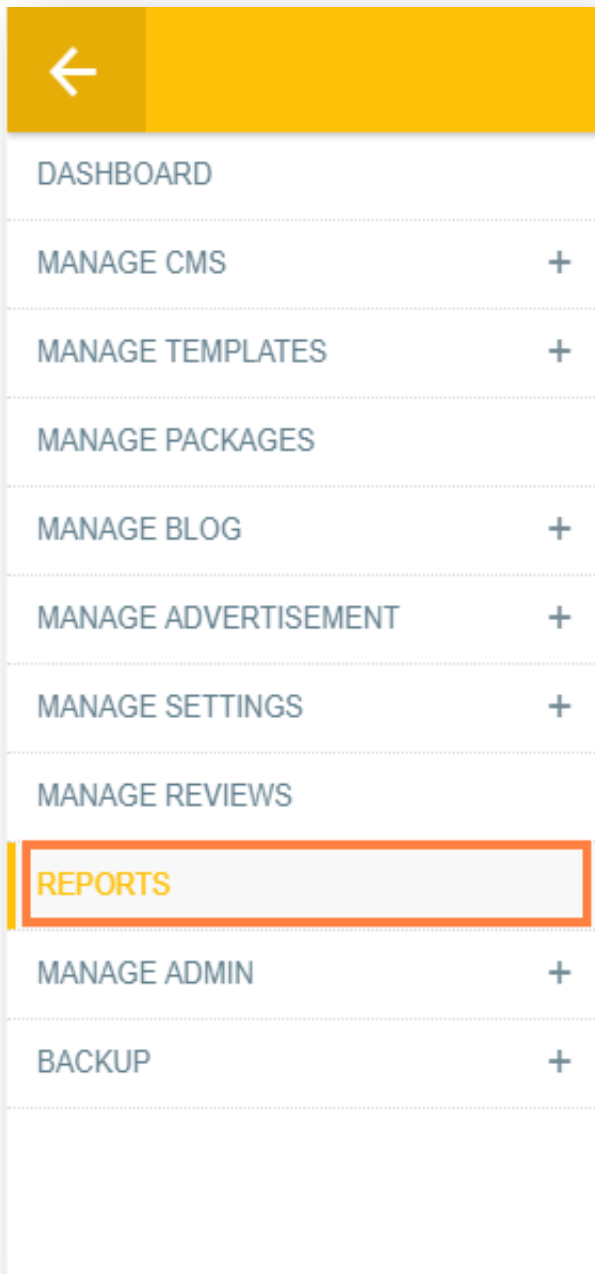
On click of  icon, admin edit the review posted by the buyer.

On click of  icon, admin can edit the abuse report of the review.

**Note:** If admin selects the status of any review as “Inactive”, then it will not display on the website.

## 9.0 Reports

Admin can select Reports link from the left panel. Please see the screenshot below:



On click of **Report** link, Admin will be redirected to the Report page where he/she can check and analyze the website sales and commission earned on monthly basis. Please see the screenshot below:

SALES

USERS

Year

Report Type

SEARCH

REPORT

DOWNLOAD LIST

MONTH, YEAR	TOTAL ORDERS	TOTAL SALES	TOTAL COMMISSION
Jan, 2017	11	\$23509.58	\$1820.8
Feb, 2017	15	\$6679.62	\$562.4
Mar, 2017	21	\$9283.82	\$691.16
Apr, 2017	7	\$5689.89	\$0
May, 2017	10	\$8186.92	\$145
Jun, 2017	14	\$11118.84	\$1012.5

Admin can search for any report using the below search filter:

- Year- Admin will select an year from the select box
- Report Type – (By Restaurant/By Merchant)

If Admin selects the report type as **“By Restaurant”**, the search will filter the list by restaurant sales/commission reports.

If Admin selects the report type as **“By Merchant”**, the search will filter the list by merchant sales/commission reports.



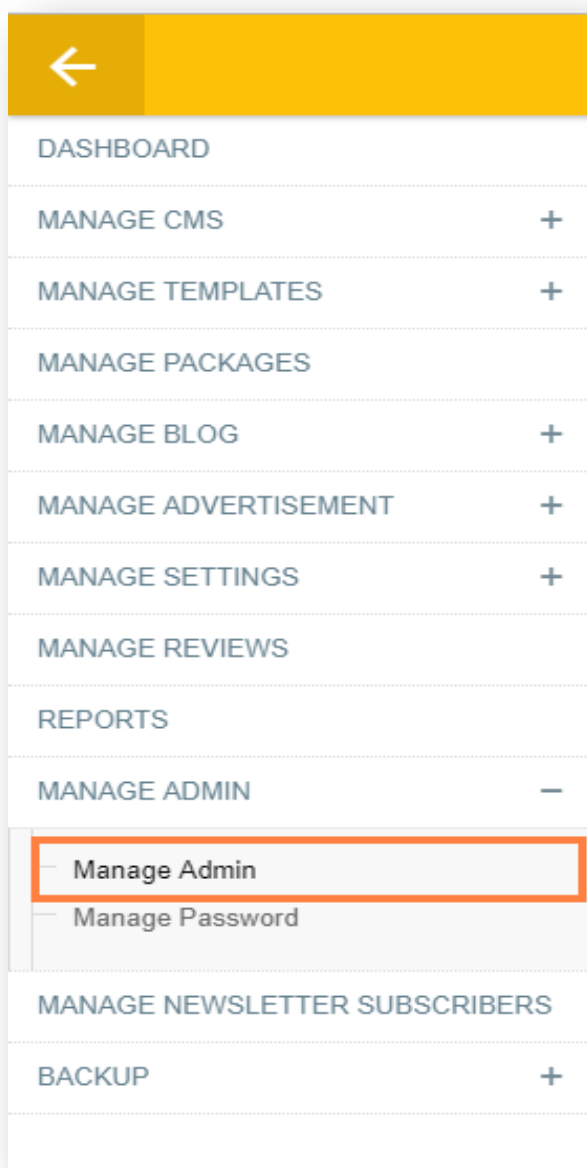
## 10.0 Manage Admin

To view and handle the admin users, its permissions and security, admin can manage the same from this section of admin panel. Under Manage Admin, two sections are present:

- Manage Admin
- Manage Password

### 10.1 Manage Admin Users

Admin can select Manage Admin Users link from the left panel. Please see the screenshot below:



On click of **Admin Users** link, Admin will be redirected to the Manage admin user's page. Please see the screenshot below:

Admins			
Search			🔍
ADMINS			ADD NEW
▼ USERNAME	▼ ADMIN FULL NAME	▼ EMAIL	ACTION
admin	ADMINISTRATOR	123gym@dummyid.com	✎ 🔑 👁
James1388	James Smith	Sonts1949@einrot.com	✎ 🔑 👁
JimmyKaul	Sahil Kaul	Nort1949@cuvox.de	✎ 🔑 👁
merchantcuvox	merchant	merchant@cuvox.de	✎ 🔑 👁

On click of ✎ icon, Admin can edit details of any existing user.

On click of 👁 icon, Admin can view the details of an admin user.

On click of 🔑 icon, Admin can assign permission to a particular user.

On the **Permissions Set** up page, Admin can check the modules which would be assigned to the Sub Admin user.

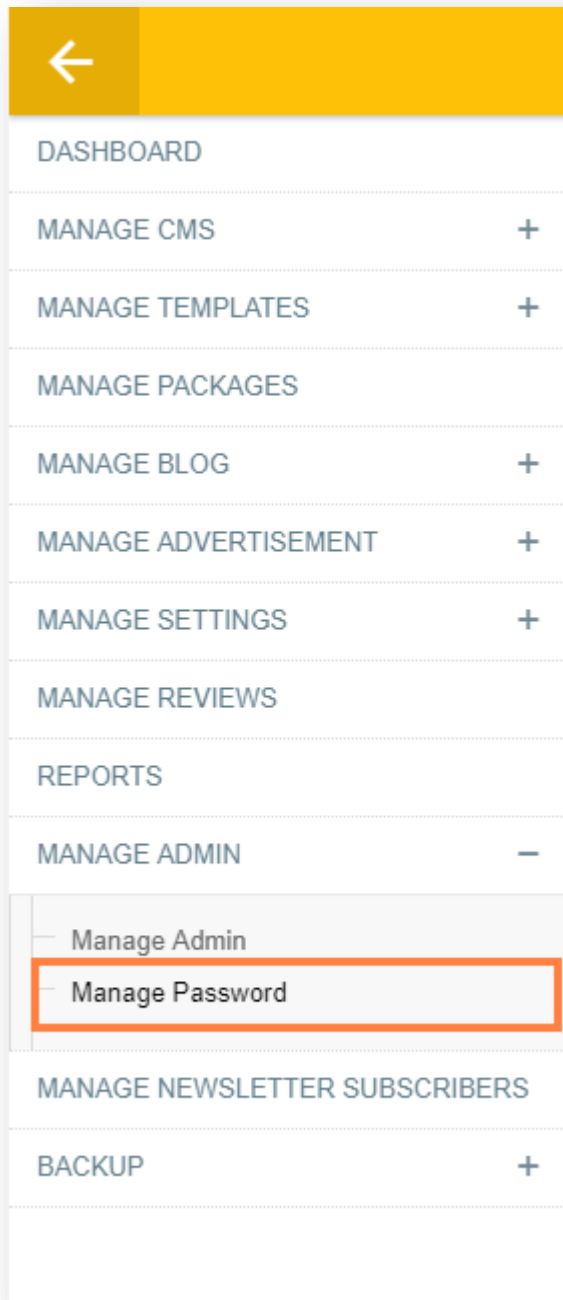
On click of **Add New**, Admin will be redirected to the **Admin User Setup** page. Admin needs to fill up the following details to add a new user:

- Username
- Password
- Email
- Full Name
- Status (Active/Inactive)

**Note:** If admin selects the status of any admin user as "Inactive", then it will not display on the website.

## 10.2 Manage Password

Admin can select Manage Password link from the left panel. Please see the screenshot below:



On click of **Manage Password** link, Admin will be redirected to the Manage Password page. Please see the screenshot below:

Admin can change the password for the admin panel using below fields:

- Current Password
- New Password
- Confirm New Password

Admin

Current Password

New Password

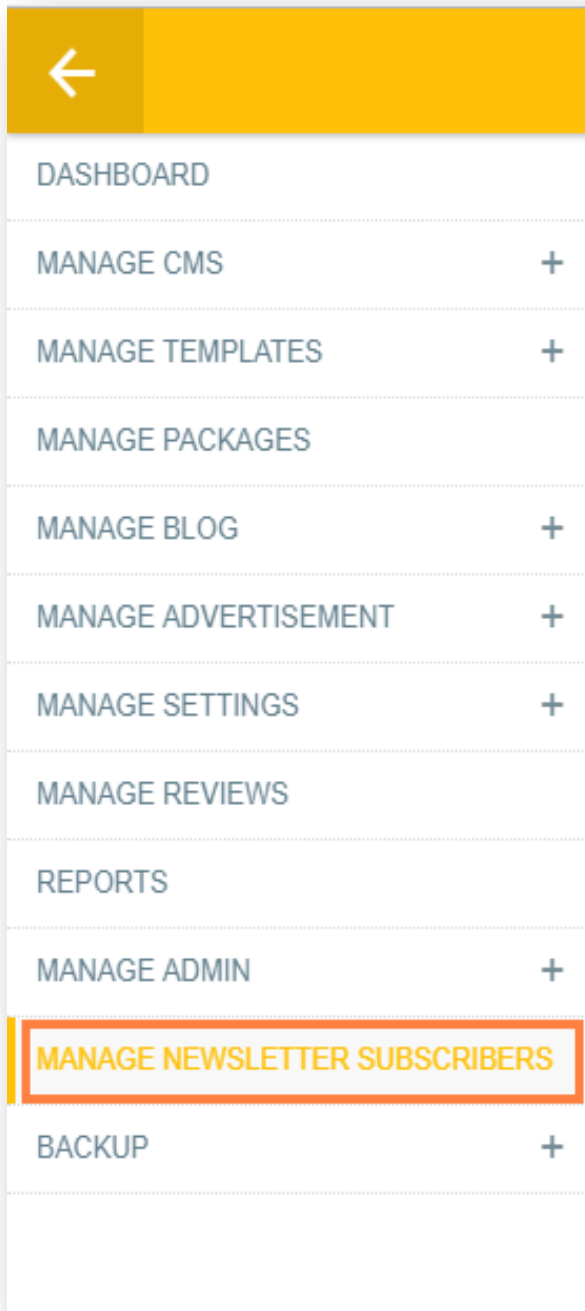
Confirm New Password

UPDATE

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## 11.0 Manage Newsletter Subscribers


Admin can select Manage Newsletter Subscribers link from the left panel. Please see the screenshot below:



On click of **Manage Newsletter Subscribers** link, admin will be redirected to the newsletters section where he/she can view and manage the list of users who are subscribed for receiving the newsletter updates, website offers etc. Please see the screenshot below:

Admin will be able to view the email ID of the users and the date on which they have subscribed on the website.

## Newsletters

Search 		
<div> <b>NEWSLETTERS</b> <div>DOWNLOAD LIST</div> </div>		
SR. NO.	EMAIL	CREATED DATE
1	james@dummyid.com	2017-07-04
2	Fectindides1950@einrot.com	2017-07-04
3	fectindides19503@einrot.com	2017-07-04
4	fectindides195032@einrot.com	2017-07-04
5	restaurant@cuvox.de	2017-05-26
6	merchant@superrito.com	2017-05-26
7	buyer@einrot.com	2017-05-26

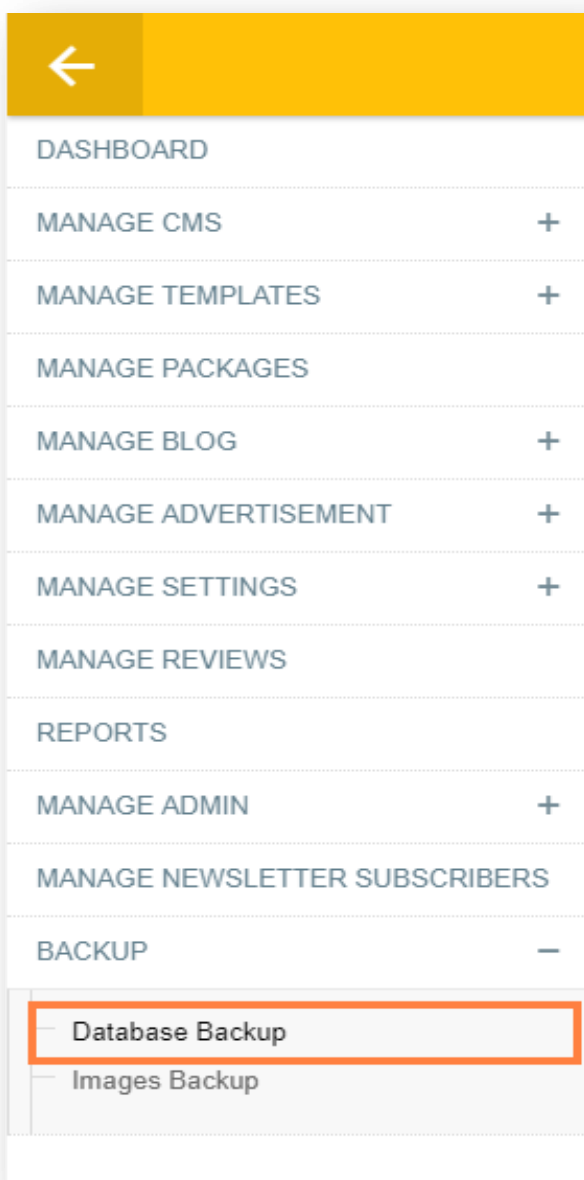
## 12.0 Backup

In YoYumm, Admin can take the backup of complete website (frontend & Backend) to secure your website from losing data due to potential virus or unexpected mishap. In Yoyumm, we provide two types of backups:


- Database Backup
- Image Backup


### 12.1 Database Backup

Admin can select Database Backup link from the left panel. Please see the screenshot below:



On click of **Database Backup** link, admin will be redirected to a webpage where he/she can manage the backups and can add backup of the whole system. Please see the screenshot below:



On click of  icon, admin can download the selected file.

On click of  icon, admin can delete the selected file.

Database Backup

DATABASE BACKUP

BACKUP

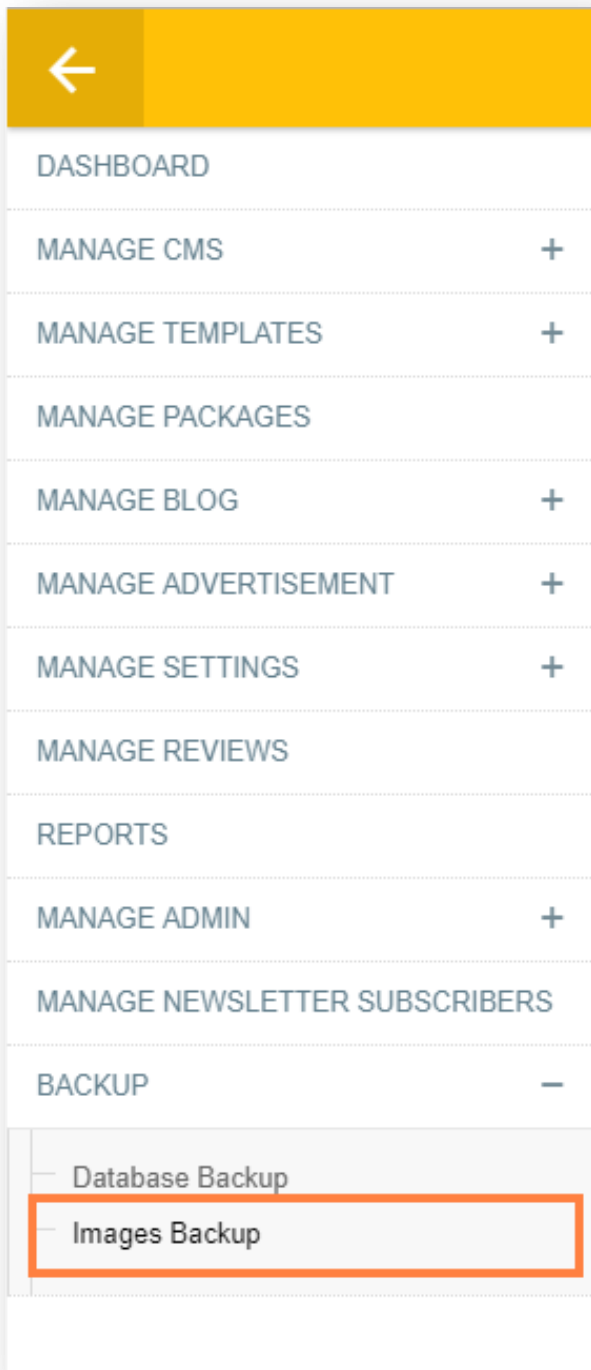
SR.NO	FILE NAME	FILE SIZE(3.90M)	CREATE TIME	ACTION
1	WebsiteName_2017-07-05-16-42-51.sql	3.90M	05 Jul 2017 16:42:54	 

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## 12.2 Images Backup

Admin can select Images Backup link from the left panel. Please see the screenshot below:



On click of **Image Backup** link, admin will be redirected to a webpage where he/she can manage the backups of the images being used on the website. Please see the screenshot below:

Image Backup

IMAGES BACKUP				BACKUP
SR.NO	FILE NAME	FILE SIZE(24.76M)	CREATE TIME	ACTION
1	test-2017-05-31-13-45-00.tar.gz	24.76M	31 May 2017 13:45:00	<div> <div>↓</div> <div>×</div> </div>

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On click of ↓ icon, admin can download the selected image file.

