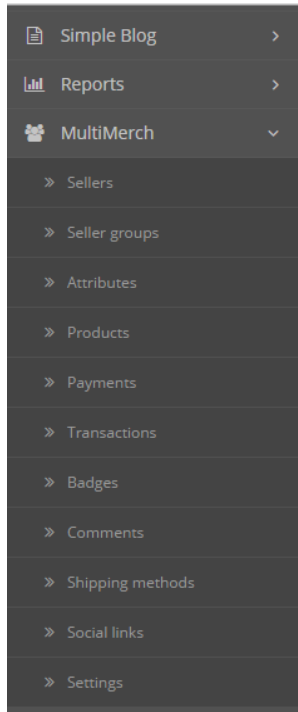


Bravose.ng Online Store Documentation

This documentation is solely focused on the seller functionalities only, to read about other documentation follow this link <http://docs.opencart.com/>

General Setting

This section contains all the general settings for the Multiseller functionalities. To get to this section from the Dashboard → Multimerch Settings



- **Admin email for notifications:** This setting allows all the notifications to be sent to a provided E-mail address. It can be left empty for no effect.
- **Seller validation:** Automatic or manual seller's validation. In case of automatic seller validation all new sellers will automatically be active. In the opposite case, administrator has to validate and enable each new seller manually.
- **Product validation:** Automatic or manual product validation. In case of automatic validation all new products of sellers will automatically become active after sellers have added them. Otherwise, administrator has to validate each new product. **NOTE:** This setting will apply only to newly created sellers after it has been set. Product approval for all existing up to that point sellers should be changed manually: there is the same setting for each individual seller, which overrides this global setting. This means, that if the global setting is set to manual validation and

setting of one particular seller is set to automatic validation, all of the new products added by this concrete seller will be enabled automatically.

- **Allow inactive sellers to list products :** Allow inactive sellers, who are yet to be approved to list new products. These newly created products will be inactive first. After approval of such seller in admin panel all his products will become active at once.
- **Allow relisting disabled products :**With this setting enabled sellers will be allowed to relist the products, which have been disabled (useful if you use product limitation by period or quantity in combination with listing fees)
- **Enable seller banners :** Allow sellers to upload their banner when registering and can also be edited under seller account profile
- **Seller account terms:** Sellers have to agree to the terms when creating a seller account. This setting allows defining the page which will be shown to sellers as a terms page.
- **Graphical seller menu:** Enables or disables graphical seller menu in the “My Account” section. i.e the icons on the account page
- **Enable Rich Text Editor for descriptions:** Enables or disables Rich Text Editor for description fields in the product edit and seller edit forms in the seller account section. This option allow the seller to add html tag to the description
- **Tag Whitelist:** List of tags permitted in RTE (leave empty field for all tags permitted).

Product Form Setting

This section contains settings of the “New product form” of the extension. This form is displayed when a seller is creating a new product for the store.

- **Minimum and maximum product price:** Sets the minimum and maximum price for all the new products in the store. Set 0 for no limits.
- **Allow free products:** This setting defines whether free products are allowed in the store.
- **Allow special prices:** Allow sellers to define special prices for their products.
- **Allow quantity discounts:** Allow sellers to define quantity discounts for their products.

- **Allow multiple categories:** This setting is for defining whether sellers can add products to multiple categories simultaneously
- **Bulk disallows categories:** Disallow sellers to list products in specific categories. "None" will allow all categories not disallowed in the setting below. Select "Topmost categories" to disallow posting new products in the root categories. Select "All parent categories" to disallow posting new products in all parent categories (all categories, which have at least one child category).
- **Disallowed categories:** Select categories from the list, in which sellers will not be to post.
- **Include fields for products:** Additional fields selected here will be added to the product edit/creation form for the sellers. The choice includes the following fields: Model, SKU, UPC, EAN, JAN, COD, MPN, Manufacturer, Date Available, Tax Class, Subtract Stock, Out Of Stock Status, Meta Tag Description, Meta Tag Keywords.
- **Allowed image extensions:** Comma-separated list of file extensions allowed be uploading and using as product images.
- **Allowed download extensions:** Comma-separated list of file extensions allowed to be uploaded and used as product downloads.
- **Product image limits:** Set the limits for number of pictures for each of the products - minimum and maximum. Set 0 for no limits.
- **Product download limits:** Set the limits for number of download files for each of the products - minimum and maximum. Set 0 for no limits.
- **Enable OpenCart's "Shippable" option:** This setting is used to enable shipping for sellers when they are creating their products.
- **Enable quantities:** This option allows sellers to specify product quantity or not

Financial Settings

This section contains general settings for all financial

- **Fund statuses:** Fund (credit) statuses can be selected here. These are the statuses, which will trigger the positive transaction. In other words, fund statuses are order statuses, for which order will be considered completed, which means it will be shown in seller's account area (in the order list and in the last orders in dashboard) and that money will be added to seller balance. Be attentive selecting those.

