



USER MANUAL

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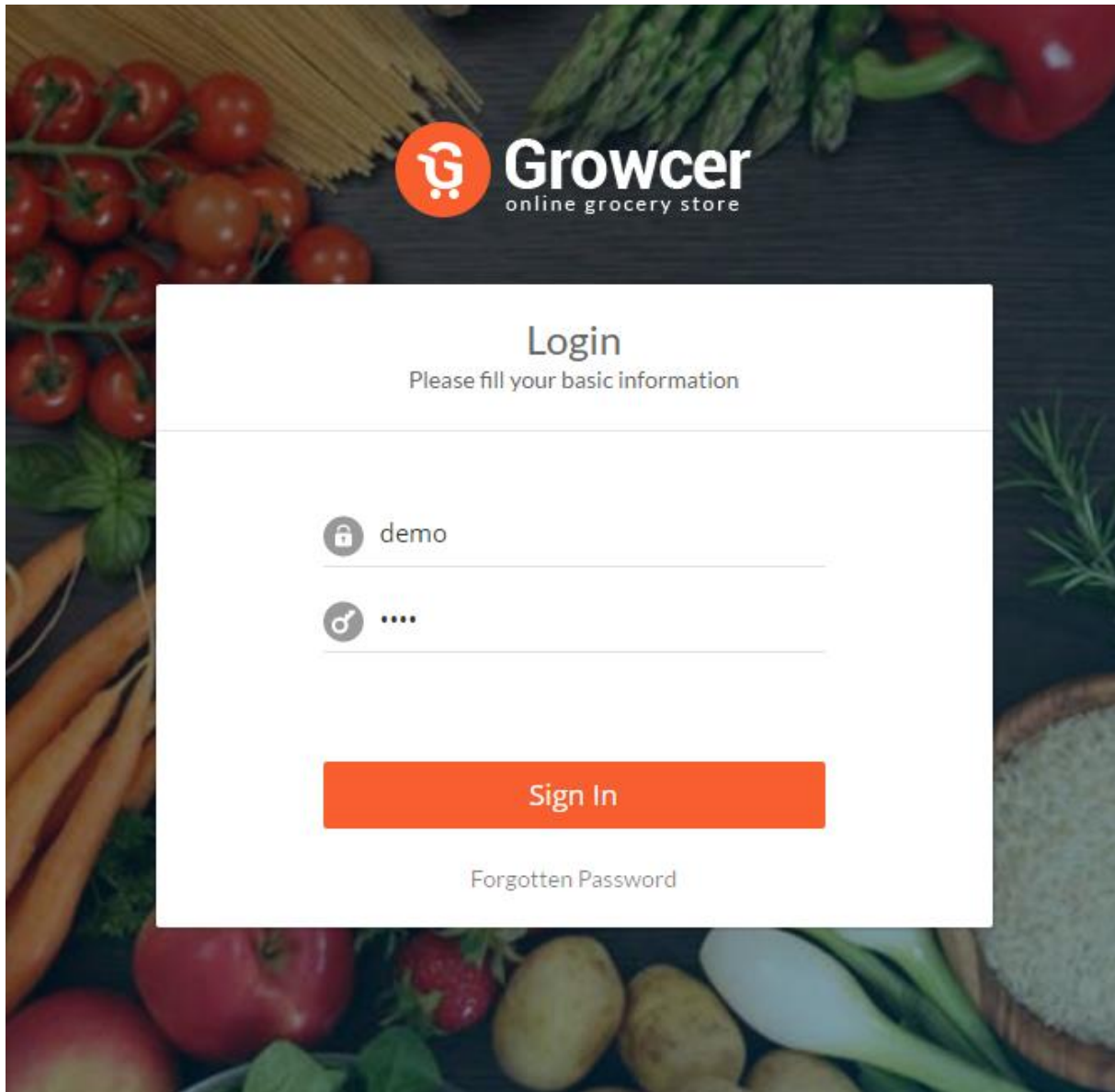
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Admin

User Manual

1.0 Admin Login

Admin can login into the system. Please see the screenshot below:



Login Credentials:

Username: demo

Password: demo

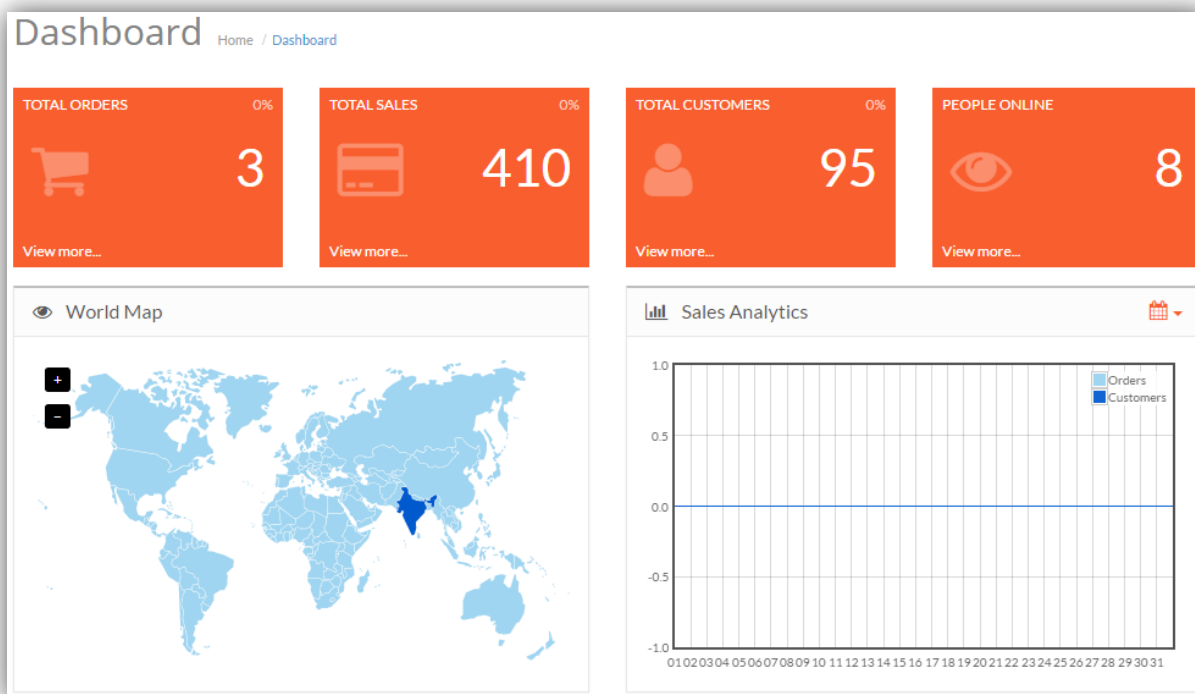
By clicking Forgot Password link, admin can get his/her password reset link at email id by providing their registered email address.

2.0 Dashboard

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

- Total Orders: Total number of orders placed on the website.
- Total Sales: Total Sales or revenue generated by the website.
- Total Customers: Total number of customers registered on the website.
- People Online: Total Number of online customers recently visited the website.
- World Map: It will display the world map with the current country highlighted on it.
- Sales Analytics: It will display the order and sales graph of the website.

Please see the screenshot below:




Recent Activity:

In this section of dashboard, admin can view the top 5 recent activities performed by the customers on the website. It will display the activity performed and the date & time of that activity.

Latest Orders:

In this section of dashboard, admin can view the top 3 orders placed on the website.

Please see the screenshot below to have better understanding on the same:

By clicking  icon, admin will be redirected to the orders details page where he can view and manage the orders placed on the website.

📅 Recent Activity

Akanksha Arora added a **new order**.
🕒 03/01/2017 07:38:50

test test logged in.
🕒 25/10/2016 06:51:54

Meena sharma logged in.
🕒 25/10/2016 01:16:04

Thomas Cook added a **new order**.
🕒 24/10/2016 10:18:22

Thomas Cook added a **new order**.
🕒 24/10/2016 10:11:28

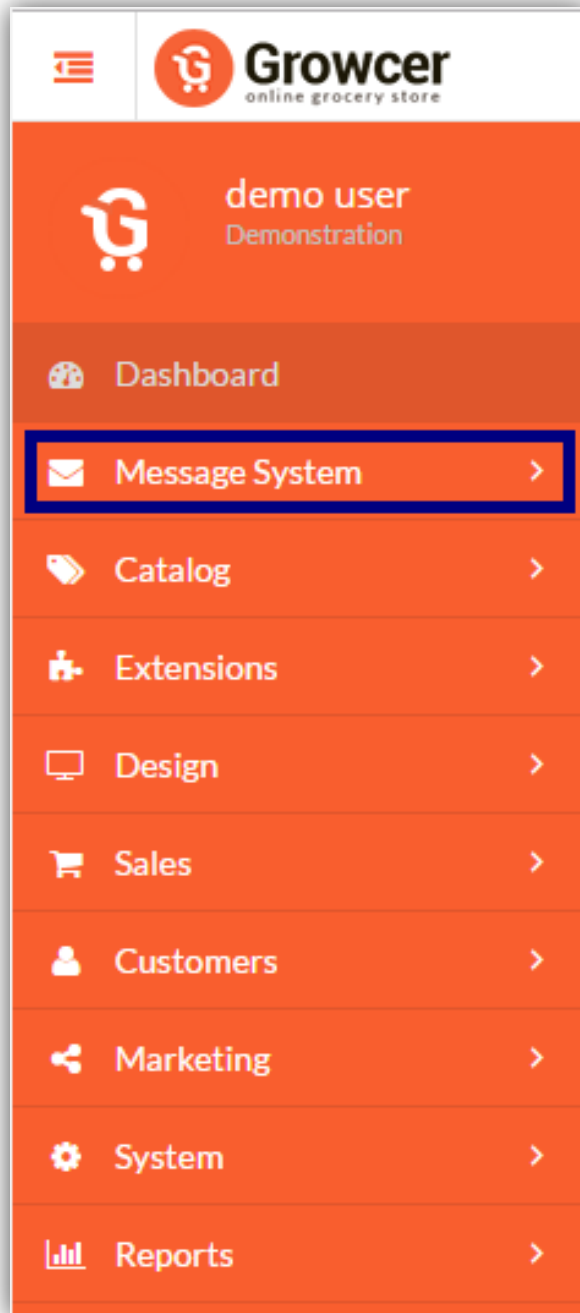
🛒 Latest Orders

Order ID	Customer	Status	Date Added	Total	Action
278	Akanksha Arora	Pending	03/01/2017	\$0.00	👁️
275	Thomas Cook	Processing	24/10/2016	\$280.00	👁️
274	Thomas Cook	Processing	24/10/2016	\$130.00	👁️

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2.0 Message System


Admin can select “Message System” link from the left panel. Please see the screenshot below:




By clicking **Message System** link, admin will be redirected to Customer list and the messages details. In this section, admin can read the messages received from the registered customers and accordingly respond to the same via this section.

Admin can search for any message by using below search filter:











- Customer Name
- Email ID
- Customer Group (Basic, Pro Users)

By clicking the  icon, admin can read the messages of customers and can also send a new message to the customer.

By clicking the  icon, admin can delete any message thread of the customer.

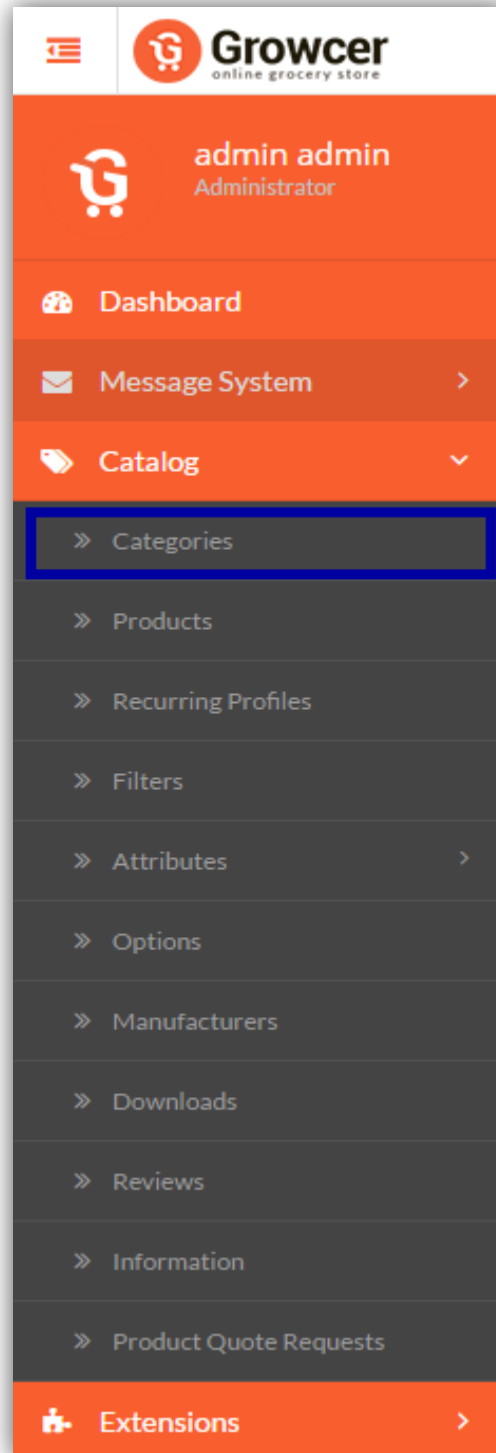
Please see the screenshot below:

The screenshot shows the 'Message System' interface. At the top, there is a navigation bar with 'Home / Message System'. Below it, a 'Customer List' section is highlighted with a red box. This section contains three search filters: 'Customer Name' (with a text input field), 'E-Mail' (with a text input field), and 'Customer Group' (with a dropdown menu). A red 'Filter' button is located to the right of these filters. Below the filters is a table with the following columns: Customer Name, E-Mail, Customer Group, Status, and Action. The table contains five rows of customer data. The 'Action' column for each row contains two icons: an envelope icon for sending messages and a trash icon for deleting threads. A red box highlights the entire 'Action' column, and small red circles with the number '1' are placed above the envelope icons in the third, fourth, and fifth rows.

Customer Name	E-Mail	Customer Group	Status	Action
Meena sharma	meena@dummyid.com	Basic	Enabled	 
Thomas Cook	login@dummyid.com	Basic	Enabled	 
aidi kleum	adn@dummyid.com	Basic	Enabled	 
Litesh Gupta	litesh.gupta@maxixx.com	Basic	Enabled	 
Litesh Gupta	liteshgupta@dummyid.com	Basic	Enabled	 

3.0 Catalog

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



3.1 Categories


By clicking **Categories**, admin will be redirected to the categories list page. In this section, admin can view and manage the product categories of the website. Please see the screenshot below:


<input type="checkbox"/> Category Name ▾	Sort Order	Action
<input type="checkbox"/> Beverages	1	
<input type="checkbox"/> Beverages > Energy Drinks	2	
<input type="checkbox"/> Beverages > Energy Drinks > Health Drinks	0	
<input type="checkbox"/> Beverages > Energy Drinks > Packaged Drinking Water	0	
<input type="checkbox"/> Beverages > Fruit Drinks & Juices	0	
<input type="checkbox"/> Beverages > Fruit Drinks & Juices > Concentrates	0	
<input type="checkbox"/> Beverages > Fruit Drinks & Juices > Mango Juices	0	
<input type="checkbox"/> Beverages > Fruit Drinks & Juices > Orange & Apple Juices	0	


By clicking icon, admin can edit the details in the categories sub menu. To edit the details, admin will need to fill up following data:

- Category Name
- Description (Description of category will be defined in this field)
- Meta Tag Title
- Meta Tag Description
- Meta Tag Keywords
- Parent (Admin will have an option to define the parent category of its category)
- Filters (Admin can add the filters of its category)
- Stores

- SEO Keywords
- Image
- Top
- Columns
- Sort Order (Display order of a category can be set by this field)
- Status (Enabled/Disabled)
- Design (Admin can select the page layout of category page as per requirement)

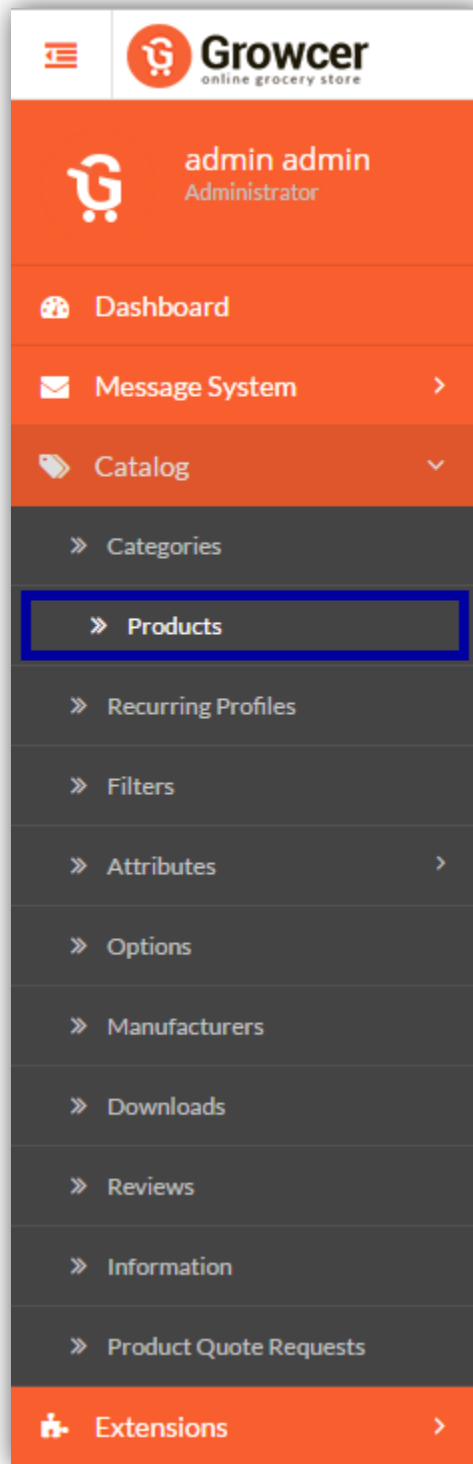
By clicking  icon, admin can add any new category. User can add or edit categories in English, Spanish & Arabic language.

By clicking  icon, admin can rebuild or refresh the category list.

By clicking  icon, admin can delete the categories of the website.

3.2 Products

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



By clicking **Products**, admin will be redirected to the product list page. In this section, admin can view and manage the product categories of the website. Please see the screenshot below:


The screenshot shows the 'Products' admin page. At the top, there's a breadcrumb 'Home / Products' and three action buttons: a red '+' button, a white button with a document icon, and a red trash can icon. Below this is a 'Product List' section with a search filter area. The filter area contains five input fields: 'Product Name', 'Price', 'Status' (a dropdown menu), 'Product Code', and 'Quantity'. A red 'Filter' button is positioned to the right of these fields. Below the filter area is a table with the following columns: 'Image', 'Product Name', 'Product Code', 'Price', 'Quantity', 'Status', and 'Action'. The table contains six rows of product data. The 'Action' column for each row contains a red edit icon, which is highlighted by a red rectangular box.

<input type="checkbox"/>	Image	Product Name	Product Code	Price	Quantity	Status	Action
<input type="checkbox"/>		Almond	GVGB6786	780.0000	550	Enabled	
<input type="checkbox"/>		Almond Flakes	VCDF345	120.0000 2.0000	1000	Enabled	
<input type="checkbox"/>		Amul Butter 100 gm	DCS345r3	34.0000	20	Enabled	
<input type="checkbox"/>		Amul Cheese Spread	SADXA34	56.0000	15	Enabled	
<input type="checkbox"/>		Amul Cream 1 lt	AADS434	89.0000	2	Enabled	

Admin can search for any product on the basis of below search filters:

- Product Name
- Price
- Status (Enabled/Disabled)
- Product Code
- Quantity

Below the filters complete product listing would be displayed and few actions can be taken related to listing as shared below:

By clicking the  icon, admin can edit the details of the product. Please see the screenshot below:

Edit Product

General | Data | Links | Attribute | Option | Recurring | Discount | Special | Image | Reward Points | Design

English | Español | عربي

* Product Name: Almond

Description:


Almonds are storehouses of nutrition of all the tree nuts, they have the highest amounts of proteins, fibers, calcium and vitamins B2 B3. They are naturally low in sugar and unhealthy fats. Almonds help prevent cardiovascular diseases, promote gastrointestinal health, aids in weight loss, and helps prevent hair loss.


* Meta Tag Title: Almond

Meta Tag Description: Meta Tag Description

Meta Tag Keywords: Meta Tag Keywords

Product Tags: Product Tags

By clicking  icon, admin can save the details of any product.

By clicking  icon, admin can add any new product.


Following are the attributes which can be managed while creating or adding a new product:

- **General**

This section will allow user to manage basic information of product as shared below:

- Product Name
- Description
- Meta Tag Title
- Meta Tag Description
- Meta Tag Keywords
- Product Tags

- **Data**

Here admin will be specifying all the data related to a product. It would be catering all the required details of the product like: Images, Price Management, Tax Management and other relevant information. In case user is not able to understand the field, description can be seen by hovering on  icon

- **Links**

Links to other attributes like categories, stores, Manufactures etc. will be accomplished in this tab.

- **Attribute**

Attributes are used to define characteristics of the product. Attributes created by admin will be available over here for selection. Multiple attributes can be linked with a single product.

- **Option**

If a single product has multiple options available for selection while purchasing a product then those options can be configured from this section. For every option attributes like quantity, pricing can be managed separately.

- **Recurring**

Recurring option allows admin to select recurring profiles for a product so as to create recurring orders on purchase of a product.

- **Discount**

Discounts on the product can be configured from this tab. Discount price and number of products to be offered on discount can be configured from this section along with Start Date and End Date for discount.

- **Special**

Special Prices can be offered to customers group for defined period

- **Image**

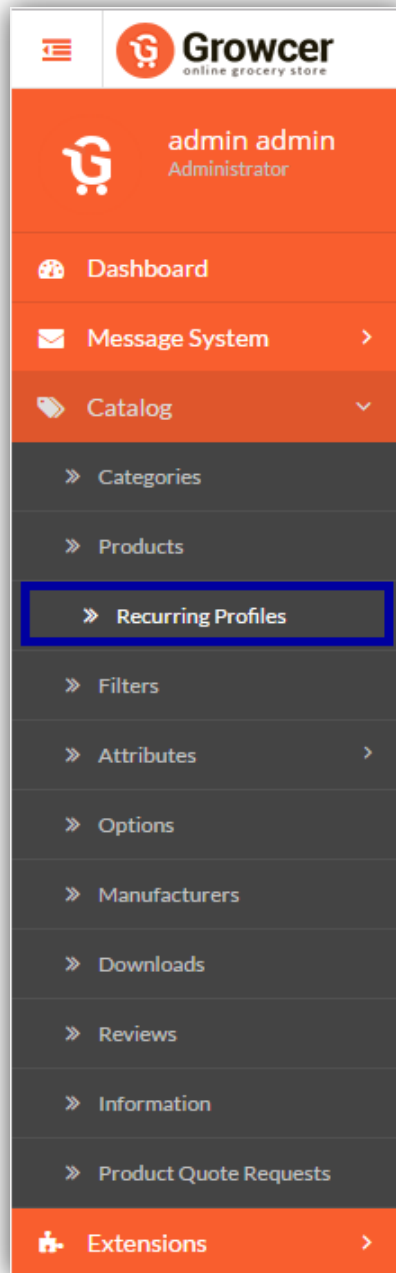
Multiple Images for a product can be uploaded from this section with specified sorting order

- **Reward Points**

Reward points required to purchase a product can be configured from this section. It can also be set on basis of Groups.

3.3 Recurring Profile

Admin can select Recurring Profile link under the Catalog menu in the left panel. Please see the screenshot below:



By clicking **Recurring Profile**, admin will be redirected to the recurring profile list page. In this section, admin can view and manage the recurring profiles of the products listed. Recurring profile allows the sellers to add profiles which can be used for subscriptions or products with installment payment plans. Buyers will have the ability to make the payment on billing frequency and cycle defined by the admin. Please see the screenshot below:

Recurring Profiles [Home](#) / [Recurring Profiles](#)


+ [] []


☰ Recurring Profile List

<input type="checkbox"/>	Name	Sort Order	Action
<input type="checkbox"/>	Offer	0	
<input type="checkbox"/>	recurring	0	


Showing 1 to 2 of 2 (1 Pages)




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By clicking  icon, admin can edit any recurring profile.

By clicking the  icon, Admin can add the recurring profiles. To add a recurring profile, admin will need to fill up below details:

- Name
- Recurring Profile
 - Price
 - Duration (
 - Cycle (It defines the maximum billing cycle)
 - Frequency (Day, Week, Semi Month, Month, Year)
 - Status (Enabled/Disabled)
- Trial Profile
 - Trial Price
 - Trial Duration
 - Trial Cycle
 - Trial Frequency
 - Trial Status
 - Sort Order

 Edit Recurring Profile

* Name	 Offer
	 Offer
	 Offer

Recurring Profile

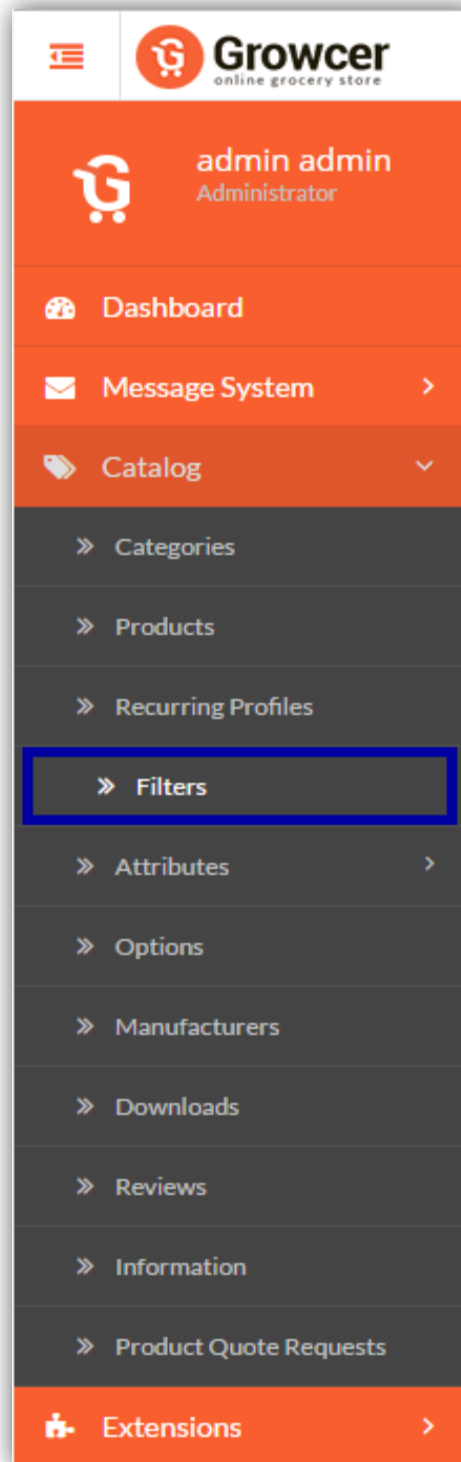
Price	10.0000
Duration	2
Cycle	2
Frequency	Month ▼
Status	Enabled ▼

Trial Profile

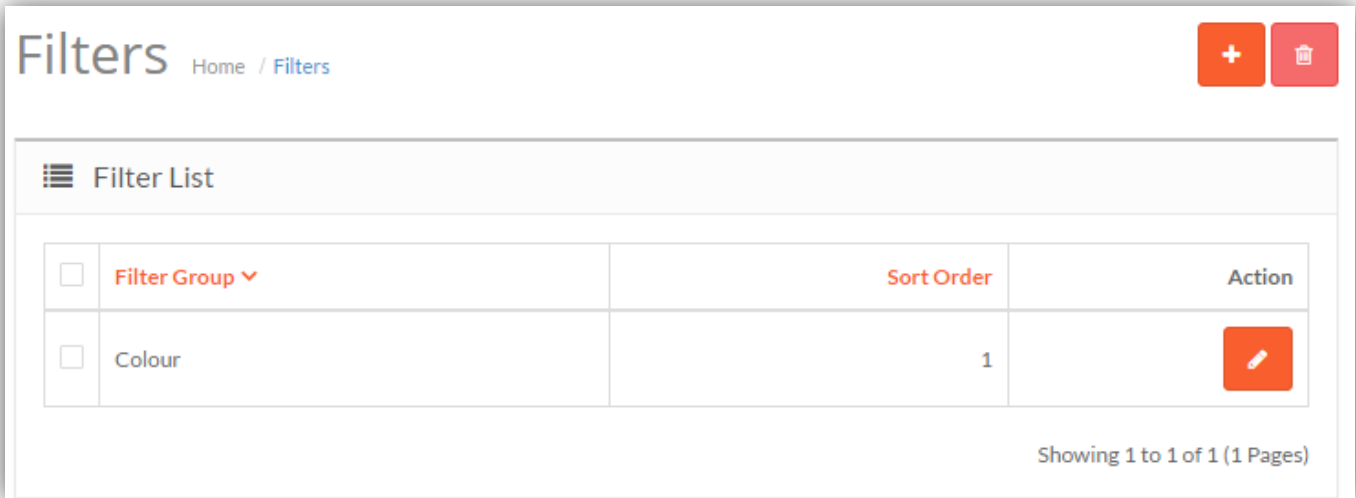
Trial price	10.0000
Trial duration	1
Trial cycle	1
Trial frequency	Week ▼
Trial status	Enabled ▼
Sort Order	0


3.4 Filters


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




By clicking **filter**, admin will be redirected to the filter list page. In this section, admin can view & manage the filters. Please see the screenshot below:



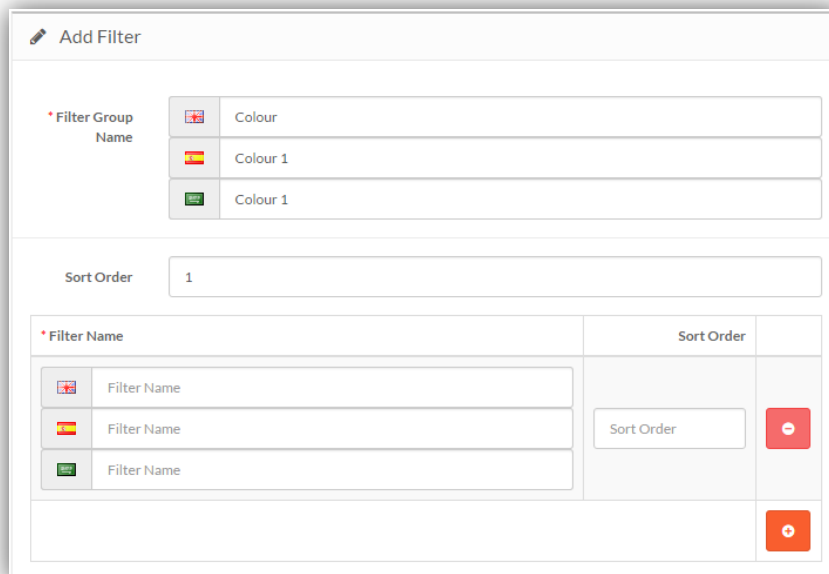
By clicking  icon, admin can save the changes.