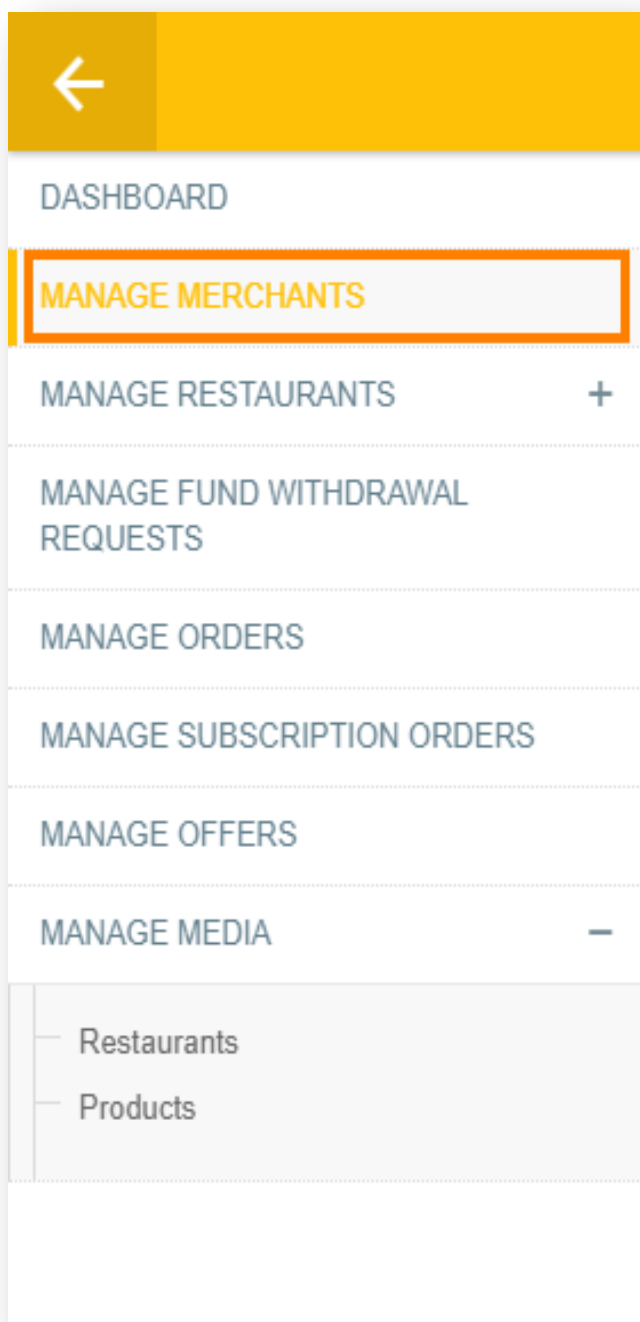
On click of × icon, admin can delete the selected image file.

On click of **Backup** icon, admin can take the backup of images.

----->>> MERCHANT MODULE <<<-----

## 13.0 Manage Merchants

Admin can select Manage Merchants link from the left panel. Please see the screenshot below:



On click of **Merchants** link, Admin will be redirected to the merchant listing webpage where he/she can view and manage the registered merchants on the website. Please see the screenshot below:

## Merchants

MERCHANT

Keyword Or Email

Status

Verified

Confirmed

Does Not Matter

Does Not Matter

Does Not Matter

SEARCH

MERCHANT NAME	EMAIL	STATUS	EMAIL VERIFIED	CONFIRMED	ACTION
ivan	eibs_84@hotmail.com	ACTIVE	Verified	Pending	
Larry Koch	larry@dummyid.com	ACTIVE	Verified	Verified	
Carlos Mark	carlos@dummyid.com	ACTIVE	Verified	Verified	


Admin can search for any merchant from the list using below search filter:


- Keyword or Email
- Status (Active/Inactive)
- Verified (Pending/Verified)
- Confirmed (Pending/Verified/Declined)


On click of icon, admin can view the details of the merchant.

On click of icon, admin can change the password of the merchant account.


On click of icon, admin can view and update the merchant wallet.

On click of  icon, admin can check the orders for a particular merchant. To view the orders, please refer [Manage Orders](#) section.

On click of  icon, admin can view the sub merchants created by the merchant.

On click of  icon, admin can view and manage the restaurant(s) of the merchant. To view the restaurants, kindly refer [Restaurant](#) section.

Once the merchant has registered his/her account, admin will be required to either verify, decline or keep the “Confirmed” status as pending. Merchant will be able to access the account once the status is Verified. Admin can also change the status of merchant as Active or Inactive.

On click of  icon, admin can edit the merchant information such as name, address, phone number etc. Please see the screenshot below:

ADD/UPDATE

×

First Name

ivan

Last Name

Email

eibs\_84@hotmail.com

Photo

Choose file

No file chosen

Email Verify

Verified

Phone Code

+1

Phone Number

9393960825

SUBMIT

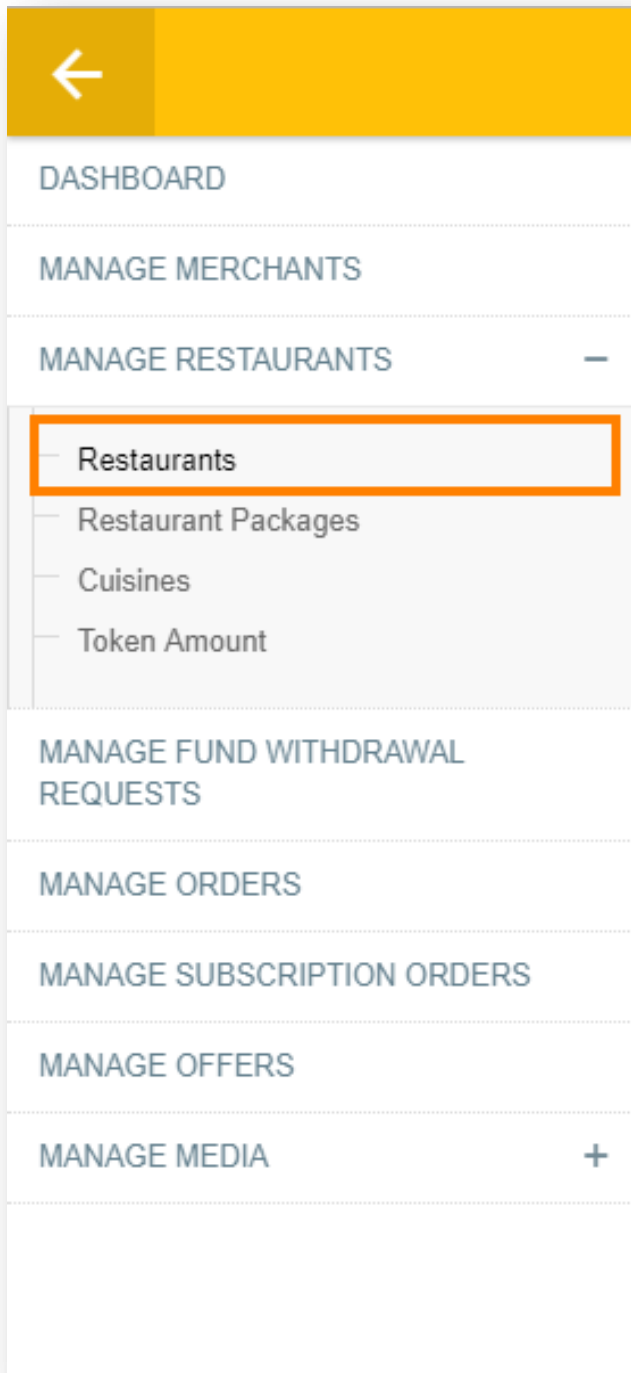
User Type

Merchant

## 14.0 Manage Restaurants

### 14.1 Restaurants

Admin can select Restaurant link from the left panel. Please see the screenshot below:



On click of **Restaurants** link, Admin will be redirected to the Restaurants webpage where he/she can view and manage the registered restaurants of the merchants on the website. Please see the screenshot below:

RESTAURANT LIST

Keyword

Location

Serves  
Does not Matter

Status  
Does not Matter

Approved Status  
Does not Matter

SEARCH


RESTAURANTS


MERCHANT NAME	MERCHANT EMAIL	RESTAURANT NAME	EMAIL	APPROVED STATUS	IS POPULAR	STATUS	ACTION
David Woods	david@dummyid.com	David	kwi@gog.com	Pending	<input type="checkbox"/>	ACTIVE	<div> <div></div> <div></div> <div></div> <div></div> </div>
ivan	eibs_84@hotmail.com			Pending	<input type="checkbox"/>	ACTIVE	<div> <div></div> <div></div> <div></div> <div></div> </div>


Admin can search for any restaurant using below search filter:

- Keyword
- Location
- Serves (Veg./Non Veg./Both)
- Status (Inactive/Active/Declined/Pending)
- Approved Status (Pending/Approved/Declined)

On click of  icon, admin can view the details of the restaurant.

On click of  icon, admin can edit the restaurant information such as name, description, address etc.

On click of  icon, admin can edit the restaurant details such as menu item information, restaurant timings, delivery locations, offer/coupons etc.

On click of  icon, admin can view the restaurant's wallet and can also debit/credit the amount as per requirement.

Admin can mark any restaurant as popular which will be displayed on the homepage of the website.

To control the display of restaurant on the website, admin can change the status as "Active" or "Inactive".

Admin can control the approved status of any restaurant and mark the status as "Approved" or "Declined".

