Manual for GROUPON Script: YO Deals

# *USER MANUAL*

# *FOR*

# *GROUPON: Yo Deals SYSTEM*

# *Merchant Area*

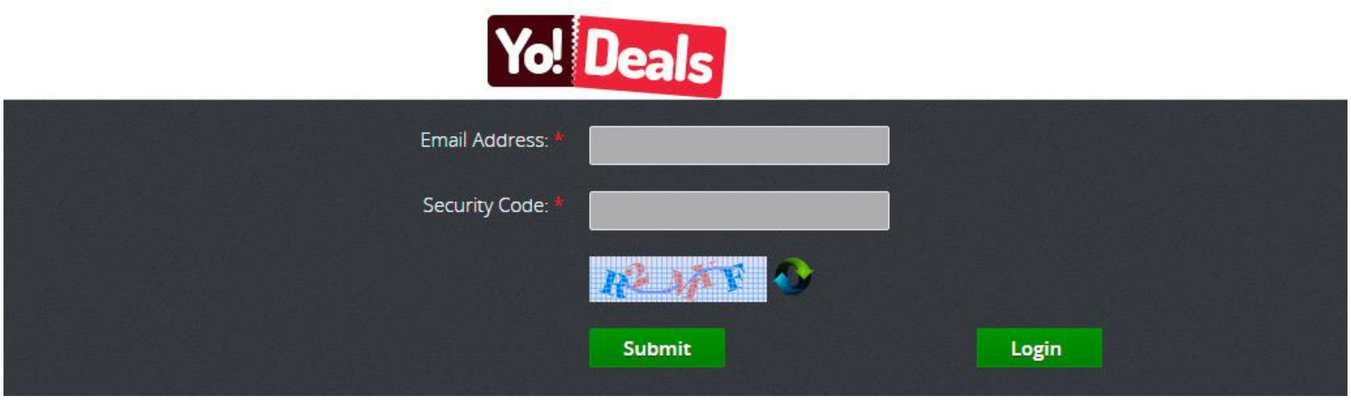
***System powered by FATbit Technologies***

# *Merchant Account Area Interface*

**Visit Merchant login area**: http://demo-v2.yo-deals.com/merchant/login.php


**Enter the login details**:
**Username**: merchant@dummyid.com
**Password**: 123456

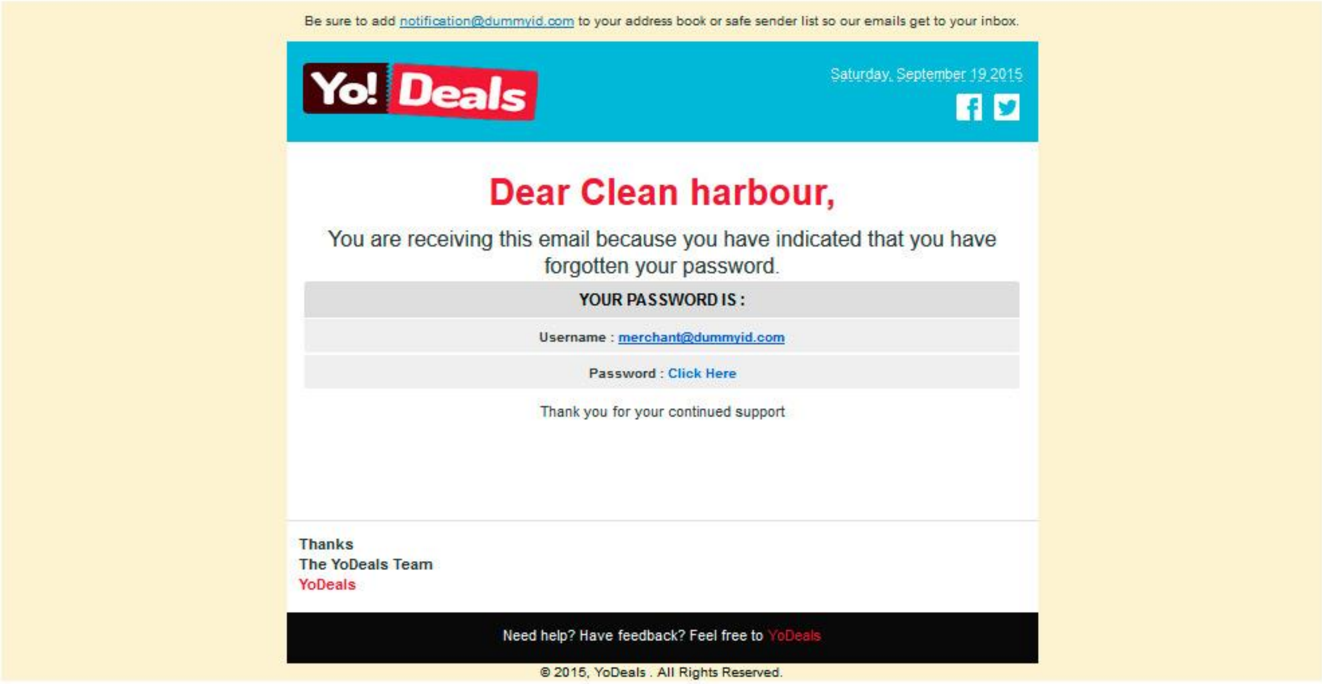
**Forgot your password**: In case merchant forgot his/her password, merchant simply clicks on forgot your password. On pressing forgot your password following screen will appear:




Merchant have to enter Email address and security code shown in the image and by clicking submit, an email notification will come to the entered email address.

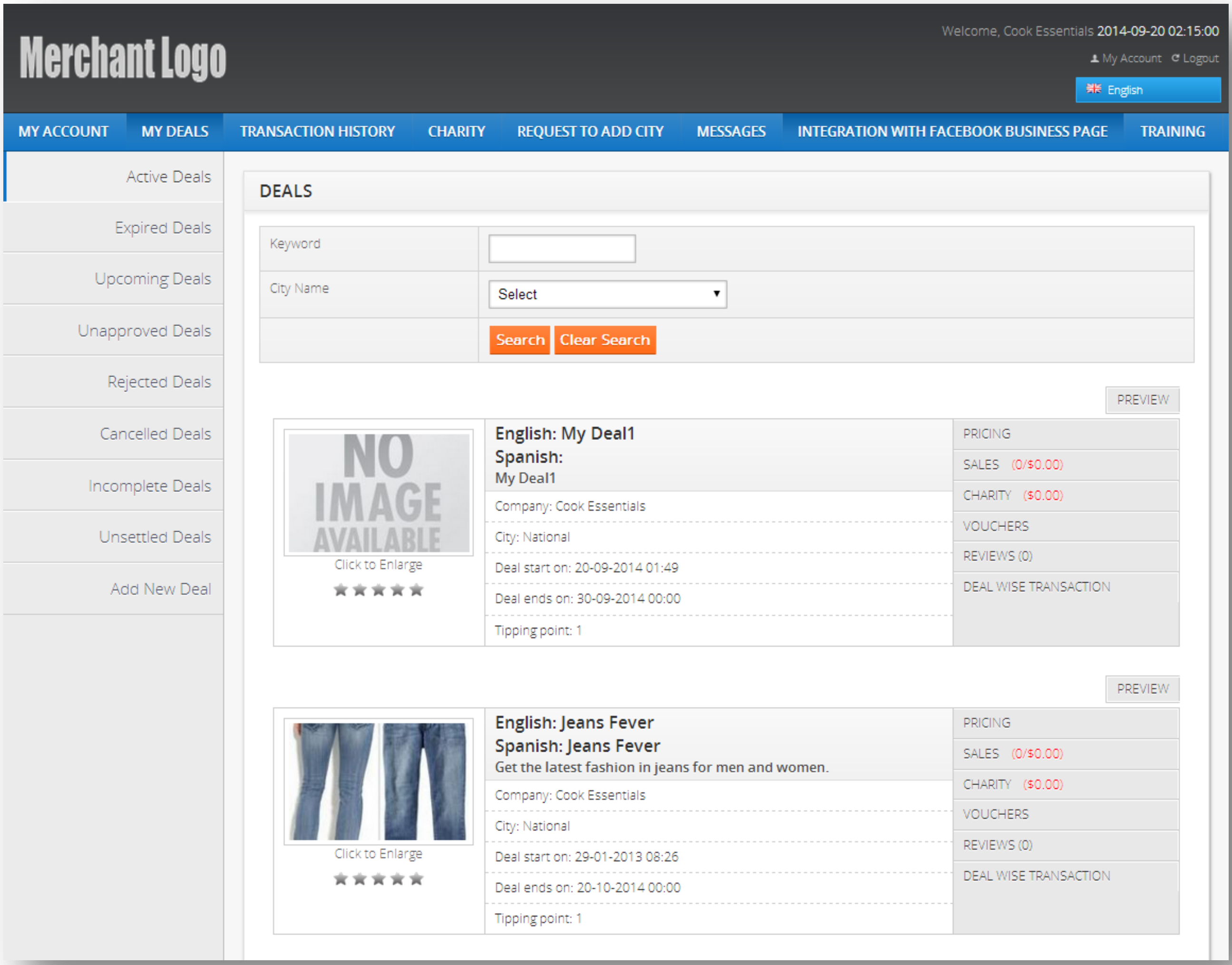
If the Security code image is not understandable, merchant can refresh the image by clicking on small circle (Below the image).

After submit the **email address** and **security code,** merchant will receive password reset link at his/her email id. Please see below screenshot:

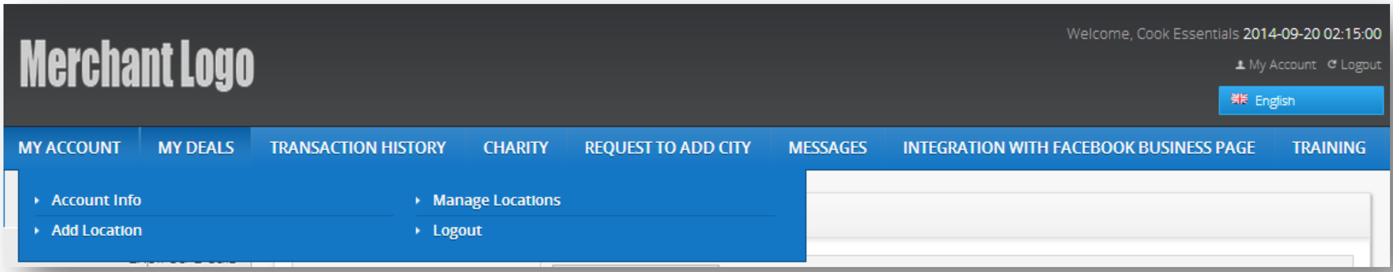



Pressing **Click here** merchant will redirect to reset password section, where merchant can update his/her password and can login again.

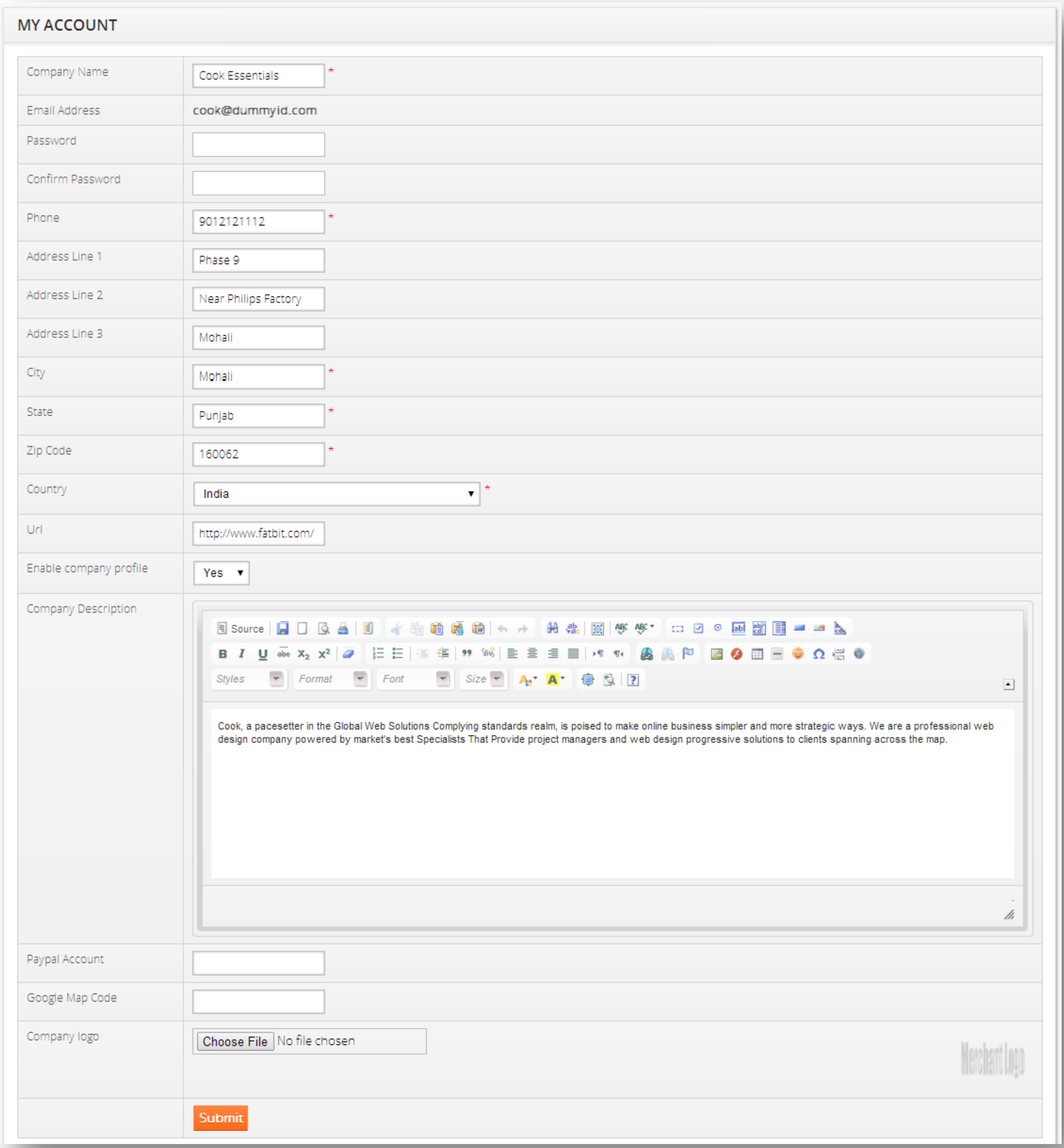
After login into the Merchant account, following screen will appear:




On hovering on **My Account** link following navigation will open:

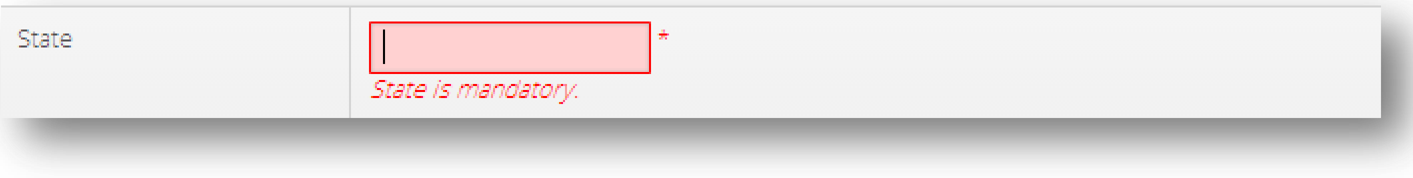


**Account Info:** On clicking account info tab following screen will appear:

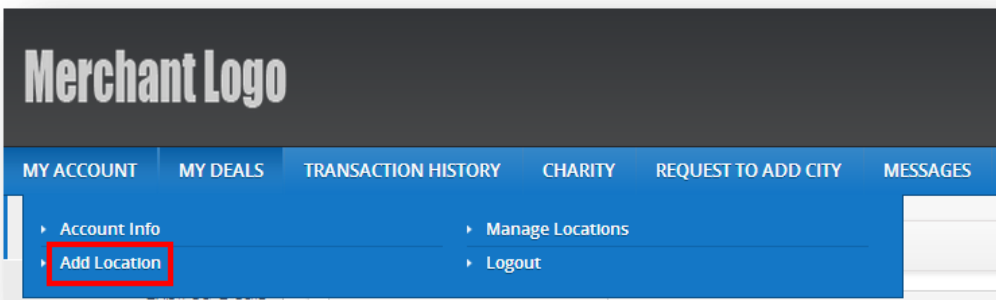


Merchant can update his/her personal information like Company name, Email address, Password, Phone, Address, Company profile and Company logo from here. Merchant have to simply click on the submit button after manage his/her account.

