# NDOT DEALS

*PLATINUM VERSION*

Document Title: City Admin Manual

Support Version: Platinum Version 3.1

Date Created: April 13, 2011

# 1) OVERVIEW

This document will explain how to manage the website like contents, products, orders, users, transaction, affiliate program etc….

This facility is applicable only for the city admin. He is the one who posses full control over the shop owner.

Note: Below mentioned is the layout of the CITY ADMIN

# site admin

Logged in as
**Cityadmin**
[Profile] [Logout]
Balance: $ 0

👐 **Deals** [+]

👥 **Merchant Accounts** [+]

**Shop Admin Deals**

**Fund Requests** [+]

# My Account Information

Home » **My Account Information**

### Dashboard

**Deals (1)**

**Shop Admin (3)**

**(0)**

**ACCOUNT INFORMATION**

**Funds Recieved $0**

**Account Balance $0**

### ACCOUNT INFORMATION

| | |
|---|---|
| **First Name** | Cityadmin |
| **Last Name** | Test |
| **Email** | cityadmin@ncot.in |
| **Mobile** | 9952493995 |
| **Address** | Coimbatore |
| **City** | Chennai |
| **Country** | INDIA |
| **Created By** | Cityadmin |
| **Created Date** | 2011-02-14 12:48:06 |

## PROFILE:

When clicked on profile,
This includes the profile details of the city admin. We can edit the profile and change the password etc. It includes the complete
details                of                the                city                admin.

# site admin

ged in as
**Cityadmin**
Profile    Logout
Balance: $ 0

🤝 **Deals**    [+]

🌐 **Merchant Accounts**    [+]

**Shop Admin Deals**

**Fund Requests**    [+]

# My Account Information

Home >> **My Account Information**

## Dashboard

**Deals (1)**

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## ACCOUNT INFORMATION

| | |
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| Last Name | Test |
| Email | cityadmin@ndot.in |
| Mobile | 9952493995 |
| Address | Coimbatore |
| City | Chennai |
| Country | INDIA |
| Created By | Cityadmin |
| Created Date | 2011-02-14 12:48:06 |

<u>DEALS:</u>

When clicked on Deals, a menu opens which includes add deal, all deal, active, closed, and pending.

👉 **Deals**    ← 🔲    ● Click

· **Add a Deal**

· **All Deals**

· **Active**

· **Closed**

· **Pending**

🌐 **Merchant Accounts**    +

**Shop Admin Deals**

**Fund Requests**    1

# Add a Deal

RAL DETAILS

Deal Title

Deal Description

Fine Prints

Highlights

Terms & Conditions

Meta Keywords

Enter few keywords of deal. It should comma(,) separated.

Meta Description

Enter brief description of deal

☐ Side Deal (Side deals will be displayed in the side bar of the home page)

☐ Main Deal(Main deal will be displayed in the home page)

**TIME & USER LIMITS**

## ADD DEALS:

By clicking on the Add deals we can add new deals, were emerges a new page add coupon. In which details such as name, description, terms and condition, time and user limits, commission details personal details etc.

**Deals**  ▬

▸ Add a Deal   ◀————▶ Click

▸ All Deals

▸ Active

▸ Closed

▸ Pending

**Merchant Accounts**  ▫

**Shop Admin Deals**

**Fund Requests**  ▪

# Add a Deal

## GENERAL DETAILS

Deal Title

Deal Description

Fine Prints

Highlights

Terms & Conditions

Meta Keywords

Enter few keywords of deal. It should comma(,) separated.

Meta Description

Enter brief description of deal

## ALL DEALS:

This page provides entire details on the deals. All deals will be available on this page. It includes the deal name, original price, discount price, quantity, amount, commission amount, status, and manage. This includes EDIT, BLOCK, & DELETE. The status is marked as A, C, D Etc.

This also includes the search option for any deals.

