



Documentation

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Software Framework: Laravel
Provided by: codecanyon



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Documentation

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How to in Details

01. What are the Server Requirements to install the script?

Answer:

To install the script, the minimum server requirements are:

- Php version 8.2+
- MySQL 8.0+
- MariaDB 10.3+
- mod_rewrite Apache
- BCMath PHP Extension
- Ctype PHP Extension
- JSON PHP Extension
- Mbstring PHP Extension
- OpenSSL PHP Extension
- PDO PHP Extension
- Tokenizer PHP Extension
- XML PHP Extension
- ZipArchive Extension

On most servers, these extensions are enabled by default, but you should check with your hosting provider.

02. How to install the script?

Answer:

To install the script, follow the steps below.

- Extract the downloaded .zip file from codecanyon on your PC.

- **Upload** the Install.zip file to your server's **public_html** or any other directory where you intend to run the script.
- **Extract** the zip file in that directory.
- Create a new database from your server's **MySQL database**.
- Create a DB **user** for the database and link that **database** to the **DB user**.
- First, hit your **site URL** and it will automatically take you to the **installation**.
- Click on the **Start Installation Process**.
- You will see the **Checking File Permission** page. If everything is okay, then click on **Go to the next step**.
- Now you need to set the **Database Host, Database Name, Database Username, Database Password**, and click **Continue**.
- Now you need to **import the SQL file**.
- Now **fill up the information about the shop** and click **Continue**.
- Click on **Go to Home/ Login to the admin panel**.

03. How to activate the script?

Answer:

Following the given procedure below will activate the license for your domain, and you'll be able to use the script smoothly:

- Open the link in the browser <https://activeitzone.com/activation/>
- In the respective fields, put your Name, E-mail, **CodeCanyon Username, Purchase Key** and your intended **domain name** for the script.
- The form will be submitted to check the **purchase key** and then activate the **license** for that domain.
- You can change the **activation later** from this same form. Activating a **Regular license** again with another domain name will remove the activation of the **previous domain**.

- After activating the script you will find a **system key**. Now you need to use this **system key**. For using the **system key** please follow question no 4.

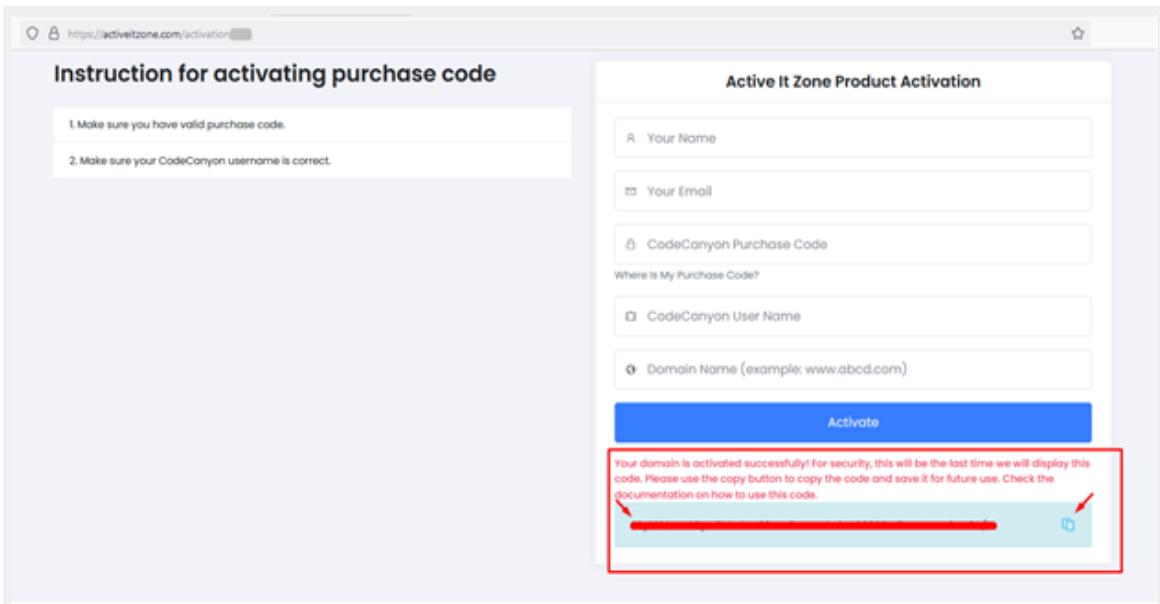
The screenshot shows a web form titled "Active It Zone Product Activation". On the left, there is a sidebar with the heading "Instruction for activating purchase code" containing two items: "1. Make sure you have valid purchase code." and "2. Make sure your CodeCanyon username is correct.". The main form area contains several input fields: "Your Name" (with a placeholder icon), "Your Email" (with a placeholder icon), "CodeCanyon Purchase Code" (with a placeholder icon), "Where Is My Purchase Code?" (checkbox), "CodeCanyon User Name" (checkbox), "Domain Name (example: www.abcd.com)" (checkbox), and "Site URL (example: https://www.abcd.com or https://abcd.com)" (checkbox). At the bottom right of the form is a large blue "Activate" button. A red arrow points from the text above to this "Activate" button.

04. How to use the system key?

Answer:

Following the given procedure below:

- After activating the application you will get the **system key**. Use **copy** button to copy the **system key**



- Now you can follow the manual process to **set the system key**
 - Find the **.env** file from your **root project**



- Find the **SYSTEM_KEY** from the **.env** file (if you do not find the key then write the **SYSTEM_KEY**) and set the code that you copied from this site <https://activeitzone.com/activation> within a **double quote**.

```

APP_NAME="Active eCommerce CMS"
APP_ENV=local
APP_KEY=base64:WrVqXJ+ilWOLItqI7C2N2R2dQkqFAHFYzTrQ8Bjqtso=
APP_DEBUG=true
APP_URL="http://localhost/ecommerce"
APP_TIMEZONE="UTC"
SYSTEM_KEY=""

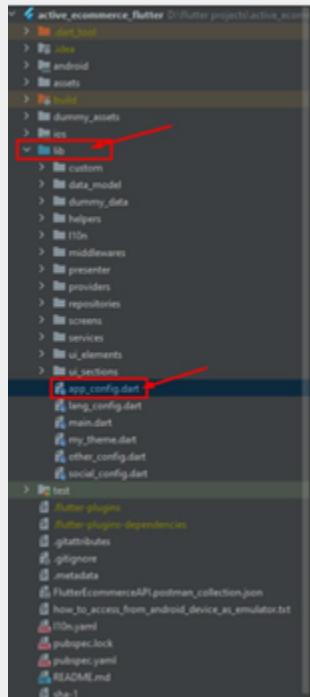
DEMO_MODE="OFF"

LOG_CHANNEL=stack

DB_CONNECTION=mysql
DB_HOST="localhost"
DB_PORT="3306"
DB_DATABASE="db_ecommerce"
DB_USERNAME="root"
DB_PASSWORD=""

```

- Use the same code in your **Flutter app**. Here is the screenshot for a better understanding



```

import 'package:flutter/material.dart';

var this_year = DateTime.now().year.toString();

class AppConfig {
    static String copyright_text = '@ ActiveITZone ' + this_year; //this shows in the splash screen
    static String app_name = "Active eCommerce"; //this shows in the splash screen
    static String purchase_code = "";//enter your purchase code for the app from codecanyon
    static String system_key = "";//enter your system key

    //default language config
    static String default_language = "en";
    static String mobile_app_code = "en";
    static bool app_language_rtl = false;

    //configure this
    static const bool HTTPS = false;
    // static const bool HTTPS = true;

    // static const DOMAIN_PATH = "192.168.0.1/ecommerce"; //localhost
    static const DOMAIN_PATH = "domain.com"; // directly inside the public folder

    //do not configure these below
    static const String API_ENDPOINT = "api/v2";
    static const String PROTOCOL = HTTPS ? "https://" : "http://";
    static const String RAW_BASE_URL = "${PROTOCOL}${DOMAIN_PATH}";
    static const String BASE_URL = "${RAW_BASE_URL}/${API_ENDPOINT}";

    @override
    String toString() {
        // TODO: implement toString
        return super.toString();
    }
}

```

05. How to download the latest version?

Answer:

To download your item(s):

- **Login to your Codecanyon account.**
- Hover over your username from the top right corner and click '**Downloads**' from the drop-down menu.
- The downloads section displays a list of all the items purchased using your account.
- Click the '**Download**' button next to the item and select 'Main File(s)' which contains all files, or 'License Certificate and Purchase Code' for the item license information only.

06. How to upgrade to the Latest Version?

Answer:

To upgrade the latest version:

- Extract the **downloaded file** from codecanyon.
- There you will get a zipped folder named '**updates.zip**'. Upload that to the root directory on your server in which your previous version is running. Unzip that updates.zip file by selecting "**Extract here**".
- Now **reload** the home page
- Or, Go to **System > Update**, Upload the Update zip folder, and click on '**Update Now**' button.
- It's **Done!**
- The full system has been **updated** with a **single click**.
- Let's Browse Active eCommerce cms **Latest Version**.

07. Where will I find the purchase code?

Answer:

- **Log into** your Envato Market account.
- Hover the mouse over your **username** at the top of the screen.
- Click '**Downloads**' from the drop-down menu.
- Click '**License certificate & purchase code**' (available as PDF or text file).

08. How to import demo files?

Answer:

For importing demo files please follow the below procedure:

- **Log in as an admin**
- Click on **System > Import Demo Data** from the left navbar.
- Here you have to select the product name which means select any **homepage layout**
- Input your **Purchase Code**
- Input your **Domain Name**
- Input your **Site URL**
- Now, click on the **Import** button.

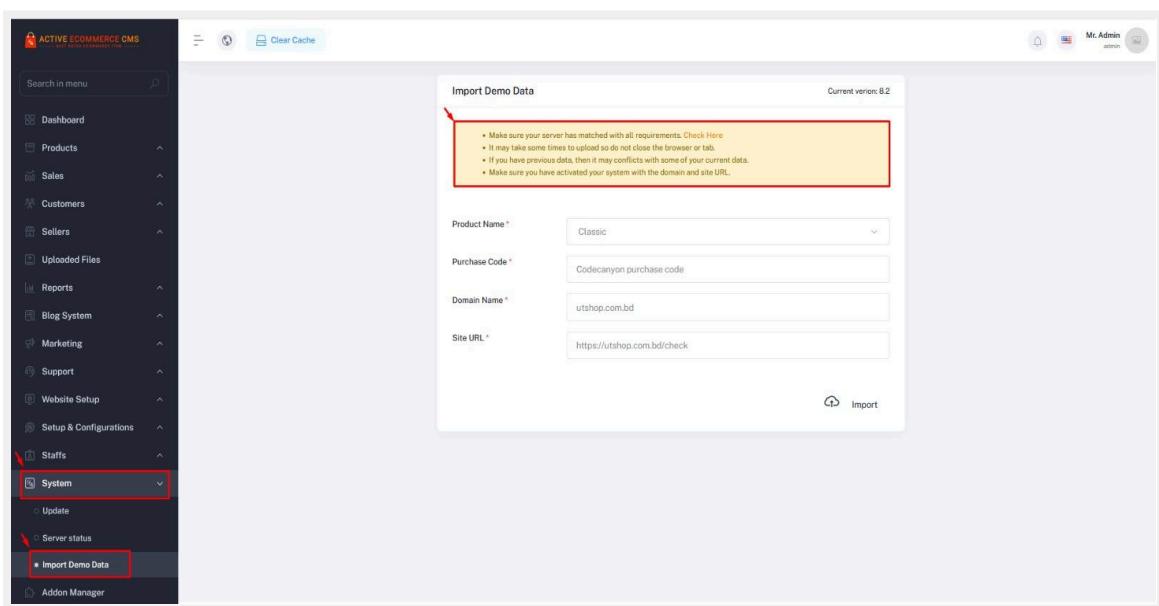


Figure (8a): Importing demo files

*****Please note that,**

- Make sure your server has matched all requirements.
- It may take some time to upload so do not close the browser or tab.
- If you have previous data, then it may conflict with some of your current data.
- Make sure you have activated your system with the domain and site URL.

09. How to upload products from admin?

Answer:

There are several steps to upload a product. Follow the instructions below:

- **Log in as an admin**
- Click on **All Products** from the left navbar.
- Then click on the **Add New Product** button.
- Or, click on **Add New product** from the left navbar
- Product information - Need to fill the required field with proper data one by one.
 - By clicking on the **General** part you can see the product information details
 - Insert a **product name**.
 - Select **multiple categories** and a **main** category.
 - Choose a **brand** from the dropdown list.
 - Insert the product **unit** like **pc, kg, ltr** etc.
 - Insert the product **weight** in kg.
 - Insert the product's **Minimum purchase quantity**.
 - Input single/multiple words for product **Tags** and press enter.
 - Input **Barcode**
 - Enable or disable the **Refundable** switch.
 - Write the **description** of the product. You can add any image or video in this description box.
 - Enable/disable the **Featured** and **Today's Deal** switch
 - Fill up the Flash Deal part
 - Choose the Flash title
 - Insert the discount amount

- Choose the discount type
- Fill up the VAT & TAX part
- Insert the TAX amount and choose the TAX type
- Insert the VAT amount and choose the VAT type
- Now, **Click on the Save & Publish button**

The screenshot shows the 'Add New Product' screen in the Active Ecommerce admin panel. The left sidebar has 'Products' selected, and a sub-menu item 'Add New Product' is highlighted. The main form is titled 'Add New Product' and has a 'General' tab selected. The 'Product Information' section contains fields for Product Name, Brand, Unit, Weight, Minimum Purchase Qty, Tags, Barcode, and Refundable status. A 'Description' rich-text editor is below. The 'Status' section includes 'Featured' and 'Today's Deal' toggle switches. The 'Flash Deal' section allows adding a flash deal with a title, discount, and discount type. The 'VAT & TAX' section includes fields for Tax and Vat amounts. At the bottom right, there are 'Save & Unpublish' and a large green 'Save & Publish' button, with a red arrow pointing to the latter.

Figure (9a): General part of product adding

- Now go to the **Files & Media** Section

- Upload **Gallery images**- Preferable size **600 x 600**.
 - Upload the **Thumbnail image** - Preferable size **300 x 300**
 - Choose any video provider
 - Insert video link
 - Pdf upload option(if available).
- Now, **Click on the Save & Publish button**

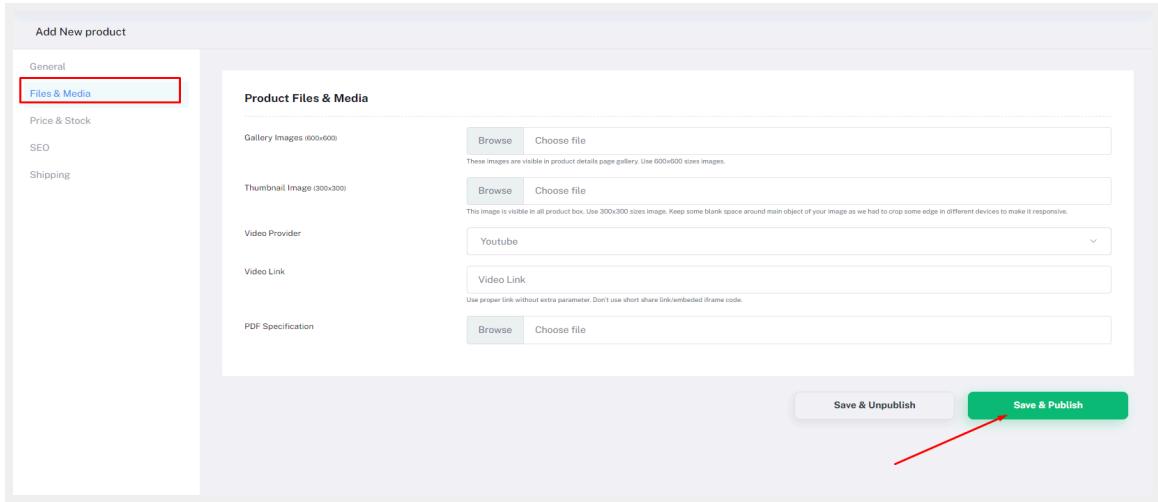


Figure (9b): Files & Media part of product adding

- Now go to the **Price & Stock** Section
- You can choose **multiple colors** by enabling the switch.
 - Choose the **attributes** of this product and then input the values of each attribute.
 - Insert the **Unit price** of the product.
 - You can also give the discount date from the **Discount Date Range**.
 - Add product **discount**(if available then put the amount or if not available then just put zero). Select “**Flat**” or “**Percent**” from the right option and insert the **value**
 - **Fill the set point filed**
 - Insert the **quantity** of the product.
 - Insert the **SKU** (Unit of product quantity)

- Insert the **External link** (if you want to put)
- Insert the **External link button text** (this button will take you to the external link)
- Insert the **Low Stock Quantity**
- Enable/disable any switch of Show stock quantity/ Show stock of text only/Hide stock
- Now, **Click on the Save & Publish button**

The screenshot shows the 'Product price + stock' configuration screen. The 'Price & Stock' tab is active. Key fields include:

- Unit price ***: 0
- Discount Date Range**: Select Date
- Discount ***: 0
- Set Point**: 0
- Quantity ***: 0
- SKU**: SKU
- External link**: External link
- External link button text**: External link button text

Low Stock Quantity Warning

Stock Visibility State

- Show Stock Quantity: On
- Show Stock With Text Only: Off
- Hide Stock: Off

At the bottom right, there are two buttons: 'Save & Unpublish' and a green 'Save & Publish' button, which is highlighted with a red arrow.

Figure (9c): Price & Stock part of product adding

- Now go to the **SEO** Section
 - Write a title that will appear on a shared link.
 - Write a short description that will appear on a shared link.
 - Upload a single image
 - Then click on the **Save & Publish** button.

Add New Product

- General
- Files & Media
- Price & Stock
- SEO**
- Shipping

SEO Meta Tags

Meta Title:

Description:

Meta Image: Browse Choose file

Figure (9d): SEO part of product adding

- Now go to the **Shipping** Section
 - From here can on or off Shipping informations options
 - Cash on delivery
 - Free shipping
 - Flat rate
 - Is product multiply
 - Also can set estimated delivery time.
 - Then click on the **Save & Publish** button.

Add New Product

- General
- Files & Media
- Price & Stock
- SEO
- Shipping**

Shipping Configuration

Cash On Delivery:

Free Shipping:

Flat Rate:

Is Product Quantity Multiply:

Estimate Shipping Time

Shipping Days: Days:

Figure (9e): Shipping part of product adding

- Now go to the **Frequently Brought** Section
 - From here admin can select the product or category-wise
 - If admin selects **product** then you can add products separately by clicking on **Add More**
 - Or If admin selects **Category**, admin can choose any category from the dropdown menu and products under that category will be shown on the homepage
 - Then click on the **Save & Publish** button.

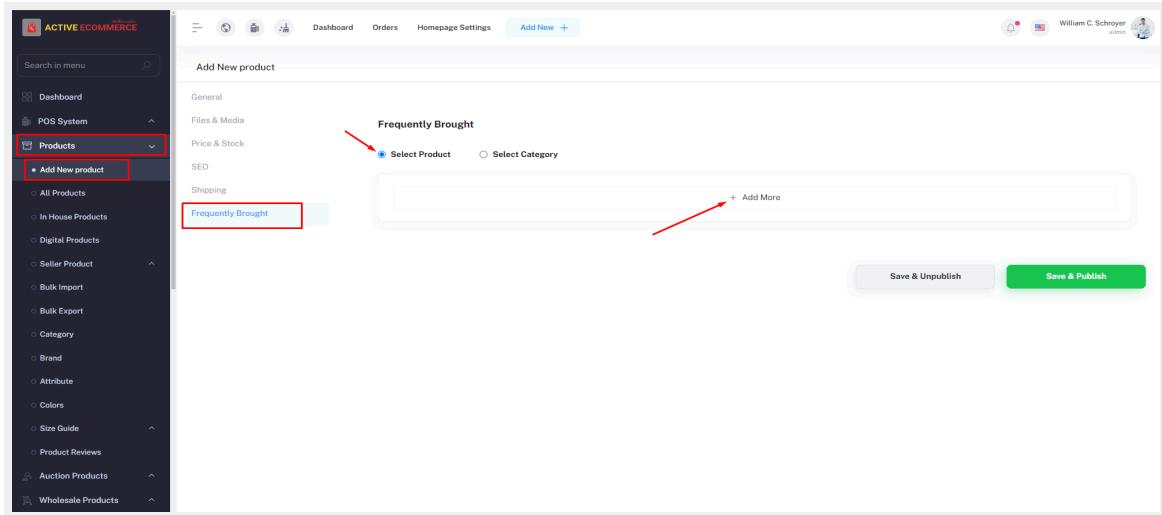


Figure (9f): Selecting products for frequently Brought product

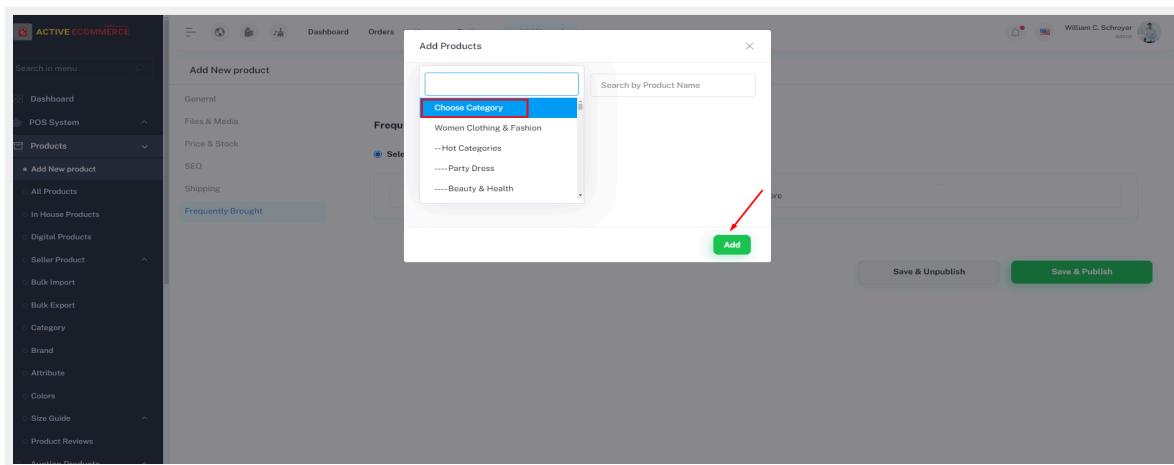


Figure (9g): Choose the category for this product

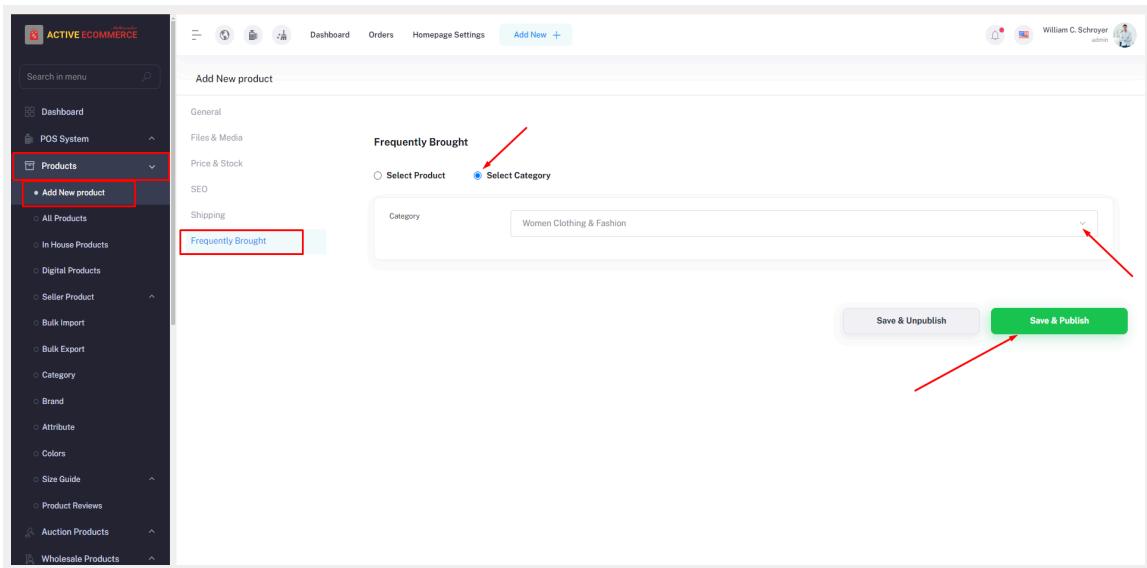


Figure (9h): Selecting category for frequently brought product

10. How to add a New Warranty ?

Answer:

To add a new warranty, please follow the steps outlined below:

- Log in as an administrator.
- Navigate to the "Products" section and select "Warranty" from the left sidebar.

In this section, you will find the warranty list and the form to add a new warranty.

- In the "Add Warranty" form, enter the warranty details, including text and logo, then click on the "Save" button."

Note: When adding or editing a product, you can select any of the previously added warranties.

The warranty details, along with any relevant notes, will be visible in the product details page.

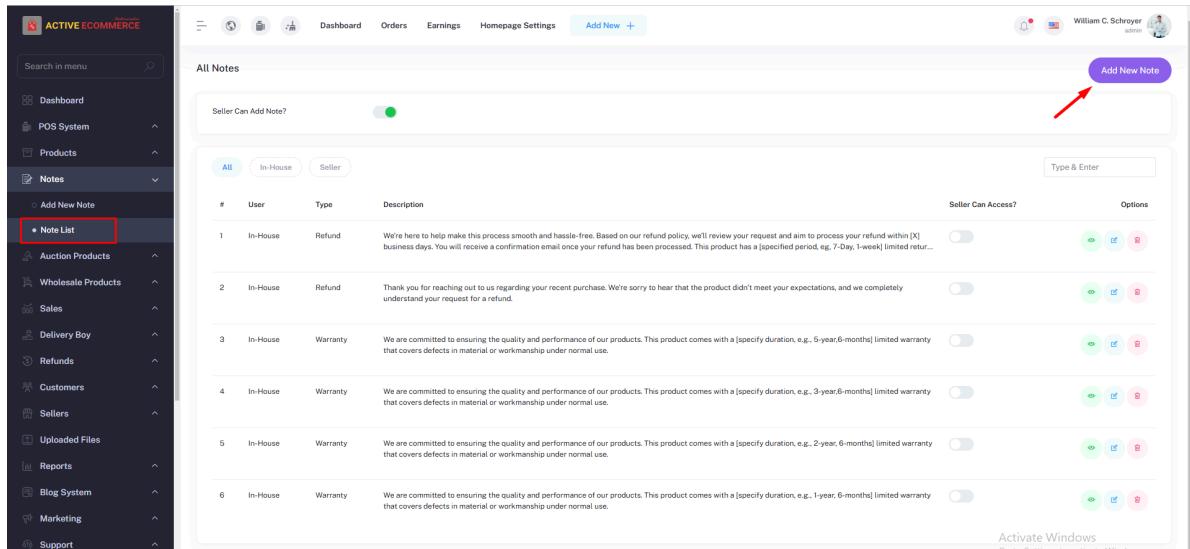
11. How to Add a New Note?

Answer:

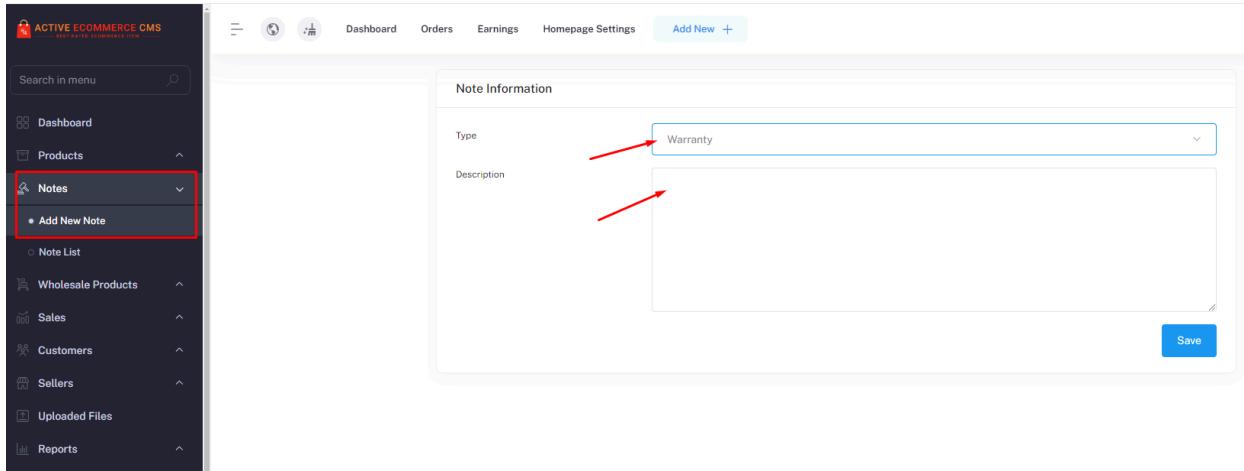
To add a new note as an admin, please follow the steps below:

1. Log in with an Administrator account.
2. Navigate to the Dashboard and select "Note" from the left sidebar.
3. Click on the "Add New Note" button.
4. In the "Add New Note" form, select the appropriate note type, enter the note description, and click "Save" to finalize the process.

Additionally, from the note list, the admin can enable **seller access permissions**. By enabling this option, the seller will be granted access to the admin's notes.



The screenshot shows the ActiveCommerce admin interface. On the left, there's a sidebar with various menu items like Dashboard, POS System, Products, and Notes. Under Notes, 'Note List' is highlighted with a red box. At the top right, there's a user profile for 'William C. Schroyer' and an 'Add New Note' button. The main content area is titled 'All Notes' and shows a table with six rows of note entries. Each row includes columns for '#', 'User', 'Type', 'Description', 'Seller Can Access?' (with a toggle switch), and 'Options' (with three icons). A purple arrow points to the 'Add New Note' button.



Please follow the formalized steps below to add a new note from the seller account:

1. **Log in to your Seller account.**
2. **Navigate to the Dashboard** and select "**Note**" from the left sidebar.
3. Click on the "**Add New Note**" button. (This option will be available if the admin has granted permission for adding new notes.)
4. In the "**Add New Note**" form, select the appropriate note type, enter the note description, and click "**Save**" to finalize the process.

Additionally, the seller will be able to access the admin's notes, provided the admin has granted the permissions.

The screenshot shows the Filon Asset Store dashboard. On the left, there's a sidebar with various menu items like Dashboard, Products, Notes (which has 'Add New Note' and 'Note List' options), and others. The main area is titled 'All Notes' and shows a list of notes with columns for #, User, Type, and Description. Each note has an 'Options' column with three icons. At the top right of the notes list, there's a search bar with 'Type name & Enter' and a blue 'Add New Note' button, which is also highlighted with a red arrow.

12. How to become a seller?

Answer:

To become a **seller**, anyone has to **register his/her shop** first.

- From the below section of Active ecommerce CMS website > **Apply now**.
- Register your shop: **Your Name >Your Email > Your Password > Repeat Password > Shop Name > Address**
- Now, click **register your shop**.

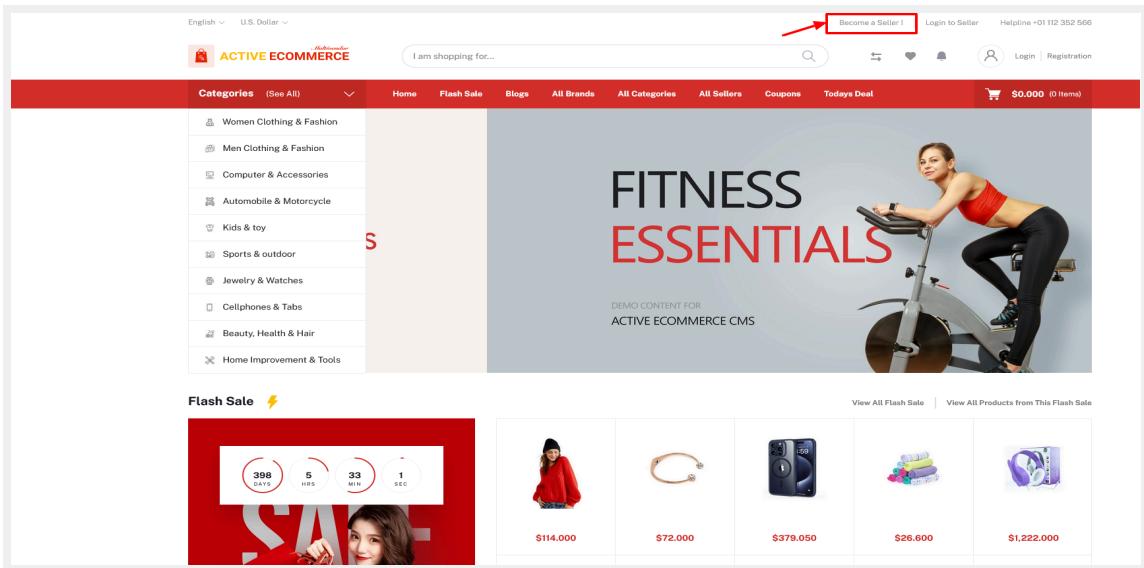


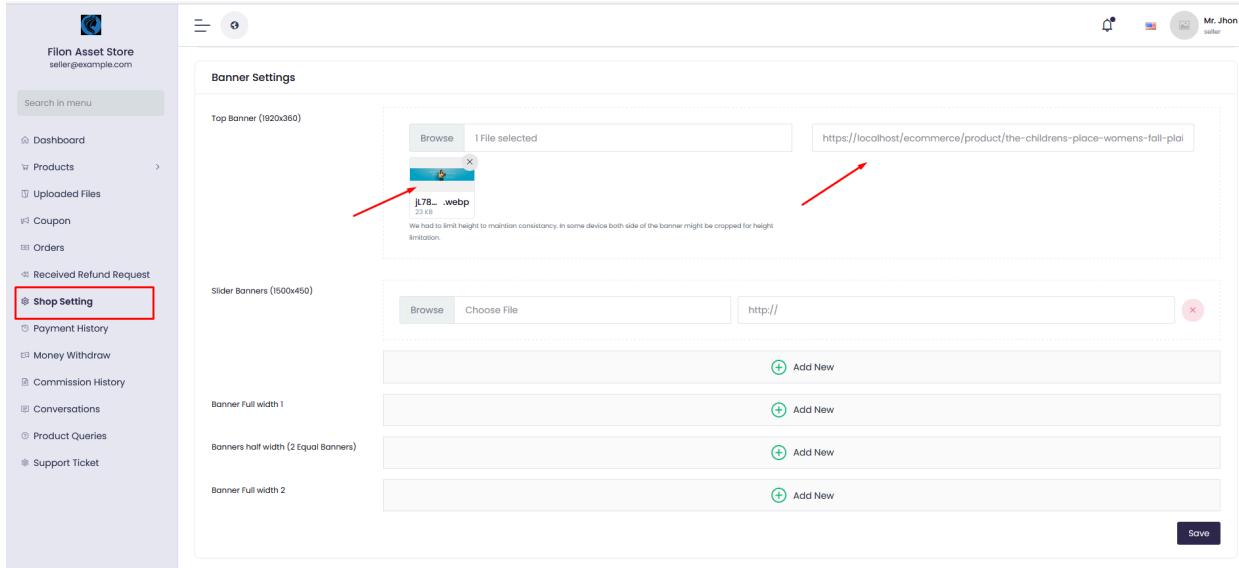
Figure (10a): Become a Seller.

13. How to add a Seller Banner link?

Answer:

Follow the below procedure:

- Log in as an **Seller**
- Go to **Seller Dashboard > Shop Setting**
- Click on **Shop Setting** from the left navbar.
- At first, add the **The Banner** Check the right side to add the banner link:



14. How to add a seller from admin panel?

Answer :

Follow the below procedure:

- **Log in as an admin**
- **Go to Sellers > All Seller**
- **Click on the Add New Seller button**
- Now insert the information of a customer, insert the name and email address, shop name, and address. (The password will be sent to the mail address). ****For sending the password in mail admin needs to configure the SMTP correctly.**

15. How does a customer register him/herself?

Answer:

To become a customer, anyone has to register themselves. Follow the procedure:

- From the top right side of homepage you can find login option, click on **Login**
- If you have already registered then you will just put your mail/phone and password and log in your panel.

- For register click on **Register Now** option
- Input Name, Phone/mail, password, confirm password, agree with terms & condition and click **Create account**.

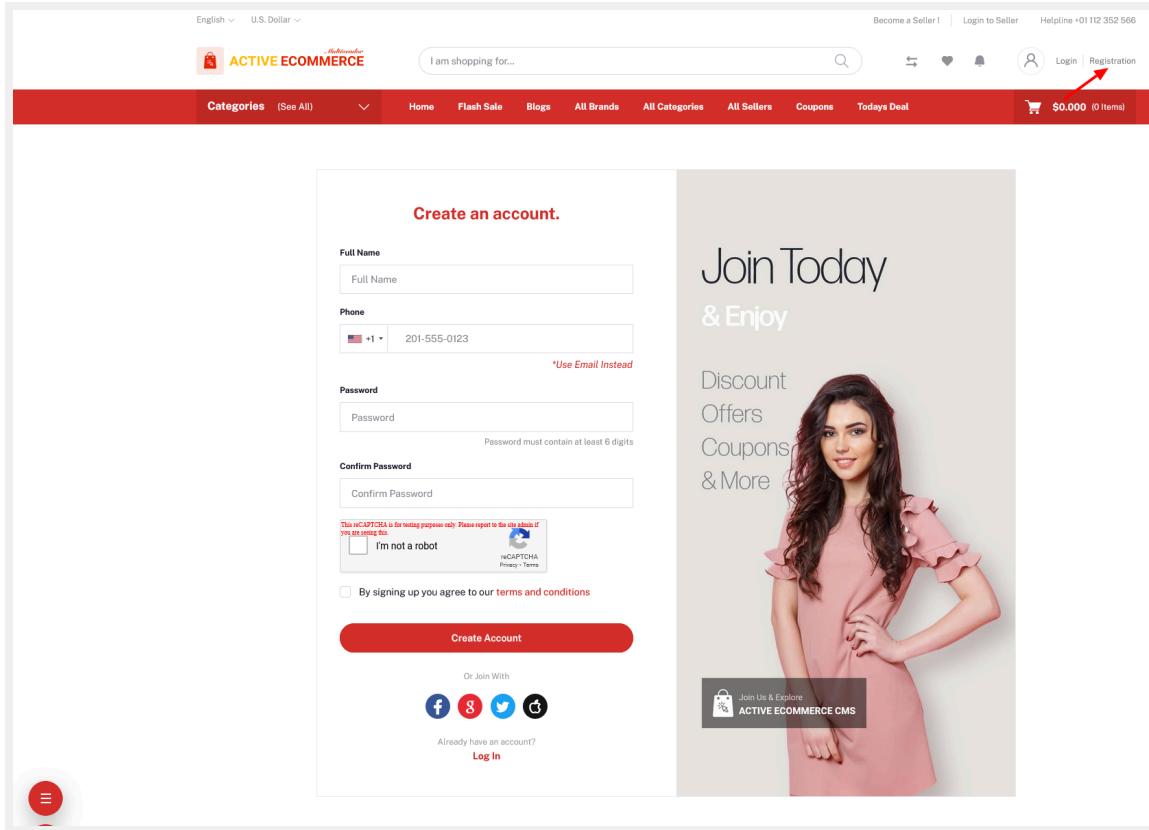


Figure (12a): Customer register him/herself.

16. How to add a customer from admin panel?

Answer :

Follow the below procedure:

- **Log in as an admin**
- Go to **Customers > Customer List**
- Click on the **Add New Customer** button
- Now insert the information of a customer, insert the name and email or phone. (The password will be sent to the mail address or phone no). ****For sending the password in**

mail admin needs to configure the SMTP correctly and for sending the password in phone number admin needs to configure the SMS properly from the OTP system.

17. How to upload products from sellers?

Answer :

Registered sellers will get product uploading options from their profiles. The steps are below,

- **Log in as a seller.**
- Go to the left navigation bar and click **Products**.
- Click **Add New Products** from the top navigation bar.
- Fill the text fields named **Product Name, Brand, Unit, Weight, Minimum Purchase Qty, Tags, Barcode**, enable or disable **Refundable** switch, **Image** (Main Images, Thumbnail Image), **Video** (Video From, Video URL)
- Select **multiple category** and a **main** category
- Then fill up the **Product Variation** part. Fill up **Color** (options can be enabled or disabled) then **Attributes**.
- Then fill up the **Product price** section. Fill up **Unit price, Discount Date Range, Discount, Quantity, SKU, External link** (If admin enable the “**Product External Link for Seller**” switch from the features seller will find the external link option), **External link button text**.
- Fill up the **Description** field.
- Fill up the **PDF Specification**
- Fill up the **SEO Meta Tags**.
- Frequently Brought: seller can add frequently brought products separately or category-wise. If want to add a product separately then choose **Select Product** and click on **Add More**, if want to add a product category-wise then choose **select category** and select the category from the dropdown menu.
- Click on **Upload Product**.

Add Your Product

Product Information

- Product Name:
- Category: Women Clothing & Fashion
- Brand: Select Brand
- Unit: Unit (e.g. KG, Pcs etc)
- Weight (in kg): 0.00
- Minimum Purchase Qty: 1
- Tags: Type and hit enter to add a tag
- Barcode:
- Refundable:

Shipping Configuration

- Free Shipping:
- Flat Rate:

Low Stock Quantity Warning

- Quantity: 1

Stock Visibility State

- Show Stock Quantity:
- Show Stock With Text Only:
- Hide Stock:

Figure (14a): Upload products from seller

PDF Specification

SEO Meta Tags

Meta Title: Meta Description: Meta Image:

Frequently Bought

Select Product Select Category

+ Add More

Upload Product

Figure (14b): Adding Frequently Bought products from seller

- On the homepage, customers can see all products by filtering options.

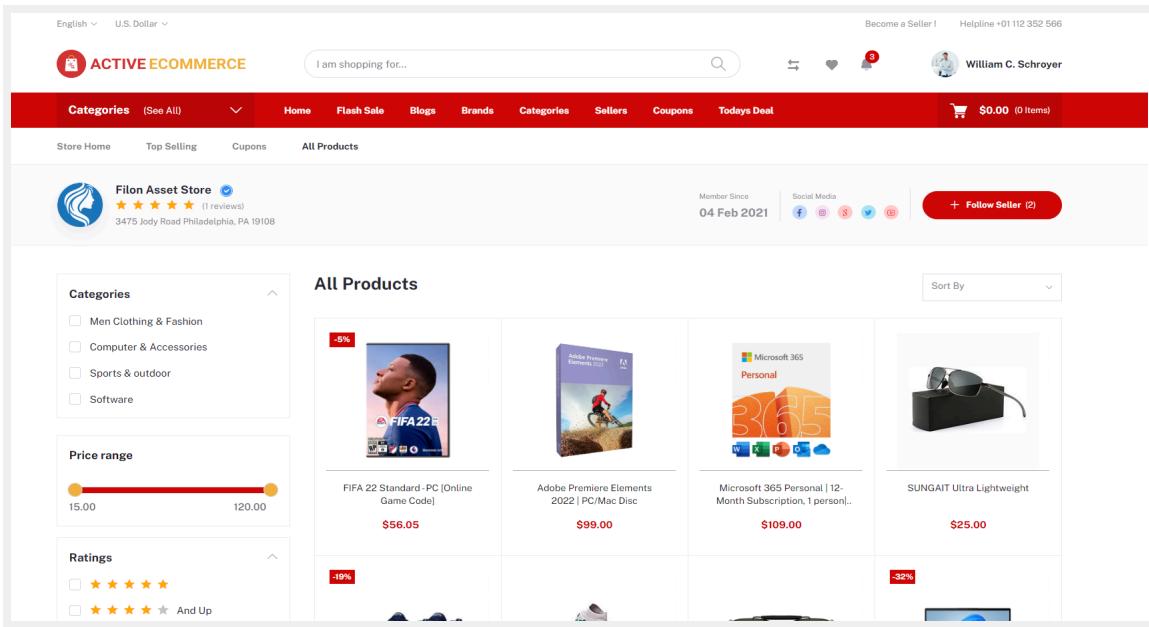


Figure (14c): On the homepage seller all products

18. How to set seller based commission?

Answer:

For setting up the seller based commission, follow the below instructions:

- First select the **Seller Based Commission Rate**, for this go to **Sellers > Seller commission** and choose the **Seller Based Commission Rate** type, now click on **Save**.

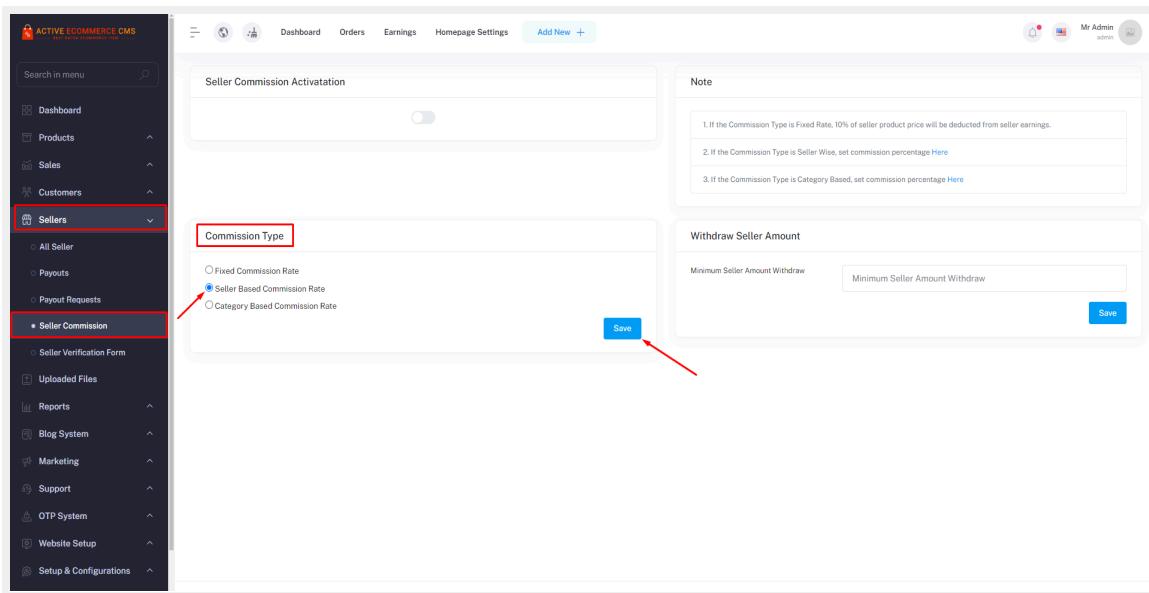


Figure (15a): Set the commission of seller based

- Now go to **Sellers > All Sellers**
 - From the **options** action of any seller click on the **Set Commission** and insert the **percentage**
 - Now click on **Save**
 - In this way you can set different commissions for different sellers
- ** The commission rate(%) of Seller product price will be deducted from seller earnings.**

The screenshot shows the 'Sellers' section of the Active Ecommerce CMS. The left sidebar has a 'Sellers' category expanded, with 'All Seller' selected. In the main area, there's a table of sellers with columns for Name, Phone, Email Address, Verification Info, Approval, Num. of Products, Due to seller, Commission, Email Verification, Status, and Options. A context menu is open over the row for 'shop 1', with 'Set Commission' highlighted by a red box and a red arrow.

Figure (15b): Choose the set commission option

The screenshot shows the 'Set Seller Commission' dialog box. It has fields for 'Seller Commission' and 'Commission Percentage'. There are 'Save' and 'Cancel' buttons at the bottom. The background shows the same seller list from Figure 15b.

Figure (15c): Insert the commission rate

19. How can a seller set up a seller's panel & homepage?

Answer:

For setting up the seller homepage, follow the below instructions:

- **Login** to Seller panel
- Go to **Shop Setting**
- Insert **basic information**, shop name, shop logo, shop phone, shop address, meta title, meta description, and delivery boy pick-up point information.
- In the shop setting below, you can find the banner **setting** section. Here you can add banners and make your (seller) homepage as you want

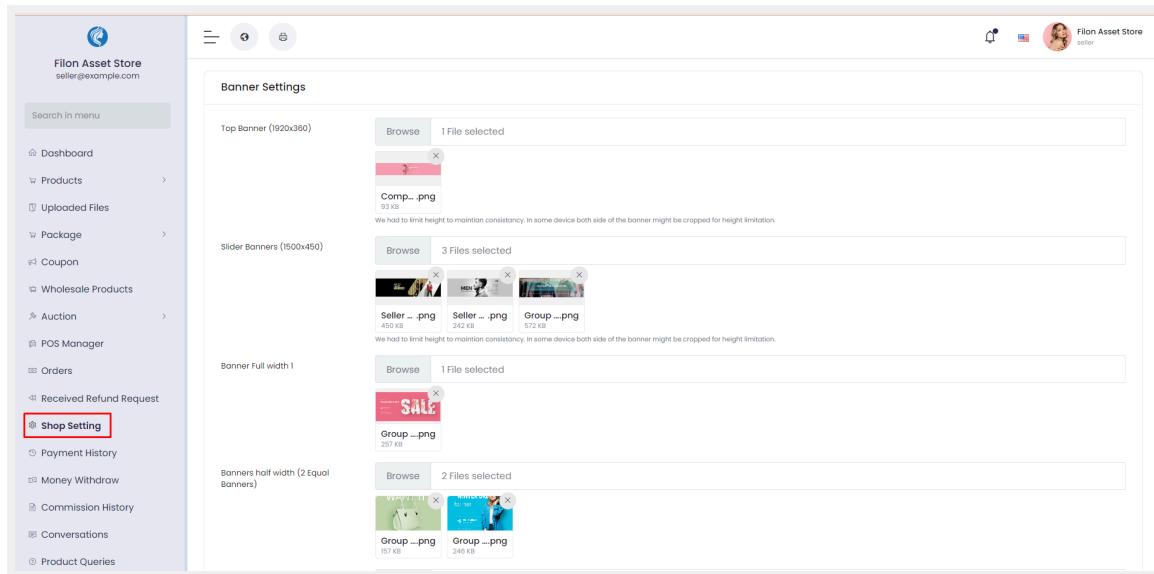


Figure (16a): Seller manages his/her shop setting

20. How to translate product information in multiple languages?

Answer:

To translate product information for bulk products from admin, follow the below steps:

- From the admin panel navigation, go to the **Products list**.
- From the product list, click on the **edit** icon.
- Your product is right now in the default language, to translate it into another language click on your required language.
- Translate your product's **name, unit** and **description**. (Other information is not translatable)

- Click on **Save**.

The screenshot shows the 'Edit Product' interface of the Active Ecommerce CMS. On the left, a sidebar menu is open under the 'Products' category, with 'In House Products' highlighted. The main area is titled 'Edit Product' and contains fields for Product Name, Category, Subcategory, Sub Subcategory, Brand, Unit, Minimum Qty, Tags, Barcode, and Refundable. Above these fields is a language selection bar with three tabs: English (selected), Bangla, and Arabic. The product name field contains the text 'Party Dancing casual Dress Girl Christmas Pageant'. Other fields include 'Category: Kids & toy', 'Subcategory: Girls Clothing', 'Sub Subcategory: Dresses', 'Brand: Baby & me', 'Unit: pc', 'Minimum Qty: 1', and 'Tags: dress, baby dress, girls'. The 'Barcode' and 'Refundable' fields are empty or have specific input types.

Figure (17a): Translate product information into multiple languages

21. How to purchase products?

Answer:

There are two ways to purchase any product. You can purchase any product by clicking on the “**cart**” icon on the product box, or you can “open the product in a new tab”.

- Direct purchase without entering product details page
- Select the **cart** icon.
- A pop-up will appear with a quick view of the products.
- Select options(if available) & quantity.
- Click on **Add to cart**.
- A pop-up will appear with 2 buttons **Back to shopping & proceed to checkout** and select **proceed to checkout**.
- Your cart page will be available with an order summary. If have any coupon then apply the coupon and then click on the **Proceed to Checkout**
- If you are a registered user then **name & email address** will be available there in shipping address. Insert **address, address, city, postal code & phone number** then below you can see the **delivery information**, choose the **delivery type** from here, In that page you can find the payment option, select any **payment type**, and click on **Complete Order**.

- After clicking on **complete order** customer can get the order confirmed page and see the order details

Purchase from product details page

- Click on the product title and you will be redirected to the product details page.
- From here you can check & select the product's all info and add it to the cart.
- You can also add this product to the wishlist or **compare** list.
- To proceed with the purchase follow the above steps.

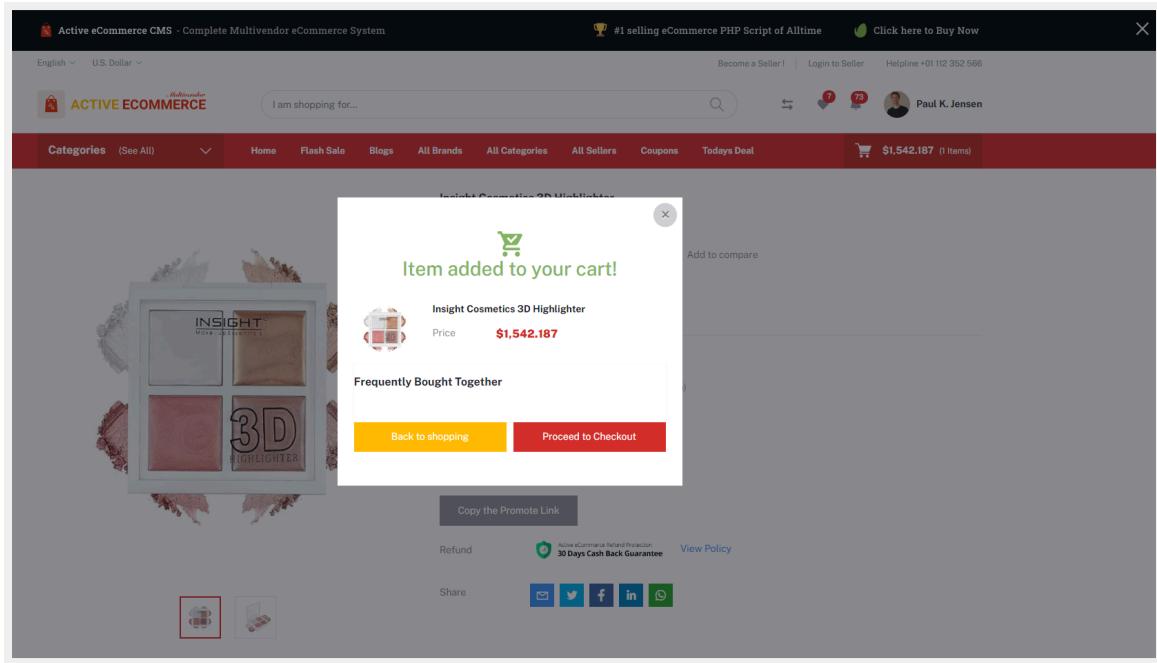


Figure (18a): Add to cart pop-up

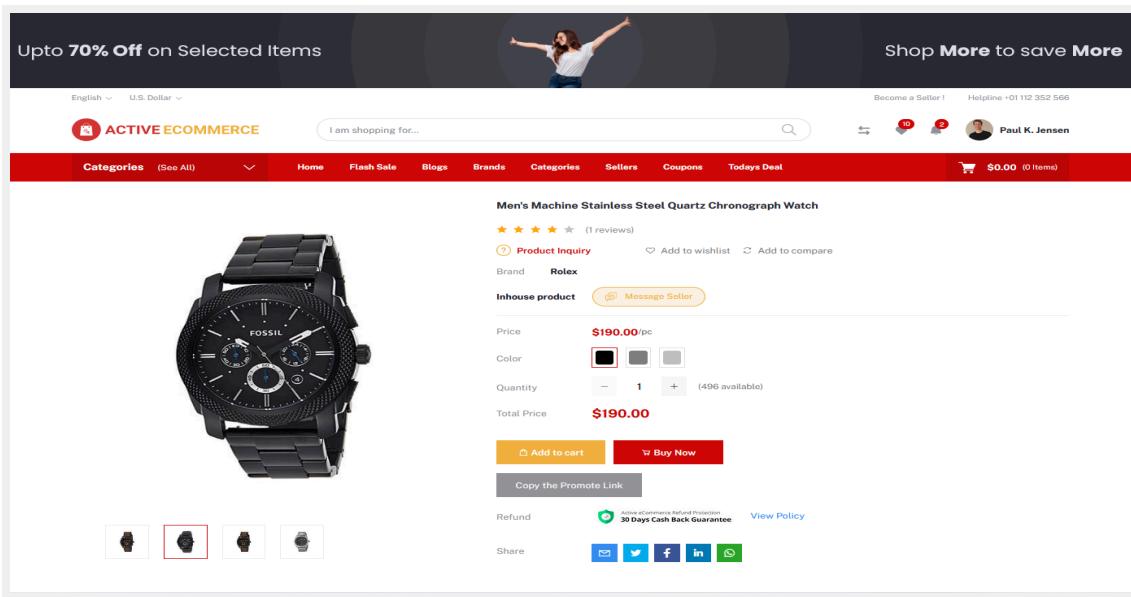


Figure (18b): product details page

The screenshot shows the 'Order Summary' page. At the top, it displays the 'Active eCommerce CMS - Complete Multivendor eCommerce System' logo, a gold trophy icon, and a green leaf icon with the text 'Click here to Buy Now'. The header includes a search bar, user profile 'Paul K. Jensen', and navigation links. The main content area shows a summary table with one item: 'Insight Cosmetics 3D Highlighter' at a price of '\$480.432'. The total order amount is '\$1,542.187'. To the right of the table is a red-bordered 'Order Summary' box containing the same information. Below the table is a section for applying a coupon code with a 'Have coupon code? Apply here' input field and an 'Apply' button. A large red arrow points from the bottom left towards the 'Proceed to Checkout (01)' button. At the bottom, there is a 'Last Viewed Products' section showing two items: a 3D highlighter palette and a black device.

