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Merchants Menu Guide

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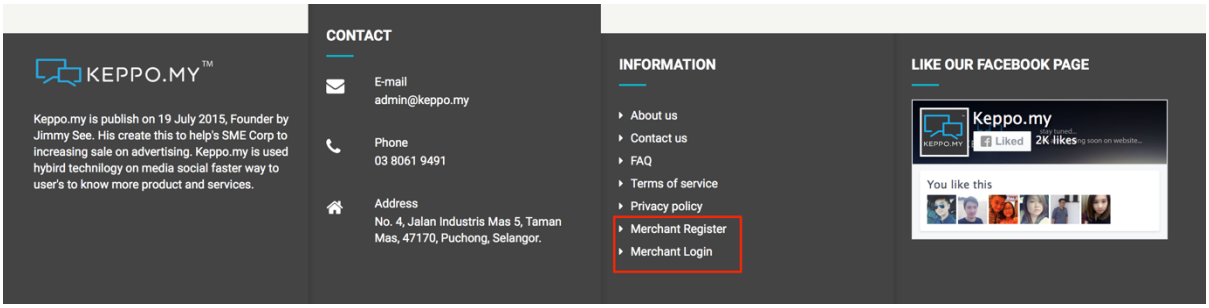
How to register and login to keppo.my merchants dashboard?

Merchant register: http://www.keppo.my/merchant/register
Merchant login : http://www.keppo.my/merchant/login



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Merchants Register

http://www.keppo.my/merchant/register

Company Name:

keppo eMakerting LLP

Register No(SSM):

LLP0007098-LGN

Shop Name:

wonderful cafe

Company Address:

No. 4, Jalan Industri Mas 5,
Taman Mas

Postcode:

47170

State:

Selangor

Country:

Malaysia

Company Category:

Food & Beverage

Default Sub Category:

Malaysian Cuisine

Company Contact:

03 8061 9491

E-mail address:

admin@keppo.my

Username:

keppo

Password: (Minimum 8 characteristics)

Keppo123

Re-Password: (Minimum 8 characteristics)

Keppo123

☑ Show Password

☑ I agree to the Terms of Service and Privacy Policy.

Sign Up

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*** Important (compulsory have to fill-up)**

1 step: company Information
1. Company Name
2. Register No (SSM)
3. Shop Name

2 step: address
4. Company Address
5. Postcode
6. State
7. Country

3 step: store category
8. Company Category
9. Default Sub Category

4 step: signup
10. Email address
11. Username
(you can use username or Email for login)
12. Password
13. Re-Password (Minimum 8 Characteristics, exp: (Keppo123)) **"K" is upper case**

5 step: show password
allow you to double check with your password and re-password

6 step: Terms of Service and Privacy Policy
Please **click** before you read Terms of Service and Privacy Policy

7 step: signup
Click signup, you company profile has been successful. And you will receive a notification from no-reply@keppo.my to your mailbox.

Please check on Junk mail if you dint receive or email us admin@keppo.my, mention your Company Name and Contact Person

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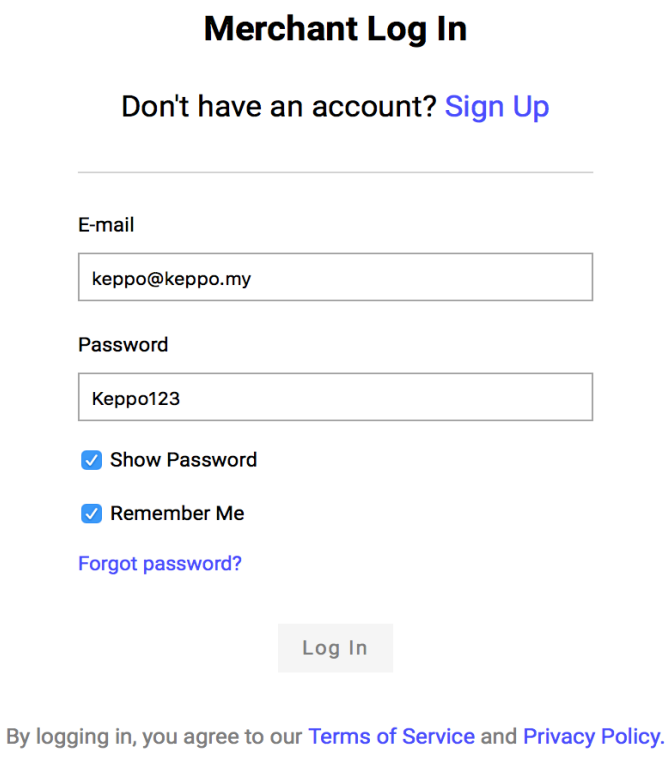
Merchants Login

http://www.keppo.my/merchant/login



1 step: please type in your Email/ Username and Password
Email: "keppo@keppo.my / keppo"
We allow you to use username or email to login to your account
Password: "Keppo123"

2 step: show password
We allow you to to see your password

3 step: remember me
this is auto sign in for next time.

4 step: login
login to account dashboard.

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Forget password

Forgot Your Password?

Please enter your E-mail / Username so we can send you an email to retrieve your password.

E-mail / Username:

keppo@keppo.my

Retrieve

1 Step
forget password? Please type in email/ username on textbox.

2 Step
Click Retrieve

3 Step

Thank you!

An email will be sent to your registered email address.

If you don't receive in the next 10 minutes, please check your spam folder and if you still haven't received it please try again...

Go to Log In Page

4 Step
Please check with your mailbox “inbox”, “junk” or “spam”.
If still no receive please email us admin@keppo.my, mention your Company Name and Contact Person.

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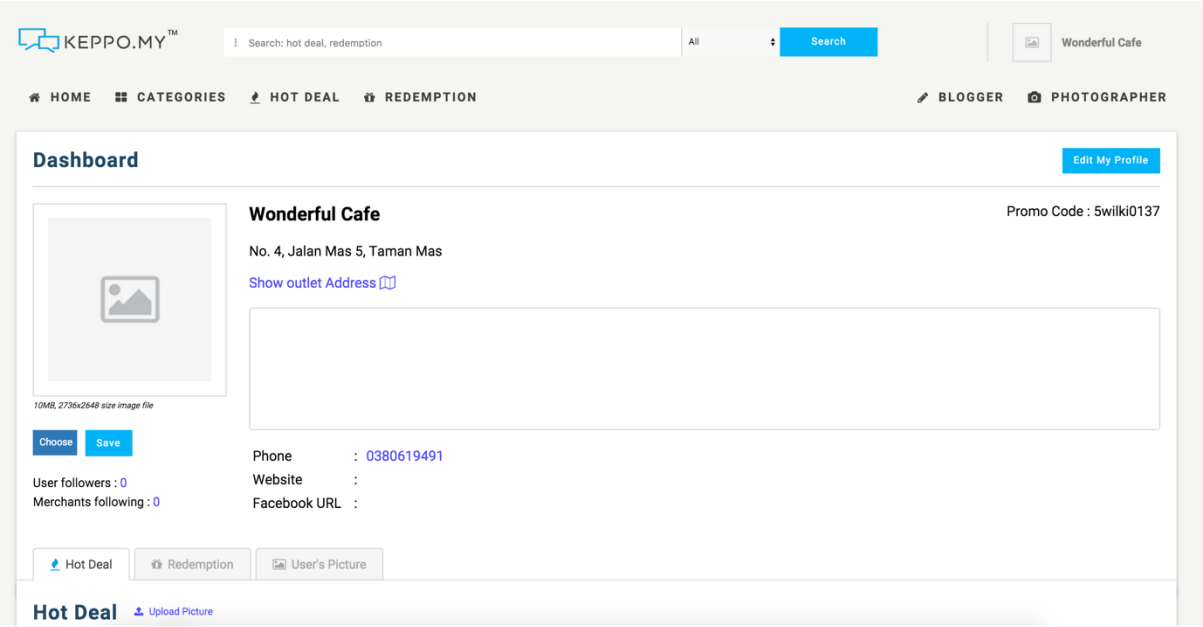
Dashboard



Once login, you will see your dashboard are empty.

Below will guide how to make your dashboard look nicer.

