**STORE MANAGEMENT & SETTINGS**

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| **Feature** | **Description** | **Remarks** |
| **1 Create Store** | Field requirements   * Store name\_*must be unique name* * Email address * Password * Confirm Password * Choose category/ies\_*multi-categories allowed\_categories are pre-determined by the system if the store will be selling products and/or services* * Choose market region/s\_*dropdown of provinces*\_*multi-regions are allowed* * Acknowledge terms and conditions   With email confirmation | * Use chips for the categories * Password must have a see button * Email format validation * Password Validation * Yung Terms and Condition, gawing link * There’s a problem with confirmation email * Add logo to the form |
| **2 Store Owner Management** | Type of Business\_*Self-Employed, Sole Propreitorship, Partnership, Corporation*   * If “Self-Employed” was selected, redirect page with the following set of fields   + Owner's Name *(First\_Name, Last\_Name)*   + Address *(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines)*   + Mobile No.   + Landline No. *(optional)*   + Nominate bank where sales will be credited *(Bank\_Name, Account\_Name, Account\_Number)*   + Verify store *(optional)\_upload clear photo of govt id.* * If “Sole Propreitorship”, “Partnership” or “Corporation” was selected, redirect page with the following set of fields   + Business name   + Owner/Representative *(First\_Name, Last\_Name)*   + Position in the company   Business address *(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines)*   * DTI/SEC Registration No. * Mobile No. * Landline No. *(optional)* * Nominate bank where your sales will be credited *(Bank\_Name, Account\_Name, Account\_Number)* * Verify store *(optional)\_upload scanned copy of DTI/SEC Registration Certificate* * *Required to publish store*   *All changes with email confirmation* | * Walang validation * Use Chips for categories field * Integrate availment of ads feature * user.fname * user.lname * user.position\_in\_the\_company * \*required if not self employed * store.mobile\_number * \*required and unique * store.landline\_number * \*unique but not required * store.house\_bldg\_st * store.barangay\_district * store.city\_municipality * store.state\_province * store.zip\_code * store.country * store.bank\_name * store.account\_name * store.account\_number * \*required and unique * store.dti\_sec\_registration\_number * \*required and unique * store.dti\_sec\_registration\_certificate |
| **3 Giftwrapping Services Management** | * Will enable by default for all products * Provide colors where shopper can choose *(max of 4 colors only)* * Nominate charge\_ free, small, medium, large and extra large   Required to publish store  Giftwrapping Charge\_*free, small, medium, large, extra-large* | * Validation and must be money format * If 0, must show FREE |
| **4 Delivery Management** | * Delivery Charge *(enabled)*   + Choose region/s*\_multi-selection allowed*   + Enter amount or leave blank if free | * Validation and must be money format * If 0, must show FREE |
| **5 Fuel/Transpo Management** | * Transpo/Fuel charge *(optional)\_the system automatically detects categories that have transpo/fuel charges*   + Choose region/s*\_multi-selection allowed, only the store's market region will appear in the selection*   + Enter amount or leave blank if free   Applicable to Hair and Makeup, Video and Photography, Catering, Wedding Planner, Event Organizer, Bridal/Service Car, Mascot and Magicians, Sound System, Party Needs, Photo Booths, Videoke Rental, Program Host, Event Singer | * Validation and must be money format * If 0, must show FREE |
| **6 Booking System Management** | * Will enable by default once the system detects that the store is selling services based on the selected category/ies. Cannot be disabled*\_will automatically disable once services category was unselected.* * The system have indicator for *“fully booked”, “available”, “not available”* dates. *“Full booked”* includes reserved *(20% reservation)* and fully-paid services. * Store may customized the no. of slots they can accommodate in a day, while, they can also tag specific date/s as “not available” in case they are in vacation, sick leave etc.   Required to publish store | * show table kahit wala pang laman * enhance UI |
| **7 Portfolio Management** | * These are featured photos and/or videos of the store. * They can also link their social media account from Facebook, Instagram, Pinterest, Youtube and Vimeo * 500MB storage FREE\_ *premium package which can be paid online or deposit to enturaz bank account 1GB (59/mo), 2GB (99/mo), 4GB (179/mo); can enter number of months of subscription as preferred.*   Required to publish store | * Delete multiple button is hidden when there’s no video/photo * Payment for additional storage |
