



Baqalah User Manual

Version 1.9



December 12, 2017
Technology Ideas, Pakistan

Table of Contents

Chapter # 1: Introduction

1.1. Introduction	03
1.2. Definitions	03
1.3. Conclusion	04

Chapter # 2: Admin Menu

2.1. How to get the access to admin side	04
2.2. How to add a country	05
2.3. How to clear the form	06
2.4. How to cancel the form	07
2.5. How to edit a country	07
2.6. How to delete a country	09
2.7. How to download all country name in Excel/CSV sheet	09
2.8. How to copy all country names	10
2.9. How to add a city	11
2.10. How to add an attribute	12
2.11. How to add an attribute unit	13
2.12. How to add the attribute value(s)	14
2.13. How to add a category template	15
2.14. How to add a category	17
2.15. How to add the sub-category in a category	18
2.16. How to add a product in a category	20
2.17. How to add a product	21
2.18. How to view product attachments	22
2.19. How to view all shops	23
2.20. How to approve the seller account	24
2.21. How to block & unblock seller	25
2.22. How to block & unblock buyer	26
2.23. How to upload the home sliders from the admin menu	28
2.24. How to sign out from the admin menu	29

Chapter # 3: Seller Menu

3.1. How to get the access to the seller side	30
3.2. How to add a shop	31
3.3. How to clear the form	32
3.4. How to cancel the form	33
3.5. How to edit a shop	33
3.6. How to delete a shop	34
3.7. How to add the inventory in a shop	35
3.8. How to add the inventory in all shops	36
3.9. How to check the inventory in the shop	38
3.10. How to check the orders	39
3.11. How to view the order invoice	43
3.12. How to view product the product rating/feedback	44
3.13. How to create a product	45
3.14. How to view product detail	46
3.15. How to add an offer	48

3.16. How to add product into an offer	49
3.17. How to check the total sales from dashboard	51
3.18. How to check the total orders from dashboard	52
3.19. How to check the total buyers from dashboard	52
3.20. How to check the inventory from dashboard	53
3.21. How to check the new order item from dashboard	54
3.22. How to check the short products from dashboard	54
3.23. How to check the out of stock products from dashboard	55
3.24. How to check the hidden products from dashboard	55
3.25. How to check the sales graph from dashboard	56
3.26. How to check the Offers from dashboard	56
3.27. How to check the Buyers location from dashboard	57
3.28. How to upload the shop sliders from seller side	57
3.29. How to sign out from seller side	58

Chapter # 4: Buyer Menu

4.1. How to get the access to the buyer menu	60
4.2. How to login using social media accounts	62
4.2.1. How to login using the Facebook account	62
4.2.2. How to login using the Google account	63
4.3. How to add products to the shopping cart	64
4.4. How to follow an order/view order history	67
4.5. How to cancel an order	70
4.6. How to provide the order feedback/rating	72
4.7. How to update the profile	72
4.8. How to change the password	73

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

User Manual for Project Baqalah:

Chapter 1: Introduction

1.1. Introduction:

Baqalah is a platform for online selling & purchasing of good items. Baqalah allows buyers to purchase the goods or services from the seller through the internet with the help of web browser or smartphone application. The buyer will look for a product for the fulfillment of their requirement by spending time on this platform or by searching among the registered sellers through shop search option which will return the availability and pricing of the same product at different sellers' shops. The buyers can shop online using a range of different computers and devices which include PCs, Laptops, Tablets, and Smartphones etc.

1.2. Definitions:

Table 1.1: Terms Meanings

Terms	Meanings
Seller	A seller is someone who sells some good items, seller is associated with the sales. Sales is an activity which is related to the selling of goods items or related to the selling of different services. Common words used for the seller are vendor, retailer, supplier, trader & merchant etc.
Buyer	A buyer is someone who purchases concluded goods to fulfil their needs or for some organization. Common terms used for the buyer are shopper, purchaser, customer, client or consumer etc.
Admin	An admin is the administrator of a business or organization. The admin has the privileges to control, monitor & manages the activity of an organization or business.
Category	The Category is a class or division of things like the category electronics will contain all electronic products like smartphone, LED etc.
Template	The template is a group of attributes of the relevant category, in other words the physical properties of a product. The template of category will be Weight, Color etc.
Attribute	The attribute is the collection of different units & their values. Color is the attribute of a category garment; its values will be like 'Red' etc.
Cart	The cart allows customers to select the relevant products from the online shopping website. The cart is generally known as the shopping basket.

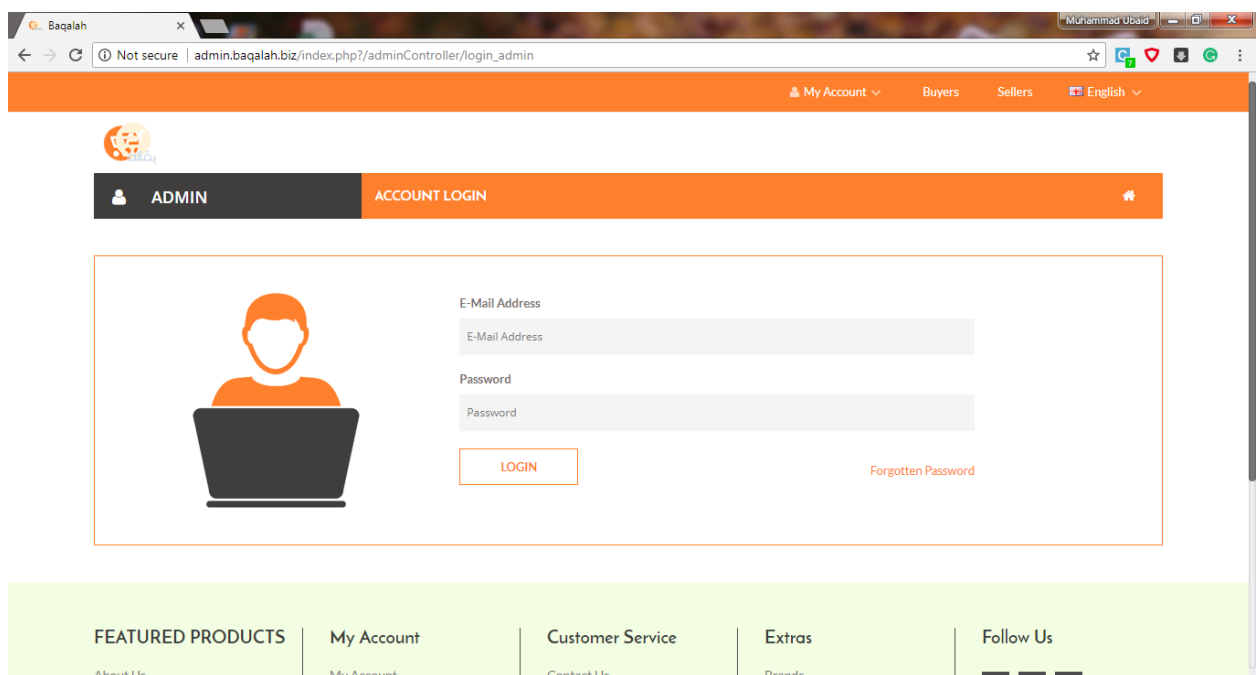
1.3. Conclusion:

Platform “Baqalah” is designed for the buyers & sellers where buyers can buy quality products, get it delivered at their door steps and sellers can sell their quality products on just one click.

Chapter # 2: Admin Menu

2.1. How to get the access to the admin side:

- Open up internet browser like Google Chrome, Internet Explorer, Firefox or whatever is installed in the operating system.
- In the address bar, type <http://admin.baqalah.biz> to get the access to the admin menu.



The screenshot shows a web browser window with the address bar displaying `admin.baqalah.biz/index.php?adminController/login_admin`. The page has an orange header with navigation links: "My Account", "Buyers", "Sellers", and "English". Below the header is a dark grey bar with "ADMIN" and "ACCOUNT LOGIN" options. The main content area features a login form with a user icon on the left and input fields for "E-Mail Address" and "Password" on the right. A "LOGIN" button is positioned below the password field, and a "Forgotten Password" link is to its right. The footer is a light green bar with sections for "FEATURED PRODUCTS", "My Account", "Customer Service", "Extras", and "Follow Us", each containing sub-links.

• Figure 2.1: Admin Menu Login

- Input the email & password which is assigned to you, into the login form.

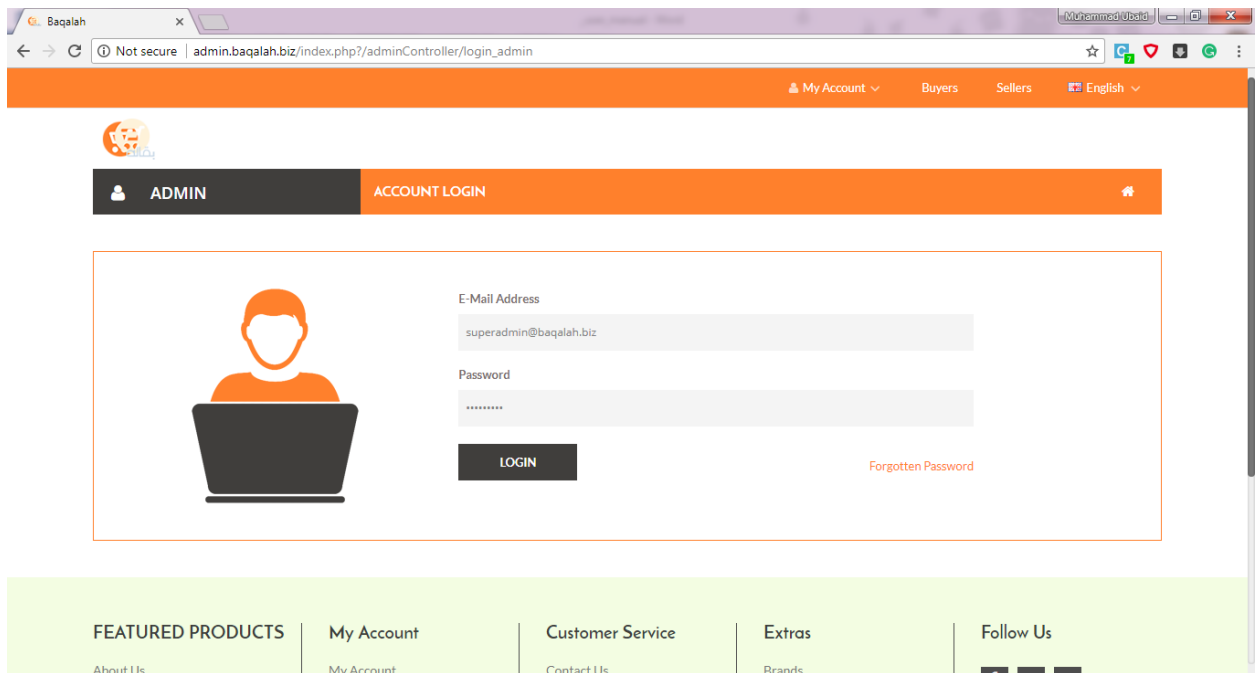


Figure 2.2: Input User Credentials

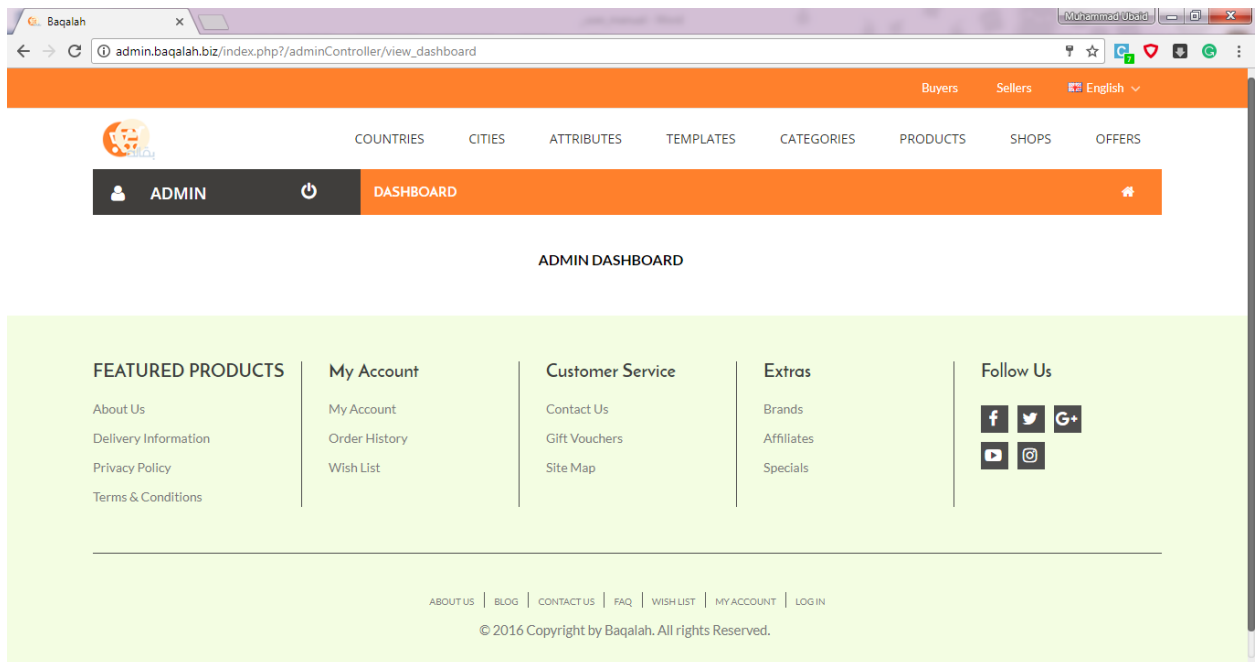


Figure 2.3: Adding a Country

2.2. How to add a country:

- Click on the menu option entitled “Countries” from the header menu.
- Click on the option Add Country.

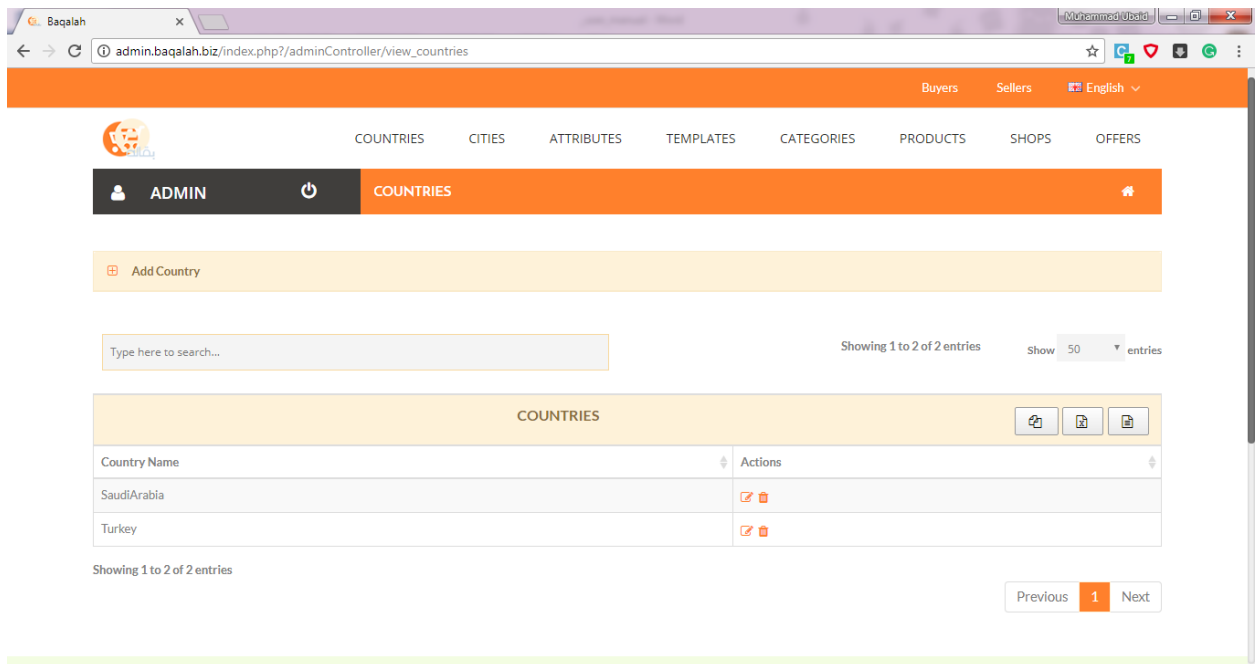


Figure 2.4: Adding a Country

- Input the country name in the relevant field and then submit.