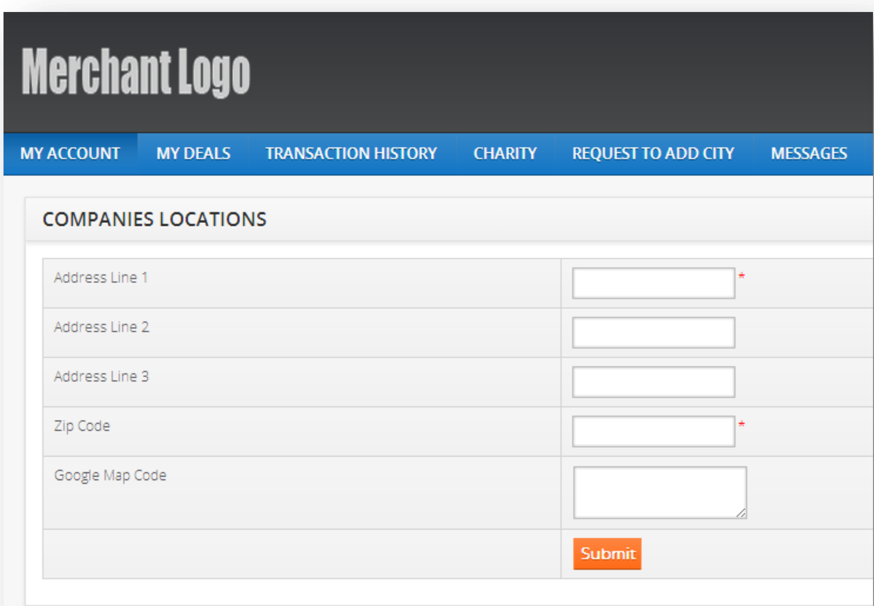
In case there is any error and merchant clicks on submit button, system will show the error messages accordingly as follows:




**Add Location**:

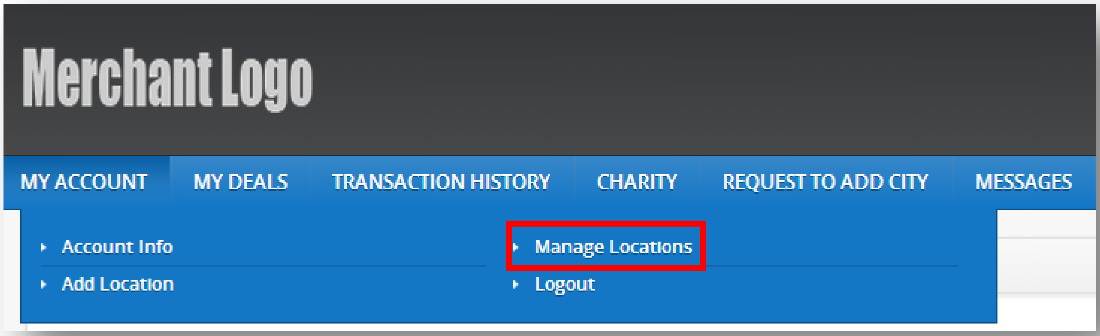



On click of **Add location** link following screen will appear:

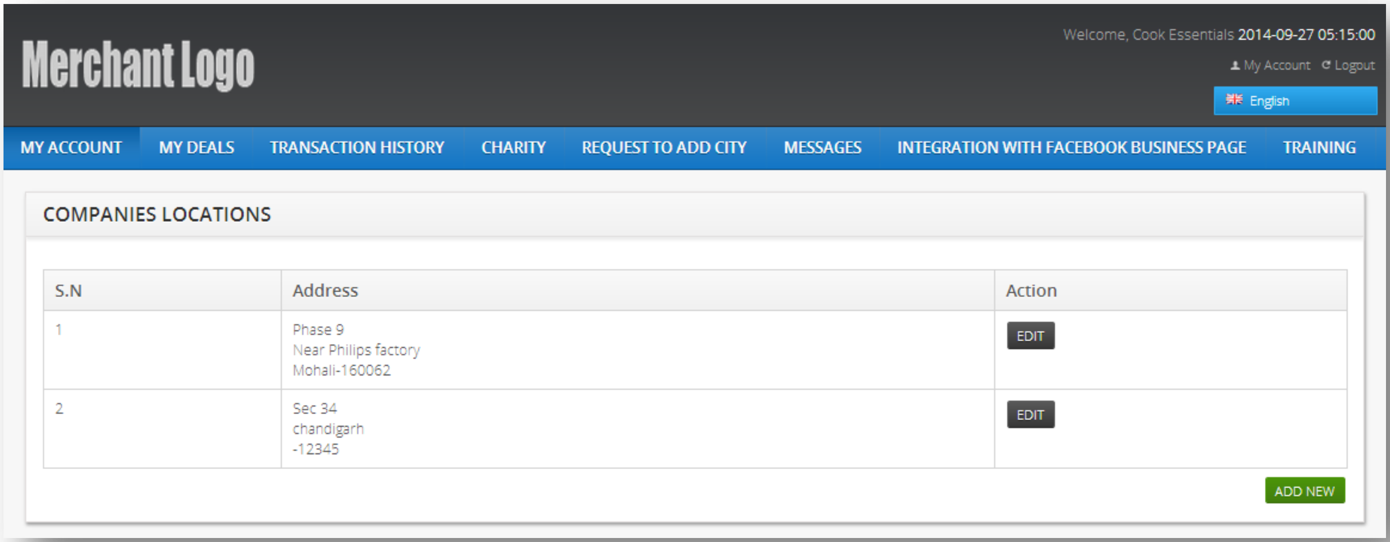


Merchant can add another location for his/her company from here. By filling the necessary information and clicking submit, it provides option to merchant to establish his same business in another location.

**Manage Locations:**

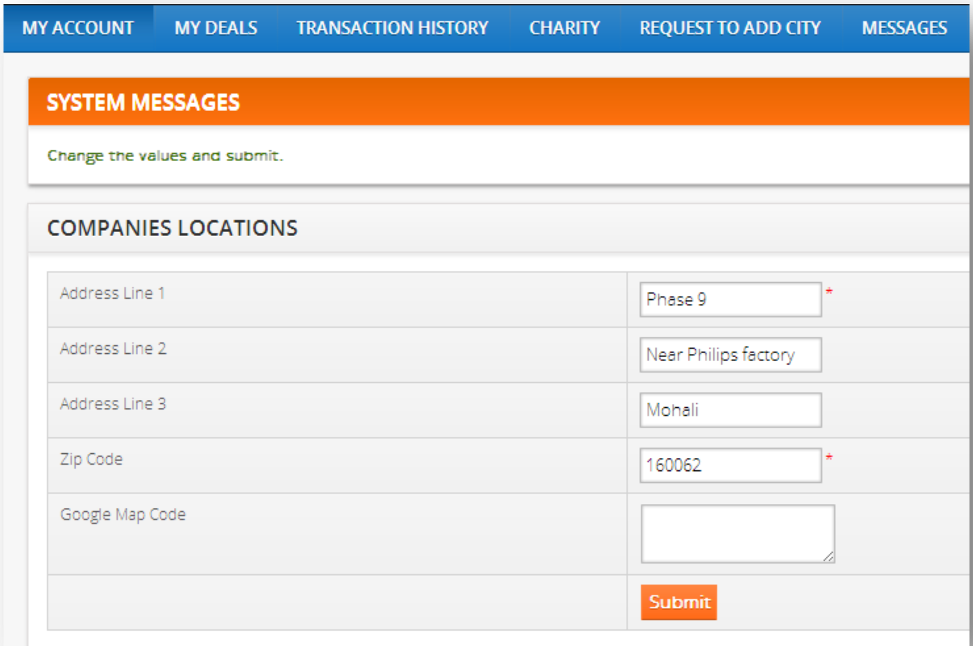



On clicking **Manage Locations**, following screen will appear:



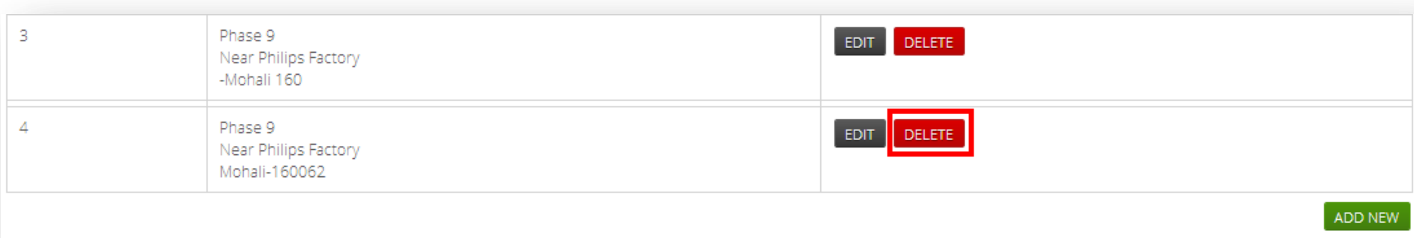
**Here a Merchant can:**

Edit his/her Address by clicking on **EDIT** button, following screen will appear:



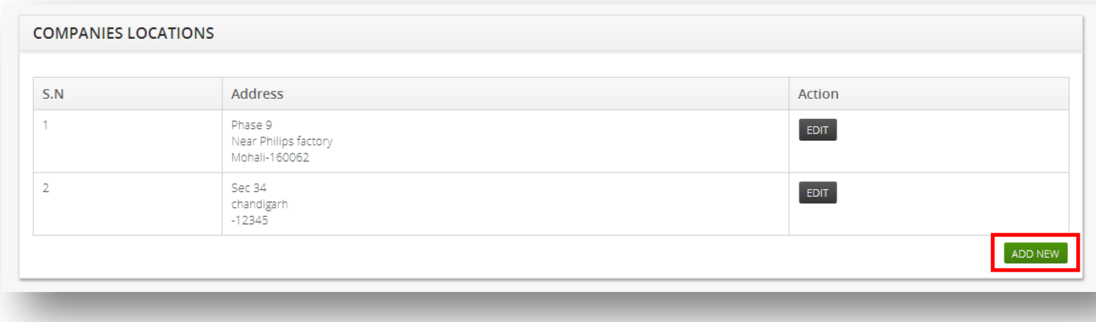

Merchant can edit his/her company address from here and on clicking submit, it will update in the database.

**On clicking Delete button**:

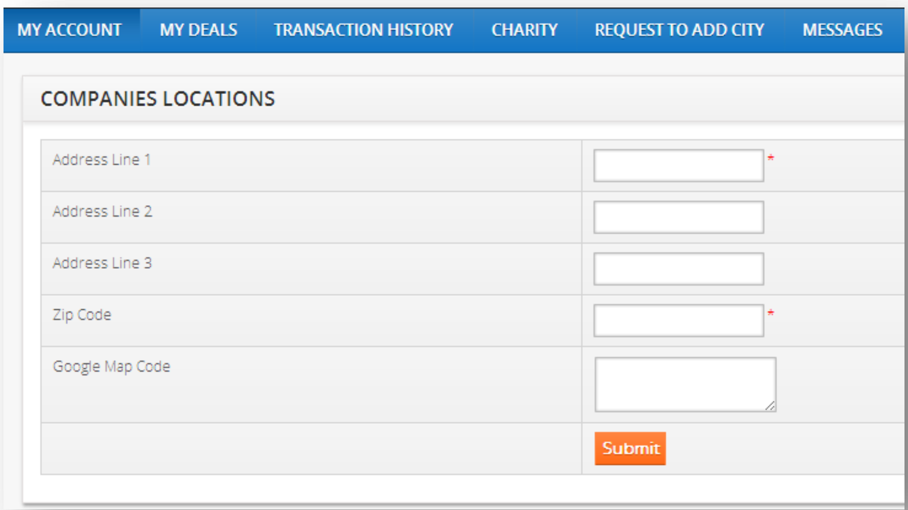



If merchant clicks on **DELETE** button, the corresponding address will delete from the database.

**On clicking Add New button:**

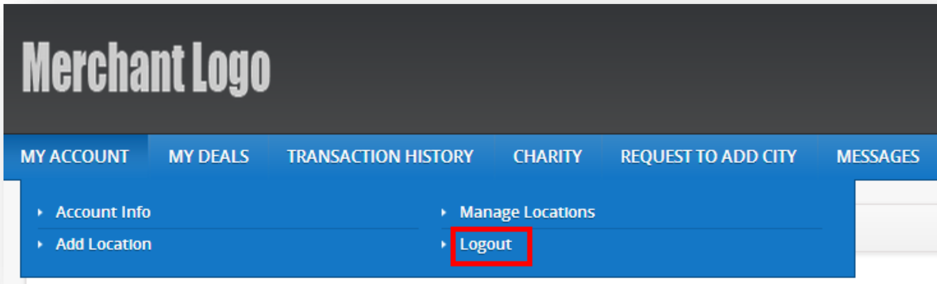



This button provides an option to merchant to add a new address for his/her company. Following screen will appear on clicking **ADD New** button:



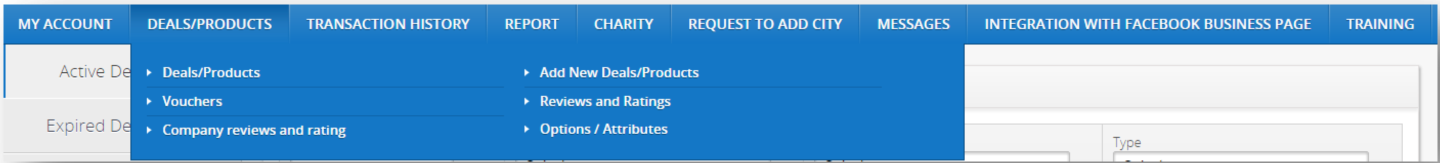

Merchant have to fill the details and can setup a new address for the company. Fields marked as asterisk (*) are mandatory. Merchant cannot leave them blank.

**Logout:**




On clicking logout, merchant ends his/her session from the server and then will redirect to merchant login screen.

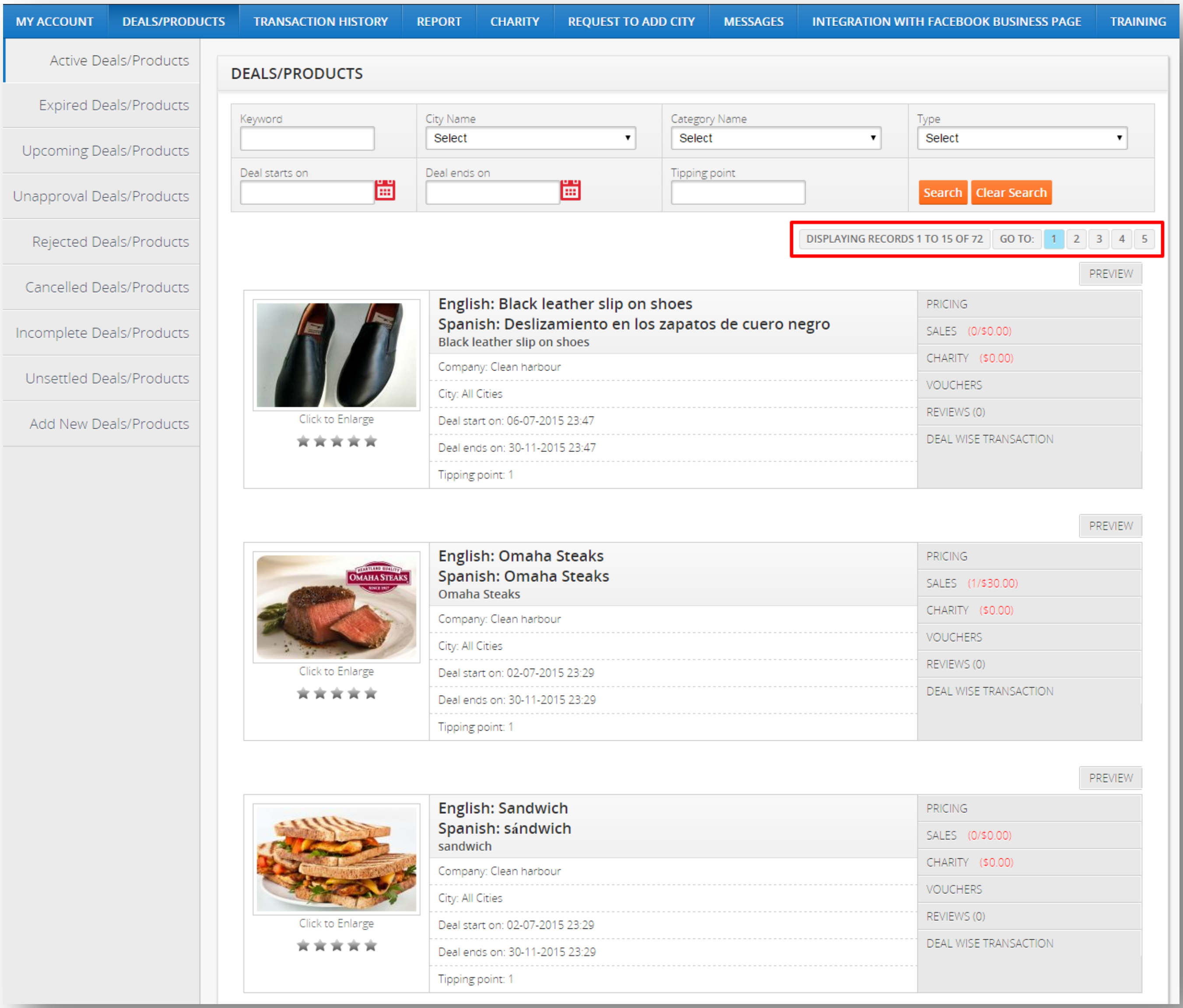
On hovering **DEALS/PRODUCTS** following navigation will appear:




- Deals/Products
- Vouchers
- Company reviews and ratings
- Add New Deals/Products
- Reviews and Ratings
- Options/Attributes

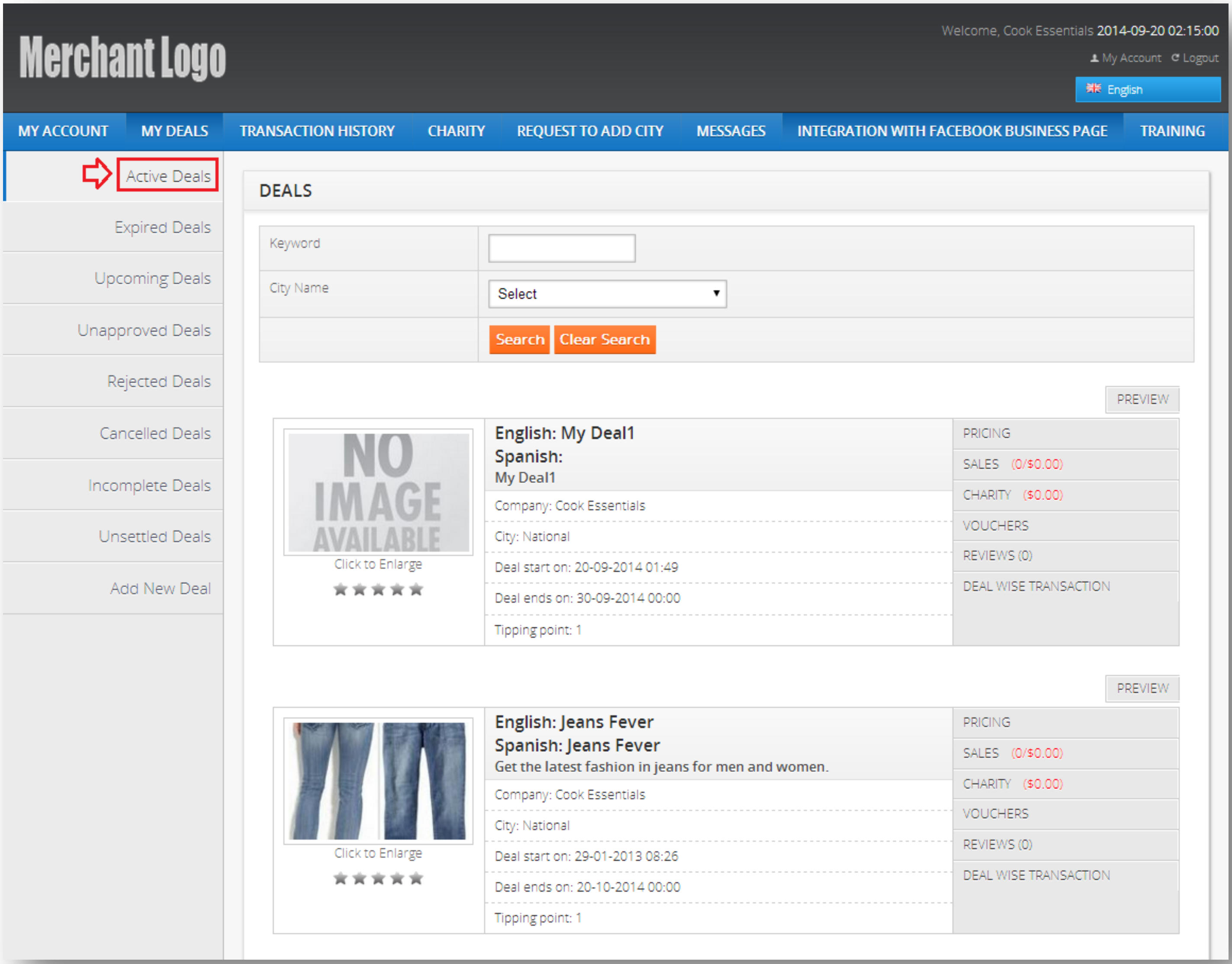
**On clicking Deals/Products**:

Merchant can see the following screen which contains all the information about the deals which are managed by a merchant.




