

# **KISANKART SUPER ADMIN USER MANUEL**



[www.kisankart.online](http://www.kisankart.online)

## **TABLE OF CONTENTS**

- i. [INTRODUCTION](#)
- ii. [Dashboard Metrics](#)
- iii. [KVK Registration Process](#)
- iv. [Super Admin Approval Process](#)
- v. [Empowering KVKs for Product Upload](#)
- vi. [Messaging Panel](#)
- vii. [Basic Settings Management](#)
- viii. [Fee Management in KISANKART](#)
- ix. [E-commerce Management](#)
- x. [Delivery Charges Settings](#)
- xi. [KVK Performance Ranking Report](#)
- xii. [Reports Section](#)
- xiii. [User Section](#)

## **INTRODUCTION**

Welcome to the user manual tailored for **KISANKART.ONLINE's** dashboard – the nerve center where efficiency meets innovation in the realm of agro-based commerce. This manual is your comprehensive guide to seamlessly navigate and utilize the robust features embedded in our dashboard, designed to simplify and enhance every aspect of your agro-business operations.

### **ELEVATE YOUR OPERATIONS**

KISANKART.ONLINE 's dashboard is crafted with your business in mind, providing a user-friendly interface that streamlines tasks from master table creation to product details management, image uploading, fee calculation, and order processing. This manual is your key to unlocking the full potential of these features, empowering you to elevate your agro-based operations effortlessly.

### **MASTER TABLES MADE SIMPLE**

Simplify your data management with our master tables. Learn how to efficiently create, update, and manage master tables to ensure accurate and organized information at your fingertips. This user manual provides step-by-step guidance, making the process straightforward and time-saving.

### **PRODUCT DETAILS & IMAGE MANAGEMENT**

Discover how to effortlessly add and manage product details, including image uploading for a visually appealing online storefront. Learn the tricks to showcase your agro-products effectively, ensuring a compelling and engaging customer experience.

## **FEE DETAILS CALCULATION**

Navigate the intricacies of fee details calculation with ease. This manual breaks down the process, guiding you through the steps to ensure accurate and transparent fee structures, enhancing financial clarity for your agro-based transactions.

## **SEAMLESS ORDER PROCESSING**

Efficient order processing is at the heart of any successful e-commerce venture. Learn how to navigate our dashboard to process orders seamlessly, providing a smooth and reliable experience for both you and your customers.

## **YOUR PARTNER IN GROWTH**

As you delve into this user manual, envision KISANKART.ONLINE's dashboard as your trusted partner in business growth. Each section is designed to equip you with the knowledge and skills needed to harness the full potential of our platform, enhancing your agro-based venture.

## **LET'S GET STARTED**

Embark on a journey of operational excellence as you explore the functionalities within KISANKART.ONLINE's dashboard. This user manual is your compass – follow it to unlock the full potential of your agro-business. Happy navigating!

## **SUPER ADMIN ROLE IN DASHBOARD**

The Super Admin holds the key to overseeing and managing the entire spectrum of operations on our platform, making this manual your guide to harnessing the immense control and capabilities vested in this pivotal role. From master table creation to intricate fee details, product management, and order processing, the Super Admin has unparalleled oversight. This manual demystifies the dashboard's functionalities, allowing the Super Admin to navigate with confidence and proficiency.

### **Dashboard Metrics at a Glance**

Upon accessing the main page, feast your eyes on a snapshot of critical metrics:

- **Total KVKs Registered:** The aggregated count of Krishi Vigyan Kendras (KVKs) affiliated with KISANKART
- **Total Customers:** A representation of the user base engaging with the platform.
- **Total Farmers:** An overview of the agricultural community participating in KISANKART.
- **Total Products:** The comprehensive count of products available on the platform.

### **Performance Analysis Graphs**

Immerse yourself in the analytical landscape through two pivotal graphs:

#### **1. Registration Analysis Graph:**

Unveils trends in registration activities, providing insights into user engagement and growth patterns.