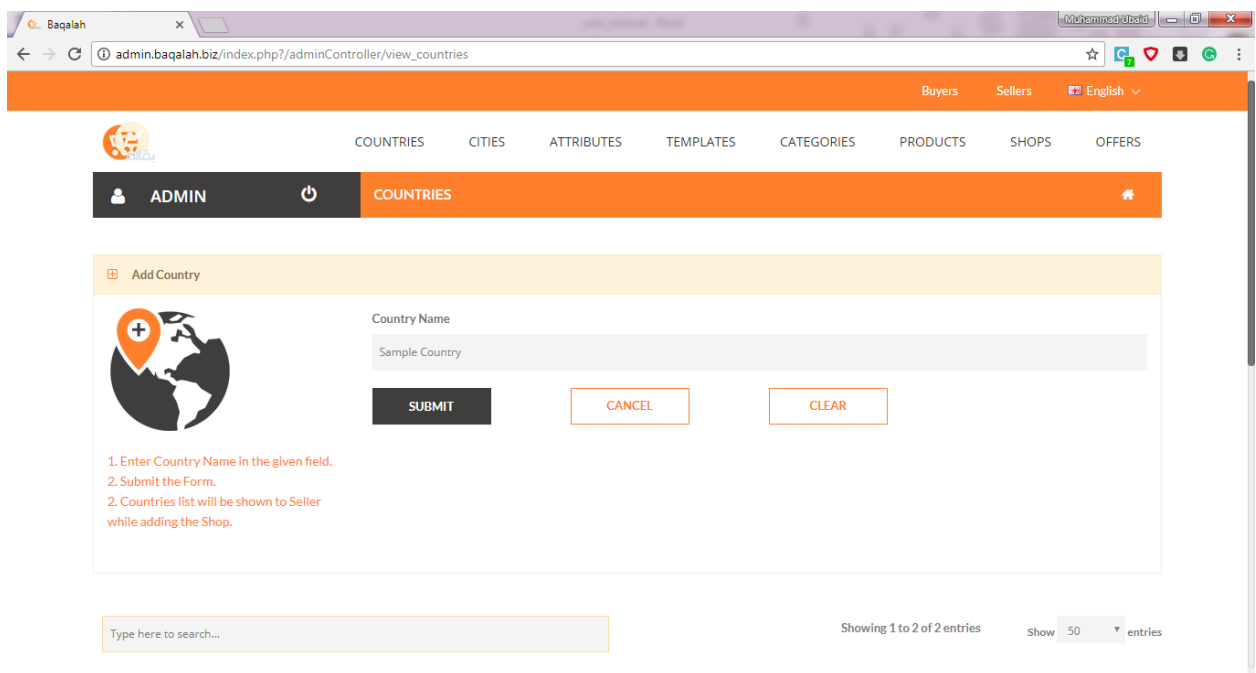


Figure 2.5: Input a country name

2.3. How to clear the form:

- Click on the button entitled “Clear” all the relevant text fields will be cleared & the form will not be closed.

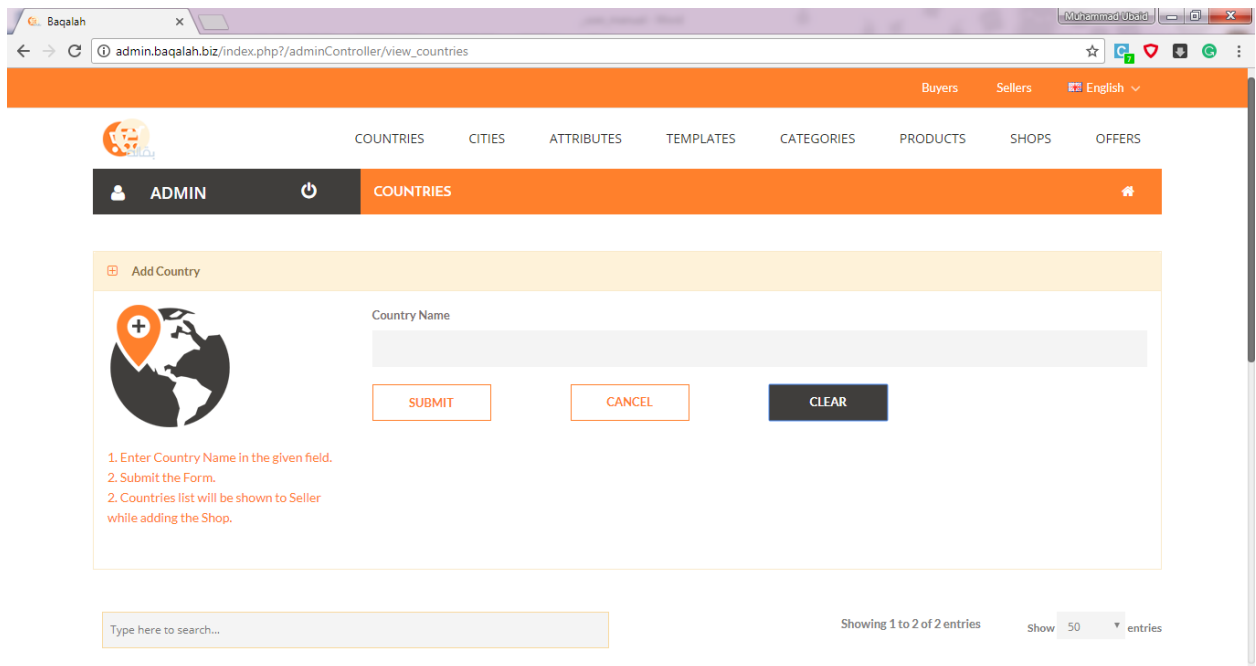


Figure 2.6: Clearing a Field

2.4. How to cancel the form:

- Click on the button entitled “Cancel” all the relevant fields will get cleared & the form will also get closed. The country will not be saved in the system.

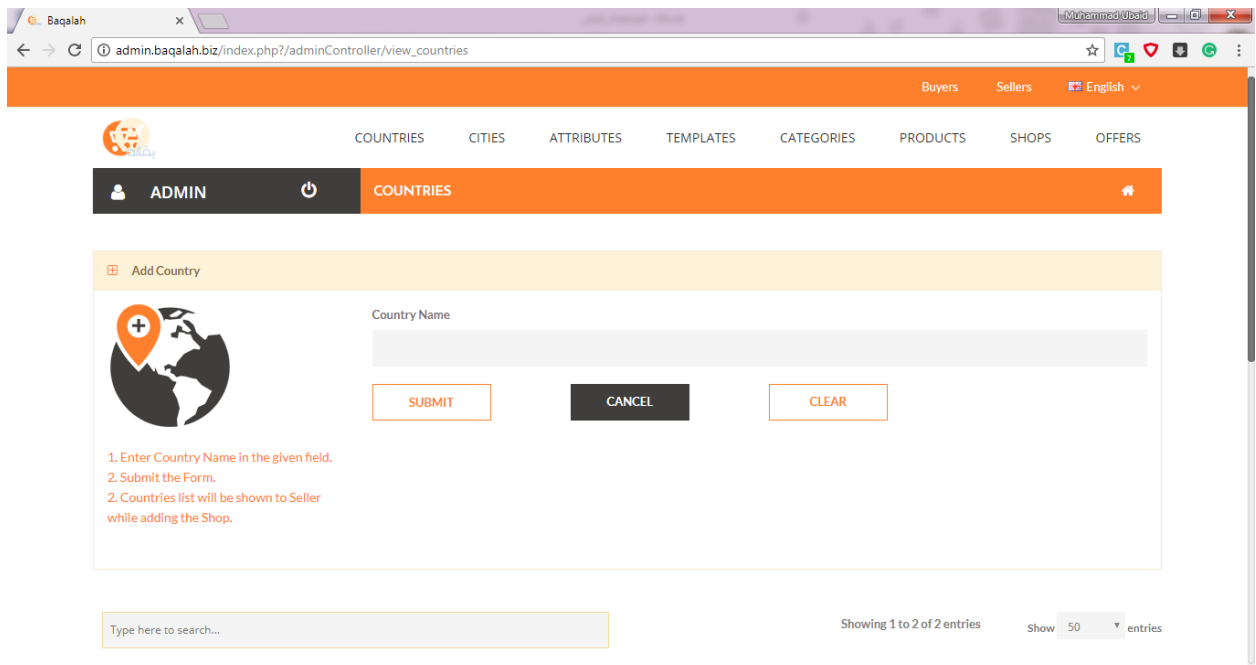


Figure 2.7: Cancelling a Field

2.5. How to edit a country:

- If you are logged in then proceed otherwise repeat the steps in 2.1.

- Go to the header menu option country.
- Find the relevant country name which needs to be updated.
- Click on the edit option which is given within same row and in the other column entitled “Actions”.

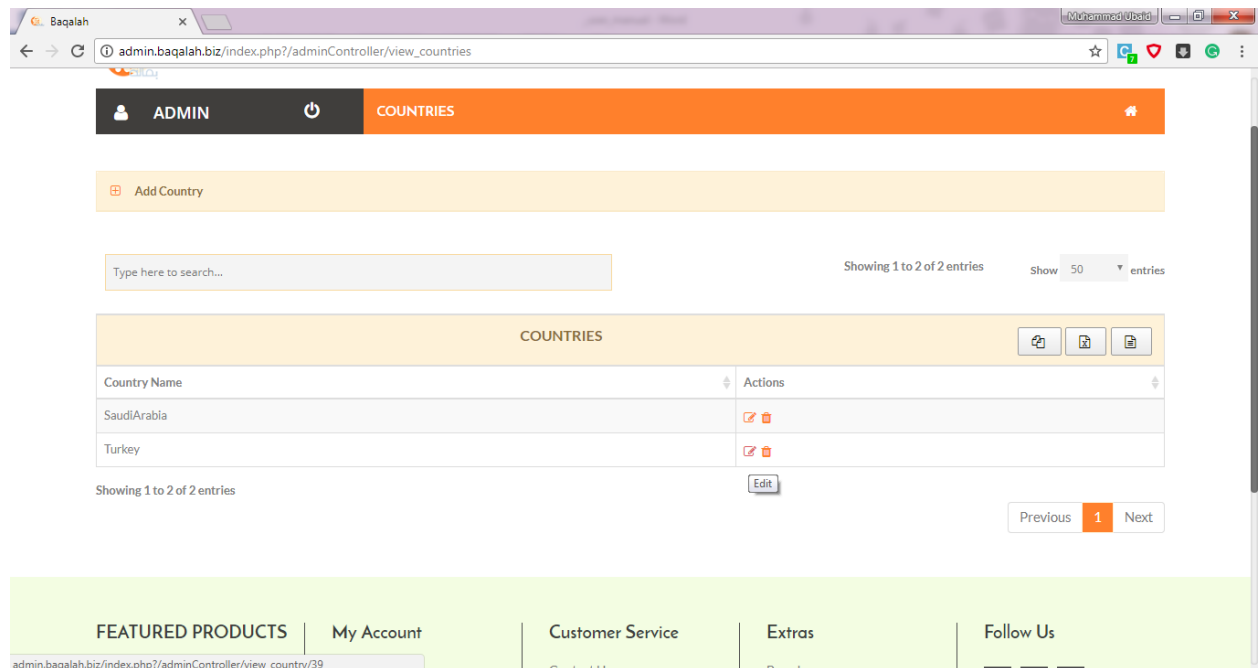


Figure 2.8: Editing a Country Name

- Input the edited name & then submit.

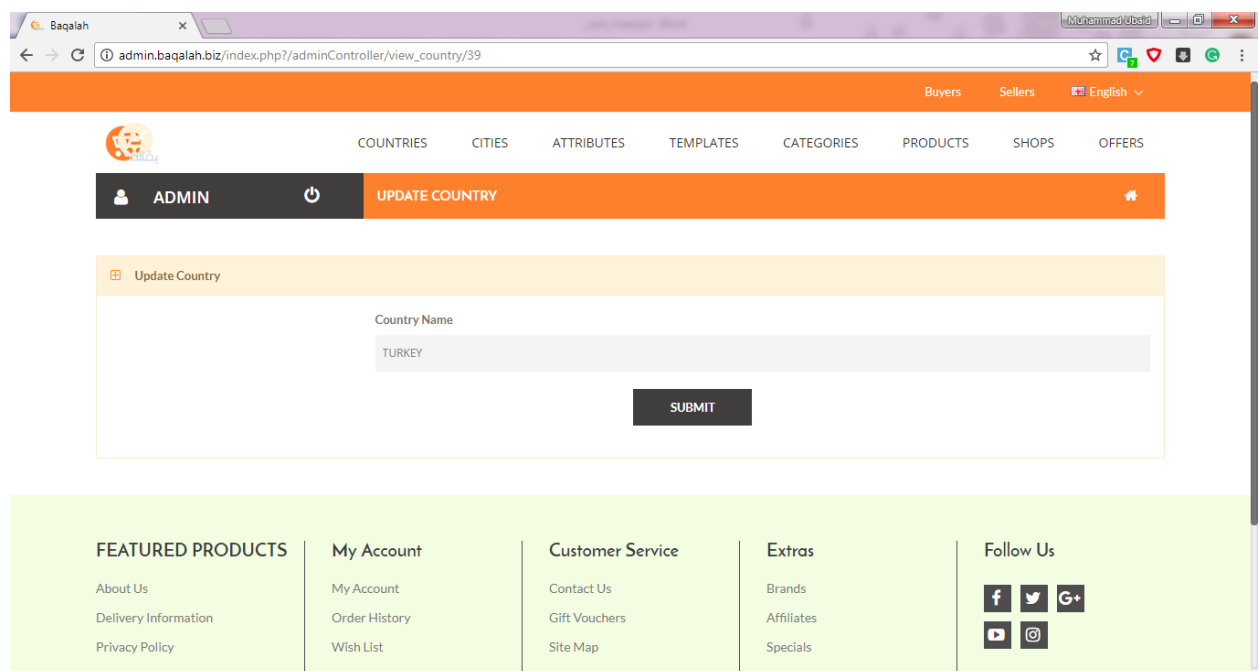


Figure 2.9: Updating a Country Name

2.6. How to delete a country:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option country.
- Find the relevant country name which needs to be deleted.
- Click on the delete option which is given within same row and in the other column entitled “Actions”.

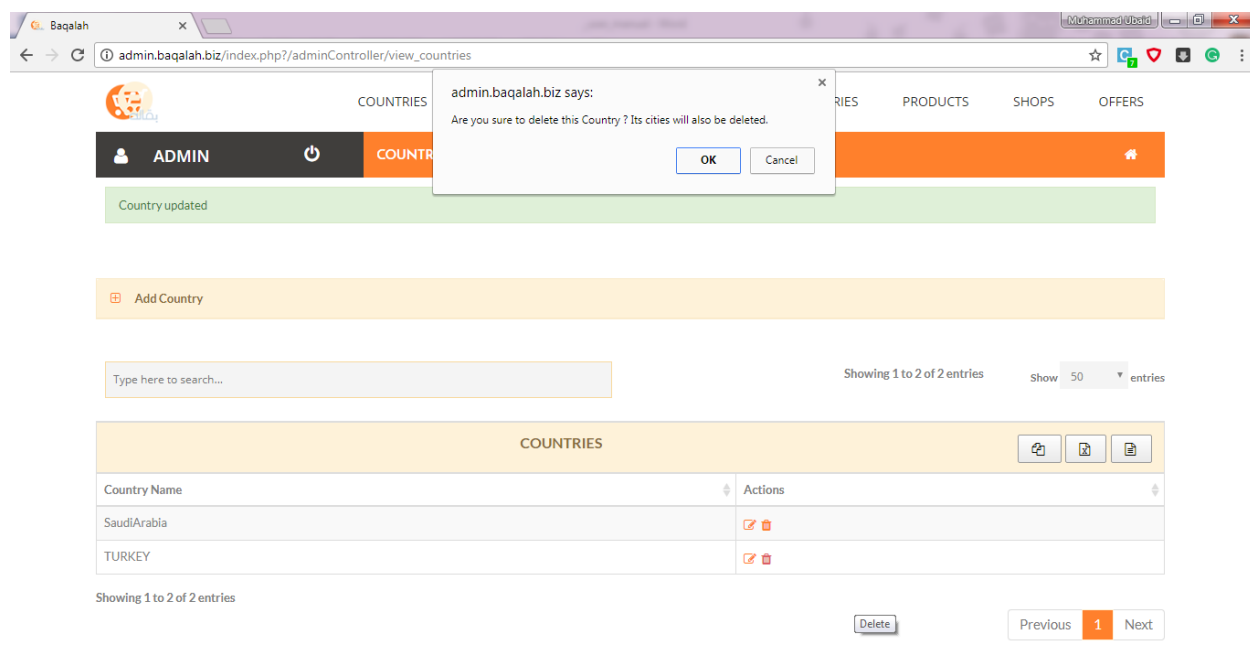


Figure 2.10: Deleting a Country

- The relevant cities of that country will also get deleted as the result of this action.

