



# How To

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## How to in Details

### 1. How to install the script?

- **Ans :** To install the script follow the steps below.
- **Upload** the zip file downloaded from codecanyon to your server **public\_html** or any other **directory** you intend to run the script.
- **Extract** the zip file in that directory.
- Create a new database from your server **MySQL database**.
- Create **db user** to the database and link that **database** to the **db user**.
- First hit your **site url** and it will automatically take you to the **installation**.
- Click on **Start Installation Process**.
- You will get the **Checking File Permission** page. If everything is ok then click on **Go to next step**.
- Now you need to set **Database Host, Database Name, Database Username, Database Password** and click **Continue**.
- Now you need to **import sql file**.
- Now **fill up the information of shop** and click **Continue**.
- Click on **Go to Home/ Login to admin panel**.
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### 2. How to activate the script?

- **Ans :** Following the given procedure below will make the license activated for your domain and you'll be able to use the script smoothly:
- Open the link in the browser.

- In the respective fields, put your Name, E-mail, **CodeCanyon Username**, **Purchase Key** and your intended **domain name** for the script and verify the captcha.
- The form will be submitted to check the purchase key and then activate the licence for that domain.
- You can change the activation later from this same form. Activating a Regular License again with another domain name will remove the activation of the previous domain.

### 3. How to purchase products?

- **Ans :** There are 2 ways to purchase any products. You can purchase any product by clicking on **"cart"** icon on product box or you can open the product in a new tab.
- Direct purchase without entering product details page
- Select **"cart"** icon.
- A pop-up will appear with quick view of the products.
- Select options(if available) & quantity.
- Click on **"add to cart"**.
- A pop-up will appear with 2 buttons **"Back to shopping"** & **"proceed to checkout"** and select **"proceed to checkout"**.
- Your cart page will be available with summary. Click **"Continue to shipping"**
- If you are registered user then **name & email address** will be available there. Insert **address, address, city, postal code & phone number** and click "continue to payment".
- Select of the given payment gateway **paypal, stripe, sslcommerz, cash on delivery** & click on **"complete order"**
- Insert necessary credentials & **Pay**.
- If the selected payment gateway is **"cash on delivery"** then after click on **"complete order"** the page will reload & show you order placing successfully done message.
- Purchase from product details page
- Click on the product title and you will be redirected on product details page.
- From here you can check & select the product's all info and add to cart.
- You can also add this product to **wishlist** or **compare** list.
- To proceed the purchase follow the steps **(3-10)** above.

### 4. How to setup Homepage?

- **Ans :** From admin panel navigation, **Frontend settings > Home** admin will get options to **change/edit** the home page contents in 4 tabs.
- Top sliders - **Select** multiple **images** for top slider section. Also **publish/unpublish** and **delete** options are available there.
- Banners - Select multiple images for banner section(below slider & top slider part).Also **publish/unpublish** and **delete** options are available there.
- Category wise products - By clicking on “**add new**” button admin can create this section.
  - Select category.
  - Select sub-sub category(max 4) for this category. Selected sub-sub category products(max 4) will be shown on the homepage.
  - If admin want to **edit/unpublish/delete** any existing category, the options are available there.
- Best selling - To activate best selling products section, here is the switch. Admin can **on/off** this section from here.

## 5. How to set business settings?

- **Ans :** Business settings has different sections to maintain site. Below are they,
- Activation - Here are two types activation available.
  - Business related - Admin can activate/deactivate **product activation, vendor system, show vendors.**
  - Payment related - 5 types payment options can be managed from here.Admin can continue all of these or deactivate any one.
- Payment method - This page is for configuring the payment method. Admin will have to input necessary information of these methods to configure with his site for running the transaction.
- SMTP settings - From here admin will have to input necessary information for SMTP configuration and then click on **Save.**
- Google Analytics - **Switch on** the feature. Insert **tracking ID.** and **save.**
- Social Media login - **Google, facebook & twitter** login configuration settings are available here.
- Currency -
  - Select **currency** from the currency list.
  - Configure system **currency, home default currency.**
  - Set the **format.**
  - Also admin can insert own currency except from the list.