Figure (18c): Order Summary

Active eCommerce CMS - Complete Multivendor eCommerce System

English - U.S. Dollar | Become a Seller | Log in Seller | Click here to Buy Now

ACTIVE ECOMMERCE I am shopping for...

Categories (See All) Home Flash Sale Blogs All Brands All Categories All Sellers Coupons Today's Deal \$1,037.653 (2 Items)

Shipping Info

Address: 3947 West Side Avenue Hackensack, NJ 07601

Address: Demo 2250 Gilberdyke Aberdeen United Kingdom 123456789

Address: demo 1230 Bogra Bogra Bangladesh 283483-9802

+ Add New Address

Delivery Info

In-house Products: Insight Cosmetics 3D Highlighter

Filen Asset Store Products: Acer Nitro 50 N50-620-UA91 Gaming Desktop

Payment

Any additional info? Type your text

Select a payment option

Paypal	Stripe	Sscommerz
Instamojo	Razorpay	Pystack
VoguePay	Payhere	Ngenius
Iyzico	Naged	Bkash
Aamarpay	Authorizonet	Cash On Delivery
OCP		

Or, Your wallet balance: \$1,703.300

I agree to the [terms and conditions](#), [Return Policy](#) & [Privacy Policy](#)

[← Return to shop](#)

Figure (18d): Single Page Checkout

22. How can a customer follow any seller?

Answer:

A customer can follow any seller by following the procedure:

- From the homepage visit any store, and you can find the option Follow seller, Click on **Follow Seller.**

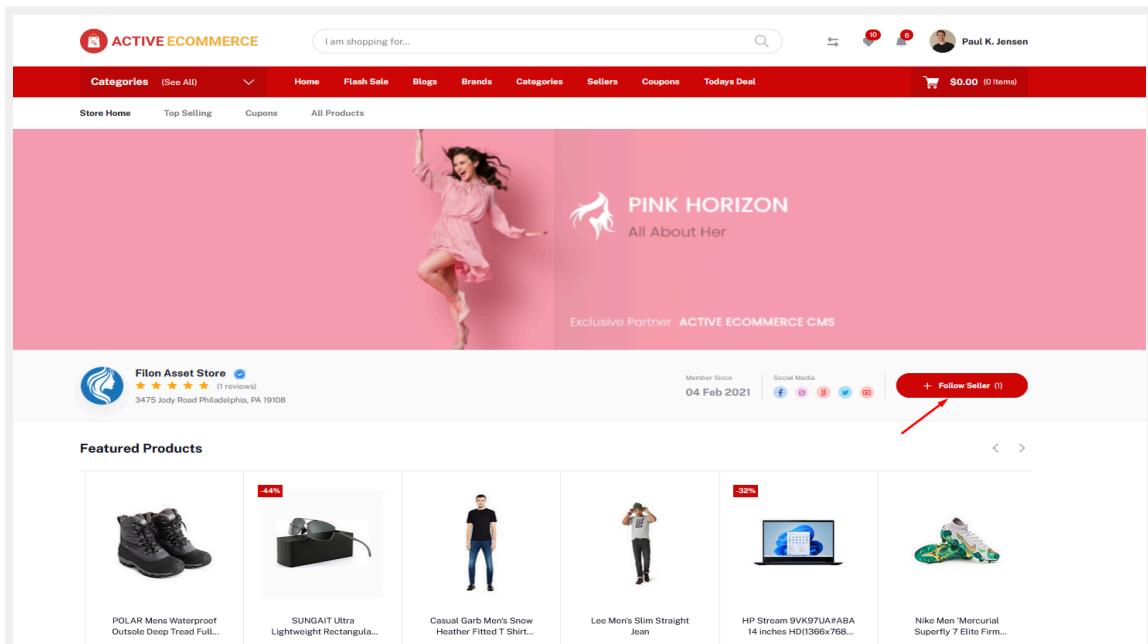


Figure (19a): Follow a seller

- Also customer can check how many seller he/she follow-
 - login to customer panel
 - Go to **Followed Sellers**, here you can see all followed sellers and also can **unfollow any seller & visit the seller's store.**

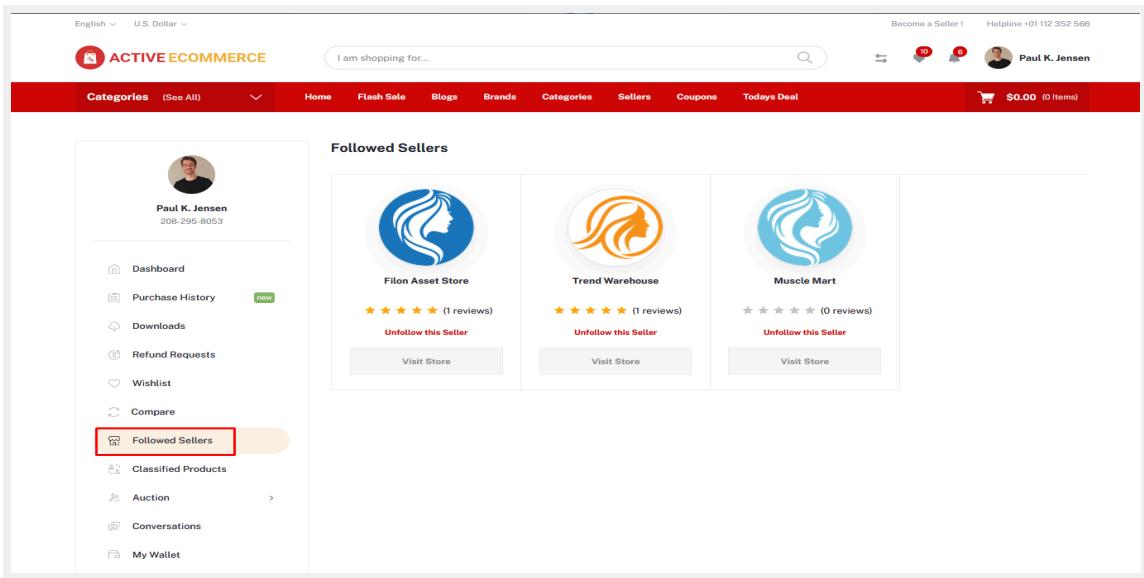


Figure (19b): All Followed Seller

23. How to set up a website?

Answer:

For setting up the website please follow the below procedure:

- **Log in as an admin**
- From the left navigation click on **Website Setup > Select Homepage**
- Here, the admin will see the homepage layout and can **select any homepage**
- Homepage 1 is Classic layout, homepage 2 is Metro, homepage 3 is Minima, homepage 4 is Megamart and homepage 5 Re-Classic, **click on any homepage**
- Admin can view the layout homepage by **clicking the view button**
- Now, **click on Save**

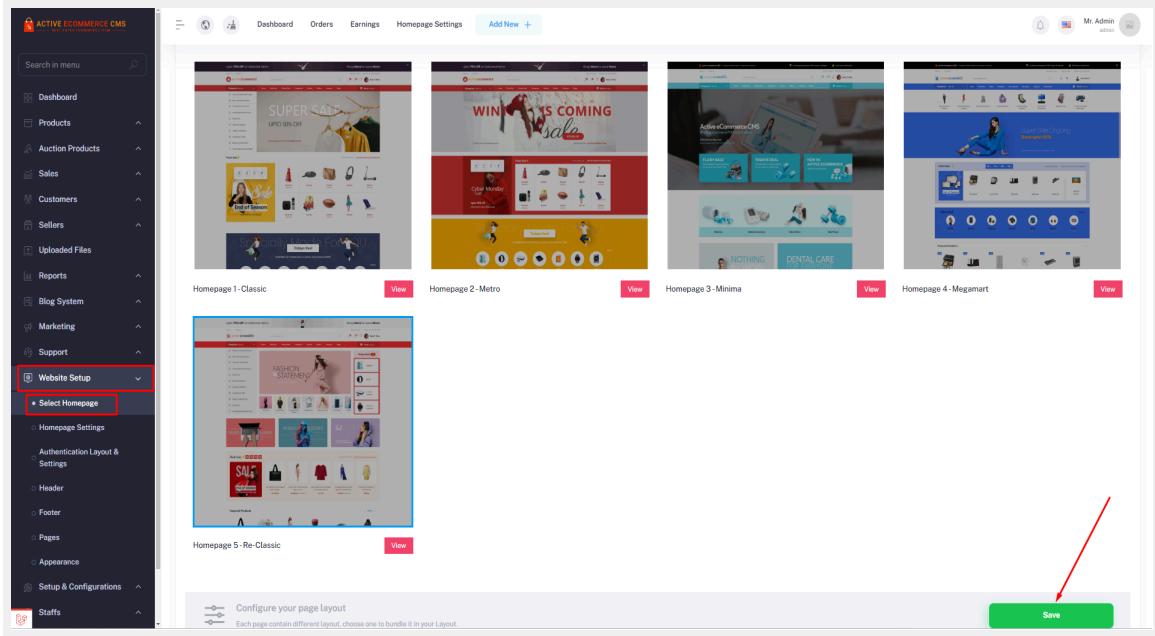


Figure (20a): Select Homepage layout

24. How to Set up the Homepage for Classic Layout?

Answer:

From the admin panel, go to **Website Setup > Select Homepage** and click on the **Classic homepage**. Now go to the **Homepage Settings**

- **Home slider:** Select multiple **images** for the top **slider** section. Also, **add**, **edit**, and **delete** options are available there. Admin can add **links** here besides the banners. By clicking on that banners customers can go to those links. After adding banners and links **Click on Save.**

- **Today's Deal:** Admin can add **Today's deal** banners.
 - There are two **banner options** for devices. **Large banner** for Large devices and **Small banner** for Small devices. If the admin doesn't upload the small banner then the large banner will show on the small device by adjusting the size. Admin can input **product's background color** And also can **select Banner Text color** from Dark or light options. Then click on **save**.

- **Home Banner level 1:** Add Home banner level-1 & the maximum number is 3. And click on **update**.
- **Home Banner level 2:** Select Home banner level-2 & the maximum number is 3. And click on **update**.
- **Home Banner level 3:** Select Home banner level-3 & the maximum number is 3. And click on **update**.
- **Coupon Section:** From this part, admin can add/edit background color, insert any title and subtitle. Click on **Save**.
- **Category-wise product:** By clicking on the **add new** button admin can select this section for category-wise products. And click on **update**.
- **Classified Banner:** Admin can upload classified banners from here. There are two **banner options** for devices. **Large banner** for Large devices and **Small banner** for Small devices. If the admin doesn't upload the small banner then the large banner will show in the small device by adjusting the size. Upload banners and **update**.
- **Top-Brand:**
 - **Top Brands (Max 12):** Select Maximum of 12 Brands for the sections. And click on **update**.

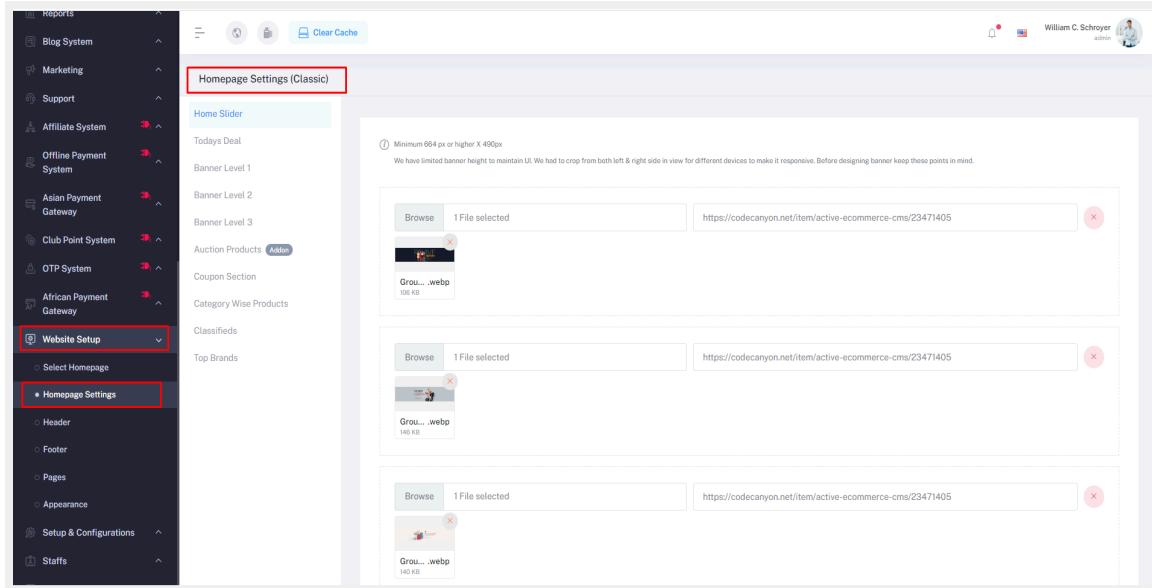


Figure: (21a)Home slider settings for classic Layout

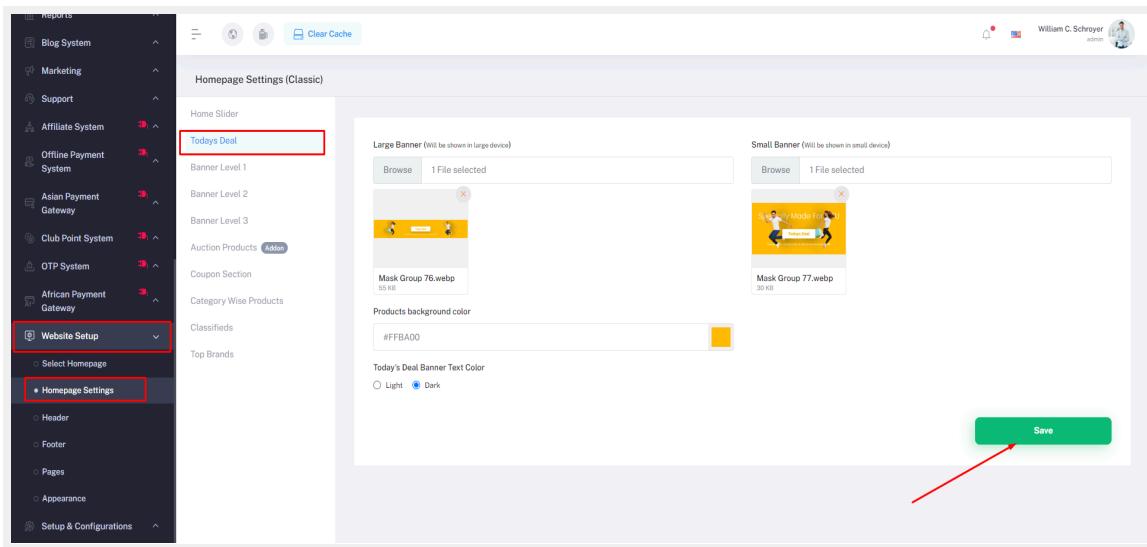


Figure: (21b) Classic Homepage Settings (today's deal)

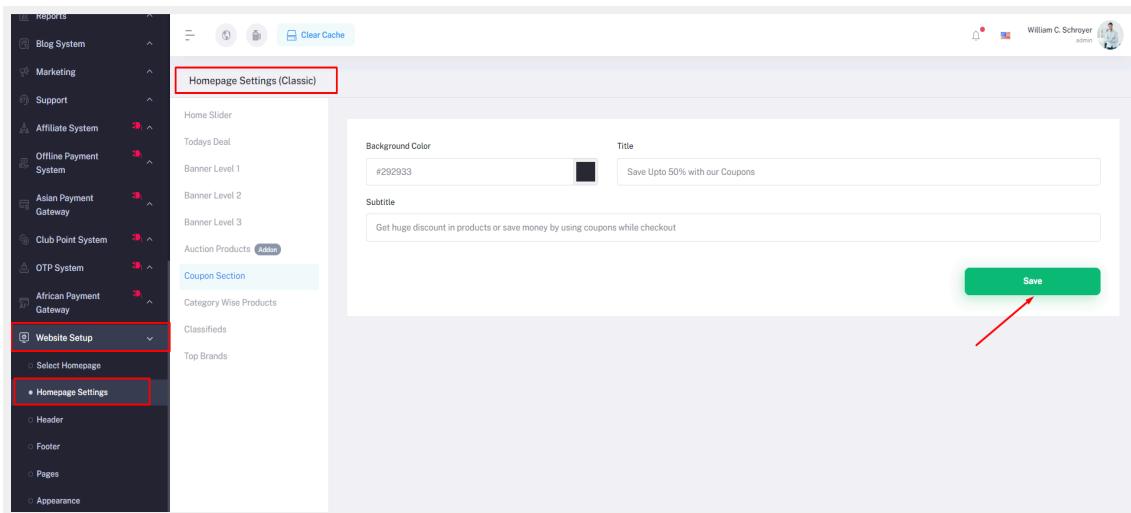


Figure: (21c) Classic Homepage Settings (Coupon settings)

25. How to Set up the homepage for the Metro layout?

Answer:

From the admin panel, go to **Website Setup > Select Homepage** and click on the **metro homepage**. Now go to the **Homepage Settings**

- **Home slider:** Select multiple **images** for the top **slider** section. Also, **add**, **edit**, and **delete** options are available there. You can add links here besides the banners. By clicking on

that banners customers can go to those links. After adding banners and links **Click** on **Save**.

- **Flash Deals:** Admin can select the **background color option** for flash deals. There is a selection option. If the admin doesn't want to use the background color then he can **unselect** that option. There is also a Flash Deal **Banner text color** selection option from dark or light, choose any. Then click on **Save**.
- **Today's Deal:** Admin can add **Today's deal** banners. There are two **banner options** for devices. **Large banner** for large devices and **Small banner** for Small devices. If the admin doesn't upload the small banner, then the large banner will show in the small device by adjusting the size.
 - Admin can input **product's background color** And also can **select Banner Text color** from Dark or light options. Admin will get today's deal banners full-width background color Select/ unselect options. When selecting the background full-width color then input the color and click on **save**.
- **Home Banner level 1:** Add Home banner level-1 & the maximum number is 3. And click on **update**.
- **Home Banner level 2:** Select Home banner level-2 & the maximum number is 3. And click on **update**.
- **Home Banner level 3:** Select Home banner level-3 & the maximum number is 3. And click on **update**.
- **Coupon Section:** Admin can add a background image from here and also can add/edit background color, title, and subtitle. Click on **Save**.
- **Category-wise product:** By clicking on the **add new** button admin can create this section for category-wise products. And click on **update**.
- **Classified Banner:** Admin can upload classified banners from here. There are two **banner options** for devices. **Large banner** for Large devices and **Small banner** for Small devices. If the admin doesn't upload the small banner then the large banner will show in the small device by adjusting the size. Upload banners and **update**.
- **Top-Brand:**

- **Top Brands (Max 12):** Select a maximum of 12 brands for the sections. And click on **Save.**

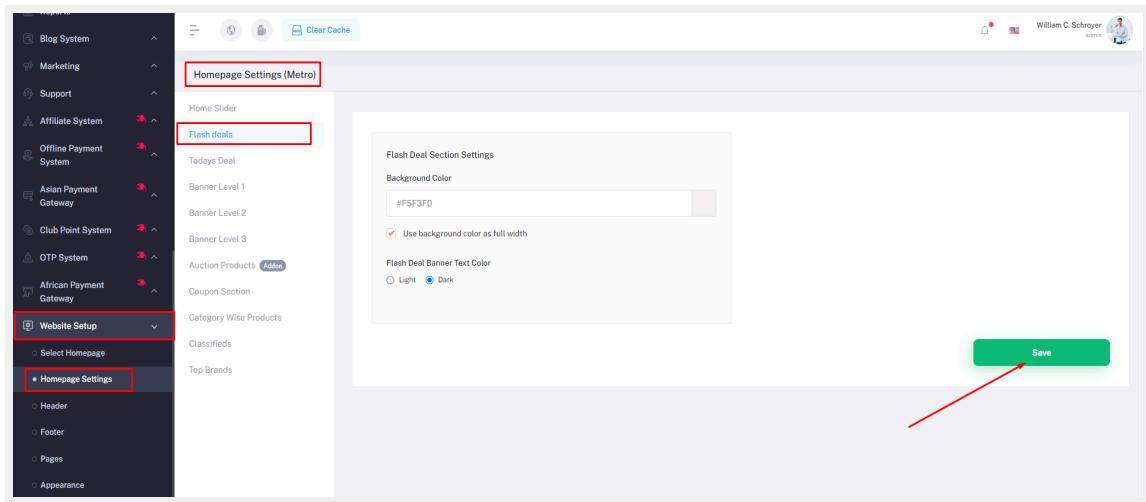


Figure (22a): Home page Settings of Metro ((Flash deal)

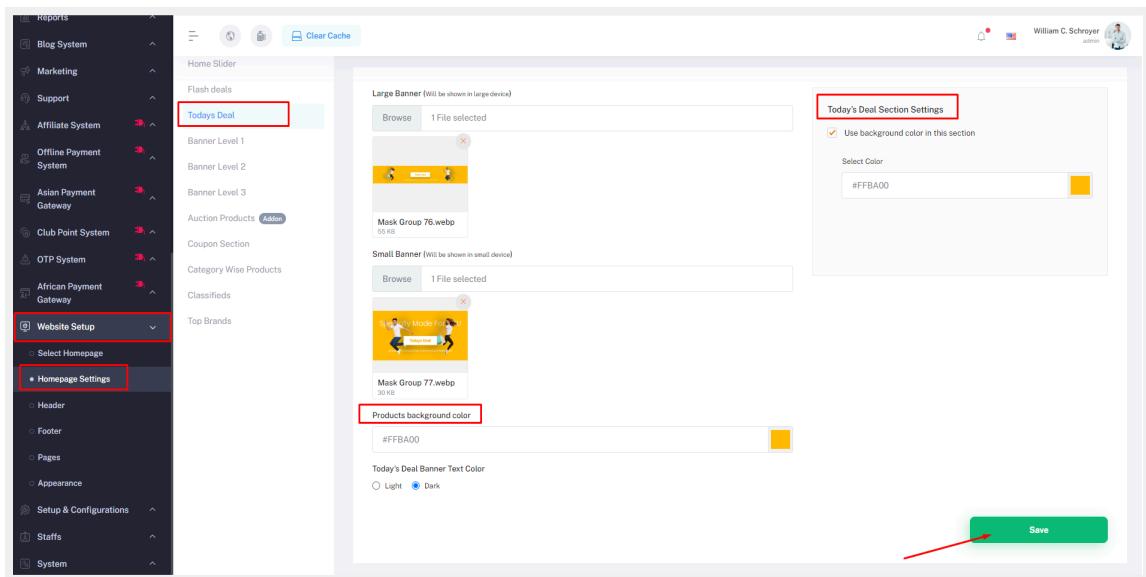


Figure: (22b) Metro Homepage Settings (today's deal)

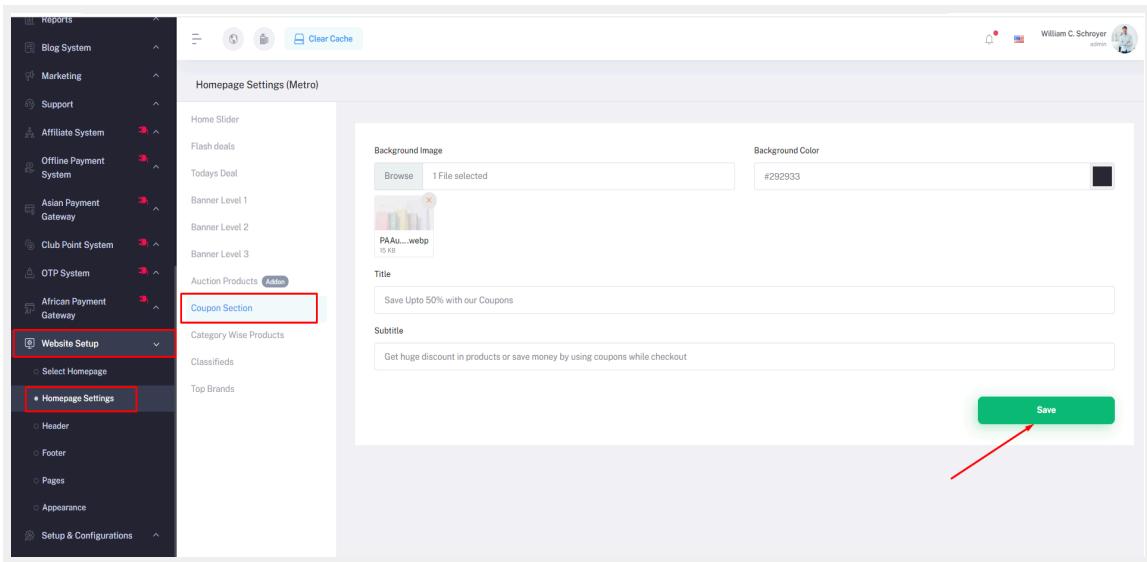


Figure: (22c) Metro Homepage Settings (Coupon settings)

26. How to set up the homepage for the Minima layout?

Answer:

From the admin panel, go to **Website Setup > Select Homepage** and click on the **minima homepage**. Now go to the **Homepage Settings**

- **Home slider:** Select multiple **images** for the home **slider** section. Also, you can **add, edit, and delete** any banner. You can add links here besides the banners. By clicking on that banners customers can go to those links. After adding banners and links **Click on Save**.
- **Flash Deals:** Admin can add **any background image** (it will be shown in the Flash Deal card in the slider section) Admin can insert the **Title** and **Subtitle**, this title and subtitle will be shown on the background image. There is also a Flash Deal **Banner text color** selection option from dark or light, choose any. Then click on **Save**.
- **Today's Deal:** Admin can add **any background image** (it will be shown in the Today's deal card in the slider section) Admin can insert the **Title** and **Subtitle**, this title and subtitle will be shown on the background image. There is also a Today's Deal **Banner text color** selection option from dark or light, choose any. Then click on **Save**.

- **New Products:** Admin can add **any background image** (it will be shown in the New product card in the slider section) Admin can insert the **Title** and **Subtitle**, this title and subtitle will be shown on the background image. There is also a New product **Banner text color** selection option from dark or light, choose any. Then click on **Save**.
- **Featured Categories:** Admin can choose featured categories text colors. Then click on **Save**.
- **Home Banner level 1:** Add Home banner level-1 & the maximum number is 3. And click on **update**.
- **Home Banner level 2:** Select Home banner level-2 & the maximum number is 3. And click on **update**.
- **Home Banner level 3:** Select Home banner level-3 & the maximum number is 3. And click on **update**.
- **Coupon Section:** From this part, admin can add/edit background color, insert any title and subtitle. Click on **Save**.
- **Category-wise product:** By clicking on the **add new** button admin can select this section for category-wise products. And click on **Save**.
- **Classified Banner:** Admin can upload classified banners from here. There are two **banner options** for devices. **Large banner** for Large devices and **Small banner** for Small devices. If the admin doesn't upload the small banner then the large banner will show in the small device by adjusting the size. Upload banners and **Save**.
- **Top-Brand:**
 - **Top Brands (Max 12):** Select Maximum of 12 Brands for the sections. And click on **update**.

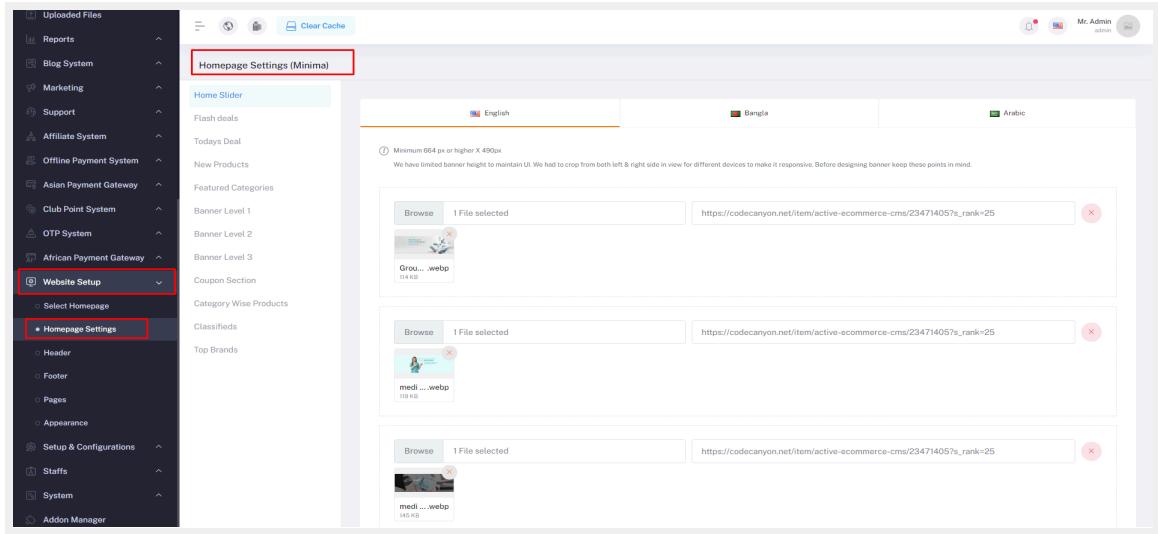


Figure (23a): Home page Settings of Minima (Home Slider)

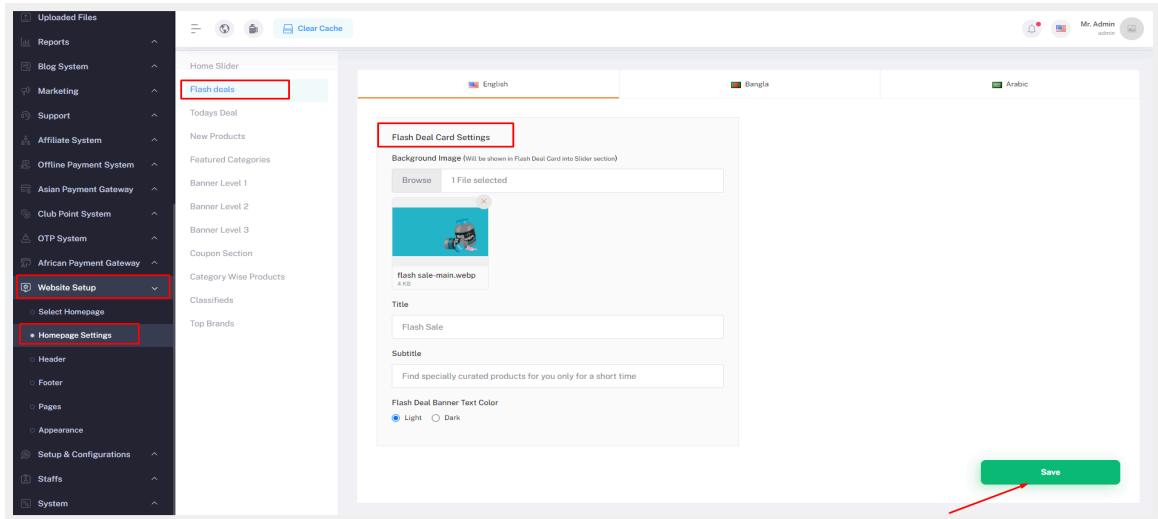


Figure (23b): Home page Settings of Minima (Flash Deals)

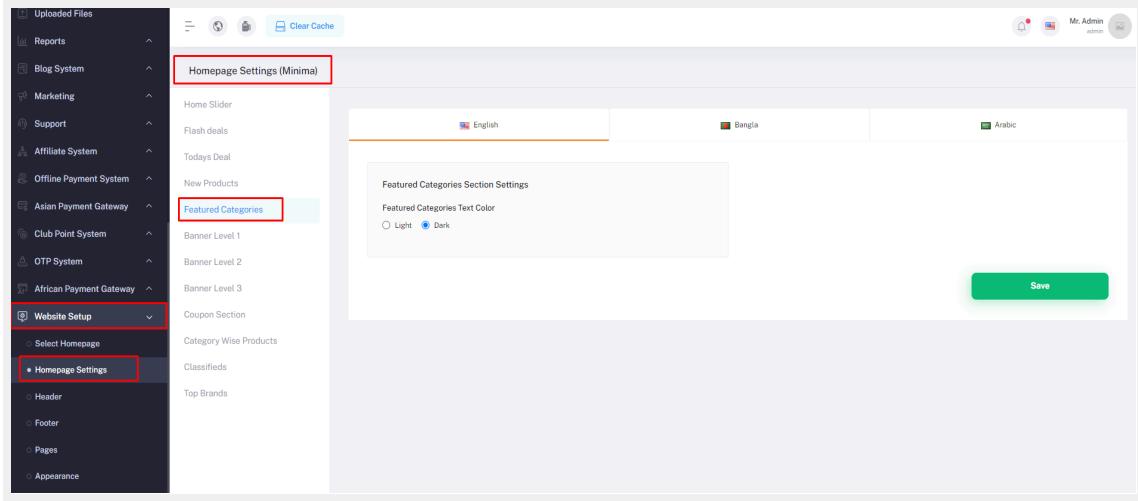


Figure (23c): Home page Settings of Minima (Flash Deals)

27. How to set up the homepage for the Megamart layout?

Answer:

From the admin panel, go to **Website Setup > Select Homepage** and click on the **Megamart homepage**. Now go to the **Homepage Settings**

- **Home slider:** Select multiple **images** for the home **slider** section. Also, you can **add, edit, and delete** any banner. You can add links here besides the banners. By clicking on that banners customers can go to those links. After adding banners and links **Click on Save.**
 - Admin can use the slider as **full width** by clicking slider section settings and can insert any hexa code color for the full width
- **Flash Deals:** Admin can add **any background color** (it will be shown in the Flash Deal card in the slider section) and Use background color as full width There is also a Flash Deal **Banner text color** selection option from dark or light, choose any. Then click on **Save.**
- **Today's Deal:** Admin can add **any background image** (it will be shown in the Todays deal card in the slider section) Admin can insert the **Title** and **Subtitle**, this title and subtitle will be shown on the background image. There is also a Today's Deal **Banner text color** selection option from dark or light, choose any. Then click on **Save.**

- **Home Banner level 1:** Add Home banner level-1 & the maximum number is 3. And click on **update**.
- **Home Banner level 2:** Select Home banner level-2 & the maximum number is 3. And click on **update**.
- **Home Banner level 3:** Select Home banner level-3 & the maximum number is 3. And click on **update**.
- **Home Banner level 4:** Select Home banner level-3 & the maximum number is 3. And click on **update**.
- **Top-Brand:**
 - **Top Brands (Max 12):** Select Maximum of 12 Brands for the sections. And click on **update**
- **Home Banner level 5:** Select Home banner level-3 & the maximum number is 3. And click on **update**.
- **Home Banner level 6:** Select Home banner level-3 & the maximum number is 3. And click on **update**.
- **Auction Products:** Can add a banner for the auction products section
- **Coupon Section:** Admin can add background image. From this part, admin can add/edit background color, insert any title and subtitle. Click on **Save**.
- **Classified Banner:** Admin can upload classified banners from here. There are two **banner options** for devices. **Large banner** for Large devices and **Small banner** for Small devices. If the admin doesn't upload the small banner then the large banner will show in the small device by adjusting the size. Upload banners and **Save**.
- **Category-wise product:** By clicking on the **add new** button admin can select this section for category-wise products. And click on **Save**.

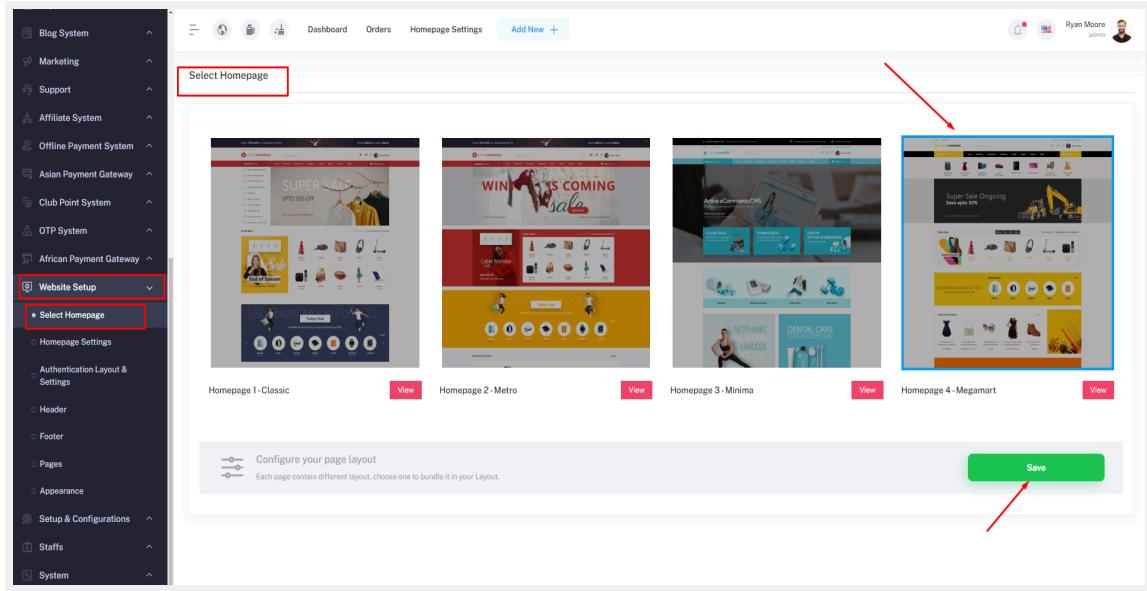


Figure (24a): Home page Settings selection of Megamart

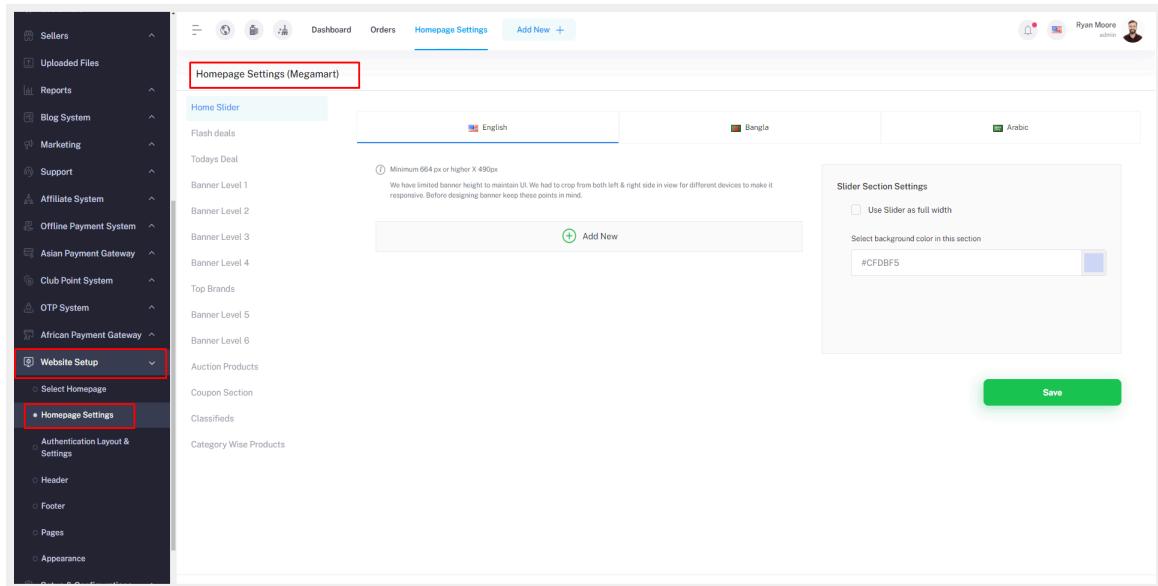


Figure (24b): Home page Settings of Megamart

28. How to set up the homepage for the Re-Classic layout?

Answer:

From the admin panel, go to **Website Setup > Select Homepage** and click on the **Re-Classic homepage**. Now go to the **Homepage Settings**

- **Home slider:** Can select multiple **images** for the home **slider** section. Also, you can **add**, **edit**, and delete any banner. You can add **links** here besides the banners. By clicking on that banners customers can go to those links. After adding banners and links **Click on Save**.
- **Todays Deal:** Admin can add **banner** for todays deal section. Large banner will be shown large device and the small benner will be shown small device. Then click on **Save**. This banner will be shown at the Todays deal page.
- **Home Banner level 1:** Can add Home banner level-1 & the maximum number is 3. Now, click on **Save**.
- **Flash Deals:** Can select the flash deal's section background color. Also can add the outline color. Now, click on **Save**
- **Featured Products:** Can select the featured product's section background color. Also can add the outline color. Now, click on **Save**
- **Home Banner level 2:** Can select Home banner level-2 & the maximum number is 3. Now, click on **Save**.
- **Best Selleing Products:** Can select the best selling product's section background color. Also can add the outline color. Now, click on **Save**
- **New Products:** Can select the best new product's section background color. Also can add the outline color. Now, click on **Save**
- **Home Banner level 3:** Can select Home banner level-3 & the maximum number is 3. Now, click on **Save**.
- **Auction Products:** Can add auction banner for the auction product section. Also Can select the section background color, content background color. And can add the outline color. Now, click on **Save**.
- **Coupon Section:** Admin can add coupon image. From this part, admin can add/edit background color, insert any title and subtitle and choose coupon test color. Click on **Save**.

- **Category-wise product:** Admin can change this section's background color, content background color and outline color. By clicking on the **add new** button admin can select this section for category-wise products. And click on **Save**.
- **Classified Banner:** Admin can upload classified banners from here. There are two **banner options** for devices. **Large banner** for Large devices and **Small banner** for Small devices. If the admin doesn't upload the small banner then the large banner will show in the small device by adjusting the size. Also can select the section background color and outline color. Now, click on **Save**.
- **Top Sellers:** Can select the top seller's section background color. Also can add the outline color. Now, click on **Save**
- **Top-Brand:**
 - Can select the top brand's section background color. Also can add the outline color.
 - **Top Brands (Max 12):** Select Maximum of 12 Brands for the sections. And click on **update**

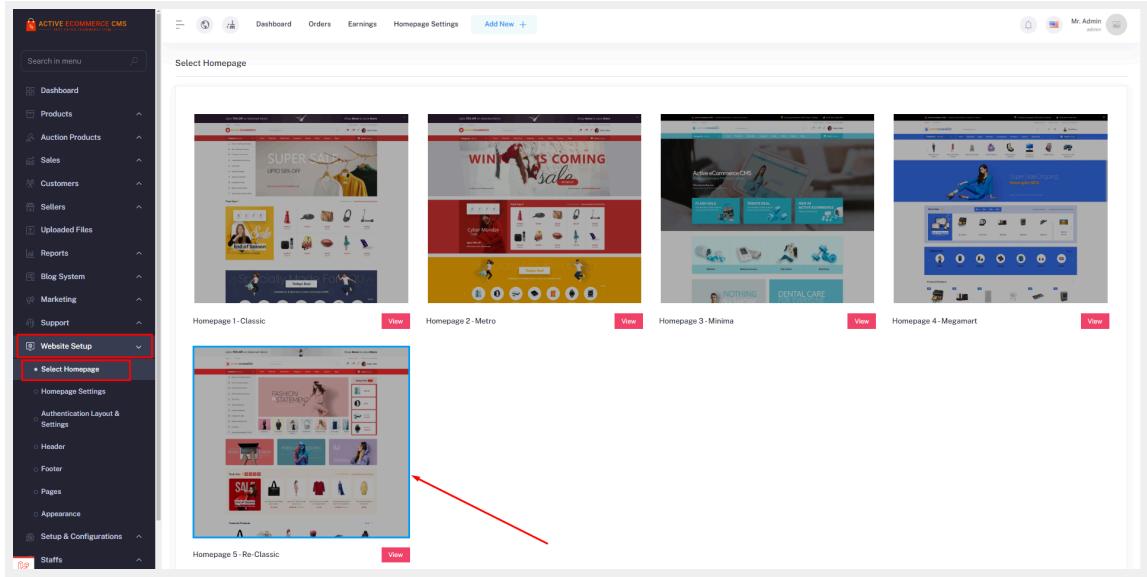


Figure (25a): Home page Settings selection of Re-Classic

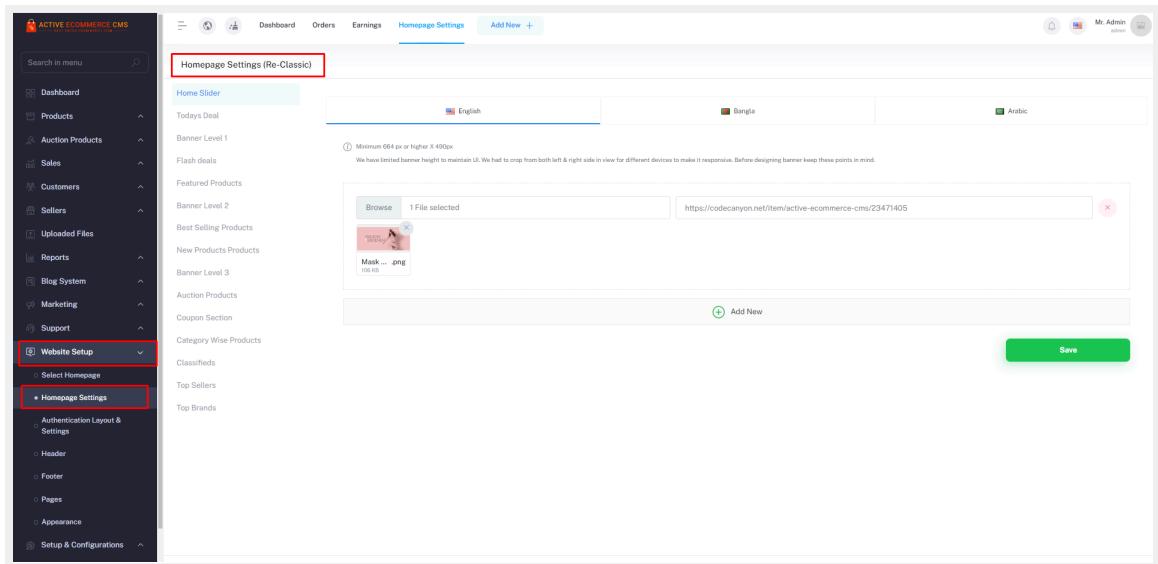


Figure (25b): Home page Settings of Re-Classic

29. How to Set up the Header part?

Answer:

For setting up the header part admin needs to follow the below procedure:

- **Log in as an Admin**

- Click on **Website setup > Header**
- **Header settings** -
 - **Header Logo:** Upload Header logo
 - **Show Language Switcher?** : Click on button to on/off
 - **Show Currency Switcher?** : Click on button to on/off
 - **Enable sticky header?** : Click on the button to on/off
 - Insert **Topbar Banner** large for large devices
 - Topbar Banner medium for medium devices
 - Topbar Banner small for small devices
 - Insert the Topbar Banner Link,
 - Insert the Helpline number,
 - Select **Header Nav** Menu Text Color from Dark and light
 - Add Header Nav Menu
 - Then click on the **Update** button.

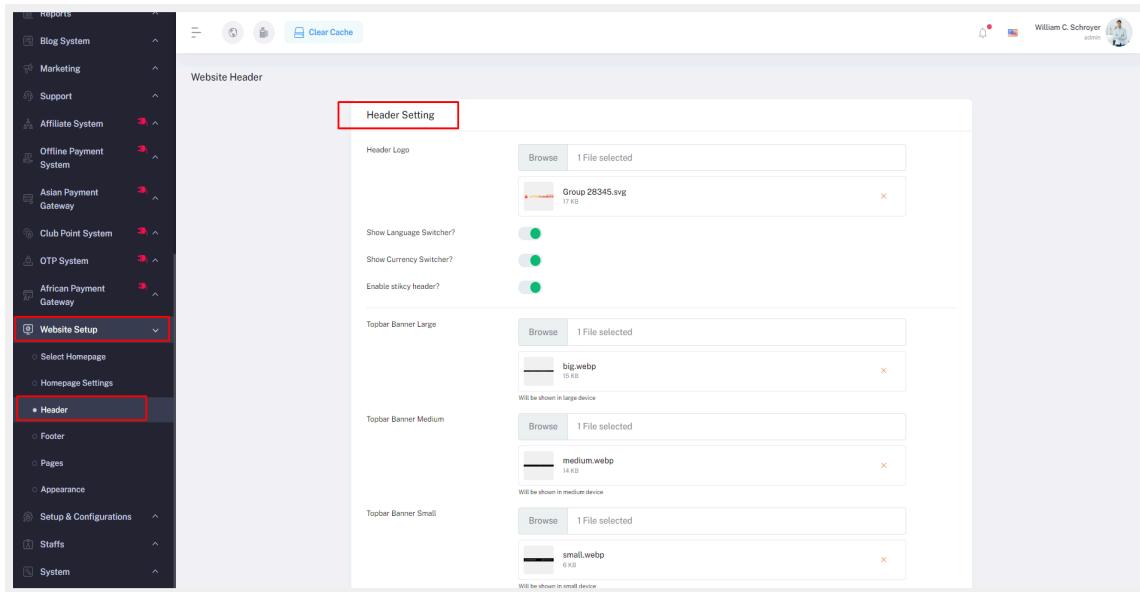


Figure (26a): Website Header Setting

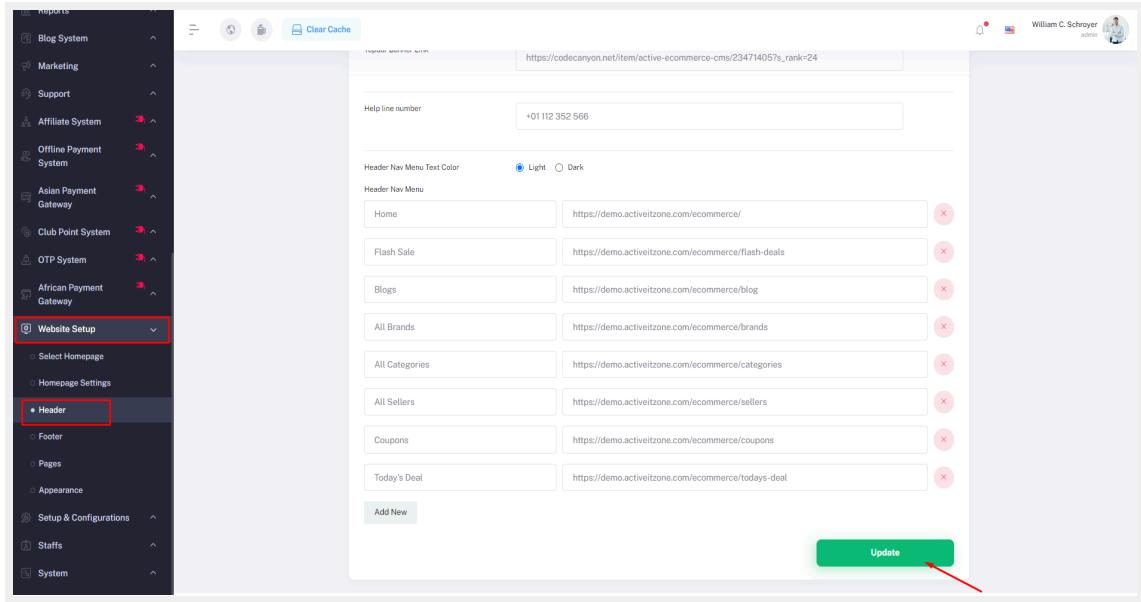


Figure (26b): Website Header Setting

30. How to Set up the Footer part?

Answer:

Follow the below procedure:

- **Log in as an admin**
- **Go to Website Setup > Footer**
- Admin can **select footer language** from here
- **Footer Widget:** Add footer info like **Title** and **description**, which are also translatable. And click on **update**.
- **About Widge**
 - **Footer logo-** Insert Footer logo
 - **Add Description-** Insert description
 - Play Store Link
 - App Store Link
- **Contact Info Widget-** Insert
 - Contact address

- Contact Phone
- Contact email

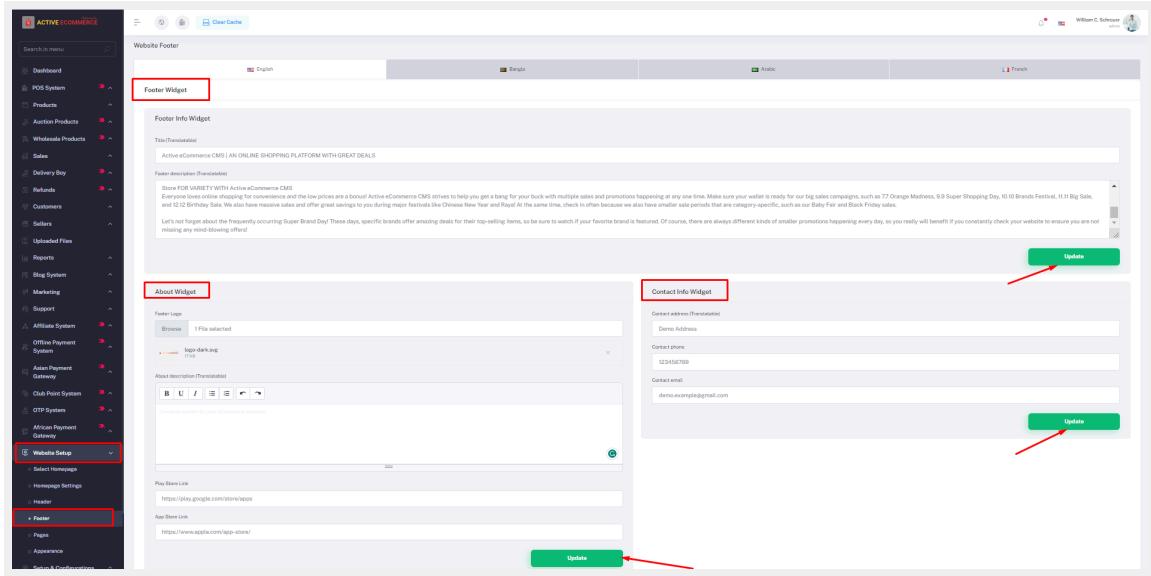


Figure: (27a) footer setup

- **Link Widget One- Insert**
 - **Title-** Useful links
 - **Links-** Admin can add links, also can edit or delete.

