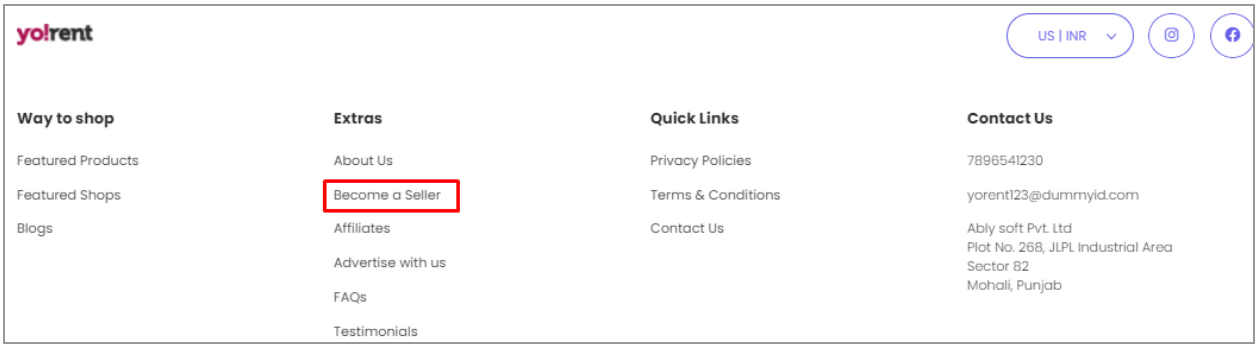
Getting Started Guide for Seller

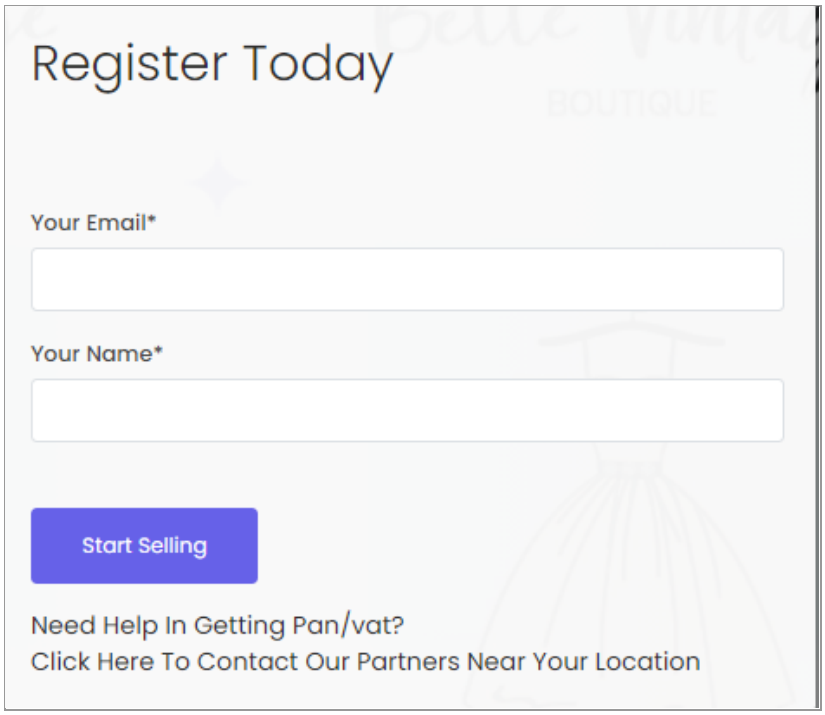
1. **Sign Up** - Sellers can sign up via any one of the two different workflows based on the admin's preference:

   Method (I): The user can register using the sign up form provided by clicking on the sign up button provided under the '**Become A Seller**' section provided in the footer section of the website. By default, this is the seller sign up method used by the system.

   This sign up method is the default functionality of the system.



   Clicking on the 'Become A Seller' button provided in this section will redirect the user to the signup page.

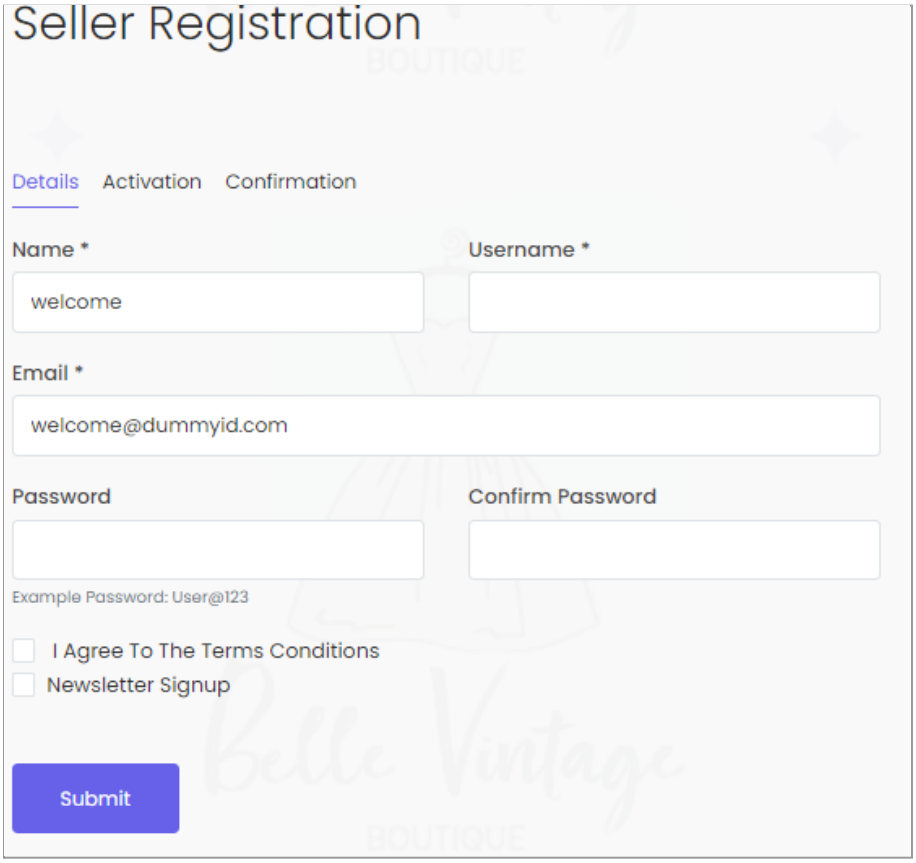


The user must enter their '**Email ID**' and '**Name**' and click on the '**Start Selling**' button which will redirect them to the '**Seller Registration**' form.

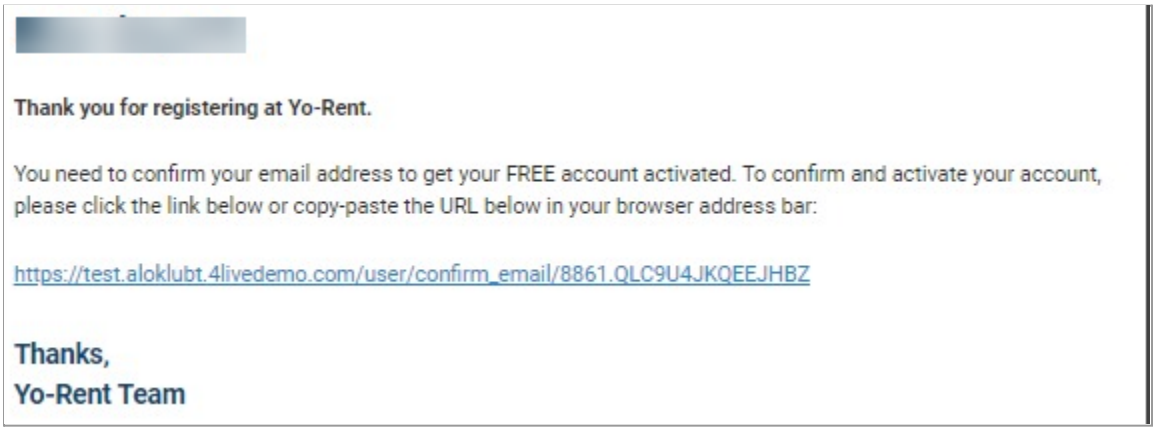
a) **'Details' tab:** On this tab, the following information needs to be added:

- **Name:** The name to be used.
- **Username:** A unique username.
- **Email:** The correct email address.
- **Password:** A password of choice.
- **Confirm Password:** Re-enter the password entered in the previous field.
- **Terms and Conditions Checkbox:** The seller must read the provided terms and conditions of the portal and click on the provided checkbox. **NB:** The user cannot proceed further without selecting this check-box.
- **Newsletter Checkbox:** Clicking on this checkbox is optional. If the seller clicks on this checkbox, the user gives the consent to receive any updates and newsletter generated from the portal.

