

## Manual for GROUPON Script: Yo Deals

## **FOR**

**GROUPON: YoDeals SYSTEM** 

Admin User

System powered by FATbit Technologies



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## Introduction

In today's fast market and changing trends Daily deals websites have become more popular in the internet market. Daily deals means living with a real connection. We shape life social.

Single platform to discover new things related to every industry like health, travel, food tastes etc. nearby and within your city.

YoDeals is a common place which provides attractive options and quality to our members to enhance their experience in seeking a better lifestyle.

New revolution in the cyber world on a single click.



# **&** Front End System Interface

#### **Key features:**

Visitor on this system can view deals specific to cities and their nearby locations. Deals are categorized as

- Main Deal
- All deal list
- Instant Deals
- Upcoming Deals
- Expired Deals

Each deal is displayed category wise by the merchant.

Visitors can sign up to create an account and become a member to purchase their specific deal.

To know more about front end interface, visit at

http://demo-v2.yo-deals.com/





# Back End System Interface

#### **Key features:**

- Administration Rights.
- CMS system feature.
- Deal management feature.
- Database backup feature.
- Creation of multiple administration account with different rights/privileges feature.
- Dual language interface.



## System/Server Requirements

- MySQL database: 5.0 or newer.
- Payment modes configured: PayPal and Authorize.net.
- PHP Compatibility: Version 5.3.3-1ubuntu9.10.
- System: Linux max-server 2.6.35-31, server API: Apache 2.0, OS: Linux x86, x86-64.





## Features in Detail

#### Functional and ecommerce feature

#### **Admin Rights:**

- The ability to control the site through an interface, with a secure login, so that an admin can login remotely.
- The ability to create multiple admin accounts with different rights / privileges.
- The ability for an admin to create a new 'Deal' for the category for which they have permission.
- The ability to specify a start date / time, ending date / time, minimum purchase requirements, maximum purchase requirements, and the key terms and conditions (cost per coupon etc.)
- The ability to view all members, their contact details, and coupons purchased.
- In admin section when a new user is set up with different rights, he will have only a limited access based on permissions assigned by admin.

#### **CMS System feature**

- Managing content on the pages of the website.
- Managing navigational links on the website.
- Managing the images of the inner pages.
- Adding/removing pages to the website.
- Uploading videos gallery/image gallery in FAQ section of the website.
- Managing different types of commission's transitions.
- Adding/removing countries, states and cities.
- Managing other features like blogs management, banner management and conversation with the merchant through system messages.

#### **User Types of the system**

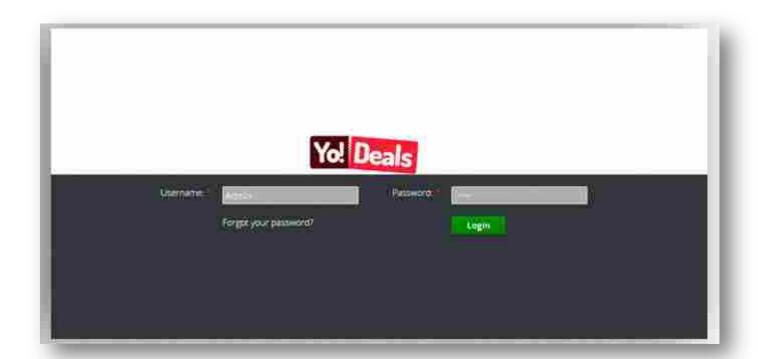
- Administrator as super admin.
- Admin users created by an admin.
- Merchant/company user.
- Representative Users.
- Affiliate Users.



### **Admin screen**

To have access to backend features user need to visit admin panel: URL:

http://demo-v2.yo-deals.com/manager/login.php



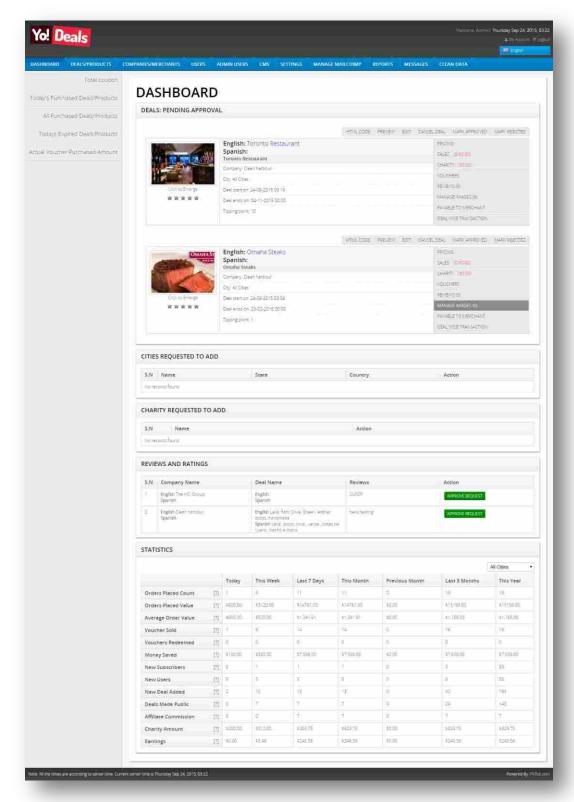
Following are login details for admin:

Username: Admin

Password: admin



After login next screen is **Dashboard** shown below:





On dashboard screen: Admin can see following quick left navigational links:

- Total Coupon
- Today's Purchased Deals
- All Purchased Deals
- Today Expired Deals
- Actual Voucher Purchased Amount

Each tab has related interface with key information on hovering over the respective tab.

There are following sections on the dashboard:

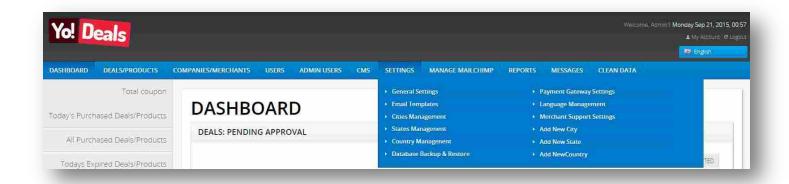
- Pending approval deals: Admin can mark a deal status: Approved/Rejected, which is added by a
  particular merchant.
- Requested cities: Cities requested by merchant to add in the system.
- Statistics: All statistics can be viewed by city wise for today, last 7 days, previous month etc.
- Review and Ratings
- Charity request to add

A help tool tip is provided against each field like Orders Placed Count, Vouchers Sold etc.



## System settings

An admin first step is to setup system settings. See below screenshot:





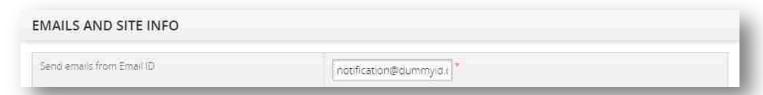
On mouse hovering over the settings tab, following links are present:

- General settings
- Email Templates
- Cities Management
- State Management
- Country Management
- Database backup & restore
- Payment Gateway settings
- Language Management
- Merchant Support Settings

**General settings:** This includes various fields like email redirections, mails ending options (Mail or SMTP mail), SSL activation option, Meta information settings, date format, payment mode, currency symbol, Affiliate commission, Referrer commission, logo management, meta information, Google analytic code etc. All changes make here will reflect to the system.

#### **Settings:**

**Send emails from email Id** – This email address is used for all of your communication with the customers, registered users, merchants, affiliate users and this will show in from the field like the screenshot below:



**Email Name From** - This email name is used for all of your communication with the customers, registered users, merchants, affiliate users and this will show in from the field like the screenshot below:





Site Owner Email - All the system related emails will be received on this email address.

**Emails Sending Method** – Two methods have been used for sending the emails.

- Mail Emails send through your server
- SMPT Emails send by your SMTP mail server (Below mention settings will be required if you select SMTP option)

**SMTP Host** – Enter your SMTP host. For Gmail default SMTP host is smtp.gmail.com. For yahoo & the other SMPT servers, it is different.

**SMTP Username** – Enter SMTP username. The username you are using for logging into your SMPT mail account.

**SMTP Password** - Enter SMTP password. The password you are using for logging into your SMPT mail account.

**SMTP Port** - Enter your SMTP port. For Gmail default SMPT 465. For yahoo & the other SMPT servers, it is different.

**SMTP Use SSL** – All the emails will be sent over a secured layer, if this option is marked yes.

**SMTP Authentication Required** – System will be verified the SMTP username & password.

**Mobile Version Active** – This option is used to activate & deactivate the mobile version.

Secondary language – language added here will be shown as a secondary language in front end.

#### **PAYMENT SETTINGS:**

Currency Symbol Left – Enter the currency symbol if you want to display it left. For ex-\$34

Currency Symbol Right - Enter the currency symbol if you want to display it right. For ex- 34 \$

**Payment Mode** - Test mode is for testing purpose. Production mode means that the payment module transactions are in real use and live.

Admin Commission Type - Admin commission have three options in the drop down box.

- **Deal wise:** By choosing this option, admin will receive the commission as mentioned in the deal during adding the deal.
- **City Wise:** By choosing this option, admin will receive the commission, which is set during adding a new city. If this option is selected, admin will receive commission only when a deal under that city is purchased.



Merchant wise: By choosing this option, admin will receive the commission, which sets during adding a
merchant. Under this case commission will received only when the deal of that particular merchant is
purchased.

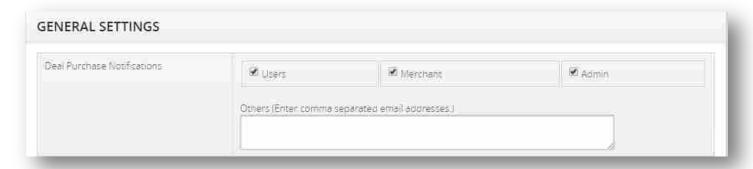
**Currency Code** (as sent to the payment gateway. Please check transactions after update.) - Enter the currency, which you want to display on the website.

Success Page Paypal/Authorized.net – Message, You want to show to users. When they will purchase a deal.

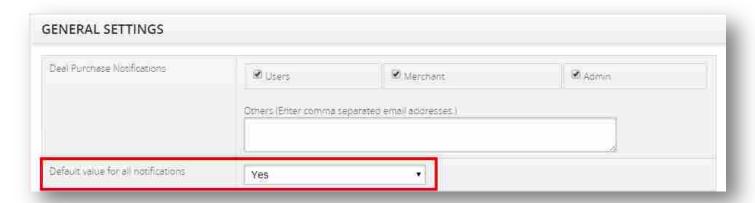
Success Page Paypal/Authorized.net (Secondary language) - Secondary language success message.

#### **GENERAL SETTINGS**

**Deal Purchase Notifications** – Checked members will receive an email, when a deal is purchased. Admin can also add multiple email ID's



**Default value for all notifications** – Comments Need Approval – Blog comments will be posted on the website without approval, if this option is marked no. Blog comments need an admin approval if this option is marked yes.





**Friendly URL** – Choose yes, for friendly URL (SEO friendly).

**SSL Active** – Choose yes for to activate SSL. All the payments will be processed over a secure layer.

Note: – Please add the SSL security certificate on the server. Otherwise the system will show an error.

**Allow Direct Browsing** – It is used to show a default city to user (A city which have maximum number of deals).

**Reviews Section for deals** – Users will be able to post the reviews for deals, if this option is marked yes. Reviews section will not be visible on choosing the no option.

**Reviews Section for Merchants** – Users will be able to post the reviews for a merchant, if this option is marked yes. Reviews section will not be visible on choosing the no option.

Which Users Can Post Review For Deals – Review posting authority is manageable from this field.



- a) Choosing the **all logged in user means**; all logged in user can post the reviews on deals. Whether they have purchased the voucher for that particular deal or not.
- b) Who has purchased the voucher for this deal, only that user can post the review, which has purchased the voucher for that deal.

Which user's can Post Review For Merchant - Choosing the all logged in user means, all logged in user can post the reviews on deals. Whether they have purchased the voucher for that particular merchant or not. Who has purchased the voucher from this merchant, only that user can post the review which has purchased the voucher from that merchant

**Repost Voucher start date** – This is a deal voucher repost start date. Means when you repost a deal, system used the selected option for voucher start date.

For example – repost deal start date is 14 may and ending date is 20 may. If deal start date option is selected by the admin, then system will show the 14 may start date for reposted deal voucher.

If deal end date option is selected by the admin, then system will show the deal end date as starting date for reposted deal voucher. i.e 20 may.

Number of Days to be added in Voucher End Date – Deal end time + specified days will be added in the reposted deal voucher end date

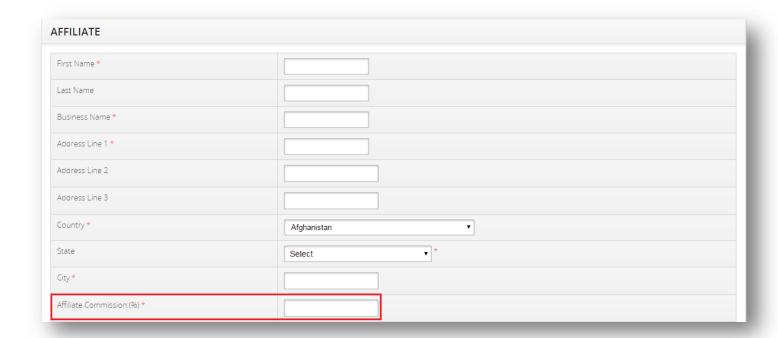


#### How to distribute commission among different users:

#### For Affiliate user

Affiliate user gets mentioned commission, on each purchase made by the user refer by that particular affiliate. How much commission will affiliate received on deal purchased?

This will be defined by Admin while making the affiliate use

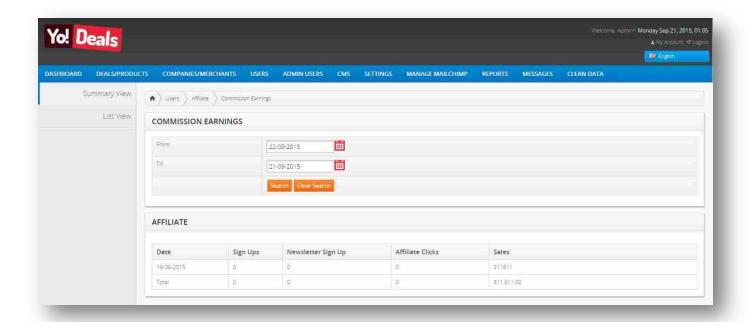


Now the earned commission is shown in affiliate account and in manager area. In manger end it's shown under:

Users > Affiliate users > Commission Earnings > List View.