- **Charge statuses:** Charge (debit) statuses can be selected here. These are the statuses, which will trigger the negative transaction. In other words, these are order statuses, for which order will be considered as cancelled, therefore money will be deducted from seller balance. This has to do with refunds and cancellations.
- **Allow payout requests:** Here administrator can choose whether to allow payout requests for sellers.
- **Payout waiting period:** Seller will not be able to withdraw balance received in the specified here period of time before current date. In other words, balance entries newer than this value will not be available for payout requests by sellers. This setting is useful to have some protection against the scam sellers.
- **Minimum payout amount:** Sets the minimum payout amount for sellers. If payout requests are enabled, sellers can only request amount, which is greater or equal to the one specified in this setting.
- **Allow partial payouts:** If payout requests are enabled, sellers will be able to request part of their funds with this setting set to “Yes”.
- **PayPal address:** You must specify your PayPal address if you are planning to collect signup and listing fees via PayPal
- **PayPal Sandbox mode:** This setting enables SandBox mode for PayPal. SandBox mode is a testing mode for the PayPal. Use this to test and debug PayPal payments.

Miscellaneous Settings

This section lets you add size to the seller images, products ,banners and also SEO for seller

- **Images Size:**
 - Avatar images size: Under this option you will be able to set the “seller profile, Seller list, product page, seller dashboard”
 - Seller banner size: Insert the seller banner width and height
 - Image preview size: Specify the image size of the seller avatar and product pages
 - Product Image size: Specify the image size of the seller profile, catalog products and account products
 - Image size limits: Set image upload dimension width and height limit
- **Seo:**

- Generate Seo URLs for new sellers: This setting enables SEO-friendly URLs generation for each new seller registered in the store. The keyword is generated from seller entered store name.
- Generate SEO URLs for new products: This setting enables SEO-friendly URLs generation for each new product created by sellers in the store. This might not work with the non-latin characters, use with caution.
- Allow UTF8 in SEO URLs If enabled, UTF8 symbols will not be stripped from SEO keywords
- Sellers SEO keyword Sellers list SEO keyword. This setting will work only if SEO is enabled.
- **Attribute display:** This setting controls the way how attributes are displayed on the product page.
- **Privacy:**
 - Allow to customers to contact sellers: Enables or disables the private messaging system and/or the seller contact dialog. Select “Yes” to enable the private messaging system, where buyers will be able to contact sellers only through the site. Select No for otherwise
 - Hide customers email: This setting hides the customer email from the seller dashboard and order list
 - Hide email addresses in emails: This privacy setting hides customer and seller email addresses in the emails sent to the customers and sellers.
- **Sellers**
 - Allow nickname change: This setting allows seller to change their store name if enabled
 - Seller nickname rules: Select between character sets allowed in seller nicknames. Three options are available: alphanumeric (only latin letters, numbers, space and dash), extended latin (alphanumeric plus diacritical letters etc.), full UTF-8 (all the UTF-8 symbols).
 - Avatars for sellers: This setting defines the way seller avatars work. Select “Uploaded manually by seller” if you want sellers to upload their own avatars, select “Only pre-defined” if you want sellers to be able to select only one of pre-defined avatars, select “Both uploaded by seller and predefined” if you want to have both options simultaneously. By default pre-defined avatars has already been handled by the website

Sellers

Seller list is located in Dashboard → MultiMerch → Sellers. Here administration of the store can edit seller data and settings, place seller into seller group, select seller product validation settings, and give particular seller specific commission rates, which will override store and seller group settings. Manual seller balance payouts are also arranged through this page.

Seller Group

Seller groups are an easy and convenient way of managing commissions, badges and other various settings for sellers in the store. There is a default seller group, which applies a default commission setting for all the new sellers, which go to the default seller group. There is a special inheritance system of applying any setting like commissions or seller badges. It goes this way: Sellers individual setting → Concrete seller group setting → Default seller group setting (store setting). This means that if seller has for example commission setting set for him, then these individual settings will be used for calculation of commissions and not the ones of his Seller group or default store settings. If seller does not have individual setting set for him, but is assigned to any non-default seller group, then seller group setting will be used. And only in case if there is no individual setting for seller and seller is not assigned to any non-default seller group, default store setting is used. Apart from commissions and badges the following settings are available for seller groups:

- Name: Name of the seller group.
- Description: Short description of the seller group.
- Product listing period in days (0 for unlimited): This setting defines whether products will have limited time listing for sellers in this seller group and what will be the time period in days. After the listing period passes, products are automatically disabled. Then if setting “Allow re-listing disabled products” is enabled, sellers will be able to re-list disabled products.
- Product quantity (0 for no limit): This setting defines whether products will have limited quantity for sellers in this seller group and what will be the limit. If “Disable product after quantity depletes” setting is enabled, then after reaching quantity of 0, products will be disabled. Then if setting “Allow relisting disabled products” is enabled, sellers will be able to re-list disabled products.

