E-Commerce Management Software User Manual

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1. 系统要求 / System Requirements

确保您的计算机或移动设备符合以下系统要求：

- 操作系统：Windows 10或更高版本，Mac-OS 10.14或更高版本

- 内存：最少4GB RAM

- 存储空间：至少有1GB的可用空间

- 网络连接：需要持续的互联网连接

Ensure your computer or mobile device meets the following system requirements:

Operating System: Windows 10 or higher, Mac-OS 10.14 or higher

Memory: Minimum of 4GB RAM recommended

Storage: At least 1GB of free space

Network: Continuous internet connection required

2. 登录与注册 / Log-in and Registration

2.1 登录 / Log-in

1. 启动软件后，您会看到登录页面。

2. 在“操作工号”框内输入您的工号。

3. 在“密码”框内输入您的密码。

4. 如需自动登录，请勾选“保持登录”选项框。

5. 点击“登录”按钮，系统将验证您的凭证并导航到主界面。

1. Launch the software and you will be greeted by the log-in page.

2. Enter your operation job number in the “Operation job number” field.

3. Enter your password in the “Password” field.

4. To stay logged in for future sessions, check the “Keep me signed in” box.

5. Click the “Sign in” button to authenticate and proceed to the main interface.

2.2 注册 / Registration

1. 在登录页面点击“新员工？”链接，进入注册页面。

2. 填写以下信息：

- 工作邮箱：用于接收验证邮件和重置密码链接。

- 姓名：首先输入您的名字，然后输入姓氏。

- 设置密码：创建您的登录密码。

- 工号：由您的部门管理员提供。

- 验证：输入邮件中收到的验证码。

3. 点击“开始工作”，完成注册并自动返回登录页面。

1. On the log-in page, click the “New employee?” link to go to the registration page.

2. Fill in the following details:

Working Email: Used to receive verification emails and reset password links.

First Name and Last Name: Enter your given and family names respectively.

Set Password: Create a secure password for log-in.

Job Number: Provided by your department manager.

Verification: Enter the code received in your email.

3. Click “Start Working” to complete the registration and automatically return to the log-in page.

3. 主界面说明 / Main Interface Overview

根据登录账号的部门属性，系统会展示相应的数据分析选项。例如，“oper-001”将显示运营团队相关的数据分析选项。

主界面中心显示当前用户的基本信息及其部门功能快捷入口。

Depending on your department, the system will display relevant data analysis options based on your log-in credentials. For example, “oper-001” will show options pertinent to the operations team.

The main interface centrally displays your profile information and quick access to department-specific functions.

4. 销售数据分析 / Sales Data Analysis

1. 选择“销售数据分析”。

2. 在弹出的界面中，选择或输入需要分析的产品编号和日期范围。

3. 点击“查询”按钮，系统将生成销售报告，包括图表和关键数据指标。

4. 报告中包含销售趋势、收益分析和客户偏好。

1. Select “Sales Data Analysis” from the main menu.

2. In the prompted interface, choose or enter the product number and date range for analysis.

3. Click the “Search” button, and the system will generate a detailed sales report including charts and key metrics.

4. The report includes sales trends, revenue analysis, and customer preferences.

5. 产品分析 / Product Analysis

1. 选择“产品分析”来查看产品性能报告。

2. 输入产品系列或类型获取具体数据。

3. 分析产品的市场表现和改进建议。

1. Select “Product Analysis” from the menu.

2. Enter or select the series or type of product you wish to analyze.

3. The analysis results provided will include market performance, stock status, and sales recommendations.

6. 市场营销效果评估 / Marketing Effectiveness Evaluation

1. 选择“市场效果评估”。

2. 输入营销活动的编号或名称。

3. 系统分析并提供活动的有效性报告，包括ROI和顾客参与度。

1. Select “Marketing Effectiveness Evaluation”.

2. Input the identifier or name of the marketing campaign.

3. The system analyzes and provides a report on the campaign’s effectiveness, including ROI and customer engagement metrics.

7. 客户分析 / Customer Analysis

1. 选择“客户分析”查看客户行为模式。

2. 可通过客户ID或购买记录进行搜索。

3. 提供客户满意度和忠诚度分析。

1. Select “Customer Analysis”.

2. Enter the customer ID or related keywords to search.

3. The system will display the customer’s purchase history, preference analysis, and satisfaction assessments.

8. 产品信息查询与快递单打印 / Product Information Query and Shipping Label Printing

1. 输入产品名称、订单日期和快递公司信息。

2. 点击“打印”，以保存或打印出相关的快递单据。

1. Enter the product name, vendor name, and carrier name.

2. Click “confirm printing” to save or print the relevant shipping documents.

1. 库存与订单信息查询 / Inventory and order information inquiry

1.使用下拉菜单选择或输入产品名称，可以查询这个产品现在的库存和订单数量。

2.在提供的字段中输入供应商名称，交易日期。

3.点击“下载”检索数据。

1. Use the drop-down menu to select or enter the keywords for product, you can query the current inventory and order quantity of this product.

2. Enter the vendor name and transaction date in the fields provided.

3. Click "Download" to retrieve data.

10. 系统设置与支持 / System Settings and Support

- 通过“设置”调整账户信息、权限等。

- 如遇技术问题，可联系技术支持或查阅“帮助”。

Navigate to “Settings” to adjust account information, permissions, etc.

For technical issues, contact support or consult the “Help” section.

11. 常见问题解答 / FAQ

提供解答常见操作和技术问题的指导。

Provides guidance for common operational and technical questions.