

DESIGN STUDIO

Scope of Work

Memberships (paid) for type A & B of users:

Design studio membership: used by designers (individual & companies) to own a page where they can display their work, set their prices for (design review/design consultation/ design request) receive design jobs from any of the three categories, accept or decline jobs, own a Design CODE to gain extra profit from every deal. Own a messaging box to communicate with clients after accepting their job.

Design Store (S): They will also be needed to buy a membership, used by store owners to display their products, details, pictures, delivery options, prices, own a Design CODE to gain extra profit from every deal, and require self-update to the displayed products.

Design store (SS): They will also be needed to buy a membership, used by store owners to display their products, details, pictures, prices, delivery options, own a DESIGN CODE to gain extra profit from every deal, we (website owners) will update the products on the page every two weeks after receiving data from the store owner.

General User:

1. Home page

2. Register: Users can create their account on the website. While making the registration request, below will be the field that we are considering in the signup:

- 1) First Name
- 2) Last Name
- 3) Email
- 4) Password
- 5) Confirm Password
- 6) City/Country
- 7) Mobile number

3. Login: Once the request for registration is approved by admin users can login to the website via Email ID and Password send over email by admin automatically on approval.

- a. Email

- b. Password
- c. Forgot Password: In case the user has lost the password they can reset it.

4. My Account: In this section user will have the following options:-

- a. **Edit Account Details:** - On this page, users can edit their profile details like name, mobile number, email id, profile photo, etc.
- b. **Design requests:** will be able to see the raised design request to any particular designer with the status pending, accepted, or declined.
- c. **Order History:** - User can see all the previous orders he has done on the website and can repeat the same order if they want to do so.
- d. **Wish list:** - Users can add the product in their wish list from the product detail page. Users can view the saved products from this screen and go directly to the product.

5. Product Category Page (With Filters & sorting, including Special Offers & New Products): All Categories and Subcategories will be managed by admin. Admin will create the attributes and categories of the product.

- a. **Quick Search:** Users can search the product by Product name and search will be displayed if searched data exists in the system.

6. Product Detail Page: - In the product detail page user can see the complete details about the product which includes the below details:-

- a. **Multiple Images:** - Users can view multiple images of the product like front view, back view and side view of the product.
- b. **Product Overview:** - A brief description will be displayed about the product.
- c. **Product Information:** - In this section, other details of the product will be displayed like Product name, Color, Size, etc.
- d. **eStore Details:** - Product's Manufacturer (store Owners) and their details will be displayed in this section.
- e. **Similar Product:** - Similar available products will be displayed below the product details.
- f. **Wish list:** - Users can add the product in their wish list after tapping on the wish list button.
- g. **Add to Cart:** - Users can add the product in their cart after tapping on the Add to cart button.

7. Checkout Page -

- a. Once the user taps on the checkout button on the Shopping cart page, the user will navigate on this page.

- b. Currency will be SAR.
 - c. On this page the user can see the order details of the added product with the edit option to modify the number of selected items for the order.
- 8. Offer & Coupon Code:** - In this section offer and coupon scenarios will be different.
- a. If the offer is based on a percentage (like 50% offer) then capping can be applicable.
 - b. Coupons will be applicable on products depending on the item added in cart and cart value by the admin
- 9. Newsletter Subscription:** Users can enter their email id and the user will have the newsletter on their email id, as we will integrate Mailchimp for this.
- 10. Designer/ Artists:** Users will have an option to view the profiles of the designers or artists with basic details of them mentioned in their respective profiles.
- a. Users can either raise a Design request: They will be able to upload a Blueprint in the form of a pdf which will be submitted to the particular designer through their profile page.
 - i. Once the design request is accepted by the artist then, they will be able to chat and exchange conversation with an Email inboxing module to clarify any question with the blueprint or schedule a call offline the platform on some third party application.
 - ii. In case of rejection, he will get an email that they have been rejected. With the email he will have options as below:
 - 1. Transfer design request to admin
 - 2. Choose another designer or design studio
 - b. The user will be able to book a Design consultation with any Artist or designer: It will be a fixed cost consultation which could be added to the cart and pay. They will be able to upload any picture or PDF document with any detail or question. After that, the consultation will take place outside the platform which will be coordinated manually.
 - c. See products uploaded by any particular store and buy them directly.

Note: It will be single window to book a consultation with an option to upload the blueprint in the form of pdf.