2.7. How to download all countries in Excel/CSV sheet:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option country.
- Click on the option entitled “Excel” or “CSV”.

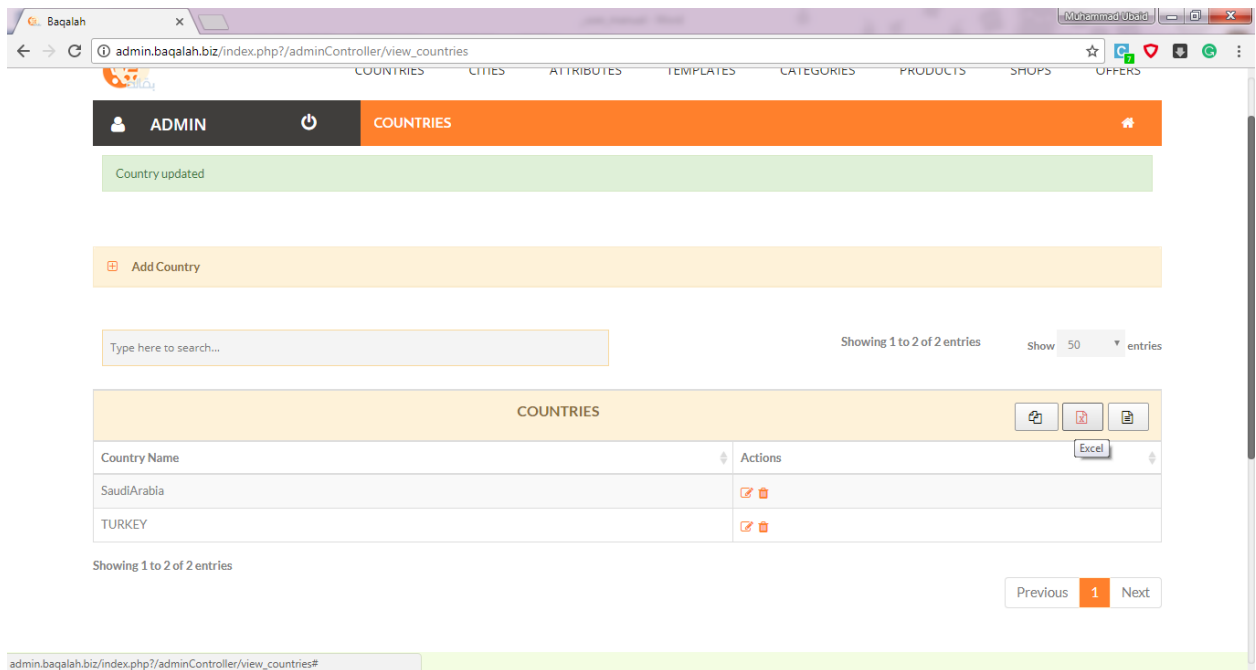


Figure 2.11: Downloading List of Countries in Excel Sheet

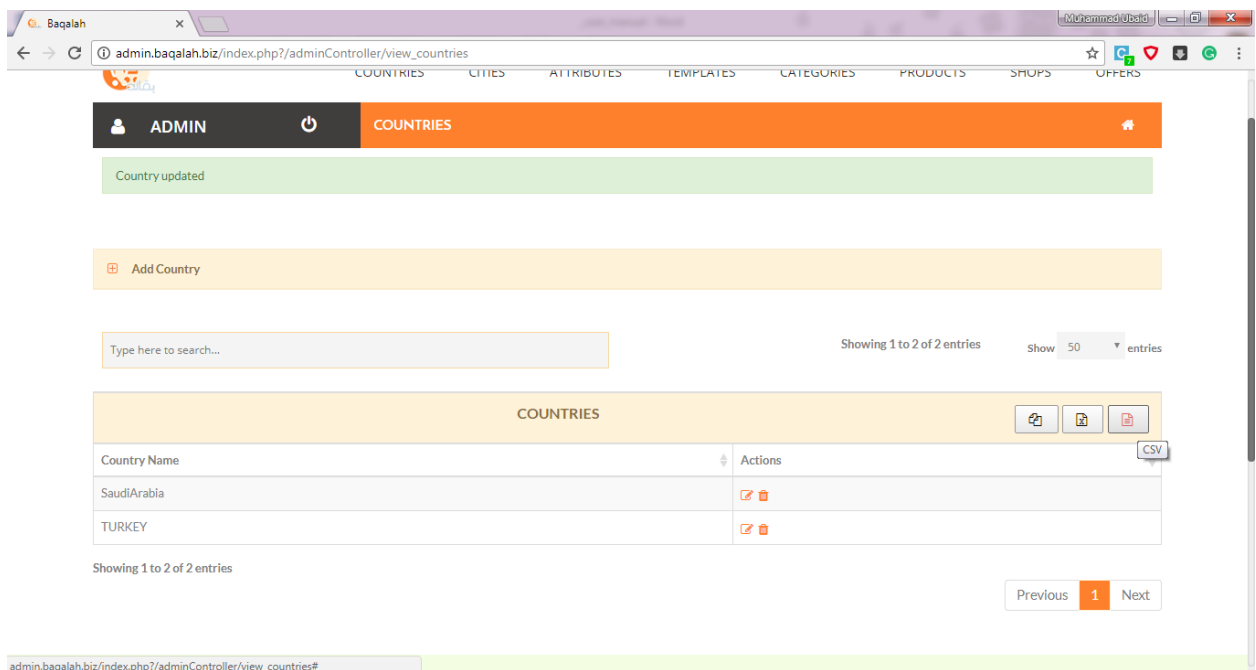


Figure 2.12: Downloading List of Countries in CSV Sheet

2.8. How to copy all country names:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option country.
- Click on the option entitled “Copy”.

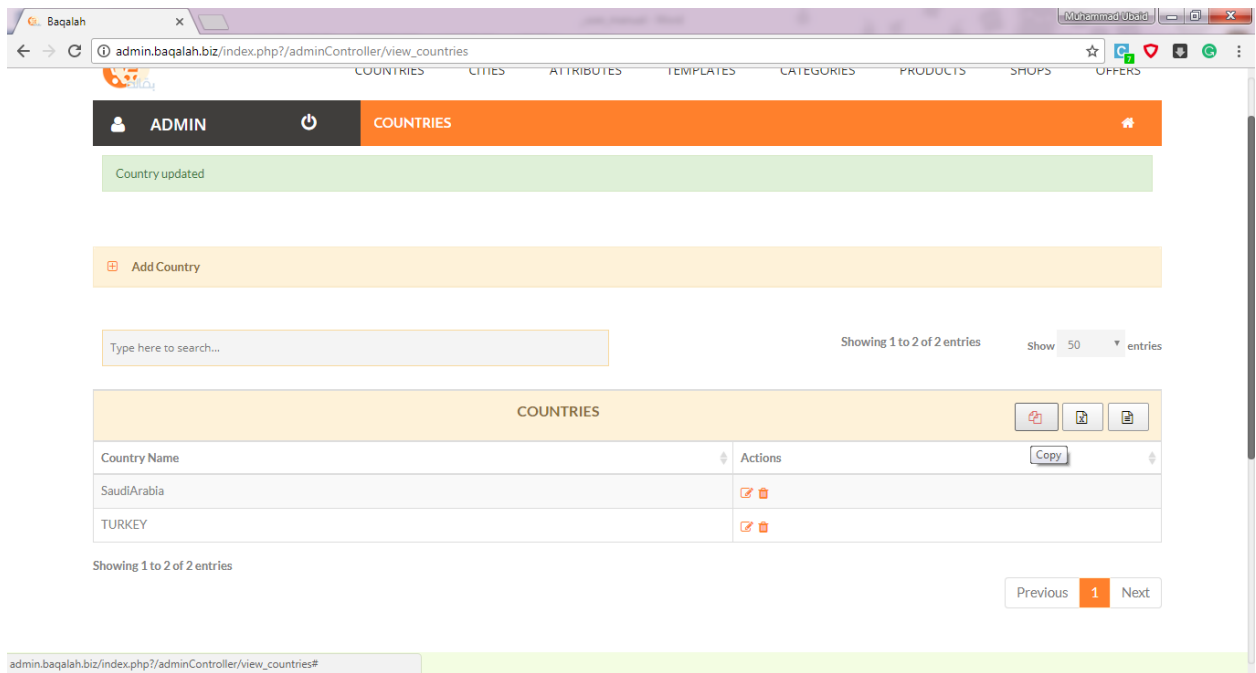


Figure 2.13: Copying all Countries Names

2.9. How to add a city:

- Click on the menu option entitled “Cities” from the header menu.
- Click on the option Add City.

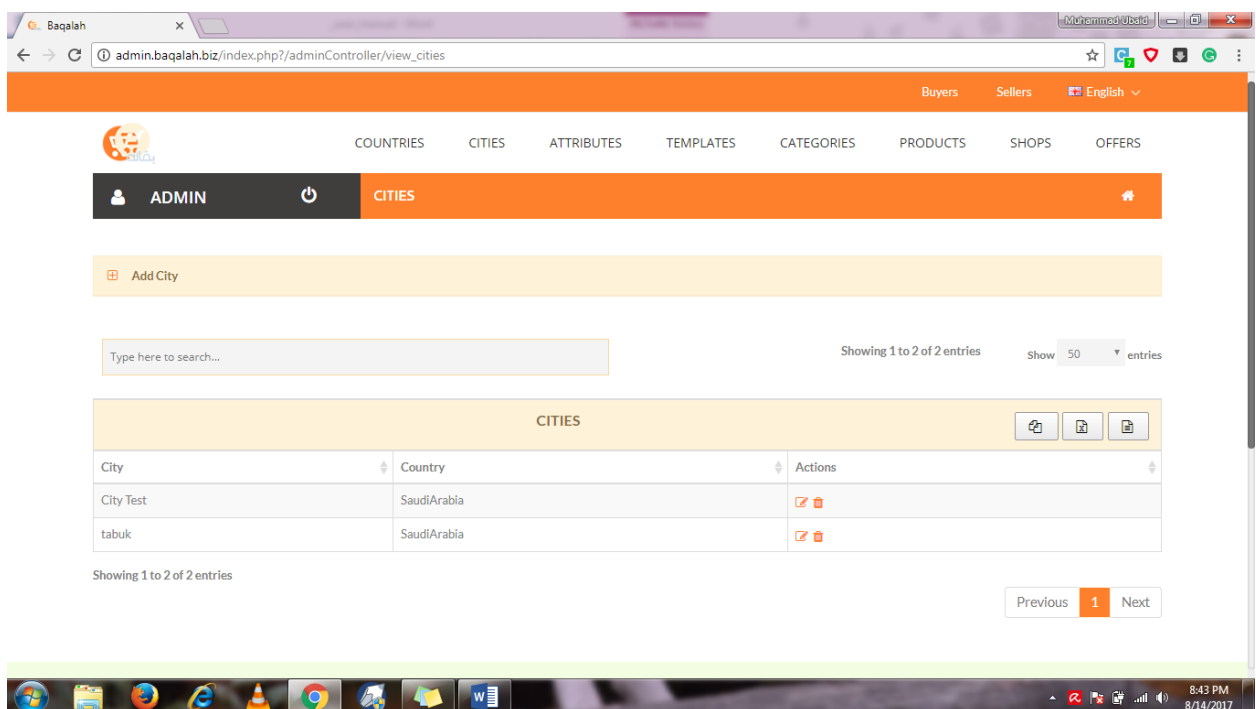


Figure: 2.14: Adding a City

- Select the relevant country with which the city belongs.
- Input the city name in the relevant field and then submit.

The screenshot shows the 'Add City' form in the Baqalah admin interface. The form is titled 'Add City' and contains a 'Country' dropdown menu with 'Saudi Arabia' selected. Below it is a 'City Name' text input field with 'Taif' entered. There are three buttons: 'SUBMIT', 'CANCEL', and 'CLEAR'. To the left of the form is a sidebar menu with 'ADMIN' and 'CITIES' options. The top navigation bar includes 'Buyers', 'Sellers', and 'English'. At the bottom, there is a search bar and pagination information: 'Showing 1 to 2 of 2 entries' and 'Show 50 entries'.

Figure 2.15: Input a city name

2.10. How to add an attribute:

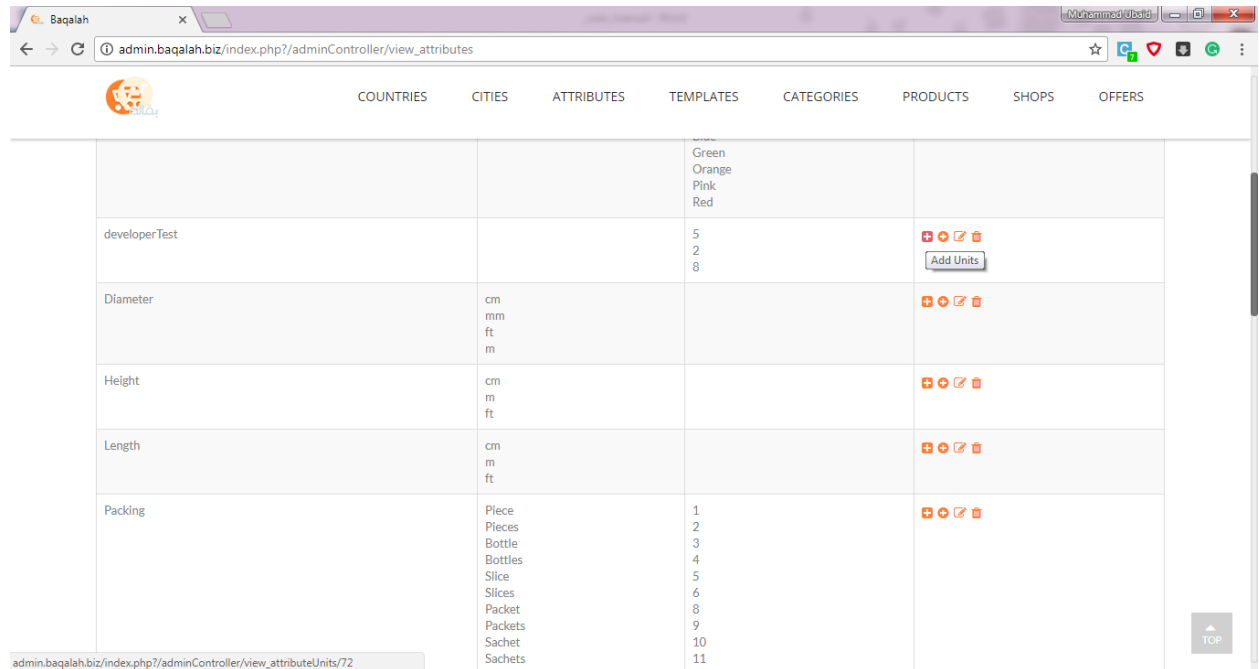
- Click on the menu option entitled “Attributes” from the header menu.
- Click on the option Add Attribute.
- Input the relevant attribute name in the relevant field and then submit.

The screenshot shows the 'Add Attribute' form in the Baqalah admin interface. The form is titled 'Add Attribute' and contains an 'Attribute Name' text input field with 'Color' entered. There are three buttons: 'SUBMIT', 'CANCEL', and 'CLEAR'. To the left of the form is a sidebar menu with 'ADMIN' and 'ATTRIBUTES' options. The top navigation bar includes 'Buyers', 'Sellers', and 'English'. At the bottom, there is a search bar and pagination information: 'Showing 1 to 12 of 12 entries' and 'Show 50 entries'.

Figure 2.16: Adding an Attribute

2.11. How to add an attribute unit:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option attributes.
- Find the relevant attribute name whose unit needs to be inserted.
- Click on the add unit option which is given within same row and in the other column entitled “Actions”.








	COUNTRIES	CITIES	ATTRIBUTES	TEMPLATES	CATEGORIES	PRODUCTS	SHOPS	OFFERS
			Green Orange Pink Red					
developerTest			5 2 8					
Diameter		cm mm ft m						
Height		cm m ft						
Length		cm m ft						
Packing		Piece Pieces Bottle Bottles Silce Silces Packet Packets Sachet Sachets	1 2 3 4 5 6 8 9 10 11					

Figure 2.17: Finding an add unit option

- Input the relevant unit & then submit.

