

E-Commerce User Manual

Instruction to Add category

- Go to **Catalog > Category**, click on **Add new Category** button.

The screenshot shows the 'Category' management interface. At the top, there's a navigation bar with 'Available Credit: 9985.84', 'Go Live', and 'Logout' buttons. The left sidebar contains various menu items like Dashboard, Catalog, Products, Category, Brand, Attribute, Order, Customers, Delivery Status Update, Credit Manage, Themes Store, Shiprocket details, Reports, and Profile. The main content area is titled 'Category' and includes an 'Add new Category' button. Below the title is a breadcrumb trail: Home > category. A table lists 5 categories with columns for S.no, Name, Description, display, and Action.

S.no	Name	Description	display	Action
1	Foods	Daily eatable foods	✓	
2	Veg	Vegetables	✓	
3	Non Veg	Non-Veg foods	✓	
4	Snacks	Spicy potato chips	✓	
5	Daily needs	Daily need products	✓	

- Fill the category particulars in appropriate fields.
 - **Name** -> Enter the name for the category.
 - **Display** -> Choose whether to display this category or not.
 - **Parent Category** -> Select a parent category if any.
 - eg.: Electronics is a parent category for Television.
 - Note : Parent category should have been added already.
 - **Description** -> Enter description for category.

The screenshot shows the 'Add New Category' form. At the top, there's a navigation bar with 'Back' and 'Save' buttons. The breadcrumb trail is: Home > Category > Add New Category. The form is titled 'Add New Category' and has a 'General' tab selected. The form fields are: Name (text input), Display (radio buttons for ON and OFF), Parent Category (dropdown menu), and Description (rich text editor with a toolbar). The toolbar includes options for Font, Formatting, Font size, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Undo, Redo, Strikethrough, Link, Unlink, and Source code.

- After Entering all details, click on **Save** button on top right corner.

Instruction to Add Brand

- Go to **Catalog > Brand**, click on **Add new Brand** button.

The screenshot shows the 'Brand' management interface. On the left is a sidebar with navigation options: Dashboard, Catalog, Products, Category, Brand, Attribute, Order, Customers, Delivery Status Update, Credit Manage, Themes Store, Shiprocket details, Reports, and Profile. The main content area is titled 'Brand' and includes a breadcrumb 'Home > Brand'. A table lists four brands:

S.no	Name	Description	display	Action
1	foodfresh	Food Fresh brand	✓	
2	licious		✓	
3			✓	
4	Colgate		✓	

- Fill the Brand details in appropriate fields.
 - **Name** -> Enter the Brand name.
 - **Display** -> Choose whether to display this brand or not.

The screenshot shows the 'Add New Brand' form. It includes the following fields and controls:

- Name**: A text input field.
- Display**: Radio buttons for ON (selected) and OFF.
- Brand Logo**: A button labeled 'click to upload image'.
- Description**: A rich text editor with a toolbar containing options for font, formatting, font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, code, and fullscreen.

- **Brand Logo** -> Upload a brand logo.
- **Description** -> Enter description for the Brand.
- After Entering all details, click on **Save** button on top right corner.

Instruction to Add Attributes

- Go to **Catalog > Attribute**, click on **Add new Attribute Group** button.

Available Credit: 0 Go Live Logout

Category Add new Attribute Group Add new Attribute

Home > Attribute

>> Attribute (3)

S.no	Name	Group	Action
	<input type="text" value="Name"/>	<input type="text" value="--select--"/>	<input type="button" value="Q"/>
1	Kg	Weight	<input type="button" value="✎"/>
2	grams	Weight	<input type="button" value="✎"/>
3	L	Weight	<input type="button" value="✎"/>

- Enter the **group name** (eg.: Weight) and click on **Save** button.

Available Credit: 0 Go Live Logout

Add New Attribute Group Back Save

Home > Attribute > Add New Attribute Group

>> Add New Attribute Group

*Group Name

- then click on **Add new Attribute** button.
- Enter **attribute name** (eg.: Kg or Grams)

Add New Attribute

[Back](#)[Save](#)

[Home](#) > [Attribute](#) > Add New Attribute

>> Add New Attribute

*Name

*Group name

- Select the appropriate **Attribute group** and click on **Save** button.

Instruction to Add Products

- Before proceeding to add products, complete **Add category** and **Attribute** since it will be needed to add products.
- Go to **Catalog > Products**, click on **Add new Product** button.

