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Administrative Features

This is a Web Based Interface, protected by unique username and password. So the Administrative Facilities will be accessible to the Store Owner.

This Module is basically provided to manage the online store completely. The functions include management of Products, Taxes, Vendors, and Running Promotions etc.

The basic functions can be classified in two parts as under:

1. The Configuration and Control Module

The functions included here are Attribute Definition, Category Management, Payment Management, Product Management, Promotion Management, Shipping Management, Tax Parameters, and Vendor Management etc.

2. The Reporting and Status Module

The functions included here are Payment Status, Delivery Status, Shopping Status, Customer Status, Stock Status, Reorder Status, Receipt Report, Email Facility, and Order Status etc.

The Functions Of Configuration and Control Module

Attribute Definition: This section allows administrator to define basic attributes and their value. There are to subcategories to define attributes. First part allows administrator to define basic attribute. Second part is to enter value for define attributes in first part.

1) Attribute Master - Attribute master is a section where administrator can define basic attributes for the products of the company. Enter attribute name in Attribute Name textbox and submit the form. Defined attributes name list will be shown below the submission form. To edit the value click on edit link besides attribute name. Make needed changes and submit the form. To delete the attribute click on delete link besides edit link.

2) Attribute Value - In this section administrator can define values for attributes, which are defined in Attribute Master section. (We have already discussed it above.) Select attribute name from Attribute Type list box. Enter attribute value and submit the form. (E.g. Color [attribute type]- red, green, blue [attribute value]) Entered attribute value will be shown below the submission form. To edit the value click on edit link besides attribute value. Make needed changes and submit the form. To delete the value click on delete link besides edit link.

Category Management: Every store has categories for their products. ZoomYrShop allows administrator to create N-numbers of categories. It also allows creating sub-categories till five levels down. There are three different tabs to manage category.

1) Category Details - In this tab administrator can define categories and sub categories.

a. To define category, just enter the details and submit.

b. To define subcategory first click on parent category so child category will be defined under clicked parent category.

Like this administrator can define five levels down subcategory. If category does not have hyperlink it means under that category products are defined or it is a last level category so further categorization is not possible.

c. To edit (e.g. change the category name or change parent category etc.) any category click on edit link.

d. Similarly by clicking on delete link it will delete current category and all subcategory under it along with its all products.

2) Category Images - If company wants to display an image with category on net administrator can upload image easily in this section. First select category for which you want to upload the image. Select browse button to locate your image and then simply click on upload image button. If you have not selected correct path or category click on Refresh Page button, which will bring new fresh page to upload image. If you want to change image for the category select the category and add image it will overwrite the image. You don't need to delete previously uploaded image for the category.

3) Category View - This section has control over displaying categories on net to users. If company wants to hide a specific category select hide category check box and submit the page. Sub categories and products will be hide automatically. In future if company wants to put it again on net click on show category, it will be again shown on net along with subcategories and products.

Product Management: Administrator can manage products in this section. New products can be added, edit and delete. Product attributes can be defined. Product image can be uploaded. Products can be hide and can be defined as new arrival to display as new product on net. Let's find it out in detail how to manage all above.

1) UOM Definition - Administrator can define unit of measure in which company wants to sell product. Enter UOM name and submit the page. If you want to edit UOM click on edit link same way to delete it click on delete link. These values will be shown in dropdown list box in other pages where UOM are supposed to attach.

2) Define Products - Here administrator can define products of the company. Enter unique product code to identify products uniquely. Enter name of the product. Select category under which product falls. There are two types of description to show with product. One is short description, which is shown when all products under one category are displayed together. Second is detail description, which is shown in product detail page to see details of the specific product. Select UOM for product from the given list. According to this unit product will be sell. If your UOM is not there in the list click on UOM hyperlink below the list. It will take you to the page where you can define new UOM. Second similar link is in the list box name Create UOM link. Define different price for product (e.g. MRP, Wholesale, Real Cost etc.) according to the company's requirement. Define Initial stock quantity. This can be added once. In future you cannot modify this value. While adding new product Available quantity will be equal to Initial stock quantity. Available quantity will be minus when customer receives delivery. Define product-shipping weight. According to this

