

Home Menu

(shows a system overview information)

Gross sales in last 7 days card

-> shows the total order in system for the last 7 days

Commission in last 7 days card

-> shows the commission from gross sales in system for the last 7 days

Sold in last 7 days card

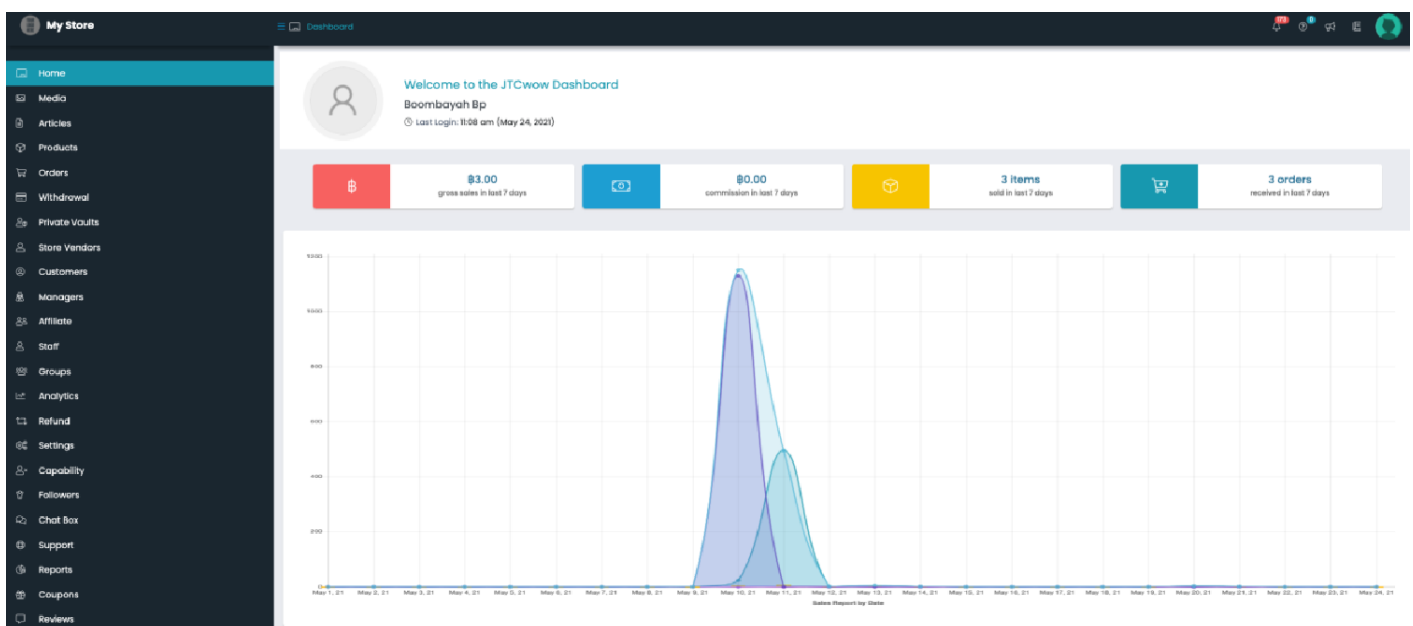
-> shows the total amount of sale order in system for the last 7 days

Received in last 7 days card

-> shows the total amount of orders in the system for the last 7 days

Sales Report by Date Graph

-> shows the total of sales in the system



Store Analytics graph

-> shows daily visit information.

Sales by Product graph

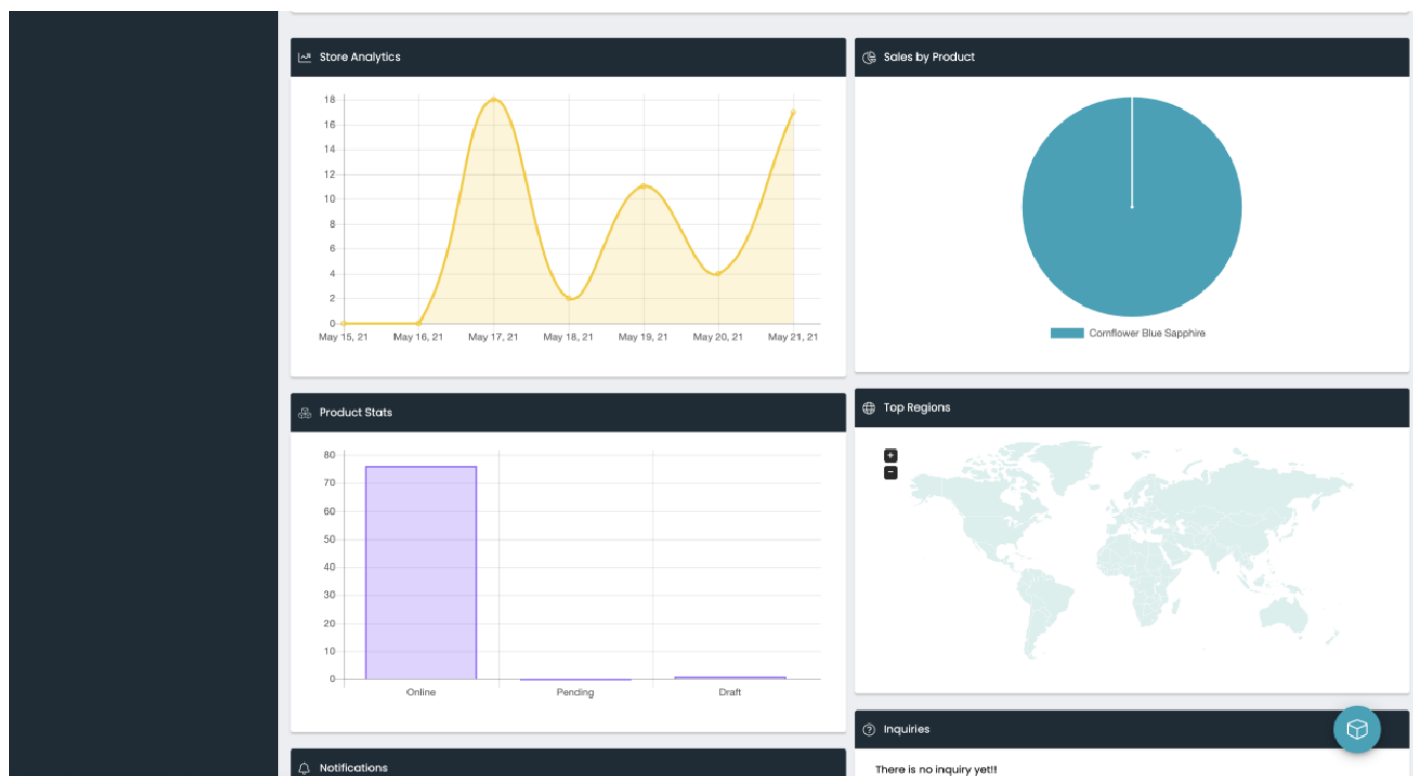
-> shows the number of product sales ratio

Product Stats Graph -> shows the types of product

- Online -> products that currently on display in the system
- Pending -> products awaiting confirmation on the system
- Draft -> products that are saved as a draft which are not displayed on the system.

Top Regions graph

-> shows a zone information that contains a list of sales orders

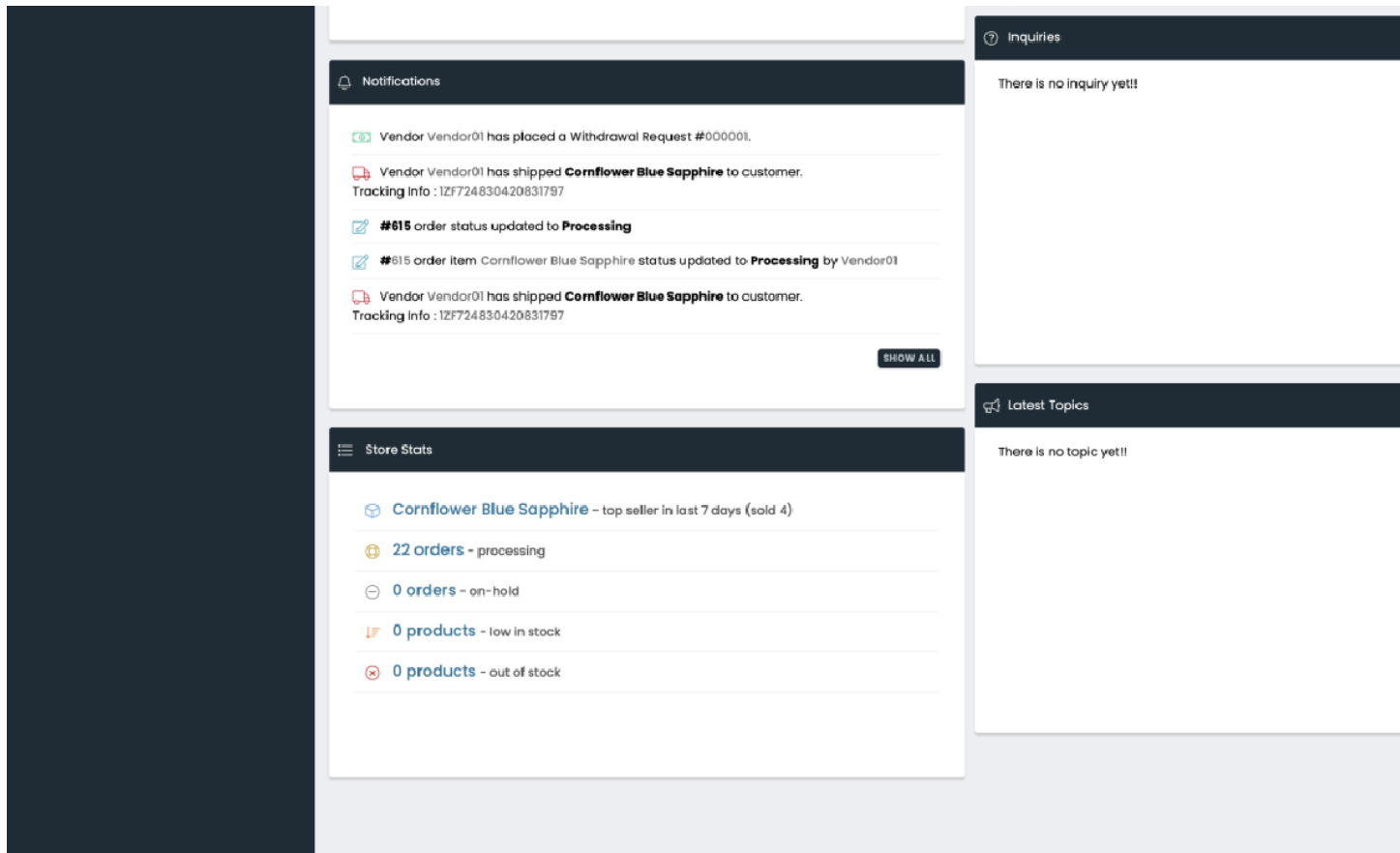


Notification's card -> shows a list of activity within the system

Inquiries card -> shows a list of inquiry from users

Store Stats card -> shows an overview of the information that needs to be prioritized

The Latest Topics card-> shows a list of topics that have been added to the system



Media menu

(shows a media information that has been added in the system)

My Store

Media Manager

Home

Media

Articles

Products

Orders

Withdrawal

Private Vaults

Store Vendors

Customers

Managers

Affiliate

Staff

Groups

Analytics

Refund

Settings

Capability






















Followers

Support

Reports

Media Manager

Show 25 entries Choose Store... BULK DELETE

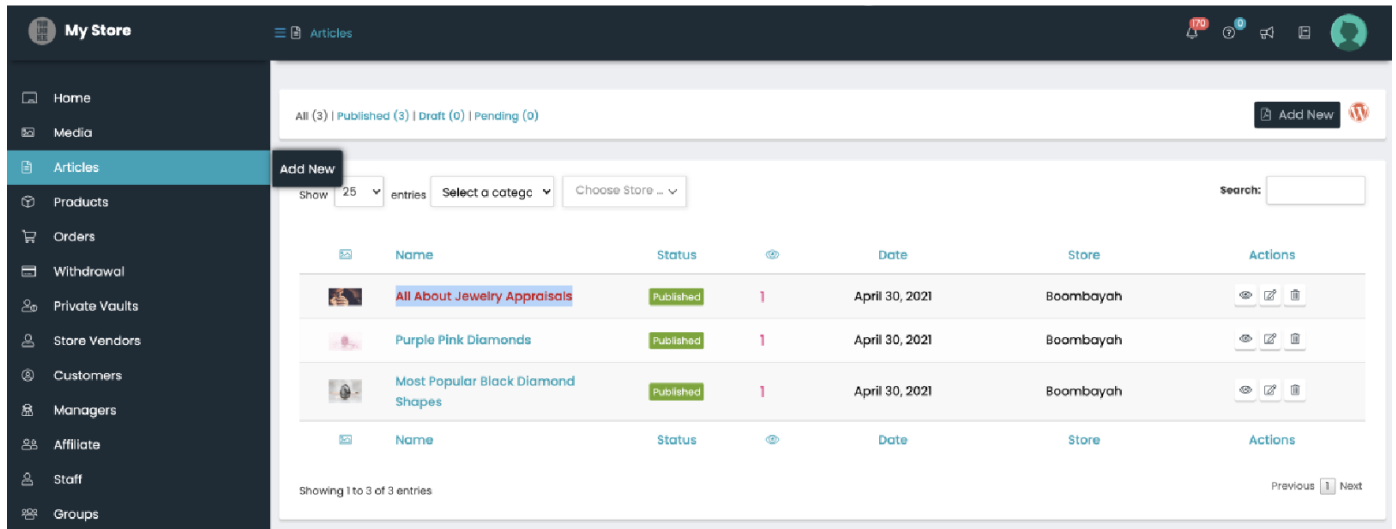
	File	Associate	Store	Size	Actions
<input type="checkbox"/>	 369-3695687_ball-520x250-triangle (image/png)	-	Vendor01	54.63 KB	 
<input type="checkbox"/>	 Store-Banner-2-1650x350 (image/png)	-	Vendor01	756.85 KB	 
<input type="checkbox"/>	 download (image/png)	-	Vendor01	10.45 KB	 
<input type="checkbox"/>	 1947100 (image/jpeg)	-	Niamh And Jewelry	160.81 KB	 
<input type="checkbox"/>	 gem (text/html)	-	Niamh And Jewelry	186.26 KB	 
<input type="checkbox"/>	 AGC_AGC0228_04 (image/jpeg)	HT SAPPHIRE CUT (MASTERSTONE)	JTCwow_Sapphire	67.07 KB	 
<input type="checkbox"/>	 AGC_AGC0228_03 (image/jpeg)	HT SAPPHIRE CUT (MASTERSTONE)	JTCwow_Sapphire	66.98 KB	 