By clicking  icon, admin can remove any filter from the list

By clicking  icon, admin can edit any filter. To add filter, admin has to fill up below details:

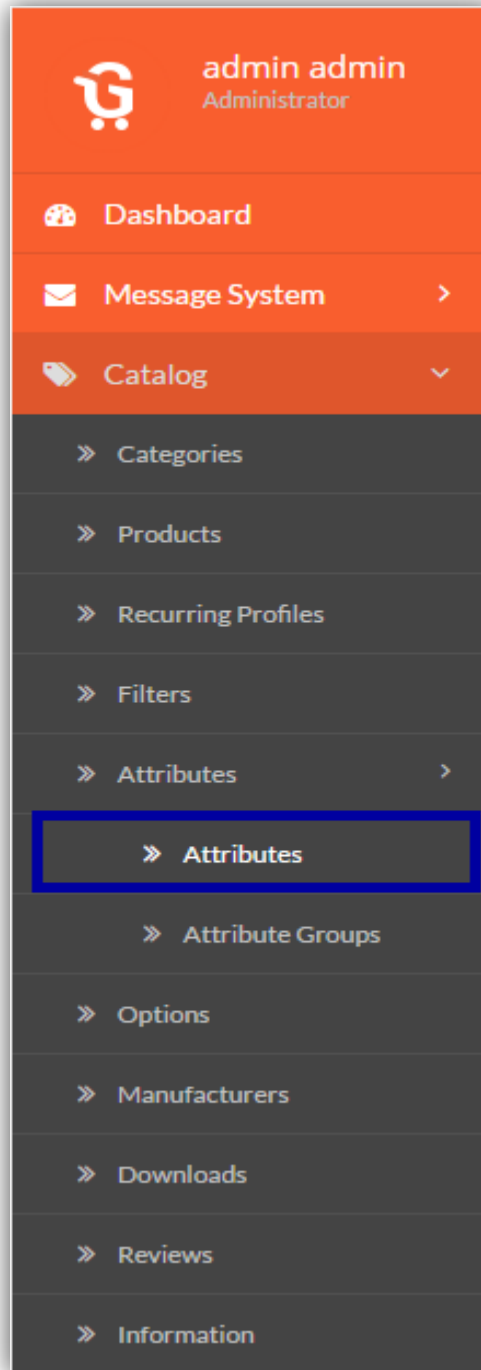
- Filter Group Name
- Sort Order(To set the display of Filter)
- Filter Name (Admin will add the filter names under filter Group created which will display on product listing page)

Please see screenshot below:



3.5 Attributes

Admin can select Attributes in the left panel. Please see the screenshot below:



By clicking **attributes**, admin will be redirected to the attribute list page. In this section, admin can view & manage the attributes of the product. Please see the screenshot below:

Attribute List				
<input type="checkbox"/>	Attribute Name ▾	Attribute Group	Sort Order	Action
<input type="checkbox"/>	Age	Specifications	0	
<input type="checkbox"/>	Brand	Specifications	0	
<input type="checkbox"/>	Calories	Nutrition Facts	0	
<input type="checkbox"/>	Carbohydrates	Nutrition Facts	0	
<input type="checkbox"/>	Cholestrol	Nutrition Facts	0	
<input type="checkbox"/>	Clockspeed	Processor	3	
<input type="checkbox"/>	Description	Processor	1	
<input type="checkbox"/>	Energy	Nutrition Facts	1	
<input type="checkbox"/>	Fats	Nutrition Facts	0	


By clicking icon, Admin can add the attributes in the list.

By clicking icon, Admin can edit any attribute.



By clicking icon, Admin can delete the attributes.

By clicking edit or delete icon, Admin can fill up below details:

- Attribute Name(Admin can define the attribute names which will display under attribute group)
- Attribute Group (Admin can select the attribute group under which attribute would be placed)
- Sort Order (to set the display of attributes)

 **Edit Attribute**

*** Attribute Name**

	Age
	Age
	Age

Attribute Group

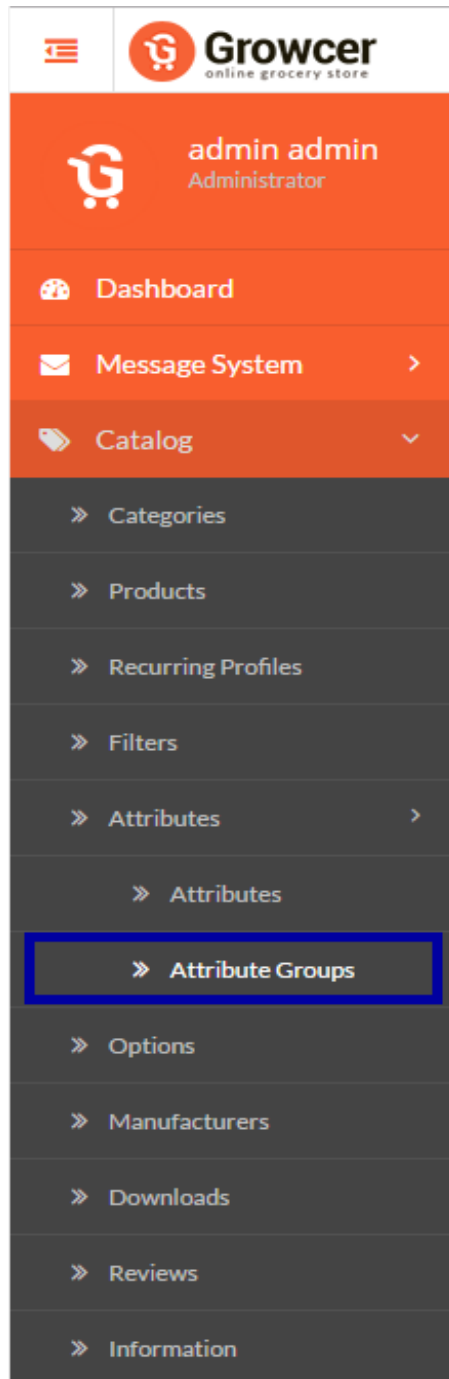
Specifications
▼

Sort Order


0










3.6 Attributes Groups


Admin can select Attributes Groups under Attributes Menu in the left panel. Please see the screenshot below:




By clicking **attributes groups**, admin will be redirected to the attribute group's list page. In this section, admin can view & manage the attributes groups of the product. Please see the screenshot below:

By clicking  icon, Admin can add the attributes group in the list.




Attribute Group List		
<input type="checkbox"/> Attribute Group Name ▾	Sort Order	Action
<input type="checkbox"/> Color	1	
<input type="checkbox"/> Color	0	
<input type="checkbox"/> Ingredients	2	
<input type="checkbox"/> Memory	2	
<input type="checkbox"/> Motherboard	3	
<input type="checkbox"/> Nutrition Facts	0	
<input type="checkbox"/> Processor	4	
<input type="checkbox"/> Small Basket	0	
<input type="checkbox"/> Specifications	0	

By clicking  icon, admin can edit any attribute group of product. Please see the screenshot below:

Admin can also set the display order of the attribute group as per requirement.

 Edit Attribute Group

* Attribute Group Name

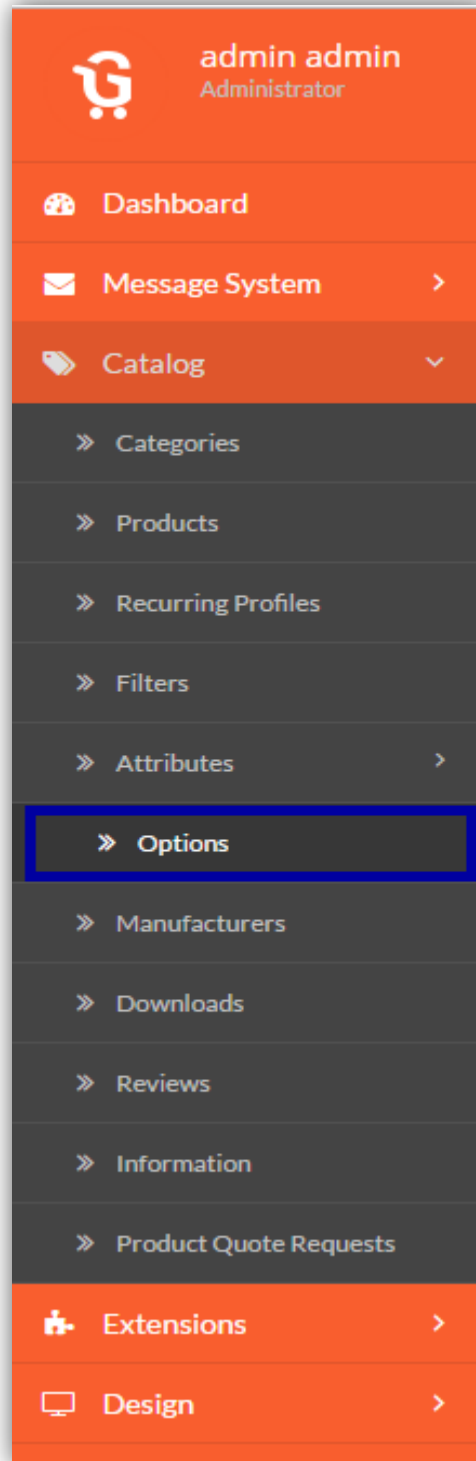
	Color
	Color
	Color

Sort Order

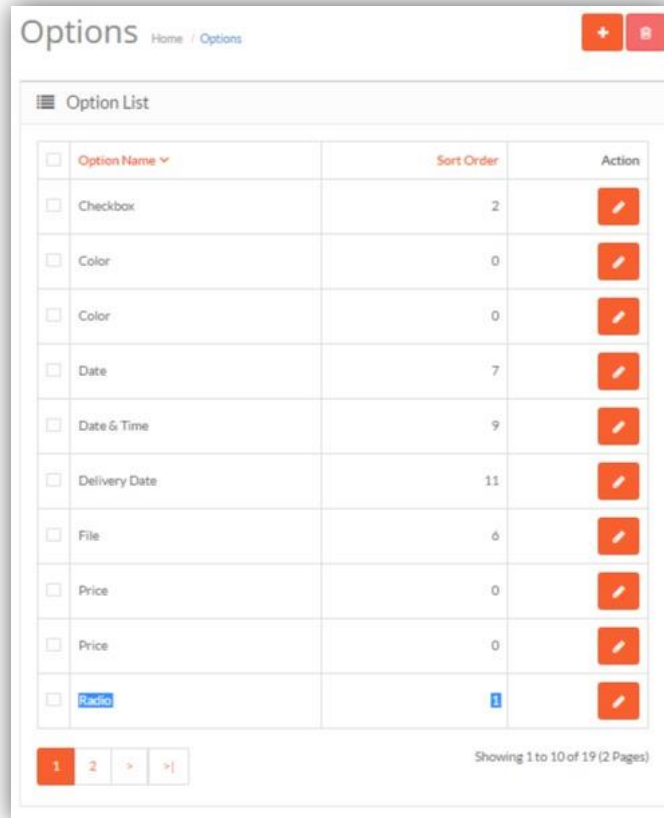
1


3.7 Options


Admin can select Options link under catalog menu item in the left panel. Please see the screenshot below:



By clicking **Options**, admin will be redirected to the options list page. In this section, admin can view & manage the options such as color, weight, size etc. of the product. These options would be available for selection in option tab while creating a product. Please see the screenshot below:




By clicking  icon, admin can edit any option from the list.




By clicking  icon, admin can add any option to the list. For adding options, admin will need to fill up below details:

- Options Name (Admin will define the name of the option such as color, size etc)
- Type (Admin can define the flow of displaying the option in the product detail page like checkbox, select, radio etc.)
- Sort Order (Admin can set the display order of the option)
- Option Value Name, Image, Sort Order

Please see the screenshot below:


 Add Option

* Option Name

	Option Name
	Option Name
	Option Name

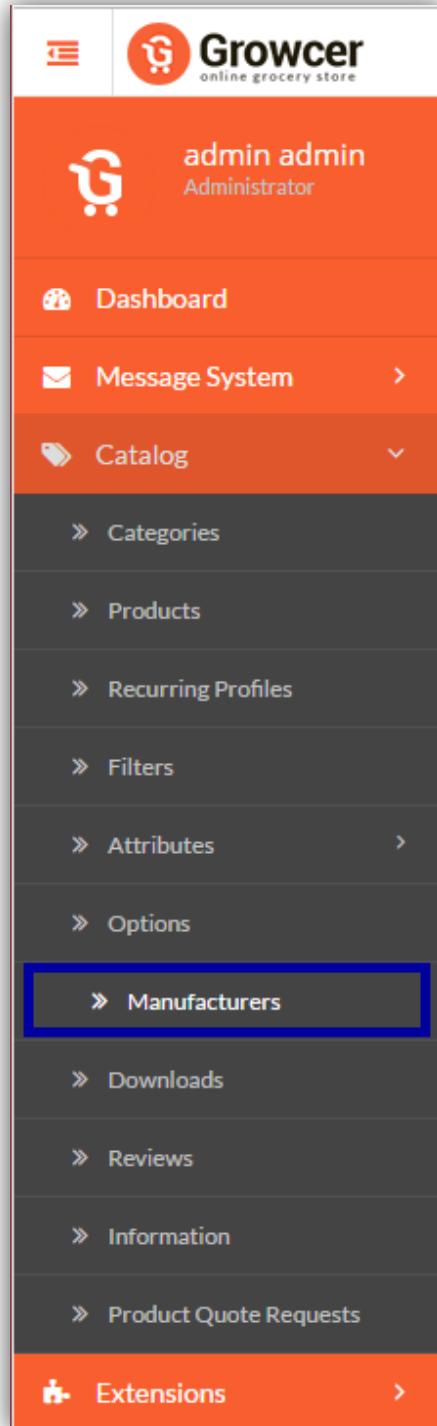
Type

Sort Order

* Option Value Name	Image	Sort Order	
			

3.8 Manufacturers

Admin can select Manufacturers (Brand Name) link under catalog menu item in the left panel. Please see the screenshot below:



By clicking **manufacturer**, admin will be redirected to the manufacturer list page. In this section, admin can view & manage the manufacturer’s details. It is similar to a brand of product which an admin can define on its own for the products. Manufacturer can be linked with a product while creating a product. Please see the screenshot below:


Manufacturers [Home](#) / [Manufacturers](#)

Manufacturer List


<input type="checkbox"/>	Manufacturer Name ▼	Sort Order	Action
<input type="checkbox"/>	Ariel	0	
<input type="checkbox"/>	Australion certified organic	0	
<input type="checkbox"/>	Benefrote	0	
<input type="checkbox"/>	Biotique	0	
<input type="checkbox"/>	BRU	0	
<input type="checkbox"/>	cello	0	
<input type="checkbox"/>	ceres	2	
<input type="checkbox"/>	Coca Cola	0	
<input type="checkbox"/>	double fruit	0	

By clicking icon, admin can edit the details of any manufacturer from the list.

By clicking icon, admin can delete the manufacturers list.

By clicking  icon, admin can add any manufacturer for the products of the website. To add manufacturer, admin will need to fill up below details:

- Manufacturer Name
- Stores
- SEO Keywords
- Image
- Sort Order

 Add Manufacturer


Manufacturer Name

Stores


Default

SEO Keyword

Image

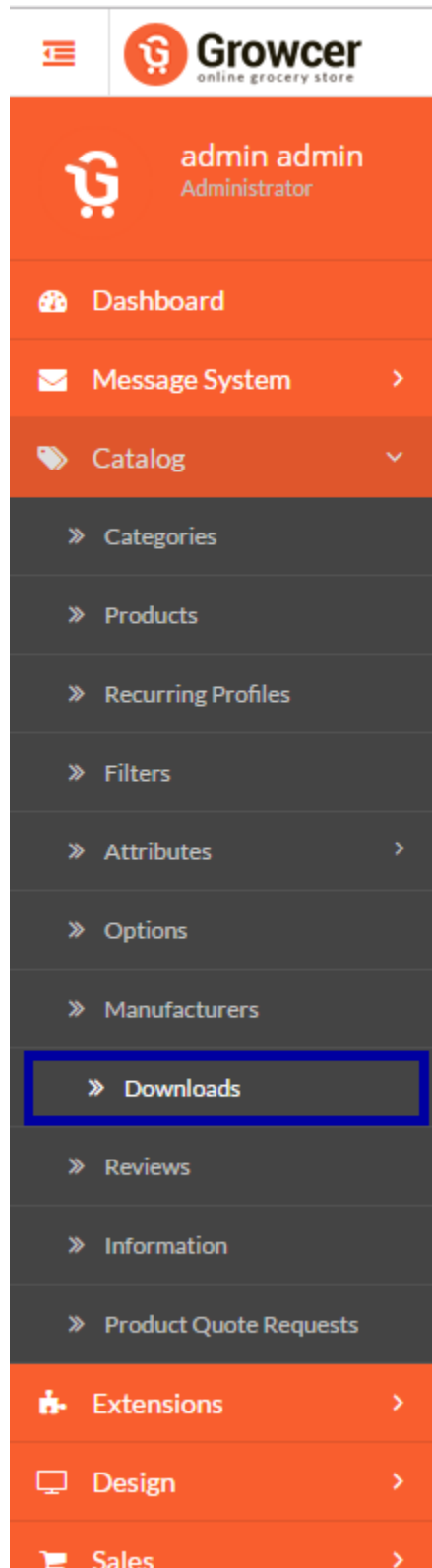


Sort Order

By clicking  icon, admin can save the changes.

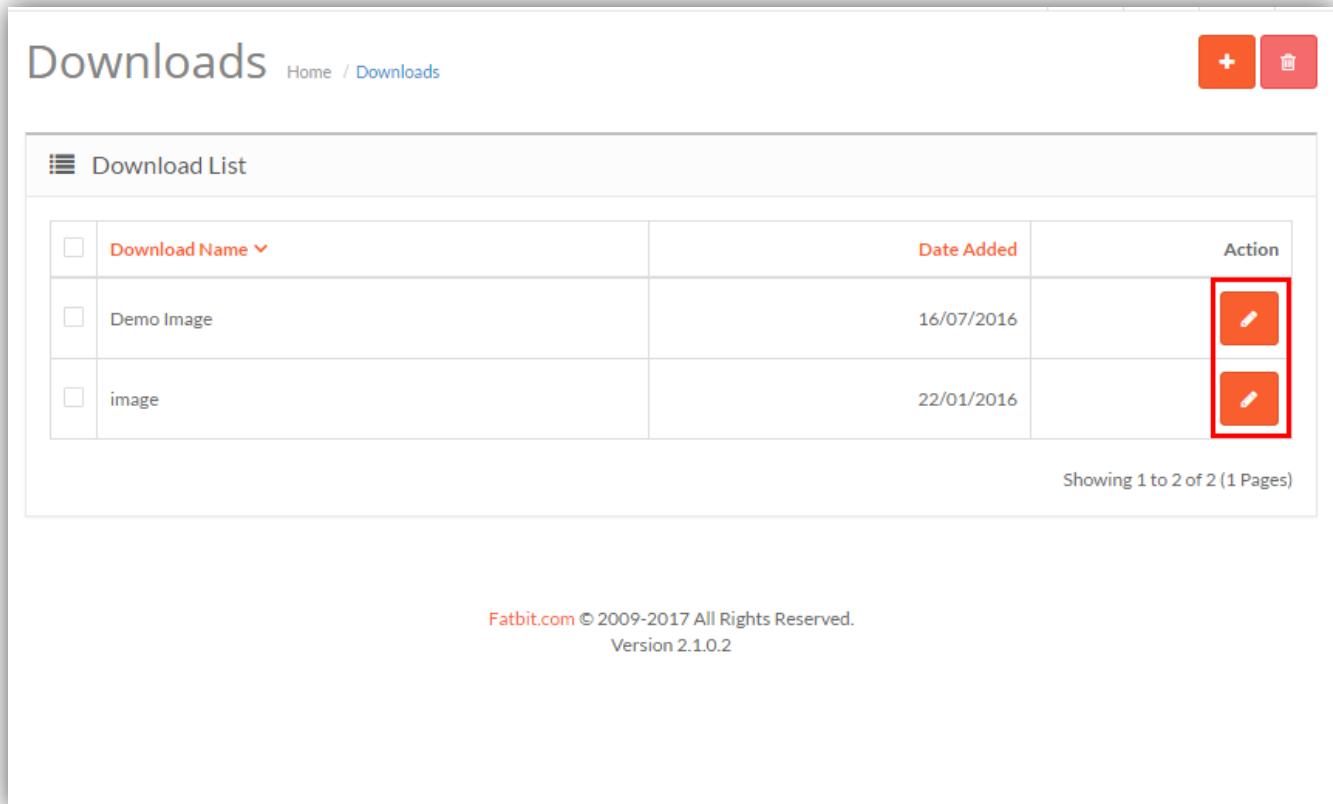
3.9 Downloads


Admin can select Downloads link under catalog menu item in the left panel. Please see the screenshot below:





By clicking **downloads**, admin will be redirected to downloads listing page. In this section, admin can view & manage the details of downloadable items of the listed products. Admin can add downloadable components in the list which can be linked with any product so that the buyer can download it.

Please see the screenshot below:




By clicking  icon, admin can edit any downloadable item from the list.

By clicking  icon, admin can delete any downloadable component.




By clicking  icon, admin can add new downloadable item in the list by filling below details:

- **Download Name**
It will display the name of downloadable component which will be displayed on the website.
- **Filename**
Admin will upload the downloadable file in this field so that the user can download it from the product detail page. Admin can upload any type of file such as a user manual, PDF form etc.

- Mask
Mask option will allow the admin to give the file a different file name such as file.png, book.png etc.


 **Add Download**

* **Download Name**

	Download Name
	Download Name
	Download Name


Filename ?

Filename

 Upload

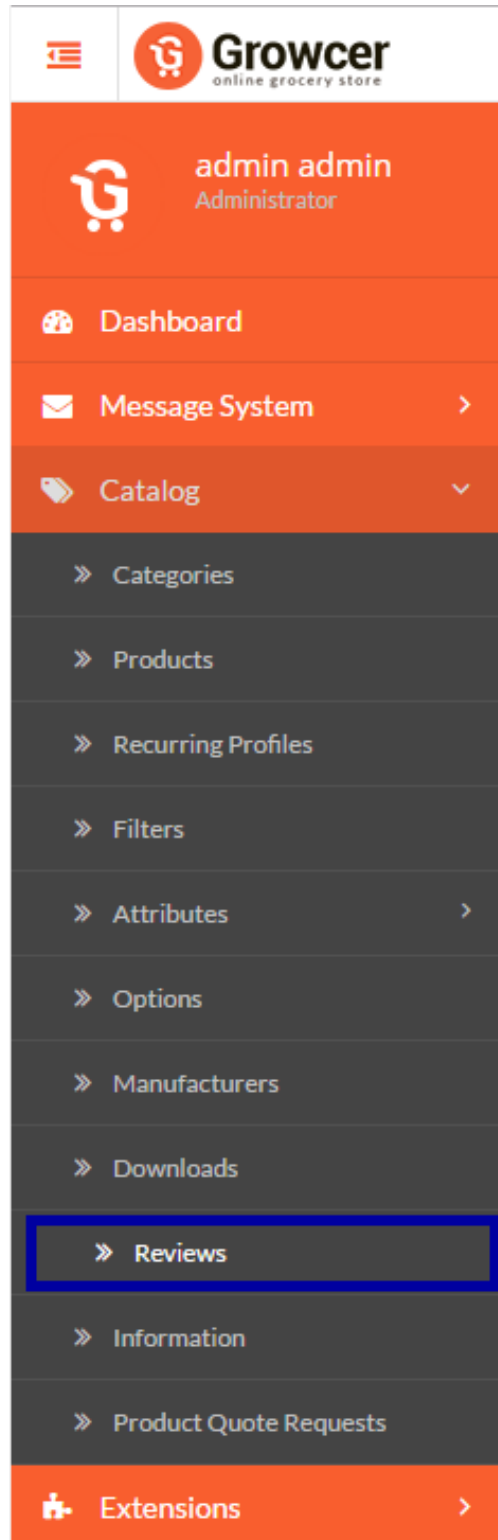
Mask ?

Mask

By clicking  icon, admin can save all the changes.

3.10 Reviews

Admin can select Reviews link the under the catalog menu item in the left panel. Please see the screenshot below:



By clicking **review** link, admin will be redirected to reviews list page. In this section, admin can view and manage the reviews posted by the user. Please see the screenshot below:

Review List

Product

Status

Author

Date Added


	Product	Author	Title	Rating	Status	Date Added	Action
<input type="checkbox"/>	Soap Dispenser	test	it looks good	3	Disabled	09/10/2016	
<input type="checkbox"/>	Bag of Apples	Litesh	Nice Apples, Just loving it..!!	3	Enabled	30/08/2016	
<input type="checkbox"/>	Mango	Litesh	Nice taste of Mangos..!!	3	Disabled	29/08/2016	

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

- Product
- Status
- Author
- Date Added

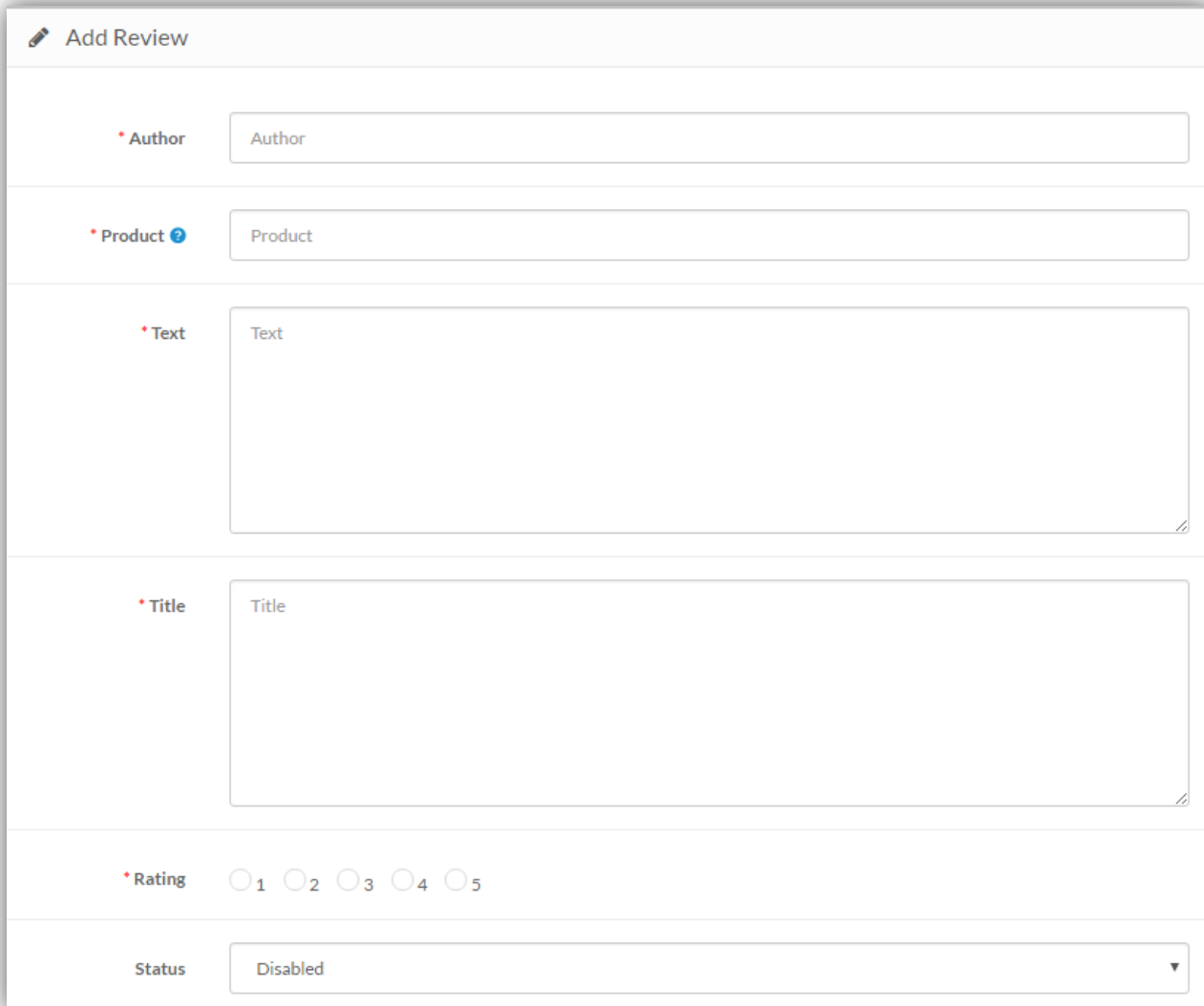
By clicking the icon, admin can edit the details of the review.