| **8.** Products/Services Management | * Add Products/Services * Add/Substract inventory * Delete products/services * Return policy*\_applicable to products only\_system generated\_umbrella policy for all stores, link will show on item view.* * Cancellation policy*\_applicable to services only\_system generated\_umbrella policy for all stores, link will show on item view.* * Advertise products/services |  |
| **8.1.** Add Products\* | * Required Fields:   + Category   + SKU   + Title\_*up to 60 characters*   + Size *(optional)*   + Color *(optional)*   + Description\_*up to 1,000 characters*   + Regular Price   + Sale Price\_*optional\_only if on sale*   + Add Photos \_*4 Photos, 1st upload as default item photo* * Payment terms*\_full-payment, cash-on-delivery (optional), lay-away (optional)* * *5 items FREE\_ premium package prices 10 items (99/mo), 20 items (159/mo), 30 items (209/mo), 40 items (239/mo), 50 items (249/mo); can enter number of months of subscription as preferred.* * *At least 1 item required to publish store* | * Validation * Premium Package |
| **8.2.** Add Services\* | * Required Fields:   + Category   + SKU   + Title\_*up to 60 characters*   + Description\_*up to 1,000 characters*   + Regular Price   + Sale Price *(optional\_only if on sale)*   + Add Photos *(4 Photos, 1st upload as default item photo)* * Payment terms\_full-*payment, 20% reservation, lay-away (optional)* * *5 items FREE\_ premium package prices 10 items (99/mo), 20 items (159/mo), 30 items (209/mo), 40 items (239/mo), 50 items (249/mo); can enter number of months of subscription as preferred.* * *At least 1 item required to publish store* | * Validation * Premium Package |
| **8.3.** Add/ Substract Inventory | * Applicable to products only * Search SKU * Add/subtract inventory * With email confirmation | * Check Email Confirmation |
| **8.4.** Delete Products/ Services | * Search SKU * Delete products/services * With email confirmation | * Check Email Confirmation |
| **8.5. Re**turn policy\* | * Applicable to products only * Will show by default on item view | * TO DO |
| **8.6. C**ancellation policy\* | * Applicable to services only * Will show by default on item view | * TO DO |
| **8.7.** Advertise products/ services | * Can enter number of months *(30 calendar days from the date of availment)* * P499.00 per 30 calendar days. * Can be paid online or bank deposit to enturaz account * Appear on recommended items on the desginated pages of the app, also highlighted as “recommended” on search results. * With email confirmation | * Online Payment * Email Confirmation |
| **9.** Store Management | Edit store   * Store name *\_auto populated from the registration* * Store email address*\_auto populated from the registration* * Category/ies*\_auto populated from the registration* * Market region/s*\_auto populated from the registration* * *With email confirmation*   Advertise store   * Can enter number of months *(30 calendar days from the date of availment)* * P499.75 per 30 calendar days. * Can be paid online or bank deposit to enturaz account * Appear on featured stores on the desginated pages of the app, also highlighted as “featured” on search results. * *With email confirmation*   Publish/Unpublish store   * chargeables still continue for unpublish stores * With email confirmation Delete store * Owner or Admin can delete store. * \Store will be temporarily unpublished for 30 days. Logging in within 30 days after deletion will re-activate store. However, Owner or Admin needs to publish the store for public to view. * With email confirmation. | * Validation * Email Confirmation |
| **10.** User Management | User classification   * Owner   + Created by default upon store creation (FREE) * Admin   + Created by Owner or another Admin   + Default access*\_please see user permission table*   + Permissions could be disabled/enabled by owner or by another admin   + Account maintenance is P49.00/month/user payable online or bank deposit to enturaz account. Enter number of employees and number of months   + Field requirements     - First\_Name, Last\_Name, Email\_Address, Position (optional)\_User Type (Select Employee), Select\_permissions\_accesss, Generate\_Password, Submit\_and\_email link to user   + User activation     - User click link sent to his email     - Enter username\_*default username is “firstname”.”lastname” i.e. juan.delacruz*     - Change password     - Confirm password     - With email confrimation * Employee   + Created by Owner or another Admin   + Default access*\_please see user permission table*   + Permissions could be disabled/enabled by owner or admin   + Account maintenance is P29.00/month/user payable online or bank deposit to enturaz account. Enter number of employees and number of months   + Field requirements     - First\_Name, Last\_Name, Email\_Address, Position (optional)\_User Type (Select Employee), Select\_permissions\_accesss, Generate\_Password, Submit\_and\_email link to user   + User activation     - User click link sent to his email     - Enter username\_*default username is “firstname”.”lastname” i.e. juan.delacruz*     - Change password * Confirm password * With email confirmation   **User Permission Table** | * Check Email Confirmation * Apply User Priveleges |
| **11.** Reports | * Generate report on a customized period. Data includes Period, Date of Transaction, SKU, Quantity, Price, Returns, Refund, Beginning Inventory, Ending Inventory, Gross Sales, Charges, Net Sales. * Reports is in pdf format view/download |  |
| **12.** Ratings and Reviews | * View last 10 reviews * Search SKU to check last 10 reviews and total rating. * Cannot delete reviews and rating | * WALA PA |
| **13.** Security and Privacy Setting | |  | | --- | | Change Password | | * Enter old password * Enter new password * Confirm new password * With email notification | | Show/Hide owner's details *(default as public)* | | * Self-Employed   + Owner's Name *(First\_Name, Last\_Name)*   + Address *(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to* | | *Philippines)* | | * Mobile No. * Landline No. * Sole Propreitorship, Partnership or Corporation *(default as public)*   + Business name   + Business address *(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country* | | *(default to Philippines)* | | * DTI/SEC Registration No. * Mobile No. * Landline No. | |  |

**SHOPPER MANAGEMENT AND SETTINGS**

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| **Feature** | **Description** | **Remarks** |
| 1. Registration | Field requirements   * First\_Name, Last\_Name * Birthday * Gender * Email address * Password * Confirm Password * Acknowledge terms and conditions * With email confirmation   Sign-up Options   * Facebook * Google |  |
| 1. Profile Settings | Editable fields   * First\_Name, Last\_Name * Birthday * Gender * Email address * Mobile no. * Address *(Optional)\_House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines)\_default delivery address or service fulfillment address*   Change Password   * Enter old password * Enter new password * Confirm new password * With email notification My Gift Registry * Delete Gift Regitry   1. Select gift registry   2. Delete   3. Confirm deletion * Edit Gift Regitry   1. Select gift registry   2. Edit   3. Save * Create Gift Registry * Select event type*\_wedding, debut, birthday, baptismal, house\_blessing, baby\_shower* * Enter Details:   + Wedding\_*bride, groom, wedding\_date\_time, venue, where\_you\_want\_to\_deliver\_your\_gift [(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines]*   + Other events*\_celebrant, event\_date\_time, venue, where\_you\_want\_to\_deliver\_your\_gift [(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines]* * Add gift list*\_at this stage, system will show random products\_recommended items (ads) are on the top of the list*   + Search item/s   + Select item/s   + Add to gift list   + Enter guests mobile numbers*\_allow access to contact, else enter mobile numbers*   + Submit*\_system will sms link of the gift regitry to guests\_system create a reference number for the gift registry* |  |
| 1. View and Search | * Applicable to registered and unregistered users * Access to all posted items, published store's profile, terms of use, return policy, cancellation policy, data privacy, about us, contact us and blogs |  |
| 1. Buying | If Products:   1. View item 2. Select Size *if applicable* 3. Select Color *if applicable* 4. Quantity 5. Select payment terms*\_full-payment, layaway* 6. Select *“for giftwrapping”* and choose color (*optional)\_charge is diplayed based on the store's giftwrapping setting* 7. Select *“date needed”\_date of delivery or pick-up* 8. *Select “for delivery” or “store pick-up”\_if for delivery, default is the details of the registered shopper otherwise edit the following:*    * *Recipient's Name, Mobile\_No, Address (House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines).*    * *The system detects the delivery charge based on the store's delivery setting.* 9. *“Add to cart”* and/or *“Checkout”\_unregistered shoppers will be asked to provide details [First\_Name, Last\_Name, Email\_Address, Mobile\_No, Address (House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines)].