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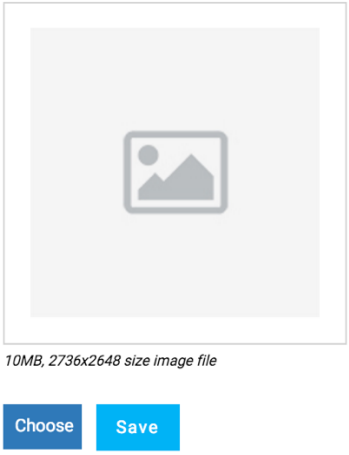
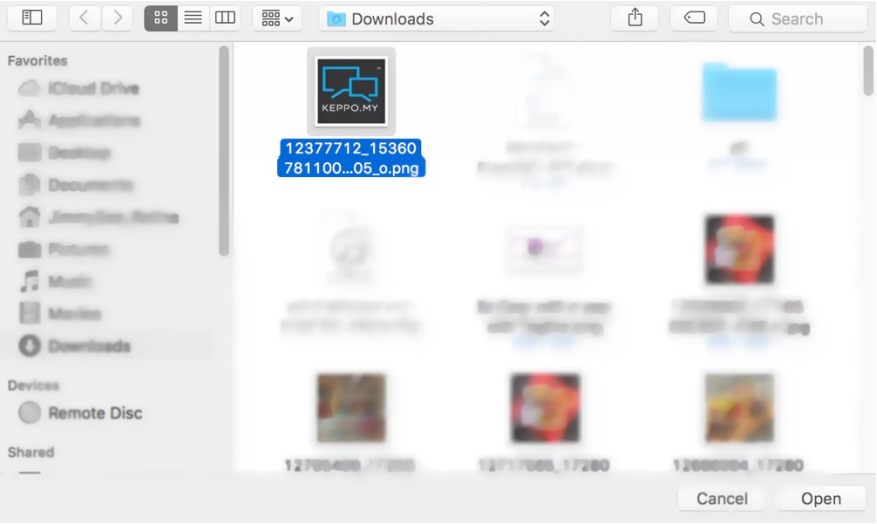
Upload profile picture



1 Step: Choose your select profile picture



2 Step: choose from the album which you be your profile picture.

3 step: Once you selected profile picture, “click” save.

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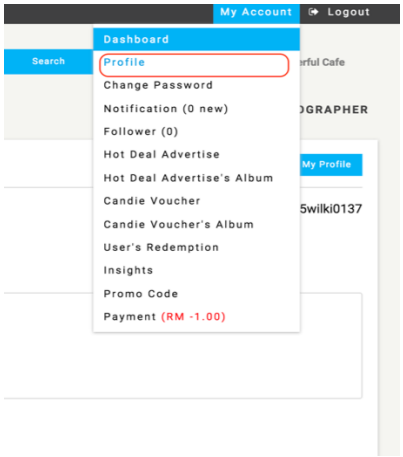
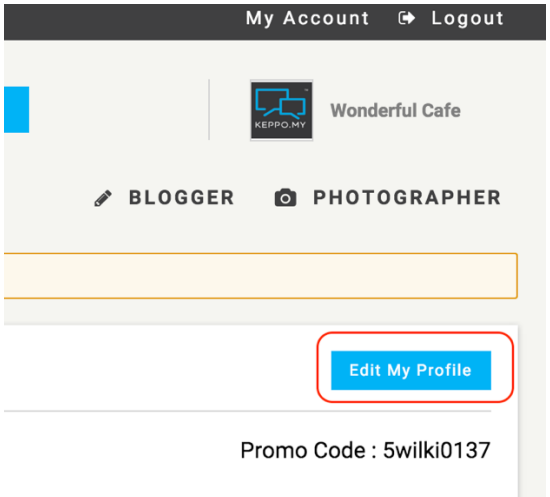
Edit profile





1 Step: select edit my profile / profile

you can click either one “edit my profile” or “profile” to access into edit profile.

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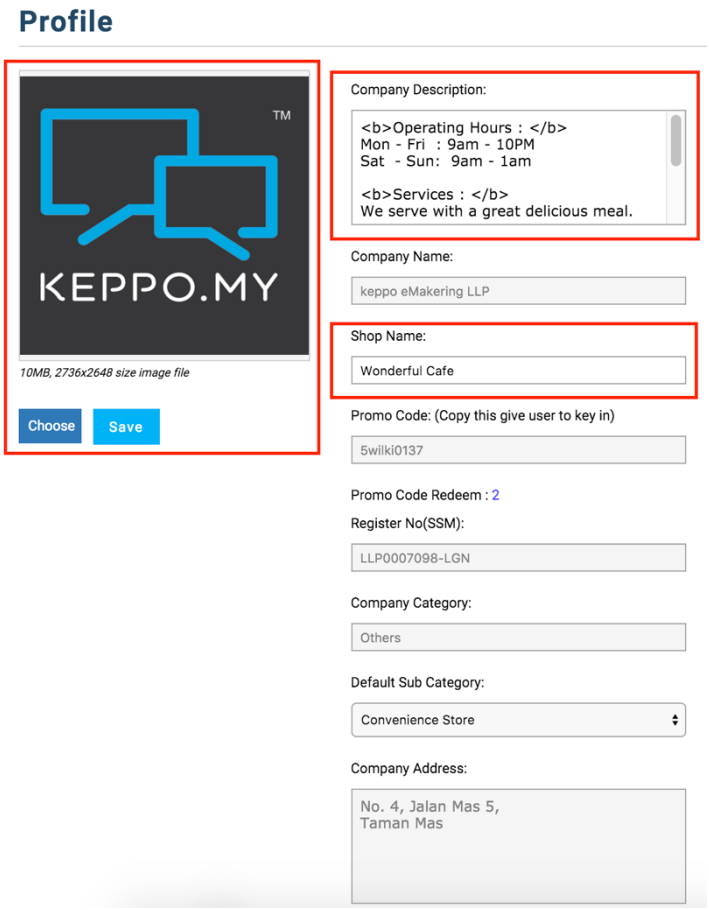

2 step: edit / change profile picture, company description & shop name
We only allow merchants to edit/change with profile picture, company description or change shop name.

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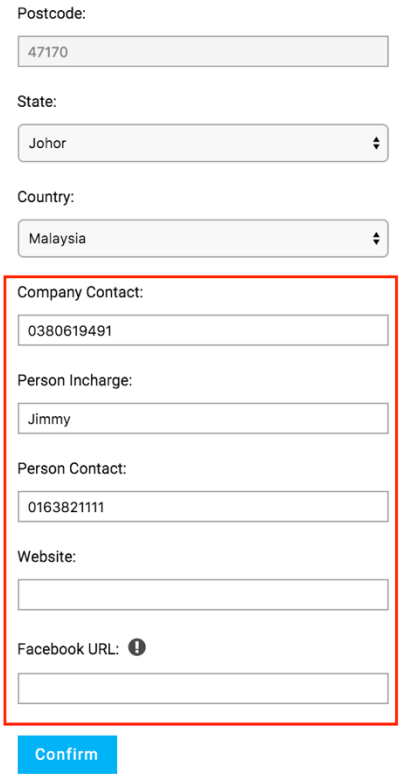

3 step: add / change
we allow you to add / change

- Company contact
- Person in charge
- Person contact
- Website
- Facebook

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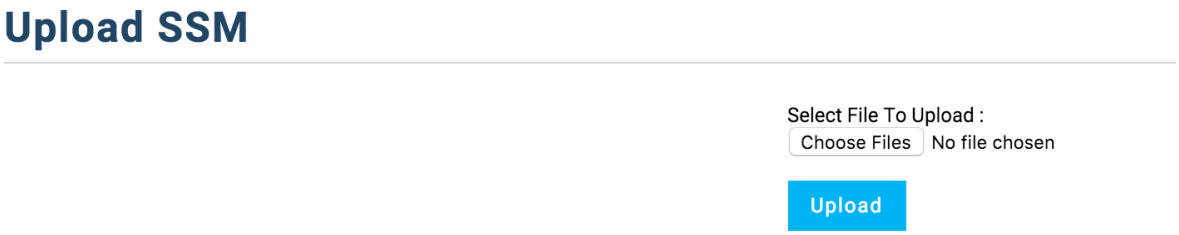
Upload SSM

1 step: select “profile”
2 step: scroll until below, and you will see a button with “submit SSM forms”



