**Admin Help File For**

**Pickpro Admin**

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**Submitted by**

**Webdroids**



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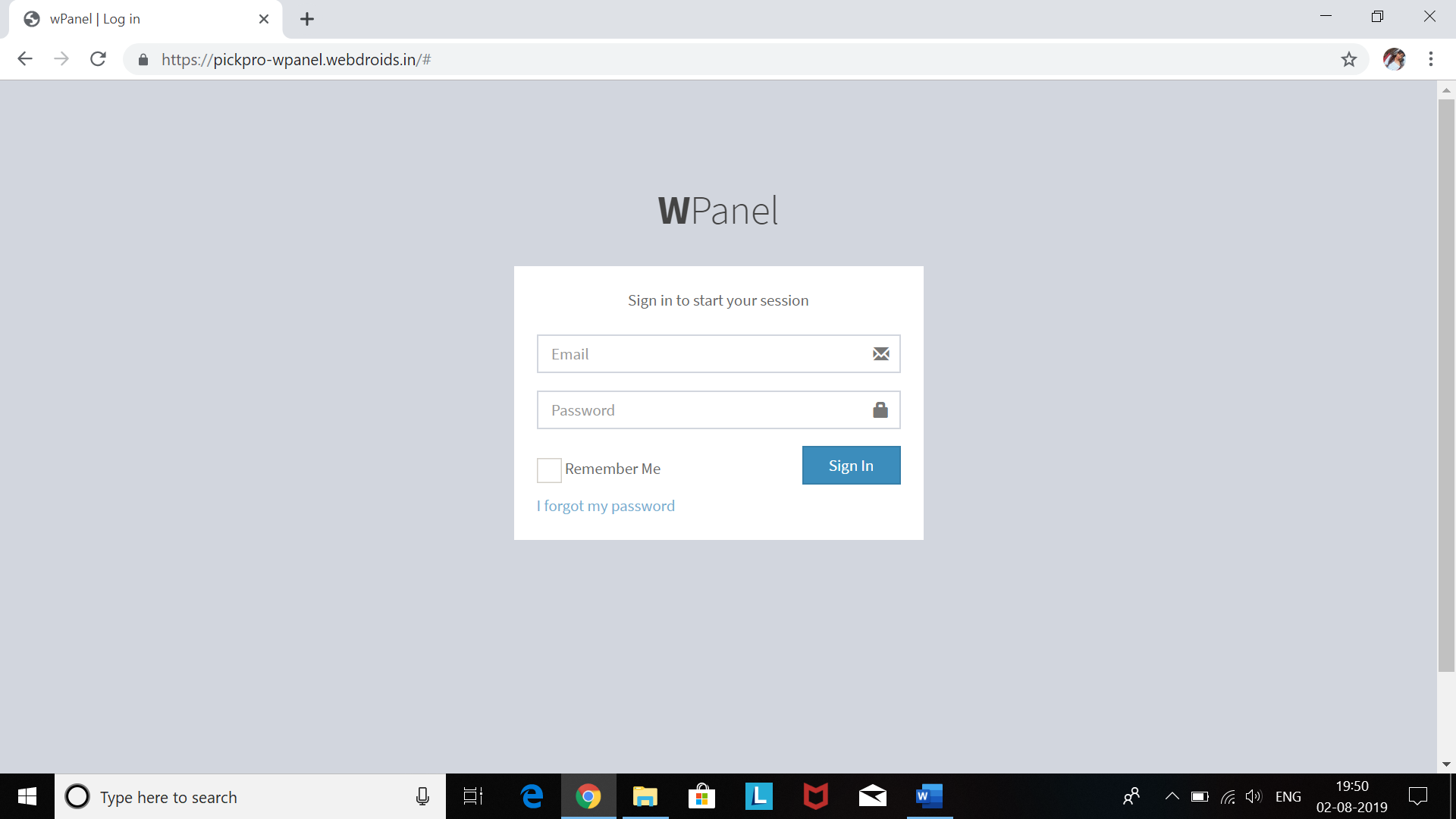
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# Login

The login page will consists of the following:

* Email ID and Password fields: The Admin can enter the provided Email ID and Password and then click on ‘Sign In’ to login in the Admin panel.
* Remember Me: On selecting this option, the credentials of the User will be saved. So when the User visits the website next time, the Email ID and Password fields will be pre-filled.



