User manual for Zimtogo



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Admin Mode:

Admin can manage the content of static pages of the website along with a list of other roles. Role of organization admin is described below:

- Configuration
- Restaurant Management
- Customer Management
- Cuisine Management
- Meal Type Management
- City Management
- Order Management
- Static Content Management
- Review Management
- Coupons Management

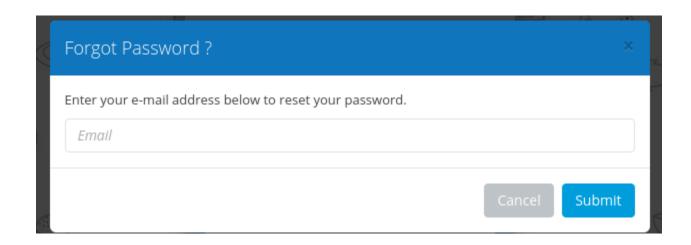
Log in:

Admin can log in to their panel after entering authorized user name and password . If admin enter incorrect credentials then error message will be displayed over the site.



Forgot password:

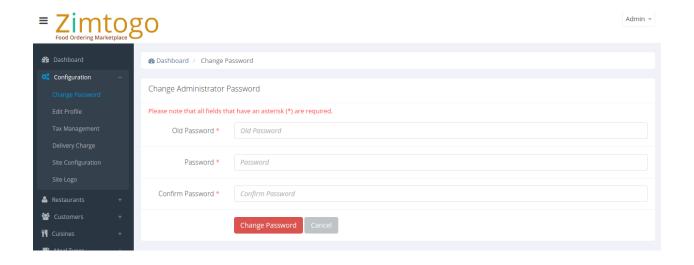
There is a forgot password link. In case, if admin has forgotten the login credentials then he/she can recover it on their registered email id. After entering the registered email id over forgot password page, new auto-generated credentials will be send to admin email.



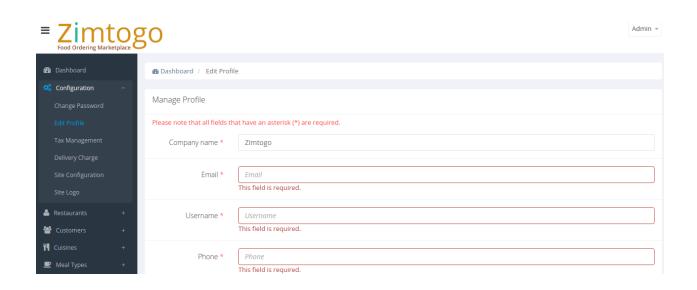
Manage Configuration:

Admin can manage some basic configurations of the website in this section. First of all, after successfully log in to the account, there is a configuration section in left menu where admin can manage email, password, profile data, taxes, Delivery Charges etc.

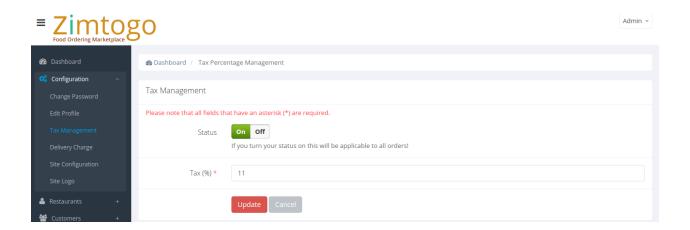
A. Change Password: Here admin can change the desired password whenever it's required.



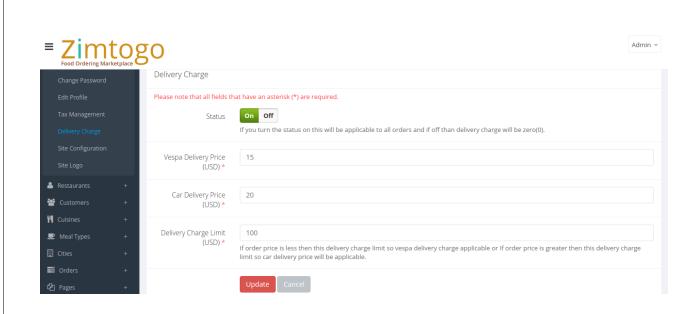
B. Change Profile: Here admin can change various details like Company name, Email, User name, Phone and Address. Admin can also select if they want the website in maintenance mode or not.