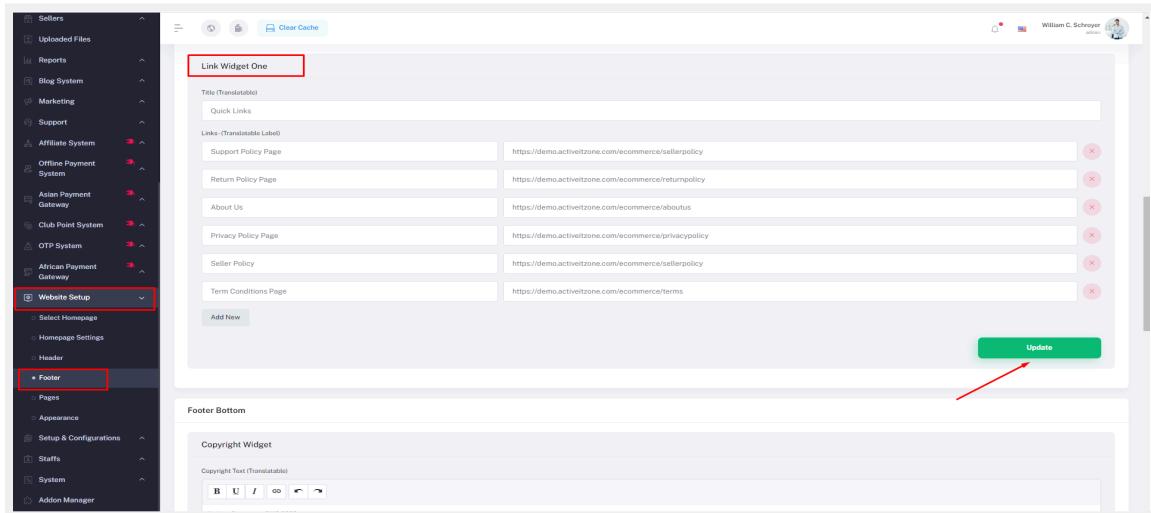


Figure: (27b) footer -link widget

- **Footer Bottom**

- **Copyright Widget**- Insert Copyright Text
- **Social Link Widget**
 - **Show Social Links?** - You can enable or disable
 - **Social Links-**
 - <https://www.facebook.com/>
 - <https://www.twitter.com/>
 - <https://www.instagram.com/>
 - <https://www.youtube.com/>
 - <https://www.linkedin.com/>

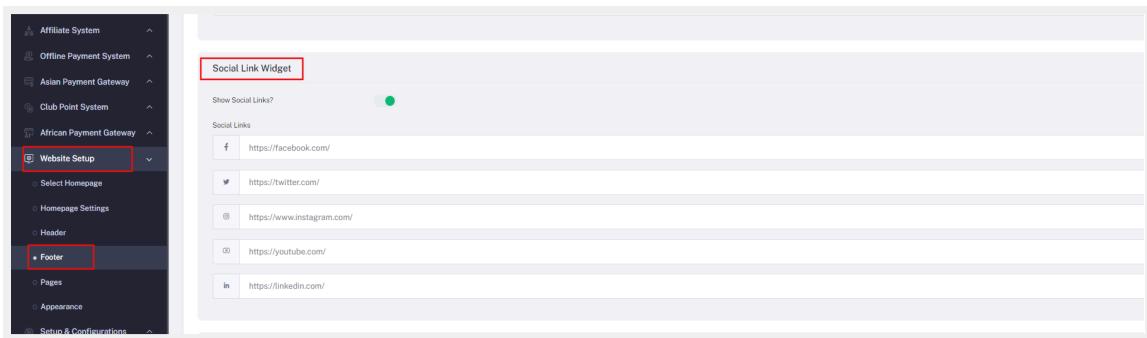


Figure: (27c) Footer- social link widget

- **Add Seller app & Delivery boy apps with link**
- **Payment Methods Widget**- Upload files of payment method
- Then Click on the **update** button.

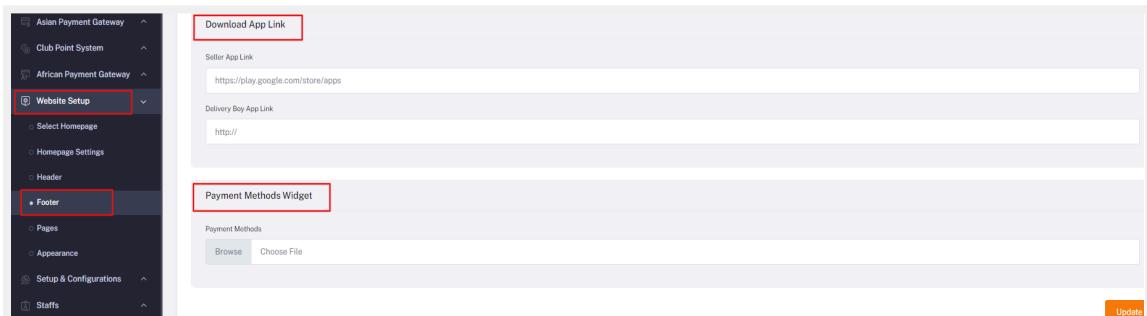


Figure: (27d) footer- payment method widget

31. How to Set up the Policy pages part?

Answer:

To upload content of policy pages such as **seller policy, return policy, support policy, terms & conditions, privacy policy, and about us**. follow the below steps–

- Log in as an Admin
- Go to Website set up > Pages.
- Here, by clicking the **action button** on any page you can **edit** your changes.
- Admin can also **add any new page**, also can delete the page.

#	Name	URL	Actions
1	Seller Policy Pages	https://demo.activelzone.com/commerce/sellerpolicy	
2	Return Policy Page	https://demo.activelzone.com/commerce/returnpolicy	
3	Support Policy Page	https://demo.activelzone.com/commerce/supportpolicy	
4	Term Conditions Page	https://demo.activelzone.com/commerce/terms	
5	Privacy Policy Page	https://demo.activelzone.com/commerce/privacypolicy	
6	About us	https://demo.activelzone.com/commerce/aboutus	

Figure: (28a) Website All pages

32. How to Set up the appearance of the website?

Answer:

Follow the below steps:

- Log in as an Admin
- Go to Website Setup > appearance
- System settings:
 - **System Name:** Write System name
 - **Frontend Website Name:** Write the website name

- **Site Motto:** Write your website motto.
- **Site Icon:** Select your own icon.
- **System logo white:** Select your System logo white
- **System logo Black:** Select your System logo black
- **System Timezon:** Select your system timezone
- **Uploaded Image Format:** Here admin can choose the image format. When anyone upload any image the image will be converted to choosing format or admin can set it as default(no changes will be occurred). SVG image will not be converted.
- Then click on **update**

- **General settings:**

- **Website Base Color:** Select Website Base Color. (Hex Color Code)
- **Website Base Hover Color:** Select Website Base Hover Color (Hex Color Code)
- **Website Secondary Base Color:** Select Website Base Color. (Hex Color Code)
- **Website Secondary Base Hover Color:** Select Website Base Hover Color (Hex Color Code)
- Insert **Flash Deal Page banner large** for large device & also you can insert **flash deal banner small** for small device.
- And click on **update**.

- **Image Watermark:**

- Admin can **enable** or **disable** the option. If admin enable the "Use Image Watermark" switch then the watermark text/image will be shown on the new upload images
- Admin can choose the **Watermark type**. If choose **text** then admin needs to insert watermark text, watermark text size, watermark text color, watermark position. If admin choose **image** then inset the watermark image and choose the watermark image position.

- **Global Seo**

- **Meta Title**- Fill up the meta title.
- **Meta Description**- Fill up the section of meta description
- **Keywords**- Input keywords.
- **Meta Image**- Upload meta image.
- And click on **update**

- **Cookies Agreement**

- Insert Cookies Agreement Text
- Enable/disable Show Cookies Agreement
- And click on **update**

- **Website Popup**

- Enable/disable Show website popup?
- insert Popup content
- you can enable/disable Show Subscriber form?
- And click on **update**

- **Custom Script**

- you can insert Header custom script - before </head> and Footer custom script - before </body>
- And click on **update**

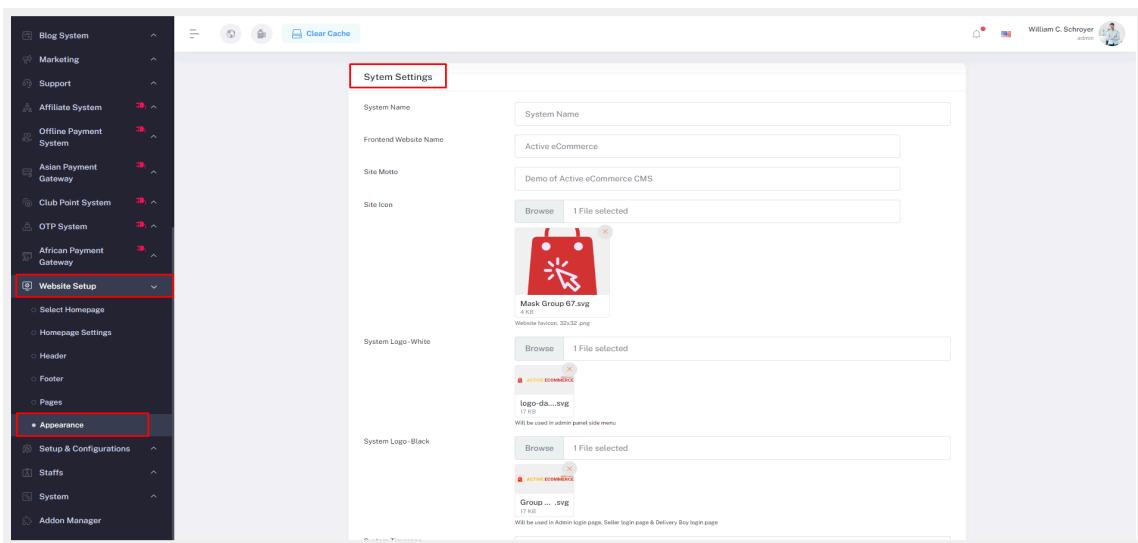


Figure: (29a) Website Appearance setup

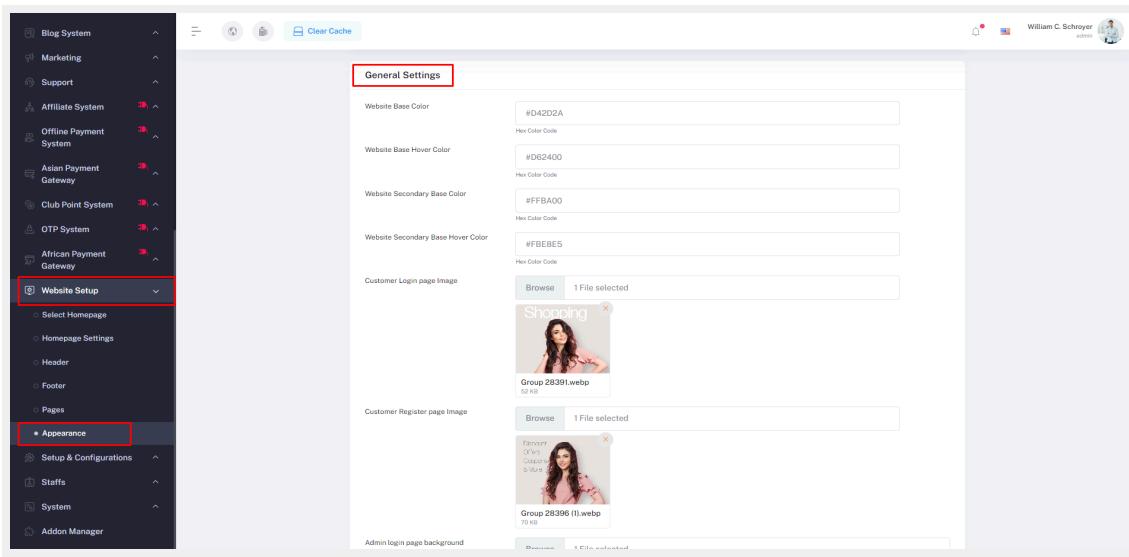


Figure: (29b) Website Appearance setup

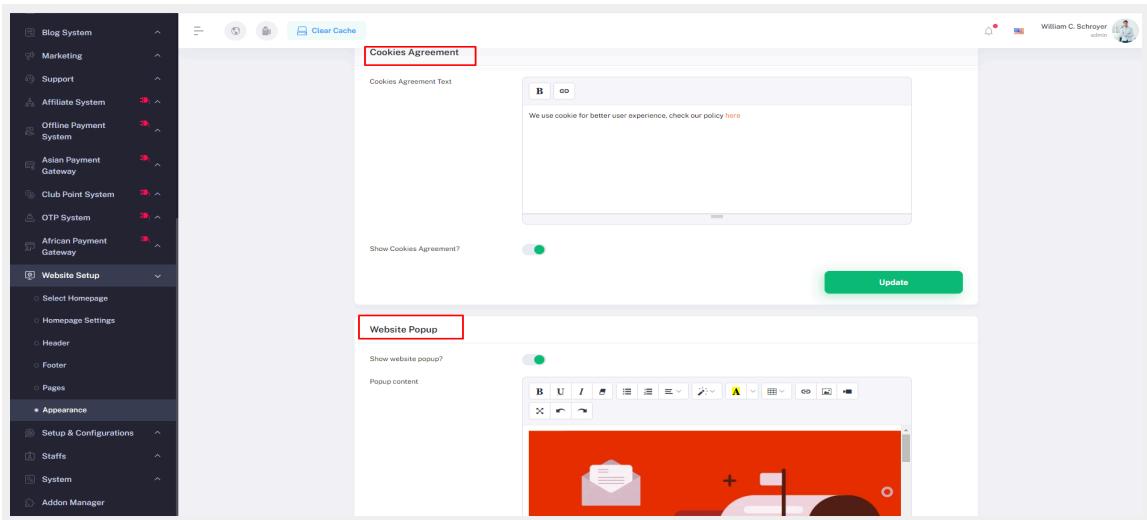


Figure: (29c) Website Appearance setup

33. How to create a Flash Deal?

Answer:

For creating flash deal follow the instruction:

- **Log in to the admin panel.**
- **Go to Marketing > flash deals from the left sidebar.**

- Here you can see the title, banner, start date, end date, status(which one you want to show), feature, page link, and edit and delete.
- Click **Create New Flash Deal**.
 - Insert **Title, Banner, Date, Products** then click on the **Save** button.
 - If any product has a discount or exists in another flash deal, the discount will be replaced by this discount and time limit.

The screenshot shows the 'All Flash Deals' page. On the left is a sidebar with a search bar and a navigation menu. Under 'Marketing', 'Flash deals' is selected. In the main area, there's a table titled 'Flash deals' with columns for #, Title, Banner, Start Date, End Date, Status, Featured, Page Link, and Options. Five rows of flash deals are listed, each with a preview image, date range, status, and a row of buttons for edit, delete, and other actions. A red arrow points to the blue 'Create New Flash Deal' button in the top right corner of the main content area.

Figure: (30a) All Flash Deal

The screenshot shows the 'Flash Deal Information' form. The left sidebar is identical to Figure 30a. The main area contains a form with fields for Title, Banner (with browse and choose file buttons), Date (with select date button), and Products (with a dropdown menu showing 'Nothing selected'). Below the form is a note: 'If any product has discount or exists in another flash deal, the discount will be replaced by this discount & time limit.' A red box highlights the entire form area, and a red arrow points to the orange 'Save' button in the bottom right corner.

Figure: (30b) Creating new Flash Deal

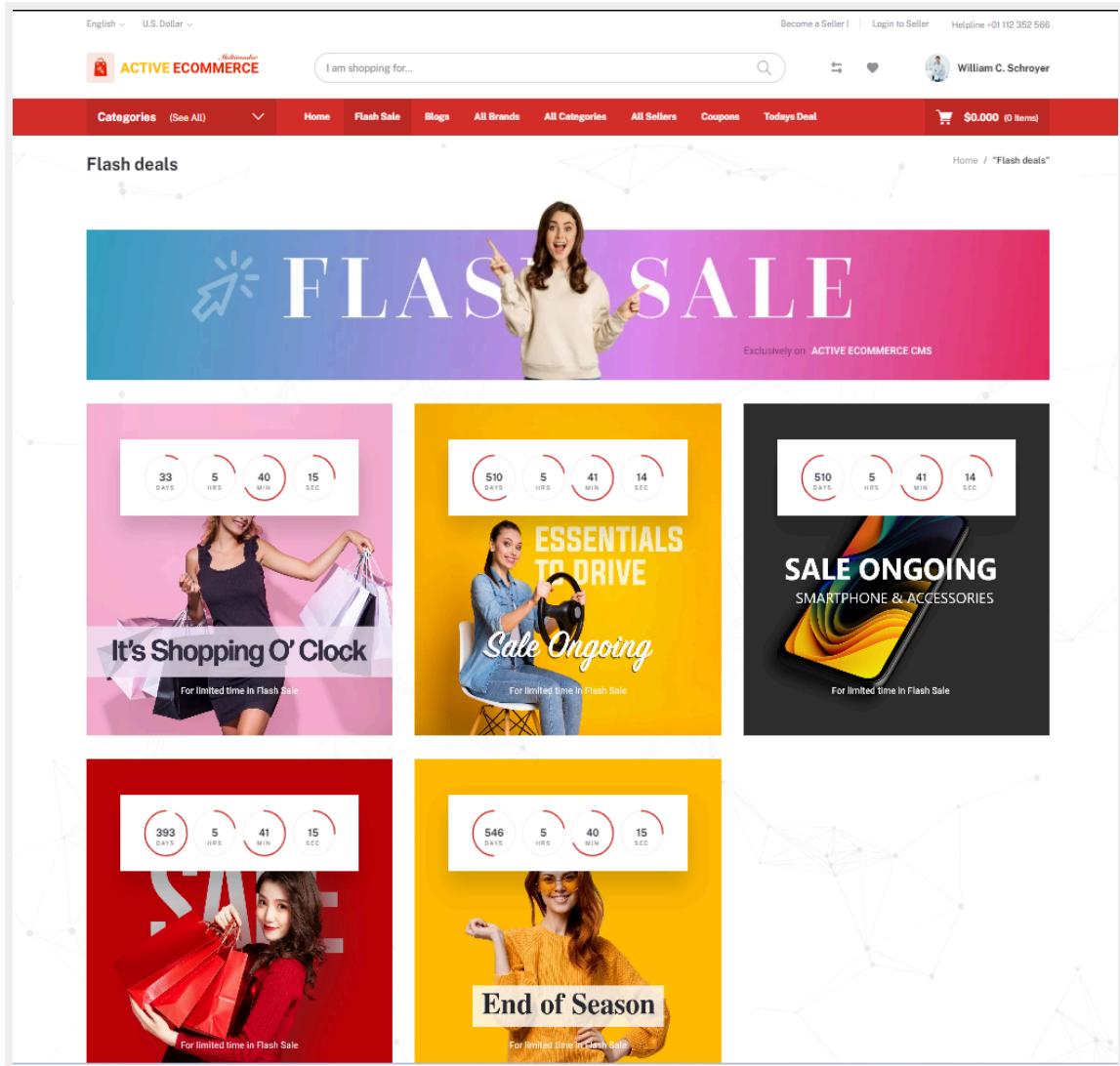


Figure: (30c) Flash Deal listing page

34. How to add a new post from the blog system?

Answer:

Follow the instructions:

- Log in to the **admin** panel.
- Go to the **Blog System** from the left sidebar.
- Here you can see **all posts** and **categories**.
- First **add blog category**

- Go to **Blog system > categories**
- Click on **Add new category**, insert name and **save**.
- Now **Add blog post**
 - By clicking **all posts** you can see all blog posts. Blog post's title, categories, short description, also you can enable/disable status(if you disable status then no one can see the blog post) and also you can **edit** or **delete** blogs.
 - From the top click **Add New Post**
 - You can insert Blog Title, Category, Slug, Banner, Short Description, Description, Meta Title, Meta Image, Meta Description, Meta Keywords.
 - Then click the **save**.

The screenshot shows the Multivendor Ecommerce admin interface. On the left, there is a sidebar menu with various sections like Dashboard, POS System, Products, Auction Products, Wholesale Products, Sales, Delivery Boy, Refunds, Customers, Sellers, Uploaded Files, Reports, Blog System, Categories, and Marketing. The 'Blog System' and 'Categories' sections are highlighted with red boxes. Under 'Blog System', 'All Posts' is also highlighted with a red box. The main content area is titled 'All Posts' and shows a table of 'All blog posts'. The table has columns for #, Title, Category, Short Description, Status, and Options. There are five posts listed, each with a green status indicator and edit/delete icons. A red arrow points to the 'Add New Post' button in the top right corner of the main content area.

#	Title	Category	Short Description	Status	Options
1	T-Shirts Every Man Needs in His Wardrobe	Men Fashion	Fashion is for men just as much as it is for women. And whoever says that men can get away with just about any shirt with jeans – oh they couldn't be more wrong!	<input checked="" type="checkbox"/>	
2	Effective Self Defense Tips for Women	Life Hacks	The world is not a safe place, especially for our women. Everyday, women from all around the world have to go through unimaginable situations.	<input checked="" type="checkbox"/>	
3	What's Trending This Winter Season?	Fashion	Winter is THE season for fashion. We think it's the winter fashion is one of the most stylish and attractive one. It's got a rather cosy but fancy touch to it that we simply love.	<input checked="" type="checkbox"/>	
4	How to Start an Online Store	Online Sell	In this article, we'll take all the guesswork out of starting your own business. We'll also provide you with all the tips and information.	<input checked="" type="checkbox"/>	
5	YouTube for E-Commerce	Marketing and Promotion	YouTube is an excellent platform for promoting your e-commerce business, but many stores haven't capitalized on what it has to offer.	<input checked="" type="checkbox"/>	

Figure: (31a) Add new blog post

#	Name	Options
1	Family	(edit, delete)
2	Fashion	(edit, delete)
3	Home	(edit, delete)
4	Life Hacks	(edit, delete)
5	Man Fashion	(edit, delete)
6	Marketing and Promotion	(edit, delete)
7	new	(edit, delete)
8	On Trend	(edit, delete)

Figure: (31b) Add new blog category

- From the homepage blog section anyone can search for a blog, can see recent blog posts and also share any blog from the blog details page.

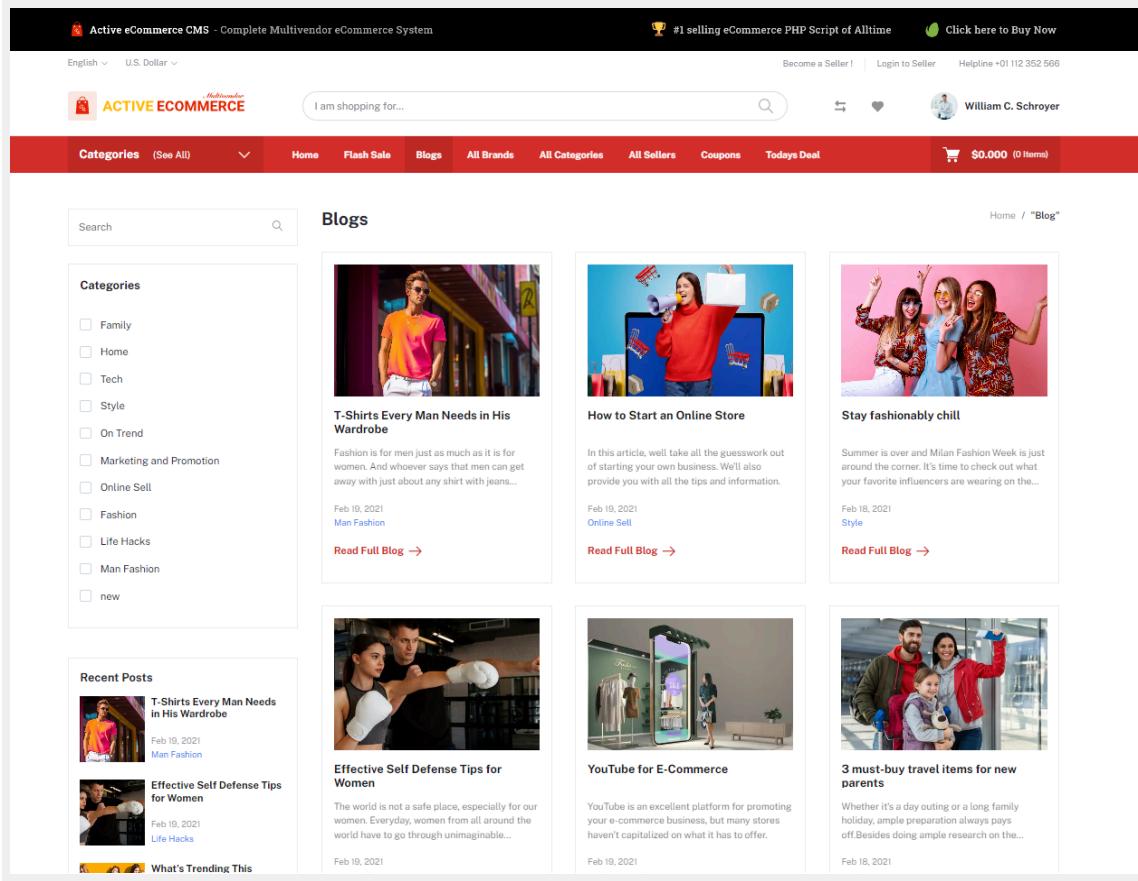


Figure: (31c) Homepage Blog section

35. How to Manage Orders?

Answer:

Admin can manage orders by following the below instructions:

- **Log in to the Admin panel.**
- From the left navbar click on **sales**. Here admin can show **All orders, In-house orders, sellers orders, Pick-up points orders and Unpaid Orders.**
 - The order list page admin will get the information of **order code, the number of products, customer name, amount, delivery status, payment status & refund.**
 - From the “**Actions**” button admin will get options like **view, invoice download and delete.**

- From the “view” option, the admin can see details of the order and can change the status of payment & delivery.

Order Code:	Num. of Products	Customer	Seller	Amount	Delivery Status	Payment method	Payment Status	Refund	Options
20230223-08142340 new	1	Paul K. Jensen	Inhouse Order	\$190.00	Pending	Cash On Delivery	Unpaid	No Refund	
20230223-08142320 new	1	Paul K. Jensen	Filon Asset Store	\$97.20	Pending	Cash On Delivery	Unpaid	No Refund	
20230125-07442674 new	1	Paul K. Jensen	Inhouse Order	\$900.00	Pending	Cash On Delivery	Unpaid	No Refund	
20230119-06493676 new	1	democustomer2	Filon Asset Store	\$99.00	Cancelled	Bkash	Unpaid	No Refund	
20230119-05211795 new	1	democustomer	Create & Conquer	\$10140.00	Pending	Cash On Delivery	Unpaid	No Refund	
20230119-04410370	1	democustomer	Inhouse Order	\$30.00	Delivered	Cash On Delivery	Paid	1 Refund	

Figure: (32a) All orders

#	Photo	DESCRIPTION	DELIVERY TYPE	QTY	PRICE	TOTAL
1		Party Dancing casual Dress Girl Christmas Pageant Kid-S	Home Delivery	1	\$13.00	\$13.00
2		Newborn Baby Boys Girls Camo T-shirt Tops Pants Camouflage Outfits Set Clothe Kid-M	Home Delivery	1	\$4.00	\$4.00
3		summer rose Party Dancing casual Dress Girl Christmas Pageant Kid-S	Home Delivery	1	\$13.00	\$13.00
4		Party Dancing casual Dress Girl Christmas Pageant Kid-S	Home Delivery	1	\$6.00	\$6.00
5		Elastic V Neck Men T Shirt Mens Fashion Short Sleeve Tshirt Fitness Casual Male T-shirt stock-small	Home Delivery	1	\$25.00	\$25.00

Figure: (32b) order details

36. How can orders bulk export from the admin and seller panel?

Answer:

For the admin, Please follow the procedure:

- Log in as an admin

- Go to **sales > all orders**
- Now select the **checkbox**, click on the **Bulk action** and finally click on the **export**. All orders will be export

The screenshot shows the ActiveEcommerce admin interface. On the left, there's a sidebar with various menu items like Dashboard, POS System, Products, Wholesale Products, Sales (which is expanded), Delivery Boy, Refunds, Customers, Sellers, Uploaded Files, Reports, Blog System, and Marketing. Under the Sales menu, 'All Orders' is selected. At the top of the main content area, there's a 'Bulk Action' dropdown with an 'Export' option highlighted by a red box. Below it is a table listing multiple orders with columns for Order Code, Customer, Seller, Amount, Delivery Status, Payment method, Payment Status, Refund, and Options. Each row has a checkbox in the first column, and the 'Order Code' column contains links.

Figure: (33a) Orders bulk export from admin panel

- Admin can also export only the **in-house order, seller order** and **pick-up point order**. For this please go to **All Orders > inhouse orders/seller orders/pickup point orders**

For the seller, Please follow the procedure:

- Log in as a **seller**
- Go to the **Orders** > Click on the **checkbox** and finally click on the **Export**
- The seller will be exported all seller orders

This screenshot shows the Filon Asset Store seller panel. The sidebar includes options like Dashboard, Products, Uploaded Files, Package, Coupon, Wholesale Products, POS System, Received Refund Request, Shop Setting, Payment History, Money Withdraw, Commission History, and Conversations. The 'Orders' menu item is selected and highlighted with a red box. In the main area, there's a 'Bulk Action' dropdown with an 'Export' option highlighted by a red box. Below it is a table of orders with columns for Order Code, Num. of Products, Customer, Amount, Delivery Status, Payment Status, and Options. Each row has a checkbox in the first column, and the 'Order Code' column contains links.

Figure: (33b) Orders bulk export from seller panel

37. How to Manage Sellers?

Answer:

On this page, the admin can see the list of all **sellers** and can **edit** the seller's information.

- **Log in as an admin**
- **Go to Sellers > All Seller**
- Clicking on the **Option** action admin can Check **Sellers Profile**, **Log in as a seller**, **Go to payment** admin can pay to the seller (clear due), Payment history, Edit the seller info, also can delete.

	Name	Phone	Email Address	Verification Info	Approval	Num. of Products	Due to seller	Options
<input type="checkbox"/>	DemoShop		seller1@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	i
<input type="checkbox"/>	ioiu		cloth_store@example.com	<input type="checkbox"/>	<input type="checkbox"/>	0		i
<input type="checkbox"/>	Test Shop		kiron@example.com	<input type="checkbox"/>	<input type="checkbox"/>	0		i
<input type="checkbox"/>	LOUIS VUITTON		seller11@example.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4		i
<input type="checkbox"/>	Adidas		seller8@example.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10		i
<input type="checkbox"/>	Lavish Look		seller7@example.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	\$0.00	i
<input type="checkbox"/>	Jhonsen	734-604-6681	seller6@example.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	\$0.00	i

Figure: (34a) Seller details

38. How to see customer info??

Answer:

The Admin can manage customers by following the below instructions:

- From admin panel navigation, **customers > customer list**.
- Admin will get a list of registered customers of his/her site. In this list admin will see the customer's **name & email address**. Also can login as a customer, Ban or delete a customer. Admin also can check customer's **classified products**, **Classified packages**.

The screenshot shows the Multivendor Ecommerce admin interface. On the left, there's a dark sidebar with a navigation menu. The 'Customers' option under the main 'Customers' heading is highlighted with a red border. The main content area is titled 'All Customers' and displays a table of customer data. The columns are: Name, Email Address, Phone, Package, Wallet Balance, and Options. There are 8 rows of data, each with a checkbox in the first column and three circular icons in the last column. The table has a header row with column names.

	Name	Email Address	Phone	Package	Wallet Balance	Options
<input type="checkbox"/>	democustomer2	democustomer2@example.com		Basic	\$0.00	
<input type="checkbox"/>	Elijah Hill	bitty.nills@gmail.com			\$0.00	
<input type="checkbox"/>	democustomer	shajid.hasibur1996@gmail.com	00000000		\$100.00	
<input type="checkbox"/>	seller1	seller@gmail.com			\$0.00	
<input type="checkbox"/>	customer3	customer3@gmail.com			\$0.00	
<input type="checkbox"/>	Arnulfo T. Lucky	customer1@example.com		Premium	\$0.00	
<input type="checkbox"/>	Alon Mask		+108489148697		\$0.00	

Figure: (35a) Customer list

39. How to send a newsletter?

Answer:

To send a newsletter follow the steps below, Navigate **Marketing > Newsletter**

- Select **user's email or subscriber email or both**.
- Insert **sender email address**.
- Insert newsletter **subject**.
- Write the content. In this text area admin can add an image, **link, video, table** or any **text formatting** if needed.
- Click on **send**.

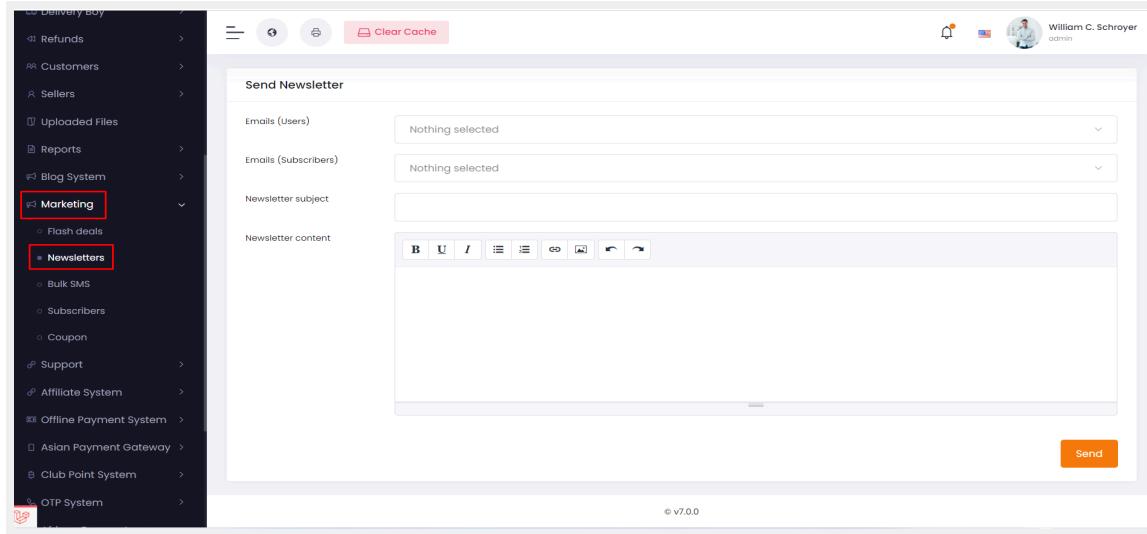


Figure: (36a) Sending newsletter

40. How to configure payment methods?

Answer:

To configure them follow the steps:

- **Log in** to the admin panel.
- From the navigation, go to **Setup And Configuration > Payment Methods**
- **Switch on** by clicking the switches of the methods that you want to activate.
- And insert necessary Information on the methods.
 - **Paypal - Enable** the switch. Insert the PayPal **client ID** and client **secret** and **switch off** the sandbox mode(which is for demo transactions). Then click on **save**.
 - **Stripe - Enable** the switch. Insert the **stripe key**, and **stripe secret** which you will get from your stripe account, and **switch off** the sandbox mode(which is for demo transactions). Then click on **save**.
 - **Mercadopago Credential: Enable** the switch. Insert the Mercadopago Key, Mercadopago Access, MERCADOPAGO CURRENCY. Then click on **save**.

- **Bkash Credential:** **Enable** the switch. Insert BKASH CHECKOUT APP KEY, BKASH CHECKOUT APP SECRET, BKASH CHECKOUT USER NAME, BKASH CHECKOUT PASSWORD and **switch off** the sandbox mode(which for demo transactions).Then click on **save**.
- **Nagad Credential:** **Enable** the switch. Insert NAGAD MODE, NAGAD MERCHANT ID, NAGAD MERCHANT NUMBER, NAGAD PG PUBLIC KEY, NAGAD MERCHANT PRIVATE KEY. Then click on **save**.
- **SSLCommerz - Enable** the switch. Insert the **SSLCZ store ID**, and **SSLCZ store password**, and **switch off** the sandbox mode. Then click on **save**.
- **Aamarpay Credential:** **Enable** the switch. Insert Aamarpay Store Id, Aamarpay signature key switch off the sandbox mode. Then click on **save**.
- **Iyzico Credential:** **Enable** the switch. Insert IYZICO_API_KEY, IYZICO_SECRET_KEY, and **switch off** the sandbox mode. Then click on **save**.
- **Instamojo - Enable** the switch. Insert the **Instamojo API key**, **Instamojo auth token** which you will get from your Instamojo account, and **switch off** the sandbox mode(which is for demo transactions). Then click on **save**.
- **Paystack - Enable** the switch. Insert the **public key**, **secret key**, **merchant email** which you will get from your paystack account. Then click on **save**. Set paystack callback URL on the paystack dashboard. The callback URL - **domain/paystack/payment/callback**
- **RazorPay - Enable** the switch. Insert the **razor key**, **razor secret** which you will get from your razorpay account. Then click on **save**.
- **Voguepay- Enable** the switch. Insert the **merchant id** and **switch off** the sandbox mode(which for demo transactions) which you will get from your voguepay account. Then click on **save**.

***Please note that, for SSLCommerz you have to set your site default currency is **BDT**. This method is only for **Bangladesh**.

- **Payhere Credential- Enable** the switch. Insert the Merchant ID, **secret key**, **Currency**, **Payhere Sandbox mood**. Then click on **save**.
- **Ngenius Credential- Enable** the switch. Insert the Ngenious Outlet ID, Ingenious APK, currency and click on save.
- **Authorize Net: Enable** the switch. Insert MERCHANT_LOGIN_ID, MERCHANT_TRANSACTION_KEY, **Payhere Sandbox mood**. Then click on **save**.
- **Payku: Enable** the switch. PAYKU_BASE_URL, PAYKU_PUBLIC_TOKEN, PAYKU_PRIVATE_TOKEN. Then click on **save**.
- **Paymob: Enable** the switch. Insert the Paymob API key, Paymob Iframe ID, Paymob Integration ID, Paymob HMAC. Now click on **Save**
- Here admin can find the **Cash Payment** option, admin needs to **enable** if admin want cash on delivery for the products

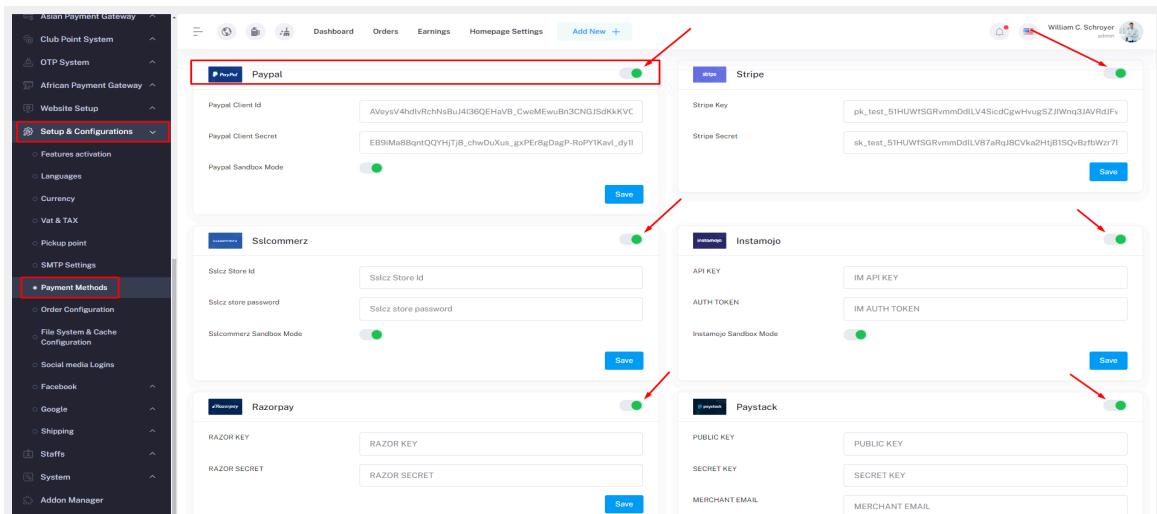


Figure: (37a) Payment gateway activation and payment setup configuration

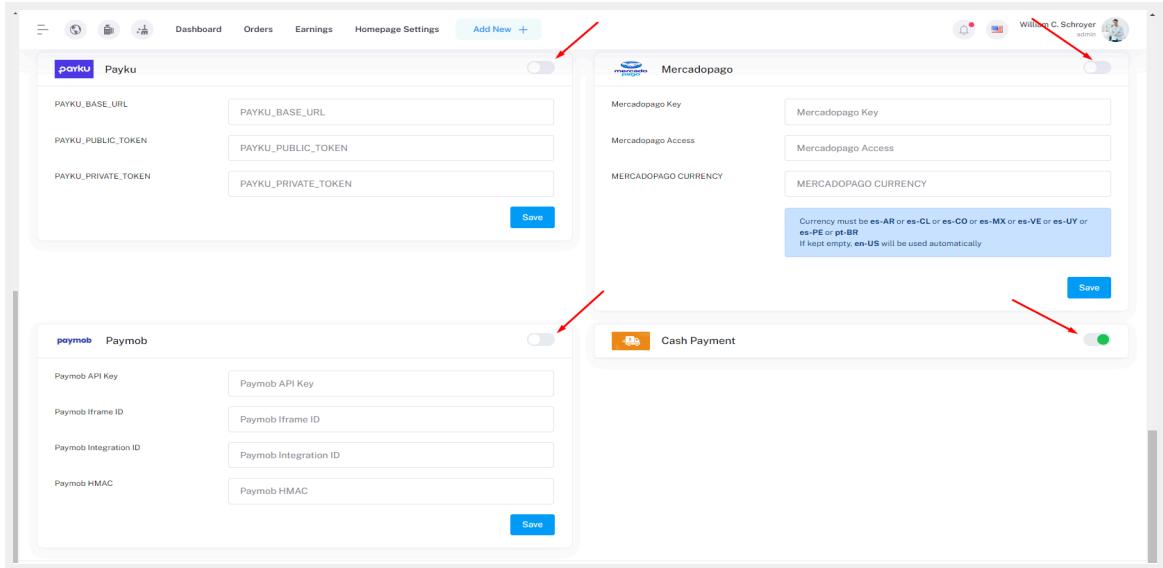


Figure: (37b) Payment gateway activation and payment setup configuration

41. How to configure the SMTP system?

Answer:

To configure the SMTP system follow the steps below:

- If you're using cPanel then follow this link
 - <https://blog.cpanel.com/setting-up-and-troubleshooting-smtp-in-cpanel/>
- Create an email from your server panel
- After creating an email account, go to Active eCommerce admin **Dashboard > Setup And Configuration > SMTP settings.**
- Fill up the form as below:
 - **MAIL DRIVER:** SMTP
 - **MAIL HOST :** your domain SMTP host (sample: smtp.yourdomain.com)
 - **MAIL PORT:** 587/465
 - **MAIL USERNAME:** Your email id
 - **MAIL PASSWORD :** Your email password
 - **MAIL ENCRYPTION:** ssl/tls

- **MAIL FROM ADDRESS:** Your mail address
- **MAIL FROM NAME:** Your shop name

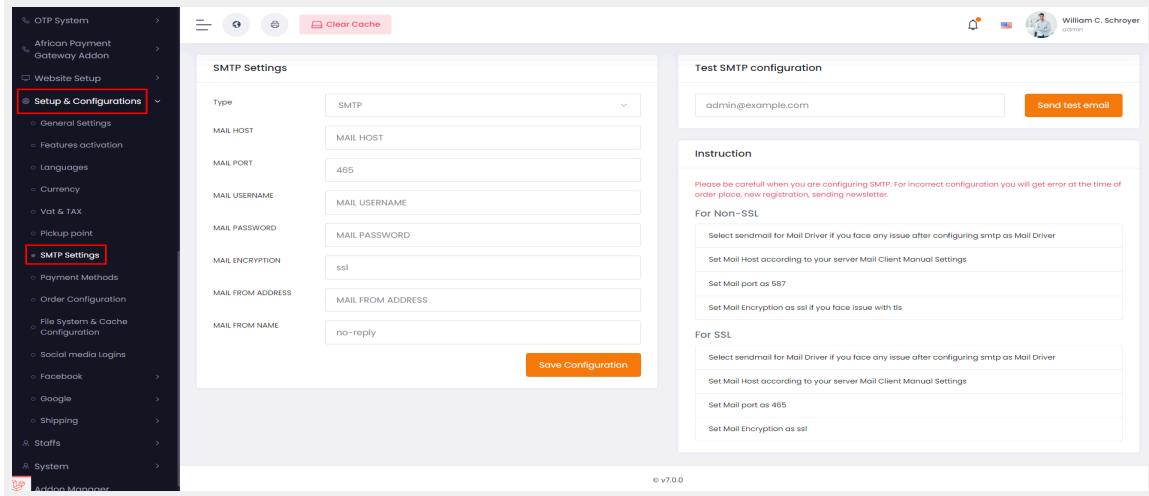


Figure: (38a) SMTP Setting

42. How to configure Facebook login API?

Answer:

To configure facebook login api follow the steps below:

- **Log in to <https://developers.facebook.com>** using facebook email and password.
- Click on **My App** and then click the **Add New App**.
- Give the name of the app and then click on **Create App ID**. It will automatically redirect to the App dashboard.
- Then go to **Settings > Basic**.
- Set the App Domains and click on **Save Changes**.
- Get the **App ID** and **App Secret**.
- Now click on **Products** and select **Facebook login**.
- It will redirect you to Quick Settings.
- Select **Web** and give your **site url** and click **Save**.
- Go to **Facebook login > Settings**.

- Set the Valid OAuth Redirect URIs
(example:<https://example.com/social-login/facebook/callback>) and click on Save.
- Now go to **Active Ecommerce admin Dashboard > Setup & Configuration > Social media login** and set the App ID and App Secret in Facebook Login Credential.
- Click on **Save**.

43. How to configure Facebook pixel?

Answer:

Follow the below steps:

- **Login** to your **admin panel**.
- Then go to the left navigation bar and click **Setup And Configuration> Google > Analytics Tool** .
- Turn **on** the switch of facebook pixel
- Then fill the field with Pixel ID.

For getting your pixel id please follow the steps.

- **Log in to Facebook** and go to your **Ads Manager account**.
- Open the **Navigation Bar** and select **Events Manager**.
- Here you'll find your pixel ID.

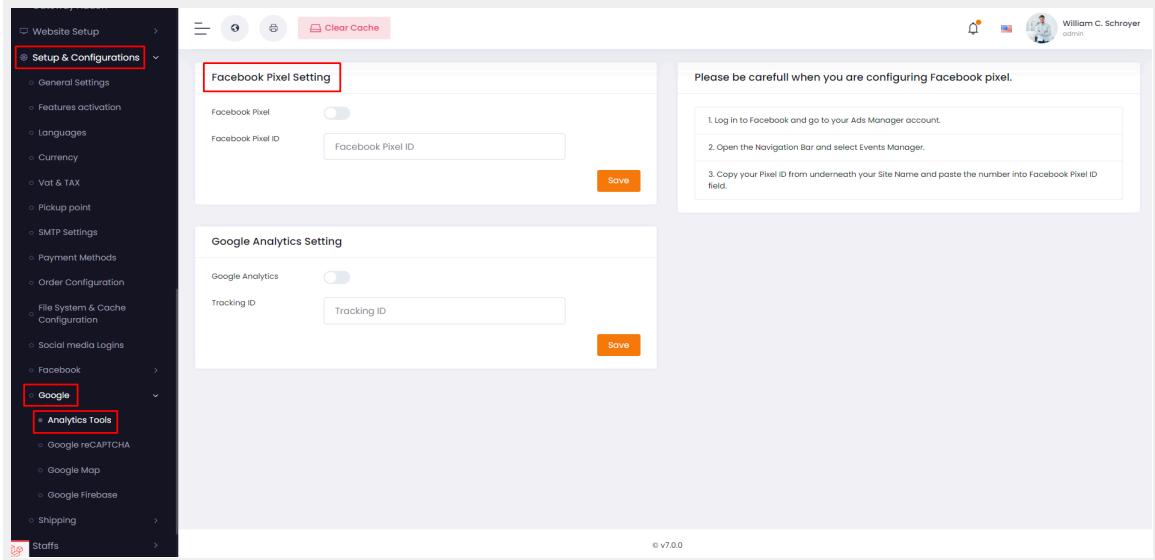


Figure: (40a) Facebook pixel configure

44. How to configure google login API?

Answer:

To configure google login api follow the steps below.

- Go to <https://developers.google.com/identity/sign-in/web/sign-in>.
- Click on **Configure A Project**.
- Give your **project name** and click **next**.
- Give your **product name** and click **next**.
- Configure Oauth client by selecting the **web server** and give your **Authorized redirect URIs** (example:<https://example.com/social-login/google/callback>) and click on Create.
- Then you will get the **Client ID** and **Client Secret**.
- Now go to **Active e-commerce CMS admin Dashboard > Setup & Configuration > Social media login** and set the Client ID and Client Secret in Google Login Credential.
- Click on **Save**.

45. How to configure Twitter API?

Answer:

To configure the Twitter login API follow the steps below.

- Go to <https://developer.twitter.com/en/apps>.
- Click on **Create An App**.
- Fill in your application details.
- The callback URL will be <https://example.com/social-login/twitter/callback>
- After creating the app follow the steps to get the consumer key & consumer secret key.
- Now go to **Active ecommerce CMS admin Dashboard > Setup And Configuration > Social media login** and set the **consumer key as Client ID** and **consumer secret key as Client Secret** in Twitter Login Credential.
- Click on **Save**.

46. How to configure Apple login API?

Answer:

To configure Apple login, follow the below steps

- From dashboard go to this link
<https://developer.apple.com/account/resources/identifiers/list/bundleId> to create identifier
- From the left nav choose Identifiers and App IDs.
- Click on the plus(+) icon to create identifier

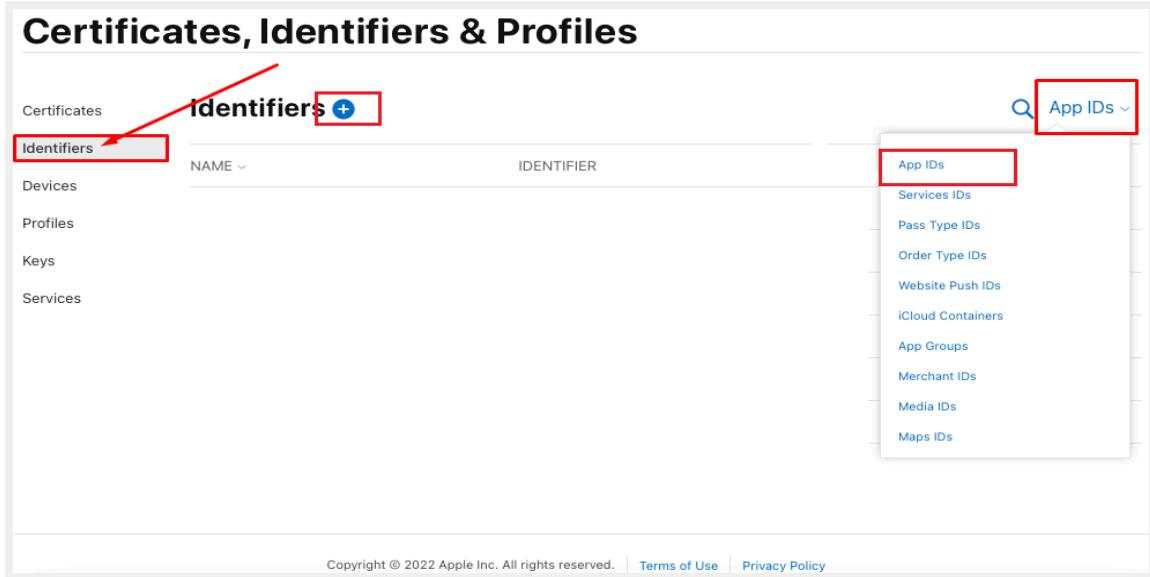


Figure: (43a) Configure Apple login API step 1

- Set the Description and Bundle ID, and select the Sign In with Apple capability
 - Usually the default setting of "Enable as a primary App ID" should suffice here. If you ship multiple apps that should all share the same Apple ID credentials for your users, please consult the Apple documentation on how to best set these up.

Platform: iOS, macOS, tvOS, watchOS

Description: Apple signup for test purpose

App ID Prefix: LQTWBSA6LL (Team ID)

Bundle ID: Explicit Wildcard
your-bundle-id.com

Capabilities: [View](#)

App Services: [View](#)

ENABLED NAME NOTES

Figure: (43b) Configure Apple login API step 2

- Choose **Sign in with Apple**
- Click **Continue**, and then click **Register** to finish the creation of the App ID

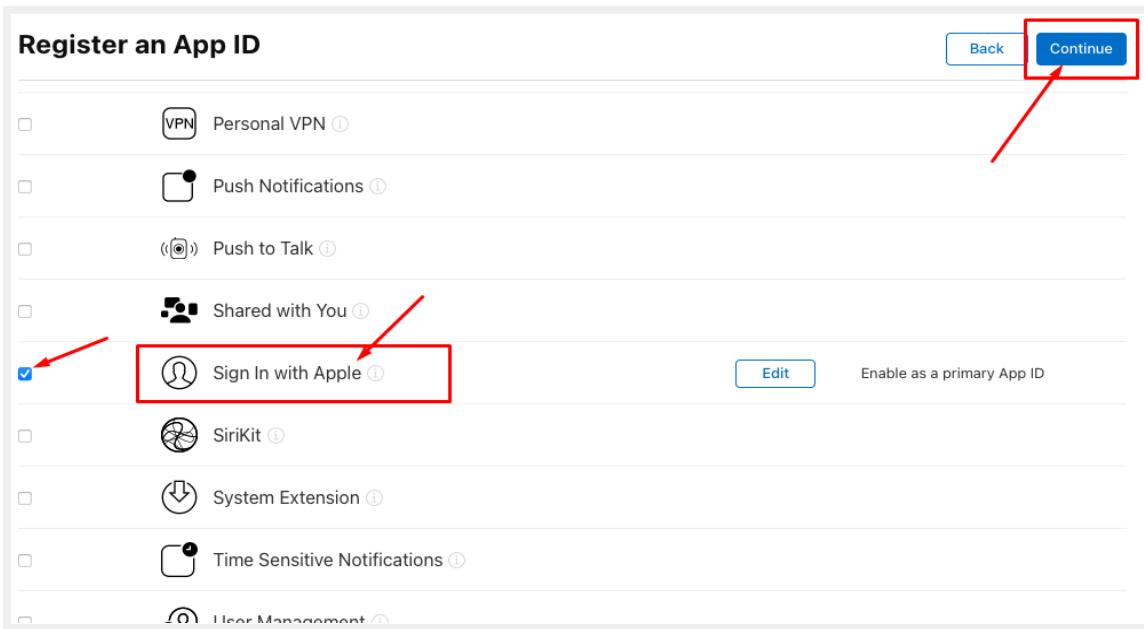


Figure: (43c) Configure Apple login API step 3

In case you already have an existing App ID that you want to use with Sign in with Apple:

- ❖ Open that App ID from the list
 - ❖ Check the **Sign in with Apple** capability
 - ❖ Click **Save**
- Go to your apple developer page then [Identifiers](#) and then Go to <https://developer.apple.com/account/resources/identifiers/list/serviceId>
 - From the left nav choose Identifiers and Service IDs from the left dropdown.

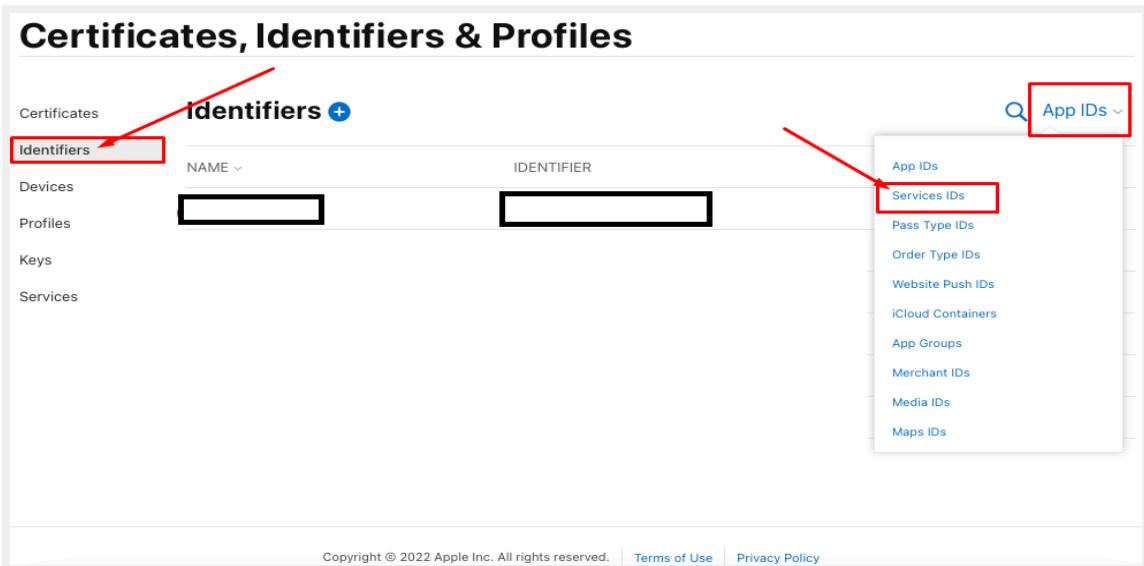


Figure: (43d) Configure Apple login API step 4

- After then click **Register an Services ID**

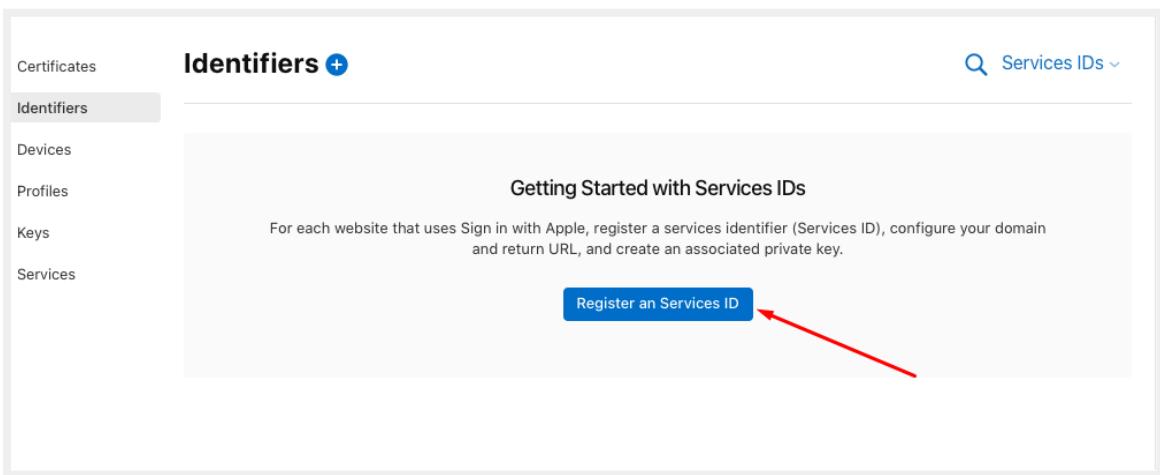


Figure: (43e) Configure Apple login API step 5

- Select **Services IDs**, click **Continue**

Certificates, Identifiers & Profiles

< All Identifiers

Register a new identifier

[Continue](#)

App IDs

Register an App ID to enable your app, app extensions, or App Clip to access available services and identify your app in a provisioning profile. You can enable app services when you create an App ID or modify these settings later.

