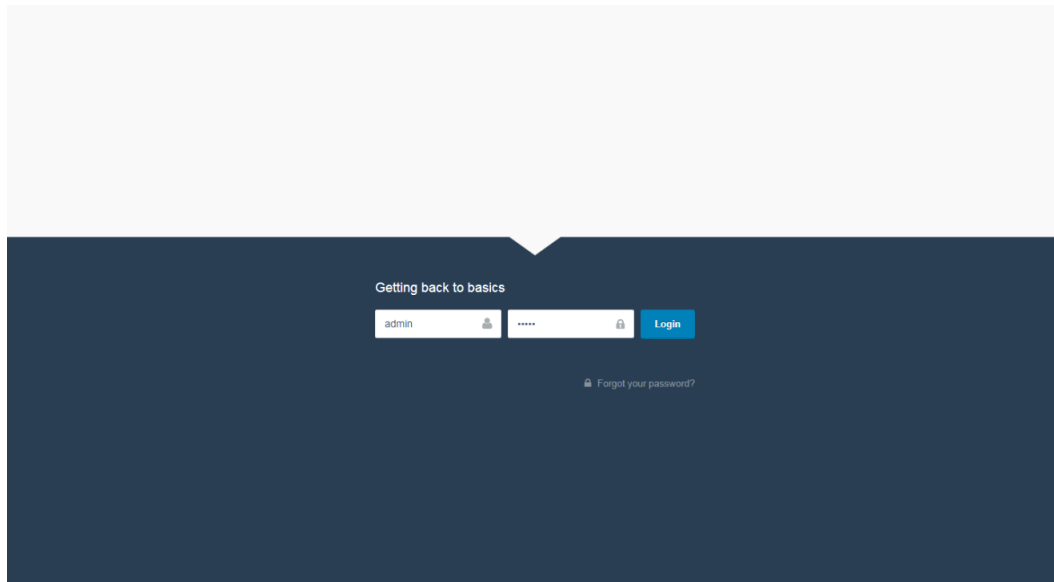


## BEHAKU.COM OPERATING GUIDE

1. Masuk ke halaman behaku.com/admin
2. Login dengan username: admin dan password: admin



3. Untuk menambahkan produk, klik **Behaku -> Products -> New Product**

Behaku Users Settings Admin Person

+ New Product Duplicate Delete selected Search

Default category: all Inactive On Sale Low stock Out of stock

ID	IMAGE	TITLE	ACTIVE	PRE-TAX RETAIL PRICE	RETAIL PRICE WITH TAX	QUANTITY
9		Behaku No Panty Line Laser Cut Bikini Brief- Skin	Yes	100000	110000	16
2		Behaku Soft n Sheen Invisible Neckline Underwired Bra- Black	Yes	280000	280000	10
1		Behaku Soft n Sheen Invisible Neckline Underwired Bra- Pink	Yes	280000	280000	19
7		Behaku Whimsical Low Rise Bikini Panty- Pink N Print	Yes	150000	165000	16
10		Behaku Whimsical Low Rise String Bikini Panty- Blue N Print	Yes	100000	110000	81
8		Lovable Cotton Bikini Panty(Pack Of 3)- Assorted	Yes	250000	275000	63
6		Rosaline All Day Comfort Full Coverage Bra- Baby Pink	Yes	200000	220000	99
3		Rosaline All Day Comfort Full Coverage Bra- Black	Yes	200000	220000	44
5		Rosaline All Day Comfort Full Coverage Bra- Skin	Yes	200000	220000	200
4		Rosaline All Day Comfort Full Coverage Bra- White	Yes	200000	220000	19