Here in list view admin can see the commission earning by affiliate and admin can pay to affiliate user.



#### For Merchant User

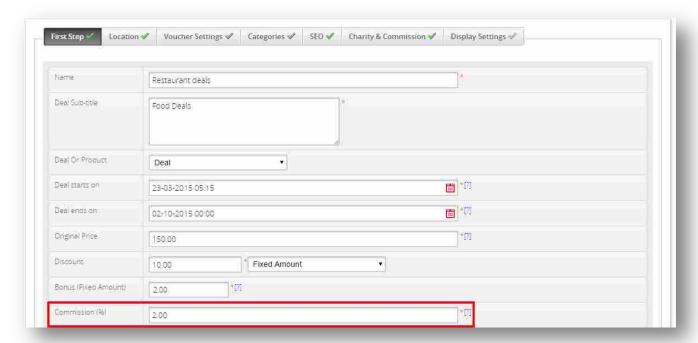
When a deal is successfully purchased by a user and user used his/her coupon. Then merchant can change the coupon status to **MARK USED**. Please find below the screen:





Now Admin will deduct his commission and bonus from that particular purchased deal (and charity amount if added for that particular deal) and give the rest of deal amount to merchant.

- Admin can add/set commission while adding a deal.
- If merchant adds a deal, then admin can add his commission, when deal comes for admin approval by editing that deal.

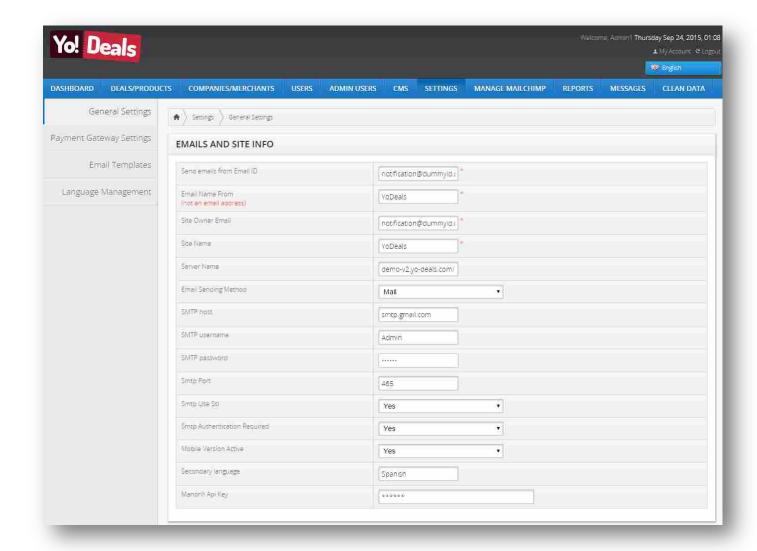




#### Different options under General settings are as:



### **Email and Site information settings:**



Here admin can select and manage different options related to Emails which are shooting by the system. Admin can manage the site owner email ID, send mails from email ID, site name, server name etc.

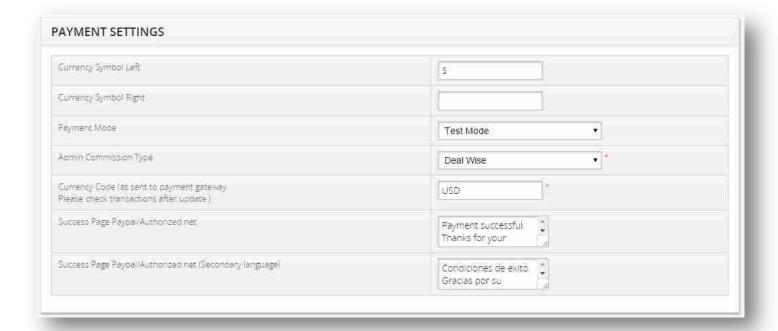
Admin can set the option for sending the method for the emails through simple Mail or through SMTP. Admin can also set that SMTP will use SSL or not by selecting the option as SMTP Use SSL





#### **Payment Settings**

Admin can manage all the options related to Payment module from these settings.



Admin can set the currency symbol used for the payments. Admin can set the payment mode. Admin can set the success message of purchasing a deal when purchased via wallet.

- Test mode means that payment module is in Test mode.
- Production mode means that the payment module transactions are in real use and live.

Admin commission type has three options in dropdown box.

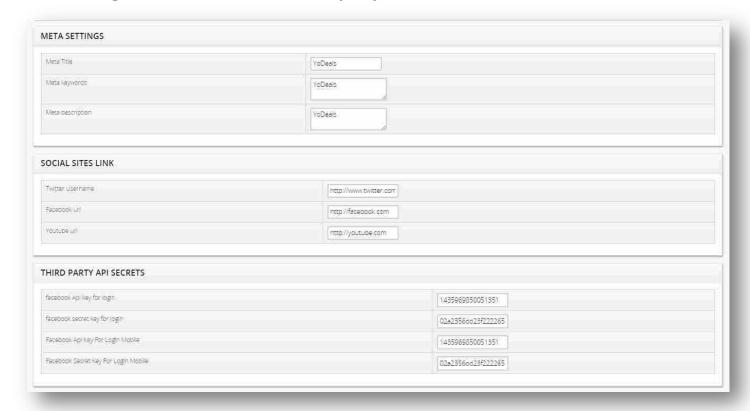
**Deal wise**: By choosing this option, admin will receive the commission as mentioned in the deal during add deal steps.

**City Wise**: By choosing this option, admin will receive the commission which is set during add a new city. If this option is selected, admin will receive commission only when a deal under that city is purchased.

**Merchant wise**: By choosing this option, admin will receive the commission which set during add a merchant. Under this case commission will received only when the deal of that particular merchant is purchased.



#### Meta settings, Social sites Link and Third party API secrets:



**Meta settings:** Here admin can manage the Meta keywords, title and description. This information is very useful for SEO purpose.

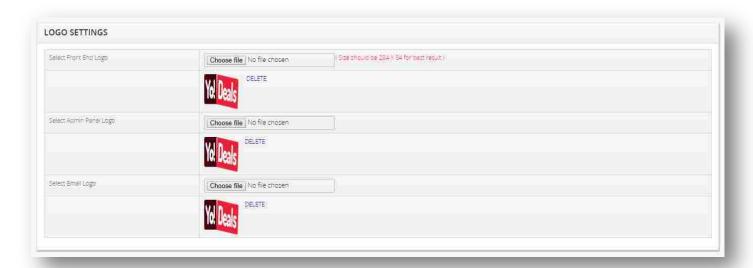
**Social Sites Links:** Redirection regarding the social networking icons implemented on the front end of the system can be managed from here.

**Third Party Secrets:** Facebook keys for the proper functioning of login via Facebook account can be managed from these setting





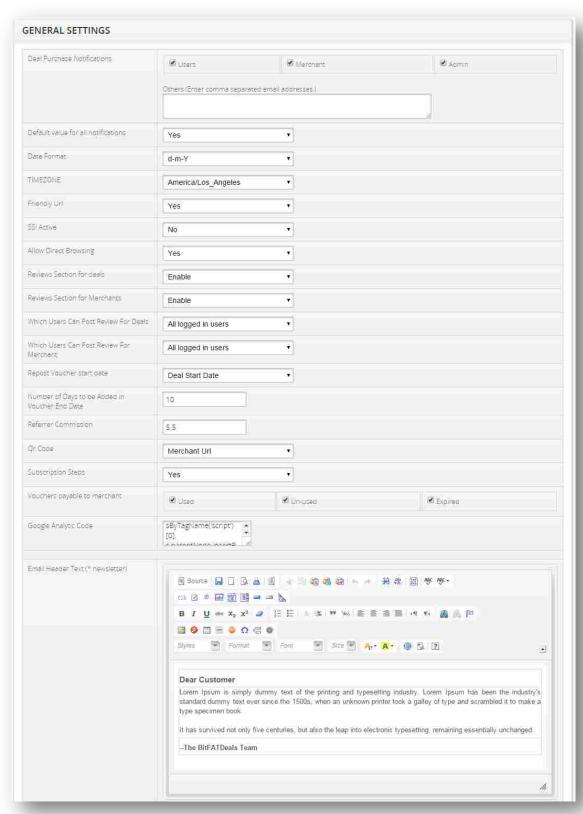
## Logo Settings:



Admin can manage the website logo from here. Admin can upload the logo for admin end, front end as well as for email templates from these settings.









Admin can set various settings like **Date Format, TIMEZONE, SSL activation** on website from here.

Admin can also manage the reviews section of the front end by the options mentioned in these settings. System will function in the front end as options selected in these settings.

Refer commission for admin is also managed from here.

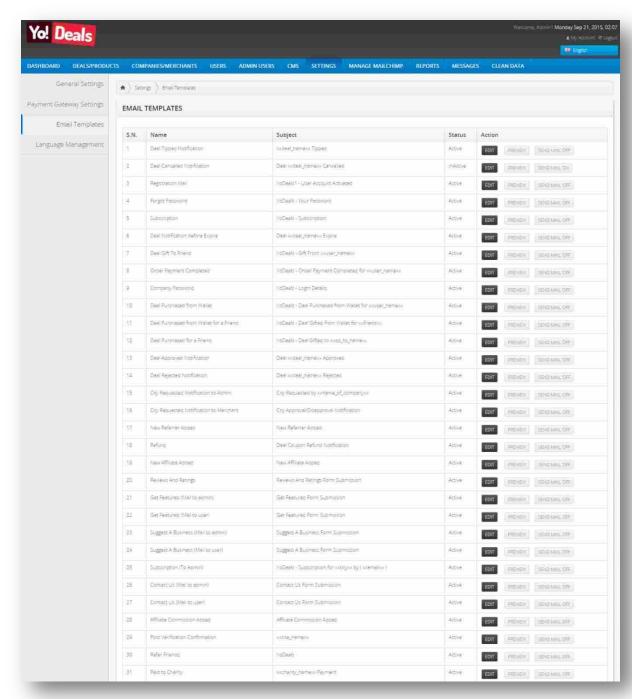
Admin can set the listings of vouchers for which payment is still pending to given to the merchant. For e.g. If used option is ticked mark, it means only used vouchers will list to admin for which he still has to release payment to merchant.





#### **Email Templates**

This includes various email templates management which is sent to subscribers/customers for each event of a deal. Various actions like **EDIT, PREVIEW and SEND MAIL ON/OFF** can be performed by administrator for a particular template. See below screen:

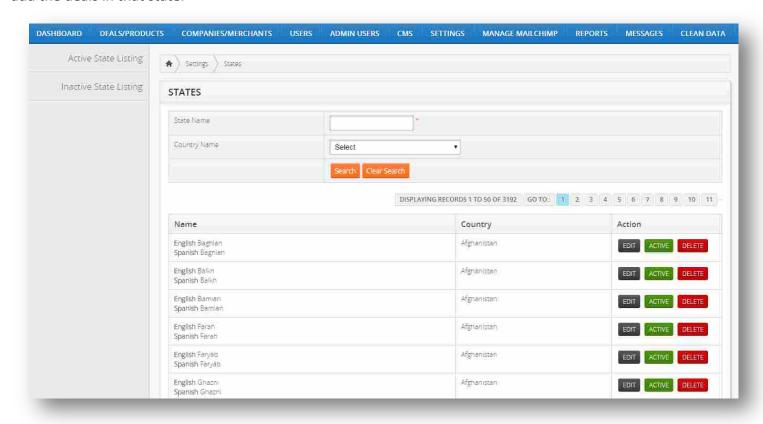






### **States Management**

This includes the list of states present in the system. Admin can admin can add a state by clicking on add new button. Admin can change the status of states **ACTIVE OR INACTIVE**. By adding states in the system admin can add the deals in that state.

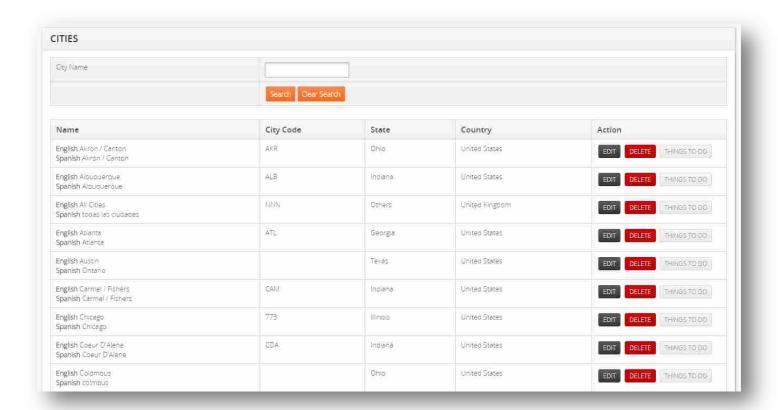






#### **Cities management:**

Cities can be managed from the "City Management" link under settings tab, on clicking, below screen gets displayed:



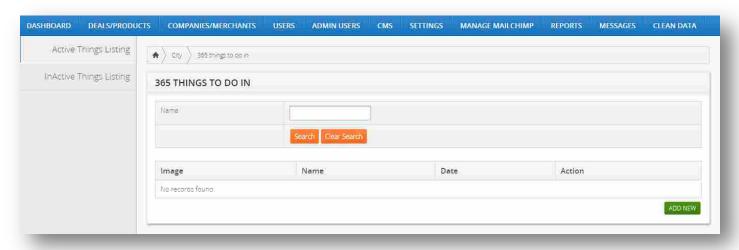
Search feature is provided and various **EDIT, DELETE** and things to do options are listed against each city record.

**Add new** button is provided at the bottom to add a new city.

Left panel shows city categorization based on status like active city listing which are displayed by default, inactive city listing, deleted city listing and requested city listing.