- Languages - Admin will get language list from here. He/she can add a new language or edit the language details. Also admin can translate the existing words from here **Actions > View**
- Seller Verification form - verification form for seller registration. If any user wants to be a seller then he/she has to fill up the form in frontend. Admin can take any input from right side like **text, select, multiple select, radio button, file input** option. And named the field and make options to choose for the seller.
- Seller commission - Admin can set **amount of percentage** as seller commission.
- Seo Settings - To set SEO for your site insert the following info in this page like **keywords, author name, revisit time, sitemap link, description**. And click on **save**.

## 6. How to upload products from admin?

- **Ans :** There are several steps to upload a product. Follow the instructions below,
- Click on **"add new"** button.
- Product information - Need to fulfill the required field with proper data one by one.

### ■ General

- Insert a product **name**.
- Select a **category** from the dropdown list
- Select a **sub category**.
- Select a **sub sub category**.
- Select a **brand**.
- Insert the product **unit** like **pc, kg, ltr** etc.
- Input single/multiple words for product tag and press **enter**.
- Click on **save**.

### ■ Images

- Main images - Preferable size **600 x 500**.
- Thumbnail images - Preferable size **300 x 290**
- Featured - If the product will select as featured then it will appear on featured product list.
- Flash deal - If the product will select for the deal then it will appear there.

### ■ Video

- Select one option from **youtube, vimeo, dailymotion**.
- Insert video **link**.
- Click on **save**.

- Meta tags - This section for social media sharing.
  - Meta title - Write a title which will appear on shared link.
  - Description - Write a short description which will appear on shared link.
  - Meta image - Upload a single image for shared link.
- Customer choice
  - Default option is **color**. You can select **multiple color**.
  - Click on **add more options**. Add different choice option of the product and their **values**.
  - You can add more options by **adding more options**.
  - Then click on **save**.
- Price
  - Insert base price of the product.
  - Insert the purchase price of the product.
  - Add product tax. Select “%” or “\$” from right option and insert the **value** in the left box.
  - Discount - Add product discount(if available). Select “%” or “\$” from right option and insert the **value** in the left box.
  - Variant wise price - If the options are added at “customer choice” tab then this section will appear. Input the **variant wise price**.
  - Click on **save**.
- Description - Write the description of the product. You can add any image or video in this description box.
- Shipping info - Add shipping cost on the field.
- PDF specs - Pdf upload option(if available).

## 7. How to upload products from seller?

- **Ans :** Registered seller will get product uploading option from their profile. The steps are below,
- Log in to seller profile.
- Go to left navigation bar and click **PRODUCTS**.
- Click **Add New**.

- Fill the text fields named **Product Name**, **Product Category** (First choose the category, then choose subcategory and sub-subcategory accordingly from the popup and confirm), **Product Brand** (It will automatically appear), **Product Unit**, **Product Tag**, **Image** (Main Images, Thumbnail Image, Featured, Flash Deal), **Video** (Video From, Video URL), **Meta Tags**.
- Then fill up the **Customer Choice** options. Color option can be enabled or disabled. Seller can also add more customer choice options by giving choice title and choice values (ex. Title: Size; Values: Small, large;) To add choice values write the value and press enter.
- Then fill up the **Price** (if multiple customer choices available, seller could add variant price on the basis of customer choices and also could set stock keeping unit and quantity).
- Fill up the **Description** field.
- Click on **Save**.

#### 8. [How to create flash deal?](#)

- **Ans** : To create a flash deal admin will have to follow the steps,
- Insert a **title**,
- Insert **starting date, ending date**.
- Select **products**.
- Input product wise **discount type & amount**.
- Admin can **edit/delete** the existing deal or can **publish/unpublish** the deal anytime from the list.