#### **2. Order Analysis Graph:**

Delivers a visual representation of order dynamics, offering a nuanced understanding of transactional trends.

### **Entity Lists for Quick Reference**

Navigate through informative lists that encapsulate the vibrancy of KISANKART:

- 1. Farmers List:** A directory of registered farmers, fostering a sense of community.
- 2. Products List:** An exhaustive catalog showcasing the diversity of available agro-based products.
- 3. KVKs Registered List:** A comprehensive inventory of affiliated Krishi Vigyan Kendras, embodying collaborative efforts.
- 4. Customers List:** An overview of individuals engaging with the platform as customers.
- 5. Recent Orders List:** Real-time visibility into the latest transactions, enabling proactive order management.

## KVK Registration Process

### 1. Form Submission:

- KVK administrators are required to fill out a dedicated registration form, accessible through the link provided by the super admin: <https://kvkkisankart.online/admin/kvkregistrationform.php>.
- The form captures essential details needed for verification and approval.

### 2. Form Validation:

- Submitted details are then meticulously reviewed by the super admin for accuracy and completeness.

### 3. Listing on KVK Page:

- Once approved, the registered KVK details are showcased on the KVK listing page, enhancing visibility and collaboration opportunities.

## Super Admin Approval Process

### 1. Data Verification:

- The super admin thoroughly examines the submitted data to ensure authenticity and compliance with platform standards.

### 2. Approval Decision:

- After a meticulous review, the super admin makes an informed decision to approve or reject the KVK registration.
- Navigate to the KVK Registration List through the sidebar menu on the dashboard. Within the KVK Registration List, locate the specific KVK entry by utilizing the search or scroll functionality.
- Click on the "Edit" button corresponding to each KVK entry. This action opens a detailed view where all the submitted details are displayed.

### 3. Notification to KVK Admin:

- Upon approval, the respective KVK admin is notified, granting them access to upload products and participate in the platform.

## Empowering KVKs for Product Upload

### 1. Access to Product Upload:

- Approved KVKs gain access to a dedicated portal where they can seamlessly upload their agricultural products.

### 2. Enhancing Product Visibility:

- Uploaded products become part of KISANKART 's extensive inventory, broadening the market presence for the registered KVKs.

This dashboard section facilitates a transparent and efficient process for KVK registration, ensuring that each registered entity undergoes a thorough verification by the super admin before contributing to the agricultural marketplace. The collaboration between KVKs and KISANKART.ONLINE serves as a catalyst for promoting agricultural excellence and facilitating a robust online platform for agro-based commerce.

## Messaging Panel: Facilitating Communication Between Super Admin and KVK Admins

Within the messaging panel, the super admin holds the capability to seamlessly communicate with individual KVK admins, fostering effective collaboration and ensuring a smooth flow of information. The process is intuitive and user-friendly:

### Sending Messages from Super Admin Dashboard

1. **Navigation:** Access the messaging panel from the corresponding page on the dashboard.
2. **User Selection:** Choose the specific KVK admin recipient from the list provided on the messaging panel.
3. **Message Composition:** Utilize the designated space to type messages. Craft informative and concise messages to convey relevant information or instructions.
4. **Sending Messages:** Initiate the message transmission by clicking the "Send" button. This action dispatches the message directly to the selected KVK admin.

### Receiving Messages on KVK Admin Dashboard

1. **Notification Alert:** Upon receiving a new message, KVK admins are promptly alerted through a notification on their dashboard.
2. **Accessing Messages:** KVK admins can navigate to the messaging panel to access the received messages. The system maintains a record of all communications for future reference.
3. **Taking Action:** Based on the content of the message, KVK admins can take appropriate actions, ensuring a prompt and coordinate response.

This messaging panel serves as a vital communication bridge between the super admin and KVK admins, promoting transparency and streamlined collaboration. The system's notification feature ensures that important messages are promptly delivered and attended to.



