Documentation & User Guideline

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Software Framework : Laravel 7

MANY VENDOR

SoftTech-IT

Let's build your career

Overview

By going through this documentation an admin / seller / user will have a proper idea about this system. This documentation has been divided into two(2) sections.

1. Describing System's Features

(Multivendor)

- **Admin**
    - Dashboard
    - User Management
    - Manage Product
    - Manage Commission
    - Campaigns
    - Coupons
    - Manage Seller
    - Manage Order
    - Fulfillment
    - Manage Complain
    - Promotions
    - Pages
    - Shipping
    - Seller Payment
    - Admin Earning
    - Frontend Settings
    - Site Settings
- **Seller**
    - Dashboard
    - Campaigns
    - Manage Product
    - Manage Order
    - New Product Request
    - Brand Request
    - Category Request
    - Withdraw Method
    - Earnings

- **Client Side** (Public & User Interface)

(E-commerce)

- **Admin**
    - Dashboard
    - User Management
    - Manage Product
    - Campaigns
    - Coupons
    - Manage Order
    - Fulfillment
    - Manage Complains
    - Promotions
    - Pages
    - Shipping
    - Frontend Settings
    - Site Settings

- **Client Side** (Public & User Interface)

2. How to operate the system!

- **How to Install the system?**

- **How to add a new admin/user?**

- **How to add a brand?**

- **How to create a category?**

- **How to create product variants?**

- **How to add a product?**

- **How to create commission?**

- **How to start a campaign?**

- **How to create a coupon?**

- **How to add a new seller/shop?**

- **How to add a logistic?**

- **How to add a shipping zone?**

- **How to manage homepage sections?**

- **How to add payment methods?**

- **How to create a new page for the system (for the website)?**

- **How to update the website information?**

- **How to configure SMTP settings?**

- **How to add a new language?**

- **How to set a new currency?**

- **How to add products to a campaign as a seller?**

- **How to upload a product as a seller?**

These topics cover all the queries of an admin / seller / user from the installation to the final use of the system.

1. Features of the Many Vendor system

Admin Panel

- Dashboard

- In this page, **Admin** can see the total selling price using the system, admin's total earning, total sellers registered in the system and total number of customers.
- Admin can also see **a comparison chart** of his/her **Last year's vs Present year's** earning.
- Admin can see a **yearly sales report's chart.**
- Admin can have a quick overlook to the **newly added sellers.**
- There are **Two Pie Charts** showing the **delivery and complains report.**
- Admin can see the **Latest Orders.**

The **User Interface** of the dashboard looks like-
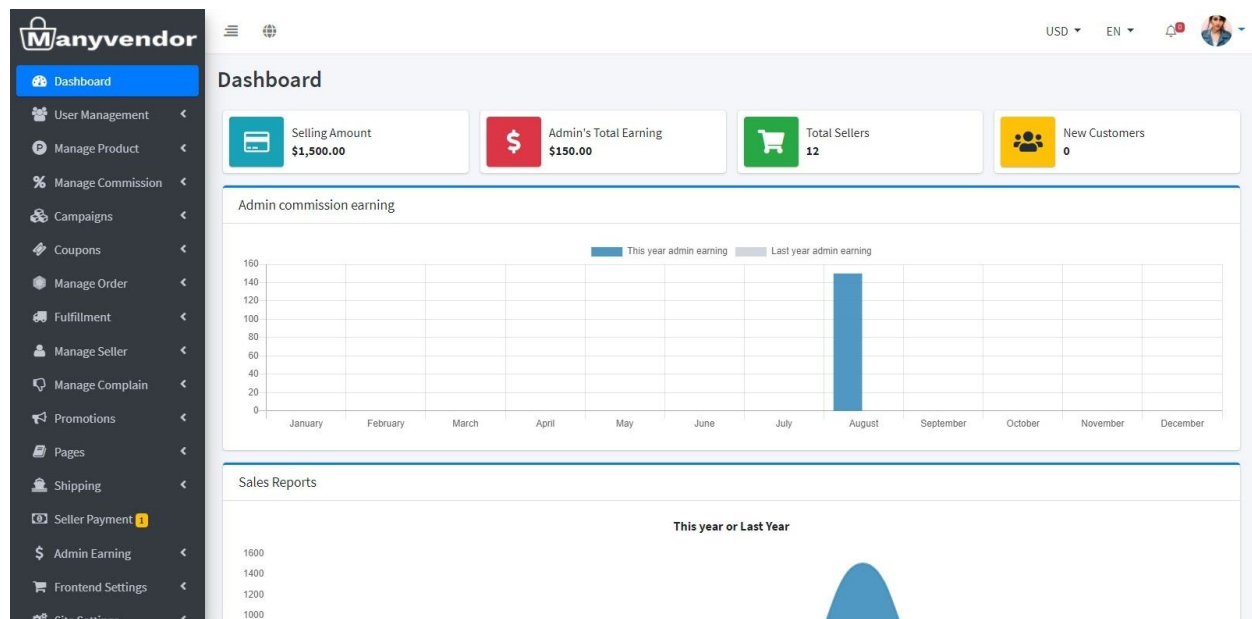
User Interface of Dashboard

- User Management

- Users

- ○ In this page, admin can see the **users list**.
- ○ Admin can **add a new user.**.

The **User Interface** of the "**User management > Users**" looks like-

User Interface of user management(Users)

User Interface of user management(Add User)

- **Groups**
    - In this page, admin can see the **Group list**.
    - Admin can edit any group.

    The **User Interface** of the "**User management > Groups** " looks like-

User Interface of user management(Groups)

- **Manage Product**

- **Add New Product**
    - Admin can add new products from here.

    The **User Interface** of the "**Manage Products > Add New Product**" looks like-

Product create

Add new product

Name

Enter product name

Brand

Choose option ▾

Select parent category

Choose option ▾

Select child category

Choose option ▾

Short Description

| ⚂▾ | B U 🖌 | Source Sans Pro ▾ | 🅰 ▾ | ☰ ☰ ☰▾ | ▦▾ | ∞ 🖾 ▪ | ⤢ </> ? |

Big Description

| ⚂▾ | B U 🖌 | Source Sans Pro ▾ | 🅰 ▾ | ☰ ☰ ☰▾ | ▦▾ | ∞ 🖾 ▪ | ⤢ </> ? |

Featured image

Choose File No file chosen

Video Provider

Choose option ▾

Promotion Video Url

Enter promotion video url

Meta title

Enter product meta title

Meta Description

Enter product meta description

Meta Image

Choose File No file chosen

Tags

Add Tax ☐

Add multiple product image

Choose Files No file chosen

Add Variant ☐

Save

Sidebar navigation (repeated):

- Manyvendor
- 🏠 Dashboard
- 👥 User Management ‹
- Ⓟ Manage Product ▾
  - ○ Add New Product
  - ○ Products
  - ○ Brands
  - ○ Categories
  - ○ Variants
- % Manage Commission ‹
- 🕸 Campaigns ‹
- ⚡ Coupons ‹
- 📦 Manage Order ‹
- 🚚 Fulfillment ‹
- 👤 Manage Seller ‹
- 🗨 Manage Complain ‹
- 📣 Promotions ‹
- 📄 Pages ‹

User Interface of Manage Products(Add new product)

- **Products**
  - Admin can see all the **Products List** here.
  - Admin can edit / delete products.
  - **Product's request from Seller,** admin can approve / remove those requests.

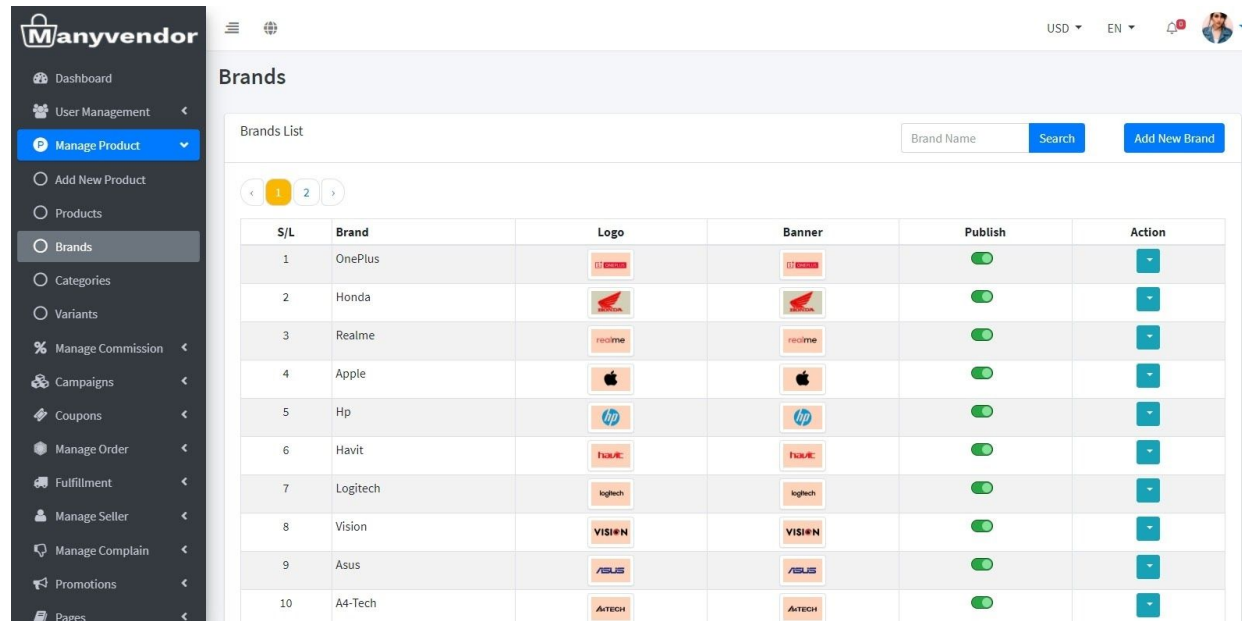The **User Interface** of the "**Manage Products > Products**" looks like-

User Interface of Manage Products(products)

- **Brands**
  - In this page, admin can see the **Brands List** of products, and create **New Brand.**
  - **Brand's Request from Seller,** admin can approve / remove those brand's requests.

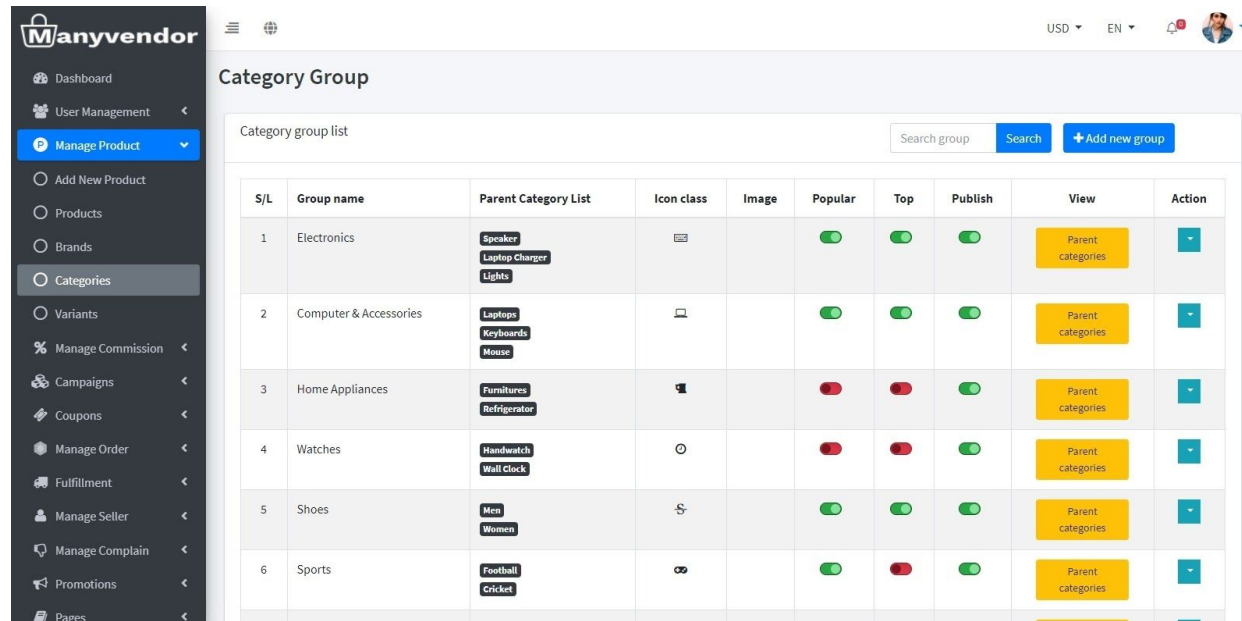The **User Interface** of the "**Manage Products > Brands**" looks like-

User Interface of Manage Products(Brands list)

- **Categories**
    - In this page, the admin can see the **All Category-Group List > Parent Category List > Sub-category List**.
    - Admin can **Add new categories, edit and delete categories.**
    - **New Sub-category request from seller,** admin can approve / remove those requested categories.