You can delete the desired media by selecting the desired product -> BULK DELETE

Article menu

(shows an article information)

You can add articles by clicking 'Add New'

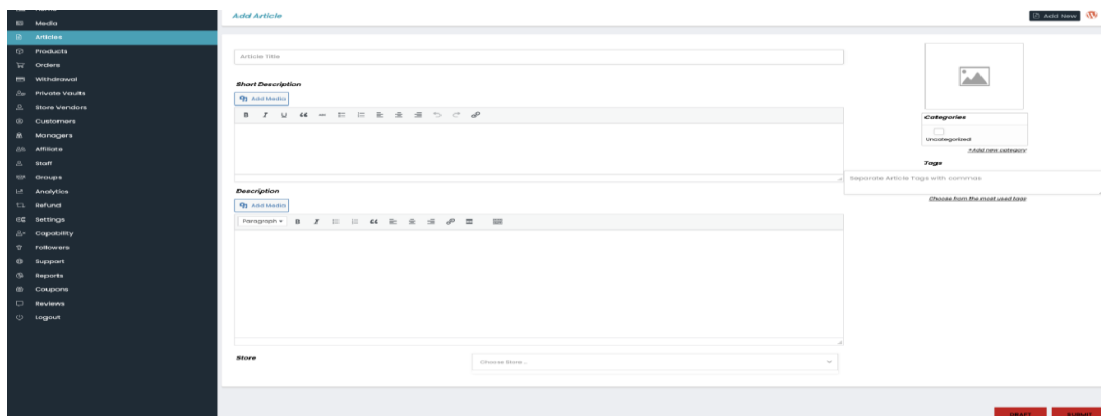


How to add new article

- Article Title -> article title
- Short Description -> article introduction
- Description -> detail of article
- Store -> choose a store that owns the article
- Categories -> article category
- Tags -> article label

Click DRAFT -> to save an article as draft, not published yet

Click SUBMIT -> to save an article and publish it



Product menu

(shows a product list in the system by following status)

- Published -> published product on the system (including Private Product status)

*** Private Product is used for creating a private vaults order only and will not be displayed on the Shop page

- Draft -> draft product that has not been published on the system
- Pending -> products awaiting confirmation to be published on the system
- Archived -> discontinued product

Clicking 'Add New' to add products

The screenshot displays a product management dashboard. On the left is a dark sidebar with a menu containing: Home, Media, Articles, Products (highlighted), Orders, Withdrawal, Private Vaults, Store Vendors, Customers, Managers, Affiliate, Staff, Groups, Analytics, Refund, Settings, Capability, Followers, Support, Reports, Coupons, and Reviews. The main content area has a top bar with 'All (77) | Published (76) | Draft (1) | Pending (0) | Archived (0)' and an 'Add New' button. Below this is a filter section with 'Show 25 entries', 'Filter by category', 'All product type', 'Choose Store', and a 'BULK EDIT' button. A search bar is on the right. The product list table has columns: Name, SKU, Status, Stock, Price, Categories, Date, Store, Additional Info, and Actions. Five products are listed, all with 'Published' status and 'In stock'.

Name	SKU	Status	Stock	Price	Categories	Date	Store	Additional Info	Actions
HT SAPPHIRE CUT (MASTERSTONE)	AGC0228	Published	In stock	\$35,200.00	gem	May 11, 2021	JTCwow_Sapphire	Cost: 13600 Weight: 2.13 Carats	[Icons]
HT SAPPHIRE CUT	AGC0227	Published	In stock	\$1.00	gem	May 11, 2021	JTCwow_Sapphire	Weight: 3.67 Carats	[Icons]
HT BLUE GREEN SAPPHIRE CUT	AGC0225	Published	In stock	\$16,000.00	gem	May 11, 2021	JTCwow_Sapphire	Cost: 6400 Weight: 4.47 Carats	[Icons]
HT LIGHT BLUE SAPPHIRE CUT	AGC0224	Published	In stock	\$16,000.00	gem	May 11, 2021	JTCwow_Sapphire	Cost: 6400 Weight: 3.79 Carats	[Icons]
HT SAPPHIRE CUT	AGC0223	Published	In stock	\$56,064.00	gem	May 11, 2021	JTCwow_Sapphire	Cost: 16100 Weight: 2.58 Carats	[Icons]

Detail of add product

- Product Title -> product name
- Price -> Item's normal/regular price
- Sale price -> Item's discounted price that can then be scheduled for certain date ranges. The sale expires at 11:59pm of the specified end date You can set a period of sale by clicking 'schedule'
- Cost (excl. tax) -> cost of a product excluding tax
- Short Description -> product description
- Description -> product detail
- Categories -> choose a product category
- Tags -> choose a product label

Price (\$)	<input type="text"/>	Sale Price (\$)	<input type="text"/>
From	<input type="text" value="From... YYYY-DD-MM"/>	Upto	<input type="text" value="To... YYYY-DD-MM"/>

[schedule](#)

Product visibility

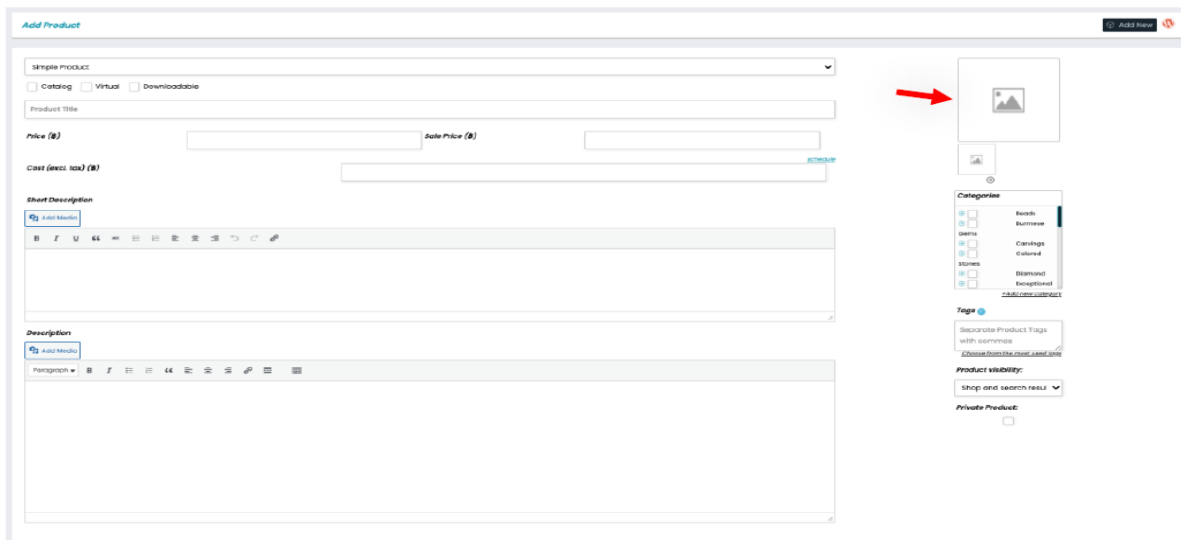
-> choose product visibility

- Shop and Search results -> Visible everywhere, shop pages, category pages and search results.
- Shop only -> Visible in shop pages and category pages, but not search results
- Search results only -> Visible in search results, but not in the shop page or category pages.
- Hidden -> Only visible on the single product page – not on any other pages.

Private Product

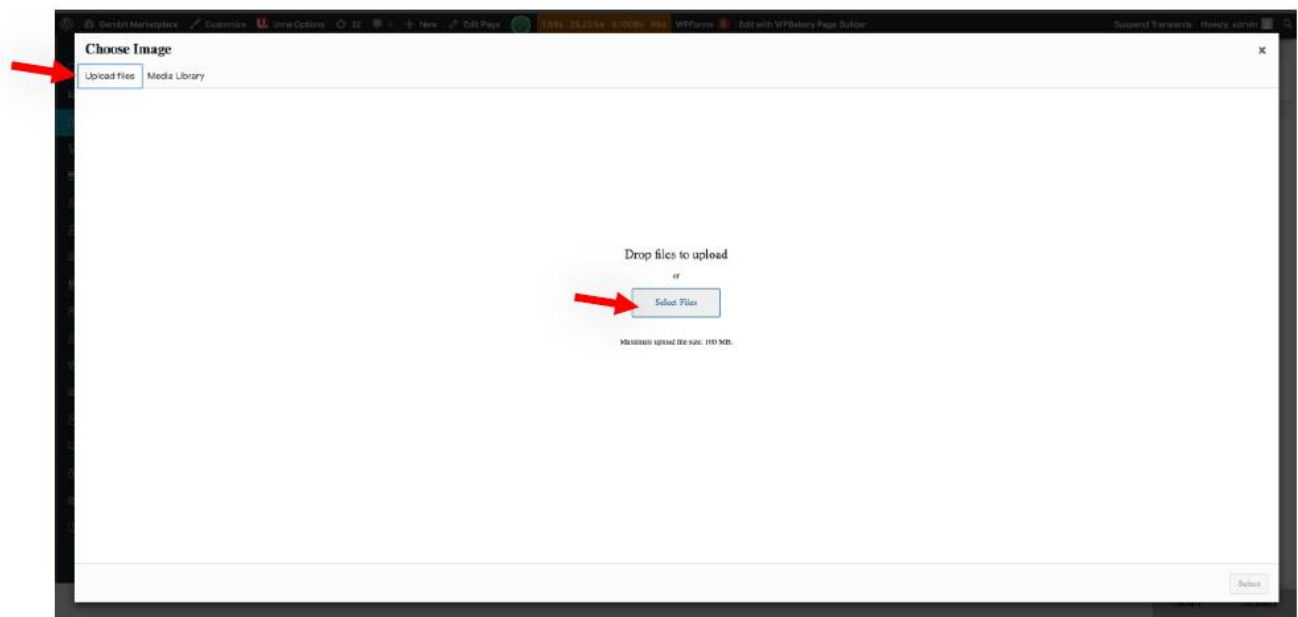
-> choose to make a product as a personal item, not visible in all cases. It is used to create a Private Vaults order

Adding product picture

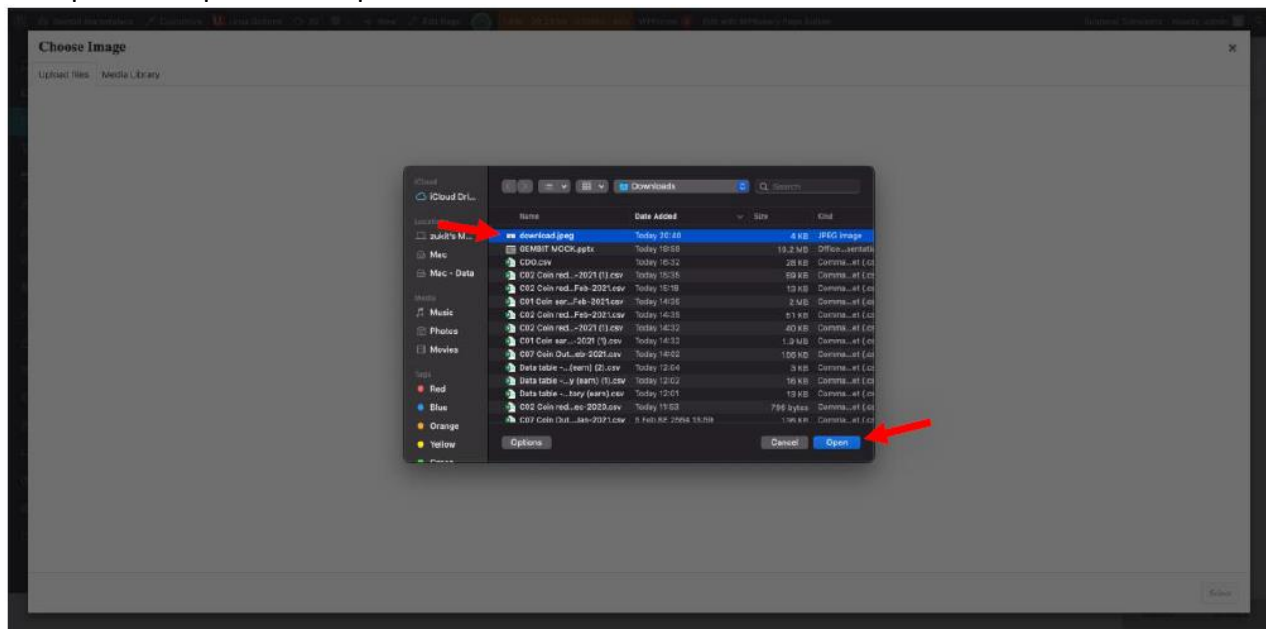


The screenshot shows the 'Add Product' form in a WordPress admin interface. The form includes fields for 'Product Title', 'Price (\$)', 'Sale Price (\$)', 'Cost (excl. tax) (\$)', 'Short Description', and 'Description'. On the right side, there is a 'Categories' list and a 'Tags' section. A red arrow points to the image upload icon in the top right corner of the form.

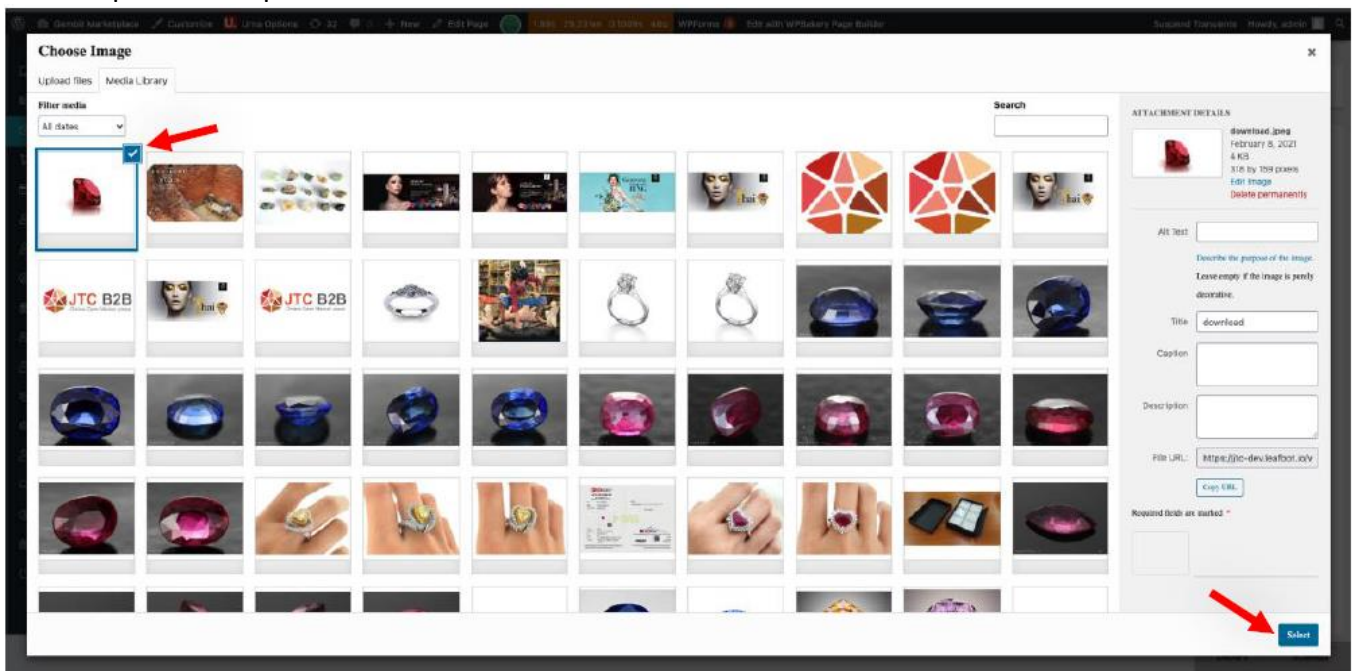
Click at picture -> Upload files -> Select files.



