



How To

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How to in Details

1. How to install the script?

- **Ans :** To install the script follow the steps below.
- **Upload** the zip file downloaded from codecanyon to your server **public_html** or any other **directory** you intend to run the script.
- **Extract** the zip file in that directory.
- Create a new database from your server **MySQL database**.
- Create **db user** to 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 **Start Installation Process**.
- You will get the **Checking File Permission** page. If everything is ok then click on **Go to next step**.
- Now you need to set **Database Host, Database Name, Database Username, Database Password** and click **Continue**.
- Now you need to **import sql file**.
- Now **fill up the information of shop** and click **Continue**.
- Click on **Go to Home/ Login to admin panel**.
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2. How to activate the script?

- **Ans :** Following the given procedure below will make the license activated for your domain and you'll be able to use the script smoothly:
- Open the link in the browser.
- In the respective fields, put your Name, E-mail, **CodeCanyon Username, Purchase Key** and your intended **domain name** for the script and verify the captcha.
- The form will be submitted to check the purchase key and then activate the licence 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.

3. How to purchase products?

- **Ans :** There are 2 ways to purchase any products. You can purchase any product by clicking on **"cart"** icon on product box or you can open the product in a new tab.

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- Direct purchase without entering product details page
- Select “**cart**” icon.
- A pop-up will appear with 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 summary. Click “**Continue to shipping**”
- If you are registered user then **name & email address** will be available there. Insert **address, address, city, postal code & phone number** and click “continue to payment”.
- Select of the given payment gateway **paypal, stripe, sslcommerz, cash on delivery** & click on “**complete order**”
- Insert necessary credentials & **Pay**.
- If the selected payment gateway is “**cash on delivery**” then after click on “**complete order**” the page will reload & show you order placing successfully done message.
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- Purchase from product details page
- Click on the product title and you will be redirected on product details page.
- From here you can check & select the product’s all info and add to cart.
- You can also add this product to **wishlist** or **compare** list.
- To proceed the purchase follow the steps (3-10) above.

4. How to setup Homepage?

- **Ans :** From admin panel navigation, **Frontend settings > Home** admin will get options to **change/edit** the home page contents in 4 tabs.
- Top sliders - **Select** multiple **images** for top slider section. Also **publish/unpublish** and **delete** option are available there.
- Banners - Select multiple images for banner section(below slider & top slider part).Also **publish/unpublish** and **delete** options are available there.
- Category wise products - By clicking on “**add new**” button admin can create this section.

- Select category.
 - Select sub-sub category(max 4) for this category. Selected sub-sub category products(max 4) will be shown on the homepage.
 - If admin want to **edit/unpublish/delete** any existing category, the options are available there.
- Best selling - To activate best selling products section, here is the switch. Admin can **on/off** this section from here.

5. [How to set business settings?](#)

- **Ans :** Business settings has different sections to maintain site. Below are they,
- Activation - Here are two types activation available.
 - Business related - Admin can activate/deactivate **product activation, vendor system, show vendors.**
 - Payment related - 5 types payment options can be managed from here.Admin can continue all of these or deactivate any one.
- Payment method - This page is for configuring the payment method. Admin will have to input necessary information of these methods to configure with his site for running the transaction.
- SMTP settings - From here admin will have to input necessary information for SMTP configuration and then click on **Save**.
- Google Analytics - **Switch on** the feature. Insert **tracking ID**. and **save**.
- Social Media login - **Google, facebook & twitter** login configuration settings are available here.
- Currency -
 - Select **currency** from the currency list.
 - Configure system **currency, home default currency.**
 - Set the **format**.
 - Also admin can insert own currency except from the list.
- Languages - Admin will get language list from here.He/she can add a new language or edit the language details. Also admin can translate the existing words from here **Actions > View**
- Seller Verification form - verification form for seller registration.If any user wants to be a seller then he/she has to fillup the form in frontend. Admin can take any input from right side like **text, select, multiple select, radio button,file input** option. And named the field and make options to choose for the seller.
- Seller commission - Admin can set **amount of percentage** as seller commision.

- Seo Settings - To set SEO for your site insert the following info in this page like **keywords**, **author name**, **revisit time**, **sitemap link**, **description**. And click on **save**.

6. How to upload products from admin?

- **Ans** : There are several steps to upload a product. Follow the instructions below,
- Click on "**add new**" button.
- Product information - Need to fulfill the required field with proper data one by one.

■ General

- Insert a product **name**.
- Select a **category** from the dropdown list
- Select a **sub category**.
- Select a **sub sub category**.
- Select a **brand**.
- Insert the product **unit** like **pc**, **kg**, **ltr** etc.
- Input single/multiple words for product tag and press **enter**.
- Click on **save**.

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■ Images

- Main images - Preferable size **600 x 500**.
- Thumbnail images - Preferable size **300 x 290**
- Featured - If the product will select as featured then it will appear on featured product list.
- Flash deal - If the product will select for the deal then it will appear there.

■ Video

- Select one option from **youtube**, **vimeo**, **dailymotion**.
- Insert video **link**.
- Click on **save**.

