

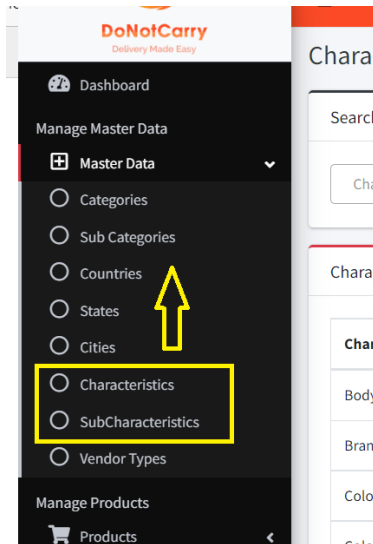


Date: September 20th, 2022

Topic: DoNotCarry Observations

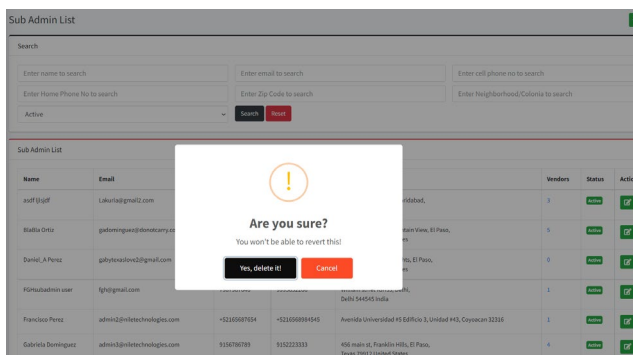
Observations:

1. In our program with a subadmin access, please set the Characteristics and Subcharacteristics links in the black menu after SubCategories.



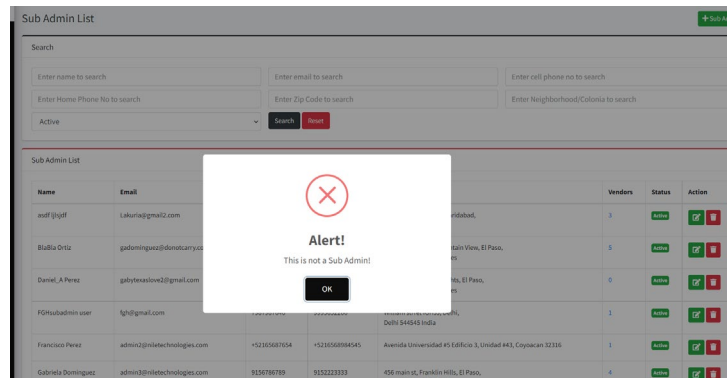
2. Please add the “Middle Name” data field for subadmins.

3. Admins can only inactivate, and not delete, subadmins. If a subadmin account with various vendors is inactivated, the default value for those subadmin data fields should be the profile of “SubAdmin.” Our administrators will be in charge of assigning a subadmin at their earliest convenience.



Entry	Vendor City	Sub Admin	Phone	Proc
S	El Paso	Sub Admin, Sub Admin	9156788988	3
S	Mesilla	BlaBla Ortiz	9158928447	3

4. I wanted to remove a subadmin record, and this message popped up. What is this alert for?



5. When adding a new subadmin, the country, state, and city filters pause the form with the following message. Please review and fix this.

A screenshot of a "Sub Admin info" form. The form contains fields for First Name, Last Name, Address Line 1, Address Line 2, Neighborhood/City, Country, State, City, Zip Code, Home Phone No, Call Phone No, Email, Confirm Email, Confirm Password, and Status. A loading message "Please wait...." is displayed over the form fields.

6. When adding a new subadmin, the vendors dropdown list is not connected. Please review and fix this.

A screenshot of a "Sub Admin info" form. The form contains fields for First Name, Last Name, Address Line 1, Address Line 2, Neighborhood/City, Country, State, City, Zip Code, Home Phone No, Call Phone No, Email, Confirm Email, Confirm Password, and Status. A dropdown menu for "Select Vendors" is shown, with the text "Nothing selected" and "No Vendor Available" displayed below it. The dropdown menu is circled in red.

