

1. Product

Using **Product** section of **Admin Panel**, admin can add new products, customize the product category, sub-category, brand, product details and manage product stock. There are five sections in **Product**:

- Category
- Sub-Category
- Brand
- All Products
- Product Stock

1.1 Category

- In the **Category** section admin will see his/her created category list in a table. Categories name, Banner and options like **Edit** and **Delete** are available to Edit and Delete existing created categories.
- To create a new category click on the **Create Category** button.
- Admin will get the smart **ajax based search** option on the top-left part of the category list table.
- Admin will get the **download** and **print** the Category list in **pdf, csv** and **.xls** format options on the top-left part of the category list table.

1.2 Sub-Category

- In the **Sub-Category** section admin can see the list of subcategories under selected category in a table.
- Admin can create a subcategory of the existing categories by clicking **Create Sub-Category** button. Admin can add **multiple brands** under the subcategory. Click on the **Save** button to save the changes, otherwise click on the **Cancel** button.
- Admin will get the smart **ajax based search** option on the top-left part of the sub-category list table.
- Admin can **download** and **print** the Sub-Category list in **pdf, csv** and **.xls** format, using the options available on the top-left part of the sub-category list table.

1.3 Brands

- In the **Brand** section admin can see the **list of created brands** in a table. **Edit** and **Delete** options in the table are available to make any changes of the existing brand.
- To create a **new brand** simply click on the **Create Brand** button and After giving brand name, selecting a brand logo simply click on the **Save** button to save the changes.
- Admin will get the smart **ajax based search** option on the top-left part of the brand list table.
- Admin can **download** and **print** the Brand list in **pdf, csv** and **.xls** format, using the options available on the top-left part of the brand list table.

1.4 All Products

1.4.1 Create a New Product

Admin can add a new product by clicking on the **Create Product** button.

Product Details Section

- **Product Title:** Requires title of the product.
- After selecting a **Category** for a product the **Sub-category** under the selected category will be added and **Brand** under the selected **sub-category** will be added.
- **Unit option:** Admin can select different types of **unit** (e.g. kg, Pc) according to product.
- **Tags:** Admin can provide different **tags** for the product.
- **Image:** Admin can select an image of the product.
- **Description:** Admin can provide detailed description of a product. Here he can change the text format, add an image or video, provide a link to the description etc. using the **Summernote**.
- **Add More Fields:** Admin can add more features for a product by clicking on the **AddMoreFields** button.

Click **Next** to navigate to **Business Details** Section.

Business Details Section

- **Selling Price:** The actual final price of a product or service that company charges to a customer for purchasing the product. Admin can select a **Currency** from **Business Settings**, available in admin panel.
- **Purchase Price:** Purchase price is the price admin pays for buying a product, and this price becomes cost basis for the calculation of determining the **Selling Price** of a product.
- **Shipping Cost:** Admin can add shipping cost of a product here which will be added to customer's shopping cart.
- **Product Tax:** Admin can add tax of a product which will be added to customer's shopping cart.
- **Product Discount:** Admin can provide discount on a product.
- Both **Product Tax** and **Product Discount** can be added either in currency or percentage.

Click **Next** to navigate to **Customer Choice Option** Section.

Customer Choice Option Section

- Here Admin can provide different types of option like colors, sizes available of a product for customers.

1.4.2 Manage Product

After creating a product it will be available in the product table. All the existing Products will be managed from here.

Product Table

- **Stock:** Admin can increase/decrease stock from here.
- **Destroy:** Admin can decrease the stock quantity. The destroyed product number will be reduced from the product stock. Reason of such reduction can be saved.
- **Edit:** Admin can edit the specifications of an existing product from here.
- **Delete:** Admin can delete a product.
- **Publish/Unpublish:** Admin can publish/unpublish a product.

- **Feature/Unfeature:** Admin can select a Feature/Unfeature product from here.
- **Today's Deal:** Admin can select Today's deal product.

1.5 Product Stock

In the **Product Stock** section admin can **view** the product stocks list in a table. Admin will get the smart **ajax based search** option on the top-left part of the stock list table. Admin can **download** and **print** the stock list in **pdf, csv** and **.xls** format using the options available on the top-left part of the product stock list table.