3 step: choose files with select pdf. File
4 step: upload

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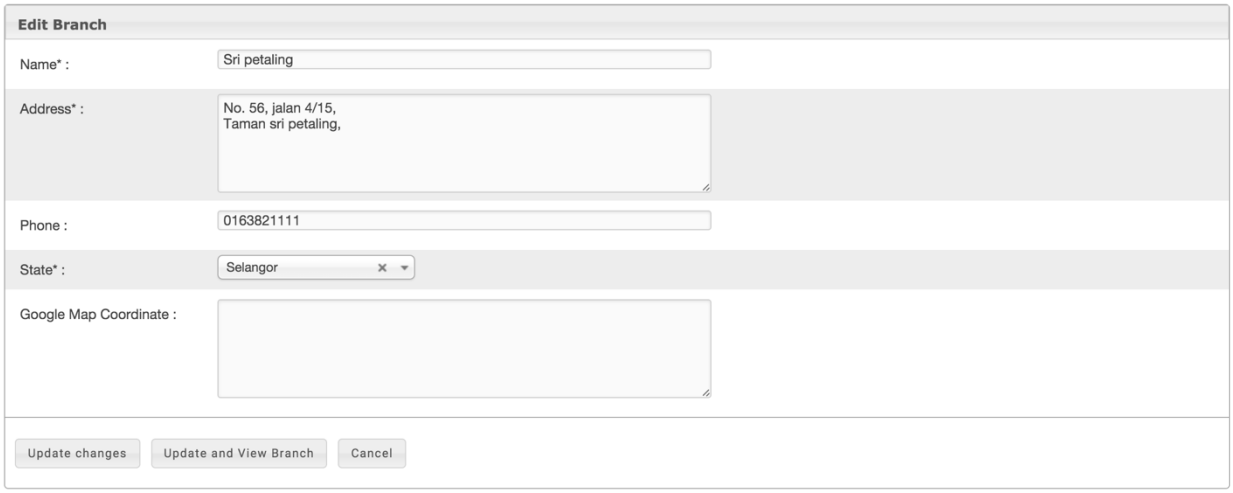
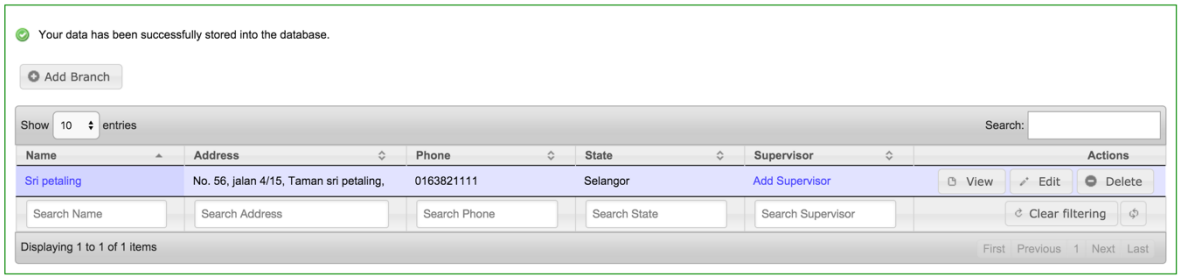
Add branch / View branch

1 step: select “profile”
2 step: scroll until below, and you will see a button with “add branch / view branch”



3 Step: fill-up branch information
Name: “sri petaling” (outlet place area)
Address: No. 56, jalan 4/15, Taman Sri petaling
Phone: 0163821111
Stage: “select your location”

4 step: select “update changes or update and view branch”
5 step: cancel. (this database wont be save)



6 step: view branch
This can be view / edit / delete

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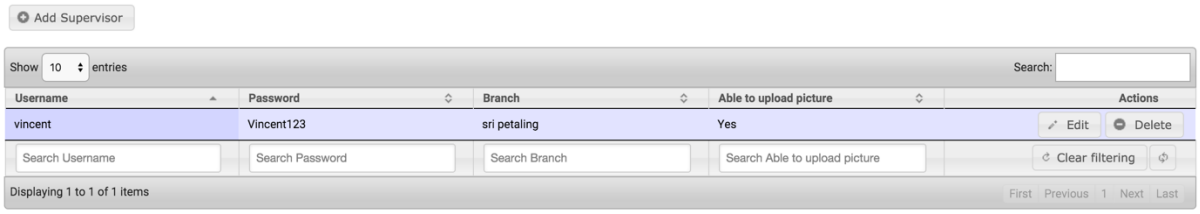
Add Supervisor / View supervisor

1 step: select “profile”
2 step: scroll until below, and you will see a button with “Add supervisor / View supervisor”

3 step: fill-up your supervisor particular
Username:
Password: (Minimum 8 Characteristics, exp: (Keppo123)) **“K” is upper case**
Branch:
Able to upload hotdeal: “button click”



4 step: view supervisor
This can be edit / delete

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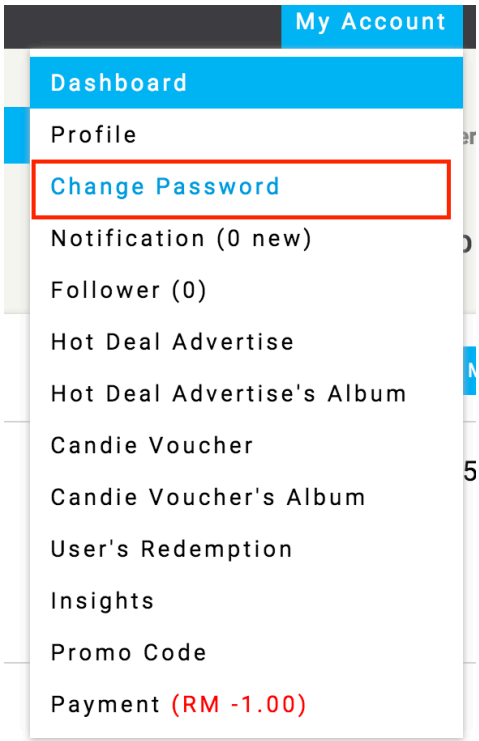
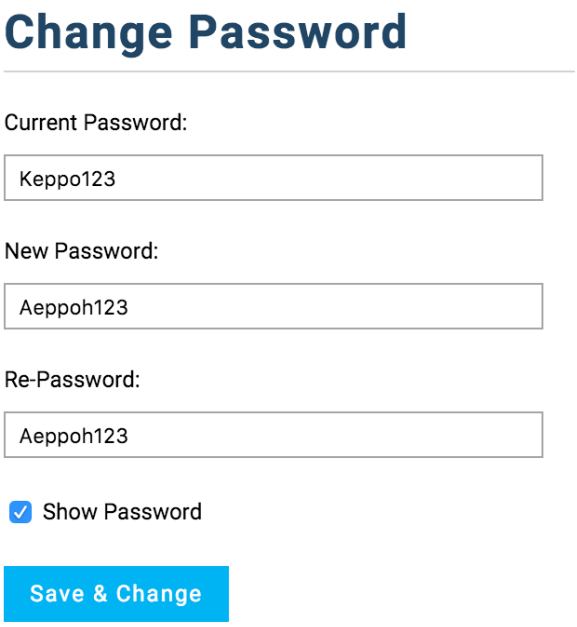
Change password





1 Step: Current password: Keppo123
2 step: New Password: Aeppoh123 (Minimum 8 Characteristics, exp: (Keppo123)) **"A" is upper case**
3 step: Re-password: Aeppoh123 (Minimum 8 Characteristics, exp: (Keppo123)) **"A" is upper case**
4 step: "click" show password to check your password is matching.
5 step: "click" save & change

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Thank you!

Your Password has been saved!

Back to Dashboard

6 step: confirmation

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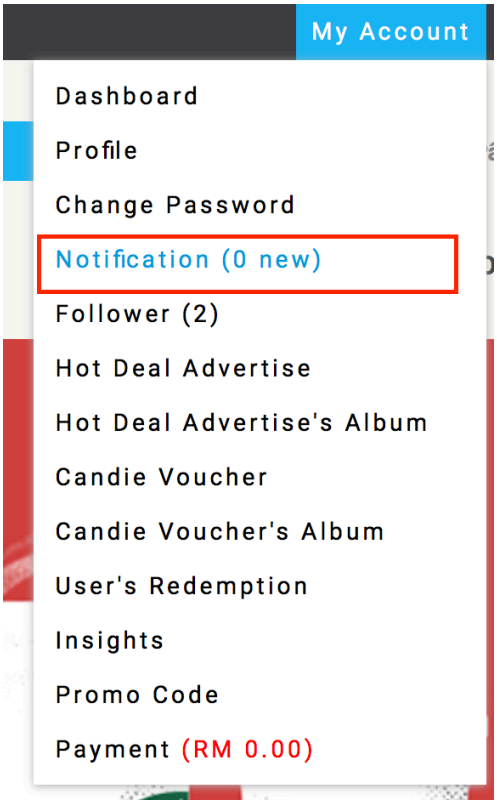
Notification



Your notifications

Notification (0 new) | Monitoring Remove Action (0 new) | Merchant Hot Deal Expired (0)

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User notification

Notification (23 new) | Monitoring Remove Action (0 new) | Merchant Hot Deal Expired (0)

白芯羽	like your hotdeal La Fraise.	
白芯羽	rating on your hotdeal La Fraise as 5 star.	
白芯羽	like your hotdeal Cheese Mousse.	
白芯羽	rating on your hotdeal Cheese Mousse as 5 star.	
白芯羽	like your hotdeal Lavender Cream.	
白芯羽	rating on your hotdeal Lavender Cream as 5 star.	
白芯羽	like your hotdeal festive seasons.	
白芯羽	rating on your hotdeal festive seasons as 5 star.	
白芯羽	like your hotdeal Chilli for dessert ?.	
白芯羽	rating on your hotdeal Chilli for dessert ? as 5 star.	
白芯羽	follow you.	
Chuan Chuan Zai	upload image for merchant.	
Chuan Chuan Zai	like your hotdeal La Fraise.	
Chuan Chuan Zai	rating on your hotdeal La Fraise as 4 star.	
Chuan Chuan Zai	like your hotdeal Cheese Mousse.	

you will receive this notification when user “like, comment, rating, user follower, upload merchants picture”

Monitoring remove action notification

Monitoring Remove Action

Notification (0 new) | Monitoring Remove Action (0 new) | Merchant Hot Deal Expired (0)

Show 25 entries Search:

Description	Removed Item Type	Removed By	Removed Time	Post Image	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

monitoring remove action notification is show “supervisor” helps to remove user comment, delete advertisement / voucher.