* 10. System will send an email to unregistered shopper to complete his registration by clicking a link*\_previously filled up details will auto-populate, while they will be asked of their Birthday, Gender, Password, Confirm Password (completion of registration is optional)* 11. Select payment options     * Online*\_shopper will be directed to the service payment provider (Altpaynet)*     * Bank Deposit*\_shopper will be given instruction how to deposit the payment* 12. System will sent notification to the shopper and store owner upon completion of payment If Services: 13. View item 14. Select payment terms\_*full-payment, layaway, 20% reservation* 15. Select “*date\_of\_fullfillment”\_at this stage, system will use the details of the registered shopper as the default fulfillment address, email and mobile no, however, he can edit it*   *Client's Name, Mobile\_No, Address (House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines).*   * *The system detects the transpo/fuel charge charge based on the store's transpo/fuel charge setting.*  1. *“Add to cart”* and/or *“Checkout”\_unregistered shoppers will be asked to provide details [First\_Name, Last\_Name, Email\_Address, Mobile\_No, Address (House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines)].* 2. System will sent an email to unregistered shopper to complete his registration by clicking a link*\_previously filled up details will auto-populate, while they will be asked of their Birthday, Gender, Password, Confirm Password (completion of registration is optional)* 3. Select payment options    * Online\_shopper will be directed to the service payment provider (Altpaynet)    * Bank Deposit\_shopper will be given instruction how to deposit the payment   System will sent notification to the shopper and store owner upon completion of payment |  |
| **4.2** Payment Options | Deposit to bank account   * Full-payment   1. System will email instruction to shopper to deposit the amount to the bank account of enturaz   2. Shopper will click *“confirm payment”* via the notification sent to their email address   3. Enter *date\_of\_deposit, deposit\_slip\_ref\_no, amount, submit*   4. System will send SMS notifying the shopper that deposit was received and being verified and an email will be sent once verified   5. System will email shopper and store of the transaction receipt   6. If it's a service, the system will tag the *“date and time”* slot as *“booked”*   7. If it's a product, store may proceed with giftwrapping and/or delivery * 20% Reservation   1. System will give instruction to shopper to deposit the 20% reservation fee to the bank account of enturaz. Also indicated in the email is the next payment schedule as shown below:  |  |  |  |  | | --- | --- | --- | --- | | **Date of Purchase** | **Price** | **Scheduled Payment** | **Date Needed** | | May 5, 2019 | 10,000.00 | May 7 (2k), Sept. 1 (8k) | Sept. 2, 2019 | | May 5, 2019 | 10,000.00 | May 7 (2k), Sept. 15 (8k) | Sept. 16, 2019 | | *Full payment is scheduled on 1 day prior to date needed* | | | |  * 1. Shopper will click *“confirm payment”* via the notification sent to their email address   2. Enter *date\_of\_deposit, deposit\_slip\_ref\_no, amount, submit*   3. System will send SMS notifying the shopper that deposit was received and being verified and an email will be sent once verified   4. System will email shopper and the store of the transaction receipt.   5. at this stage, the system will tag the *“date and time”* slot as *“reserved” (20% reservation is applicable to services only)*   6. System will email notification to the shopper 5 working days prior to “date needed” to deposit the remaining balance   7. Shopper repeats steps 2-3   8. System will send SMS notifying the shopper that deposit was received and being verified and an email will be sent once verified   9. System will email shopper and the store of the transaction receipt   10. Upon full payment, the system will tag the *“date and time”* slot as *“booked”*   Layaway   1. System validate the *“date of purchase”* to *“date needed”* at 3 mos and above, otherwise notiffy shopper that layaway cannot be availed 2. System compute equally schedule of payments based on the table below:  |  |  |  |  | | --- | --- | --- | --- | | **Date of Purchase** | **Price** | **Scheduled Payment** | **Date Needed** | | May 5, 2019 | 10,000.00 | May 7 (2k), June 1\*\*\* (2k), July 1 (2k), Aug 1 (2k), Aug 16\* (2k), | Sept. 2, 2019 | | May 16, 2019 | 10,000.00 | May 16 (2k), June 16\*\*\*\* (2k), July 1 (2k), Aug 1 (2k), Sept 1\*\* (2k), | Sept. 17, 2019 | | \*If *“date needed”* falls within 1 - 15th day of the month, the last