Services IDs

For each website that uses Sign in with Apple, register a services identifier (Services ID), configure your domain and return URL, and create an associated private key.

Pass Type IDs

Register a pass type identifier (Pass Type ID) for each kind of pass you create (i.e. gift cards). Registering your Pass Type IDs lets you generate Apple-issued certificates which are used to digitally sign and send updates to your passes, and allow your passes to be recognized by Wallet.

Order Type IDs

Register an order type identifier (Order Type ID) to support signing and distributing order bundles with Wallet and Apple Pay. Registering your order type ID lets you generate certificates to digitally sign and send updates to your orders in Wallet.

Figure: (43f) Configure Apple login API step 6

- Set your **Description** and **Identifier**. This **Identifier** will later be referred to as your clientID

Certificates, Identifiers & Profiles

< All Identifiers

Register a Services ID

[Back](#) [Continue](#)

Description

Apple signup services for test purpose

You cannot use special characters such as @, &, *, ^, ", -, _.

Identifier

your-identifier.com

We recommend using a reverse-domain name style string (i.e., com.domainname.appname). It cannot contain an asterisk (*).

Figure: (43g) Configure Apple login API step 7

- Click **Continue** and then **Register**

The screenshot shows a registration form titled "Register a Services ID". It has fields for "Description" (Apple signup services for test purpose) and "Identifier" (redacted). At the bottom right are "Back" and "Register" buttons, with "Register" being highlighted by a red box and a red arrow pointing to it.

Figure: (43h) Configure Apple login API step 8

- Now you have to enable it to be used for Sign in with Apple. Select the service from the list of services, checked the **Sign in with Apple** option and then click **Configure**

The screenshot shows a configuration page titled "Edit your Services ID Configuration". It lists a service with "Description" (Apple signup services for test purpose) and "Identifier" (redacted). Below is a table with columns "ENABLED" and "NAME". A row for "Sign In with Apple" has its "ENABLED" checkbox checked (indicated by a red arrow) and a "Configure" button (also indicated by a red arrow).

Figure: (43i) Configure Apple login API step 9

- Choose your APP ID
- Set the domains e.g. domain.com and subdomains (if your system is hosting on a subdomain) e.g. subdomain.domain.com. You have to enter at least one domain here, even if you don't intend to use Sign in with Apple on any website.
- In the Return URLs box set the return URL. e.g. <https://domain.com/apple-callback>

Web Authentication Configuration

Use Sign in with Apple to let your users sign in to your app's accompanying website with their Apple ID. To configure web authentication, group your website with the existing primary App ID that's enabled for Sign in with Apple.

Primary App ID 2 App IDs

Apple signup for test purpose (LQTWBSA6LL.com.test-a... X | ▼

Register Website URLs

Provide your web domain and return URLs that will support Sign in with Apple. Your website must support TLS 1.2 or higher. All Return URLs must be registered with the https:// protocol included in the URI string. After registering new website URLs, confirm the list you'd like to add to this Services ID and click Done. To complete the process, click Continue, then click Save.

Domains and Subdomains

Enter a comma delimited list of domains and subdomains.

Return URLs

Cancel Next

Figure: (43j) Configure Apple login API step 10

- Then click **Next** and after then click the **Done** button to close the settings dialog. Then again click the **Continue** button and then click the **Save** button to update the service

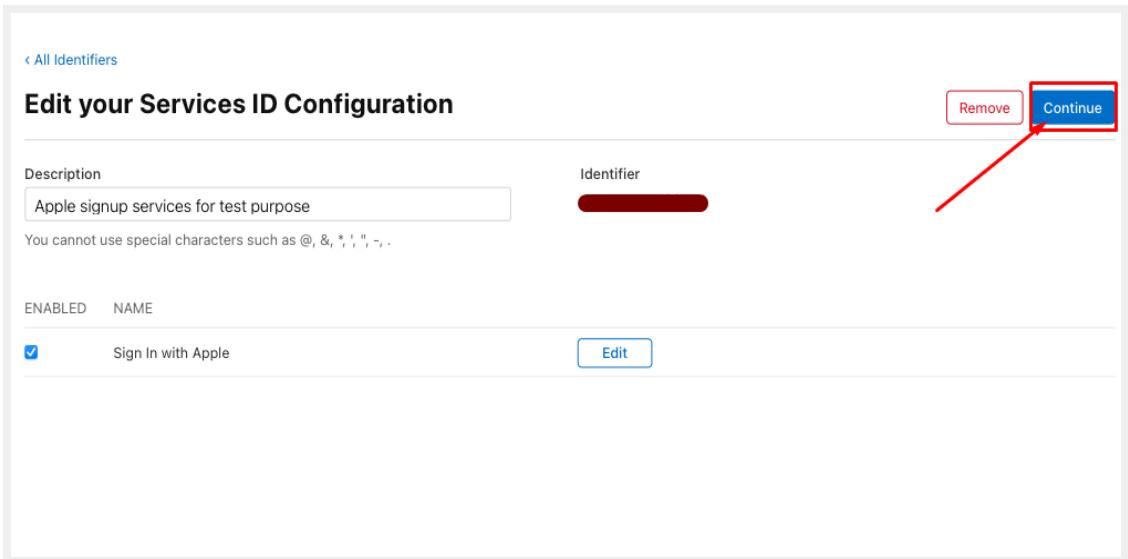


Figure: (43k) Configure Apple login API step 11

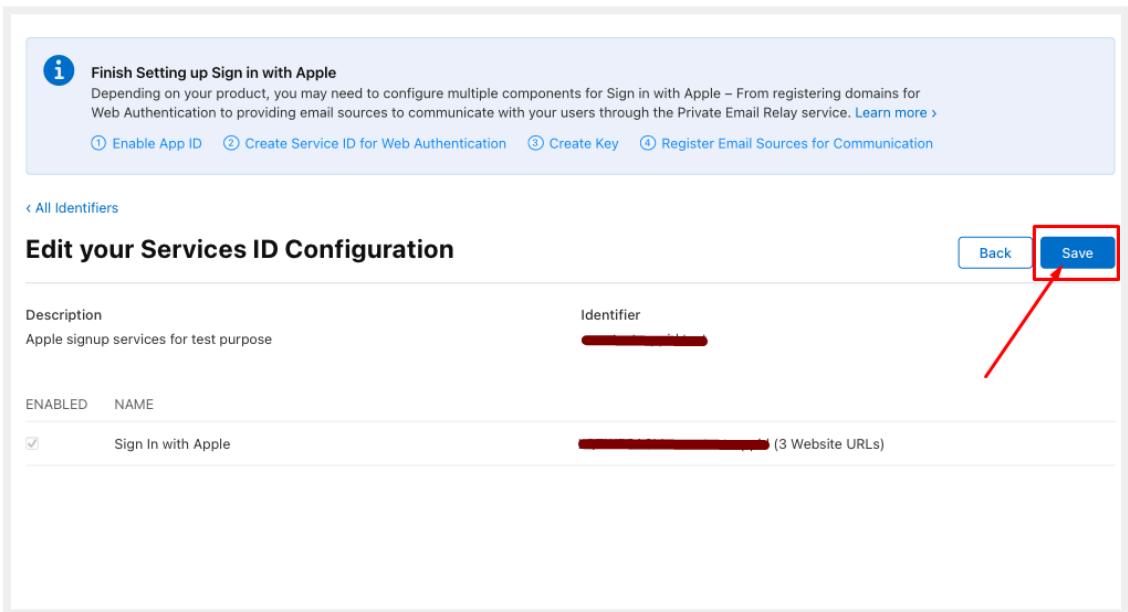


Figure: (43l) Configure Apple login API step 12

- In order to communicate with Apple's servers to verify the incoming authorization codes from your app clients, you need to create a key at
<https://developer.apple.com/account/resources/authkeys/list>

- Click the **Create a key** button, Set the **Key Name** (E.g. Sign in with Apple key), check the box next to **Sign in with Apple**, and then click the **Configure** on the same row

Certificates, Identifiers & Profiles

[All Keys](#)

Register a New Key

Key Name (arrow pointing to this field)

You cannot use special characters such as @, &, *, !, ", -, .

ENABLE	NAME	DESCRIPTION	
<input type="checkbox"/>	Apple Push Notifications service (APNs)	Establish connectivity between your notification server and the Apple Push Notification service. One key is used for all of your apps. Learn more	
<input type="checkbox"/>	DeviceCheck	Access the DeviceCheck and AppAttest APIs to get data that your associated server can use in its business logic to protect your business while maintaining user privacy. Learn more	
<input type="checkbox"/>	MapKit JS	Use Apple Maps on your websites. Show a map, display search results, provide directions, and more. Learn more <small> ⓘ There are no identifiers available that can be associated with the key</small>	Configure
<input type="checkbox"/>	Media Services (MusicKit, ShazamKit)	Access the Apple Music catalog and make personalized requests for authorized users, and check audio signatures against the Shazam music catalog. <small> ⓘ There are no identifiers available that can be associated with the key</small>	Configure
<input checked="" type="checkbox"/>	Sign in with Apple	Enable your apps to allow users to authenticate in your application with their Apple ID. Configuration is required to enable this feature. <small> ⓘ This service must have one identifier configured.</small>	Configure (arrow pointing to this button)
<input type="checkbox"/>	ClassKit Catalog	Publish all of your ClassKit app activities to teachers creating Handouts in Apple Schoolwork. Learn more	

Figure: (43m) Configure Apple login API step 13

- Under **Primary App ID** choose the **App ID** which one you want to use

[View Key](#)

Configure Key

Back Save

Create a key for each of your primary App IDs in order to implement Sign in with Apple. This key will also be used for any App IDs grouped with the primary. The user will see your primary app's icon at sign in and in their Apple ID account settings.

Primary App ID: (arrow pointing to this dropdown)

2 App ID s

Figure: (43n) Configure Apple login API step 14

- Click the **Save** button to leave the detail view. After then click **Continue** and then click **Register** button

- Now you'll see a **one-time-only** screen where you **must download** the key by clicking the **Download** button. Also store the **Key ID** which will be used later when configuring the server
- To create secret key follow this link
https://developer.apple.com/documentation/sign_in_with_apple/generate_and_validate_tokens

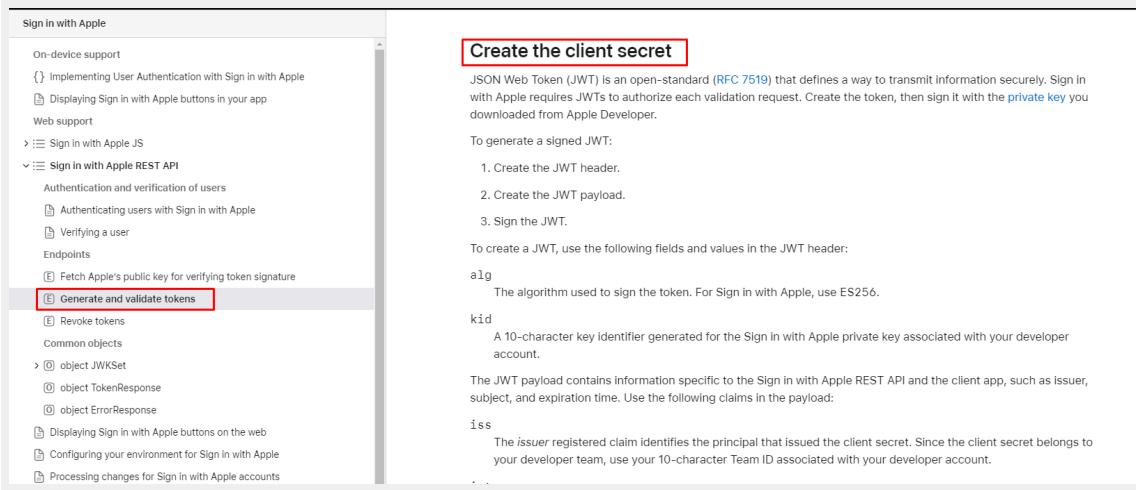


Figure: (43o) Configure Apple login API step 15

- To create a secret key you also need some keys. From the Identifier dashboard you can find **team_id, client_id**

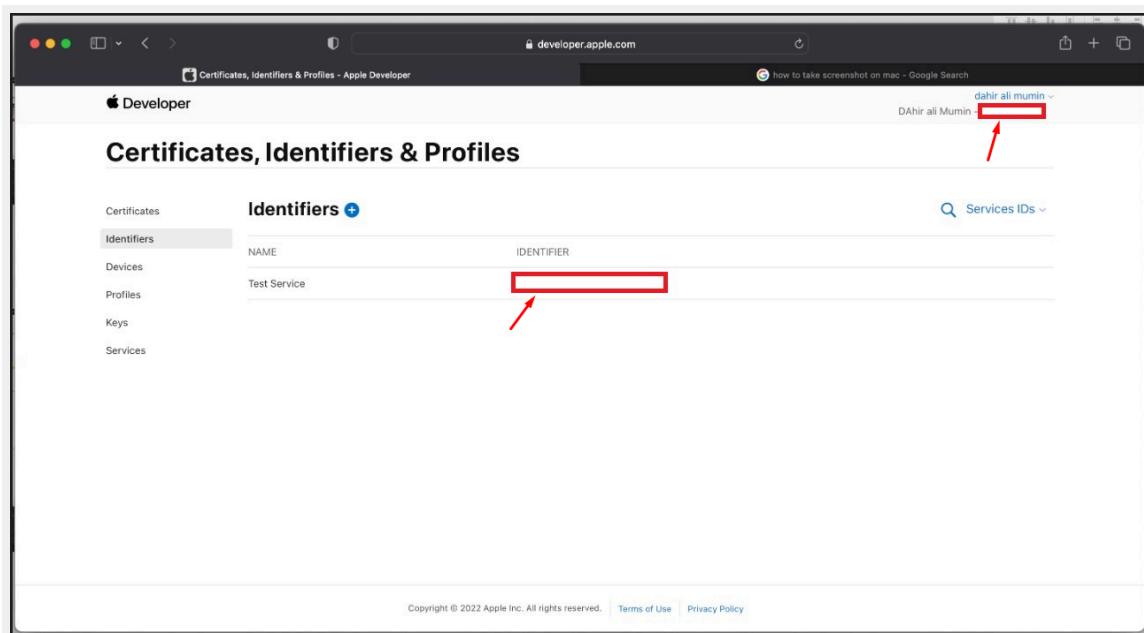


Figure: (43p) Configure Apple login API step 16

key_id: This is the identifier of the private key created in **step v** above.

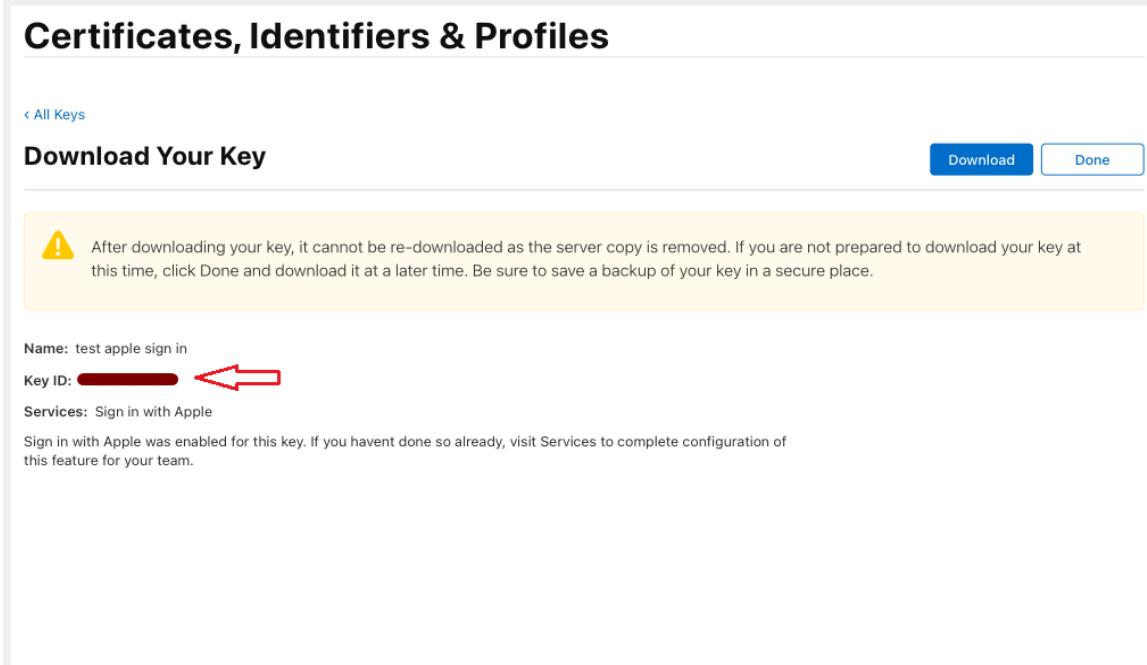


Figure: (43q) Configure Apple login API step 17

****N.B. For better instruction check this URL**

<https://developer.okta.com/blog/2019/06/04/what-the-heck-is-sign-in-with-apple>

47. How to configure Facebook Chat?

Answer:

Login admin panel and go to **Setup & Configuration > Facebook chat**

- **Enable** Facebook chat and insert page ID.
- Now reload the homepage. That's it.

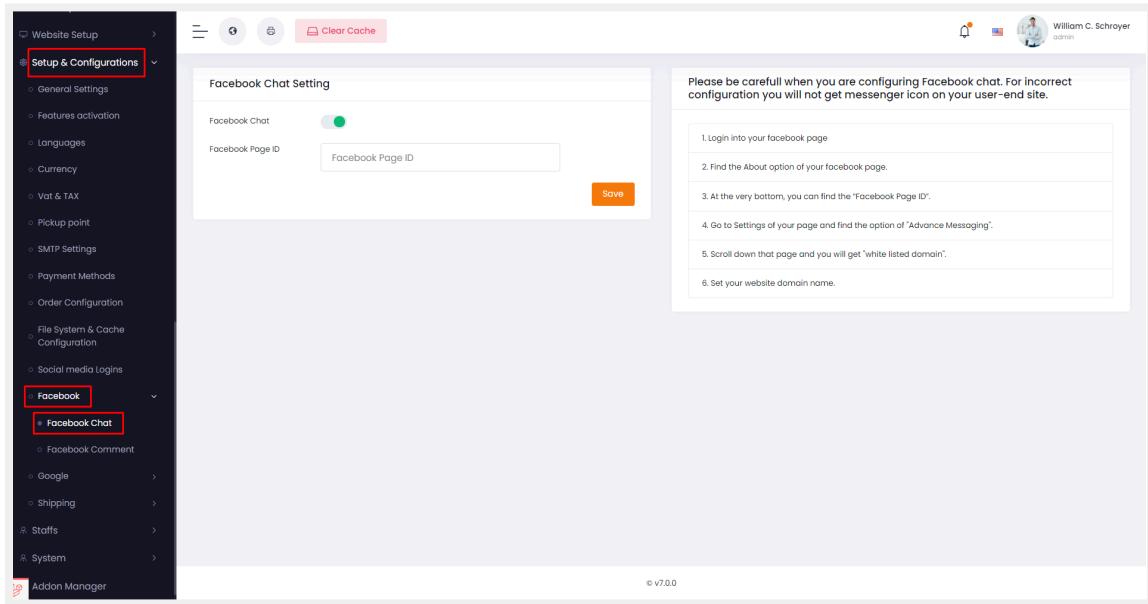


Figure: (44a) Facebook chat setting

48. How to Setup Currency?

Answer:

To set up currency follow the steps:

- Go to the left navigation bar of the **admin** panel
- Click **Setup & configuration > Currency**
- Select **system default currency** and **save**.
- Select **symbol format & no of decimals** and **save**.

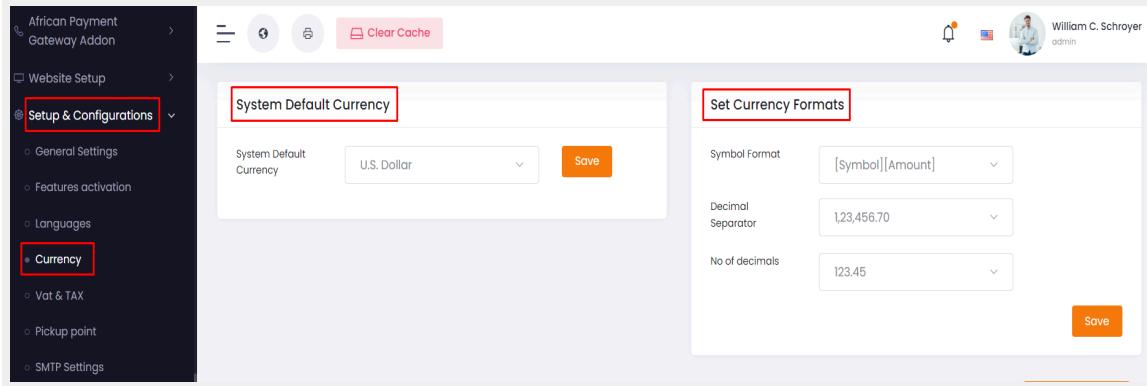


Figure: (45a) Currency Set up

49. How to add a new currency?

Answer:

Go to left navigation bar and click **Setup & configuration > Currency**

- Click **add new currency**
- Fill the form with **Name(eg US Dollar), Symbol(eg \$), Code(eg USD), exchange rate(1USD = ? eg 100)**
- And then click **save**.
- You can also edit a currency and make a currency as default.

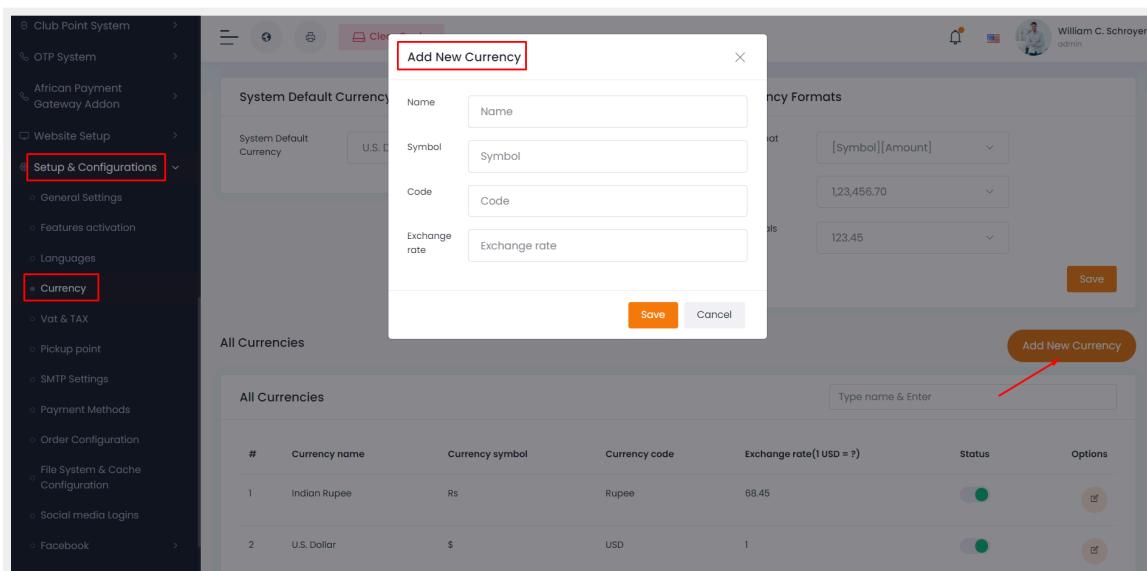


Figure: (46a) Add new currency

50. How to Setup language?

Answer:

To set language follow the steps:

- Go to **admin navigation > Setup And Configuration > languages**.
- Select **system default Language** and **save**.
- Click on the **add new language** button.
 - Insert **language name & code**(short form of language name) and Flutter App Lang Code.
 - Click **save**. The page will redirect to the listing page.
- You can also Import App Translations file, select file then click on **Import**.

The screenshot shows the Admin Panel interface. On the left, there is a sidebar with various system settings like Affiliate System, Offline Payment System, Asian Payment Gateway, Club Point System, OTP System, African Payment Gateway Addon, Website Setup, and Setup & Configurations. Under Setup & Configurations, the 'Languages' option is selected and highlighted with a red box. The main content area has three sections: 'Default Language' (set to English), 'Import App Translations' (with a 'Browse' button and 'Import' button), and a 'Language' table. The 'Language' table lists three entries: English (id 1, en, en, RTL off, Status on, options icons), Bangla (id 2, bd, bn, RTL off, Status on, options icons), and Arabic (id 3, sa, ar, RTL on, Status on, options icons). There is also a blue 'Add New Language' button at the bottom right of the table.

Figure: (47a) Language set up

51. How to manage the Staff panel?

Answer:

Follow the below steps:

- Log in to the admin panel

- Go to **navigation > staffs**.
 - **All Staffs**- In this list staff's **name, email, phone & role** are available. Admin can edit this information and can change their role. Also can delete any staff from here. Roles need to be created from the staff **permissions** tab first.

The screenshot shows the 'All staffs' page. On the left is a sidebar with various system modules like Reports, Blog System, Marketing, Support, etc., and a 'Staffs' section with 'All staffs' and 'Staff permissions' options. The main area displays a table with the following data:

#	Name	Email	Phone	Role	Options
1	George M. Winters	staff@example.com	662-817-4374	Product manager	
2	Donna B. Contrell	staff2@example.com	+1 (586) 899-1627	Customer Service Representatives	
3	Christian E. Guerra	staff3@example.com	+1 (814) 387-2818	PPC Manager	
4	Karen E. Towles	staff4@example.com	+1 (541) 851-2369	Category Manager	
5	Lindsay S. Engel	staff5@example.com	678-417-4134	Order clerks	

Figure: (48a) Add new staff

- **Staff Permissions** - First admin will create a role for the staff. According to the role, the admin will select the accessible section for the staff.

The screenshot shows the 'All Role' page. On the left is a sidebar with various system modules like Reports, Blog System, Marketing, Support, etc., and a 'Staffs' section with 'All staffs' and 'Staff permissions' options. The main area displays a table with the following data:

#	Name	Options
1	Customer Service Representatives	
2	Product manager	
3	PPC Manager	
4	Category Manager	
5	Order clerks	

Figure: (48b) Add new role

52. How to manage your wallet?

Answer:

To manage the wallet:

- Log in to **Customer panel**
- From the customer panel left side Navigation, go to **My Wallet**.
- Here customers can find two options, one is **Recharge wallet** and another one is **Offline recharge wallet**.
- From the **Recharge Wallet** option, the customer will get the option to recharge money from PayPal, Stripe and other payment gateways (if the payment gateways have permission).
- From the **Offline recharge wallet** customer needs to insert **Amount, Transaction ID** and **photo**. (For this offline addon needed)
- After that, customers can purchase from their wallet balance.

The screenshot shows the 'My Wallet' section of the Active Ecommerce customer panel. At the top, there's a navigation bar with links like Home, Flash Sale, Blogs, Brands, Categories, Sellers, Coupons, and Todays Deal. The 'Categories' dropdown is open, showing '(See All)'. On the right, there are icons for notifications (10), messages (3), and a user profile for Paul K. Jensen. Below the navigation, the 'My Wallet' section is displayed. It features a large dark box with the text 'Wallet Balance' and '\$1,659.40'. To the right of this are two smaller boxes, each with a '+' icon. The first is labeled 'Recharge Wallet' and the second is labeled 'Offline Recharge Wallet', both with red arrows pointing to them. On the left sidebar, there's a list of links: Dashboard, Purchase History (new), Downloads, Refund Requests, Wishlist, Compare, Followed Sellers, Classified Products, Auction, Conversations, My Wallet (which is highlighted with a red box), and Earning Points.

Figure: (49a) Manage Wallet

53. How to create a coupon?

Answer:

Login admin panel and go to **Marketing > Coupon**

- Click on **Add New Coupon**
- Select Coupon type - (a) Product base (b) Cart base (c) Welcome Coupon

- **Product Base:**

- Type the **coupon code**
 - Insert **products**
 - Fill in the **Start date** and **End date**
 - Enter the **Discount** and Select **Discount Type**
 - Click on **Save.**

- **Cart Base:**

- Enter the minimum shopping price in the **Minimum Shopping** field
 - Enter the **Discount** and Select **Discount Type**
 - Enter the **Maximum Discount Amount**
 - Click on **Save.**

- **Welcome Base:**

- Type the **coupon code**
 - Enter the **minimum shopping** amount
 - Enter the **Discount** and select **Discount Type**
 - Enter the **Validation Days**
 - Click on **Save**

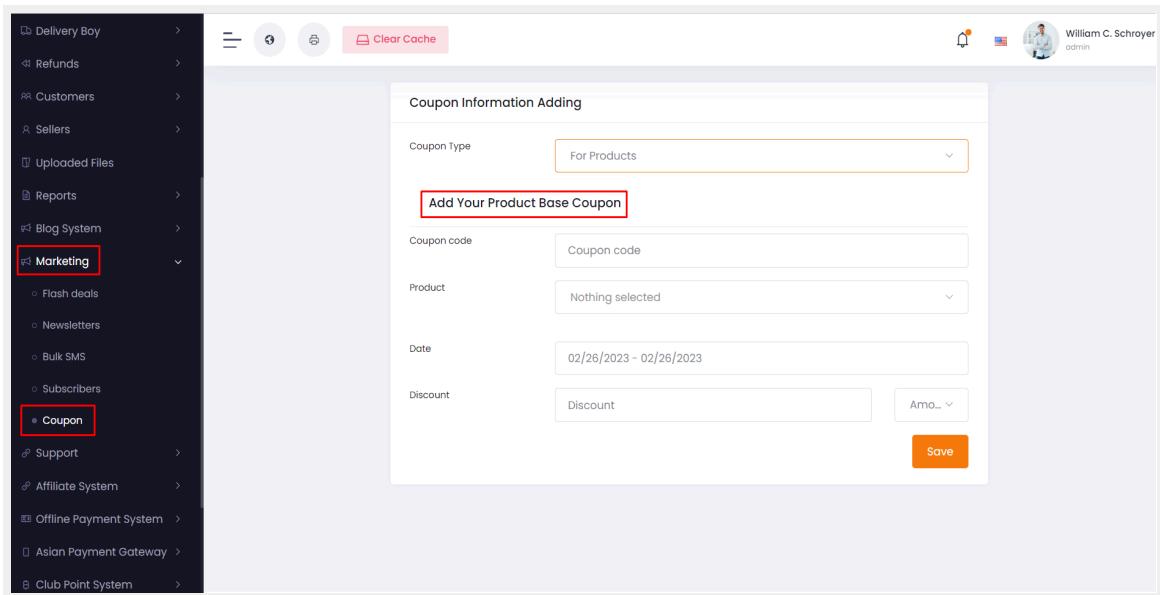


Figure: (50a) Product Base Coupon

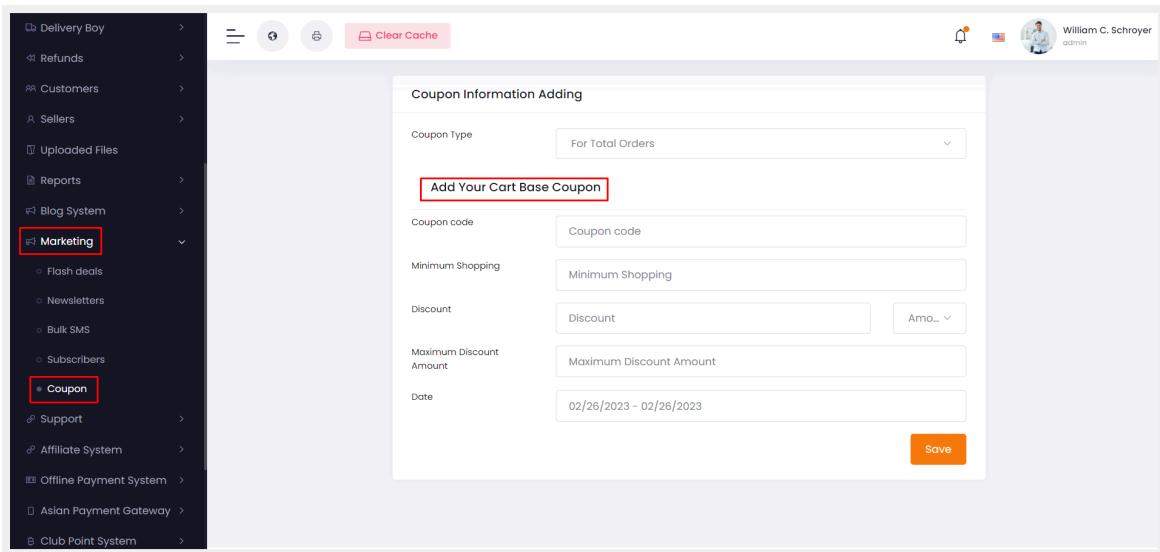


Figure: (50b) Cart Base Coupon

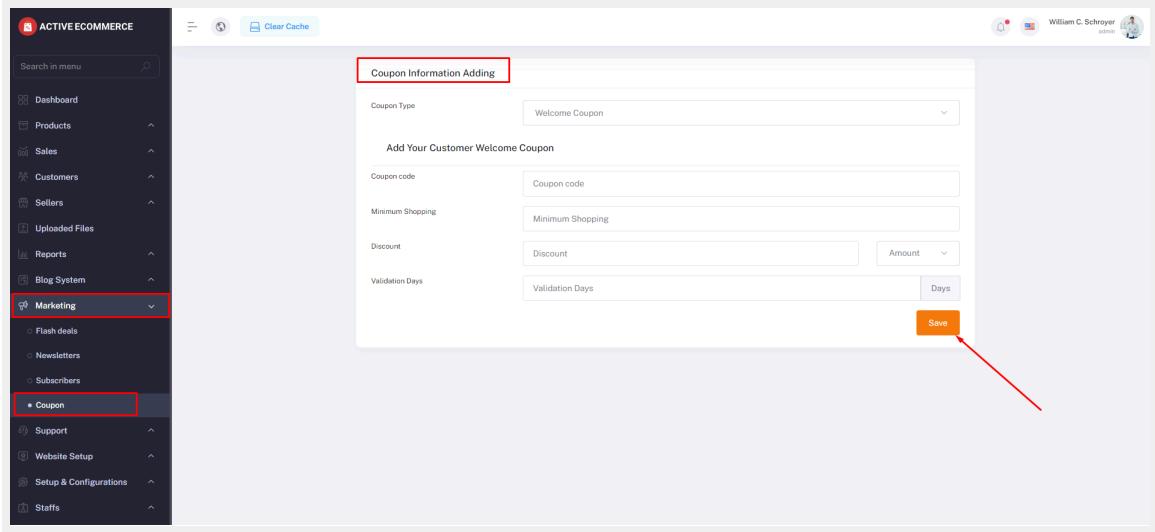


Figure: (50c) Welcome Base Coupon

54. How to use a coupon?

Answer:

Before selecting the “SELECT PAYMENT OPTION”, there is an opportunity to apply COUPON to get a discount.

- Before Select Payment Option, Insert **Coupon Code**
- After applying the right **Coupon Code** and click **Apply**.

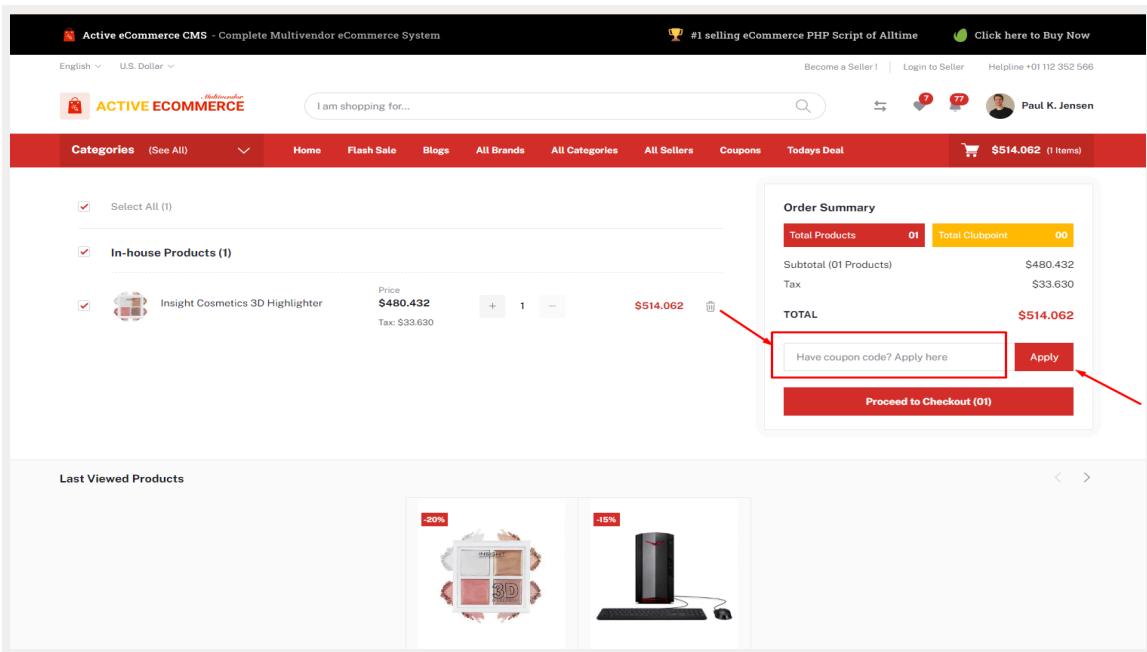


Figure: (51a) Insert Coupon Code

55. How can a customer check coupon for any store?

Answer:

Follow the procedure:

- From homepage go to top seller section and click on visit store
- At top you can see coupons click on Coupons
- You can find all the coupons at this store.

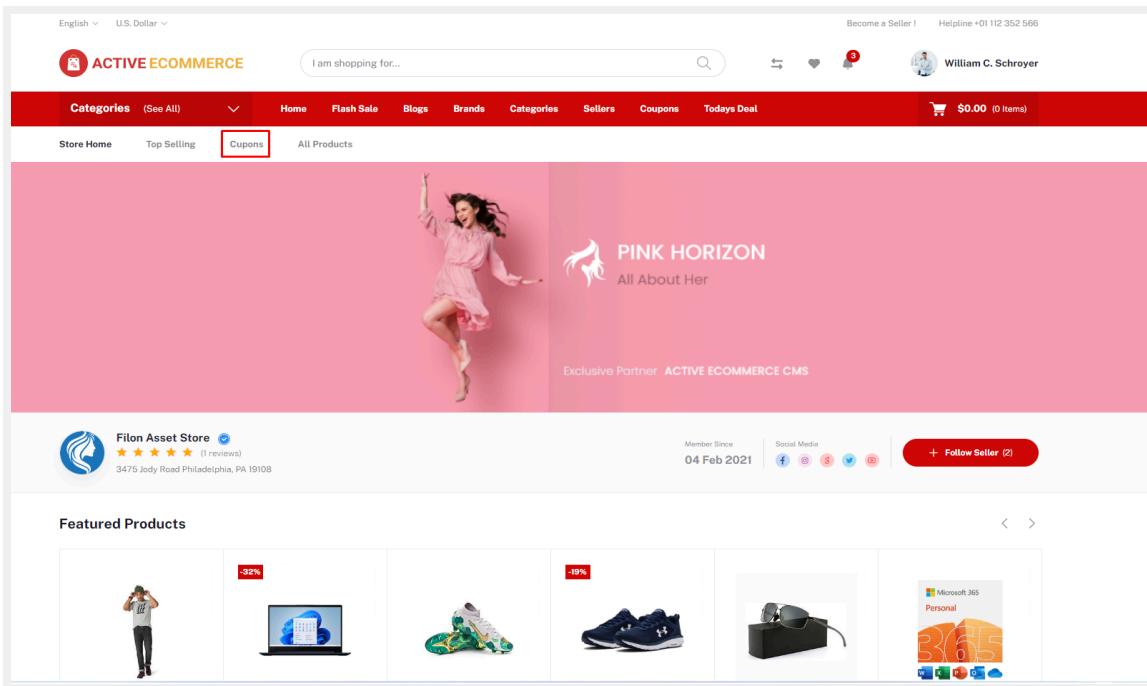


Figure: (52a) Homepage Coupon of any seller

56. How to request money withdrawal as a seller?

Answer:

Registered sellers will get an option for making withdrawal money requests. If he/she has money in his/her earnings balance, then he/she will be able to send a withdrawal request.

- Log in as a seller.
- Go to the left navigation bar and click **Money Withdraw**.
- Click **Send withdraw request**.

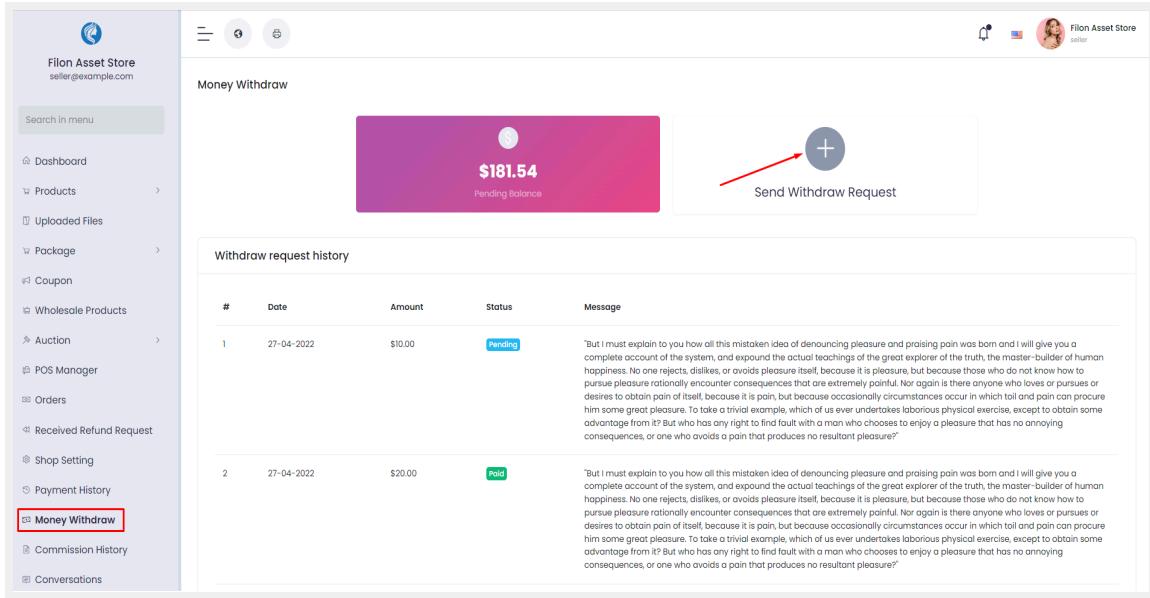


Figure: (53a) Money Withdraw request as a seller

57. How to pay payment for seller withdrawal requests as an admin?

Answer:

Go to left navigation bar and click **Sellers > Payout Requests**

- From the withdrawal list click on the **Cash symbol**.
- In the modal you can change the withdrawal amount and then select a payment method.
- And finally Click on the **pay** button to make payment.
- For cash payment will be done immediately and you'll have to make payment to the seller manually.

#	Date	Seller	Total Amount to Pay	Requested Amount	Message	Status	Options
1	2022-04-27 22:12:20	Filon Asset Store (Filon Asset Store)	\$71.54	\$10.00	"But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes, or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?"	Paid	
2	2022-04-27 22:11:20	Filon Asset Store (Filon Asset Store)	\$71.54	\$20.00	"But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes, or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?"	Paid	

Figure: (54a) Make payment for Seller Withdraw Request

58. How to enable maintenance mode?

Answer:

From **Admin** panel go to left navigation bar and click **Setup & Configuration > Features Activation**

- Then turn on the switch for maintenance mode.
- And the frontend user will get an under construction page.

Figure: (55a) Enable Maintenance mode

59. How to enable Floating buttons in website?

Answer:

From **Admin** panel go to left navigation bar and click **Setup & Configuration > Features Activation**

- Then turn on the switch for **Floating Button in Websites**.
- And the frontend user will show the Floating button on the homepage.

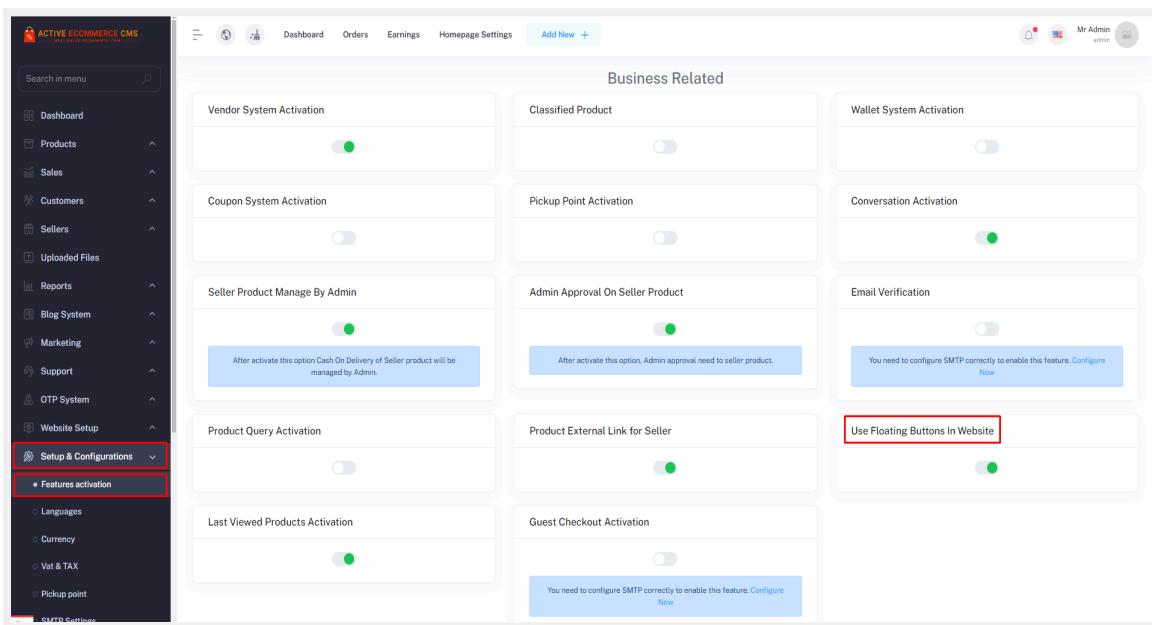


Figure: (56a) Enable Floating Button

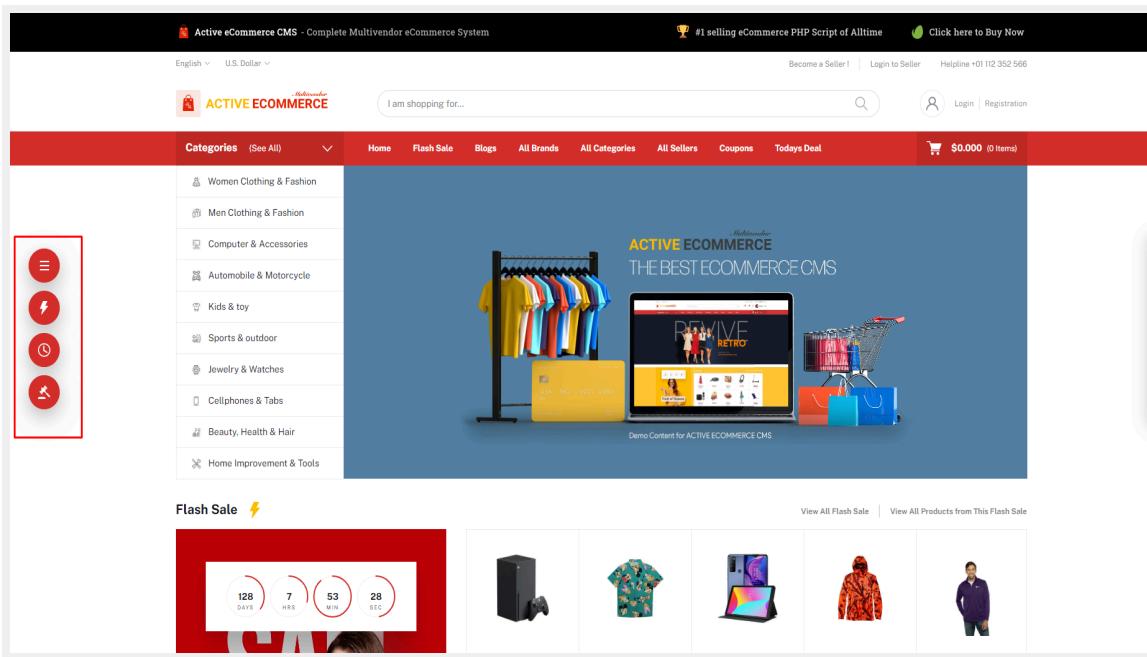


Figure: (56b) Floating Button in Website

60. How to create a pickup point?

Answer:

You need to enable pickup point to use this feature from **Setup & Configuration > Features**

Activation - enable pickup point activation

- Then go to left navigation bar and click **Setup & Configuration > Pickup point**
- Click **add new pickup point**
- Then fill the form with **Name, Location, Phone, Status, Manager** and hit the save button.
- Now customers can select a pickup point from the enabled pickup point when he/she will purchase products.
- And the pickup point manager will get the order in his/her dashboard.

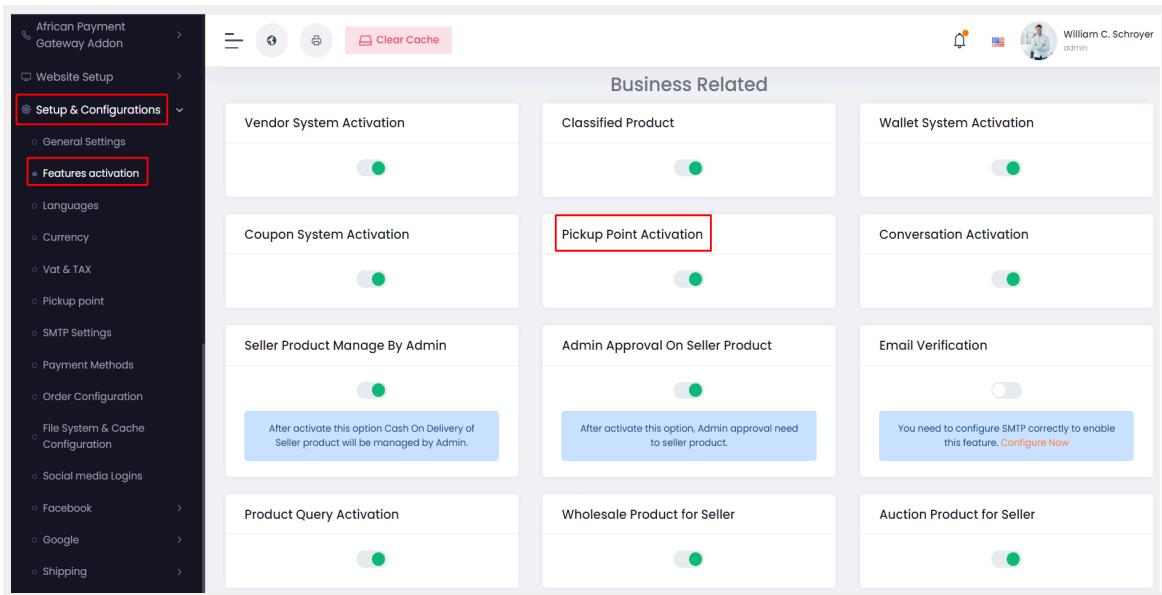


Figure: (57a) Enable Pick up point switch

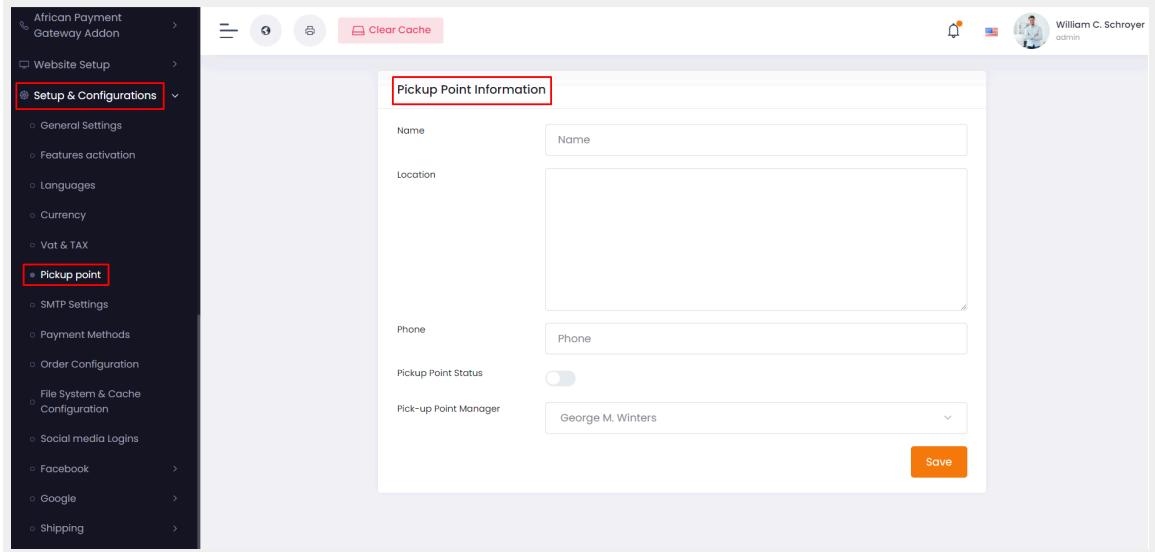


Figure: (57b) Adding new pick up point

61. How does customer chat with a seller work?

Answer:

Customers can ask any question about a product to the seller of that product.

- If the seller of that product is admin, then the admin will get the message against that product.
- Customer must need to login to make any question about any product
- Then the seller/admin can answer that question from his/her panel.
- Customer will see the answer in his panel **left navigation > Conversations**
- Customers will see all questions, conversations with the admin/seller will be seen on that page.
- Sellers will get all messages in his panel **left navigation > Conversations**
- Admin will get all messages in his panel **left navigation > Conversations**

The screenshot shows a web-based e-commerce platform. At the top, there's a header with language ('English'), currency ('U.S. Dollar'), and user account information ('Become a Seller!', 'Helpline +01112352566'). Below the header is a navigation bar with links like 'Categories', 'Home', 'Flash Sale', 'Blogs', 'Brands', 'Categories', 'Sellers', 'Coupons', and 'Todays Deal'. A shopping cart icon indicates 10 items and \$95.00.

The main content area displays a product listing for 'PAMABA Toddler Teen Girl Summer Princess Cosplay Dresses Baby Girl Clothes'. It features a large image of a young girl wearing a blue princess-style dress with a white belt and a bow. Below the image are product details: 'Brand: Babies Outfits', 'Inhouse product', 'Price: \$80.00 (\$100.00 /pc -20%)', 'Club Point: 500', 'Color: Blue, Red', 'Quantity: 1 (500 available)', and 'Total Price: \$80.00'. There are buttons for 'Add to cart' and 'Buy Now'. A 'Message Seller' button is highlighted with a red box.

Figure: (58a) Message to the seller for any product information

The screenshot shows the Active Ecommerce customer dashboard. At the top, there's a search bar with placeholder text "I am shopping for..." and a magnifying glass icon. To the right of the search bar are icons for a cart (10 items), notifications (2), and user profile (Paul K. Jensen). Below the header is a red navigation bar with links: Categories (See All), Home, Flash Sale, Blogs, Brands, Categories, Sellers, Coupons, Today's Deal, and a shopping cart icon with \$95.00 (1 Items).