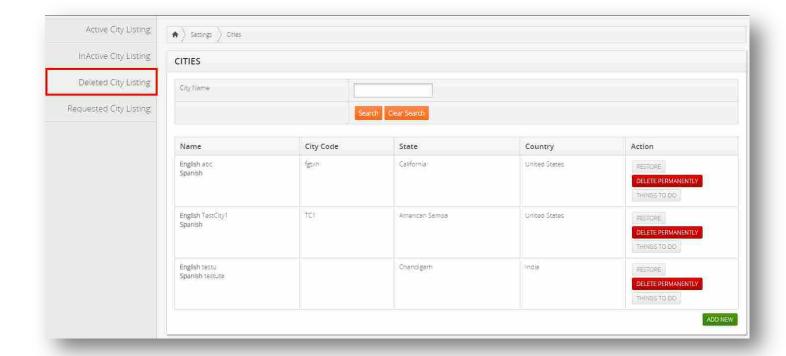
Things to do button shows various things, which can be listed by added new things under each city



Left navigational panel shows following options based on their status level:

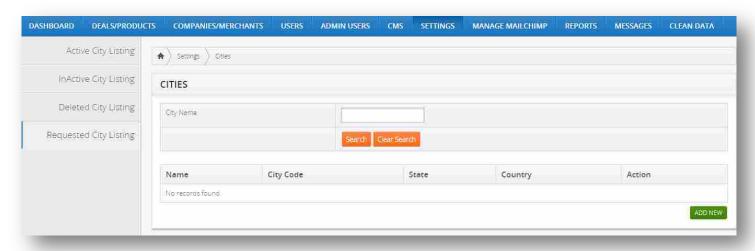
- Active Things Listing
- Inactive Things Listing

On main cities screen, on clicking left navigational tab named: Deleted City Listing, below screen is displayed:



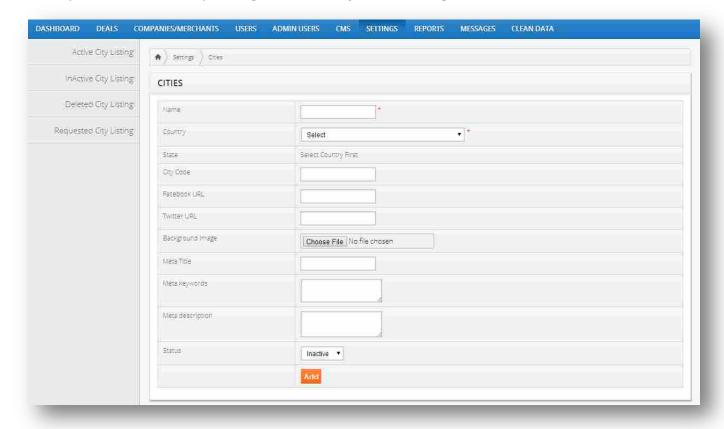


**Requested City Listing**: On clicking this tab, cities requested for approval or disapproval are listed. See below screenshot:



#### **Add New City**

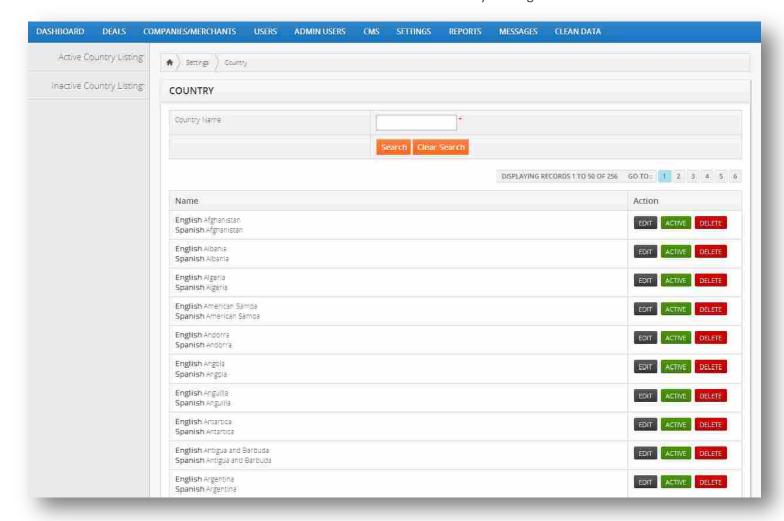
A new city can also be added by clicking "Add New City" link in settings menu.





#### **Country Management:**

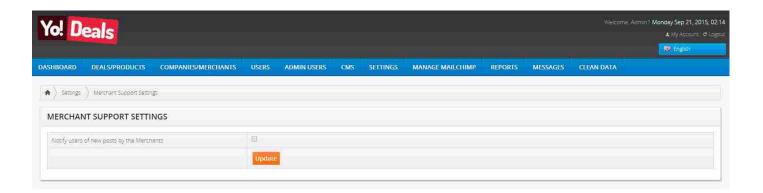
Admin can add a new country in the system by clicking on add new button. Admin can set the status of the country as active or inactive and can view the list of **ACTIVE** and **INACTIVE** countries by clicking on concerned tabs.





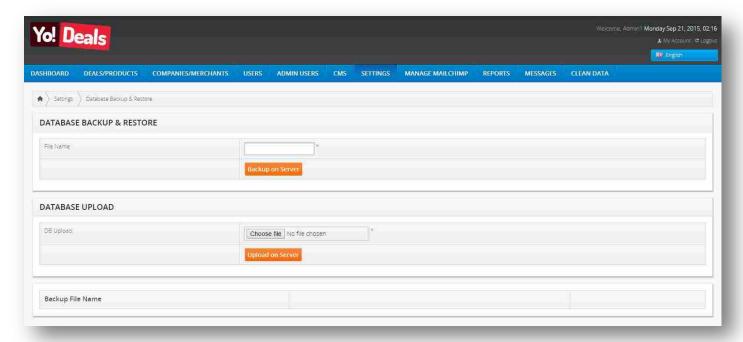
#### **Merchant Support Settings**

Admin can manage the receivers (Admin users) of notifications of messages which are posted by merchant.



#### **Database Backup & Restore**

This include various actions like administrator can take backup of already existing file and can also upload Database file on the server. See below screen:





Various action buttons are listed like download database, restore database and delete against each backup file.

Admin can create file name on the server by clicking button named: backup on server, a file gets listed, which can be downloaded or restore. If a particular file after downloading on computer and then user delete that particular file from the listing records by clicking on delete button, then same file can be uploaded while choosing following options:

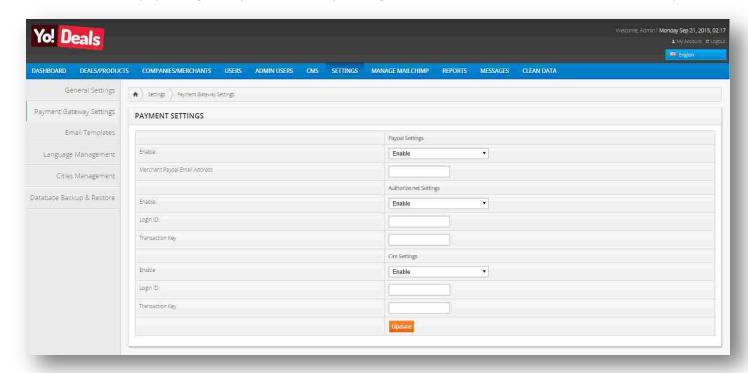
Database upload: This can be uploaded on the server.

Restore database button also functions similar to uploading a file on the server.



#### **Payment Gateway Settings:**

Administrator can set payment gateway information by clicking on this link. See below screen for various field options:

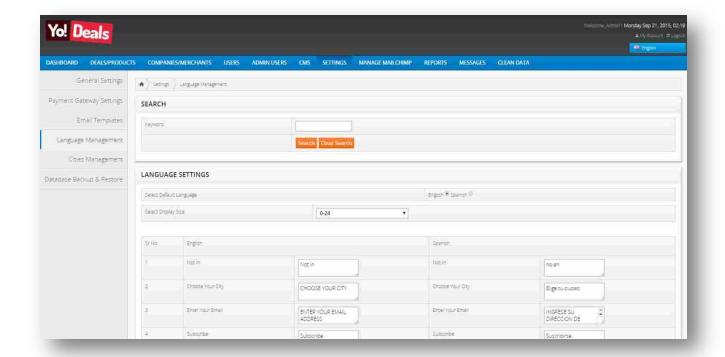






## Language Management:

This tab shows dual language text to be entered for each tab of front end interface. Presently English language and Spanish language files are incorporated. See below screen:

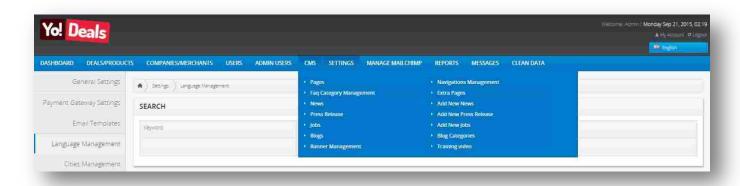


Each screen is provided with keyword search feature with like search criteria





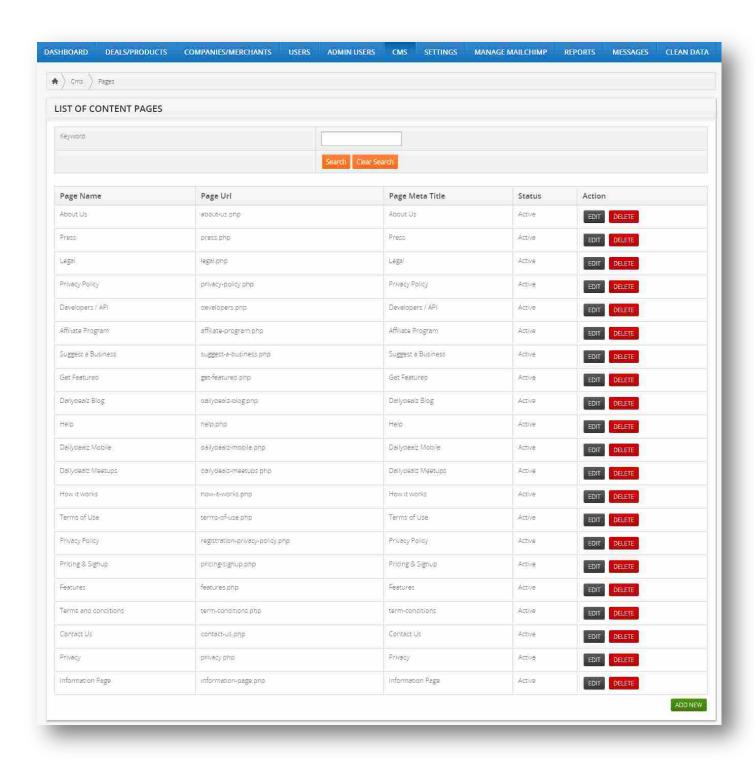
Content on the website can be easily manageable by using CMS tab provided in the backend area. See below screen:



Following links are provided on the CMS tab:

- Pages
- FAQ Category Management
- News
- Add New News
- Press Release
- Add New Press Release
- Jobs
- Add New Jobs
- Blogs
- Blog Categories
- Banner Management
- Navigation Management
- Extra Pages
- Training video

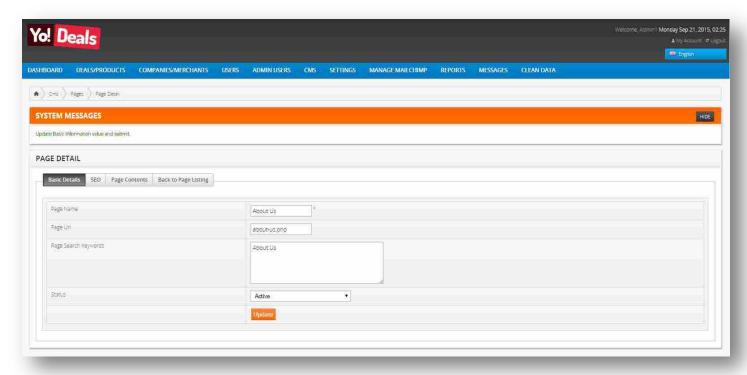




**Pages:** Here various Webpages are listed with action like edit, delete and add new CMS webpage. Keyword based search option is also listed.



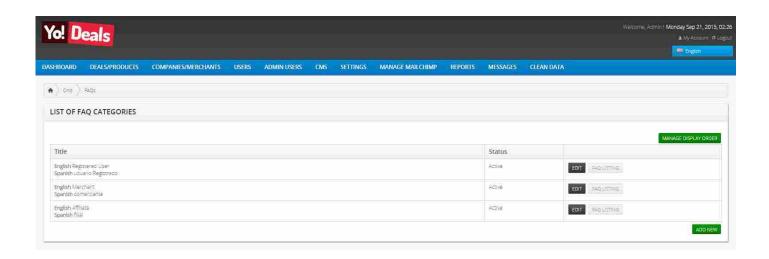
On Add New screen when clicked on green color button: "Add New" present at the bottom right section. On clicking below screen gets displayed:



Here **four tabs**: **Basic Details, SEO, Page Contents, Back to Page listing** are listed and once CMS based webpage is added, its SEO information specific to that webpage can be also be added along with content.



**FAQ category management:** Here administrator can see a list of FAQ's categories with edit, delete, FAQ listing, add child category options. See below screen:



A new FAQ category can be added by clicking on a green color button: ADD NEW

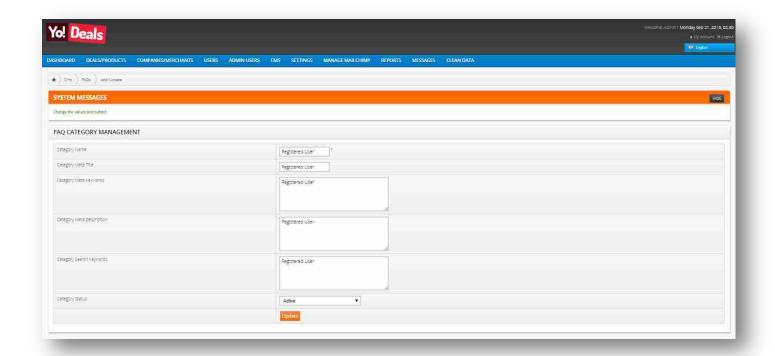
Display order of FAQ's listing can be managed by clicking on green color button named: **MANAGE DISPLAY ORDER.** See below screen:





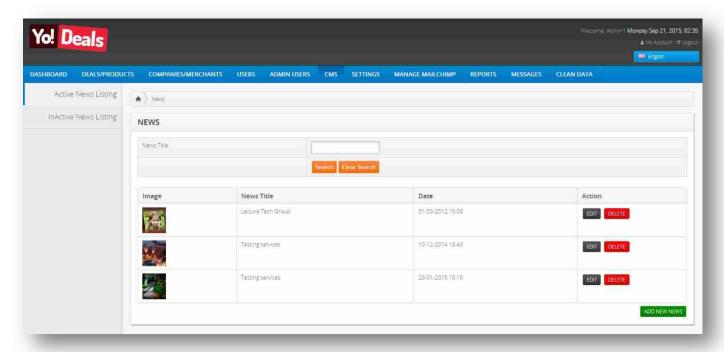
On dragging with mouse cursor display order of category can be changed.