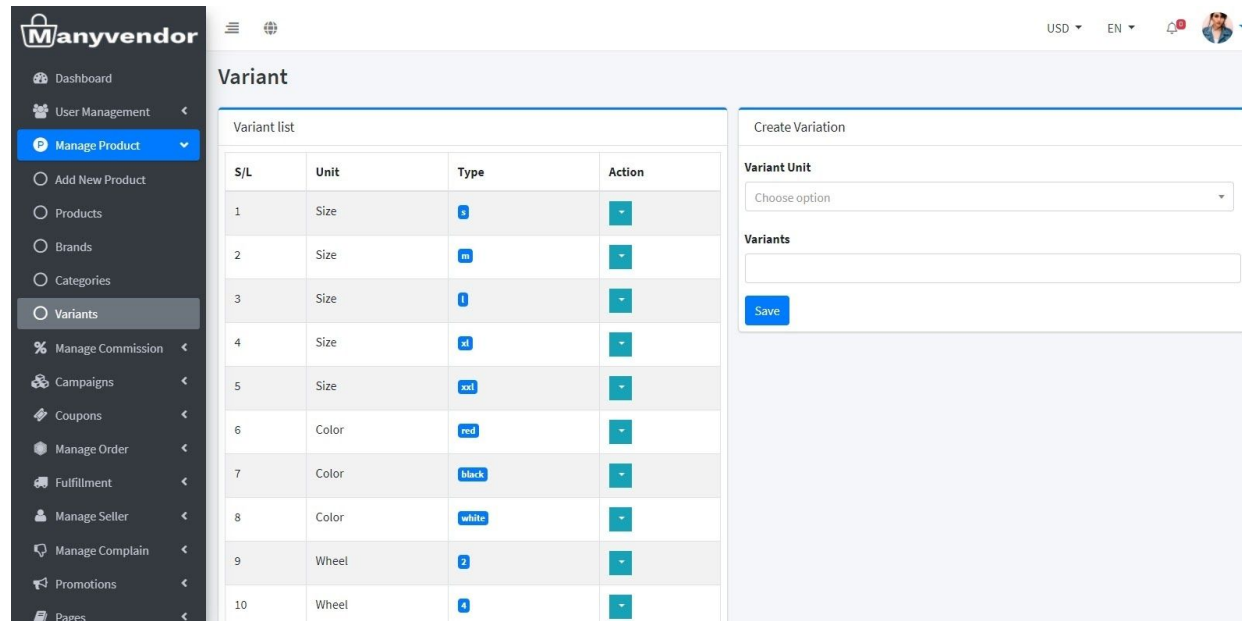   The **User Interface** of the "**Manage Products > Categories**" looks like-

S/L	Group name	Parent Category List	Icon class	Image	Popular	Top	Publish	View	Action
1	Electronics	Speaker Laptop Charger Lights	⌨		●	●	●	Parent categories	▼
2	Computer & Accessories	Laptops Keyboards Mouse	🖥		●	●	●	Parent categories	▼
3	Home Appliances	Furnitures Refrigerator	🗑		●	●	●	Parent categories	▼
4	Watches	Handwatch Wall Clock	⊘		●	●	●	Parent categories	▼
5	Shoes	Men Women	S		●	●	●	Parent categories	▼
6	Sports	Football Cricket	∞		●	●	●	Parent categories	▼

User Interface of Manage Products(Categories list)

- **Variants**
  - In this page, the admin can see the **All Variants List**.
  - Admin can **Add new Variants**.
  - Admin can edit / delete the variations.

The **User Interface** of the "**Manage Products > Variants**" looks like-
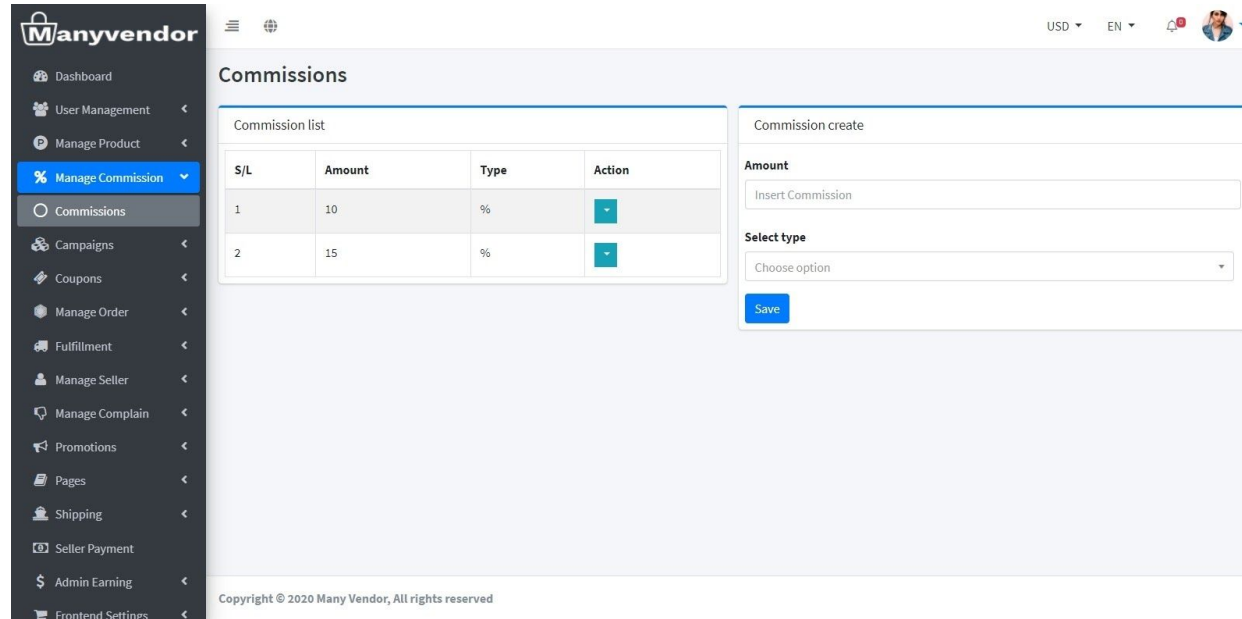
User Interface of Manage Products(Variants list)

Manage Commission

Commissions
- Admin can see all the **Commission List** here.
- Admin can edit / delete commission.

The **User Interface** of the "**Manage Commissions > Commissions**" looks like-

User Interface of Manage Commissions (Commissions)

- <u>Campaigns</u>

- <u>All Campaigns</u>

- ○ Admin can see all the **Campaigns List** here.
- ○ Admin can edit / delete **Campaigns**.
- ○ Admin can restart a campaign when the campaign is over.

The **User Interface** of the "**Manage Campaigns > All Campaigns** " looks like-

User Interface of Manage Campaign(Campaign)

- ## Coupons
    - ### Create Coupon
        - ○ Admin can see all the **Coupons List** here.
        - ○ Admin can edit **Coupons** .
        - ○ Admin can change the active status of a coupon.

        The **User Interface** of the "**Coupon > Create Coupon**" looks like-

User Interface of Coupon(Create Coupon)

- **Manage Seller**

- ### **Add New Seller**
    - ○ In this page, admin can **add a new seller.**
    - ○ Admin need to provide necessary information of the seller and save.

    The **User Interface** of the "**Manage Seller > Add New Seller**" looks like-

User Interface of Manage Seller (Add New Seller)

- **Seller Request**
  - ○ In this page, the admin can see **All Seller Registration Requests.**
  - ○ Admin can check those requests to approve / delete.

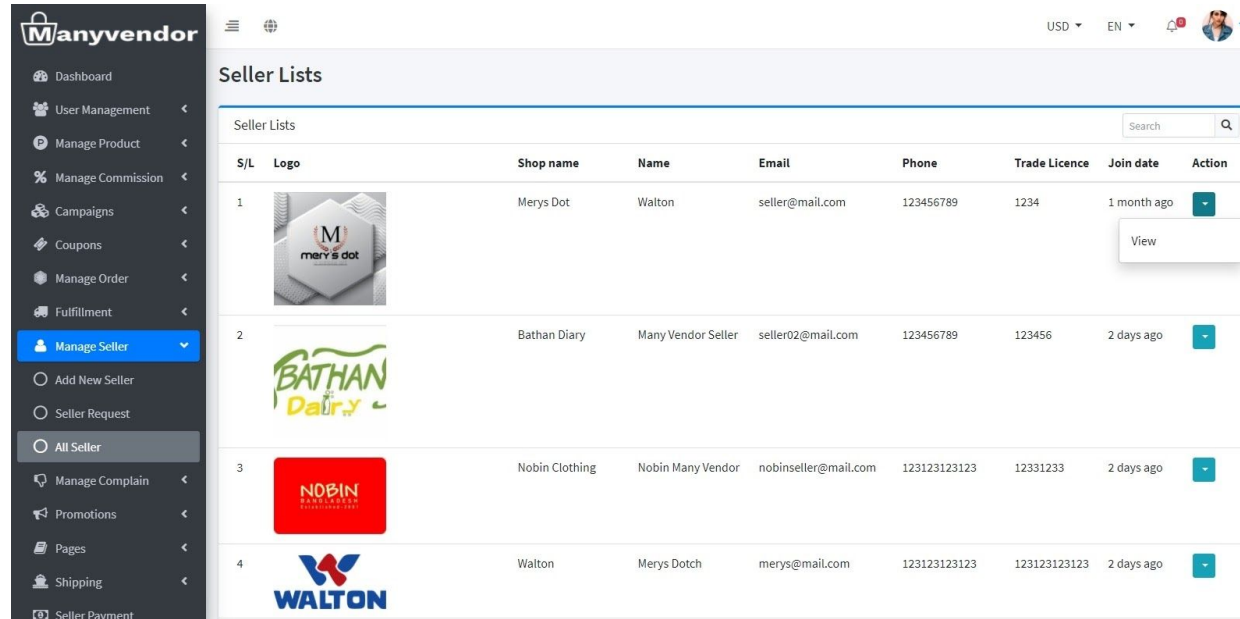The **User Interface** of the "**Manage Seller > Seller Request**" looks like-
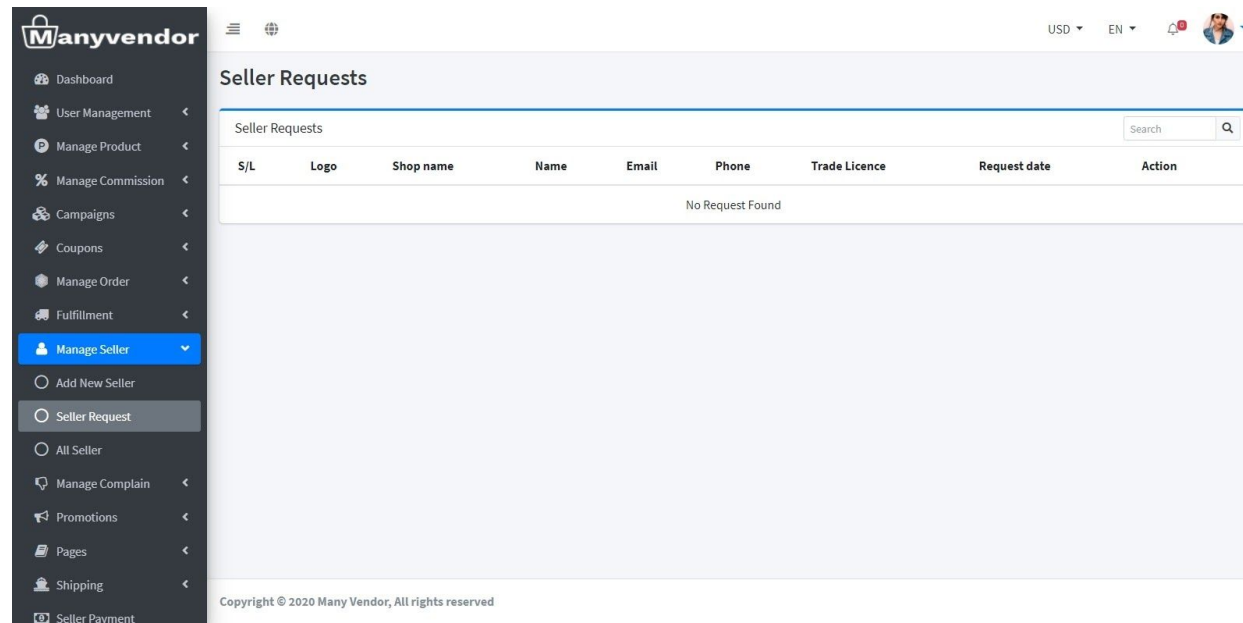
User Interface of Manage Seller(Seller Request)

- **All Seller**
  - In this page, the admin can see the **All Seller List**.
  - Admin can see details of any specific seller.