## Basic Settings Management: Tailoring Your Platform for Optimal Functionality

In the Basic Settings section, the super admin has the authority to finely tune the platform according to specific requirements. This comprehensive section encompasses the configuration of categories, subcategories, and GST percentages, offering a user-friendly interface for streamlined management.

### Category Management

1. **Setting Categories:** Navigate to the Category Management page to establish and organize the primary classifications for products.
2. **Edit and Delete Functions:** Utilize the "Edit" and "Delete" buttons on each category's corresponding page for seamless updates and removals.
3. **Status Control:** Assign a status to each category, choosing between "Active" for immediate use or "Inactive" for temporary deactivation.

### Subcategory Management

1. **Creating Subcategories:** Extend the granularity of categorization by establishing subcategories under each primary category.
2. **Edit and Delete Functions:** Employ the "Edit" and "Delete" functionalities to refine or remove subcategories as needed.
3. **Status Control:** Similar to categories, each subcategory can be designated as "Active" or "Inactive" to control its availability.

### GST Percentage Configuration

1. **GST Management:** Set GST percentages for accurate tax calculations during transactions.
2. **Edit and Delete Functions:** For flexibility, use the "Edit" and "Delete" options on each GST percentage's respective page.

3. **Status Control:** Govern the applicability of each GST percentage by toggling between "Active" and "Inactive" modes.

This Basic Settings Management section provides an intuitive platform for the super admin to mold KISANKART.ONLINE according to evolving needs. The "Edit" and "Delete" functionalities empower the admin to maintain accurate and up-to-date information, while the status control ensures precise governance over the utilization of each setting. Dive into this section to customize the platform with ease and precision, aligning it perfectly with your agro-commerce vision.

## Fee Management in KISANKART: Tailoring Financial Structures for KVKs

In the Fee Details section, the super admin exercises control over the financial dynamics of the platform, setting specific fee structures for each Krishi Vigyan Kendra (KVK). This intricate process involves crafting fees based on successful payment orders, including elements such as hosting fees and packing fees. The intuitive interface provides the super admin with tools for fee creation, editing, and deletion, fostering a dynamic and adaptable financial framework.

### Fee Creation Form

1. **Creating New Fees:** Access the Fee Creation Form to establish, edit, or delete fees with respective percentage values.
2. **Status Control:** Assign a status to each fee, choosing between "Active" for immediate use or "Inactive" for temporary suspension.

### Fee Amount Overview

1. **Viewing Fee Details:** Explore the Fee Amount section to gain insights into the financial commitments of each KVK.
2. **Editing Payment Information:** For KVKs with successful orders, utilize the "Edit" button to enter the amount paid by the corresponding KVK.
3. **Fee Updation Process:** On the Fee Updation page, submit the updated amount, concluding the fee payment process seamlessly.

## Fee Collection Report

1. **Selective Viewing:** In the Fee Collection Report section, choose the specific KVK to view detailed fee information.
2. **Comprehensive Display:** The page displays comprehensive details of the fees contributed by the selected KVK, enabling transparent financial tracking.

The Fee Creation Form provides the flexibility needed to adapt to changing requirements, while the Fee Amount Overview ensures clarity in tracking, editing, and finalizing payments from each KVK. The Fee Collection Report offers a comprehensive snapshot, facilitating strategic financial decision-making. Dive into this section to orchestrate a robust and transparent financial structure for your agro-commerce platform.

## E-commerce Management: Crafting and Showcasing Agricultural Products

In the E-commerce section, the focus is on seamlessly managing products within the platform, offering an array of functionalities for product listing and addition. This dynamic section provides the super admin with tools to maintain a well-curated product inventory.

### Product Listing Page

1. **Comprehensive Overview:** Explore the Product Listing Page to view all products entered on the platform.
2. **Edit and Delete Functions:** Use the "Edit" and "Delete" buttons to refine product details or remove products as needed.