Click preferred picture -> Open



Select a picture to upload -> Select



Setting up an additional product description

- Inventory
(Stock management)

SKU

-> SKU refers to a Stock-keeping unit, a unique identifier for each distinct product and service that can be purchased.

Manage Stock

-> tick to enable stock management at product level

Stock Qty

-> Stock quantity. If this is a variable product this value will be used to control stock for all variations, unless you define stock at variation level.

Allow Backorders

-> If managing stock, this controls whether or not backorders are allowed. If enabled, stock quantity can go below 0.

Sold individually

-> Tick the Sold Individually box to limit the product to one per order.

The screenshot displays a product management interface. On the left is a dark sidebar with a menu containing: Inventory (selected), Shipping, Attributes, Linked, Product Size, Video URL, Product detail, Product Policies, Advanced, Store, Commission, and Affiliate Commission. The main content area is divided into two columns. The left column lists settings: SKU, Manage Stock? (checked), Stock Qty (0), Allow Backorders? (dropdown menu), and Sold Individually (checkbox). The right column contains the corresponding input fields: an empty text box for SKU, a checked checkbox for Manage Stock?, a text box with '0' for Stock Qty, a dropdown menu showing 'Do not Allow' for Allow Backorders?, and an unchecked checkbox for Sold Individually. At the bottom right, there are two red buttons labeled 'DRAFT' and 'SUBMIT'.

Shipping (shipping management)

Weight

-> product weight in Kg

Dimensions

-> Length, width and height for the item in cm

Shipping class

-> Shipping classes are used by certain shipping methods to group similar products.

Processing Time

-> The time required before sending the product for delivery

The screenshot displays a web interface for shipping management. On the left is a dark sidebar with a list of navigation items: Inventory, Shipping (highlighted in blue), Attributes, Linked, Product Size, Video URL, Product detail, Product Policies, Advanced, Store, Commission, and Affiliate Commission. The main content area is white and contains a form with the following sections:

- Weight (kg)**: A single-line text input field.
- Dimensions (cm)**: Three separate text input fields labeled Length, Width, and Height.
- Shipping class**: A dropdown menu currently showing "No shipping class".
- Processing Time**: A dropdown menu currently showing "Ready to ship in..".

At the bottom right of the interface, there are two red buttons labeled "DRAFT" and "SUBMIT".

Linked (setting up a relevant product)

Up-sells

-> displayed on the product details page. These are products that you may wish to encourage users to upgrade, based on the product they are currently viewing.

Cross-sells -> products that are displayed with the cart and related to the user's cart contents

The screenshot shows a product configuration interface. On the left is a dark sidebar menu with the following items: Inventory, Shipping, Attributes, **Linked** (highlighted in blue), Product Size, Video URL, Product detail, Product Policies, Advanced, Store, Commission, and Affiliate Commission. The main content area is divided into two sections: 'Up-sells' and 'Cross-sells', each with a blue information icon. To the right of these sections are two search filters, each labeled 'Filter by product...' with a dropdown arrow. At the bottom right of the interface are two red buttons labeled 'DRAFT' and 'SUBMIT'.

- Product size (setting up a product size)

Length -> product length

Width -> product width

Height -> product height

Weight -> product weight

Inventory

Shipping

Attributes

Linked

Product Size

Video URL

Product detail

Product Policies

Advanced

Store

Commission

Affiliate Commission

Product Size

Length

Width

Height

Weight

DRAFT

SUBMIT

- Video URL (setting up a video product)
Youtube -> embed the link

Inventory

Shipping

Attributes

Linked

Product Size

Video URL

Product detail

Product Policies

Advanced

Store

Commission

Affiliate Commission

Video URL

Youtube

DRAFT

SUBMIT

Product detail (setting according to JTC Attributes)

Inventory	Product detail	
Shipping	Shape	-Select-
Attributes	Cutting Style	-Select-
Unread	Colour Grade	-Select-
Product Size	Flaw	-Select-
Video URL	Saturation	-Select-
Product detail	FSCF	-Select-
Product Policies	Polish	-Select-
Advanced	Barity	-Select-
Store	Cutlet	-Select-
Commission	Fluorescence	-Select-
Affiliate Commission	Cut Proportions	-Select-
	Zone Name	-Select-
	Clarity Icons	-Select-
	Enhancement Icons	-Select-
	Gem Type	-Select-
	Gem Grade	-Select-
	Transparency	-Select-
	Tone	-Select-

Product Policies

Policy Tab Label -> Policy Tab Label

Shipping Policy -> Terms of shipping

Refund Policy -> Cancellation / Return / Exchange Policy -> Terms of cancellation / return / exchange products.

The screenshot shows a web application interface with a dark sidebar on the left containing a list of menu items: Inventory, Mapping, Attributes, Linked, Product Size, Video URL, Product detail, Product Policies (highlighted in blue), Advanced, Store, Commission, and Affiliate Commission. The main content area is titled 'Policy: Tab Label' and contains three sections: 'Shipping Policy', 'Return Policy', and 'Cancellation/Refund/Exchange Policy'. Each section has an 'Add Media' button and a rich text editor toolbar. At the bottom right of the main area are two red buttons labeled 'Save' and 'Submit'.

Store (store selection)

Click to select the store that owns the product

This screenshot shows the 'Store' section of the interface. A red arrow points to a dropdown menu labeled 'Choose Store...'. The dropdown is open, showing a search bar with the text 'net' and a list of three items: 'Vendor01 - Vendor02 (M1 - Vendor02)', 'Vendor02 - Vendor02 (M1 - Vendor02)', and 'Vendor02 - Vendor02 (M1 - Vendor02)'. The first item is highlighted in blue. The sidebar and bottom buttons are the same as in the previous screenshot.

Order menu shows a list of orders in every store in the system, which are

1. Pending payment -> Order received; no payment initiated.
2. Processing -> Payment received (paid) and stock has been reduced; order is awaiting fulfillment. All product orders require processing,
3. Awaiting Payment -> The order status is on pending payment verification of 2C2P system.
4. On hold -> Awaiting payment – stock is reduced, but you need to confirm payment..
5. Completed -> Order fulfilled and complete – requires no further action.
6. Canceled -> The order status has been canceled.
7. Refunded -> Refunded by an admin – no further action required.
8. Failed -> Order status error

Order	Purchased	Billing Address	Shipping Address	Gross Sales	Vendor	Date	Actions
#411 by Attoxit Jitpisuengtham	1 item IsComflower Blue Sapphire (SKU: D0S0006)	Attoxit Jitpisuengtham Attoxit,ST 1233 Bangkok Bangkok 10500	Attoxit Jitpisuengtham Attoxit,ST 111 New York, NY 10000 United States (us)	\$1.00 Via Credit / Debit Card and Cash Payment (2C2P)	\$1.00	May 21, 2021 2:56 pm	
#411 by Attoxit Jitpisuengtham	1 item IsComflower Blue Sapphire (SKU: D0S0006)	Attoxit Jitpisuengtham Attoxit,ST 1233 Bangkok Bangkok 10500	Attoxit Jitpisuengtham Attoxit,ST 111 New York, NY 10000 United States (us)	\$1.00 Via Credit / Debit Card and Cash Payment (2C2P)	\$1.00	May 20, 2021 4:23 pm	
#411 by Customer01 Tamer	1 item IsComflower Blue Sapphire (SKU: D0S0006)	Cus Tamer 317 oakcreek rd chino hills, CA 91709 United States (us)	Cus Tamer 317 oakcreek rd chino hills, CA 91709 United States (us)	\$1.00 Via Credit / Debit Card and Cash Payment (2C2P)	\$1.00	May 20, 2021 3:47 pm	
#405 by Boombayoh Rp	1 item IsComflower Blue Sapphire (SKU: D0S0006)	Boombayoh Rp 111 Sergiyev Posad moscow	Boombayoh Rp 111 Sergiyev Posad Moscow	\$1.00 Via Credit / Debit Card and Cash Payment	\$1.00	May 14, 2021 4:26 pm	

When you press on the order number, they will show the details of the order as follows:

- Order date
- Order status

Order status can be changed, select orders -> UPDATE

- Customer -> Show customer details and shipping address.

Order #615 Processing

Order date: May 21, 2021 @ 2:51 pm

Order status: Processing UPDATE

Customer: [View other orders](#) -- attawit.jst (#15 - attawit.jst@gmail.com)

Payment via Credit / Debit Card and Cash Payment (2C2P). Paid on May 21, 2021 @ 2:53 pm. Customer IP: 125.27.255.168

Billing Details

Attawit Jitpaibuanglam
AttawitJST
1233
Bangkok
Bangkok
10500
Email: attawit.jst@gmail.com
Phone: 0855555555

Shipping Details

Attawit Jitpaibuanglam
AttawitJST
111
New York, NY 10000
United States (us)

- Order Items -> Show the product list and details of the product.

Item	Cost	Qty	Total
Comflower Blue Sapphire SKU: D0000008 Cost of goods (\$) Store: vendor01	\$1.00	1	\$1.00
Tracking Code: 0P72483040083797 Tracking URL: http://www.ups.com/web/tracking/track?track=y&trackId=0P72483040083797			
Shipping Item(s)			
UPS Saver			\$0.00
Microsoft			\$0.00
Shipping			\$0.00
Order Total			\$1.00
Vendor(s) Savings			\$1.00
Admin Fee			\$0.00

- Shipment Tracking -> Show delivery details

Shipment Tracking

Mark item(s) as shipped and provide tracking information

Cornflower Blue Sapphire

SKU: DGG0006

Tracking Code: 12F72483042083797

Tracking URL: <http://www.ups.com/WebTracking/track?track=yes&trackNum=12F72483042083797>



Order Notes -> Show order management details

Order Notes

Vendor Vendor01 has shipped **Cornflower Blue Sapphire** to customer.
Tracking Info : 12F72483042083797

added on May 21, 2021 at 3:07 pm by Vendor01

#018 order status updated to **Processing**

added on May 21, 2021 at 3:07 pm

Order Item **Cornflower Blue Sapphire** status updated to **Processing** by Vendor01

added on May 21, 2021 at 3:07 pm by Vendor01

Vendor Vendor01 has shipped **Cornflower Blue Sapphire** to customer.
Tracking Info : 12F72483042083797

added on May 21, 2021 at 3:08 pm by Vendor01

#018 order status updated to **Processing**

added on May 21, 2021 at 3:08 pm

Order Item **Cornflower Blue Sapphire** status updated to **Processing** by Vendor01

added on May 21, 2021 at 3:08 pm by Vendor01

Vendor Vendor01 has shipped **Cornflower Blue Sapphire** to customer.
Tracking Info : 12F72483042083797

added on May 21, 2021 at 2:58 pm by Vendor01

#018 order status updated to **Processing**

added on May 21, 2021 at 2:53 pm

Order status changed from **Awaiting Payment** to **Processing**

added on May 21, 2021 at 2:53 pm

Stock levels reduced: **Cornflower Blue Sapphire** (DGG0006) 35 ~ 34

added on May 21, 2021 at 2:53 pm

Order Item **Cornflower Blue Sapphire** status updated to **Processing** by Vendor01

added on May 21, 2021 at 2:53 pm by Vendor01

2C2P payment status is pending
order_id: 835
transaction_ref: 563626819
wsl
transaction_datetime: 2021-05-21 14:51:44
approval_code:

added on May 21, 2021 at 2:52 pm

Order status changed from **Pending payment** to **Awaiting Payment**

added on May 21, 2021 at 2:51 pm

2C2P payment status is pending
order_id: 835
transaction_ref: 563626819
wsl
transaction_datetime: 2021-05-21 14:51:44
approval_code:

added on May 21, 2021 at 2:51 pm

The Withdrawal menu shows the merchant withdrawal request.

The screenshot shows the 'My Store' dashboard with the 'Withdrawal Requests' section active. The sidebar menu on the left includes options like Home, Media, Articles, Products, Orders, Withdrawal, Private Vaults, Store Vendors, Customers, Managers, Affiliate, Staff, Groups, Analytics, Refund, Settings, Capability, Followers, Support, Reports, Coupons, Reviews, and Logout. The main content area displays a table of withdrawal requests with columns: Invoice ID, Order IDs, Store, Amount, Charges, Payment, Note, and Date. A single request is visible with Invoice ID #000002, Order IDs #180, #185, Store Vendor01, Amount \$2.00, Charges \$0.00, Payment \$2.00 via Bank Transfer, and Date May 21, 2021 5:47 pm. Below the table is a 'Note to Vendor(s)' section with a text input field and 'APPROVE' and 'REJECT' buttons.