## Restaurants - Antlers Lodge (Carlos Mark)

TOPPING GROUPS

QUANTITY GROUPS

TOPPING

TIMINGS

MENU GROUP

MENU ITEM

REGIONS













TAX / EXTRA

REVIEWS

REPORT

MENU ITEM

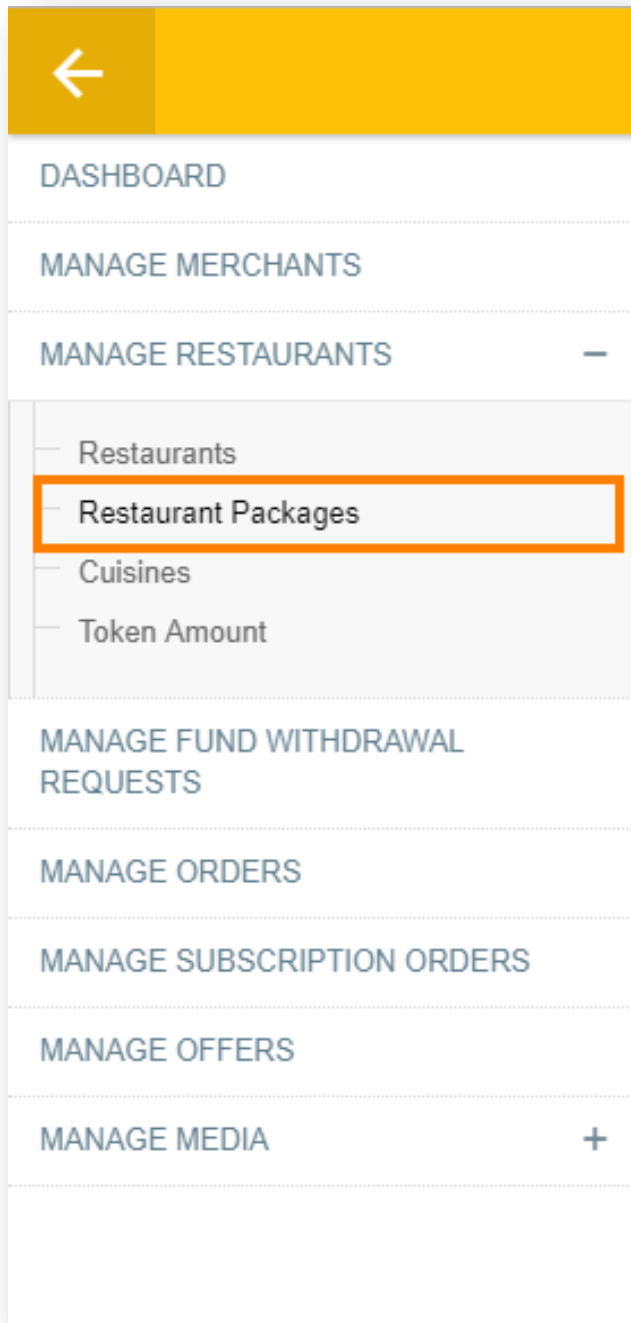
ADD NEW

SR NO.	NAME	VEG STATUS	DISPLAY ORDER	SPICY	STATUS	ACTION
1	Chocolate Chili Lemongrass Tart	Veg	5.00	Non Spicy	ACTIVE	 
2	Grilled all natural chicken breast	Non Veg	4.00	Spicy	ACTIVE	 
3	Gruet, Brut Rosé	Veg	6.00	Non Spicy	ACTIVE	 
4	Iceberg Wedge	Veg	5.00	Non Spicy	ACTIVE	 
5	Natural steak medallion	Non Veg	7.00	Spicy	ACTIVE	 
6	The Seeker, Riesling	Veg	6.00	Non Spicy	ACTIVE	 









## 14.2 Restaurant Packages

Admin can select Restaurant Packages link under Manage Restaurant section from the left panel. Please see the screenshot below:



On click of **Manage Packages** link, Admin will be redirected to the Packages webpage where he/she can view and manage the subscription packages subscribed to the merchants for listing the restaurants on the website. Please see the screenshot below:


### Packages

PACKAGES		
PACKAGE NAME	PACKAGE TYPE	ACTION
Corporate	Corporate	  
Individual	Individual	  


1 To 2 Of 2

In YoYumm, there are two types of subscription packages available for the merchants viz:

- Individual**  
 This subscription package allows merchant to list single restaurant on the website.
- Corporate**  
 This subscription package allows merchant to list multiple restaurants on the website.

On click of  icon, admin can edit the details of the package.

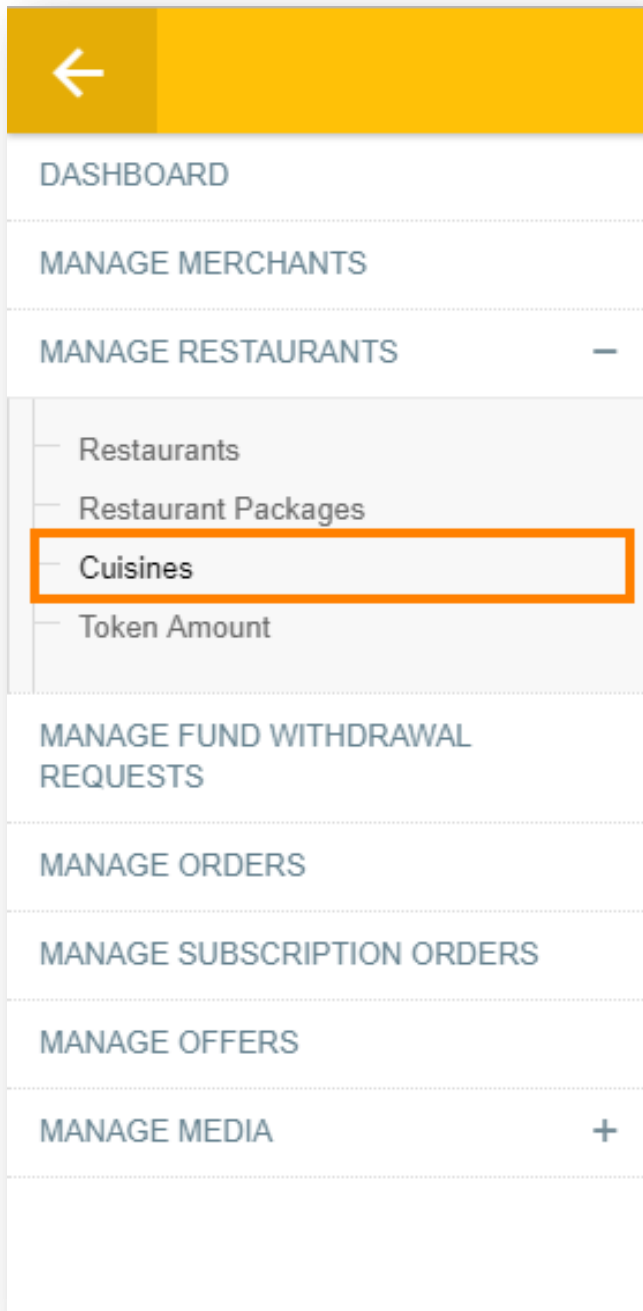
On click of  icon, admin can view the details of the package.

On click of  icon, admin can view and manage the package price options provided for each of the two subscription packages. Admin can easily add new options under preferred package.

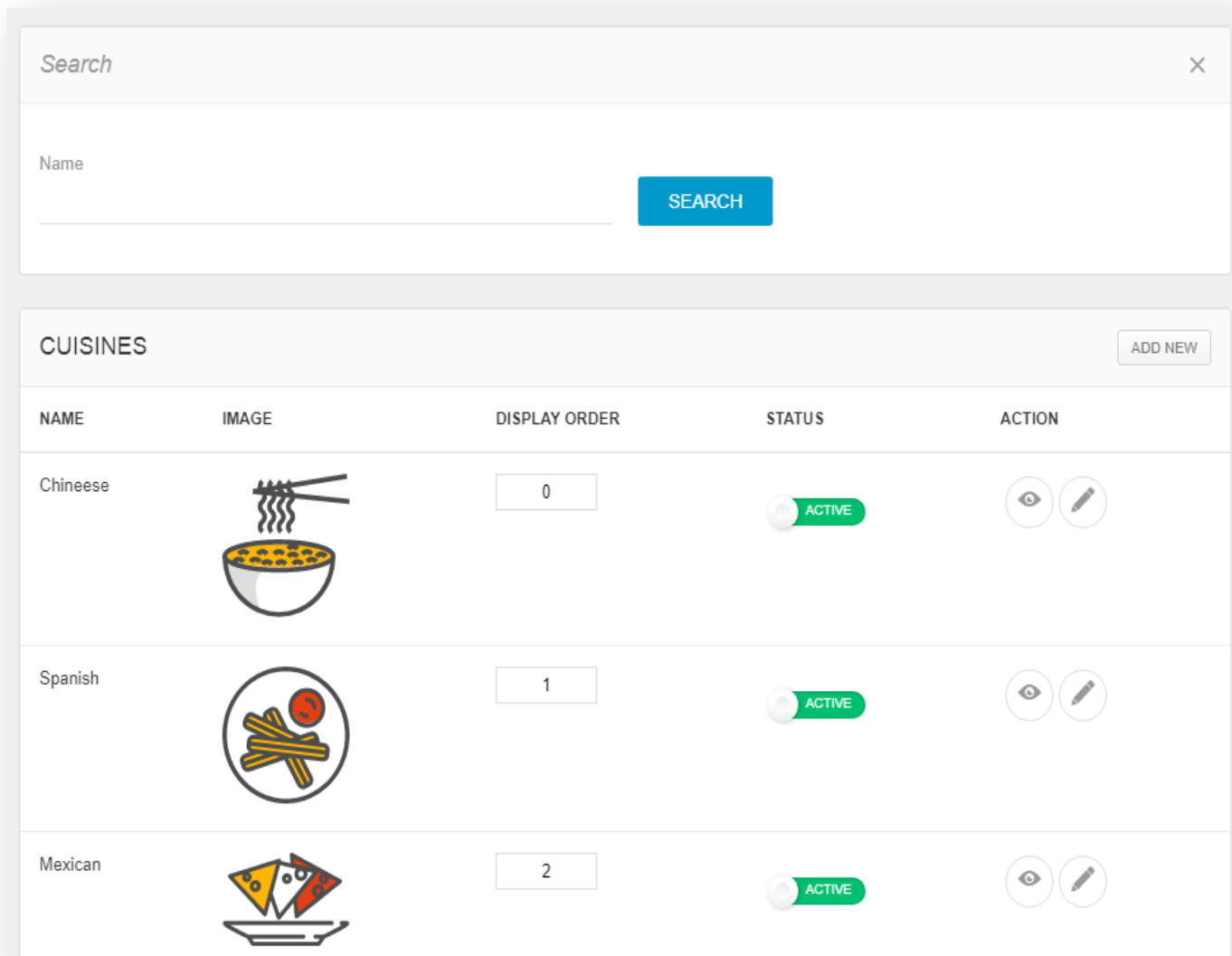
In **Options** section, admin can add different types of prices associated with fixed duration till which the subscription will be active.

### 14.3 Cuisines


Admin can select Cuisines link under Manage Restaurants section from the left panel. Please see the screenshot below:



On click of **Cuisines** link, admin will be redirected to Cuisine webpage where admin can view and manage the cuisines of the restaurants in the website. Please see the screenshot below:



Admin can search for any cuisine using the search filter: Name.

On click of  icon, admin can edit the details of the selected cuisine.