By clicking the icon, admin can delete any review from the list.

By clicking the  icon, admin can add the reviews. To add review admin will need to fill up below details:

- Author (the name of registered user who is posting the review)
- Product (The name of product on which the review will be posted)
- Text (It will display the description of review)
- Title (It will display the title of review)
- Rating (It will display the ratings given on the product)
- Status (Enabled/Disabled)

Note: If admin selects the review status as “Disabled”, then the review will not be displayed on the website. Please see the screenshot below:



Add Review

* Author


* Product

* Text

* Title

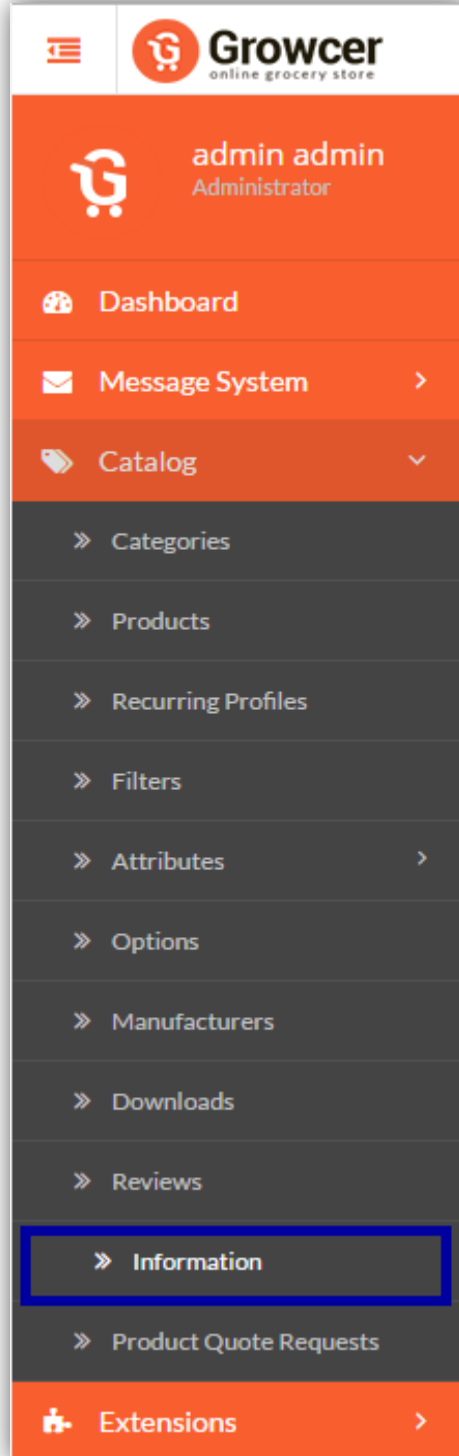
* Rating 1 2 3 4 5

Status

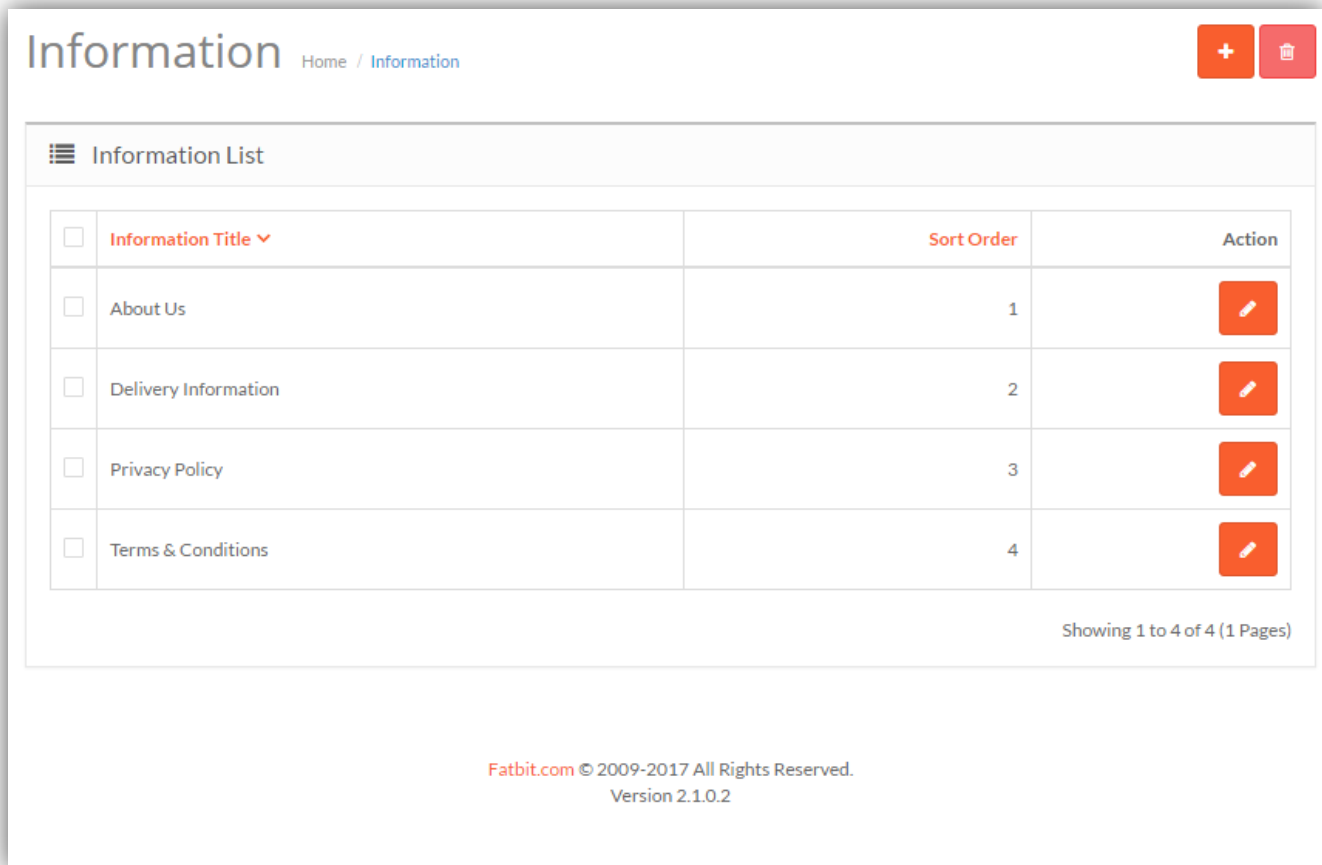
By clicking  icon, admin can save all the changes.

3.11 Information

Admin can select the information link under the catalog menu item in the left panel. Please see the screenshot below:







By clicking **information** link, admin will be redirected to information list page. In this section, admin can view and manage the informative pages such as About Us, Delivery Information, and Privacy Policy etc. Admin can easily manage the contents of information pages from this section. Please see the screenshot below:



Information [Home](#) / [Information](#)

Information List

<input type="checkbox"/>	Information Title ▾	Sort Order	Action
<input type="checkbox"/>	About Us	1	
<input type="checkbox"/>	Delivery Information	2	
<input type="checkbox"/>	Privacy Policy	3	
<input type="checkbox"/>	Terms & Conditions	4	


Showing 1 to 4 of 4 (1 Pages)

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By clicking  icon, admin can add new information page on the list by filling up below details:

- General
 - Information title (It will define the title of information page)
 - Description (It will define the content of information page)
 - Meta Tag Title
 - Meta Tag Description
 - Meta Tag Keywords
- Data (Data related to Page like SEO, Status etc.)
 - Stores
 - SEO Keywords
 - Bottom (Admin can choose if he wants to display the order at bottom)
 - Status (Enabled/Disabled)
 - Sort Order (Admin can set the display order of the page)


- Design(Admin can define the page layout for the information page from design tab)


 Add Information

General **Data** Design

Stores

- Default

SEO Keyword 

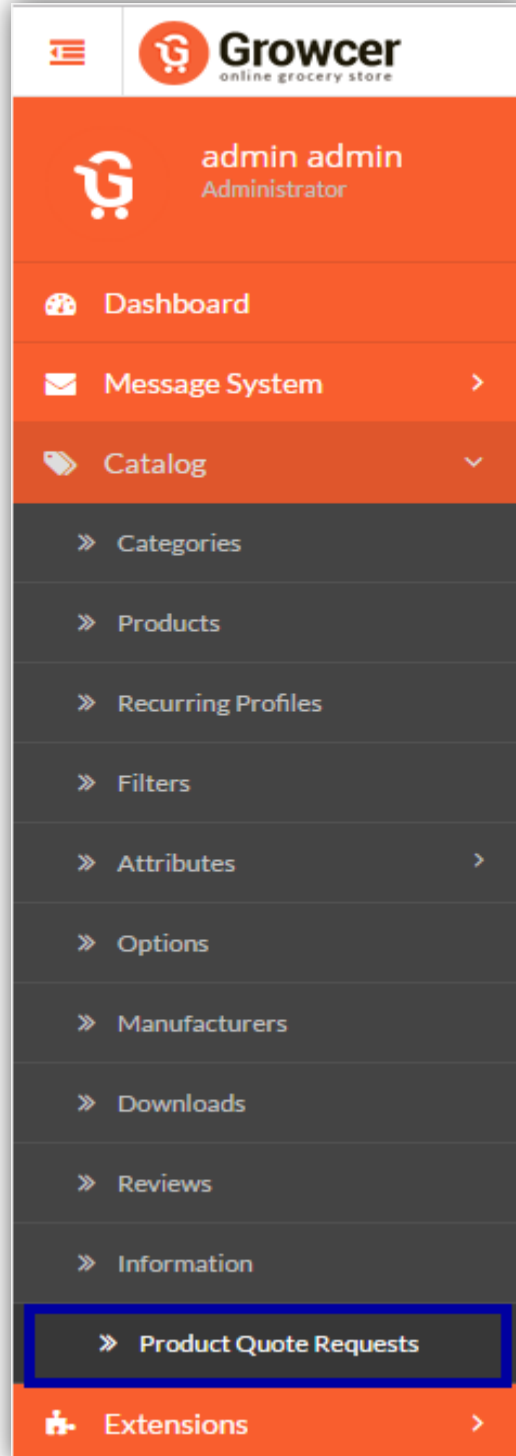
Bottom 

Status

Sort Order

3.12 Product Quote Requests

Admin can select Product Quote Request link under the catalog menu item present in the left panel. Please see the screenshot below:



By clicking **product quote request**, admin will be redirected to product quote request list page. In this section, admin can view and manage the request sent by the customers regarding products which are not available or out of stock. Admin will review the complete details of product quote in this list. Please see the screenshot below:


Product Quote Requests [Home](#) / [Product Quote Requests](#)

Product Quote Request List


<input type="checkbox"/>	Name	Email	Phone	
<input type="checkbox"/>	Meena sharma	meena@dummyid.com	4536548659	Product id: NA Product name: egj Quantity: 1 Referrer: http://demo.yogrowcer.com/index.php?route=product/search&search=3123 User IP: 112.196.9.21
<input type="checkbox"/>	Test	test@dummyid.com	93737733536	Product id: NA Product name: Test Quantity: 1 Referrer: http://demo.yogrowcer.com/index.php?route=product/search User IP: 112.196.9.21
<input type="checkbox"/>	Litesh Gupta	litesh12@dummyid.com	9378463247	Product id: NA Product name: Request a Product Quote Quantity: 5 Referrer: http://demo.yogrowcer.com/index.php?route=product/search&search=arielfdx User IP: 112.196.9.21
<input type="checkbox"/>	Litesh Gupta	litesh12@dummyid.com	9378463247	Product id: NA Product name: New test Product Quantity: 5 Referrer: http://demo.yogrowcer.com/index.php?route=product/search&search=arielfdx User IP: 112.196.9.21


Product Quote Request has following details:

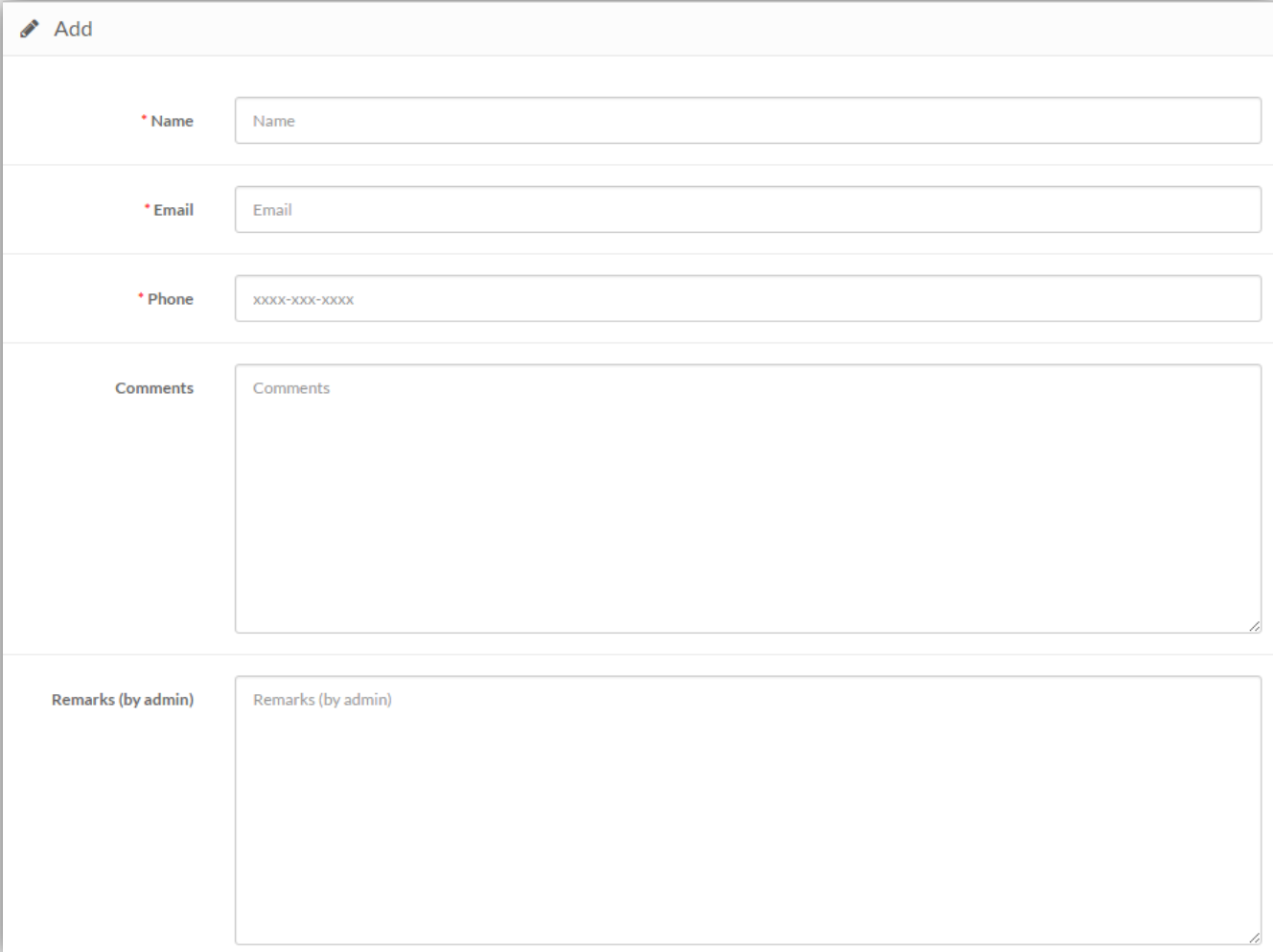
- Product ID (It will display the ID of product)
- Product Name (It will display the product name)
- Quantity (It will display the product quantity requested by customer)
- Referrer (It will display the URL of the link on which customer has generated the request)
- User IP (It is the IP of the customer which will be tracked by the system)

By clicking the  icon, admin can add the product quote request on behalf of a customer by filling up following details:

- Name
- Email
- Phone
- Comments
- Remarks(by admin)

By clicking the  icon, admin can save the changes.

Admin can also edit the product request by clicking on  button in the listing



The screenshot shows a form titled "Add" with a pencil icon. It contains five input fields:

- Name:** A text input field with a red asterisk indicating it is required. The placeholder text is "Name".
- Email:** A text input field with a red asterisk indicating it is required. The placeholder text is "Email".
- Phone:** A text input field with a red asterisk indicating it is required. The placeholder text is "xxxx-xxx-xxxx".
- Comments:** A large text area with the placeholder text "Comments".
- Remarks (by admin):** A large text area with the placeholder text "Remarks (by admin)".

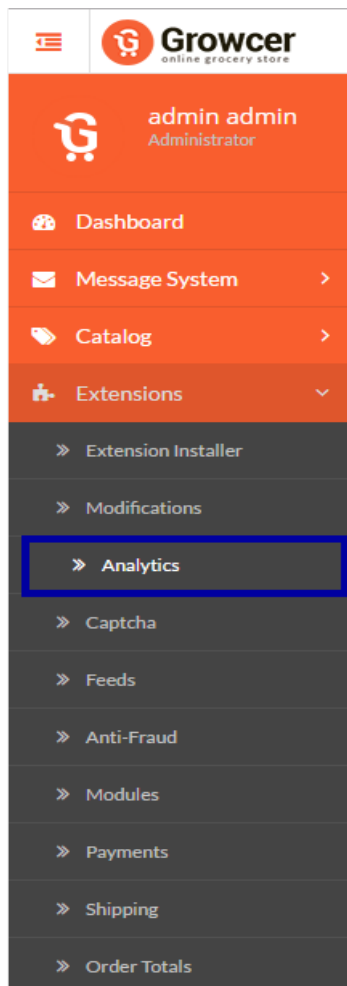
4.0 Extensions

Admin can select following categories under the extension menu item in the left panel:

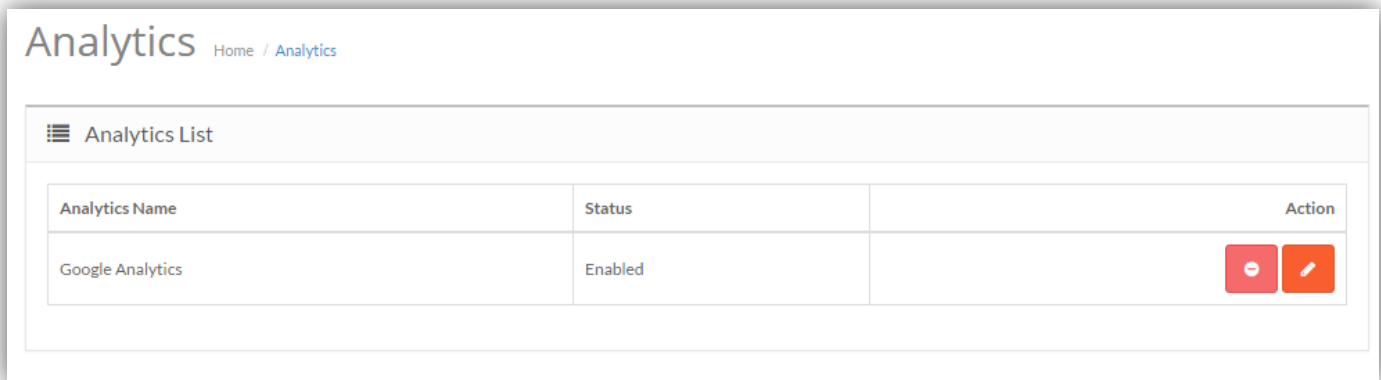
- Extensions Installer
- Modifications
- Analytics
- Captcha
- Feeds
- Anti- Frauds
- Modules
- Payments
- Shipping
- Order Tools


4.1 Analytics

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



By clicking **analytics**, admin will be redirected to the analytics list page. In this section, admin can manage the script of Google analytics and it will be applied for the whole website. Please see the screenshot below:



By clicking  icon, admin can edit the Google analytic script from the section.

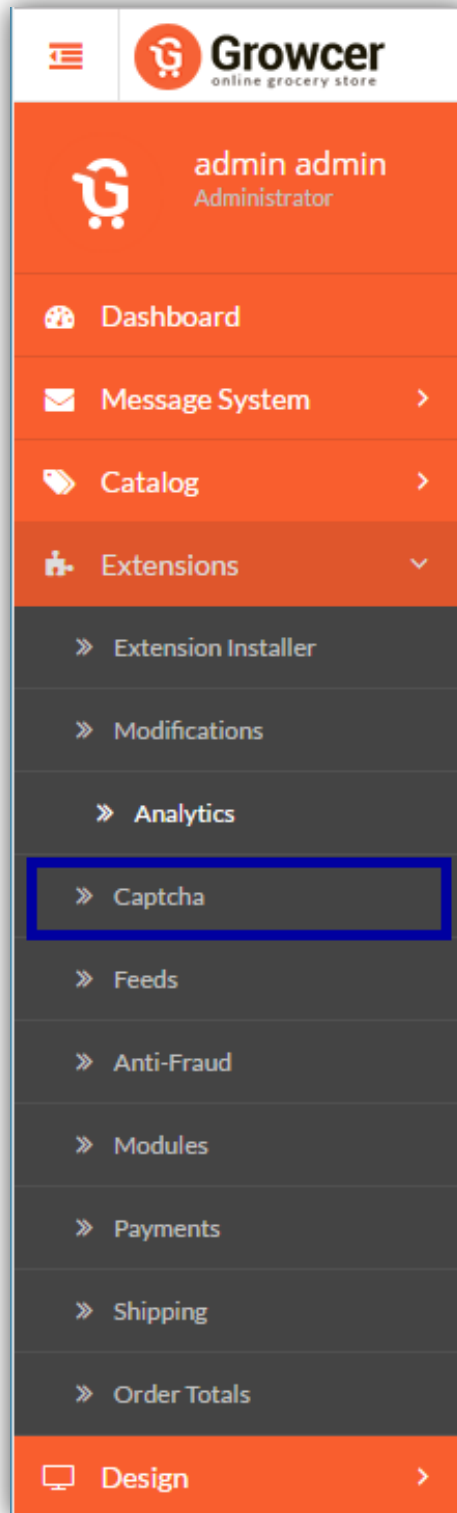
Admin can also set the status of analytics as enabled or disabled.







Note: If admin selects the status as “Disabled”, then Google analytics will not be implemented on the website.


4.2 Captcha

Admin can select Captcha under extensions menu in the left panel. Please see the screenshot below:





By clicking **Captcha**, admin will be redirected to the captcha list page. Captcha to be used on website can be configured from this section. In this section, admin can view and manage the captcha implemented on the website such as sign up, login page etc. Please see the screenshot below:

Captcha Name	Status	Action
Basic Captcha	Disabled	 
Google reCAPTCHA (Default)	Enabled	 

By clicking  icon, admin can edit the captcha for the website.

Admin can set the status of captcha as enabled or disabled.

By clicking the  icon, admin can save the changes.

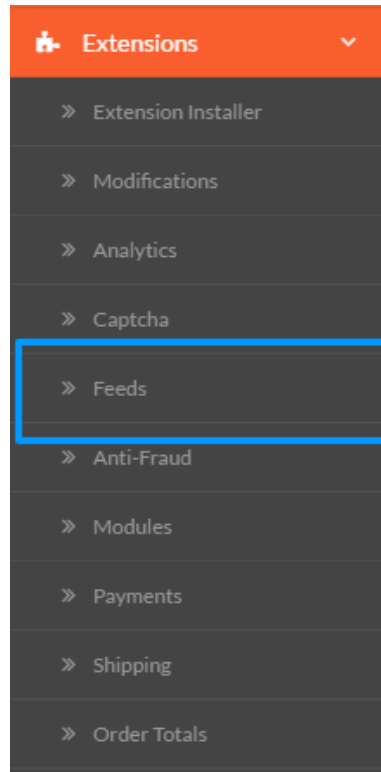
 Edit Basic Captcha

Status

Note: If admin selects the status as “Disabled”, then captcha will not be implemented on the website.







4.3 Feeds

Admin can select Feeds under extensions menu in the left panel. Please see the screenshot below:



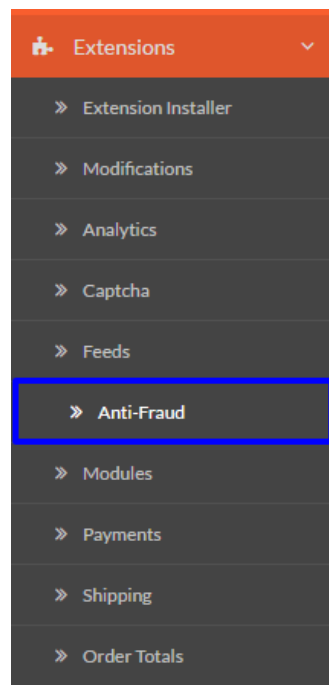
Product Feed extension can be used to customize how products will be listed by search engines like Google. To utilize this feature, admin must compile a [product feed](#) of his store's products. The store's product feed can be compiled using XML or manually entering product information into a spreadsheet program. Few products are available for ready to install in the system and can be easily installed and configured.

Feeds [Home](#) / [Feeds](#)

Feed List		
Product Feed Name	Status	Action
Google Base	Disabled	 
Google Sitemap	Enabled	 
OpenBay Pro	Disabled	 

4.3 Anti-Frauds

Admin can select Anti-Frauds under extensions menu in the left panel. Please see the screenshot below:



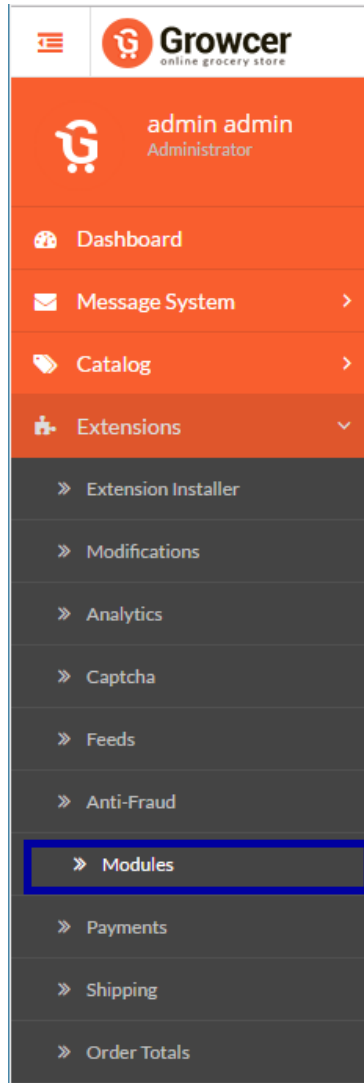
System provides Anti-fraudlent applications to prevent fraud orders in system. Few apps are available for installation and user just need to install and configure them by obtaining API from the required App Company. Available anti-fraud applications for installation are shown in below screenshot:

Anti-Fraud [Home](#) / [Anti-Fraud](#)


Anti-Fraud List		
Anti-Fraud Name	Status	Action
FraudLabs Pro	Disabled	 
Anti-Fraud IP	Disabled	 
MaxMind Anti-Fraud	Disabled	 

4.3 Modules

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





















By clicking **Module**, admin will be redirected to the module list page. In this section, admin can view and manage the modules of the website such as social media login settings, advanced newsletter subscription settings etc. Please see the screenshot below:

By clicking  icon, admin can edit any module from the list.