7. I think this is happening because of all the changes your IT developers are currently working with, but a subadmin cannot add a new vendor, category, subcategory, characteristic, and subcharacteristic; the "Add New" button is not there anymore. Please set the button again.
8. When reviewing the reports section under a subadmin account, I noticed the Sales by Month report, exclusive for Admins, is available for subadmins. Please review the available reports and ensure they are only visible to their specific account level.



Reports Sales By Month	
Order Sales / Sales By Month	
Jan/01/2022 To Sep/31/2022	
Details	
Month	Totals
January, 2022	\$0.00
February, 2022	\$140.00
March, 2022	\$140.00
April, 2022	\$120.00
May, 2022	\$0.00
June, 2022	\$0.00
July, 2022	\$13.98
August, 2022	\$428.00
September, 2022	\$230.00

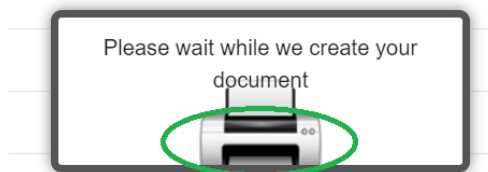
9. The “Sales by Month” report was updated. I will attach the template to this document.

DoNotCarry – Sales by Vendor by Date Range Report

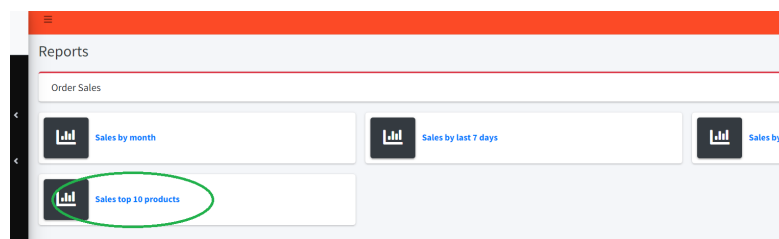
Vendor Name: [Joaquin Macera]
Vendor Complete Address: [Mercado Sobre Ruedas, 123 Reforma, Col. Insurgentes, Sucursal 12, Local 8, Mexico City, ZCode 32325-7984]
Vendor Type: [Street Market Mobile Stand] SubAdmin Name: [Francisco Perez], Mobile No.: [915-855-8555]
Report End: February 9th, 2022 at 1:17pm Requested By: Gabriela Dominguez
Total Pages: 4

From Date: [Wednesday, February 1 st , 2022]		To Date: [Monday, February 28 th , 2022]	
MONTH	IN APP	IN WEBSITE	TOTAL
January 20 th	\$450.00	\$450.00	\$900.00
February 20 th	\$450.00	\$450.00	\$900.00
March 20 th	\$450.00	\$450.00	\$900.00
April 20 th	\$450.00	\$450.00	\$900.00
May 20 th	\$450.00	\$450.00	\$900.00
June 20 th	\$450.00	\$450.00	\$900.00

10. When printing reports, I noticed the printing confirmation message. Please resize the printer image 30% smaller so that the image doesn’t touch the word “document” or the text box lower edge.



11. Please generate a “Top 10 Products by Date Range and Vendor Report” from the below report template for subadmins and vendors. I will send the updated template attached to this document. For subadmins, a search section must be included before displaying the report with the vendor data filter. Vendors will open their reports directly.





Print
Total: 1 page

Printer
Save as PDF

Layout
☐ Portrait
☒ Landscape

Pages
☒ All
☐ e.g. 1-5, 8, 11-13

More settings
Troubleshoot printer issues

DoNotCarry - Top 10 Products by Date Range and by Country for Admins Report

Report Date: Sep 21, 2022 05:40:pm
Total Pages: 1

Requested By: Sub Admin

Product Category	Product SubCategory	Product ID	Description	Regular Price	Qty. Sold
Pots	Handmade	38	Antique teapots from the east featured a squat and wide...	30	9
Books	Antique Books	15	Furniture	10	5
Trays	Handmade Wooden Trays	4	Catch all Tray Valet Tray Desk Organizer ...	55	4
Christmas	Handmade Christmas Stockings	2	Holiday Stockings, Christmas Stockings, Holiday Decor, Monogram Stocking, Personalized Holiday...	13.98	2
Beverages	Mezcal	18	A genetic relative of Agave Espadin, Agave Mexicano grows to...	140	2
Clock	wall clock	36	Enhance the look of your space by adding this wall...	50	1
Pots	Handmade	39	We have the best range of Brass Planters, Brass planters...	30	1
Fashion	T Shirt	42	Save on every purchase! Enjoy special prices on a wide...	50	1

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The following is the updated template. A subadmin can only see the information of their vendors only.