The main area is titled "Conversations" and contains a message from "William C. Schroyer" dated 27.02.2023 11:08:02. The message content is: "PAMABA Toddler Teen Girl Summer Princess Cosplay Dresses Baby Girl Clothes".

Below this is another message from "William C. Schroyer" dated 17.01.2023 08:25:01, asking about a "Men's Machine Stainless Steel Quartz Chronograph Watch" with a link: https://developers.activeitzone.com/ecommerce_new_design/product/mens-machine-stainless-steel-quartz-chronograph-watch-2gns4.

Further down are messages from "Filon Asset Store" dated 25.07.2022 10:33:07, regarding an "HP Stream 9VK97UA#ABA 14 inches HD(1366x768) Display" and a "Jacket Blue Plain Washington". The "Jacket Blue Plain Washington" message includes a detailed description: "The monitor has the vesa mount standard 100x100mm (Screw dimension: M4 x 7 mm). For use only with wall mount bracket with minimum weight/load bearing capacity of 7.83 lbs. You can take for example this wall mount > bestitems24com/monitor-wall-mount/mounting-dream-md2463/ < I'm very happy with it."

The left sidebar shows a navigation menu with links: Dashboard, Purchase History (new), Downloads, Refund Requests, Wishlist, Compare, Followed Sellers, Classified Products, Auction, Conversations (highlighted with a red box), and My Wallet.

Figure: (58b) Customer can see the reply of his question

The screenshot shows the Active Ecommerce admin dashboard. On the left, there's a sidebar with a dark theme containing a navigation menu: Sellers, Uploaded Files, Reports, Blog System, Marketing, Support (highlighted with a red box), Product Conversations (highlighted with a red box), Product Queries, Affiliate System, Offline Payment System, Asian Payment Gateway, Club Point System, OTP System, and African Payment Gateway Addon.

The main content area is titled "Conversations" and displays a table of messages. The table columns are: #, Date, Title, Sender, Receiver, and Options. There are four messages listed:

#	Date	Title	Sender	Receiver	Options
1	2023-02-27 11:06:56	PAMABA Toddler Teen Girl Summer Princess Cosplay Dresses Baby Girl Clothes	Paul K. Jensen	William C. Schroyer	
2	2023-01-17 08:25:02	Men's Machine Stainless Steel Quartz Chronograph Watch	Paul K. Jensen <small>new</small>	William C. Schroyer	
3	2022-07-25 22:33:11	HP Stream 9VK97UA#ABA 14 inches HD(1366x768) Display	Paul K. Jensen <small>new</small>	Filon Asset Store	
4	2021-02-14 02:15:56	Jacket Blue Plain Washington	Paul K. Jensen	Filon Asset Store	

At the top of the main content area, there are three buttons: a refresh icon, a "Clear Cache" button, and a user profile for "William C. Schroyer admin".

Figure: (58c) Admin see the conversation

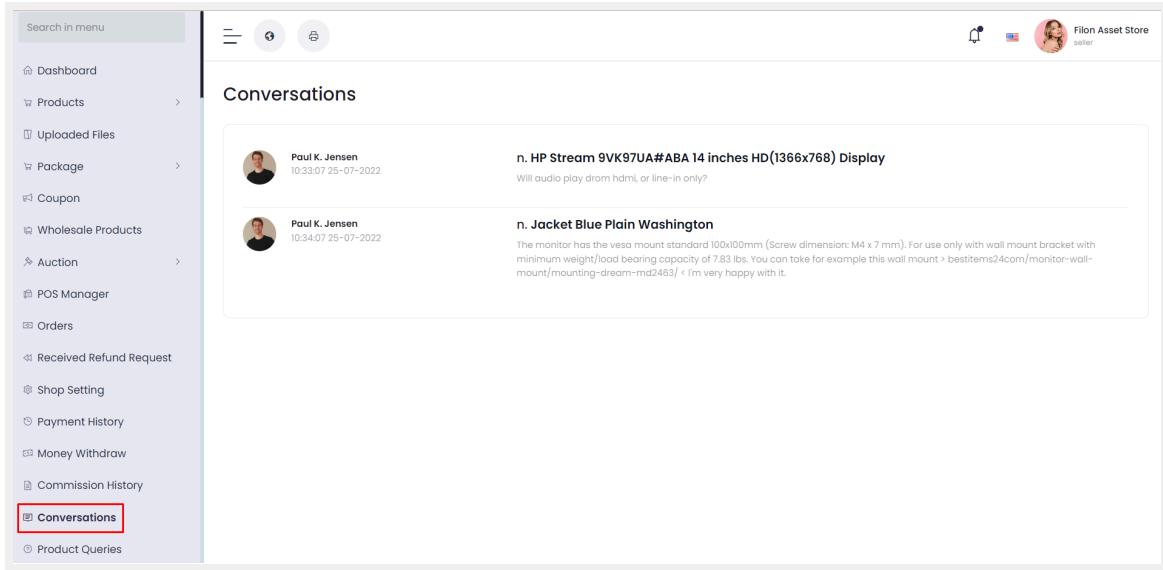


Figure: (58d) Seller can check conversation

62. How to add Attribute for the system?

Answer:

Follow the instruction:

- Firstly, **log in** to the Admin Panel and go to the **Products-> Attribute** from the left sidebar.
- Then **add a new attribute** and click on **Save**.
- You can also **edit** from here and **add values** of attributes.

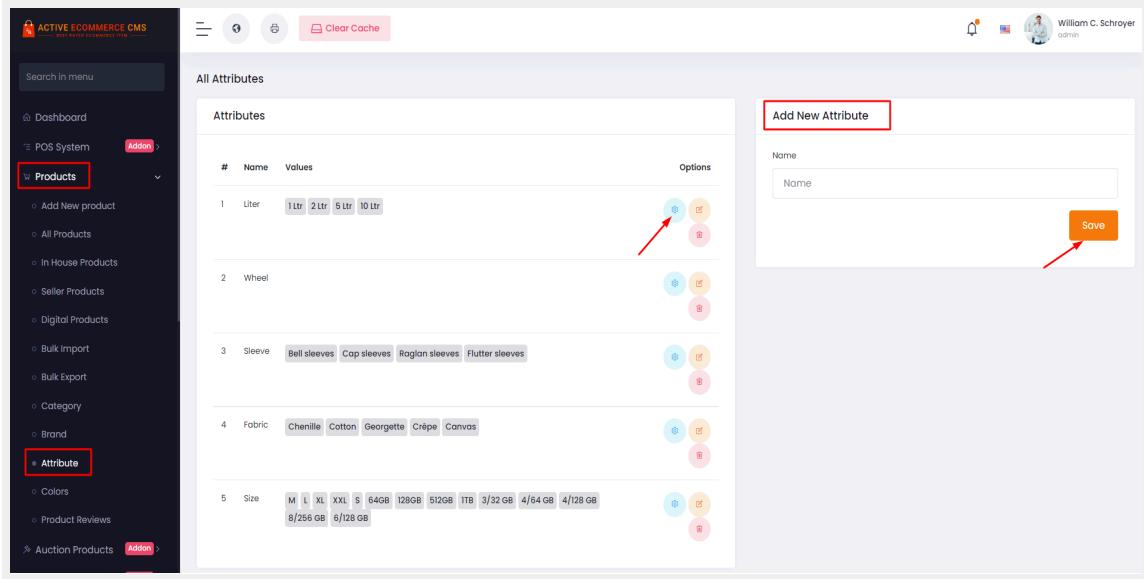


Figure: (59a) Add attribute

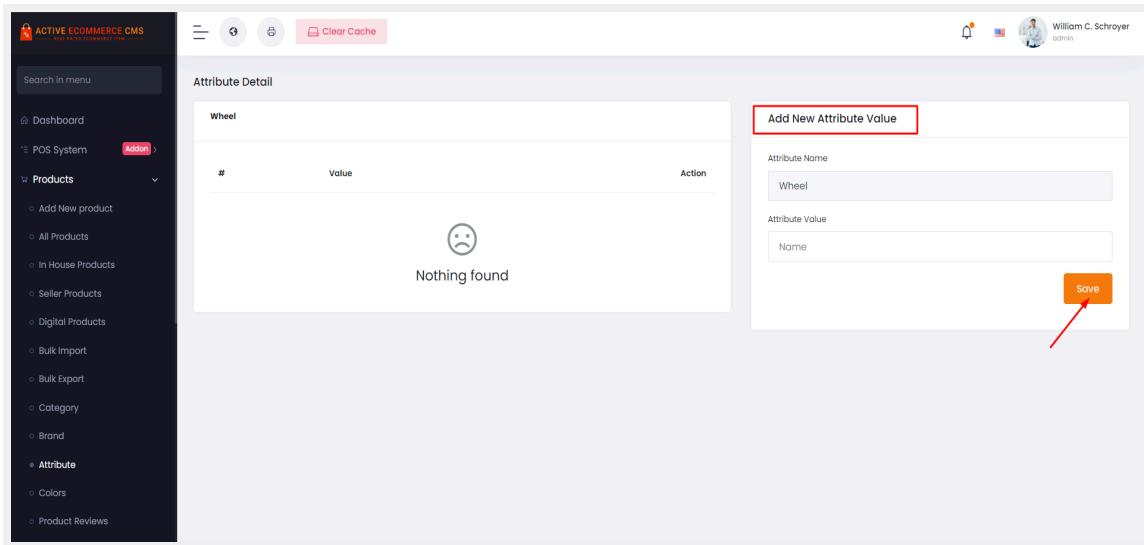


Figure: (59b) Add attribute value

63. How does the attribute work?

Answer:

At the time of product uploading Vendor or Admin can use attributes for their product variations. For example, a vendor is going to upload a new product mobile. Vendor has three different

variation's mobile based on storage. For this he just needs to select the attribute like storage and then he just puts the value like 32 GB , 64GB, 128GB. After that he can set the price as previously how he did.

64. What is the new advanced filter option?

Answer:

Advanced filter option means customer or user can search any product using attribute value. For example, Storage is an attribute and 32GB, 64GB, 128GB are the values of Storage attribute's. If any user or customer wants to see the all mobile of 32B storage he just needs to follow the below steps:

- Users or customers just go to the **product listing page**.
- There he/she will get the **value of attributes**
- He/She needs to **select 32GB** and click on **Apply Filter**
- He/She will get the **result**

65. How to upload bulk products from the admin panel?

Answer:

To upload bulk products follow the below steps:

- First of all, the admin needs to login into his Admin Panel and go to the **Bulk Import** menu under the **Products** from the left side bar.
- Admin needs to download the **Download CSV** file.
- Open the downloaded file and fill the information of products like name, description, category id, brand id, brand id, unit price etc.
- After putting the information of all products, now he/she needs to upload the file.
- To upload that file he/she needs to check the same page below, and have an option of **Upload product file**.
- He/she needs to choose the file and click on **Upload CSV**.

- Products will be uploaded.

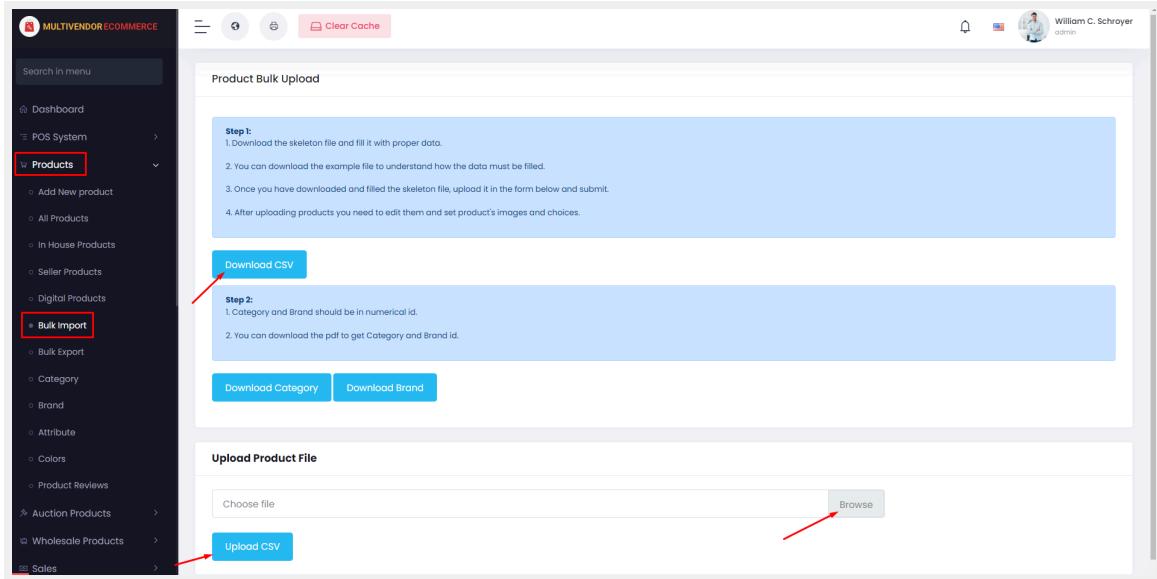


Figure: (62a) Upload Bulk Product

66. How to upload bulk products from the Seller panel?

Answer:

To upload bulk products from seller follow the below steps:

- First of all, the seller needs to login into his Seller Panel and go to the **Bulk Upload** menu from the left side bar.
- Admin needs to download the **Download CSV** file.
- Open the downloaded file and fill the information of products like name, category id, sub-category id, brand id, unit price etc.
- After putting the information of all products now he needs to upload the file.
- To upload that file he needs to go to the **Bulk Upload** menu.
- There he will get the file upload form and then needs to choose the file and click on the **Upload** button.
- Products will be uploaded.

67. How to translate using Google translate?

Answer:

Follow the below steps:

- First go to **Setup & Configuration -> Language -> Translation** action
- Translate the site using the “Google Translate” browser extension into your language.
<https://chrome.google.com/webstore/detail/google-translate/aapbdbdomjkkjkaonfhkkikfijllcleb?hl=bn>
- Click on translate extension and the **click translate this page**

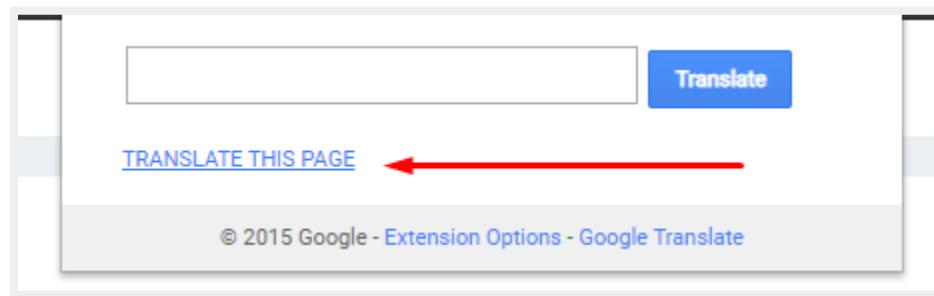


Figure: (64a) Translate page

- Press the “**Copy Translations**” button and then click on “**Save**”.

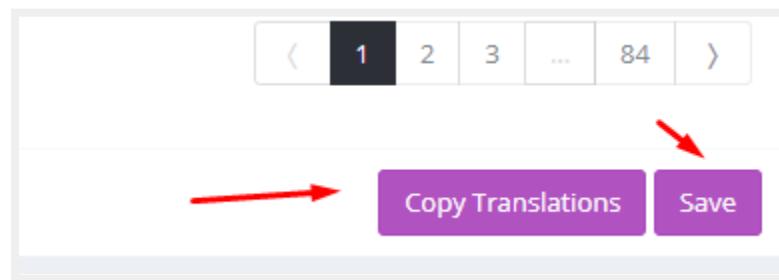


Figure: (64b) Copy translations and save

68. How to add Classified Products?

Answer:

Customer can add classified products by following below procedure:

- **Log in** to the customer panel.
- First you need to Purchase any Package, For purchasing package go to **Dashboard** > **Purchase package** > Click on **Upgrade Package**

The screenshot shows the ACTIVE ECOMMERCE customer dashboard. At the top, there are language and currency settings (English, U.S. Dollar), a search bar ('I am shopping for...'), and account information for 'Paul K. Jensen'. Below the header, a red navigation bar includes links for Home, Flash Sale, Blogs, Brands, Categories, Sellers, Coupons, and Todays Deal. The main content area features a sidebar with user stats: Paul K. Jensen (208-295-8053), Dashboard (selected), Purchase History (0 items), Downloads, Refund Requests, Wishlist (10 items), Compare, Followed Sellers, Classified Products, Auction (0 items), Conversations, My Wallet, and Earning Points. The central dashboard area displays a 'Wallet Balance' of \$1,659.40 (last recharge on 19.01.2023 at \$12.15) with a 'Recharge Wallet' button. To the right, there are two summary boxes: 'Total Expenditure' (\$12,732.95) and 'Total Club Points' (11110). Below these are sections for 'Products in Cart' (0), 'Products in Wishlist' (10), and 'Total Products Ordered' (105). A prominent 'Purchased Package' section shows 'Current Package: Premium' with stats for Product Upload (300 times) and Product Upload Remains (594 times). A red 'Upgrade Package' button is highlighted with a red arrow pointing to it. On the far right, there's a 'Default Shipping Address' section with the address: 3947 West Side Avenue Hackensack, NJ 07601, 1254 -College, Alaska, United States. 201-287-7714, and a '+ Add New Address' button.

Figure: (65a) Purchased Package

- Now go to **Classified products** > **Add new product**
- Insert details for product and click on **Save Product**.

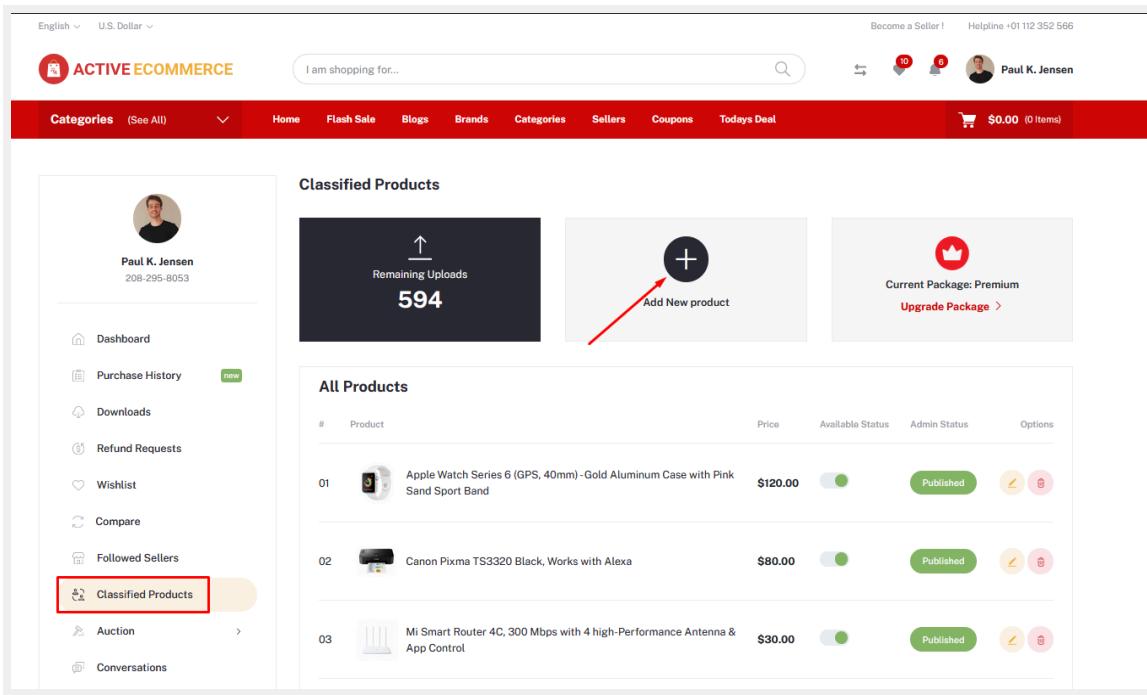


Figure: (65b) Add Classified product

69. How to use Classified Products?

Answer:

To use classified products:

- From admin panel Turn on **Classified Products** from **Setup & Configuration > Features Activation**
- Create classified packages for customer to purchase from **Customers > Classified Packages**
- Then customers can purchase classified packages and upload classified products as product upload.
- You'll see all classified product in **Customers > Classified Products**
 - You need to publish/approve all classified product manually to show in home/listing page
- Users can check the details of the classified product and contact the owner to purchase.

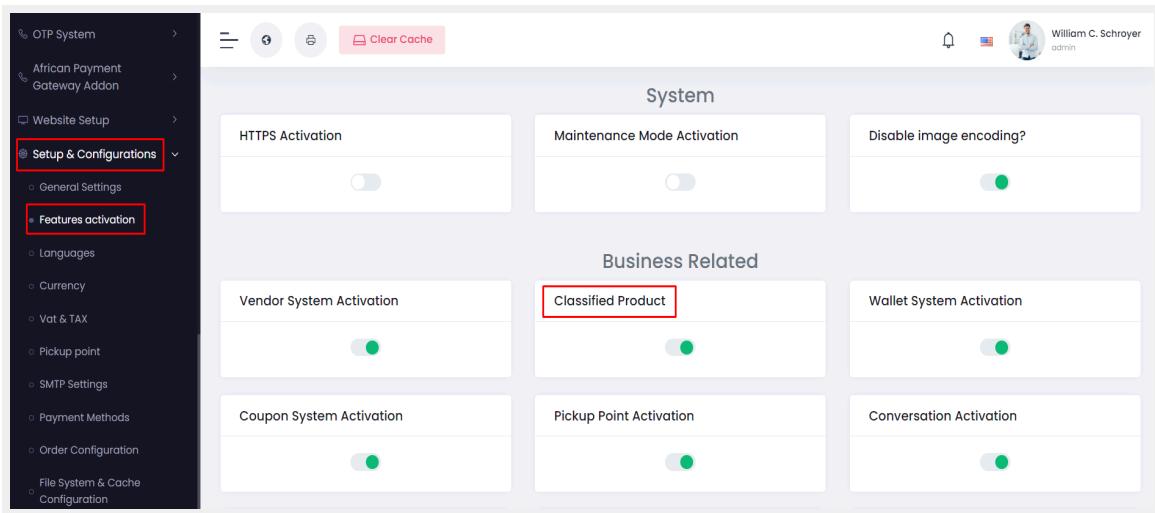


Figure: (66a) Enable Classified product

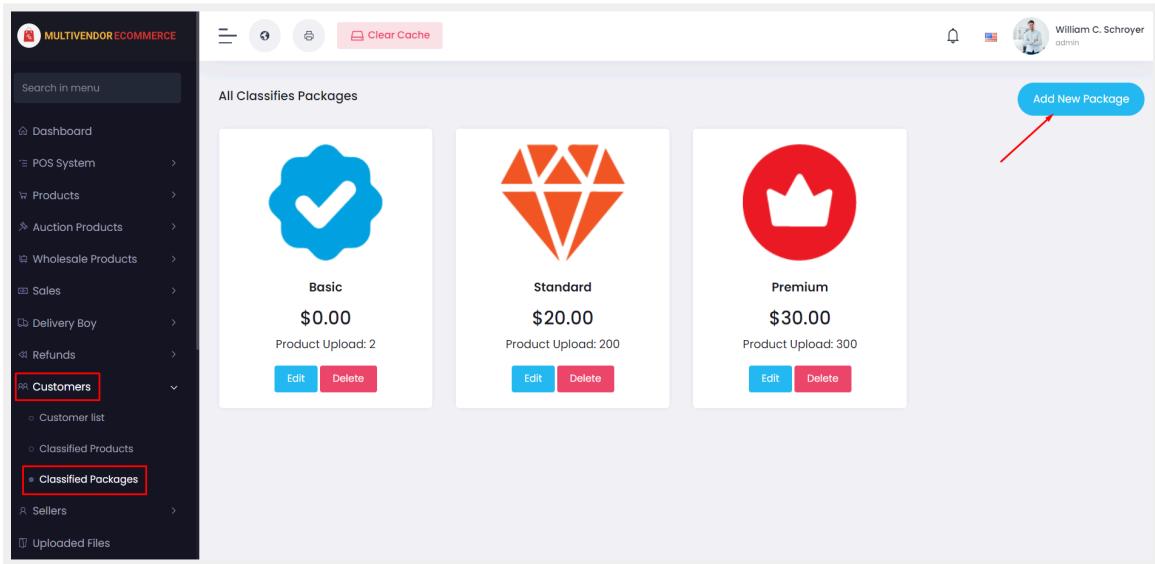


Figure: (66b) Classified Package

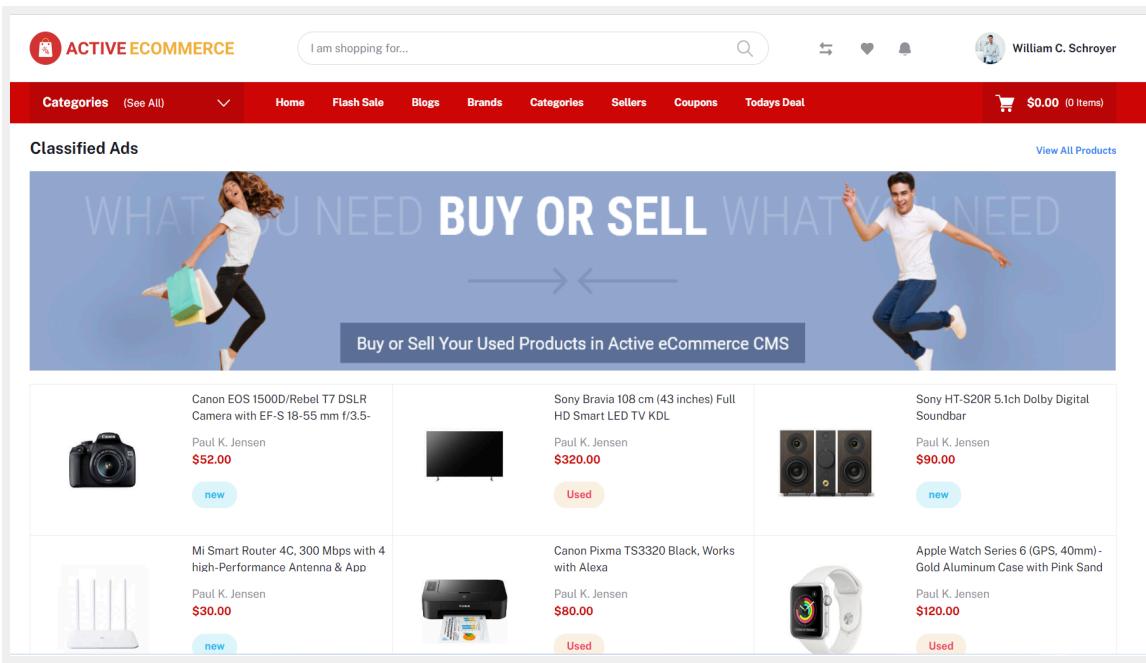


Figure: (66c) In home page Classified Products

70. How to use Digital Products?

Answer:

To use digital products:

- From the admin panel create the Digital product category.
- Upload digital products from the admin or seller panel.
- Customers can purchase the digital products.
- Digital products can only be purchased by online payment.

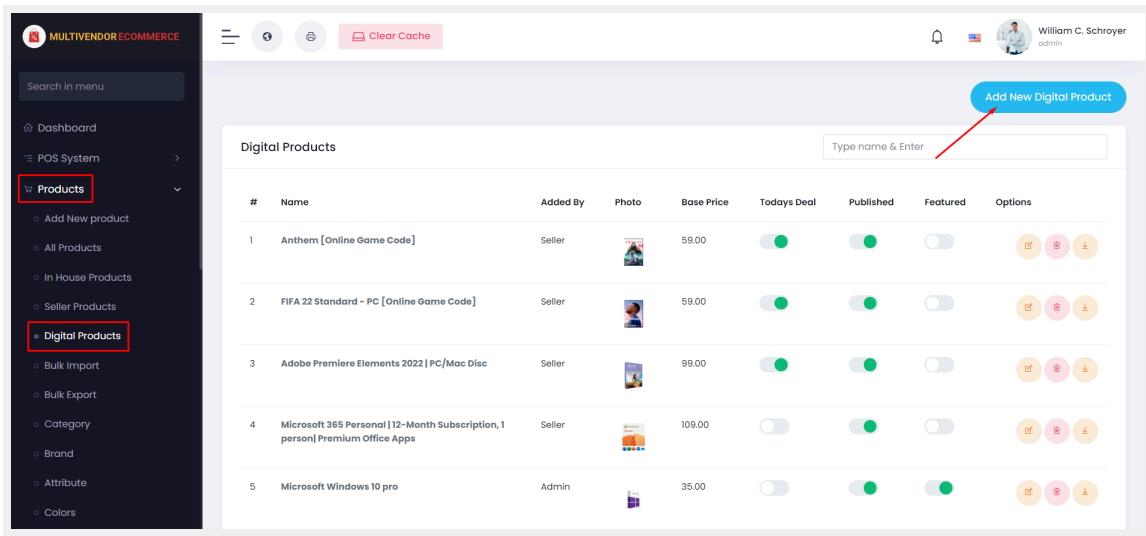


Figure: (67a) Digital product

71. How to configure the Amazon S3 file system?

Answer:

To use amazon s3 file system follow the procedure mentioned below:

- Firstly, login into the AWS dashboard. And select the s3 service from the list.

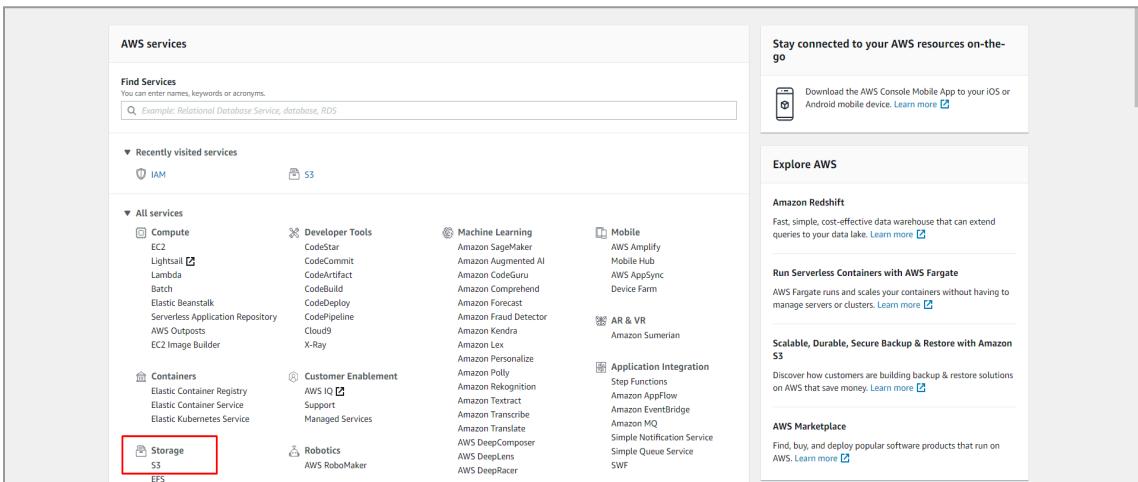


Figure: (68a) AWS Dashboard

- Then click the **Create bucket** button.

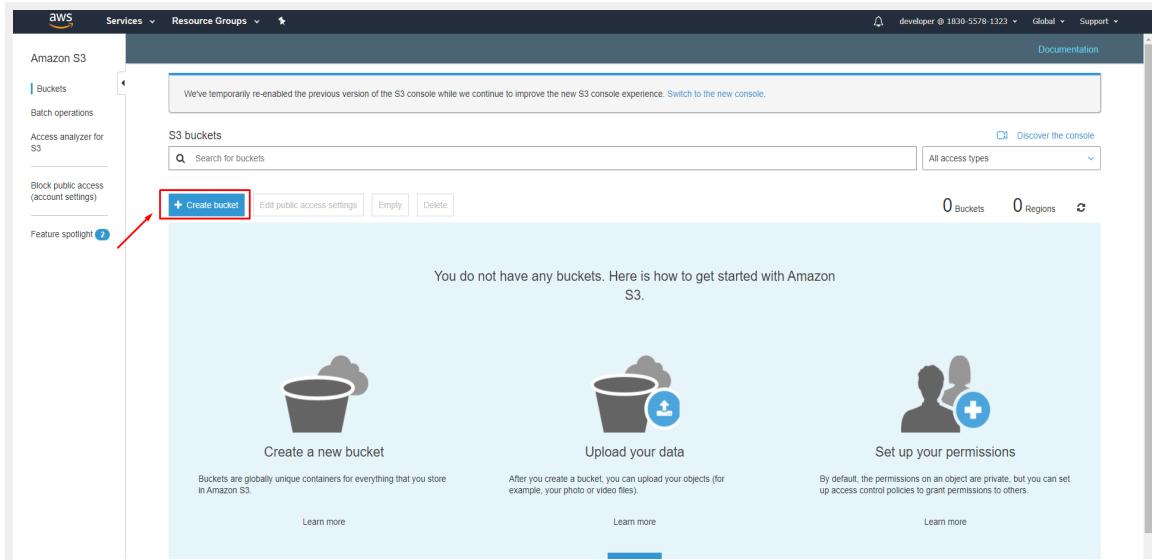


Figure: (68b) Creating Bucket

- After that, a modal will come up. In there insert your bucket name and the region you want your bucket to reside in.

A screenshot of the 'Create bucket' modal. It has four tabs at the top: 1. Name and region, 2. Configure options, 3. Set permissions, 4. Review. The first tab is selected. It contains fields for 'Bucket name' (set to 'testing-my-bucket') and 'Region' (set to 'Asia Pacific (Mumbai)'). Below these are sections for 'Copy settings from an existing bucket' (empty) and 'Advanced settings' (empty). At the bottom are 'Create' and 'Cancel' buttons, with a 'Next' button visible on the right side of the modal.

Figure: (68c) Creating Bucket Form

- For step 2 and 3 do nothing just click **Next** then when the 4th step appears click create bucket and complete creating the bucket.

Create bucket

Name and region (Step 2) **Configure options** **Set permissions** **Review**

Properties

Versioning
 Keep all versions of an object in the same bucket. [Learn more](#)

Server access logging
 Log requests for access to your bucket. [Learn more](#)

Tags
You can use tags to track project costs. [Learn more](#)

Key Value
+ Add another

Object-level logging
 Record object-level API activity using AWS CloudTrail for an additional cost. See [CloudTrail pricing](#) or [learn more](#)

Default encryption
 Automatically encrypt objects when they are stored in S3. [Learn more](#)

▶ Advanced settings

Management

Note: You can grant access to specific users after you create the bucket.

Next

Figure: (68d) Creating Bucket Form step 2

Create bucket

Name and region **Configure options** (Step 3) **Set permissions** **Review**

Note: You can grant access to specific users after you create the bucket.

Block public access (bucket settings)

Public access is granted to buckets and objects through access control lists (ACLs), bucket policies, access point policies, or all. In order to ensure that public access to all your S3 buckets and objects is blocked, turn on Block all public access. These settings apply only to this bucket and its access points. AWS recommends that you turn on Block all public access, but before applying any of these settings, ensure that your applications will work correctly without public access. If you require some level of public access to your buckets or objects within, you can customize the individual settings below to suit your specific storage use cases. [Learn more](#)

Block all public access
Turning this setting on is the same as turning on all four settings below. Each of the following settings are independent of one another.

- Block public access to buckets and objects granted through new access control lists (ACLs)**
S3 will block public access permissions applied to newly added buckets or objects, and prevent the creation of new public access ACLs for existing buckets and objects. This setting doesn't change any existing permissions that allow public access to S3 resources using ACLs.
- Block public access to buckets and objects granted through any access control lists (ACLs)**
S3 will ignore all ACLs that grant public access to buckets and objects.
- Block public access to buckets and objects granted through new public bucket or access point policies**
S3 will block new bucket and access point policies that grant public access to buckets and objects. This setting doesn't change any existing policies that allow public access to S3 resources.
- Block public and cross-account access to buckets and objects through any public bucket or access point policies**
S3 will ignore public and cross-account access for buckets or access points with policies that grant public access to buckets and objects.

Previous **Next**

Figure: (68e) Creating Bucket Form step 3

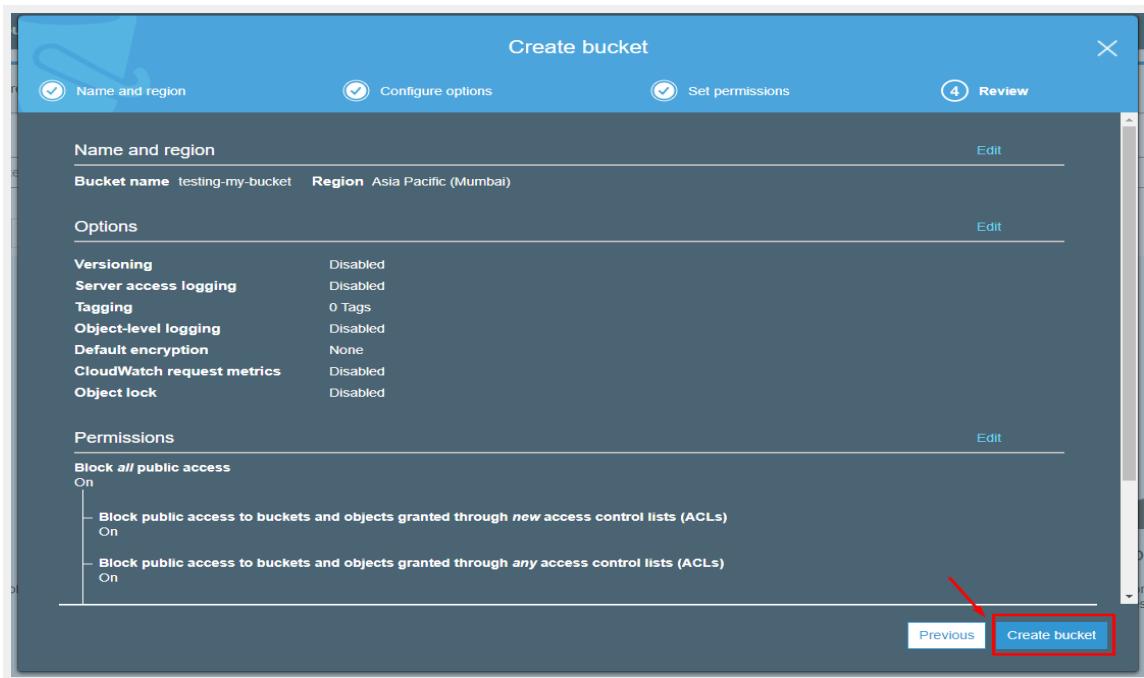


Figure: (68f) Creating Bucket Form next step

- Then you'll be able to see the bucket that you created. Click on the bucket.

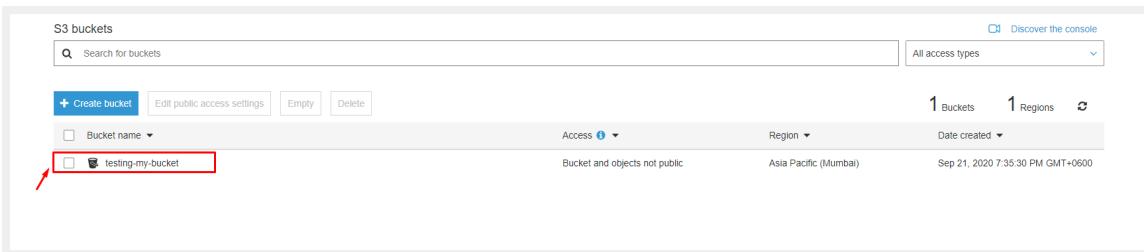


Figure: (68g) Bucket Page

- It'll take you to the bucket details. From there go to the **Permissions** menu and then click on the **Bucket Policy** below there you will find the **Policy generator** blue button. Click it.

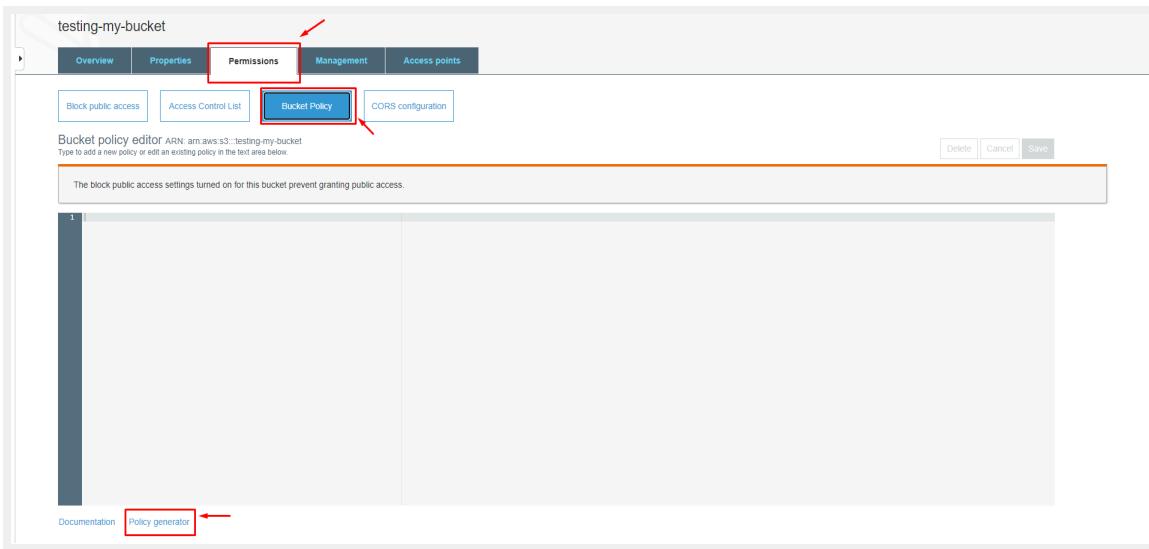


Figure: (68h) Bucket Policy Page

- The UI will appear after clicking the button. For the policy type insert **S3 Bucket Policy** and for **Principal** insert * and from the **Actions** dropdown select box select **getObject**. And follow the convention mentioned inside the red box highlighted with red text color for the **ARN value**. The ARN value will be found in the previous page from where we came from. Just follow the instructions mentioned inside the images below.

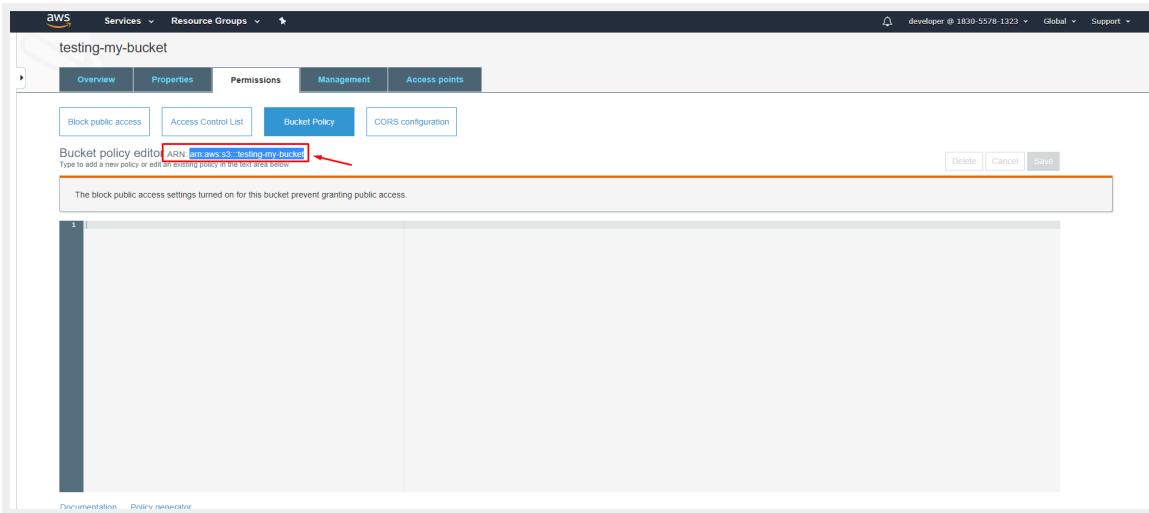


Figure: (68i) Bucket Policy page

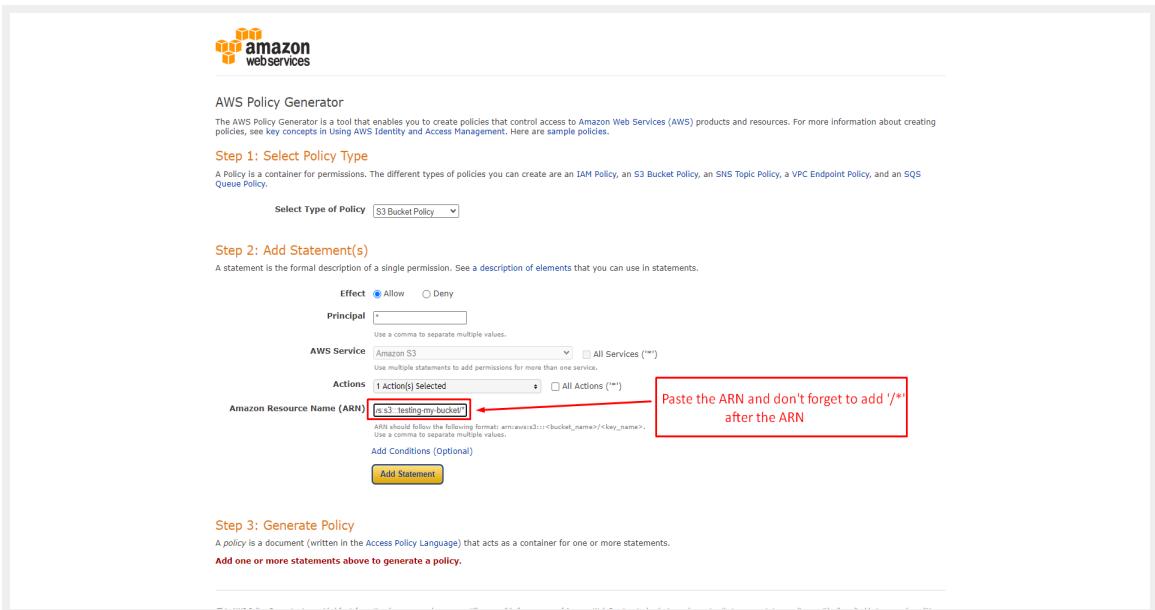


Figure: (68j) AWS policy generator

- Finally, click the **Generate Policy** button.
- You will see a pop up and there you will find some text. Copy the texts.

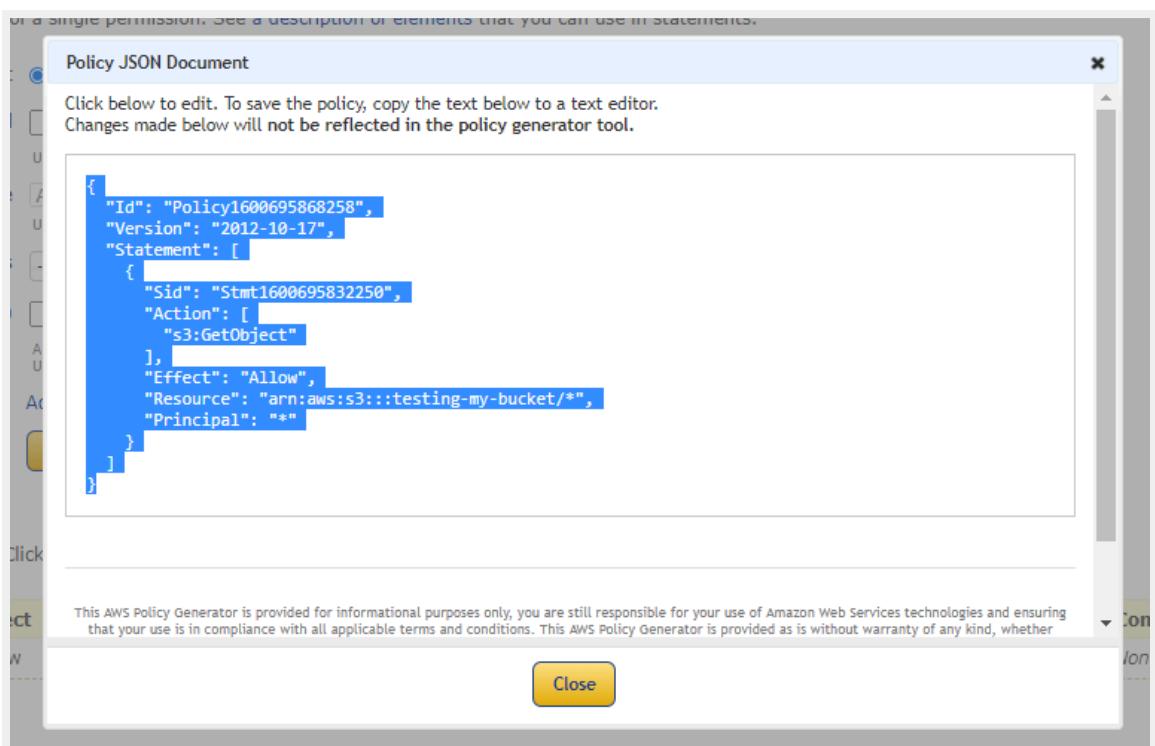


Figure: (68k) Policy JSON Document

- And paste it inside the box shown below. And then click **Save** .

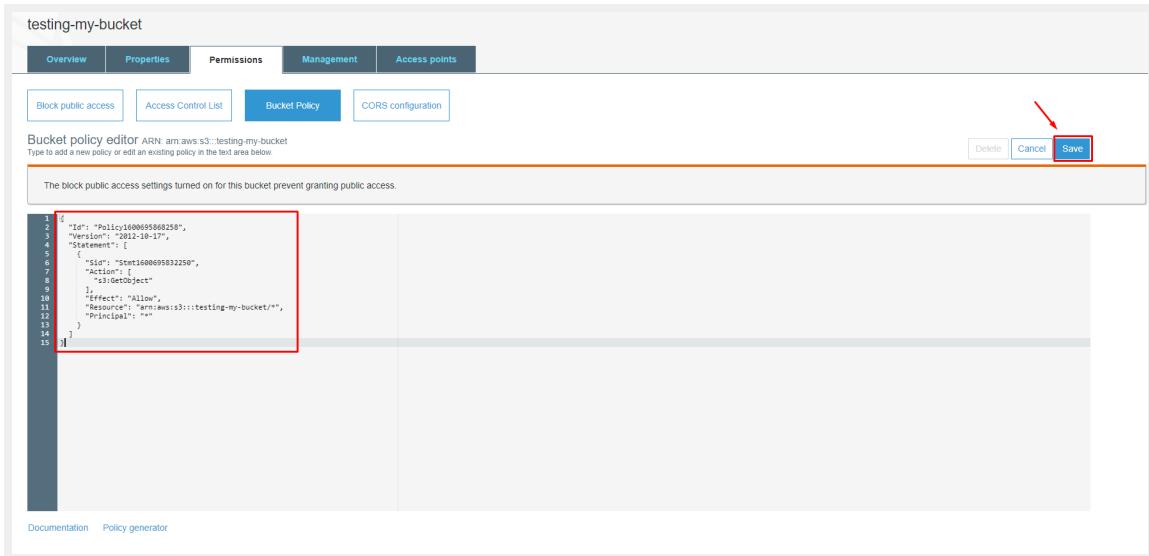


Figure: (68l) Testing Bucket page

- You might encounter an error shown below.

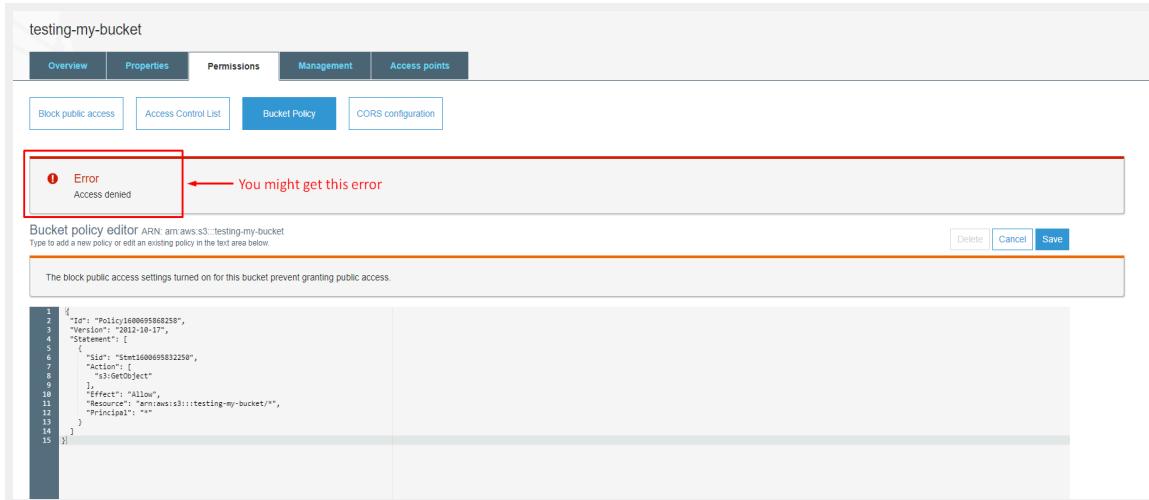


Figure: (68m) Encounter error

- To get rid of this error you need to go to the **Permissions** menu and then go to the **Block public access** menu and then click the **Edit** button shown below.

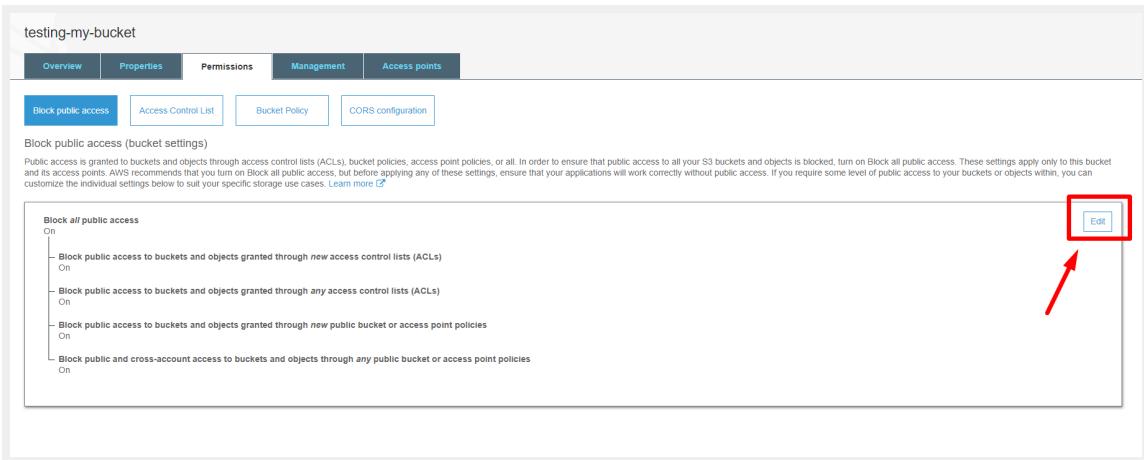


Figure: (68n) Block Public access menu

- After you have gone to the menu mentioned above uncheck the checkbox saying the following “**Block all public access**” and then click the **Save** button. A pop up will appear and tell you to type in the word ‘**confirm**’ and then click the **confirm** button.