Seller groups can be found in Dashboard → MultiMerch → Seller groups. Here new seller groups can be added and old ones edited. Description and name of a seller group is a multilanguage field. Also, commissions for all the sellers, belonging to that seller group can be specified. Seller group settings apply to all the sellers within the group. A seller always belongs to one group. Default seller group is created during installation and cannot be deleted. All the new sellers by default are assigned the default seller group, therefore settings for this seller group should be checked carefully.

Attributes

In Dashboard → MultiMerch → Attributes store administration can define product attributes, which will appear for sellers, when creating new products. There are 9 attribute types to choose from: checkbox, radio, select, text, textarea, date, datetime, time and image. When an attribute is defined and enabled, it will appear on the New product page for the sellers to choose from. Attribute description appears under the attribute as a note text to provide additional information to the seller. Selected attributes will then be displayed on the product page as textual info. Text and textarea attributes can either hold generic text or language specific text. In the latter case, they will appear in the language tabs along with product name and description, in the former beside all other attributes under Price and attributes.

Products

In Admin → Multimerch → Products there is a list of all the products. It is possible to edit and delete products here. Also administrator/store owner can assign different products to particular sellers.

Payments

Dashboard → Multimerch → Payments. This section is a center for performing payouts to sellers. There is a general payout amount summary on the top of the screen. Summary is followed by the list of all payout requests (paid and unpaid), where store administration can pay the submitted payout requests (either using PayPal MassPay or by manually paying each of them) or mark them as paid in case if different payment method is used. Manual seller balance payout records are also created here. So in case if the manual seller payout was cancelled or produced an error, it can be either completed or cancelled/deleted here.

Transactions

Dashboard → Multimerch → Transactions - a list of all the transactions conducted in the store. Store owner is able to manually arrange new transactions here.

Badges

Dashboard → Multimerch → badges: On this page admin can define the images, which will be used as seller badges.

Comments

Dashboard → Multimerch → comments: In this section there is a list of all the comments left by store customers with possibility to moderate them.

Shipping methods

Pre-defined shipping method can be found in Dashboard → Multimerch → shipping methods. Here administration of the shop should define the shipping methods, which will be available to the sellers to select from. Name and description fields are Multilanguage fields; therefore if shop has several languages, ideally fields for all of the language fields should be specified. Default shipping method is created and can be deleted as soon as other methods are added.

Social links

Administrator of the store can add different social media account for the seller to add their social media url when creating an account

Seller's shipping settings

If shipping is enabled, each seller is able to setup shipping methods and costs in the seller's shipping settings. First of all, it is possible to select whether seller's shipping will be combined for all the seller's products or fixed for each product. When fixed shipping is selected, the "Shipping methods" part of this settings screen is disabled, and seller has to enter shipping methods and costs for each of the products separately (otherwise, buyers will not be able to select shipping method and product(s) will be removed from checkout). When combined shipping is selected, seller is able to specify cost per weight for each of the shipping methods to each of the Geo Zones (defined in Dashboard → System → Localisation → Geo Zones). Definable weight unit and weight itself give flexibility in specifying costs. Combined shipping is defined for all the seller's products at once. The shipping cost then depends on weight of all the seller's products in the cart. Shipping costs are organized in the constant weight intervals, not in the weight steps. So the shipping cost has to be set only once for each shipping method and geo zone combination. The column "Weight Step" is a weight step, not the range. That means if for example the following line is defined:

Shipping Method: DHL, Geo Zone: Lagos, Weight Step: 100, Weight Unit: Gram, Cost per Weight: #1000, then DHL shipping to Lagos for everything that weights up to 100 grams (0.1 kg) would cost #1000, from 100 to 200 grams - #2000, from 200 to 300 grams - #3000 and so on. In other words, it is organized in the constant weight steps. If seller has combined shipping enabled, weight of each product should be entered or edited manually, otherwise, all non-specified weights (null value) will be zeroed and no shipping cost will be charged for these products. If a buyer has product or products in the cart, which are not shipped to buyer's Geo Zone, these products will be removed from the cart before step 6 of the checkout.