Invoice ID	Order IDs	Store	Amount	Charges	Payment	Note	Date
#000002	#180, #185	Vendor01	\$2.00	\$0.00	\$2.00 Via Bank Transfer (Amount, 180, Amount,...)	-	May 21, 2021 5:47 pm

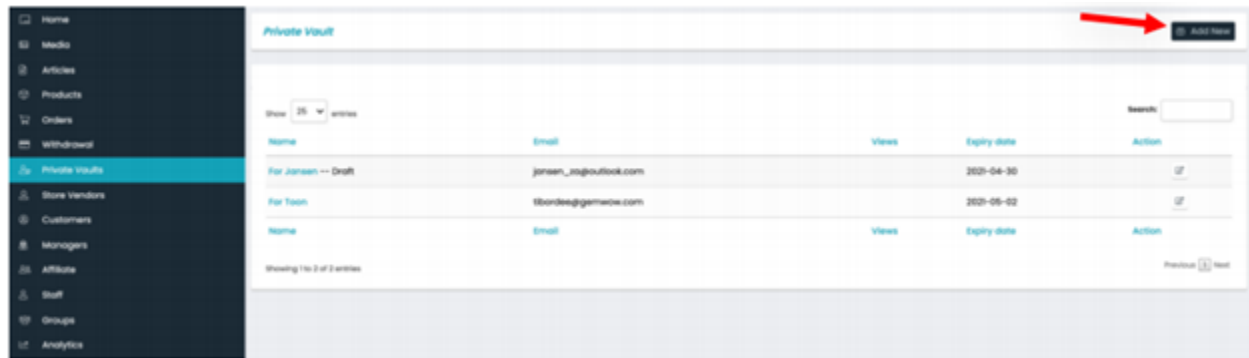
You can notify the process of the store, send a message to store -> APPROVE (confirm) / REJECT (Bounce)

This close-up view of the 'Withdrawal Requests' section shows the first request selected with a checkmark in the first column. The 'Note to Vendor(s)' section at the bottom contains the text 'Abnormal information' in the input field, with 'APPROVE' and 'REJECT' buttons to the right.

Invoice ID	Order IDs	Store	Amount	Charges	Payment	Note	Date
#000002	#180, #185	Vendor01	\$2.00	\$0.00	\$2.00 Via Bank Transfer (Amount, 180, Amount,...)	-	May 21, 2021 5:47 pm

The Private Vault menu shows a specific order

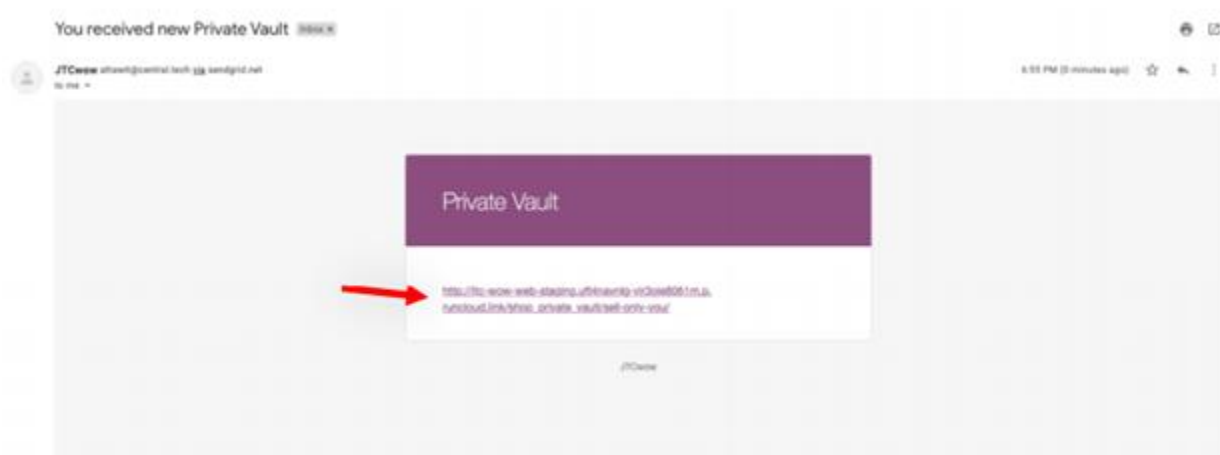
To add a specific order, press Add New.



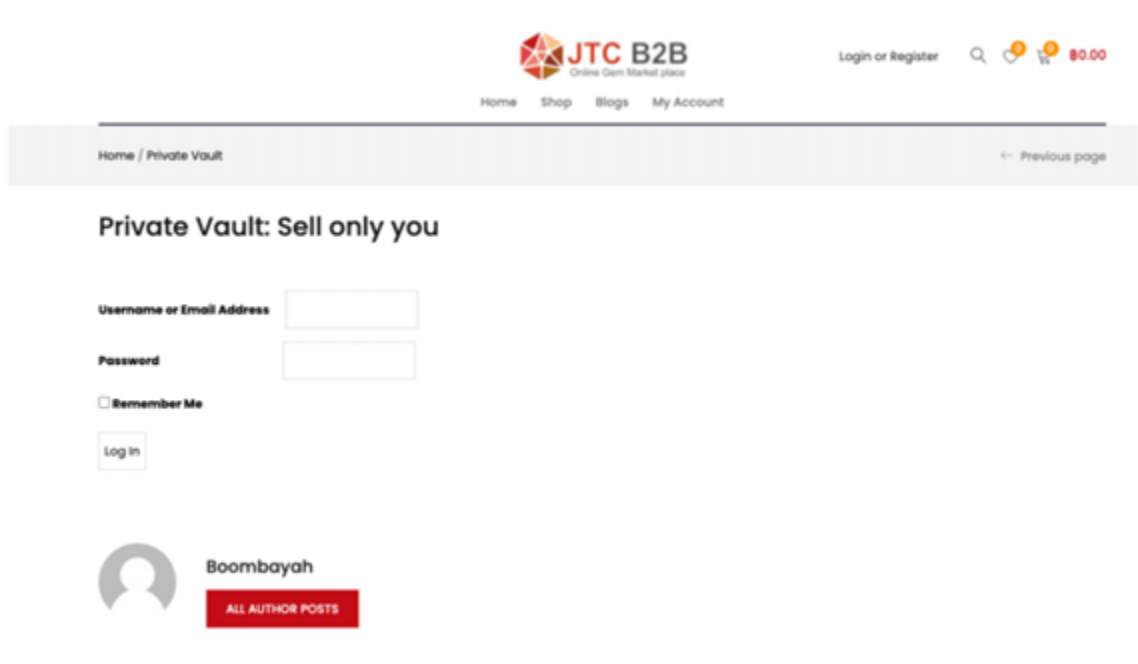
- Private Vault Name -> order name
- Email -> Email of the customer who can access the product.
- Expiry date -> End date
- Products -> Products with Private Product status

The screenshot shows the 'Add Private Vault' form. It has a title 'Add Private Vault' and an 'Add New' button. The form contains four fields: 'Private Vault Name' with the value 'Sell only you', 'Email' with 'prophawit.promthep@gmail.com', 'Expiry date' with '2020-05-29', and 'Products' with a dropdown menu showing 'HT SAPPHIRE CUT (MASTERSTONE) (Private) (A0C0228-0)'. At the bottom right, there are two red buttons labeled 'DRAFT' and 'SUBMIT'.

Customer will receive an email to place an order -> Click a link to place an order



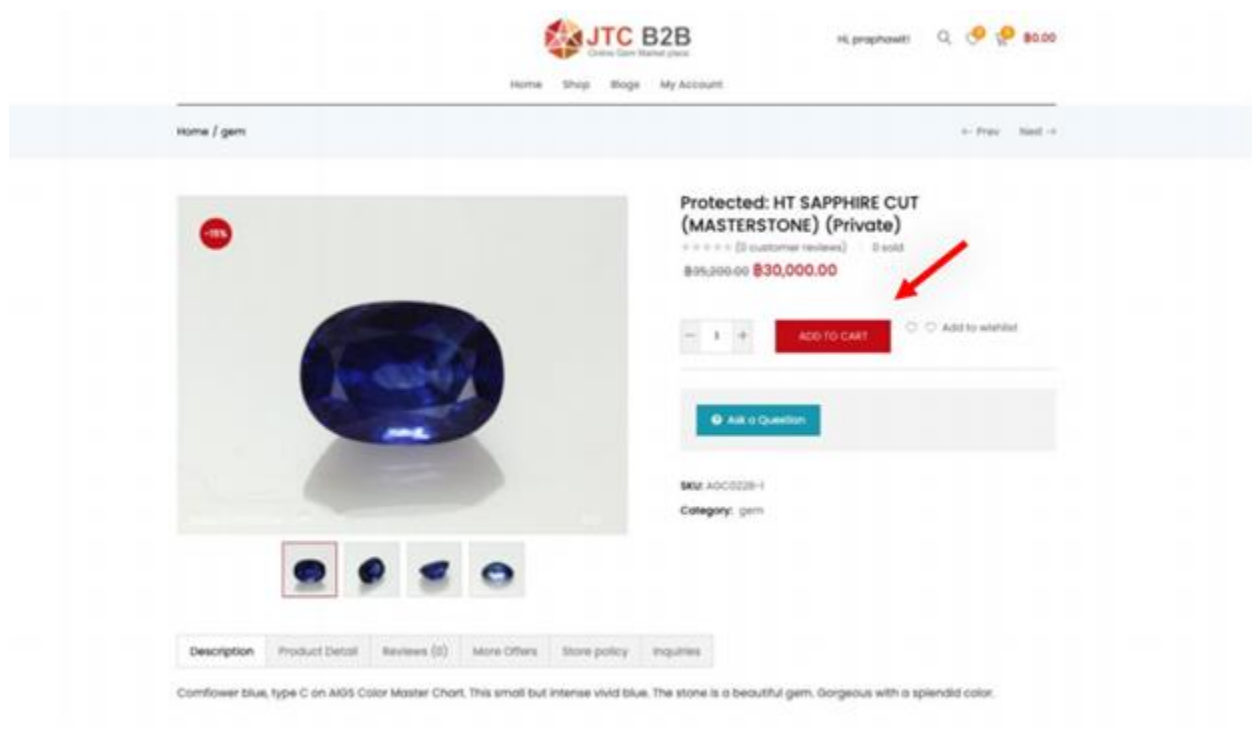
Customers are required to sign in to verify and access the product.



When logged in successfully, it will show the product with the status of Private Product -> Click on the product to place an order.



Press ADD TO CART to add products to your shopping cart.



The screenshot shows the 'My Store' dashboard with the 'Store Inventory Listing' page. The page has a dark sidebar on the left with navigation options like Home, Media, Articles, Products, Orders, Withdrawal, Private Profile, Store Inventory (selected), Customers, Managers, Affiliate, Staff, Groups, Analytics, Refund, Settings, Capability, Followers, Support, Reports, Campaign, Reviews, and Logout. The main content area is titled 'Store Inventory Listing' and includes a 'Pending Store Inventory' button. Below this is a table with columns: Name, ID, Stock, Order Status, Savings, Withdrawal, and Action. The table lists several inventory items, each with a unique ID, stock level, and financial details. The items are: diamond_01, diamond_02, diamond_03, diamond_04, diamond_05, diamond_06, diamond_07, diamond_08, diamond_09, diamond_10, diamond_11, diamond_12, diamond_13, diamond_14, diamond_15, diamond_16, diamond_17, diamond_18, diamond_19, diamond_20, diamond_21, diamond_22, diamond_23, diamond_24, diamond_25, diamond_26, diamond_27, diamond_28, diamond_29, diamond_30, diamond_31, diamond_32, diamond_33, diamond_34, diamond_35, diamond_36, diamond_37, diamond_38, diamond_39, diamond_40, diamond_41, diamond_42, diamond_43, diamond_44, diamond_45, diamond_46, diamond_47, diamond_48, diamond_49, diamond_50, diamond_51, diamond_52, diamond_53, diamond_54, diamond_55, diamond_56, diamond_57, diamond_58, diamond_59, diamond_60, diamond_61, diamond_62, diamond_63, diamond_64, diamond_65, diamond_66, diamond_67, diamond_68, diamond_69, diamond_70, diamond_71, diamond_72, diamond_73, diamond_74, diamond_75, diamond_76, diamond_77, diamond_78, diamond_79, diamond_80, diamond_81, diamond_82, diamond_83, diamond_84, diamond_85, diamond_86, diamond_87, diamond_88, diamond_89, diamond_90, diamond_91, diamond_92, diamond_93, diamond_94, diamond_95, diamond_96, diamond_97, diamond_98, diamond_99, diamond_100. The table also includes a 'Showing 1 to 1 of 10 items' footer.

- Gross sales in this month card -> Show total order information of the shop in the current month.
- Earnings in this month card -> Balance available to withdraw from the system in the current month.
- Total Product posted card -> Show information on the total number of products in the store.
- Sold in this month card -> Shows the number of products the store has sold in the current month.

Vendor02

Vendor02

Add New

\$0.00

gross sales in this month

\$0.00

average in this month

0 products

total products in period

0 items

total in this month

Store

Store Admin

Email

Phone

Address

Vendor02

-- [#5 - vendor02]

vendor02@pcwise.com

--

SALES REPORT

DISABLE ACCOUNT

- Profile -> Set name-surname information of the Store vender

First Name*

Vendor

Last Name*

Test

Capability

Custom Capability

☐

UPDATE

- Store Setting (adjust store's details)
- General Setting Change name, email and store's contact number.
- Store Brand Setup -> Adjust Logo Banner and store's details.

[illegible]

Store Address -> Change store's address.

Store Location -> change store's location.

Show Address

Street

Avenue C

Village/Town

Municipality

District

Postal County

Address details

apartment, suite, unit or extension

Floor / Flg.

Flat/apartment / Flg.

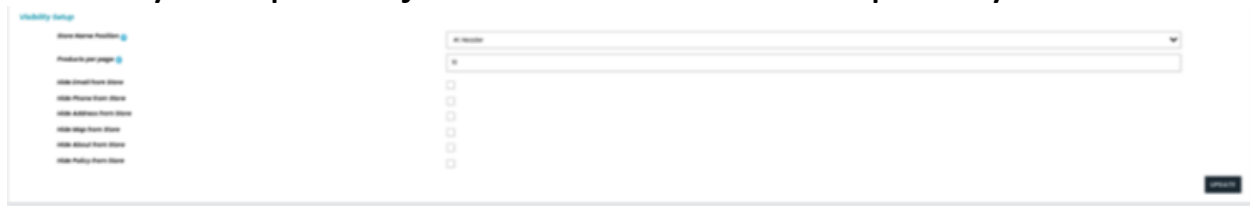
Address details

Show Location

Plot location

Search

Visibility Setup -> adjust store's information privacy.

The screenshot shows the 'Visibility Setup' page. On the left, there is a sidebar with a list of settings: 'Store Name Visibility', 'Products per page', 'Hide Email from Store', 'Hide Phone from Store', 'Hide Address from Store', 'Hide Map from Store', 'Hide About from Store', and 'Hide Policy from Store'. The main area contains a 'Store Name' dropdown menu and a 'Products per page' input field. A list of checkboxes is visible below these fields, corresponding to the sidebar items. An 'UPDATE' button is located at the bottom right.