Modules [Home](#) / [Modules](#)

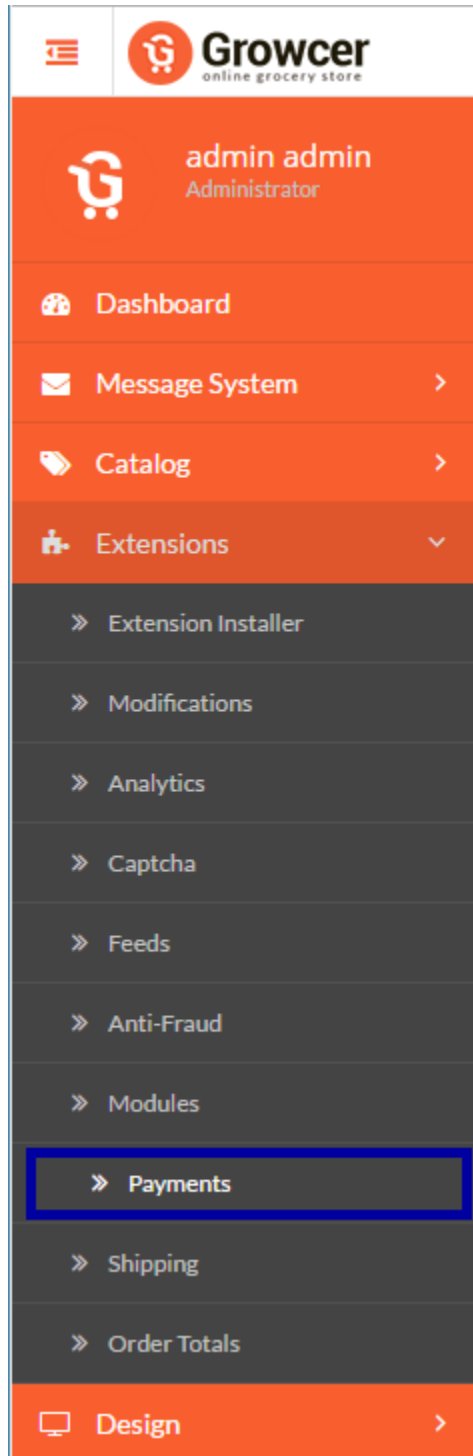
After you have installed and configured a module you can add it to a layout [here!](#)

Module List


Module Name	Action
Social Login by Dreamvention	 
Account	 
Advanced Newsletter Subscribe	 
Affiliate	 
AnyList: List of any products - anywhere	 
AnyList: List of any products - anywhere > New Products	 
AnyList: List of any products - anywhere > Offers	 
Banner	 
Banner > Banner 1	 


4.4 Payments

Admin can select Payments link under the extension sub-menu in left panel. Please see the screenshot below:



























By clicking **Payment**, admin will be redirected to the payment list page. In this section, admin can view and manage the settings of various payment gateways available for the website such as authorize.net, paypal, sagepay etc. Please see the screenshot below:

By clicking the  icon, admin can edit any payment method from the list.

By clicking the  icon, admin can add new payment method from the list

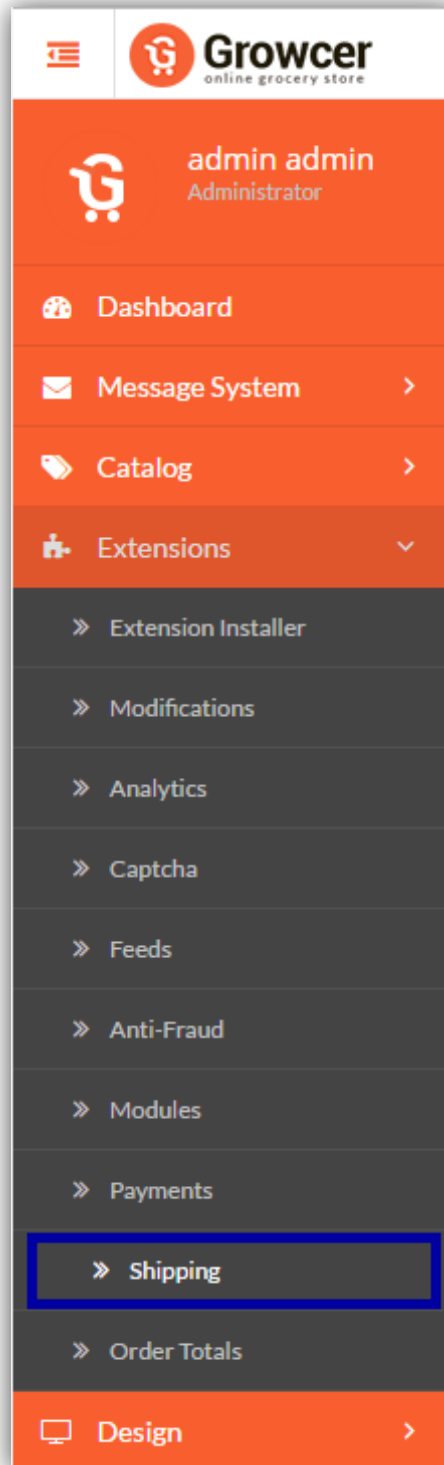
Payments [Home](#) / [Payments](#)

☰ Payment List




Payment Method		Status	Sort Order	Action
Login and Pay with Amazon		Disabled		 
Authorize.Net (AIM)		Disabled		 
Authorize.Net (SIM)		Disabled		 
Bank Transfer		Enabled		 
BluePay Hosted Form		Disabled		 
BluePay Redirect (Requires SSL)		Disabled		 
Cheque / Money Order		Disabled		 
Cash On Delivery		Enabled	5	 
First Data EMEA Connect (3DSecure enabled)		Disabled		 

4.5 Shipping

Admin can select Shipping link under the extension sub-menu in left panel. Please see the screenshot below:





















By clicking **Shipping**, admin will be redirected to the shipping list page. In this section, admin can view and manage the settings of various payment gateways available for the website such as authorize.net, paypal, sagepay etc. Please see the screenshot below:

By clicking  icon, admin can edit the shipping details of any shipping module from the list. By clicking  icon, admin can add new shipping module from the list. By clicking  icon, admin can save the changes on the list.

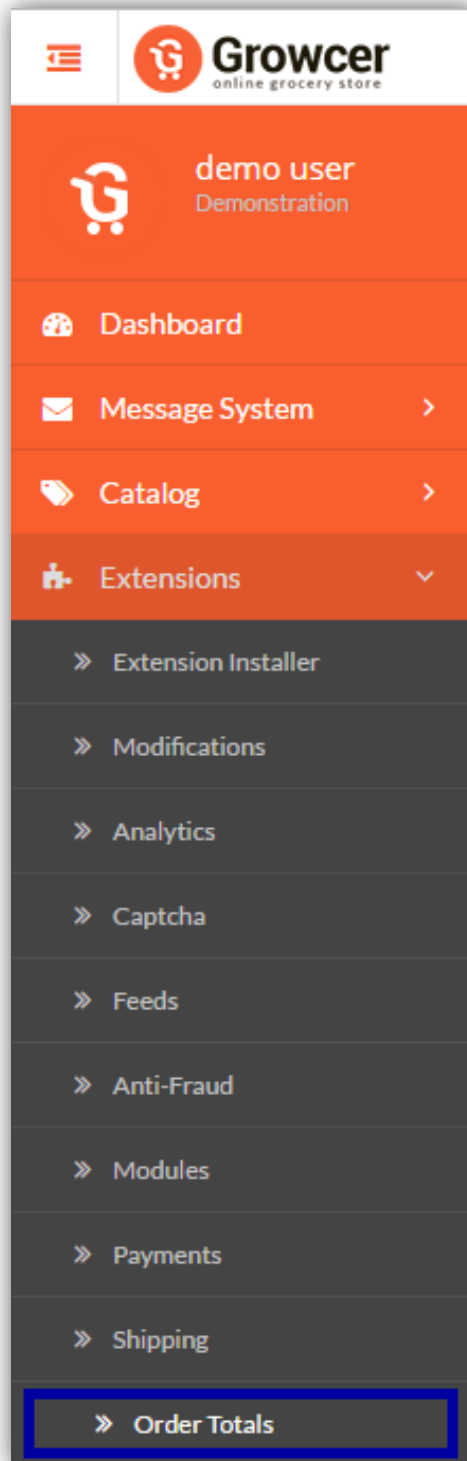
Shipping [Home](#) / [Shipping](#)

☰ Shipping List

Shipping Method	Status	Sort Order	Action
Australia Post	Disabled		 
Citylink	Disabled		 
Fedex	Disabled		 
Flat Rate	Enabled	1	 
Free Shipping	Enabled		 
Per Item	Disabled		 
Parcelforce 48	Disabled		 
Pickup From Store	Disabled		 
Royal Mail	Disabled		 

4.6 Order Tools



















Admin can select Order link under the extension sub-menu in left panel. Please see the screenshot below:





By clicking **Orders**, admin will be redirected to the Order list page. In this section, admin can view and manage the details of all order modules of the website such as reward points, wallet, coupon, taxes on the orders placed etc. Please see the screenshot below:

Order Totals [Home](#) / [Order Totals](#)

☰ Order Total List

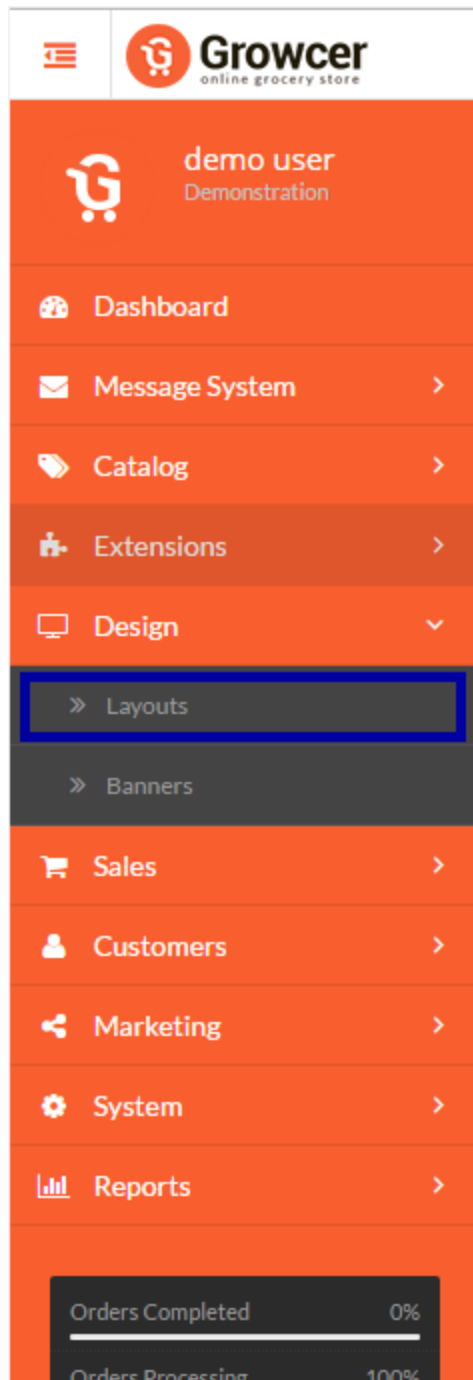
Order Totals	Status	Sort Order	Action
Coupon	Enabled	4	 
Wallet	Enabled	7	 
Handling Fee	Disabled		 
Klarna Fee	Disabled		 
Low Order Fee	Disabled		 
Reward Points	Enabled	2	 
Shipping	Enabled	3	 
Sub-Total	Enabled	1	 
Taxes	Enabled	5	 

By clicking  icon, admin can edit the details of any order module from the list.

By clicking  icon, admin can save the changes on the list.

5.0 Design


Admin can select Design link under the extension sub-menu in left panel. In Design menu, we have two sub-menu viz. Layouts and Banners. Please see the below screenshot:





5.1 Layout

By clicking **Layouts**, admin will be redirected to the Layout listing page. In this section, admin can view and manage the details of layouts of all web pages of the website such as Home, Information, Category Page, Checkout page etc. Please see the screenshot below:

<input type="checkbox"/>	Layout Name ▼	Action
<input type="checkbox"/>	Account	
<input type="checkbox"/>	Affiliate	
<input type="checkbox"/>	Category	
<input type="checkbox"/>	Checkout	
<input type="checkbox"/>	Compare	
<input type="checkbox"/>	Contact	
<input type="checkbox"/>	Default	
<input type="checkbox"/>	Home	
<input type="checkbox"/>	Information	

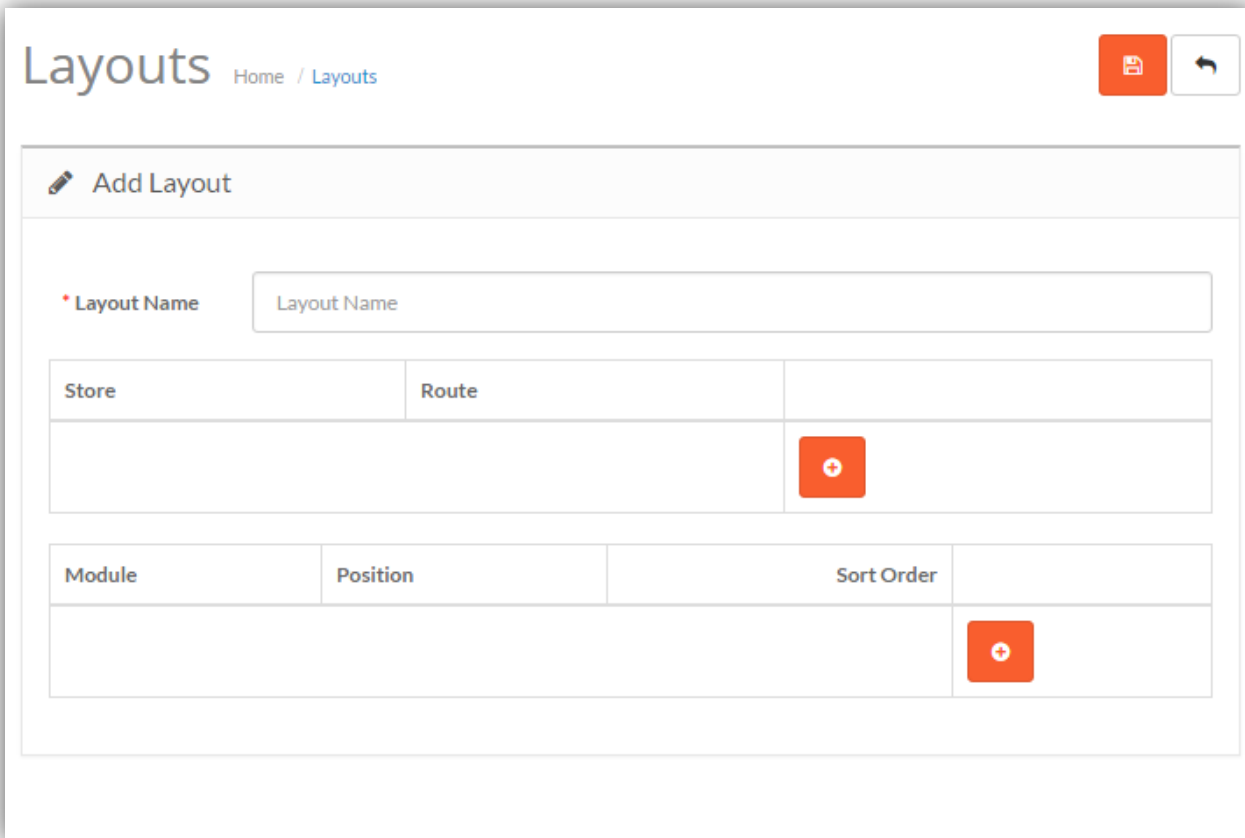
By clicking the  icon, admin can edit the layouts.

By clicking the  icon, admin will be redirected to the previous page.



By clicking the  icon, admin can add any layout by filling below details:


- Layout Name (It will define the name of the layout page)
- Store
- Route (It will define the folder name that the layout files are included in)
- Module (In this field, admin will select a module to a specific layout page)
- Position (It will specify the position of layout)
 - Content Top
 - Content Bottom
 - Column Left
 - Column Right
- Sort Order

Please see the screenshot below:





Layouts [Home](#) / [Layouts](#)


 


 Add Layout

* Layout Name

Store	Route
	

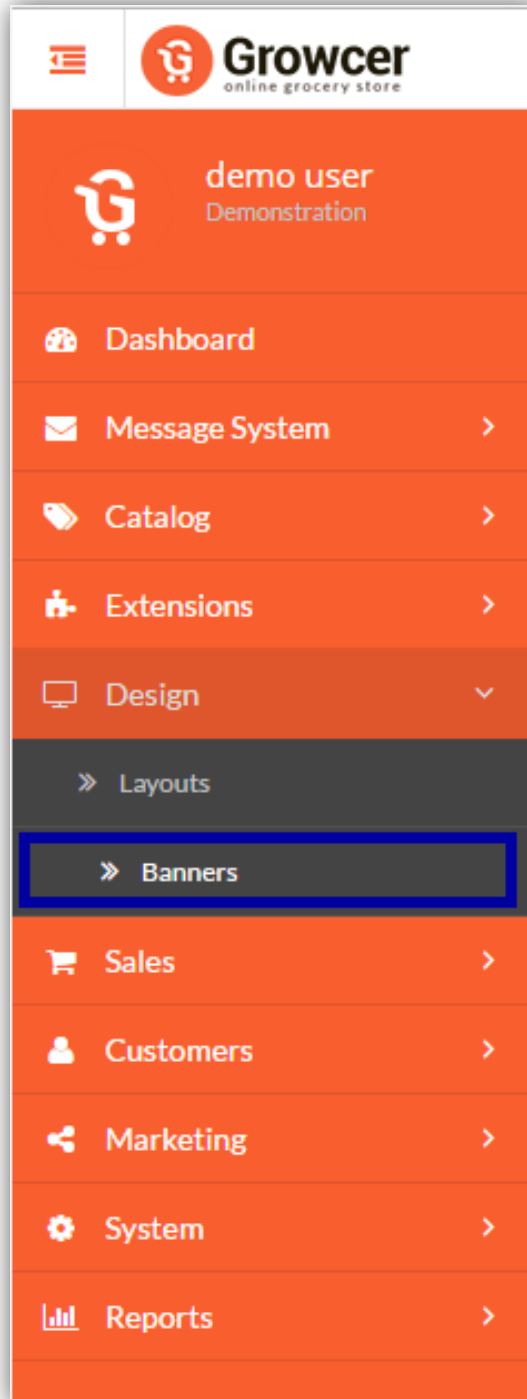
Module	Position	Sort Order
		

By clicking the  icon, admin can save the changes.

By clicking the  icon, admin can delete the layouts.

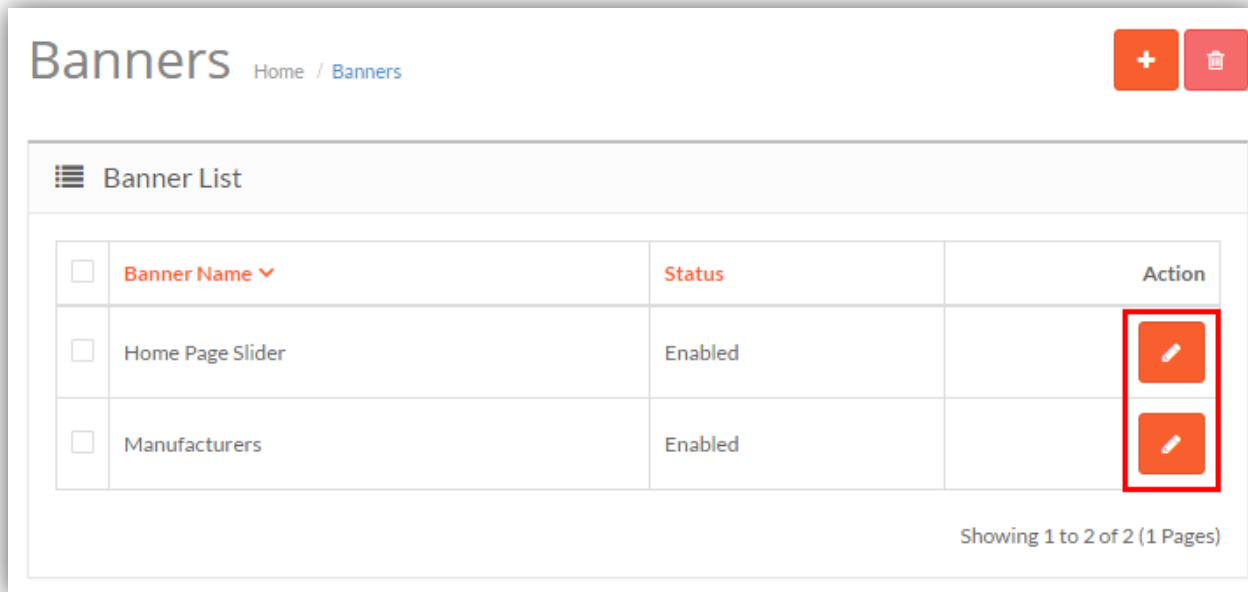
5.2 Banners


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




By clicking **Banners**, admin will be redirected to the Banner listing page. In this section, admin can view and manage the details of banner images of pages of the website such as Home page slider, Manufacturers etc. Admin can easily add/edit/delete the banners from the list.


Please see the screenshot below:





By clicking  icon, admin can add the new banners by filling up below details:

- Banner Name (It will define the name of banner)
- Status (Admin can set the status of banner as enabled or disabled)
- Title (It defines the button text of the banner which will be clickable)
- Heading Text(I,II, III) (It is the heading text that will display on the image)
- Link (It will define a URL of page to which the button will be linked)
- Image (Admin can upload Image from this field)
- Sort Order (It will define the display order of the image)

By clicking  icon, admin can delete any banner from the list.

By clicking  icon, admin can edit any banner from the list.

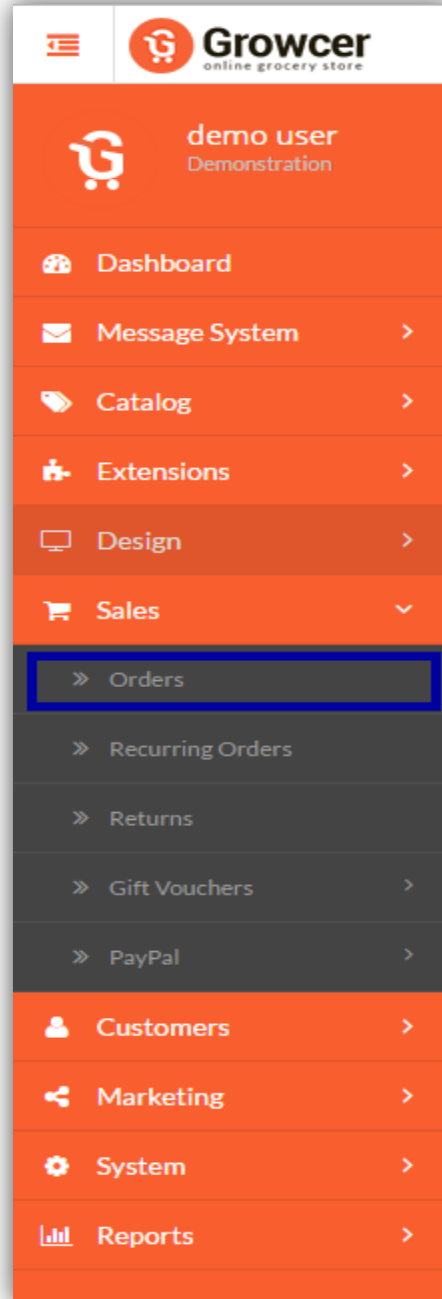
By clicking  icon, admin can save the changes on the list.

By clicking  icon, admin will be redirected to the previous page.

6.0 Sales

6.1 Orders

Admin can select Sales link from the left panel. In Sales Menu, admin can select Order sub menu. Please see the screenshot below:



By clicking **Orders**, admin will be redirected to the Orders listing page. In this section, admin can view and manage the details of all orders placed on the website. Please see the below screenshot:

Admin can search for any orders by using below search filter:

- Order ID
- Order Status
- Date Added
- Customer
- Total
- Date Modified

Orders Home / Orders

Order List

Order ID: Order Status: Date Added:


Customer: Total: Date Modified:


Filter


<input type="checkbox"/>	Order ID ^	Customer	Status	Total	Date Added	Date Modified	Action
<input type="checkbox"/>	275	Thomas Cook	Processing	\$280.00	24/10/2016	24/10/2016	
<input type="checkbox"/>	274	Thomas Cook	Processing	\$130.00	24/10/2016	24/10/2016	


Showing 1 to 2 of 2 (1 Pages)

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Version 2.1.0.2

By clicking  icon, admin can view any order from the list.

By clicking  icon, admin can delete any order from the list.

By clicking  icon, admin can edit the details of any order.

By clicking  icon, admin can add new orders for the customers by filling up below details:

Add Order

- Customer Details

In this section, admin will add the customer details on behalf of which the order has been placed on the website.

- Store
- Currency
- Customer
- Customer Group
- First Name
- Last Name
- Email
- Telephone
- Fax

- Products

In this section, admin will add the product details to be delivered to customer. Admin can add multiple products from this section followed by defining the quantity, weight etc.

- Payment Details

In this section, Admin will the payment details of the customer such as the delivery address.


- Shipping Details

In this section, admin will add the shipping details such as payment method, coupons, rewards, vouchers if applicable, and order status for the customer.

- Totals

In this section, Admin can view the total order details and place the order for customer.

Please see the screenshot below:

 Add Order

1. Customer Details 2. Products 3. Payment Details 4. Shipping Details **5. Totals**

Product	Product Code	Quantity	Unit Price	Total
			Sub-Total:	\$0.00
			Total:	\$0.00

Order Details

* Shipping Method

* Payment Method

Coupon

Voucher


Reward

Order Status

Comment

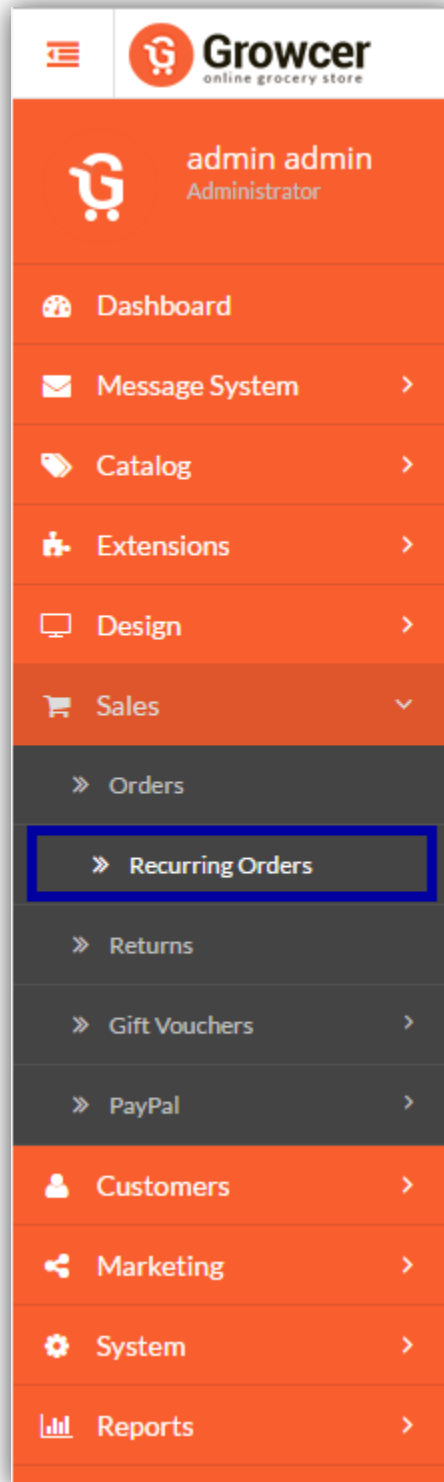
Affiliate

By clicking the  icon, admin can proceed to totals.

By clicking the  icon, admin can view the previous details.