Merchants Hot Deal expired

Notification Hot Deal Expired

Notification (0 new) | Monitoring Remove Action (0 new) | Merchant Hot Deal Expired (0)

Show 25 entries Search:

Title	Image	Start Date	End Date	Actions
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

This to show deal / voucher has been expired.

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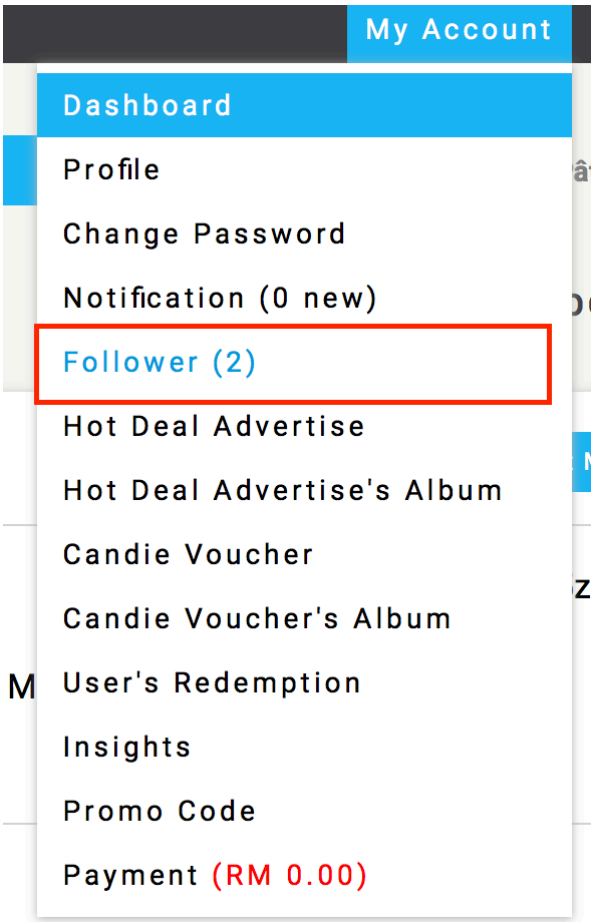
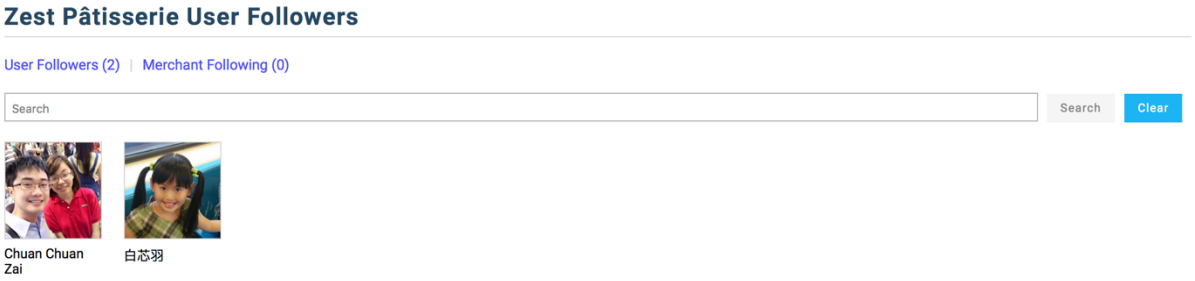
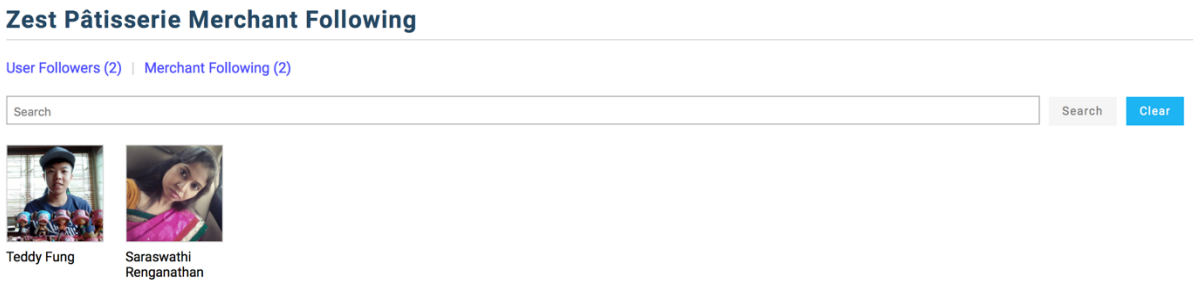
Followers / Following





User follower merchants



Merchants follower User

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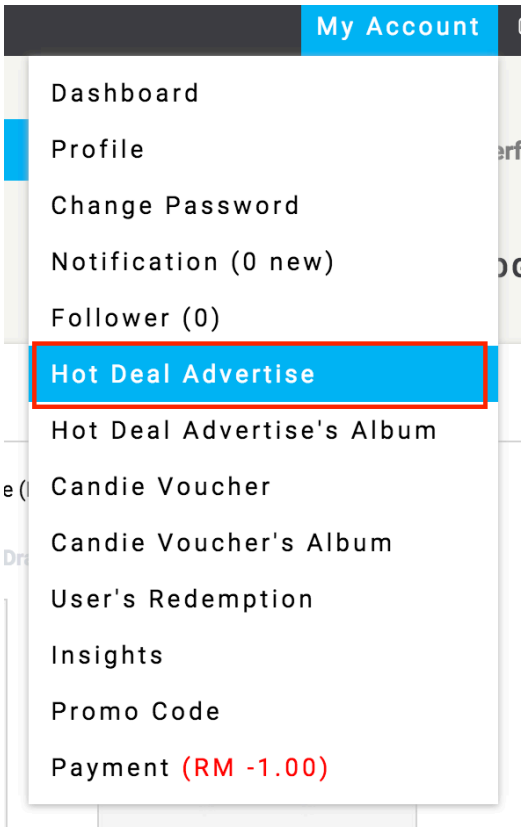
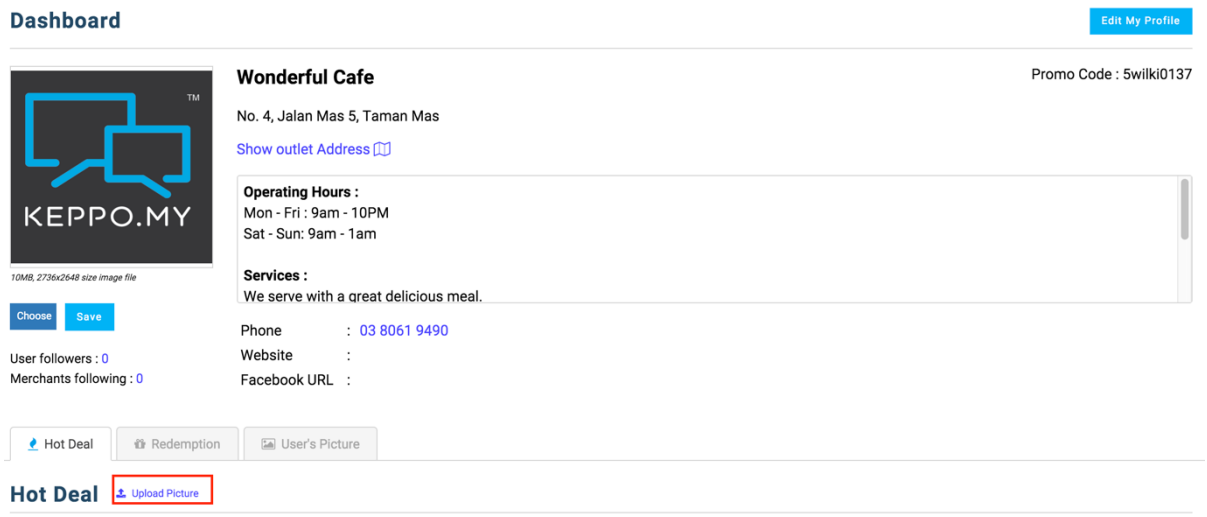
Hot deal advertise