- Commission & Withdrawal (Set up commission fee and withdrawal)

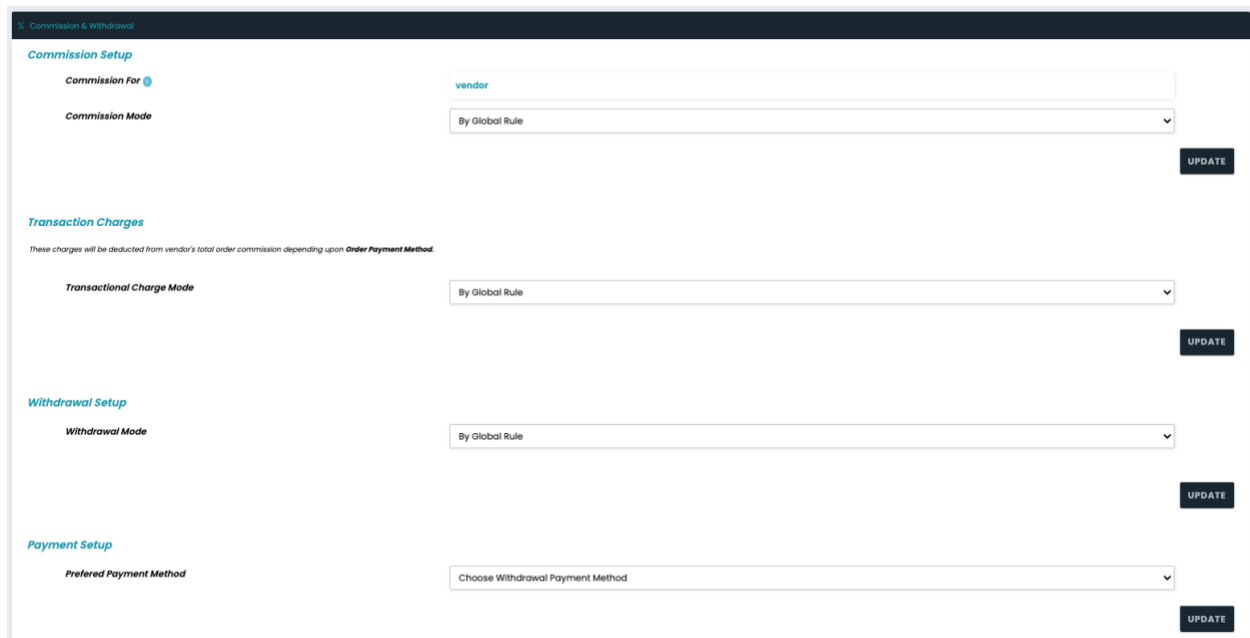
Commission Setup -> Commission Set up

Transaction Charges -> setup transaction charges

Withdrawal Setup -> Withdrawal Setup

Payment Setup -> setup payment from system to vendor.

*** To avoid confusion, it is recommended to follow Global Rule.

The screenshot shows the 'Commission & Withdrawal' setup page. It is divided into four sections: 'Commission Setup', 'Transaction Charges', 'Withdrawal Setup', and 'Payment Setup'. Each section has a dropdown menu for 'By Global Rule' and an 'UPDATE' button. The 'Commission Setup' section also includes a 'Commission For' dropdown set to 'vendor' and a 'Commission Mode' dropdown. The 'Transaction Charges' section has a note: 'These charges will be deducted from vendor's total order commission depending upon Order Payment Method.' The 'Withdrawal Setup' section has a 'Withdrawal Mode' dropdown. The 'Payment Setup' section has a 'Preferred Payment Method' dropdown set to 'Choose Withdrawal Payment Method'.

- Store Hours & Vacation (adjust store hours and holidays)

Store Hours Setting -> adjust weekly opening/closing time

Daily Basis Opening & Closing Hours -> adjust daily opening/closing time

Vacation Mode -> adjust store hours according to statue holidays

Store Hours & Vacation

Store Hours Setting

- ☐ Enable Store Hours
- ☐ Disable Purchase During OFF Time
- ☐ Set Day OFF

Daily Basis Opening & Closing Hours

Monday Time Slot

Opening: Closing:

Tuesday Time Slot

Opening: Closing:

Wednesday Time Slot

Opening: Closing:

Thursday Time Slot

Opening: Closing:

Friday Time Slot

Opening: Closing:

Saturday Time Slot

Opening: Closing:

Sunday Time Slot

Opening: Closing:

Vacation Mode

- ☐ Enable Vacation Mode
- ☐ Disable Purchase During Vacation
- Vacation Type**:
- Vacation Message**:

UPDATE

- Store SEO & Social (Set up SEO and Social media account)

General Setup -> Adjust SEO to allow easier search result.

Facebook Setup

Twitter Setup

Social Profile -> adjust store's social media accounts

General Setup

SEO Title

Meta Description

Meta Keywords

Facebook Setup

Facebook Title

Facebook Description

Facebook Image

Twitter Setup

Twitter Title

Twitter Description

Twitter Image

Social Profile

Twitter

Facebook

Instagram

Youtube

LinkedIn

Google Plus

Snapchat

Pinterest

UPDATE

UPDATE

Store Policies & Customer Support (Configure Store Policies & Customer Support)

Policies Setting ->Set up refund, cancelation and return policy

Policies Setting

Policy Tab Label

Shipping Policy

Add Media

Paragraph

Refund Policy

Add Media

Paragraph

Cancellation/Return/Exchange Policy

Add Media

Paragraph

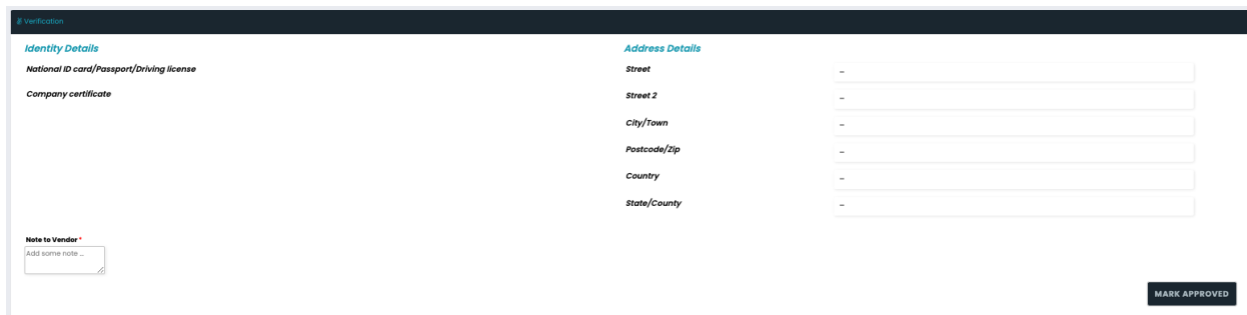
UPDATE

Customer Support -> set up store's contact information for customer support



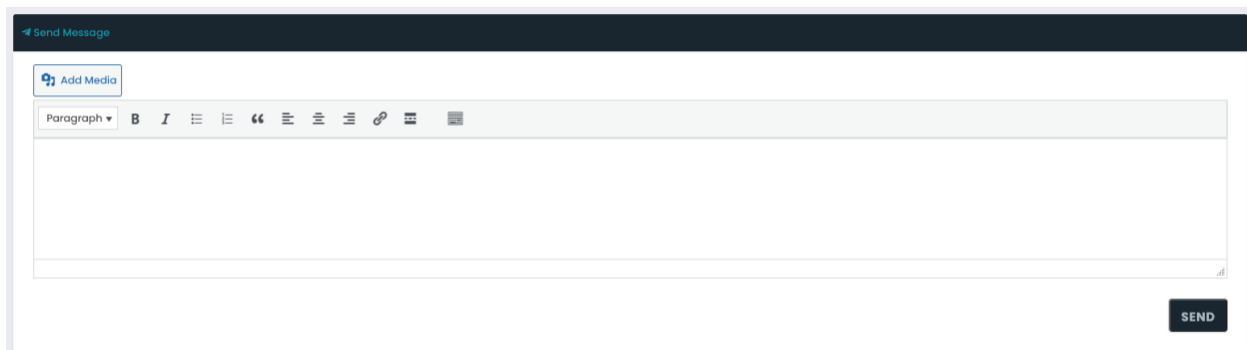
A form titled "Customer Support" for setting up a store's contact information. It includes input fields for Phone, Email, Address 1, Address 2, Country (a dropdown menu with the placeholder "-Select a location-"), City/Town, State/County, and Postcode/Zip. An "UPDATE" button is located at the bottom right.

- Verification (vendor's verification by documents)



A form titled "Verification" for vendor verification by documents. It is divided into two main sections: "Identity Details" and "Address Details". The "Identity Details" section includes a "National ID card/Passport/Driving license" field and a "Company certificate" field. The "Address Details" section includes input fields for Street, Street 2, City/Town, Postcode/Zip, Country, and State/County. A "Note to Vendor" section with a text area and a "MARK APPROVED" button are also present.

- Send Message(Send message to vendor)



A form titled "Send Message" for sending a message to a vendor. It features a rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Text Color, Background Color, Bulleted List, Numbered List, Quote, Link, and Table. A "SEND" button is located at the bottom right.

- Store Orders(Display all orders)

Store Orders								
PRINT PDF EXCEL CSV		Choose Date Rang		Filter by produ...		Paid		
Order	Purchased	Billing Address	Shipping Address	Gross Sales	Commission	Date	Actions	
#612 by Customer01 Tomer	1 item IxCornflower Blue Sapphire (SKU: DGS10006)	Cus Tomer 3117 oakcreek rd chino hills, CA 91709 United States (US)	Cus Tomer 3117 oakcreek rd chino hills, CA 91709 United States (US)	\$1.00 Via Credit / Debit Card and Cash Payment (2c2p)	\$1.00 PAID	May 20, 2021 3:47 pm		
Order	Purchased	Billing Address	Shipping Address	Gross Sales	Commission	Date	Actions	

Showing 1 to 1 of 1 entries

Previous 1 Next

SALES REPORT

The Customer tab shows all customer's information in the system.

My Store								
Manage Customers		Add New						
PRINT PDF EXCEL CSV		Choose Store ...		Search:				
Name	Username	Email	Store	Location	Orders	Money Spent	Last Order	Actions
Tanyatom Jongsoojarittum	tanyavril	tanya.titania@hotmail.com	OhHooRuby	Ontario, Canada	0	\$0.00	-	
tatiana tatiana	tatiana	tanyatatiana@hotmail.com	OhHooRuby	moscow, Russia	0	\$0.00	-	
customer01 Tomer	customer01	ottawit@central.tech	-	California, United States (US)	23	\$1,645.43	#612 May 20, 2021	
Name	Username	Email	Store	Location	Orders	Money Spent	Last Order	Actions

Showing 1 to 3 of 3 entries

Previous 1 Next

Once you select a customer profile, it will display customer's spending, total ordered, personal information

Customer Details

customer01 Tomer (attawit@central.tech)

customer01 Tomer

Add New

\$1,645.43

total money spent

23 orders

total order placed

Email

attawit@central.tech

First Name

customer01

Last Name

Tomer

Company Name

Orders

PRINTPDFEXCELCSV

Order	Purchased	Gross Sales	Date	Actions
<div>#612 by Customer01 Tomer</div>	<div>1 item</div> <div>1xCornflower Blue Sapphire</div>	<div>\$1.00</div> <div>Via Credit / Debit Card and Cash Payment (2C2P)</div>	May 20, 2021	<div></div> <div></div> <div></div>
<div>#601 by Customer01 Tomer</div>	<div>1 item</div> <div>1xHT RUBY CUT</div>	<div>\$1.00</div> <div>Via Credit / Debit Card and Cash Payment (2C2P)</div>	May 13, 2021	<div></div> <div></div> <div></div>
<div>#598 by Customer01 Tomer</div>	<div>1 item</div> <div>1xCut Ruby</div>	<div>\$1.00</div> <div>Via Credit / Debit Card and Cash Payment (2C2P)</div>	May 13, 2021	<div></div> <div></div> <div></div>
<div>#592 by Customer01 Tomer</div>	<div>2 items</div> <div>2xHT RUBY CUT</div>	<div>\$2.00</div> <div>Via Credit / Debit Card and Cash Payment (2C2P)</div>	May 12, 2021	<div></div> <div></div> <div></div>
<div>#591 by Customer01 Tomer</div>	<div>1 item</div> <div>1xCut Ruby</div>	<div>\$5,863.69</div> <div>Via Credit / Debit Card and Cash Payment (2C2P)</div>	May 12, 2021	<div></div> <div></div> <div></div>
<div>#590 by Customer01 Tomer</div>	<div>1 item</div> <div>1xBurma Cut Spine</div>	<div>\$4,850.00</div> <div>Via Credit / Debit Card and Cash Payment (2C2P)</div>	May 12, 2021	<div></div> <div></div> <div></div>
<div>#589 by Customer01 Tomer</div>	<div>2 items</div> <div>1xHT RUBY CUT 1xHT VIVID PINKISH RED RUBY CUT</div>	<div>\$2,178.00</div> <div>Via Credit / Debit Card and Cash Payment (2C2P)</div>	May 12, 2021	<div></div> <div></div> <div></div>

Affiliation tab displays commission fee, withdrawal, vendors, orders for each affiliate.

Manage Affiliate

Add New

Show 25 entries

Search:

Name	Commission	Paid	Vendors	Orders	Actions
Affiliate test Affiliate@test.com	\$0.00	\$0.00	0	0	
Name	Commission	Paid	Vendors	Orders	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

To add new affiliate: click “Add New” -> fill in information -> Submit.