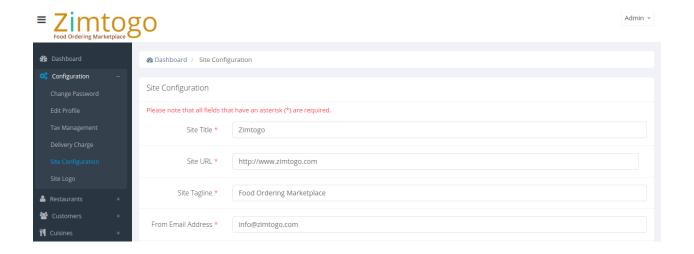
C. Tax Management: In this section, admin can manage the tax that will be applicable on all the orders. Admin will have an option to turn it off. Once it is off the tax will not be applicable on orders.



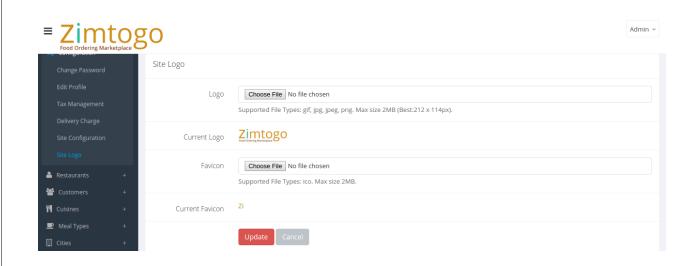
D. Delivery Charge Management: Admin can manage the delivery charges from here which will be applied to all the orders on the website. Admin can set the Vespa Delivery charge, Car Delivery charge and the delivery charge limit. If order price is less then this delivery charge limit so Vespa delivery charge applicable or If order price is greater than this delivery charge limit so car delivery price will be applicable. Admin will have an option to turn off the delivery charges. Once it is off the delivery charge will not be applicable on orders.



E. Site Configuration: From this section admin can change the site configuration. Admin can change the following details like Site Title, Site URL, Tag line, Email Address, Phone Number, Social Media Account links, PayPal Email and PayPal URL.

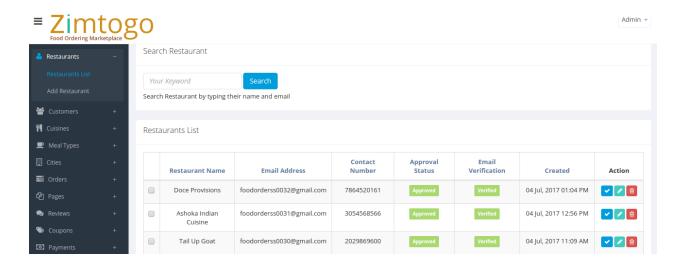


F. Site Logo: Admin can manage the site logo from this section of the admin panel. They can see and change the current logo and favicon icon of the website.



Restaurant Management:

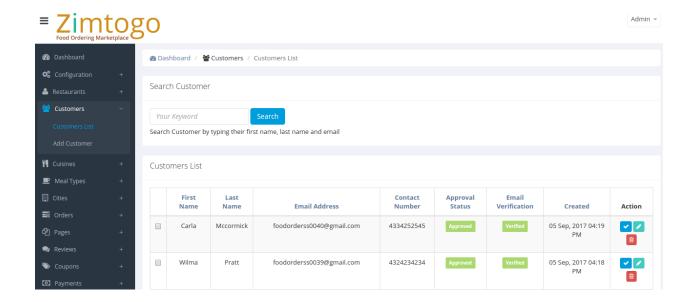
The Restaurant Management Section would facilitate the admin to add/edit/delete/activate/deactivate the restaurants available on the website. Admin can add restaurants by submitting their details. Whenever a restaurant create an account on the website, it has to be activated by the admin.



Customer Management:

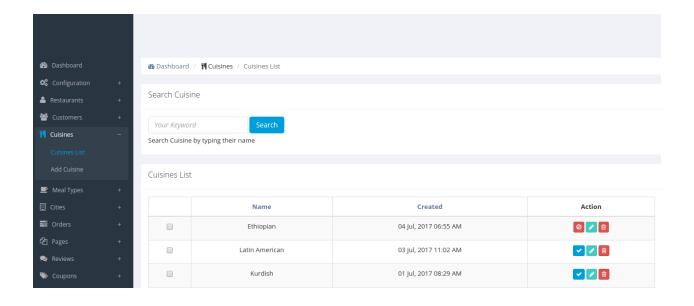
The Customer Management Section would facilitate the admin to add/edit/delete/activate/deactivate the customers available on the website. Admin

can add customers by submitting their details. Whenever a customer create an account on the website, it has to be activated by the admin.