short-cut key on upload picture

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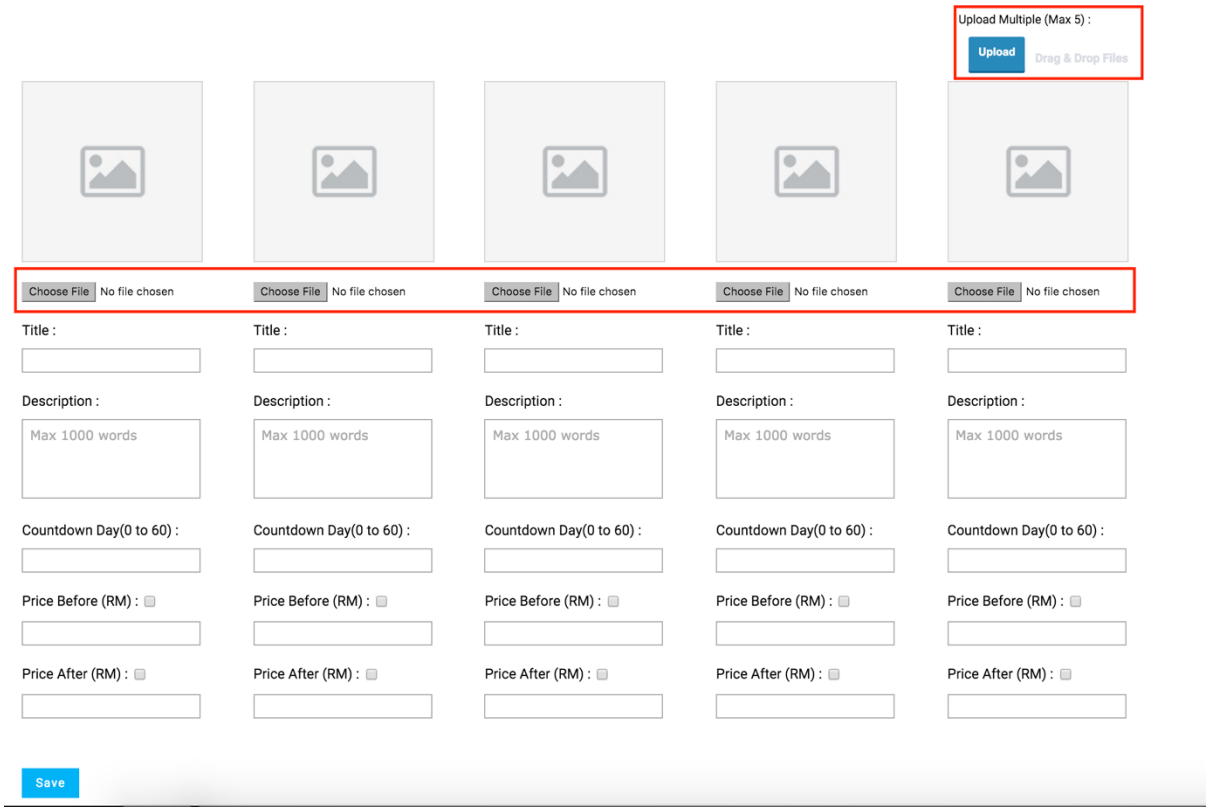
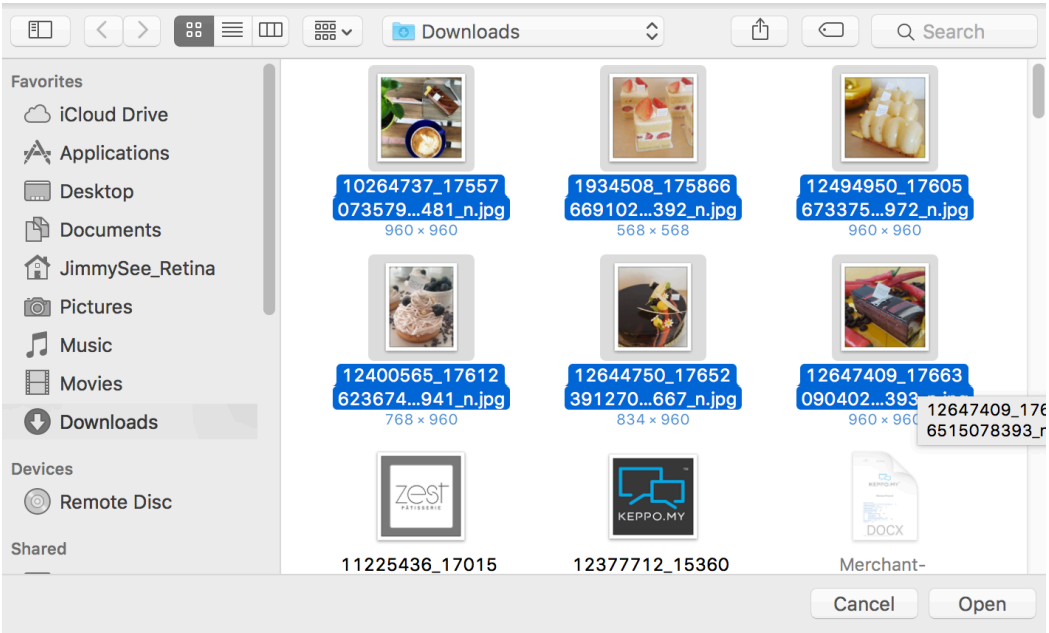


1 step: you can select multiple picture or choose 1 by category

- Multiple picture max can upload 5 picture
- choose file 1 by 1 picture



2 step: select multiple with max 5 picture

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Hot Deal Advertise

Upload Multiple (Max 5) :

Upload Drag & Drop Files

Choose File no file selected	Choose File no file selected	Choose File no file selected	Choose File no file selected	Choose File no file selected	Choose File no file selected
Title : La Fraise	Title : Cheese Mousse	Title : Lavender Cream	Title : festive seasons	Title : Chilli for dessert ?	Title :
Description : No idea where to go for afternoon tea today ? Do drop by Zest Pâtisserie and try out our La Fraise	Description : Gâteau for CNY 2016 - ONG LAI | Pineapple | Cream Cheese Mousse | Almond Shortbread |	Description : Lavender | Lavender Cream | Blueberry Compote | Almond Tart | Lavender	Description : We accept special request to suit your birthday celebrations and festive seasons. Visit Zest Pâtisserie	Description : Chilli for dessert ? Yes !!! Our new creations - Chocolate with Chilli !!	Description : Max 1000 words
Countdown Day(0 to 60) : 60	Countdown Day(0 to 60) : 0	Countdown Day(0 to 60) : 8	Countdown Day(0 to 60) : 0	Countdown Day(0 to 60) : 0	Countdown Day(0 to 60) :
Price Before (RM) : 0.00	Price Before (RM) : 15	Price Before (RM) : 16	Price Before (RM) : 0.00	Price Before (RM) : 0.00	Price Before (RM) :
Price After (RM) : 0.00	Price After (RM) : 12	Price After (RM) : 13	Price After (RM) : 0.00	Price After (RM) : 0.00	Price After (RM) :

Save

3 Step: fill-up text box

- Title: key word

- Description: max 1000word

- Optional: countdown day

Price before (RM)

Price after (RM)

Category: Pastry & Bakery

ZEST PÂTISSERIE Show me Address

Chilli for dessert ?

2 Review(s)

Chilli for dessert ?
Yes !!! Our new creations - Chocolate with Chilli !!

ÉCLATE
| Chocolate Chilli Crémeux | Raspberry Jam | Dark Chocolate Sponge | Chocolate Glaze |

Like : 2 Comment : 0
CLICK BY EARN CANDIES

SHARE THIS DEAL Share

People Reached 2 users

USER COMMENT

No User Comment

4 step: hot deal advertisement is created

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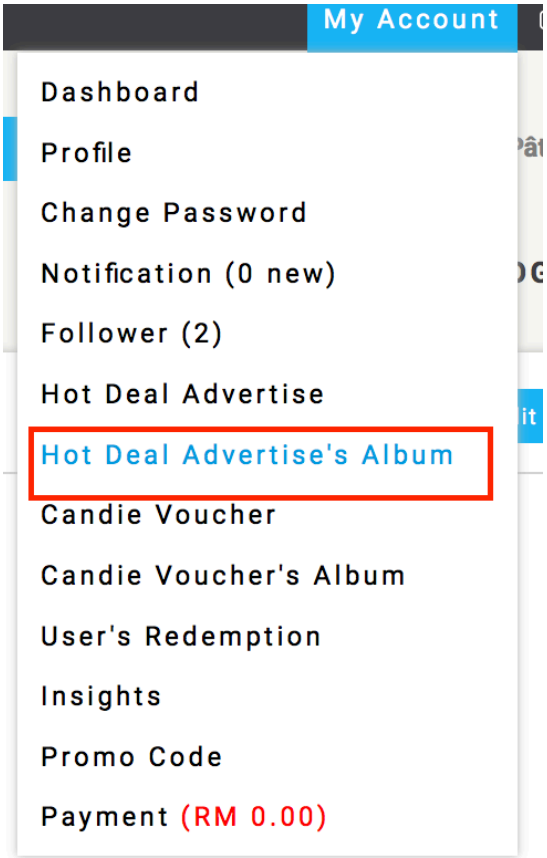
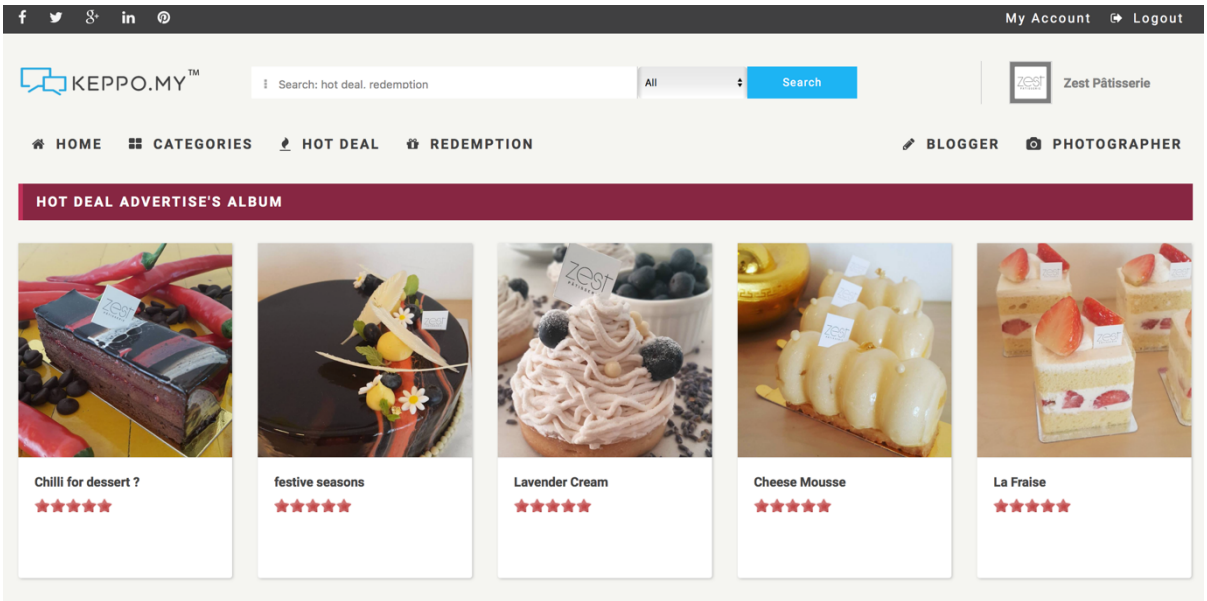
Hot Deal advertiser's Album