Displayed records: 1-10 of 10

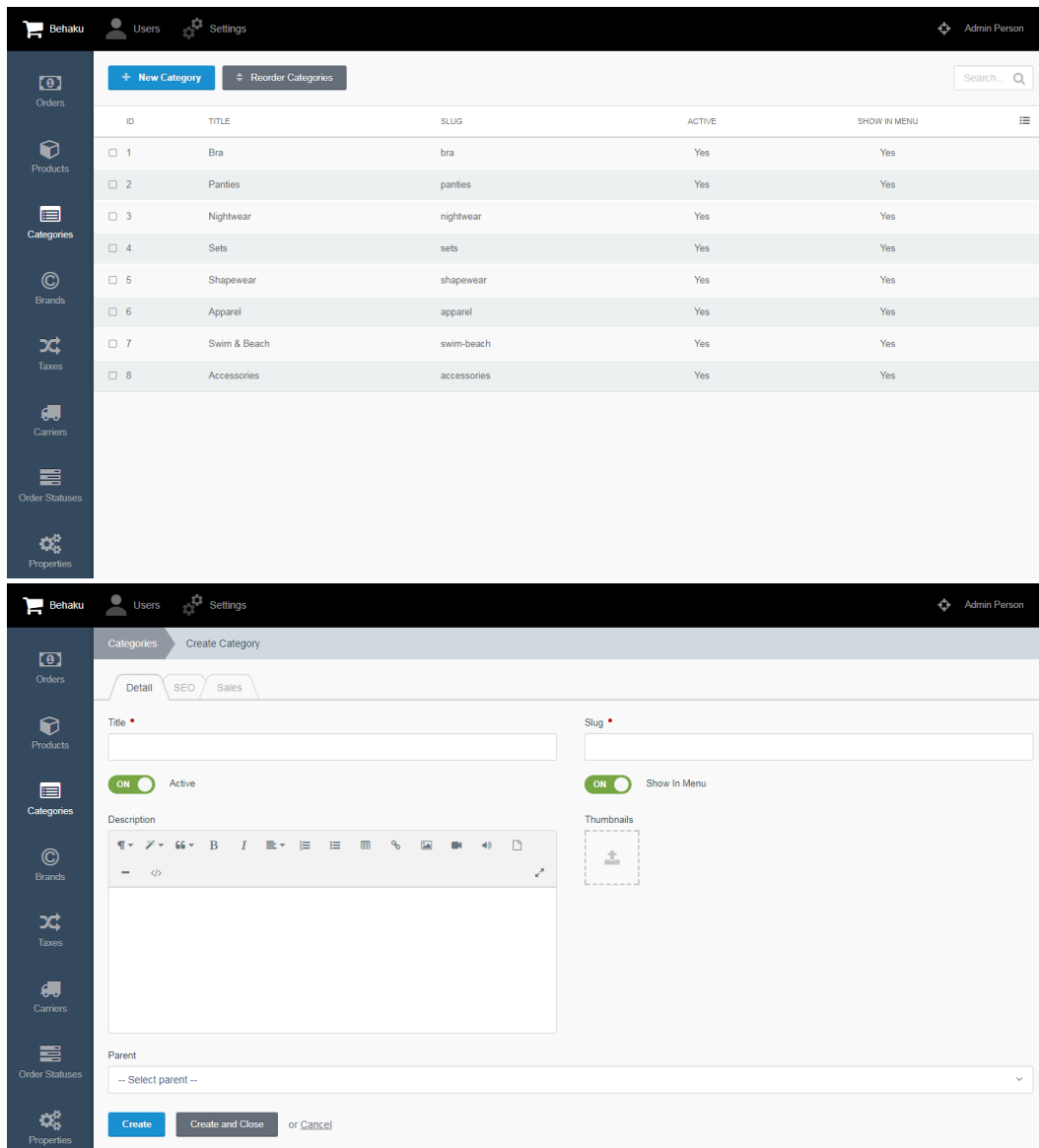
4. Terdapat beberapa tab yang ada pada submenu **Products**, diantaranya:
- a. Detail  
Informasi produk berupa Nama produk, deskripsi singkat, dan deskripsi panjang.
  - b. Price  
Informasi harga barang berupa Pre-tax wholesale price (harga modal), Pre-tax retail price (harga jual), Tax rule (Besarnya pajak), Retail price with tax (harga jual + pajak).
  - c. SEO  
Fungsi dari tab ini adalah agar setiap produk yang diupload dapat terindex di mesin pencarian google.
  - d. Categories
  - e. Weight
  - f. Quantities
  - g. Size
  - h. Colors  
Setiap produk dengan warna yang berbeda perlu dipisahkan antara produk dengan warna yang satu dengan warna lainnya.
  - i. Images  
Ukuran gambar harus beresolusi 683x1024 piksel dengan ukuran file maksimal 500KB tiap fotonya. Urutan gambar pertama akan diambil sebagai display picture produk.

The screenshot shows the 'Create Product' interface in the Behaku system. The top navigation bar includes 'Behaku', 'Users', 'Settings', and 'Admin Person'. The left sidebar lists various modules: Orders, Products, Categories, Brands, Taxes, Carriers, Order Statuses, and Properties. The main content area is titled 'Products' and 'Create Product'. It features a series of tabs: Detail, Prices, SEO, Categories, Weight, Quantities, Size, Colors, Featured, Images, Customization, and Attachments. The 'Detail' tab is selected, displaying the following fields and controls:

- Title**: A text input field.
- Slug**: A text input field.
- Active**: A toggle switch currently set to 'ON'.
- Available for order**: A toggle switch currently set to 'ON'.
- Short description**: A rich text editor with a toolbar.
- Description**: A rich text editor with a toolbar.

At the bottom of the form, there are three buttons: 'Create', 'Create and Close', and 'or Cancel'.

5. Untuk menambahkan kategori klik **Behaku -> Categories -> New Category** dan masukkan data galeri project, kemudian klik tombol **Create** atau **Create and close**



Resolusi gambar direkomendasikan berbentuk persegi (S x S) dengan maksimal ukuran file 500KB.