Add Affiliate

Add New

Username

Praphawit

Email

boom45671@gmail.com

Phone

090000000

First Name

Praphawit

Last Name

Promthep

SUBMIT

An individual who has been added as an affiliate will receive an email notification with Username & Password

[JTCwow] New Account Created

Inbox X



JTCwow attawit@central.tech via sendgrid.net
to me

11:53 PM (0 minutes ago)



New Account

Dear Praphawit,

Your account has been created as Affiliate. Follow the bellow details to log into the system

Site: <http://jtc-wow-web-staging.uft4navnlg-yjr3oje8061m.p.runcloud.link>

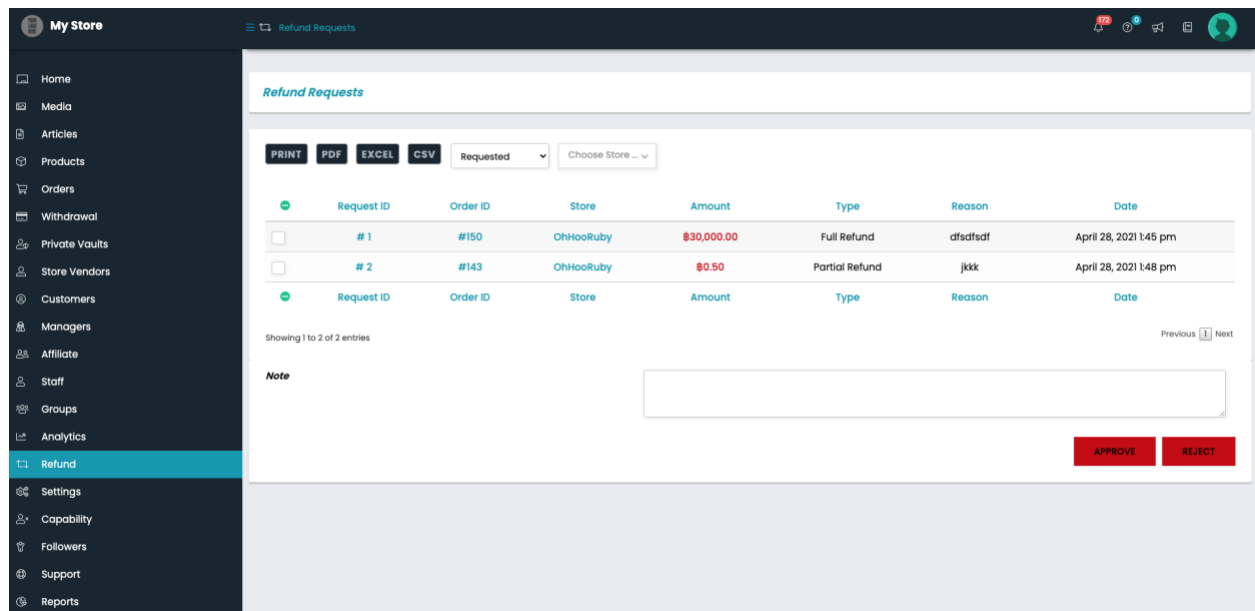
Login: Praphawit01

Password: RAfRyckVWXDm

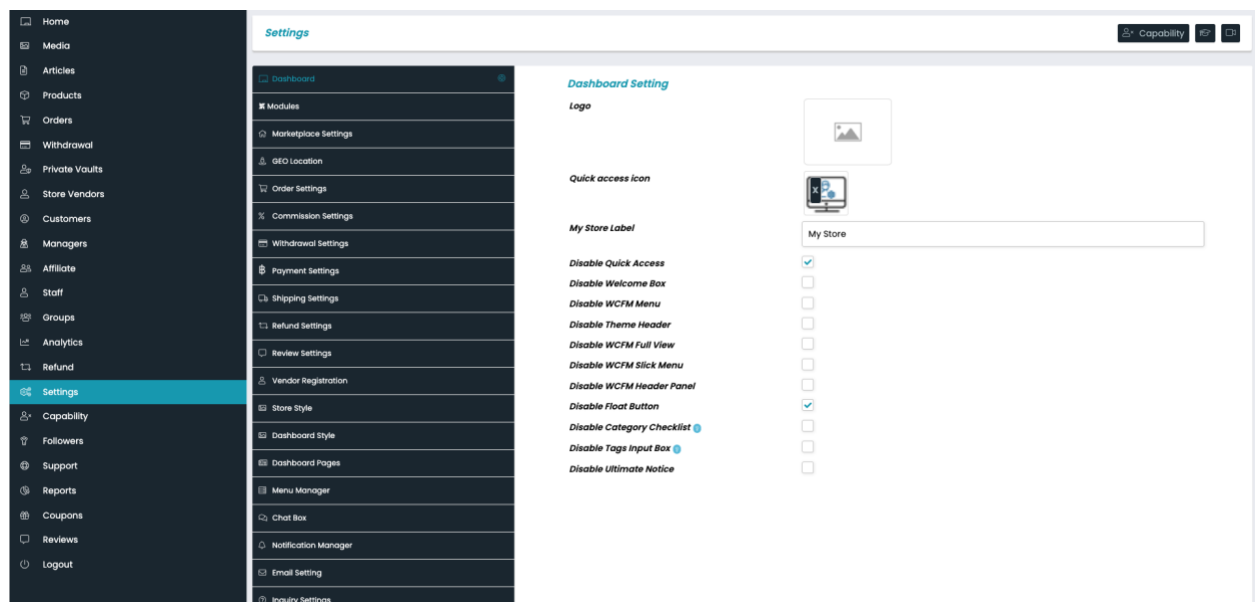
Thank You

JTCwow

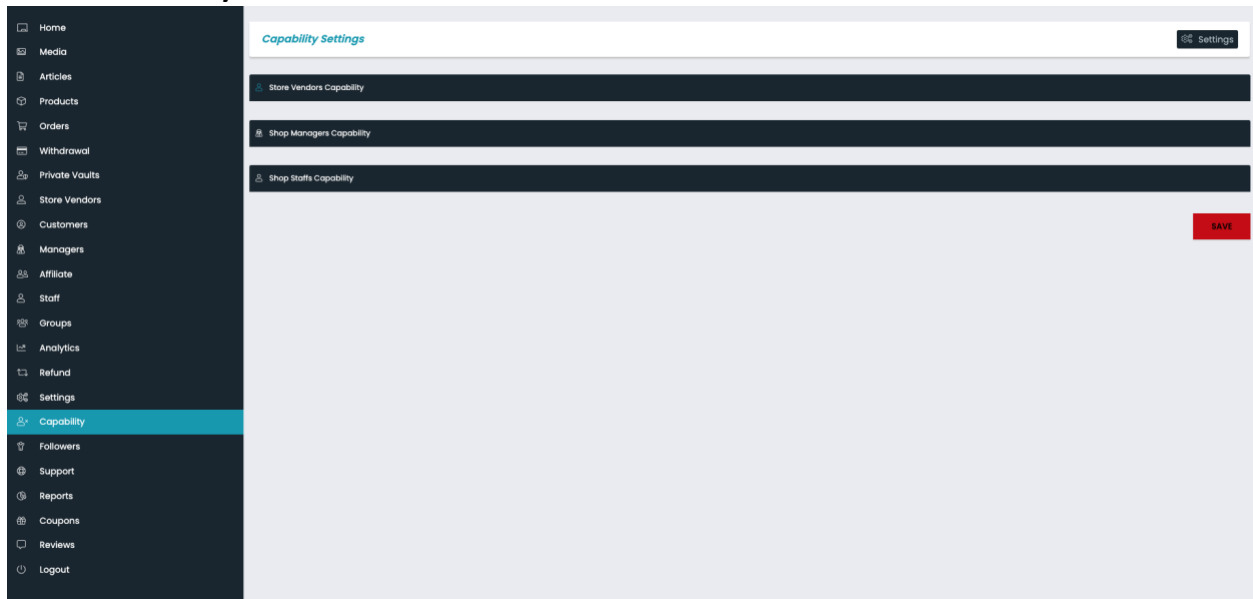
Refund menu displays all refund requests.
Can be filtered to show specific vendor



Setting menu allows users to adjust different website functions.



The Capability menu allows users to adjust an individual's accessibility to certain functions.



For more detail, please visit
<https://docs.wclovers.com/capability/>
*** Do not recommend to make any changes to avoid error in
the system

Store Vendors Capability

Configure what to hide from all Vendors

Products

Manage Products

Add Products

Publish Products

Edit Live Products

Auto Publish Live Products

Delete Products

Types

Simple

Variable

Grouped

External / Affiliate

Virtual

Downloadable

Panels

Inventory

Shipping

Taxes

Linked

Access

Backend Access (wp-admin)

Marketplace

Show Sold By

Show Email

Show Phone

Show Address

Show Map

Show Social

Show Follower

Show Policy

Store Hours

Customer Support

Refund Requests

Reviews Manage

Ledger Book

Product Multivendor

Video Banner

Slider Banner

Support menu displays all customer inquiry

My Store

Support Tickets

Home

Media

Articles

Products

Orders

Withdrawal

Private Vaults

Store Vendors

Customers

Managers

Affiliate

Staff

Groups

Analytics

Refund

Settings

Capability

Followers

Support

Reports

Coupons

All | Open | Closed

Show 25 entries

Filter by product

Choose Store

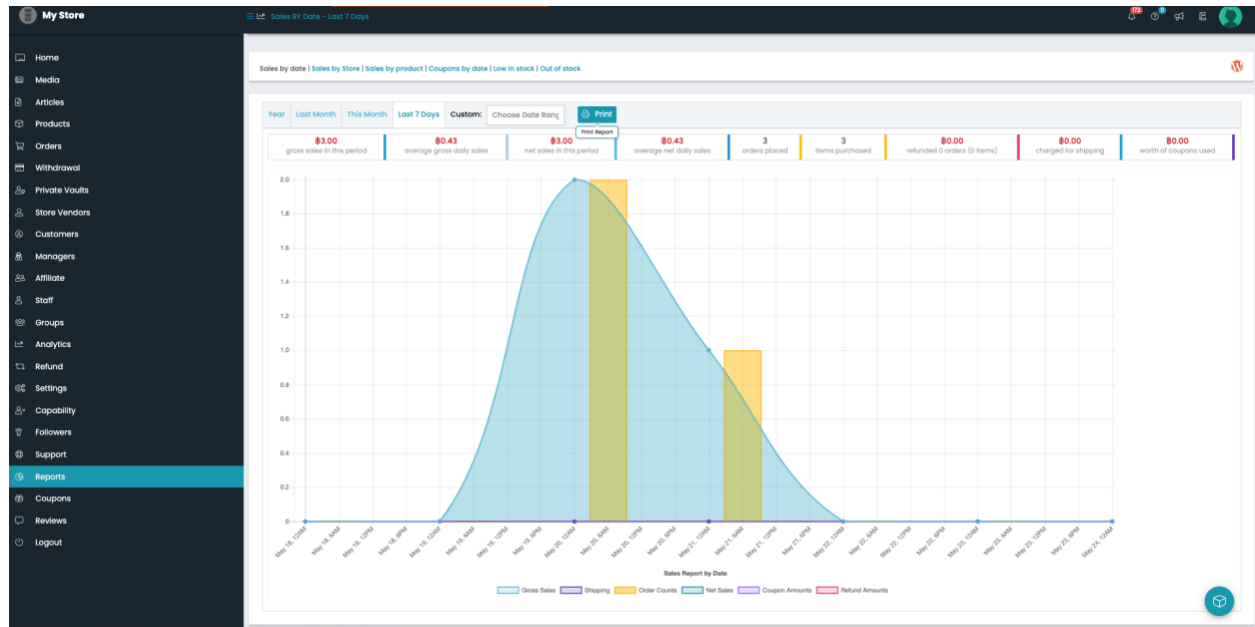
Choose Date Range

Ticket	Category	Issue	Item	Customer	Priority	Store	Date	Actions
#000004	General query	I want 3 tones	Order #152 Two-tone Wedding Rings Dangle Charm (Tanya)	customer01 Tormer customer01@jtcwow.com	Normal	OhHooRuby	April 29, 2021 2:36 pm	
#000003	General query	I want three tone	Order #152 Two-tone Wedding Rings Dangle Charm (Tanya)	customer01 Tormer customer01@jtcwow.com	Normal	OhHooRuby	April 29, 2021 2:35 pm	
#000002	General query	ssss	Order #152 Two-tone Wedding Rings Dangle Charm (Tanya)	customer01 Tormer customer01@jtcwow.com	Normal	OhHooRuby	April 28, 2021 5:46 pm	
#000001	General query	llll	Order #157 Two-tone Wedding Rings Dangle Charm (Tanya)	customer01 Tormer customer01@jtcwow.com	Normal	OhHooRuby	April 28, 2021 4:41 pm	

Showing 1 to 4 of 4 entries

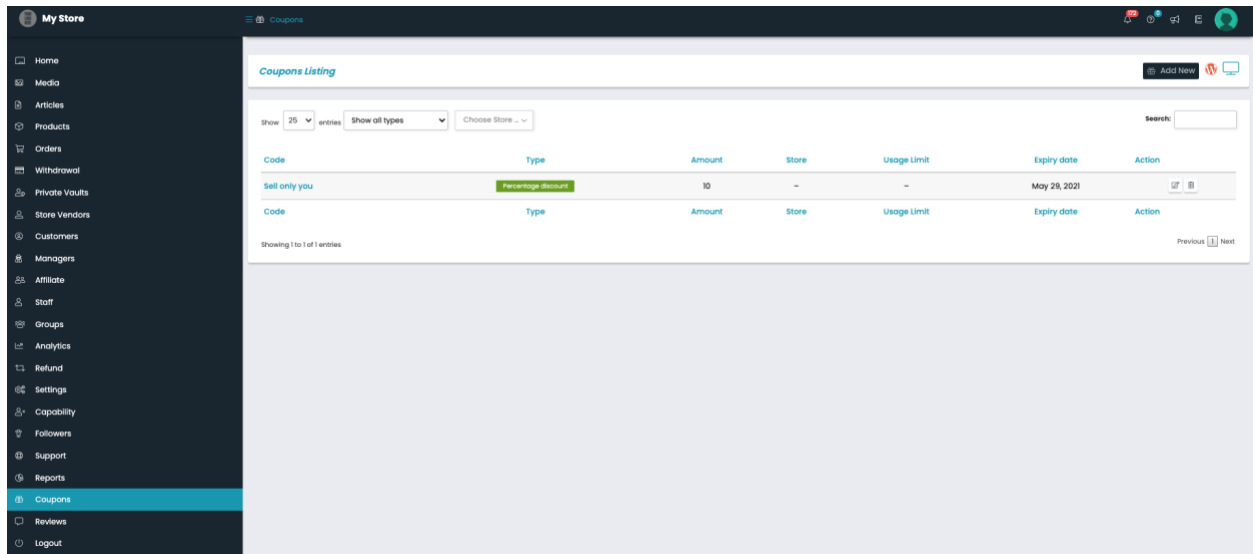
Previous 1 Next

Report menu displays graph showing sale information



Coupon Menu

Click on “Add new” to generate discount coupon



- Code -> Unique coupon code

- Description -> Info about the coupon for internal use. For example: Name of promotion/event, dates in effect, compensation, ticket number, customer name.

Discount Type (differentiate coupon by type)

- Percentage discount -> A percentage discount for selected products only.

- Fixed Cart Discount -> A fixed total discount for the entire cart.

- Fixed Product Discount -> A fixed total discount for selected products only. Customer receives a set amount of discount per item

- Coupon Amount -> Fixed value or percentage, depending on discount type you choose. Entered without a currency unit or a percent sign, which are added automatically, e.g., Enter '10' for £10 or 10%.