1.5.1 Create New Stock

- Admin can add new stocks of a product from here by clicking on the **Create Stock** button.
- After choosing a **Category**, the **Sub-category** under the selected **Category** will be added.
- After choosing a sub-category the existing product will be available for selection of a product.
- Admin can add the **Quantity** of the selected product to be stocked.
- After giving **Rate** per unit of a product **Total** will be displayed by multiplying **Quantity** and **Rate** per unit.
- Admin can add a **Reason Note** if he/she wishes to.
- Click on the **Save** button to save the changes otherwise click on **Cancel** button.

1.5.2 Destroy Existing Stock

- To destroy existing stocks click on the **Destroy** button.
- Admin can decrease the stock quantity of a product by selecting the product, quantity of product unit and the reason (optional) of such destruction.

2. Digital Product

Admin can add digital products (software, audio, video) in this section.

2.1 Category

- In the **category section**, admin will see the **category list** of digital product in a table.
- **Category Name**, **Banner** and options like **Edit**, **Delete** are available to make any changes in the existed category.
- To create a **new category** simply click on the **Create Category** button. After giving category name, selecting a banner image simply click on the **Save** button to save the changes.
- Admin will get the smart **ajax based search** option on the top-left part of the brand list table.
- Admin can **download** and **print** the Category list in **pdf, csv** and **.xls** format, using the options available on the top-left part of the brand list table.

2.2 Sub-Category

- In the **sub-category section**, admin will see the **category wise** subcategory list of digital product in a table.
- **Sub-Category Name**, **Banner**, **Category Name** and options like **Edit**, **Delete** are available to make any changes in the existed sub-category.
- To create a **new sub-category** simply click on the **Create Sub-Category** button. After giving sub-category name, selecting a banner image, and category name under which the subcategory will be created simply click on the **Save** button to save the changes.

- Admin will get the smart **ajax based search** option on the top-left part of the brand list table.
- Admin can **download** and **print** the sub-category list in **pdf, csv** and **.xls** format, using the options available on the top-left part of the brand list table.

2.3 All Digitals

In this **section**, **admin** will see the all the created products list in a table. Can add a new product.

2.3.1 Product Table

- **Edit:** Admin can edit the specifications of an existing product from here.
- **Delete:** Admin can delete a product.
- **Publish/Unpublish:** Admin can publish/unpublish a product.
- **Feature/Unfeature:** Admin can select a Feature/Unfeature product from here.
- **Today's Deal:** Admin can select Today's deal product.
- **View:** Admin can see the full details of a product here.
- **Discount:** Admin can add a discount for a product in fixed amount or percentage.
- **Download:** Admin can download the file.

2.3.2 Create a new product

To create a new product click on the **Create Product** button.

Product Details

- **Product Title:** Requires title of the product.
- After selecting a **Category** for a product the **Sub-category** under the selected category will be added.
- **Tags:** Admin can provide different **tags** for the product.
- **Image:** Admin can select an image of the product.
- **Add Video:** Admin can add a video from here. He/She can choose an option like upload a video/ share link of the video/add video later from dropdown list. Admin can share video link from youtube/dailymotion/vimeo site.
- **Product File:** Admin can upload the file of the product from here.
- **Description:** Admin can add a description of the product. Here he/she can change the text format, add an image or video, provide a link to the description etc. using the **Summernote**.
- **Add more fields:** Admin can add more features for a product by clicking on the **Add More Fields** button.

Click **Next** to navigate to **Business Details** Section.

Business Details

- **Selling Price:** The actual final price of a product or service that company charges a purchaser to buy the item. Admin can select a **Currency** from **Business Settings** available in admin panel.
- **Purchase Price:** Purchase price is the price admin pays for buying a product, and this price becomes cost basis for the calculation of determining the **Selling Price** of a product.
- **Product Tax:** Admin can add tax of a product which will be added to customer's **shopping cart**.
- **Product Discount:** Admin can provide discount on a product.
- Both **Product Tax** and **Product Discount** can be added either in a fixed amount of currency or percentage.

Click **Next** to navigate to **Requirement** Section.

Requirements

→ To Add product requirements click on the **Add Product Requirements** button.

2. Blog Section

Blog categories: Admin can create, edit or delete blog categories.