NB: This section is admin manageable which means that this check-box will not be displayed on the sign-up form if it is not enabled by the admin.



On the top of this page, the seller will be able to see a toast message. This message instructs the seller to check for a '**Verification Link**' sent on the Email address filled in the previous step. The seller must click on the link provided in the email to complete the email verification step.



Thank you for registering at Yo-Rent.

You need to confirm your email address to get your FREE account activated. To confirm and activate your account, please click the link below or copy-paste the URL below in your browser address bar:

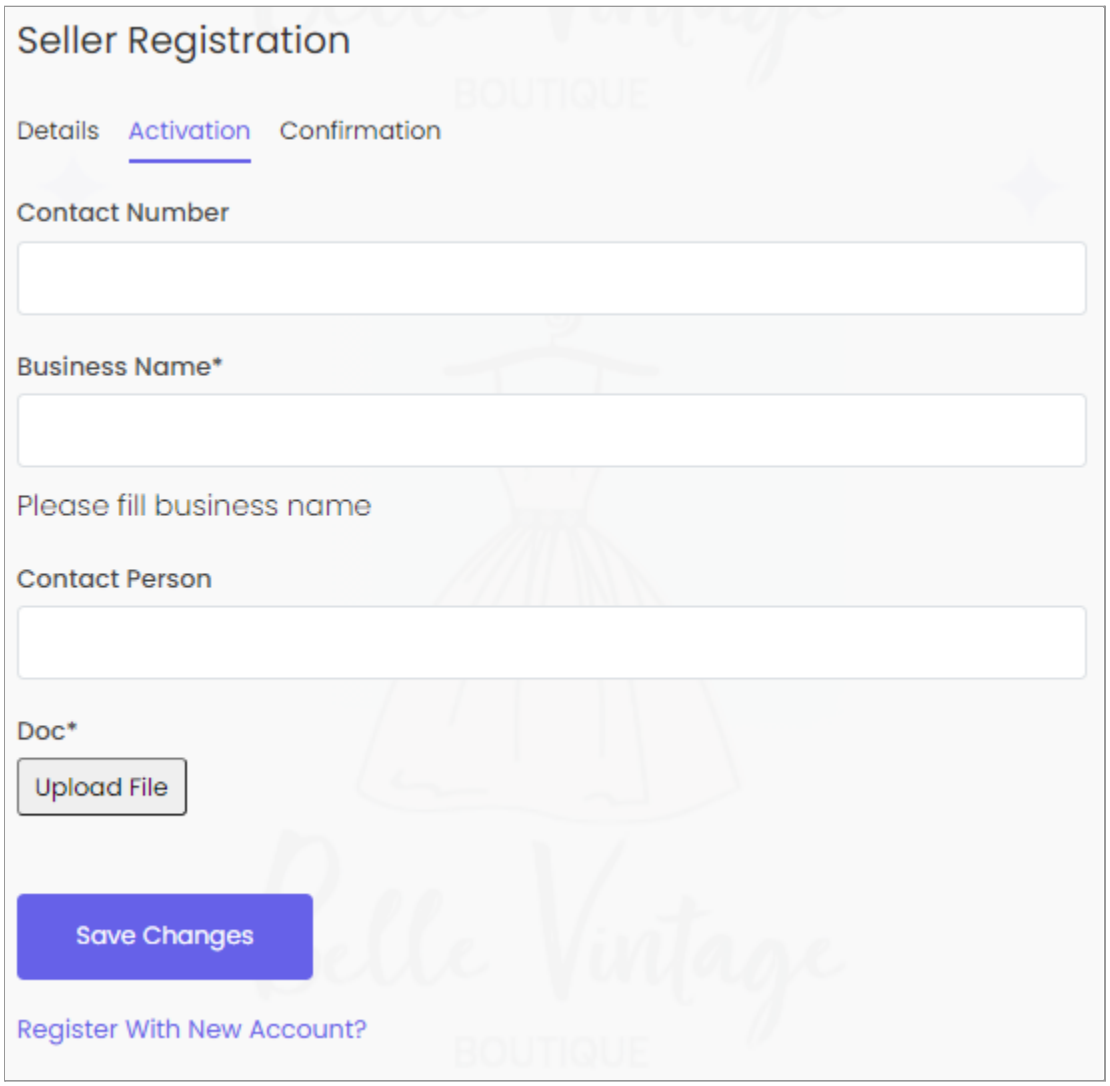
https://test.aloklubt.4livedemo.com/user/confirm_email/8861.QLC9U4JKQEEJHBZ

Thanks,
Yo-Rent Team

NB: The admin can include or exclude the '**Email Verification**' step from the sign up process.

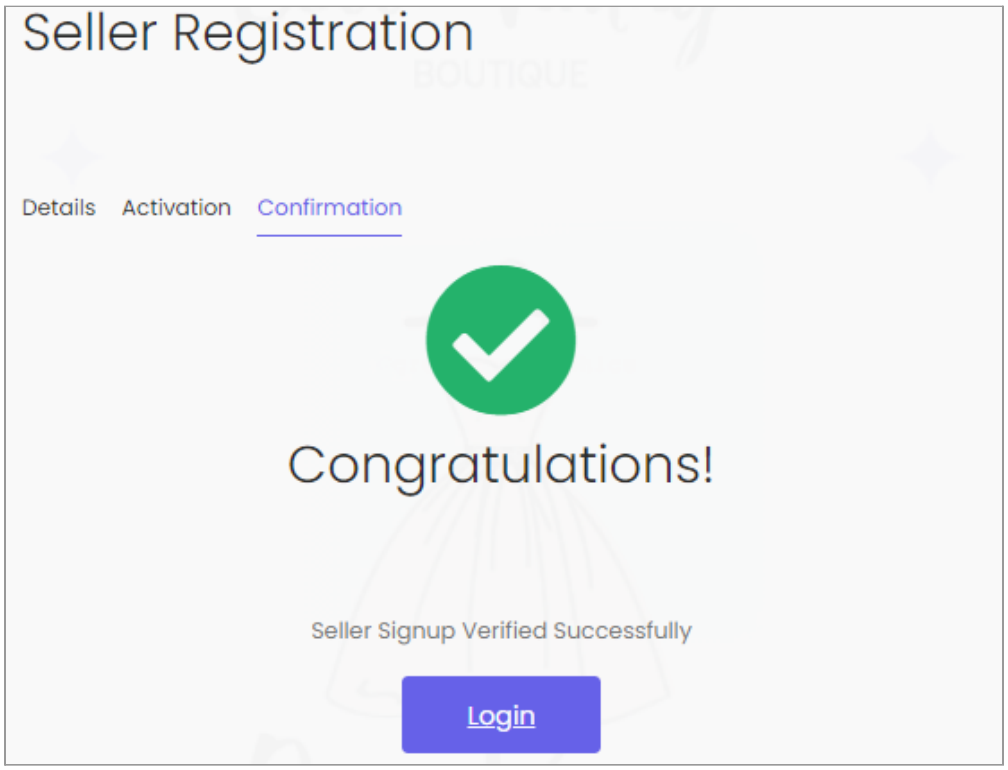
Once the seller has submitted their '**Details**' form, their information will be **saved in the system**. If the seller **discards** the sign up process in any of the next tabs and then tries to **register again**, with the **same** username and email address, the system will display an error message. So, the seller can directly login using the credentials filled previously in the '**Details**' tab which will redirect them to the seller dashboard that will display the '**Seller Approval Form**'. These details need to be filled in order to **complete** the signup process.

b) **'Activation' tab:** The 'Activation' tab is handled by the admin. So, there is no standard requirement here. The seller needs to fill in the details in the provided input fields and proceed further with the registration process..



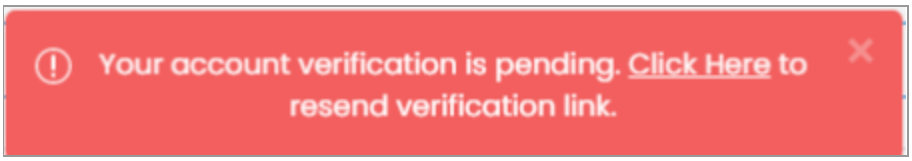
Once the necessary input fields have been filled, the seller can click on the '**Save Changes**' button.

c) **'Confirmation' tab:** Clicking on the '**Save changes**' button will navigate the seller to the **'Confirmation'** tab. This tab will display a message that confirms the seller's registration. This tab also shows the '**Login**' button at the bottom by clicking on which the seller will be redirected to the Sign In page.



The seller will also receive an email on the provided email ID confirming the signup.