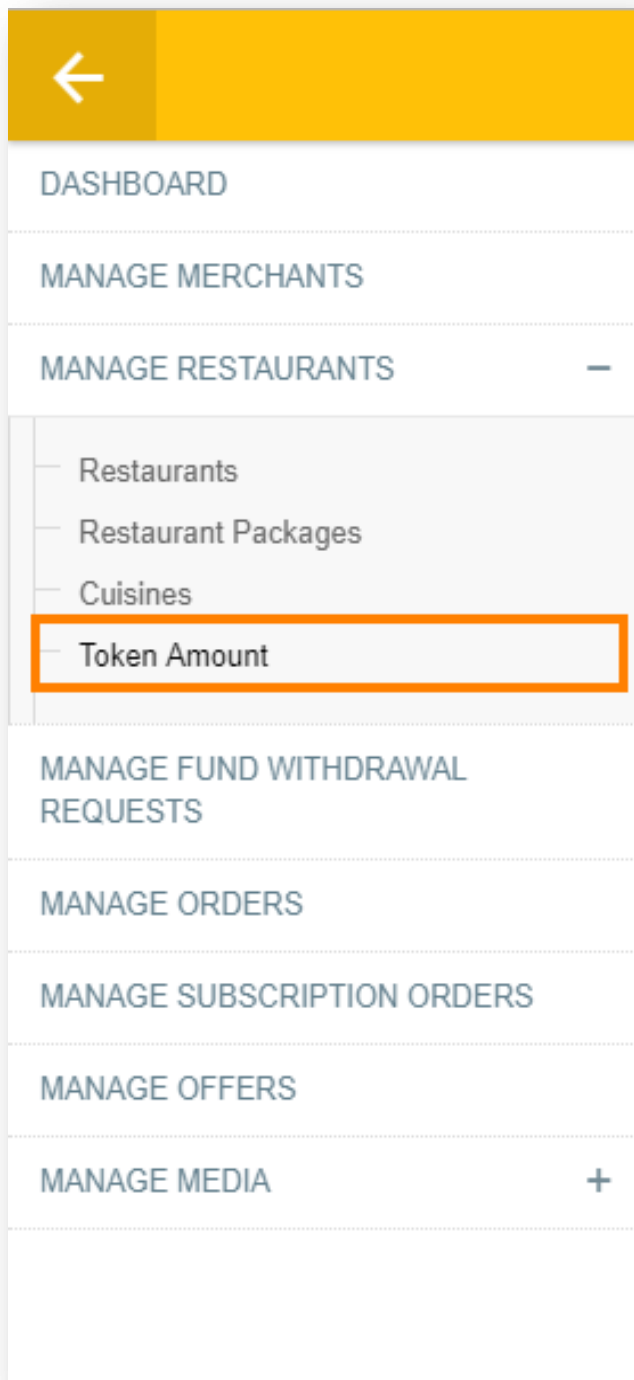
Admin can change the status of any cuisine as “Active” or “Inactive” from the backend.

On click of **Add New** link, admin can add a new cuisine in the cuisine section.

**Note:** It is recommended to use SVG images for cuisine so that it blends with the overall UI/UX of the website. Kindly refer the sample cuisine images added in the YoYumm demo website:  
<http://demo.yoyumm.com>

## 14.4 Token Amount

Admin can select Token Amount link under Manage Restaurant section from the left panel. Please see the screenshot below:



On click of **Token Amount** link, admin will be redirected to the Token Amount webpage where admin can view and manage the token amount being set on restaurant level. Token Amount is defined as that upper limit wallet amount of a restaurant wherein a notification emails will be sent to merchant or restaurant owner whenever the restaurant wallet is equal or less than token amount.

**CONDITIONS:**

- 1) If **Token Amount** = Restaurant Wallet Amount, email notification will be sent to merchant to update his/her restaurant wallet.
- 2) If **Token Amount** < Restaurant Wallet Amount, email notifications will be sent to merchant for each order being placed for that restaurant.

**NOTE:** If **Restaurant Wallet Amount** has reached the value equal or less than **Minimum Wallet Amount**, then the website will not allow any order to be placed for that restaurant.

Token amount acts as a safety measure to curb the issue of admin commission. To enable constant and smooth commission deduction from each order, token amount acts as a security module.

**Example:**

Restaurant Wallet: 300 USD

Token Amount: 150 USD

Minimum Restaurant Wallet Amount: 100 USD

Admin Commission: 50%

If Order Type: **COD**

**CASE 1:**

When buyer places an order worth 300 USD, then debit entry for commission (50% =150 USD) should be present in that restaurant's wallet.

Restaurant wallet amount: 300 USD – 150 USD (Commission)

Final Restaurant Wallet: 150 USD which equals to Token Amount.

Hence, **Condition 1** will be implemented here as explained above.

**CASE 2:**

When buyer places an order worth 80 USD, then debit entry for commission (50% =40 USD) should be present in that restaurant's wallet.

Restaurant wallet amount: 150 USD – 40 USD (Commission)

Final Restaurant Wallet: 110 USD which is less than Token Amount and greater than Minimum Restaurant Wallet Amount. So, again Condition 1 will be implemented here as explained above.

Hence, **Condition 1** will be implemented here as explained above.

### CASE 3:


When buyer places an order worth 100 USD, then debit entry for commission (50% =50 USD) should be present in that restaurant's wallet.




Restaurant wallet amount: 110 USD – 50 USD (Commission)

Final Restaurant Wallet: 60 USD which is less than Token Amount as well as Minimum Restaurant Wallet Amount.

Hence, **Condition 2** will be implemented here as explained above.

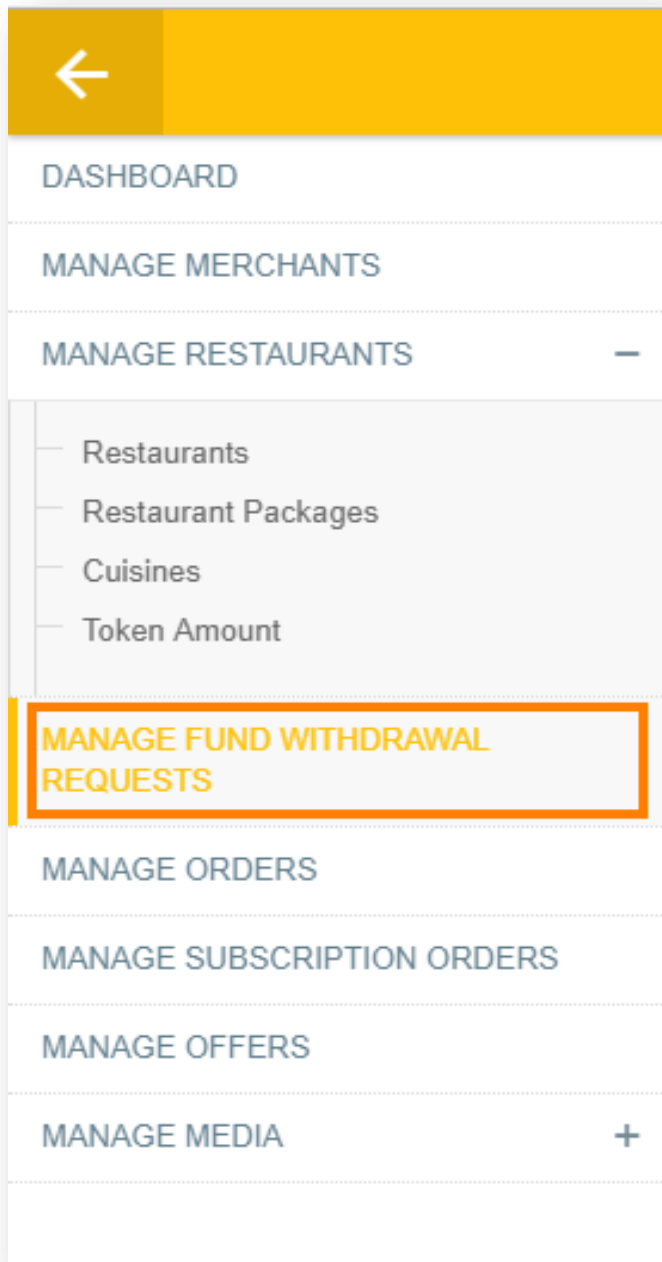
Admin can search for any token amount related information using the search filter: Keyword or Email.

On click of  icon, admin can edit the details of token amount and minimum wallet amount for the restaurant. Please see the screenshot below:

Restaurants Token Amount					
<div> <div>Search</div> <div> <div>Keyword or Email</div> <div>SEARCH</div> </div> </div>					
RESTAURANTS TOKEN AMOUNT					
OWNER NAME	RESTAURANT NAME	TOKEN AMOUNT	MINIMUM WALLET AMOUNT	WALLET AMOUNT	ACTION
David Woods	David	\$0.00	\$0.00	\$0.00	
ivan		\$0.00	\$0.00	\$0.00	
Larry Koch	Atlantic	\$0.00	\$0.00	\$0.00	

## 15.0 Manage Fund Withdrawal Requests

Admin can select Manage Offers link from the left panel. Please see the screenshot below:





On click of **Manage Fund Withdrawal Requests** link, admin will be redirected to the fund withdrawal request webpage where admin can view and manage the funds withdrawal request generated by the merchants of the restaurants. Please see the screenshot below:

### Funds Withdrawal Requests

Search

Restaurant Name

Payment Method

Does Not Matter

Status

Does Not Matter

SEARCH

FUNDS WITHDRAWAL REQUESTS							
DATE	RESTAURANT NAME	PAYMENT METHOD	ACCOUNT NUMBER/EMAIL ID	PHONE NO	AMOUNT	STATUS	ACTION
2017-07-27 12:02	Pine club	Bank Transfer	SBI423534346	97666668900	\$2000.00	Pending	
2017-07-27 12:01	Pine club	Bank Transfer	SBI423534346	97666668900	\$1560.00	Pending	
2017-07-27 11:58	The Grand Shrimp	Bank Transfer	436546757867800	2353465467567	\$200.00	Pending	

Admin can search for any fund request using the below search filter:

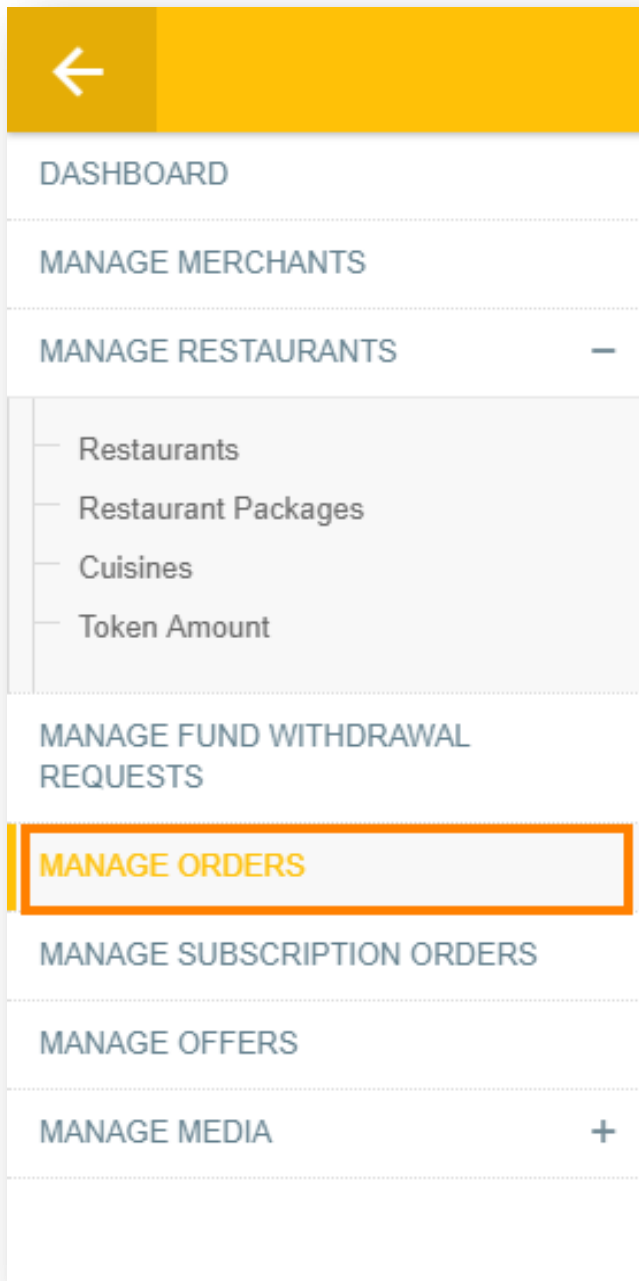
- Restaurant Name
- Payment Method (Paypal/Bank Transfer)
- Status (Pending/Completed/Cancelled)

Admin can change the status of fund withdrawal request to completed, pending or cancelled as per the requirement.

On click of icon, admin can view the details of the restaurant fund withdrawal information.

## 16.0 Manage Orders

Admin can select Manage Orders link from the left panel. Please see the screenshot below:



On click of **Manage Orders** link, admin will be redirected to the offers webpage where admin can view and manage the offers or coupons added by the restaurant. Please see the screenshot below:

Orders

Total Commission: **\$2K** | Total Amount: **\$21.51K**

Search

X

Keyword

Order Id

From Date

To Date

Payment Status

Process Status

Does Not Matter

Does Not Matter

Order Shipping Status

Does Not Matter

SEARCH

CLEAR

Admin can search for any subscription order from the list using below search filter:

- Keyword Or Email
- Order ID
- From Date: Admin will add the order start date.
- To Date: Admin will add the order end date.
- Payment Status (Unpaid/Paid/Does Not Matter)
- Process Status (Pending/In Process/Delivered/Cancelled)
- Order Shipping Status (Delivery/Pickup)

On the top right of the Subscription order section, admin can view the below figures:

- 1) Total Commission: It will display the total commission generated by admin on orders.
- 2) Total Amount: It will display the total orders amount placed on the website.

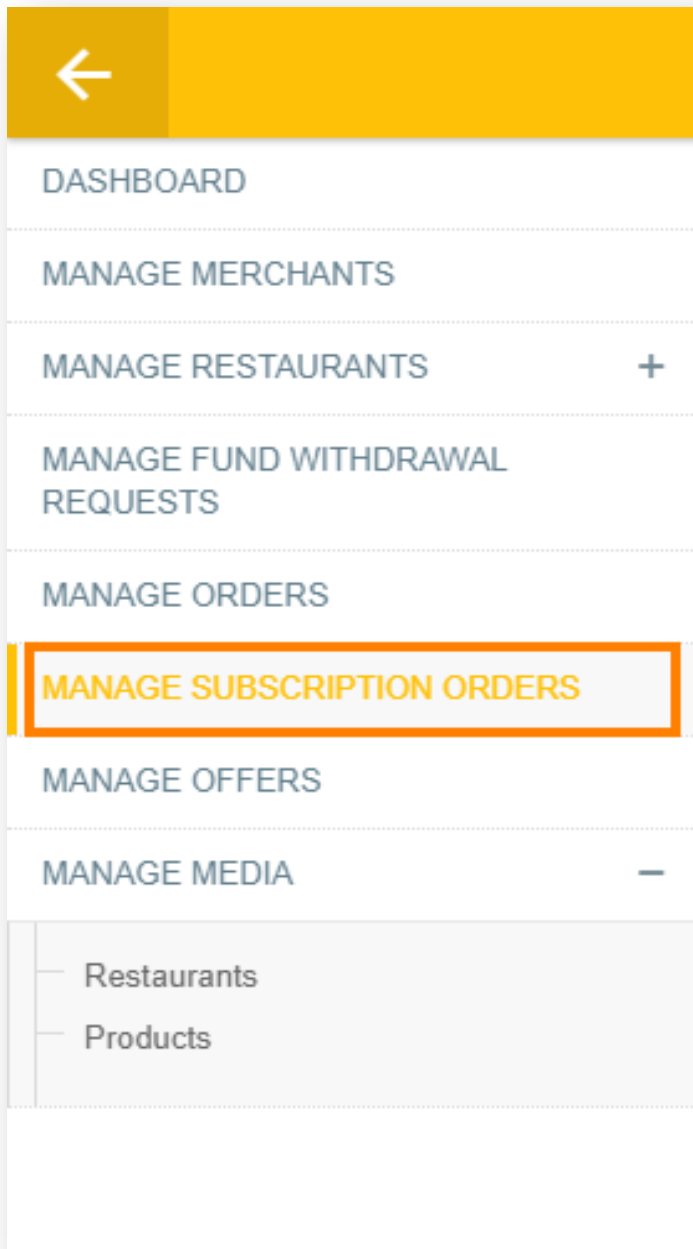
On the orders list, admin can view the order details of the restaurants and has the ability to change the process status of the order as per requirements. Please see the screenshot below:

## ORDERS

ORDER ID	NAME	RESTAURANT NAME	DATE	PAYMENT METHOD	PROCESS STATUS	CANCEL REASON	SHIPPING TYPE	TOTAL AMOUNT	COMMISSION
YYM1501063459	Russele Peter	Ambience	2017-07-26 15:34	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	387.92	38.50
YYM1500622055	Russele Peter	Husk	2017-07-21 12:57	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	224.60	20.20
YYM1500473298	Will Tester	Blaze	2017-07-19 19:38	Cash On Delivery - Unpaid	Delivered ▼	N/A	Delivery	638.58	52.00
YYM1500358353	Jason Minaj	Sweet Chilli Thai	2017-07-18 11:42	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	399.63	35.00
YYM1500357475	Jason Minaj	Pine club	2017-07-18 11:27	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	462.01	40.00

## 17.0 Manage Subscription Orders

Admin can select Manage Subscription Orders link from the left panel. Please see the screenshot below:



On click of **Manage Subscription Orders** link, admin will be redirected to the offers webpage where admin can view and manage the offers or coupons added by the restaurant. Please see the screenshot below:

Subscription Orders

Total Amount: **\$5290.00**

Search

Keyword Or Email

Payment Status

Does Not Matter

From Date

To Date

Package Type

Does Not Matter

Order Id


SEARCH


CLEAR










Admin can search for any subscription order from the list using below search filter:

- Keyword Or Email: Admin will add the email of the merchant who has purchased the subscription.
- Payment Status (Unpaid/Paid/Does Not Matter)
- From Date: Admin will add the subscription order start date.
- To Date: Admin will add the subscription order end date.
- Package Type (Individual/Corporate)
- Order ID

On the top right of the Subscription order section, admin will be able to view the **total sales** he/she has generated from the sale of subscription packages.

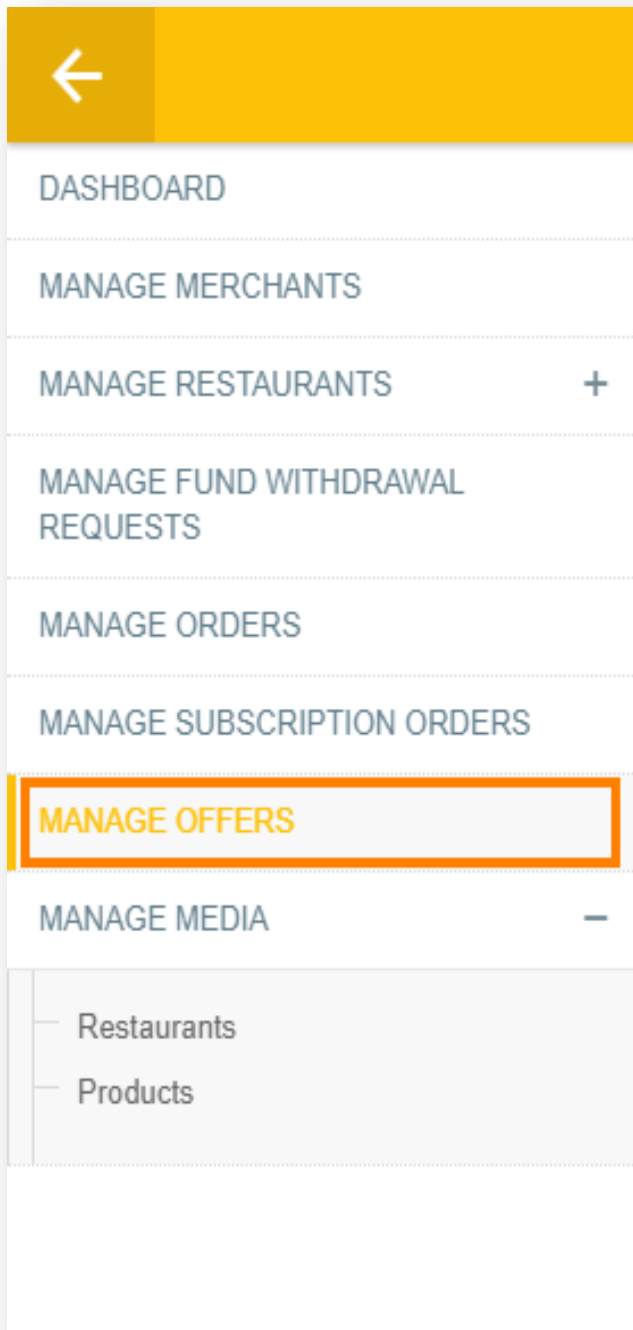
On click of  icon, admin can view the transactions of the order. On the transaction webpage, admin can also add a new transaction on behalf of the merchant.