Blogs: The admin can add, edit and delete blogs and provide information in that regard. The blog commenting shall be either facebook or Disqus as defined for the product reviews.

3. Email Tracing Section

Email Tracing: Email tracing has been introduced to trace the communication message between customers and the product owner. Admin can monitor all the messages and delete irrelevant message from user.

4. Widget Section

Default 4 widgets have been set for the front end.

Add widget: Admin can create/add widget by giving the name of the widget and widget code.

Publish/Unpublish widget: Admin can publish or unpublish any of the widget.

Edit/Delete: Without the default 4 widget admin can **edit/delete** any widget.

5. Support Ticket Section

List: Admin can see the list of created support ticket from all the users with subject of the ticket and creation date and time.

View message: Admin can view all message associated with that ticket, he can also reply specific message of any ticket.

Delete: Admin can delete any support ticket if he wants to.

6. Customer Section

List: All the customers registered from the front-end will be listed in the **user list**.

Profile: Admin can view the customer's profile by clicking **Profile** button.

Delete: Admin can delete any customer if he/she wants to.

7. Page Setup

In the page setup admin can set the pages for the site. First six pages are fixed. Admin can create new page by clicking on the **Create Page** button.

7.1 Create Page

Create new HTML Page

To create a new page admin has to provide **Page Title**, Permalink (a permanent static hyperlink to the web page). Admin can also customize section for the page content from here using **Let's Start to Create Your Page button**. Admin can create as many columns as he wants by clicking on this button. Admin can also select the size of the column, and content type from the dropdown menu list. For example,

- Admin can create four columns of one-fourth size in a row.
- Admin can create three columns of one-third size in a row.
- Admin can create two columns of half size in a row.

Edit/Delete: Admin can edit/delete any page except the Fixed Pages.

Publish/Unpublish: Admin can publish/unpublish pages that has been created by admin.

Preview: Admin can Preview all the pages.

Page Setup: For fixed pages admin can change the page settings.

8. Business Settings Section

In this section admin can change the business settings of the admin panel.

8.1 Activation & FAQs

PayPal Payment: If the admin want to provide the customers **PayPal payment** system, he can switch it on. If it is made off, customers will not see the PayPal button on the cart checkout.

Stripe Payment: If the admin want to provide the customers with the **Stripe payment** system, he can switch it on. If it is made off, customers will not see the Stripe button on the cart checkout.

Currency: If the admin want to provide the customers **Cash payment** system, he can switch it on. If it is made off, customers will not see the Stripe button on the cart checkout.

FAQs: The Admin can provide a list of **frequently asked** questions and answers. This list will be viewed on the cart checkout page.

8.2 Manage Payment Method and Shipment

Payment Methods Settings

- In the **PayPal settings** admin provides PayPal Email (Payment Receiver) and the PayPal Account Type from the dropdown.
- In the **Stripe settings** admin provides Stripe Secret Key and Stripe Publisher Key.

Shipment Settings

- The Admin will provide the way of calculating **shipping cost**. It can be **fixed** for every purchase or it can be **product wise**. If it is fixed, the Admin shall provide with the fixed amount.
- The Admin will provide the **shipment related information**, which will be viewed to the customers when they'll browse the product page.

8.3 Vendor and Currency Settings

Vendor Settings

- In the **PayPal settings** admin provides PayPal Email (Payment Receiver) and the PayPal Account Type from the dropdown.

Default Currency Settings

- The Admin can provide the default **Currency Name** of the system.

Currencies

- Admin can also provide the **exchange rate** of the currency with US Dollar

9. Site Settings

9.1 General Settings

- Admin can set the **System Name** which is usually company name, **System Email**, **System Title** (for both admin panel and front end) from here.
- **Homepage Cache time:** Homepage caching can improve performance by using less resources to load homepages. Admin can set the **Homepage Cache Time** (in Minutes) from here.
- **Downloadable Product Folder Name:** For **Digital product** admin can set the **folder name** in which product file will be stored after uploading.
- **Language:** In this section admin can see a number of languages in dropdown menu which are added from **Language section** of the **Admin panel**. Admin can set a particular language for his system from here.
- **Notification Sound:** Admin can control notification sound and volume for both admin panel and homepage from here.