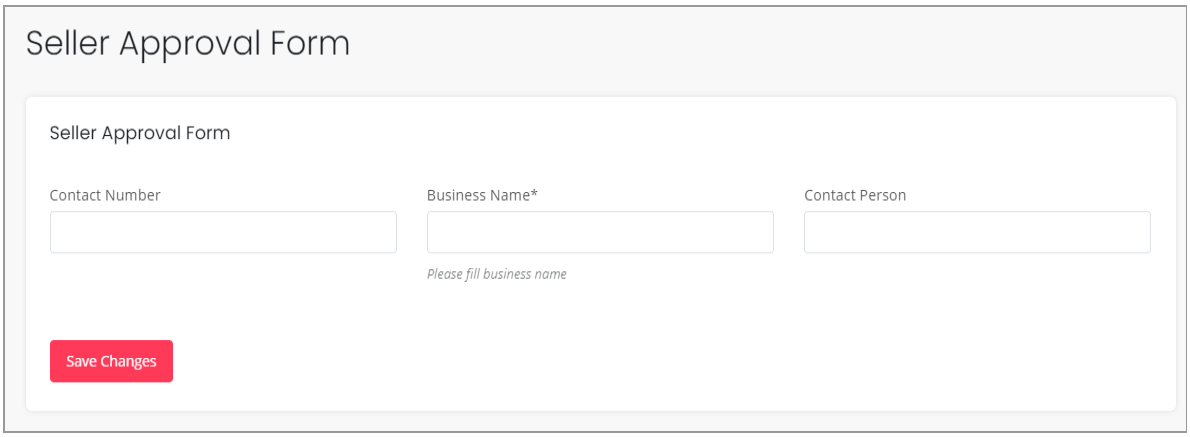
The following message will be displayed to the sellers when they try to login after registration, if their Email Verification is **pending**.



Please note that if the seller does not receive the verification email, they can check it in their spam and junk folders or resend it by clicking on the '**Click Here**' button provided in the alert message.

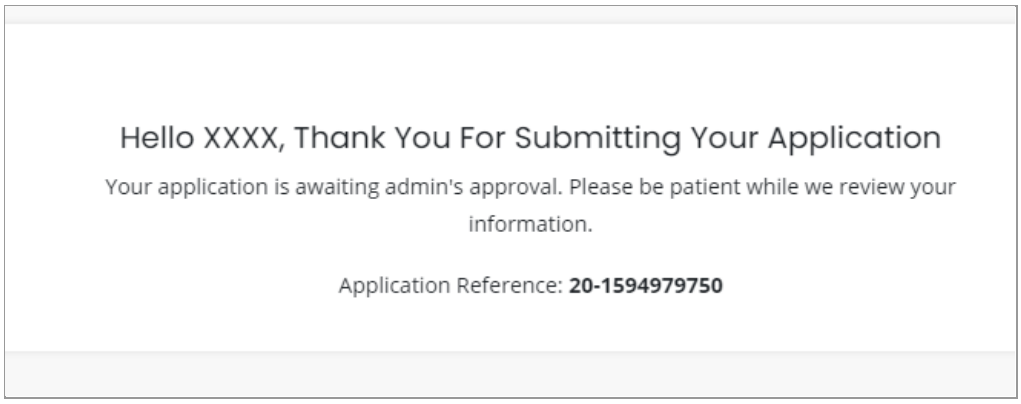
Method (II): The user can also sign up as a seller if they have **already registered as a buyer**. However, this option is only available if the Admin has enabled the respective settings from their end.

The buyers will be redirected to '**Seller Approval Form**' when clicking on '**Seller**' from the '**Role Switcher**' button. This form is handled by the admin so there is no standard requirement. The seller needs to fill in the details in the provided input fields and submit their request..



Users must fill in the required details and then click on the '**Save Changes**' button.

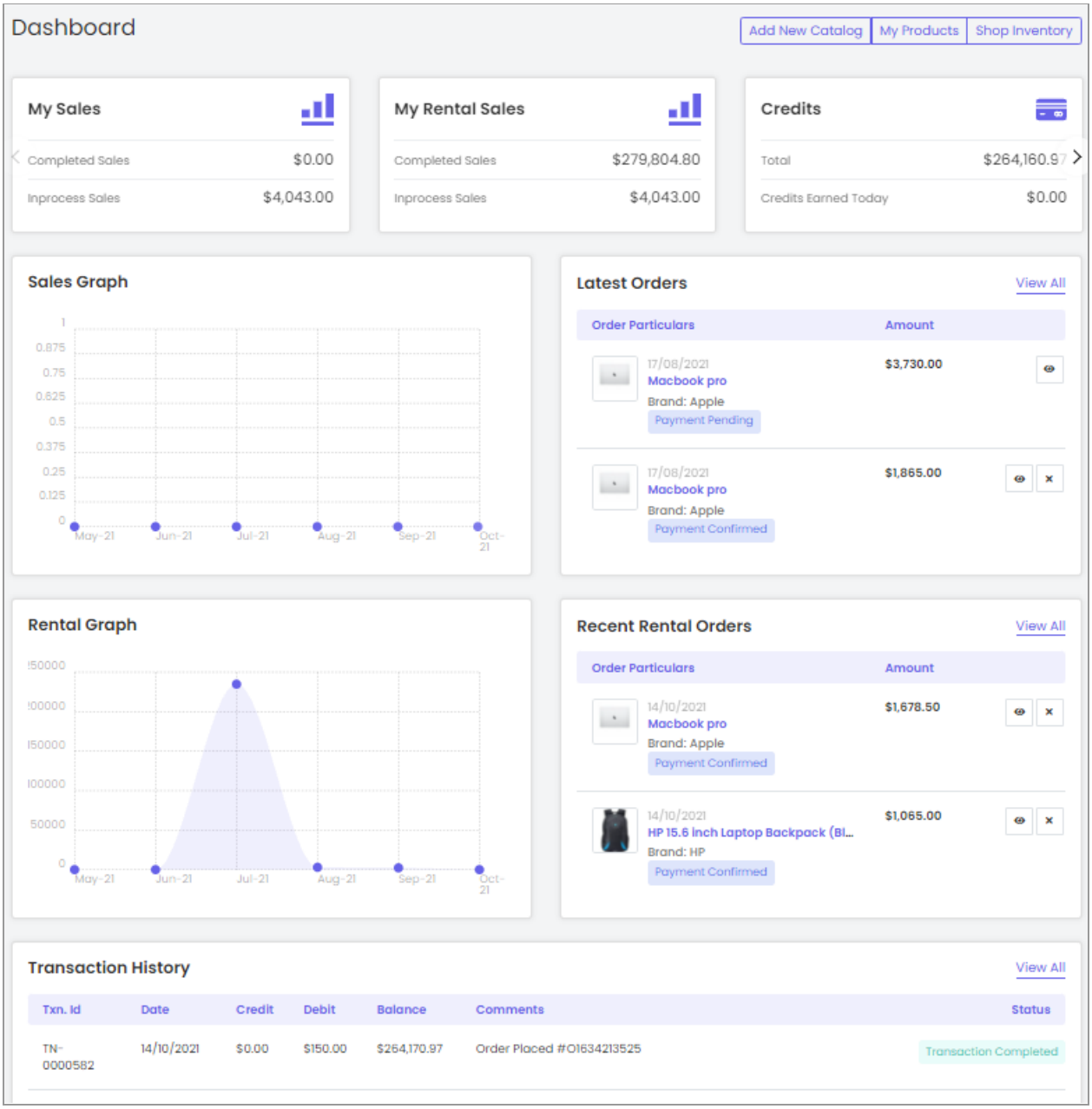
The buyer will directly be registered as a seller if the admin has not opted for '**Administrator Approval on Seller Request**'. However, if this option is activated from admin-end, an '**Approval Request Submission**' message will appear.



The buyer will have to wait until further processing and will be notified whatever processing has been done from the admin-end.

2. Any user who is registered as a '**Seller**' will be registered as an '**Advertiser**' by default in the system.
3. When logged in, the user might have to wait for the Admin approval if the '**Thank you for Submitting Your Application**' message is being displayed. Once the admin approves, the seller will be able to access the dashboard.

   If the admin has not enabled any approval related settings or after a formal approval by the admin, the user will be able to access the Seller Dashboard.