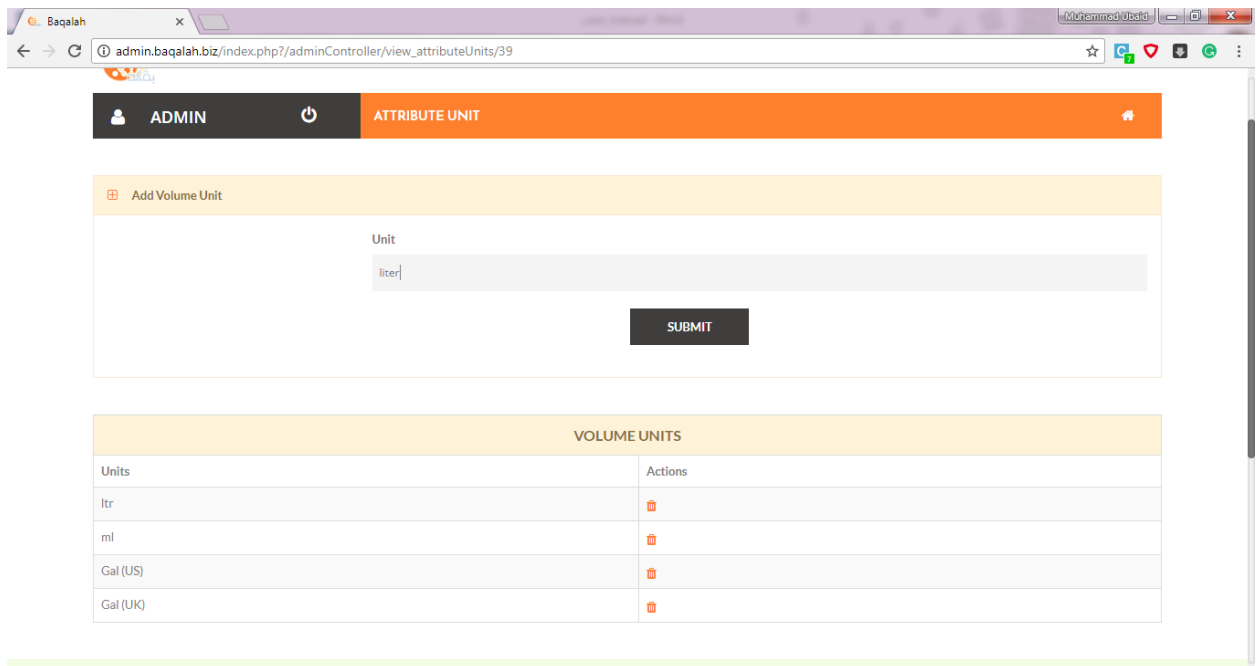


Figure 2.18: Adding the relevant unit

2.12. How to add the attribute value:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option attributes.
- Find the relevant attribute name whose value needs to be inserted.
- Click on the add value option which is given within same row and in the other column entitled “Actions”.

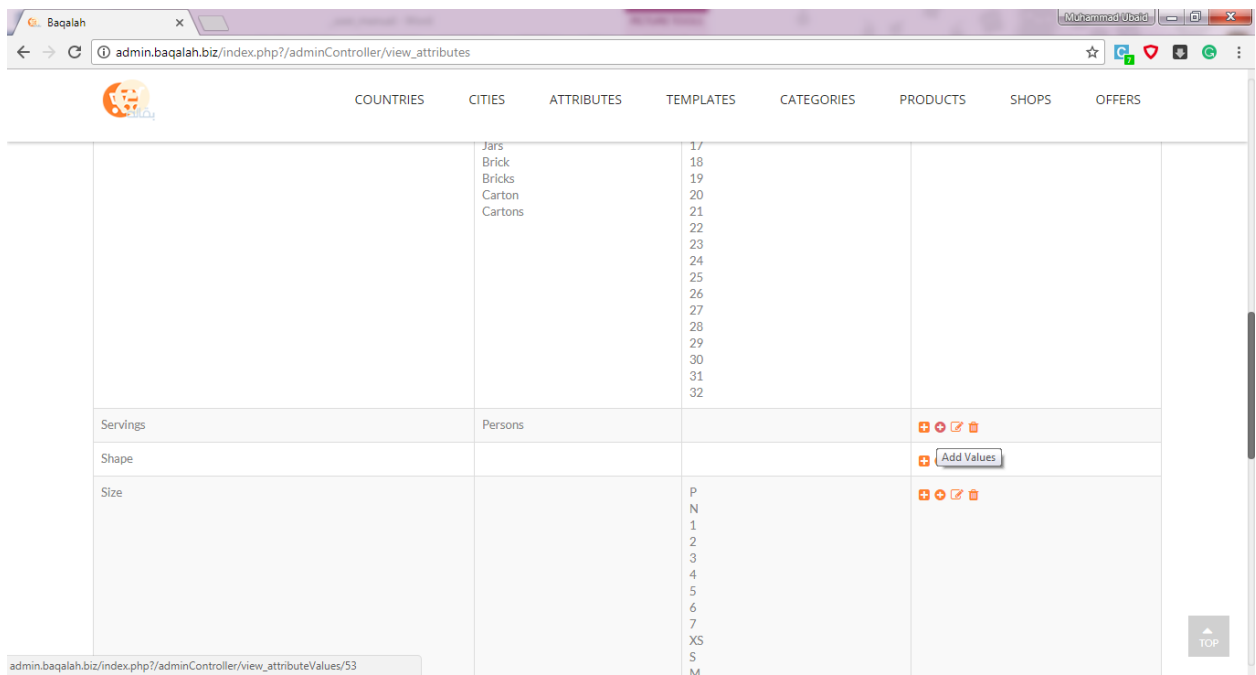


Figure 2.19: Finding an add value option

- Input the relevant value & then submit.

The screenshot shows the Baqalah admin interface. The top navigation bar includes 'Buyers', 'Sellers', and 'English'. The main navigation bar has 'ADMIN' and 'ATTRIBUTE VALUE'. The 'Add Servings Value' form is displayed with a 'Value' input field containing '5' and a 'SUBMIT' button. Below the form is a table titled 'SERVINGS VALUES' with columns 'Values' and 'Actions'. The footer contains 'FEATURED PRODUCTS', 'My Account', 'Customer Service', 'Extras', and 'Follow Us'.

Figure 2.20: Adding the relevant value

2.13. How to create a category template:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Click on the menu option entitled “Templates” from the header menu.
- Click on the option Add Template.

The screenshot shows the Baqalah admin interface. The top navigation bar includes 'Buyers', 'Sellers', and 'English'. The main navigation bar has 'ADMIN' and 'TEMPLATES'. The 'Add Template' form is displayed with a search bar and a table titled 'CATEGORY TEMPLATES'. The table has columns 'Category Name', 'Attributes', and 'Actions'. The table contains four rows: Bread, Fresh Vegetables, Fresh Fruits, and Beef. Each row has a 'Weight' attribute and an 'Actions' column with '+' and '-' icons.

Category Name	Attributes	Actions
Bread	Weight — Packing —	+ -
Fresh Vegetables	Weight —	+ -
Fresh Fruits	Weight —	+ -
Beef	Weight — Packing —	+ -

Figure: 2.21: Adding an Attribute

- Input the relevant category from the given list.

The screenshot shows the 'Add Template' form in the Baqalah admin interface. The 'Category Name' dropdown menu is open, displaying a list of categories. The 'Baby Foods' category is currently selected and highlighted in blue. The form includes instructions on the left and a 'SUBMIT DATA' button at the bottom.

Figure 2.22: Selecting a relevant category

- Select the relevant attribute names according to the selected category.

The screenshot shows the 'Add Template' form in the Baqalah admin interface. The 'Category Name' dropdown menu is set to 'Bakery'. The 'Non-selected Attributes' list shows 12 attributes: Filter, Shape, Size, Volume, Weight (highlighted), and Width. The 'Selected Attributes' list is empty. The form includes instructions on the left and a 'SUBMIT DATA' button at the bottom.

Figure 2.23: Selecting the relevant attribute names

- After selecting relevant attributes then submit

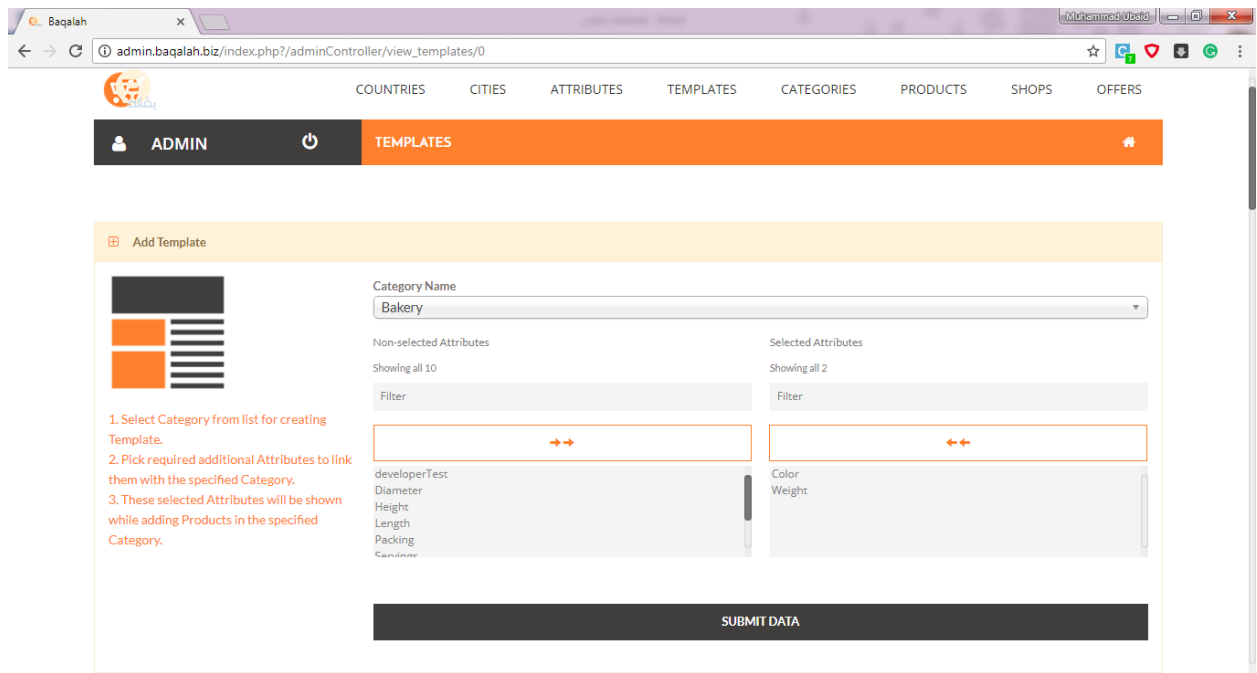


Figure 2.24: Submitting the generated template

2.14. How to add a category:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Click on the menu option entitled “Categories” from the header menu.
- Click on the option Add Category.

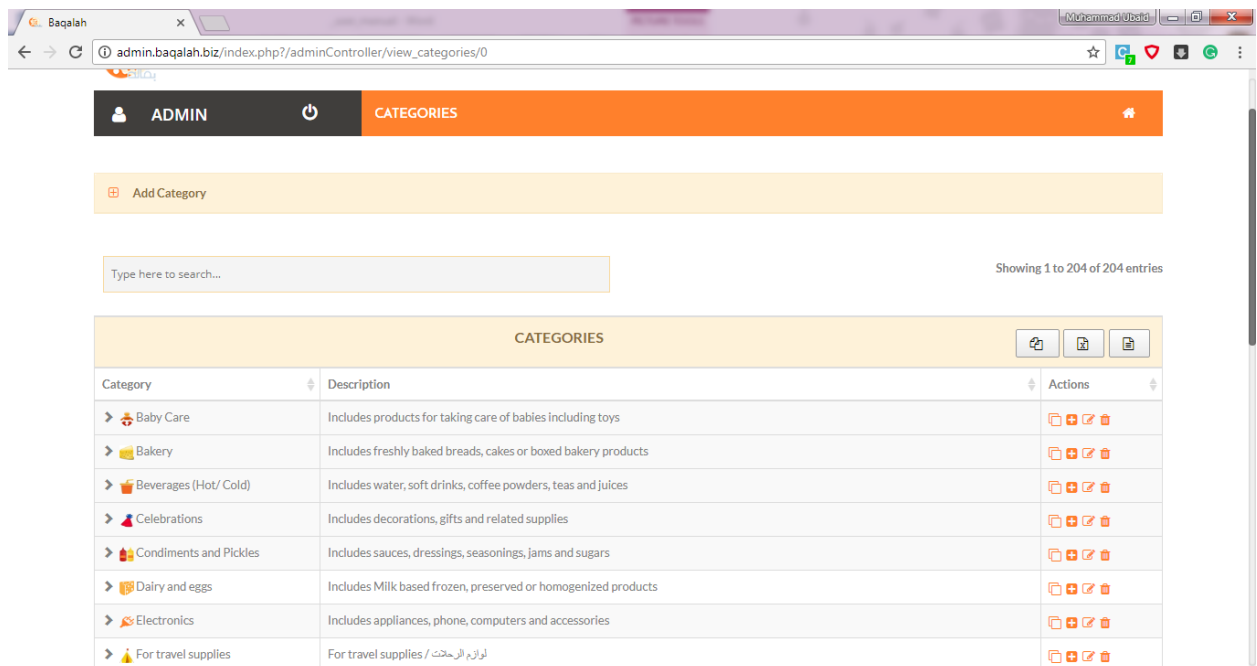


Figure: 2.25: Finding add category option

- Input the category name in English.

- Input the category name in Arabic.
- Add the description.
- Upload the relevant category image & submit.

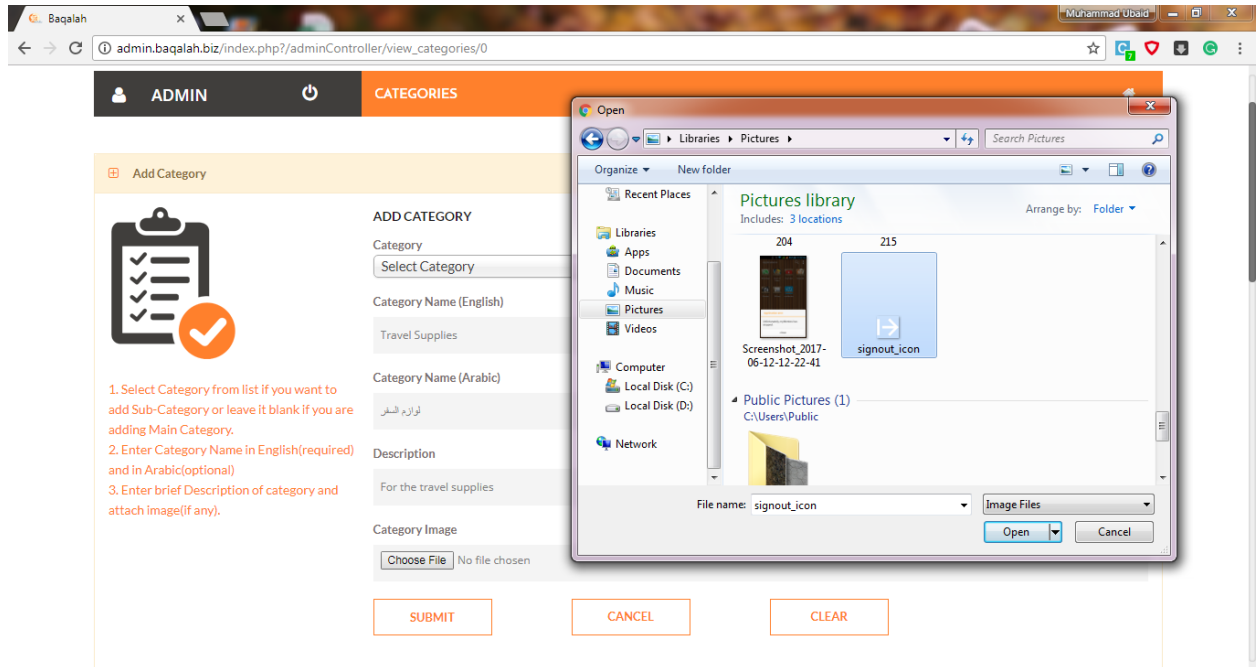


Figure 2.26: Adding a category

2.15. How to add subcategories in a category:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option Categories.
- Find the relevant category which needs to be updated.
- Click on add subcategory option which is given within same row and in the other column entitled “Actions”.