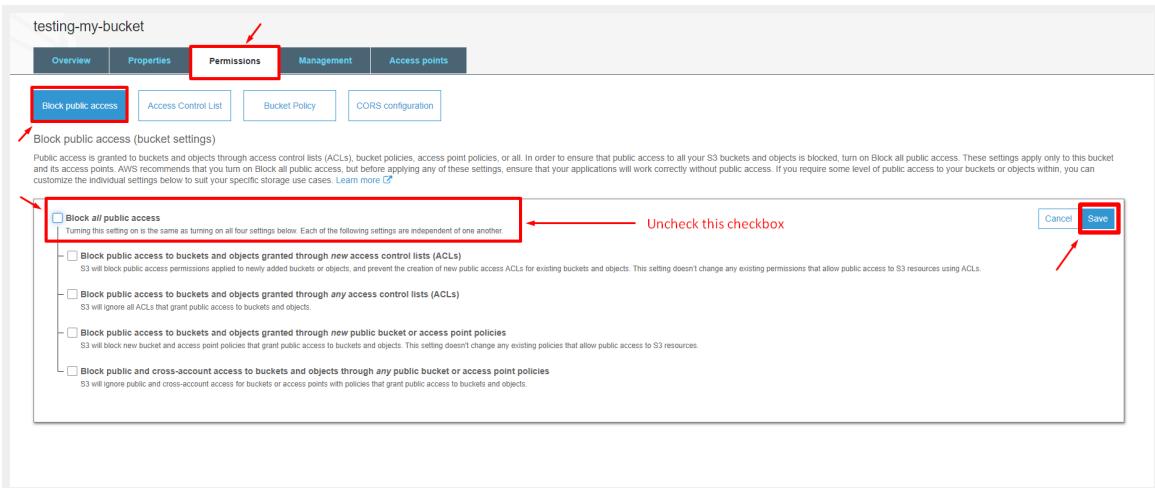


Figure: (68o) Block Public access page

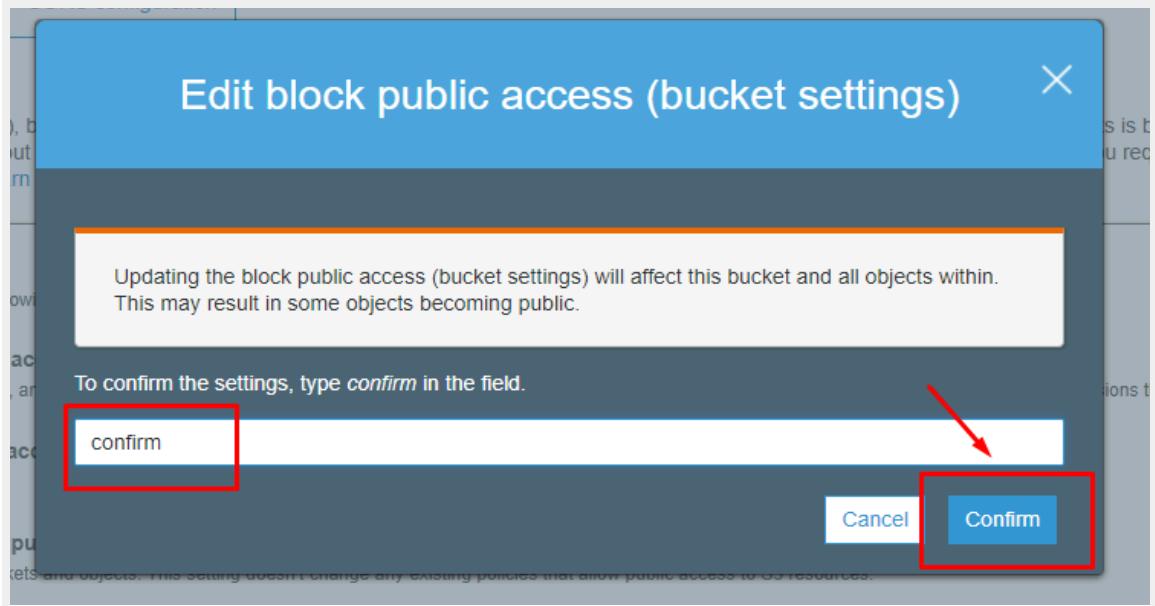


Figure: (68p) Block Public access confirmation page

- After you have done all the instructions mentioned above you need to have to go to **Permissions -> Bucket Policy** and now try to paste the texts and click the **Save** button as mentioned in the instruction above. If all goes well you should see the page shown in the image below. Saying the yellow text “**This bucket has public access**”.

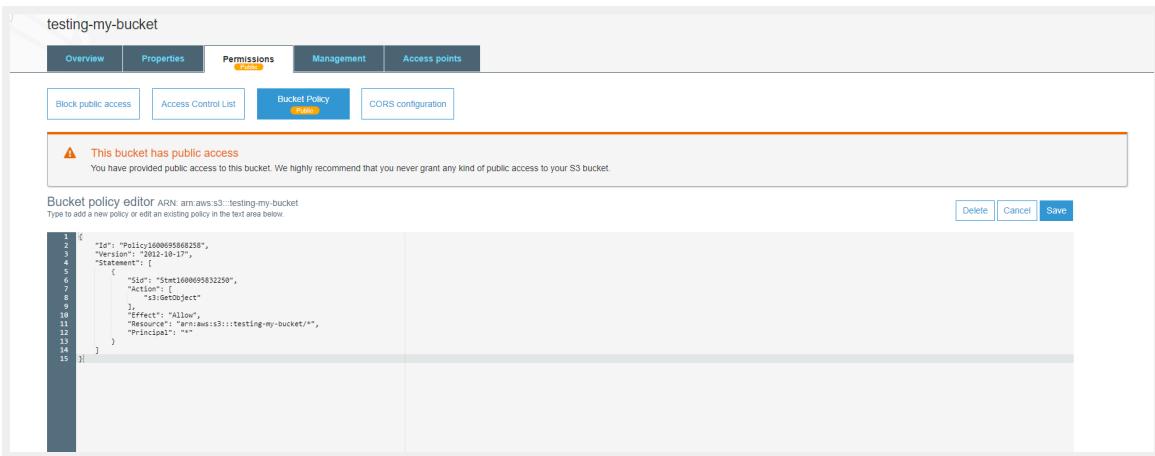


Figure: (68q) showing okay with the text “This bucket has public access”

- Then, notice the top nav of your page and there is a button saying **Services**. When you hover over it it drops a menu down.

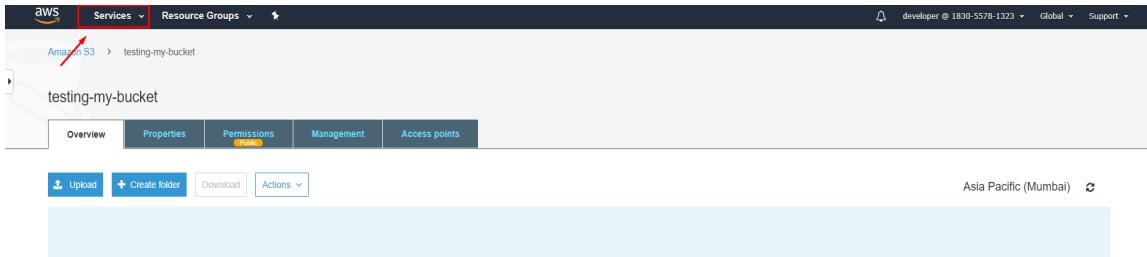


Figure: (68r) AWS services

- Inside the menu there is a search bar. Inside the search bar type in 'iam' and the search result will be shown to you. Select the first result that comes up.

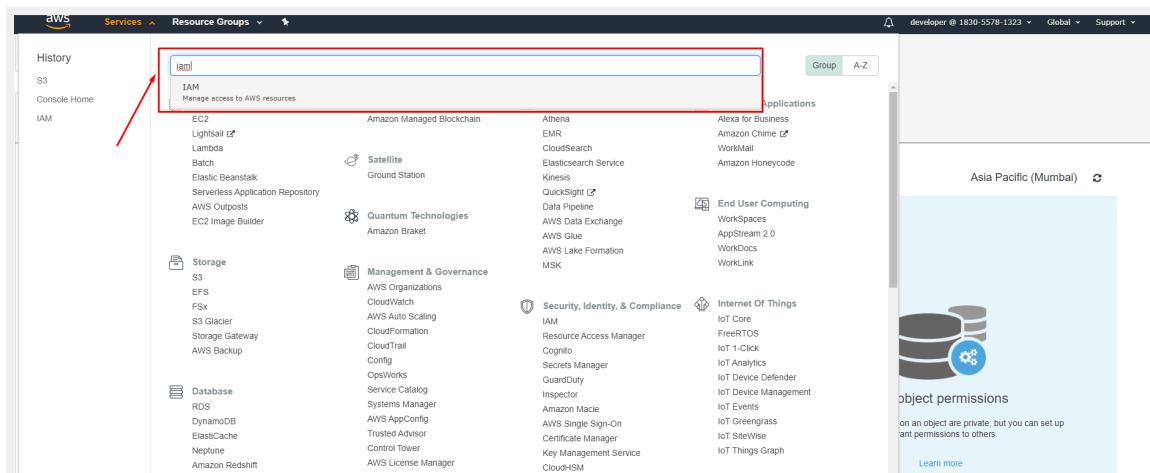


Figure: (68s) Searching iam

- Then go to the **User** menu as shown in the image below and click the **Add user** button.

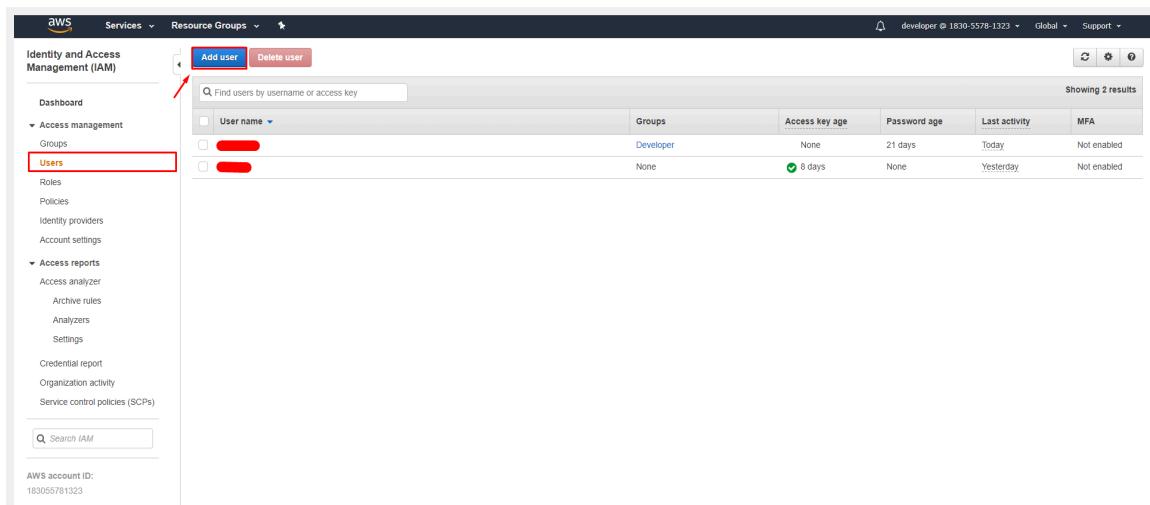


Figure: (68t) Showing all Menu

- After you have clicked the Add User button a page will appear on your browser. There you will see a form. And you need to type in your **User-name** and check the **Programmatic Access** as the **Access Type**. Just follow the instructions mentioned in the image below.

Add user

Set user details

You can add multiple users at once with the same access type and permissions. [Learn more](#)

User name* [Add another user](#)

Select AWS access type

Select how these users will access AWS. Access keys and autogenerated passwords are provided in the last step. [Learn more](#)

Programmatic access Enables an access key ID and **secret access key** for the AWS API, CLI, SDK, and other development tools.

AWS Management Console access Enables a **password** that allows users to sign-in to the AWS Management Console.

* Required

Cancel **Next: Permissions**

Figure: (68u) adding user page

- After that you need to set some permissions. Inside the **Filter Policy** search bar search for the text '**s3**' And then some of the search results will be shown as shown below. From there check **AmazonS3FullAccess** and click the **Next** button.

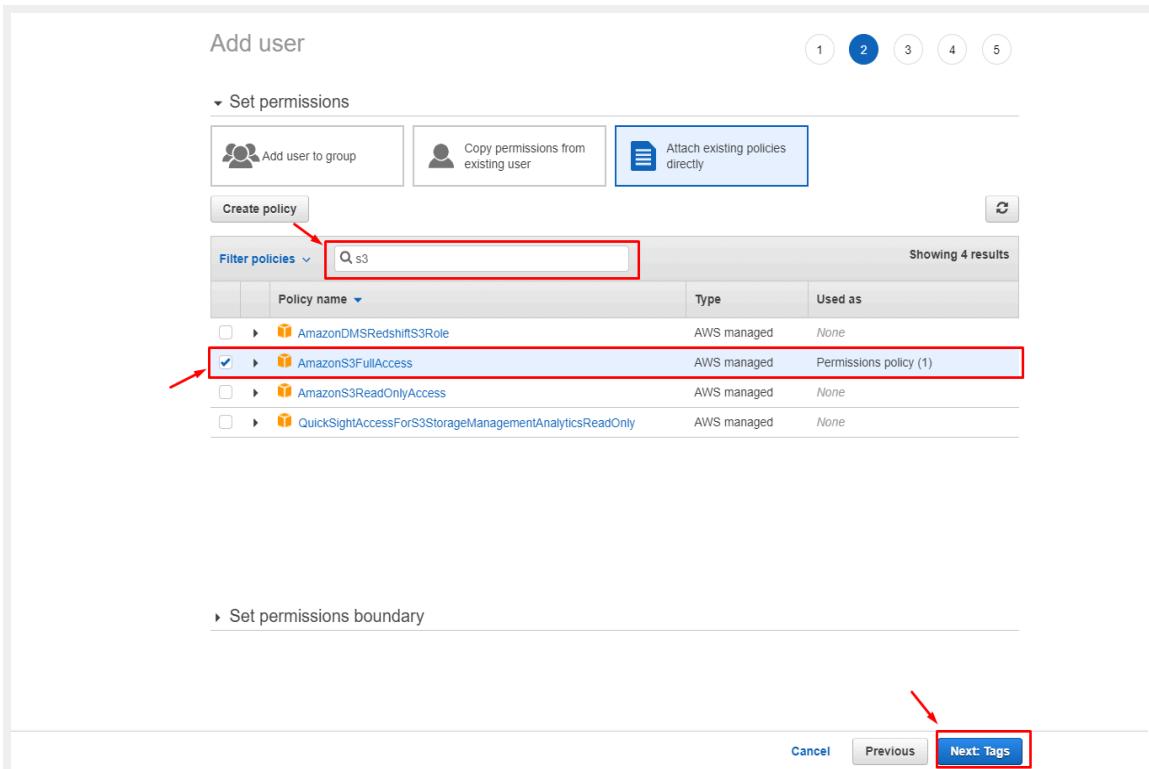


Figure: (68v) Adding user page (ii)

- For the next option click next without changing anything at all.

Add user

1 2 3 4 5

Add tags (optional)

IAM tags are key-value pairs you can add to your user. Tags can include user information, such as an email address, or can be descriptive, such as a job title. You can use the tags to organize, track, or control access for this user. [Learn more](#)

Key	Value (optional)	Remove
<input type="text" value="Add new key"/>	<input type="text"/>	Remove

You can add 50 more tags.

Cancel Previous **Next: Review**

Figure: (68w) Adding user page (iii)

- Finally click **Create User**.

Add user

Review

Review your choices. After you create the user, you can view and download the autogenerated password and access key.

User details

User name	demoname
AWS access type	Programmatic access - with an access key
Permissions boundary	Permissions boundary is not set

Permissions summary

The following policies will be attached to the user shown above.

Type	Name
Managed policy	AmazonS3FullAccess

Tags

No tags were added.

Cancel Previous Create user



Figure: (68x) Add user (review) page

- After you have created the user you will be directed to a page where you will find two keys.
 - Access Key ID and
 - Secret access key.

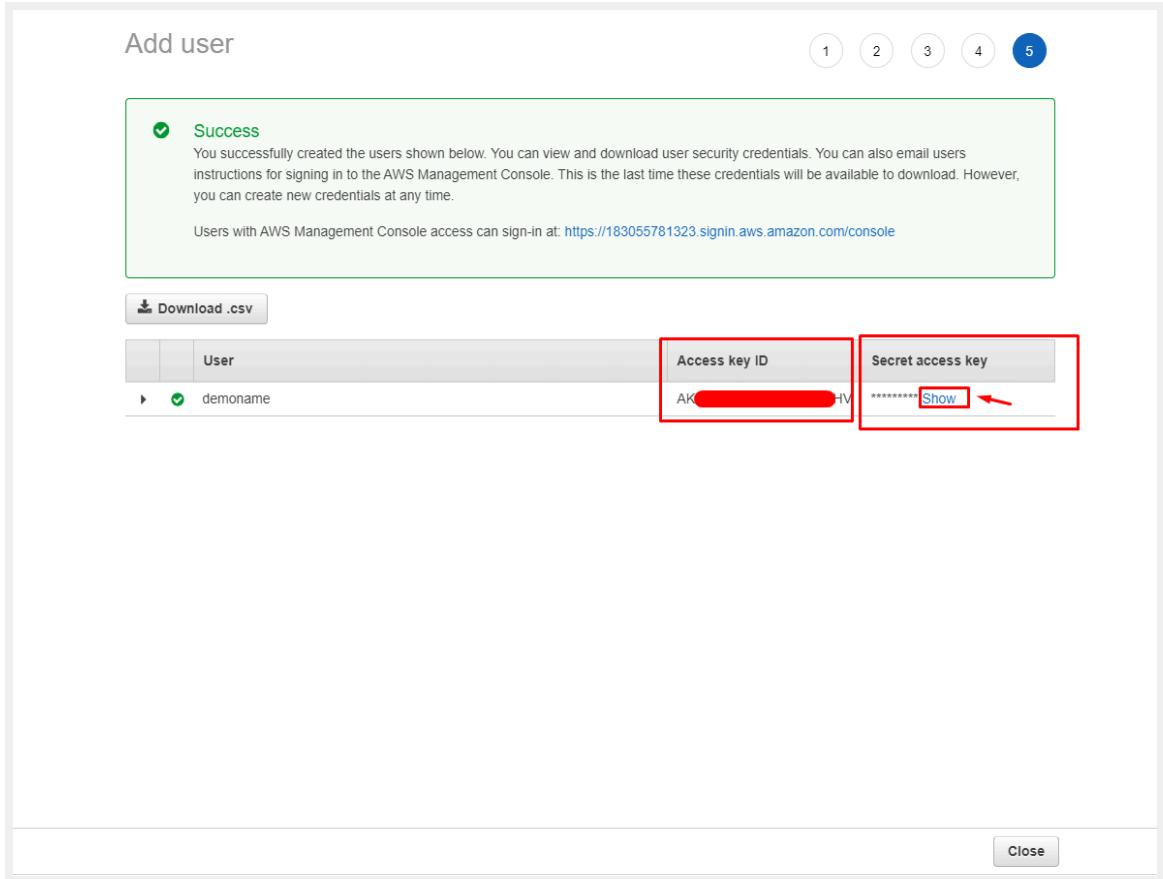


Figure: (68y) Add user (success) page

- Copy these two keys and then go to your admin panel and go to the **Business Settings** menu and then to the **File System Configuration** sub-menu. And then there you will find the two fields where you will need to paste those two keys that you have just copied.

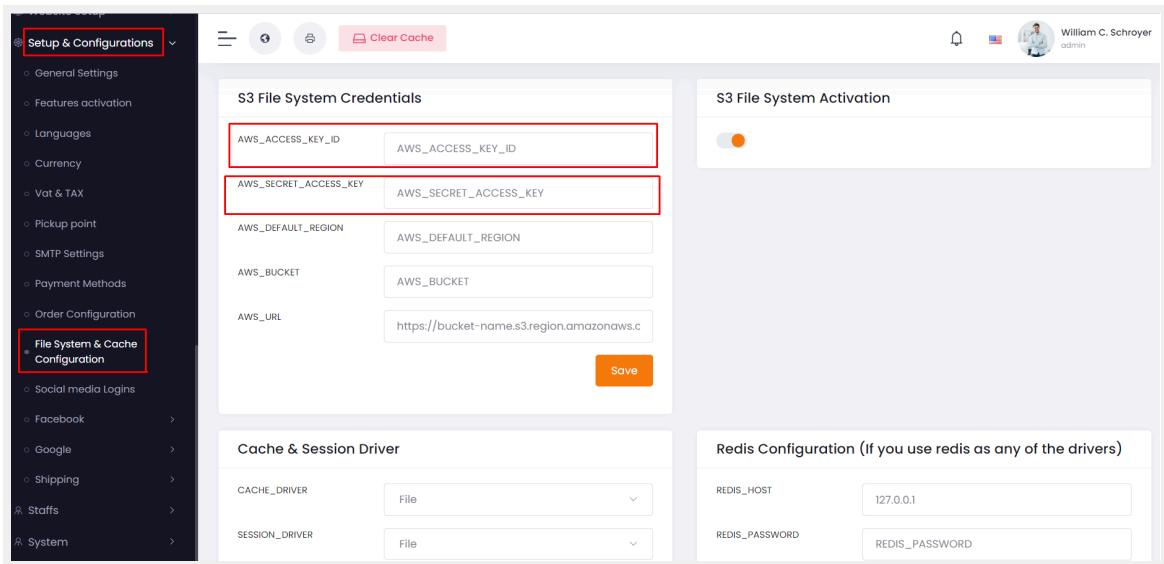


Figure: (68z) Insert S3 file system credentials

- Now you need to set your bucket region. For that go to your bucket details and follow the instruction shown inside the image to find the bucket region. Copy your bucket region and paste it inside the **AWS DEFAULT REGION** field residing inside **File System Configuration's** submenu under the **Business Settings** Menu inside your admin panel.

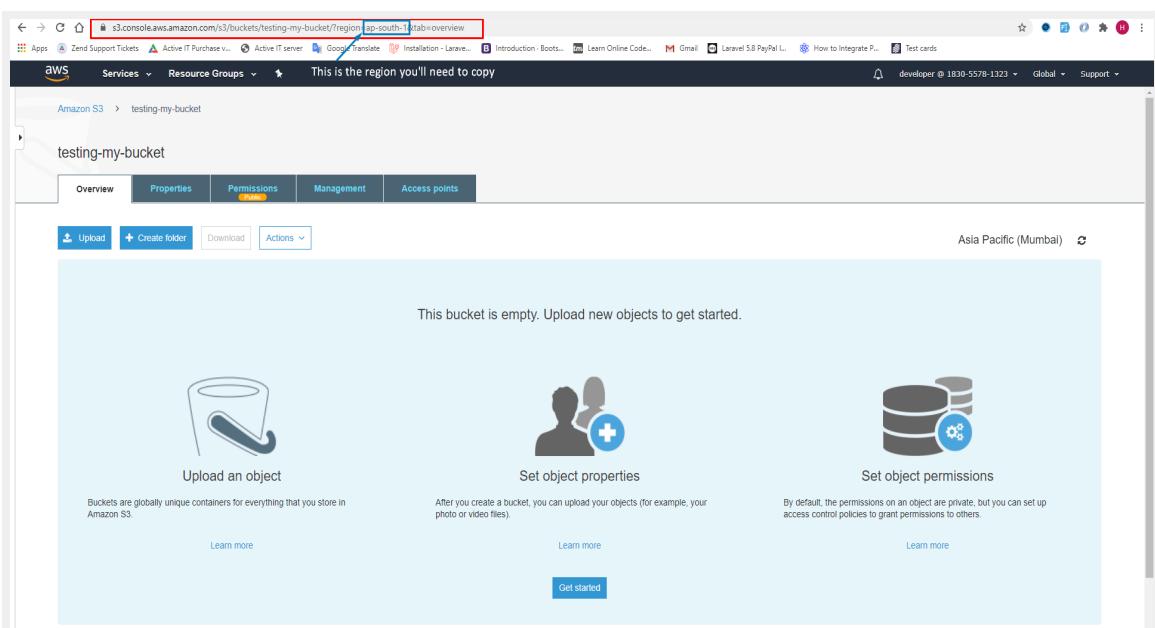


Figure: (68aa) Copy the region

- Also you need to insert your bucket name inside the **AWS BUCKET** field.
- And for the **AWS URL** just follow the convention mentioned inside the image below.

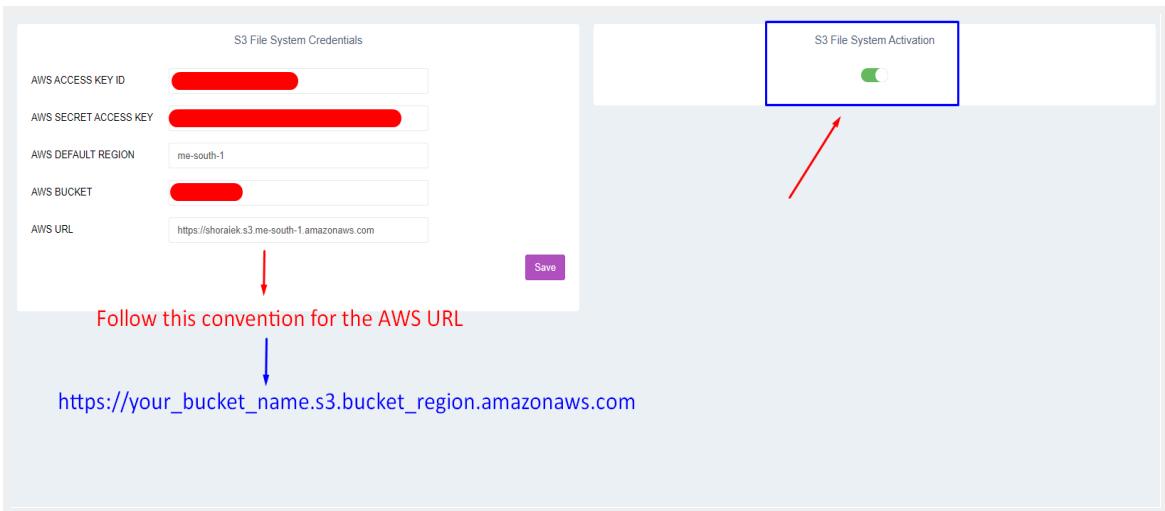


Figure: (68ab) AWS url

- And if you've followed all of the instructions mentioned above you should be able to upload your files inside the bucket of your amazon server's s3 file system.
- And also don't forget to activate your S3 File System shown inside the **blue box pointed out by a red arrow**.
- Now click the Permissions tab

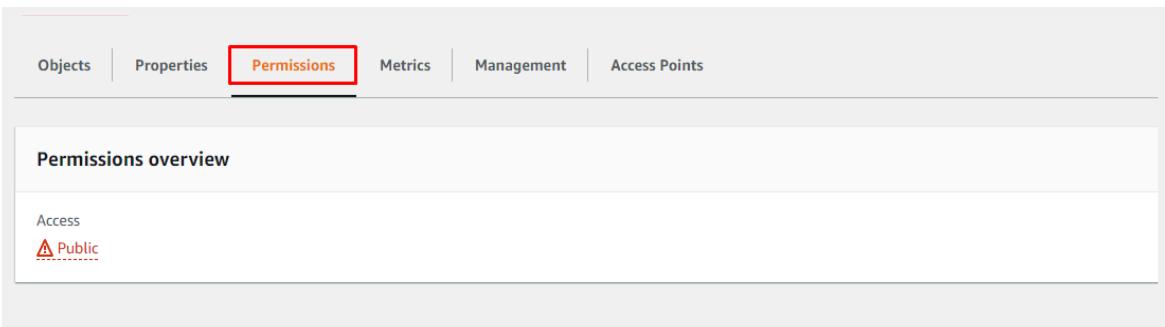


Figure: (68ac) Permission tab

- Click the Edit button of the Object Ownership section

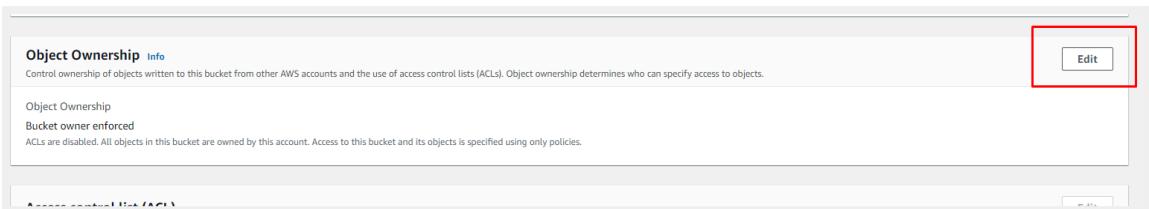


Figure: (68ad) Object ownership section

- And now follow as per the below

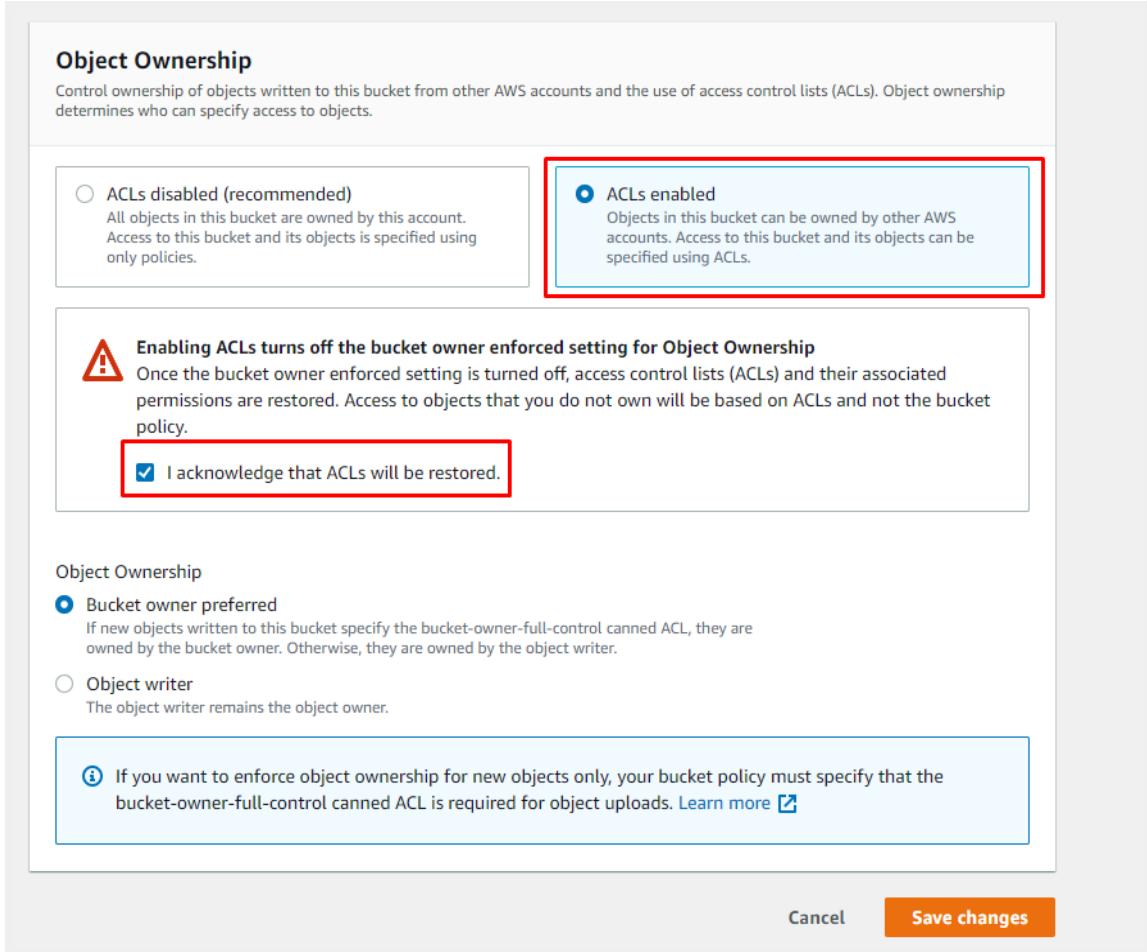


Figure: (68ae) Object ownership page

72. How to migrate existing uploaded files to s3?

Answer:

To migrate to amazon s3 file system follow the procedure mentioned below:

- Download all files from the public/uploads folder.
- Create a folder named uploads in the s3 bucket.
- Upload all downloaded files to the uploads folder of s3 bucket.

73. How to configure the Backblaze file system?

Answer:

To configure the backblaze file system follow the below procedure:

- Go to **My Settings** and enable the “**B2 Cloud Storage**”

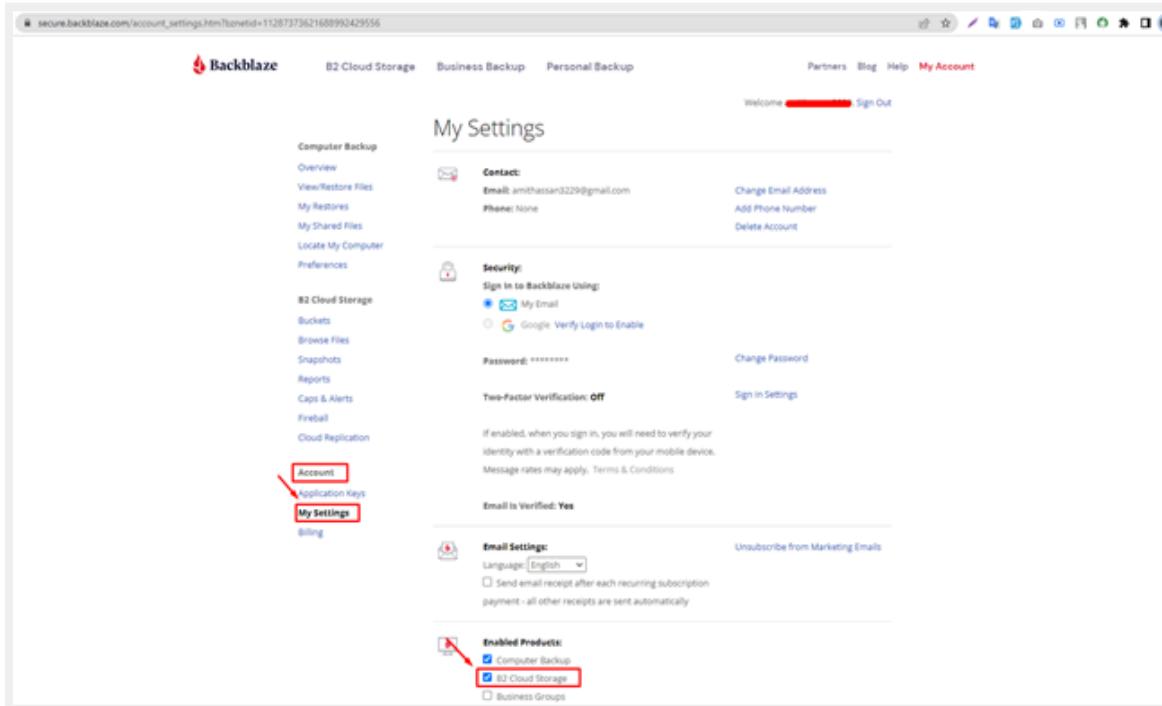


Figure: (70a) Enabling B2 Cloud Storage

- You cannot use your **master application key** with the **S3-Compatible API**. So, you have to create application key. Now Go to **Application Keys**, click on “**Add a New Application Key**” button.

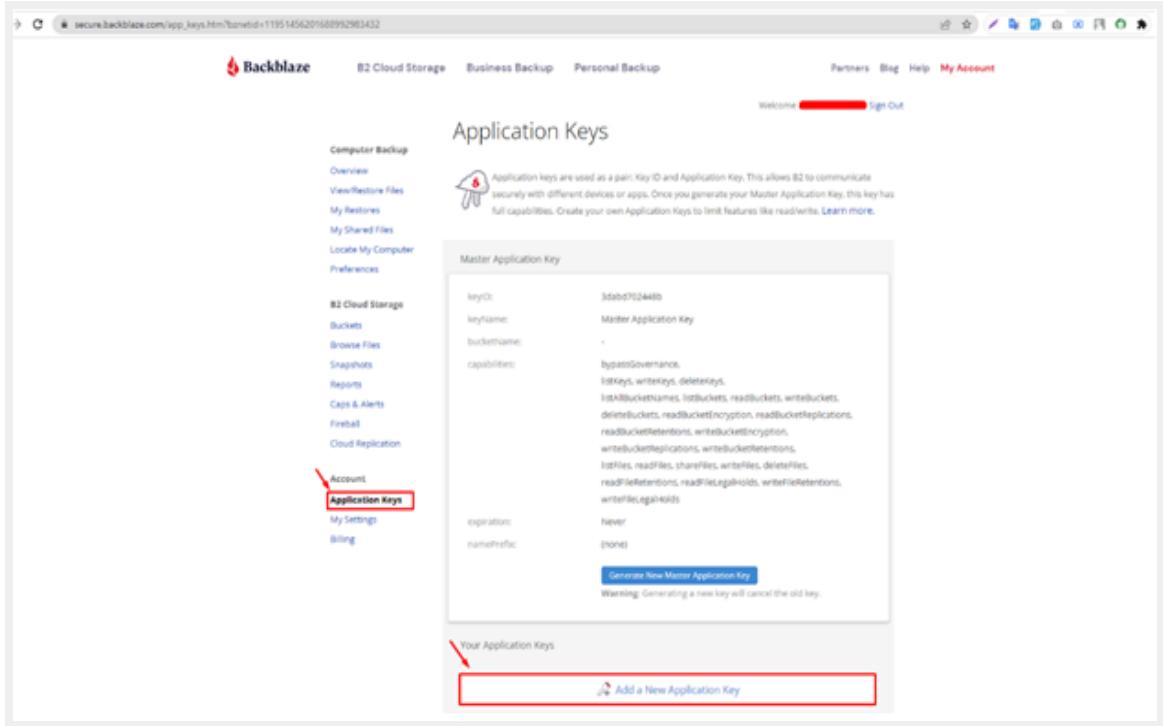


Figure: (70b) Adding new application key

- Now set a **Name** of your application key and make it "**Read and Write**" and after then click on "**Create New Key**" button.

Add Application Key

Name of Key:
(keyName)

Allow access to Bucket(s):
(bucketName)

Type of Access:
(optional)
(capabilities)

Read and Write
 Read Only
 Write Only

File name prefix:
(optional)
(namePrefix)
Allow access to file names that start with this.

Duration (seconds):
(optional)
(validDurationSeconds)
Positive integer less than 1000 days (in seconds).

Create New Key

Cancel

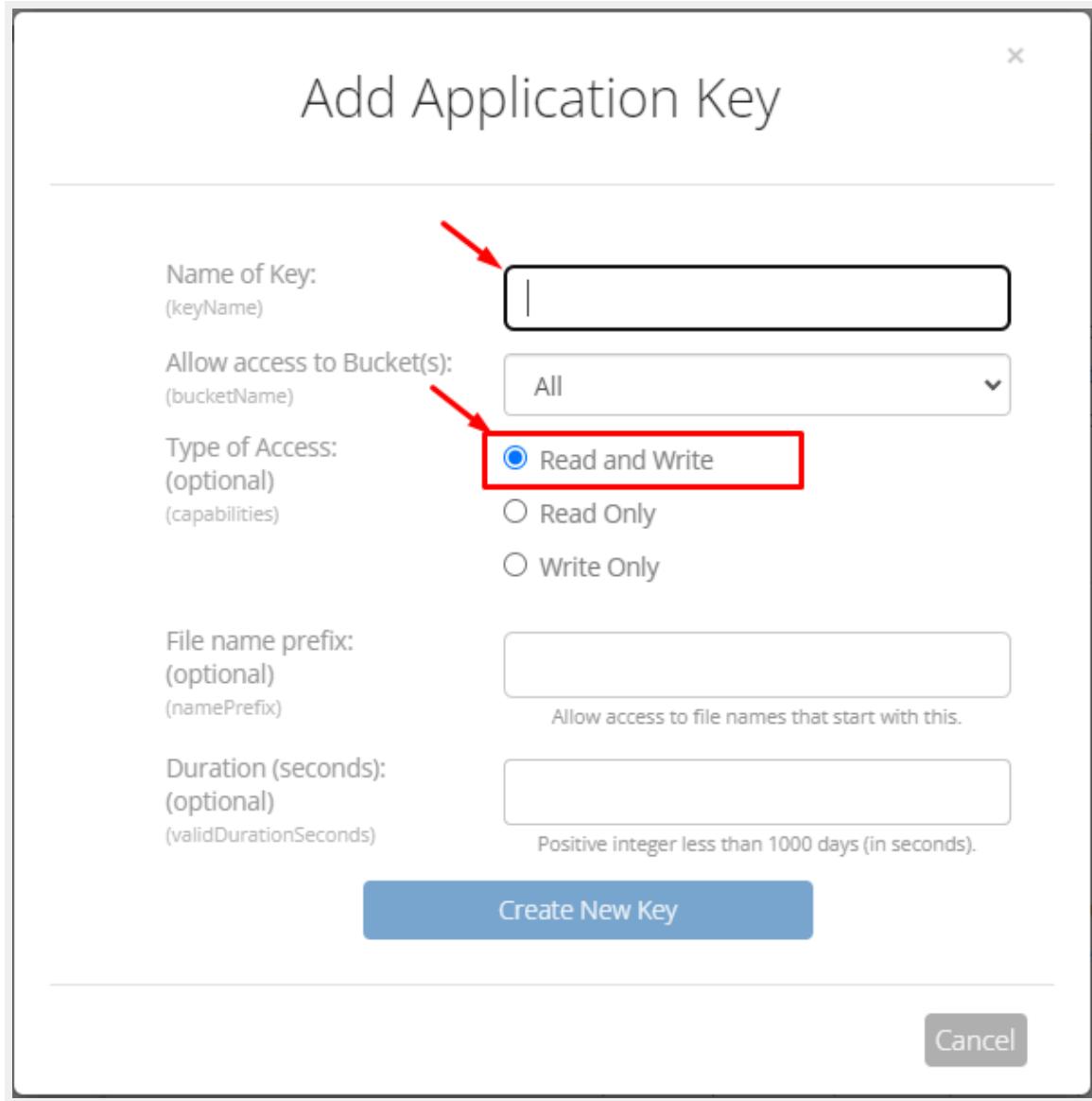


Figure: (70c) Creating Application new key

- After then, you will get the **key ID**, **key name** and can see the **capabilities** of this **key ID**.

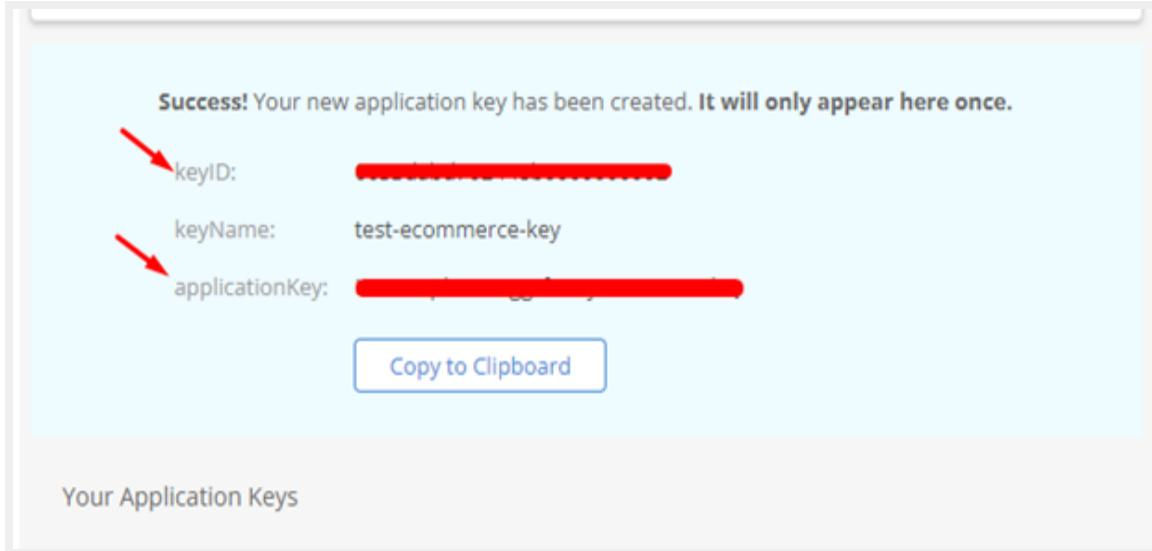


Figure: (70d) Showing application key

- Now go to **Buckets** to create a new bucket. Click on "**Create a Bucket**" button

The screenshot shows the "B2 Cloud Storage Buckets" page. On the left, a sidebar menu includes "Computer Backup" (Overview, View/Restore Files, My Restores, My Shared Files, Locate My Computer, Preferences), "B2 Cloud Storage" (Buckets, highlighted with a red box, Browse Files, Snapshots, Reports, Caps & Alerts, Firewall, Cloud Replication), "Account" (Application Keys, My Settings, Billing). The main area displays a bucket named "Demo-eCommerce-Bucket" with details: Created: July 9, 2023, Bucket ID: redacted, Type: Public, File Lifecycle: Keep all versions, Snapshots: 0, Current Files: 9, Current Size: 564.1 KB, Endpoint: redacted, Encryption: Disabled. To the right are buttons for "Upload/Download", "Bucket Settings", "Lifecycle Settings", "CORS Rules", "Object Lock: Disabled", "Make Full Bucket Snapshot", and "Unfinished Large Files". A red arrow points to the "Create a Bucket" button at the top right of the main area.

Figure: (70e) Creating B2 cloud storage Bucket

- Set a unique bucket name (Bucket names must be at least six characters and globally unique. A message is displayed if your bucket name is already in use.) and make it to public.

Create a Bucket

A bucket is a container that holds files that are uploaded into B2 Cloud Storage. The bucket name must be globally unique and must have a minimum of 6 characters. A limit of 100 buckets may be created per account. An unlimited number of files may be uploaded into a bucket.

Bucket Unique Name:

Files in Bucket are: Private Public

Default Encryption: Disable Enable
Backblaze B2 key (SSE-B2), an encryption key that Backblaze creates, manages and uses for you.

Object Lock: A security feature that can provide data immutability by restricting a file from being modified or deleted for a specified period of time. [Learn more.](#)
 Disable Enable

[Create a Bucket](#) [Cancel](#)

Figure: (70f) Creating Bucket

- Now you will get the Bucket ID, Endpoint with the default region

The screenshot shows the 'B2 Cloud Storage Buckets' page. On the left, there's a sidebar with links for Computer Backup (Overview, View/Restore Files, My Restores, My Shared Files, Locate My Computer, Preferences), B2 Cloud Storage (Buckets, Browse Files, Snapshots, Reports, Caps & Alerts, Firewall, Cloud Replication), Account (Application Keys, My Settings, Billing), and a 'Create a Bucket' button. The main area displays a list of buckets, with 'Demo-eCommerce-Bucket' selected. A tooltip for the bucket name 'Demo-eCommerce-Bucket' says 'This is the bucket name'. Another tooltip for the 'Endpoint' field says 'This is the endpoint'. A tooltip for the 'Region' dropdown says 'This is the default region'.

	Value
Bucket Name	Demo-eCommerce-Bucket
Created	July 9, 2023
Bucket ID	(Redacted)
Type	Public
File Lifecycle	Keep all versions
Snapshots	0
Current Files	13
Current Size	0 bytes
Endpoint	(Redacted)
Encryption	Disabled

Bucket Settings: Bucket Settings, Lifecycle Settings, CORS Rules, Object Lock: Disabled

Figure: (70g) Showing B2 Cloud Storage Buckets

74. How to set Backblaze file system credentials on your own system?

Answer:

To set backblaze file system credentials you need to follow the steps mentioned below.

- Log in as an Admin
- Go to Setup & Configurations > File System & Cache Configuration
- Enable the Backblaze File System Activation option
- Insert BACKBLAZE_ACCESS_KEY_ID. After creating the application key you will find the Key ID Insert the ID here.
- Insert BACKBLAZE_SECRET_ACCESS_KEY. After creating the application key you will find the Application Key insert the ID here.

- Insert **BACKBLAZE_DEFAULT_REGION**. After creating a bucket you will find Endpoint, the second part is the default region insert it here.
- Insert **BACKBLAZE_BUCKET**. After creating a bucket you will find the bucket name, insert this name here
- Insert **BACKBLAZE_ENDPOINT** and must have included **https**. For example,
<https://.....com>
- Insert **BACKBLAZE_URL** by formatting it this way:
https://BACKBLAZE_ENDPOINT/BACKBLAZE_BUCKET.

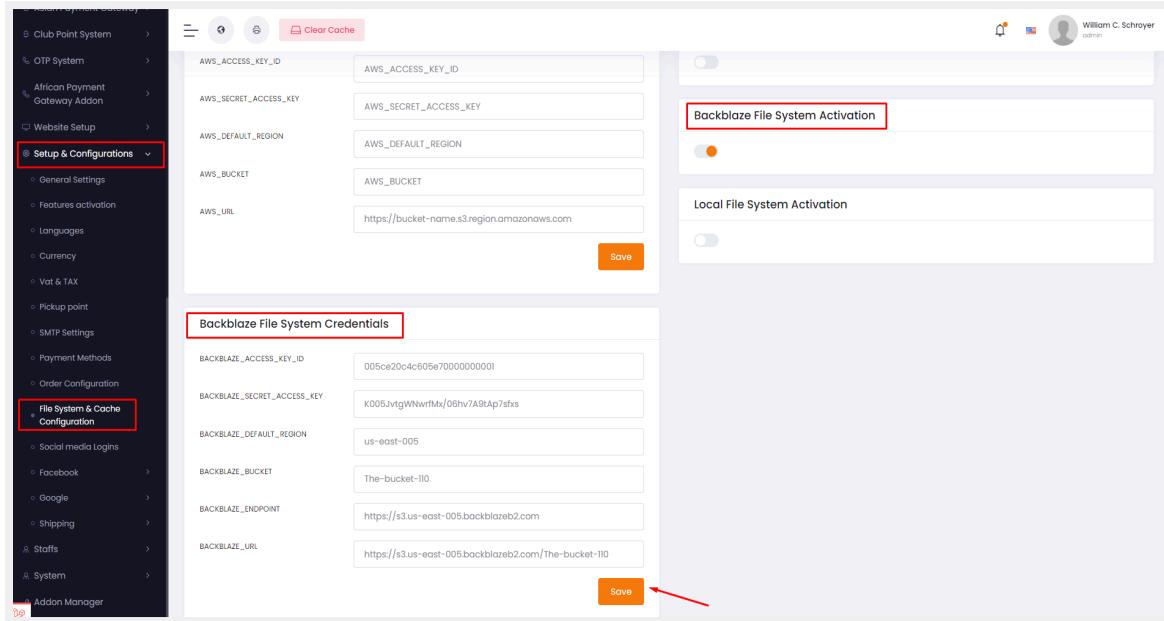


Figure: (71a) Inserting Backblaze file system credentials

75. How to configure Ngenius credentials(test account)?

Answer:

To configure ngenius you need to follow the steps mentioned below.

- First login to the Ngenius developers panel. [Ngenius developers panel](#)
- Or create an account if one does not exist.

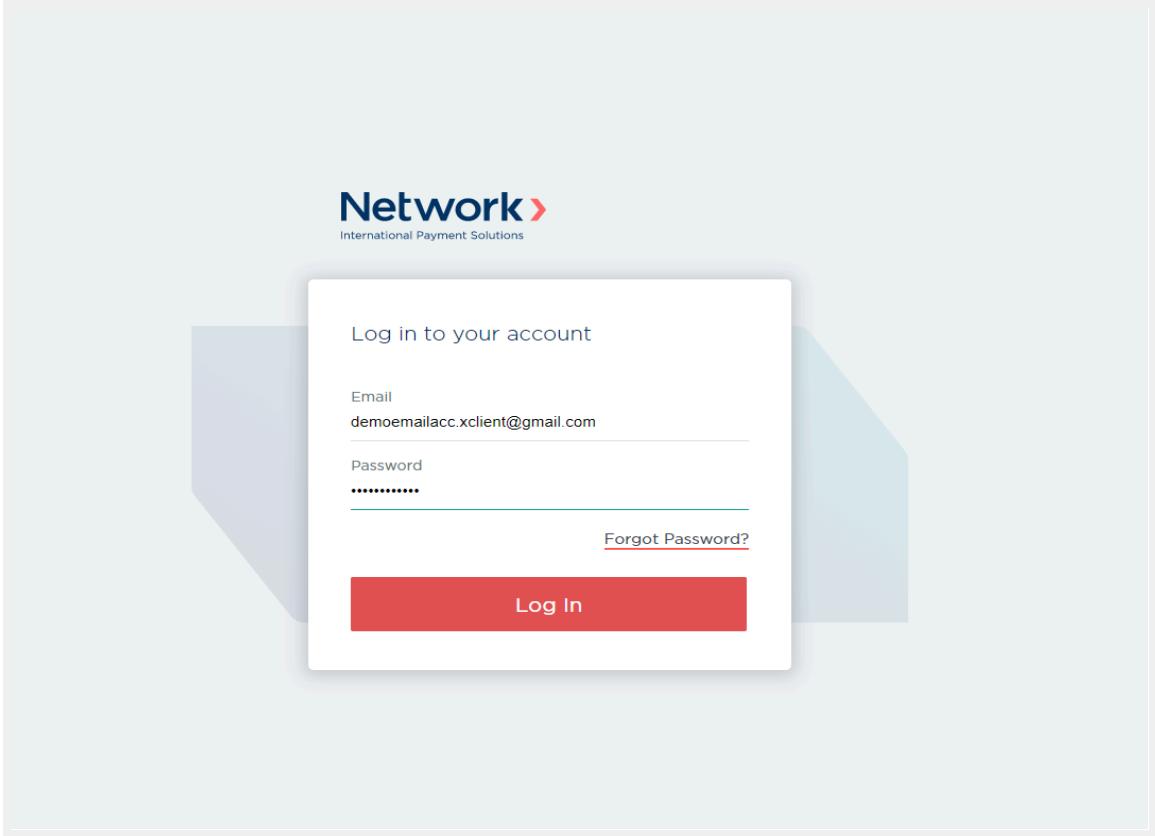


Figure: (72a) Log in panel

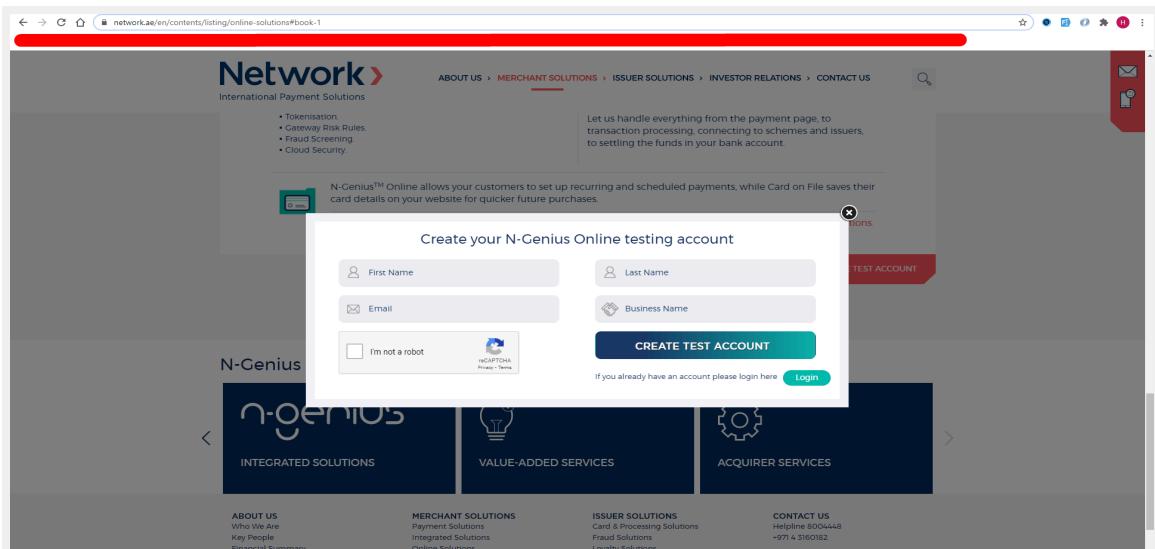


Figure: (72b) Create ngenius account pop up

- After that go to the **Settings -> Integrations -> service account**. Create one service account if it does not exist.

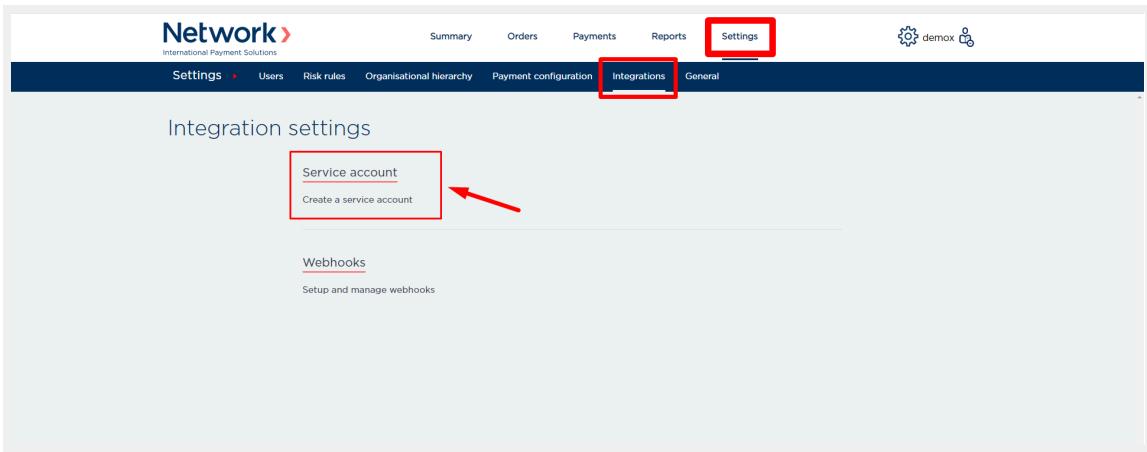


Figure: (72c) Creating Bucket Form next step

- There you will find the API key. Copy that API key and paste it inside your Ngenius credentials **NGENIUS API KEY** field inside the **Payment Method** sub-menu residing in the **Business Settings** menu.