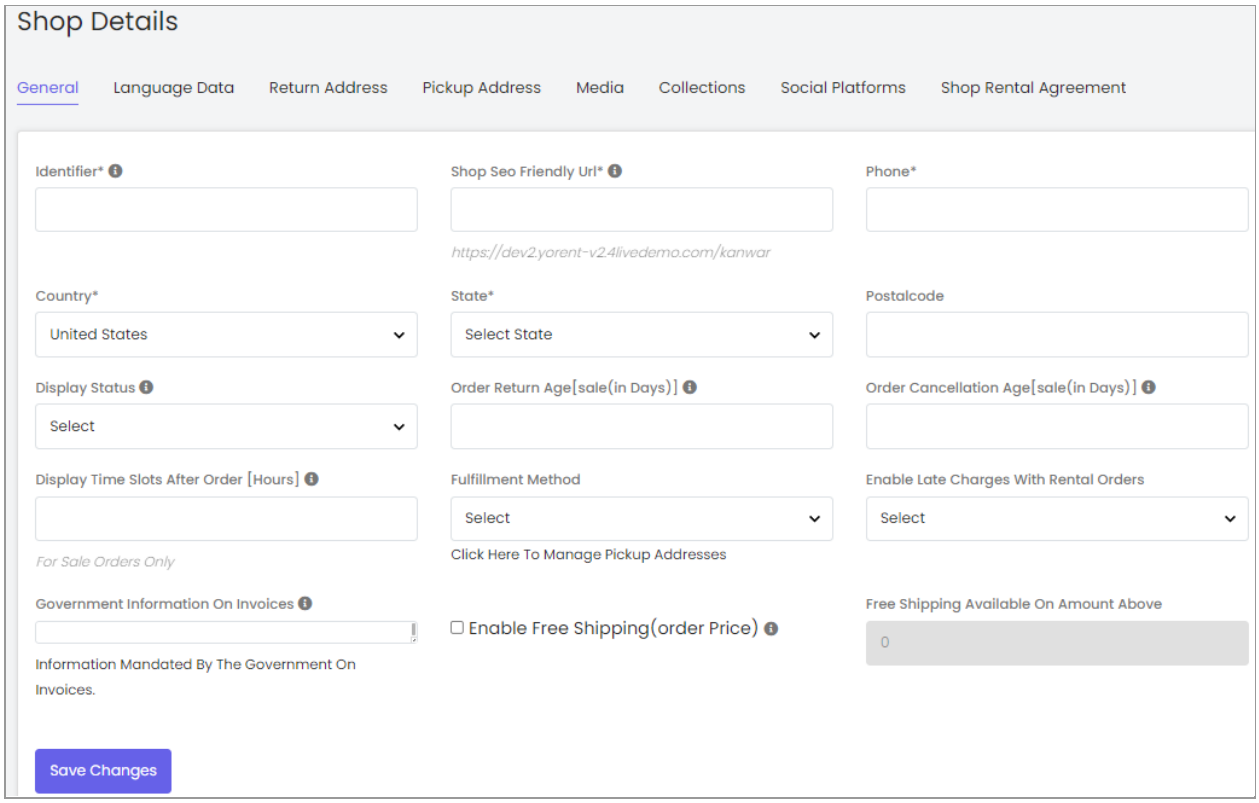


4. Once logged in, the seller must create their shop by clicking on the '**Manage Shop**' provided in the side navigation bar. All other modules provided in the side-navigation bar can only be accessed once the shop is set up.
5. If a '**Please Buy Subscription**' message is displayed along with the packages, the seller has to buy a **Subscription plan** to proceed further. The subscription packages and plans are defined by the admin and they vary in terms of -

- Cost
- Validity Time Period
- Commission Rate
- Number of Active Products
- Product Inventory
- Images Per Product

After buying a subscription plan, the seller must proceed with setting up their shop from the '**Manage Shop**' module.

6. The seller needs to create their shop in order to proceed further with any other module like adding products. There are different tabs provided under the '**Manage Shop**' module. The seller needs to fill in all the necessary details of each tab to complete this process.
    I. **General:** On this tab, the seller is prompted to enter the following information:



- **Identifier*:** A unique identifier key that represents every individual seller. The seller must choose its '**Identifier**' as its representative to the system. It can also be known as a unique identity assigned to the seller.
- **Shop SEO Friendly URL*:** The URL that can be used for SEO purposes. This URL will be beneficial in improving the SEO level of the shop. The seller can also use this URL to directly open their shop page.
- **Phone:** The phone number to be linked with their shop.
- **Country*:** The country in which their shop is located.
- **State*:** The state in which the shop is located.
- **Postal Code:** The postal code for their shop address.
- **Display Status:** The seller can define the current status of their shop. Selecting 'On' will display their shop at front-end and selecting 'off' will restrict their shop from being displayed at front-end.

- **Order Return Age {sale(in Days)}:** The time limit (in terms of number of days) within which the buyers can place a return request once their order has been delivered to them at their destination address.
- **Order Cancellation Age{sale(in Days)}:** The time limit (in terms of number of days) within which buyers can place an order cancellation request after placing the orders.

  NB: Sellers can also set a different return and cancellation age on an individual product when adding it into their shop through the '**Add New Product**' button.
- **Display Time Slots After Order [Hours]:** Enter the amount of gap (in hours) to be maintained in between the time of a pickup order placed by a customer and the first pickup slot available. In other words, the customer will be able to see the first pickup slot for their pickup order, after the gap of number of hours mentioned in this input field.
- **Fulfillment Method:** The seller can set a standard order fulfillment method for delivering the orders of products to be shipped by them. The options provided in the drop-down are -
  a. Ship and Pickup
  b. Pickup Only
  c. Ship Only

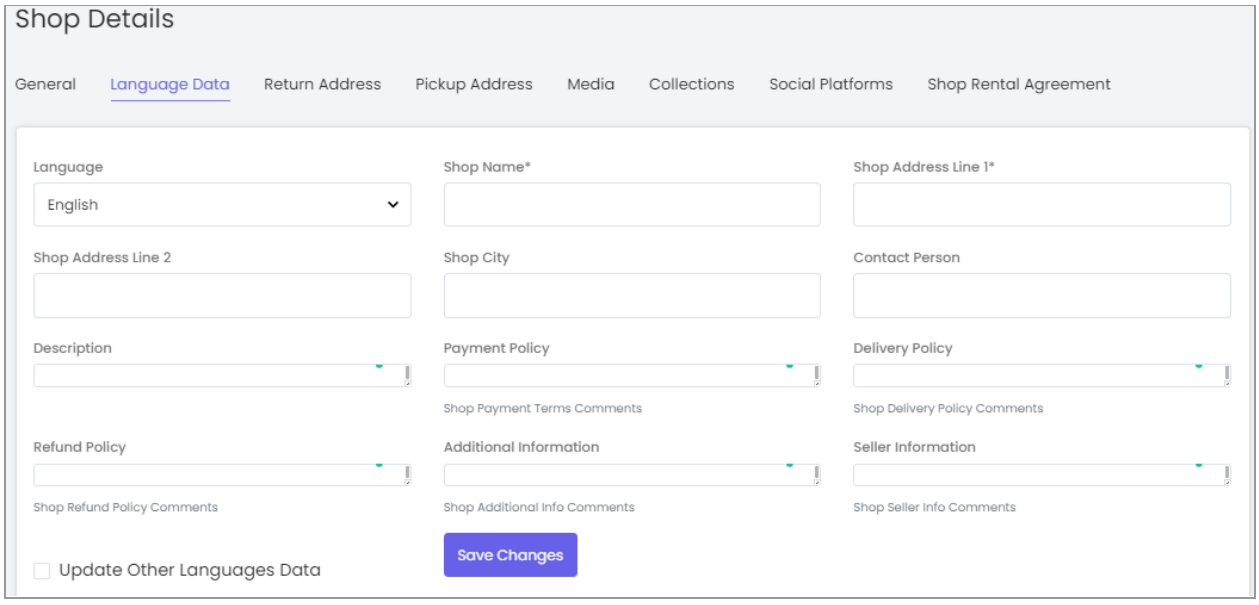
  NB: Please note that the admin will view only one option that is '**Ship Only**' in case when no pickup address has been entered yet. To add pickup addresses, please open the '**Pickup Address**' tab.
- **Enable Late Charges With Rental Orders:** Enable or disable late fee charges applied to all your rental orders.
- **Government Information On Invoices:** Based upon the settings enabled by the system admin, sellers' can add their information on invoices.
- **Enable Free Shipping (Order Price):** Click on the checkbox provided to enable free shipping if the order exceeds a certain threshold value.

- **Free Shipping Available On Amount Above:** Set the order amount that decides the applicability of free shipping. Please note this field will be greyed out or show inactive when the 'Free Shipping' checkbox is disabled.

If the admin has enabled the respective settings, a map will be displayed below the form which will mark the location of the seller as per the address details entered in the above fields. The seller can pin the exact location on the map to provide accurate address details.