#### 9. [How to manage Order?](#)

- **Ans** : In order list page admin will get the information of **order code, number of products, customer name, amount, delivery status, payment method & payment status**.
- From “**Actions**” button admin will get the options like **view, invoice download, delete**.
- From “**view**” option admin can see details of the order and can change the status of **payment & delivery**.

#### 10. [How to manage sellers?](#)

- **Ans** : In this page admin can see the **list of the sellers** and can **edit** the customer’s information. Also he/she can **delete** any seller too. By clicking on “**Add new**” button admin can create a new seller by putting seller **name, email & password**.



11. [How to see customers info?](#)

**Ans :** From admin panel navigation, **customers > customer list**.

- Admin will get a list of registered customer of his/her site. In this list admin will see the customer's **name & email address**.

12. [How to send newsletter?](#)

**Ans :** To send a newsletter follow the steps below,

- Select **user's email** or **subscribers email** or **both**.
- Insert **sender email address**.
- Insert newsletter **subject**.
- Write the content. In this text area admin can add an image, **link, video, table** or any **text formatting** if needed.
- Click on "**send**".

13. [How to configure payment methods?](#)

- **Ans :** **Seven** types payment gateway configuration available there. To configure them follow the steps,
- Log in to the admin **panel**.
- From the navigation, go to **Business settings -> Activation**.
- Scroll down to the **Payment Related** section.
- **Switch on** by clicking the switchery of the methods which you want to activate.
- Then again from navigation, **Business settings -> Payment method**.
- Insert necessary Information of the methods.
  - **Paypal** - Insert the paypal **client ID, Client secret** and **switched off** the sandbox mode(which for demo transactions). Then click on **save**.
  - **Stripe** - Insert the **stripe key, stripe secret** which you will get from your stripe account and **switched off** the sandbox mode(which for demo transactions). Then click on **save**.
  - **Instamojo** - Insert the **instamojo api key, instamojo auth token** which you will get from your instamojo account and **switched off** the sandbox mode(which for demo transactions). Then click on **save**.
  - **RazorPay** - Insert the **razor key, razor secret** which you will get from your razorpay account. Then click on **save**.

- **Paystack** - Insert the **public key, secret key, merchant email** which you will get from your paystack account. Then click on **save**.
- **Voguepay**- Insert the **merchant id** and **switched off** the sandbox mode(which for demo transactions) which you will get from your voguepay account. Then click on **save**.
- **SSLCommerz** - Insert the **SSLCZ store ID, SSLCZ store password** and **switched off** the sandbox mode. Then click on **save**.
  - **\*\*\*Please note that, for SSLCommerz you have to set your site default currency is BDT. This method is only for Bangladesh.**

#### 14. How to configure SMTP system?

- Ans : To configure SMTP system follow the steps below.
- Log in to your gmail account and go to '**My Account**' by clicking on the image of top right corner.
- Click the **Sign-in & Security** tab.
- Turn off the 2-step verification feature from **Sign in to Google** section.
- Turn on Allow less secure apps from **Connected Apps & Sites** section.
- After making these changes from your gmail account, go to Active Super Shop admin **Dashboard -> Business Settings -> SMTP settings**.
- Fill up the form as below:
  - **MAIL DRIVER** : smtp
  - **MAIL HOST** : smtp.gmail.com
  - **MAIL PORT** : 587
  - **MAIL USERNAME** : Your gmail id
  - **MAIL PASSWORD** : Your password
  - **MAIL ENCRYPTION** : tls
  - **MAIL FROM ADDRESS** : Your mail address
  - **MAIL FROM NAME** : Your shop name
- Click on **Save**.