On click of  icon, admin can view the details of the restaurant offer. Please see the screenshot below:

SUBSCRIPTION ORDERS								
ORDER ID	NAME	USER EMAIL	PLAN	DATE	PAYMENT METHOD	PAYMENT STATUS	NET AMOUNT	ACTION
YYM1500016121	Larry Koch	larry@dummyid.com	Corporate	2017-07-14 12:38	Paypal	Paid	\$100.00	 
YYM1500016061	Larry Koch	larry@dummyid.com	Corporate	2017-07-14 12:37	Paypal	Unpaid	\$100.00	 
YYM1500015874	Larry Koch	larry@dummyid.com	Corporate	2017-07-14 12:34	Paypal	Paid	\$100.00	 
YYM1500015801	Larry Koch	larry@dummyid.com	Corporate	2017-07-14 12:33	Paypal	Paid	\$100.00	 
YYM1500015684	Larry Koch	larry@dummyid.com	Corporate	2017-07-14 12:31	Paypal	Paid	\$100.00	 

## 18.0 Manage Offers

Admin can select Manage Offers link from the left panel. Please see the screenshot below:





On click of **Manage Offers** link, admin will be redirected to the offers webpage where admin can view and manage the offers or coupons added by the restaurant. Please see the screenshot below:

Offers

Search

Code/description

Valid From

Valid Upto

SEARCH


OFFERS


ADD NEW

CODE	COUPON LIMIT	TOTAL USED	DISCOUNT	VALID FROM	VALID UPTO	STATUS	APPROVED	ACTION
CPN_20%	15	0	20.00%	2017-07-14 00:00	2017-07-31 00:00	ACTIVE	Pending	<div> <div></div> <div></div> </div>
CPN_20	15	0	20.00%	2017-07-14 00:00	2017-07-31 00:00	ACTIVE	Pending	<div> <div></div> <div></div> </div>

Admin can search for any offer from the list using below search filter:

- Code/Description
- Valid From
- Valid Upto

On click of  icon, admin can edit the details of the restaurant offer.

On click of  icon, admin can view the details of the restaurant offer.

On click of **Add New** icon, admin can add a new offer for the website and can share it via social media or other platforms so that users can redeem it on any restaurant or menu item.

By default, the status of the offers displayed in the section are “Pending”. Admin can view the restaurant offer and accordingly can take action as Approved or Rejected.

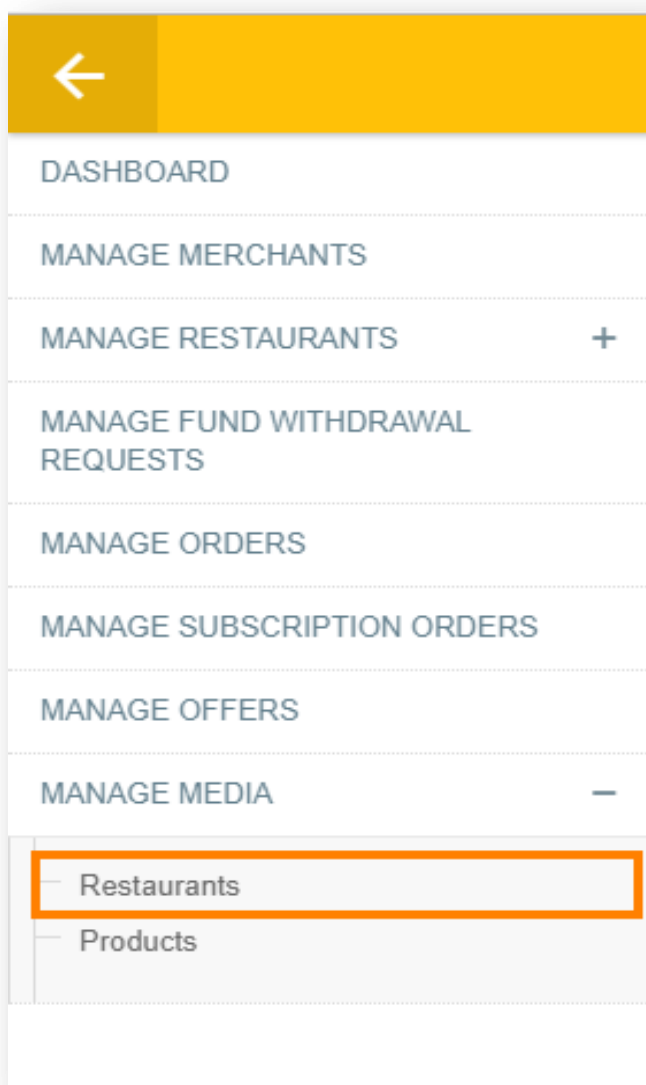
## 19.0 Manage Media

In YoYumm, Merchants are adding types of images viz.: restaurant images and the menu images. All the images being uploaded by the merchants are subjected for approval before it's display on the restaurants. Admin can view and approve/disapprove the restaurant images. Admin can manage the below sections:

- Restaurants
- Products

### 19.1 Restaurants

Admin can select Restaurants link under Manage Media from the left panel. Please see the screenshot below:



On click of **Restaurants** link, admin will be redirected to the restaurant media webpage where admin can view and manage the restaurant logo images uploaded by the merchants for restaurant. Admin can approve or disapprove the restaurant images. Please see the screenshot below:

Restaurant Media

PENDING MEDIA

MEDIA

RESTAURANT MEDIA

RESTAURANT NAME	IMAGE	STATUS	ACTION
David	<div>300 x 250</div>	<div>Pending</div>	<div></div>
Gulf Coast Seafood	<div></div>	<div>Approved</div>	<div></div>
Antlers Lodge	<div></div>	<div>Approved</div>	<div></div>

There are two types of media in the restaurant media section:

- **Pending Media**

When restaurant adds logo images, it will be listed under the pending media tab with pending as default status.

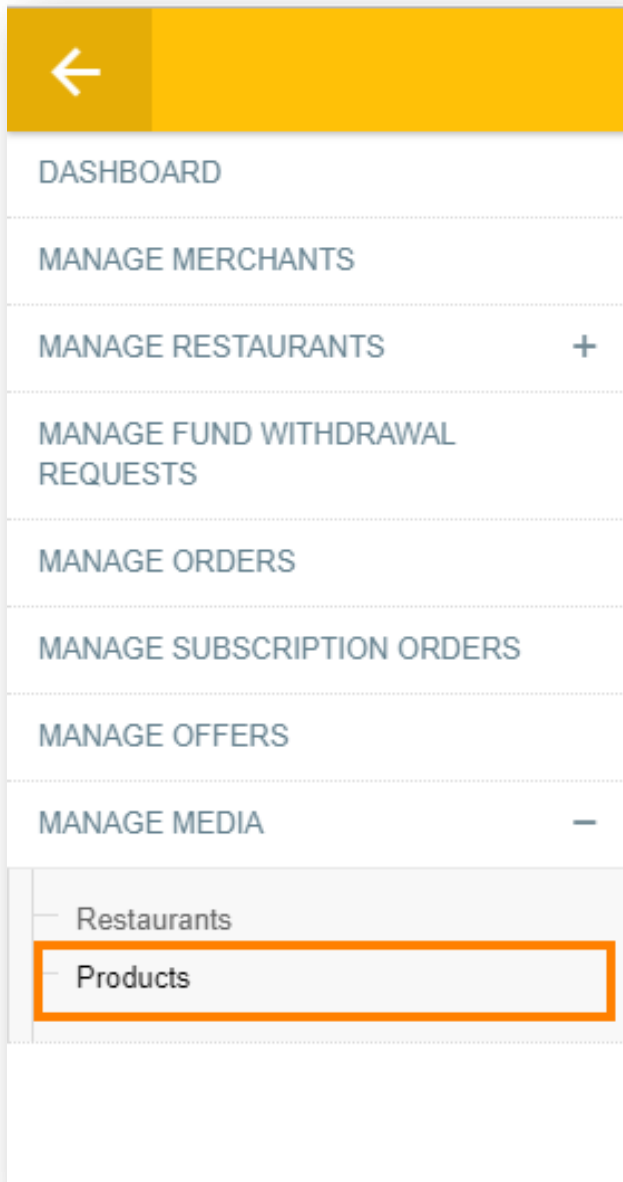
- **Media**

When the admin has taken action or changed the status of the restaurant media images, it will be moved under the Media tab.

On click of ⊗ icon, admin can remove the restaurant image from the list. Admin can change the status of the image as pending, approved or disapproved.

## 19.2 Products







Admin can select Products link under Manage Media from the left panel. Please see the screenshot below:



On click of **Products** link, admin will be redirected to the product media webpage where admin can view and manage the restaurant menu item images uploaded by the merchants for restaurant. Admin can approve or disapprove the product images. Please see the screenshot below:

Products Media

PENDING MEDIA MEDIA

PRODUCTS MEDIA			
PRODUCT NAME	IMAGE	STATUS	ACTION
Steak Sandwich with Fries		Pending ▼	
Camarao Alinho		Pending ▼	
Grilled codfish with baked potatoes		Pending ▼	


There are two types of media in the product media section:

- **Pending Media**

When restaurant adds menu item images, it will be listed under the pending media tab with pending as default status.

- **Media**

When admin has taken action or changed the status of the menu item media images, it will be moved under the Media tab.