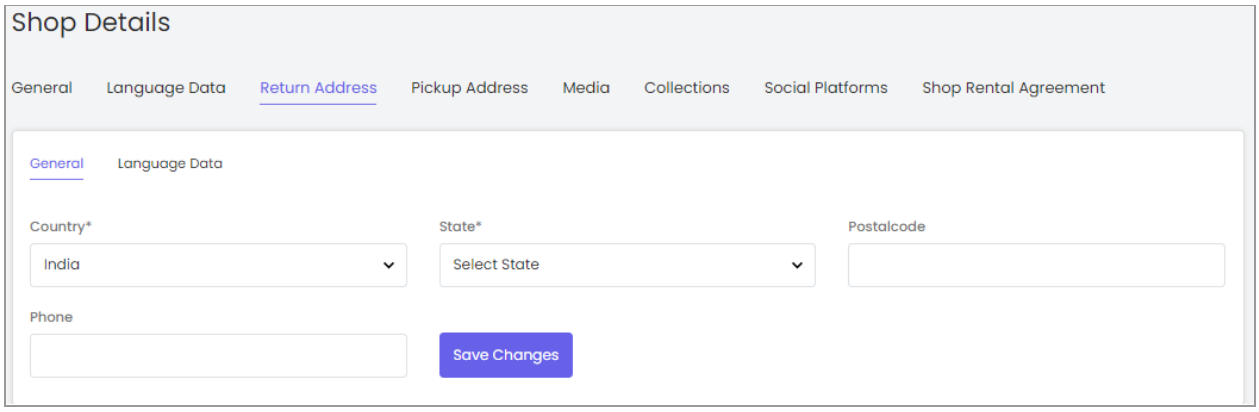
Once all the details are filled, please click on the 'Save Changes' button and you will be redirected to the next tab.

II. **Language Data:** The details filled in this tab like the policies and additional information are displayed on the **Shop Details** tab provided at the front-end. The seller can redirect to their shop by clicking on the '**Shop**' button provided on the top-header.



- **Language:** The system allows users to add separate content for different languages. So, please choose the language type for which the information is being added.
- **Shop Name*:** Enter the name of the shop. This name will appear at the front end representing their shop.
- **Address Line 1* and 2*:** Enter the complete business address.
- **Shop City:** Enter the city in which the shop is located.
- **Contact Person:** Enter the name of the contact person.
- **Description:** Enter a brief description about their shop.
- **Payment Policy:** Enter the payment policy that will be displayed on the shop detail page at the front-end.
- **Delivery Policy:** Enter the delivery policy that will be displayed on the shop detail page at the front-end.
- **Refund Policy:** Enter the refund policy that will be displayed on the shop detail page at the front-end.
- **Additional Information:** Any other important information that the seller wants to share with their customers can be added in this input field.
- **Seller Information:** The information related to the respective seller can be added in this input field.

III. **Return Address:** The return address is displayed to customers when they request order returns.



- **General:** In this tab, the seller must:

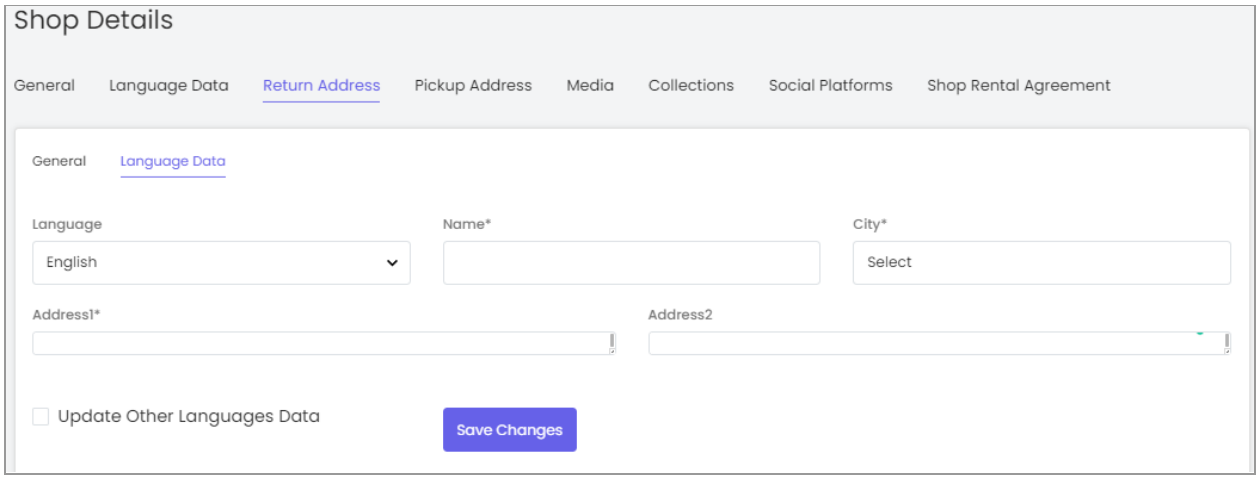
➔ **Country*:** Select the country to which the order/product is to be returned from the drop-down list.

➔ **State*:** Select the state to which the order/product is to be returned.

➔ **Postalcode:** Enter the postal code to provide appropriate regional location.

➔ **Phone:** Enter phone number that can be added along with the address.

Once the seller has filled in the required fields, the seller can move on to the next step by clicking on the '**Save Changes**' button.



- **Language Data:** Return address sub-tab has 'Language Data' input-field where the following information needs to be added:

  ➔ **Language*:** Select the preferred language from the drop-down list.

  ➔ **Name*:** Enter the name of the receiving party.

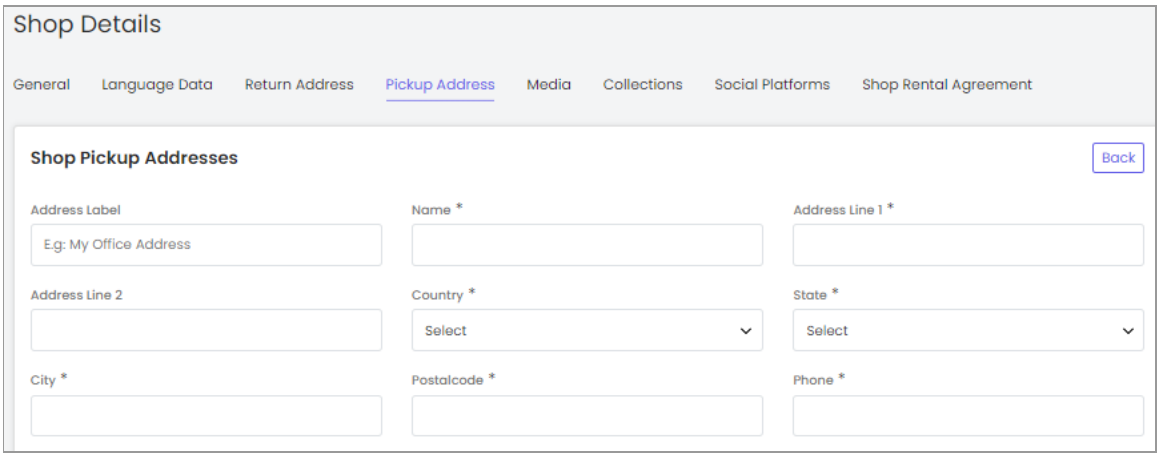
  ➔ **City*:** Enter the Name of the city.

  ➔ **Address1* & Address2:** Enter the complete detailed address on which the return order is to be delivered.

  Once all the details have been filled, the seller must click on '**Save Changes**'.

There is also a checkbox 'Update Other Languages Data' in place to update other language data directly unlike manually updating. Enable the checkbox and data will be updated in other enabled languages.