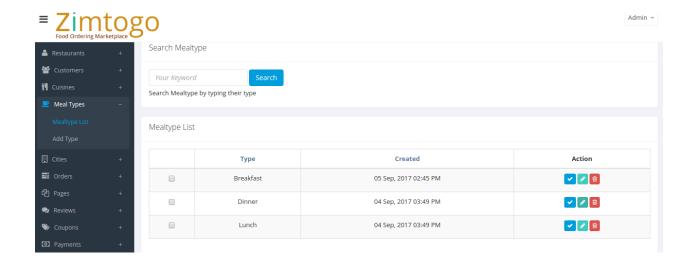
Cuisine Management:

The Cuisine Management Section would facilitate the admin to add/edit/delete/activate/deactivate the cuisines available on the website. Admin can add cuisines by submitting the name of the cuisine. Whenever restaurants add a menu they can select the cuisine from the list that is added here.



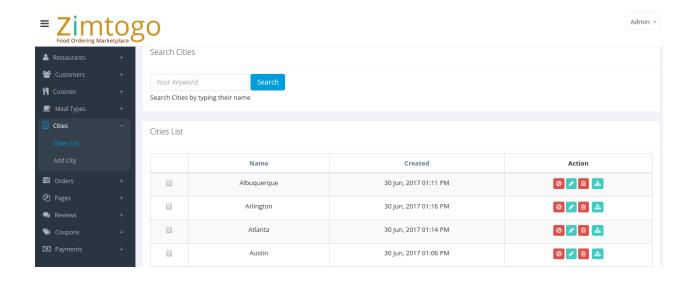
Meal Type Management:

The Meal Type Management Section would facilitate the admin to add/edit/delete/activate/deactivate the meal types available on the website. Admin can add meal type by submitting the name of the meal type. Restaurants can select the meal type from the restaurant configuration.

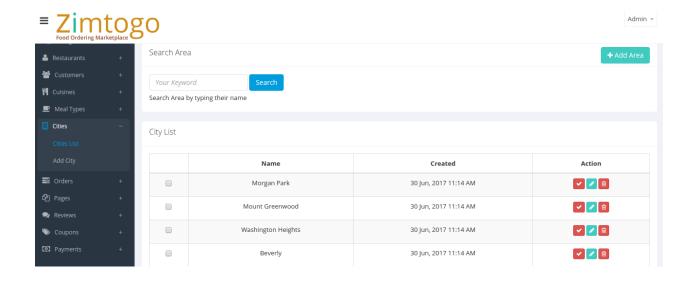


City Management:

The City Management Section would facilitate the admin to add/edit/delete/activate/deactivate the cities available on the website. Admin can add city by submitting the name of the city. Customers and restaurants can choose the city whenever they register to the website or the customer is ordering food.

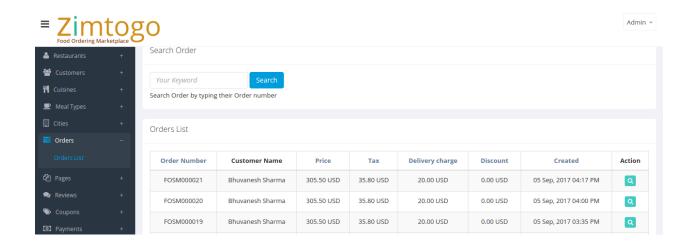


Area Management: Admin can also manage the area that is located in each city that he has added. They can add/edit/activate/deactivate the areas in a city.



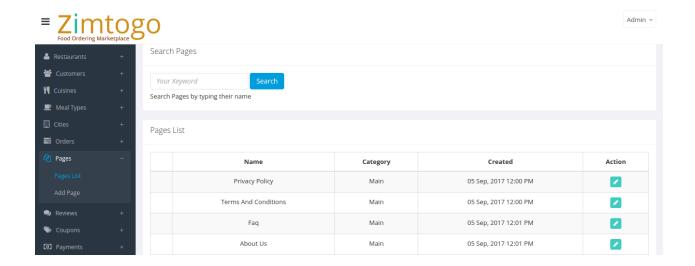
Order Management:

The Order Management Section would facilitate the admin to view the orders that are made on the website. Admin can view the details like Order no., Customer Name, Price, Tax Delivery charge and discount. Admin can also view details of the order which would include the items ordered by the customer.