The **User Interface** of the "**Manage Seller > All Seller**" looks like-

User Interface of Manage Seller (All Seller)

- **Manage Order**
- **Orders**
- ○ Admin can see all the orders.
- ○ Admin can see **Pending(new) orders.**
- ○ Admin can see all the orders according to their status.
- ○ Admin can **Manage cash on delivery orders** from here.
- ○ Admin can **Search orders.**

- **Fulfillment**
- **Find in Logistics**
- ○ Admin can track orders by Logistics from here.
- ○ Admin need to search a product by different queries according to admin's need.
- ○ Or admin can filter orders by logistics and track an order.

- Manage Complain

- Complains
- Admin can see all the **Complains** from the customer.
- Admin can mark a problem as solved after solving.
- Admin can mark as unsolved also.
- If the admin doesn't mark any complain, it will be shown as untouched.

- Promotions

- Category Promotions
- Admin can see all the **Category promotions**.
- Admin can add new promotions.

- Slider Widgets
- Admin can see all the **Slider widgets**.
- Admin can add new **Slider widgets**.

- Main Slider
- Admin can see all the **Slider Images**.
- Admin can add new **Slider Images**.

- Pop Up
- Admin can see all the **Pop Up promotions**.
- Admin can add new **Pop Up promotions**.

- Promotion Section
- Admin can see all the **Promotion Section Promotions**.
- Admin can add new promotions.

- Pages

- ### Page Group
  - ○ In this page, admin can see the **Page's Group List** of pages, and create a New **Group.**
  - ○ **Pages are shown in frontend under this group.**
  - ○ Admin can edit / delete a group.

  The **User Interface** of the "**Pages > Page Group**" looks like-

User Interface of Pages (Page Group)

- ### Pages
  - ○ In this page, the admin can see the **All Pages List.**
  - ○ Admin can add page content to each page.
  - ○ Admin can edit / delete a page.

  The **User Interface** of the "**Pages > Pages**" looks like-

User Interface of Pages (Pages)

- **Info Page**
  - ○ In this page, admin can add a Special(highlighted) **Page.**
  - ○ These pages are focused in the footer section to catch customer's attention.
  - ○ Admin can Edit / Delete an Info page from here.

The **User Interface** of the "**Pages > Info Page**" looks like-
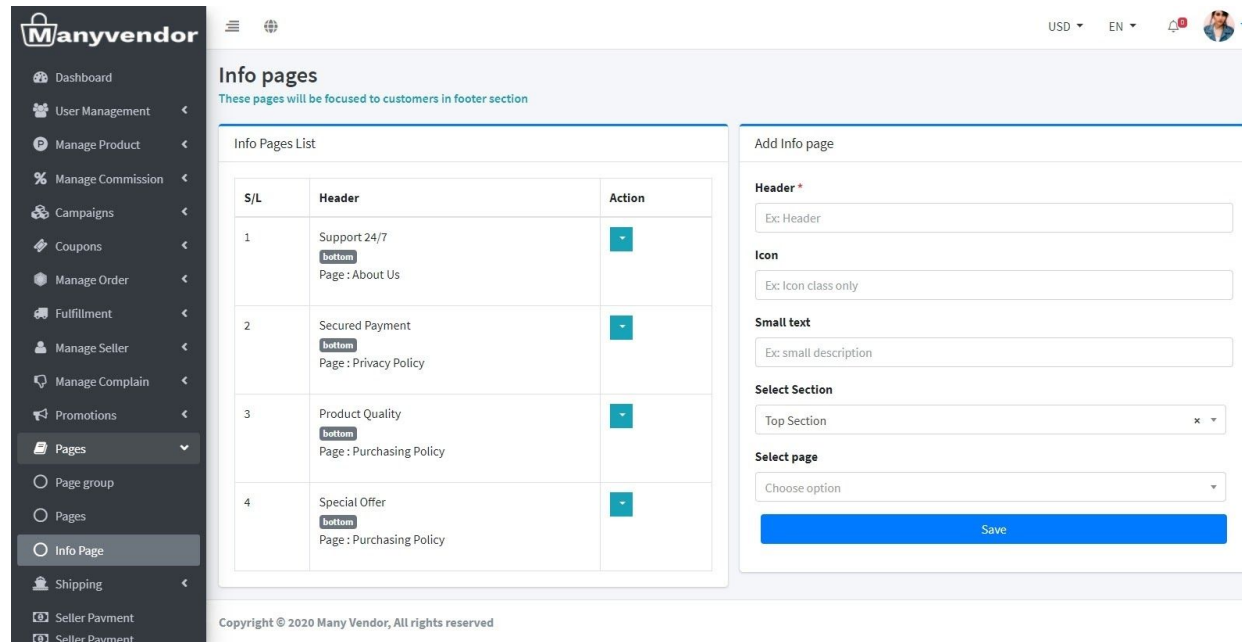
User Interface of Pages (Info Page)

- **Shipping**

- **Shipping Zone**
  - In this page, admin can see the **existing Shipping zone according to different logistics.**
  - Admin can **Add New Shipping Zone.**
  - Admin can edit / delete existing shipping zones.

- **Logistics**
  - In this page, the admin can see the **All LogisticsList.**
  - Admin can **Add New Logistics**.
  - Admin can edit / delete a Logistic.

The **User Interface** of the "**Shipping > Logistic**" looks like-
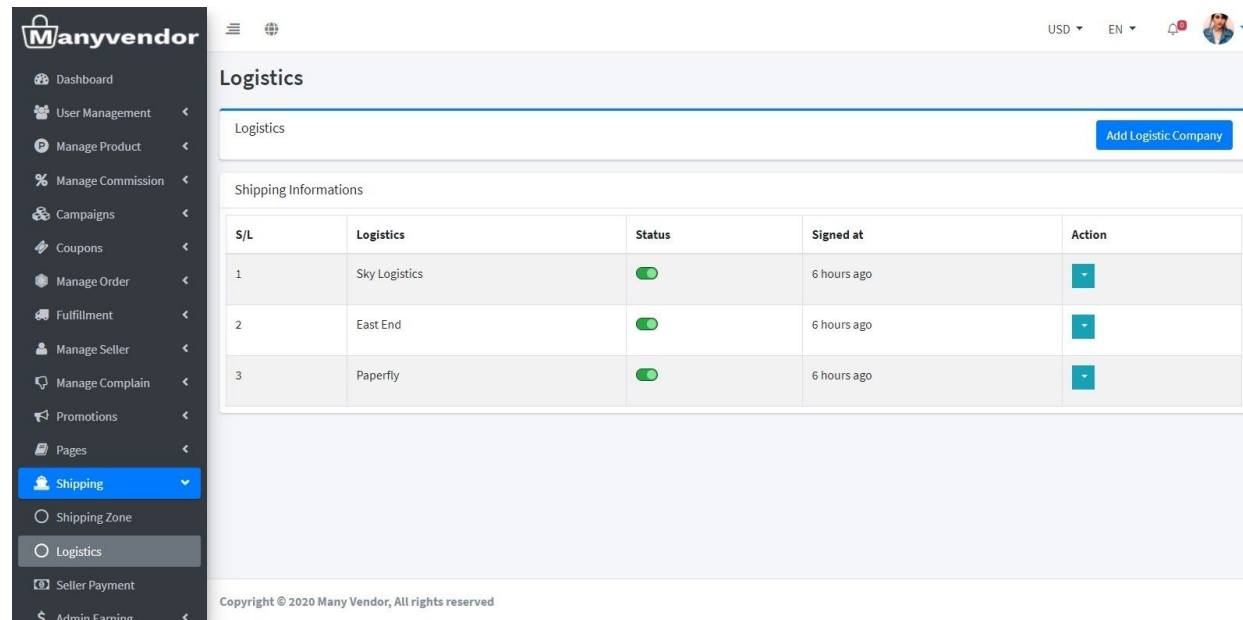
User Interface of Shipping (Logistic)

- <u>Seller Payment</u>

- <u>Seller Payment</u>

- ○ In this page, admin can see the **existing Seller's Payment requests.**
- ○ Admin can **Pay the Seller from their requests**.

- <u>Admin Earning</u>

- <u>Earnings</u>

- ○ Admin can see his/her earning details here.
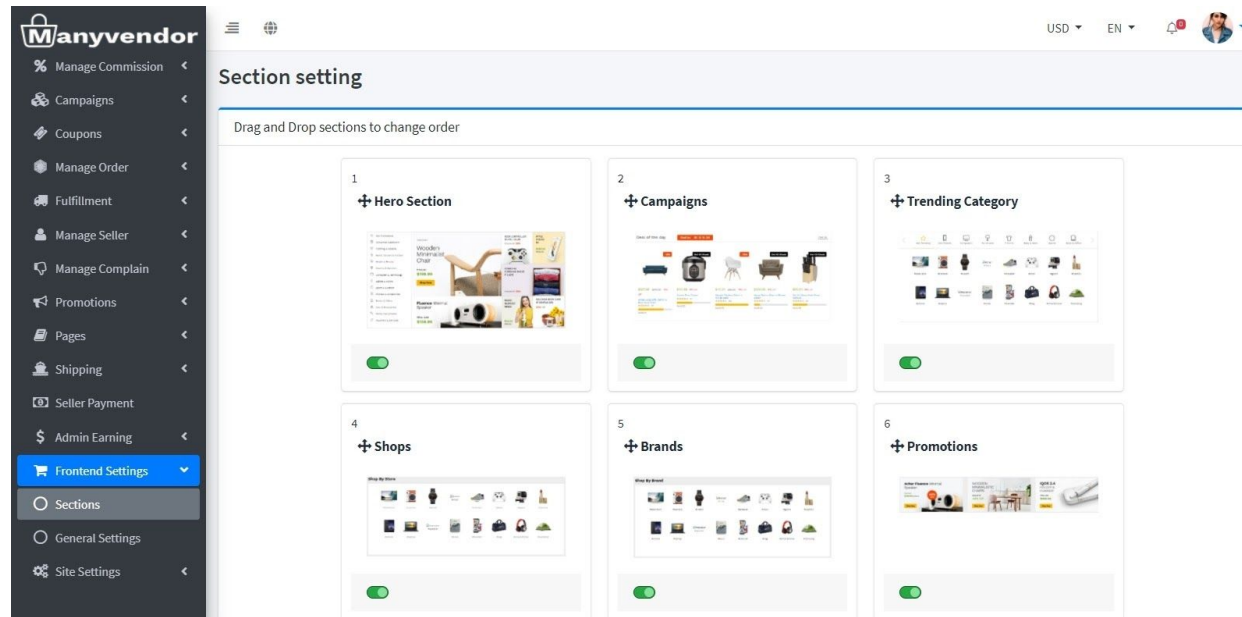- ○ Admin can see a chart based on running year's revenue.

- <u>Frontend Settings</u>

- <u>Sections</u>

- ○ In this page, the admin can change the section's order of the homepage of frontend.

- Admin need to drag and drop to change order.
- Admin can disable a section, that section will not be shown in frontend.

The **User Interface** of the "**Frontend Settings > Sections**" looks like-

User Interface of Frontend Settings(Sections)

- **General Settings**
    - Admin can **add the details of the system, change the logo** from here.

- Site Settings
- **Language Settings**
    - In this page, admin can configure **Multiple Languages** for the system.