The screenshot shows a list of service accounts. The columns are NAME, DESCRIPTION, TYPE, and API KEY. The API KEY column for each row contains a 'Show API key' button, which is highlighted with a red box and has a red arrow pointing to it. There are also delete icons in the same row.

NAME	DESCRIPTION	TYPE	API KEY
Merchant service account	Merchant service account	Merchant Service Account	Show API key
test	test	Merchant Service Account	Show API key

Figure: (72d) Ngenius API key field

Ngenius Credential

NGENIUS OUTLET ID

NGENIUS API KEY

NGENIUS CURRENCY

Currency must be **AED** or **USD** or **EUR**
If kept empty, **AED** will be used automatically

Save

Figure: (72e) Ngenius credential

- After that you need the OUTLET ID of your ngenius account for that you need to go to the **Settings ->Organizational Hierarchy** then click the **instant_signup_outlet**. After that you will find your reference key pointed out with the red arrow; copy that key and paste it inside the you **NGENIUS_OUTLET_ID** field residing inside the **Payment Method** sub-menu residing in the **Business Settings** menu.
- Finally, Set your currency as **AED, USD or EUR** and click the **Save** button. If you have followed all of the steps mentioned above your app should be ready to go.

76. Which options are translatable in multiple languages?

Answer:

The following options are translatable in multi-language:

- **Product:** Name, Unit, Description.
- **Category:** Name
- **Sub Category:** Name
- **Sub Sub Category:** Name
- **Attribute:** Name
- **Brand:** Name
- **Customer Product:** Name, Unit, Description

- **Customer Package:** Name
- **Flash Deal Product:** Title
- **Pages:** Page Title
- **Pickup Point:** Name, Location
- **Role:** Name

77. How to configure Bkash payment gateway?

Answer:

Follow the below steps to configure bkash payment gateway:

- Contact bkash authority for getting api information
- Turn on bkash switch from admin panel **Setup & configuration > Feature Activation > Bkash Activation**
- Fill up bkash api information from **Setup & configuration > Payment Method > Bkash Credential**
- If bkash api is in the sandbox mood, turn on the sandbox switch. For live Turn off sandbox switch

78. How to configure the Nagad payment gateway?

Answer:

Follow the below steps to configure the Nagad payment gateway:

- Contact Nagad authority for getting api information
- Turn on Nagad switch from admin panel **Setup & configuration > Feature Activation > Nagad Activation**
- Fill up Nagad api information from **Setup & configuration > Payment Method > Nagad Credential**
- If Nagad api is in the sandbox mood input NAGAD MODE “sandbox”. For live input NAGAD MODE “live”

79. How to manage shipping for products?

Answer:

Admin can select the shipping method and the shipping cost calculation will be done according to this shipping method.

For selecting any shipping method please follow the procedure given below:

- **Log in as an admin**
- **Go to Setup & Configurations > Shipping > Shipping Configuration**
- From here you can enable your preferred shipping method

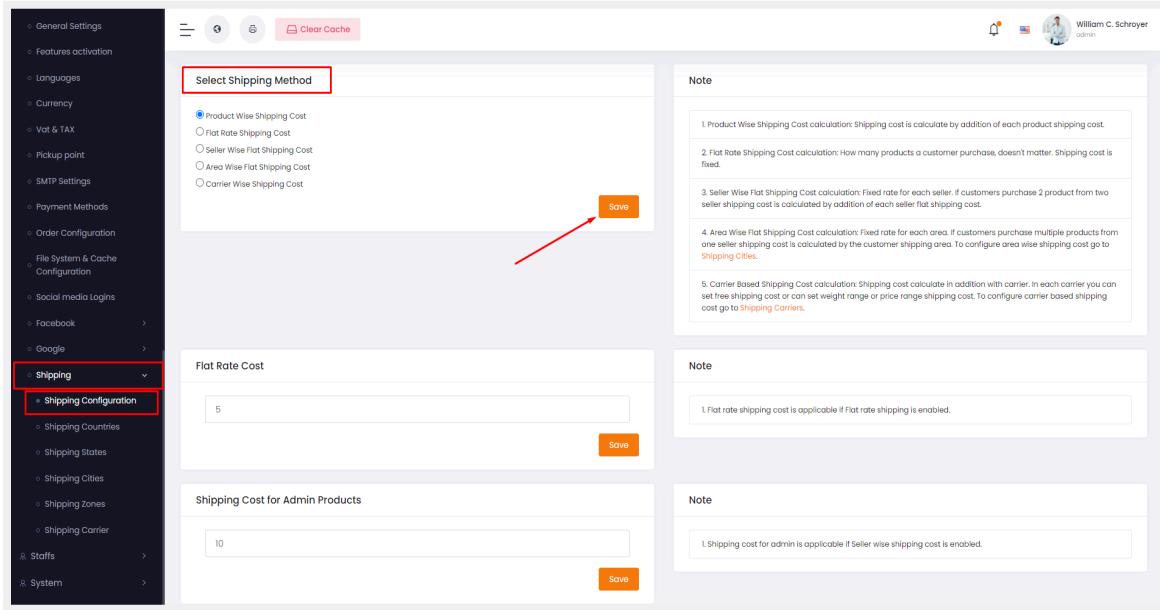


Figure: (76a) All shipping methods

80. How to configure product-wise shipping cost?

Answer:

Follow the below steps to configure product wise shipping costs:

- Go to admin panel **Setup & Configuration > Shipping Configuration** and choose **Product Wise Shipping Cost**
- Now go to **Products > Add New Product from Shipping Configuration** you will get another 3 options
 - **Free Shipping:** No shipping cost added
 - **Flat Rate:** Fixed shipping cost will be added for every city

- **Product Quantity Multiplication:** Product quantity will be multiplied while purchasing if this option enables

The screenshot shows the 'Add New Product' interface. On the left, a sidebar menu is open under 'Products', with 'Add New Product' highlighted. The main area has two tabs: 'Product Information' and 'Shipping Configuration', with 'Shipping Configuration' currently active. In the 'Product Information' tab, fields include 'Product Name', 'Category' (set to 'Women Clothing & Fashion'), 'Brand', 'Unit', 'Weight (in kg)', 'Minimum Purchase Qty' (set to 1), and 'Tags'. The 'Shipping Configuration' tab includes options for 'Free Shipping' (switched on), 'Flat Rate' (switched off), and 'Is Product Quantity Multiply' (switched off). A 'Low Stock Quantity Warning' section is also visible.

Figure: (77a) Product wise shipping cost

****If the product wise shipping cost is enabled then product upload form admin and seller both will get the options for Flat Rate cost and Free shipping option.**

- From the switch you can enable or disable
- The Inserted amount will be added as shipping cost for the products on the cart.

81. How to configure flat rate shipping cost?

Answer:

Follow the procedure:

- **Log in as an admin**
- Go to **Setup & Configuration > Shipping Configuration**, and choose **Flat Rate Shipping Cost**.

****Flat Rate Shipping Cost:** How many products a customer purchases doesn't matter. The shipping cost is fixed.

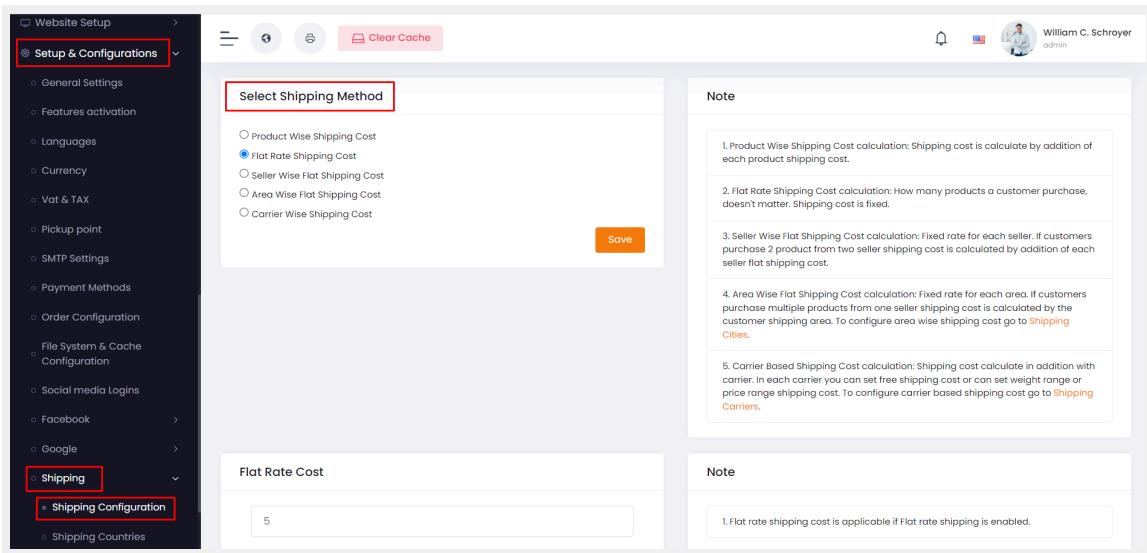


Figure: (78a) Enable flat rate shipping cost

82. How to configure seller-wise flat shipping cost?

Answer:

Please follow the procedure:

- **Log in to the admin panel**
- Go to **Setup & configuration > Shipping Configuration**, and choose **Seller Wise Shipping Cost**.

****Seller Wise Shipping Cost: Fixed rate for each seller. If customers purchase 2 products from two sellers shipping cost is calculated by addition of each seller flat shipping cost.**

83. How to configure city-wise flat shipping cost?

Answer:

For configuring city-wise shipping cost admin needs to choose Area-wise Flat Shipping Cost.

- **Log in to the admin panel**

- Go to **Setup & configuration > Shipping configuration** and choose **Area Wise Flat Shipping Cost**
- Then admin needs to select the countries, Now go to **Setup & configuration > Shipping Countries** and **enable or disable** your preferred countries
- Admin can add city. For adding a city Go to **Setup & configuration > Shipping > Shipping Cities**. Now create a city for the **selected country** and input the **shipping cost** for the city and enable the preferred cities
- For creating the city admin needs to add the state, To add the state go to **Setup & configuration > Shipping > Shipping State** and create a state for the selected country and enable the preferred state

#	Name	Code	Show/Hide
1	Zimbabwe	ZW	<input checked="" type="checkbox"/>
2	Azerbaijan	AZ	<input checked="" type="checkbox"/>
3	Austria	AT	<input checked="" type="checkbox"/>
4	Australia	AU	<input checked="" type="checkbox"/>
5	Aruba	AW	<input checked="" type="checkbox"/>
6	Armenia	AM	<input checked="" type="checkbox"/>
7	Argentina	AR	<input checked="" type="checkbox"/>
8	Antigua And Barbuda	AG	<input checked="" type="checkbox"/>
9	Antarctica	AQ	<input checked="" type="checkbox"/>

Figure: (80a) Enable preferred shipping countries

The screenshot shows the admin panel's configuration interface. The left sidebar is a navigation menu with various settings like General Settings, Languages, and Shipping. Under Shipping, 'Shipping States' is selected. The main content area is titled 'All States' and displays a table of 8 Indian states. On the right, there's a modal for adding a new state, with 'Afghanistan' entered in the 'Name' field and 'Afghanistan' in the 'Country' dropdown. A red box highlights the 'Save' button.

Figure: (80b) Enable preferred shipping states and add state

This screenshot shows the 'Shipping Cities' configuration. The left sidebar has 'Shipping Cities' selected. The main table lists 4 cities: Zarzal (Valle del Cauca), Amalapuram (Andhra Pradesh), Alampur (Andhra Pradesh), and Akkireddipalem (Andhra Pradesh). All have \$0.00 shipping cost. On the right, a modal for adding a new city 'Zarzal' is open, showing 'Valle del Cauca' as the state and '\$0.00' as the cost. A red arrow points to the 'cost' input field. A red box highlights the 'Save' button.

Figure: (80c) Insert city-wise shipping cost

84. How to enable Carrier Wise Shipping Costs?

Answer:

Follow the below instructions:

- Log in to the **admin** panel
- From the left navbar go to **setup & configurations > Shipping > Shipping configuration**.
- From the shipping method select **carrier-wise shipping cost**

- Then click the **save** button.

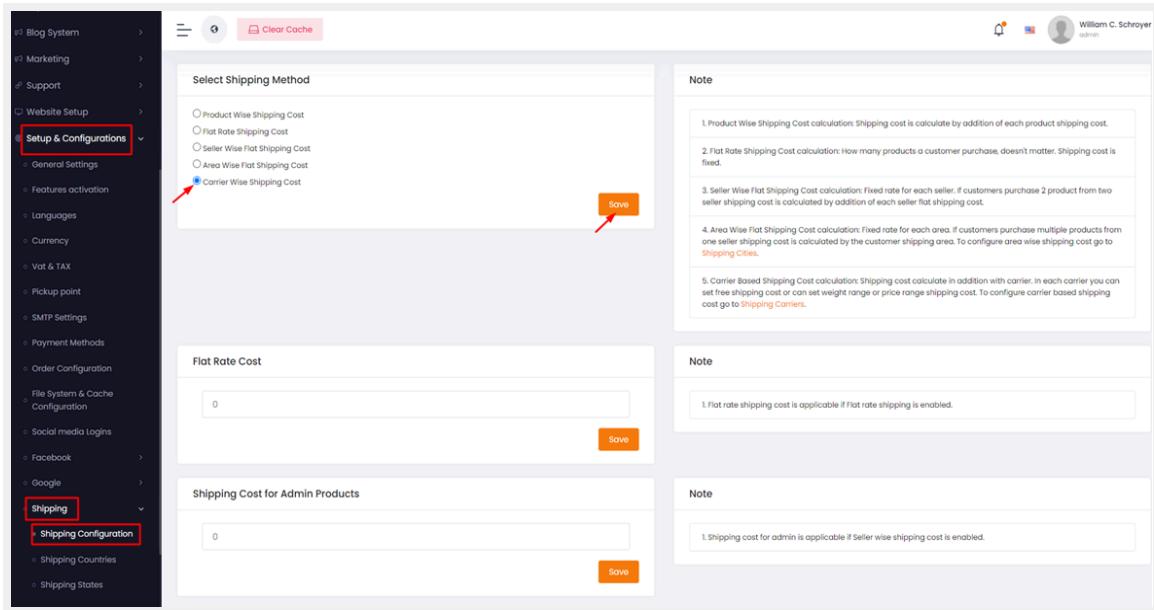


Figure: (81a) Enable carrier wise shipping cost

85. How to add a new Shipping carrier?

Answer:

Create a shipping carrier following the below instructions:

- From the admin panel, go to **Setup & Configurations > Shipping > Shipping Carrier > Add new carrier**
- Fill the form with the **Carrier Name and transit time** (The delivery time will be displayed during checkout process), **Logo**,
- If **free shipping** enables then no range (**weight** based or **prices** based) will be applicable
- Choose Billing type (According to **price**/According to **weight**)
- Ranges (weight based or price based).
- Click the **Submit** button.

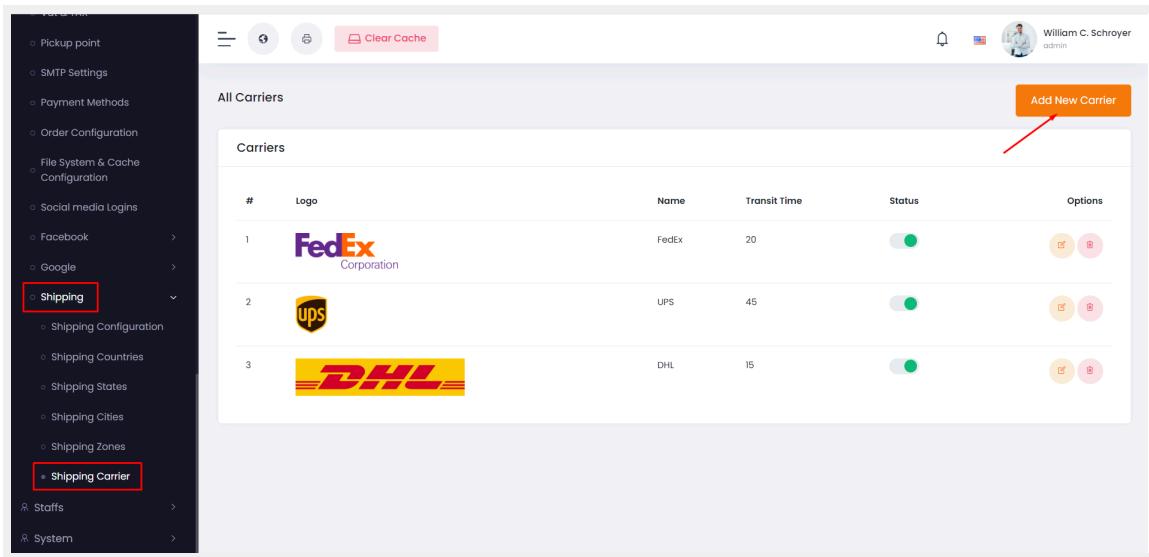


Figure: (82a) Shipping carrier add

Figure: (82b) Shipping carrier add form

86. How to create a zone for carrier-wise shipping?

Answer:

Create a zone with countries if not created yet. Follow the below instructions:

- From the admin panel, go to **Setup & Configurations > Shipping > Shipping Zones**
- Click on **Add new zone**.
- From the zone information insert Name and select country. Then click the **submit** button.

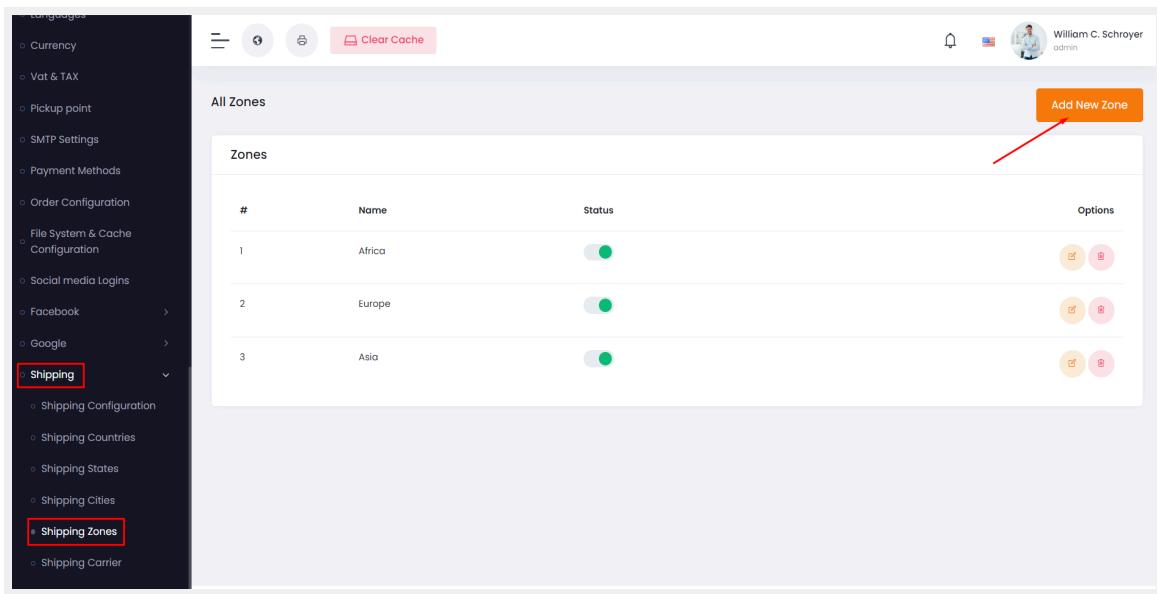


Figure: (83a) Create zone for carrier-wise shipping

87. How to set weight?

Answer:

Now in the **product** section, the weight field will be used to calculate shipping cost if carrier-based shipping cost is enabled.

The screenshot shows the Multivendor Ecommerce admin interface. On the left, a dark sidebar menu includes 'Dashboard', 'POS System', 'Products' (which is highlighted with a red box), 'Add New product' (also highlighted with a red box), 'All Products', 'In House Products', 'Seller Products', 'Digital Products', 'Bulk Import', 'Bulk Export', 'Category', 'Brand', 'Attribute', and 'Colors'. The main content area is titled 'Add New product' under 'Product Information'. It contains fields for 'Product Name' (placeholder 'Product Name'), 'Category' (selected 'Women Clothing & Fashion'), 'Brand' (placeholder 'Select Brand'), 'Unit' (placeholder 'Unit (e.g. KG, Pcs etc)'), 'Weight (in kg)' (placeholder '0.00', highlighted with a red box), 'Minimum Purchase Qty' (placeholder '1'), 'Tags' (placeholder 'Type and hit enter to add a tag'), and 'Barcode' (placeholder 'Barcode'). To the right, there are sections for 'Shipping Configuration' (with 'Free Shipping' and 'Flat Rate' toggles), 'Low Stock Quantity Warning' (with a 'Quantity' input set to '1'), and 'Stock Visibility State' (with a 'Show Stock Quantity' toggle). The top right corner shows a user profile for 'William C. Schroyer' (admin) and a 'Clear Cache' button.

Figure: (84a) insert weight field

88. How can a customer choose a carrier during the checkout process?

Answer:

Follow the instructions:

In the **checkout** procedure on the **delivery info** customer can choose the **carrier** option and then click **continue** to payment.

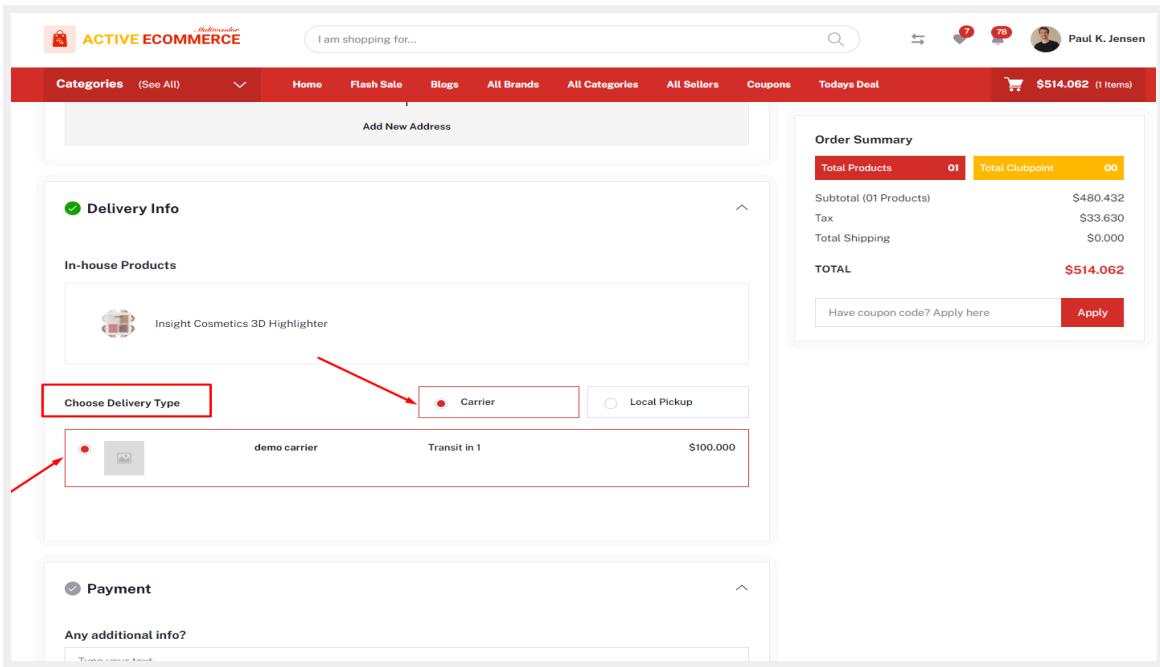


Figure: (85a) Customer chooses carrier during the checkout process

89. How to configure Redis cache support?

Answer:

Follow below steps:

- Go to this link
<https://www.techalyst.com/posts/install-and-configure-redis-server-for-laravel> and follow from **Step 1 to Step 5**
- Go to Admin panel **Setup & configuration > File System & Cache Configuration**
- Choose **Redis** option in **CACHE_DRIVER & SESSION_DRIVER** section and set **Redis Host**, **Redis Password** and **Redis Port** in **Redis configuration** section

The image shows two side-by-side configuration panels. The left panel, titled 'Cache & Session Driver', contains two dropdown menus: 'CACHE_DRIVER' set to 'redis' and 'SESSION_DRIVER' set to 'redis'. A blue 'Save' button is at the bottom right. The right panel, titled 'Redis Configuration (If you use redis as any of the drivers)', contains three input fields: 'REDIS_HOST' with value '127.0.0.1', 'REDIS_PASSWORD' with value 'REDIS_PASSWORD', and 'REDIS_PORT' with value '6379'. A blue 'Save' button is at the bottom right.

Figure: (86a) Configure Redis Cache Support

90. How to configure firebase console setup for push notification for mobile app?

Answer:

To use firebase follow the procedure which are mentioned below

- Go to this URL to create project <https://console.firebaseio.google.com/u/0/>

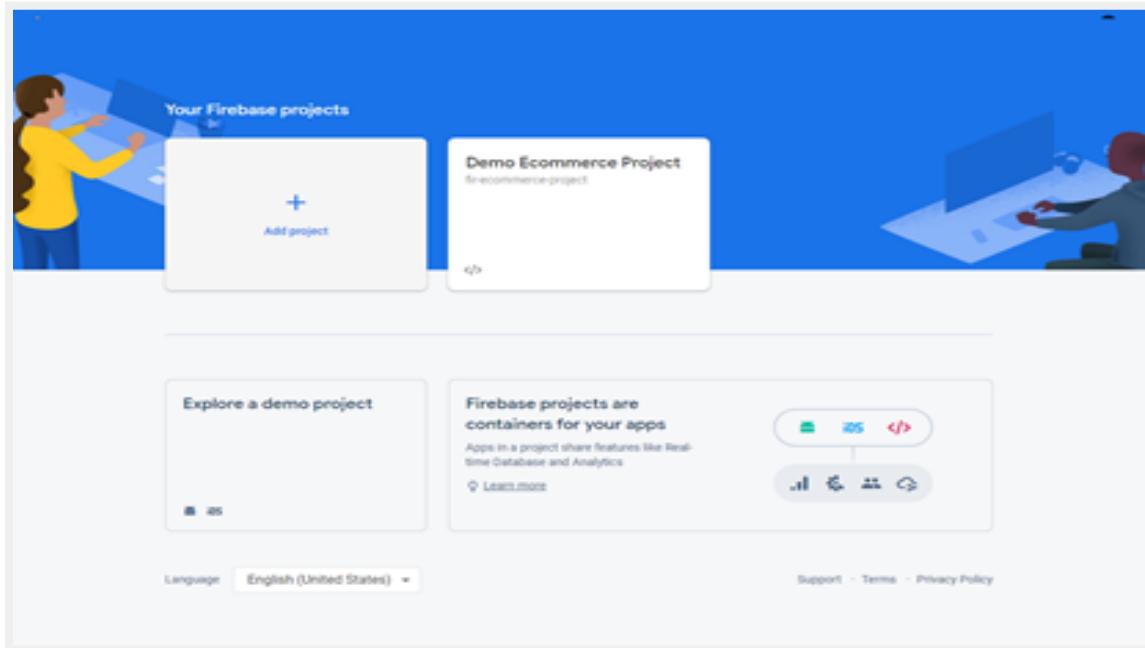


Figure: (87a) Firebase Project step 1

- Enter project name and then click on **continue** button

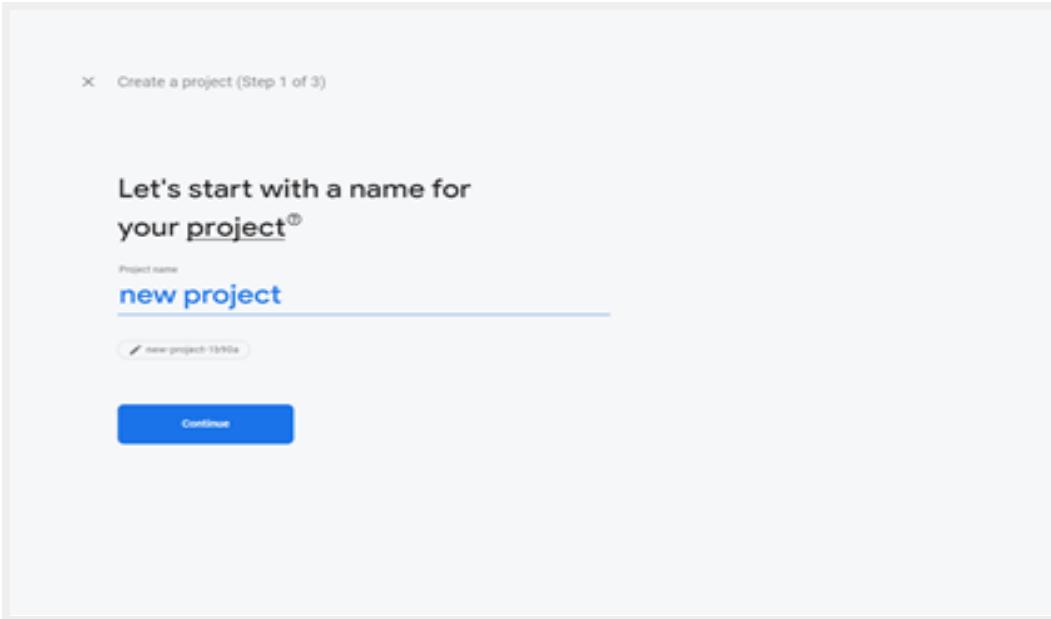


Figure: (87b) Firebase project step 2

- Disable the Google analytics for this project option and click Create project button

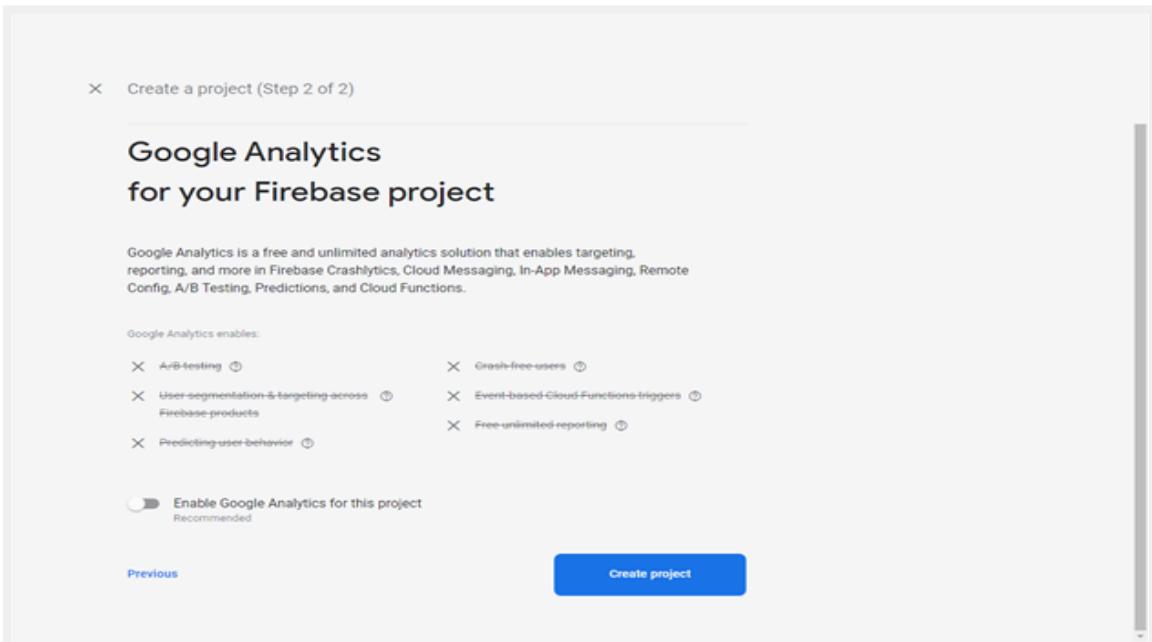


Figure: (87c) Google Analytics for firebase project

- After then click on continue button

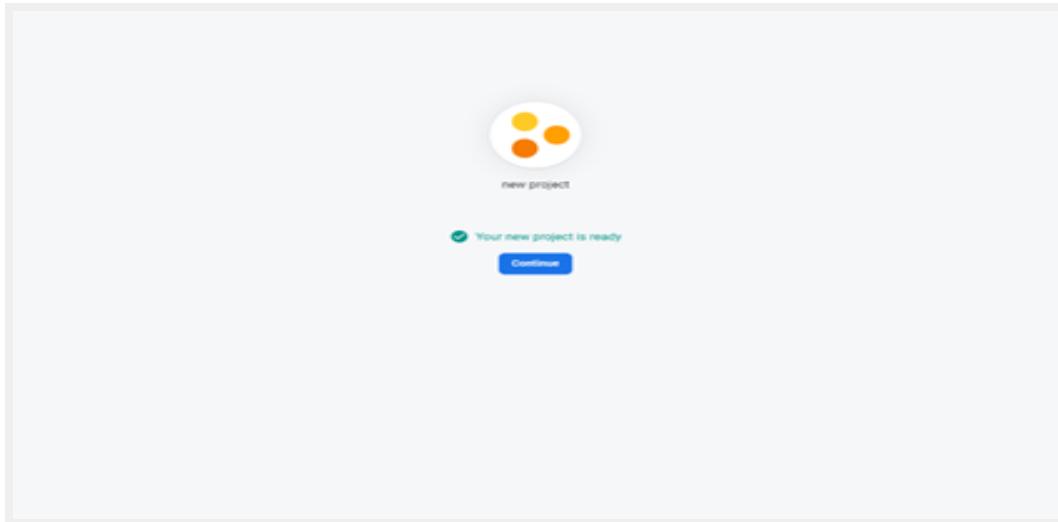


Figure: (87d) Google Analytic for firebase projects continue

- Now go to project settings to get server key

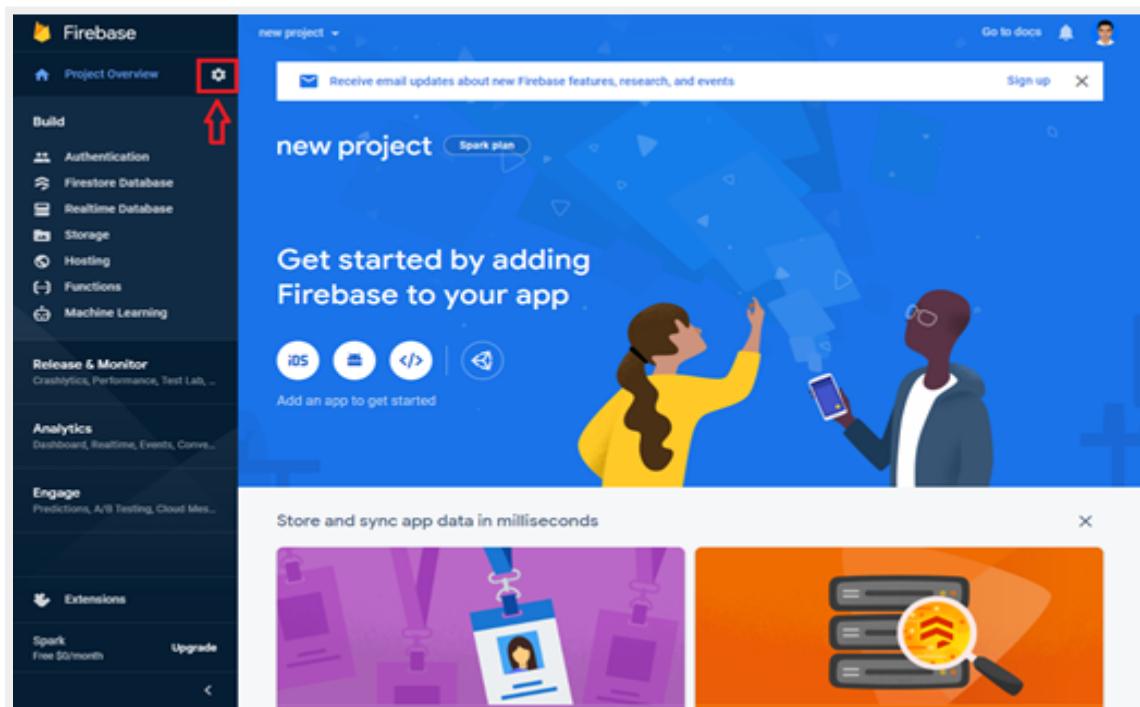


Figure: (87e) Project Settings

- To get server key click on Cloud Messaging option

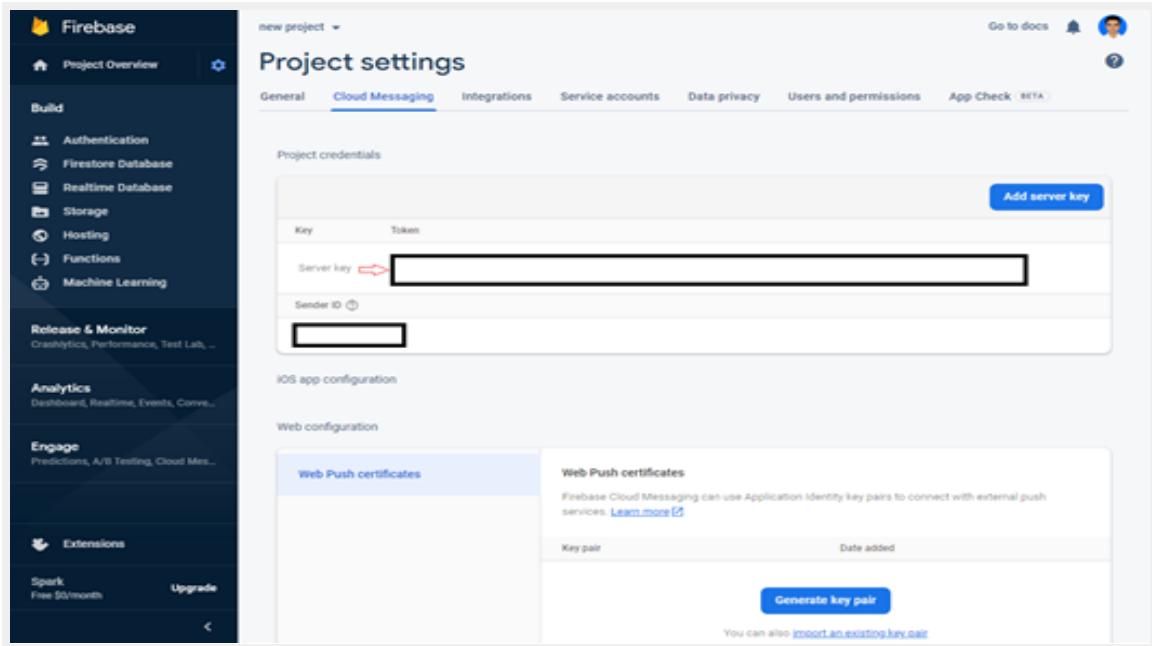


Figure: (87f) Project Settings (i)

91. How to create and respond to the support tickets?

Answer:

- **Login to the customer panel**
- Go to **Support ticket > Create a ticket.**
- Write the Subject, Provide a detailed description, photo upload and click on the Send Ticket button.

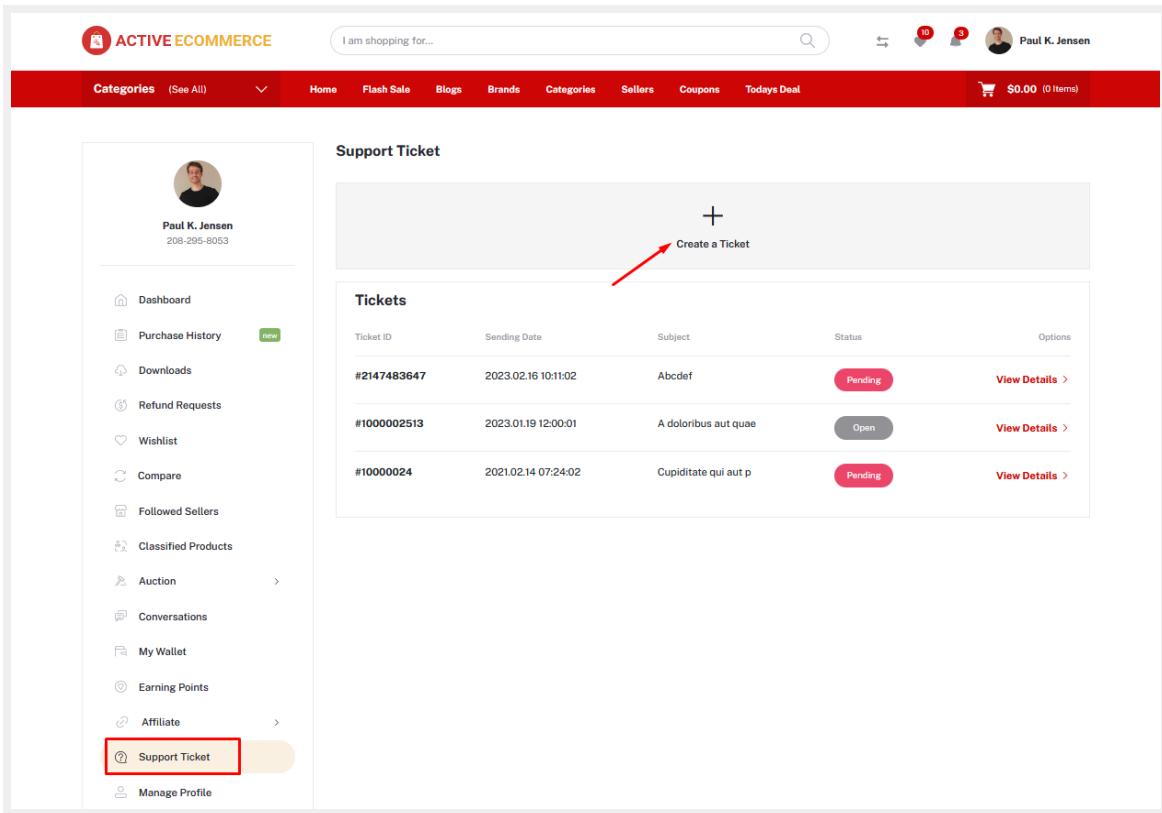


Figure: (88a) Creating support ticket from customer

After sending a ticket from the customer, Admin can response to that ticket,

- **Login to the admin panel.**
- Go to **Support > Ticket > View** action.
- Now you can answer the customer's query with attachment as Submit as Open > Submit as Pending/ submit as Solved.

The screenshot shows the Support Desk interface. On the left is a sidebar with navigation links: Auction Products, Wholesale Products, Sales, Refunds, Customers, Sellers, Uploaded Files, Reports, Blog System, Marketing, Support (with a dropdown menu for Ticket, Product Conversations, and Product Queries), Affiliate System, Offline Payment System, and Asian Payment Gateway. The 'Ticket' link under Support is highlighted with a red box. The main area is titled 'Support Desk' and contains a table of tickets. The table columns are: Ticket ID, Sending Date, Subject, User, Status, Last reply, and Options. The data in the table is as follows:

Ticket ID	Sending Date	Subject	User	Status	Last reply	Options
#2147483647	2023-02-16 10:11:03 (new)	Abcdef	Paul K. Jensen	Pending	2023-02-16 10:11:03	
#1000002513	2023-01-19 00:00:32	A doloribus aut quae	Paul K. Jensen	Open	2022-04-27 21:07:13	
#2147483647	2023-01-18 05:34:09 (new)	demo subject	democustomer	Pending	2023-01-18 10:34:17	
#2147483647	2022-04-28 03:06:46	Voluptatibus quia id	Filon Asset Store	Solved	2022-04-27 21:06:16	
#2147483647	2022-04-16 23:43:10 (new)	Broken	Filon Asset Store	Pending	2022-04-16 23:43:10	
#10000024	2021-02-14 07:24:33 (new)	Cupiditate qui aut p	Paul K. Jensen	Pending	2021-02-14 07:24:33	

Figure: (88b) Support ticket reply from admin

The screenshot shows the details of a specific support ticket. The ticket is for user 'Abcdef' with ID '#2147483647', sent on 2023-02-16 10:11:03, and is currently 'Pending'. The main area has a rich text editor toolbar. Below it is a file upload section with 'Browse' and 'Choose file' buttons. At the bottom, there is a message input field with placeholder text 'Abcdesfgh' and a signature block for 'Paul K. Jensen' with the timestamp '2023-02-16 10:11:03'. To the right of the message input is a dropdown menu with three options: 'Submit as Pending' (highlighted with a red box and arrow), 'Submit as Open', and 'Submit as Solved'.

Figure: (88c) Support ticket reply

92. How to generate Google reCAPTCHA?

Answer:

Follow the instruction:

- Sign up for your API key pair for your site. [Click here](#).
- Select **V3 admin console**.
- Type your website URL in the **label** section.
- Then select reCAPTCHA type: **reCAPTCHA v2**.
- Enter your website URL under **Domains**.
- Enter emails of the administrators.
- Accept reCAPTCHA Terms of Service.
- Submit the form. Your API keys will be generated.

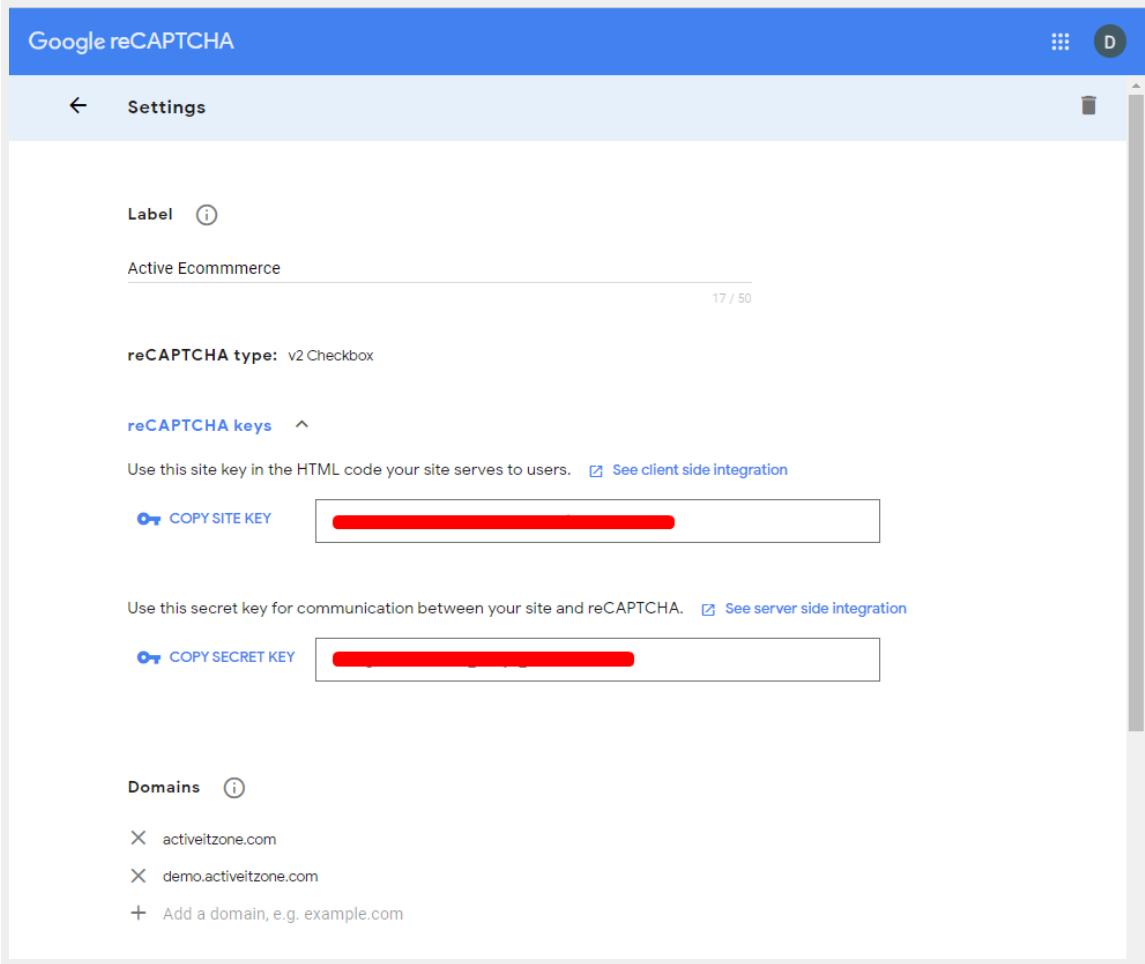


Figure: (89a) Google reCaptcha site

- Now Login to your **admin** panel.
- Go to **Setup & Configuration > Google > Google reCAPTCHA**.

- Copy the **Site KEY** and **SECRET KEY**. Put these in the **Google reCAPTCHA Setting** form and **save**.

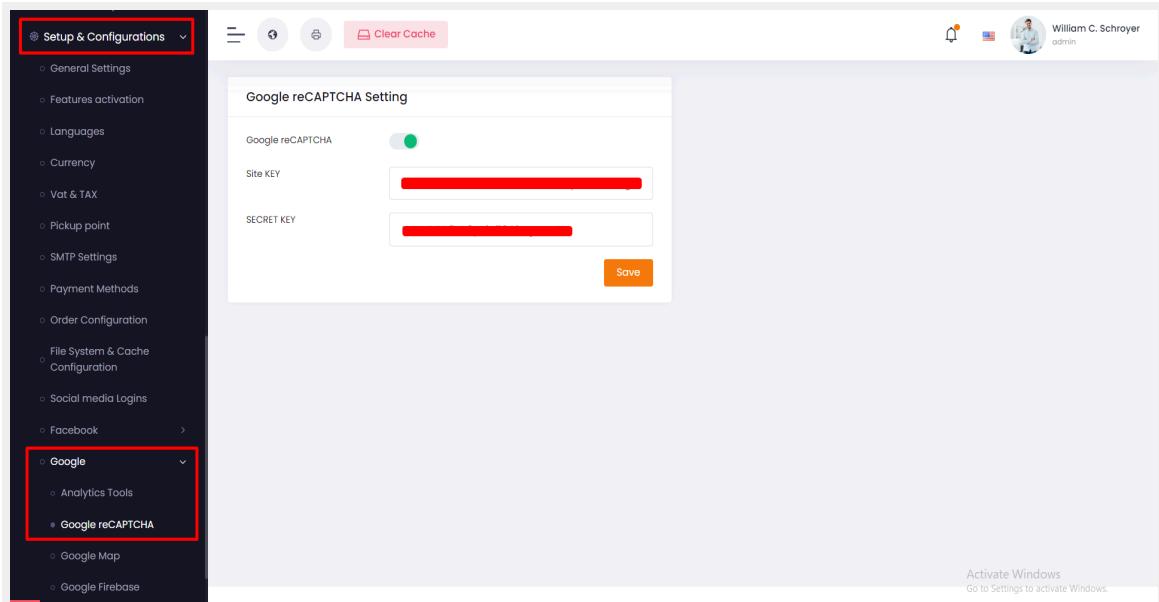


Figure: (89b) Google reCAPTCHA setting

93. How to give a review?

Answer:

Follow the below steps:

- **Login to the customer panel.**
- Go to **Purchase History** from the left side bar.
- Select any paid product (**If your product is paid & delivered only then you will get the review option**).
- Click on the **product code** or in the **view** option to view details.

Figure: (90a) All Purchase history

- Click on the **specific product** and it will take you to the **product detail page**. Or you can give review by clicking **review** button

Figure: (90b) order details & Review option

- Scroll down and find the description, video and reviews option.
- Click on reviews and fill up your name, email, rating and comments, also you can add images.
- Finally click on the submit review.

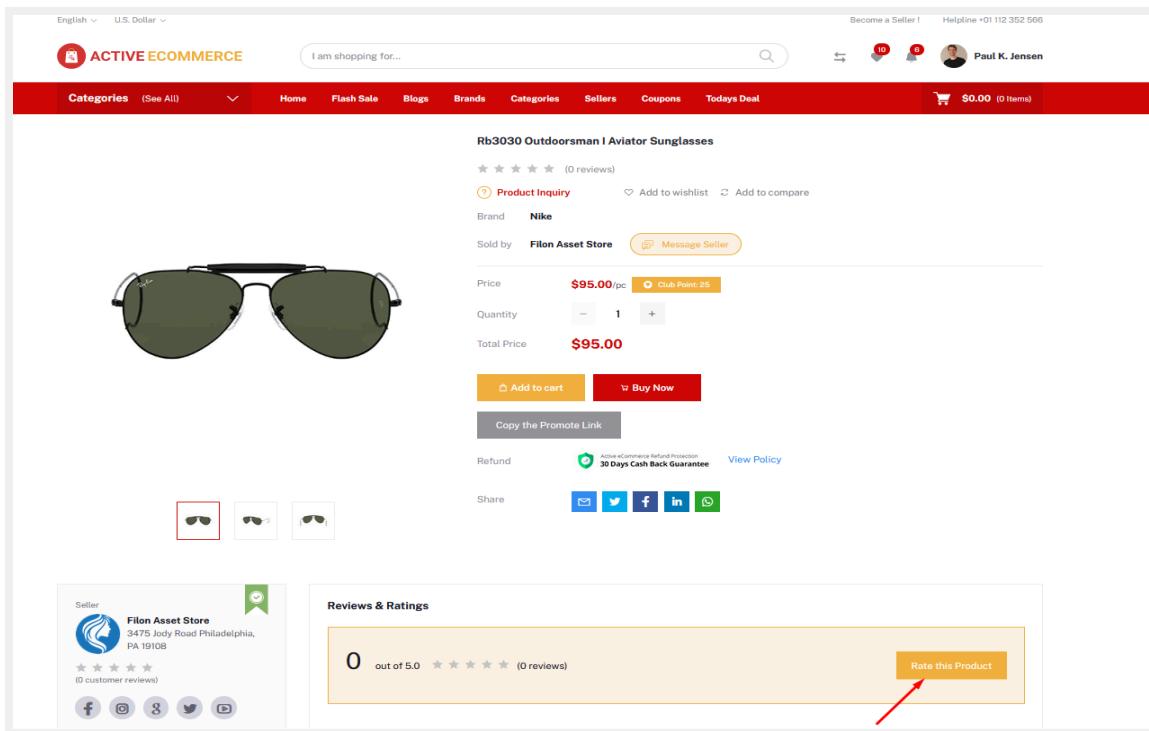


Figure: (90c) Give review from product details page

94. How can a customer cancel an order?

Answer:

Follow the Instructions:

- Login to your **customer** panel.
- Go to the **customer panel > Purchase History**
- If your order's payment status is "**unpaid**" and delivery status is "**pending**" then you will get the cancel icon. Like a red trash box.
- Click on the cancel icon which one you want to cancel.
- And confirm delete.

Code	Date	Amount	Delivery Status	Payment Status	Options
20230301-09400322	01-03-2023	\$95.00	Delivered	Paid	
20230223-08142340	23-02-2023	\$180.00	Pending *	Unpaid	
20230223-08142320	23-02-2023	\$97.20	Pending *	Unpaid	
20230125-07442674	25-01-2023	\$900.00	Pending	Unpaid	
20230118-10395574	18-01-2023	\$56.05	Pending	Paid	
20230117-12363891	17-01-2023	\$60.00	Pending *	Unpaid	
20230117-12363878	17-01-2023	\$40.00	Delivered	Paid	
20230117-12333667	17-01-2023	\$76.00	Pending	Unpaid	

Figure: (91a) Order cancel

95. How can a customer reorder an order?

Answer:

Follow the Instructions:

- Login to your **customer** panel.
- Go to the **customer panel > Purchase History**
- Click on the **Reorder** button
- Now customer can view the cart page and following the purchase order customer can purchase the product again

The screenshot shows the 'Purchase History' section of the Active eCommerce CMS. On the left, there's a sidebar with user information (Paul K. Jensen) and navigation links like Dashboard, Purchase History (which is active and highlighted in yellow), Downloads, Refund Requests, Wishlist, Compare, Followed Sellers, Classified Products, Auction, and Conversations. The main area displays a table of purchase history with columns: Code, Date, Amount, Delivery Status, Payment Status, and Options. The first row, representing an order with Code 20240523-09062840, has a 'Reorder' button highlighted with a red box and a red arrow pointing to it.