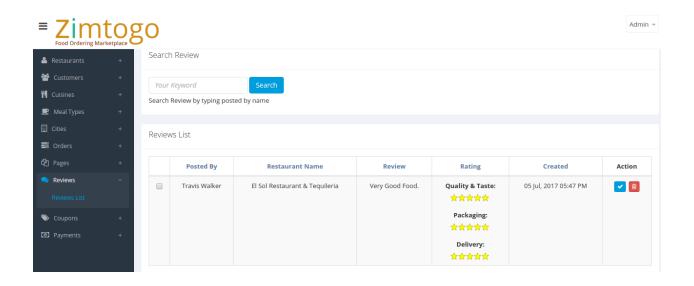
Static Content Management:

The Static Content Management Section would facilitate the admin to manage the content of static pages on the website. Admin can manage the content of pages like About Us, Terms & Conditions, Privacy Policy and FAQ.



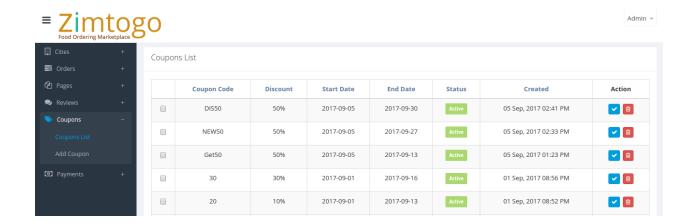
Review Management:

The Review Management Section would facilitate the admin to delete/activate/deactivate the reviews available on the website on different restaurants. Admin can view the customer name, admin name, review and rating given to different restaurants.



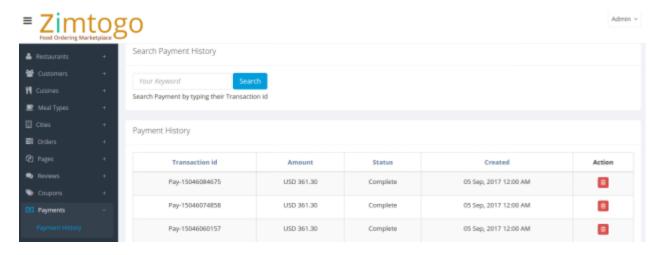
Coupon Management:

The Coupon Management Section would facilitate the admin to add/delete/activate/deactivate the coupons available on the website that can be applied by customers on their orders. Admin can view the Coupon Code, Discount, Start date and End Date of the Coupons.



Payment Management:

The Payment Management Section would facilitate the admin to view and delete the history of payments that are made by the customers on the website. Admin can view Transaction id, Amount, Status and the created date.



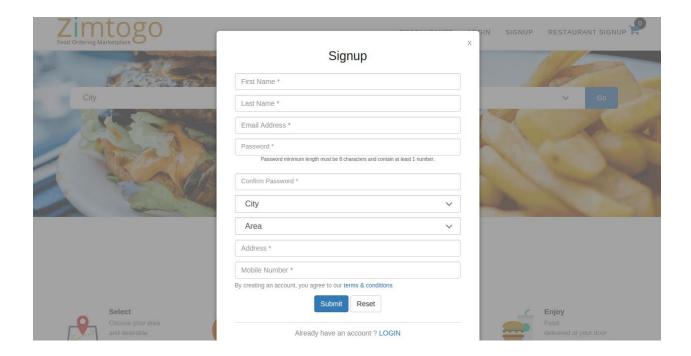
Restaurant Mode:

Restaurants can manage the following information once they are logged in to their account:

- Sign Up
- Forgot Password
- Log In
- Profile
- Profile Picture
- Password
- Favorite Food Items
- Received Orders
- Order Detail and Status
- Opening Hours of the Restaurant
- Menu of the Restaurant
- Additional Order Status

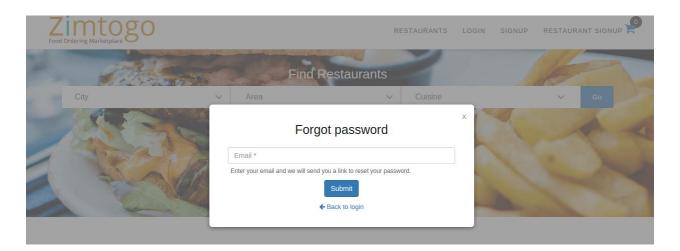
Sign Up For Restaurant:

Restaurants can sign up and become members over the site. They have to enter details like Restaurant Name, Password, Email, City, Area, Address, Areas restaurant deliver to and Mobile no. Restaurant will receive a email using which he can activate his account. Restaurant has to be approved by the admin to complete the sign up.