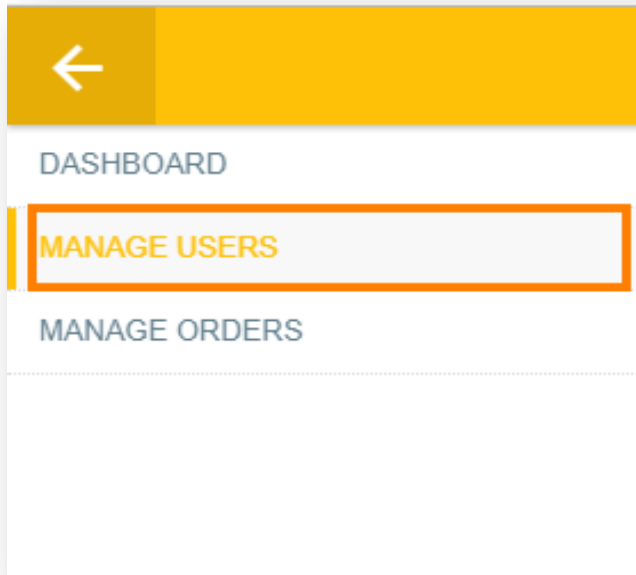
On click of  icon, admin can remove the image from the list. Admin can change the status of the image as pending, approved or disapproved.

**Note:** If admin selects the status of any image as “disapproved”, then it will not display in the restaurant on the website.

## >>> USERS MODULE <<<

### 20.0 Manage Users

Admin can select Manage Users link from the left panel. Please see the screenshot below:



On click of **Users** link, Admin will be redirected to the user listing webpage where he/she can view and manage the registered users on the website. Please see the screenshot below:

USERS LIST

Keyword Or Email

Status  
Does Not Matter

Verified  
Does Not Matter


SEARCH


USERS


FIRST NAME	LAST NAME	EMAIL	USER TYPE	REG. DATE	STATUS	EMAIL VERIFIED	ACTION
Madjili	Berville	madjiliberville@gmail.com	Buyer	2017-07-27 12:43	<div style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 10px; display: inline-block;">ACTIVE</div>	Pending	<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;">  View           </div> <div style="text-align: center;">  Edit           </div> <div style="text-align: center;">  Lock           </div> <div style="text-align: center;">  Pay           </div> <div style="text-align: center;">  Reward           </div> </div>


Admin can search for any user from the list using below search filter:

- Keyword or Email
- Status (Active/Inactive)
- Verified (Pending/Verified)


On click of  icon, admin can view the details of the user.

On click of  icon, admin can change the password of the user account.

On click of  icon, admin can view and update the user wallet.

On click of  icon, admin can view and manage the reward points of the user which can be redeemed at the time of order payment. Admin can add reward points in a user account via **Add New** link.

Admin can also change the status of user as Active or Inactive.

On click of  icon, admin can edit the user information such as name, address, phone number etc.  
Please see the screenshot below:

ADD/UPDATE

First Name

Madjili

Last Name

Berville

Email

madjiliberville@gmail.com

Password

Photo

Choose file

No file chosen

Email Verify

Pending

Phone Code

+1

Phone Number

758073442

SUBMIT

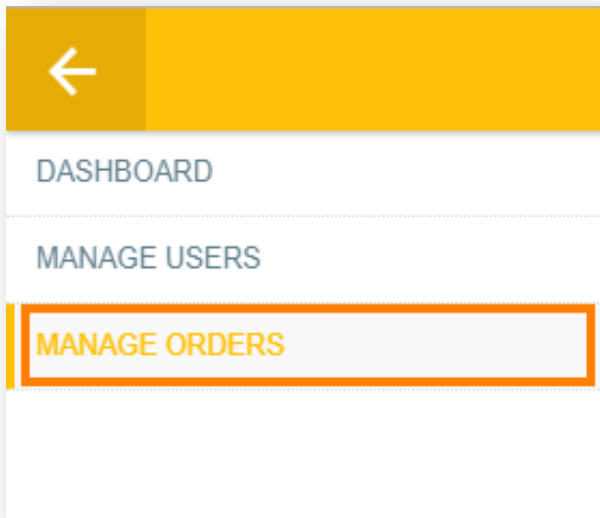
User Type

Buyer

**Note:** If admin selects the status of any user as “Inactive”, then user will not be able to access his/her account.

## 21.0 Manage Orders

Admin can select Manage Orders link from the left panel. Please see the screenshot below:



On click of **Manage Orders** link, admin will be redirected to the offers webpage where admin can view and manage the offers or coupons added by the restaurant. Please see the screenshot below:

Orders

Total Commission: **\$2K** | Total Amount: **\$21.51K**

Search

×

Keyword	Order Id
<input type="text"/>	<input type="text"/>
From Date	To Date
<input type="text"/>	<input type="text"/>
Payment Status	Process Status
Does Not Matter	Does Not Matter
Order Shipping Status	
Does Not Matter	

SEARCH

CLEAR



Admin can search for any subscription order from the list using below search filter:

- Keyword Or Email
- Order ID
- From Date: Admin will add the order start date.
- To Date: Admin will add the order end date.
- Payment Status (Unpaid/Paid/Does Not Matter)
- Process Status (Pending/In Process/Delivered/Cancelled)
- Order Shipping Status (Delivery/Pickup)

On the top right of the Subscription order section, admin can view the below figures:

- 1) Total Commission: It will display the total commission generated by admin on orders.
- 2) Total Amount: It will display the total orders amount placed on the website.

On the orders list, admin can view the order details of the restaurants and has the ability to change the process status of the order as per requirements. Please see the screenshot below:

ORDERS									
ORDER ID	NAME	RESTAURANT NAME	DATE	PAYMENT METHOD	PROCESS STATUS	CANCEL REASON	SHIPPING TYPE	TOTAL AMOUNT	COMMISSION
YYM1501063459	Russele Peter	Ambience	2017-07-26 15:34	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	387.92	38.50
YYM1500622055	Russele Peter	Husk	2017-07-21 12:57	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	224.60	20.20
YYM1500473298	Will Tester	Blaze	2017-07-19 19:38	Cash On Delivery - Unpaid	Delivered ▼	N/A	Delivery	638.58	52.00
YYM1500358353	Jason Minaj	Sweet Chilli Thai	2017-07-18 11:42	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	399.63	35.00
YYM1500357475	Jason Minaj	Pine club	2017-07-18 11:27	Cash On Delivery - Unpaid	Pending ▼	N/A	Delivery	462.01	40.00

----->>> AFFILIATE MODULE <<<-----

## 22.0 Reports

### 22.1 Visitors

Admin can select Visitors link under Reports section from the left panel. Please see the screenshot below:

On click of **Visitors** link, admin will be redirected to the Visitor webpage where admin can view the visitors count for the affiliate. Please see the screenshot below:

Search ×

Affiliate

Does Not Matter

Start Date

2017-07-21

End Date

2017-07-28

SUBMIT

VISITORS			
DATE	TOTAL COUNT	UNIQUE COUNT	ACTION
2017-07-28	2	1	

### 22.2 Orders

Admin can select Orders link under Reports section from the left panel. Please see the screenshot below:

On click of **Orders** link, admin will be redirected to the Visitor webpage where admin can view the count of orders being placed by the users using affiliate URL. Please see the screenshot below:

Search

×

Affiliate

Does Not Matter

Start Date



2017-07-21

End Date

2017-07-28

SUBMIT

ORDER REPORTS

DATE	ORDER COUNT	COMMISSION	ACTION
2017-07-21	0	\$0	
2017-07-22	0	\$0	

## 22.3 Signup

Admin can select Signup link under Reports section from the left panel. Please see the screenshot below:

On click of **Signup** link, admin will be redirected to the Signup webpage where admin can view the count of user signup using affiliate URL. Please see the screenshot below:

Search

×

Affiliate

Does Not Matter

Start Date

2017-07-21

End Date

2017-07-28

SUBMIT

SIGNUP REPORTS

## 23.0 Manage Affiliates

Admin can select Affiliates link from the left panel. Please see the screenshot below:

On click of **Manage Affiliates** link, admin will be redirected to the Affiliate listing webpage where admin can view the registered affiliates on the website. Please see the screenshot below:

Search

Keyword Or Email

Status

Does Not Matter

Approval

Does Not Matter

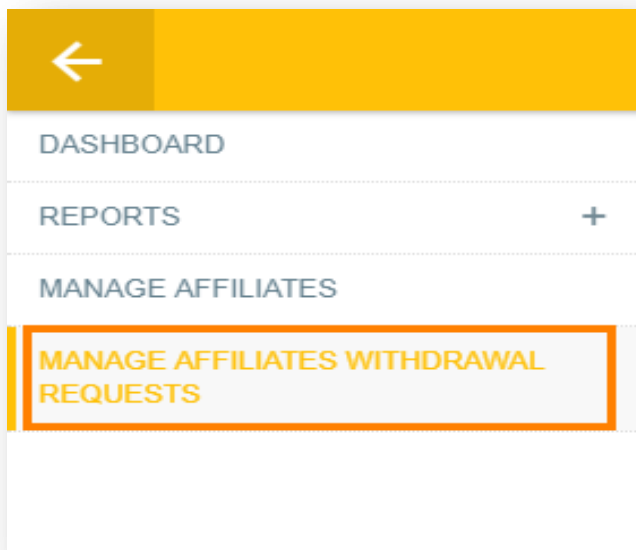
SEARCH

AFFILIATES

NAME	USERNAME	EMAIL	REG. DATE	STATUS	APPROVAL	ACTION
Lucia	Lucia	lucia@dummyid.com	2017-07-28 18:10:14	ACTIVE	Approved	<div> <div></div> <div></div> <div></div> <div></div> </div>
Wills	wills	johnw@dummyid.com	2017-06-08 12:02:24	ACTIVE	Approved	<div> <div></div> <div></div> <div></div> <div></div> </div>
John Wills	johnwills	john@dummyid.com	2017-06-08 11:49:12	ACTIVE	Approved	<div> <div></div> <div></div> <div></div> <div></div> </div>

## 24.0 Manage Affiliates Withdrawal Requests

Admin can select Affiliates Withdrawal Requests link from the left panel. Please see the screenshot below:



On click of **Manage Affiliates Withdrawal Requests** link, admin will be redirected to the webpage where admin can view the registered affiliates on the website. Please see the screenshot below:

Search

Keyword Or Email

Payment Method

Does Not Matter

Status

Does Not Matter

SEARCH

AFFILIATE WITHDRAWAL REQUEST

▼ DATE	▼ AFFILIATE NAME	PAYMENT MODE	▼ AMOUNT	STATUS	ACTION
2017-07-28 18:35	Lucia	Bank	\$500.00	Pending ▼	
2017-07-28 18:35	Lucia	Bank	\$200.00	Pending ▼	
2017-07-28 18:34	Lucia	Bank	\$1000.00	Pending ▼	