Social Media Links

Admin can provide all social media links (Facebook, Google-plus, twitter, Skype, Pinterest, YouTube), which will be used in the front site.

Contact page

Contact page is used to allow the visitors to contact the website owner or people who are responsible for the maintenance of the site. Admin can provide Contact Address, phone number, email, website and a description about the owner in the about us section.

Footer Settings

Admin can customize the information of the footer from here. He/she can give category list of the product with link and footer text.

Terms and Condition: Admin can set the Terms and Condition here which will be displayed in the front-end.

Privacy Policy: Admin can set the Privacy Policy here which will be displayed in the front-end.

9.2 Third Party Settings

Captcha Setting: Admin Can provide Captcha Settings from here.

10 Front Settings

10.1 Display Settings

Theme Color: Admin can set theme color scheme for front-end from 16 different color sets in here.

Logo: Admin can set website logo from here as you need. After uploading a logo it will be saved in the **All Logos** section as an album.

From **Select Logo** section admin can select admin logo and homepage (header and footer logo) separately by clicking respectively on the **Change** button.

Favicon: Admin can select a **favicon** to change the defaults **tab icon** of the browser.

Fonts: Admin can set a front-end fonts from 10 different fonts in here.

Preloader: Preloaders are the custom-built indicators that inform the viewer that content has been loaded in his/her browser. Admin can set any of the 30 preloaders as front-end preloader and also can change it's color as well as it's background color.

10.2 Home Page

Admin can select a homepage theme from 2 different styles. After updating the homepage style **Change Homepage Items** will be appeared according to the selected theme.

Change homepage items Section for Theme-1

Top Slider: Admin can On/Off **Home page** Slider and category menu slider from here.

Today's Deal: Admin can provide number of products will be displayed in front end Today's Deal section from here.

Home Banners: Admin can change a particular banner's image, provide links.

Search Section: Admin can change the Title and background image for this section from here.

Featured Products:

- Admin can Hide/ Show Featured products from here.
- Admin can give total number of products that will be displayed in the Featured product section of the front end.
- Admin can choose a product box style from the available three product boxes.

Vendor: Admin can show/hide vendors from here. He/she can provide title and background image for the vendors. Admin can provide number of vendors will be displayed in front end **Vendor section** from here.

Category wise Product: Admin can select categories for the homepage.

Blogs: Admin can show/hide blogs for the homepage from here. He/she can provide title and background image for the blog section. Admin can also provide number of latest blogs will be displayed in front end **Blog Section** from here.

Special Products: Admin can show/hide Special Products section for the homepage from here. Special Products section will contain **Latest product, Most Sold Products, Most Viewed Products**.

Change homepage items Section for Theme-2

Top Slider: Admin can On/Off **Home page** Slider and category menu slider from here.

Home Banners: Admin can change a particular banner's image, provide links.

Featured Products:

- Admin can Hide/ Show Featured products from here.
- Admin can give total number of products that will be displayed in the Featured product section of the front end.
- Admin can choose a product box style from the available three product boxes.

Today's Deal: Admin can provide number of products will be displayed in front end Today's Deal section from here.

Search Section: Admin can change the Title and background image for this section from here.

Category Wise Banners: Admin can control the categorywise **promotional subcategory, banner and color** for the section from here. After giving a category name, admin will see the list of subcategories under the category from which he can select **four sub-category** for **promotional subcategory**. Admin can create **multiple** section using **Add New** button.

Category wise Product: Admin can select categories for the homepage.

Special Products: Admin can show/hide Special Products section for the homepage from here. Special Products section will contain **Latest product, Most Sold Products, Most Viewed Products**.

Vendor: Admin can show/hide vendors from here. He/she can provide title and background image for the vendors. Admin can provide number of vendors will be displayed in front end **Vendor section** from here.

11 Slider Settings

11.1 Layer Slider

Admin can **On/Off** Layer Slider from here using the switchery.

Create Slider: The Admin can create a slider from here. On clicking Create slider, he'll get a list of slider template, from where he'll choose one to work with. After clicking on the choose button, he'll get a form for creating the slider. The Admin shall provide slider title and background image. The admin shall provide the texts to the appropriate fields and images for the places fixed. Admin can see the preview by clicking 'Enter Preview' or can 'Publish' it.