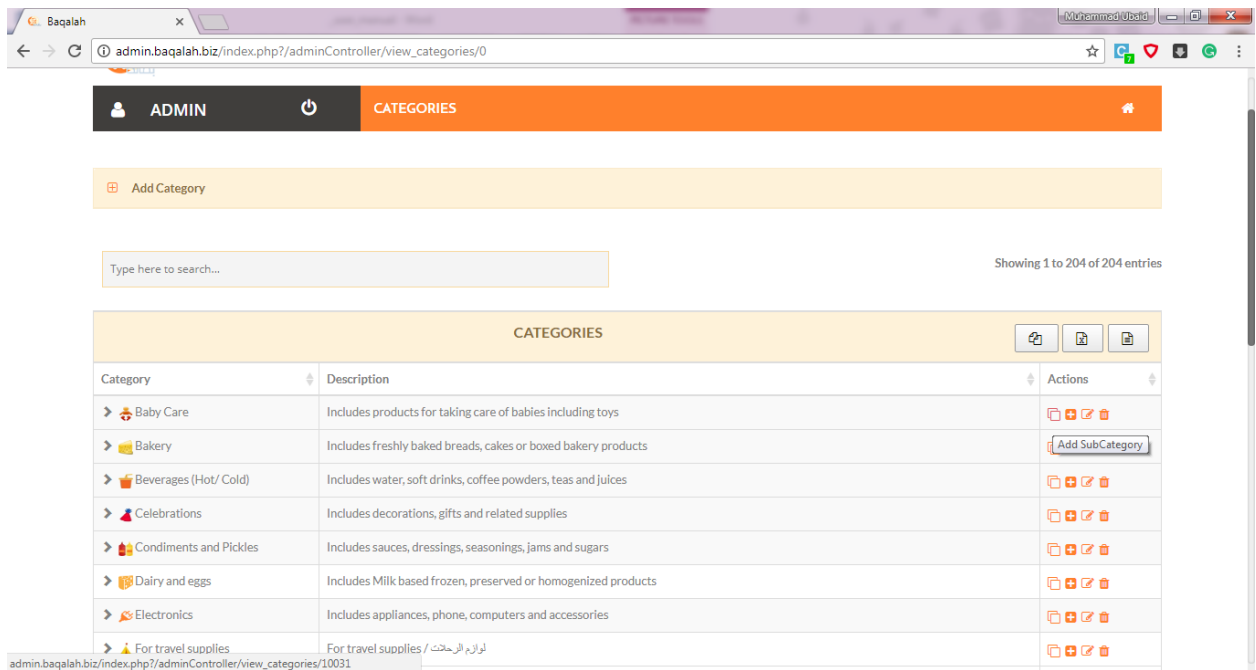


Figure 2.27: Adding subcategories

- Input the subcategory name in English.
- Input the subcategory name in Arabic.
- Add the description.
- Upload the relevant category image & submit.

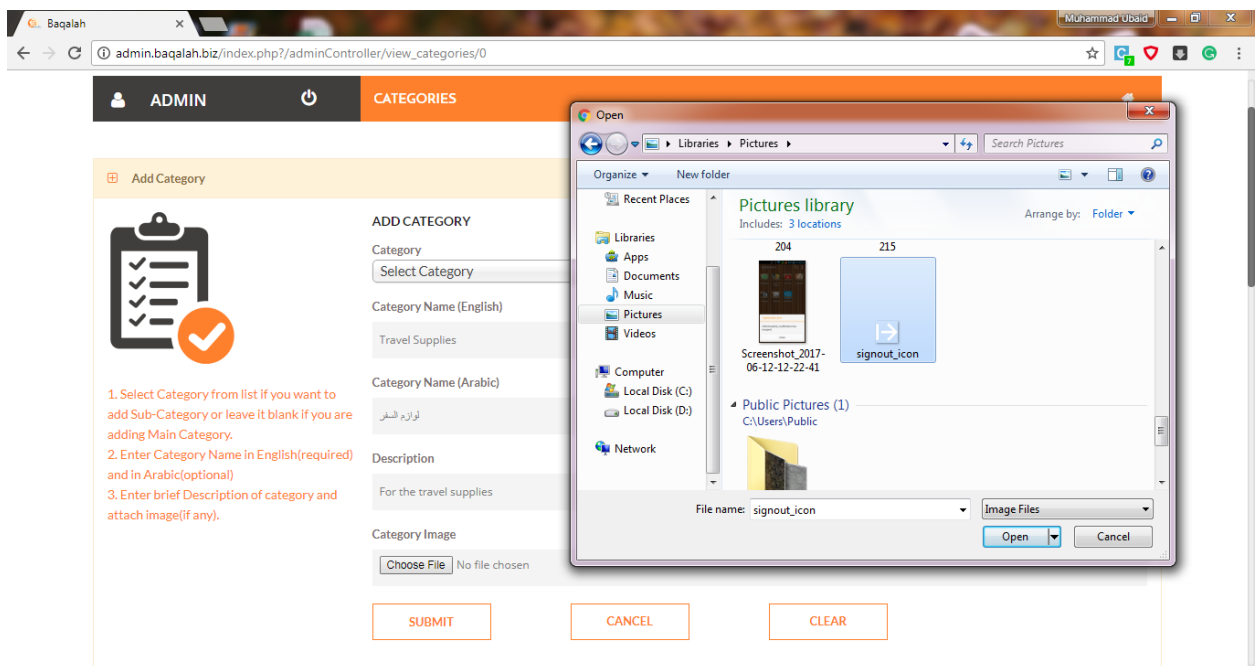


Figure 2.28: Adding a subcategory

2.16. How to add the products in a category:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option categories.
- Find the relevant subcategory which needs to be updated.
- Click on the add product option which is given within same row and in the other column entitled “Actions”.

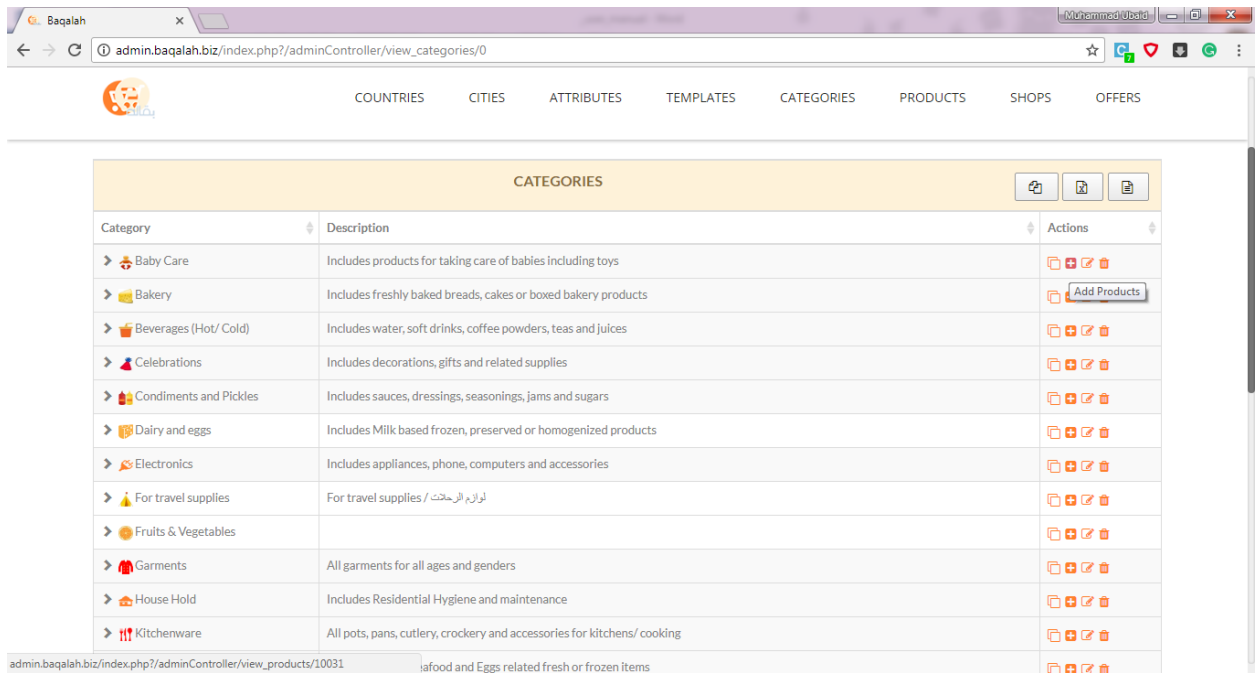


Figure 2.29: finding add products option

- Input the product name in English.
- Input the product name in Arabic.
- Add the description of the product.
- Upload the product image & then submit.

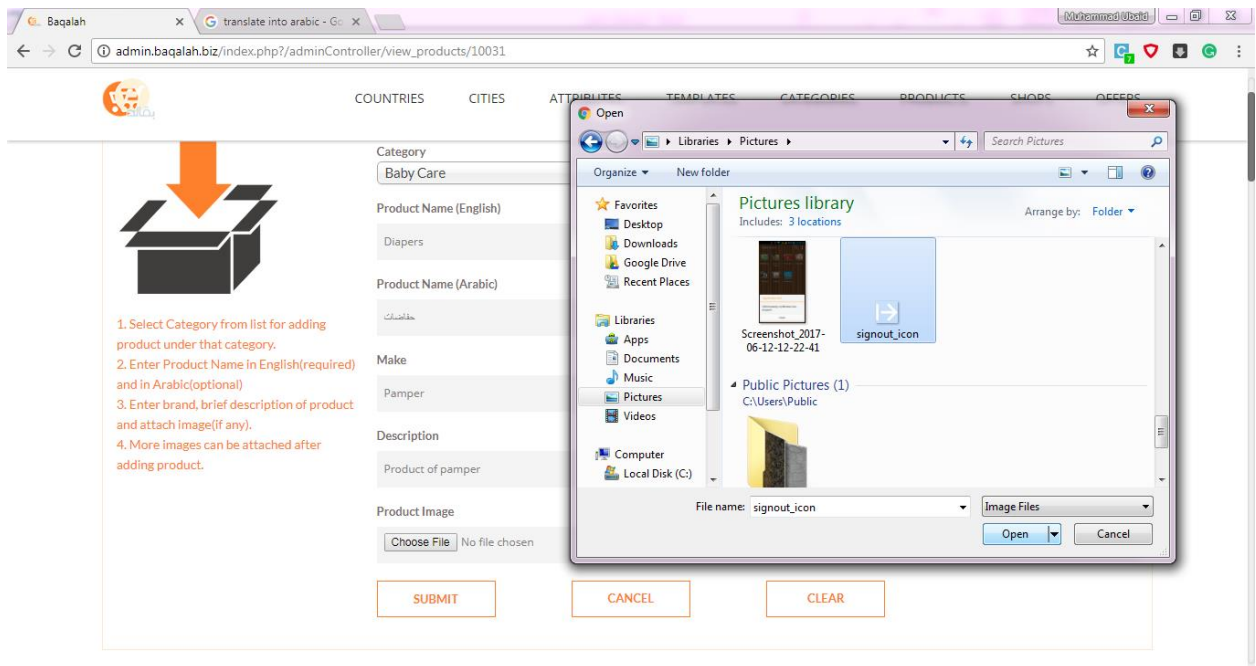


Figure 2.30: Adding a product in the category

2.17. How to add a product:

- If you are logged in then proceed otherwise repeat the steps in the 2.1.
- Go to the header menu option entitled “Products”.

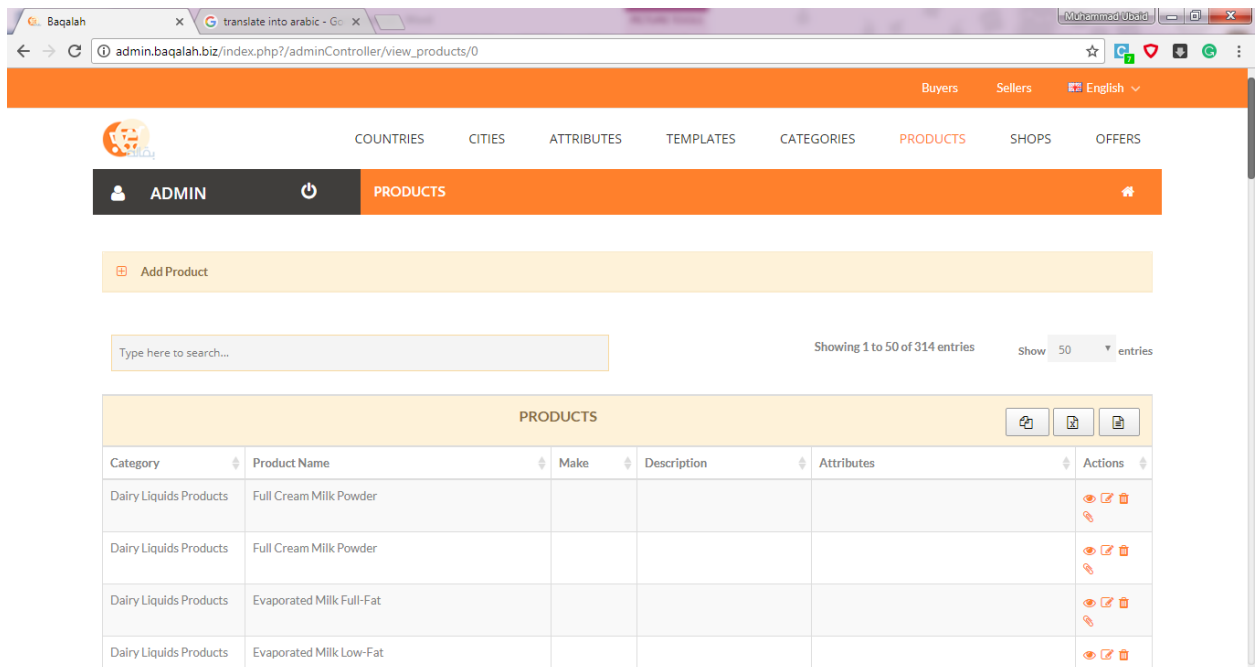


Figure: 2.31: Finding header menu option products

- Click on the option Add Products.
- Select the relevant category of the product.

- Input the product name in English.
- Input the product name in Arabic.
- Input the product brand.
- Add the product description.
- Upload the product image & then submit.

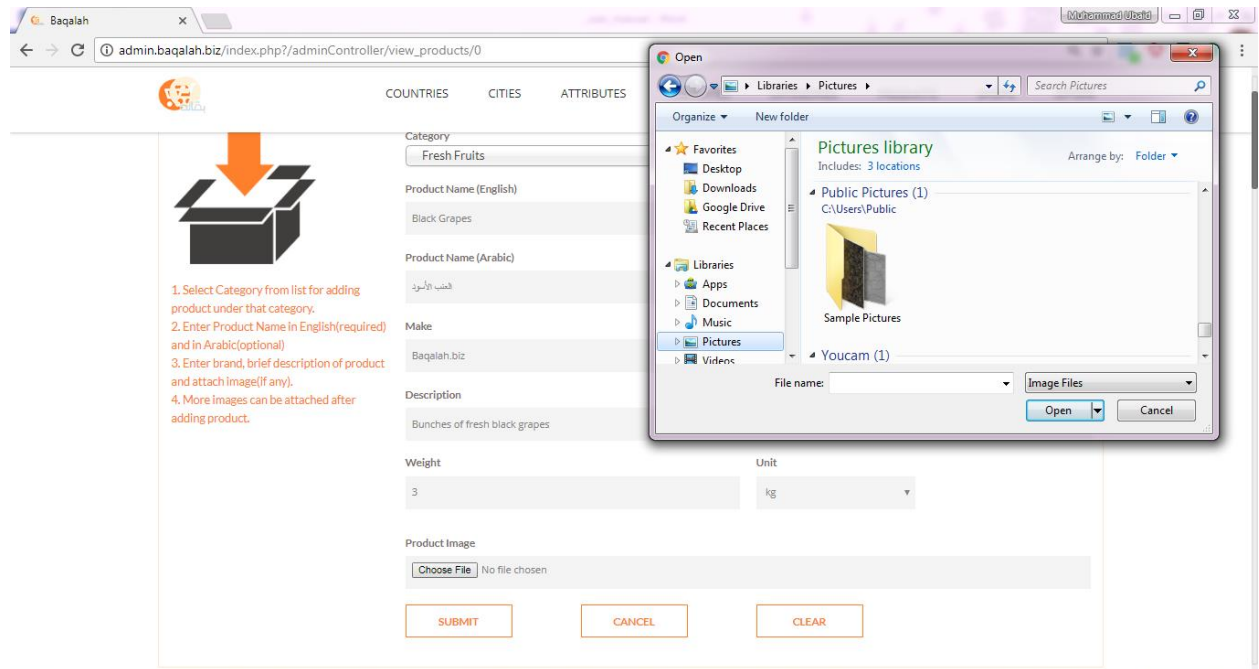


Figure 2.32: Adding a product

2.18. How to view product attachments:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option products.
- Find the relevant product whose attachment needs to be reviewed.
- Click on the attachment option which is given within same row and in the other column entitled "Actions".