The **User Interface** of the "**Site Settings > Language Settings**"looks like-
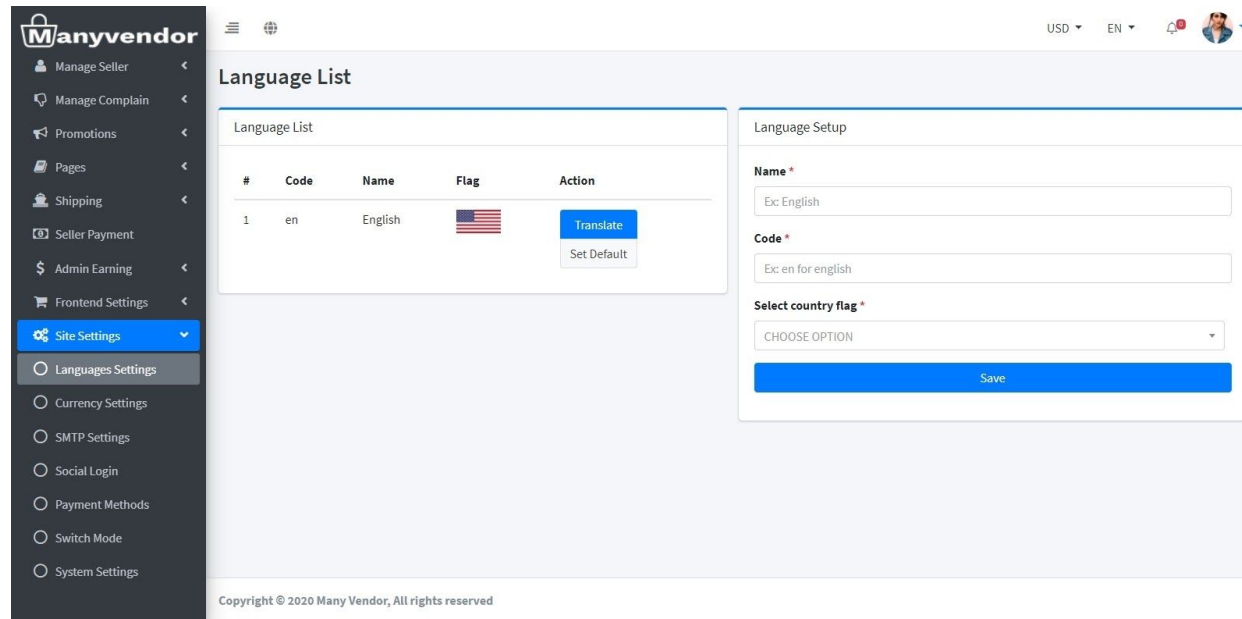
User Interface of Language Settings

- **<u>Currency Setting</u>**
  - In this page, the admin can see all the **Currency lists.**
  - Admin can **add new currency.**
  - Admin can set default currency.
  - Admin can publish/unpublish a currency.
  - Admin can set alignment of currency symbol

The **User Interface** of the "Site **Settings > Currency Setting**" looks like-
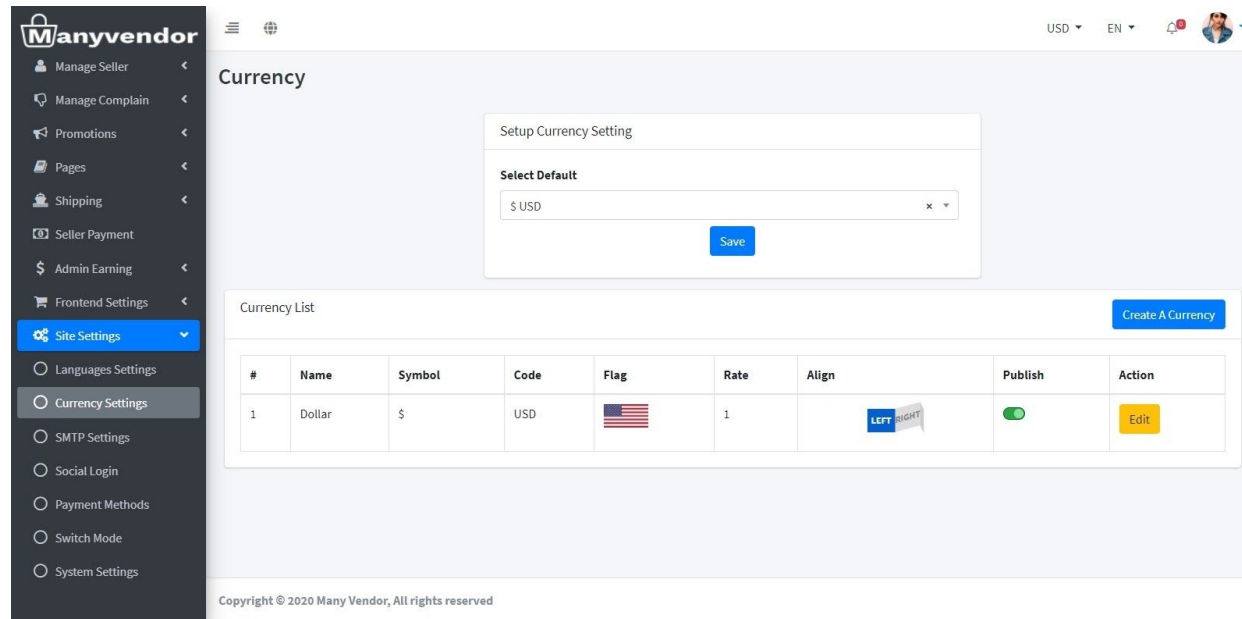
User Interface of Currency Settings

- **SMTP Setting**
  - Admin can configure the **SMTP settings** to send **email notifications**.

- **Payment Methods**
  - In this page, the admin can integrate **Paypal, Stripe** payment methods for the system.
  - Admin need to insert data according to the form.
  - Admin can add all the payment method's image for the footer section of the frontend.

The **User Interface** of the "**Site Settings > Payment Methods**" looks like-

*User Interface of Manage System(Payment Method)*

- **System Settings**
  - Admin can change seller status for the system.
  - Admin can Activate / Deactivate- Brand /category / Product Request mode for sellers. These will be directly added from the seller panel.
  - Admin can change the system's color from here.
  - Admin can turn off / on Email Verification of the system.

Seller Panel

- Dashboard

- In this page, **Seller** can see his/her **Total balance, Total Earning**, **Total Product, Recent Total Orders, Total Live campaigns** .
- Seller will see a comparison chart of his/her **Last Year Earnings VS This Year Earnings.**
- Seller will see a yearly sales chart.
- There are **Two Pie Charts** showing the **delivery and complains report.**
- **Sellers** can see the **alert of the product's stock.**
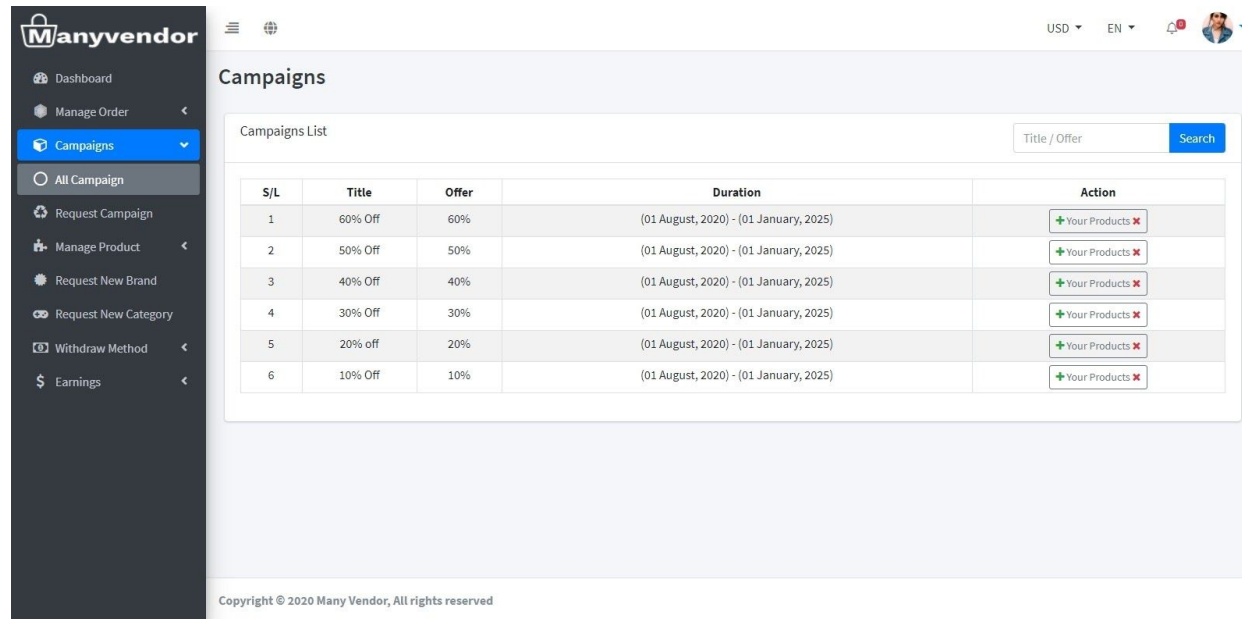
The **User Interface** of the dashboard looks like-
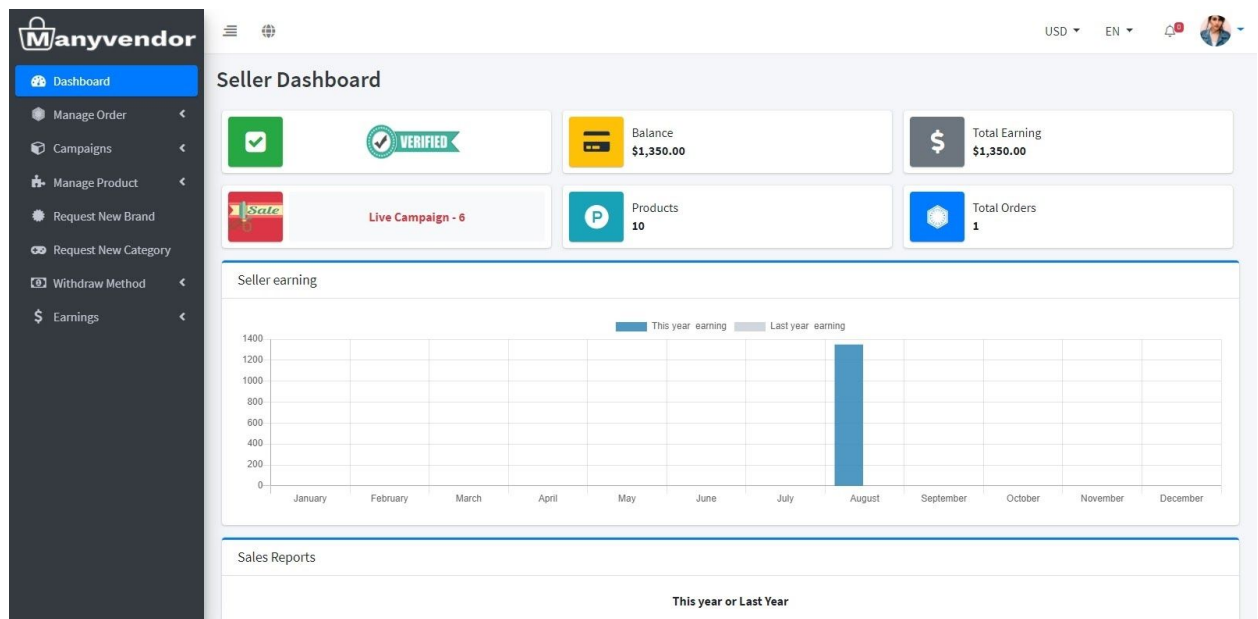
User Interface of Dashboard

- Campaigns
- Campaigns
- Sellers can see all the **Active Campaign List**.
- Sellers can **Add / Remove their products** to a selected campaign.

The **User Interface** of the "**Campaigns > Campaigns**" looks like-

User Interface of Campaigns

- **Manage Product**
- **Add Product**
- ○ Sellers can add new products from here.**.**
- ○ Sellers need to select brand, category, product and insert necessary information.

The **User Interface** of the "**Manage Product > Add Product**" looks like-

User Interface of Manage Product(Add Product)

- **Products**
  - On this page, the seller can see the **All Products.**
  - Sellers can edit products.

The **User Interface** of the "**Manage Products > Categories**" looks like-

User Interface of Manage Product(Product)

- **Request New Product**
  - ○ On this page, the seller can request a new product.

The **User Interface** of the "**Manage Product > Request New Product**" looks like-

User Interface of Manage Product(Request New Product)

- Manage Order

- ### Orders
  - ○ Seller can see all the orders.
  - ○ Sellers can see **Pending(new) orders.**
  - ○ Sellers can see all the orders according to their status.
  - ○ Sellers can **Manage orders** from here.
  - ○ Sellers can **Search orders.**

  The **User Interface** of the *"Manage Order > Orders"* looks like-

User Interface of Manage Order(Orders)

- Withdraw Method

- ### Withdraw
  - ○ Sellers can see their **total withdrawal list** from here..
  - ○ Sellers can make **a withdrawal request** of their money from here.
  - ○ Sellers need to send a withdrawal request to the admin.
  - ○ Admin will make payment to sellers.

