E-Commerce User Manual

Instruction to Add category

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

● 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.

- 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.

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

- ○ **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.

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

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

- 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.

- 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.

- **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.

- 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.**

- 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.**