6.2 Recurring orders

Admin can select Recurring orders link under Sales Menu from the left panel. Please see the screenshot below:

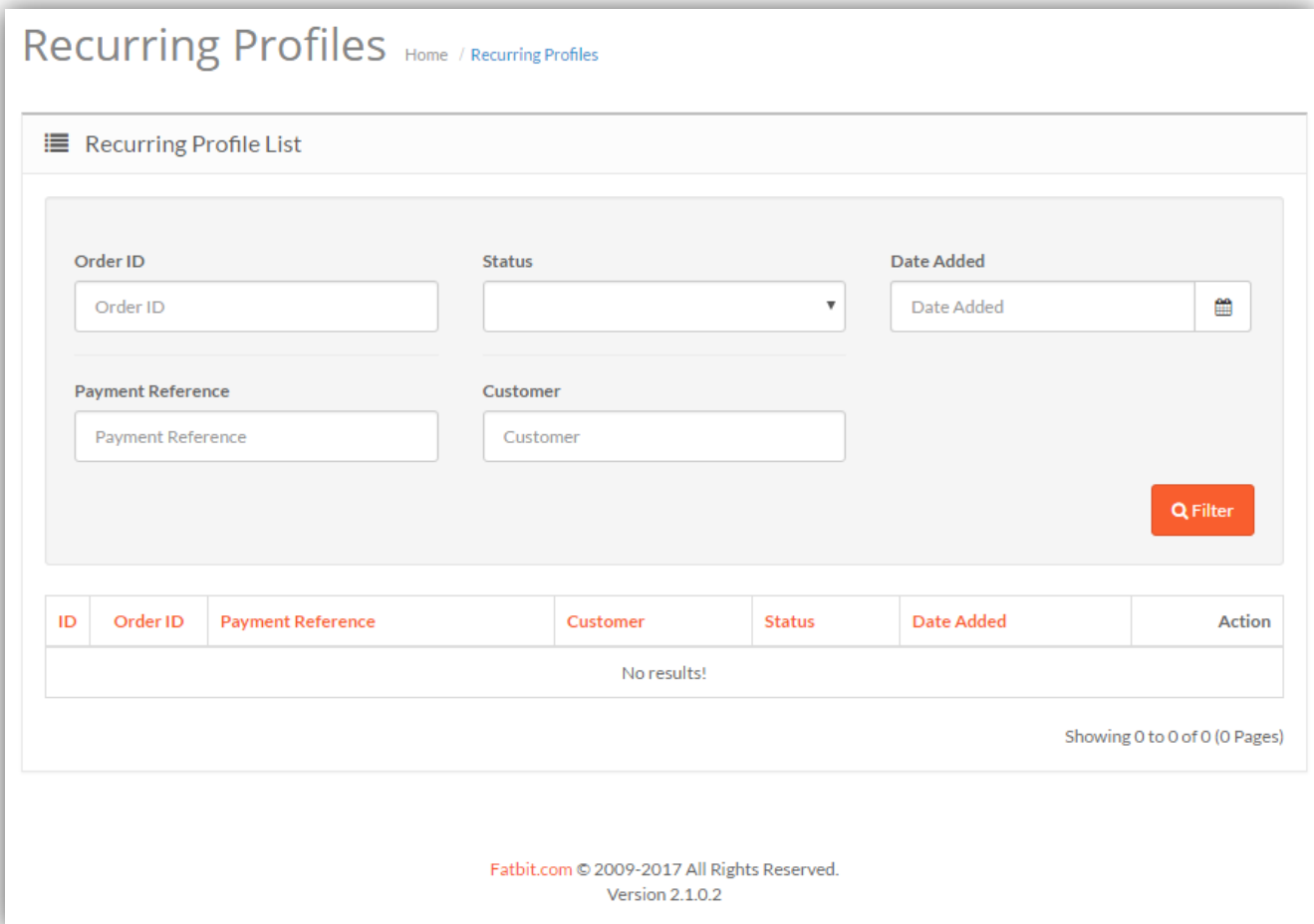


By clicking **Recurring Orders**, admin will be redirected to the Recurring Profiles page in the backend. In this section, admin can view and manage the details of all recurring profiles for the products. Please see the below screenshot:

Admin can easily search for any recurring profile by using below search filters:

- Order ID
- Status
- Date Added
- Payment Reference
- Customer

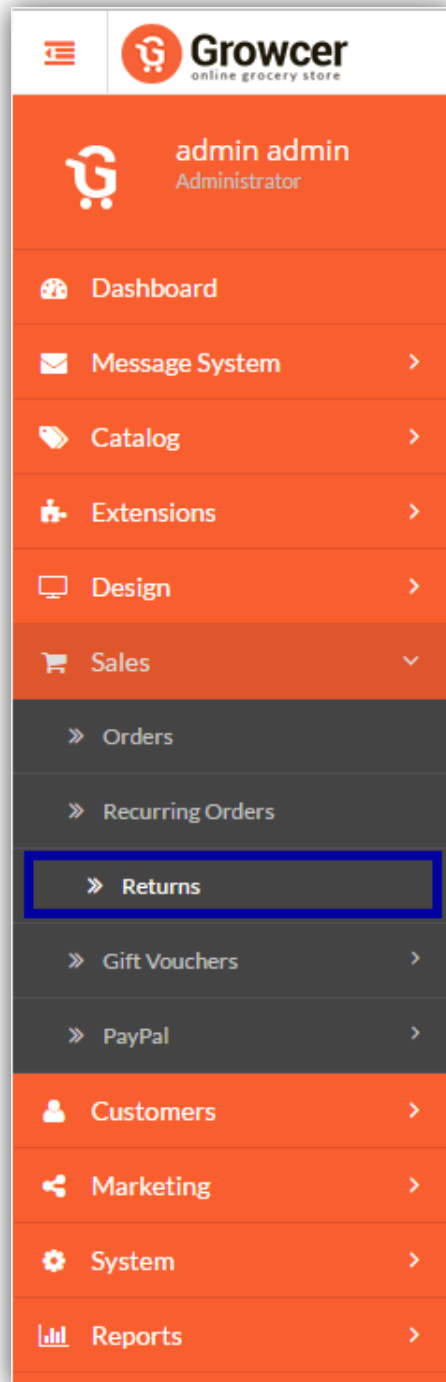
By clicking on “Filter” button, the required search results will be displayed in the list.



The screenshot displays the 'Recurring Profiles' management page. At the top, there is a breadcrumb trail: 'Home / Recurring Profiles'. Below this, a section titled 'Recurring Profile List' contains a search filter area. This area includes five input fields: 'Order ID' (text), 'Status' (dropdown), 'Date Added' (calendar), 'Payment Reference' (text), and 'Customer' (text). An orange 'Filter' button with a magnifying glass icon is positioned to the right of these fields. Below the filter area is a table with the following columns: ID, Order ID, Payment Reference, Customer, Status, Date Added, and Action. The table currently shows 'No results!'. At the bottom right of the table area, it says 'Showing 0 to 0 of 0 (0 Pages)'. The footer of the page contains the text: 'Fatbit.com © 2009-2017 All Rights Reserved. Version 2.1.0.2'.

6.3 Returns

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



By clicking **Returns**, admin will be redirected to the product return list page in the backend. In this section, admin can view and manage the details of all the return requests generated by the customers on the website. Please see the below screenshot:

Admin can search for the details of any return request by using below search filter:

- Return ID
- Customer
- Product Code
- Date Added
- Order ID
- Product
- Return Status
- Date Modified

Product Return List

Return ID

Customer

Product Code

Date Added


Order ID

Product


Return Status


Date Modified


	Return ID	Order ID	Customer	Product	Product Code	Status	Date Added	Date Modified	Action
<input type="checkbox"/>	16	240	Litesh Gupta	Pamper Pants	pamper12	Complete	25/08/2016	25/08/2016	
<input type="checkbox"/>	15	229	Litesh Gupta	Almond	GVGB6786	Awaiting Products	24/08/2016	24/08/2016	
<input type="checkbox"/>	14	144	manu sharma	Brown Bread	BB	Awaiting Products	03/08/2016	03/08/2016	
<input type="checkbox"/>	13	144	manu sharma	Brown Bread	BB	Awaiting Products	03/08/2016	03/08/2016	


By clicking the  icon, admin can add the product return details. Admin will be redirected to product return detail page and will need to fill up below details:

- Order information
 - Order ID (It will define the unique order ID of the customer)
 - Order Date (It will define the date on which order was placed)
 - Customer (It will define the name of customer who placed that order)
 - First Name
 - Last Name
- Product Information & reason for return
 - Product (Name of the product)
 - Product Code (It will define the code of product)
 - Quantity (It will define the quantity of product to be returned)
 - Return Reason (Admin can select the reason from select box)
 - Opened ()
 - Comment (Admin can enter description of the return order)
 - Return Action (Admin can define the action taken on the return order)
 - Return Status (Awaiting products, Complete, Pending)


By clicking  icon, admin can save the changes.

By clicking  icon, admin will be redirected to the previous page.

By clicking  icon, admin can edit the product return details. Admin will be redirected to edit return detail page.

By clicking  icon, admin can save the changes.


Please see the screenshot below:

 Add Product Return

General

Order Information

* Order ID

Order Date 

Customer


* First Name

* Last Name

* E-Mail

* Telephone

Product Information & Reason for Return

* Product 

Product Code

Quantity

Return Reason ▼

Opened ▼

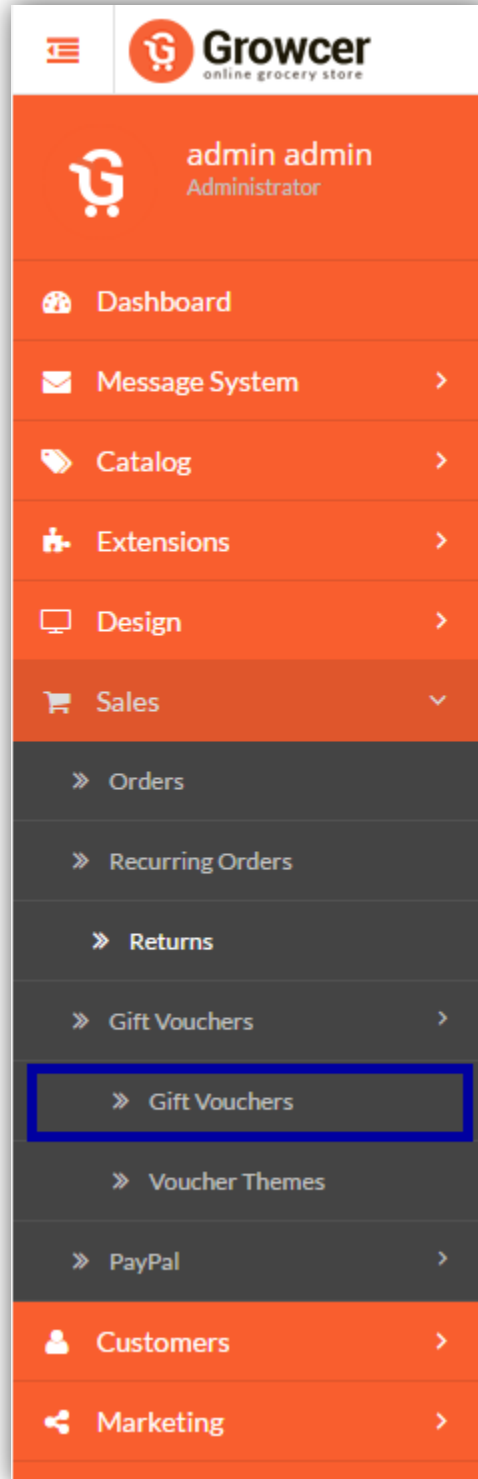
Comment

Return Action

Return Status ▼

6.4 Gift Vouchers

Admin can select gift vouchers and voucher themes under gift vouchers menu in the left panel. Please see the screenshot below:




6.4.1 Gift Vouchers


By clicking **Gift Vouchers**, admin will be redirected to the Gift Voucher List page in the backend. In this section, admin can view and manage the details of all the gift vouchers applicable on the website. Gift vouchers can be individually sent to customers through their email by other customers in the store front. The customer receiving the gift certificate can use the code provided in the email at the shopping cart to deduct the gift voucher amount from the order total. Please see the below screenshot:

<input type="checkbox"/>	Code	From	To	Amount	Theme	Status	Date Added ^	Action
<input type="checkbox"/>	78987	Litesh	Litesh12	\$50.00	New Theme	Enabled	25/08/2016	
<input type="checkbox"/>	gift	admin	shilpa	\$594.00	Birthday	Enabled	01/08/2016	
<input type="checkbox"/>	V100	Developer	Sudhanshu	\$1,500.00	Birthday	Enabled	30/07/2016	
<input type="checkbox"/>	1234	admin	shilpa	\$100.00	Birthday	Enabled	30/07/2016	
<input type="checkbox"/>	123	admin	shilpa	\$100.00	Birthday	Enabled	30/07/2016	
<input type="checkbox"/>	121	admin	test	\$100.00	Birthday	Enabled	14/07/2016	
<input type="checkbox"/>	123456	Litesh	Gupta	\$271.66	Christmas	Enabled	13/07/2016	
<input type="checkbox"/>	sdadas	sr	Developer	\$23.00	General	Enabled	02/04/2016	


Showing 1 to 8 of 8 (1 Pages)

By clicking icon, admin can send the vouchers to selected customers.

By clicking  icon, admin can add the gift vouchers. Please see the screenshot below:


 Add Gift Voucher


General

* Code 	<input type="text" value="Code"/>
* From Name	<input type="text" value="From Name"/>
* From E-Mail	<input type="text" value="From E-Mail"/>
* To Name	<input type="text" value="To Name"/>
* To E-Mail	<input type="text" value="To E-Mail"/>
Theme	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Birthday"/> ▼
* Message	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Amount	<input type="text" value="Amount"/>
Status	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Enabled"/> ▼

Admin has to fill the following details:

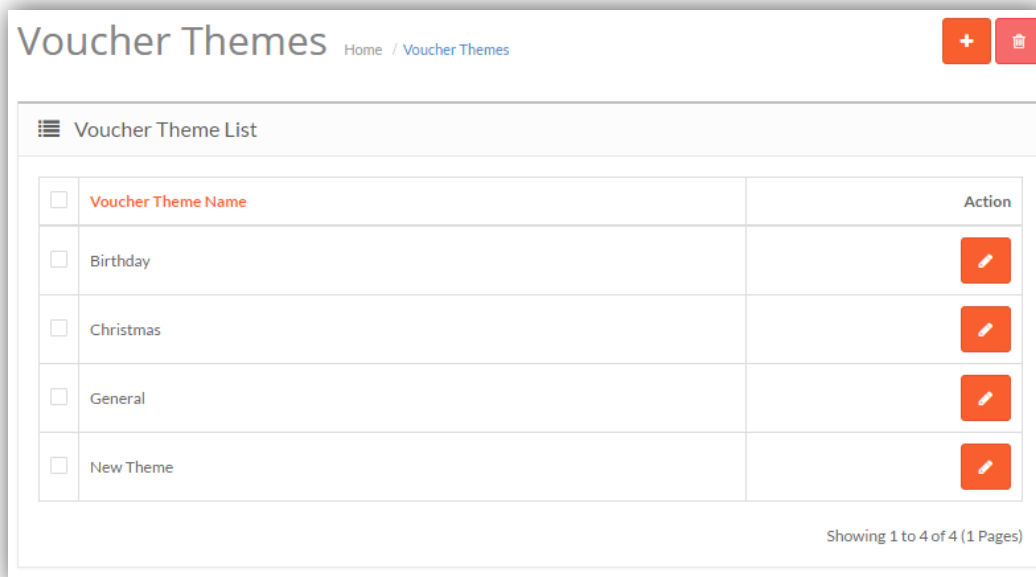
- Code: The code the customer must enter in the Shopping Cart to use the gift voucher.
- From Name: The name of the person sending the gift certificate.
- From Email: The email of the person sending the gift certificate.
- To Name: The name of the person receiving the gift certificate.
- To E-mail: The email of the person receiving the gift certificate.
- Theme: The theme of the gift voucher email.
- Message: A message added in the gift voucher email.
- Amount: The amount of the gift certificate to be used in the store.
- Status: Admin can enable or disable the gift voucher.





By clicking  icon, admin can save the details.

By clicking  icon, admin can delete any gift voucher from the list.


6.4.2 Voucher Themes


By clicking **Voucher Themes**, admin will be redirected to the Voucher Theme List page in the backend. In this section, admin can view and manage the details of all the gift voucher themes for sending gift vouchers to customers. This section alters the image displayed in the email according to the theme. In the store front, customers purchasing the voucher for a person can choose a theme for voucher. Please see the below screenshot:




<input type="checkbox"/>	Voucher Theme Name	Action
<input type="checkbox"/>	Birthday	
<input type="checkbox"/>	Christmas	
<input type="checkbox"/>	General	
<input type="checkbox"/>	New Theme	


Showing 1 to 4 of 4 (1 Pages)

By clicking  icon, admin can edit the voucher theme from the list.

By clicking  icon, admin can add voucher theme for the website by filling bellow details:

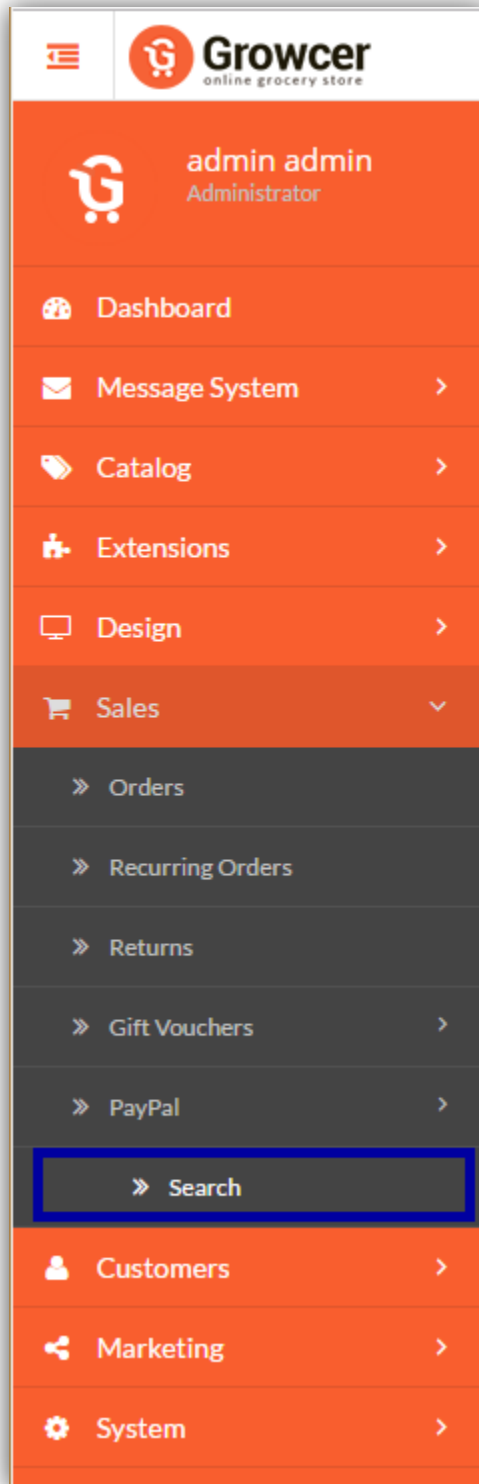
- Voucher Theme Name (Admin can choose the theme of gift vouchers)
- Image (Admin will upload the image for theme)

By clicking  icon, admin can save the details.

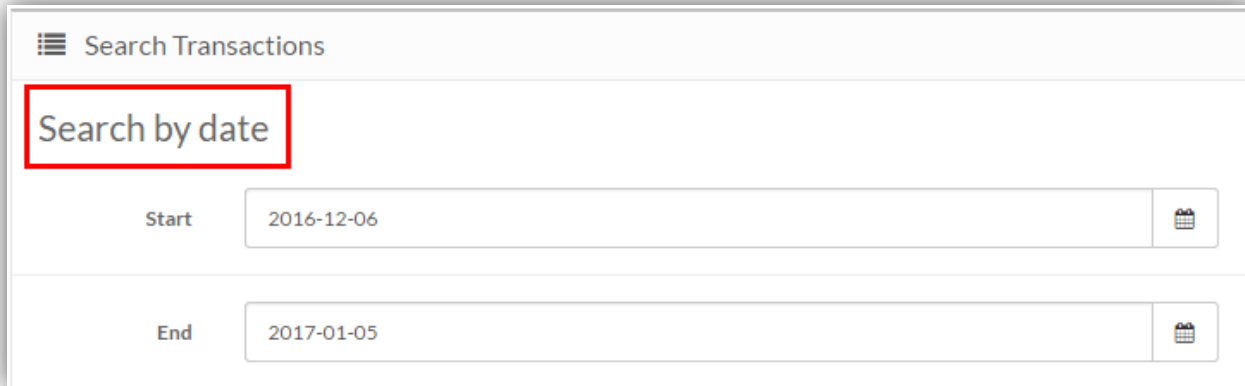
By clicking  icon, admin can delete any gift voucher from the list.

6.5 PayPal

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



By clicking **Search**, admin will be redirected to the List page in the backend. In this section, admin can view the details & search for all the transactions made to the PayPal account of admin. In the store front, customers purchasing the voucher for a person can choose a theme for voucher. Please see the below screenshot:



Admin can search for any transaction details according to the time period they have been completed defined by start and end date.

Admin will need to fill up below details in transaction section:

- Type: It contains all the transactions that can be made, as well as their status
- Email (Buyer): It will require buyer's email ID
- Email (Receiver): It will required receiver's email ID
- Receipt ID: Receipt ID of transaction
- Transaction ID: It contains the unique ID of transaction.
- Invoice Number: Invoice number of the transaction
- Auction Item Number
- Amount: The amount of transaction
- Recurring Profile ID: Recurring profile ID applied on the product

Please see the screenshot below:

Transaction

Type

All



Email (Buyer)

Buyer

Email (Receiver)

Receiver

Receipt ID

Receipt ID

Transaction ID

Transaction ID

Invoice number

Invoice number

Auction item
number

Auction item number

Amount

Amount

AUD



Recurring
Profile ID

Recurring Profile ID

Buyer information

Salutation	<input type="text" value="Salutation"/>
First	<input type="text" value="First"/>
Middle	<input type="text" value="Middle"/>
Last	<input type="text" value="Last"/>
Suffix	<input type="text" value="Suffix"/>

Admin will need to fill the buyer information as follows:

- Salutation
- First Name
- Middle Name
- Last Name
- Suffix

On filling the transaction and buyer information, admin can search the PayPal transaction details.

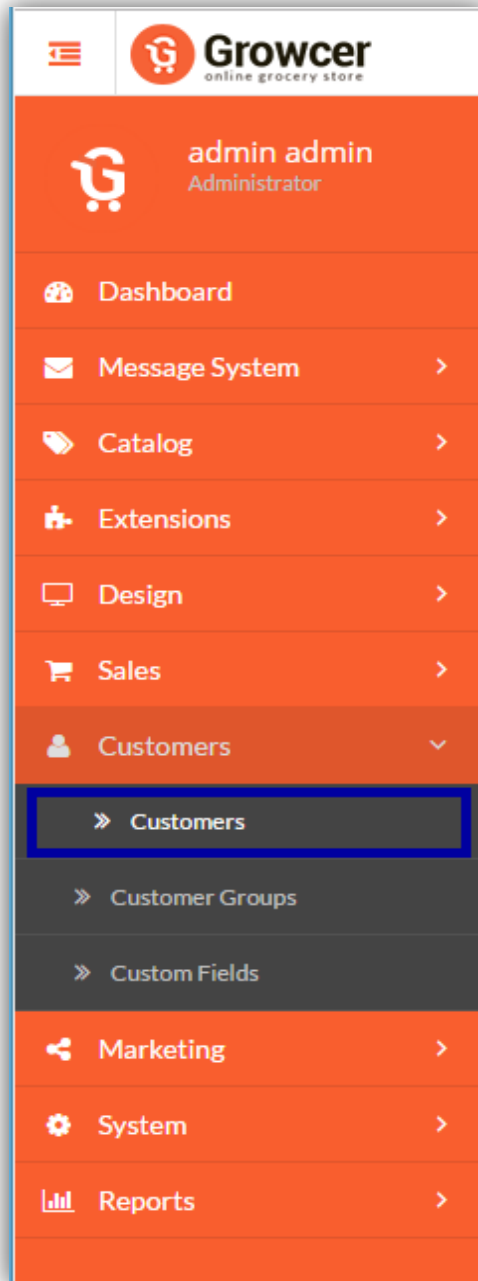
Note. For the PayPal Search section to work, admin will need to setup PayPal Express Checkout account.

7.0 Customers

Following is the list of sub-menu links under the customer’s main menu item.

- Customers
- Customer Groups
- Custom Fields

Admin can select Customers link in the left panel. Please see the screenshot below:



7.1 Customers

By clicking **Customers**, admin will be redirected to the Customer List page in the backend. In this section, admin can view and manage the details of all the registered customers of the website. Please see the below screenshot:

Admin can search for any customer using below search filter:

- Customer Name : Name of the customer
- Customer Group : The group to which customer belongs- Basic/Pro Users
- Approved: If the customer account is approved or not- Yes/No
- Date Added: Date on which customer registered
- E-Mail: Email ID of the customer
- Status: Status of the customer account- Enabled/Disabled
- IP: IP address of the customer tracked by the system

Customer List

Customer Name

Customer Group

Approved

Date Added


E-Mail

Status

IP


<input type="checkbox"/>	Customer Name	E-Mail	Customer Group	Status	IP	Date Added	Action
<input type="checkbox"/>	Afsal Rahman	meafsal@gmail.com	Basic	Enabled	62.103.213.138	15/10/2016	
<input type="checkbox"/>	aidi kleum	adn@dummyid.com	Basic	Enabled	62.103.213.138	16/07/2016	
<input type="checkbox"/>	Ajay Kumar	ajay@ablysoft.com	Basic	Enabled	112.196.9.21	21/03/2016	
<input type="checkbox"/>	Akanksha Arora	demo@dummyid.com	Basic	Enabled	187.20.154.2	25/06/2016	
<input type="checkbox"/>	Akki Man	akki@dummyid.com	Basic	Enabled	112.196.9.21	05/07/2016	

By clicking the icon, admin can add new customer details. Admin will be redirected to the customer detail page. Please see the screenshot below:

 Add Customer

General

General

 Add Address

Customer Group: Basic

* First Name: First Name

* Last Name: Last Name

* E-Mail: E-Mail

* Telephone: Telephone

Fax: Fax

* Password: Password

* Confirm: Confirm

Newsletter: Disabled

Status: Enabled


Approved: Yes


Safe: No


Admin will fill up below details to add customer details:


- Customer Group
- First Name
- Last Name
- E-Mail

- Telephone
- Fax
- Password
- Confirm Password
- Newsletter
- Status
- Approved
- Safe

By clicking  icon, admin can edit the details of any customer.

By clicking  icon, admin can save all the details.

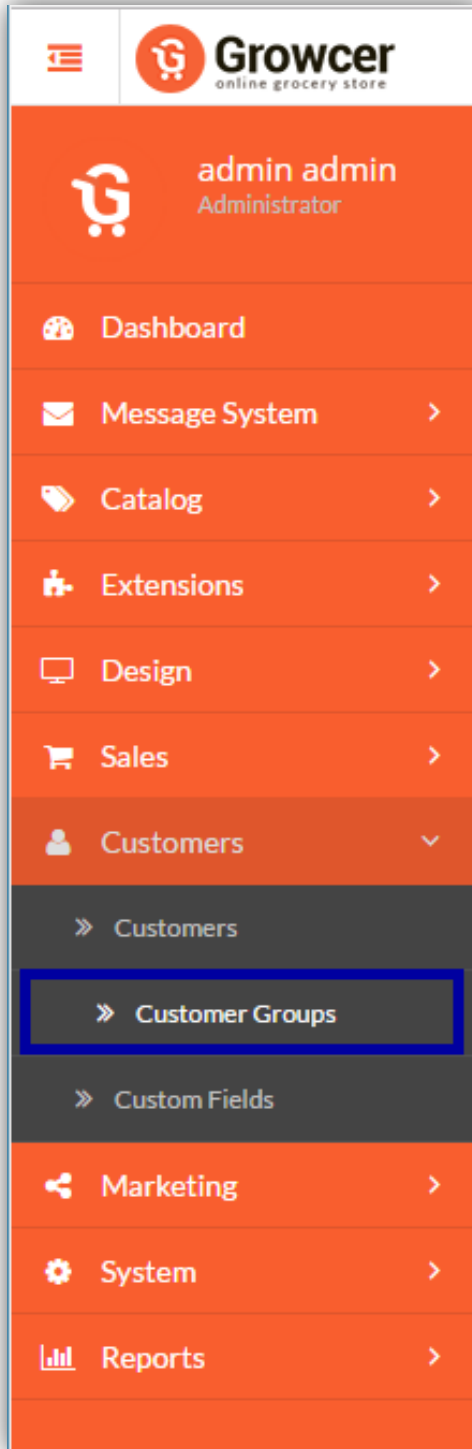
By clicking  icon, admin can login to any customer account.

By clicking  icon, admin can delete any customer account.



Note: If Admin selects the status of any customer as “Disabled”, then that account will be deactivated and the customer will not be able to login to his/her account.

7.2 Customer Groups


Admin can select Customer Groups link under the customers sub menu in the left panel. Please see the screenshot below:





By clicking **Customers Groups**, admin will be redirected to the Customer Group List page in the backend. In this section, admin can view and manage the details of the customer groups of the website. Please see the below screenshot:

<input type="checkbox"/>	Customer Group Name ▼	Sort Order	Action
<input type="checkbox"/>	Basic (Default)	2	
<input type="checkbox"/>	Pro Users	1	

Showing 1 to 2 of 2 (1 Pages)

By clicking  icon, admin can edit details of any customer group from the list.


By clicking  icon, admin can delete any customer group from the list.

By clicking  icon, admin can add the new customer group.