  The **User Interface** of the *"Withdraw Method > Withdraw"* looks like-
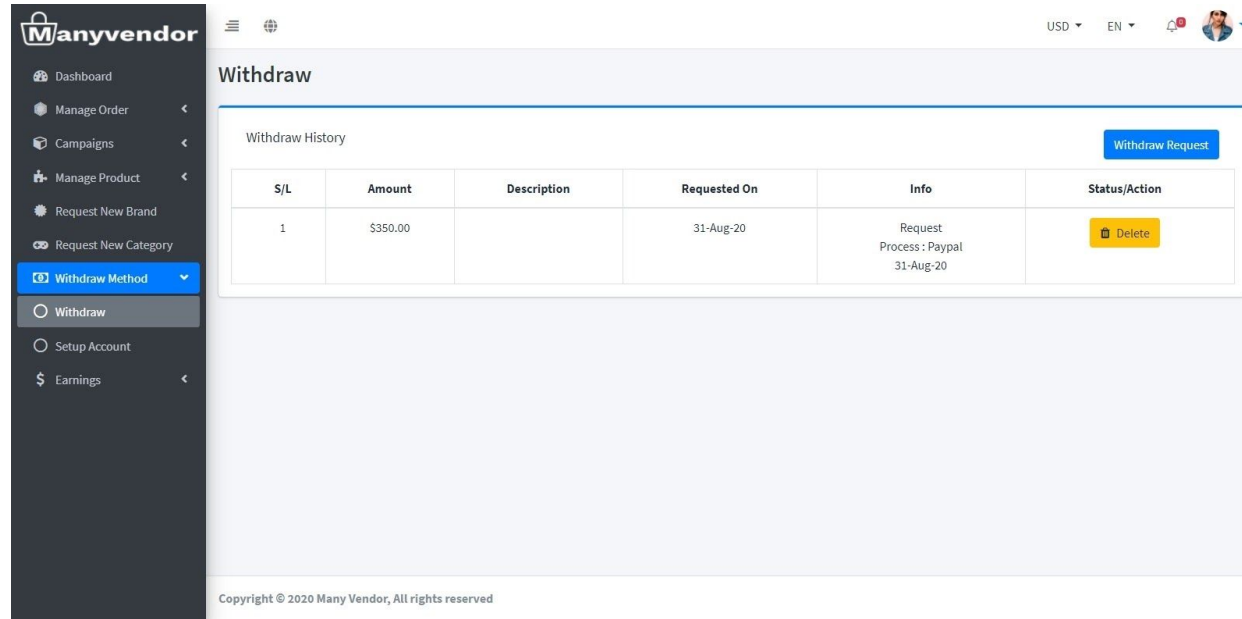
User Interface of Manage Order(Orders)

- **Setup Account**
  - ○ Sellers can set up their payment account from here.
  - ○ To send a withdrawal request, sellers have to set up at least one payment option first.

- **Earnings**

- **Overview**
  - ○ Seller can see his/her earning details here.
  - ○ Sellers can see a chart based on running year's revenue.

2. How to operate the system!

1. **How to Install the system?**
   - **Login** to your **Cpanel.**
     - **e.g "https://**yourdomain.com**/cpanel"**
   - Click **File Manager**
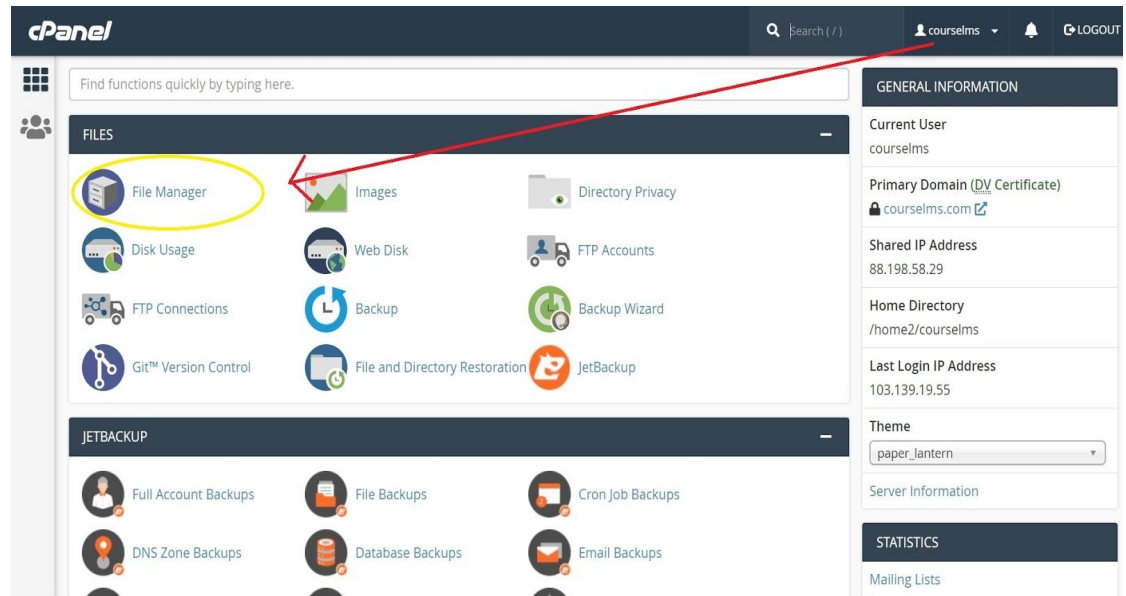
   - If you want your website to run on "**https://yourdomain.com**", follow the instructions below.
     - Go to the **public_html** folder. You **will find the folder** after clicking **File Manager.** The folder will be on the **left side of the new page**. You have to scroll down and find the folder there.
     - **Click on** "**public_html**" **(**screenshot on next page**)**
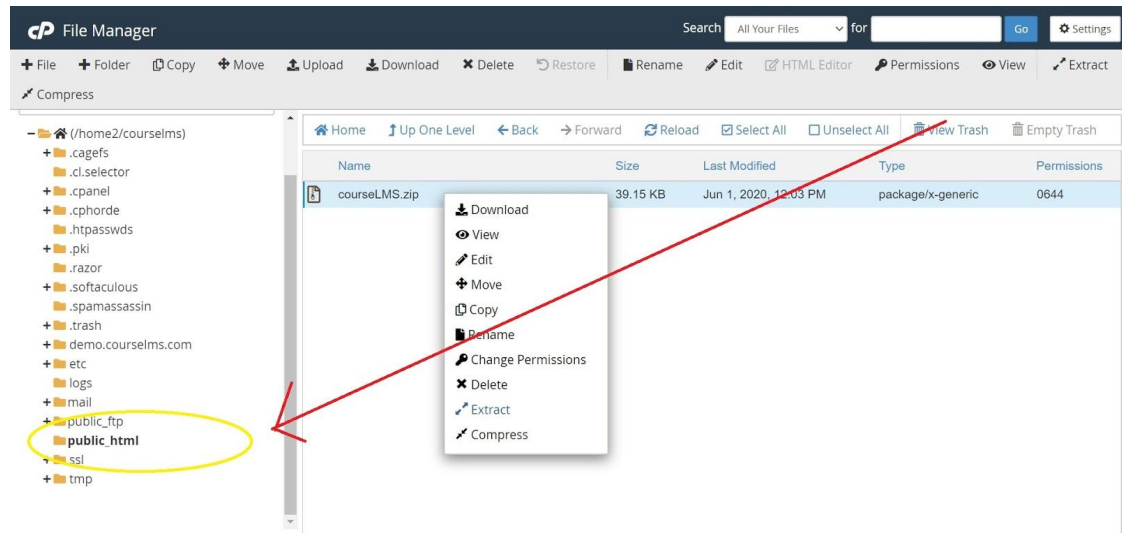
- **Be sure to click "public_html",** After clicking **public_html** the page will take a short refresh. You are in the right folder if you notice the refresh.

- Now, **Click on Upload.** That will take you to **a new page**. The page will look like-
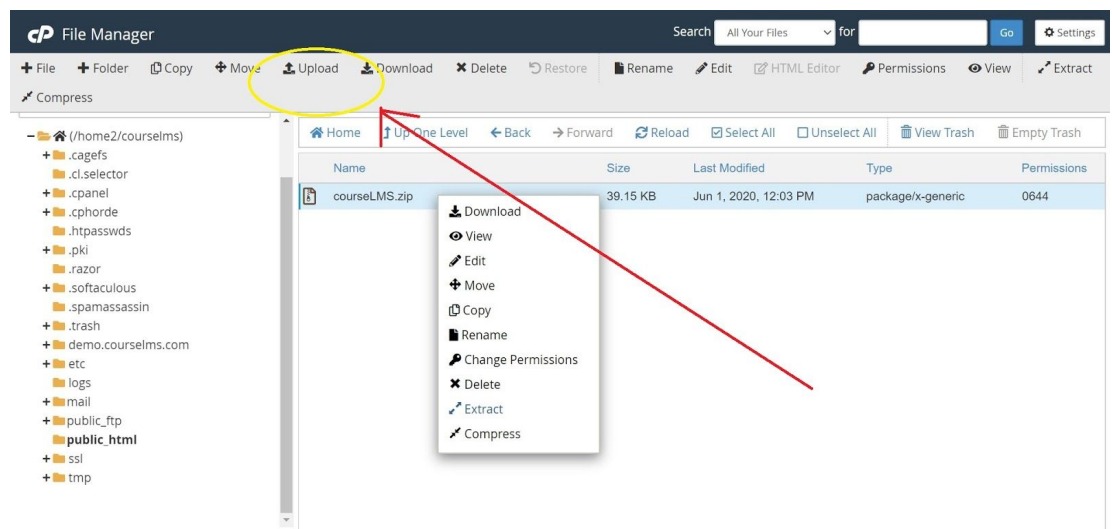
(Clicking Upload)

<p align="center">(New Page after Clicking Upload)</p>

- Upload the **"upload_this.zip" file from the Downloaded Zip File** from "**CodeCanyon" here.**

- **After successful upload** click go back-

- Click on the **"Go Back to"** option at the bottom of the page. It will take you to the **public_html folder** again. If you accidentally close the window, follow the previous steps to go to the **public_html folder** again.

- Click on **reload,** you will see the **uploaded zip file** in the **public_html** folder now.
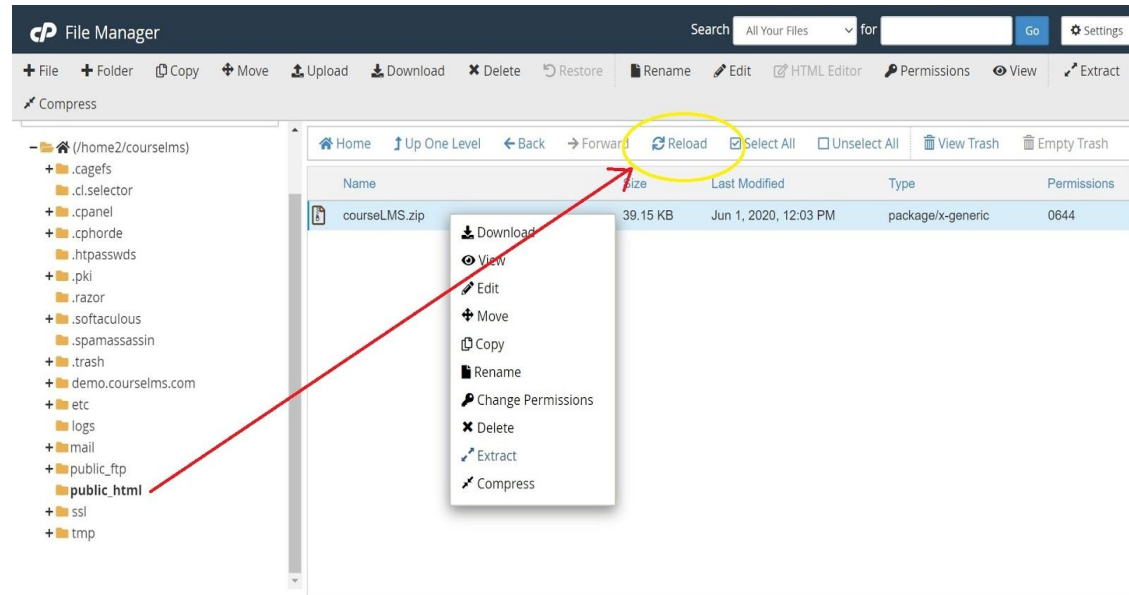
- **"Right click"** on the **Zip File,** you will see some options there.
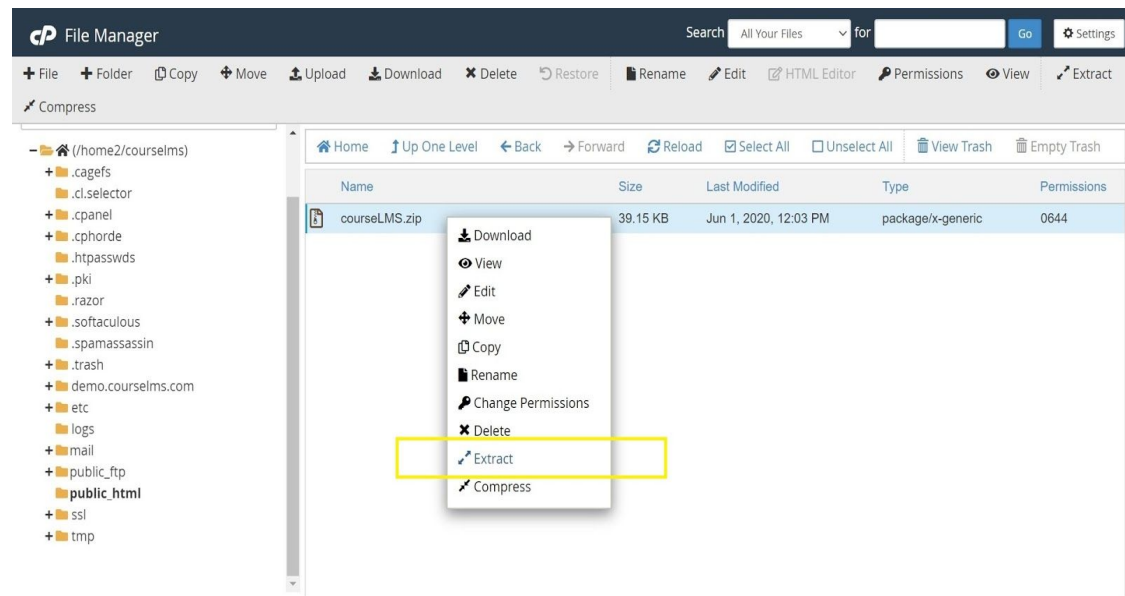
- **Now, Click on Extract** to extract the files.
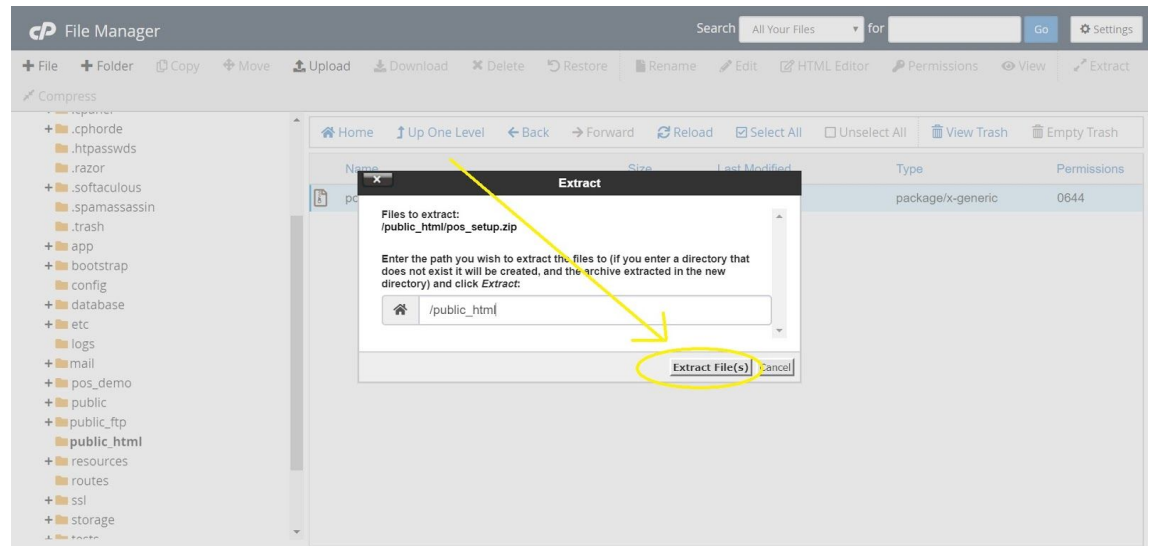
- Confirm **Extract Files. The Zip File** is now extracted successfully. You are all set to **go to the next step**.