weight, shipping rate will be charged to the customer. Select related product from the list. These products will be shown in product detail page beside the current product. To select multiple products from the list hold down ctrl key and select (click) products one by one. If company has vendor management (we will discuss this later in Vendor Management section) attach product to a vendor from whom company buys product by selecting vendor from given vendor list. At last submit the form to save product detail. If you don't want to save the detail and want to add new details click on Refresh page button to get new submit form. Added products list will be shown category wise below the submit form along with product code and product name. To edit any product click on Edit link beside product name. Make your changes and click submit button. Your changes will be saved. Same to delete the product click on given Delete link.

3) Product Images - To upload product Image select Product Images page. Administrator is supposed to upload images of two sizes. One is a small image so called thumbnail image and second is a large image so called full size image. List of Products by its categories will be shown with thumbnail size image and product details will be shown with enlarge version of the same image. Select product code from the product list for which you want to upload the image. Locate image through browse button for thumbnail and full size. Click on upload image button to save image. Click on Refresh Page button to reset the value. Uploaded images list will be shown below the submission form category wise. Click on View Image link beside product code to view image. To modify image select the product and upload the image again it will overwrite the image. If you want to delete the image click on Delete link beside the View Image link.

4) Product Attributes - If the product has attributes (e.g. color, size, and weight), administrator can attach attributes to the product in this section. You can define maximum two attributes for each product. More than two attributes per product are not possible. Select the product from product list for which you want to define attributes. The product, which doesn't have attributes, yet will be shown in this product list. Select first attribute from given pre defined attribute list. (You will see later how to define Attributes in Attribute Definition Section) Same way select second attribute name from the list if you need second attribute for the product. You cannot select two same types of attributes like 1) size 2) size. Click on Save and Add Attributes button. This will display you a matrix with all different combination of both attributes. Enter price for desire combination and this attribute will be attached to the product. Rest attributes for which price is not given will not be attached to the product. Here you can have option to define two types of prices. Regular price and Wholesale price depends on company's requirement. Click on Select Attribute button to save attributes. Now these attributes are attached to the product. To edit and delete attached attributes you have second section on same page. Here you have product list for which attributes are defined and you want to edit or delete them. Select the product from the list to edit. Click on Go button to view attributes. This will display you product with their attributes and price. Clicking on delete all attributes link will delete all attributes of the product unless and until any single order is not given for any attribute. If an order is booked on any attribute it will not allow you to delete attributes for the product. For this you can disable attributes for the product so in future these attributes will not be shown on net. Same way you can enable view on net if require in future. To disable the product, check the checkbox below attribute. Here you can select multiple check boxes at a time. Last click on Delete button, which will disable your selected attributes. As mentioned above in future these attributes can be enabled. If you want to change attribute price change the price and click on Save Value button. To enter a new attribute for the product, which has already, attributes will be available very soon.

5) New Arrivals - If company wants to create a New Arrival section on net where new products of the company are displayed can be selected from this section. Click on check boxes, which are under New

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Product section and submit the form. These selected products will be shown under New Arrival section on net so regular customer can directly point out new products of the shop.

6) View Product - Same like category if company wants to hide a specific product on net is possible in this section. Click on checkboxes under Hide Product column and submit the form. Selected products will not be shown on net there after. In future if company wants to display those products again click on check boxes under Show Product category and submit the form.

Promotion Management: This is a section where discounts offered by the company can be defined. There are three main categories to define promotion. First create promotion scheme. Secondly give details of promotion scheme and third and last attach discount with product or category.

1) Promotion Category - In this section administrator can define promotion scheme. Promotion scheme can be defined on three types. One is on product type. Product type promotions are for products. These promotions offer discount on products. Second is Invoice type. Here discount is given on total purchase/invoice at a time. If total purchase exceeds some amount which offers discount user will be given some discount for that invoice. Third is shopper type. This discount is offered to regular shoppers who purchase products from the shop regularly. If shopper's total purchase (past + current) exceeds certain amount then shopper is given discount. To define this promotion scheme selects promotion type on which you want to define discount. Give a name to that discount. Submit the form to save record. Defined promotion schemes are listed below submission form along with its details. If administrator wants to edit the value click on Edit link beside promotion scheme. Make needed changes and submit the form. Same to delete the record. Click on Delete link to delete the scheme beside Edit link.