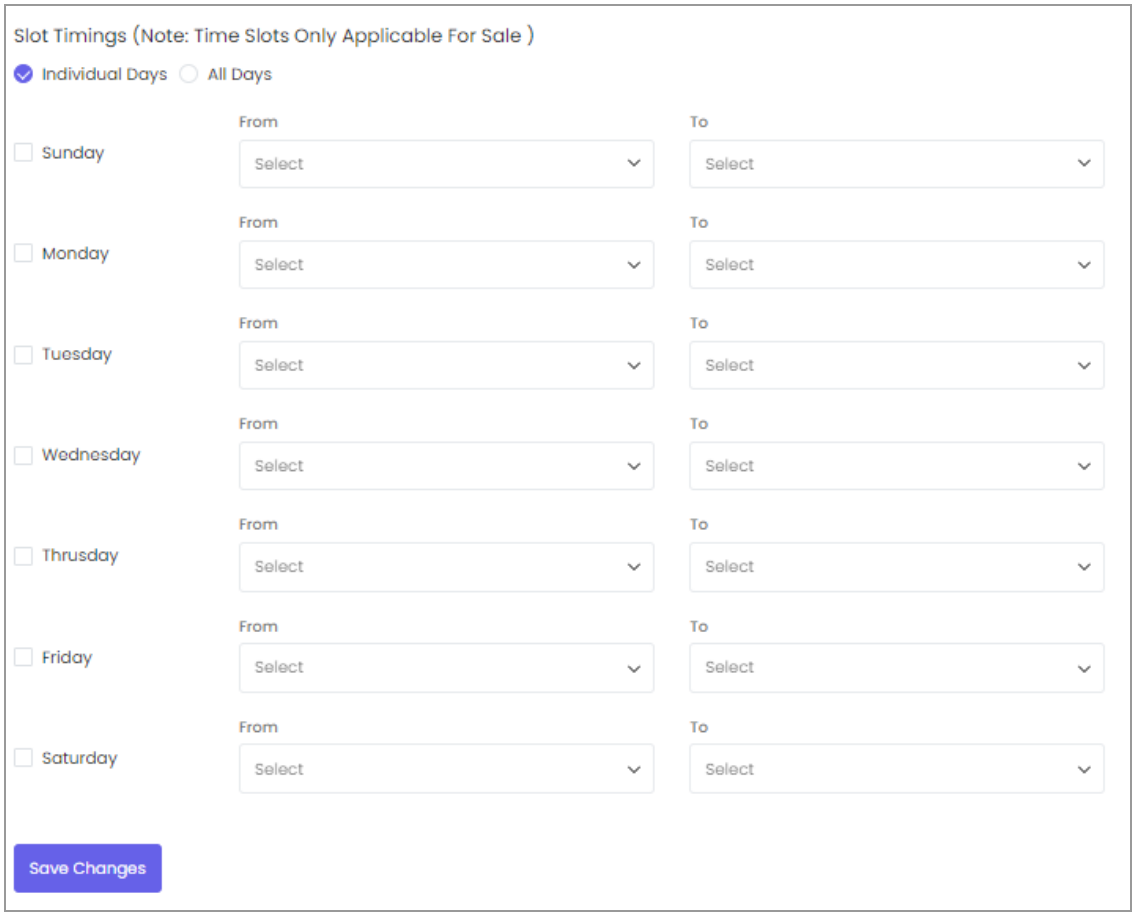
IV. **Pickup Address:** If the seller has not added any pickup address, the only option provided in '**Fulfillment Method**' in the **General** tab will be '**Shipped Only**'.



To add a pickup address, the seller must click on '**Add Address'** button and then fill in the following entries in **Shop Pickup Address Form** -

- **Address Label:** Enter the address label.
- **Name*:** Enter the name of the shop or shop owner whose pickup address is being added.
- **Address Line1* & Address Line2:** Enter the complete address.
- **Country*:** Select the country.
- **State*:** Select the state.

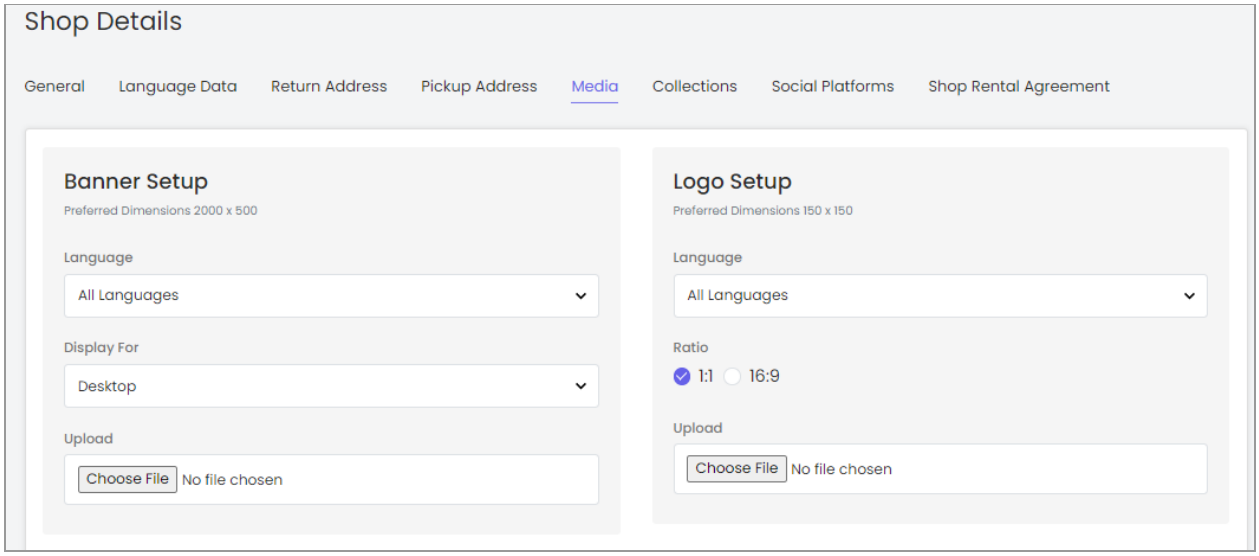
- **City*:** Select the city.
- **Postal Code*:** Enter the postal code.
- **Phone*:** Enter the phone number of the individual whose address is being added.



- **Slot Timings:** The slot timings can be mentioned for an individual day of the week or an entire week. Selecting '**Individual Days**' will display a list of all the days. The seller can define different time slots of selective days using the 'From' and 'To' drop-down lists. The time slots for an entire week can be defined by selecting '**All Days**' and then entering the time slot through 'From' and 'To' drop-downs.

Once all the details have been filled, the seller must click on '**Save Changes**'.

V. **Media:** This tab allows the seller to upload a logo, background image and top banner for the shop.



Under '**Banner Setup**' the seller must provide the required information:

- **Language:** Select the preferred language from the drop-down list.
- **Display For:** Select any one from the 'Desktop', 'Ipad', or 'Mobile' options provided in the drop-down list. This field allows the seller to add separate banner images of different resolutions for Desktop, iPad and Mobile devices to avoid image distortion.
- **Upload:** Upload the image to be displayed as a banner.

NB: The recommended resolution of an image is displayed as '**Preferred Dimensions**'.

Under '**Logo Setup**' section, the seller must:

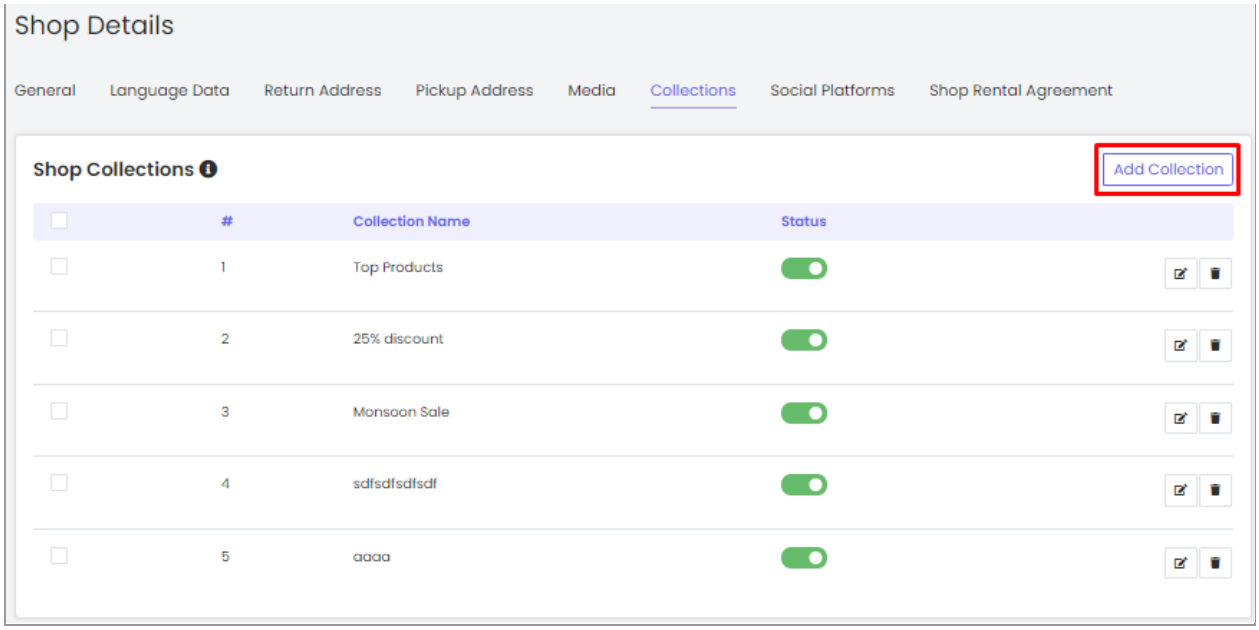
- **Language:** Select the preferred language from the drop-down list.
- **Ratio:** Select the ratio which will also change the 'Preferred Dimensions' for the image being uploaded by the seller.

- **Upload:** Upload the image to be displayed as a logo.