**Add child category button:** On clicking this button, a new child category can be added under parent category of FAQ's listings. See below screen which is displayed on clicking button:





**News:** News listings can be managed from this link. Various operations like add, edit and delete can be performed. See below screen:

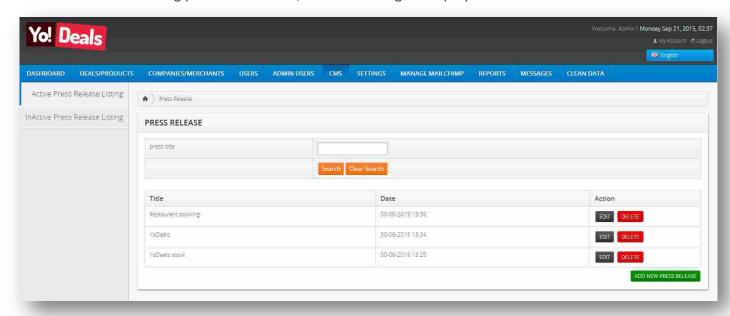


On left side there are **Active News Listings** and **Inactive News Listings** tabs.

Search based on news title can be performed easily.



Press Release: On clicking press release link, below screen gets displayed:



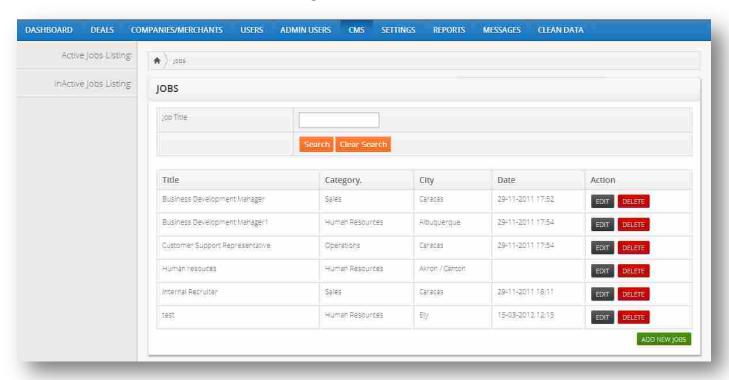
Here new press releases can be added and their status can be marked **Active** or **Inactive**.

Various basic functions like **Edit, Delete, Add, and Search** are listed.

Each press release listing gets categorized as **Active Press Release Listing** and **Inactive Press Release Listings** as administrator can observe on the left side tabs.



**Jobs:** Jobs are listed based on cities and categories. See below screen:



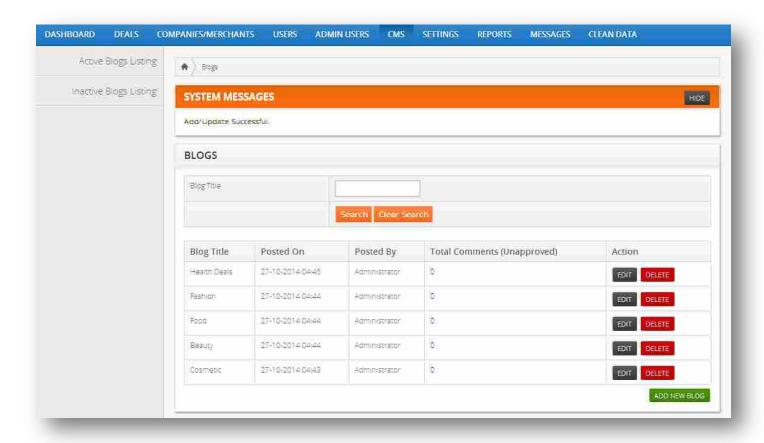
Every Job has date of posted along with basic actions like Edit, Delete, Add, Search, and Status.

Each are categorized based on **Active** and **Inactive** job listings, which can be viewed from tabs present on left side.



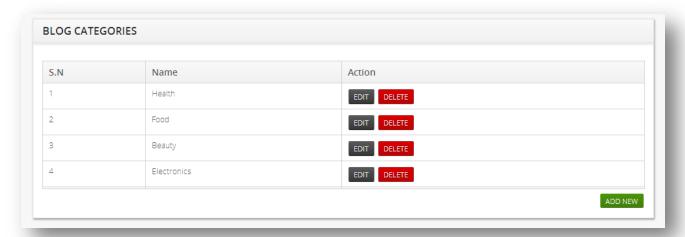
**Blogs Management:** Admin can add a blog into the system which will be shown in the front end under Blogs tab. Admin can manage the status of blogs to active or inactive.

If a user has made a comment for a blog, it will first come for approval to admin then it will display in the front end if approved.



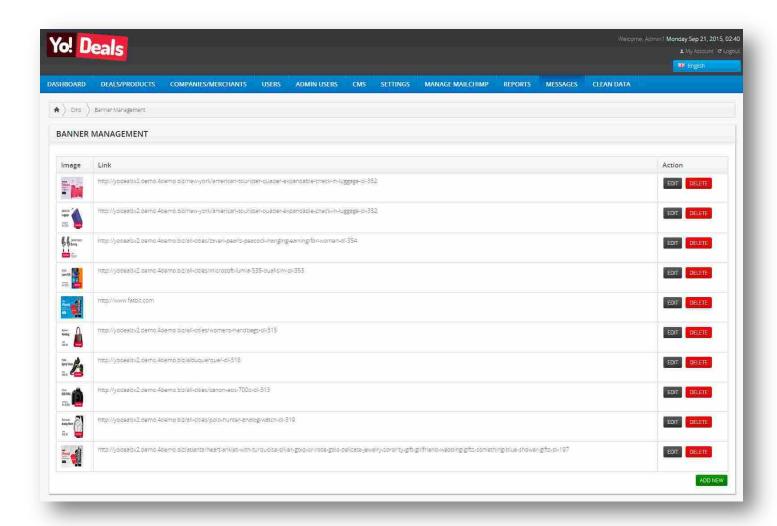


**Blogs Categories:** Admin can add or delete the blog categories which were shown in the front end under blogs tab:



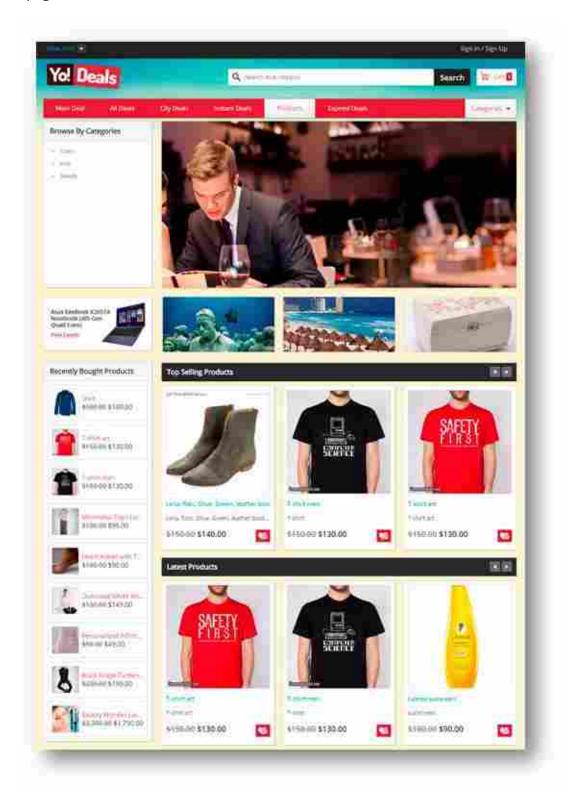


**Banner Management:** Admin can manage the banners and their redirections which are shown in the front end. Banners can be add in the system by clicking on add new button. Please see below screenshot:



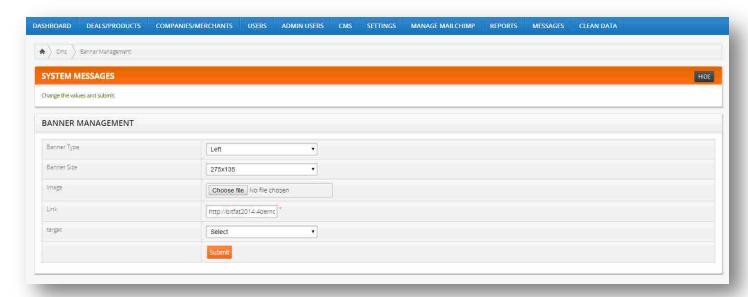


Banners are displaying on the products main page and product listing page. Please find below screenshot of products main page:





On click "Edit" button it will redirect to the edit banner page. On this page you can edit the position, image, link and target of banner. Please see below screenshot:



We have following positions for banners:

- Main banner
- Left banner
- Bottom banner
- Offers

Main Banner will display after the top menu on products main page.

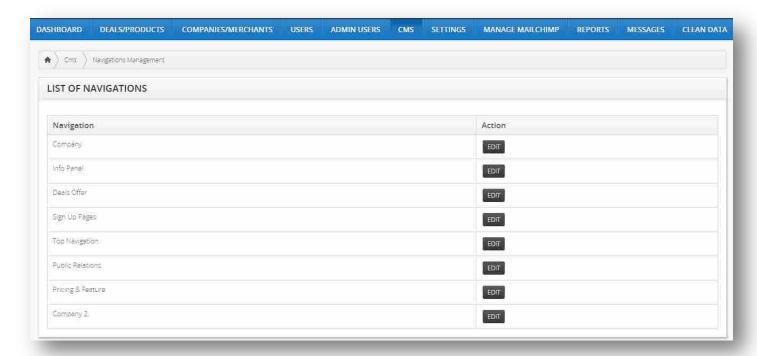
**Left banner** will display under the categories section in left panel.

Bottom banner will display below the main banner.

**Offers** are not banners actually, they are kind of pop up which will display after a specific period of time on deals and products page.

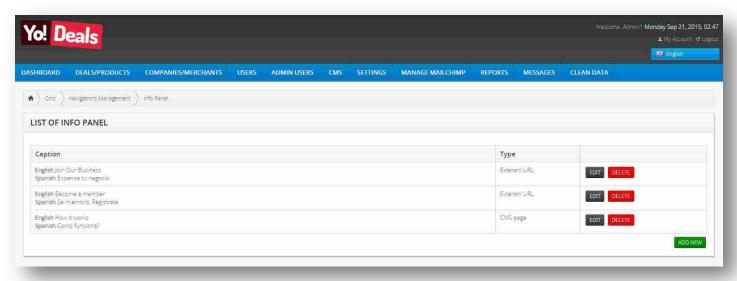


**Navigations Management:** Navigations on the website can be categorized into various sections. See below screen:





Each navigation listings has different links grouped which can be observed by clicking on edit button.

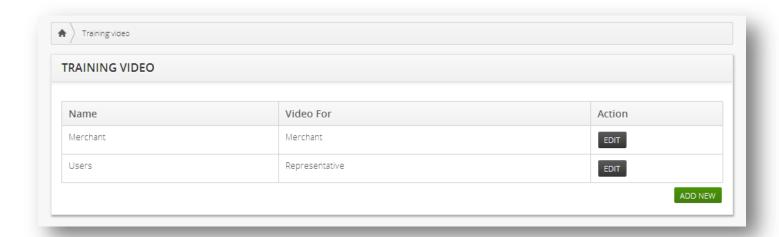


Various basic operations like edit, delete and add are listed.

Extra Pages: Editor Provision is listed for few CMS pages for which content can be easily added.

Add New News, Add New Press Release, Add New Jobs are quick links for adding news, press release and jobs.

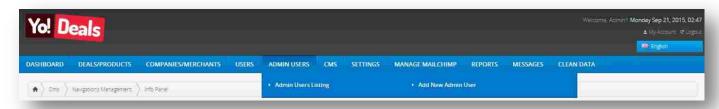
**Training Video:** Admin can add the training videos to merchant and the representatives here. Admin have to add the embed code in the video link box when clicks on add new button.





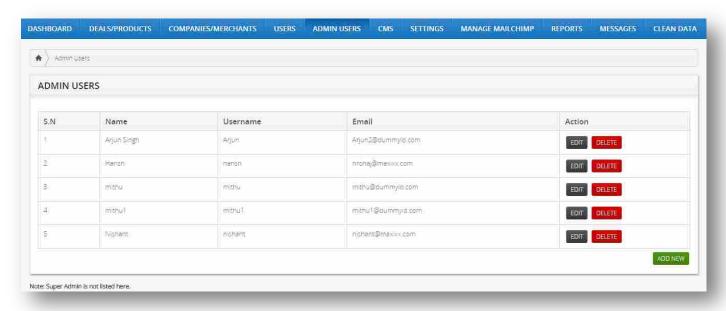


Administrator can create/configure other sub-admin users based on permission rights. See below screen:



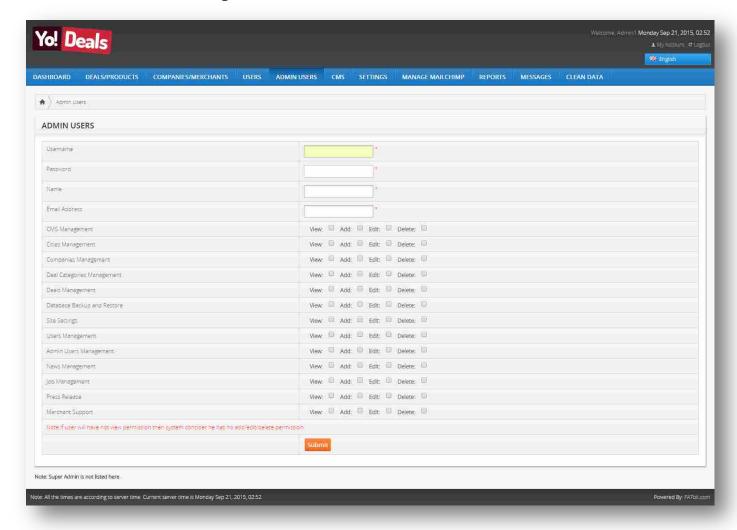
#### **Admin Users Listings:**

Here administrator can see a list of sub-admin users added by super admin. See below screen:





Various **Add, Edit and Delete** operations can be performed. **Add New Admin Users->Adding a new user**:

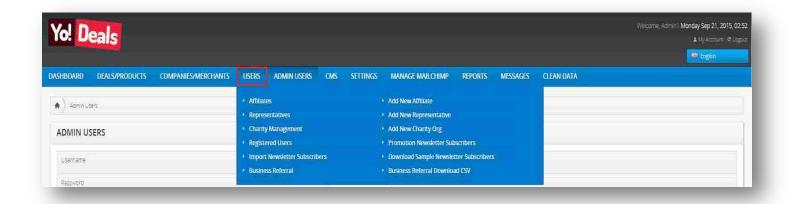






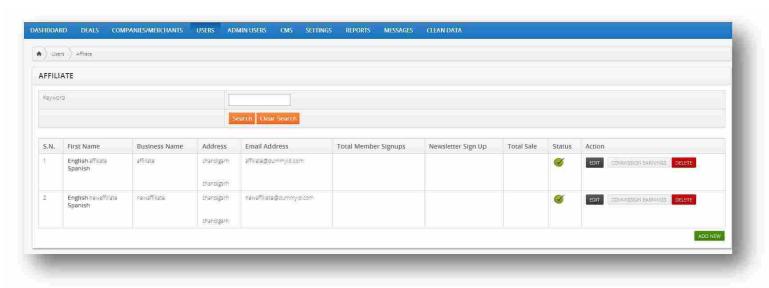
User's management involves managing of new users like:

- Registered Users.
- Representative users.
- Affiliate Users.