Merchant can obtain all information about the current status of his/her deals. There is a paging of all deals on the right top, from where merchant can view his/her deals.

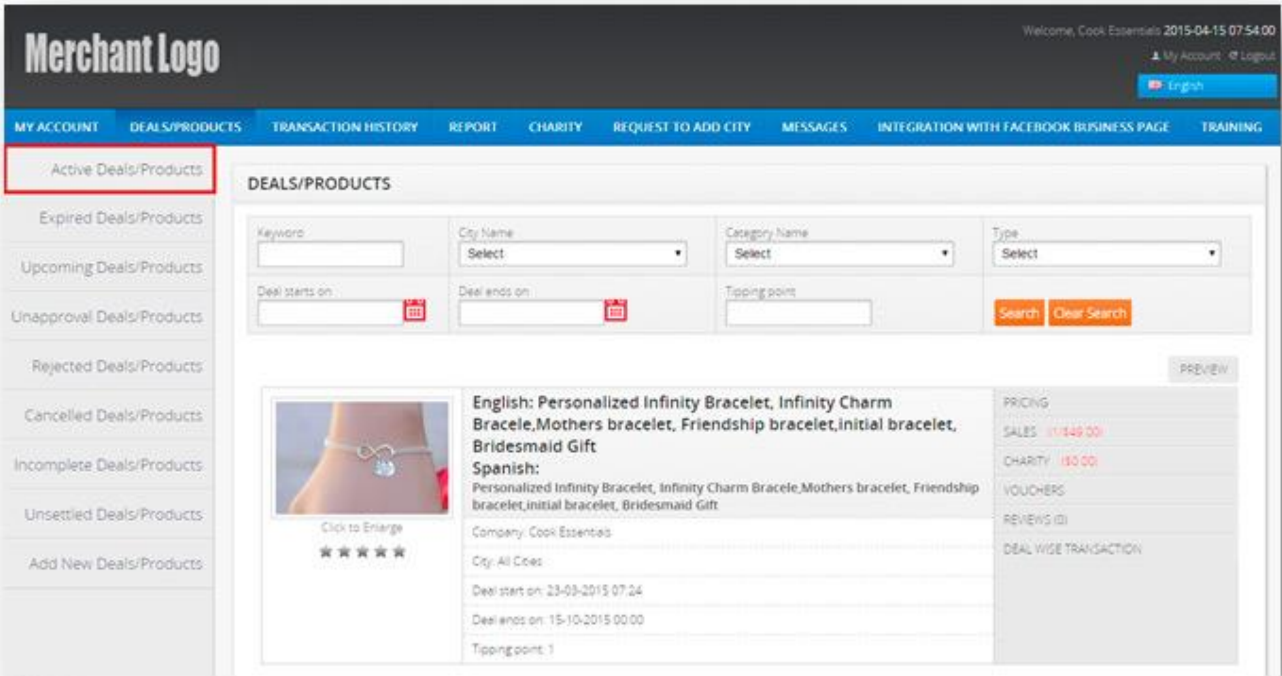
**On clicking Active Deals:**




When a merchant clicks on Active deals the system will show all the deals which are currently active in the account of merchant. On this page, merchant can view the following info about an each deal:

- Deal Title
- City
- Deal Starts on
- Deal Ends on
- Tipping Point

Merchant can view all the statistics related to a particular deal as follows:




This Screenshot is showing the statistics related to price of a particular deal. It is showing the total price, discount, savings and deal price to a user.

Similarly on clicking the following tabs:

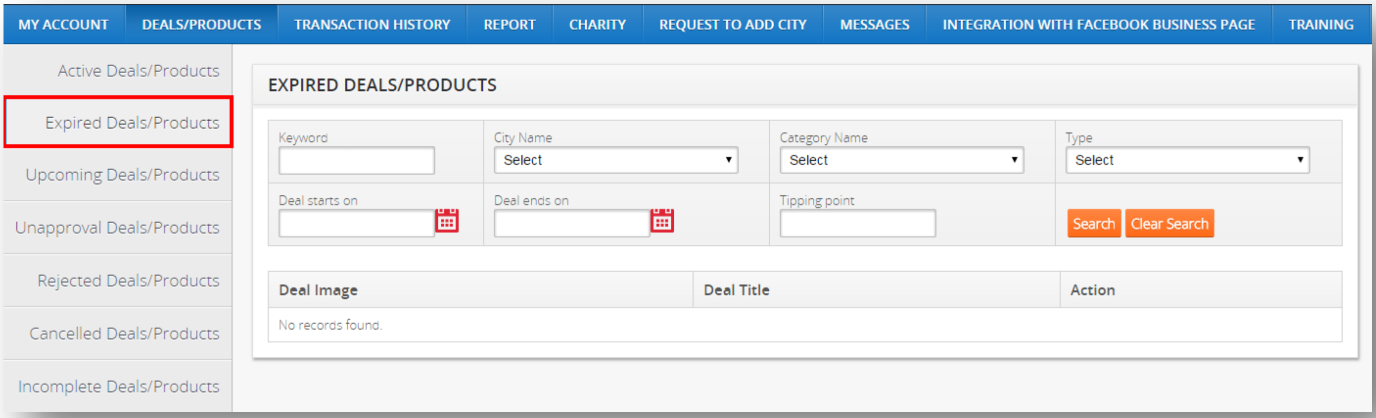
**Sales** - Give all information about the sales of the deal and commission, bonus and all other important information.

**Charity** - Amount given to charity organization from this deal (If charity is added).

**Vouchers** - Showing the listing of members who bought a deal with all information and Voucher code.

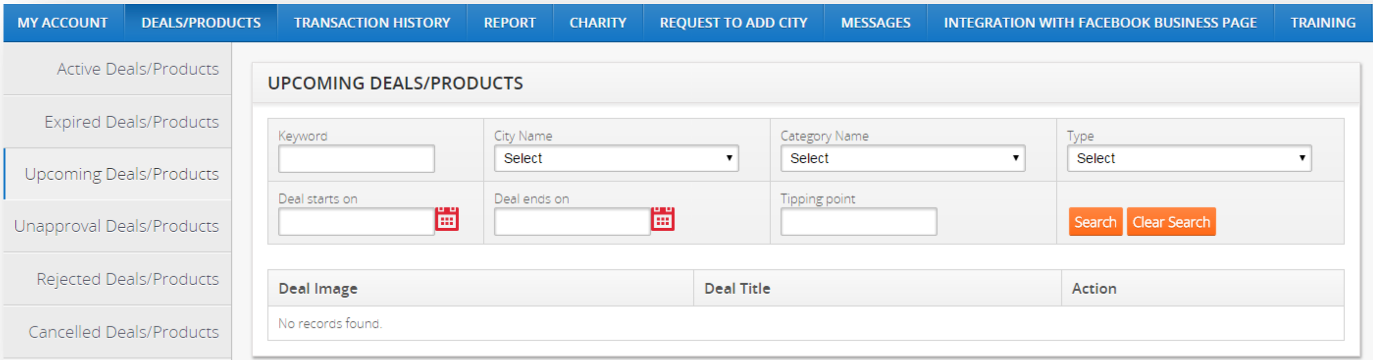
**Reviews** - Read the reviews given on the particular deal.

**On clicking Expired deals**:



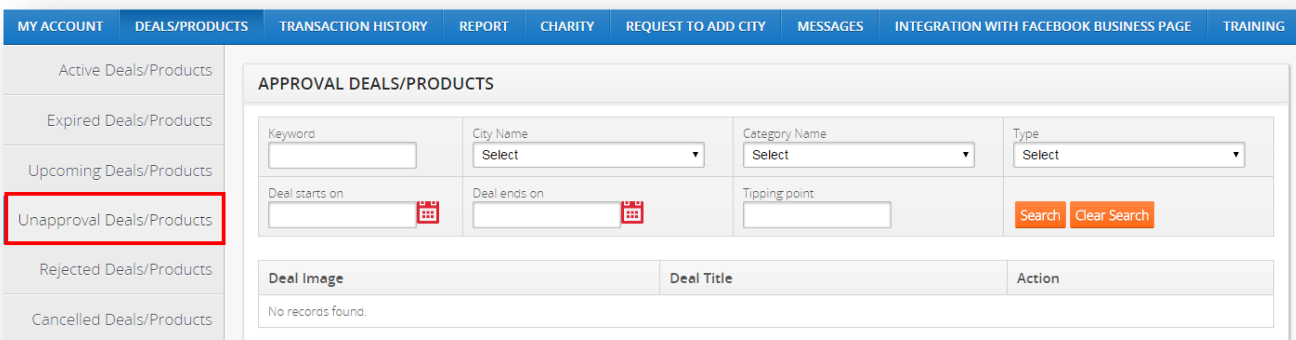

On clicking expired deals system will show all the expired deals in various cities which are related to merchant. Merchant can view all the information about expired deals from here.

**On clicking Upcoming Deals**:




Merchant can view all the deals from his/her account which are upcoming in the different cities from here. Merchant can obtain all the information about these deals by selecting the different options on this page.

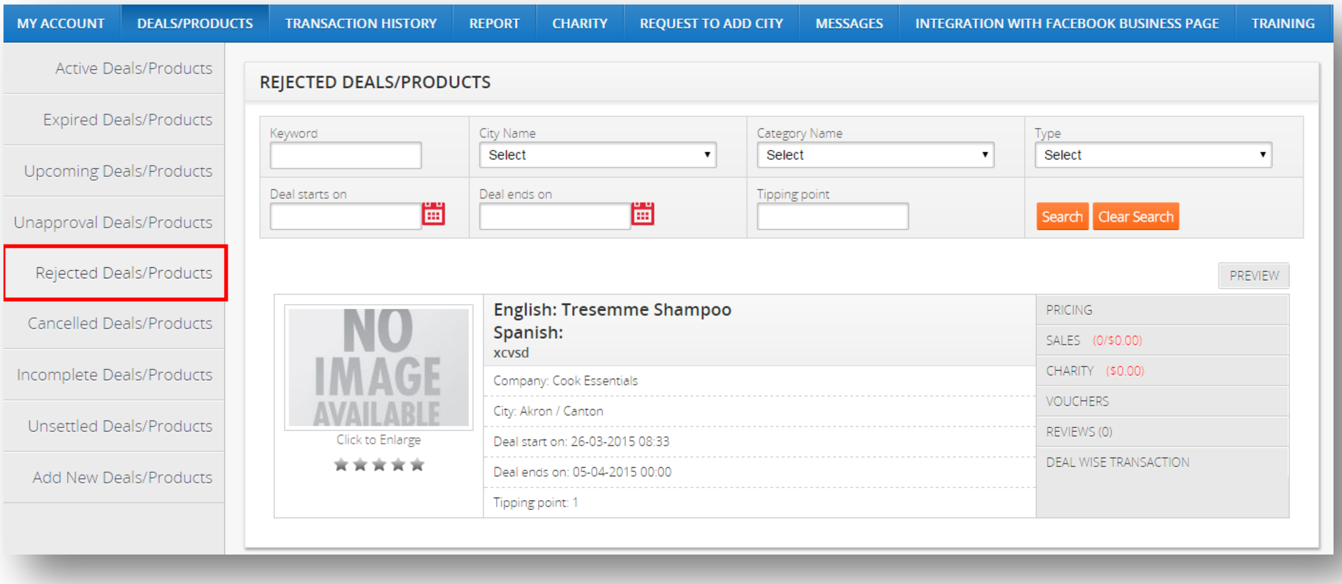
**On clicking Un-approval Deals:**




Merchant can view all the deals which are unapproved by the admin so far. If these deals are mark approved by the manager, then the deals will show in active deals or upcoming deals depending on their start date.

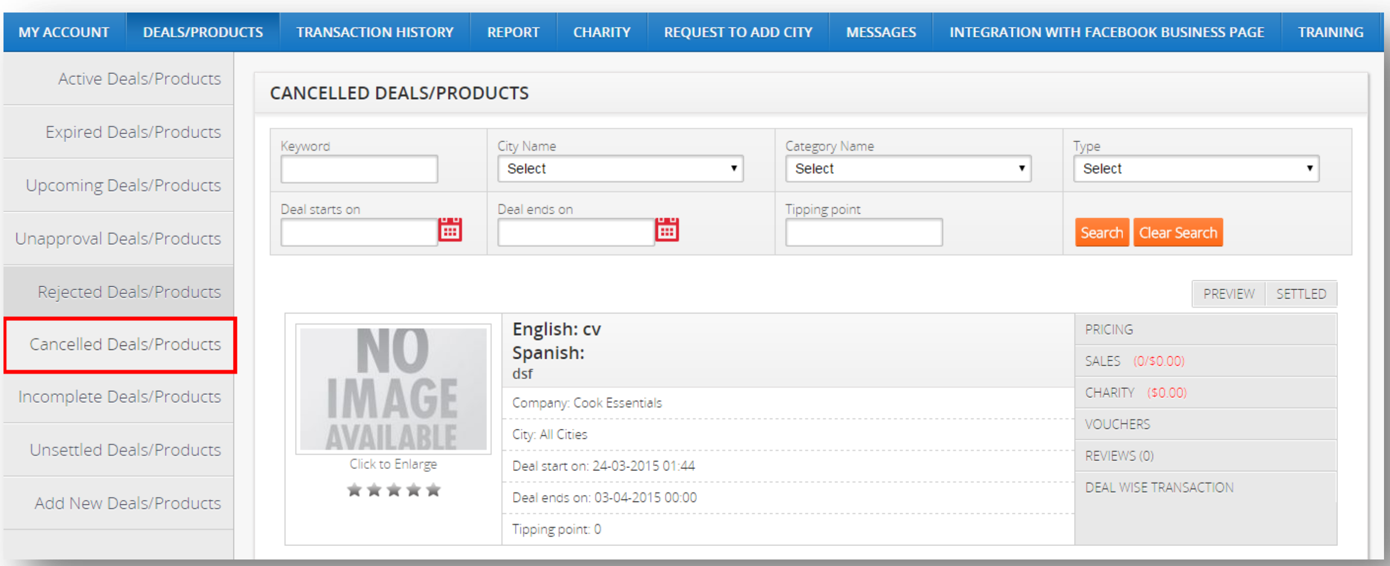
**Note:** Merchant can also edit these deals and update the information of these deals, but once these deals are approved then merchant can't update these deals.

**On Clicking Rejected Deals**:



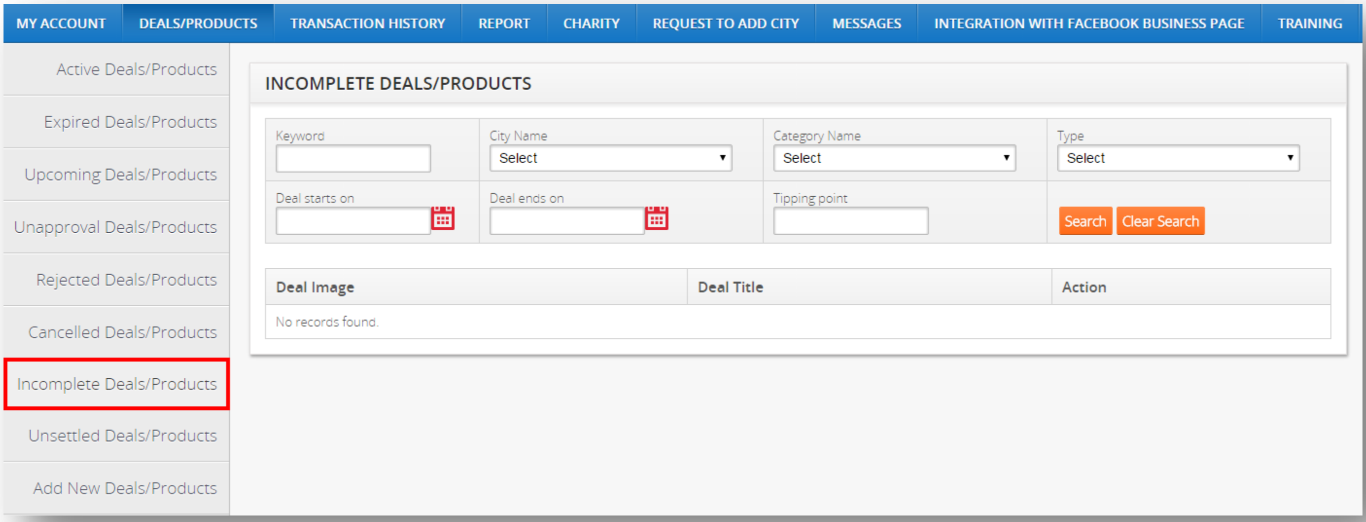

Rejected deals are the deals which are rejected by the admin for any reason. Merchant can view all the information about the rejected deals from here.

**On clicking Cancelled Deals**:



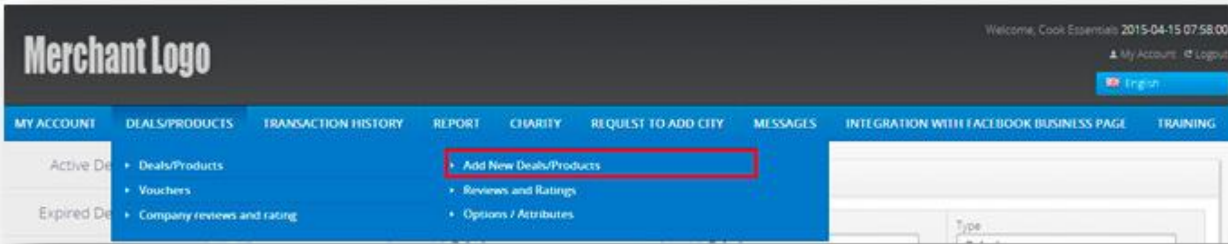
Merchant can view all the deals cancelled by admin, and these deals come under the Cancelled deals tab in the merchant account. The amounts of cancelled deals are refund to the users who purchased the vouchers of the deals. Sales are mentioned as **$0** as the amount is refunded.