#### 15. How to configure facebook login Api?

- Ans : To configure facebook login api follow the steps below.
- Log into **https://developers.facebook.com** using facebook email and password.
- Click on **My App** and then click the Add **New App**.
- Give the name of the app and then click on **Create App ID**. It will automatically redirect to App dashboard.
- Then go to **Settings -> Basic**.
- Set the **App Domains** and click on **Save Changes**.

- Get the **App ID** and **App Secret**.
- Now click on **Products** and select **Facebook login**.
- It will redirect you to **Quick Settings**.
- Select **Web** and give your site url and click **Save**.
- Go to **Facebook login -> Settings**.
- Set the **Valid OAuth Redirect URIs** (example:<https://example.com/social-login/facebook/callback>) and click on **Save**.
- Now go to Active Super Shop admin **Dashboard -> Business Settings -> Social media login** and set the **App ID** and **App Secret** in Facebook Login Credential.
- Click on **Save**.

#### 16. [How to configure google plus login Api?](#)

- Ans : To configure google plus login api follow the steps below.
- Go to <https://developers.google.com/identity/sign-in/web/sign-in>.
- Click on **Configure A Project**.
- Give your project name and click next.
- Give your product name and click next.
- Configure OAuth client by selecting **web server** and give your **Authorized redirect URIs** (example:<https://example.com/social-login/google/callback>) and click on **Create**.
- Then you will get the **Client ID** and **Client Secret**.
- Now go to Active Super Shop admin **Dashboard -> Business Settings -> Social media login** and set the **Client ID** and **Client Secret** in Google Login Credential.
- Click on **Save**.

#### 17. [How to configure twitter login Api?](#)

- Ans : To configure twitter login api follow the steps below.
- Go to <https://developer.twitter.com/en/apps>.
- Click on **Create An App**.
- Fill in your application details.
- After creating app follow their steps to get **client Id & client secret**.
- Now go to Active Super Shop admin **Dashboard -> Business Settings -> Social media login** and set the **Client ID** and **Client Secret** in Twitter Login Credential.

- Click on **Save**.

18. [How to setup currency?](#)

Ans :

- To configure currency from existing list, follow the steps below.
  - **Switched on** the required currency and **save** from all currency list.
  - Select **home default currency** and **save**.
  - Select **system default currency** and **save**.
  - Select **symbol format & no of decimals** and **save**.
- To add new currency - Insert **currency name, currency symbol, currency code, exchange rate with 1 dollar**, publish **status on** and then **save**. Then follow the configuration instructions.

19. [How to setup language?](#)

Ans : To set language go to **admin navigation > business settings > languages**.

- Add new language
  - click on **"add new"** button.
  - Insert **language name & code**(short form of language name).
  - Click **save**. Page will redirect to listing page.
  - Select **"view"** from **"actions"** button on required language from the list.
  - Input the **value** of the **key** words according to the language. These words will appear on the site.
  - Then click on **save**.

20. [How to manage policy pages?](#)

Ans : To upload content of policy pages such as **seller policy, return policy, support policy, terms & conditions** and **privacy policy** , follow the steps **admin navigation > frontend settings > policy pages**.

21. [How to manage general settings?](#)

Ans : To set site's general information here are some fields. Insert these information.

- Insert **system/site** name.
- Insert **Company address**.

- Write a **description**. Which will appear on the footer.
- Add **phone number**.
- Add system **email** address.
- Add a **logo** for the site.
- Add link of the social media(**facebook,instagram,twitter,youtube,google plus**).
- Click on **save**.

## 22. [How to manage Staff panel?](#)

- Ans : Go to admin panel **navigation > staffs**.
- All Staffs - In this list staff's **name, email & role** are available. Admin can edit these information and can change their role. Also can delete any staff from here. Role need to be created from **staff permissions** tab first.
- Staff Permissions - First admin will create a role for the staff. According to role admin will select the accessible section for the staffs.