# Dashboard

* Post logging in by the Admin, the Admin will be redirected to the Dashboard.
* Dashboard is to give The Dashboard comprises of the following which displays counts in each section:
  + Dashboard
  + Catalog
  + Sales
  + Customers
  + Configuration
  + Help Panel
  + Messages
  + Notifications: The Admin will receive notifications
  + Profile
* The Dashboard consists of below data:
  + No. of orders
  + No. of Complaints
  + No. of User registrations
  + No. of unique visitors

# Catalog

## Category

* User can add and view categories by clicking on Catalog > Category.
* To add a new category click on ‘New Category’ button, the details of the Category as mentioned below needs to be filled up by the Admin:
  + Parent Category: Admin needs to select the default parent categories available in the dropdown list. This is a non-mandatory field.
  + Category Name: Name of the category needs to be entered. This is a mandatory field.
  + Description: Description of the category can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
  + Category banner/ Thumbnail: Admin can upload the banner/ thumbnail for the category.
  + Is featured: If turned on then the Category will be visible on the application. By default, the selection will be in ‘Inactive’ mode. Admin will have to select the checkbox in order to activate the same.
* Once the details of the Category are inserted, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and the category will be added in the table of the Category list. ‘Cancel’ button on clicking will close the ‘Add new category screen.
* The list of categories added by the Admin will be displayed in the tabular view.
* The details like Thumbnail, Name of the Category, Description, Created By, Created DateTime, Is Featured, Active, Action(View/Edit/Delete) will be displayed.
* Edit: The Category details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the Category will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.
* Export to Excel: Admin can export to excel the entire list of categories added.
* Import Category: Bulk upload of categories can be done through this feature.

## Brand

* On clicking on Brand option, the User can add Brand and also view the list of brands added by the Admin.
* Details of the brand can be added by entering the below details by clicking on ‘New Brand’ button:
  + Brand Name: Name of the brand can be entered. This is a mandatory field.
  + Description: Description of the brand can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
  + Brand banner/ Thumbnail: Admin can upload the banner/ thumbnail for the brand.
  + Is featured: If turned on then the Brand will be visible on the application. By default, the selection will be in ‘Inactive’ mode. Admin will have to select the checkbox in order to activate the same.
* Once the details of the brand are entered, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and the brand will be added in the table of the Brand list. ‘Cancel’ button on clicking will close the ‘Add new Brand’ screen.
* The list of brands added by the Admin will be displayed in the tabular view.
* The details like Thumbnail, Brand Name, Is Featured, Created By, Created DateTime, Active, Action(View/Edit/Delete) will be displayed.
* Edit: The Brand details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the brand will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.
* Export to Excel: Admin can export to excel the entire list of brands added.
* Import Brand: Bulk upload of brands can be done through this feature.

## Manufacturer

* On clicking on Manufacturer option, the User can add Manufacturer and also view the list of Manufacturers added by the Admin.
* Details of the Manufacturer can be added by entering the below details by clicking on ‘New Manufacturer’ button:
  + Manufacturer/ Vendor: Name of the Manufacturer/ Vendor needs to be entered. This is a mandatory field.
  + Mobile No.: Mobile No. of the Manufacturer/ Vendor needs to be entered. This is a mandatory field.
  + Email ID: Email ID of the Manufacturer/ Vendor needs to be entered. This is a non-mandatory field.
  + Bank Account No.: Bank account no. of the Manufacturer/ Vendor needs to be entered. This is a non-mandatory field.
  + IFSC code: IFSC code of the Manufacturer/ Vendor’s bank account needs to be entered. This is a non-mandatory field.
  + Account person name: Bank account name of the Manufacturer/ Vendor needs to be entered. This is a non-mandatory field.
  + PAN number: PAN no. of the Manufacturer/ Vendor needs to be entered. This is a non-mandatory field.
  + GST number: GST no. is available needs to be entered. This is a non-mandatory field.
  + Address: Address of the Manufacturer/ Vendor needs to be entered. This is a non-mandatory field.
  + Description: Description of the Manufacturer can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
* Once the details of the Manufacturer are entered, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and the Manufacturer will be added in the table of the Manufacturer list. ‘Cancel’ button on clicking will close the ‘New Manufacturer’ screen.
* The list of Manufacturers added by the Admin will be displayed in the tabular view below the add new Manufacturer details fields.
* Edit: The Manufacturer details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the Manufacturer will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.
* Export to Excel: Admin can export to excel the entire list of manufacturer added.
* Import Manufacturer: Bulk upload of manufacturer can be done through this feature.