1 step: Hot deal advertiser's album



2 step: shown all album

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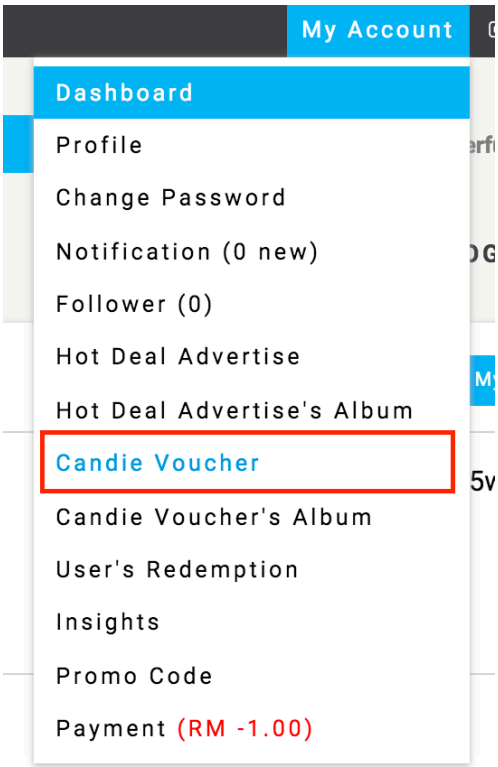
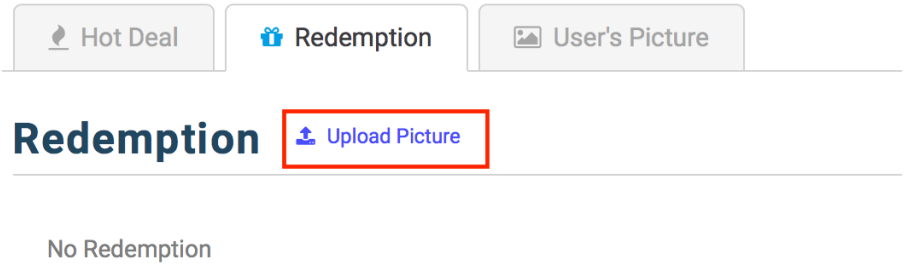
Candies Voucher





short-cut key on upload picture

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Candie Voucher

Voucher of Year & Month : 2016 February Go

10MB, 2736x2648 size image file

Choose File No file chosen

Title :

All-day Tea Set

Set Point :

30

Description :

All-day Tea Set a.k a *T Set

Pricing is from RM29.90 to RM40.60, based on your selected tea blends.

In-house, we owns 30 tea blends which

Redemption Period Start Date :

20-02-2016

Redemption Period End Date :

21-03-2016

Voucher Expiry Date :

20-04-2016

Can select one extra info to show :

Get Off - %

Get Off Percentage :

20.00 %

Select Terms & Conditions :

- [x] Please present the original voucher before payment
- [x] This voucher may not be combined with other promotion, offer (including Vip Card) or any other voucher
- [x] While stock last
- [ ] This voucher will not be replaced if lost or damaged
- [x] TEA Verandah researves the final right on all matters concerning this voucher

Extra Terms & Conditions :

Add extra T&C seperate by Enter, one line one T&C

1 step: fill-up text box

- **Title:** key word
- **Set point :** min 30
- **Description:** max 1000word
- **Redemption period start date:** when you want to start your voucher on publish
- **Redemption period end date**: when you want to end your voucher
- **Voucher expiry date**: when you want your voucher to be expiry (expiry during 2 months)
- **Show offer:** 1. Price before & after
  2. Worth
  3. Get off - %
  4. Buy x Get x

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Redemption

Edit Redemption

Category: Bar

TEA VERANDAH Show me Address

Require 30 Candies

All-day Tea Set

★★★★★ Reviews : 1

Get off - 20.00%

All-day Tea Set a.k a *T Set Pricing is from RM29.90 to RM40.60, based on your selected tea blends. In-house, we owns 30 tea blends which are all categorized under 8 special range, respectively. We welcome you to walk-in to our tea room & run thru our 30 x TEA TEST TUBE samplings.

Like : 2 Comment : 0
CLICK BY EARN CANDIES

Redeem Period: 20-02-2016 to 21-03-2016

Expiry Date: 20-04-2016

SHARE THIS REDEMPTION Share

Terms & Condition:

- TEA Verandah researves the final right on all matters concerning this voucher
- While stock last
- This voucher may not be combined with other promotion, offer (including Vip Card) or any other voucher
- Please present the original voucher before payment

Available Branch:

- **ATRIA Shopping**
  Lot SK-1 Level 2 ATRIA Shopping Gallery Jln SS22/23 Damansara Jaya, 47400 Petaling Jaya, Malaysia
  View Map

2 step: redemption is created

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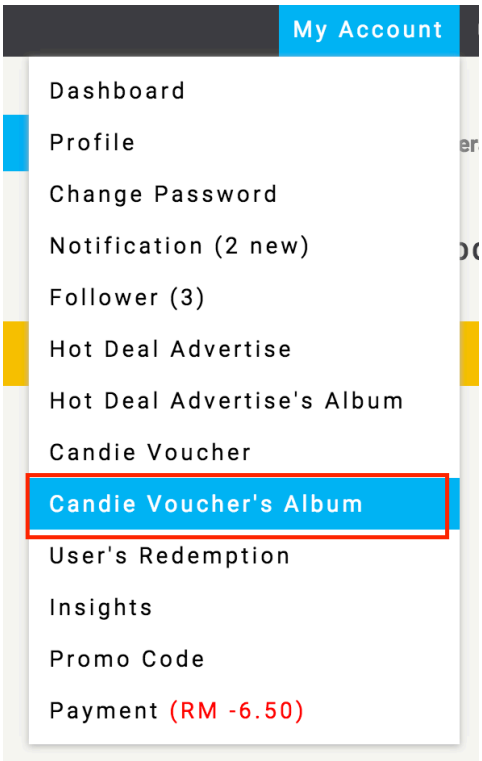
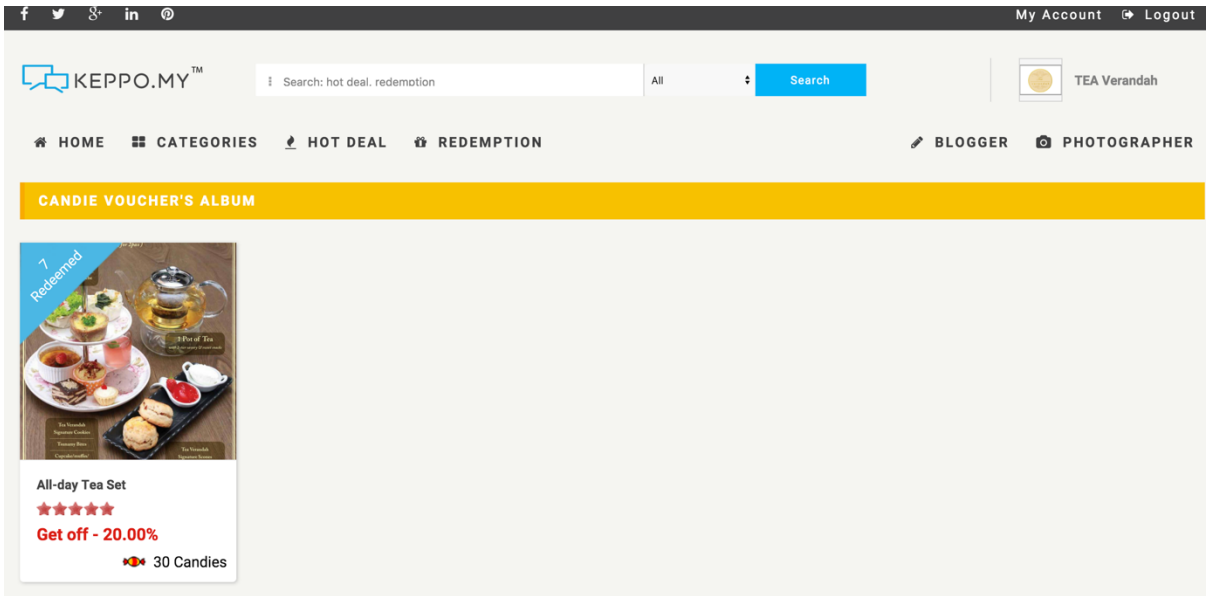
Candies voucher album