2) Product Promotion - In this section defined promotion scheme can be attached to a specific product or to a specific category. If you select category from category list promotion will be attached to a category. Products falls under this category will get promotion. If you select product from product list promotion will be attached to that specific product. You can select either a category promotion or a product promotion at a time. If you define category promotion and again define product promotion, which falls under promotional category, that product will have dual discount.

Shipping Parameters: Company can define shipping charges in this section. There are three sub categories to define charges. First category allows you to enter details about charges. In second section selection of countries is there where company can deliver goods. Third section allows you to select cities where company can deliver goods.

1) Shipping Parameter - In this section administrator can define shipping charges. Enter shipping detail in Shipping Detail text box e.g. DHL service, Blue Dart etc. Enter shipping schedule e.g. 24 our service, delivery will take 1-2 regular days. Etc. Enter three types of shipping rates for shipping services. Local rate applies to local cities selected by the company to deliver goods in Shipping City section (We will see this later in same section). National rate applies to countries, which are selected to deliver goods in Shipping Country section (We will see this later in same section). International rate applies to countries, which are not selected to deliver goods in Shipping Country section. Defined shipping details are list down below submission form. To edit the value click on Edit link besides shipping detail text. Change your value and submit the form. To delete the value click on Delete link beside Edit link.

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2) Shipping Country - Select shipping country in which company wants to deliver goods. Select country from Available Countries list box (For multiple selection hold down ctrl key and select countries one by one) Click include button to drop selected values in to Selected Countries list box. To deselect value select countries as you selected in Available Countries list box and click on exclude button. To save this selection click on Submit Country button. While adding shipping charges in invoice, for these selected countries national shipping charge (defined by the company in Shipping Parameter section as we discussed earlier) will be charged.

3) Shipping City - Select shipping city in which company wants to deliver goods. Select the country from country list box. In this list box only those countries are included which are selected to deliver goods in Shipping Country Section (We already discussed earlier). Enter city name in text box and submit the form. Selected city list will be shown below submission form country wise. If administrator wants to change the value click on edit link beside city name, make changes and submit the form. To delete the value from the list click on Delete link beside edit link.

(Note: - Shipping charge can be calculated according to company' s requirement)

Tax Parameters: Administrator can define tax, applicable as per country' s law. This section has two subcategories. First category allows administrator to define the tax and second allows entering tax details.

1) Tax Master - Administrator is supposed to enter tax name and tax description in this section. Enter tax name in tax type text box. Enter tax description in tax desc. text box and submit the form. Entered taxes will be displayed below submission form along with tax details. Click on edit link to change entered tax value. Make needed taxes and submit the form to save data. To delete the record click on delete link.

2) Tax Details - Tax details page allows administrator to enter details about defined taxes in tax master page (As we discussed before in same section). Select tax type from tax category list box. Enter tax To range and From range in given tax boxes. Enter tax rate for To and From range in percentage. If tax has surcharge value enter that value in percentage in the textbox. Submit the form to save the record. Defined details about the tax will be display below the submission form along with entered tax details. To edit the value click on edit link, make needed changes and submit the form. To delete the value click on delete link beside edit link.

Vendor Management: This section of administration allows administrator to maintain vendor details. It allows creating new vendor for the company and receipt for the vendor.

1) New Vendor - This section allows to create new vendor for the company. Enter vendor details in given tax boxes. Vendor status option allows administrator to make vendor active and inactive. Active vendor indicates current vendor of the company and inactive indicates currently not a vendor of the company. All vendors list will be shown below submission form with their details. Click on edit link to change the value. Make needed changes and submit the form. To delete the record click on delete link beside edit link.