Admin has to fill the following details:

- Customer Group Name: Admin can define the name of customer group
- Description: It will define the information of customer group
- Approve New Customers: Admin can choose Yes or No if new customers should be approved or not
- Sort order: Admin can set the display order of the customer group


Please see the screenshot below:

 Add Customer Group


* Customer Group Name

	Customer Group Name
	Customer Group Name
	Customer Group Name


Description


	Description
---	-------------

Description

	Description
---	-------------

Description


	Description
---	-------------

Approve New Customers 

Yes No

Sort Order

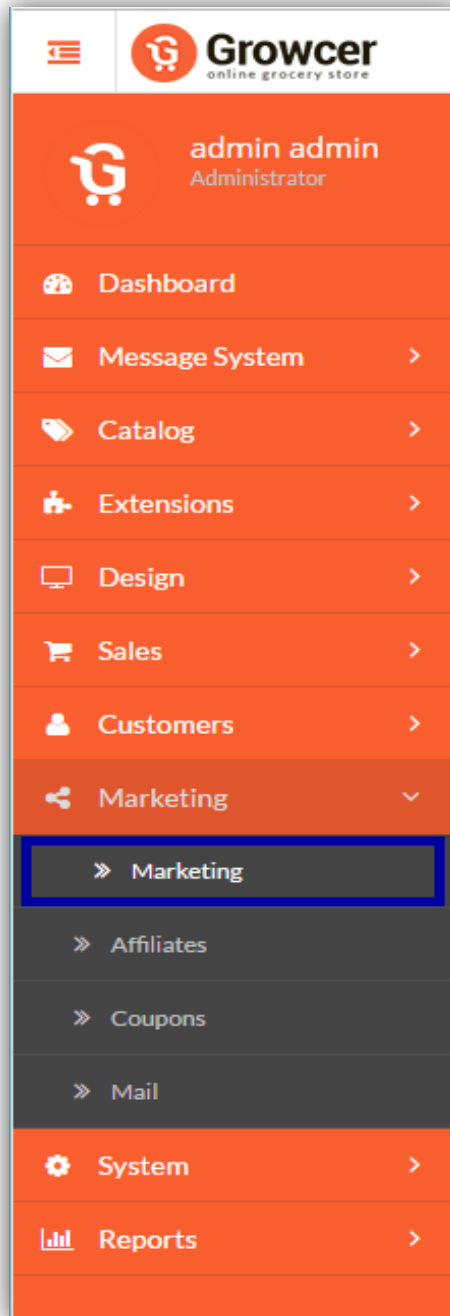
Sort Order

By clicking the  icon, admin can save the details.

8.0 Marketing

Admin can select marketing in the left panel. In this section following are the sub menu links:

- Marketing
- Affiliates
- Coupons
- Mail

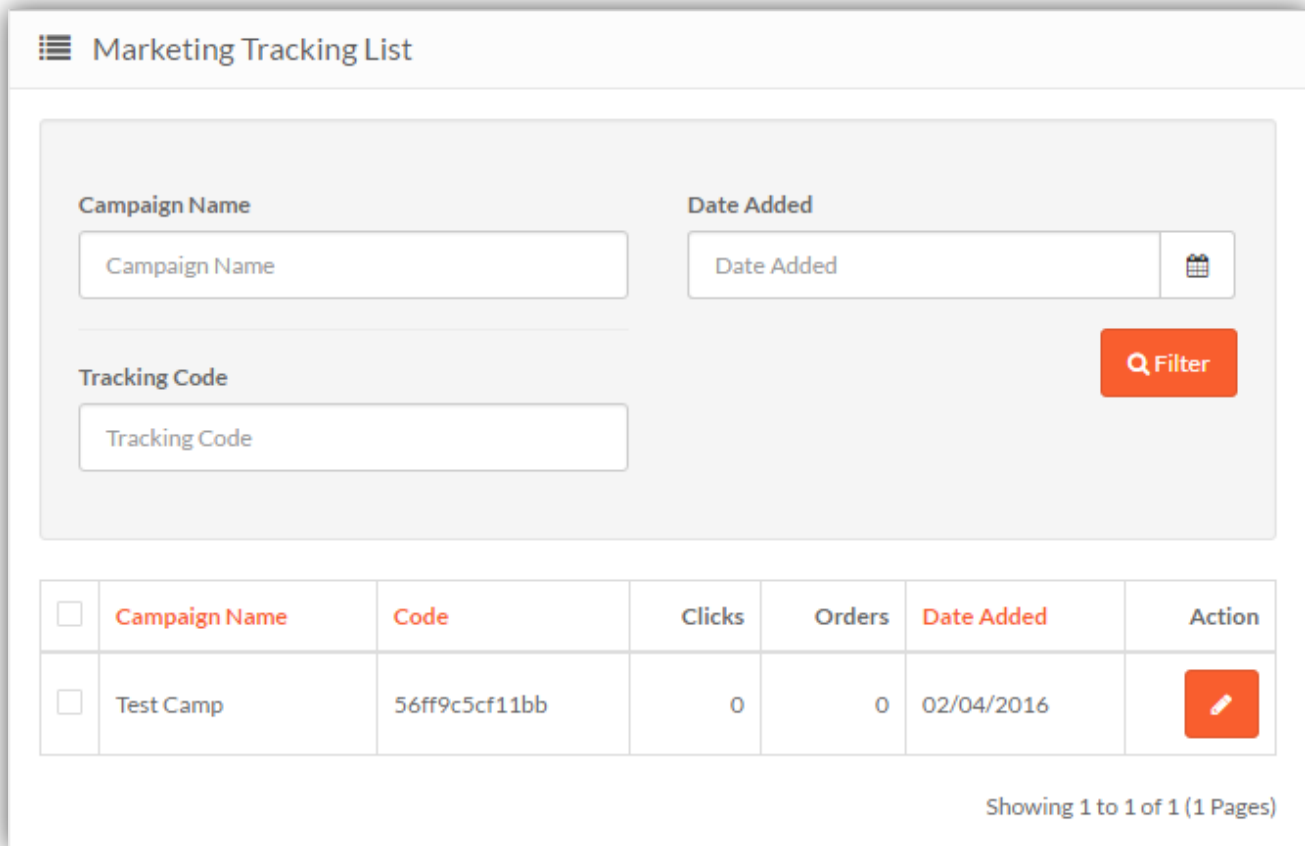


8.1 Marketing

By clicking **Marketing**, admin will be redirected to the Marketing Tacking List page in the backend. In this section, admin can easily add and track the marketing campaigns. Please see the below screenshot:


Admin can search for any Marketing campaign by using below search filter:

- Campaign Name
- Date Added
- Tracking Code

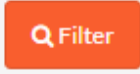



Marketing Tracking List

Campaign Name:


Date Added: 


Tracking Code:




<input type="checkbox"/>	Campaign Name	Code	Clicks	Orders	Date Added	Action
<input type="checkbox"/>	Test Camp	56ff9c5cf11bb	0	0	02/04/2016	

Showing 1 to 1 of 1 (1 Pages)

By clicking  icon, admin can edit the details of any marketing Campaign.


By clicking  icon, admin can add the marketing campaign using below fields:


- Campaign Name: Admin can choose the name of new marketing campaign
- Campaign Description: Can write the description of new marketing campaign
- Tracking Code: This code will be generated automatically, but you can edit the field and choose a custom number for easier tracking. The URLs below will be automatically updated with the number you input.


 Add Marketing Tracking


* Campaign Name


Campaign Description

Not signed in 


* Tracking Code 


Examples 

By clicking the  icon, admin can delete any marketing campaign from the list.

By clicking the  icon, admin can edit the marketing campaign list.

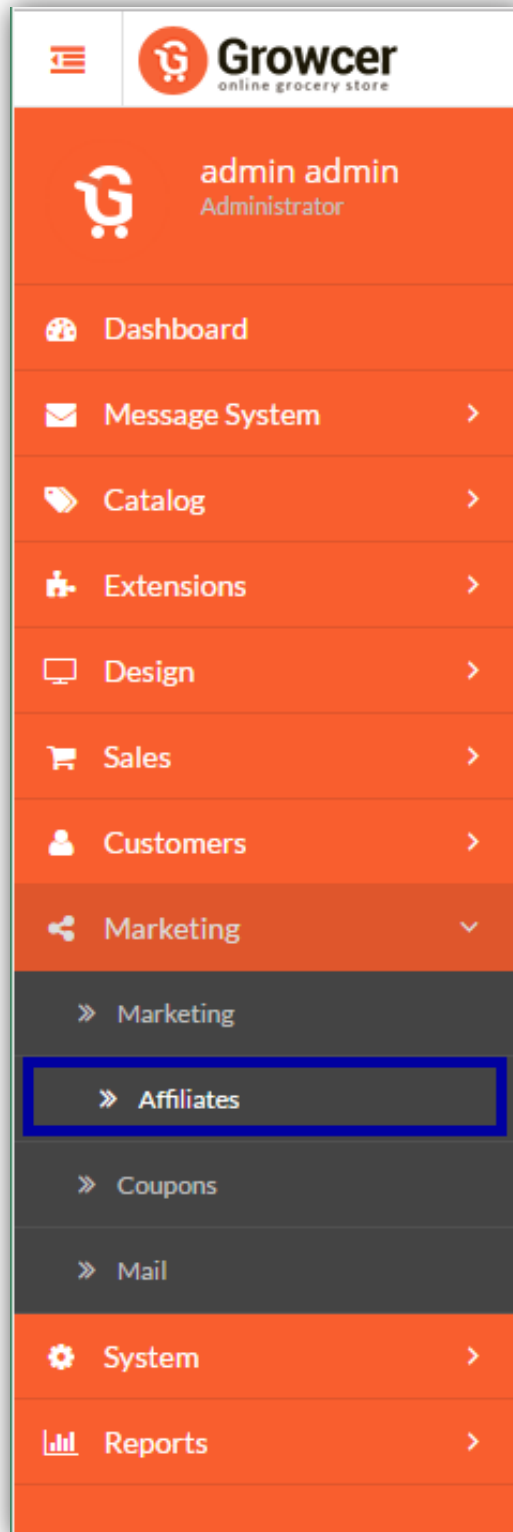
By clicking the add icon, admin can add the marketing tracking details. Please see the screenshot below:

By clicking the  icon admin can save the changes.

By clicking the  icon, admin will be redirected to the previous page.

8.2 Affiliates

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



By clicking **Affiliates**, admin will be redirected to the Affiliate List page in the backend. In this section, admin set up an affiliate program to promote additional traffic to your shop. Affiliates will receive a commission for each time they direct traffic or sales to your site. Please see the below screenshot:

Admin can search for any affiliate using below search filter:

- Affiliate Name
- Status
- Date Added
- E-Mail
- Approved

Affiliate List

Affiliate Name

Status


Date Added

E-Mail

Approved

<input type="checkbox"/>	Affiliate Name	E-Mail	Balance	Status	Date Added	Action
<input type="checkbox"/>	Dave Watmore	dave@dummysid.com	\$0.00	Enabled	18/10/2016	<input type="button" value="Like"/> <input type="button" value="Share"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	golden eye	golden@dummysid.com	\$0.00	Enabled	18/10/2016	<input type="button" value="Like"/> <input type="button" value="Share"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Jhon Smith	jhon@dummysid.com	\$0.00	Enabled	18/10/2016	<input type="button" value="Like"/> <input type="button" value="Share"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Litesh Gupta	litesh@dummysid.com	\$55.50	Enabled	14/07/2016	<input type="button" value="Like"/> <input type="button" value="Share"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Mike Tyson	mike@dummysid.com	\$0.00	Enabled	18/10/2016	<input type="button" value="Like"/> <input type="button" value="Share"/> <input type="button" value="Edit"/>

By clicking the icon, admin can edit the affiliate details

By clicking the  icon, admin can add the affiliate details by filling up below details:

General Details: The first form asks for general information regarding the affiliate. This information can be obtained directly from the affiliate through email, or will be added automatically if they filled out a form on the Affiliate page:


- First Name
- Last Name
- E-mail
- Telephone
- Fax
- Tracking Code
- Password
- Status
- Company
- Address
- City
- Postcode
- Country
- Region/State


Payment Details: The Payment Details tab configures the commission and payment methods to be paid to the affiliate:

- Commission
- Tax ID
- Payment Method
- Cheque Payee name

After the affiliate creates their account in the store front, the affiliate will need to be approved by the administrator in the Affiliates section of the administration.

By clicking the  icon, admin can add the transaction.

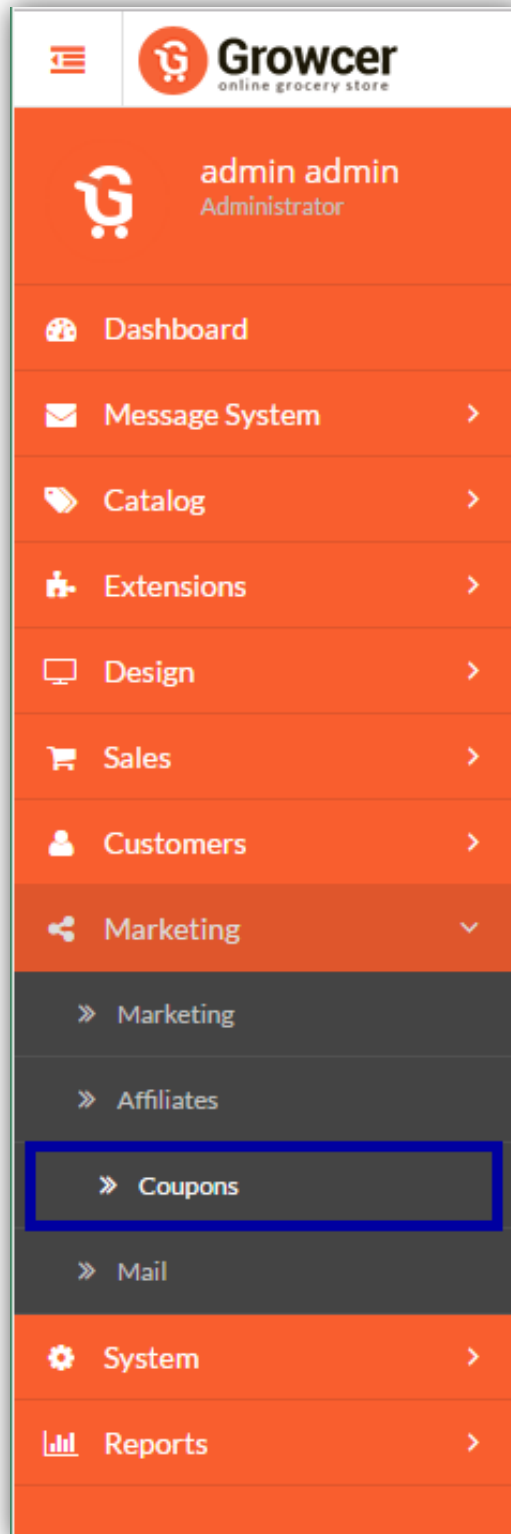
By clicking the  icon, admin can save the details.

By clicking the  icon, admin will be redirected to the previous page.

Admin has to fill the following details:

8.3 Coupons

Admin can select the Coupons link under the marketing sub-menu in left panel. Please see the screenshot below:



By clicking **Coupons**, admin will be redirected to the Coupon List page in the backend. In this section, admin can create and designate coupons to specific products or product categories. The Coupons page will display a list of all the coupons created in the administration. Please see the below screenshot:


<input type="checkbox"/>	Coupon Name	Code	Discount	Date Start	Date End	Status	Action
<input type="checkbox"/>	-10% Discount	OFF10	10.0000	01/01/2014	01/01/2020	Enabled	
<input type="checkbox"/>	-10.00 Discount	1111	10.0000	01/01/2014	01/01/2020	Disabled	
<input type="checkbox"/>	Almond	Mob60	2060.0000	22/08/2016	22/09/2016	Enabled	
<input type="checkbox"/>	discount	abcd	100.0000	06/07/2016	31/08/2016	Enabled	

On the click of the icon, admin can add new coupon by filling up below details:

- **Coupon Name:** A descriptive name for the coupon.
- **Code:** A code that the customer needs to enter in the shopping cart to use the coupon in the store front.
- **Type:** The discount can be a fixed amount off, or a percentage off from the total amount.
- **Discount:** The number taken off from the purchase total.
- **Total Amount:** The amount a customer must reach before using the coupon.
- **Customer Login:** Selecting 'yes' requires the customer to be logged into their store account to use the coupon. Selecting 'no' will let a customer use the coupon as a guest.
- **Free Shipping:** Selecting 'yes' gives the customer free shipping for using the discount code.
- **Products:** Selecting a product category will apply the discount to all products within that category.
- **Categories:** Individual products can be selected by entering in the product name in the space provided. To remove a product from the discount, click the red minus button in the product list below it.
- **Date Start:** The first day that the discount can be used.
- **Date End:** The last day the discount can be used.
- **Uses per Coupon:** Limits how many times the coupon can be used by customers.
- **Uses Per customer:** Limits how many times a specific customer can use the coupon.
- **Status:** Enables or disables the coupon for use in the store front.

By clicking the icon, admin can save the details.

By clicking the icon, admin will be redirected to the previous page.

 Add Coupon

General

* Coupon Name

* Code

Type

Discount


Total Amount


Customer Login Yes No

Free Shipping Yes No

Products

Category

Date Start 

Date End 

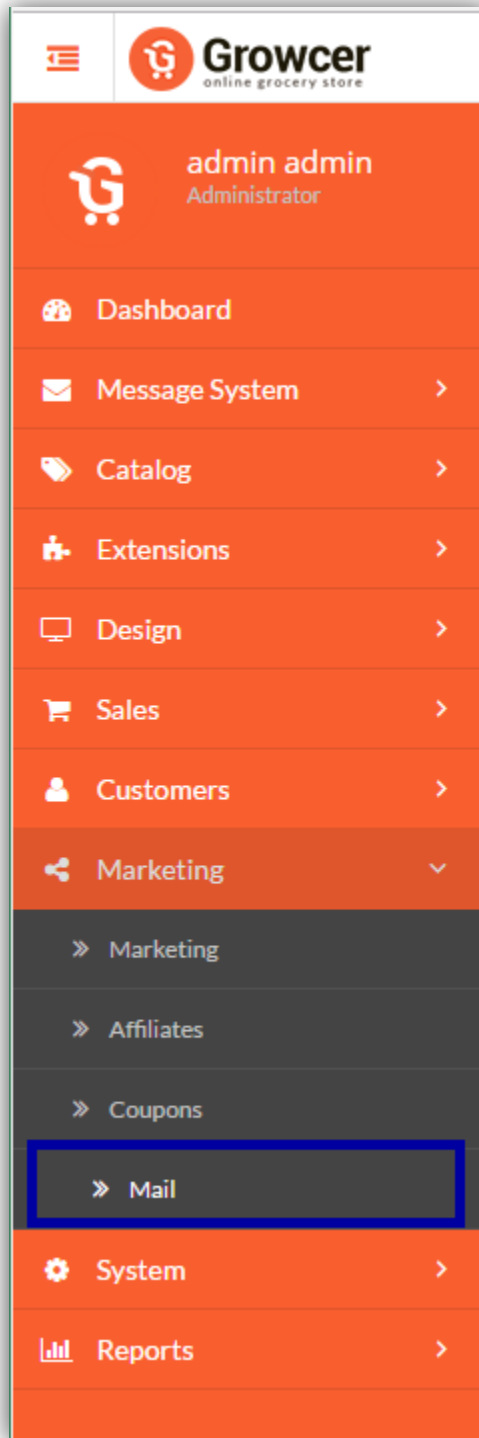
Uses Per Coupon

Uses Per Customer

Status


8.4 Mail

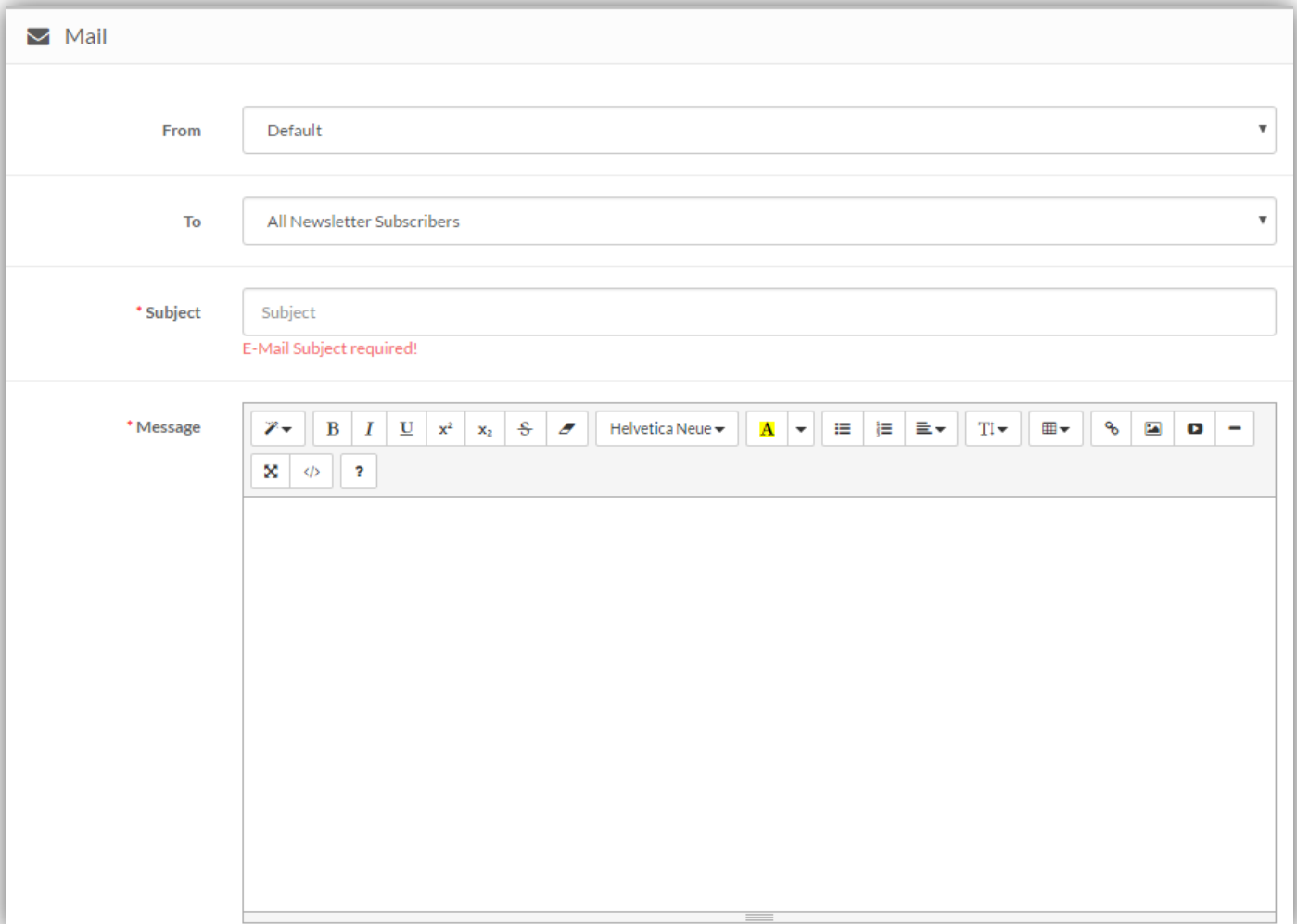
Admin can select the Mail link under the marketing menu in the left panel. Please see the screenshot below:



In this section admin can send an e-mail to the following users:

- All Newsletter Subscribers
- All Customers
- Customers Groups
- Customers
- All Affiliates
- Affiliates
- Products

By clicking the  icon, admin can send the e-mail. Please see the screenshot below:



Mail

From: Default

To: All Newsletter Subscribers

* Subject: Subject
E-Mail Subject required!

* Message

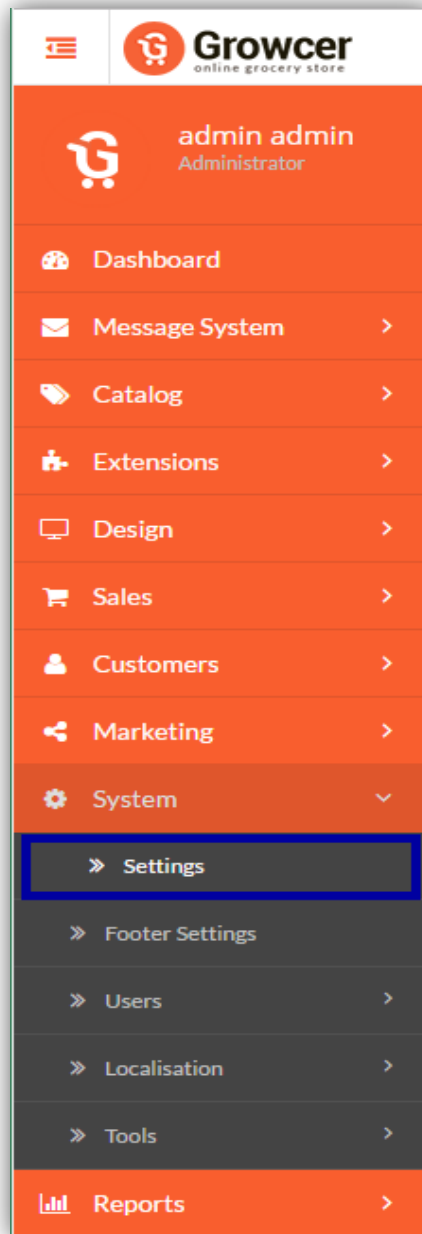
Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Text color (x²), Background color (x₂), Font face (Helvetica Neue), Font size (A), Text color (T), Text background color (T), Link (link icon), Unlink (unlink icon), Image (image icon), Video (video icon), Source code (</>), Help (?).

9.0 System

Following are the list of the sub-menu links under the System main menu:


- Settings
- Footer Settings
- Users
- Localization
- Tools


Please see the screenshot below:



9.1 Settings

By clicking **Settings**, admin will be redirected to the Store List page in the backend. In this section, admin can manage the settings of the whole website. Please see the below screenshot:

☰ Store List			
<input type="checkbox"/>	Store Name	Store URL	Action
<input type="checkbox"/>	Growcer (Default)	http://demo.yogrowcer.com/	

By clicking the  icon, admin can edit the settings using below fields:


Under the **general settings**, admin has to fill the following details:

- System Auto Restore
- Meta Title: The name for the store to be displayed in the browser title toolbar.
- Meta Tag Description: A tag providing a metadata description for the store. Meta tags are seen by search engines.
- Meta Tag Keywords: Selects the template/theme of the store.
- Template
- Default Layout: The default layout type for the store.

