**ABSTRACT**

Kuwait Express is an import, export and commission agent for the first time (a directory of Chinese products and exhibitions) in Arabic and English to facilitate trade between Arab-speaking countries and China, the world's trading giant. Copyrights reserved to Kuwait Express Import & Export and commission agent. All information and data contained in this manual are up to date of publication. Kuwait Express, Import, Export and Commission Agent shall not be responsible for any damage resulting from the use of such information until the time of publication.

**MODULE**

**Web management** is an important module in Q8Express-admin module. The main 7 features of web management are 1) manage items 2) collections 3) offers 4) promo code 5) shipping 6) notification 7) upcoming birthday. The main operations of manage items are Add products, save, add group, search, view, edit. We can add collection, save, search, view, edit using collection option. Offer function is used to view, add, edit, save and search new offers. The option promo code is used to add promo code, discount details, valid from-to details, save, search, view, and edit functions. We can perform Add shipping details, company details, address, logo, save, search, view, edit functions using shipping option. We can generate user notification by using notification option. The last feature of web management is birthday alert. Birthday alert based on weekly or monthly can be generated using upcoming birthday feature.