VI. **Collections:** Sellers can create collections and add products to them.

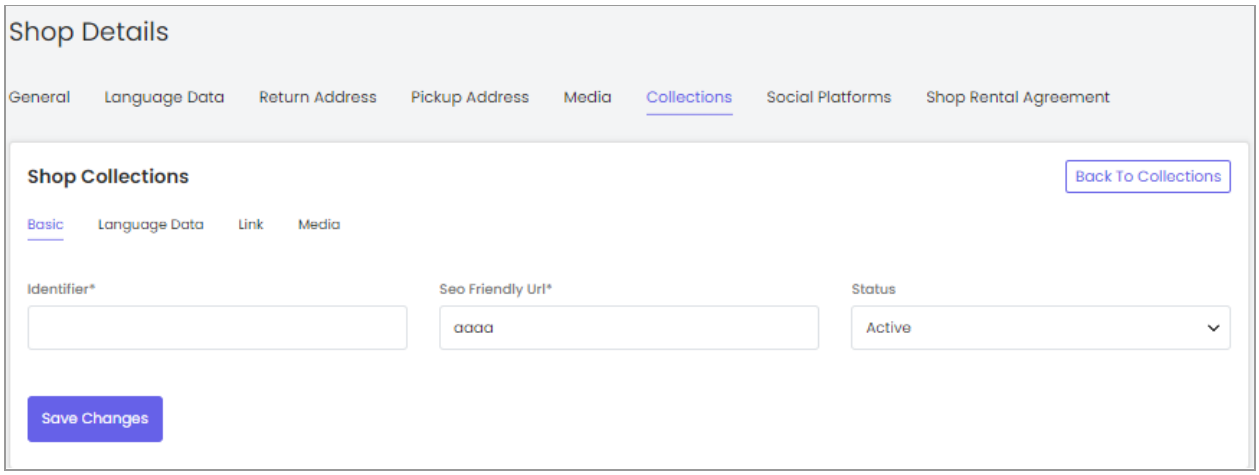
NB: The seller will not be able to add any collections if they have not added any products yet. There is a '[Link]' sub-tab provided here, in which the seller needs to link their products to the newly created collection. If a new seller is just beginning to create a shop, they will have no product to add or link with this collection. So, the seller can skip this tab and revisit this tab to add collections once they have added products in their shop.

To add a new collection, the seller must click on the '**Add Collection**' button.



When the seller clicks on the '**Add Collection**' button, a '**Shop Collections**' form will open where the following information needs to be added:

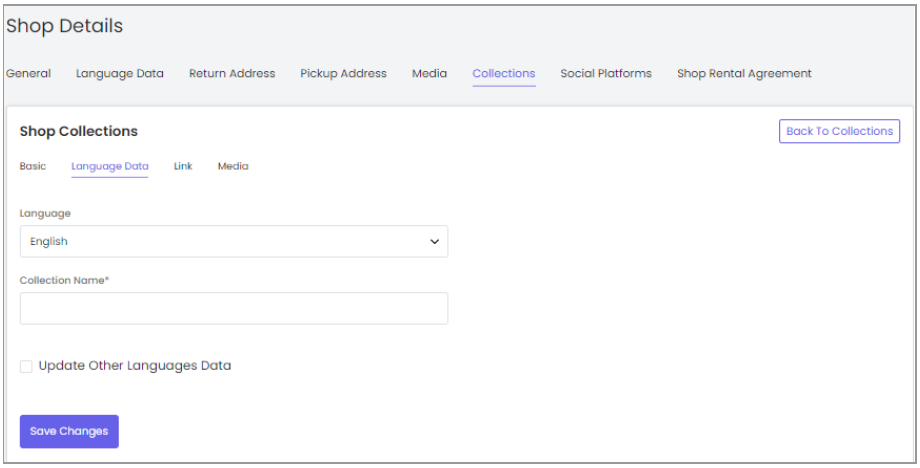
- **Basic tab:** The following information needs to be added:



- ➔ **Identifier*:** Enter the unique identifier for the new collection being added.
- ➔ **SEO Friendly URL*:** Enter the SEO URL for the respective new collection. This URL can be used to improve the SEO ranking for the added collection.
- ➔ **Status:** Select the current status of this new collection.

The seller must click on '**Save Changes**' once the input fields have been filled. The newly added collection will be displayed in the list. Sellers can proceed further to add collection names, links and media.

- **Language Data tab:** This tab has following information prompted to enter:

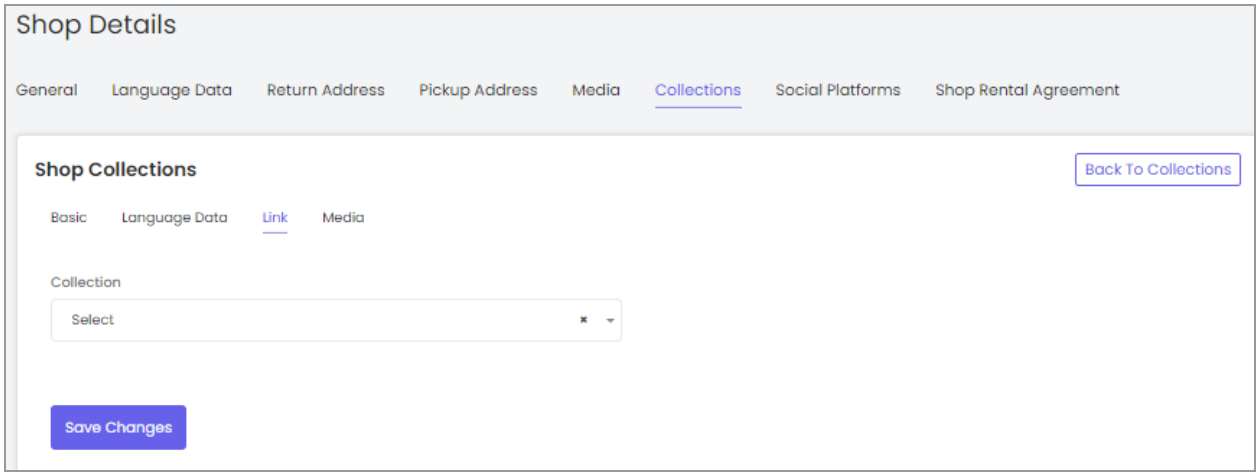


➔ **Language*:** Select the preferred language from the drop-down list.

➔ **Collection Name*:** Enter a unique name for the new collection being added.

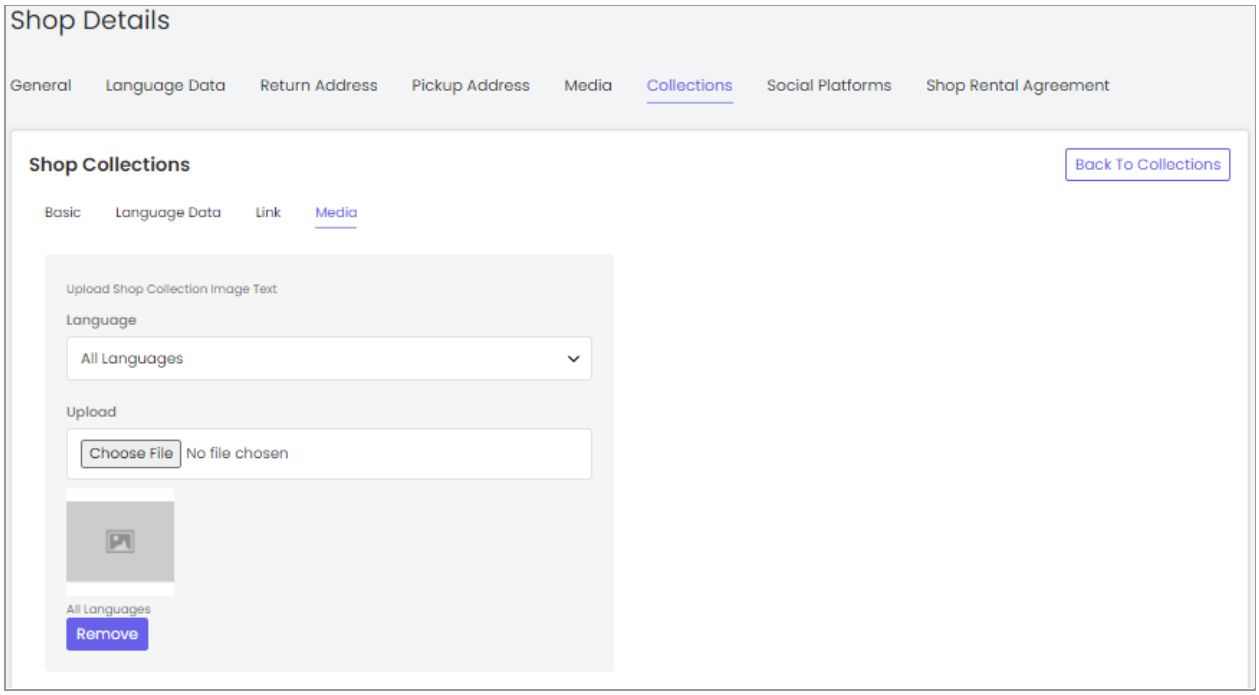
The seller must click on '**Save Changes**' once the input fields have been filled.