- Coupon expiry date -> Date the coupon should expire and can no longer be used. Expiry happens at 12:00 am or 00:00 on the date chosen. If you want a coupon to be valid through Christmas Day but invalid the moment Christmas is over, set the expiration date to YYYY-12-26 as it will expire on YYYY-12-26 00:00. It uses your site's time zone setting at

- Allow free shipping -> Removes shipping cost when coupon is used. Requires Free Shipping to be enabled.

- Store -> allow certain stores to use coupon

- Show on store -> select to show coupon on store's page.

The screenshot shows the 'Add Coupon' form in a WooCommerce admin interface. The form is titled 'Add Coupon' in the top left corner. In the top right corner, there is a button labeled 'Add New' with a plus icon and a WordPress logo. The form is divided into two columns. The left column contains labels for the coupon fields: 'Code', 'Description', 'Discount Type', 'Coupon Amount', 'Coupon expiry date', 'Allow free shipping' (with a blue information icon), 'Store', and 'Show on store' (with a blue information icon). The right column contains the corresponding input fields: a light blue box for 'Code' with the text 'Sell only you'; a text input for 'Description' with the value 'get 10% discount' and a red '1' icon; a dropdown menu for 'Discount Type' with 'Percentage discount' selected; a text input for 'Coupon Amount' with the value '10'; a text input for 'Coupon expiry date' with the value '2021-05-29'; a checkbox for 'Allow free shipping' which is currently unchecked; a dropdown menu for 'Store' with the text 'Choose Store ...'; and a checkbox for 'Show on store' which is currently unchecked.

Restriction for coupon usage

Minimum spend -> Allows you to set the minimum subtotal needed to use the coupon. Note: The sum of the cart subtotal + tax is used to determine the minimum amount.

Maximum spend -> Allows you to set the maximum subtotal allowed when using the coupon.

Individual use only -> Tick the box if you don't want this coupon to be used in combination with other coupons.

Exclude sale items -> Tick the box if you don't want this coupon to apply to products on sale. Per-cart coupons do not work if a sale item is added afterward.

Products -> Products that the coupon will be applied to, or that need to be in the cart in order for the fixed or percentage discount to be applied.

Exclude products -> Products that the coupon will not be applied to, or that cannot be in the cart in order for the "Fixed cart discount" to be applied. (Blank = can be used with all products)

Product categories -> Product categories that the coupon will be applied to, or that need to be in the cart in order for the fixed or percentage discount to be applied.

Exclude categories -> Product categories that the coupon will not be applied to, or that cannot be in the cart in order for the "Fixed cart discount" to be applied.

Email restrictions -> Email address or addresses that can use a coupon.

Restriction

Limit

Minimum spend

No Minimum

Maximum spend

No Maximum

Individual use only

☐

Exclude sale items

☐

Products

Filter by product ..

Exclude products

Filter by product ..

Product categories

Choose Categories ..

Exclude categories

No categories

Email restrictions

No restrictions

DRAFT

SUBMIT

Access Limitation

Usage limit per coupon -> How many times a coupon can be used by all customers before being invalid

Limit usage to X items -> How many items the coupon can be applied to before being invalid
 Usage limit per user -> How many times a coupon can be used by each customer before being invalid for that customer.

Restriction

Limit

Usage limit per coupon

Unlimited usage

Limit usage to X items

Apply to all qualifying items in cart

Usage limit per user

Unlimited usage

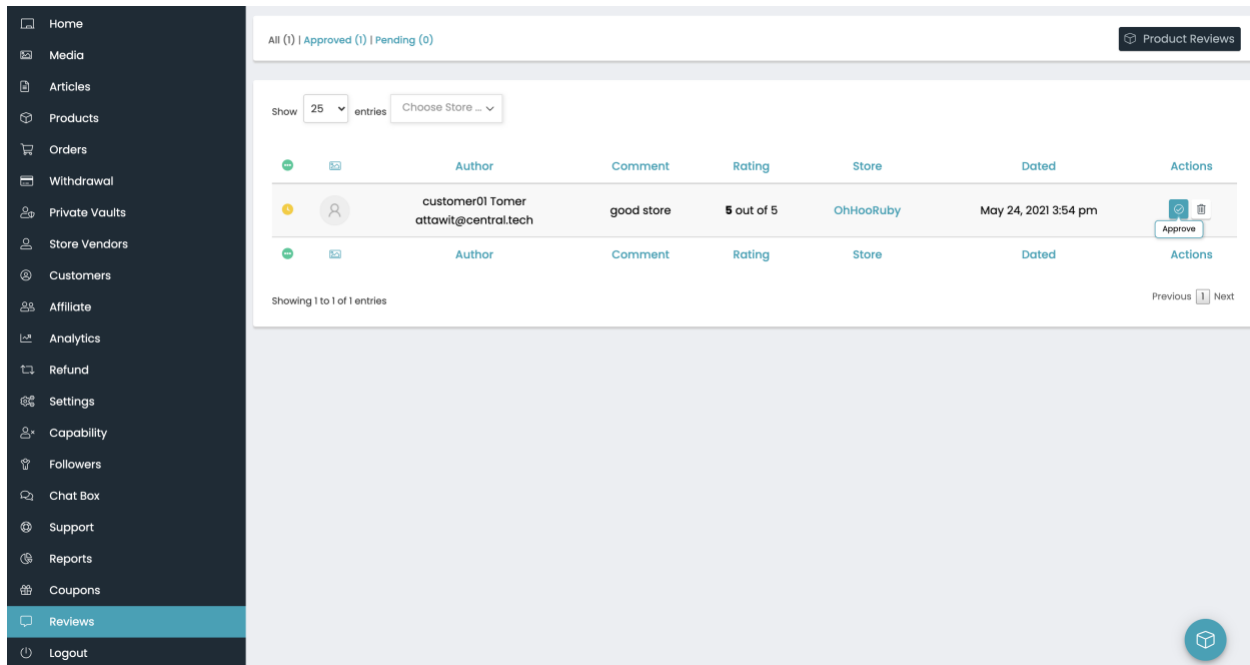
DRAFT

SUBMIT

Review menu

Display customer's review

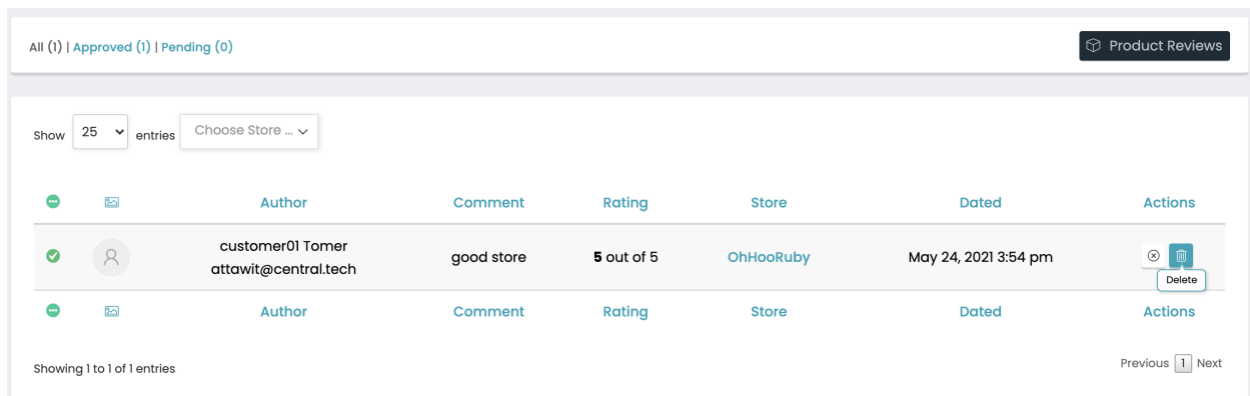
Customer's comment will not be displayed until it is approved.



The screenshot shows a sidebar menu on the left with 'Reviews' highlighted. The main content area is titled 'Product Reviews' and shows a table of reviews. The table has columns for Author, Comment, Rating, Store, Dated, and Actions. One review is listed, with the comment 'good store' and a rating of '5 out of 5'. The 'Actions' column for this review shows an 'Approve' button.

Author	Comment	Rating	Store	Dated	Actions
customer01 Tomer attawit@central.tech	good store	5 out of 5	OhHooRuby	May 24, 2021 3:54 pm	Approve

Review can be removed by clicking “Delete”

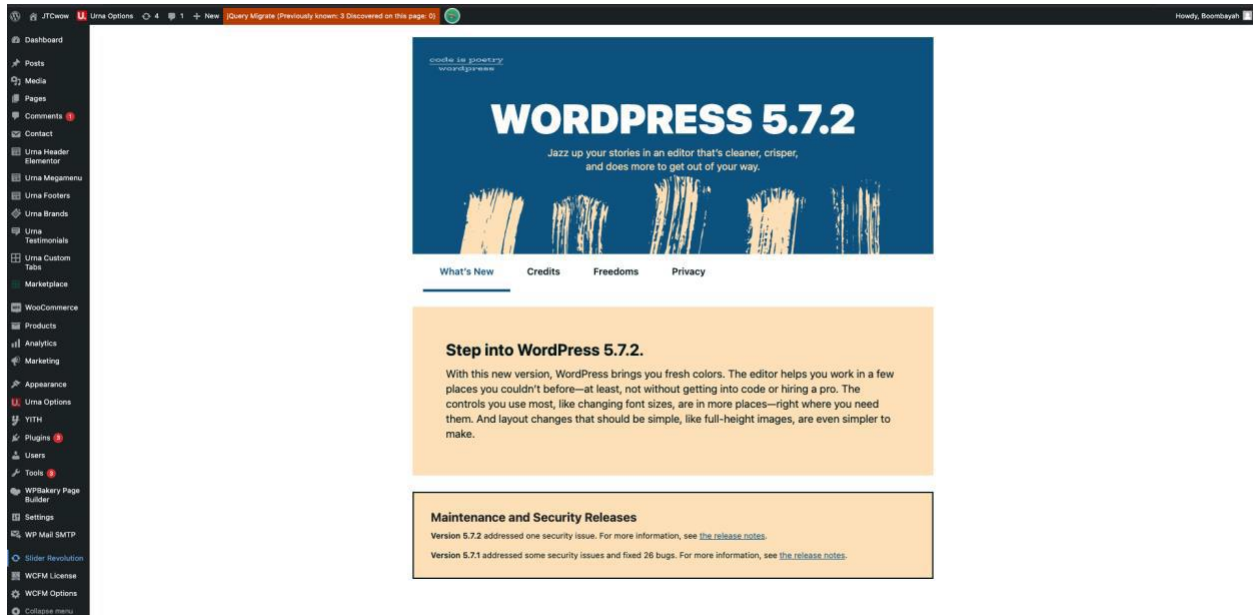


The screenshot shows the same 'Product Reviews' interface, but the 'Actions' column for the review now shows a 'Delete' button instead of an 'Approve' button. The review entry remains the same: 'good store' with a '5 out of 5' rating from 'customer01 Tomer attawit@central.tech' on 'May 24, 2021 3:54 pm'.

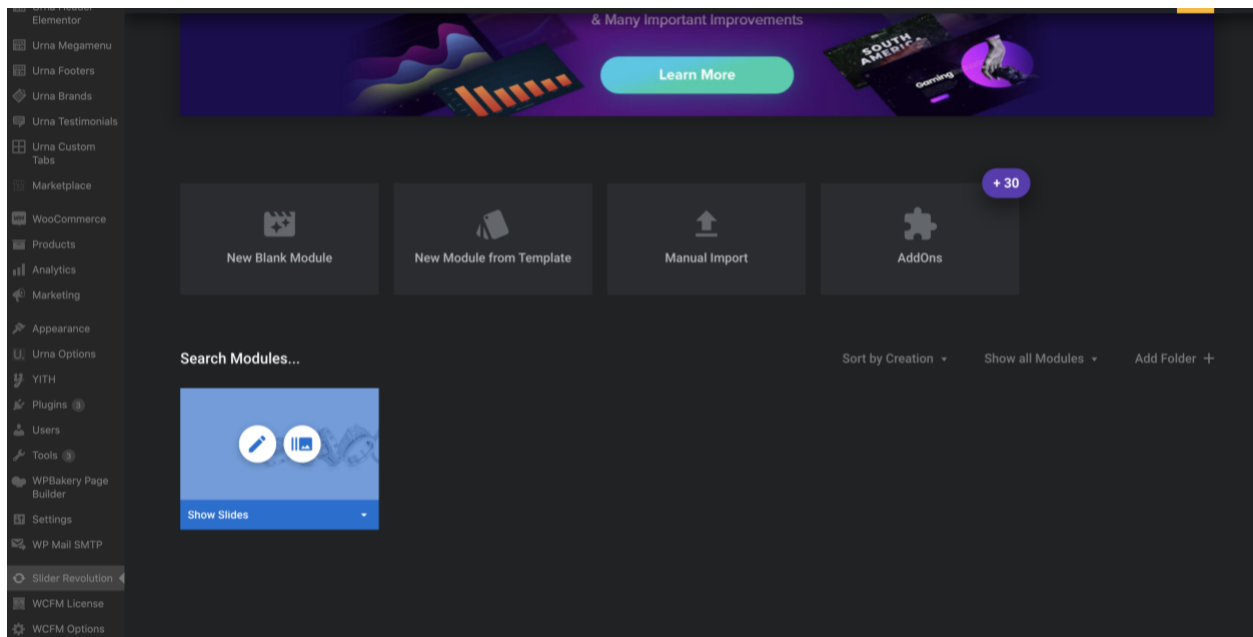
Author	Comment	Rating	Store	Dated	Actions
customer01 Tomer attawit@central.tech	good store	5 out of 5	OhHooRuby	May 24, 2021 3:54 pm	Delete

Slider Configuration (Advertising Banner for Vendors)

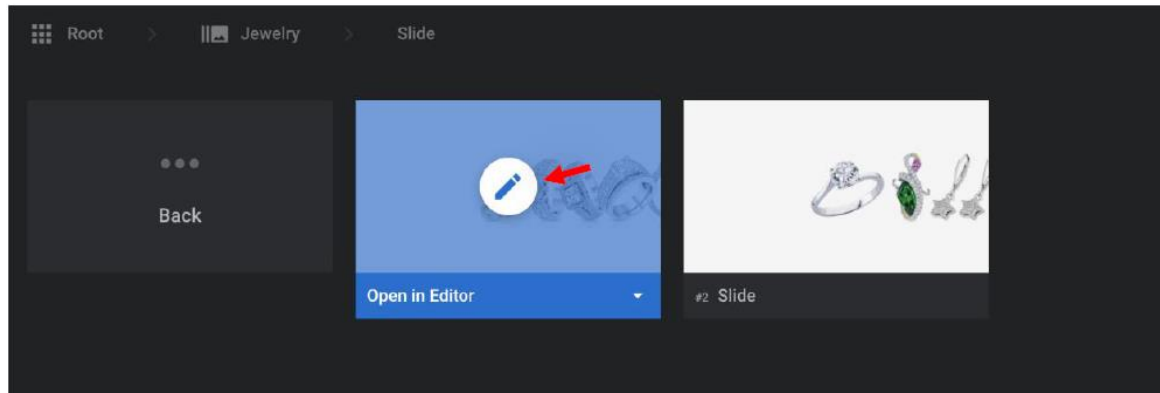
Log in with Admin Account -> Slider Revolution