Under the **Store settings**, admin has to fill the following details:

- Store Name: The name of the store.
- Store Owner: The name used in the "From:" section of any email sent from the store.
- Address: The address of the store. This information will be displayed in the Contact Us page under the Customer Service section of the footer.
- Google map:
- Geocode
- Support Email: The store owner's email
- Social Code: Social media option codes will be implemented in this field.
- E-mail: The store owner's email, or general email for the store, to be used for email notifications
- Telephone: A telephone number for the store.
- Fax: A fax number for the store.
- Image
- Opening Times: Admin can add opening timings of their store
- Comment

Please see the screenshot below:

 Edit Setting

General

Store

Local

Option

Image

FTP

Mail

Server

Generate New Restore Point before turning it On:- Create New Restore

* System Auto Restore

On

* Meta Title

Growcer

Meta Tag Description

Growcer India

Meta Tag Keywords

Meta Tag Keywords

Template

growcer



Default Layout

Default

Settings [Home](#) / [Stores](#) / [Settings](#)


[Edit Setting](#)

General **Store** Local Option Image FTP Mail Server

* Store Name

* Store Owner

* Address

Google Map 

Geocode


Support Email

Social Code

* E-Mail

* Telephone

Fax

Image 

Opening Times

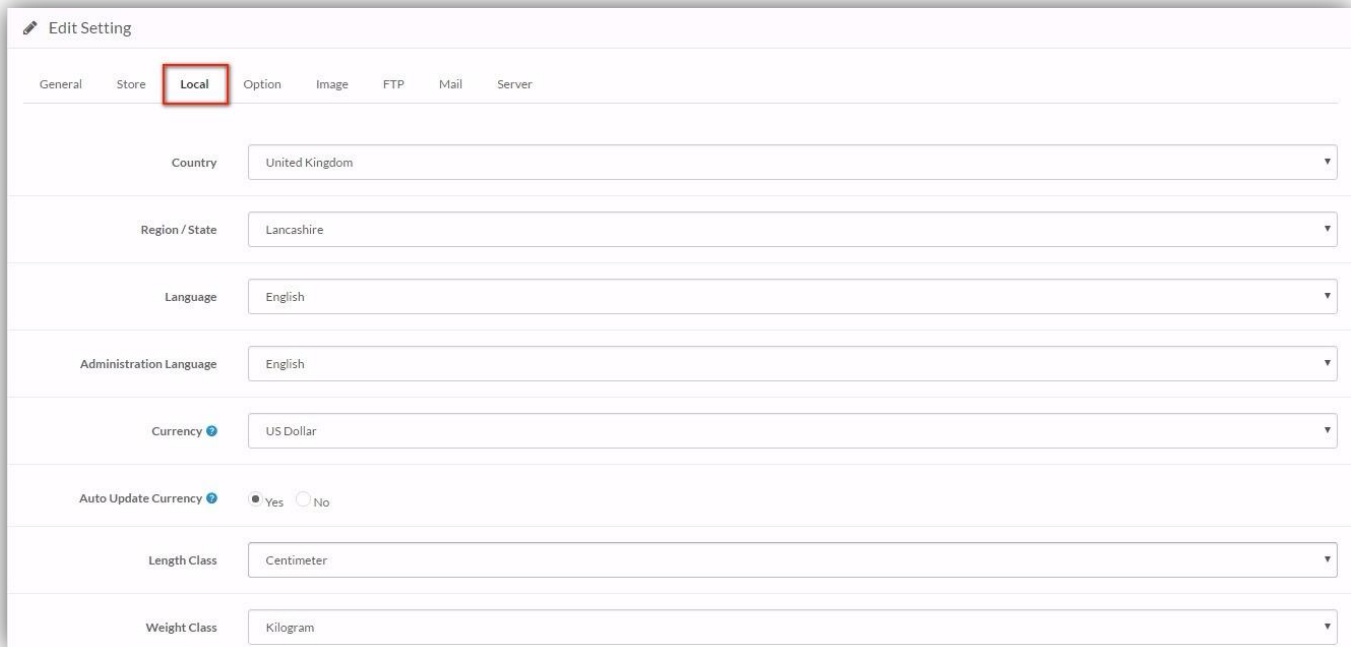
Comment

Under the **local settings**, admin has to fill the following details:

- Country
- Region/State
- Language
- Administration Language

- Currency
- Auto Update Currency
- Length Class
- Weight Class

Please the screenshot below:



The screenshot shows the 'Edit Setting' interface with the 'Local' tab selected. The settings are as follows:

Setting	Value
Country	United Kingdom
Region / State	Lancashire
Language	English
Administration Language	English
Currency	US Dollar
Auto Update Currency	<input checked="" type="radio"/> Yes <input type="radio"/> No
Length Class	Centimeter
Weight Class	Kilogram

Under the **option settings**, admin has to fill the following details:

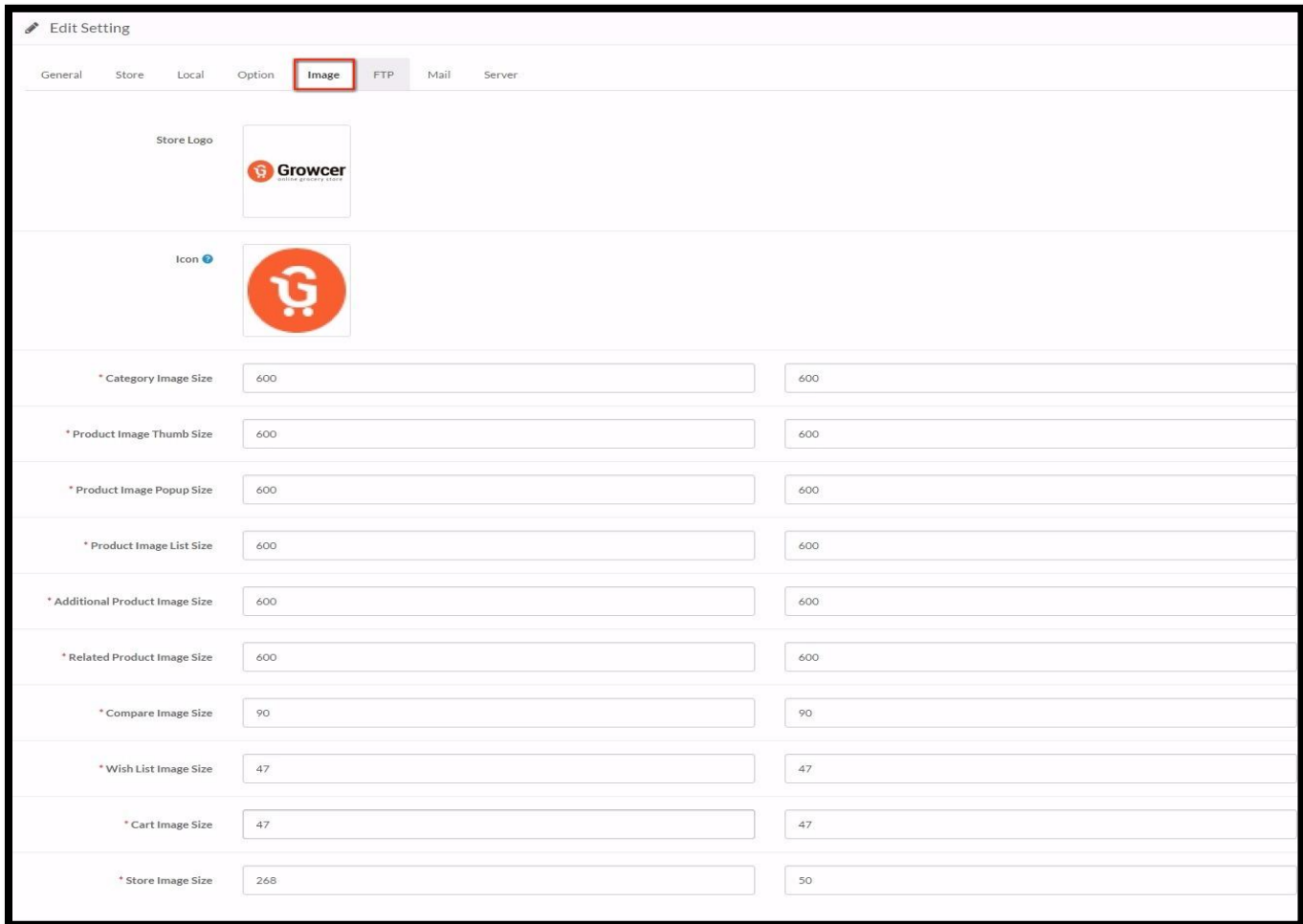
- Category Product Count
- Default Items Per Page
- List Description Limit
- Default Items Per Page
- Allow Reviews
- Allow Guest Reviews
- New Review Alert Mail
- Voucher Min
- Voucher Max
- Display Prices With Tax
- Use Store Tax Address
- Use Customers Tax Address
- Customers Online
- Customers Group
- Customers Groups

- Login Display Prices
- Max Login Attempts
- Account Terms
- New account Alert Mail
- Invoice Prefix
- Display Weight on cart Page
- Guest Checkout
- Checkout Terms
- Order Status
- Processing Order Status
- Complete Order Status
- Fraud Status
- New Order Alert Mail
- API User
- Display Stock
- Show Out Stock Warning
- Stock Checkout
- Affiliate Requires Approval
- Automatic Commission
- Affiliate Terms
- New Affiliate Alert Mail
- Return Terms
- Return Status
- Captcha
- Captcha Page

Under the **Image settings**, admin can change the following details:

- Store Logo
- Icon
- Category Image Size
- Product Image Thumb Size
- Product Image Popup Size
- Product Image List Size
- Additional Product Image Size
- Related Product Image Size
- Compare Image Size
- Wish List Image Size
- Cart Image Size
- Store Image Size

Please see the screenshot below:



Under the **FTP settings**, admin can change the following details:

- FTP Host
- FTP Port
- FTP Username
- FTP Password
- FTP Root
- Enable FTP

Please see the screenshot below:

The screenshot shows the 'Edit Setting' page with the 'FTP' tab highlighted. The settings are as follows:

Field	Value
FTP Host	ftp.yogrowcer.com
FTP Port	21
FTP Username	FTP Username
FTP Password	FTP Password
FTP Root	FTP Root
Enable FTP	<input type="radio"/> Yes <input checked="" type="radio"/> No

Under the **mail settings**, admin can change the following details:

- Mail Protocol
- Mail Parameters
- SMTP Hostname
- SMTP Username
- SMTP Password
- SMTP Port
- SMTP Timeout
- Additional Alert E-Mails

Please see the screenshot below:

The screenshot shows the 'Edit Setting' page with the 'Mail' tab selected. The settings are as follows:

Setting Name	Value
Mail Protocol	Mail
Mail Parameters	Mail Parameters
SMTP Hostname	SMTP Hostname
SMTP Username	SMTP Username
SMTP Password	SMTP Password
SMTP Port	25
SMTP Timeout	5
Additional Alert E-Mails	Additional Alert E-Mails

Under the **server settings**, admin can change the following details:

- Maintenance Mode
- Use SEO URLs
- Robots
- Output Compression Level
- Use SSL
- Allow Forgotten Password
- Use Shared Sessions
- Encryption Key
- Max File Size
- Allowed File Extensions
- Allowed File Mime Types
- Display Errors
- Log Errors
- Error Log Filename

Please see the screenshot below:

✎ Edit Setting

General
Store
Local
Option
Image
FTP
Mail
Server

General

Maintenance Mode ? Yes No

Use SEO URLs ? Yes No

Robots ?

abot
 dbot
 ebot
 hbot
 kbot
 ...

Output Compression Level ?

Security

Use SSL ? Yes No

Allow Forgotten Password ? Yes No

Use Shared Sessions ? Yes No

Encryption Key ?

68oeshPQRSPCIIRsqdij5bmdXUdDIBrUcfSxWtuefUjj48pBswMe1XNqalshOpC99UFD0JCH3lwe7ONx3ZLoveCSVWZpSULi9jRKQpLI5EDNByzSiHz77jmut2fY2hJnRpB4Vc34sGycHJ9A90KIWCV
 68MUCnXgC5ExyaKTzyExpATWpt2Tncf3C42btmUDNFDjMRsBucZDLmu3jYZ9OhdkAbrZlgr3CjsxWXgYP7YtS8o14ePHd1CZSEfsHbUjy0lYXOR2RiS4NzUVSoLeAx8LKNWYTWA3UDZR7lulQ
 2MgPtNP2

Uploads

Max File Size ?

Allowed File Extensions ?

zip
 txt
 png
 jpe
 jpeg
 ...

Allowed File Mime Types ?

text/plain
 image/png
 image/jpeg
 image/gif
 image/bmp
 ...

Error Handling

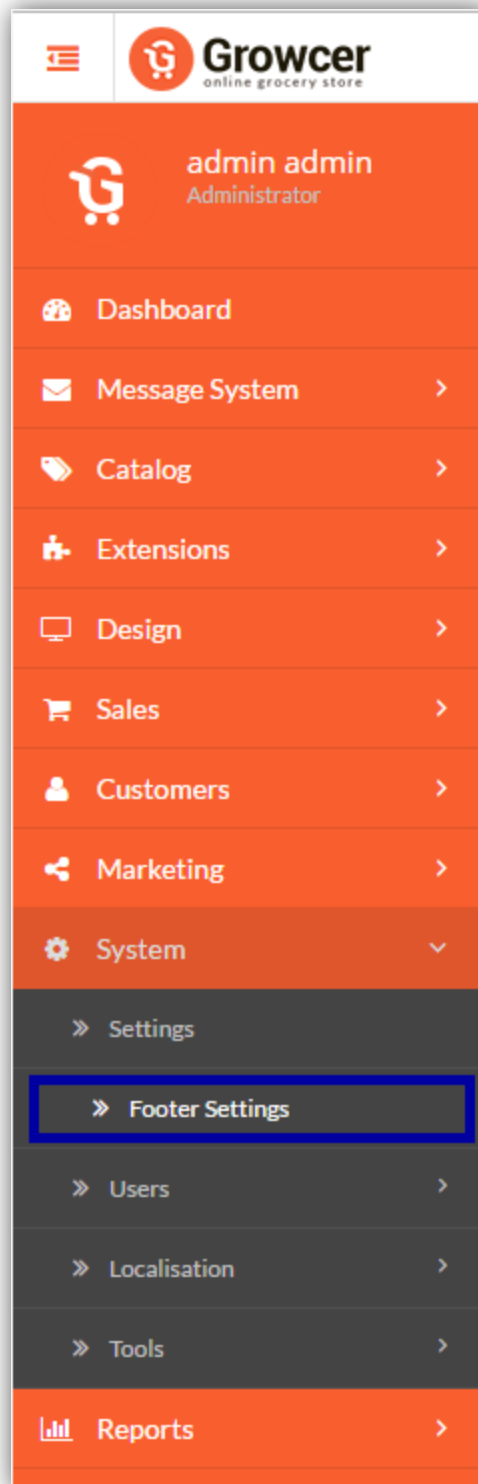
Display Errors ? Yes No

Log Errors ? Yes No










* Error Log Filename


9.2 Footer Settings

Admin can select the Footer Settings link under the system menu in the left panel. Please see the screenshot below:




By clicking **Footer Settings**, admin will be redirected to the Footer Section List page in the backend. In this section, admin can view and manage the settings of footer section like Stay Connected, Extras, Information etc. of the website. Please see the below screenshot:

Footer Section List		
<input type="checkbox"/> Footer Section Title	Sort Order	Action
<input type="checkbox"/> Footer Section Description	0	
<input type="checkbox"/> Stay Connected	1	
<input type="checkbox"/> Information	2	
<input type="checkbox"/> Customer Service	3	
<input type="checkbox"/> Extras	4	
<input type="checkbox"/> My Account	5	
<input type="checkbox"/> Contact Us	6	
<input type="checkbox"/> Copyright Text	7	
<input type="checkbox"/> Payment Image	8	




By clicking the  icon, admin can edit the footer section module. In this, admin can edit the footer section description like:

- Footer Section Title
- Footer Section Heading
- Footer Section Content
- Status
- Sort Order

Please see the screenshot below:

 Edit Footer Section








General









 English
  Español
  عربي

* Footer Section Title:

* Footer Section Heading:

* Footer Section Content:



B
I
U
x²
x₂


Helvetica Neue




Tt

We deliver at your door steps. No need to go anywhere. Buy from us and get your first delivery free.

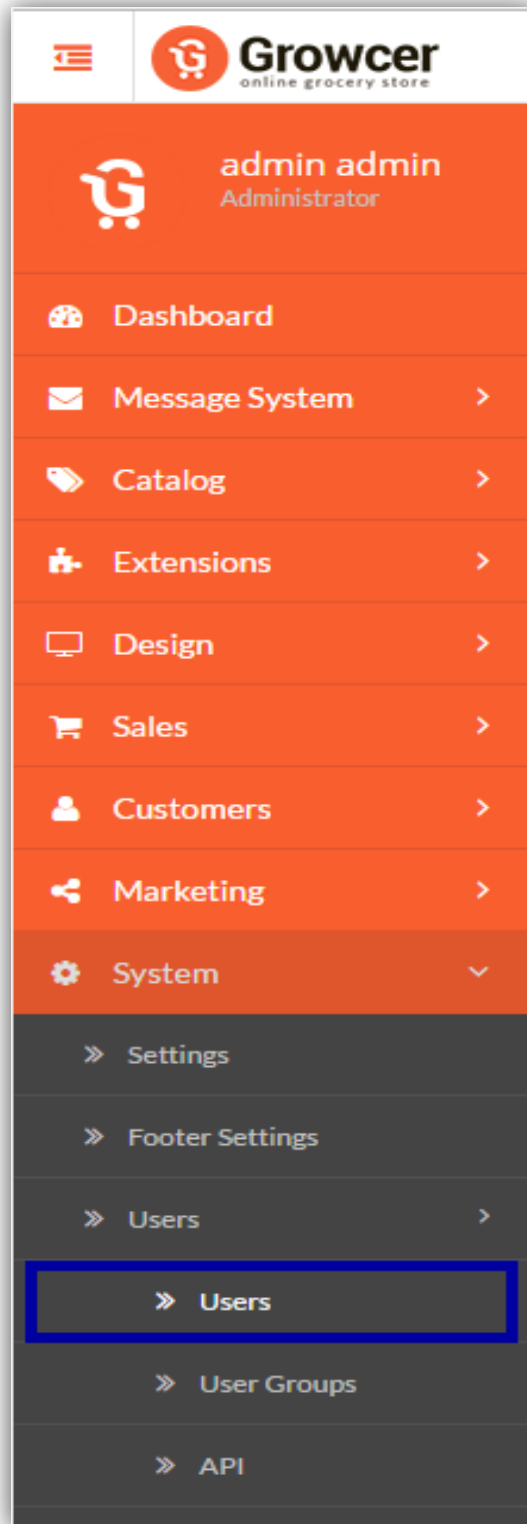
Status:

Sort Order:

By clicking  icon, admin can save the changes of footer section.

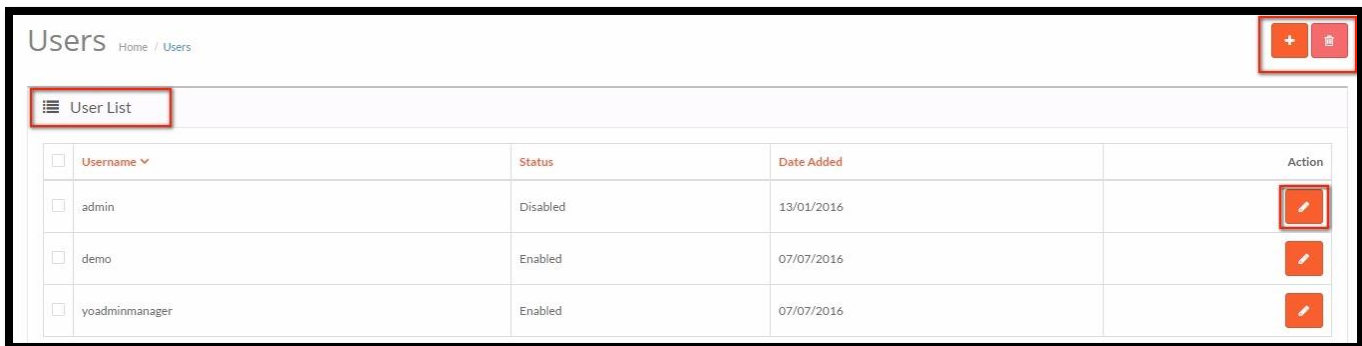
9.3 Users




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




9.1 Users

By clicking **Users**, admin will be redirected to the User List page in the backend. In this section, admin can easily manage and assign administration side permissions to specific people in team. The User section lets the admin customize which users can access the admin side of the store, and what sections can be accessed or modified by them. Please see the below screenshot:




<input type="checkbox"/>	Username ▾	Status	Date Added	Action
<input type="checkbox"/>	admin	Disabled	13/01/2016	
<input type="checkbox"/>	demo	Enabled	07/07/2016	
<input type="checkbox"/>	yoadminmanager	Enabled	07/07/2016	

By clicking the  icon, admin can a new user. Please see the screenshot below:

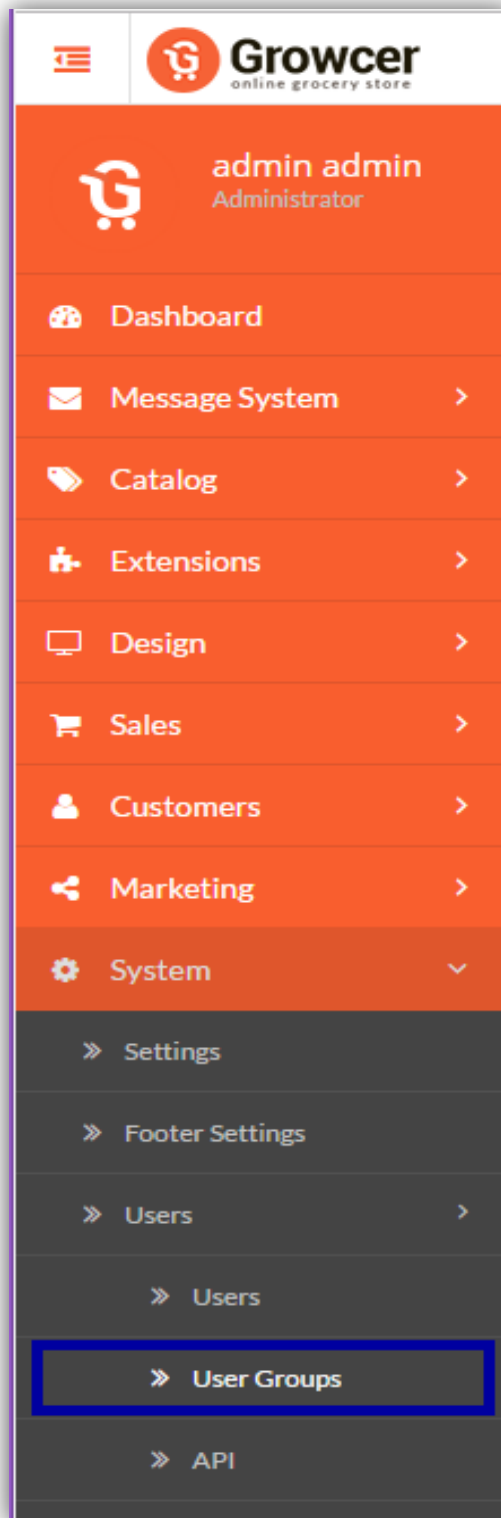
To add a new user, admin will need to fill up below details:

- Username
- User Group
- First Name
- Last Name
- E-Mail
- Image
- Password
- Status

By clicking the  icon, admin can save the details.


9.2 User Groups

Admin can select the User Groups link under the users menu. Please see the screenshot below:



By clicking **Users Groups**, admin will be redirected to the User Groups List page in the backend. In this section, admin can easily manage and customize which admin side pages can be accessed by the specific user groups. Also, admin should check which pages can be accessed under Access Permission, and which page content can be modified under Modify Permission. Please see the below screenshot:

<input type="checkbox"/>	User Group Name ▾	Action
<input type="checkbox"/>	Administrator	
<input type="checkbox"/>	Demonstration	

By clicking the  icon, admin can add the new user group. Please see the screenshot below:

Add User Group

*User Group Name

Access Permission

- catalog/attribute
- catalog/attribute_group
- catalog/category
- catalog/download
- catalog/filter

Select All / Unselect All


Modify Permission


- analytics/google_analytics
- captcha/basic_captcha
- captcha/google_captcha
- catalog/attribute
- catalog/attribute_group


Select All / Unselect All


To add new use group, admin can fill up below details:


- User group Name
- Access Permission
- Modify Permission

By clicking the  icon, admin can save the changes.

By clicking the  icon, admin will be redirected to the previous page.

By clicking the  icon, admin can edit the user groups. Please see the screenshot below:

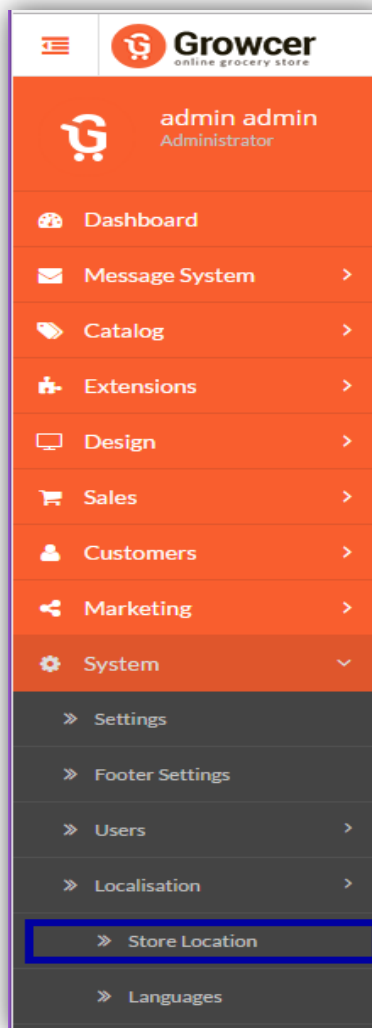
By clicking the  icon, admin can save the changes.

By clicking the  icon, admin will be redirected to the previous page.

9.3 Localisation

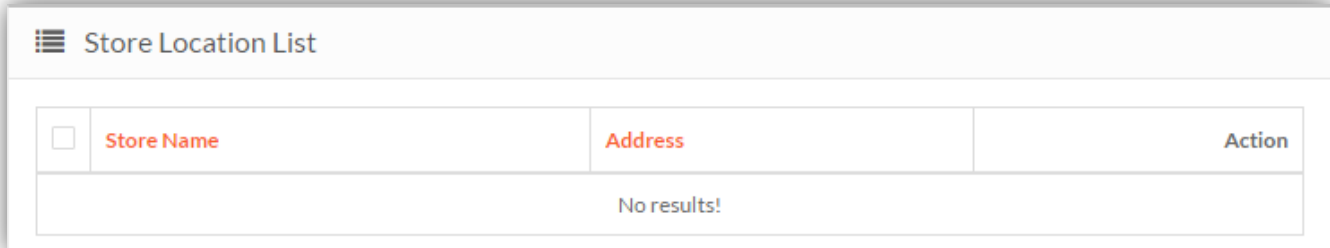
Following are the list of the sub-menu under the menu localization. Please see the screenshot below:


- Store Location
- Languages
- Currencies
- Stock Statuses
- Order Statuses
- Returns
- Countries
- Zones
- Geo Zones
- Taxes
- Length Classes



9.3.1 Store Location


By clicking **Store Location**, admin will be redirected to the Store Location List page in the backend. In this section, admin can easily manage and input their location details if the website is accompanied by one or more physical stores. Please see the below screenshot:





By clicking the  icon, admin can add the store location. Please see the screenshot below:

Admin has to fill the following details:

- Store Name
- Address
- Geocode
- Telephone
- Fax
- Image
- Opening Times
- Comment

By clicking the  icon, admin can save the changes.

By clicking the  icon, admin can delete the store location list.

 Add Store Location

* Store Name

Store Name

* Address

Address

Geocode 

Geocode

* Telephone


Telephone

Fax


Fax

Image



Opening Times 

Opening Times


Comment 

Comment


9.3.2 Languages

By clicking **Languages**, admin will be redirected to the Language List page in the backend. In this section, admin can easily manage the languages available for the store front. Please see the below screenshot:

<input type="checkbox"/>	Language Name ▾	Code	Sort Order	Action
<input type="checkbox"/>	English (Default)	en	1	
<input type="checkbox"/>	Español	es	1	
<input type="checkbox"/>	عربي	ar	1	

By clicking the  icon, admin can add the language by filling up below details:


- **Language Name:** Name of the language
- **Code:** Admin will specify a unique code
- **Locale:** The code used by browsers to auto-detect the language of the site.
- **Image:** The image used to represent the language that will be displayed in the header area of the store.
- **Directory:** The location of the language pack
- **Filename:** The name of the language file.
- **Status:** Enables or disables the language in the store front.
- **Sort Order:** Determines the position of the language among multiple languages in the header.

By clicking the  icon, admin can edit the languages. Please see the screenshot below:

9.3.3 Currencies

By clicking **Currencies**, admin will be redirected to the currencies List page in the backend. In this section, admin can easily select which currencies are available for use in store front. The default currency will display all the product prices in that currency. Please see the below screenshot:

<input type="checkbox"/>	Currency Title ▾	Code	Value	Last Updated	Action
<input type="checkbox"/>	Euro	EUR	0.95130002	05/01/2017	
<input type="checkbox"/>	Pound Sterling	GBP	0.81169999	05/01/2017	
<input type="checkbox"/>	US Dollar (Default)	USD	1.00000000	05/01/2017	

By clicking the  icon, admin can add the currency. Please see the screenshot below:

Add Currency

* Currency Title

* Code

Symbol Left

Symbol Right

Decimal Places


Value


Status ▾

9.3.4 Stock Statuses

By clicking **Stock Statuses**, admin will be redirected to the Stock Statuses List page in the backend. In this section, admin can easily create out of stock statuses to be displayed on the product page. The stock status name is arbitrary. Please see the below screenshot:

<input type="checkbox"/>	Stock Status Name ▾	Action
<input type="checkbox"/>	2-3 Days	
<input type="checkbox"/>	In Stock	
<input type="checkbox"/>	Out Of Stock	
<input type="checkbox"/>	Pre-Order	

By clicking the  icon, admin can add the stock status. Please see the screenshot below:

By clicking the  icon, admin can edit details of any stock status.

Add Stock Status	
* Stock Status Name	Stock Status Name
	Stock Status Name
	Stock Status Name

9.3.5 Order Status

By clicking **Stock Statuses**, admin will be redirected to the Stock Statuses List page in the backend. In this section, admin can easily manage the order status which would be used at different stages while processing the order. Please see the below screenshot:

<input type="checkbox"/>	Order Status Name ▾	Action
<input type="checkbox"/>	Canceled	
<input type="checkbox"/>	Canceled Reversal	
<input type="checkbox"/>	Chargeback	
<input type="checkbox"/>	Complete	
<input type="checkbox"/>	Denied	

In this admin can add/delete/edit the order status. Please see the screenshot below:

	Order Status Name
	Order Status Name
	Order Status Name
	Order Status Name

By clicking the icon, admin can add the order status. Please see the screenshot below:

By clicking the icon, admin can edit order status. Please see the screenshot below:

9.3.6 Returns

The Returns section allows the admin to create the return statuses, return actions, and return reason names that may be selected in return requests.

Admin can select the following sub-menu under the returns menu:

- Return Statuses
- Return Actions
- Return Reasons

(A) Return Statuses

Admin can manage the return statuses from the return status list section. Please see the screenshot:

<input type="checkbox"/> Return Status Name ▾	Action
<input type="checkbox"/> Awaiting Products (Default)	
<input type="checkbox"/> Complete	
<input type="checkbox"/> Pending	

By clicking the icon, admin can edit return status.


By clicking the icon, admin can add new return order status.

(B) Return Actions

Admin can add/delete/edit the return action list. Please see the screenshot below:

<input type="checkbox"/> Return Action Name ▾	Action
<input type="checkbox"/> Credit Issued	
<input type="checkbox"/> Refunded	
<input type="checkbox"/> Replacement Sent	

By clicking the icon, admin can add the return action list.


By clicking the  icon, admin can edit return action list.