- Create **a new database** from your **Cpanel MySQL database**. If you are new to cpanel- Follow the procedure given here to create the database-

   - **Login** into your cpanel
   - Type **MySQL** in the **Search Box**
   - Select **MySQL Databases.** A page will come.
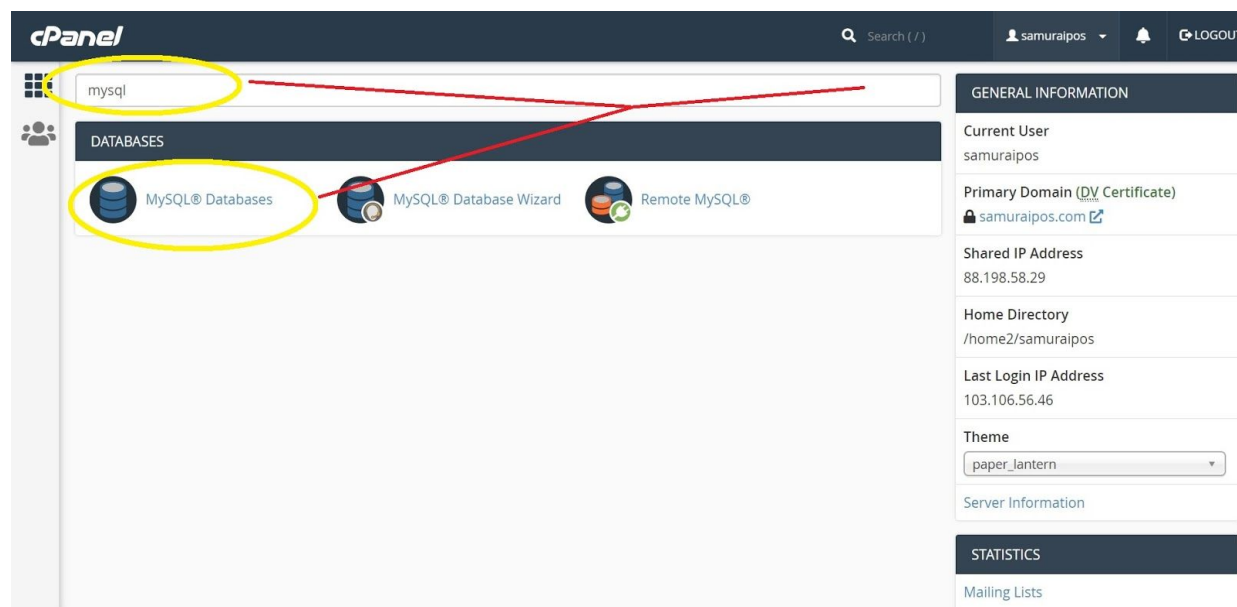
- Now create a new **Database.** Type **database name** in the input field and click **Create Database.** A new page will come with successful notification.
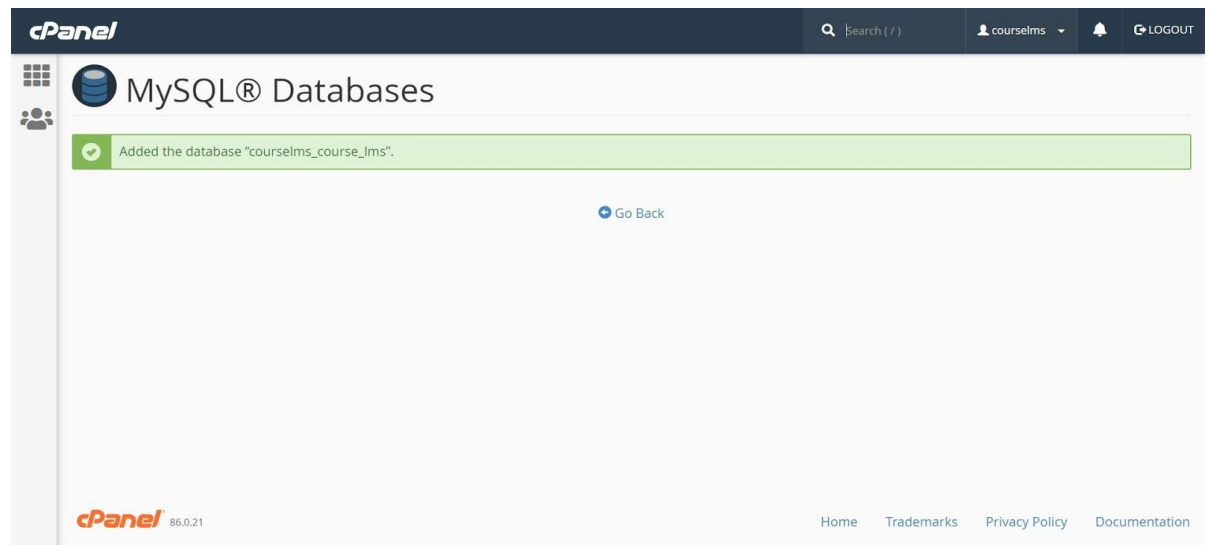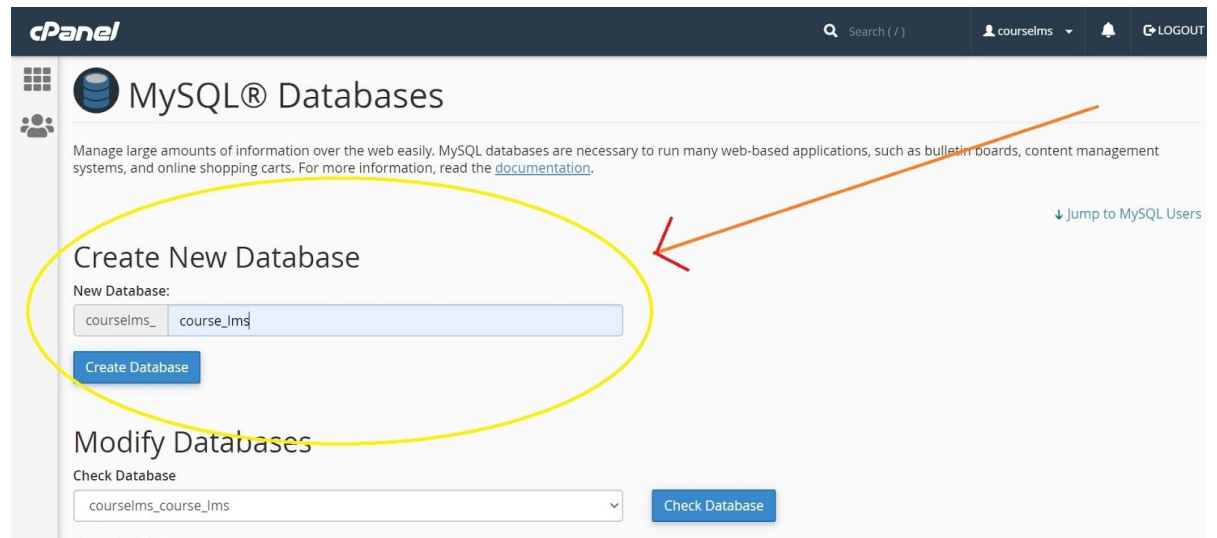
- Click **Go Back.**

- Now create a **user for the database**. To create a user, **scroll down** to **MySQL Users** on the same page**.**

- Insert **Username & Password, Click Create User.** A new page will come with successful notification. Click **Go Back** there.

- Now **Add User to Database** so that the user can use the database. **Scroll down** to **Add User to Database.**

- Select the **User & Database** you just have created..
- Click on **Add.** A new page will come. The page will look like-
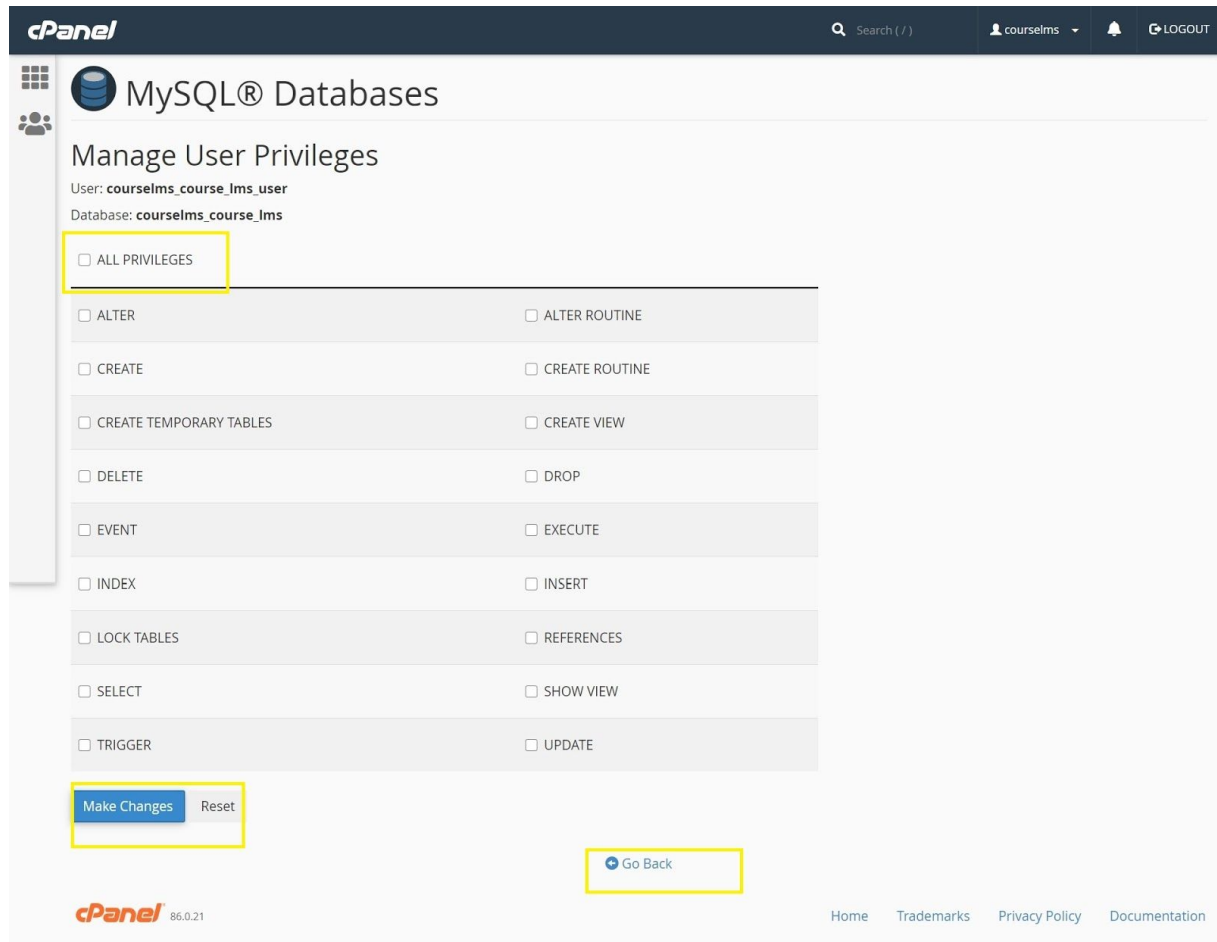
- Select the **Check box "All Privileges".**
- Click on **Make Changes**
- Click on **Go Back.**
- The database is now set to install the system.
- Now go to "**http://yourdomain.com**" from your browser. A page will come there which will look like-

- Click **Start Installation process.** A new page will come which will **normally look like**-

- Click **Go to Next Step** if all the 3 options have a green tick mark on right**.**
- **If the page looks different, such as like the picture below-** you need to follow some more steps.