payment is on the 16th day of the previous month  \*\*If *“date needed”* falls within 16 - 31st day of the month, the last payment is on the 1st day of the same month  \*\*\*If *“date of purchase”* falls within 1 - 15th day of the month, the 2nd payment is on the 1st day of the following month  \*\*\*\*If *“date of purchase”* falls within 16 - 31st day of the month, the 2nd payment is on the 16th day of the following month | | | |  1. System will give instruction and schedule of payment to shopper via email 2. Shopper will click *“confirm payment”* via the notification sent to their email address for the first payment 3. Enter *date\_of\_deposit, deposit\_slip\_ref\_no, amount, submit* 4. System will send SMS notifying the shopper that deposit was received and being verified and an email will be sent once verified 5. System will email shopper and the store of the transaction receipt. The email also instruct store to reserve the item if it's a product, to be avaialble on the *“date needed”.* 6. If it's a service, the system will tag the *“date and time”* slot as *“reserved”.* 7. System will email notification to the shopper 5 working days prior to the scheduled payments of the remaining balance 8. Shopper repeats steps 4-5 until full-payment 9. Every deposit, system will send SMS notifying the shopper that deposit was received and being verified and an email will be sent once verified 10. very deposit, system will email shopper and the store of the transaction receipt 11. Upon full payment, the system will tag the *“date and time”* slot as *“booked”* if it's a service or the store may giftwrap and/or deliver the product   Online Charge/Debit*\_shopper will be directed to the payment service provider*   * Full-payment   1. Straight charge/debit   2. System will email shopper and the store of the transaction receipt   3. If it's a service, the system will tag the *“date and time”* slot as *“booked”*   4. If it's a product, the item can be giftwrapped and/or delivered * 20% Reservation  1. Schedule of payment as shown in the table below:  |  |  |  |  | | --- | --- | --- | --- | | **Date of Purchase** | **Price** | **Scheduled Payment** | **Date Needed** | | May 5, 2019 | 10,000.00 | May 5 (2k), Sept. 1 (8k) | Sept. 2, 2019 | | May 5, 2019 | 10,000.00 | May 5 (2k), Sept. 15 (8k) | Sept. 16, 2019 | | * *Full payment is scheduled on 1 day prior to date needed at 12NN* | | | |  1. System will email shopper and the store of the transaction receipt and the next schedule of payment 2. At this stage, the system will tag the *“date and time”* slot as *“reserved” (20% reservation is applicable to services only)* 3. The payment service provider has a scheduled payment feature, as such, the next payment will be automatically charged from the shopper's credit/debit card 4. System will email shopper and the store of the transaction receipt 5. Upon full payment, the system will tag the *“date and time”* slot as *“booked”*  * Layaway  1. System validate the *“date of purchase”* to *“date needed”* at 3 mos and above, otherwise notiffy shopper that layaway cannot be availed 2. System compute equally schedule of payments based on the table below:  |  |  |  |  | | --- | --- | --- | --- | | **Date of Purchase** | **Price** | **Scheduled Payment** | **Date Needed** | | May 5, 2019 | 10,000.00 | May 5 (2k), June 1\*\*\* (2k), July 1 (2k), Aug 1 (2k), Aug 16\* (2k), | Sept. 2, 2019 | | May 16, 2019 | 10,000.00 | May 16 (2k), June 16\*\*\*\* (2k), July 1 (2k), Aug 1 (2k), Sept 1\*\* (2k), | Sept. 17, 2019 | | * \*If *“date needed”* falls within 1 - 15th day of the month, the last payment is on the 16th day of the previous month * \*\*If *“date needed”* falls within 16 - 31st day of the month, the last payment is on the 1st day of the same month * \*\*\*If *“date of purchase”* falls within 1 - 15th day of the month, the 2nd payment is on the 1st day of the following month * \*\*\*\*If *“date of purchase”* falls within 16 - 31st day of the month, the 2nd payment is on the 16th day of the following month * *All payments are scheduled at 12NN on the scheduled dates* | | | |  1. System will charge/debit the first payment on the day of the transaction 2. System will email shopper and the store of the transaction receipt. The email also instruct store to reserve the item if it's a product, to be avaialble on the *“date needed”.* 3. At this stage, the system will tag the *“date and time”* slot as *“reserved”* if it's a service 4. The payment service provider has a scheduled payment feature, as such, the next payments will be automatically charged from the shopper's credit/debit card 5. System will email shopper and the store of the transaction receipt for each payment   Upon full payment, the system will tag the *“date and time”* slot as *“booked”* if it's a service or the store may giftwrap and/or deliver the product |  |