1 step: click and show on candies voucher's album



2 step: shown all album

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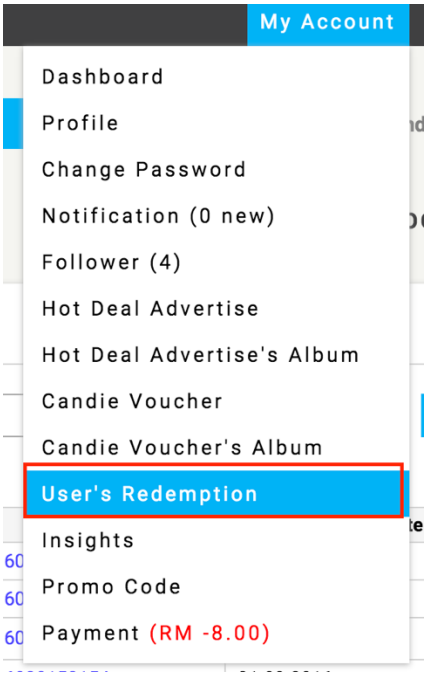
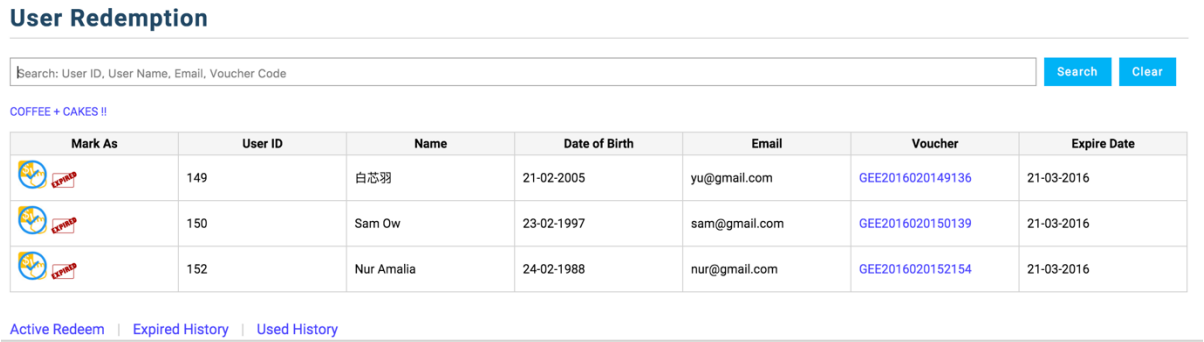
User Redemption





User Redemption

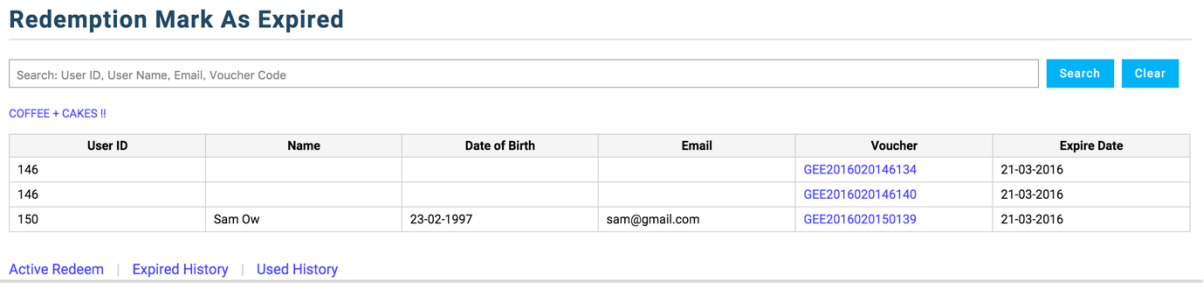
Search: User ID, User Name, Email, Voucher Code | Search | Clear

COFFEE + CAKES !!

Mark As	User ID	Name	Date of Birth	Email	Voucher	Expire Date
	149	白芯羽	21-02-2005	yu@gmail.com	GEE2016020149136	21-03-2016
	150	Sam Ow	23-02-1997	sam@gmail.com	GEE2016020150139	21-03-2016
	152	Nur Amalia	24-02-1988	nur@gmail.com	GEE2016020152154	21-03-2016

Active Redeem | Expired History | Used History

1 step: active redeem
you can check how many users redeem with the voucher



Redemption Mark As Expired

Search: User ID, User Name, Email, Voucher Code | Search | Clear

COFFEE + CAKES !!

User ID	Name	Date of Birth	Email	Voucher	Expire Date
146				GEE2016020146134	21-03-2016
146				GEE2016020146140	21-03-2016
150	Sam Ow	23-02-1997	sam@gmail.com	GEE2016020150139	21-03-2016

Active Redeem | Expired History | Used History

2 step: Expired history
check with expired voucher, which user haven use or redeem

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Redemption Used History

Search: User ID, User Name, Email, Voucher Code | Search | Clear

COFFEE + CAKES !!

User ID	Name	Date of Birth	Email	Voucher	Expire Date
146				GEE2016020146141	21-03-2016
147				GEE2016020147138	21-03-2016
149	白芯羽	21-02-2005	yu@gmail.com	GEE2016020149135	21-03-2016
152	Nur Amalia	24-02-1988	nur@gmail.com	GEE2016020152154	21-03-2016

Active Redeem | Expired History | Used History

3 step: used history

check with the status on used redeemed

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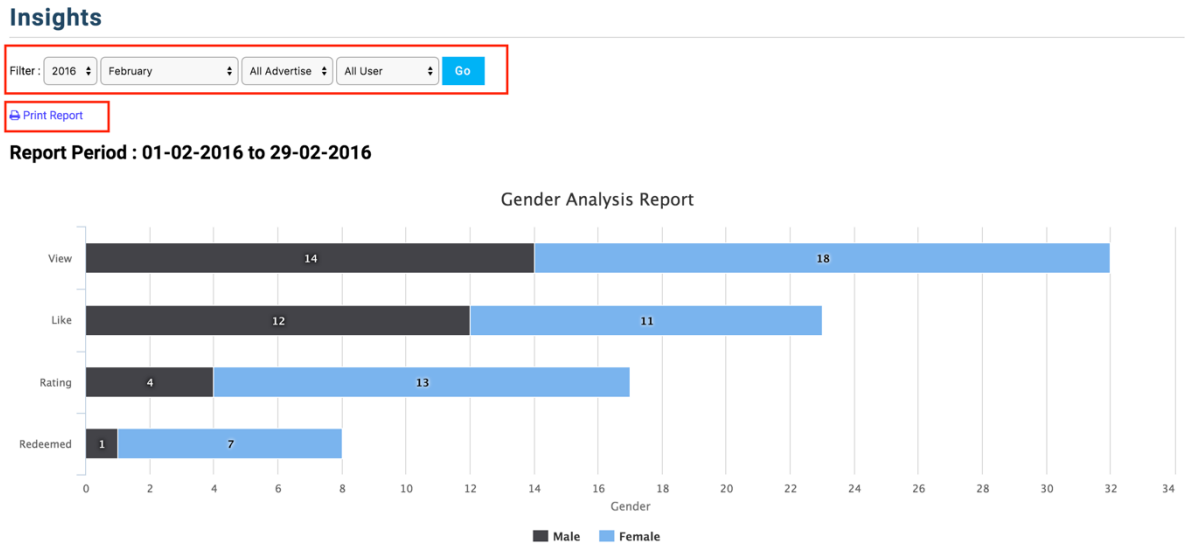
Insight



1 step: you can view gender, race, age and voucher redeemed
2 step: you can filter with insight by monthly, quarter, and yearly
3 step: you can print for the insight report.