Checking file permissions

We ran diagnosis on your server. Review the items that have a red mark on it.
If everything is green, you are good to go to the next step.

Php version 7.2 +	✓
Curl Enabled	✓
.env File Permission	✗
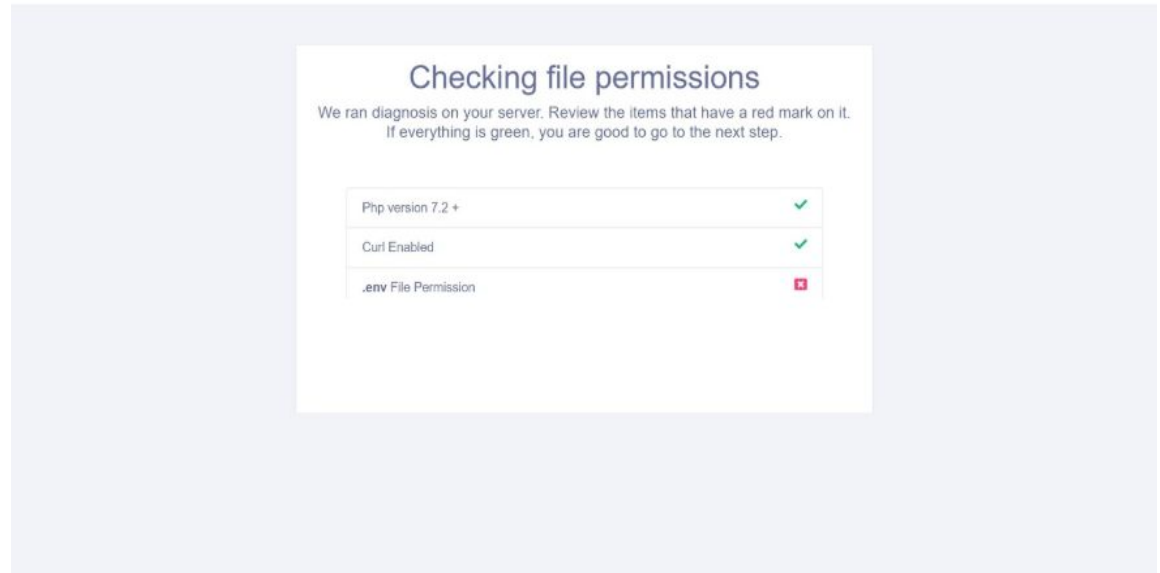
- **1. Php version 7.2+**
  - If there is no green tick mark on the right side, follow the procedures.
    - Login to your **cpanel** (procedure shown a few steps earlier)
    - Search **Select Php Version** just like the picture below-
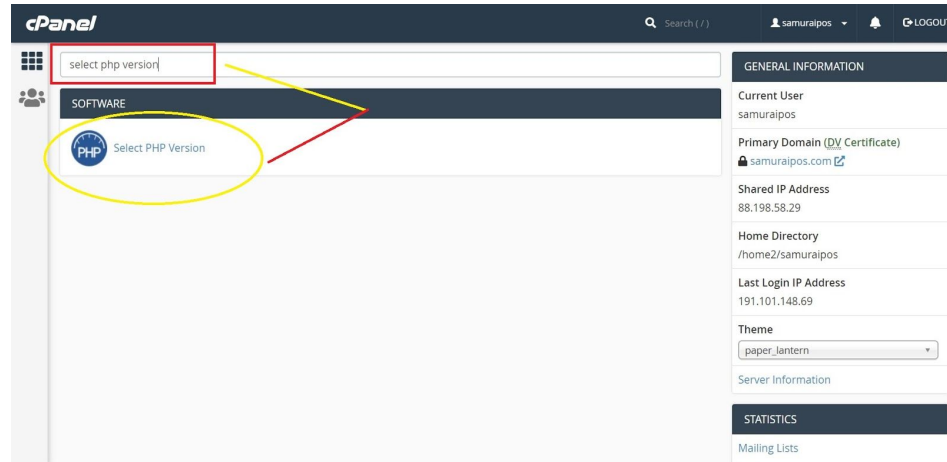
    - Click on **Select Php Version.** A new page will come which will look like-

- Select **7.2** from the dropdown list.

- Click **Set as current.**

- **Close the page from your browser.**

- **Go to "http://yourdomain.com" and continue installation.**

- **2. Curl enabled.**

  - If there is no green tick mark on the right side, contact your server provider and ask them to enable the curl for you.

- **3. .env file permission**

  - If there is no green tick mark on the right side, follow the procedures.

- **Login** to your **Cpanel.**
  - e.g "**https://**yourdomain.com**/cpanel**"
- Click **File Manager.**
  - Click **public_html**
  - **"right-click" .env file**
  - Click **Change Permissions.** Few options will be visible there.
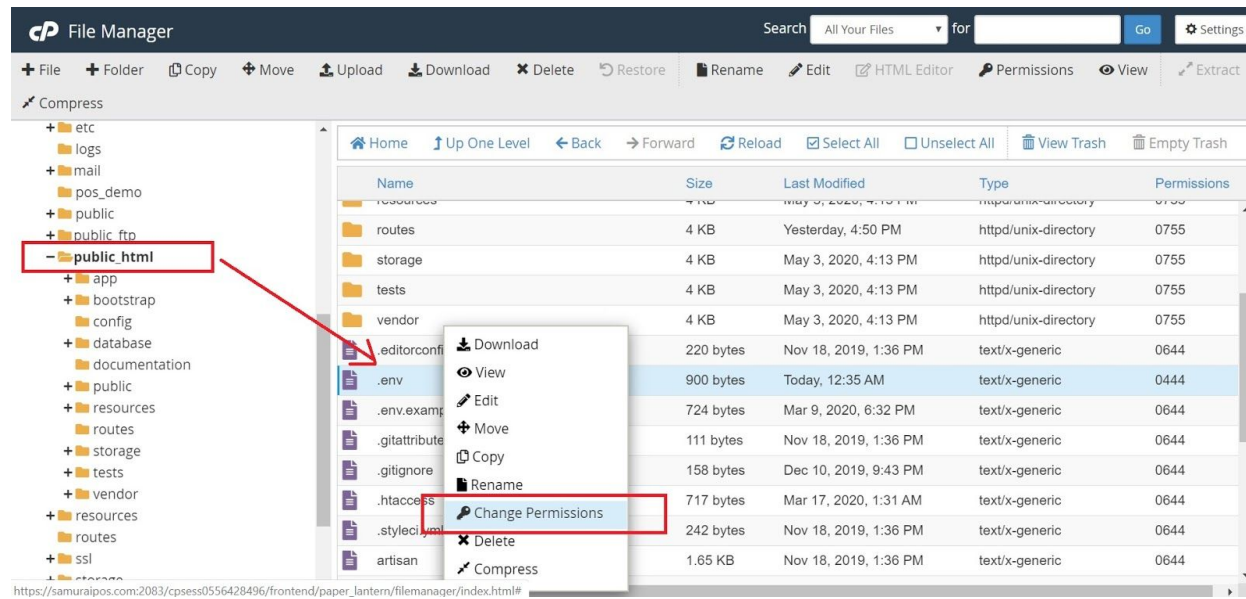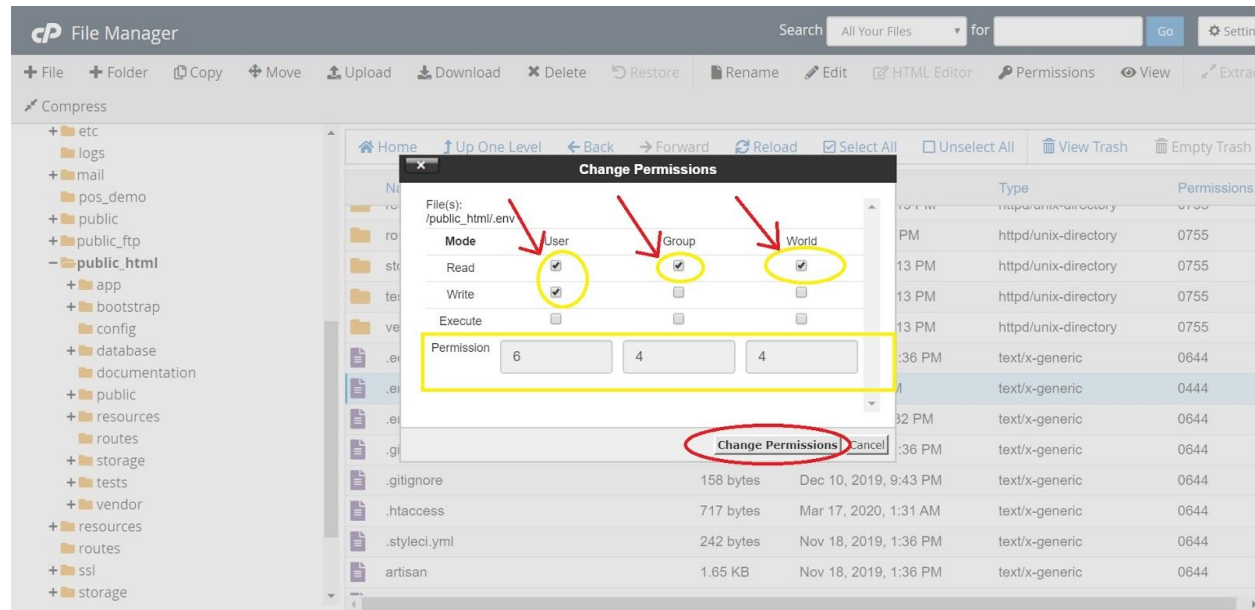
- Carefully **Check the boxes** marked **YELLOW** in the options**,**
  Notice the permission value be "6 4 4"
- Click **change permissions.**
- **Go to "http://yourdomain.com" and continue installation.**

- Now you will find 3 green tick marks on right side of the options-
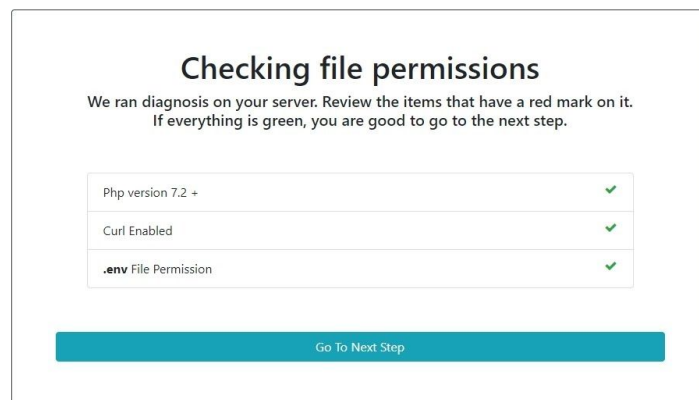
- Click **Go to Next Step.** A new page will come which will look like-