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| **5.** Gift Registry | Create Gift Registry   1. System ask shopper to register and/or log-in to create gift registry 2. Select event type*\_wedding, debut, birthday, baptismal, house\_blessing, baby\_shower* 3. Enter Details:    * Wedding\_*bride, groom, wedding\_date\_time, venue, where\_you\_want\_to\_deliver\_your\_gift [(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines]*    * Other events*\_celebrant, event\_date\_time, venue, where\_you\_want\_to\_deliver\_your\_gift [(House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines]* 4. Add gift list*\_at this stage, system will show random products\_recommended items (ads) are on the top of the list*    * Search item/s    * Select item/s    * Add to gift list 5. Enter guests mobile numbers*\_allow access to contact, else enter mobile numbers* 6. Submit*\_system will sms link of the gift regitry to guests\_system create a reference number for the gift registry*   How to buy*\_applicable for products only*  1. Guest click on the link sent via sms to view the gift list or go to website, click on gift registry and enter the reference no.   1. Browse and select item 2. Select Size *if applicable* 3. Select Color *if applicable* 4. Quantity 5. Select payment terms*\_full-payment, layaway* 6. Select *“for giftwrapping”* and choose color (*optional)\_charge is diplayed based on the store's giftwrapping setting* 7. Select *“date needed”\_date of delivery or pick-up* 8. *Select “for delivery” or “store pick-up”\_if for delivery, default is the name, mobile\_no, and address of the celebrant where he want to deliver the gift, otherwise enter the following:*    * *Recipient's Name, Mobile\_No, Address (House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines).*    * *The system detects the delivery charge based on the store's delivery setting.* 9. *“Add to cart”* and/or *“Checkout”\_unregistered shoppers will be asked to provide details [First\_Name, Last\_Name, Email\_Address, Mobile\_No, Address (House/ Building No./ Street, Barangay/ District, City/Municipality, State/Province, Zip Code, Country (default to Philippines)].* 10. System will sent an email to unregistered shopper to complete his registration by clicking a link*\_previously filled up details will auto-populate, while they will be asked of their Birthday, Gender, Password, Confirm Password (completion of registration is optional)* 11. Select payment options     * Online*\_shopper will be directed to the service payment provider (Altpaynet)*     * Bank Deposit*\_shopper will be given instruction how to deposit the payment* 12. System will sent notification to the shopper and store owner upon completion of payment |  |

**SYSTEM MANAGEMENT AND SETTINGS**

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| **FEATURE** | **DESCRIPTION** | **REMARKS** |
| **1.** Category Management | Create Category   1. Name of Category 2. Sub-Categories *(optional)* 3. Item Type*\_product, service* 4. Payment Option (default)    * *Products\_full-payment, layaway*    * *Services\_full-payment, layaway, 20% reservation*   Delete/Edit Category   1. Search category 2. Delete or edit Categories |  |
| **2.** Payment Management | Enable/Disable Payment Terms   1. Full-payment 2. Layaway 3. 20% Reservation Enable/Disable Payment Options 4. Online   Bank Deposit |  |
| **3.** Accounting Dashboard | Generate Sales Report *- period, store\_name, gross\_sales, refund/cancellation(-), mdr(-), tx\_fees(-), net\_sales, account\_name, bank\_name, account\_number, due date (8th calendar days after delivery of products; 3 banking days after fulfillment of service)*   1. Enter period 2. Generate 3. View/Download*\_pdf format*   Generate Store Statement of Account*- period, date\_of\_transaction, SKU, quantity, price, gross\_sales, refund/cancellation(-), mdr(-), tx\_fees(-), net\_sales, account\_name, bank\_name, account\_number, due date (8th calendar days after delivery of products; 3 banking days after fulfillment of service)*   1. Search store and select 2. Enter period 3. Generate 4. View/Download*\_pdf format*   Generate Subsciption Report  Featured stores*\_period, store\_name\_subscription, sales, total\_sales*   1. Enter period 2. Generate 3. View/Download*\_pdf format*  * Recommended items*\_period, store\_name\_subscription, sales, total\_sales*   1. Enter period   2. Generate   3. View/Download*\_pdf format* * Storage*\_period, store\_name\_subscription, sales, total\_sales*   1. Enter period   2. Generate   3. View/Download*\_pdf format* * User*\_period, store\_name\_subscription, sales, total\_sales*   1. Enter period   2. Generate   3. View/Download*\_pdf format*   Generate Revenue Report*- period, gross\_sales, tx\_fees, ads\_subscription, user\_subscription, storage\_subscription*   1. Enter period 2. Generate   View/Download*\_pdf format* |  |