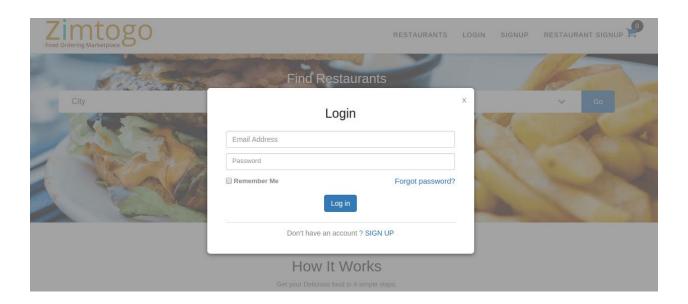
Forgot Password:

Restaurants can reset their password if in case they have lost their password. When they will click on the "Forgot password" they will be asked to enter their email through which they have registered over the site. When they will enter their email a link to reset password will be sent to them on their email. They will be able to reset their password by clicking on this link & following some necessary steps they can reset their password.



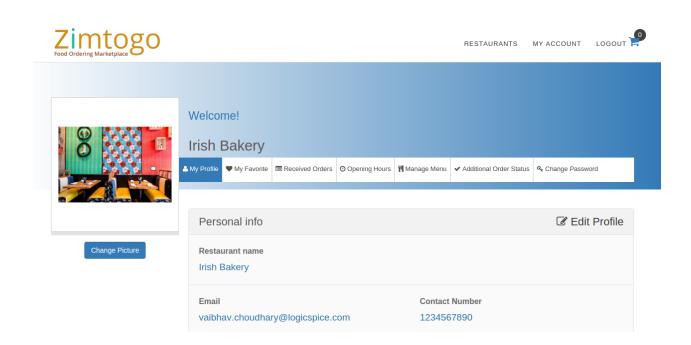
Log In:

Restaurant can log in to the website to view his profile information. They have to enter their email and password while entering their password.



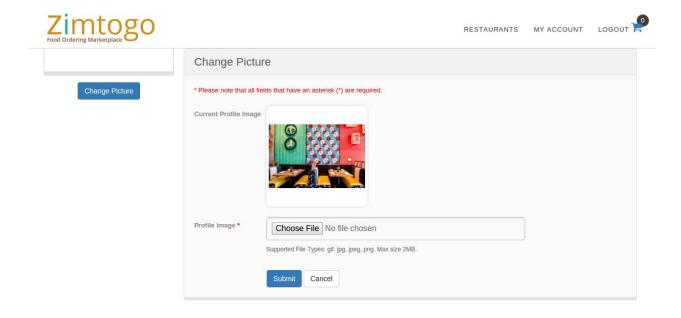
Profile Management:

Restaurant can log in to the website to view his profile information. Admin can click on the edit profile button to edit the following information on the website: Restaurant Name, Contact number, City, Area and Address.



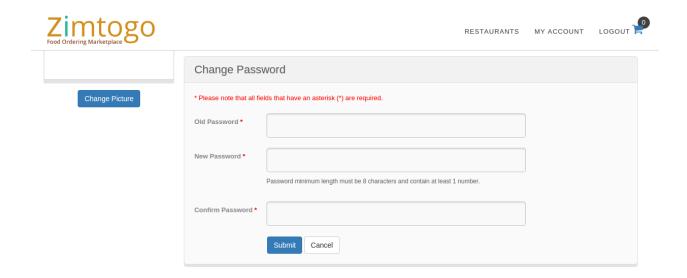
Profile Picture Management:

Restaurant can see his profile picture in the profile. They can click on Change Picture button to change their profile picture. They will also have an option to delete the picture when they hover their pointer over their picture.



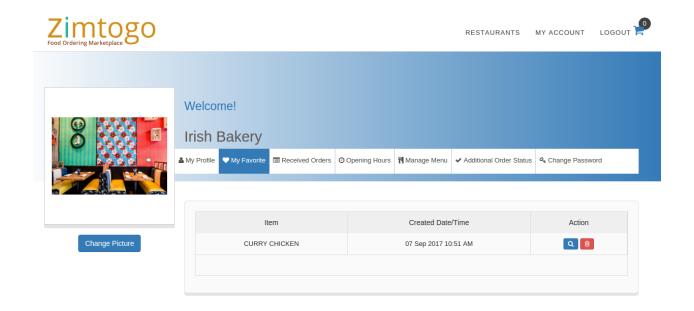
Password Management:

Restaurant can change their password by clicking on the link of forget password. Restaurants can change their password by entering their old password and their new password.