## All Deals

Home ›› All Deals

Search

Submit

NOTE: A - Active, C - Closed, D - Deactive

| Deal Name | Original Price($) | Discounted Price($) | Quantity | |
|---|---|---|---|---|
| | | | Target | Ach |
| Lorem Ipsum isLorem Ipsum is  Preview in live site | 50 | 45 | 1 | 1 |

## ACTIVE:

Clicking on this will take to the deals which are active till date. This also posses the search option. Active deals also includes details like the original price, discount price, manage option etc.
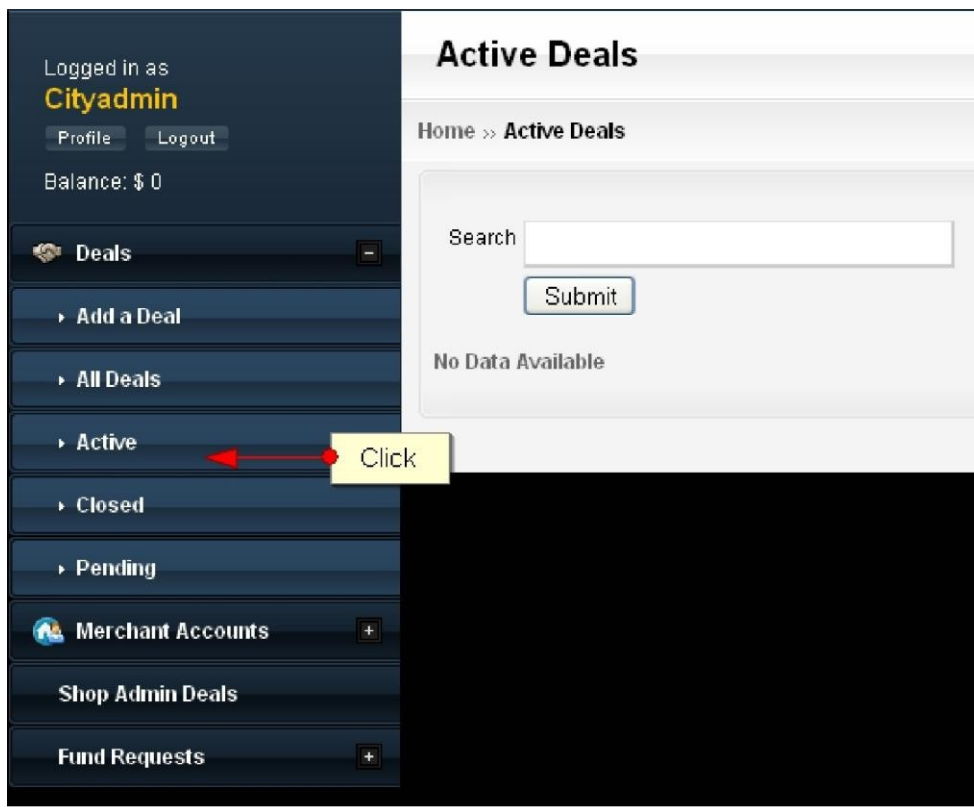
## CLOSED:

Clicking on this shows only the deals which are closed

Logged in as
**Cityadmin**

Profile  Logout

Balance: $ 0

**Deals**  ▬

▸ Add a Deal

▸ All Deals

▸ Active

▸ Closed  ←━━━  Click

▸ Pending

**Merchant Accounts**  ▪

**Closed Deals**

Home ›› **Closed Deals**

Search

Submit

NOTE: A - Active, C - Closed, D - Deactive

| Deal Name | Original Price($) | Discounted Price($) | Quantity | | Amount | | Commission Amount($) |
|---|---|---|---|---|---|---|---|
| | | | Target | Achieved | Target | Achieved | |
| Lorem Ipsum isLorem Ipsum is  Preview in live site | 50 | 45 | 1 | 10 | 45 | 450 | 36 |

## PENDING:

Clicking on this will take to the deals which are pending. Along with the search option.

## MERCHANT ACCOUNTS:

Clicking on this will lead to a menu were details like the
add merchant accounts and manage merchant accounts.

## ADD MERCHANT ACCOUNTS:

This is the space for the city admin registration. This includes the
login details like the name, password, pay pal account details, shop information, Google settings etc.

👐 **Deals**    +

🌐 **Merchant Accounts**    −    Click

  › **Add Merchant Account**

  › **Manage Merchant Accounts**

**Shop Admin Deals**

**Fund Requests**    +

# Store Admin Registration

Home :: Store Admin Registration

### LOGIN INFORMATION

User Name

Password :

Confirm Password :

### Paypal Account

Paypal Account

### PERSONAL INFORMATION

FirstName

LastName

Email

Mobile

Address

### SHOP INFORMATION

Shop Name

Shop Address

## MANAGE MERCHANT ACCOUNTS:

This helps in managing the merchant account. User Name, Shop Details E-mail, Mobile No, Referral Amount ($) and also the option to manage and search the merchant account.