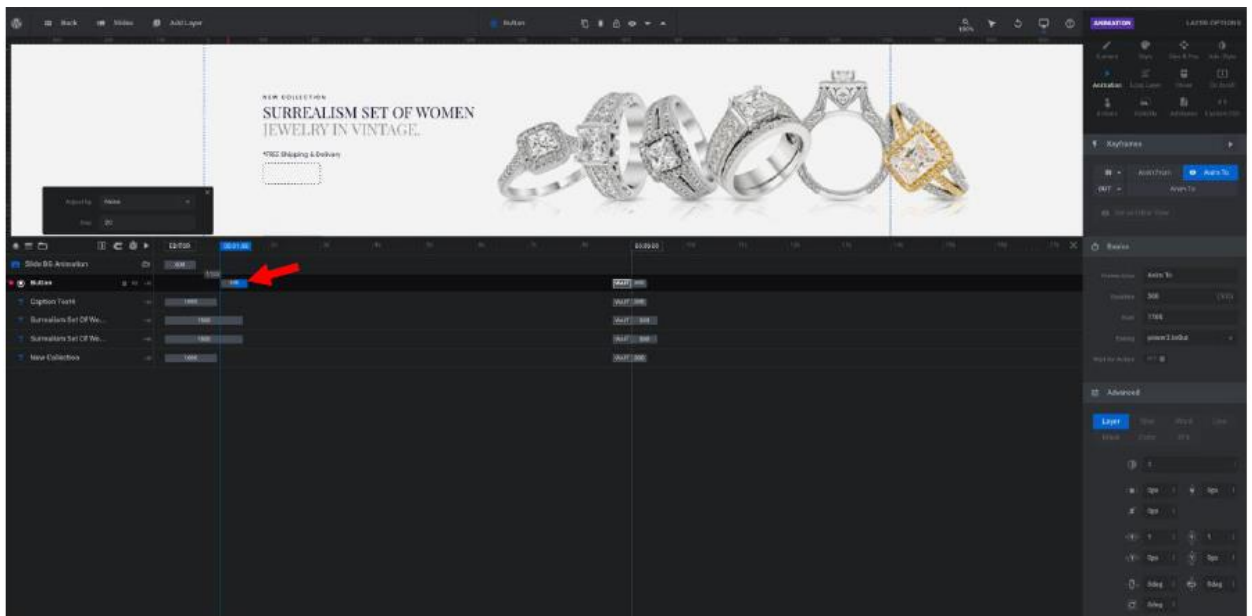
Select “Show Slides”



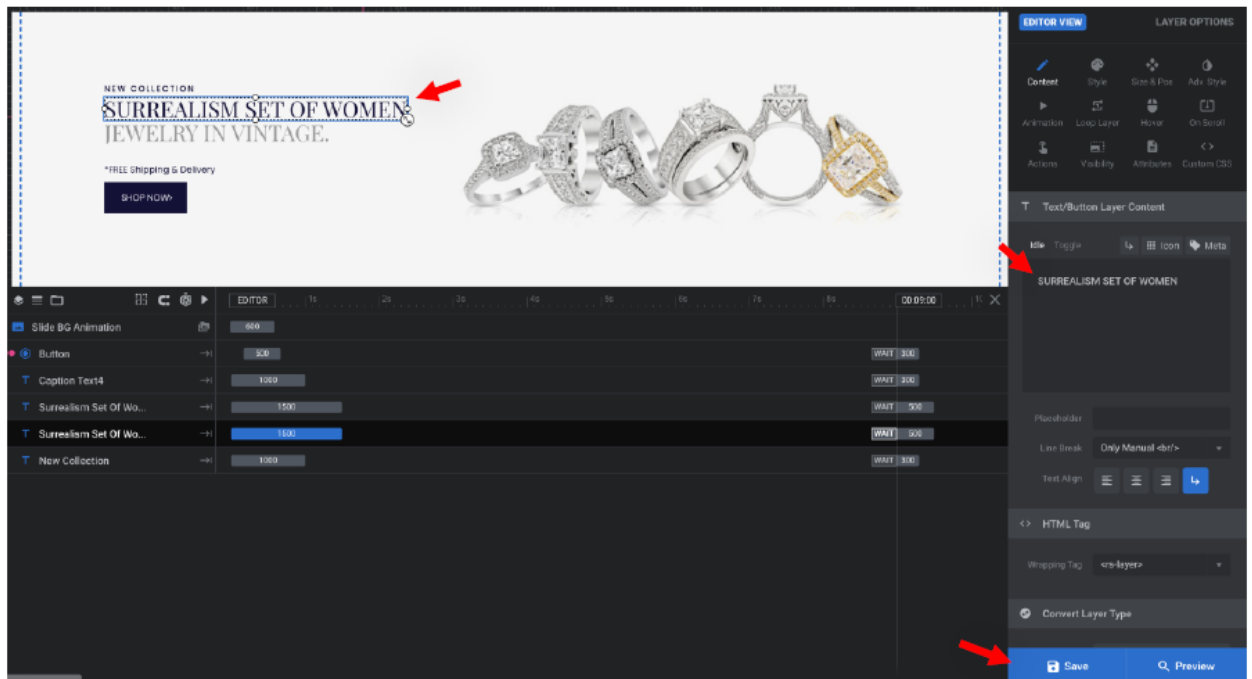
Select the slide you want to edit -> Open in Editor



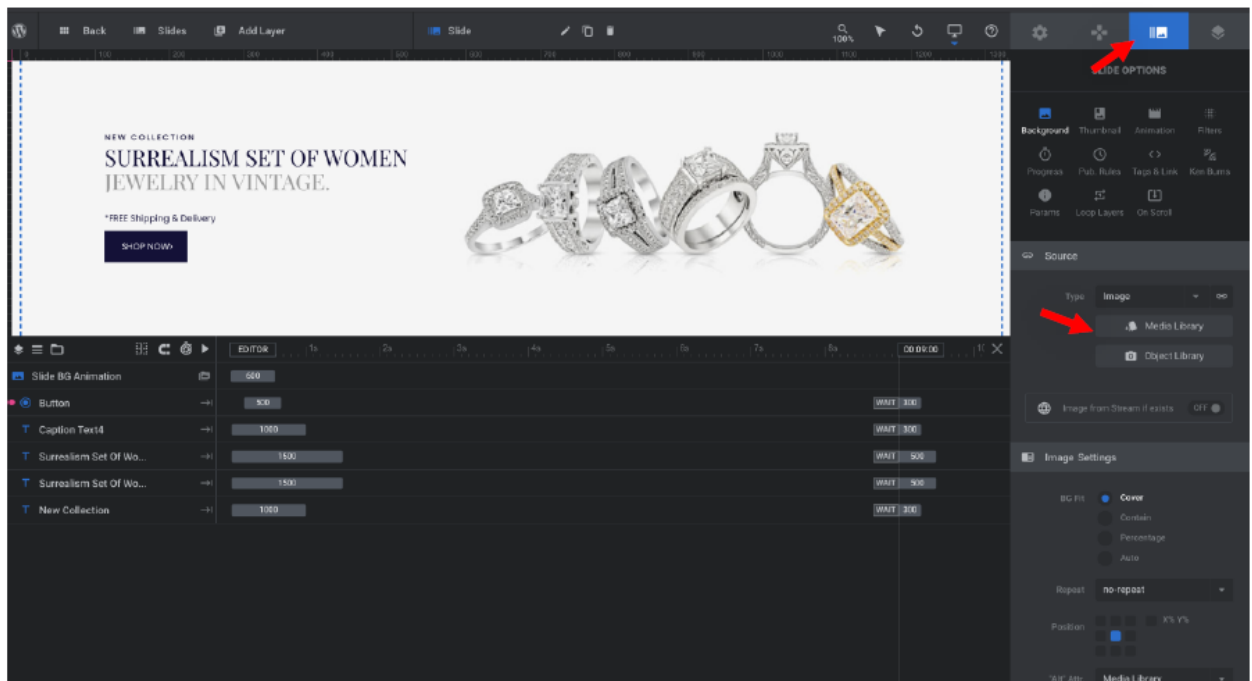
- Setting up a product to display on certain time
You can press the box to select the time you want to appear



- Editing the text
Select a text that you want to edit -> write and set up a text on the right side in the Text / Button Layer Content field -> Save

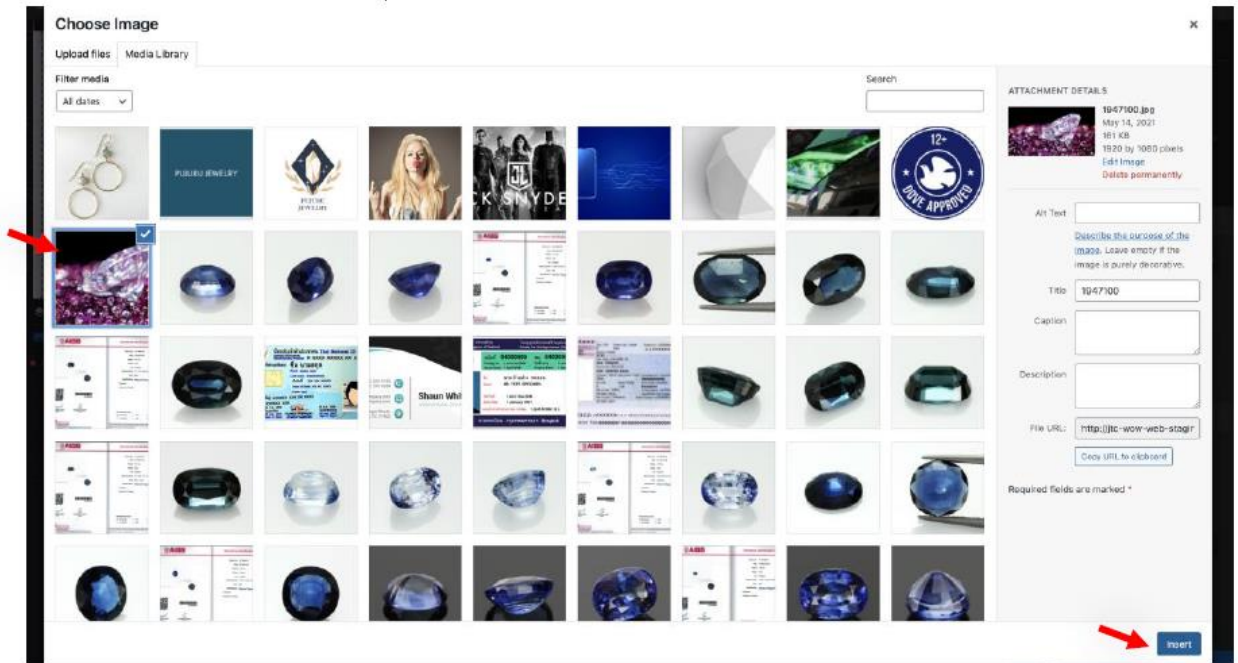


- Changing the picture
Select a Background -> Media Library

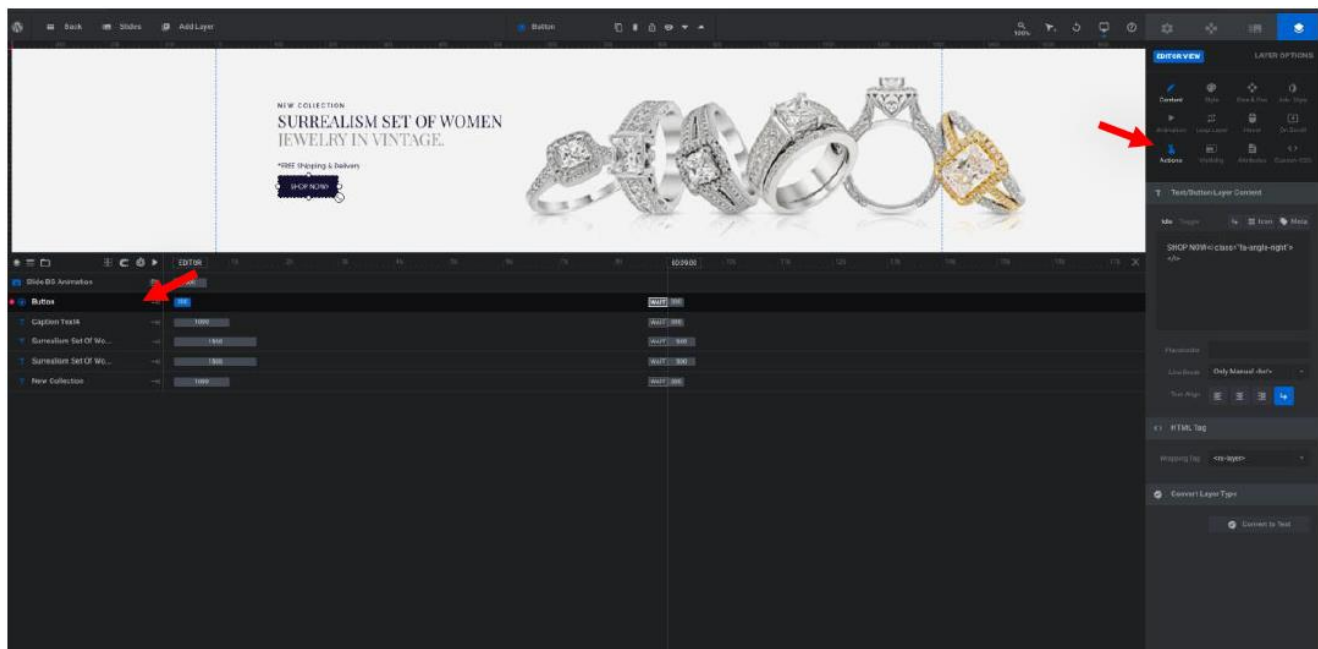


Select a preferred picture -> Insert

*** Suitable image size is 1320px * 370px



- Embed a vendor's URL on an advertising button
Select Button -> Actions



Select Simple Link -> embed a vendor's URL in Link URL field