**On clicking Incomplete Deals**:




Incomplete deals show the listing of incomplete deals whose information is not completed and so these deals are not showing up in active deals. Merchant can edit these deals so that can update the information about the deals.

## *On clicking Add New Deal/Product:*



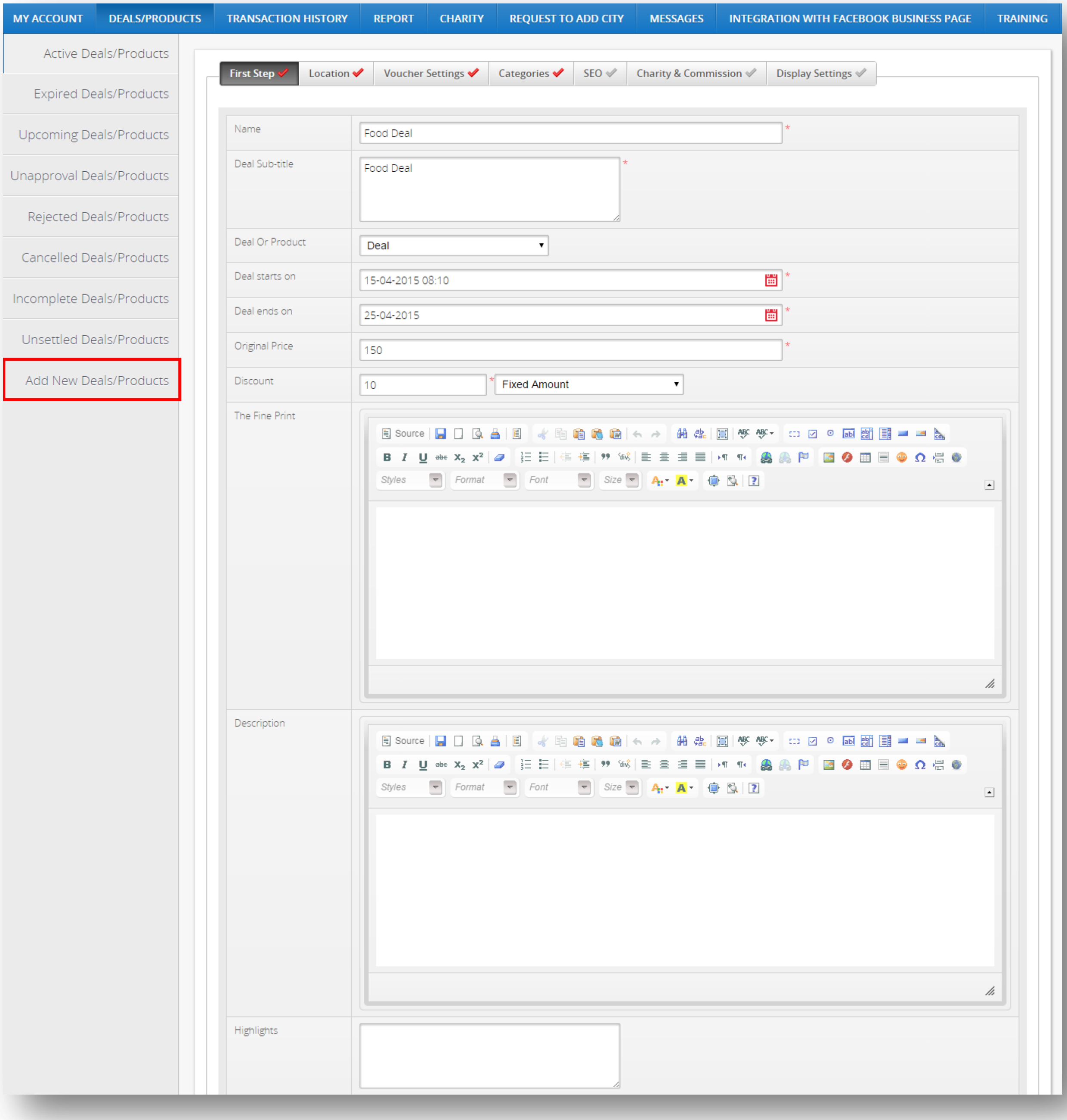

Merchant can add a new deal from this tab. He/she have to fill all the proper information about the deal. Screenshot will be shown in next point. Merchant have to enter all the information that is required during various steps in adding a deal.

**There are following steps to add new deal:**

- First Step
- Location
- Voucher Settings
- Categories
- SEO
- Charity & Commission
- Display Settings

**First step**:

Under this step merchant has to add the title, subtitle and all the information which is mentioned in the form. The fields marked as asterisk cannot be left as blank. Deals image is an important field so that in front end deal can be look professional and attractive. After all information is entered, click submit button, if any error occurs system will show that one in red message, on successfully updating, system will show message in green.

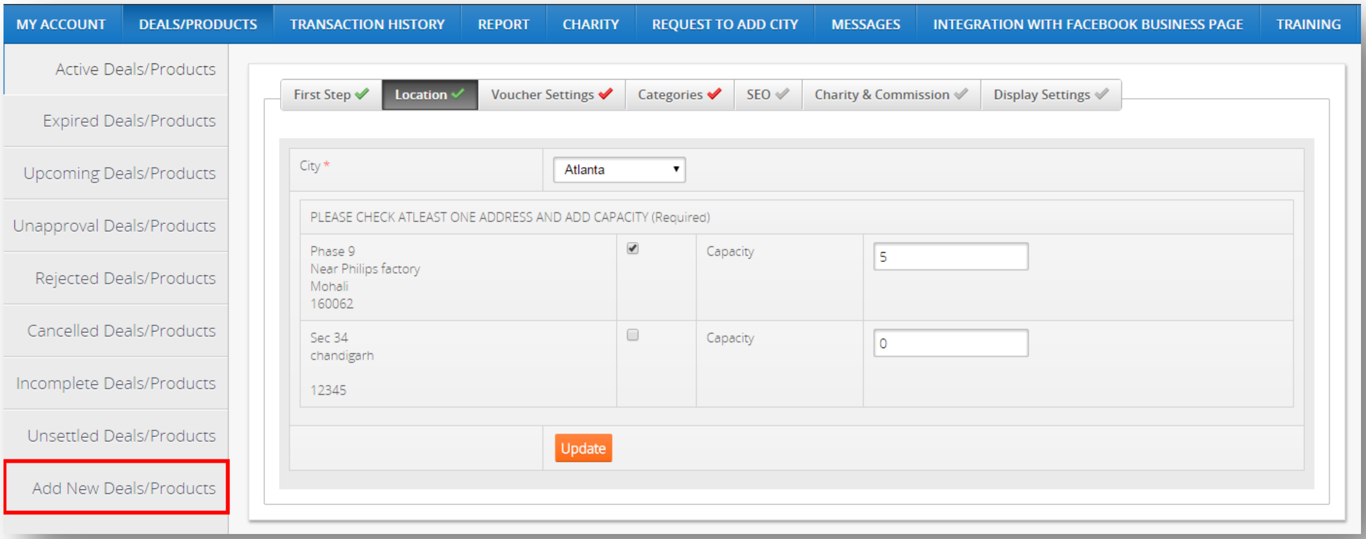


## Second Step: Location

In the location step merchant have to select the city from dropdown in which he/she wants to add a deal.

Merchant have to select at least one address in case of multiple addresses. Merchant can also select multiple addresses so that deal will be available on the selected addresses.

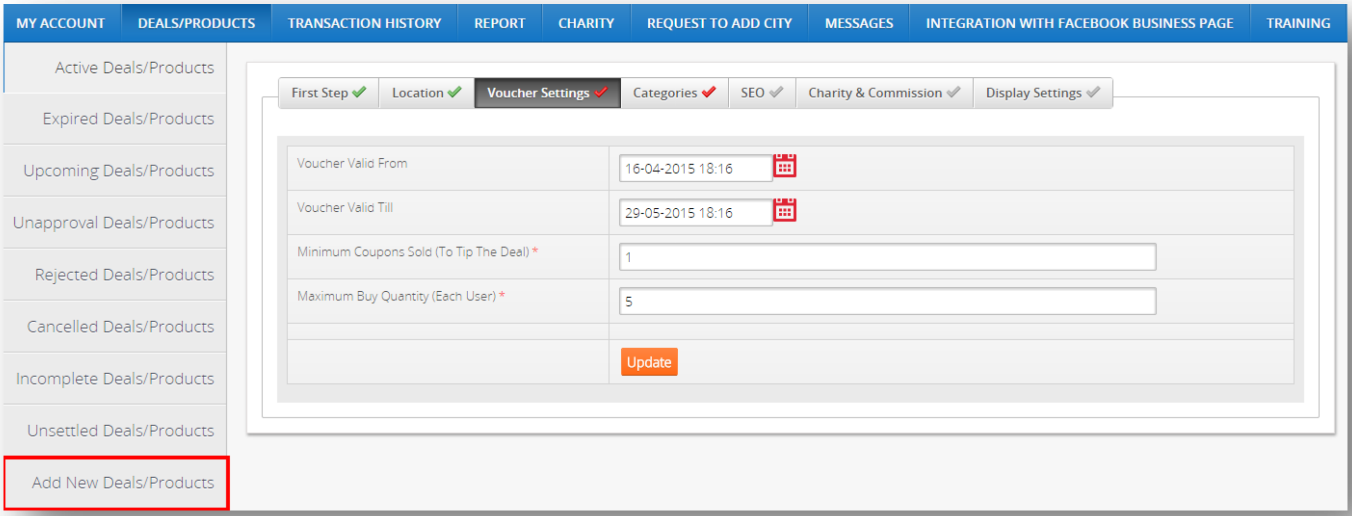
Capacity shows the number of vouchers which are available for purchase in the corresponding address. Screenshot is as follows:




Click on update and we are in the next step of adding a new deal.

**Voucher Settings:**

Under the voucher settings merchant will see the following Screen:




Merchant have to select a date for validity of voucher by clicking the calendar icon. It is the time given to the real user to redeem his/her voucher and enjoys the deal.

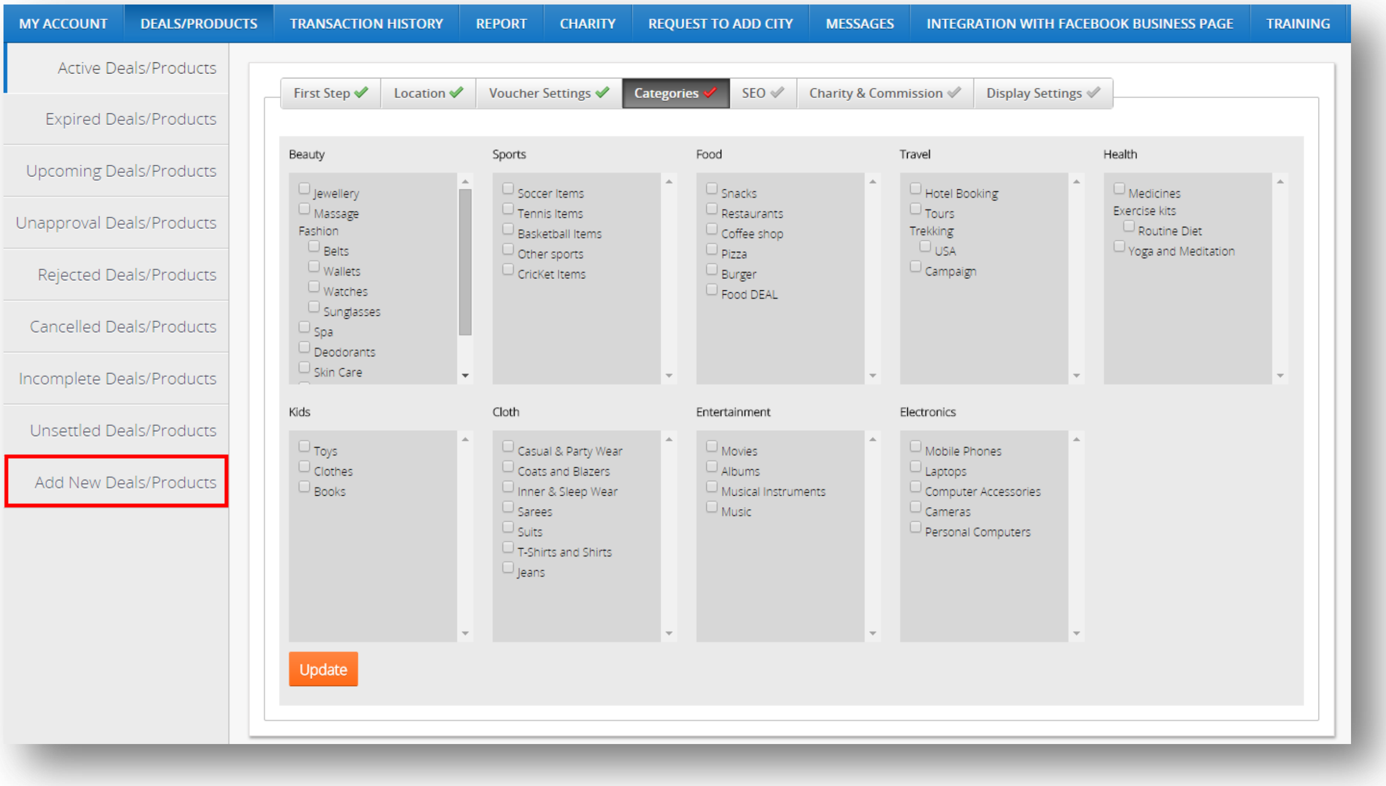
**Minimum coupons sold to tip the deal**: Tipping point is the point which means minimum coupons purchased to redeem a particular deal. If the deal is not reached to its tipping point and ends, then it cannot be redeem and it is in hands of manager to refund the amount of the deal.

**Maximum buy Quantity each user:** It shows the maximum number of vouchers one user can purchase for e.g. if this number is 5 then user cannot purchase more than 5 vouchers no matter on how many locations deal is running on.

**Maximum buy quantity for each user:** Should not be Exceeded the total capacity. If any error is occurred during this step, system will show the error message accordingly.

Click on update and we are in the categories step.

**Fourth Step: Categories:**

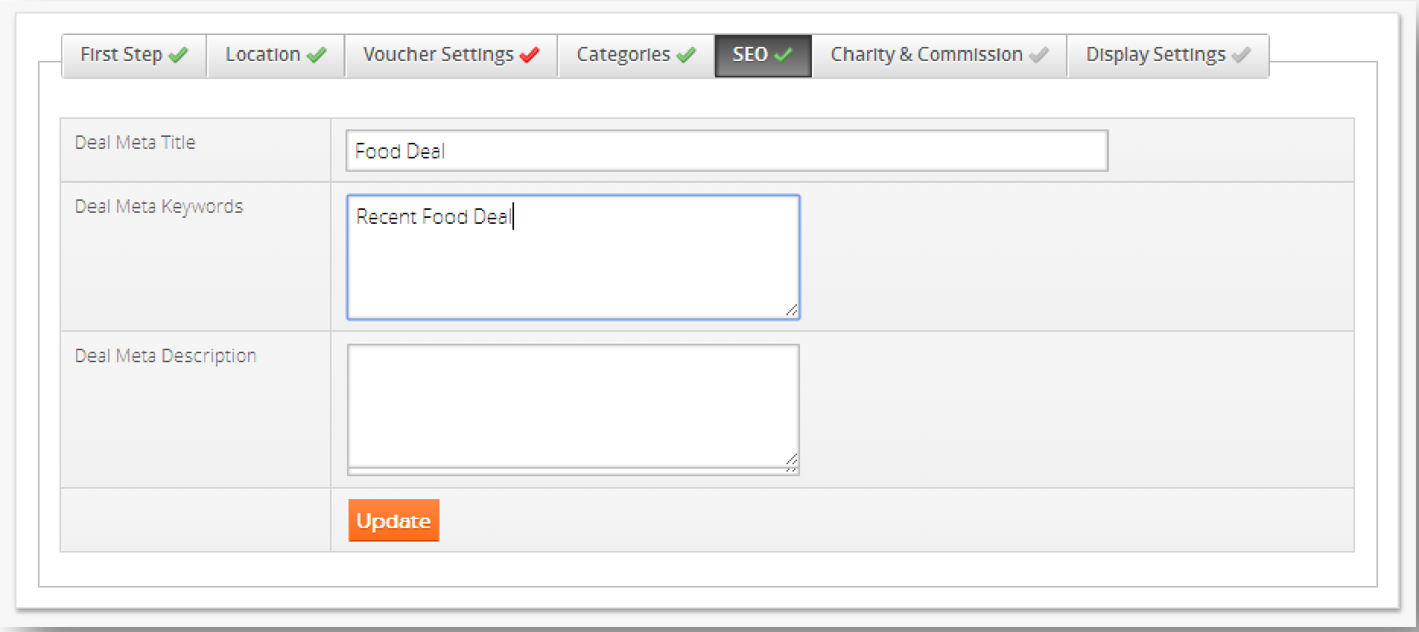



Under this step merchant have to select the categories in which he/she wants to display a deal in the front end. One category is mandatory to select from these categories, otherwise system will show the error message "Please select at least one category".

Merchant can select the multiple categories from here and so that it will see on the different categories in the front end.

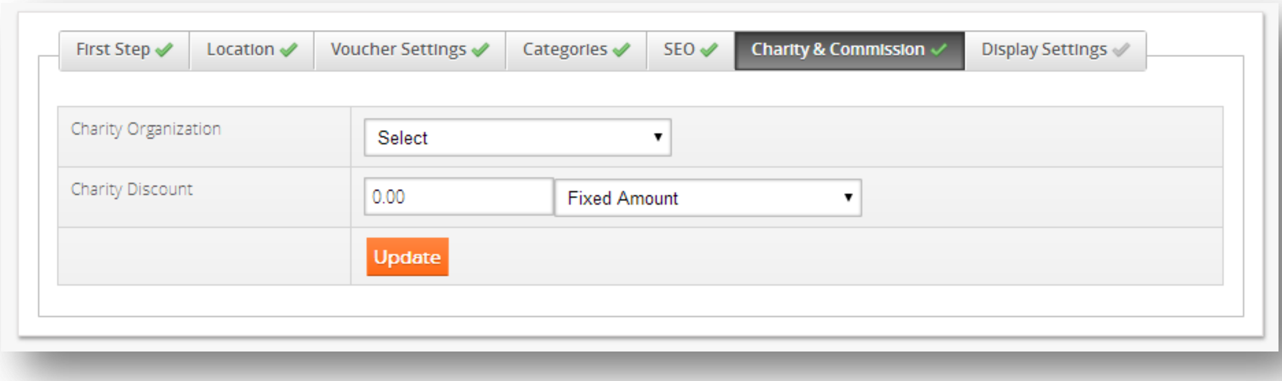
Click on update button and see the next step.