The screenshot shows the 'Product' management page. At the top, there's a navigation bar with 'Home > Product' and buttons for 'Import', 'Export', and 'Add new Product'. A sidebar on the left contains a menu with options like 'Dashboard', 'Catalog', 'Products', 'Category', 'Brand', 'Attribute', 'Order', 'Customers', 'Delivery Status Update', 'Credit Manage', 'Themes Store', 'Shiprocket details', 'Reports', and 'Profile'. The main content area displays a table of products with columns for S.no, Name, Category, Price (tax excl.), Quantity, Display, and Action. The table contains 5 rows of product data.

S.no	Name	Category	Price (tax excl.)	Quantity	Display	Action
1	Tomato 1Kg	Veg	₹100	100	✓	
2	Chicken 1Kg	Non Veg	₹400	148	✓	
3	Spicy chips	Snacks	₹50	500	✓	
4	Shampoo	Daily needs	₹200	300	✓	
5	Tootpaste	Daily needs	₹150	450	✓	

- Fill every field with appropriate details.
- The details in the **Description** field will be displayed under product description. so use styles that are needed in product description like specifications and features of the product.
- In **options** tab, you can add your product image and add attributes by clicking **Add Attribute** button.
 - select the Attribute that you already created and enter value for it
 - Example.: Attribute = Kg and Value = 1.
- You can add multiple attributes.

Add New Product

Home > Product > Add New Product

>> Add New Product

*Product Name

General Pricing Quantity Dimensions Options

Product image [click to upload image](#)

[Add Attribute](#)

[Back](#) [Save](#)

- **Important note:**
 - For different quantities or values you should add multiple products with different attributes.
 - Example: Onion 1Kg and onion 500gm are two products.
 - so provide a product name like onion 1 kg and onion 500gm to avoid naming clash.
- After providing all necessary details, click on **Save** button.

Instruction to Add Credits to your account

- Go to **Credit Manage**, click on **Add Credit** button.

Add Credits

Home > Credits Manage > Add Credits

>> Add Credits

Your Available credit balance is 0.

Enter the credit amount you need to purchase :

[Get credits](#)

[back](#)

- Enter the credit you wish to purchase and click on **Get credits** button.
- On Successful payment, Your credit will be added to your account.

Instruction to choose your website theme

- Go to **Theme Store**.

- From the themes available, you can choose any theme that suits your business.

- Some themes are free and some are paid themes.
- you can buy a paid theme and use it.
- clicking the plus icon on the themes will apply it.

Steps to make your site live

- Add Some products
- Choose your Website template in **Theme Store**.
- Fill the following details in your profile,
 - Account Info - that includes company name, logo, contact information, etc.
 - Domain settings - Enter your domain name and add A record with the IP provided.
 - Payment gateway - Fill Your payment gateway details in **Settings > Payment Gateway**.
 - Mail settings - Provide Mail details for sending mails to customers.
 - Banner image - Add Banner image for website in Banner details in **Settings > Banner details**.
 - Shiprocket details - Enter your shiprocket account API User details.

Instruction to register with Shiprocket

- Go to this link <https://app.shiprocket.in/register> and register with shiprocket.
- Complete the registration process and also kyc with shiprocket.
- After Successful completion of registration and kyc process, Add fund to your shiprocket to carryout delivery process.

Instruction to fill Payment Gateway

- choose any one payment gateway available in the panel and Enter the details for that payment gateway in **Settings > Payment Gateway**.

Payment Gateway Settings Update

Home > Settings > Payment Gateway

>> Payment Gateway Settings

Razorpay

KEY ID

KEY SECRET

Cashfree

Client ID

Client Secret

- Signup with the particular gateway provider and get the details that need to be entered.

Instruction to Create a order for customer

- Go to **Order > Orders**, click on Add new Order button.
- Select a customer by typing customer name or Add new Customer.
- After choosing a customer, Select a product by searching it with name and click on **Add to Cart** button.
- you can add multiple products to cart and review the summary and click on **Create order** button.

Instruction to signup with Razorpay

- [Click here](#) and register with razorpay.
- complete your activation form and kyc with razorpay
- Once your account is activated, [click here](#) and generate an API key.
- Once the API key is generated successfully, copy the Key Id and Key Secret and share this Key in **Settings > Payment Gateway**.
- You can also customize your payment page by clicking this [link](#).

Instruction to signup with Cashfree

- [Click here](#) and register with Cashfree.
- Activate your by providing the details needed
- Go to this [link](#) and Generate API Key.
- Copy and share this App Id and Secret Key in **Settings > Payment Gateway**.