### Product Adding Page

1. **Mandatory Fields:** Access the Product Adding Page, ensuring to fill in mandatory fields marked with an asterisk.
2. **Image Upload Conditions:** Upload product photos with dimensions of 590px (width) by 668px (height), ensuring the file size stays below 2 MB.

3. **Pricing and Discounts:** Enter actual prices to display rate strikethrough. Provide strike-through rates to showcase discounted prices effectively.
4. **Delivery Charges Management:** Click the "Delivery Charges" button to configure delivery charges. A popup window displays available regions for delivery.
5. **Region-wise or State-based Charges:** For each region or state, set delivery charges, and click "Save Product" to store the information.
6. **Save Changes:** After configuring all delivery regions or states, click "Save Changes" and return to the main product entry page.
7. **Saving the Product:** Complete all relevant information on the product entry page, then click "Save Product" to successfully save your product.

This E-commerce Management section equips the super admin with the tools to curate and present a diverse range of agricultural products effectively. The detailed conditions for image uploads, pricing, and delivery charges ensure a standardized and visually appealing product showcase. Dive into this section to enhance the e-commerce experience on KISANKART.ONLINE and promote a vibrant agro-commerce platform.

## **Delivery Charges Settings: Fine-Tuning Delivery Logistics with Precision**

In the Delivery Charges Settings section, the super admin has the capability to refine and manage the intricate details of product deliveries. Two crucial aspects, namely "Deliverable Pincodes" and "States under Region," are detailed below, allowing for a strategic and customizable approach to the delivery logistics.

### **Deliverable Pincodes**

#### **1. Adding Pincodes:**

- Access the "Deliverable Pincodes" section to add pincodes corresponding to specific locations.

#### **2. Edit and Delete Functions:**

- Utilize the "Edit" and "Delete" options for each entry to update or remove deliverable pincodes as needed.

### **States under Region**

### 1. Defining States under Region:

- Access the "States under Region" part to set the states falling under each designated region in India.

### 2. Region-wise State Configuration:

- For each region, configure the states to streamline the process of entering delivery charges while uploading products.

### 3. Edit and Delete Functions:

- Utilize the "Edit" and "Delete" functionalities for efficient management of states under each region.

These two components within the Delivery Charges Settings section empower the super admin to intricately manage the delivery infrastructure. "Deliverable Pincodes" enable precise control over delivery areas, while "States under Region" provide a structured approach for configuring delivery charges based on geographical regions. Together, they contribute to a well-organized and efficient logistics system on KISANKART.

## KVK Performance Ranking Report: Strategic Insights for Enhanced Agricultural Commerce

In the KVK Performance Ranking Report section, the super admin gains a comprehensive overview of the performance of each Krishi Vigyan Kendra (KVK). This feature provides analytical insights based on specific criteria, allowing for a strategic assessment of KVK performance in various aspects of agricultural commerce.

### Analysing KVK Performance

#### 1. Criteria Selection:

- Choose from key criteria such as turnover, number of orders, farmer strength, and product count to focus the analysis on specific aspects of KVK performance.

#### 2. Timeframe Options:

- Access yearly, monthly, weekly, and daily reports to scrutinize performance trends over different time intervals.

### 3. Strategic Insights:

- Leverage the reports to gain strategic insights into each KVK's performance, facilitating informed decision-making.

## Detailed Criteria Breakdown

### 1. Turnover Analysis:

- Assess the financial performance of each KVK based on the total turnover generated.

### 2. Order Count Evaluation:

- Analyse the efficiency of KVKs in terms of the number of orders processed.

### 3. Farmer Strength Assessment:

- Gain insights into the impact of KVKs by evaluating the strength of the farmer community associated with each.

### 4. Product Count Evaluation:

- Understand the product diversity and marketplace engagement by evaluating the total count of products offered by each KVK.

## Timeframe Specific Reports

### 1. Yearly Report:

- View a holistic annual performance report, providing a macro-level understanding of KVK performance.