6. Untuk menambahkan ukuran, klik **Behaku -> Properties -> New Property**

The screenshot shows the 'Behaku' dashboard with the 'Properties' menu selected in the left sidebar. The main area displays a table for managing properties. At the top, there is a '+ New Property' button and a search bar. The table has columns for ID, TITLE, PLACEHOLDER, TYPE, REQUIRED, and OPTIONS. Two properties are listed: ID 1 with title 'Bra Size' and ID 2 with title 'Size'. Both are of type 'Select' and are required. The table shows 'Displayed records: 1-2 of 2'.

ID	TITLE	PLACEHOLDER	TYPE	REQUIRED	OPTIONS
1	Bra Size	Size	Select	Yes	32B, 32C, 32D, 34B, 34C, 34D
2	Size	Size	Select	Yes	XS, S, M, L, XL

7. Orderan yang masuk dapat dilihat di menu **Behaku -> Orders**

The screenshot shows the 'Behaku' dashboard with the 'Orders' menu selected in the left sidebar. The main area displays a summary of orders and a table of individual orders. The summary shows 'ORDERS 30 DAYS' with 33 pending orders and a total value of 10755000. The table lists orders with columns for ID, CUSTOMER, CARRIER, ORDER STATUS, PAID DATE, and TOTAL PRICE. Each order status is marked as 'New Order - Bank transfer'. The table shows 'Displayed records: 1-20 of 33'.

ID	CUSTOMER	CARRIER	ORDER STATUS	PAID DATE	TOTAL PRICE
33	simulasi test	JNE	New Order - Bank transfer		330000
32	9   sample	JNE	New Order - Bank transfer		220000
31	sample sample	JNE	New Order - Bank transfer		110000
30	David Ricardo	JNE	New Order - Bank transfer		280000
29	David Ricardo	JNE	New Order - Bank transfer		110000
28	David Ricardo	JNE	New Order - Bank transfer		275000
27	David Ricardo	JNE	New Order - Bank transfer		110000
26	David Ricardo	JNE	New Order - Bank transfer		715000
25	David Ricardo	JNE	New Order - Bank transfer		110000
24	David Ricardo	JNE	New Order - Bank transfer		275000
23	David Ricardo	JNE	New Order - Bank transfer		220000
22	David Ricardo	JNE	New Order - Bank transfer		220000
21	David Ricardo	JNE	New Order - Bank transfer		330000
20	David Ricardo	JNE	New Order - Bank transfer		110000
19	David Ricardo	JNE	New Order - Bank transfer		560000
18	2   David Ricardo	JNE	New Order - Bank transfer		110000
17	2   David Ricardo	Carrier2	New Order - Bank transfer		825000
16	2   David Ricardo	JNE	New Order - Bank transfer		605000
15	2   David Ricardo	JNE	New Order - Bank transfer		220000
14	8   User3	JNE	New Order - Bank transfer		110000

8. Untuk mengubah password administrator, klik **Avatar / nama administrator** -> **My account** kemudian terdapat beberapa field data administrator. Jika sudah selesai mengubah data tersebut, klik **Save**

The image shows two screenshots of the JK SHOP admin interface. The top screenshot displays the 'Orders' section with a sidebar menu on the left containing options like Orders, Products, Categories, Brands, Taxes, Carriers, Order Statuses, and Properties. The main content area shows a summary of orders (Paid: 0, Pending: 33) and a table of recent orders. The bottom screenshot shows the 'My account' form, which includes fields for Login, Email, First Name, Last Name, Password, and Confirm Password, along with an 'Avatar' upload section and a 'Save' button.

ID	CUSTOMER	CARRIER	ORDER STATUS	PAID DATE	TOTAL PRICE
33	simulasi test	JNE	New Order - Bank transfer		330000
32	9   sample	JNE	New Order - Bank transfer		220000
31	sample sample	JNE	New Order - Bank transfer		110000
30	David Ricardo	JNE	New Order - Bank transfer		280000
29	David Ricardo	JNE	New Order - Bank transfer		110000
28	David Ricardo	JNE	New Order - Bank transfer		275000
27	David Ricardo	JNE	New Order - Bank transfer		110000
26	David Ricardo	JNE	New Order - Bank transfer		715000
25	David Ricardo	JNE	New Order - Bank transfer		110000
24	David Ricardo	JNE	New Order - Bank transfer		275000

**Account Form Fields:**

- Login: admin
- Email: admin@domain.tld
- First Name: Admin
- Last Name: Person
- Password: [Empty]
- Confirm Password: [Empty]

**Avatar:** [Upload icon]

**Save**

Jika ada yang ingin ditanyakan, silahkan hubungi:  
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