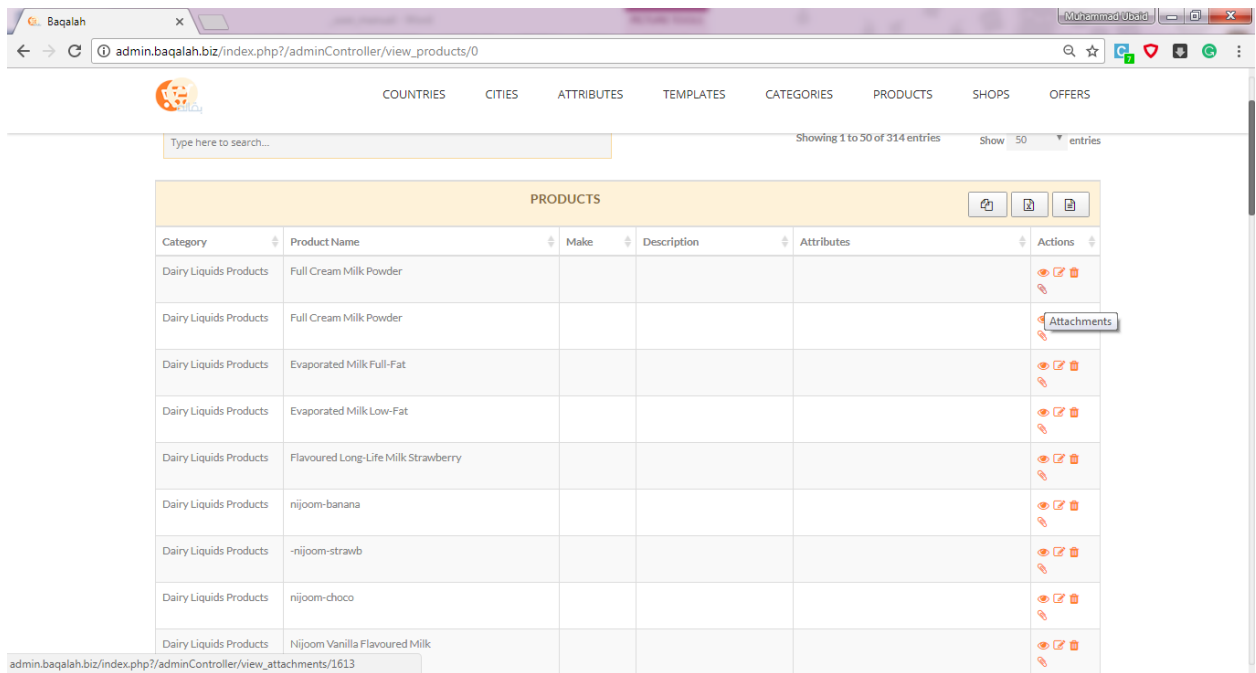


Figure 2.33: Finding the attachment option

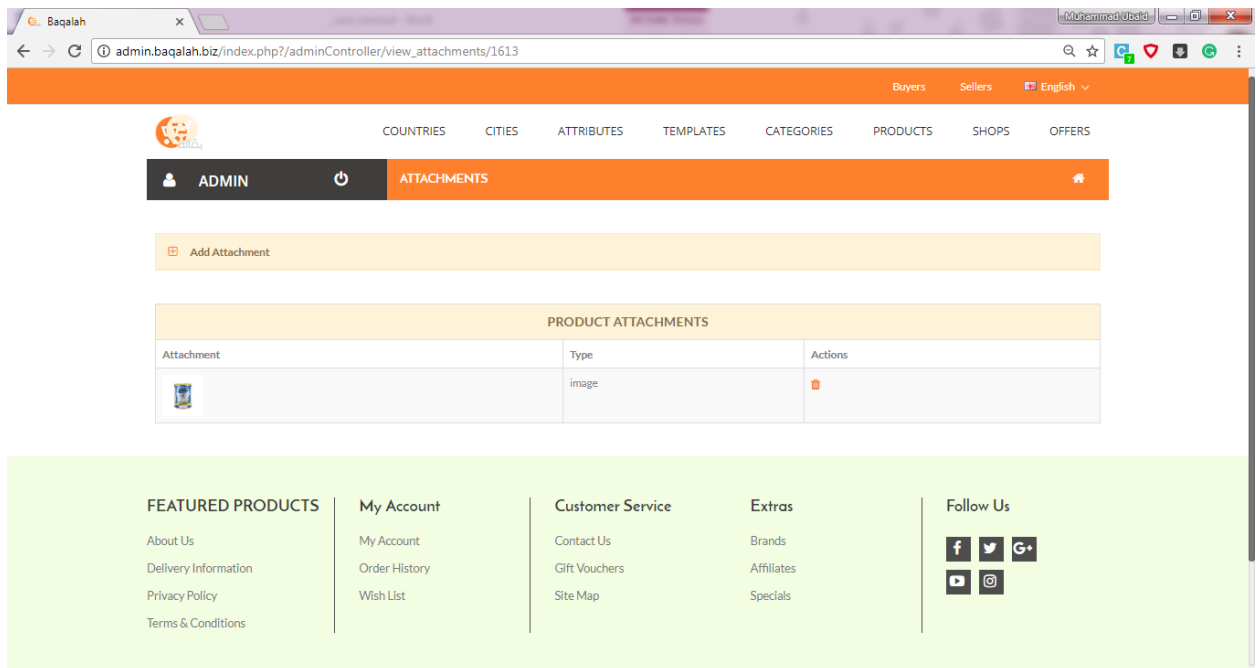


Figure 2.34: viewing the attachments

2.19. How to view all shops:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Go to the header menu option shops.
- The shops will be displayed with no editing option.

Shop Name	Country	City	Address	Contact	Shop Image
D-Watson	PAKISTAN	ISLAMABAD	1234	1234567	
Al-Fatah	pak	LHR	123	123	
PaItPooja	Pakistan	Islamabad	G11MARKAZ	55121345	
HyperStar	Islamic Republic of Pakistan	City Test	Bahria	0513535456	
TESTINGSHOP	Saudi Arabia	Jeddah	The Street, The Neighbourhood	2147483647	
tech-ideas	Pakistan	Islamabad	Gate # 7, DHA Phase 2, Sector J, Street 19A, IST Incubation Center	03445396424	
R	Pakistan	Rawalpindi	DHA ISB	0000000000	
Shopping Pedia	United Arab Emirates	Dubai	123, RWP	00000000000000	
Rawalpindi Shop	Pakistan	Rawalpindi	PWD, Rawalpindi	03333366801	
Shopping Funda	Saudi Arabia	Jeddah	Jeddah, KSA	0000000000	
Cart e Shopping	Saudi Arabia	Rabigh	KSA	00000000	

Figure 2.35: Viewing all Shops

2.20. How to approve the seller account:

- If you are logged in then continue, otherwise repeat the steps in the 2.1.
- Go to the option “Sellers” which is located in the header & click on it.

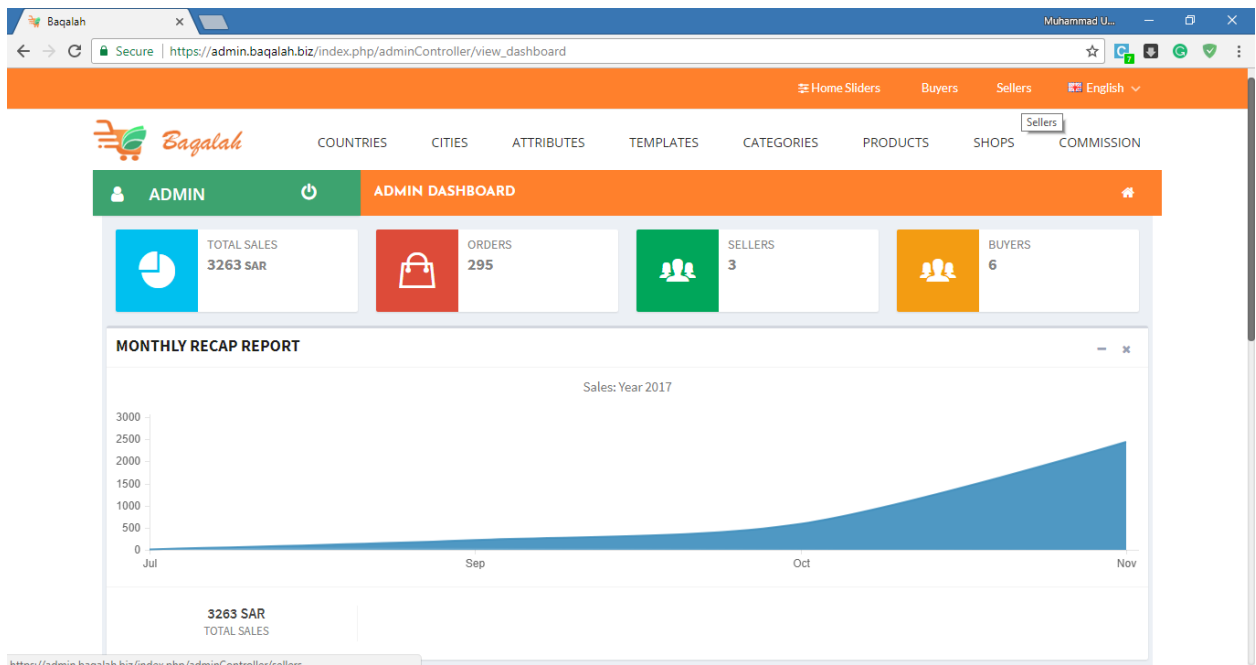


Figure 2.36: finding sellers menu

- Go to the option “Un-Approved Sellers”.
- Find out the seller’s email address whose account you want to approve, after this find the option approve account which is located within the same row of that record.

- Click on this option to approve the account.

Unapproved Sellers Active Sellers Blocked Sellers Unverified Sellers

Type here to search... Showing 1 to 2 of 2 entries Show 50 entries

SELLERS LIST								
Seller Name	Email	Address	Contact	Company Name	Website	Profile Image	Business Logo	Actions
	salmanzaib15@gmail.com					NO IMAGE AVAILABLE	NO IMAGE AVAILABLE	Block Seller
	ahmed_khan297@yahoo.com					NO IMAGE AVAILABLE	NO IMAGE AVAILABLE	Block Seller

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 2.37: Approving the seller's account

2.21. How to block & unblock the seller:

- If you are logged in then continue, otherwise repeat the steps in the 2.1.
- To access the seller menu, repeat the steps in 2.20.
- To block a seller, go to the option “Active Sellers”.
- Find out the specific seller whose account you want to block.
- Find out the block seller option which located within the same row of the record.
- Click on this option to block the seller.

Unapproved Sellers Active Sellers Blocked Sellers Unverified Sellers

Type here to search... Showing 1 to 3 of 3 entries Show 50 entries

SELLERS LIST								
Seller Name	Email	Address	Contact	Company Name	Website	Profile Image	Business Logo	Actions
First Name Last Name ★★★★★	ubaidrehman55@gmail.com	St -1, House -45, Rawalpindi, Pakistan	12345678 987654321	NFA-DFA	somename.some	NO IMAGE AVAILABLE	NO IMAGE AVAILABLE	Block Seller
Adeel Mir ★★★★★	mr.ad143@gmail.com	Galaxy Plaza, Soan Garden, Rawalpindi, Pakistan	03445396424 0511326585	Epic Sales		NO IMAGE AVAILABLE	NO IMAGE AVAILABLE	Block Seller

Figure 2.38: Blocking the seller

- To unblock the seller, go to the option blocked sellers.
- Find out the specific seller whose account needs to be active again.
- Find out the option “Unblock seller” which is located within the same row of that record.
- Click on it to make the seller active again.

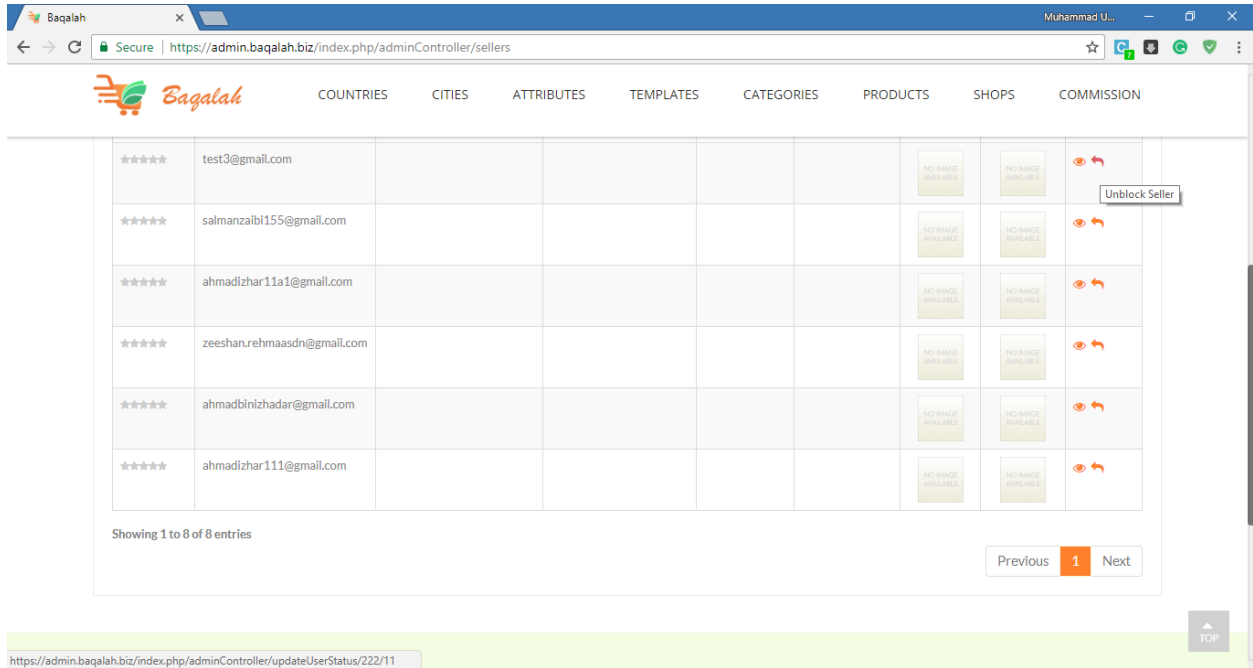


Figure 2.39: Unblocking the seller

2.22. How to block & unblock the buyer:

- If you are logged in then proceed otherwise repeat the steps in the 2.1.
- Go to the option buyer which is located in the header.

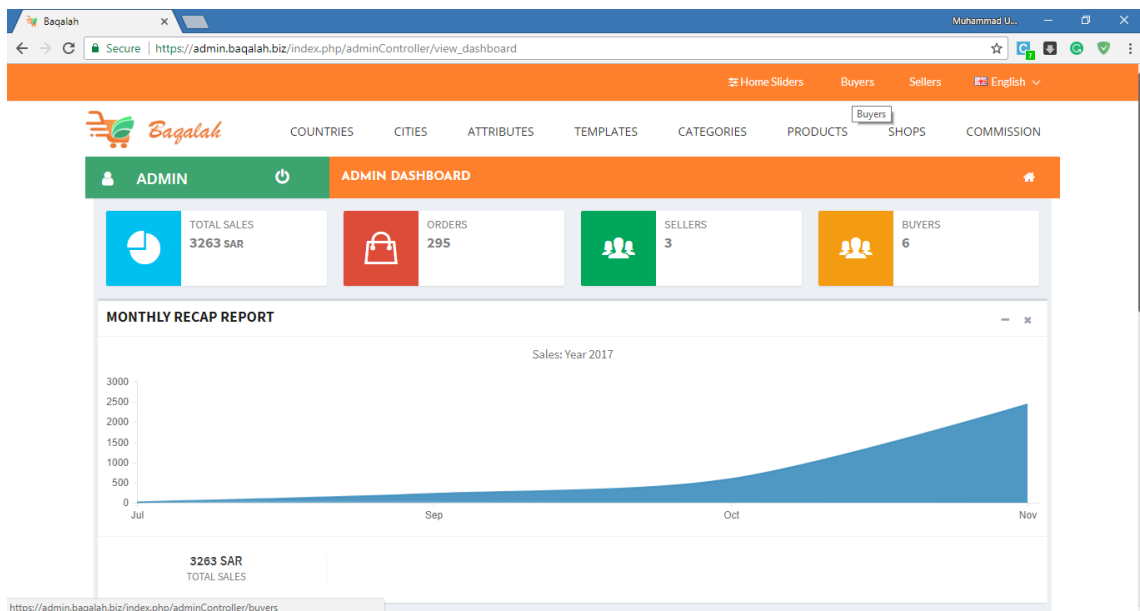


Figure 2.40: Finding the buyer's menu

- To block the buyer, find the option “Active buyer”.
- Find out the specific buyer whose account you want to block.
- Find out the block buyer option which located within the same row of the record.
- Click on this option to block the buyer.