## SKU

* On clicking on SKU option, the User can add SKU and also view the list of SKUs added by the Admin.
* Details of the SKU can be added by entering the below details by clicking on ‘New SKU’ button:
  + Parent SKU: Admin needs to select the default parent SKU available in the dropdown list. This is a non-mandatory field.
  + SKU Name: Name of the SKU needs to be entered. This is a mandatory field.
  + Description: Description of the SKU can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
* Once the details of the SKU are entered, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and the SKU will be added in the table of the SKU list. ‘Cancel’ button on clicking will close the ‘New SKU’ screen.
* The list of SKUs added by the Admin will be displayed in the tabular view with details such as SKU code, SKU name, Created By, Created Date, Active, Action(View, Edit, Cancel).
* Edit: The SKU details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the SKU will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.
* Export to Excel: Admin can export to excel the entire list of SKUs added.
* Import SKU: Bulk upload of SKU can be done through this feature.

## Measure Type

* On clicking on Measure Type option, the User can add Measure Type and also view the list of Measure Types added by the Admin.
* Details of the Measure Type can be added by entering the below details on clicking on ‘New measure type’ button:
  + Measure Type: Name of the Measure Type needs to be entered. This is a mandatory field.
  + Description: Description of the Measure Type can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
* Once the details of the Measure Type are entered, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and the Measure Type will be added in the table of the Measure Type list. ‘Cancel’ button on clicking will close the ‘New measure type’ screen.
* The list of Measure Types added by the Admin will be displayed in the tabular view with details such as Measure type, Description, Created By, Created DateTime, Active, Action(View, Edit, Delete).
* Edit: The Measure Type details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the Measure Type will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.
* Export to Excel: Admin can export to excel the entire list of Measure types added.

## Measure Name

* On clicking on Measure Name option, the User can add Measure Name and also view the list of Measure Names added by the Admin.
* Details of the Measure Name can be added by entering the below detail on clicking on ‘New measure’ button:
  + Measure Type: Admin needs to select the measure type added from the ‘Measure type’ module which will be available in the dropdown list. This is a mandatory field.
  + Measure Name: Name of the Measure needs to be entered. This is a mandatory field.
  + Description: Description of the Measure name can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
* Once the details of the Measure Name are entered, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and the Measure Name will be added in the table of the Measure Name list. ‘Cancel’ button on clicking will close the ‘New measure’ screen.
* The list of Measure Names added by the Admin will be displayed in the tabular view with details such as Measure Name, Description, Measure type, Created By, Created DateTime, Active, Action(View, Edit, Delete).
* Edit: The Measure Name details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the Measure Name will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.
* Export to Excel: Admin can export to excel the entire list of measures added.
* Import Measure: Bulk upload of Measures can be done through this feature.