| **4.** Marketing Dashboard | Generate Subsciption Report   * Featured stores*\_period, total\_slots, available\_slots, store\_name, subscription, sales, total\_sales*   1. Enter period   2. Generate   3. View/Download*\_pdf format* * Recommended items*\_period, total\_slots, available\_slots, store\_name, subscription, sales, total\_sales*   1. Enter period   2. Generate   3. View/Download*\_pdf format* * Storage*\_period, store\_name\_subscription, sales, total\_sales*   1. Enter period   2. Generate   3. View/Download*\_pdf format* * User*\_period, store\_name\_subscription, sales, total\_sales*   1. Enter period   2. Generate   View/Download*\_pdf format* |  |
| **5.** Socia Media Management | Disable/Enable All Sharing\_*default as enabled*  1. Disable/Enable Disable/Enable Store Sharing   1. Find Store   Disable/Enable |  |
| **6.** Rating & Review Management | View Store Rating\_*period, date, user\_name, store\_name, comment, rating, total\_rating*   1. Enter period 2. Search and select store/s*\_optional* 3. Sort by\_*date, store\_name, rating, user\_name* 4. Generate 5. View/Download*\_pdf format*   View Item Rating*\_period, date, user\_name, item\_name\_store\_name, comment, rating, total\_rating*   1. Enter period 2. Search and select item/s*\_optional* 3. Sort by*\_date, store\_name, rating, user\_name, item\_name* 4. Generate 5. View/Download*\_pdf format*   Restrict Words or Phrases   1. Add words/phrases 2. Save   Unrestrict Words or Phrases   1. View restricted words/phrases 2. Uncheck to unresrtict   Save |  |
| **7.** Store Management | Delete/Unpublish Store   1. Find and select store/s 2. Delete/Unpublish Delete Item 3. Find and select item/s 4. Delete   Message Dormant Store*\_automated*   1. Stores who have no sales for the past 30 days 2. The system will notify affected stores. Included in the notification is a reminder that the store will be deactivated after 90 days without sales, except if they have current subsciption. Also, suggestions how to improve their sales and how to avoid deactivation.   On the 60th day is a final warning that on the 90th day their store will be deactivated  Activate/Deactivate Dormant Store*\_automated*   1. Dormant stores which have no subscriptions will be deactivated after 90 days of dormancy 2. Store owner will be asked to coordinate with enturaz 3. Store owner shall submit business plan in order to re-activate store upon approval from enturaz management 4. Reactivate store    * Search and select store/s    * Send reactivation email to the owner*\_automated*    * Owner click link in the email    * Enter user\_id    * Enter password*\_provided by the system*    * Enter new password    * Confirm password    * Submit*\_store owner will be directed to store log-in page*      + Enter user\_id      + Enter password      + Submit   Restrict Words or Phrases*\_any descriptive words, phrases found in a store's profile and items*   1. Add words/phrases 2. Save   Unrestrict Words or Phrases   1. View restricted words/phrases 2. Uncheck to unrestrict 3. Save Activate/Deactivate employee 4. Find and select store 5. Find and select employee 6. Activate/Deactivate employee   Save |  |
| **8.** Shopper Management | Activate/Deactivate Shopper   1. Find and select shopper 2. Activate/Deactivate shopper 3. Save   View/Download Transaction History*\_name\_of\_shopper, date\_of\_transaction, item, store, refund,/cancellation, price, total*   1. Find and select shopper 2. Enter period   View/Download\_pdf file |  |
| **9.** Blogs Management | * Create/Edit blogs * Publish/Unpublish blogs   Delete blogs |  |
| **11.** Layout Management | * Change logo * Change favicon * Add/Change featured photos   + Add/Delete/Edit caption * Add/Delete/Change announcement |  |
| **12.** System User Management | * How to create user * First\_Name, Last\_Name * Email\_Address * Create email address * “firstname”.”lastname”@enturaz.com * Generate password\_ask employee to change password on first entry * Position * User Classification\_admin, accounting, marketing * Select\_permissions\_accesss * Generate\_Password * Submit\_and\_email link to user * User activation * U ser click link sent to his email * Enter username\_*default username is “firstname”.”lastname” i.e. juan.delacruz* * Change password * Confirm password * With email confrimation |  |