**Fifth Step: SEO (Search Engine Optimization):**




This step is necessary for the SEO information related to deal. Meta title, Meta keywords and Meta description are important to know about a particular deal and it also helps in searching a deal. It will also provide more opportunities of sales, as the user can enter the keywords in Google search and the deal matching with the keywords will come in the search result listings.

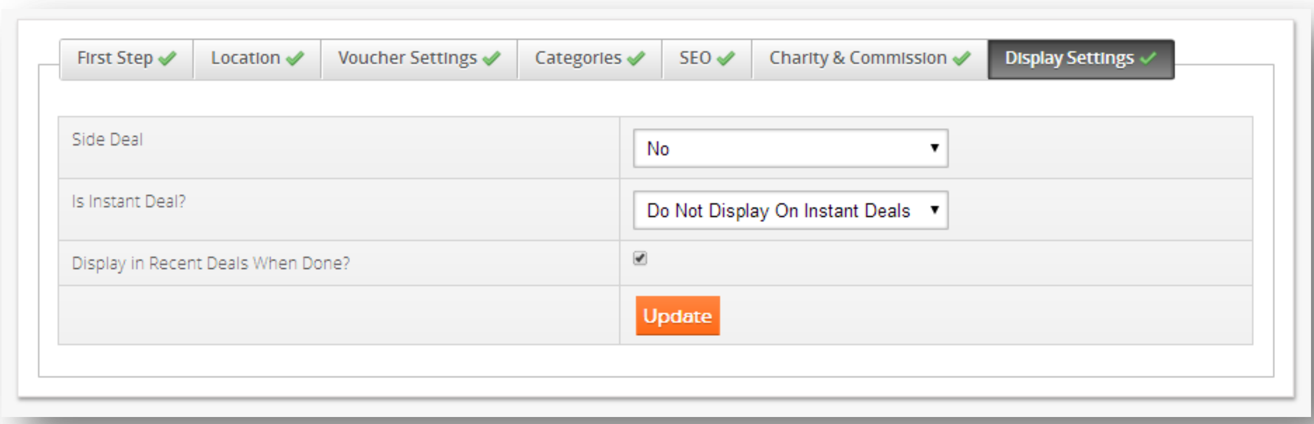
**Sixth Step: Charity and Commission:**




Under this step Merchant has option, if he/she wants to give some money for charity by selecting the organization from the dropdown option.

**Charity Discount:** Merchant can add amount he/she wants to donate to charity. 0 value means no charity donation. Fixed amount is an amount that will donate to charity and % is a part of total price of a deal given to charity.

**Seventh Step: Display Settings**



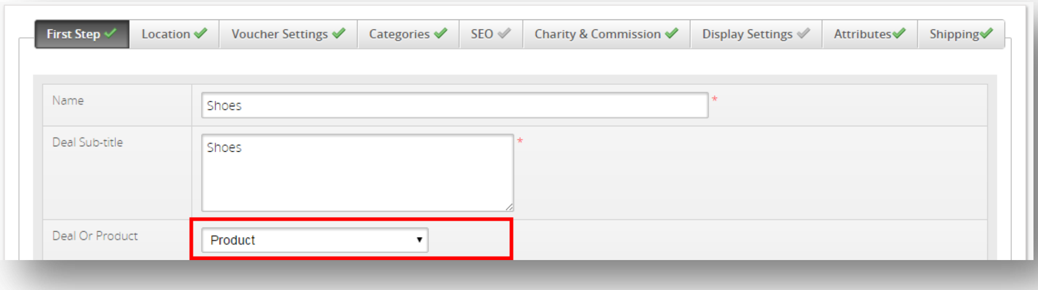

Here a merchant can select the following given options:

**Side Deal:** Mark a deal as side deal apart from Main deal listing.

**Is instant deal ?:** If this option is selected from dropdown then deal will display in the instant deals section in the front end.

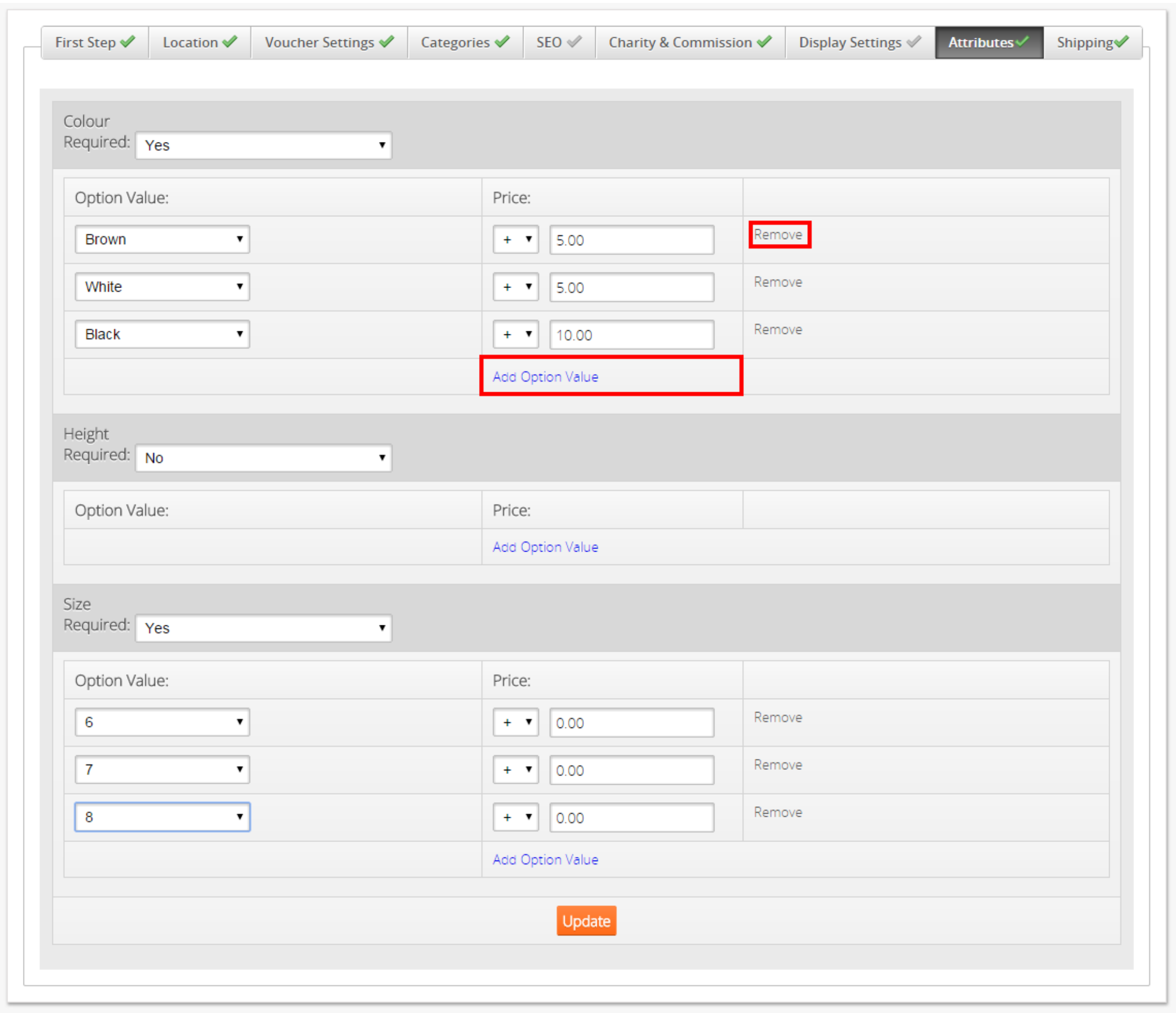
**Display in Recent deals when done:** On selecting this option, deal will show in the deals list in front end.

# *Add a product*



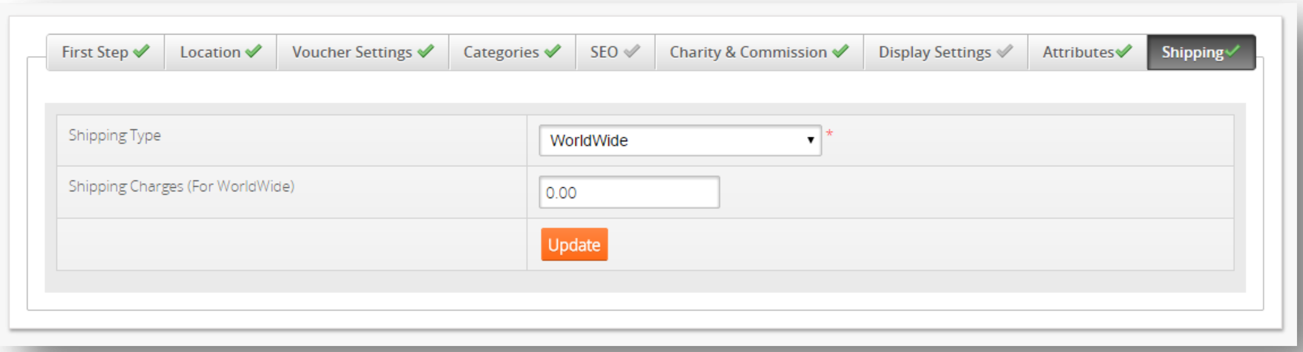

First seven steps are similar to add a deal. Please find below regarding 2 more steps we need to complete to add a product:

**Eighth step: Attributes**



Merchant can add the attributes like color, size etc. To add colors merchant need to click on “**Add Option Value**” and submit additional prices for attributes.

**Ninth step: Shipping**



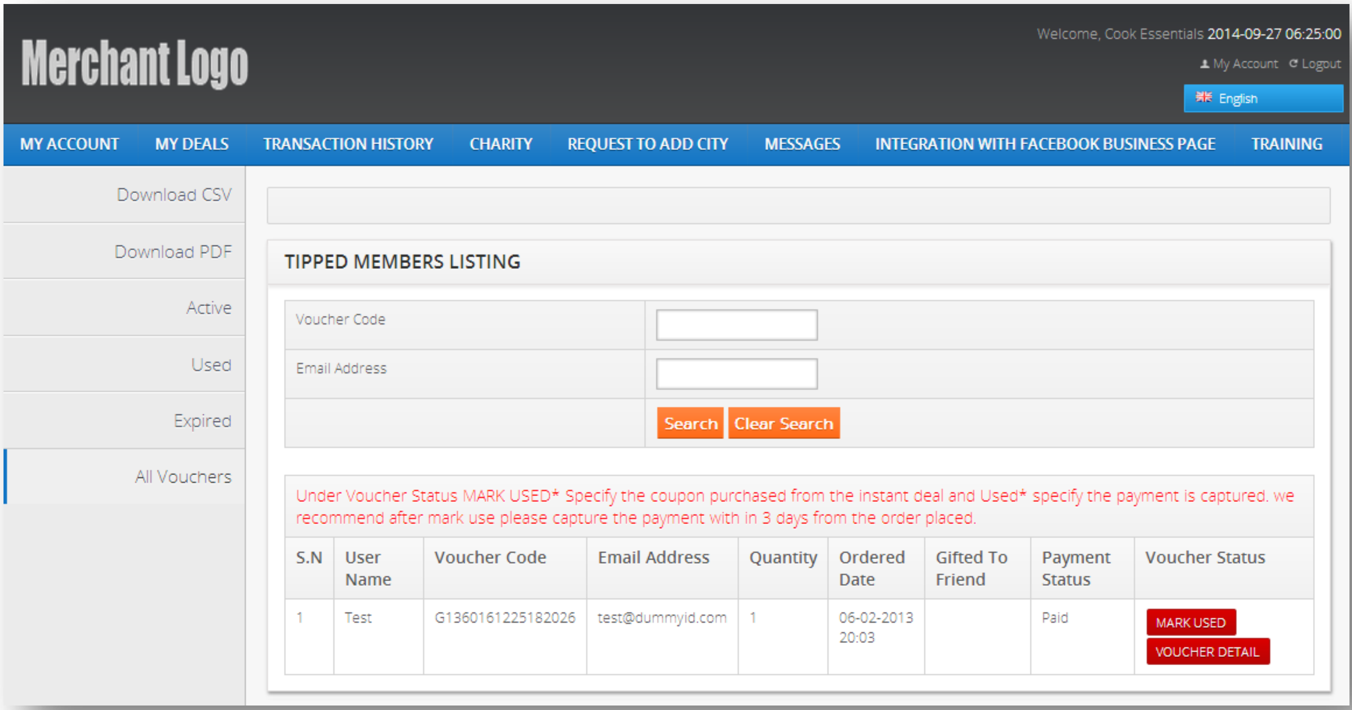

Merchant can add the following shipping information for the product:

**Shipping Type –** Select the country in which he would like to ship his product**.**

**Shipping Charges –** Submit the shipping charges according to the selected country**.**

# *Vouchers*

When merchant will click on Vouchers the following screen will appear:



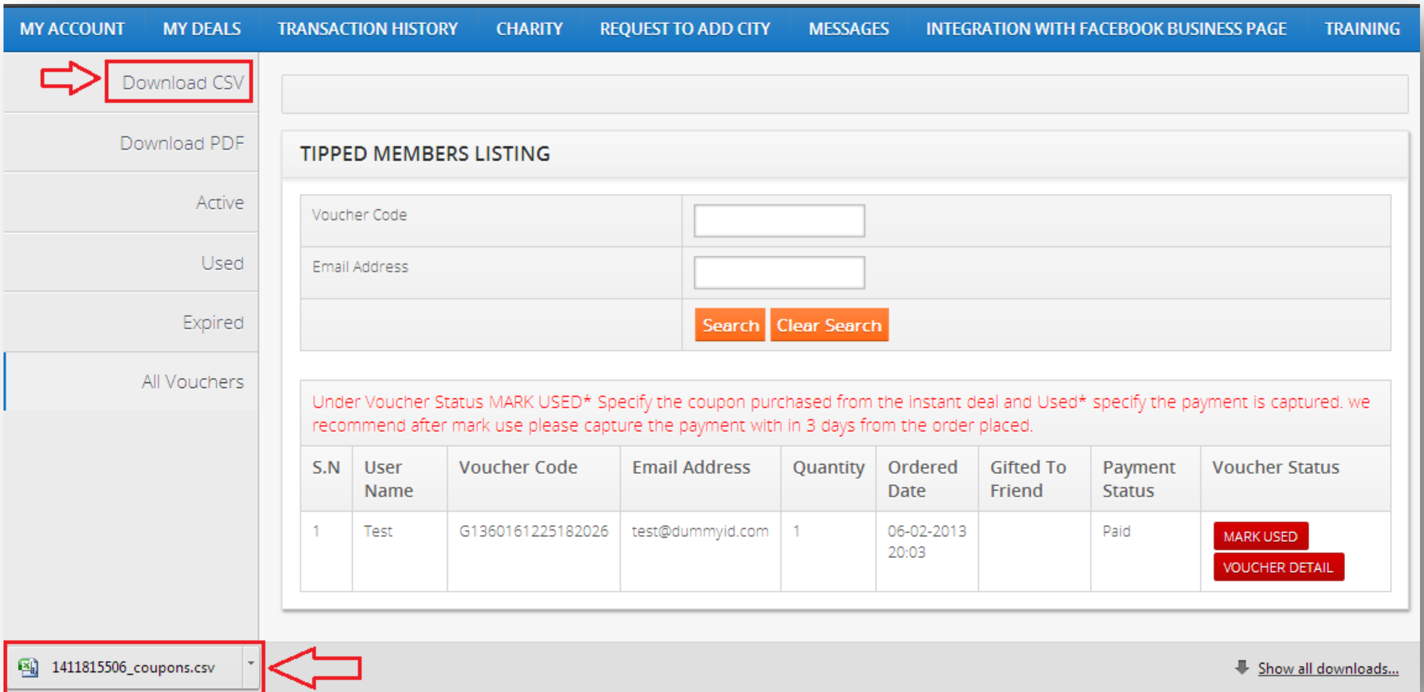

On this page merchant can view all the information about the members who purchased deals, which belongs to a particular merchant with their vouchers code and payment status which are called as tipped members. Merchant can mark the voucher as used in the voucher status.

Merchant can also search for a particular voucher code by entering the voucher code in the search option. If that voucher code is available it will show as a result and with the full information about that voucher. If voucher code is not present in tipped members listing than system will show the message “No result found”.

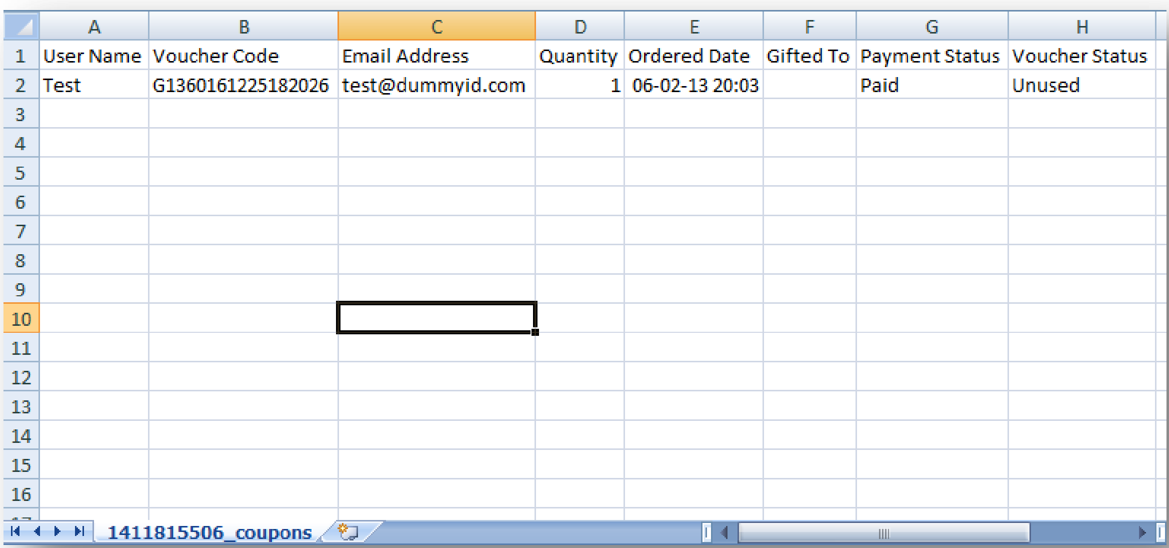
Merchant can also obtain the information by entering the email address of the user, so that he/she comes to know about all the information related to that user with the user’s voucher code.