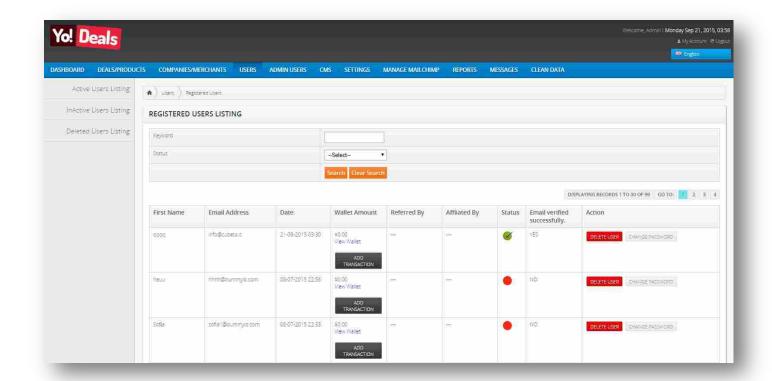
See below screen which gets displayed on mouse hovering on Users tab.

Affiliate Users: On clicking this link, below screen gets displayed:





Here administrator can view commission earnings of a particular affiliate. He can view **Total Member Signups** through a particular affiliate by clicking on link here it is <u>3</u> under column named: Total Member Signups. See below screen:

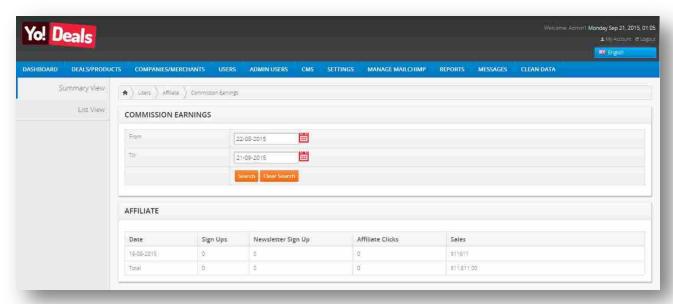


Here various members associated through one affiliate user are shown with various actions like delete user.

Basic keyword based search is provided to search for a particular user.

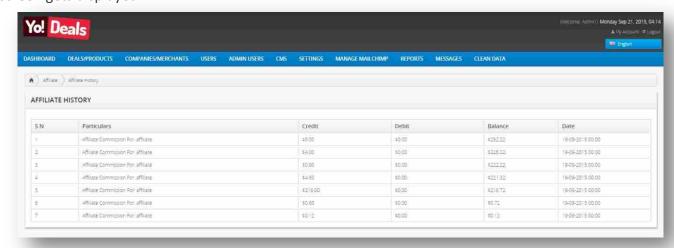


Administrator can also view total sale through members referred by a particular affiliate by clicking on link say \$320.00 under column named: Total Sale.



There is a **pay now** link with grand total of commission Earnings. Administrator can click on **Pay Now** link to pay instantly to affiliate wallet.

Total commissions earnings' history can be viewed by clicking on the total amount say  $\frac{$6.40}{}$  and then next screen gets displayed:



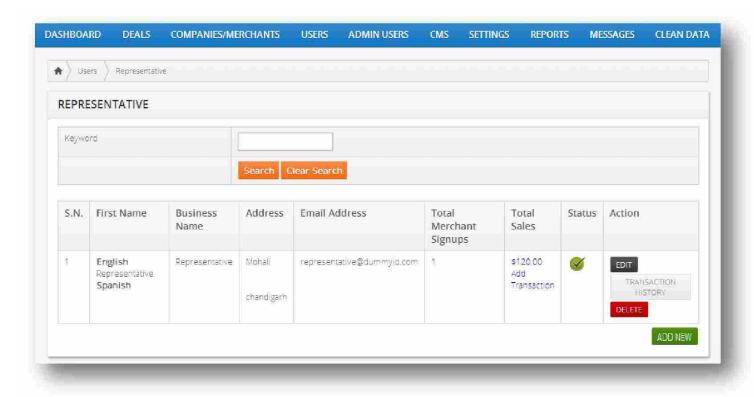
Here affiliate history is shown.



**Both options**: summary view and list view are provided as for presentation structure.

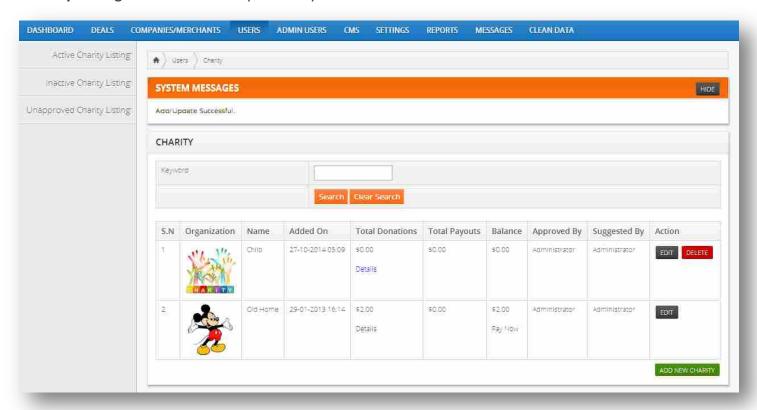
**Representative Users:** Representative users are the users which represents a company. Admin can add the representatives by clicking on add new button. Admin has to enter the required fields as well as the commission which will be given to representative. Admin have to make the account active once a new representative is added. Admin can manage the status of representative active or inactive.

- Total sales column will show the sales that have been made by the companies which are registered through the representative user.
- Admin can manage the transaction of the representative by clicking on add transaction and transaction history will shows the past transactions.





**Charity Management**: Here charity added by admin or merchant can be viewed. See below screen:

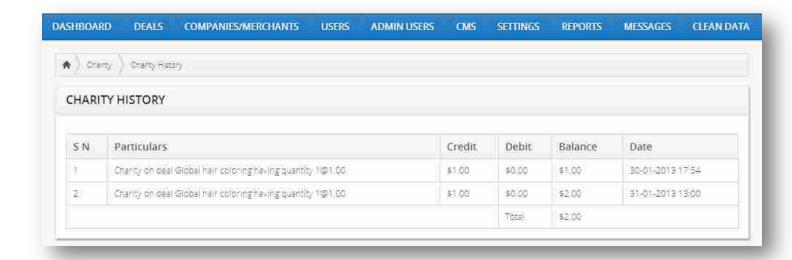




On left side charity listing are categorized into active charity listing, Inactive charity listing and Un-approved charity listing with basic keyword search provided.

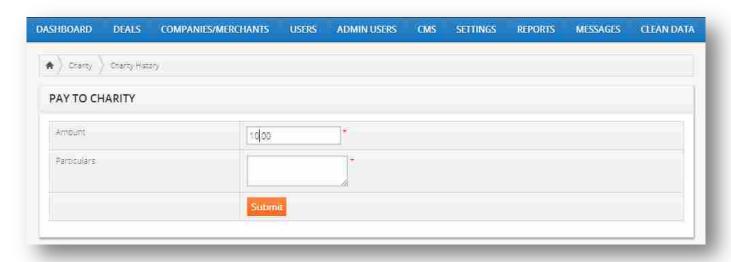
Basic operations like edit, add, status buttons like inactive/active are listed against each organization.

Links like Details shows history of charity on a particular deal. See below screen:





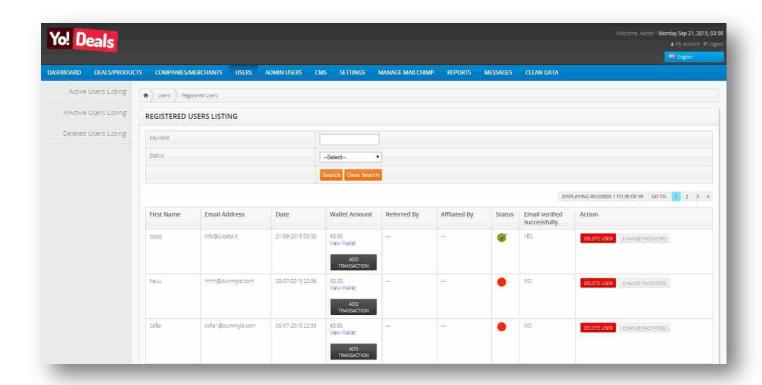
Admin can pay charity to charity organization set by the merchant via clicking on pay now link. See below screen:



On submit of a button, email goes to charity organization's email address and it is between merchant and administrator how charity money is credited to organization.



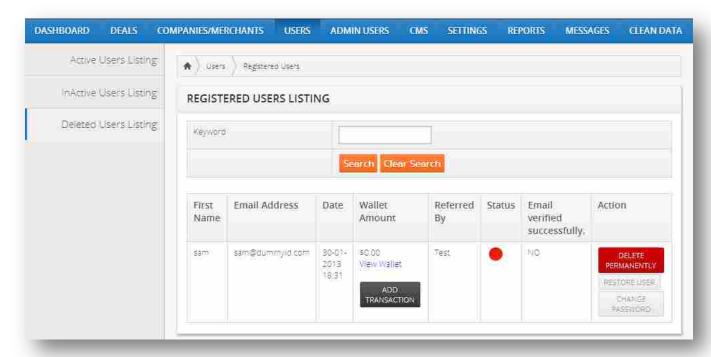
**Registered Users:** On this link, all the registered user's listing is shown. See below screen:



- Various options like active users listing, deleted users listing etc. are provided. By default all users are listed.
- Administrator can edit wallet of a registered user and can also check email verified status once account is created by the registered user.
- Other options like search, change password, delete are listed



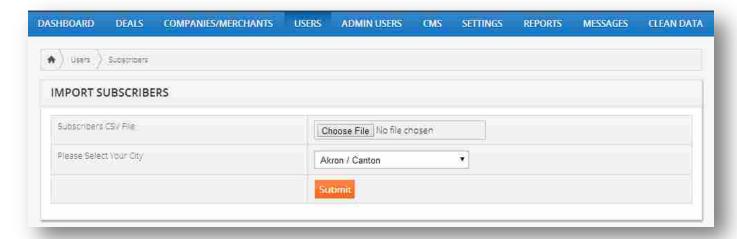
#### **Deleted Users Listing:** See below screen:



Deleted user can be restore or permanently delete.

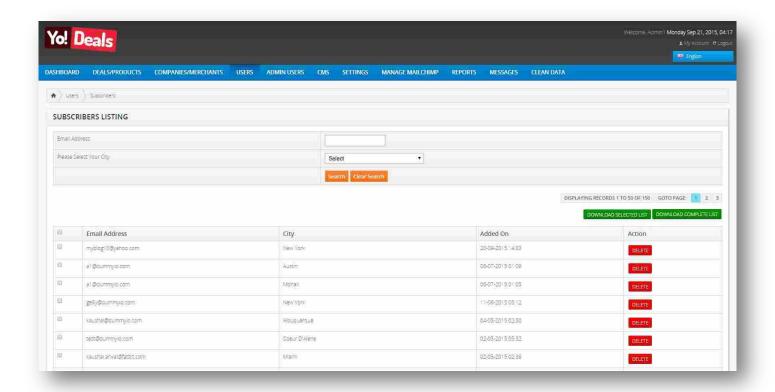
#### **Import Newsletters Subscribers:**

Subscribers list can be imported into the system by using import feature. See below screen:





#### **Promotion Newsletters Subscribers:**



- Administrator can select subscribers based on email address and city.
- Can also download complete list and selected list after selecting specific records in CSV format. Basic operation like delete is provided.

**Download Sample Newsletter Subscribers:** Admin can download a sample newsletter from here in CSV format.

**Business Referral download CSV:** Here admin can download the business referrals listings of the users which are interested to join the business as a merchant.

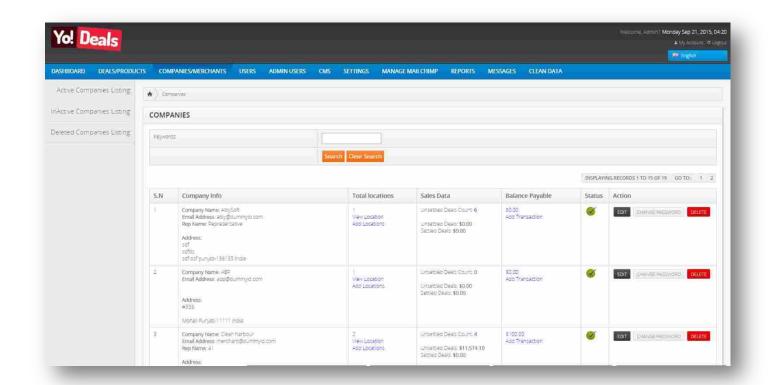




# Companies/ Merchants

Companies List: This includes the listings of company with all the information related to the company.