Slider Serial: The Admin can set the sliders' serial of appearance from here.

Slider List: In the 'Slider List', the admin will get the following controls for each slider:

- **Edit:** On edit, Admin will see the slide preview and all the images and texts added. He/she can change text/image or, remove them. He/she can also change the background and title of the slide. Like create product, Admin can both 'Enter Preview' or 'Publish' the slide.
- **Delete:** The Admin can delete the slide.
- **Publish/unpublish:** The Admin can publish/unpublish the slide.

11.2 Top Slider

Admin can **On/Off** Top Slider from here using the switchery.

Create Slider: The Admin can create a new slides from here. On clicking **Create slider button**, Add Slides window will be appeared. Admin has to provide **Slider Banner, Text, Button Text, Button Link**. To save the changes click on the **Save** button otherwise **Cancel**.

Slider List: Admin will get the list of created slides in a table. From here he/she can **Edit/Delete** the features of slides.

12 Staffs

Admin can manage all his staffs those will have access to the admin panel.

12.1 All Staffs

Create Admin: The Admin can create other admin for the admin panel, who will be the staffs of his shop. The Admin will provide the staff's name, email etc. and also provide the **Role** the staff is going to accomplish as an admin. Role means the set of permissions to make changes in the admin panel. After creating a new admin, he'll get confirmation email with an auto-generated password, which can be changed later.

Edit: The admin can **Edit** staff's details except his/her email because email address is already registered.

Delete: Admin can delete all admins except the master admin.

12.2 Staff Permissions

Admin can manage Role (set of account permissions) for the staff.

Create Role: The Admin can create role by providing an admin's name, description and switching on the permissions that he wanted to give the particular admin. For example, an admin can set permission for 'Product Managing Staff' to change products and brands. If any staff is given this role, he'll only see products and brand in his admin panel nothing more.

Edit: The Admin can edit the created roles.

Delete: The Admin can delete the roles he things not needed. But, if any admin is already added to the role and it's deleted, it'll make fatal errors.

13 Messaging

Newsletters

The Admin can send a newsletter from this section. He'll see all the customers email address in the **E-mails(users)** text box. He can remove an email address if he wants to. He'll also get the list of subscribers' email addresses from which he can remove. He'll provide the '**from**' Email Address. Subject of the newsletter and the HTML of the newsletter in the SummerNote Editor will be given. For providing raw html code to the newsletter, the Admin can go to the code view of the editor and then paste the code there. The Admin shall get confirmation once the newsletter is sent.

Contact Messages:

The Admin can read and reply the messages sent from the home contact page. The Admin will see a list of latest messages. The reply will sent as an email to the message sender.

14 SEO

SEO Settings: Admin can input Meta tag, Meta content, Meta Description, Revisit After & keywords from here. The **Sitemap link** for SEO is here. Admin can get the sitemap form this link.

Social Network Reach: Admin will get to have a look on how the website is shared and interacted in the most popular social media (i.e. Facebook, Google Plus etc.).

Alexa Traffic Rank: Admin can see global and country specific Alexa Traffic Rank here.

Alexa Traffic Graphs: Admin can see Daily Traffic Trends, clients' Time on Site, Bounce Rate etc. in Alexa graphs here.

Search Index: You'll have a look over Google Web search Index, backlink numbers and other graphs here.

15 Language

Add language: Admin can add multiple language for the system. Once he added a new language, he has to put all the translations of the word to that language on the table.

Add Word: If needed, the admin can add new word. Once he added a new word, he'll have to provide translations of the word of all the languages separately from the list.

Select Language: On the dropdown the Admin will see all the added languages. On his selection from the dropdown, the list will be changed to that language's word list with translation.

Delete Language: Once a language is selected, the admin can delete that language.

Save Translation: The Admin, from the list, will get an input box and a save button for each word. The admin shall give the translation of the word on the input box and press save button. This will save the translation of that word only.

Delete: This is important! If the Admin delete a word from any list, it'll be deleted from every list, so it is better not to use this delete.

16 Manage Admin Profile

Admin can manage his profile details from here. Admin can change the details of his own profile and can change the password.