2) Vendor Receipt - This section allows administrator to create receipts for vendors. It displays invoice no in Invoice no text box. This number is auto generated by the system and non changeable. Select invoice date from the date list box. Same way select vendor name from vendor list box. This list box contains currently active vendor' s list. Click on Select Vendor button to enter product details, purchased from the

vendor. This submission brings a page with product list and quantity text box. Product list contains products, which are to be purchased from selected vendor. (We have already discussed attaching products with vendor in Product Management - Product Definition section). Select a product from product list box and enter purchased quantity. Submit the form by clicking on Add Product button. This will add quantity value in product available field. Entered product list for this invoice is listed below with purchased quantity. To edit the value click on edit link beside product quantity. Make needed changes and submit the form. Changes of product quantity changes value of available quantity of product. To delete the product from the invoice click on delete link besides edit link. If you want to edit invoice in future click on edit link besides invoice no below vendor selection page. Make needed changes and submit the form. Same way to delete the invoice click on delete link besides edit link.

The Functions of Reporting and Status Module: Reports are the most important part in administration module. It's a powerful feature of administration. Different types of reports are available. Let's discuss them in brief.

1) Payment Status - This report shows full payment details of all orders. Payment status can be updated here. Select payment type from payment method list box and click go button. If you have gift certification feature on net then administrator has to select gift certification type from second type of order list box to clear gift certification payment. It will display records for selected payment method. Clear user' payment based on order id.

2) Delivery Status - This report shows delivery and shipping status for orders. Orders, which are not delivered to the client, will be displayed in report. To view billing address of client click on billing address link beside each order no. It will also display shipping address of orders where order is to deliver. This report allows administrator to change shipping status of order. If order is shipped from the shop check shipping status check box. If order is deliver to the client check delivery status check box. If order has any additional remarks put it in remarks textbox and last submit the form to save record.

3) Shopping Status - This report shows shopping status for each product between two specific dates. Select start date and end date from list box and click on see status button. This will bring product-selling details between selected dates. It will display product code, product name and total quantity sold between selected dates. Clicking on product code will display another report. It will display product details along with order details. It displays order no for which product is sold. Username who has purchase this product. Sold quantity of product for the order. Real amount of product. Discounted amount for the product. Total amount of the product where discounted amount is in multiplication with the quantity. Last it displays order date.

4) Customer Status - This will display total billing amount for each customer between two selected dates. Select start date and end date from the list and click on go button. This will bring report with user detail. It displays user id, username and total amount for all orders ordered by user. By clicking on userid report with order detail will be displayed. It displays order no, gross amount of order (total of order without discount, tax and shipping charges), order discount (discount figure for order), taxes (tax on order), shipping charges for order, net amount of order (including discount, tax and shipping charges). By clicking on order no displays shows order details with products. It shows product code, product name, regular price of product, discount on product, discounted price (price with discount), quantity purchased in order. At last it shows total order amount of the shop and total payment received against order by the shop.

5) Stock Status - This is a very important report at admin side. It displays stock status of the company between two selected dates. Select start date and end date from the list box. Administrator can also select category from the category list box. By selecting category from the list will display stock status for a specific category. If administrator doesn't select any category it will display stock status for all categories of the company. This report shows product code, product name, opening stock, receipt, sales and closing stock. Clicking on product code displays details of product.

6) Reorder Status - This report shows reorder status for products. Select categories from the category list, which will display list of all products under the category with product code, product name, available quantity, minimum quantity and reorder status. If available quantity less than or equal to half of the minimum quantity then reorder status is yes else it is no. Clicking on View all Products displays reorder status for all products of the company.

7) Receipt Report - Receipt report displays list of receipts issued to vendors. It displays vendor company name, invoice no, invoice date and product code, product name and product quantity purchased for the invoice.

8) Email - This section allows administrator to mail their clients in bulk. If company has user categories then first it will display user categories (e.g. wholesaler, retailer, subscriber etc.). Click on desire category and you will get list of users. Select users by clicking on checkbox beside user name. To deselect the user click on the check box again. Enter mail subject into textbox beside subject text. Enter email message into textbox below subject textbox. Click on the checkbox beside the text Select all displayed addresses to select all check boxes beside username. If administrator wants to send email with user's individual name (e.g. John McDonald) click on the check box beside the text Send mail with individual name. At last submit the form, which will send email to all selected user(s). If you want to send different messages to different users you have to send it one by one.