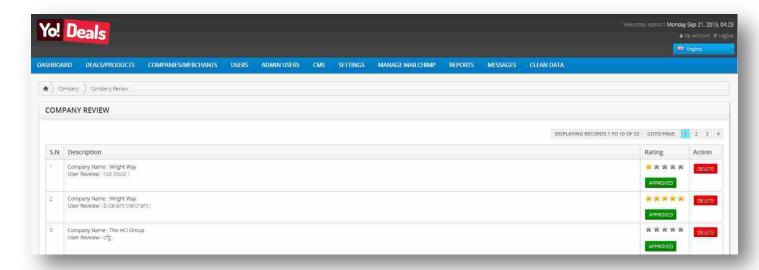
Admin can add a new company/merchant by clicking on add new button. Also admin can change the status of the company and can edit the information





**Reviews and Ratings:** Here admin can manage the reviews and ratings which were posted by the users to the company/merchant.

These needs to be approved from admin in order to show in the front end under the merchant details part. Admin can Edit or Delete the reviews.

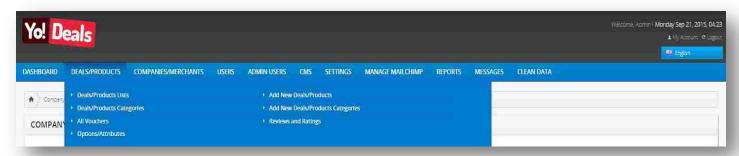






## Deal Management Feature

- The ability to create separate 'Deals' or coupons for each category.
- The ability to set a maximum of the number of coupons that can be sold (a) in aggregate; and (b) to any one member.
  - o **For aggregate:** If the Aggregate Coupons limit (Deal Total Capacity) is reached before the deal closes, nobody can purchase any more where as
  - o **For any one member:** If limit defined for a user to buy a particular deal is reached then that particular member cannot purchase that deal any more.
- The ability to set a minimum number of coupons that need to be sold before the 'Deal' becomes available.
- On the side, the ability to post a 'Bonus Deal' or 'Side Deal'.
- Each coupon have following fields: ID Number; Price Paid (by the member); Coupon Value; Short Description; Logo; Address of the Business; Key Terms & Conditions (expiry date etc.)
- For each 'Deal', a discussion page in which members can ask questions about the 'Deal' and an administrator can login and answer questions for all members to see.
- Featured deal as main deal on a page along with description, and peer reviews below the description.
- Deals/Deal Categories from admin panel can be set easily:



Mouse hover on "Deals" in order to view following options about deals management:

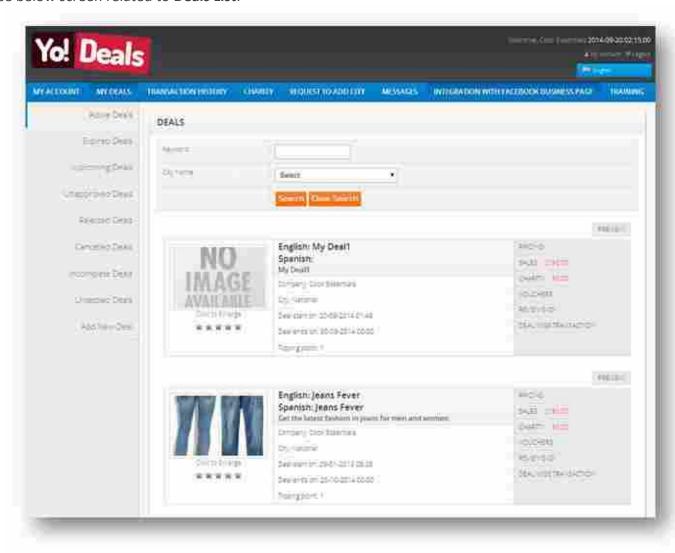
- Deals list,
- Deal Categories
- All vouchers
- Add New Deal and
- Add New Deal Category
- Reviews and Ratings



#### Deals List: Shows following type of deals:

- Active Deals
- Expired Deals
- Upcoming Deals
- Un-approved Deals
- Rejected
- Cancelled
- Minimum one coupon sold and
- Incomplete Deals.

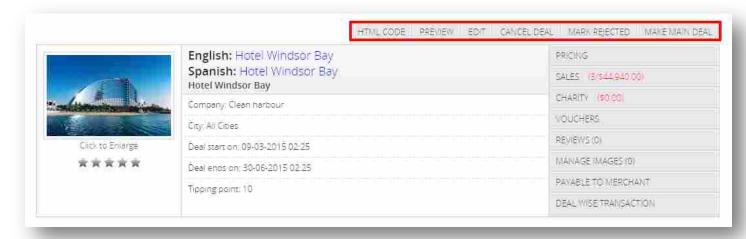
#### See below screen related to **Deals List**:



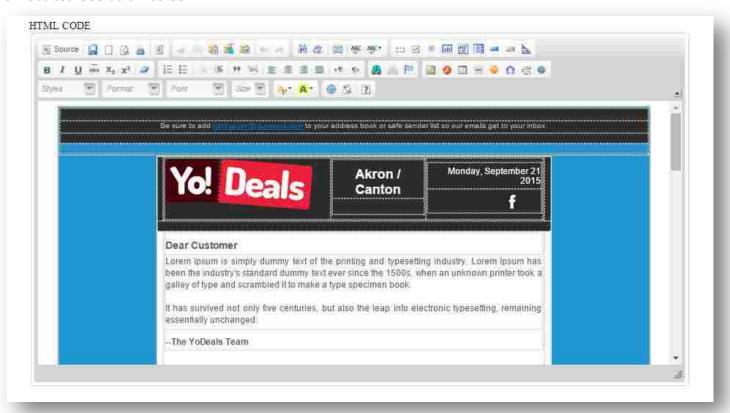


By default **Active Deals** are opened, administrator can search deals related to specific company.

Each deal has various quick options in the form of tabs like **HTML Code, Preview, Edit, Mark Rejected and Make Main deal**. Please find below the screen:



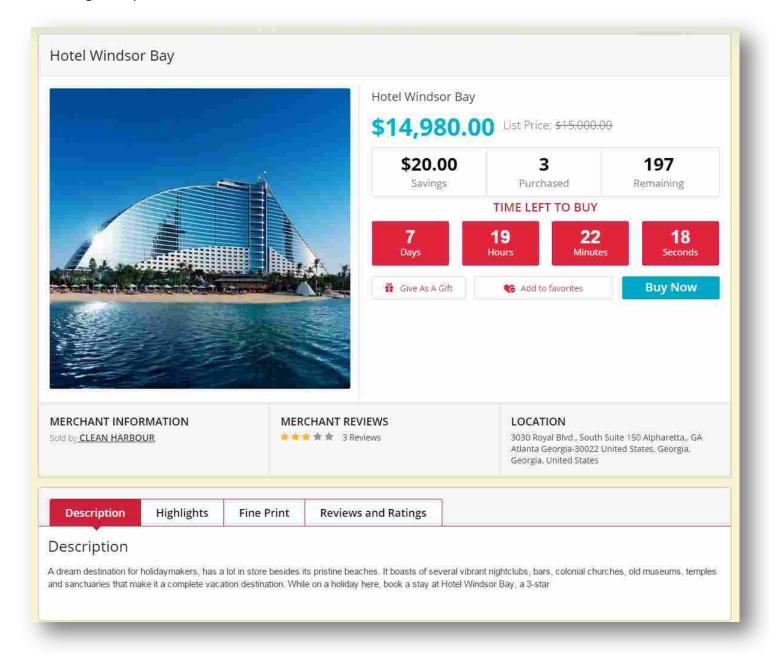
**Html code**: This option provides email template as a source, which can be embedded on third party sources like websites. See below screen:



Source code in the form of html can be copied and pasted on the third party sources.



**Preview** gives a preview of a deal in the front end interface. See below screenshot:



**Edit:** Admin can edit the details of a deal and add his commission before mark a deal as approved.

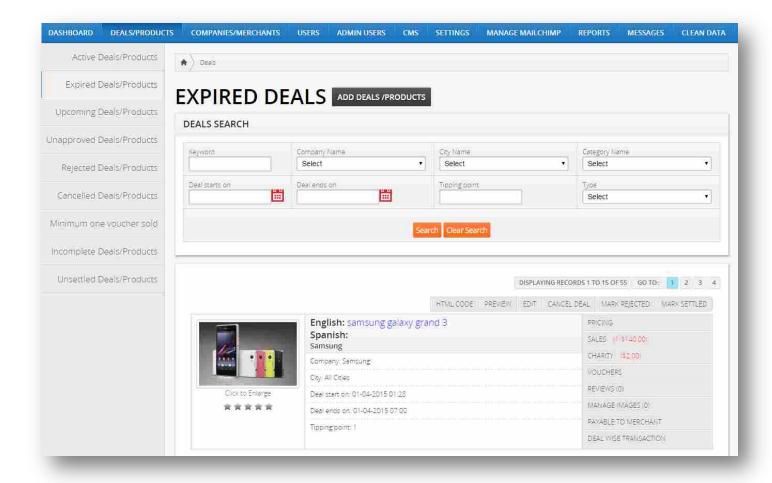
Cancel Deal: Admin can mark a deal as cancel I and it will show under the cancelled deals list.

Mark Rejected: Admin can mark a deal as rejected and it will show under the rejected deals list.

Make Main deal: Admin can mark a deal as main deal and it show as a main deal on website.



**Expired Deals**: On clicking this tab below screen gets populated. Once a deal expire, it comes under expire deal tab and admin can repost the expire deal but reposted deal will come under active deals in the front end as well as in manager and merchant area. Note that Deal ID will get changed after repost the expired deal, so that system will recognize a deal as a new deal.



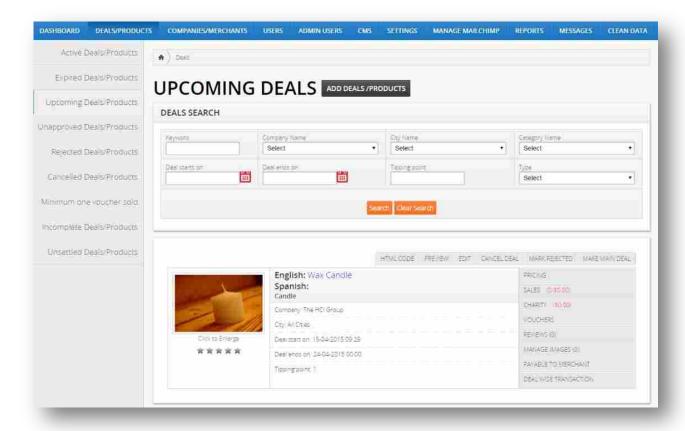
Administrator can easily search upcoming deals by following fields:

- Keyword
- Company Name
- City Name
- Category Name
- Deal Starts on
- Deal Ends on
- Tipping Point
- Type: Deal or product

Provision to add a new deal is also provided by clicking on button named: ADD DEALS/PRODUCTS



**Upcoming Deals**: On clicking this tab below screen gets populated:

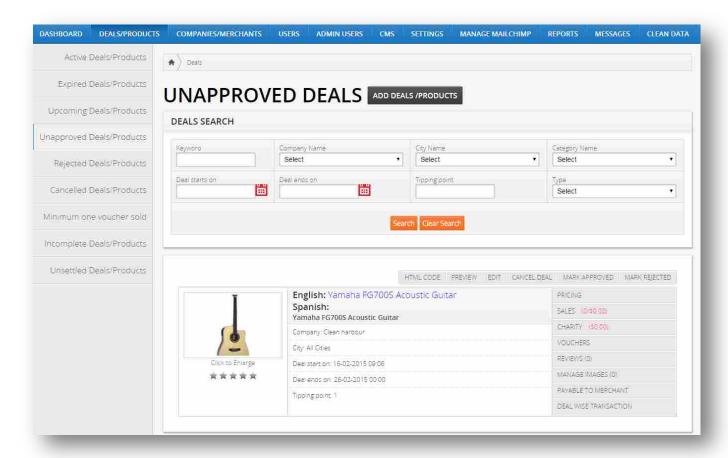


Administrator can easily search upcoming deals by following fields:

- Keyword
- Company Name
- City Name
- Category Name
- Deal Starts on
- Deal Ends on
- Tipping Point
- Type: Deal or product



**Un-approved Deals**: On clicking this tab below screen gets populated:

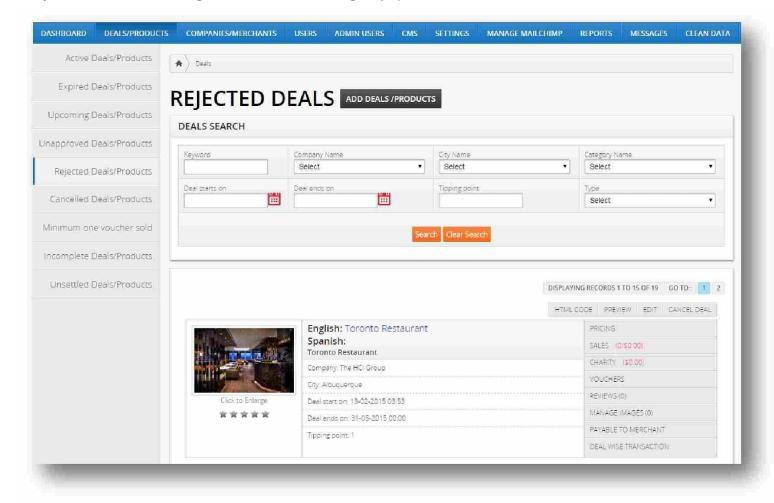


Administrator can easily search un-approve deals by following fields:

- Keyword
- Company Name
- City Name
- Category Name
- Deal Starts on
- Deal Ends on
- Tipping Point
- Type: Deal or product



#### Rejected Deals: On clicking this tab below screen gets populated

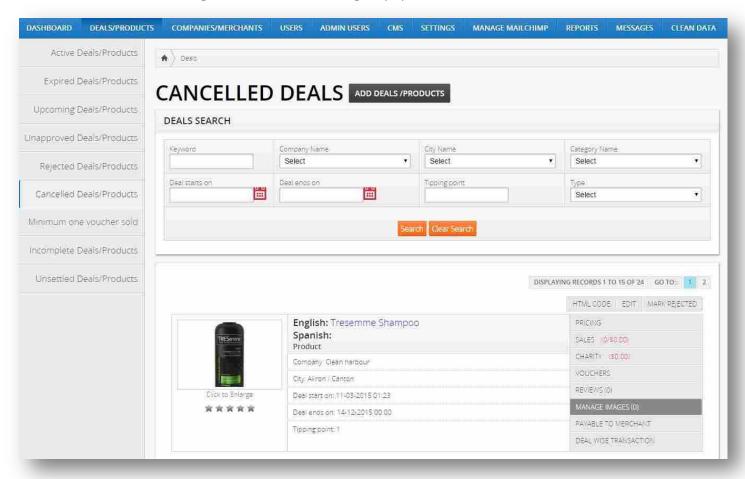


Administrator can easily search rejected deals by following fields:

- Keyword
- Company Name
- City Name
- Category Name
- Deal Starts on
- Deal Ends on
- Tipping Point
- Type: Deal or product



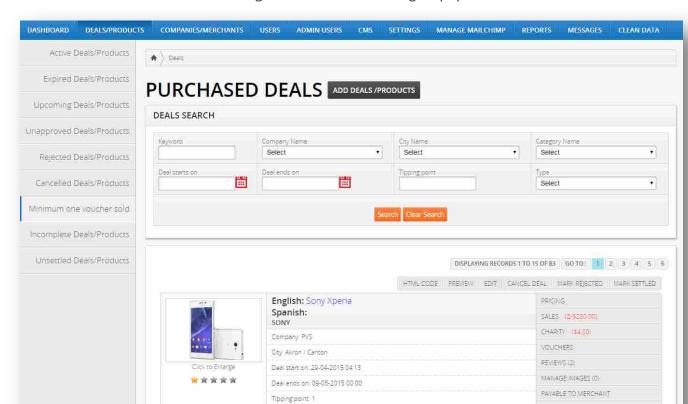
#### Cancelled Deals: On clicking this tab below screen gets populated:



Administrator can easily search upcoming deals by following fields:

- Keyword
- Company Name
- City Name
- Category Name
- Deal Starts on
- Deal Ends on
- Tipping Point
- Type: Deal or product





Minimum one voucher sold: On clicking this tab below screen gets populated:

Administrator can easily search upcoming deals by following fields:

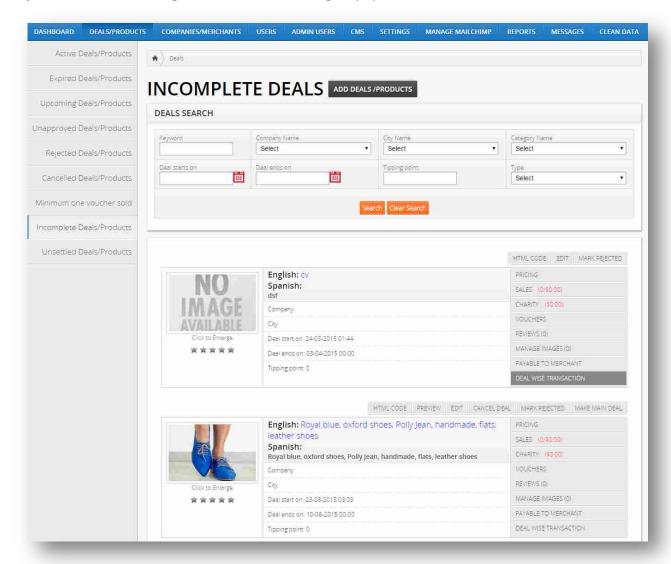
- Keyword
- Company Name
- City Name
- Category Name
- Deal Starts on
- Deal Ends on
- Tipping Point
- Type: Deal or product

Provision to add a new deal is also provided by clicking on button named: ADD DEAL



DEAL WISE TRANSACTION

Incomplete Deals: On clicking this tab below screen gets populated:



Administrator can easily search upcoming deals by following fields:

- Keyword
- Company Name
- City Name
- Category Name
- Deal Starts on
- Deal Ends on
- Tipping Point
- Type: Deal or product



### Active deals quick tabs summary

Summary information is provided against each deal.

**Pricing:** Information related to price, discount, savings and deal price can be seen.



**Sales:** This screen shows briefing related to sales summary report.



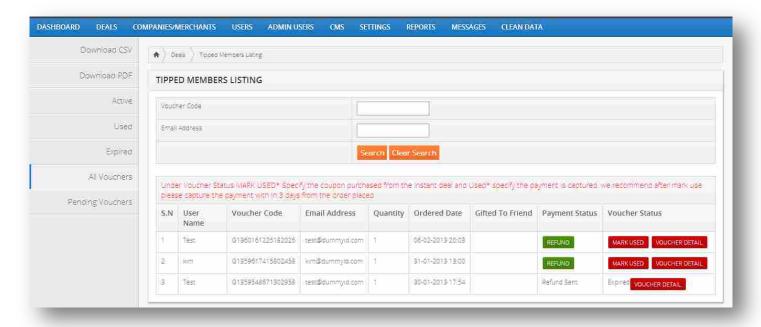
### **Charity:**





#### **Vouchers:**

On clicking Vouchers link, administrator can see a list of voucher codes based on their status like active, expired, used, and gifted to friends or all listings. See below screen:



#### **Reviews:**

Administrator can post reviews on a particular deal. See below screen:

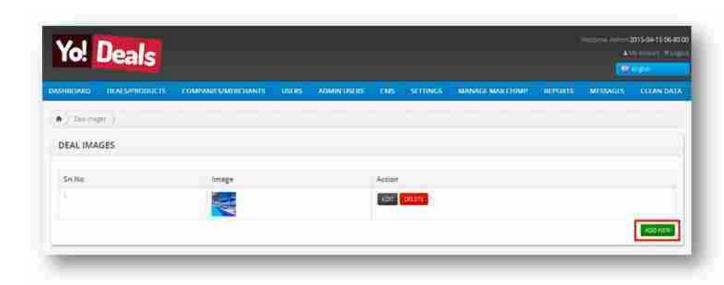


Reviews can be posted by clicking on **ADD NEW** button.

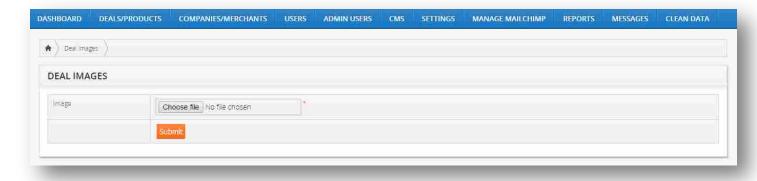


## Manage images:

Administrator can add new images related to a particular deal by clicking on manage images. See below screen:

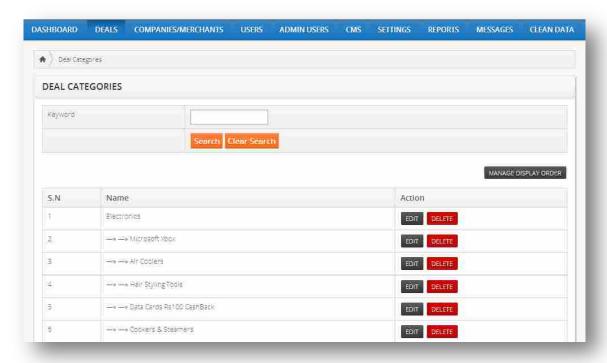


On clicking **ADD NEW** button, images in thumb nail and large image can be uploaded against a particular deal. See below screen:



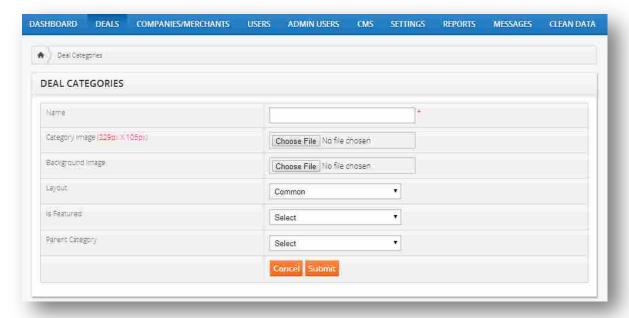


**Deal Categories:** Deals can be arranged according to category types. See below screen:



Various options like keyword search, edit, delete and add are provided.

On clicking **Add New** button a new category can be added. See below screen:





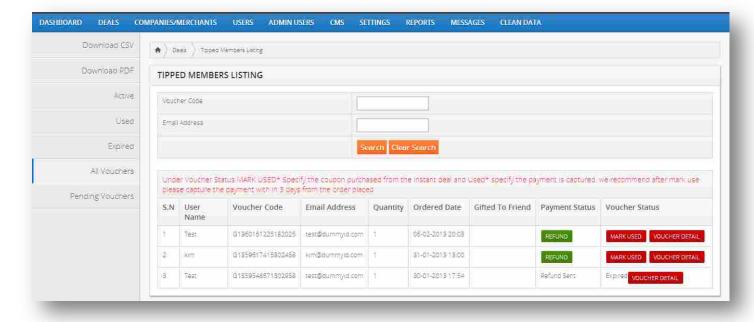
Various features like layout orientation like common and escape are shown. **Is featured** field makes the deal category to appear on the Homepage under the **Featured Deals categories**.

#### **Approve Comment:**

Administrator can review the comments posted by registered users and can mark them approved.

- All Vouchers: Admin can see all the vouchers here on this page. Admin can also download the vouchers list in CSV and PDF format. Admin can check the active, used expired and pending vouchers on clicking the concerned tab in the left navigation.
- Against a Voucher code all the information has been displayed. Admin can refund the particular voucher on clicking the refund button.

Admin can also mark the status of the voucher as used on clicking mark used button and can see the details of voucher on clicking Voucher detail button.





## How to pay the deal amount to merchant?



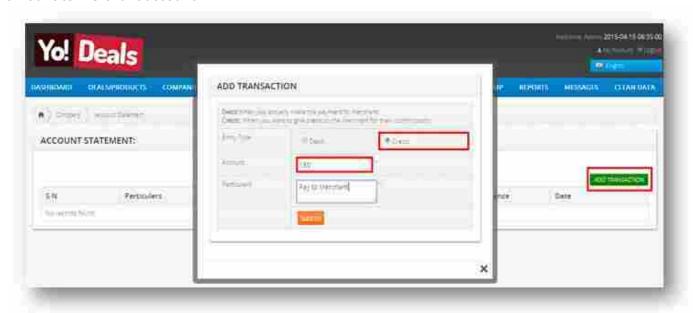
By Clicking on **Payable to merchant** tab. Admin can see the amount payable to merchant for that particular deal.

Now Admin can pay to the merchant account by clicking on deal wise transaction tab, please see the below screenshot:





Now click on add transaction tab and a pop window will open. Select add credit option and add the payable amount to merchant account.



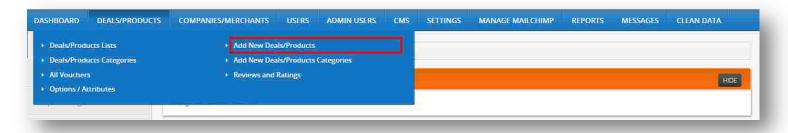
(**Credit**: When you want to give credit to the merchant for their commissions.)

Now this added amount will reflect in merchant account.



## Add a Deal

Admin can add a new deal from this tab. He/she have to fill all the proper information about the deal. Screenshot will be shown in next point. Admin have to enter all the information that is required during various steps in adding a deal.



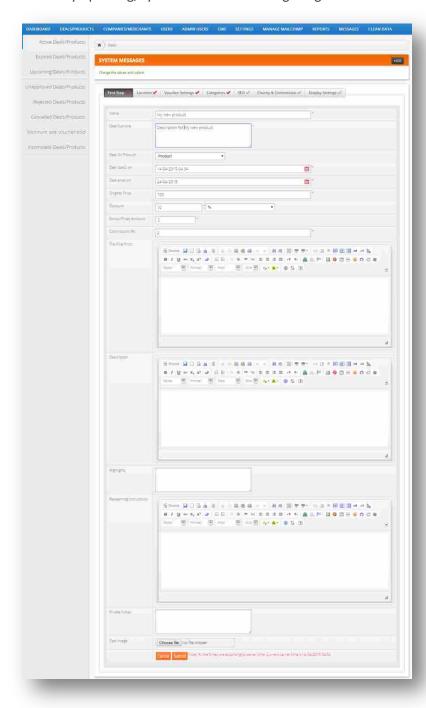
#### There are following steps to add new deal:

- First Step
- Location
- Voucher Settings
- Categories
- SEO
- Charity & Commission
- Display Setting



## First step

Under this step admin has to add the title, subtitle and all the information which is mentioned in the form. The fields marked as asterisk cannot be left as blank. Deals image is an important field so that in front end deal can be look professional and attractive. After all information is entered, click submit button, if any error occurs system will show that one in red message, on successfully updating, system will show message in green.





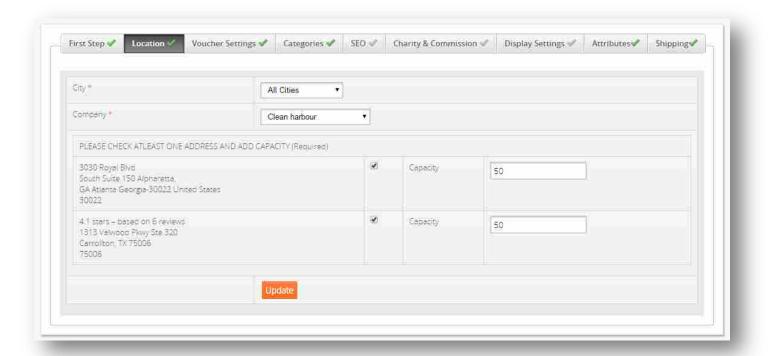
#### **Second Step: Location**

In the location step admin have to select the city from dropdown in which he/she wants to add a deal.

Admin has to select company from dropdown list for which he would like to associate a new deal.

Admin have to select at least one address in case of multiple addresses. Admin can also select multiple addresses so that deal will be available on the selected addresses.

Capacity shows the number of vouchers which are available for purchase in the corresponding address. Screenshot is as follows:



Click on update and we are in the next step of adding a new deal.



#### **Third Step: Voucher Settings**

Under the voucher settings admin will see the following screen:



Admin have to select a date for validity of voucher by clicking the calendar icon. It is the time given to the real user to redeem his/her voucher and enjoys the deal.

**Minimum coupons sold to tip the deal**: Tipping point is the point which means minimum coupons purchased to redeem a particular deal. If the deal is not reached to its tipping point and ends, then it cannot be redeem and it is in hands of manager to refund the amount of the deal.