### 2. Monthly, Weekly, and Daily Reports:

- Drill down into more granular insights by selecting monthly, weekly, or daily reports, facilitating a nuanced analysis of short-term trends.

The KVK Performance Ranking Report section serves as a powerful tool for the super admin to assess and rank KVKs based on crucial performance indicators. The flexibility in timeframe

options enables a dynamic analysis, providing valuable insights for strategic decision-making in the realm of agricultural commerce on KISANKART.

## **Reports Section: In-Depth Analysis for Informed Decision-Making**

In the Reports Section, the super admin gains access to a wealth of information to facilitate in-depth analysis and decision-making. This section comprises vital reports, each offering specific insights into different aspects of the platform's operations.

### **Order Status Analysis Reports**

#### **1. Holistic Overview:**

- Access the Order Status Analysis Reports to gain a holistic view of the current status of orders on the platform.

#### **2. Comprehensive Insights:**

- Dive into detailed reports that categorize orders based on their status, providing a comprehensive understanding of the order fulfilment process.

### **Order Details Report**

#### **1. Detailed Order Information:**

- Explore the Order Details Report to access comprehensive information about each order, including customer details, product details, and transaction specifics.

#### **2. Transaction Analysis:**

- Analyse transaction data to identify patterns, popular products, and customer preferences, contributing to strategic decision-making.

### **KVK Registration Details Report**

#### **1. Registration Overview:**

- Obtain a detailed report on KVK registration details, including information on new registrations, modifications, and overall status.

#### **2. Efficient Monitoring:**

- Monitor the registration process, ensuring accurate and up-to-date information for every Krishi Vigyan Kendra (KVK) on the platform.

## **Farmers Details Report**

### **1. Comprehensive Farmer Information:**

- Access the Farmers Details Report to view a comprehensive list of registered farmers, complete with their details and engagement history.

### **2. Strategic Farmer Engagement:**

- Leverage the report to understand farmer demographics, preferences, and interactions, facilitating strategic engagement initiatives.

The Reports Section is a vital tool for the super admin to garner detailed insights into the platform's operations. Whether it's understanding order dynamics, analysing transaction specifics, monitoring KVK registrations, or engaging with farmers strategically, each report serves as a valuable resource for informed decision-making on KISANKART.

## **User Section: Empowering KVKs with Dashboard Access**

In the User Section, the super admin holds the key to empowering Krishi Vigyan Kandra's (KVKs) by providing them with essential dashboard credentials. This process ensures seamless access to the platform, allowing KVKs to perform their duties effectively.

### **Dashboard Credentials Overview**

#### **1. User Details Compilation:**

- Access the User Section to compile a comprehensive list of dashboard credentials generated during the KVK registration process.

#### **2. Individual Access for Each KVK:**

- For each KVK approved on the platform, retrieve the corresponding dashboard credentials, including two sets for admin1 and admin2 designations.

### **Credential Distribution Process**



**1. Approval Notification:**

- Upon approval, notify the KVK admin about their successful registration on the platform.

**2. Mail Credentials:**

- Mail the dashboard credentials, specifying the login details for both admin1 and admin2 designations.

**3. Instructions for Access:**

- Include clear instructions on how to access the dashboard and utilize the provided credentials.

**4. Encourage Duties and Responsibilities:**

- Encourage KVK admins to log in and perform their designated duties effectively within the platform.

**Dashboard Access and Responsibilities****1. Admin1 and Admin2 Access:**

- Clarify the roles and responsibilities of both admin1 and admin2, ensuring a streamlined division of duties.

**2. Dashboard Navigation Instructions:**

- Provide guidance on navigating the dashboard, accessing relevant sections, and utilizing the tools available for efficient management.

The User Section serves as a bridge for KVKs to seamlessly access and navigate their dedicated dashboards. By providing clear instructions and essential credentials, the super admin enables KVKs to actively contribute to the agro-commerce ecosystem on KISANKART.