## SHOP ADMIN DEALS:

This helps in managing the merchant account. User Name, Shop Details E-mail, Mobile No, Referral Amount ($) and also the option to manage and search the merchant account.

# FUND REQUEST :

# WITH DRAWAL FUND REQUEST:

When clicked on it we can get all details on the fund related issues.
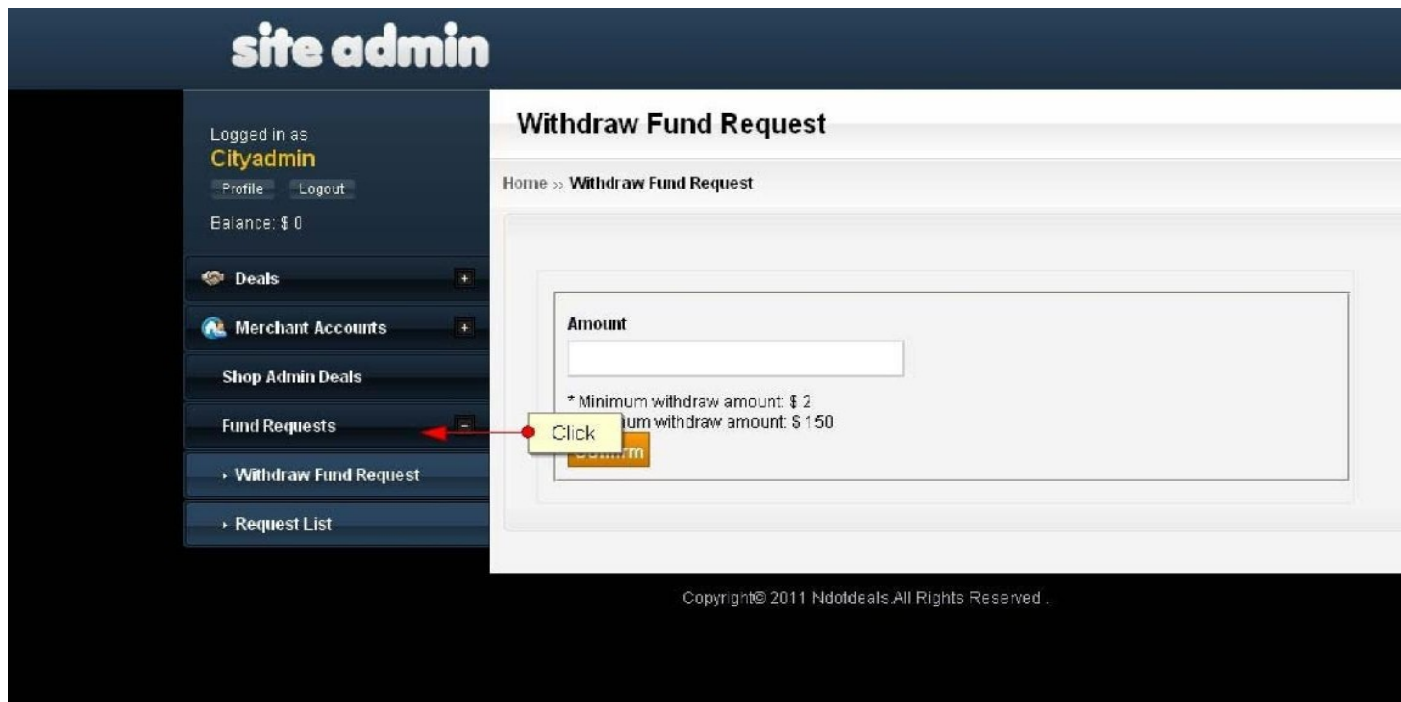
## FUND REQUEST:

The details regarding the funds which are requested, approved and done are listed in this page.

Logged in as
**Cityadmin**

Profile    Logout

Balance: $ 0

🤝 **Deals** [+]

🐨 **Merchant Accounts** [+]

**Shop Admin Deals**

**Fund Requests** [-]

▸ **Withdraw Fund Request**

▸ **Request List**    ← Click

# Fund Request Report

Home ›› **Fund Request Report**

No Data Available

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