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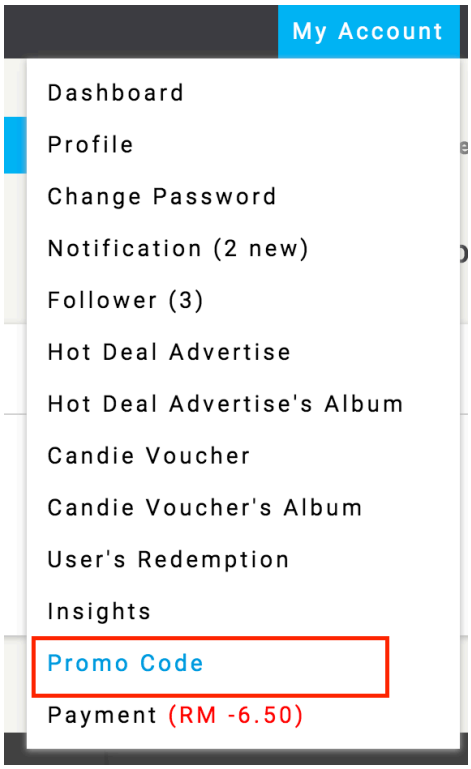
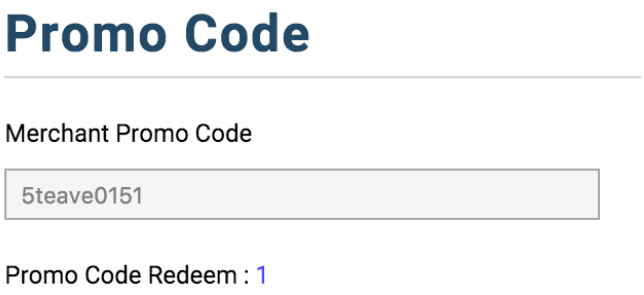
Pomo code





1 step: promo code
this is show you the real time with promo code how many person redeem with promo code. This show how many keppo's members come to your shop.

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Promo Code

Merchant Promo Code

5teave0151

Promo Code Redeem: 1

Who Redeem This Promo Code?

❤ 5teave0151 ❤

Chuan Chuan Zai

2 step: used promo code
this show the real keppo's member used on promo code

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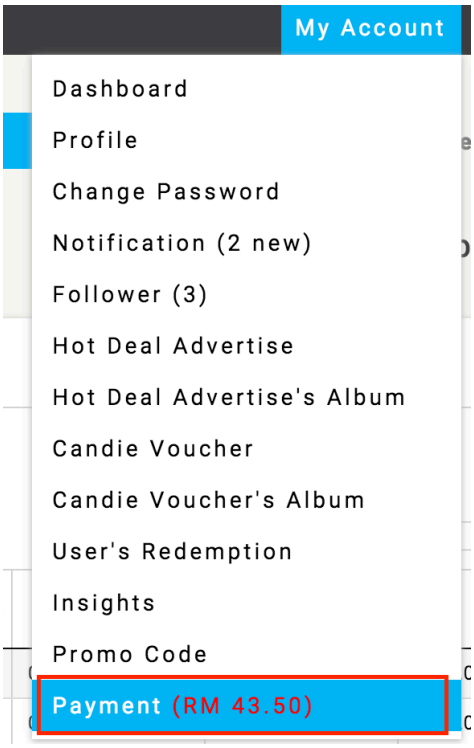
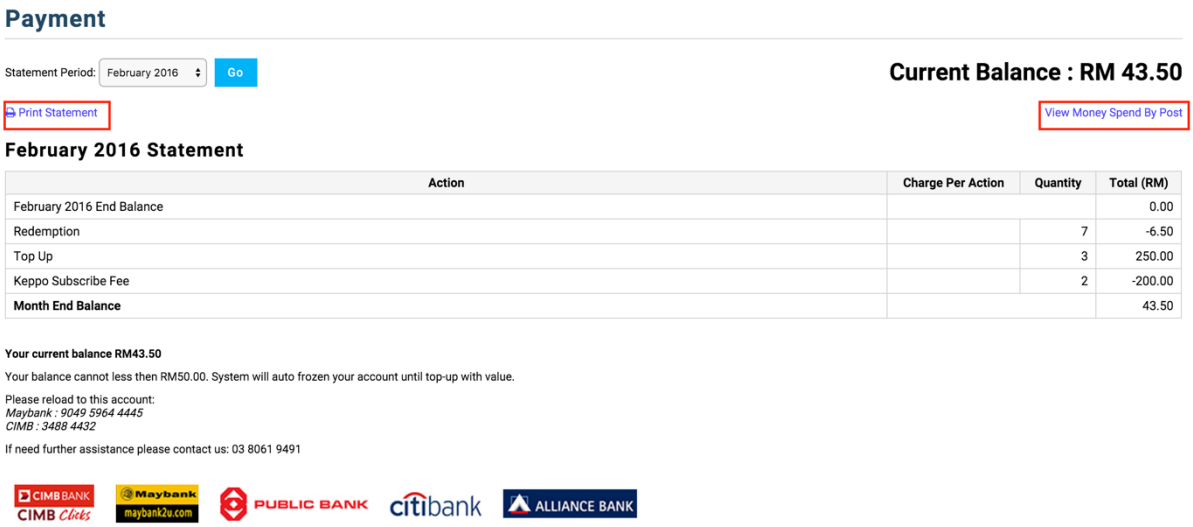
Payment





Payment

Statement Period: February 2016 Go

Current Balance : RM 43.50

Print Statement

View Money Spend By Post

February 2016 Statement

Action	Charge Per Action	Quantity	Total (RM)
February 2016 End Balance			0.00
Redemption		7	-6.50
Top Up		3	250.00
Keppo Subscribe Fee		2	-200.00
Month End Balance			43.50

Your current balance RM43.50

Your balance cannot less then RM50.00. System will auto frozen your account until top-up with value.

Please reload to this account:
Maybank : 9049 5964 4445
CIMB : 3488 4432

If need further assistance please contact us: 03 8061 9491

CIMB BANK CIMB Clicks | Maybank maybank2u.com | PUBLIC BANK | citibank | ALLIANCE BANK

1 step: can print statement
2 step: view monthly spend detail transaction

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Supervisor login

http://www.keppo.my/merchant/login

Merchant Log In

Don't have an account? Sign Up

E-mail

vincent

Password

Vincent123

☑ Show Password

☐ Remember Me

Forgot password?

Log In

By logging in, you agree to our Terms of Service and Privacy Policy.

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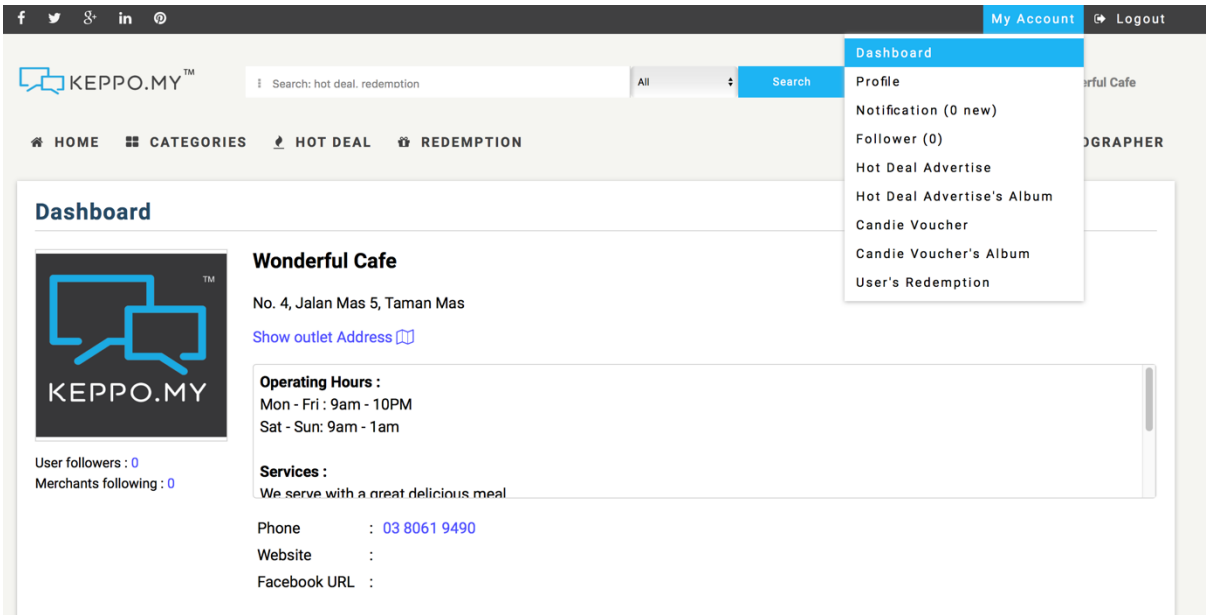
Supervisor dashboard



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Contact us

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For further information, please contact sales@keppo.my.