- **Link:** Seller can link products to the collection via the link sub-tab. The links of all the products that the seller wants to add in this collection can be added in this sub-tab.



The auto-complete input field is provided which helps sellers add the products easily.

- **Media:** Seller can display an image corresponding to the respective collection from this sub-tab.



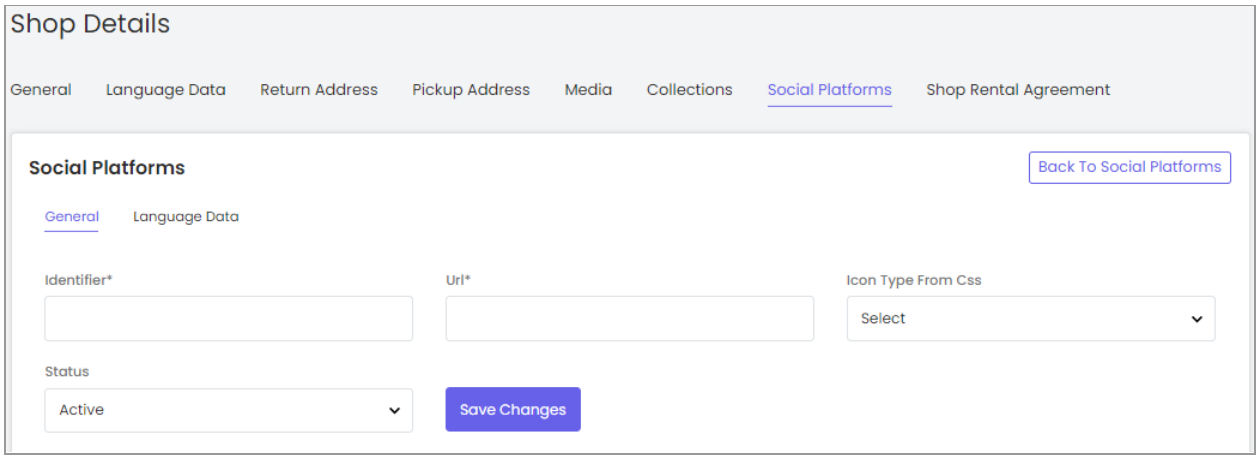
A '**Back to Collections**' button is provided on the top-right corner of this page clicking on which the seller will be redirected to the 'Shop Collections' page which will show the newly added collection in the list.

A list of all the collections added by the seller can be viewed in this list. The seller can perform three different actions on the list of collections:

- **Check-box:** Check-boxes can be selected to choose multiple options from the list. Three action buttons will be displayed above the list when selecting any check-box. Clicking on the '**Activate**' will activate the status of selected collections. Clicking on '**Deactivate**' will deactivate the status of selected collections. Clicking on '**Delete**' will delete the selected collections.
- **Status** : This toggle switch helps the seller to activate or deactivate the respective collection. The social platform is active when the toggle switch is green and inactive when it is grey.

- **Edit** : Seller can make changes in previously added collections. Clicking on this icon seller will redirect to '**General**' sub-tab of collection form. Once the seller has made the required changes, they can click on 'Save Changes' to update changes successfully.
- **Delete** : Clicking on this icon will delete the respective collection from the Shop Collections list.

VII. **Social Platforms:** Adding social media platforms to their shop can help sellers convert the best of their customers. There are several popular social media platforms through which the users connect online. These social platforms can be linked by the seller to their shop for promoting their products. The social platforms are displayed at the front-end in the seller's shop right below the collections.

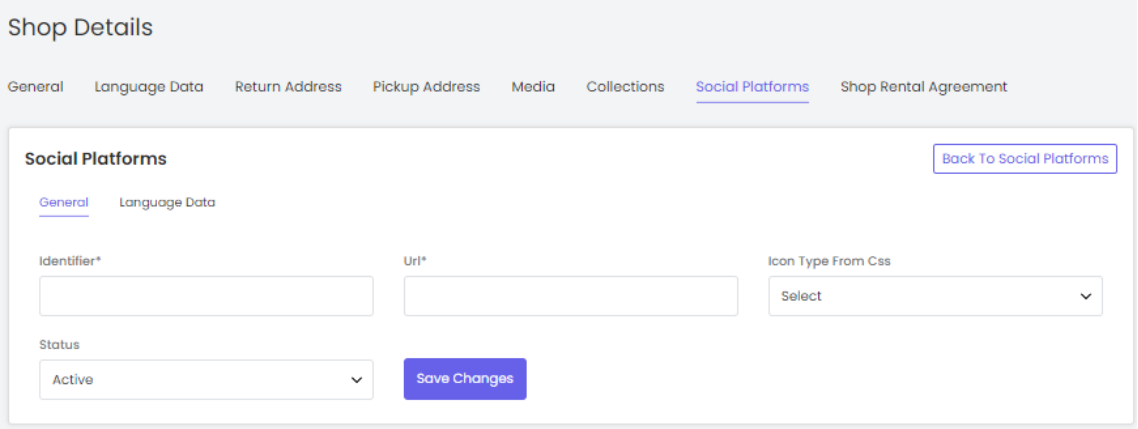


The following informations needs to be added:

- **Add Social Platform:** Seller can add a new social platform to be displayed in their shop. Clicking on '**Add Social Platform**' button will redirect seller to a form that includes two sub-tabs:
  - ➔ **General:** Here information is added into following fields:
    - **Identifier:** Enter a unique identifier for the new social platform being added.

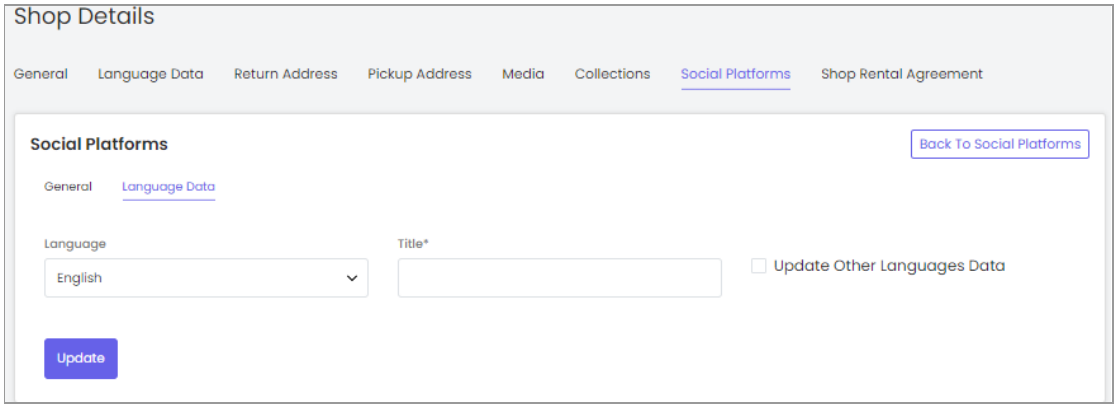
- **URL:** The seller must enter the URL for the respective new social platform. This URL can be used to improve the SEO ranking for the added collection.
- **Icon Type from Css:** This drop-down list includes a few, very popularly used social platforms that are Facebook, Twitter, Google, Youtube, Pinterest and Instagram. Any icon chosen by the seller will be displayed beside this social platform at the front-end.
- **Status:** Select current status of this social platform.

Once the seller fills the input fields, they must click on the 'Save Changes' button which will redirect them to the next sub-tab.



➔ **Language Data:** This tab has following fields to add information:

- **Language*:** Select the preferred language from the drop-down list.
- **Collection Name*:** Enter a unique name for the new social platform being added.



On clicking the **'Back to Social Platforms'** button, the seller will be redirected to the '**Social Platforms**' page. The seller can see all the social platforms added in a list on this page.

The title, URL and status of each platform are provided in the list. The '**Social Platforms**' list provides seller with following functionalities:

- **Status** : This toggle switch helps the seller to activate or deactivate the particular social platform added. The social platform is active when the toggle switch is green .
- **Edit** : If the seller wants to make any kind of changes in the previously added social platform, the seller can click on the edit icon. This will redirect the seller to the '**General**' sub-tab of social platforms setup form. The seller must click on the '**Save Changes**' button to update the changes successfully.
- **Delete** : Clicking this icon will delete the respective social platform from this list.

viii. Shop Rental Agreement This Section will enable the seller to add generalized rental agreement for their shop. This agreement will be displayed at the checkout for the customers to review and accept. Rental agreements will be governed by this agreement.

Once the shop has been created, the seller can proceed with adding products and inventories to their shop.