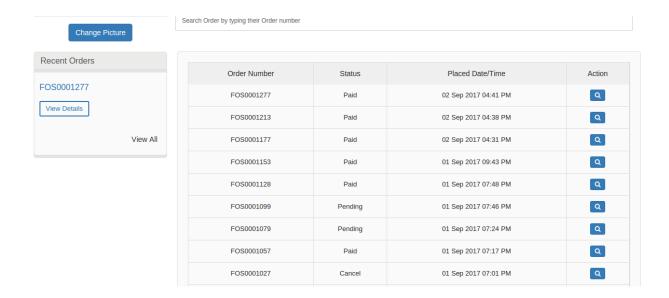
Favorite Food Items Management:

Restaurant can manage their favorite food items over the website. They can the items by clicking on the heart that would appear in the menu section of the restaurants. They can click on the heart again to remove the item from the list.



Received Order Management:

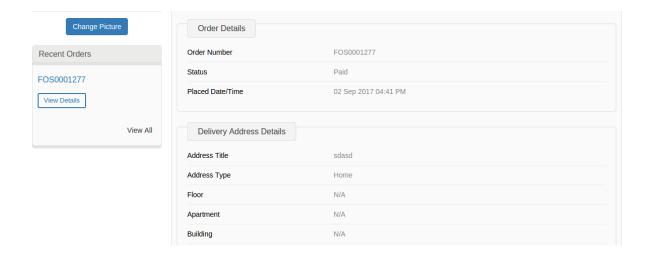
Restaurant can manage their orders from this section of the website. Restaurants can see a list of received orders with details like Order No., Status and Place Date and Time. They can also see details of the order when they click on the detail button in the action column.



Order Detail and Status:

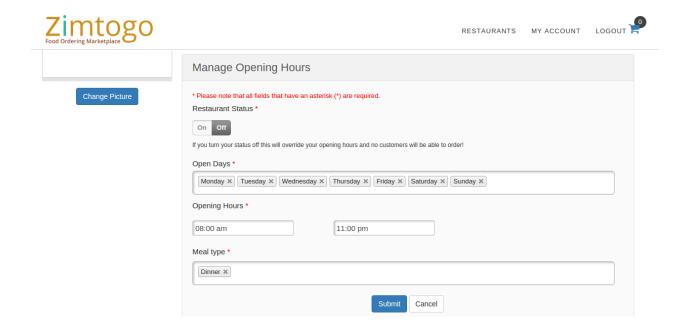
Restaurant can see details of the orders when they click on the detail button in the action column of Received Orders. Once the restaurants have received the orders,

they can change its status to confirm which will be shown at customers end through email.



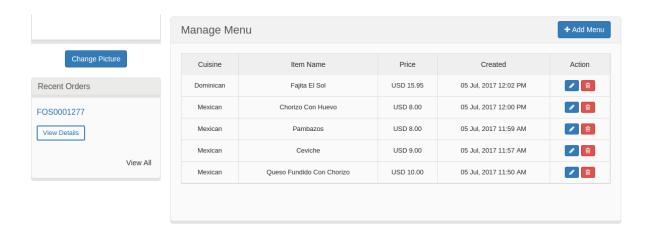
Opening Hours of the Restaurants:

Restaurants can manage their opening hours in this page. They can choose the opening time and closing time of the restaurants. Restaurants can manage their opening days as well and mention the meal types that they provide. They can manage the Restaurant Status IE if they turn the restaurant status off, the restaurant would not appear in the list of restaurants on the website.



Menu Management of Restaurant:

Restaurants can manage their Menu in this page. They can view the information like Cuisine, Item Name, Price and Date Created. They can add menu by clicking on the add menu button and enter the following information Cuisine, Item Name, Price, Menu Description and Item Image. Restaurants can also edit or delete their menu.



Additional Order Status Management:

Restaurants can manage their Custom Order Status in this page. They can add/edit/delete their existing order status. The Order status would give the customer information about the status of the order like if the preparation of the food is started or the food is already dispatched. Restaurant can change the order status of an order from the order detail.