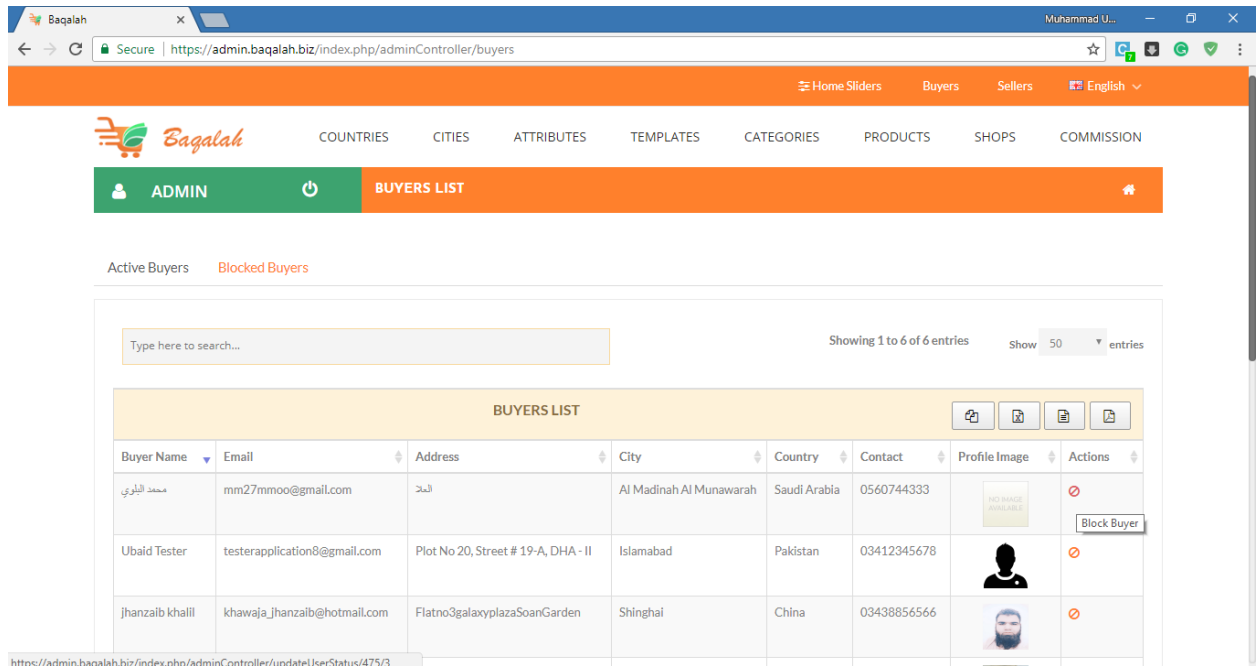


Figure 2.41: Blocking the buyer

- To unblock the buyer, go to the option blocked buyers.
- Find out the specific buyer whose account needs to be active again.
- Find out the option “Unblock buyer” which is located within the same row of that record.
- Click on it to make the buyer active again.

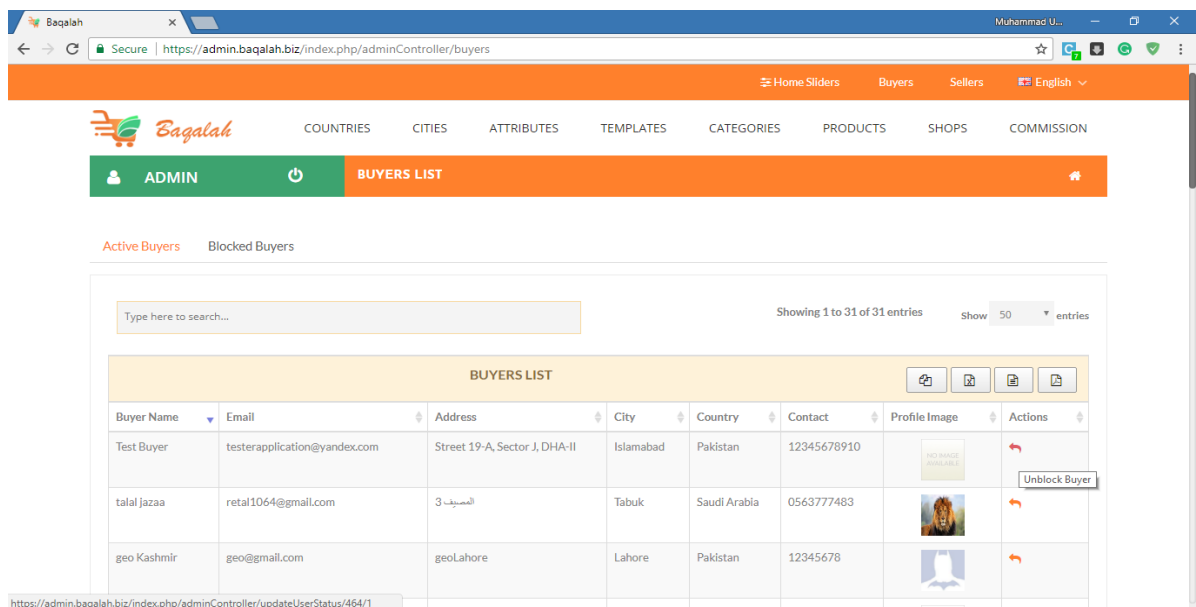


Figure 2.42: Unblocking the buyer

2.23. How to upload the home slider images from admin side:

- If you are logged in then proceed, otherwise repeat the steps in the 2.1.
- Find out the option “Home sliders” which is located within the header.
- Click on it to upload the slider images.

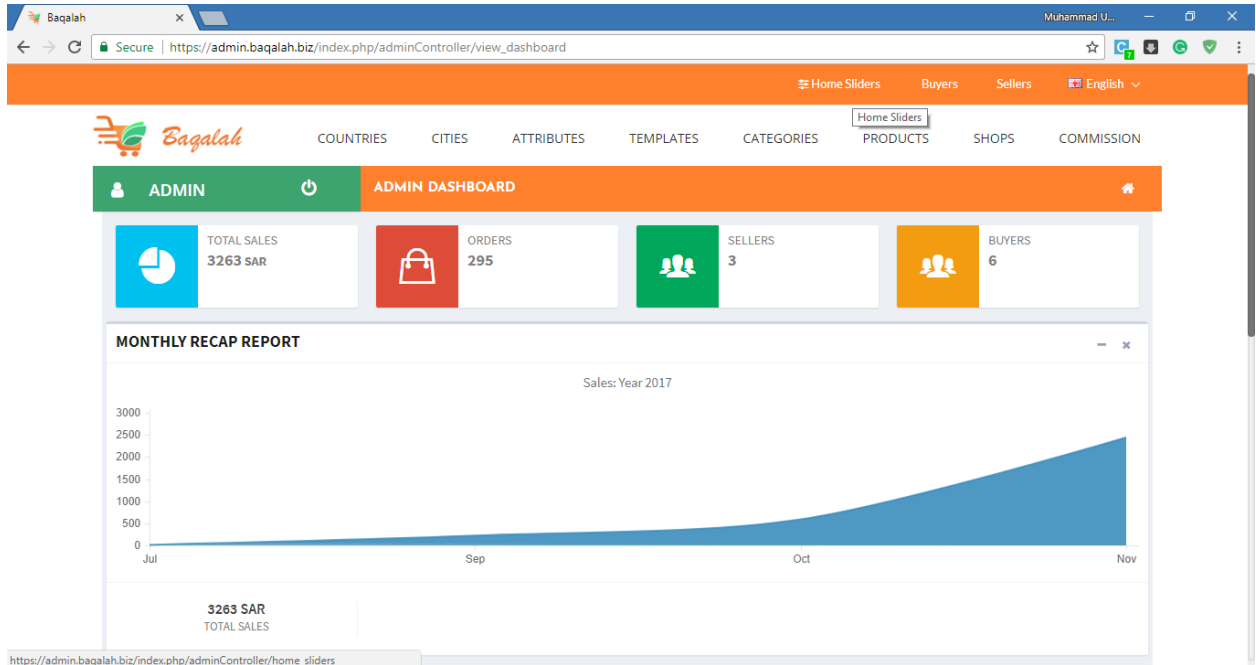


Figure 2.43: finding home sliders option

- Find out the option “Add slider images”.

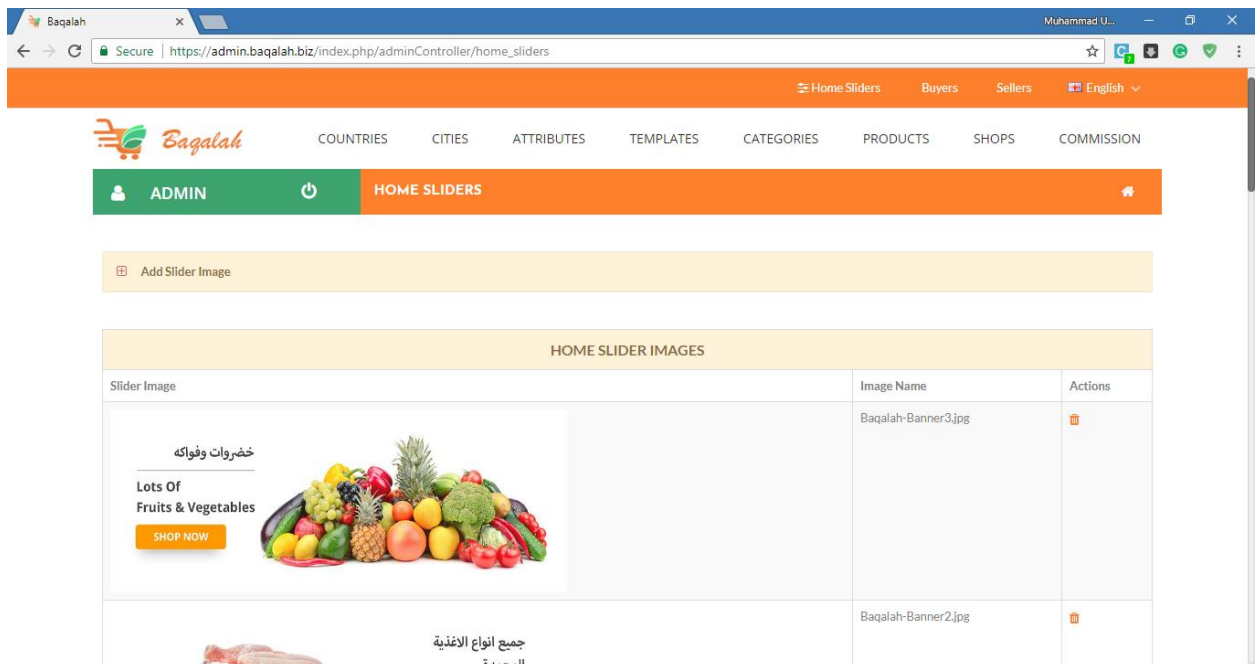


Figure 2.44: Finding option “Add slider images”

- Select the image, which you want to upload.
- Note: The image less or greater than the size of (width = 878, height = 320) will not be accepted by the system.

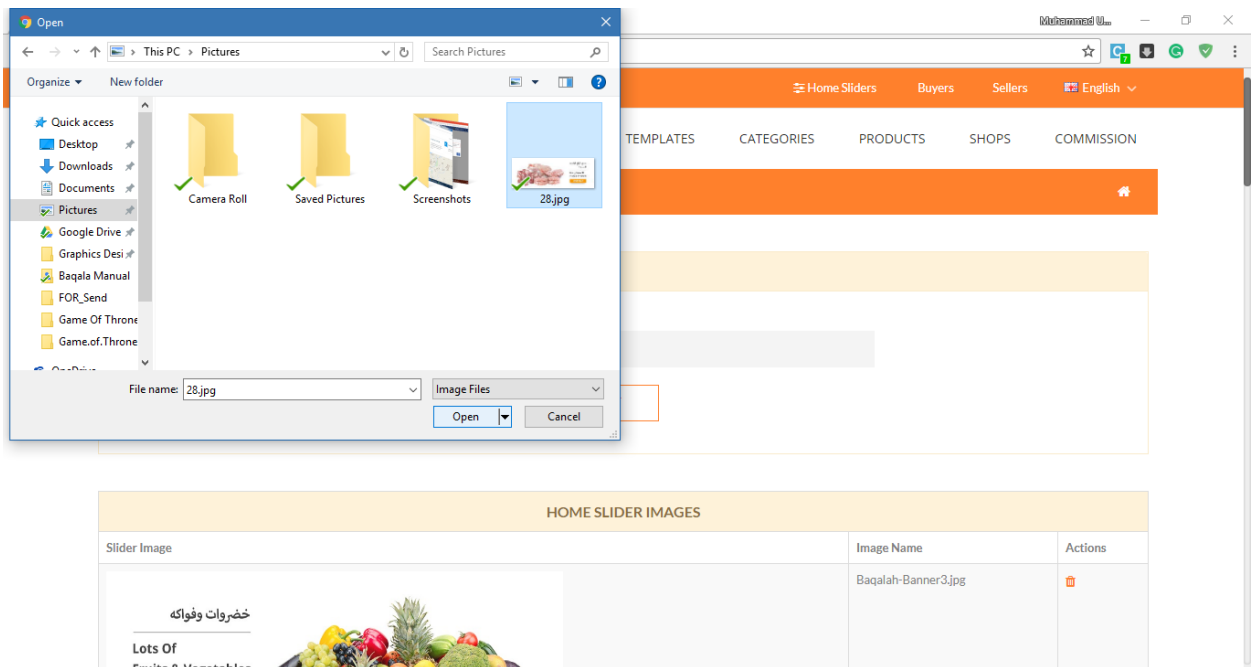


Figure 2.45: Uploading the new slider image

2.24. How to sign out from admin side:

- If you are logged in then proceed otherwise repeat the steps in 2.1.
- Click on the option entitled “Sign out”.

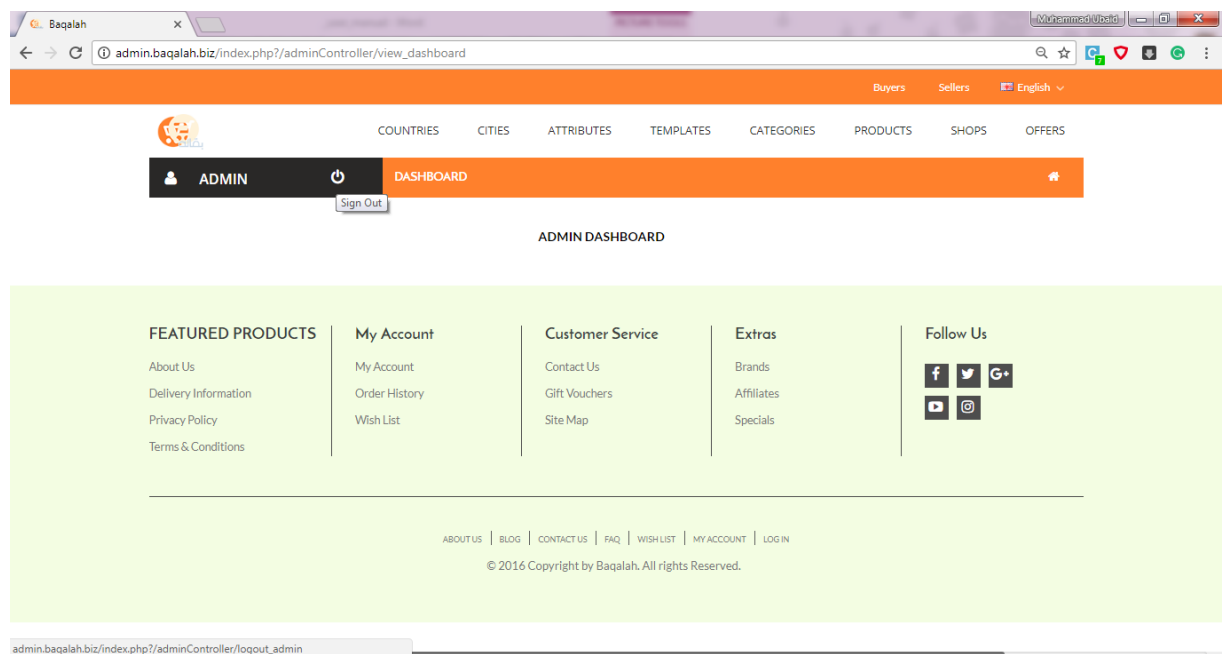


Figure 2.46: Logging Out as an Admin

Chapter # 3: Seller Menu

3.1. How to get the Access to the Seller Side:

- Open up internet browser like Google Chrome, Internet Explorer, Firefox or whatever is installed in the operating system.
- In the address bar, type <http://seller.baqalah.biz> to get the access to the seller menu.