## Cuisines

* On clicking on Cuisines option, the User can add Cuisines and also view the list of cuisines added by the Admin.
* Details of the Cuisines can be added by entering the below details on clicking on ‘New Cuisines’:
  + Cuisines Name: Name of the Cuisines can be entered. This is a mandatory field.
  + Description: Description of the Cuisines can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
  + Is featured: If turned on then the cuisines will be visible on application. By default, the selection will be in ‘Inactive’ mode. Admin will have to click on the checkbox in order to activate the same.
  + Cuisine banner: The image of the Cuisines can be uploaded if required. This is a non-mandatory field.
* Once the details of the Cuisines are entered, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and the Cuisines will be added in the table of the Cuisines list.
* The list of cuisines added by the Admin will be displayed in the tabular view.
* Edit: The Cuisines details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the Cuisine will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.
* Export to Excel: Admin can export to excel the entire list of cuisines added.
* Import cuisines: Bulk upload of cuisines can be done through this feature.

## Generate QR code

* On clicking on Generate QR code option, the User can add Recipe and also view the list of recipes added by the Admin.
* QR code can be generated by clicking on ‘Generate’ button. On clicking on ‘Generate’ button, a unique ID will be generated and the same will be added to the QR code list. The User can download the QR code by clicking on ‘Download’ button.
* In the QR code can be then linked to the recipe.
* In the QR code list, the following details will be displayed in the table:
  + QR code
  + QR code unique ID
  + Is Used: ‘✓’ will be displayed when it is linked with a recipe and ‘🗶’ will be displayed when it is not used/ linked with a recipe
  + Created By
  + Created Date
  + Active
  + Action: Download

## Product

* On clicking on Products option, the User can Add Products and also view the list of Products added by the Admin.
* The below product details need to be entered by clicking on ‘New product’ in order to add a new product:
  + Product banner: Product image can be uploaded.
  + Product Name: Name of the product needs to be entered. This is a mandatory field.
  + Description: Description of the product can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
  + Category: Here the categories added in the master will be displayed. This is a mandatory field.
  + Brand: Here the Brand added in the master will be displayed. This is a mandatory field.
  + Manufacturer: Here the Manufacturers added in the master will be displayed. This is a mandatory field.
  + Measure: Here the measure added in the master will be displayed. This is a mandatory field.
  + SKU: Here the SKU added in the master will be displayed. This is a mandatory field.
  + Cost: Cost of the product needs to be entered which will be visible only to the Admin. This is a non-mandatory field.
  + Price: Price is the price which will be displayed to the user on the application. This is a mandatory field.
  + Stock: Here the stock of the product needs to be added. This is a mandatory field.
* Once the details of the product are inserted, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and Admin will be redirected to the Product list.
* ‘Back to product list’ will take the Admin to the product listing page.
* Product details added such as Product banner/ Thumbnail, Product name, Created By, Created DateTime, Is Featured, Action(View, Edit, Delete) will be displayed in the table.
* Edit: The product details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the product will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.