- 11. CMS Pages:** In this section, static content will be displayed on the website, this will be managed by the admin panel. The pages considered are:
- a. **Privacy Policy**

- b. **Terms & Conditions**
- c. **Payment Policy**
- d. **FAQ**
- e. **About Us**
- f. **Shipping Policy**
- g. **Contact us Page**
- h. **News & Events Page**
- i. **Become an Artist/Designer Page**

Artist/Designer User Module:

1. **Register:** Designer/Artist can create their account on the website. While making the registration request, below will be the field that we are considering in the signup:
 - i. First Name
 - ii. Last Name
 - iii. Email
 - iv. Password
 - v. Confirm Password
 - vi. Mobile number
 - vii. City country
 - viii. Service Drop down
 - ix. Accreditation numbers/ copy of certificate upload
 - x. D-Code: Which will be created uniquely for each Store or designer.
2. **Login:** Once the request for registration is approved by admin users can log in to the website via Email ID and Password send over email by admin automatically on approval.
 - a. Email
 - b. Password
 - c. Forgot Password: In case the user has lost the password they can reset it.
3. **Dashboard:**

- a. **Accept/Decline Design request:** If the design request is approved by the artist then they will need to push the Quotes.. Once the admin, Approves it will be sent to the user who has requested the design in the form of Document/Blueprint.
 - i. In case the user has to discuss any point or specification related to the project with the person then he will be able to send a message by the platform to the customer for clarifying any question or scheduling call by any third party software.
 - b. They will be able to see the consultation request received from the users. These requests shall be executed offline on the platform.
4. **Consultation History:** In this module, the Artist/Designer can view all consultation done by the artist.
5. **Transaction history:** In this module, the Artist/Designer can view the listing of transactions made by users for his design studio . Artist or designer can perform the following actions:
- a. The Artist/Designer can view transactions
 - b. Artist/Designer can filter transactions by date/month or weekly basis

E-Stores:

1. **Register:** Stores can create their account on the website. While making the registration request, below will be the field that we are considering in the signup:
- i. First Name
 - ii. Last Name
 - iii. Email
 - iv. Password
 - v. Confirm Password
 - vi. Mobile number
 - vii. City/country
 - viii. D-Code: This will be created uniquely for each Store or designer.
2. **Login:** Once the request for registration is approved by admin users can log in to the website via Email ID and Password send over email by admin automatically on approval.
- a. Email
 - b. Password
 - c. Forgot Password: In case the user has lost the password they can reset it.

3. Product Management:

- a. eStores can View products
- b. eStores can edit products
- c. eStores can delete the product
- d. eStores can change the status of the product
- e. Added products by the eStores will be first sent to Admin for approval, once Admin approves after that only product will get visible on the website.
- f. eStores will get a notification when Admin approve/disapprove product requests

4. Order History

5. **Transaction history:** In this module, they can view the listing of transactions made by users for his store products. Artist or designer can perform the following actions:

- a. The eStores can view transactions
- b. eStores can filter transactions by date/month or weekly basis

6. Order Delivery Report/Status Update Management

7. **Inventory Management:** In this module, Artist/Designer can manage his own inventory and can perform the following operations:

- a. eStores can edit products
- b. eStores can add products
- c. eStores can delete products
- d. eStores can active/inactive products

Admin Modules:

1. **System Administrator:** System Administrator is the person who will be responsible for managing Content, Category, Users, Artist/Designer or store and everything else related to the system. Defined below are the detailed description of the control that would be provided to the System administrator to be controlled.

2. **SubAdmins:** Sub-admins are the managers or system handlers who are given access permissions to control only the defined set of modules by the system administrator. Below mentioned is the description for the system administrator to create sub-admins:
 - a. Admin can ADD sub-admins with basic details
 - b. Admin can EDIT sub-admin for any change in the given details.
 - c. Admin can DELETE sub-admin
 - d. Admin can change the status of admin to active/inactive/block etc.
3. **Artist/Designer Management**
4. **eStore Management**
5. **User Management**
6. **Category/ Sub Category Management**
7. **Product management:**
8. **Order Management:**
9. **Discount offers management**
10. **Transaction History Management**
11. **Email Templates:** In this module, Admin will be able to see all the current created Email templates in listing and can perform the following actions:
 - a. Admin can view Email template
 - b. Admin can Delete Email template
12. **Inventory Management:** In this module, Admin can manage his own inventory (if created) Or can perform the following operations:
 - a. Can select his own inventory and manage details
 - b. Admin can view details of other inventories as well
 - c. Admin can manage (add/edit/remove) products from other Artist/Designer or Stores inventories
13. **Commission History:** In this module, Admin can view all the details of Admin commissions got across all orders placed over the platform with the following actions to perform:
 - a. Admin can view quick order details and commission percentages with Artist/Designer Code, eStores, names, dates, etc.
 - b. Admin can click on any order from the list to view the complete details of the product and the total amount.
 - c. Admin can search for any order.



14. **Contact us Enquiry Management:** In this module, Admin can view the requests for contacting either users or Artist/Designer or Stores with details.

- a. Admin can view all the requests
- b. Admin can contact user or Artist/Designer or Stores manually with their Email or phone

15. **CMS pages management:** In this section, Admin can manage the CMS pages of the website and their content to be displayed over the website. Admin can perform the following actions:

- a. Admin can add a page
- b. Admin can edit page
- c. Admin can delete page

16. **Newsletter Management**

17. **Send Notifications**

18. **Help Management**

Note:

- 1. Messaging features will not be a real-time chat, but it will be more or less like an Email chatting but will happen within the inbox.
- 2. eStore will be managing the delivery by themselves which will not correspond to the platform by any means.
- 3. No shipping providers will be integrated.
- 4. All the payments to the Designers or artists shall be entertained manually.