## 23. [How to update to the latest version?](#)

Ans :

- Extract the downloaded file from codecanyon.
- There you will get a zipped folder named 'updates.zip'. Unzip that updates folder by selecticting "Extract here" and upload that to the root directory on your server where your previous version is running.
- Now reload the home page and click on '**Update Now**'.
- It's Done! The full system has been updated with a single click.
- Let's Browse Active eCommerce cms Latest Version

## 24. [How to manage shipping for product?](#)

- On product upload form admin and seller both will get the options for Local Pickup cost, Flat Rate and Free shipping option.
- From switch you can enable or disable
- Inserted amount will be added as shipping cost for the products on cart.

## 25. [How to manage wallet](#)

- Customer & Seller will get this options to use wallet for their purchase
- From "Recharge" option customer and seller will get the option to recharge money from paypal,stripe and other payment gateways (*if the payment gateways has permission*)

## 26. How to config Facebook Chat?

- Login admin panel and go Business settings > Facebook chat
- Enable Facebook chat and insert page ID.
- Now reload homepage. That's it.

## 27. How to create coupon?

- Login admin panel and go E-commerce setup > Coupon
- Click on **"Add New Coupon"**
- Select Coupon type - (i) Product base and (ii) Cart base
  - **Product Base :-**
    - Type the coupon code
    - Select **Category, Sub-category, Sub-sub-category**
    - Select the **Product**.
    - If you want to multiple products then just click on **"Add More"**
    - Fill the **Start date** and **End date**
    - Enter the **"Discount"** and Select **"Discount Type"**
    - Click on **Save**.
  - **Cart Base :-**
    - Type the coupon code
    - Enter the minimum shopping price in **"Minimum Shopping"** field
    - Enter the **"Discount"** and Select **"Discount Type"**
    - Enter the **"Maximum Discount Amount"**
    - Enter the **"Discount"** and Select **"Discount Type"**
    - Click on **Save**.

## 28. How to use coupon?

Ans : Before "SELECT PAYMENT OPTION", there is an opportunity to apply COUPON to get discount.

- Before "SELECT PAYMENT OPTION", Click on **"Apply Coupon Code"**
- Enter the right **Coupon Code** and click **Apply**.

## 29. How to request money withdraw as seller?

**Ans :**

- Registered seller will get option for making withdraw money request.
- If he/she has money in his/her earnings balance then he/she will be able to send withdraw request.
- Log in as a seller .
- Go to left navigation bar and click **Money Withdraw.**
- Click **Send withdraw request.**

### 30. How to pay payment for seller withdraw request as seller?

**Ans :**

- Go to left navigation bar and click **Sellers > Sellers Withdraw Requests**
- From withdraw list click **actions** button. Then **Pay now**
- In the modal you can change withdrawal amount and then select a payment method.
- And finally **pay** button to make payment.
- For cash payment will be done immediately and you've to make payment to seller manually.
- And for other payment gateways(if seller has enabled & configured those gateways) you'll be redirected to payment page.
- Then you need to fill necessary fields to make the payment.

### 31. How to add a new currency?

**Ans :**

- Go to left navigation bar and click **Business setting > Currency**
- Click add new currency
- Fill the form with **Name(eg US Dollar), Symbol(eg \$), Code(eg USD), exchange rate(1USD = ? eg 100)**
- And then click **save.**
- You can also edit a currency and make a currency as default.

### 32. How to enable maintenance mode?

**Ans :**

- Go to left navigation bar and click **Business setting > Activation**
- Then turn on the switch for maintenance mode.

- And in frontend user will get an under construction page.

### 33. How to create a pickup point?

**Ans :**

- You need to enable pickup point to use this feature from **Business setting > Activation - pickup point activation switch**
- Then go to left navigation bar and click **ecommerce setup > Pickup point**
- Click **add new pickup point**
- Then fill the form with **Name, Location, Phone, Status, Manager** and hit **save** button.
- Now customer can select a pickup point from enabled pickup point when he/she will purchase products.
- And pickup point manager will get the order in his/her dashboard.