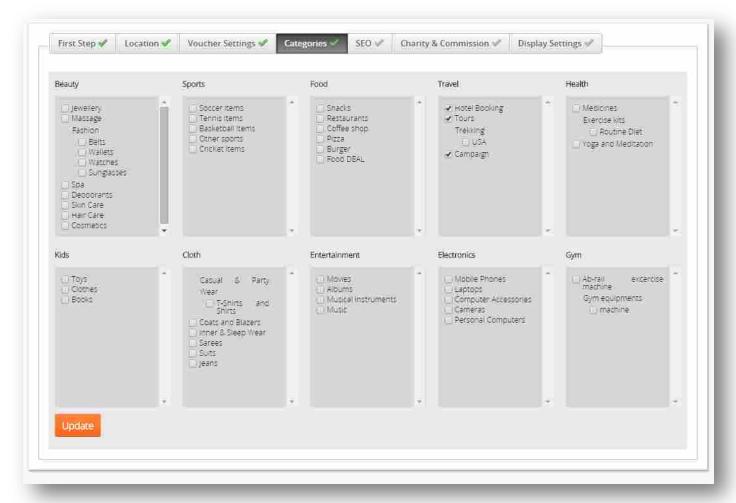
**Maximum buy Quantity each user:** It shows the maximum number of vouchers one user can purchase for e.g. if this number is 5 then user cannot purchase more than 5 vouchers no matter on how many locations deal is running on.

**Maximum buy quantity for each user:** Should not be Exceeded the total capacity. If any error is occurred during this step, system will show the error message accordingly.

Click on update and we are in the categories step.



#### **Fourth Step: Categories**



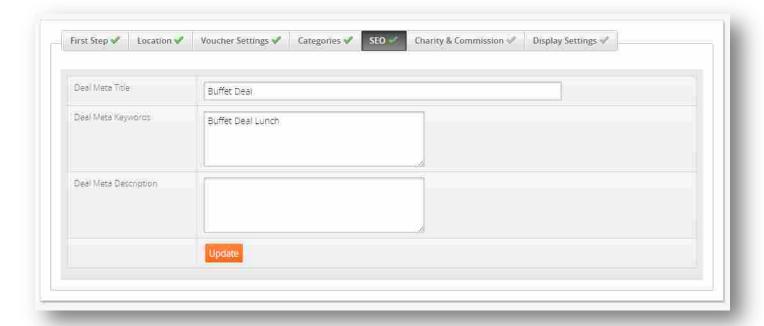
Under this step merchant have to select the categories in which he/she wants to display a deal in the front end. One category is mandatory to select from these categories, otherwise system will show the error message "Please select at least one category".

Admin can select the multiple categories from here and so that it will see on the different categories in the front end.

Click on update button and see the next step.

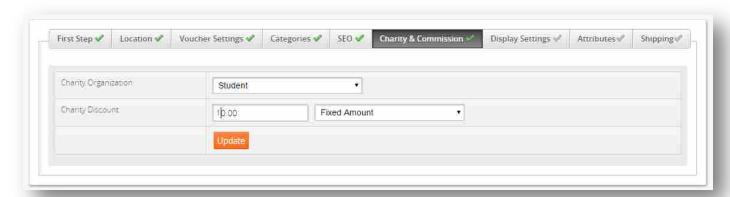


## Fifth Step: SEO (Search Engine Optimization)



This step is necessary for the SEO information related to deal. Meta title, Meta keywords and Meta description are important to know about a particular deal and it also helps in searching a deal. It will also provide more opportunities of sales, as the user can enter the keywords in Google search and the deal matching with the keywords will come in the search result listings.

## **Sixth Step: Charity and Commission:**



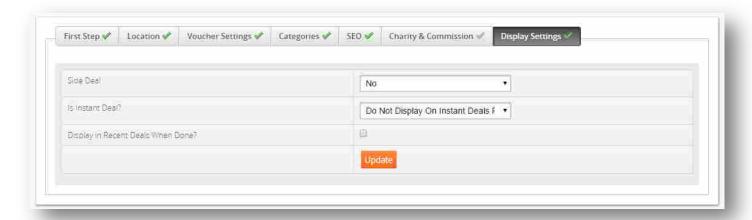
Under this step admin has an option, if he/she wants to give some money for charity by selecting the



organization from the dropdown option.

**Charity Discount:** Admin can add amount he/she wants to donate to charity. 0 value mean no charity donation. Fixed amount is an amount that will donate to charity and % is a part of total price of a deal given to charity.

#### **Seventh Step: Display Settings**



Here admin can select the following given options:

**Side Deal:** Mark a deal as side deal apart from Main deal listing.

**Is instant deal ?:** If this option is selected from dropdown then deal will display in the instant deals section in the front end.

**Display in Recent deals when done:** On selecting this option, deal will show in the deals list in front end.

#### Few parameters need to be remembered while entering a Deal:

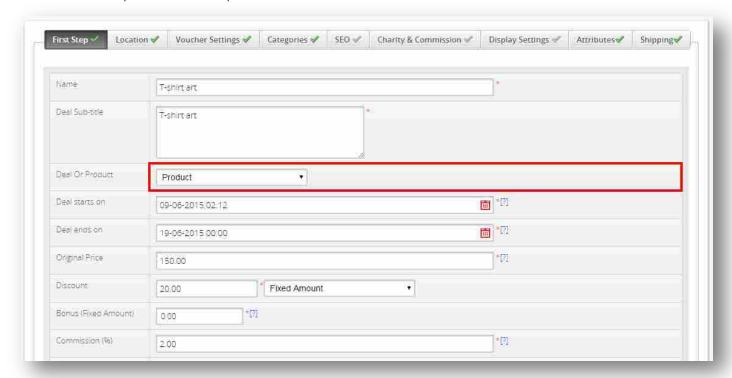
- For a deal Capacity must be defined if company has different locations then each checked/ active location must have capacity defined. If there are multiple addresses set then grand total capacity becomes sum of each address capacity.
- Max Coupons cannot be greater than total Capacity.
- Max Buy must be less than Capacity for a particular checked address.
- A deal will be tipped when Min Coupon set are purchased.
- Deal start /end dates are according to Server timings not according to desktop timings.
- Admin can set Commission (%) for a particular deal and can also add description of the deal along with highlights associated with a Deal.
- A Deal can be set for multiple categories also along with Deal image on the front end.

Note: Current server time is displayed against each deal in the admin panel.



## Add a product

Admin has to select product from drop down list. Please see below screenshot:



Following seven steps are similar to add a deal.

- First Step
- Location
- Voucher Settings
- Categories
- SEO
- Charity & Commission
- Display Settings

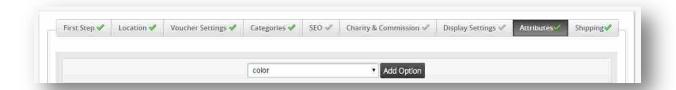


Please find below regarding 2 more steps we need to complete to add a product:

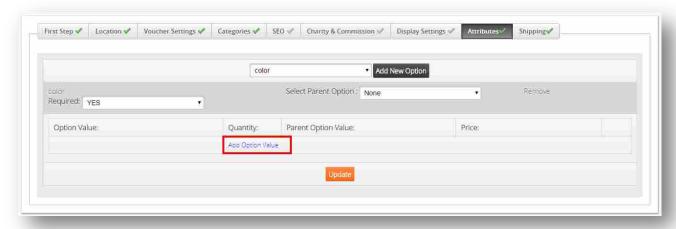
## **Eighth Step: Attributes**

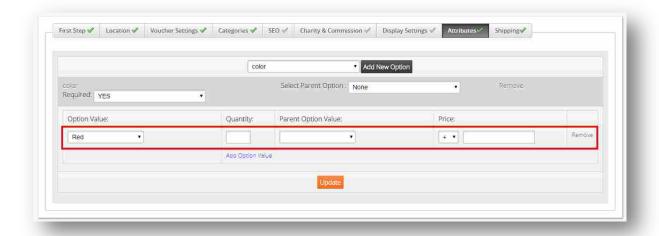
Please find below the steps to add an attribute for a product

1) Admin need to select required option from the dropdown list. Please see below screenshot:

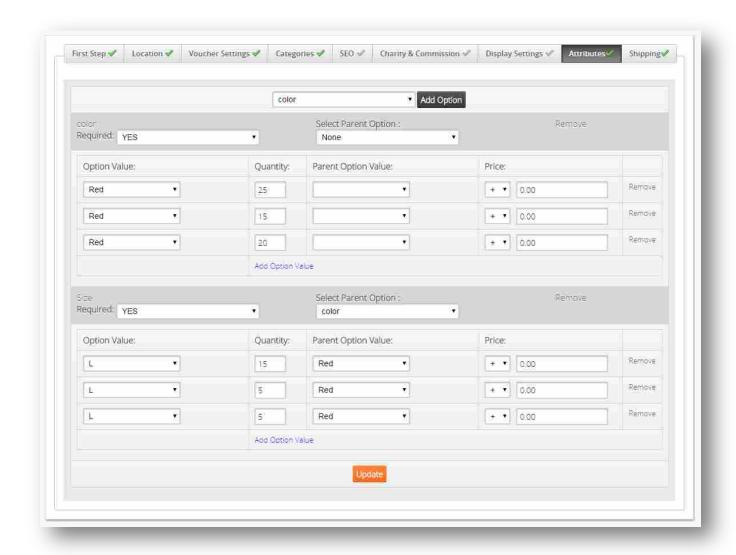


2) On click "Add Option Value" it will add option value. For example: for color option there will Red, White, Black as Option values. Please see below screenshots:









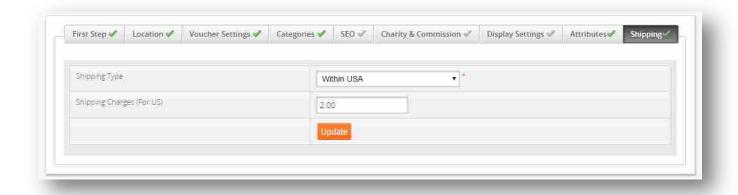
If there are more than 1 attribute then there is a Parent Option required to select Parent Option Value

3) After add all the required option value, click on update to associate attributes with the products.

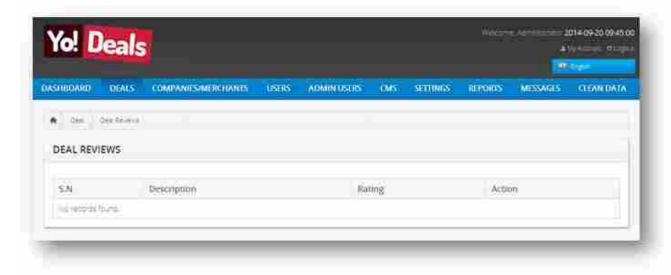


## **Ninth Step: Shipping**

Admin has to add Shipping type and charges for the product. Please see below screenshot:



**Reviews and Ratings:** These are the reviews and the ratings which were posted by the users on the deals.



- Admin have to approve these comments by clicking on approve button only then it will be displayed in the front
  end under that deal on which the review has been posted.
- Also admin can edit and delete the comment.
- Settings for who can post for deals reviews? Can be managed from General settings



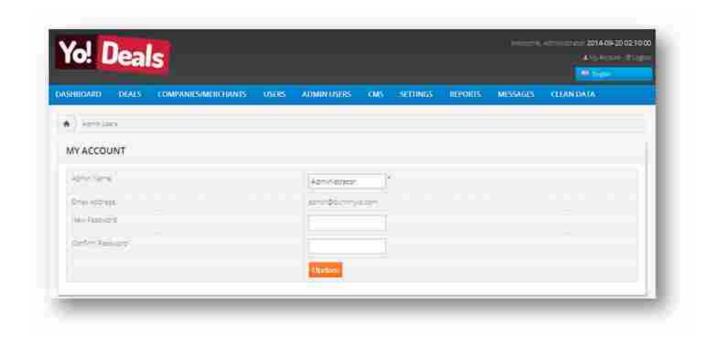
## **Language Settings**

Administrator can click on top right side language dropdown and can change to second language: Spanish.



# My Account Settings

Administrator can click on My Account link in the header area and below screen is displayed:



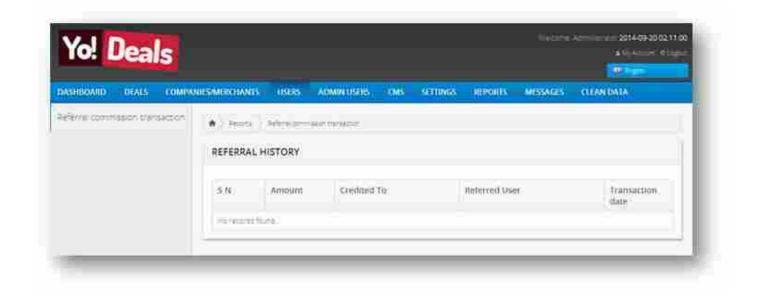
Admin can update basic information name, email address and password.







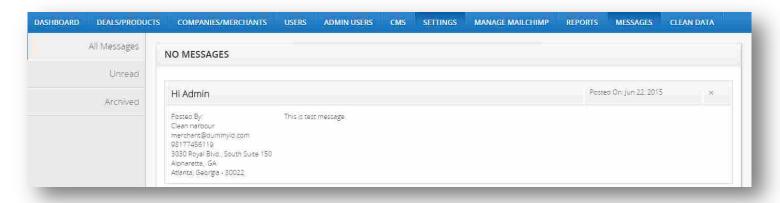
Under reports referral commission transaction given to the referral users are shown. All the details of the referral users can be seen from the referral user's listings.







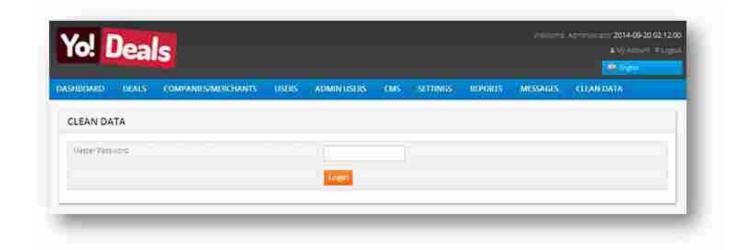
This is a conversation between the merchant and manager messages through the system.



If new message received it will show the count of messages with the Message word

## Clean Data:

Clean data is used to Clean up the all database tables in the system by entering Master Password in the below screen





# Sign Out

In order to sign out from account area or backend interface administrator can click on top right side header area link: **Logout** 