**Download CSV**:

Click on **Download CSV** to download file in CSV format:



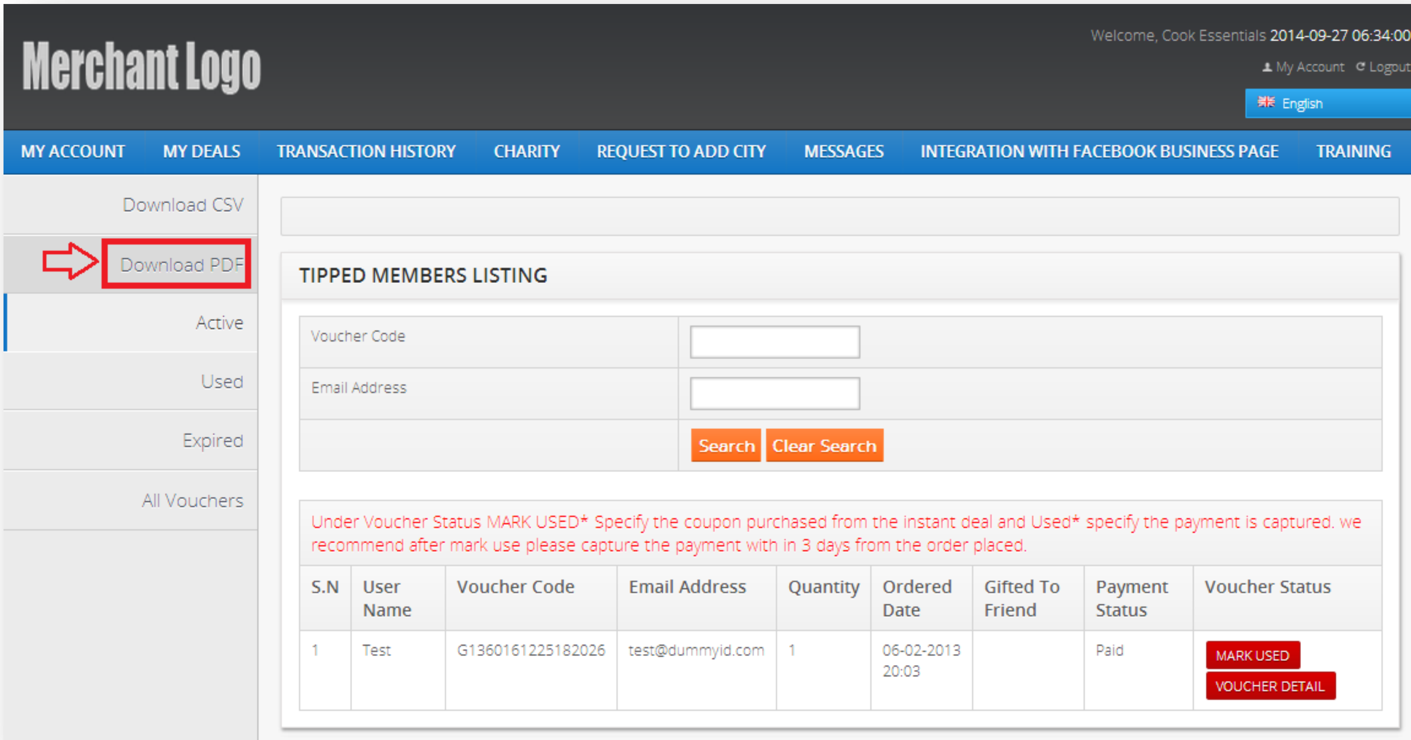

On opening this excel sheet it will appear as:



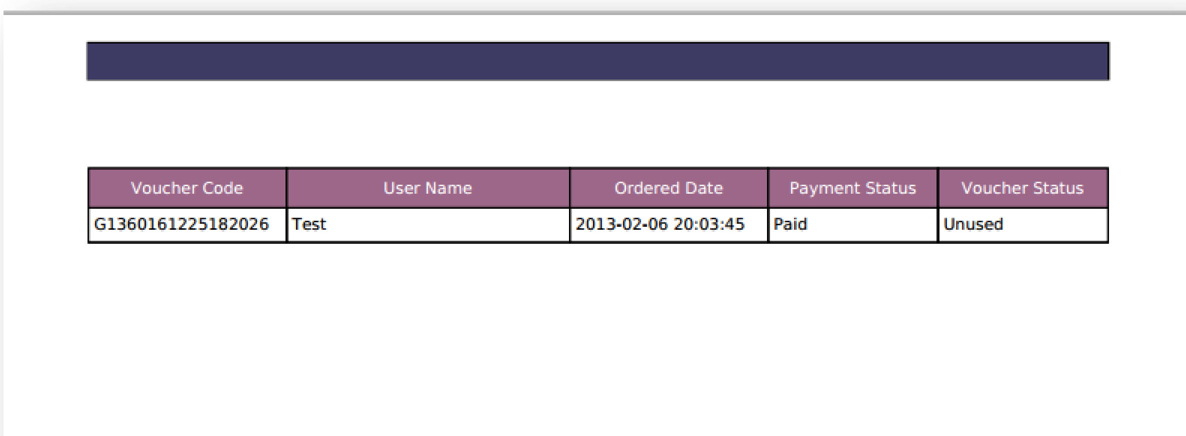
| User Name | Voucher Code | Email Address | Quantity | Ordered Date | Gifted To | Payment Status | Voucher Status |
|---|---|---|---|---|---|---|---|
| Test | G1360161225182026 | test@dummyid.com | 1 | 06-02-13 20:03 | | Paid | Unused |

## Download PDF:

Click on **Download PDF** to download file in CSV format:

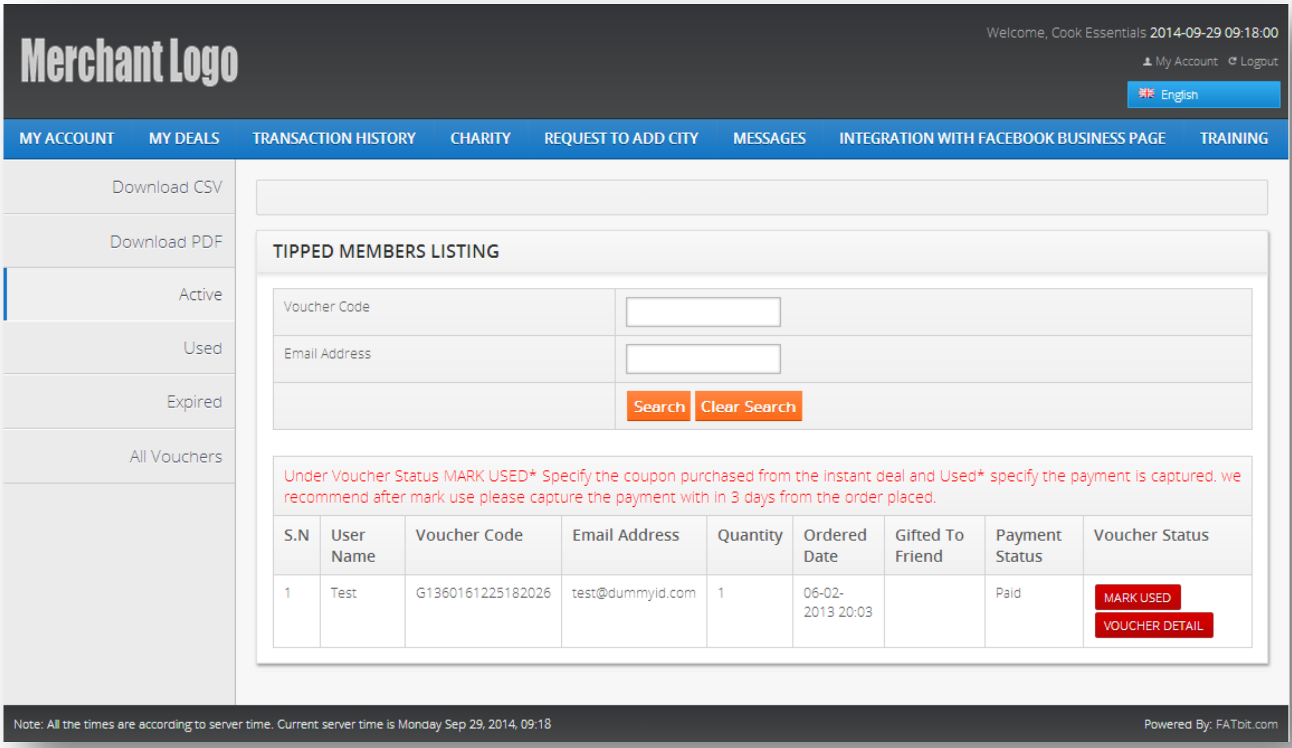



On opening the PDF file it will appear as following screenshot:



| Voucher Code | User Name | Ordered Date | Payment Status | Voucher Status |
|---|---|---|---|---|
| G1360161225182026 | Test | 2013-02-06 20:03:45 | Paid | Unused |

**Active:** It shows the active tipped members listing who purchased the vouchers of deals. Merchant can mark the voucher as used so that user will never redeem that voucher again.



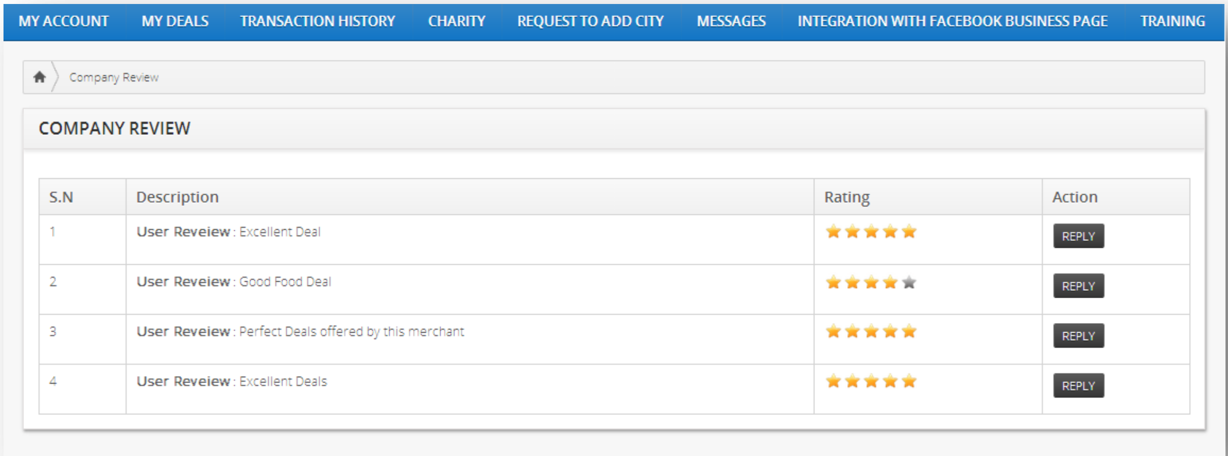

**Similarly on clicking the following tabs:**

**Used:** Shows the listing of members which have used their vouchers.

**Expired:** Shows the listing of members with their voucher codes who did not redeem their vouchers on time and therefore, are expired.

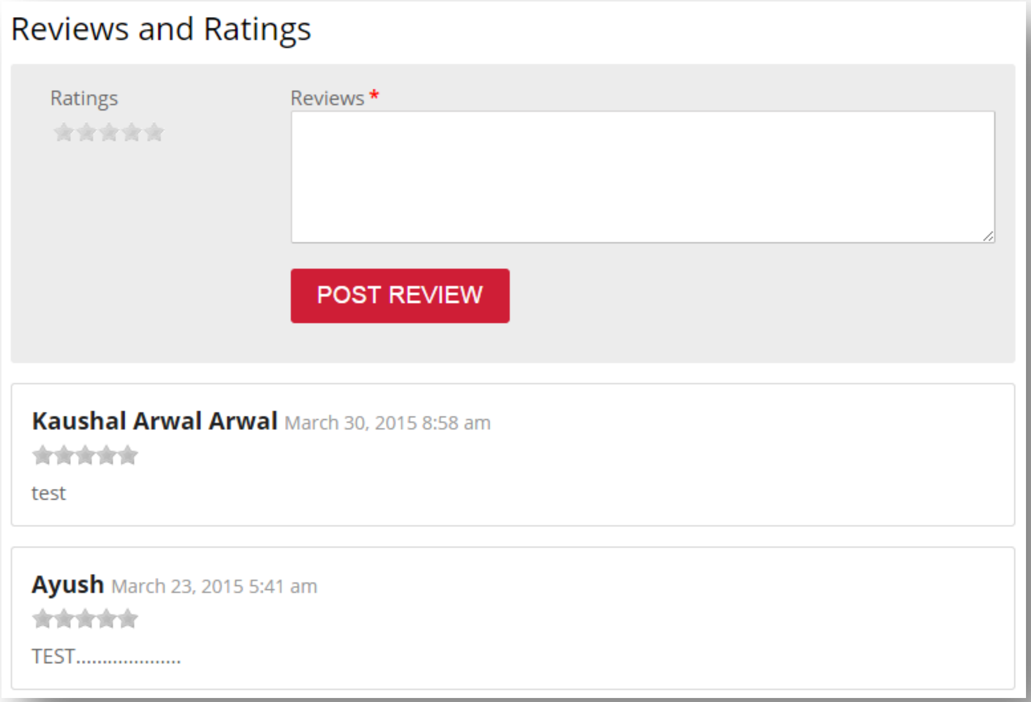
**All Vouchers:** Shows the listing of all the members and vouchers code whether used, expired or active.

# *Companies Reviews and Ratings*



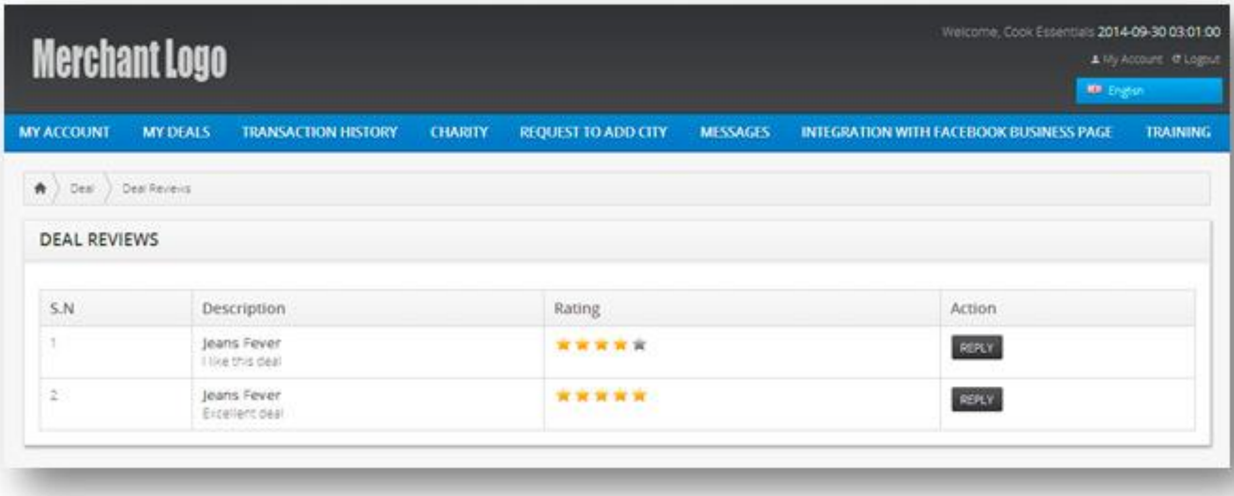

Here merchant can see the reviews and ratings posted for a merchant once approved by the admin.

Merchant can also reply for the same and it will display in the merchant details in the front end.

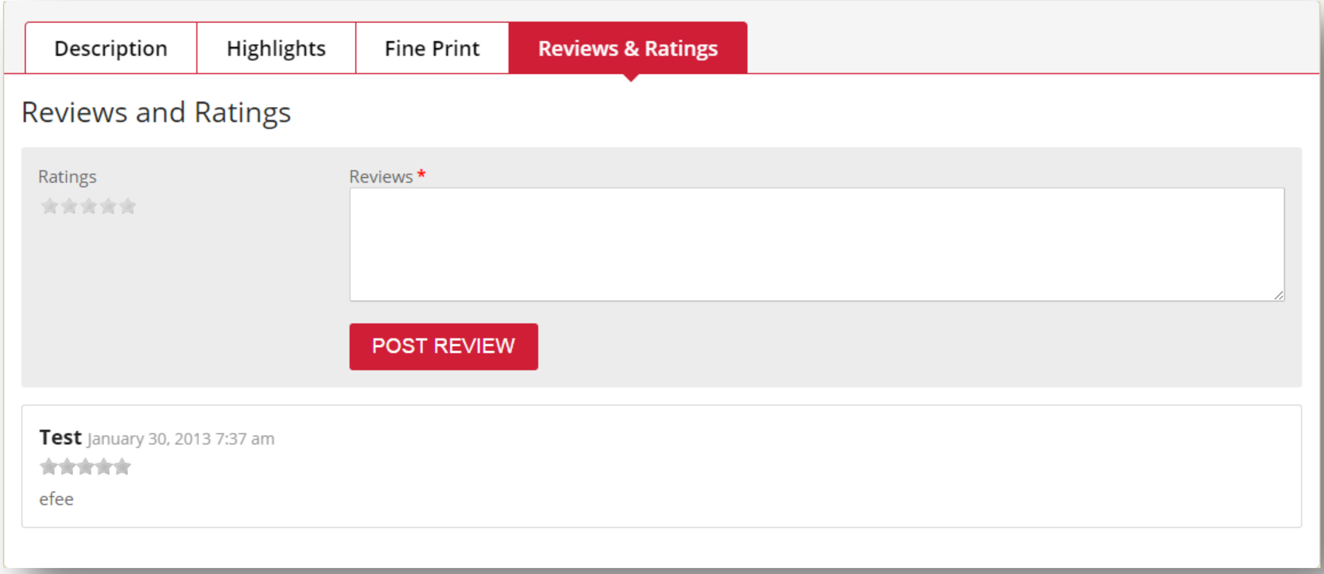


## ***Reviews and Ratings***:

These are the reviews and ratings which are posted by the users for the deals posted by the merchant:

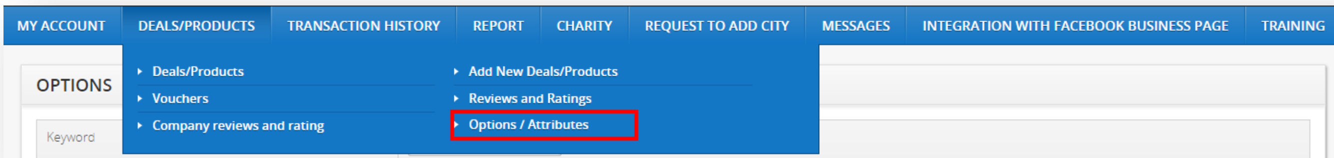


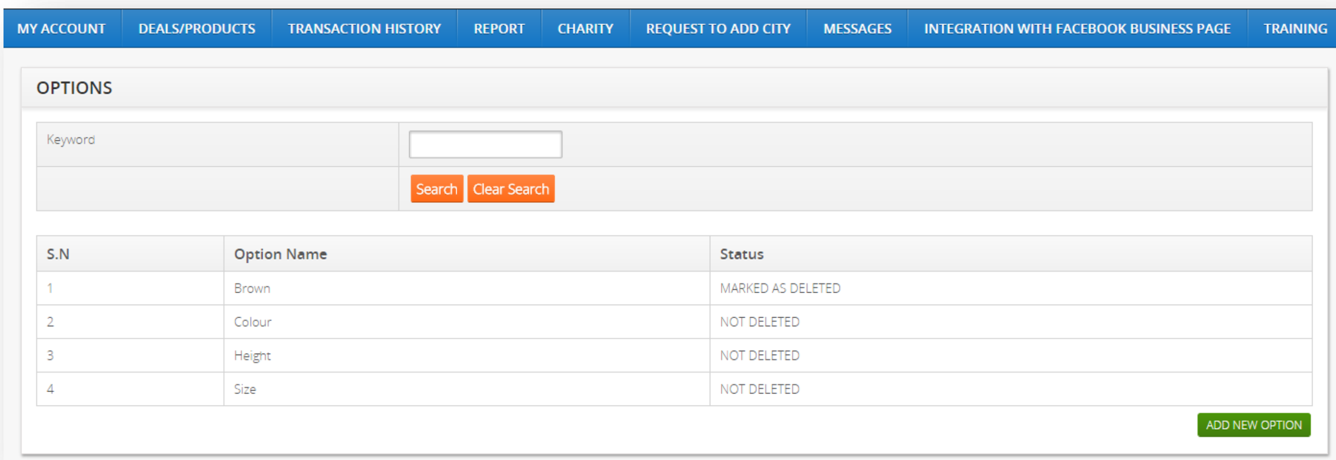

Merchant can also reply for the same reviews by clicking on reply button against a deal review. It will show as the following in the front end.