9) Order Status - Order status reports shows current status of all orders of the company between two selected dates. Select start date and end date from the list box and click on See Status button. It displays order no, user id belongs to order no, Shipping status for the order, Delivery Status for the order, Payment status and remarks if added while clearing shipping/delivery status.

Online Shopping Features

User Registration

· Online Shopping site allows a user to get registered on the site. A registered user has more facilities than un-registered users (guests). A registered user can save their selected products in their cart so next time when they log into the site they can view their previous selection in the shopping cart also their billing and Shipping address are automatically retrieved. Special Client Based promotion schemes can be run for registered users. For that user has to fill up details required in the registration form.

Search Facility

· Online shopping store may contain various departments and the products may be grouped under various categories.

· Three different product search facility will be provided:

- o Search on Product Code
- o Search on Product Name
- o Category wise search
- o Catalog search

· Through this search, a user will be able to reach a product faster and easier. A user can view product details on a product page which displays information about one particular product with its name, detailed description, price, a full-sized image and that products specific attributes like color, size etc.

· The search results would be shown as thumbnail images. These images would carry the detailed information about the product, which would make the buying experience of the user a lot simple. Also the Detailed view of the product (full screen image) can be displayed.

· A user can add the item to the shopping cart from this page.

- The summary of the items selected by user and price is available on the web site.
- Any time, user can view the complete list of items selected in the shopping cart.

NOTE: (Only if you want to sell products like jewelry made of different metals.)

Also a highly detailed and comprehensive advanced Search can be provided that will allow user to search based on the weight of different materials or Labor or in a particular category only. There may be around 10 search criteria in the advanced search. There can also be an option to save a search for registered users. Next time when a user logs into the system he can retrieve the search criteria, modify it if required and fire it once again.

As a Special Feature, the full screen images can be protected against it being either copied or saved locally.

Shopping Basket

- The shopping cart lists the products that the user has selected for possible purchase, including product' s name, thumbnail image, price, quantity, gross amount, attributes selected (size, color etc.), discounts and other descriptive information.
- User has the option to remove a product from his shopping cart.
- He can also change the quantity and recalculate the amount of the cart.
- Also user can view more details on products from thumbnails if need be directly from here.
- The promotions based discounts on each products are calculated as configured by administrator.
- A shopping cart can be saved and retrieved at any point of time
- If the user wants to finalize the products, can checkout.
- Upon checkout the user is asked his billing and shipping details.

Billing and Shipping Detail

- After purchasing products online the user is asked to fill the billing. Billing address for the person who is going to pay.
- The user has an option to pick from shop. If selected then user is not asked the shipping address. The shipping address where the products have to be delivered.
- The user is then asked the preferred mode of shipping. (as configured by administrator)
- As mentioned above shipping charges will be included according to country and city selected by the user.

Invoice

- After filling the billing and shipping address, the shipping charges will be calculated.
- The taxes as applicable will be calculated.
- The user will then be shown the complete invoice which will include
 - o Product Thumbnail
 - o Product Description
 - o Quantity purchased
 - o Price per unit
 - o Total price
 - o On the sub total calculated from above information, applicable taxes, discounts and shipping charges are applied.

User still has an option to remove the item, edit billing address, shipping address and preferred shipping modes.

Then there is a FINAL CHECKOUT.

Payment Details

- User has to select payment mode defined by the company e.g. Credit Card, Cheque and COD (Cash on Delivery) etc.
- If the Payment type is selected then information pertaining to that payment mode is selected and displayed.

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- The user has to fill up the required values and the website will store the details for the Shop Owner to clear the payment.

Online Order Tracking and Reporting

- An order number is generated and displayed to the user as a reference for further order tracking.
- User can view an online Report that shows as to when a particular Order was serviced.

Besides this the site can be made to carry the corporate information as well as any trade related information.

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