■ Meta tags - This section for social media sharing.

- Meta title - Write a title which will appear on shared link.
- Description - Write a short description which will appear on shared link.
- Meta image - Upload a single image for shared link.

■ Customer choice

- Default option is **color**. You can select **multiple color**.

- Click on **add more options**. Add different choice option of the product and their **values**.
- You can add more options by **adding more options**.
- Then click on **save**.

■ Price

- Insert base price of the product.
- Insert the purchase price of the product.
- Add product tax. Select “%” or “\$” from right option and insert the **value** in the left box.
- Discount - Add product discount(if available). Select “%” or “\$” from right option and insert the **value** in the left box.
- Variant wise price - If the options are added at “customer choice” tab then this section will appear. Input the **variant wise price**.
- Click on **save**.
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- Description - Write the description of the product. You can add any image or video in this description box.

- Shipping info - Add shipping cost on the field.

- PDF specs - Pdf upload option(if available).

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7. [How to upload products from seller?](#)

- **Ans** : Registered seller will get product uploading option from their profile. The steps are below,
- Log in to seller profile.
- Go to left navigation bar and click **PRODUCTS**.
- Click **Add New**.
- Fill the text fields named **Product Name**, **Product Category** (First choose the category, then choose subcategory and sub-subcategory accordingly from the popup and confirm), **Product Brand** (It will automatically appear), **Product Unit**, **Product Tag**, **Image** (Main Images, Thumbnail Image, Featured, Flash Deal), **Video** (Video From, Video URL), **Meta Tags**.

- Then fill up the **Customer Choice** options. Color option can be enabled or disabled. Seller can also add more customer choice options by giving choice title and choice values (ex. Title: Size; Values: Small, large;) To add choice values write the value and press enter.
- Then fill up the **Price** (if multiple customer choices available, seller could add variant price on the basis of customer choices and also could set stock keeping unit and quantity).
- Fill up the **Description** field.
- Click on **Save**.
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8. How to create flash deal?

- **Ans :** To create a flash deal admin will have to follow the steps,
- Insert a **title** ,
- Insert **starting date, ending date**.
- Select **products**.
- Input product wise **discount type & amount**.
- Admin can **edit/delete** the existing deal or can **publish/unpublish** the deal anytime from the list.
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9. How to manage Order?

- **Ans :** In order list page admin will get the information of **order code, number of products, customer name, amount, delivery status, payment method & payment status**.
- From “**Actions**” button admin will get the options like **view, invoice download, delete**.
- From “**view**” option admin can see details of the order and can change the status of **payment & delivery**.

10. How to manage sellers?

- **Ans :** In this page admin can see the **list of the sellers** and can **edit** the customer’s information. Also he/she can **delete** any seller too. By clicking on “**Add new**” button admin can create a new seller by putting seller **name, email & password**.

11. How to see customers info?

Ans : From admin panel navigation, **customers > customer list**.

- Admin will get a list of registered customer of his/her site. In this list admin will see the customer's **name & email address**.

12. [How to send newsletter?](#)

Ans : To send a newsletter follow the steps below,

- Select **user's email** or **subscribers 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**".

13. [How to configure payment methods?](#)

- Ans : **Five** types payment gateway configuration available there. To configure them follow the steps,
- Log in to the admin **panel**.
- From the navigation, go to **Business settings -> Activation**.
- Scroll down to the **Payment Related** section.
- **Switch on** by clicking the switchery of the methods which you want to activate.
- Then again from navigation, **Business settings -> Payment method**.
- Insert necessary Information of the methods.
 - **Paypal** - Insert the paypal **client ID, Client secret** and **switched off** the sandbox mode(which for demo transactions). Then click on **save**.
 - **Stripe** - Insert the **stripe key, stripe secret** which you will get from your stripe account and **switched off** the sandbox mode(which for demo transactions). Then click on **save**.
 - **Instamojo** - Insert the **instamojo api key, instamojo auth token** which you will get from your instamojo account and **switched off** the sandbox mode(which for demo transactions). Then click on **save**.
 - **RazorPay** - Insert the **razor key, razor secret** which you will get from your razorpay account. Then click on **save**.
 - **SSlCommerz** - Insert the **SSLCZ store ID, SSLCZ store password** and **switched off** the sandbox mode. 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**.

14. How to configure SMTP system?

- Ans : To configure SMTP system follow the steps below.
- Log in to your gmail account and go to '**My Account**' by clicking on the image of top right corner.
- Click the **Sign-in & Security** tab.
- Turn off the 2-step verification feature from **Sign in to Google** section.
- Turn on Allow less secure apps from **Connected Apps & Sites** section.
- After making these changes from your gmail account, go to Active Super Shop admin **Dashboard -> Business Settings -> SMTP settings**.
- Fill up the form as below:
 - **MAIL DRIVER** : smtp
 - **MAIL HOST** : smtp.gmail.com
 - **MAIL PORT** : 587
 - **MAIL USERNAME** : Your gmail id
 - **MAIL PASSWORD** : Your password
 - **MAIL ENCRYPTION** : tls
 - **MAIL FROM ADDRESS** : Your mail address
 - **MAIL FROM NAME** : Your shop name
- Click on **Save**.