# *Options / Attributes*

Merchant can add new options and attributes by click on the Options/Attributes link under Deal/Products tab. Please find below the screen:

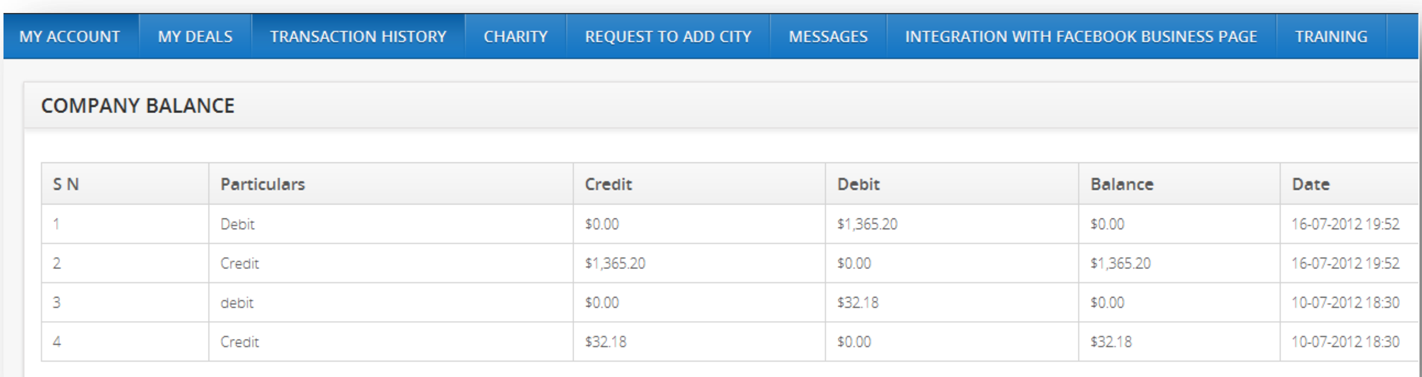



| S.N | Option Name | Status |
|---|---|---|
| 1 | Brown | MARKED AS DELETED |
| 2 | Colour | NOT DELETED |
| 3 | Height | NOT DELETED |
| 4 | Size | NOT DELETED |

# *Transaction History:*

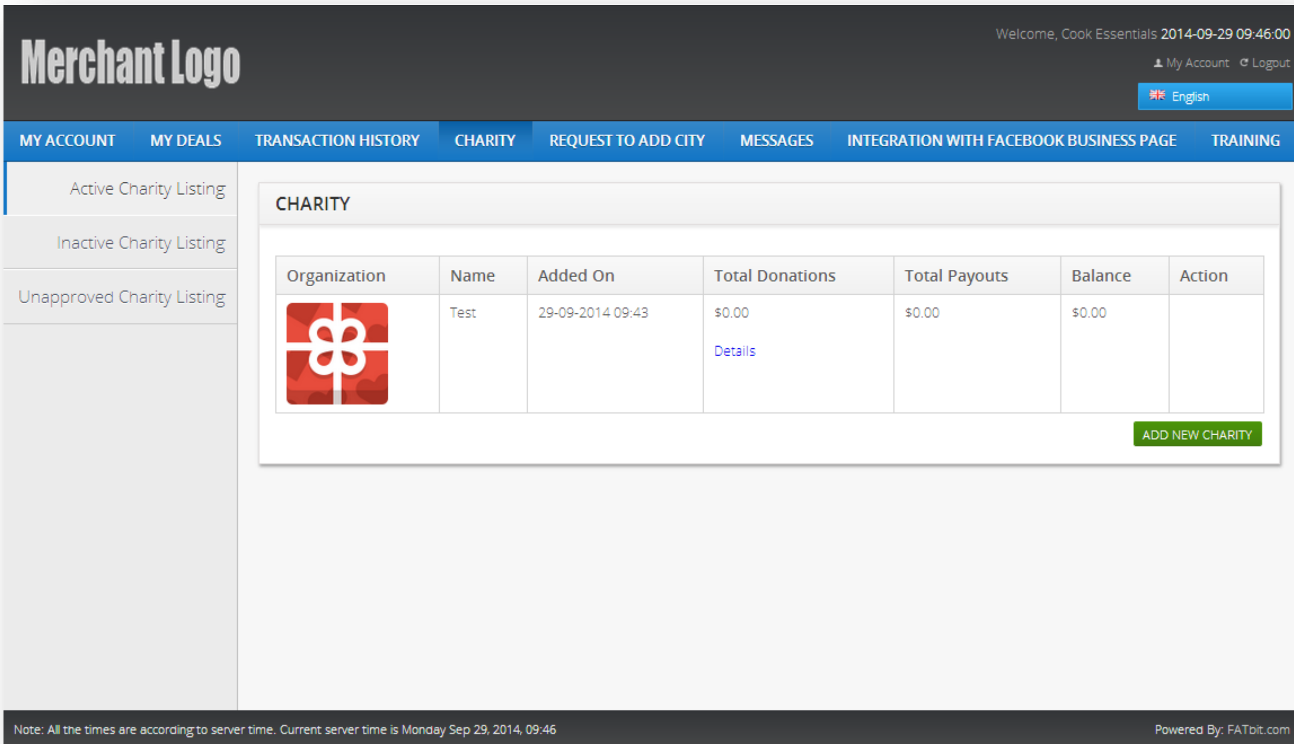
This will show the Balance of a merchant and the record of transactions with the admin.




| S N | Particulars | Credit | Debit | Balance | Date |
|---|---|---|---|---|---|
| 1 | Debit | $0.00 | $1,365.20 | $0.00 | 16-07-2012 19:52 |
| 2 | Credit | $1,365.20 | $0.00 | $1,365.20 | 16-07-2012 19:52 |
| 3 | debit | $0.00 | $32.18 | $0.00 | 10-07-2012 18:30 |
| 4 | Credit | $32.18 | $0.00 | $32.18 | 10-07-2012 18:30 |

# *Charity*

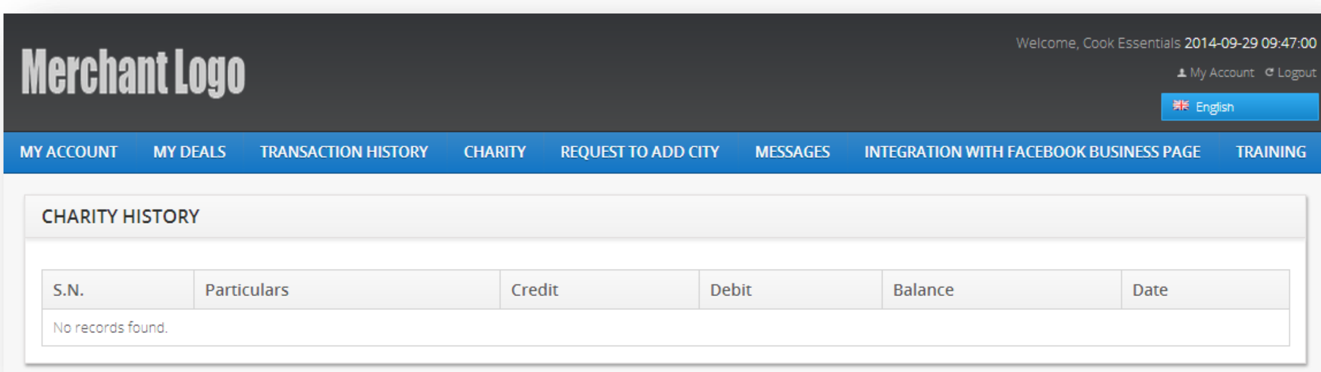
On clicking the Charity tab, following screen will appear:




Merchant can come to know all the information about charity donation from here. Also merchant can add charity from his/her end, this request will go to manager.

Merchant can view more information about donation by clicking on details.

Following screen will appear when merchant clicks on details:



Merchant can view all the transactions of a charity, that from where and what amount is coming for donation.

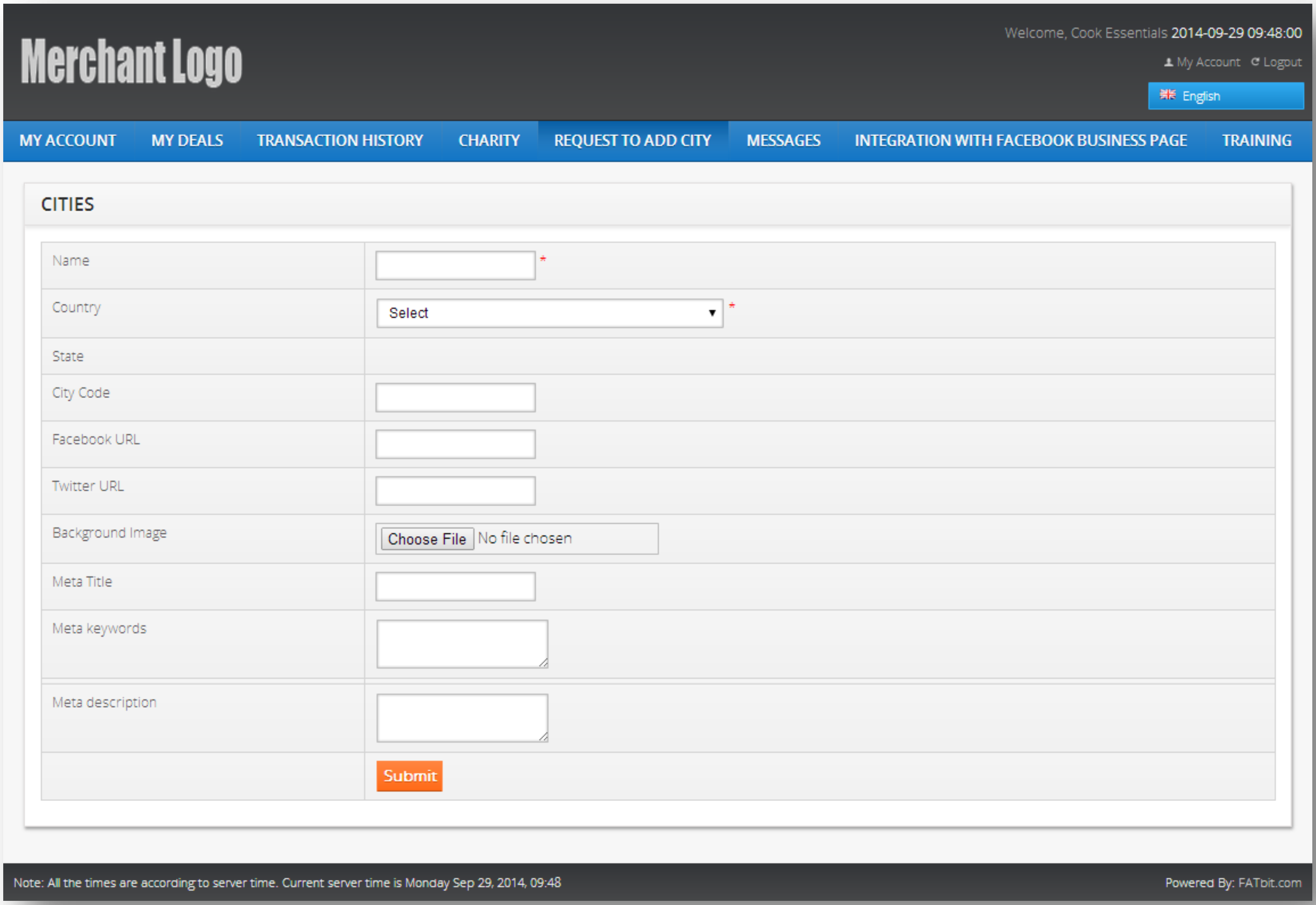
**Active Charity Listing**: This page will display the listings of charity which are currently active.

**In-Active Charity Listing**: This page will display the listings of charity which are currently in-active, If any.

**Un- Approved Charity Listing**: This page will display the listings of charity which are currently un-approved by the admin. When these charities will be approving, they move automatically to active charity listings.

## *Request to add city*

On clicking request to add city following screen will appear:




This screen allows merchant to add a city in which merchant wants to establish his/her business. Adding a city request will go to the admin, and once it is approved, merchant can add a deal in that city.

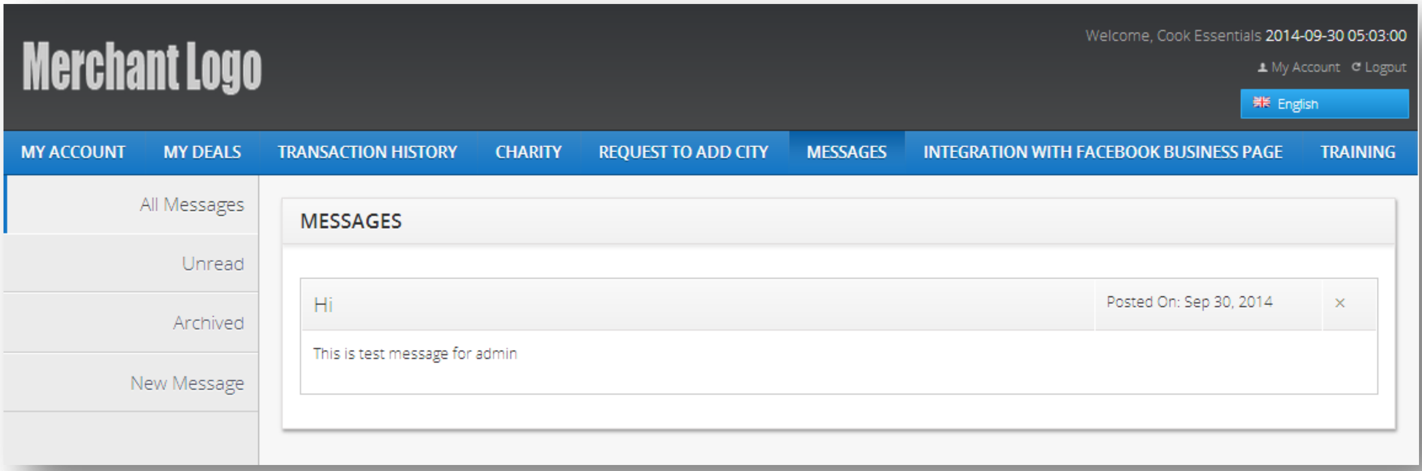
Merchant has to fill all the information required in the screen to make a request to admin for adding a city. Fields marked as asterisk (*) cannot be left blank.

On clicking submit, the request will go to admin for approving the city.

## *Messages*

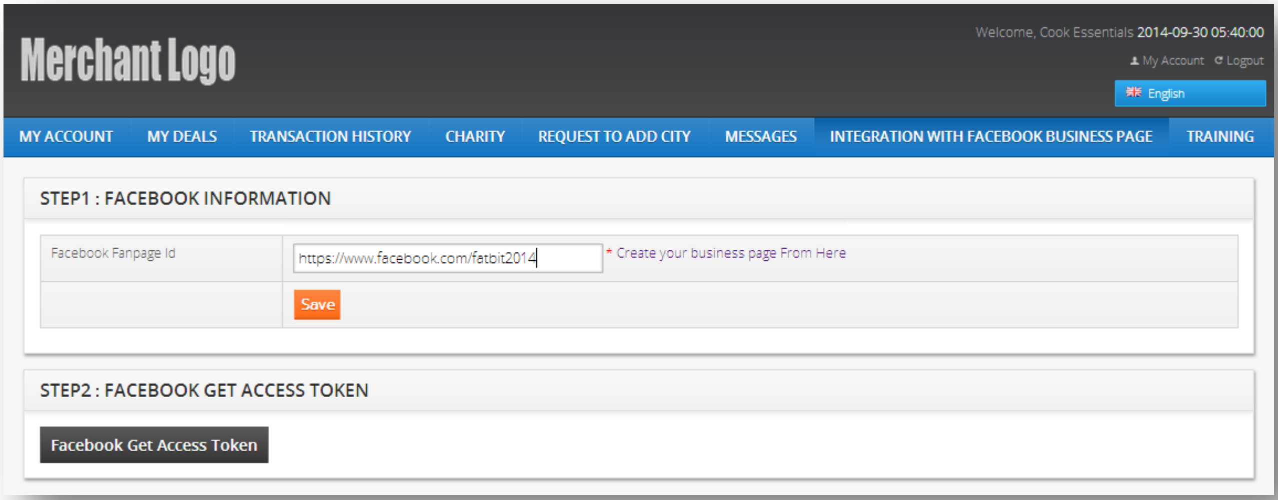
This stores the conversation between the admin and the merchant in the system.