DoNotCarry – Top 10 Products by Date Range and Subadmin Report

Report Date: February 9th, 2022, at 1:17 pm
Requested By: Gabriela Dominguez

Subadmin: [Subadmin Complete Name], Mobile No.: [Subadmin's Cell Phone No.]

From Date: [Wednesday, February 1st, 2022]

To Date: [Monday, February 28th, 2022]

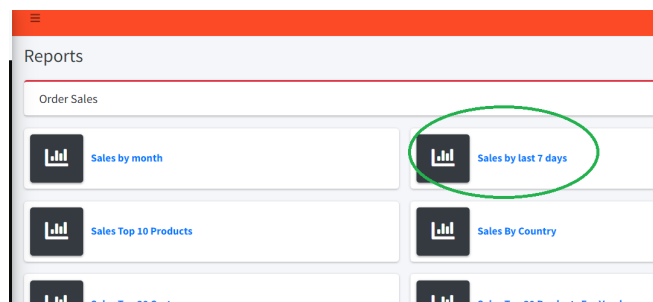
[Store Name, Vendor Address]

Product Category	Product Subcategory	Product ID	Description	Qty. Sold
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	5000
Jellies	Jalapeno	345768	Jalapeno Jelly 32oz	4376

[Store Name, Vendor Address]

Product Category	Product Subcategory	Product ID	Description	Qty. Sold
[Category]	[Subcategory]	123888	Handmade Wooden Longhorn Tray	489
Furniture	Office Desks	987654	Office desk Office desk Office desk Office desk	4376

12. The “Sales of the Last Seven Days” report (please relabel the report title in the reports’ menu) generated with a subadmin account must also have a search section where the subadmin selects a vendor from his vendors’ list only. This report should also be visible for vendors. The template will be attached to this document.



Sub Admin

Reports Sales by last 7 days

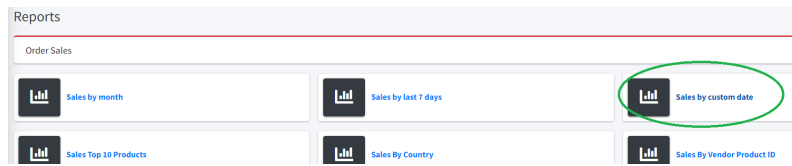
Order Sales / Sales by last 7 days

Sep/14/2022 To Sep/21/2022

Details

Order Id	Order Date	Order Total
OD9055580773	09/20/2022	\$50.00
OD4538544784	09/20/2022	\$90.00
OD9312279406	09/20/2022	\$90.00

13. Please relabel the “Sales by custom date” to “Sales by Date” and use the same template as the “Sales of the Last Seven Days” report. This report should be accessible to subadmins (the vendor data field must be included in the search section) and vendors.



14. Please relabel the “Sales Top 10 Products” to “Top 10 Products.” This report has been updated; I will send the template attached to this document.

Reports

Order Sales

Sales by month

Sales Top 10 Products

Sales Top 20 Customers

Sales Products Availability For Vendor

Sales

Sales

Sales

Sales

DoNotCarry – Top 10 Products by Date Range Report for Vendors

Report Date: February 9th, 2022, at 1:17 pm

Requested By: Gabriela Dominguez

Store Name: [STORE NAME]

From Date: [Wednesday, February 1st, 2022]

To Date: [Monday, February 28th, 2022]

[Store Name]

Product Category	Product Subcategory	Product ID	Description	Regular Price	Qty. Sold
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	5000
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	4000
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	3000
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	2000
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	1000
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	900
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	800
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	700
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	600
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	13.00	500

15. Please include in the reports’ menu the rest of the reports that I will send you with this document.