15. How to configure facebook login Api?

- Ans : To configure facebook login api follow the steps below.
- Log into **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 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 Super Shop admin **Dashboard -> Business Settings -> Social media login** and set the **App ID** and **App Secret** in Facebook Login Credential.
- Click on **Save**.

16. How to configure google plus login Api?

- Ans : To configure google plus 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 **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 Super Shop admin **Dashboard -> Business Settings -> Social media login** and set the **Client ID** and **Client Secret** in Google Login Credential.
- Click on **Save**.

5. 17. How to configure twitter login Api?

- Ans : To configure 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.
- After creating app follow their steps to get **client Id & client secret**.
- Now go to Active Super Shop admin **Dashboard -> Business Settings -> Social media login** and set the **Client ID** and **Client Secret** in Twitter Login Credential.
- Click on **Save**.

18. How to setup currency?

Ans :

- To configure currency from existing list, follow the steps below.

- **Switched on** the required currency and **save** from all currency list.
- Select **home default currency** and **save**.
- Select **system default currency** and **save**.
- Select **symbol format & no of decimals** and **save**.
- To add new currency - Insert **currency name, currency symbol, currency code, exchange rate with 1 dollar**, publish **status on** and then **save**. Then follow the configuration instructions.
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19. [How to setup language?](#)

Ans : To set language go to **admin navigation > business settings > languages**.

- Add new language
 - click on “**add new**” button.
 - Insert **language name & code**(short form of language name).
 - Click **save**. Page will redirect to listing page.
 - Select “**view**” from “**actions**” button on required language from the list.
 - Input the **value** of the **key** words according to the language. These words will appear on the site.
 - Then click on **save**.
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20. [How to manage policy pages?](#)

Ans : To upload content of policy pages such as **seller policy, return policy, support policy, terms & conditions** and **privacy policy** , follow the steps **admin navigation > frontend settings > policy pages**.

21. [How to manage general settings?](#)

Ans : To set site’s general information here are some fields. Insert these information.

- Insert **system/site** name.
- Insert **Company address**.
- Write a **description**. Which will appear on the footer.
- Add **phone number**.
- Add system **email** address.
- Add a **logo** for the site.

- Add link of the social media(**facebook,instagram,twitter,youtube,google plus**).
- Click on **save**.

22. How to manage Staff panel?

- Ans : Go to admin panel **navigation > staffs**.
- All Staffs - In this list staff's **name, email & role** are available. Admin can edit these information and can change their role. Also can delete any staff from here. Role need to be created from **staff permissions** tab first.
- Staff Permissions - First admin will create a role for the staff. According to role admin will select the accessible section for the staffs.

23. How to update version 1.0 to 1.1?

Ans :

- Extract the downloaded file from codecanyon.
- There you will get a zipped folder named 'updates.zip'. Unzip that updates folder by selecticting "Extract here" and upload that to the root directory on your server where your previous version 1.0 is running.
- Now reload the home page and click on '**Update Now**'.
- It's Done! The full system has been updated with a single click.
- Let's Browse Active eCommerce cms Version 1.1

24. How to manage shipping for product?

- On product upload form admin and seller both will get the options for Local Pickup cost, Flat Rate and Free shipping option.
- From switch you can enable or disable
- Inserted amount will be added as shipping cost for the products on cart.

25. How to manage wallet

- Customer & Seller will get this options to use wallet for their purchase
- From "Recharge" option customer and seller will get the option to recharge money from paypal,stripe and other payment gateways (*if the payment gateways has permission*)

26. How to config Facebook Chat?

- Login admin panel and go Business settings > Facebook chat
- Enable Facebook chat and insert page ID.
- Now reload homepage.That's it.

27. How to create coupon?

- Login admin panel and go E-commerce setup > Coupon
- Click on **"Add New Coupon"**
- Select Coupon type - (i) Product base and (ii) Cart base
 - **Product Base :-**
 - Type the coupon code
 - Select **Category, Sub-category, Sub-sub-category**
 - Select the **Product**.
 - If you want to multiple products then just click on **"Add More"**
 - Fill the **Start date** and **End date**
 - Enter the **"Discount"** and Select **"Discount Type"**
 - Click on **Save**.
 - **Cart Base :-**
 - Type the coupon code
 - Enter the minimum shopping price in **"Minimum Shopping"** field
 - Enter the **"Discount"** and Select **"Discount Type"**
 - Enter the **"Maximum Discount Amount"**
 - Enter the **"Discount"** and Select **"Discount Type"**
 - Click on **Save**.

27. How to use coupon?

Ans : Before "SELECT PAYMENT OPTION", there is an opportunity to apply COUPON to get discount.

- Before "SELECT PAYMENT OPTION", Click on **"Apply Coupon Code"**
- Enter the right **Coupon Code** and click **Apply**.