Setup Database

Database Host

localhost

Database Name

many_vendor_demo

Database Username

root

Database Password

Database Password

Save The Configuration

- Now you need to set **Database Host, Database Name, Database Username, Database Password**. Follow this procedure.
    - Database Host - Type "**localhost".**
    - Database Name - **yourdomain_databasename.**
        - *example*- **"manyvendor_databasename"**
        - **manyvendor=** domain name (https://**manyvendor**.com)
        - **databasename =** the name of the database you created from **MySQL Database.**
    - Database Username - **yourdomain_username.**
        - *example*- **"manyvendor_username"**
        - **manyvendor =** domain name (http://**manyvendor**.com)
        - **username =** the name of the user you created from **MySQL Database.**
    - Password - Type the password of the user you created from **MySQL Database.**
    - Click **Save the configuration.** A new page will come.
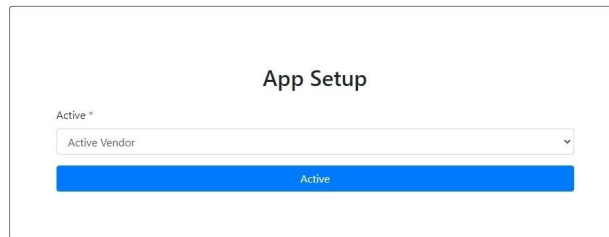
- **Repeat the previous steps shown earlier.** It is easier for **a new user of cpanel** than finding database name, username and resetting the password.
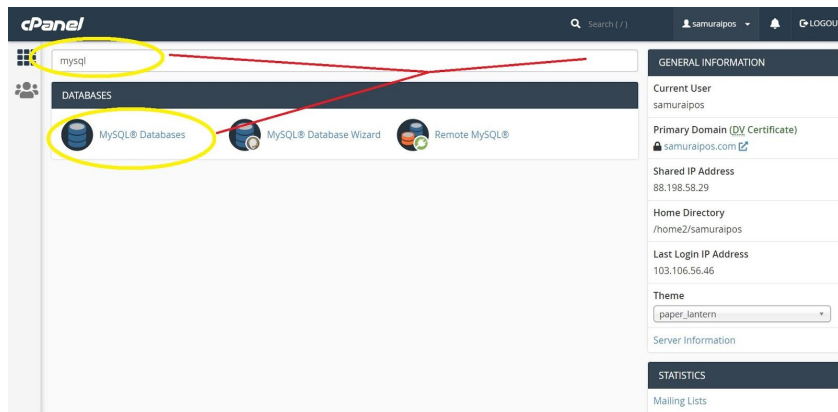
- Now you need to **import the sql file**.
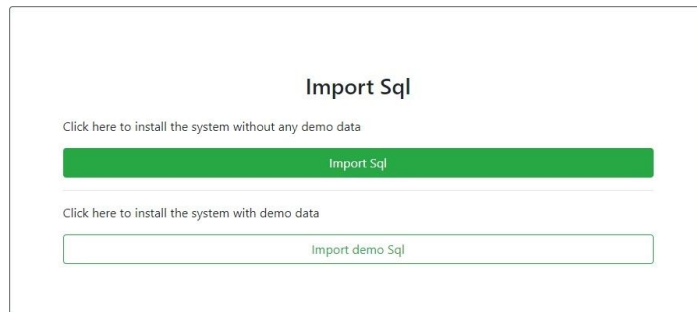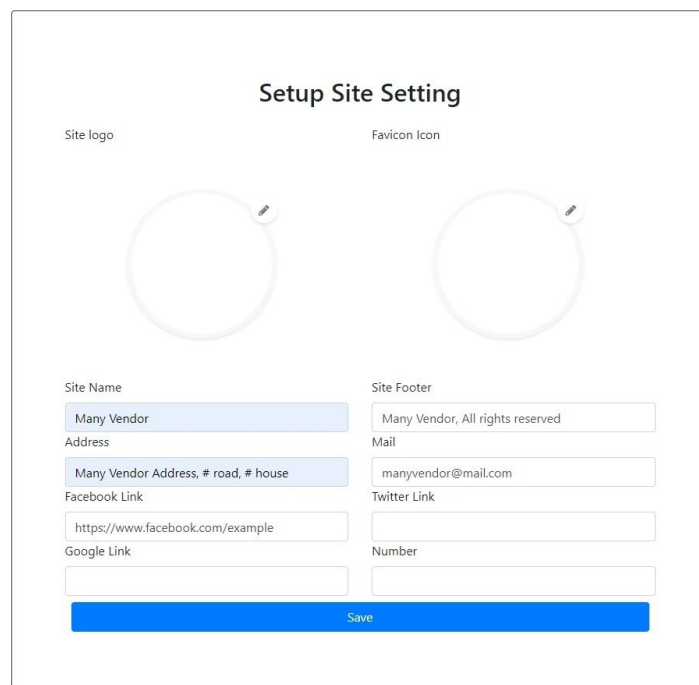
- Just Click on **import sql (demo sql** if you want demo data)**,** you will be redirected to the **App Setup page.**

App Setup

Active *

Active Vendor

Active

- Activate **E-commerce / Multivendor.**
- Click **Active**, you will be redirected to the next page.
- Insert **Site Name, address, logo and other details.**

Setup Site Setting

Site logo   Favicon Icon

Site Name   Site Footer

Many Vendor   Many Vendor, All rights reserved

Address   Mail

Many Vendor Address, # road, # house   manyvendor@mail.com

Facebook Link   Twitter Link

https://www.facebook.com/example

Google Link   Number

Save

- Click on **Save.**

- Now, it needs to create an **Admin** who can use every feature of the system.
- Insert **Name, Email, Password** to create an **Admin.**

- Click **Register. You will see this page.**

- **Click start using. Your installation is done, you can use the system now.**

2. **How to add a new admin/user?**

   - **Login** to your **system as an Admin.**
     - yourdomain.com/login
   - Click **User Management > Users**
   - Click **Add User.**
   - Insert **name, email, phone number, password and other info.**
   - **Select a permission group to give the user specific accesses.(Created from User Management > Groups).**
   - Click **Save.**

3. **How to add a new category?**

   - **It's a 3 steps procedure.**

     1. **Create Category Group**

        - **Login** to your **system as an Admin.**
          - yourdomain.com/login
        - Click **Manage Product > Categories**
        - Click **Add New Group.**
        - Insert **name, font awesome icon class, image , and other info.**
        - Click **Save.**
        - **Change the popular / top / publish status according to your need.**

     2. **Create Parent Category**

        - Click **Manage Product > Categories**
        - Click **Parent Categories** of your desired category group**.**
        - Click **Add Parent Category.**
        - Insert **name, font awesome icon class, image , and other info.**
        - Click **Save.**
        - **Publish the parent category by clicking the publish switch.**

     3. **Create Sub-Category**

        - Click **Manage Product > Categories**
        - Click **Parent Categories** of your desired category group**.**

- Click **Sub-Categories** of your desired **Parent Category.**
- Click **Add Sub-Category.**
- Insert **name, font awesome icon class, image , and other info.**
- **Select a commission from** the dropdown list.
- Click **Save.**
- **Publish the parent category by clicking the publish switch.**

4. **How to add a new brand?**

- **Login** to your **system as an Admin.**
  - yourdomain.com/login
- Click **Manage Product > Brand**
- Click **Add New Brand.**
- Insert **name, font awesome icon class, image.**
- Click **Save.**
- **Publish the brand by clicking the publish switch.**

5. **How to create product variants?**

- **Login** to your **system as an Admin.**
  - yourdomain.com/login
- Click **Manage Product > Variants**
- Choose the **variant's unit** from the dropdown list at the right side**.**
- Insert **variant.**
- Click **Save.**

6. **How to add a new product?**

- **Login** to your **system as an Admin.**
  - yourdomain.com/login
- Click **Manage Product > Add new product**
- Insert **Name, Select Brand.**
- Select **Parent Category, Select Child Category.**

- Insert **Description.**
- Insert other necessary information.
- **Add tax / variants.**
- Click **Save**

7. **How to create commission?**

- **Login** to your **system as an Admin.**
    - yourdomain.com/login
- Click **Manage Commissions > Commissions**
- Insert the **Commission Rate** at the right side**.**
- **Select %** as commission type from the dropdown.
- Click **Save.**

8. **How to start a campaign?**

- **Login** to your **system as an Admin.**
    - yourdomain.com/login
- Click **Campaign > All Campaigns**
- Click **Add New Campaign**
- Insert **Title, Banner, Offer %**
- Insert campaign **Start date, End date, other info.**
- Click **Save.**

9. **How to create a coupon?**

- **Login** to your **system as an Admin.**
    - yourdomain.com/login
- Click **Coupons > Create Coupon**
- Insert **Coupon Code, Discount amount**
- Insert **start date, end date, Minimum shopping amount**
- Check the box to **publish**.

- Click **Save.**

10. How to add a new seller/shop?

- **Login** to your **system as an Admin.**
    - yourdomain.com/login
- Click **Manage Seller > Add New Seller**
- Insert **Seller's Shop Logo.**
- Insert **Shop Name, Email, Contact Number**
- Seller's **Nationality, Gender**
- **Trade Licence, Address, and other info.**
- Click **Save.**

11. How to add a logistic?

- **Login** to your **system as an Admin.**
    - yourdomain.com/login
- Click **Shipping > Logistics**
- Click **Add Logistic Company**
- Insert **Name**
- Click **Save.**

12. How to add a shipping zone?

- **Login** to your **system as an Admin.**
    - yourdomain.com/login
- Click **Shipping > Shipping Zone**
- Select a **Logistic** from the dropdown list.

- Select a **Division**(Add division if it doesn't not exist any) from the dropdown list.
- Select **Area**(Add area if it doesn't not exist any) from the dropdown list.
- Insert **Shipping Charge.**
- Insert **Estimated time of shipping.**
- Check **Active or Not.**
- Click **Save.**

13. How to create a new page for the system (for the website)?

- **Login** to your **system as an Admin.**
  - **yourdomain.com/login**
- Click **Pages > Page Group.**
- Create a **Page Group.**
- Click **Pages > Pages.**
- Click **Create New Page.**
- Insert **Page Title**.
- Click **Save.**
- Click **Page Content** from the **Action(**dropdown menu) of the newly created page**.**
- Click **Page Content**
- Click **Create Content.**
- Insert **Content heading, description.**
- Click **Save**.

14. How to update the website information?

- **Login** to your **system as an Admin.**
  - **yourdomain.com/login**
- Click **Frontend Settings > General Settings**
- Insert **logo, footer logo, favicon.**
- Insert **Name.**
- Insert **Footer.**
- Insert **Address.**

- Insert **Email.**
- Insert **Organization Phone number & Other info**.
- Click **Save**.

15. How to configure SMTP settings?

- **Login** to your **system as an Admin.**
    - **yourdomain.com/login**
- Click on **Site Settings > SMTP settings**
- **Select** a mail drive from the dropdown list
- Insert the mail **host**.
- Insert the mail **port**
- Insert the mail **username**
- Insert the mail **password**
- Insert the mail **encryption**
- Insert the **mail from address,** from which mail you want to send mail.
- Insert the **mail from name,** which will be shown as the name of the mail.
- Click on **Save.**
- **(e.g.) Follow the example below to configure your gmail account.**
- Log in to your gmail account and go to **'My Account'** by clicking on the image in the 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 **Settings > SMTP settings** of the system.
- 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 pos name
- Click on **Save**.

16. How to add a new language?

- **Login** to your **system as an Admin.**
    - **yourdomain.com/login**
- Click **Site Settings > language settings**
- First create a language by **inserting a name, language code** and **selecting the country.**
- **Now, Click on the dots from Action** of the **specific language.**
- Click on **Translate.**
- Insert translation according to the text.(You can do it in **One Click** by following the instructions given on the translation page).
- Click **Save.**

17. How to set a new currency?

- **Login** to your **system as an Admin.**
    - **yourdomain.com/login**
- Click **Site Settings > Currency Settings**
- Click **Create a currency**
- Insert **Name, Symbol, Code & Rate in USD**
- Click **save.**
- **Choose currency alignment from the currency list** (symbol left/right side of amount).

18. How to add payment methods?

- **Login as an admin.**
    - yourdomain.com/login
- Click **Manage System > Payment Methods.**
- **Insert necessary info.**
- Click **Save.**

19. How to manage homepage sections?

- **Login as an admin.**
  - yourdomain.com/login
- Click **Frontend Settings > Sections.**
- **Drag and Drop** the listed sections to change orders**.**
- Click **Switches** to **Active / Inactive**

20. How to add products to a campaign as a seller?

- **Login as a seller.**
  - yourdomain.com/login
- Click **Campaigns > All Campaigns.**
- Click **Your Products** from **"Action"** on your chosen campaign from the list.
- **Add or Remove** products from that specific campaign.

21. How to upload a product as a seller??

- **Login as a seller.**
  - yourdomain.com/login
- Click **Manage Product > Add Product.**
- Select a **Parent Category** from the dropdown list.
- Select a **Child Category** from the dropdown list.
- Select a **Product** from the dropdown list.
- Select **product variants** if there is any.
- **Click Submit**.