Merchant can create new messages and when a new message received from admin to the merchant a count will show above the word message:



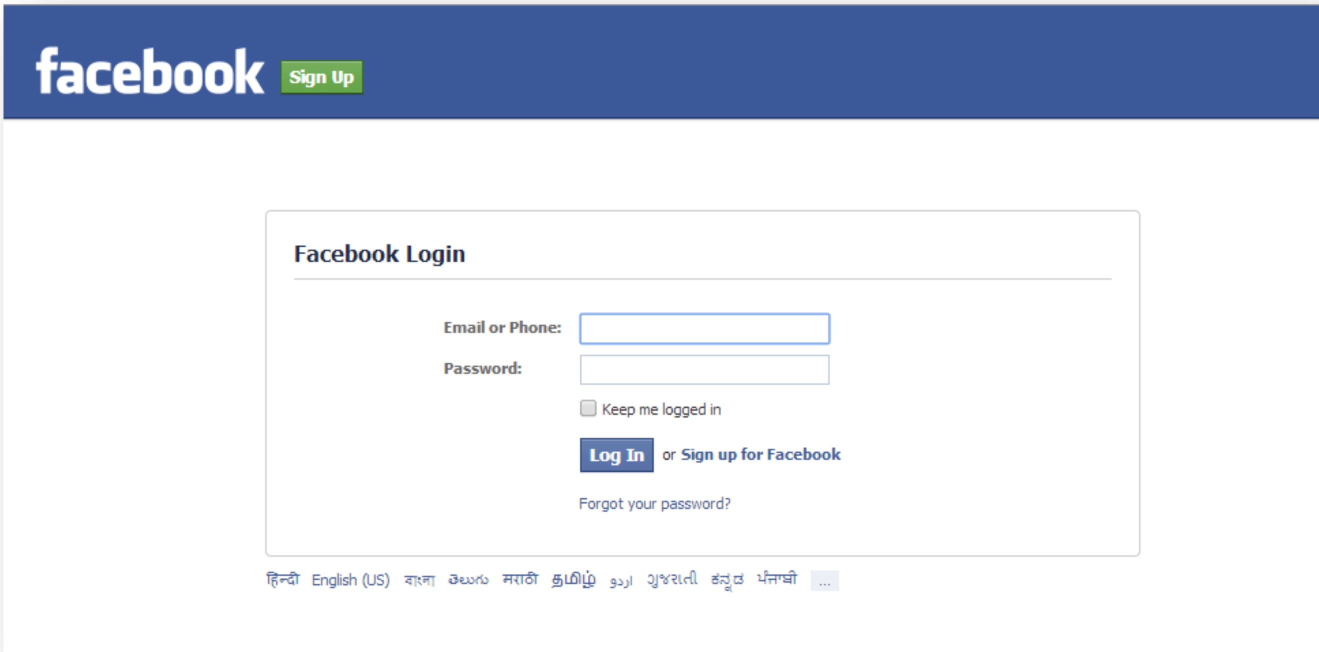
# *Integration with Facebook Business page.*

Click on tab named: INTEGRATION WITH FACEBOOK BUSINESS PAGE, see below screen:

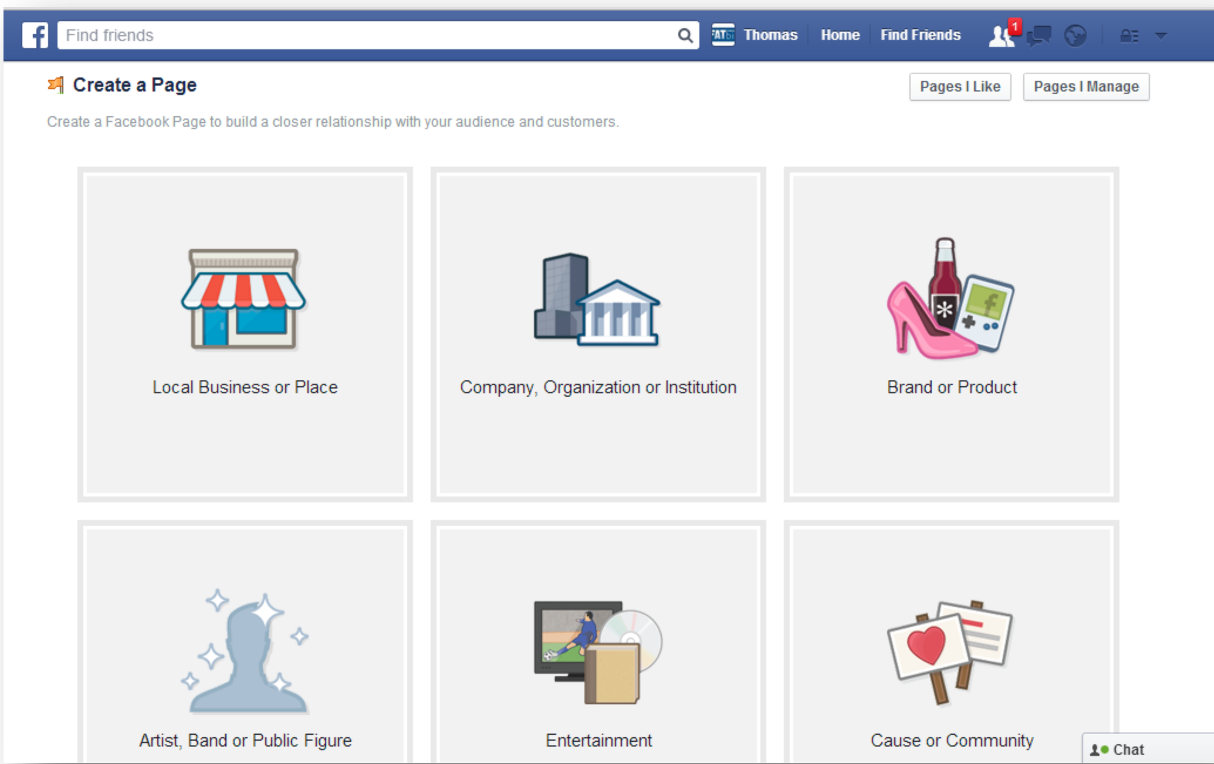



Now to get your API key, click on link named: **Get Your business page from here** in blue color and see below screen:

Merchant will be redirected to Facebook account login screen and there merchant needs to enter his Facebook account details. See below screen:

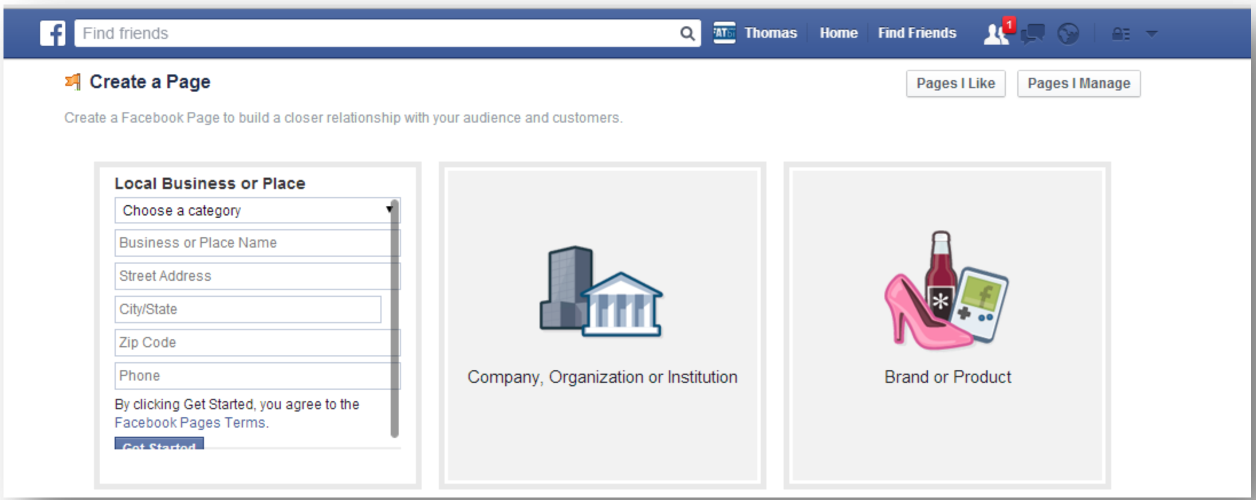



After logging next screen which gets displayed is:

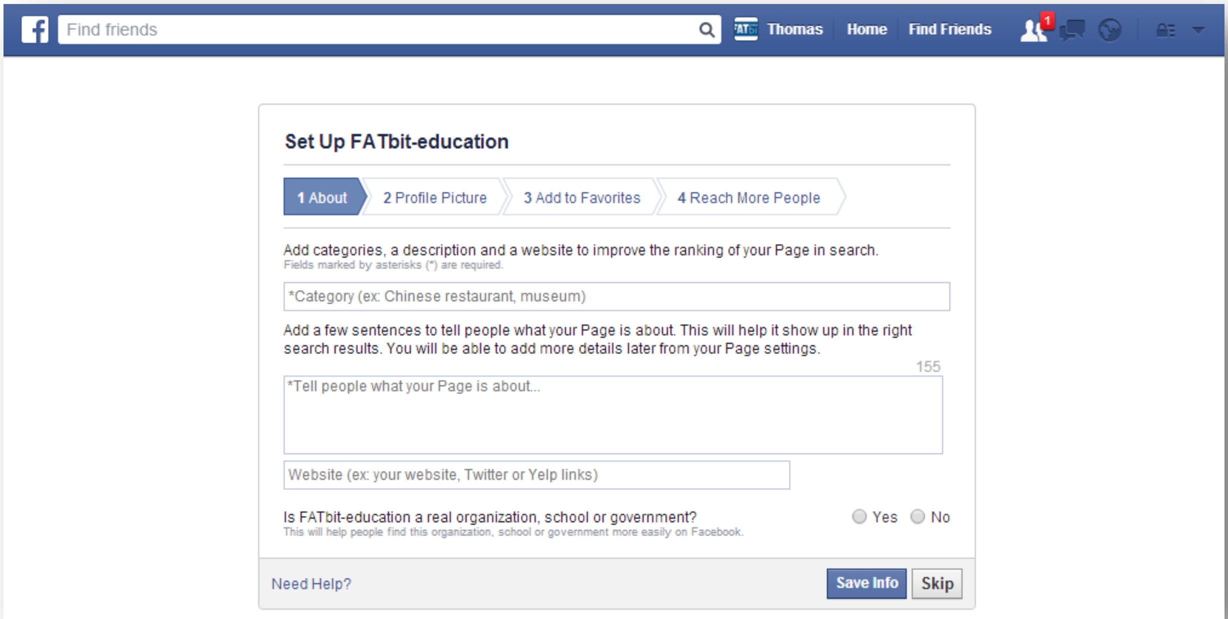


Choose page type from the listings. Let’s choose page type as Local Business or Place.

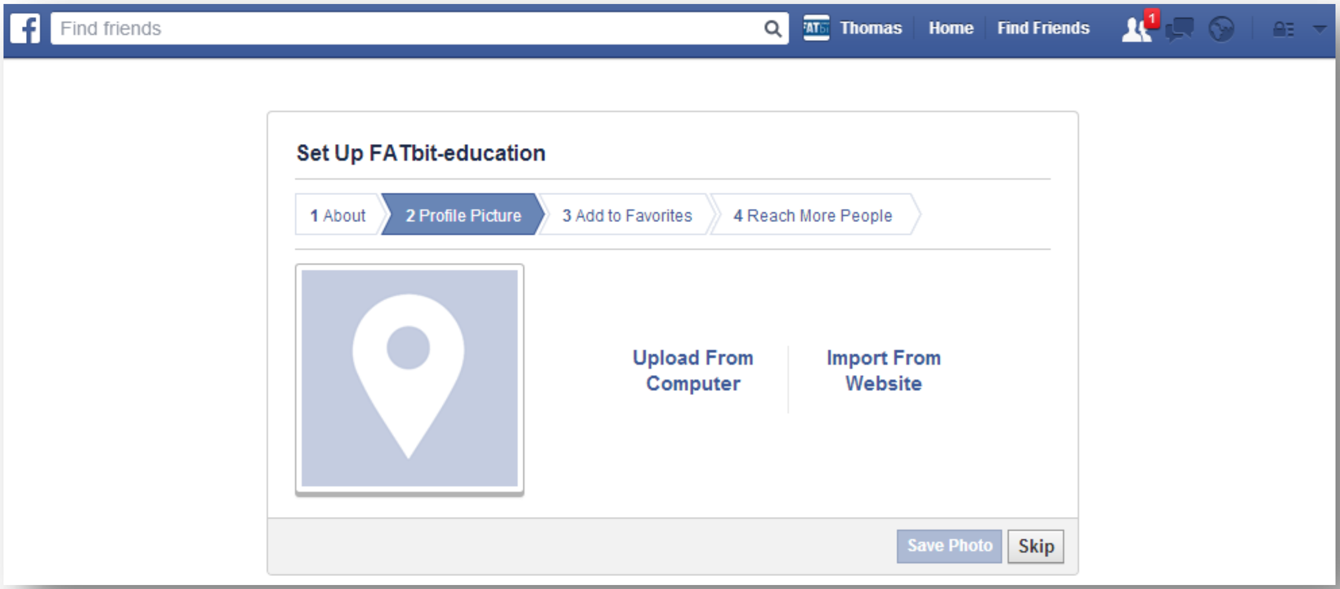
On clicking on this page type option, a form gets displayed. See below screen:




After filling out form, click on button named: Get Started and see below screen:




Here Profile Picture can be uploading from computer or can be imported from a website. Then can be saved. Or if merchant wants to skip this step then click on Skip button and see below screen:

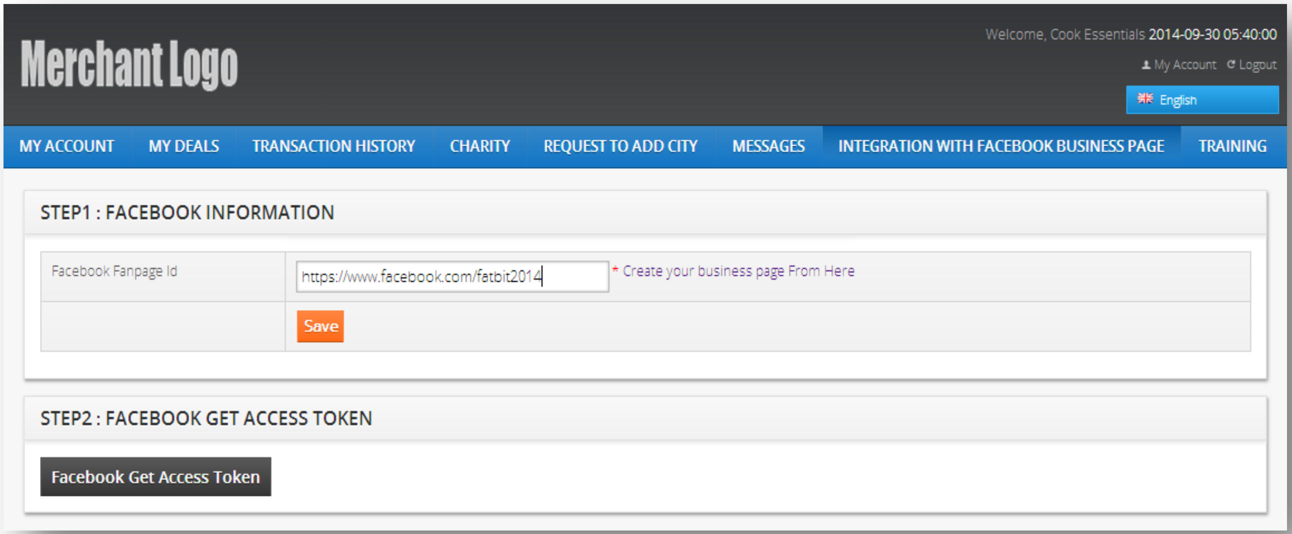



On this screen, merchant enters his/her brief description or website address and can save information by clicking on button named: Save Info.

If merchant wants to skip this step then click on button named: Skip.

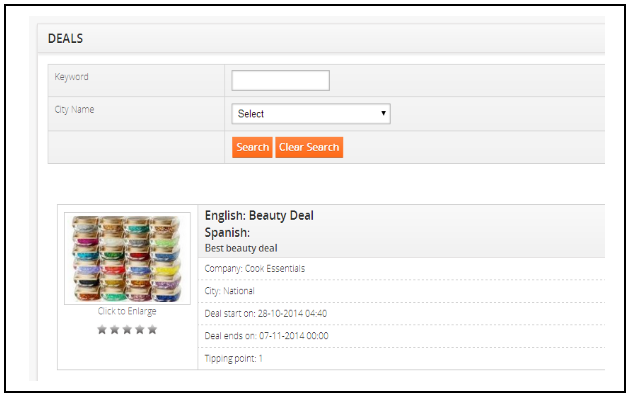
See below screen which gets displayed after clicking on skip button:

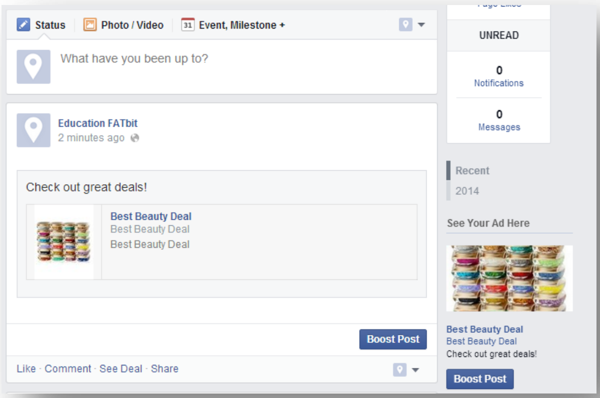
Copy the address of business page from address bar and add that code bitFATdeals admin area. See below screen:



**Step2:** FACEBOOK GET ACCESS TOKEN: Used to authenticate Facebook account.

Now add a new deal in add new deal bitFATdeals area and once this deal is activated by admin and then login into Facebook account and click on create page on left side of navigational links in the Facebook account. See below screen:




## *Training:*

It includes the training videos which were added by the admin for the merchants.