(C) Return Reason

Admin can add/edit/delete the return reasons. Please see the screenshot below:




Return Reason List	
<input type="checkbox"/> Return Reason Name ▾	Action
<input type="checkbox"/> Dead On Arrival	
<input type="checkbox"/> Faulty, please supply details	
<input type="checkbox"/> Order Error	
<input type="checkbox"/> Other, please supply details	


By clicking the  icon, admin can add the return reason. Please see the screenshot below:











By clicking the  icon, admin can edit the return reason. Please see the screenshot below:

9.3.7 Countries

By clicking **Countries**, admin will be redirected to the Country List page in the backend. 239 countries are stored in the Country section. These countries can be used to estimate shipping and taxes when a customer enters in their location. Each country can be individually disabled, removing them from the store front, by editing them. The countries can be deleted as well. Admin can add/edit/delete the country list. Please see the screenshot below:


By clicking the  icon, admin can add the country list. Please see the screenshot below:


By clicking the  icon, admin can edit the country list. Please see the screenshot below:

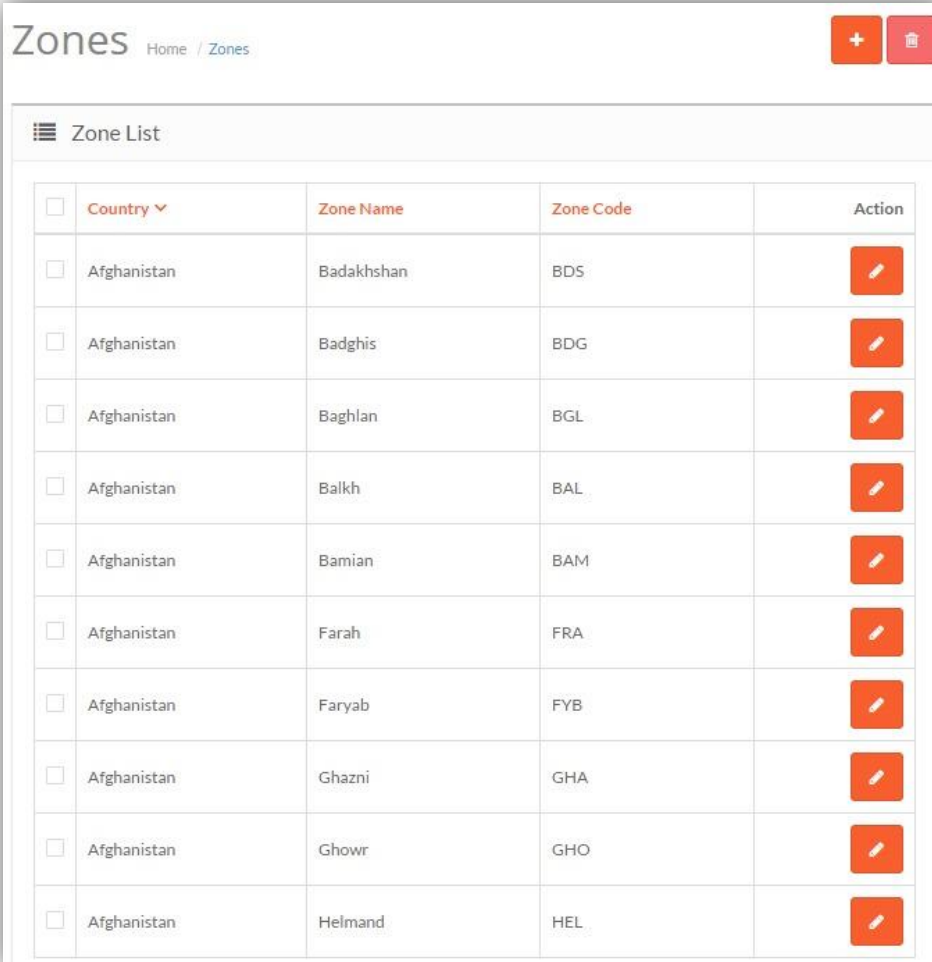
<input type="checkbox"/>	Country Name ▼	ISO Code (2)	ISO Code (3)	Action
<input type="checkbox"/>	Aaland Islands	AX	ALA	
<input type="checkbox"/>	Afghanistan	AF	AFG	
<input type="checkbox"/>	Albania	AL	ALB	
<input type="checkbox"/>	Algeria	DZ	DZA	
<input type="checkbox"/>	American Samoa	AS	ASM	
<input type="checkbox"/>	Andorra	AD	AND	
<input type="checkbox"/>	Angola	AO	AGO	
<input type="checkbox"/>	Anguilla	AI	AIA	
<input type="checkbox"/>	Antarctica	AQ	ATA	
<input type="checkbox"/>	Antigua and Barbuda	AG	ATG	

9.3.8 Zones











By clicking **Zones**, admin will be redirected to the Zone List page in the backend. 3948 zones are included with install. Zones are specific regions of countries, such as a state or province. Creating zones helps estimate taxes and shipping in the store front.. Admin can add/edit/delete the zone list. Please see the screenshot below:

By clicking the  icon, admin can add the zone list. Please see the screenshot below:

By clicking the  icon, admin can edit the zone. Please see the screenshot below:





The screenshot shows a web interface titled "Zones" with a breadcrumb "Home / Zones". In the top right corner, there are two red buttons: a plus sign (+) for adding a new zone and a trash can icon for deleting a zone. Below the header is a "Zone List" section containing a table with the following data:

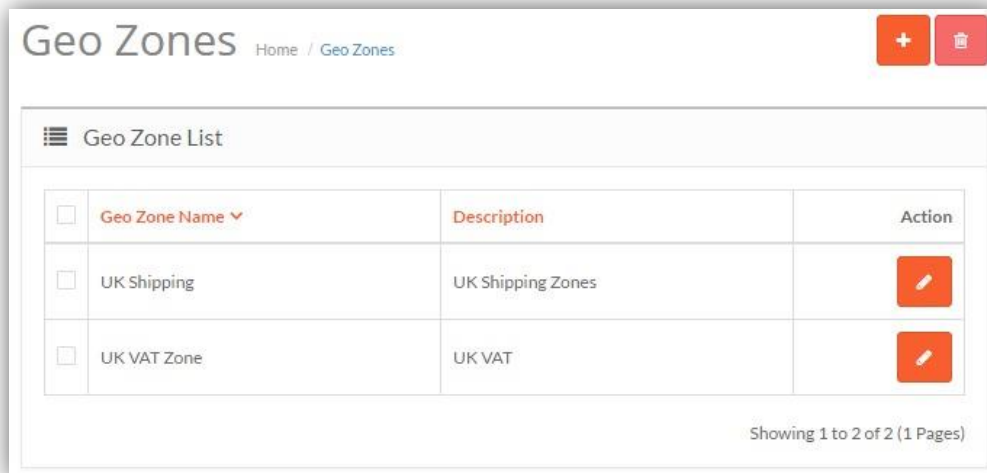
<input type="checkbox"/>	Country ▾	Zone Name	Zone Code	Action
<input type="checkbox"/>	Afghanistan	Badakhshan	BDS	
<input type="checkbox"/>	Afghanistan	Badghis	BDG	
<input type="checkbox"/>	Afghanistan	Baghlan	BGL	
<input type="checkbox"/>	Afghanistan	Balkh	BAL	
<input type="checkbox"/>	Afghanistan	Bamian	BAM	
<input type="checkbox"/>	Afghanistan	Farah	FRA	
<input type="checkbox"/>	Afghanistan	Faryab	FYB	
<input type="checkbox"/>	Afghanistan	Ghazni	GHA	
<input type="checkbox"/>	Afghanistan	Ghowr	GHO	
<input type="checkbox"/>	Afghanistan	Helmand	HEL	

9.3.9 Geo Zone

By clicking **Zones**, admin will be redirected to the Geo Zone List page in the backend. Geo zones are customized zones used in calculating shipping and taxes. Multiple countries and zones can be added to one geo zone to customize shipping methods. Admin can add/edit/delete the Geo Zone list. Please see the screenshot below:

By clicking the  icon, admin can add the geo zone list. Please see the screenshot below:

By clicking the  icon, admin can edit the geo zone. Please see the screenshot below:



9.3.10 Taxes

The Taxes section in Localisation allows the admin to create the taxes that will be applied to specific products in the store. Admin can select the following sub-menu under the Taxes menu:

- Tax Classes
- Tax Rates


(A) Tax classes


Tax classes can store multiple tax rates into one category. The taxes can be customized to calculate the taxes based on the payment address (customer) or the store's address. Tax classes require the following information:


- Tax Class Title

- Description
- **Tax Rate:** selecting "Add Rule" will add a tax rate that was created in Tax Rates. Base On requires either the payment address or the store address to be selected. This will determine the amount of tax added to the shopping cart total in the store front. Priority determines the position of the tax rate if other tax rates are listed with it.

Admin can add/delete/edit the tax classes. Please see the screenshot below:

By clicking  icon, admin can add the tax class list. Please see the screenshot below:

By clicking  icon, admin can edit the tax class list. Please see the screenshot below:

By clicking  icon, admin can delete the tax class list. Please see the screenshot below:





(B) Tax Rates


The tax rate will be used to calculate the taxes from an order. The following information is needed to save a tax rate to the administration:



- **Tax Name:** A name for the tax that will be displayed in the store front when taxes are added to order total.
- **Tax Rate:** A number value for the tax.
- **Type:** Determines whether the number value in Tax Rate is a fixed amount or a percentage of the total amount of an order.
- **Customer Group:** Selecting a customer group will add this tax to all the customers within this group. Multiple customer groups can be selected at once.
- **Geo Zone:** Selecting a Geo Zone will apply the tax to the regions and countries within a Geo Zone.

Admin can add/edit/delete the tax rate list. Please see the screenshot below:

By clicking  icon, admin can add the tax rate list. Please see the screenshot below:

By clicking  icon, admin can edit the tax rate list. Please see the screenshot below:




On clicking  icon, admin can delete the tax rates list. Please see the screenshot below:

<input type="checkbox"/>	Tax Name ▼	Tax Rate	Type	Geo Zone	Date Added	Date Modified	Action
<input type="checkbox"/>	Eco Tax (-2.00)	2.0000	Fixed Amount	UK Shipping	21/09/2011	06/09/2016	
<input type="checkbox"/>	VAT (20%)	20.0000	Percentage	UK VAT Zone	09/03/2011	22/09/2011	

Showing 1 to 2 of 2 (1 Pages)

9.3.11 Length Classes


Admin can select the length class list under the localization sub-menu in the left panel. Length classes are used to assign length specifications to products. Please see the screenshot below:

<input type="checkbox"/>	Length Title ▼	Length Unit	Value	Action
<input type="checkbox"/>	Centimeter (Default)	cm	1.00000000	
<input type="checkbox"/>	Inch	in	0.39370000	
<input type="checkbox"/>	Millimeter	mm	10.00000000	

By clicking  icon, admin can add the length class list. Please see the screenshot below:


The values added to products will be displayed in the product page in the store front. The following information is required to create a new length class:




- **Length title:** The name of the length measurement, (i.e. Centimeter)
- **Length unit:** The units of measurement (i.e. cm)
- **Value:** Set 1 for the default value. Every value added to other lengths, such as km, will need to be relative to that. There are 10 mm in one 1 cm, so the value of mm would be set to 10.


By clicking  icon, admin can edit the length class list. Please see the screenshot below:

9.3.12 Weight Classes

Admin can add/delete/edit the weight class list. Please see the screenshot below:




<input type="checkbox"/>	Weight Title ▾	Weight Unit	Value	Action
<input type="checkbox"/>	Gram	g	1000.00000000	
<input type="checkbox"/>	Kilogram (Default)	kg	1.00000000	
<input type="checkbox"/>	Ounce	oz	35.27400000	
<input type="checkbox"/>	Pound	lb	2.20460000	

By clicking the  icon, admin can add the weight class list. Please see the screenshot below:

Weight classes are used to assign weight specifications to products in the Data tab. The following information is required to create a new weight class:

- **Weight title:** The name of the weight measurement (i.e. Kilogram)
- **Weight unit:** The unites of measurement (i.e. kg)
- **Value:** Set 1 for the default value. Every value added to other weights, such as g, will need to be relative to that value. There are 1000 g in 1 kg, so the value of g would be set to 1000.

By clicking the  icon, admin can edit the weight class list.

9.3.13 Tools

Admin can select the following sub-menu under the Taxes menu:


- Uploads
- Backup/Restore
- Error Logs


(A) Uploads

Admin can delete/filter/download the upload list. Please see the screenshot below:

The screenshot shows the 'Upload List' interface. At the top, there are two search filters: 'Upload Name' and 'Date Added', each with a corresponding input field. A red 'Filter' button is located to the right of these fields. Below the filters is a table with the following columns: 'Upload Name', 'Filename', 'Date Added', and 'Action'. The table contains five rows of upload data. The 'Action' column for each row contains a delete icon (trash can) and a download icon (downward arrow). A red box highlights the download icons for the first four rows.

<input type="checkbox"/>	Upload Name	Filename	Date Added	Action
<input type="checkbox"/>	macaws-in-amazon.jpg	macaws-in-amazon.jpg.WSspRq0Y6KLFGrZUJIOi93EVcm32TeQQ	23/05/2016	
<input type="checkbox"/>	Chrysanthemum.jpg	Chrysanthemum.jpg.DKLi4E5usGMSx2xj0fQBt6YrAgDdTmBM	11/05/2016	
<input type="checkbox"/>	BODY-BALANCE-1.jpg	BODY-BALANCE-1.jpg.OxVLPVSNZVtYwBhjcZhOo7h9vuQnLAST	02/04/2016	
<input type="checkbox"/>	Penguins.jpg	Penguins.jpg	01/04/2016	

By clicking  icon, admin can delete the upload file from list.

By clicking  icon, admin can filter the upload list on the basis of the following:

- Upload Name
- Date Added

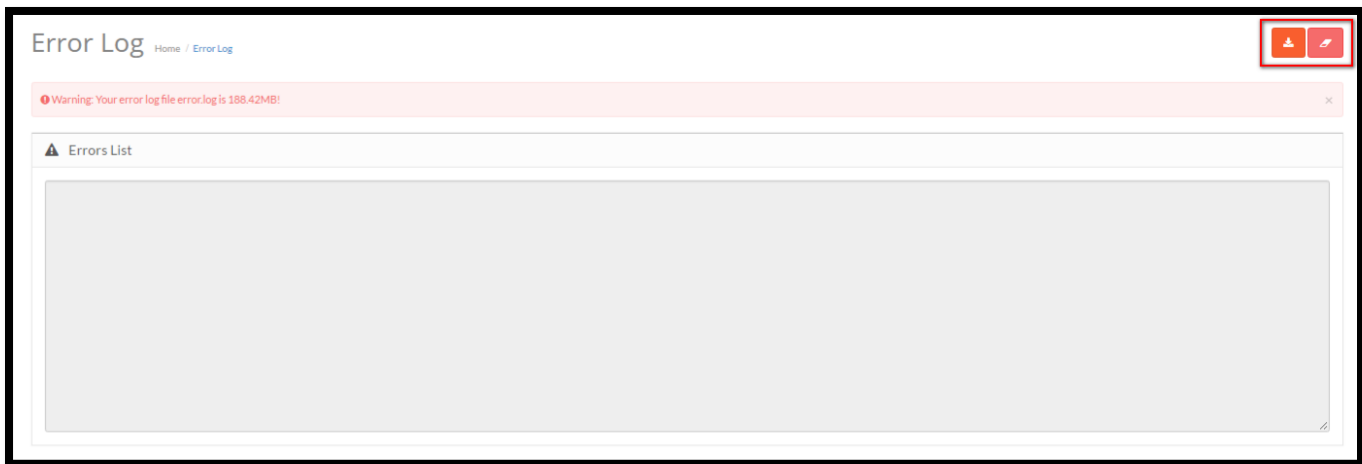
(B) Backup/Restore

Admin can back up or restore the data. Download a backup of the store's current database or restore the database through this feature. Backup section contains all the data tables in the MySQL database available for download. User can choose what files you want to download by checking on them. Clicking the "Backup" button will download the selected tables to your computer Please refer the screenshot below:



(C) Error Logs

In this section admin can download and clear the error list. Pressing "Clear Log" will clear the list of errors. Please see the screenshot below:



10.0 Reports

Following are the list of the sub-menu under the reports menu:

- Sales
- Products
- Customers
- Marketing


10.1 Sales

Under Sales menu, we have following sub menu:


- **Orders:** Order information is displayed in either daily, weekly, monthly, or yearly increments depending on which option you select in the "Group By" drop box. The Orders report displays the following information:
 - **Date Start:** The date of the first day of the week tracked (if set to week in Group By).
 - **Date End:** The date of the last day of the week tracked (if set to week in Group By).
 - **No. of Orders:** The number of orders made through the store between the date start and end.
 - **No. of Products:** The number of products purchased through the store between the date start and end.
 - **Tax:** The amount of taxes paid by customers between the date start and end.
 - **Total:** The total amount of money made from transactions between the date start and end.

The Filter option can display the order information within a certain space of time using Date Start or End, or by order status.

Sales Report [Home / Sales Report](#)

 Sales List


Date Start

Group By

 ▼

Date End

Order Status

 ▼

Date Start	Date End	No. Orders	No. Products	Tax	Total
No results!					

Showing 0 to 0 of 0 (0 Pages)

- **Tax:** The Tax report displays which type of tax is being paid the most by customers in the store front. Tax information is displayed in either daily, weekly, monthly, or yearly increments depending on which option you select in the "Group By" drop box.

The Tax Report displays the following information:

- **Date Start:** The date of the first day of the week tracked (if set to week in Group By).
- **Date End:** The date of the last day of the week tracked (if set to week in Group By).
- **Tax Title:** The title of the tax type used.
- **No. of Orders:** The number of orders made through the store between the date start and end.
- **Total:** The total amount of money paid for taxes by customers between the date start and end.

The Filter option can display the order information within a certain space of time using Date Start or End, or by order status.

Tax Report [Home](#) / [Tax Report](#)

Tax List

Date Start

Group By

Weeks ▾

Date End

Order Status

All Statuses ▾

Filter

Date Start	Date End	Tax Title	No. Orders	Total
No results!				

Showing 0 to 0 of 0 (0 Pages)

- **Shipping:** The Shipping report displays which shipping method is being used the most by customers in the store front. Shipping information is displayed in either daily, weekly, monthly, or yearly increments depending on which option you select in the "Group By" drop box.
 - The Shipping Report displays the following information:
 - **Date Start:** The date of the first day of the week tracked (if set to week in Group By).
 - **Date End:** The date of the last day of the week tracked (if set to week in Group By).

- **Shipping Title:** The shipping method used. The shipping title with the highest total will be displayed at the top. The lowest total will be at the bottom.
- **No. of Orders:** The number of orders made through the store between the date start and end.
- **Total:** The total amount of money paid for shipping between the date start and end.
- The Filter option can display the order information within a certain space of time using Date Start or End, or by order status.

Shipping Report Home / Shipping Report

Shipping List

Date Start

Group By

Date End

Order Status

Date Start	Date End	Shipping Title	No. Orders	Total
24/10/2016	24/10/2016	Free Shipping	2	\$0.00

Showing 1 to 1 of 1 (1 Pages)

- **Returns:** The returns report shows how many returns were requested within a given time frame. The returns information is displayed in either daily, weekly, monthly, or yearly increments depending on which option you select in the "Group By" drop box.
 - The Returns Report displays the following information:
 - **Date Start:** The date of the first day of the week tracked (if set to week in Group By)
 - **Date End:** The date of the last day of the week tracked (if set to week in Group By)
 - **No. Returns:** The number of return requests submitted or created between the date start and date end.

Returns Report [Home / Returns Report](#)

Returns List

Date Start

Group By

Weeks

Date End

Return Status

All Statuses

Date Start	Date End	No. Returns
25/01/2016	25/01/2016	1
01/04/2016	01/04/2016	1
13/04/2016	13/04/2016	1
09/06/2016	09/06/2016	1
04/07/2016	04/07/2016	1
13/07/2016	15/07/2016	4
30/07/2016	30/07/2016	2
01/08/2016	03/08/2016	3
24/08/2016	25/08/2016	2

Showing 1 to 9 of 9 (1 Pages)

- **Coupons:** The coupon report tracks the use of coupons in the store front. The Coupon Report displays the following information:
 - **Code:** The code that was used to activate the coupon in the store front.
 - **Orders:** How many orders used this specific coupon.
 - **Total:** The total amount of all the coupons used. The number is a negative number because the customer is using the coupon to receive a reduced price on a product or order.

Coupons Report [Home](#) / [Coupons Report](#)

Coupon List

Date Start

Date End

Coupon Name	Code	Orders	Total	Action
No results!				

Showing 0 to 0 of 0 (0 Pages)

10.2 Products

Under products menu, we have following sub-menu:

- Products Viewed Report

The Products Viewed Report helps admin to have an idea of what products are being viewed the most, or the least, in the store front. The report will position the top viewed product first. Along with the product name and model, the report will display the number of customers who viewed that product in the store front, and the percentage of views for this specific product out of all the views for products on the site.

Products Viewed Report [Home / Products Viewed Report](#)



Products Viewed List

Product Name	Model	Viewed	Percent
Pamper Pants	pamper12	146	4.16%
Mango Juice	r1	143	4.07%
Almond	GVGB6786	83	2.36%
Huggies Diaper	123456	82	2.33%
Mango	M2	71	2.02%
Tropicana Mango Juice	T11	65	1.85%
Basket Apples	Apple5	54	1.54%
Mamy poko Pants	45678	52	1.48%
Baby Spinach	SP1	52	1.48%
Amul Butter 100 gm	DCS345r3	51	1.45%

Showing 1 to 10 of 143 (15 Pages)

1 2 3 4 5 6 7 8 9 >

>|

- Product Purchased Report

Product Purchase report allows admin to have detailed idea of purchase history of a product. This report comprises of Product Name, code, quantity sold along with the revenue generated. These reports can be filtered on the basis of date range and Order Status.

Products Purchased Report [Home / Products Purchased Report](#)

Products Purchased List

Date Start:

Order Status:

Date End:

Filter

Product Name	Product Code	Quantity	Total
Amul Cheese Spread	SADXA34	5	\$1,400.00
Pamper Pants	pamper12	2	\$80.00
Himalayan Minral Water Bottle	2016	1	\$50.00

Showing 1 to 3 of 3 (1 Pages)

10.3 Customers

Under Customer Menu we have following sub menus:

- Customers Online
All the customers who are online on the portal can be viewed from over here

The displayed results will contain the following:

- **IP:** The IP address from which customer is currently browsing portal.
- **Customer:** The name of customer. If customer is not registered, “guest” will be shown
- **Last Page Visited:** The page that customer last visited before leaving.
- **Referer:** The page customer previously browsed.
- **Last Click:** The time and date of the last click of the customer.
- **Edit:** The button under Action will allow you to access your customer’s account.

Customers Online Report Home / Customers Online Report

Customers Online List

IP

Customer

IP	Customer	Last Page Visited	Referer	Last Click	Action
114.69.235.50	Guest	http://demo.yogrowcer.com/en	http://demo.yogrowcer.com/en/account/return/add.html	04/03/2017 12:11:23	
112.196.9.21	Guest	http://demo.yogrowcer.com/en	http://demo.yogrowcer.com/en/account/login.html	04/03/2017 12:05:29	
199.58.86.209	Guest	http://demo.yogrowcer.com/		04/03/2017 12:01:59	
52.206.14.153	Guest	http://demo.yogrowcer.com/		04/03/2017 11:36:52	
163.172.64.184	Guest	http://demo.yogrowcer.com/en/fruits-and-vegetables/organic-fruit-and-vegetable/organic-fruit-c61c233c250.html		04/03/2017 11:17:40	

Showing 1 to 5 of 5 (1 Pages)

- **Customers Activity**

All the log of registered customer activity related to account and login is created in this report. It consists of comment, ip (from which user did this activity) and Activity date can be viewed over here. Results can be filtered on the basis of date range, Customer Name and IP.

Customer Activity Report [Home / Customer Activity Report](#)

Customer Activity List

Date Start

Customer

Date End

IP

Comment	IP	Date Added
Meena sharma logged in.	112.196.9.21	25/10/2016 01:16:04
Thomas Cook created a new order.	112.196.9.21	24/10/2016 10:18:22
Thomas Cook created a new order.	112.196.9.21	24/10/2016 10:11:28
Meena sharma updated their account details.	112.196.9.21	24/10/2016 07:06:34
Meena sharma logged in.	112.196.9.21	24/10/2016 07:05:19

- **Customer Orders Report**


All the orders placed by customers can be viewed over here. Results can be filtered on the basis of date range and Order Status. Following details are displayed in Orders grid

- **Customer Name**
- **E-Mail**
- **Customer Group:** The customer group the customer is categorized in.
- **Status:** Shows if the customer is currently allowed to login to their store account.
- **No. Orders:** The total number of orders made by this customer.
- **No. Products:** The total number of products purchased by this customer.
- **Total:** The total amount purchased from this customer. Customers are arranged on the list from the highest amount to the lowest.

Customer Orders Report [Home](#) / [Customer Orders Report](#)

Customer Orders List


Date Start


 

Order Status

All Statuses
▼

Date End

Customer Name	E-Mail	Customer Group	Status	No. Orders	No. Products	Total	Action
Thomas Cook	login@dummyid.com	Basic	Enabled	2	8	\$410.00	

Showing 1 to 1 of 1 (1 Pages)

- **Reward Points**
 Amount of reward points obtained by a customer can be viewed over here. Result can be filtered on the basis of Date Range. Following information would be displayed in the data grid:
 - **Customer Name**
 - **E-Mail**
 - **Customer Group:**The customer group the customer is categorized in.
 - **Status:** Shows if the customer is currently allowed to login to their store account.
 - **Reward Points:** The amount of reward points obtained by the customer. Reward points can be acquired by a customer by purchasing a product with reward points designated to it under its Data tab under Catalog>Products.
 - **No. Orders:** The total number of orders made by this customer.
 - **Total:** The total amount purchased from this customer.
 - **Action:** "Edit" under "Action" will direct you to that specific customer's edit form under Sales > Customer. Customers can be filtered by selecting a start and end date.

Customer Reward Points Report [Home / Customer Reward Points Report](#)

Customer Reward Points List

Date Start

Date End

Customer Name	E-Mail	Customer Group	Status	Reward Points	No. Orders	Total	Action
No results!							

Showing 0 to 0 of 0 (0 Pages)

- Credits**
 This report will display total number of credits obtained from customer through his/her purchases. Results can be filtered on the basis of Date Range. Following details are required on the data grid:

Customer Credit Report [Home / Customer Credit Report](#)

Customer Credit List

Date Start

Date End

Customer Name	E-Mail	Customer Group	Status	Total	Action
No results!					

Showing 0 to 0 of 0 (0 Pages)

10.4 Marketing

Under Marketing Menu we have following sub menus:

- **Marketing Report**
All the results generated through marketing campaign can be viewed in this area. Results can be filtered on the basis of date range and Order Status. Following information can be viewed in this grid:
 - **Campaign Name:** The name of your marketing campaign.
 - **Code:** The tracking code that is displayed at the end of the URL of your marketing campaign.
 - **Clicks:** The number of clicks that each marketing campaign has generated.
 - **No. Orders:** The number of orders that your marketing campaign has generated.
 - **Total:** The amount of revenue generated from the number of orders.

Marketing Report [Home](#) / [Marketing Report](#)

Marketing List

Date Start

Order Status

Date End

Campaign Name	Code	Clicks	No. Orders	Total
Test Camp	56ff9c5cf11bb	0	0	\$0.00

Showing 1 to 1 of 1 (1 Pages)

- **Affiliates Commission**
Commission earned by affiliates can be viewed in this section. Results can be filtered on the basis of date range. Following information is displayed in the table:
 - **Affiliate Name:** The name of the individual/company acting as an affiliate for the store.
 - **E-mail:** The e-mail for contacting the affiliate.
 - **Status:** Shows if the affiliate is enabled or disabled.
 - **Commission:** The commission amount made from a customer purchase.
 - **No. Orders:** The number of orders obtained through this affiliate.
 - **Total:** The total amount that this affiliate has earned through the affiliate program

Affiliate Commission Report [Home / Affiliate Commission Report](#)

Affiliate Commission List

Date Start

Date End

[Filter](#)

Affiliate Name	E-Mail	Status	Commission	No. Orders	Total	Action
test test	affiliate@dummyid.com	Enabled	\$5,000.00	0	\$0.00	
Litesh Gupta	litesh@dummyid.com	Enabled	\$55.50	0	\$0.00	

Showing 1 to 2 of 2 (1 Pages)

- **Affiliates Activity**
 All the activities of affiliate can be tracked from this report. Data can be filtered on the basis of date range. Affiliate name and IP
 - **Affiliate:** The name of your affiliate.
 - **IP:** The IP address used by your affiliate.
 - **Comment:** The type of activity of your affiliate.

Affiliate Activity Report [Home / Affiliate Activity Report](#)

Affiliate Activity List

Date Start

Affiliate

Date End

IP

[Filter](#)

Comment	IP	Date Added
test test logged in.	112.196.9.21	25/10/2016 06:51:54
golden eye logged in.	112.196.9.21	18/10/2016 06:32:20