Purchase History					
Code	Date	Amount	Delivery Status	Payment Status	Options
20240523-09062840	23-05-2024	\$514.060	Pending *	Unpaid	Reorder
20240523-07302473	23-05-2024	\$534.060	Pending	Unpaid	Reorder
20240523-07302450	23-05-2024	\$643.590	Pending *	Unpaid	Reorder
20240523-07260738	23-05-2024	\$643.590	Pending *	Unpaid	Reorder
20240523-07260719	23-05-2024	\$534.060	Pending *	Unpaid	Reorder
20240522-12245232	22-05-2024	\$534.060	Pending	Paid	Reorder
20240522-11565475	22-05-2024	\$514.060	Delivered *	Paid	Reorder
20240522-11565420	22-05-2024	\$633.120	Delivered *	Paid	Reorder

Figure: (92a) Reorder any product

96. How can a customer repay an order?

Answer:

Follow the Instructions:

- Login to your **customer** panel.
- Go to the **Purchase History**
- Now go to the **order details page** by clicking on the **Order details** button
- Now customer can view a order summary
- Here customer can see **make payment** option, click on the **Make Payment** button(for only unpaid orders this option is available)
- Now selecting the payment type and make the repayment successful

Purchase History

Code	Date	Amount	Delivery Status	Payment Status	Options
20240523-09062840	23-05-2024	\$514.060	Pending	Unpaid	Reorder Edit Print Download
20240523-07302473	23-05-2024	\$534.060	Pending	Unpaid	Reorder Edit Print Download
20240523-07302450	23-05-2024	\$643.590	Pending *	Unpaid *	Reorder Edit Print Download
20240523-07260738	23-05-2024	\$643.590	Pending *	Unpaid *	Reorder Edit Print Download
20240523-07260719	23-05-2024	\$534.060	Pending *	Unpaid *	Reorder Edit Print Download
20240522-12245232	22-05-2024	\$534.060	Pending	Paid	Reorder Print Download
20240522-11565475	22-05-2024	\$514.060	Delivered *	Paid *	Reorder Print Download
20240522-11565420	22-05-2024	\$633.120	Delivered *	Paid *	Reorder Print Download

Figure: (93a) Clicking on order details button from the Purchase history page

Order Summary

Order Code:	20240523-07302473	Order date:	23-05-2024 07:30 AM
Customer:	Paul K. Jensen	Order status:	Pending
Email:	customer@example.com	Total order amount:	\$514.060
Shipping address:	3947 West Side Avenue Hackensack, NJ 07601, College, Alaska-1254, United States	Shipping method:	Flat shipping rate
		Payment method:	Cash On Delivery
Additional Info			

Order Details

#	Product	Variation	Quantity	Delivery Type	Price	Refund	Review
01	Insight Cosmetics 3D Highlighter		1	Home Delivery	\$480.430	N/A	Not Delivered Yet

Order Amount

Subtotal	\$480.430
Shipping	\$20.000
Tax	\$33.630
Coupon	\$0.000
Total	\$534.060

Make Payment

Figure: (93b) Clicking on Make Payment button from the order details page

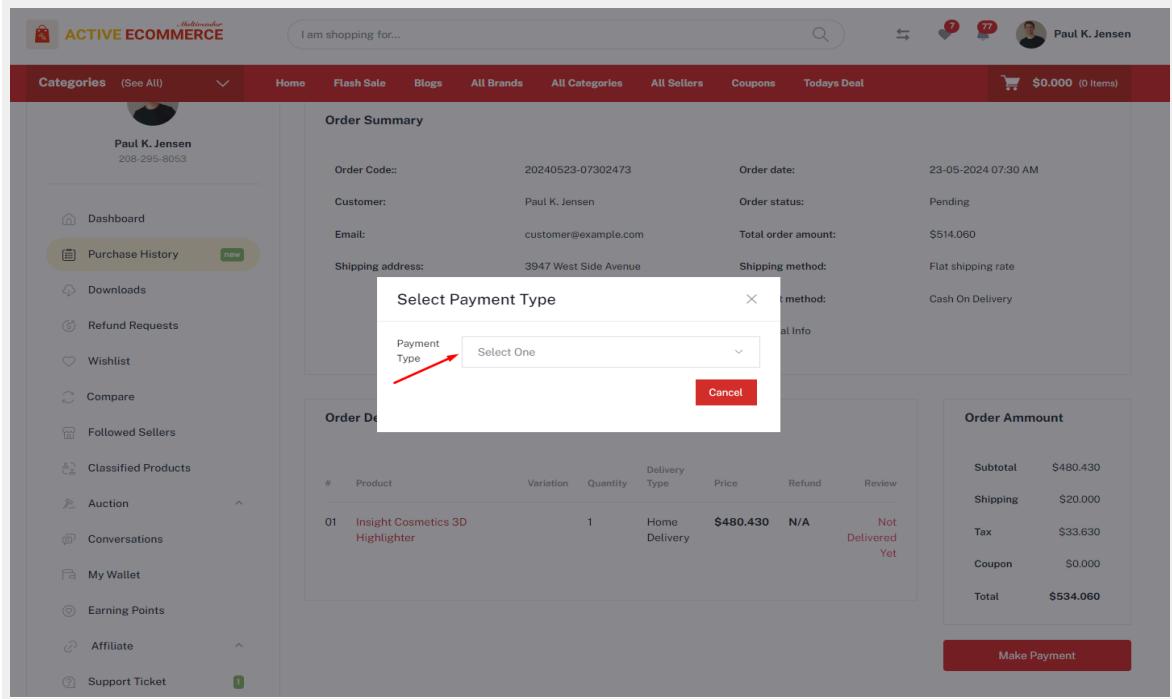


Figure: (93c) Selecting the Payment type

97. How to send Queries from customers?

Answer:

Follow the Instructions:

- Login to **customer** panel.
- If you have any queries for any item then click on that item scroll down and go below then product queries section you will see, write your question and press submit.
- If this is an admin's item then the admin will reply to you and if the seller's then the seller will reply to your question and everyone can see it.

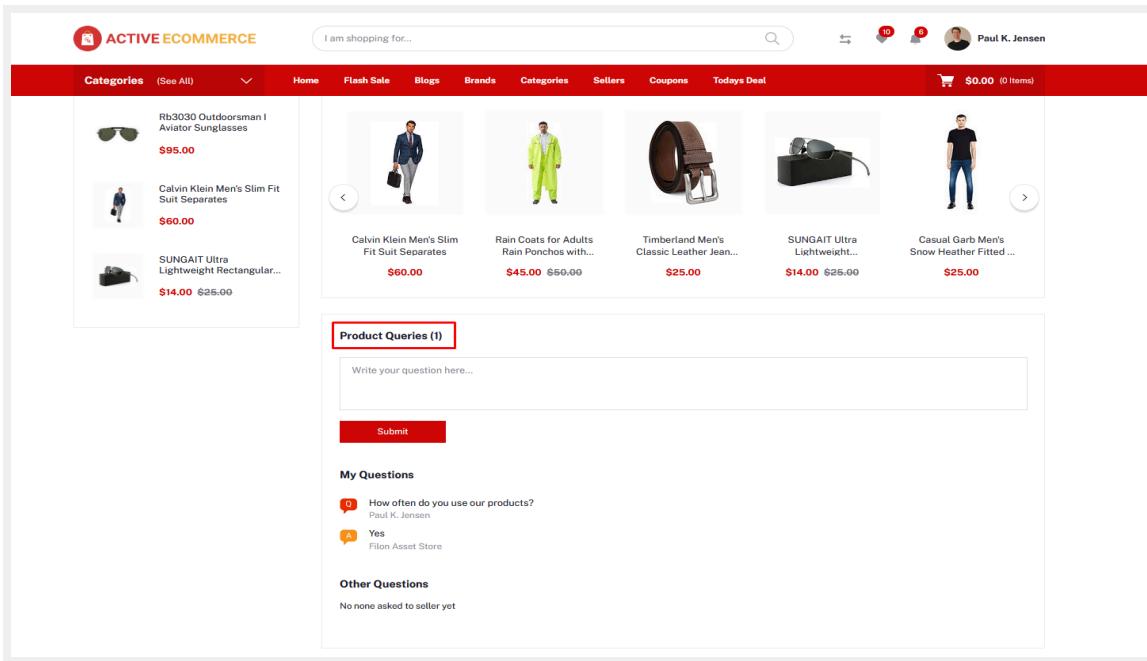


Figure: (94a) Product Queries from product details page

98. How can an admin reply to any queries of a customer?

Answer:

Follow the Instructions:

- **Login to the admin panel.**
- **Go to Support > product queries** then you can see who sent you queries for which products and you can also reply.

The screenshot shows the 'Product Queries' section in the admin dashboard. On the left is a sidebar with various system links: Sellers, Uploaded Files, Reports, Blog System, Marketing, Support (with 'Ticket' and 'Product Conversations' sub-links), Product Queries (which is selected and highlighted with a red box), Affiliate System, Offline Payment System, Asian Payment Gateway, Club Point System, OTP System, African Payment Gateway Addon, Website Setup, and Setup & Configurations.

The main area displays a table of product queries:

#	User Name	Product Name	Question	Reply	Status	Options
1	Poul K. Jensen	PAMABA Toddler Teen Girl Summer Princess Cosplay Dresses Baby Girl Clothes	xyhfhy		Not Replied	
2	Armulfo T. Lucky	Womens Summer Plus Size Lace Neckline Cold Shoulder Short Sleeve	I'm 5'4, 112lb, 32C, 26 waist. What size please?	I suggest a small. I had to size down as bodice was a bit generous.	Replied	
3	Armulfo T. Lucky	Womens Summer Plus Size Lace Neckline Cold Shoulder Short Sleeve	How would this look/wear in winter with a shirt underneath?	Depends on the shirt. I wear one over it open looks great and the material is heavy enough for winter...	Replied	
4	Poul K. Jensen	Womens Summer Plus Size Lace Neckline Cold Shoulder Short Sleeve	I'm 5'9" 206 lbs usually xxl any size recommendations?	Same size here and XXL is perfect. By Amazon Customer on September 25, 2021 I would suggest using...	Replied	
5	Poul K. Jensen	Womens Summer Plus Size Lace Neckline Cold Shoulder Short Sleeve	Can i get the measurements (in inches, please) for the size 3x, please?	3X - Bust: 52" Waist - 50" Hip - 55" if you look right under the 3 little pics of dress [for color...	Replied	
6	Armulfo T. Lucky	Calvin Klein Women's Scuba Sleeveless Princess Seamed Sheath Dress	Can i get the measurements (in inches, please) for the size 3x, please?	Yes, Sir	Replied	

Figure: (95a) Product queries reply

99. How to add product measurement point?

Answer:

Follow the below instructions:

- **Login** to the **admin** panel.
- Go to **Products > Size Guide > Measurement Points**
- Now add a **name** of and Click on **Save**
- Admin can also see the **list** of measurement points
- Can **edit** or **delete** any measurement point

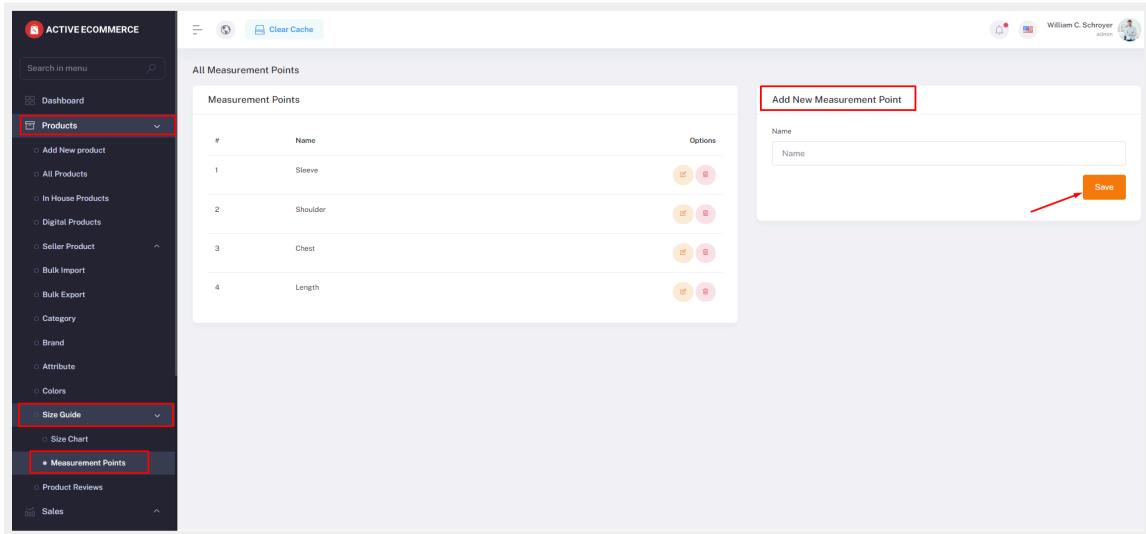


Figure: (96a) Adding Product measurement points

100. How to add a product size chart?

Answer:

Follow the below instructions:

- **Login** to the **admin** panel.
- Go to **Products > Size Guide > Size Chart**
- Now click on **Add New Size Chart** button
- From the **size chart information** section-
 - insert the **Chart name**
 - Choose any **category** from the drop down list

- Insert the **images**. These images are visible in product size gide beside size description
- Inserting the **size description**
- From the size configuration section-
 - Choose the **Fit type**
 - Choose **Stretch Type**
 - Choose the **Measurement points**
 - Choose the **size options**
 - **Measurement type** selecting option, you can choose both **inches** and **centimeter**
- After choosing configuration section **Size Combinatin** form will be shown
 - You need to put the **Length**
- Now click on **Save**

The screenshot shows the 'Add New Size Chart' interface. On the left, the sidebar is collapsed, and the main area has three tabs: 'Size Chart Information', 'Size Configuration', and 'Size Combination'. The 'Size Configuration' tab is active, displaying settings for Fit Type (Slim Fit), Stretch Type (Non), Measurement Points (Length), Size Options (M), and Measurement Type (Inches and Centimeter checked). The 'Size Combination' tab shows a table with columns for Measurement Points, Length (with 'Inches' and 'Centimeter' options), and Size (with 'M'). A red arrow points to the green 'Save' button at the bottom right.

Figure: (97a) Adding Product size chart

101. How can a customer show a product size guide?

Answer:

Follow the below instructions:

- On the Product detail page, you can see the **Show Size Guide** option
- By clicking the **Show Size Guide** button customers can see the size chart for any category

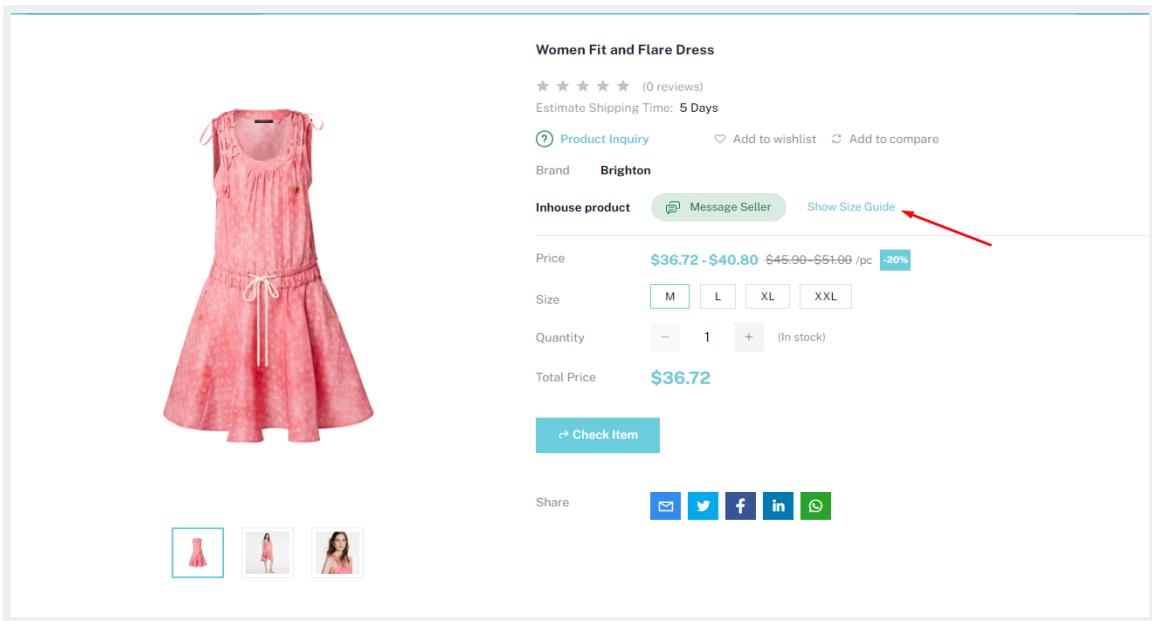


Figure: (98a) Size Guide option on the product detail page

102. How to select the Authentication page?

Answer:

Follow the below procedure:

- **Login to the admin panel.**
- **Go to Website Setup > Select Authentication Layout**
- Choose any authentication layout, you can view the layout by clicking on the **view** button
- Now click on the **Save** button

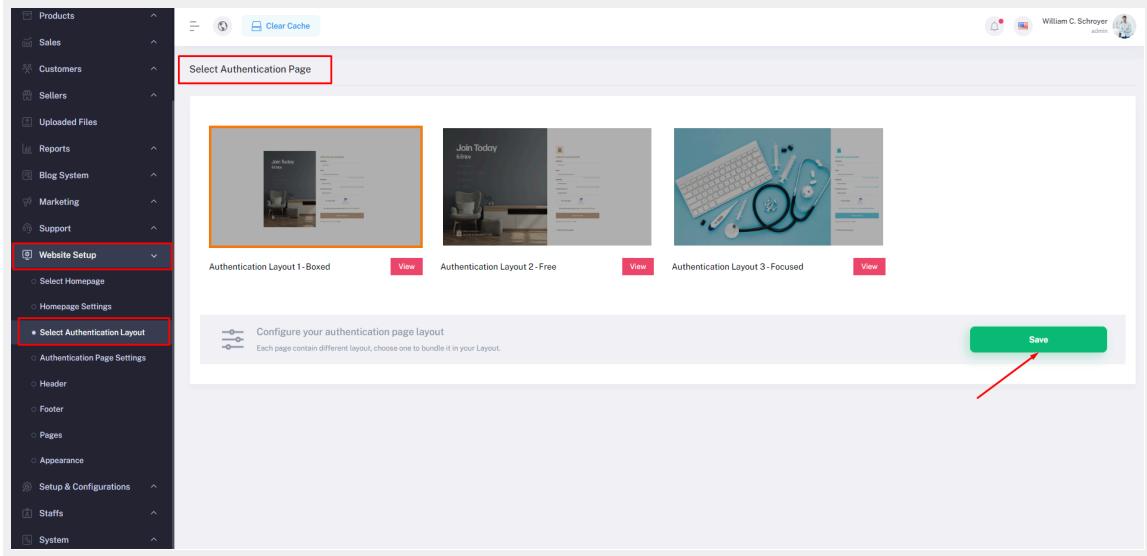


Figure: (99a) Select the authentication page

103. How to set up the Authentication page setting for the layouts?

Answer:

Follow the below procedure:

- **Login to the admin panel.**
- Go to **Website Setup > Authentication Layout & Settings**
- After choosing any layout admin will find the Authentication page images below
- Admin needs to upload admin login page image, Customer login page image, Customer register page image, Seller login page image, Seller register page image, Delivery boy login page image, forget password image, Password reset page image, phone no verification page image
- Now, click on **Update**

104. How does guest checkout work?

Answer:

Please follow the below procedure:

- First, **activate the Guest Checkout** from the **admin panel**
 - Go to **Setup & Configurations > Features Activation**

- On this page, enable the “**Guest Checkout Activation**” feature.

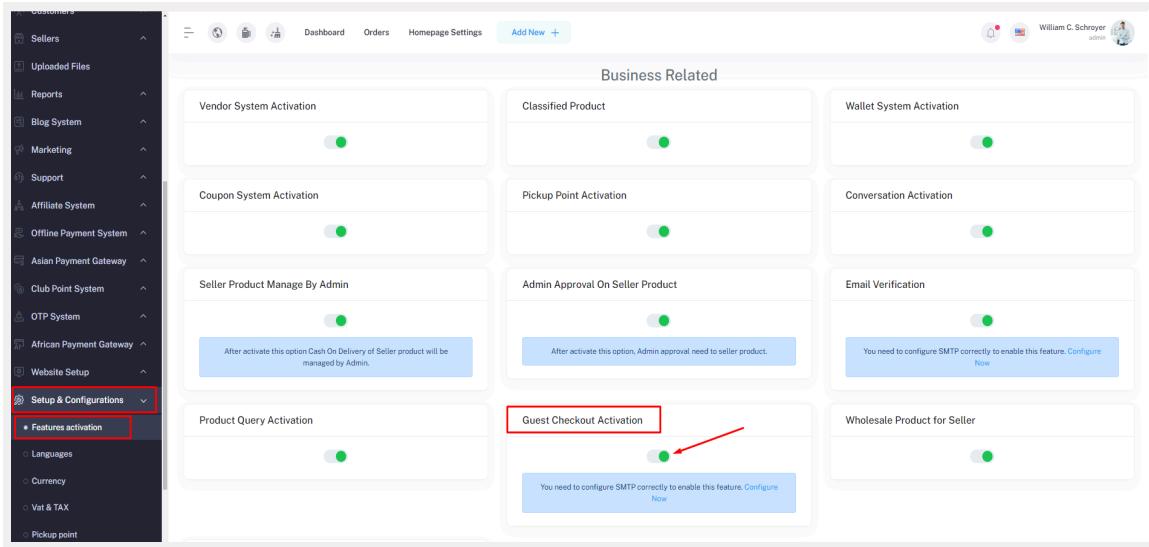


Figure: (101a) Enabling the “Guest Checkout Activation” switch

- Anyone can purchase a product without having an account.
- If customers purchased before using the same email or phone (if OTP addon is installed), you have to login first to place an order.
- Customers will get an account opening email with an 8-digit auto-generated password that can be used for further login.
- If **email verification is enabled**, customers will also get an email verification email.

****N.B.:For this guest checkout option, the admin needs to configure SMTP correctly.**

105. How to category-wise Product discounts work?

Answer:

Please follow the below procedure:

- Log in as an **admin**
- Go to products > **Category Wise Discount**

- Set the **discount amount** in percentage and **discount date** range
- Admin can choose the discount for the seller products also. For this **enable** the **seller products** switch
- Now click on the **Set** button
- The discount is set for the existing products and for the new products this discount will not be counted.

#	Icon	Name	Parent Category	Discount	Discount Date Range	Seller Products	Action
1	Router	Network Components	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
2	Men Clothes & Fashion	---	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
3	Adapter	Network Components	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
4	Women Clothes & Fashion	---	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
5	Modem	Network Components	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
6	Baby Fashion Items	---	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
7	Hotspots	Network Components	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
8	Clothing	Men Clothes & Fashion	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		
9	Software	---	0 % Select Date	<input type="checkbox"/>	<button>Set</button>		

Figure: (102a) Set the Category wise discount on the admin panel

Seller can also set the category-wise product discount for seller products.

- **Log in as a seller**
- Go to **products > Category Wise Discount**
- Set the **discount amount** in percentage and **discount date** range
- Now click on the **Set** button

#	Icon	Name	Parent Category	Discount	Discount Date Range	Action
1	-	Router	Network Components	0 %	Select Date	<button>Set</button>
2	以人为中心的图标	Men Clothes & Fashion	-	0 %	Select Date	<button>Set</button>
3	-	Adapter	Network Components	0 %	Select Date	<button>Set</button>
4	以人为中心的图标	Women Clothes & Fashion	-	0 %	Select Date	<button>Set</button>
5	-	Modem	Network Components	0 %	Select Date	<button>Set</button>
6	婴儿图标	Baby Fashion Items	-	0 %	Select Date	<button>Set</button>
7	-	Hotspots	Network Components	0 %	Select Date	<button>Set</button>
8	-	Clothing	Men Clothes & Fashion	0 %	Select Date	<button>Set</button>

Figure: (102b) Set the Category wise discount on the seller panel

106. How to upload bulk brand/Brand Bulk Import from the admin panel?

Answer:

Follow the below procedure:

- **Log in as an admin**
- Go to the **Products > Brand > Brand Bulk Import**
- Now click on **Download CSV**
- Then edit the excel file and import the excel file by clicking on **Browse**
- Now click on **Upload CSV**

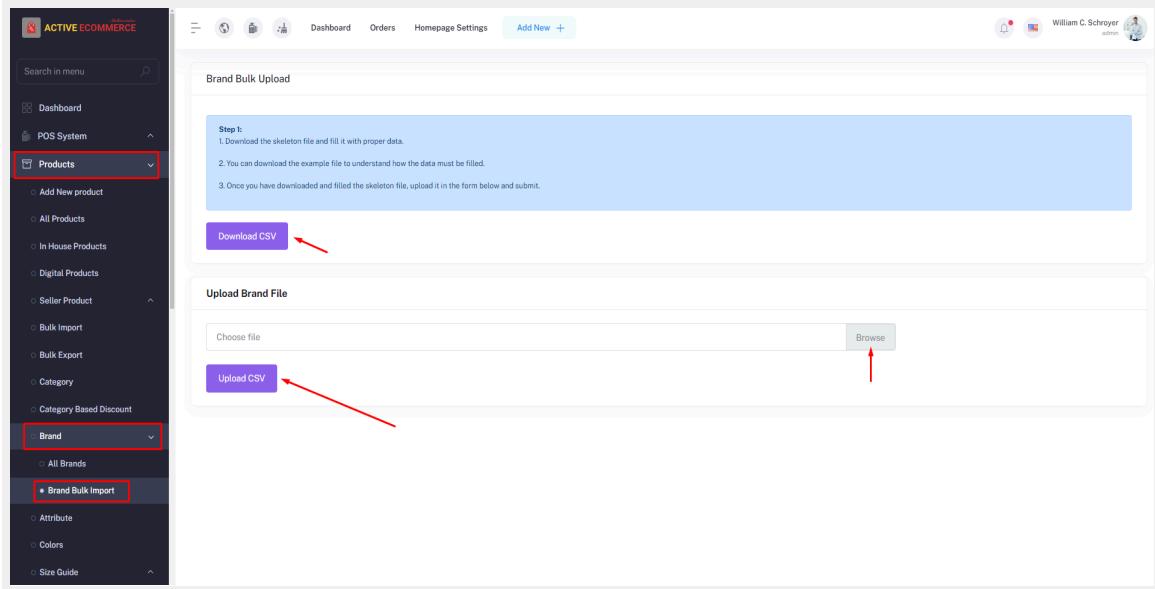


Figure: (103a) Brand bulk Upload

107. How to add Dynamic Pop-up from the admin panel?

Answer:

Please follow the below procedure:

- **Log in as an admin**
- **Go to Marketing > Dynamic Pop-up**
- Now you can **Create New Dynamic Popup**
 - After clicking **Create New Dynamic Popup**, you can see a **form**
 - Here, insert the **Title**, **Summary**, **Image**, **Button text**, can select **button color**, can choose **button text color**, insert the **link** and click on **Save** button.
 - Beside the form you can find the demo image. This image will show you how the dynamic popup will be presented at the homepage
- You can on/off the **status** switch. If the status **switch** is **disabled** for any popup then the popup **will not be shown** on the **homepage**.
- From the list of dynamic popup, the **first one** is only **editable**, you **can not delete** but for the rest of popup you can delete.

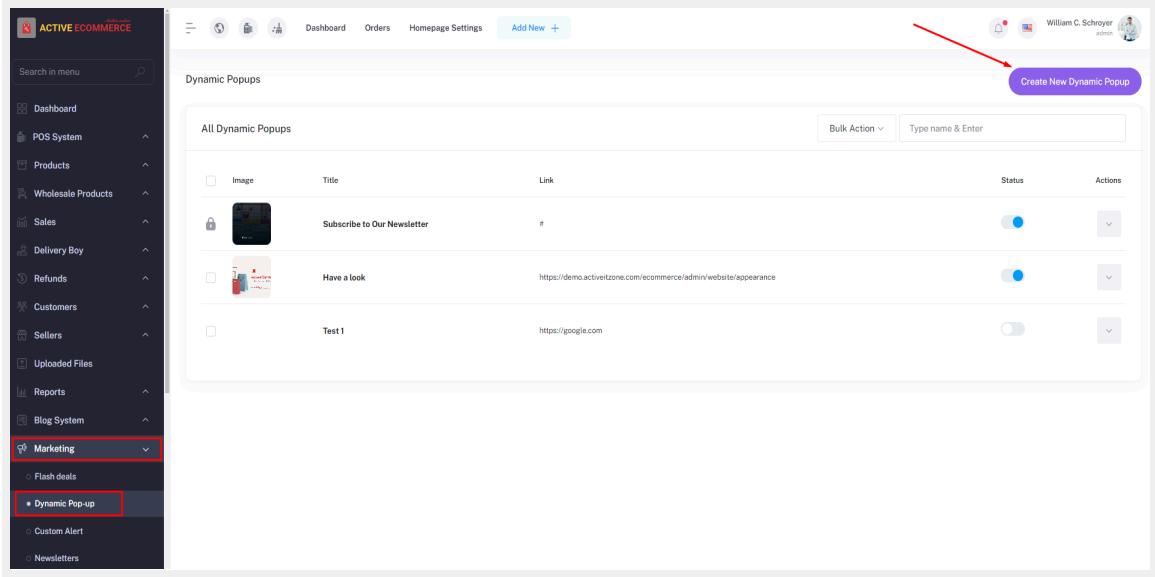


Figure: (104a) List of the Dynamic Popup

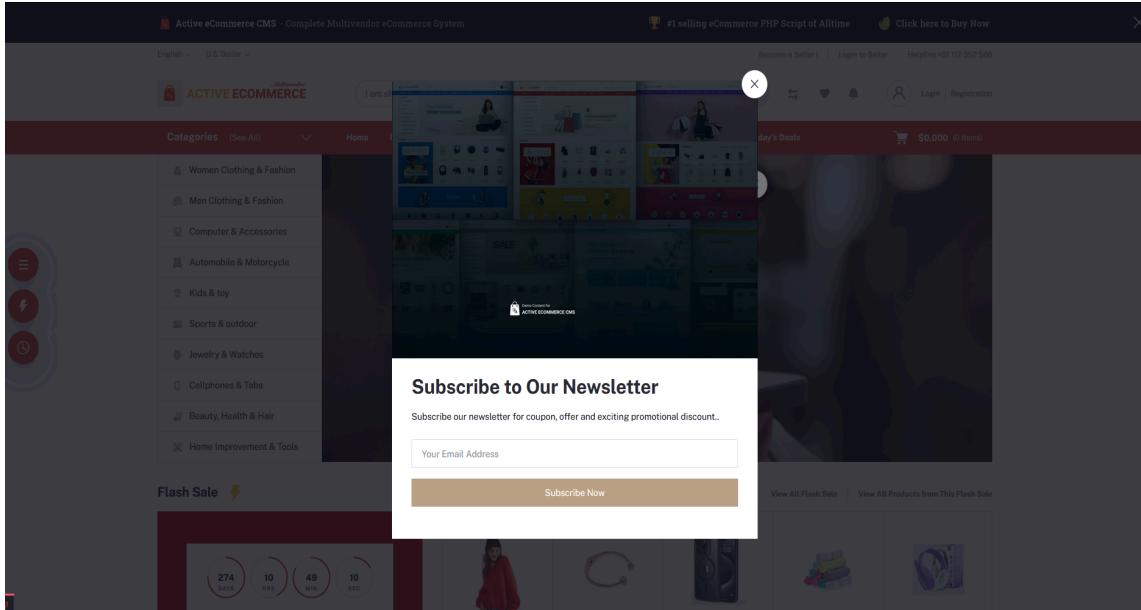


Figure: (104b) Dynamic Popup homepage

108. How to add a custom alert from the admin panel?

Answer:

Please follow the below procedure:

- Log in as an **admin**

- Go to **Marketing > Custom Alert**
- First you have to select the alert location
- You can create a new custom alert, Click on the **Create New Custom Alert**
 - After clicking custom alert you can find a form,
 - Select the **alert size (small, large)**
 - Insert an **image, link, text, Select background color**, choose the **text color**
 - Now Click on **Save**
 - Beside the form you can see the demo design of small alert box and large alert box
- You can on/off the **Trigger** switch. If the status **switch** is disabled for any alert then the alert **will not be shown** on the **homepage**.
- From the list of custom alert, the **first one** is only **editable**, you **can not delete** but for the rest of alerts you can delete.

Image	Text	Link	Type	Trigger	Actions
	We use cookie for better user experience, check our policy here	#	Default	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
	sdxszdcscscsz	sdcfgvc	Small	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
	Okay done to learn yeah	https://codecanyon.net/user/activezone/portfolio	Large	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

Figure: (105a) Custom Alert listing page

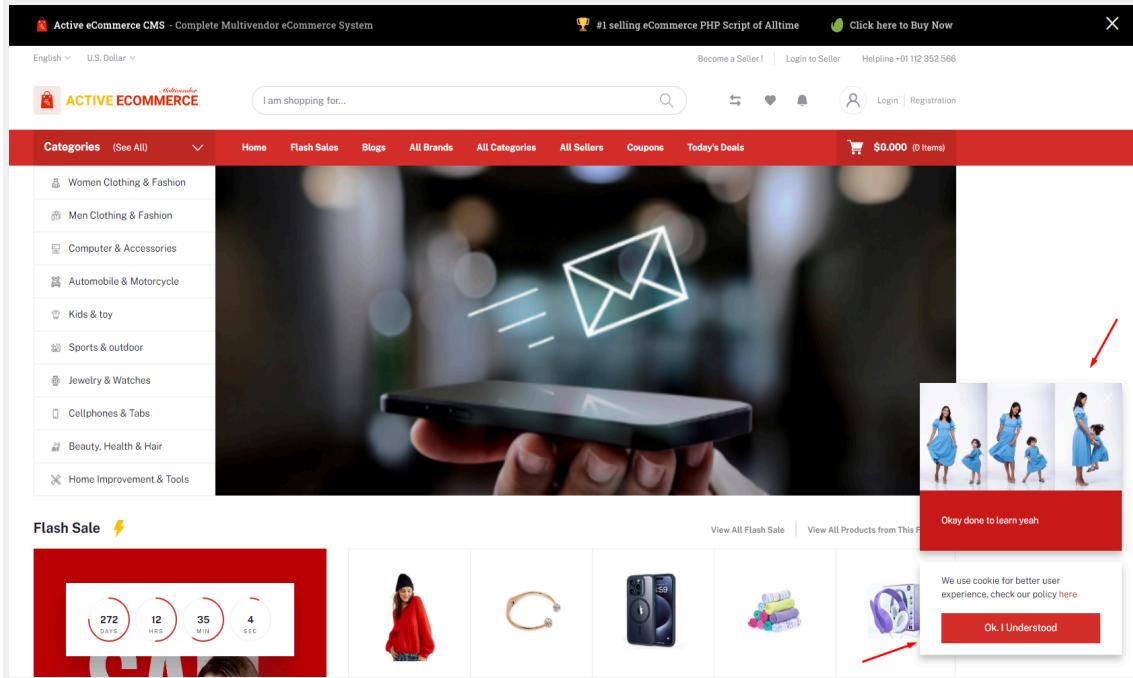


Figure: (105b) Custom Alert homepage

109. How can customers see the last viewed product?

Answer:

Follow the below procedure:

- **Log in as a customer**
- From the very last of the homepage the last viewed product will be shown.
- The products that can be purchased those products will be shown.

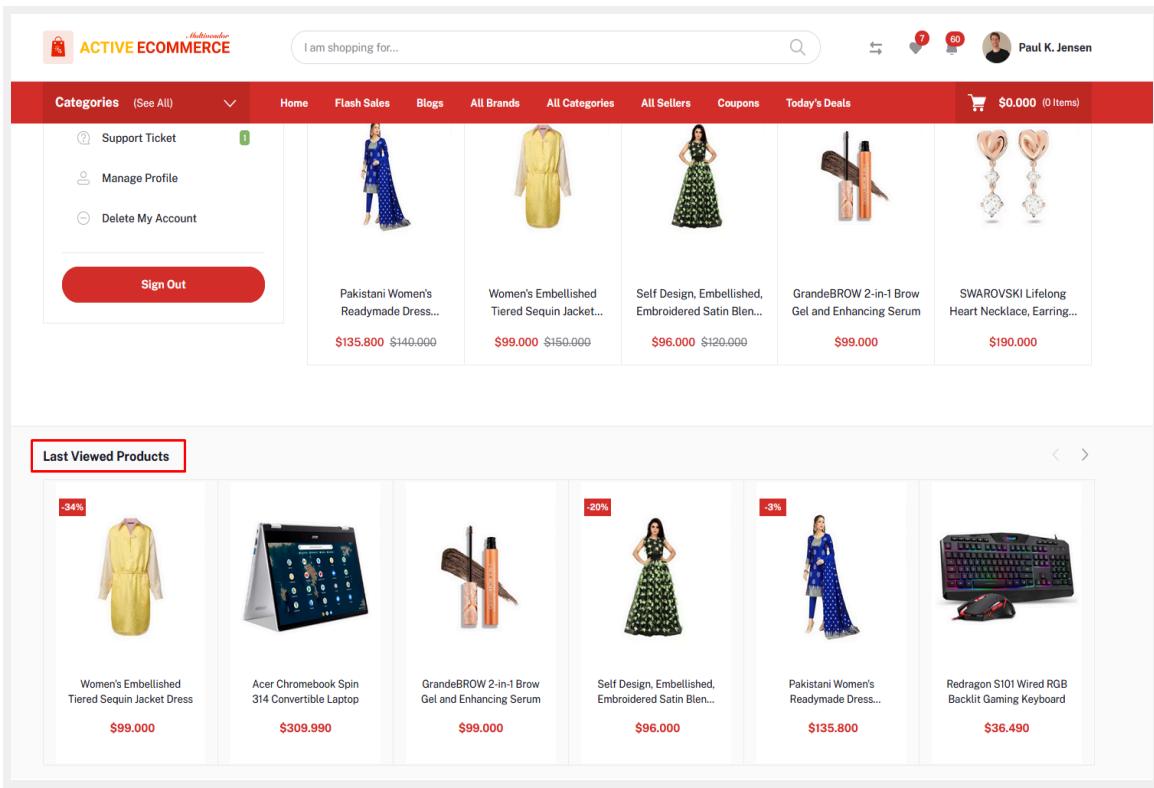


Figure: (106a) Last viewed product shown on the homepage

110. How can admin check the total earnings report of the system?

Answer:

Follow the below procedure:

- **Log in as an admin.**
- **Go to Reports > Earning Report.**
- Here, admin & staff (if they have permission) can see full earnings report of the system.
- From the very first portion, admin can see the **all time total sale** amount and **month** wise graph chart, the **total payouts** amount and the **month** wise payout graph, and also the **total category** and **brand** sale amount
- Then admin can see the **net sale report**. In this report chart, the admin can see the total **product sale** (deducting the seller commission & shipping cost), **seller commission** (how much admin earns from the seller product sale), **seller subscription** (earning from the seller package purchase), **customer subscription** (earning from the customer

package purchase), **delivery** (shipping charge), by the week (last 7 days) and month (last 30 days).

The payout netsale report chart is the same as the “**Net Sales**” report. **Seller payout** means how much admin pays to the seller; **product refund** means how much admin pays to the customer for the refund requests, **delivery boy** means how much admin pays to the delivery boy.

- Then the **sales analytics** graph- here admin can see the data **date wise** (running month), **today** (the highlighted chart bar is for today data), **weekly data** (the highlighted chart bar is for last 7 days data), and **monthly data**.

The **payout sale analytics** report chart is the same as the **sale analytics** report.

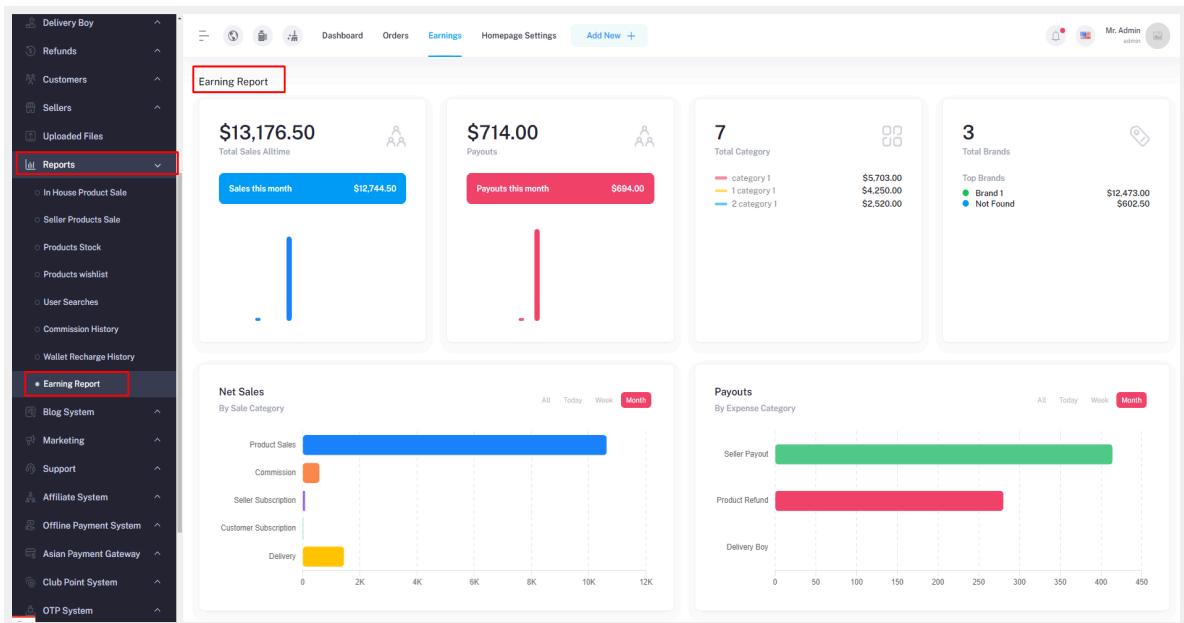


Figure: (107a) Earning report

111. How can admin change the notification settings?

Answer:

By setting up the procedure admin can choose design type of notification. Follow the below procedure:

- **Log in as an admin.**
- **Go to Notification > Settings**
- Choose any design type and click on **Save**

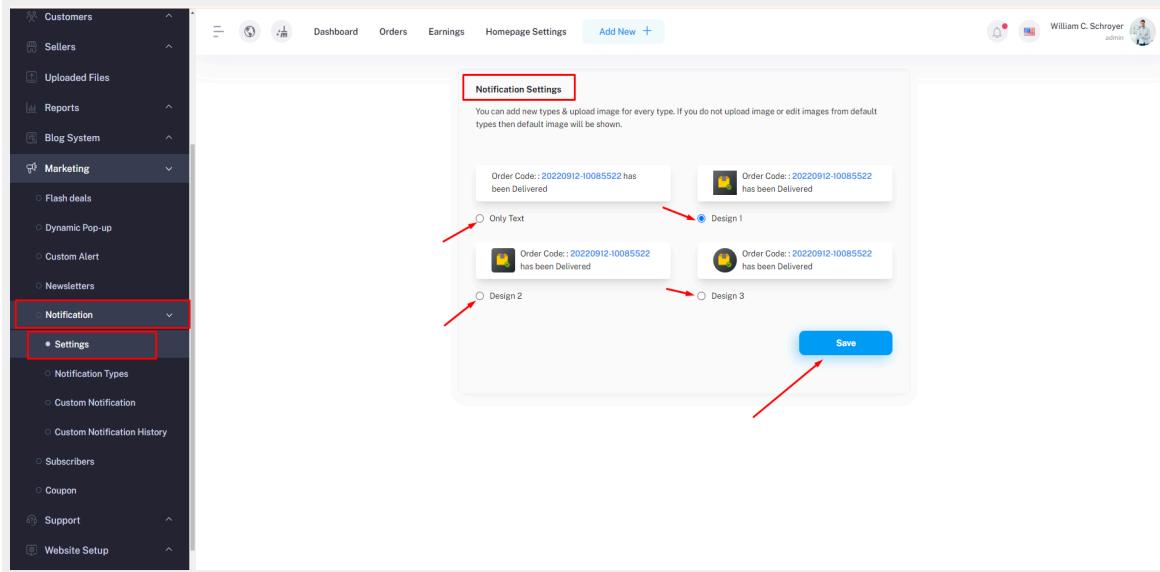


Figure: (108a) Setup the notification setting

112. How can admin check the notification text?

Answer:

By following the below procedure admin can check the notification text for admin, seller and customer, also can edit the text.

- First, **Log in as an admin.**
- Now, go to **Marketing > Notification > Notification Types**
- Here admin can see the notification type of **customer, seller** and **admin**. **Admin can add new notification type for only customers.**
 - For adding new notification type fill up the add new notification type form. Insert all the information and click on **Save** (This notification type will be shown at the custom notification adding form)
- In this page admin can **edit the Default text** by clicking on the **edit** button. Admin can also translate the Default text

- Admin can **Enable/Disable** the **Status** switch. If enable the switch then the notification will go to the customer/seller/admin
- Default notification type can be deleted

The screenshot shows the 'All Notification Types' page in a web application. On the left, there's a sidebar with 'Marketing' selected. Under 'Notification', 'Notification Types' is also selected. The main area displays a table of notification types with columns for 'Image', 'Type', 'Default Text', 'Status' (with a switch), and 'Actions'. A red box highlights the 'Customer', 'Seller', and 'Admin' tabs at the top of the table. Another red box highlights the 'Add New' button. To the right, a modal window titled 'Add New Notification Type' is open, showing fields for 'Type' (set to 'Notification Type'), 'Image', 'Default Text' (containing placeholder text), and a 'Save' button.

Figure: (109a) Notification type add and edit the default text

113. How can admin send any notification to any customer?

Answer:

By following the below procedure admin can sen a custom notification to any customer.

- **Log in as an admin**
- Go to **Marketing > Notification > Custom Notification**
- Here admin can see a form, admin can **choose any customer**
- Can **Select the notification type**
- When admin select type the **type's default text** will be **shown** at the **content box** which is **non editable**
- Admin can **insert** any **link**
- Now click on the **Send Notification** button

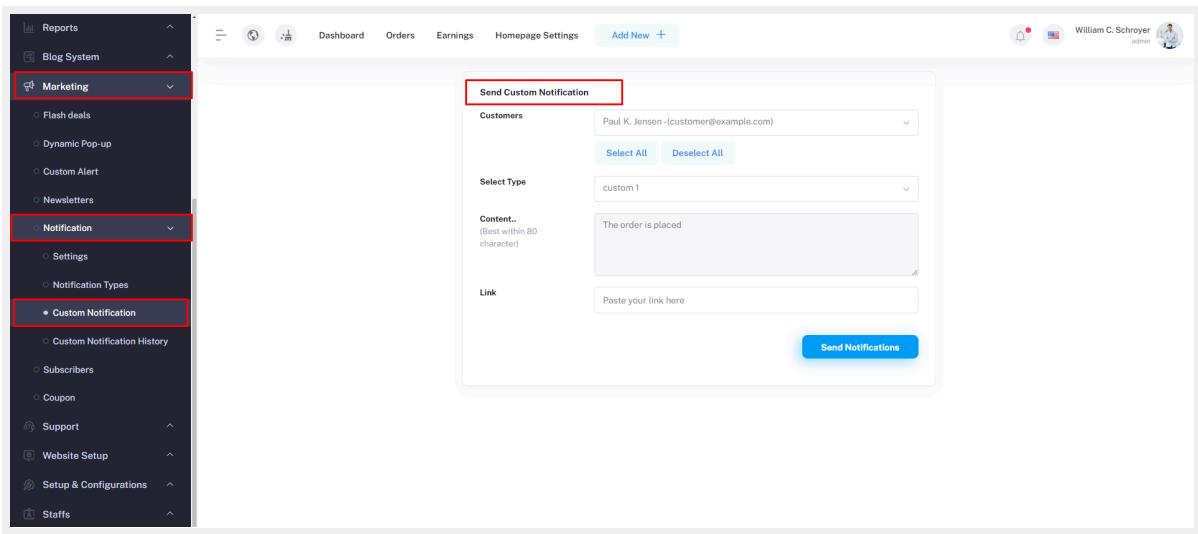


Figure: (110a) Send custom Notification to customer

114. How can admin see the custom notification history?

Answer:

- **Log in as an admin**
- **Go to Marketing > Notification > Custom Notification History**
- Here admin can see all the **custom notification** with the **customer details** information and can **delete** also.

Custom Notification History				
Default system notifications doesn't show in custom notification history				
Type	Date & Time	Notification	Link	Actions
custom 1	10.06.2024, 8:17 am	The order is placed	https://codecanyon.net/user/activezone/portfolio	

Figure: (111a) Custom Notification history

115. How can admin set the contact us form and send the quires reply?

Answer:

- Log in as an admin
- Go to Website Setup > Pages, Now click on the edit action of contact us
- Here admin can set the contact us information

The screenshot shows the Admin Dashboard with the 'Website Pages' section selected. The left sidebar has 'Website Setup' expanded, with 'Pages' highlighted by a red box. The main area shows a table of 'All Pages' with the following data:

#	Name	URL	Actions
1	Seller Policy Pages	http://localhost/ecommerce_920/seller-policy	
2	Return Policy Page	http://localhost/ecommerce_920/return-policy	
3	Support Policy Page	http://localhost/ecommerce_920/support-policy	
4	Term Conditions Page	http://localhost/ecommerce_920/terms	
5	Privacy Policy Page	http://localhost/ecommerce_920/privacy-policy	
6	Contact us	http://localhost/ecommerce_920/contact-us	

Figure: (112a) Adding the contact us form

- By going to the url of **contact us** anyone can send the **query** to the **admin**

Contact us

Contact us for your query

Address
demo Address

Phone
283483-9802

Email Address
democontact@example.com

Name

Email

Phone no. (optional)

Tell us about your query

Submit

Query has been sent successfully

Figure: (112b) Contact us form

- **Admin can see the queries**, for this follow the procedure:
 - Go to **Support > Contacts**
 - Here admin can see and by clicking on the **view** button admin can reply

Contacts

#	Name	Email	Phone	Query	Reply	Status	Options
1	democontactus	democontactus@example.com	283483-9902	need help	ok	Replied	
2	democontactus	democontactus@example.com	283483-9902	need help		Not Replied	

Figure: (112c1a) View the contact us form from admin

116. How to manage Email Templates?

Answer:

- **Log in as an admin.**
- **Go to Marketing > Email Templates.** Here you can see the submenu of email templates depending on the email receiver user type.
- Then click on any submenu; you can see the list of email templates.
- Click on the **edit** button to edit email subject and default email content. (NB : Do Not Change The Variables Like [[____]])
- Here some email templates are not **editable**. For example, order placement email content is not editable.
- You can select from this list whether the mail will be sent or not in any action by enabling and disabling the status.
- Here some of the email sending status cannot be **disabled**. Like customer registration, add seller registration by admin. Because when admin registers the customer and seller, an email is sent with their password and other information. They can login to their account with this password.

The screenshot shows the 'Email Templates' section of a web-based administration interface. On the left, there's a sidebar with various menu items like Sales, Delivery Boy, Refunds, Customers, Sellers, Uploaded Files, Reports, and Blog System. A red box highlights the 'Marketing' section, which contains 'Flash deals', 'Dynamic Pop-up', 'Custom Alert', 'Email Templates', 'Admin Templates', 'Seller Templates', 'Customer Templates', 'Common Templates', 'Newsletters', and 'Notification'. The 'Email Templates' item under Marketing is also highlighted with a red box. The main content area has a header with 'Dashboard', 'Orders', 'Earnings', 'Homepage Settings', and an 'Add New' button. Below the header is a search bar labeled 'Type & Enter'. The main table lists 8 email templates:

#	Email Type	Subject	Status	Actions
1	Customer Registration	New Customer Registration -[[customer_name]]	<input type="checkbox"/>	Edit
2	Seller Registration	New Seller Registration -[[shop_name]]	<input type="checkbox"/>	Edit
3	Delivery Boy Registration	New Delivery Boy Registration -[[store_name]]	<input checked="" type="checkbox"/>	Edit
4	Order Placed	Order Placed -[[order_code]]	<input type="checkbox"/>	Edit
5	Order Confirmed	New Order Confirmed -[[order_code]]	<input type="checkbox"/>	Edit
6	Order Picked Up	Order Picked Up -[[order_code]]	<input type="checkbox"/>	Edit
7	Order On The Way	Order On The Way -[[order_code]]	<input type="checkbox"/>	Edit
8	Order Delivered	Order Delivered -[[order_code]]	<input type="checkbox"/>	Edit

Figure: (113a) Email template

117. How to add custom reviews from admin?

Answer:

- Log in as an **admin**.
- Go to Products > Product Reviews
- Here admin can see all the reviews and also can add review for any inhouse products
 - Click on **Add Custom Reviews**
 - Insert the **Custom Reviewer name, image, Select the Product category, select the product**
 - Insert **rating, date** (todays date by select system date or can select any date), insert the **comment** and add any **review image**.

#	Product Name	Product Owner	Rating	Reviews	Custom Reviews	Options
1	Like Dreams Large Sherpa Tote Bag, Inner Pocket Vegan Leather, Large Tote Hand bags for Women	William C. Schroyer	4.5	2	2	<button>View Reviews</button>
2	Women's Plain Dress One Piece for Girls	William C. Schroyer	5	1	1	<button>View Reviews</button>
3	ZAGG-Pro Keys Wireless Keyboard & Detachable Case for Apple iPad 10.9" 10th Gen (2022)	William C. Schroyer	4	1	1	<button>View Reviews</button>
4	SAMSUNG Galaxy S23+ Plus Cell Phone, Unlocked Android Smartphone, 512GB, 50MP Camera, Night Mode, 8K Video, Long Battery Life, Fastest Mobile Processor, Adaptive Display	William C. Schroyer	4.67	3	1	<button>View Reviews</button>
5	Accutime Kids Microsoft Minecraft Green Educational Touchscreen Smart Watch Toy for Boys, Girls, Toddlers - Selfie Cam, Learning Games, Alarm, Calculator, Pedometer & More (Model:...	Filon Asset Store	0	1	0	<button>View Reviews</button>
6	Mens Zip Up Hoodie Winter Fleece Lined Graphic Jacket Heavy Big And Tall Warm Coat Thermal Graphic Tie Dye Outwear	William C. Schroyer	3	1 <small>(new)</small>	0	<button>View Reviews</button>
7	Oakley Men's Standard Locked in Blk Po Hoodie	William C. Schroyer	4	2 <small>(new)</small>	1	<button>View Reviews</button>

Figure: (114a) View all the reviews

Add New Custom Review

Custom Reviewer Name *

Custom Reviewer Image

Browse Choose file

If you do not use custom reviewer's image it will show default user image.

Category

Select Category

Product *

Please Select Category First

Select Product for Custom Review

Rating *

★★★★★

Date *

System Date Select

Comment *

Your review

Review Images

Browse Choose file

These images are visible in product review page gallery. Upload square images

Save

Figure: (114b) add the custom reviews

118. How to add custom followers from admin?

Answer:

- **Log in as an admin.**
- **Go to Sellers > Seller Rating and Followers**
- Here admin can add custom followers quantity, click on **Edit Custom Follower**

The screenshot shows the Active Ecommerce platform's interface. On the left, there is a dark sidebar with various menu items: Dashboard, POS System, Products, Auction Products, Wholesale Products, Sales, Delivery Boy, Refunds, Customers, and Sellers. Under the 'Sellers' section, there are several options: All Seller, Seller Rating & Followers (which is highlighted with a red box), Payouts, Payout Requests, Seller Commission, Seller Packages, and Seller Verification Form. At the bottom of the sidebar, there is an 'Uploaded Files' section. The main content area has a light background and contains a table with 10 rows of seller data. Each row includes a small icon, the seller's name, their phone number, email address, rating (out of 5 stars), follower count, custom follower count, and an 'Edit Custom Follower' button. A red arrow points to the 'Edit Custom Follower' button for the first seller, Louis Vuitton.

#	Name	Phone	Email Address	Rating	Followers	Custom Followers	Options
1	LOUIS VUITTON		seller1@example.com	0 ★★★★★	0	2	<button>Edit Custom Follower</button>
2	Adidas		seller2@example.com	0 ★★★★★	0	0	<button>Edit Custom Follower</button>
3	Lavish Look		seller3@example.com	5 ★★★★★	0	0	<button>Edit Custom Follower</button>
4	Jhonson	734-604-6681	seller4@example.com	0 ★★★★★	0	0	<button>Edit Custom Follower</button>
5	Apple Store	504-664-7743	seller5@example.com	0 ★★★★★	0	0	<button>Edit Custom Follower</button>
6	Electroware	631-387-9055	seller6@example.com	0 ★★★★★	0	0	<button>Edit Custom Follower</button>
7	Create & Conquer	757-438-1644	seller7@example.com	0 ★★★★★	0	0	<button>Edit Custom Follower</button>
8	Muscle Mart	816-471-0737	seller8@example.com	0 ★★★★★	0	0	<button>Edit Custom Follower</button>
9	Pink Horizon	208-487-5446	seller9@example.com	0 ★★★★★	0	0	<button>Edit Custom Follower</button>
10	Filon Asset Store	913-469-3812	seller10@example.com	0 ★★★★★	0	4	<button>Edit Custom Follower</button>

Figure: (115a) add the custom followers