## Recipe

* On clicking on recipe option, the User can add Recipe and also view the list of recipes added by the Admin.
* A new recipe and it’s details can be added by clicking on ‘New recipe’ button.
* On clicking on ‘New Recipe’ button, the details of the recipe as mentioned below needs to be filled up by the Admin:
  + Recipe banner: recipe image can be uploaded.
  + Recipe Title: The title of the recipe needs to be entered. This is mandatory field.
  + YouTube Link: The recipe’s video link on YouTube needs to be entered.
  + QR code: The QR code added in the ‘Generate QR code’ master will be displayed here in the drop-down list.
  + Cuisines: The cuisines added in the ‘Cuisines’ master will be displayed here in the drop-down list.
  + Description: Description of the recipe can be added for reference. These details are not displayed on the front end to the User. This is a non-mandatory field.
  + Preparation Time: The recipe’s preparation time can be entered. This is mandatory field.
  + Total Time: Total time of the recipe i.e. cooking time, serving time, etc needs to be entered. This is mandatory field.
  + Serving Time: The serving time needs to be entered. This is mandatory field.
  + Choose file: The image of the Cuisines can be uploaded if required. This is a non-mandatory field.
  + Is featured: If turned on then the recipe will be visible on homepage in ‘Featured’ listing. By default, the selection will be in ‘Inactive’ mode. Admin will have to click on the right side of the slider in order to activate the same.
* Post this the below details also needs to be added which is mandatory:
  + Recipe steps: The steps of the recipe can be added. Multiple steps can be added by clicking on ‘+’ icon. The step can be deleted by clicking on ‘-‘ icon.
  + Recipe Ingredients: Ingredient/s can be added. Multiple ingredients can be added by clicking on ‘+’ icon. The ingredient can be deleted by clicking on ‘-‘ icon.
  + Product mapping: Product/s can be mapped to the recipe. All the products added in the master will be displayed here. The Admin can multi-select the products.
* Once the details of the recipe are inserted, click on ‘Add’ to save the data. On clicking ‘Add’, the details will be saved and Admin will be redirected to the recipe list.
* ‘Back to recipe list’ will take the Admin to the recipe listing page.
* Recipe details added such as Recipe banner/ Thumbnail, Name, Created By, Created DateTime, Is Featured, Action(View, Edit, Delete) will be displayed in the table.
* Edit: The recipe details once added can be edited by clicking on the Edit icon. The details will be pre-filled in the fields wherein the User can edit the details and then click on ‘Modify’ to save the changes. The User can click on ‘Cancel’ if changes need not be done.
* Delete: On clicking ‘Delete’, a confirmation popup message i.e. ‘Once you delete data cannot be rollback. Do you still want to continue?’ will be displayed. On clicking ‘Yes’ button, the product will be deleted. On clicking ‘Cancel’ button, the pop-up will be closed.

# Sales

## Orders

* In this section on clicking on Sales> Orders, the User can view the list of orders placed and it’s status.
* Admin can view the orders by clicking on ‘View’ button.
* The orders can have any of the following status:

1. Pending: This status is displayed when the order is placed and not processed.
2. Processing: This status is displayed when the order is being prepared and before it is shipped.
3. Shipped: This status is displayed after the order is processed and in process to be shipped.
4. Delivered: This status is displayed after the order is successfully delivered to the Customer.

## Shopping carts and Wishlists

# Customers

## Customers

## Customers Role

## Online Customers

# Promotions

## Discount

* Here the Admin can define the discount and tag the discount to the product.
* The discounts added in the Promotion> Discount module will be reflected in the ‘Discount’ dropdown field in the Products module while adding a new product.
* The discount can be added by entering the below details:
* Title: Title of the discount to be entered. Just for information purpose and will not be reflected in the front end. This is a mandatory field.
* Discount: The discount % needs to be entered which will be reflected in applied on the respective products. This is a mandatory field.
* Description: Description of the discount to be entered. Just for information purpose and will not be reflected in the front end

## Campaigns

# Content Management

## Message template

# Manage Masters

## User Master

* Here the list of User master fields created will be displayed.
* A new master can be added by clicking on ‘Add new master’ button.
* On clicking, the below fields will be displayed wherein the User will have to fill the required details:
  + Control Type: The Admin needs to select the control type of the field i.e. textbox, Date, checkbox, radio button, etc. This is a mandatory field.
  + User Master Name: Name of the field needs to be added. This is a mandatory field.
  + Is Compulsory: If the field is mandatory, then ‘Yes’ needs to be selected. Otherwise, ‘No’ to be selected. By default, ‘No’ will be selected.
  + Description: The Admin needs to add the description of the field if required.
* On clicking ‘Save’ button, the details will be saved and the data will be displayed in the User master list.

## User Master Data

* For the User masters with control type like dropdown, list view, etc where data is required to be displayed then the data can be added through User master data module.
* The User master data added will be displayed in the list view.
* New user master data can be added by clicking on ‘Add new master data’ button.
* The following details needs to be filled:
  + User master: The User master needs to be selected from drop-down list. This is a mandatory field.
  + User master data: User master data needs to be filled. This is a mandatory field.
  + User master data description: Description needs to be added. This is a mandatory field.
* On clicking ‘Save’ button, the User master data will be saved. Multiple user master data can be added for a user master.

# Reports

## Low Stock

## Best seller

## Products never purchased

# Support Ticket

## User Master