The screenshot shows the Seller Menu Login page. The browser address bar displays seller.baqalah.biz/index.php?/sellerController/login_seller. The page layout includes an orange header bar with 'My Account' and 'English' links. Below this is a dark navigation bar with 'SELLER' and 'ACCOUNT LOGIN' tabs. The main content area contains a 'SELLER LOGIN' form with two input fields for 'E-Mail Address' and 'Password', a 'LOGIN' button, and a 'Forgotten Password' link. To the left of the form is an icon of a person at a laptop. Below the login form is a 'NEW SELLER' section with the text 'Register for a Free Account' and a large orange semi-circle graphic.

Figure 3.1: Seller Menu Login

- Input the email & password from which you have created your account, into the login form.

This screenshot shows the same Seller Menu Login page as Figure 3.1, but with the login form fields filled in. The 'E-Mail Address' field contains the text 'ubaidrehman55@gmail.com' and the 'Password' field contains '*****'. The 'LOGIN' button is now a dark grey rectangle. The rest of the page layout, including the header, navigation bar, and 'NEW SELLER' section, remains the same.

Figure 3.2: Input User Credentials

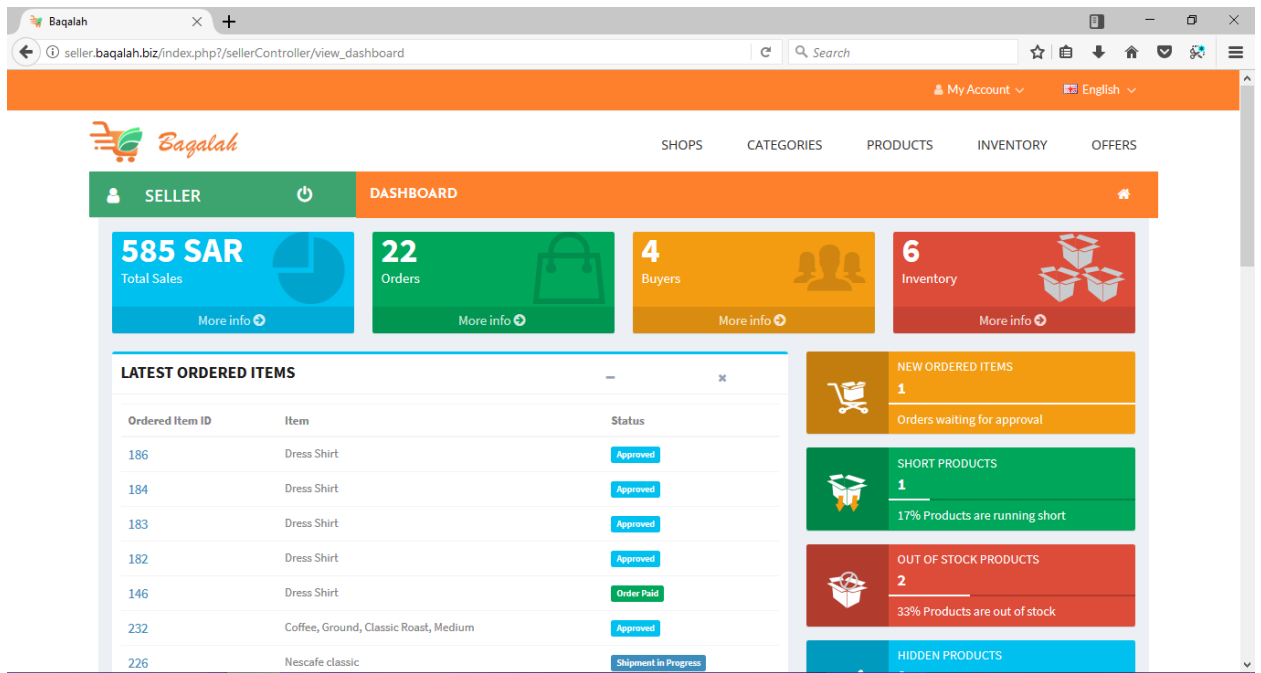


Figure 3.3: Seller Menu

3.2. How to add a shop:

- Click on the menu option entitled “Shops” from the header menu.
- Click on the option Add Shop.

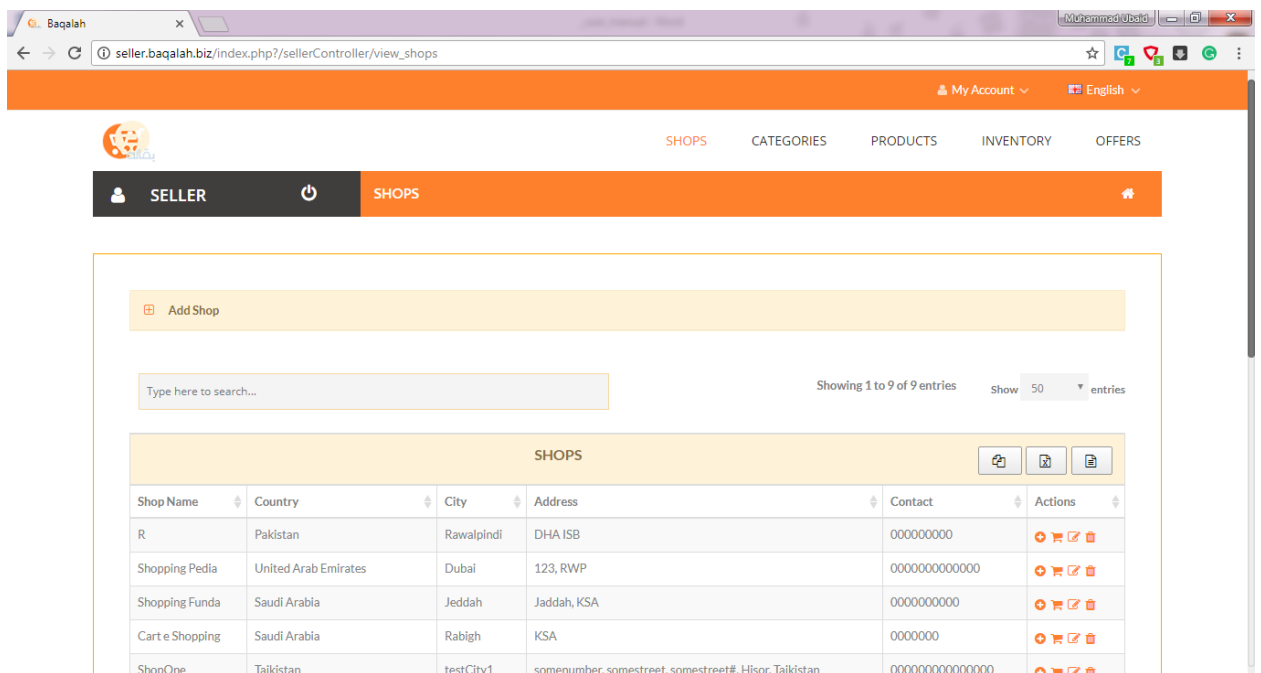


Figure: 3.4: Adding a Shop

- Input the shop name.

- Select the country.
- Select the city.
- Input the contact number.
- Input the shop address.
- Input the location of shop to get plotted on the map.
- Upload the shop image & submit.

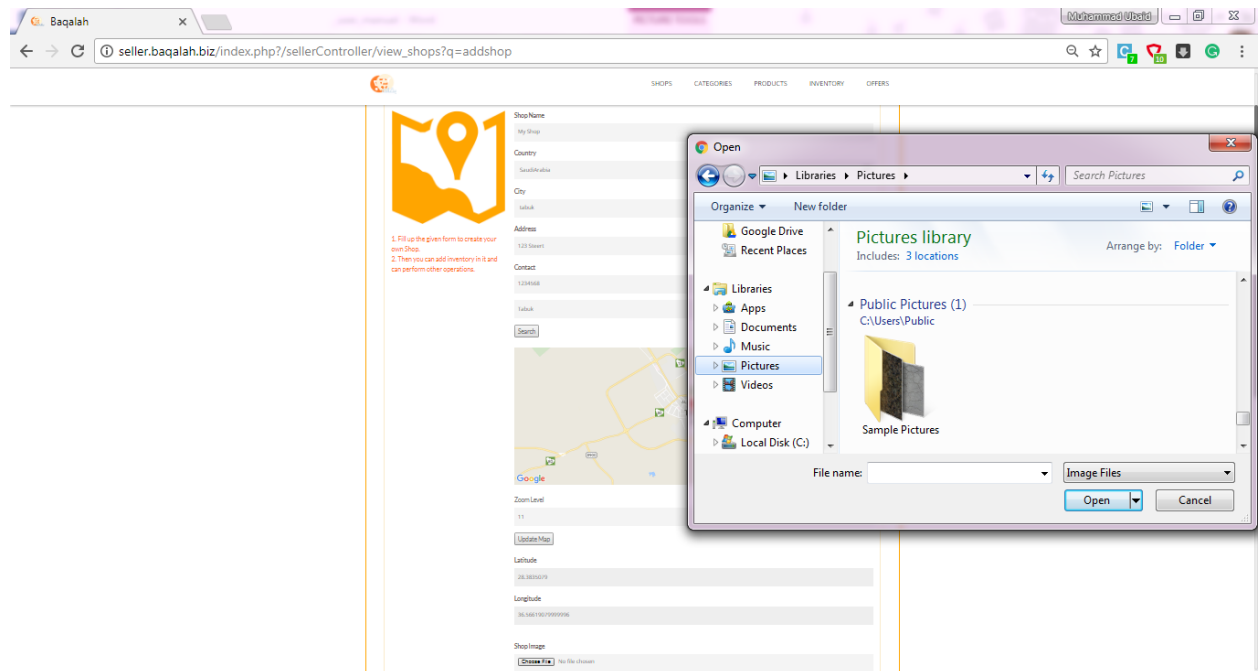


Figure 3.5: Adding shop information

3.3. How to clear the form:

- Click on the button entitled “Clear” all the relevant text fields will get cleared & the form will not closed.

The screenshot shows a web browser window with the URL `seller.baqalah.biz/index.php?sellerController/view_shops?q=addshop`. The page features a header with navigation links: SHOPS, CATEGORIES, PRODUCTS, INVENTORY, and OFFERS. The main content area contains a Google Map at the top. Below the map are input fields for 'Zoom Level' (value: 11), 'Latitude' (value: 28.3835079), and 'Longitude' (value: 36.56619079999996). There is an 'Update Map' button. Below these fields is a 'Shop Image' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form are three buttons: 'SUBMIT' (orange), 'CANCEL' (orange), and 'CLEAR' (black). A 'TOP' button is located in the bottom right corner.

Figure 3.6: Clearing all Fields

3.4. How to cancel the form:

- Click on the button entitled “Cancel” all the relevant text fields will get cleared & the form will also get closed.

This screenshot is identical to the one in Figure 3.6, showing the same web form. However, in this version, the 'CANCEL' button is highlighted with a black background, indicating it has been clicked. The other elements, including the map, input fields, and other buttons, remain the same.

Figure 3.7: Cancelling a Field

3.5. How to edit a shop:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option shops.

- Find the relevant shop which needs to be updated.
- Click on the edit option which is given within same row and in the other column entitled “Actions”.

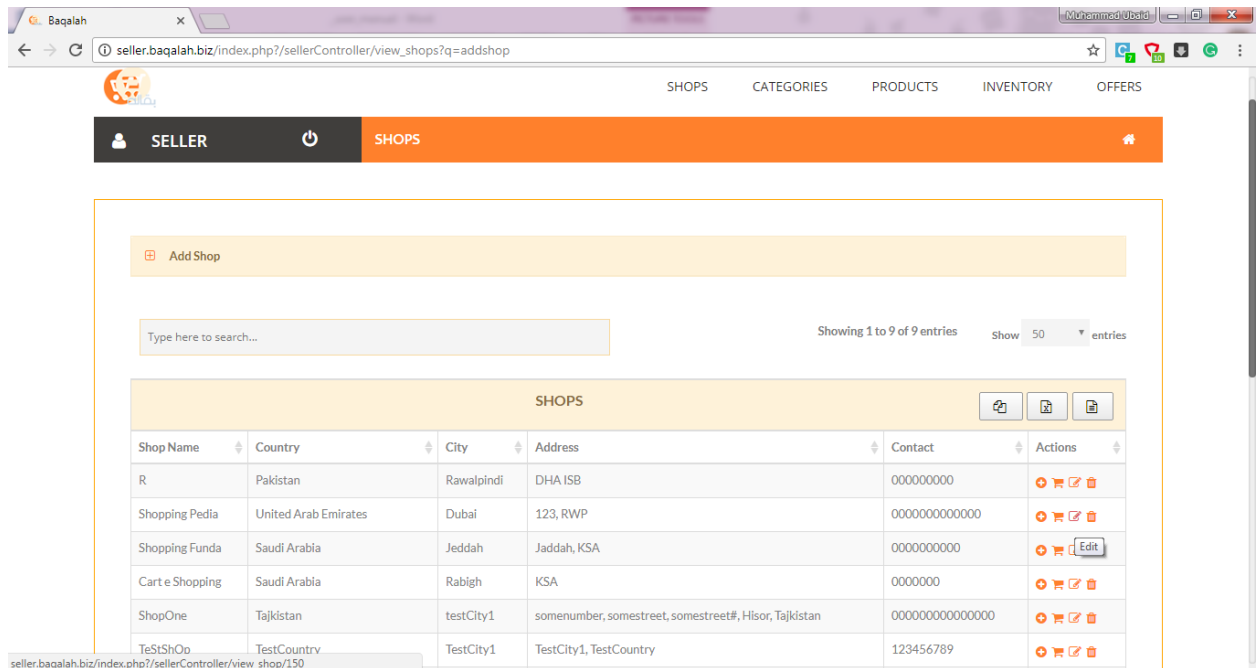


Figure 3.8: Finding edit shop option

- Update the information & then submit.

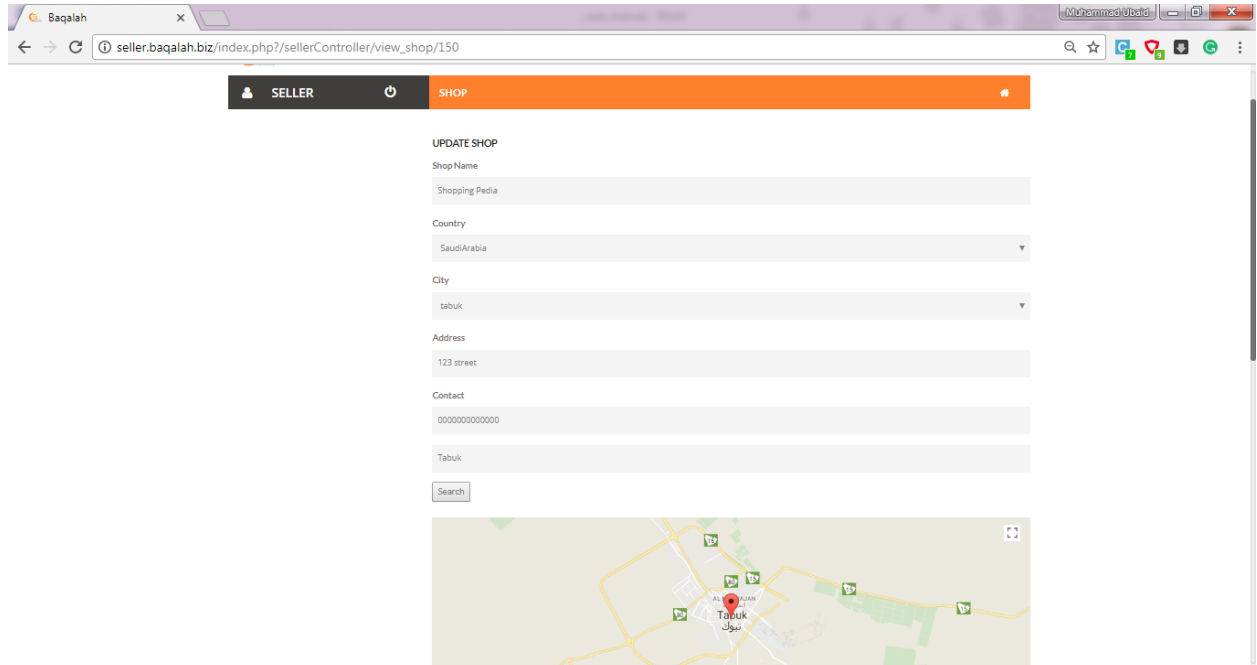


Figure 3.9: Updating a shop

3.6. How to delete a Shop:

- If you are logged in then proceed otherwise repeat the steps in 3.1.

- Go to the header menu option shops.
- Find the relevant shop which needs to be deleted.
- Click on the delete option which is given within same row and in the other column entitled “Actions”.

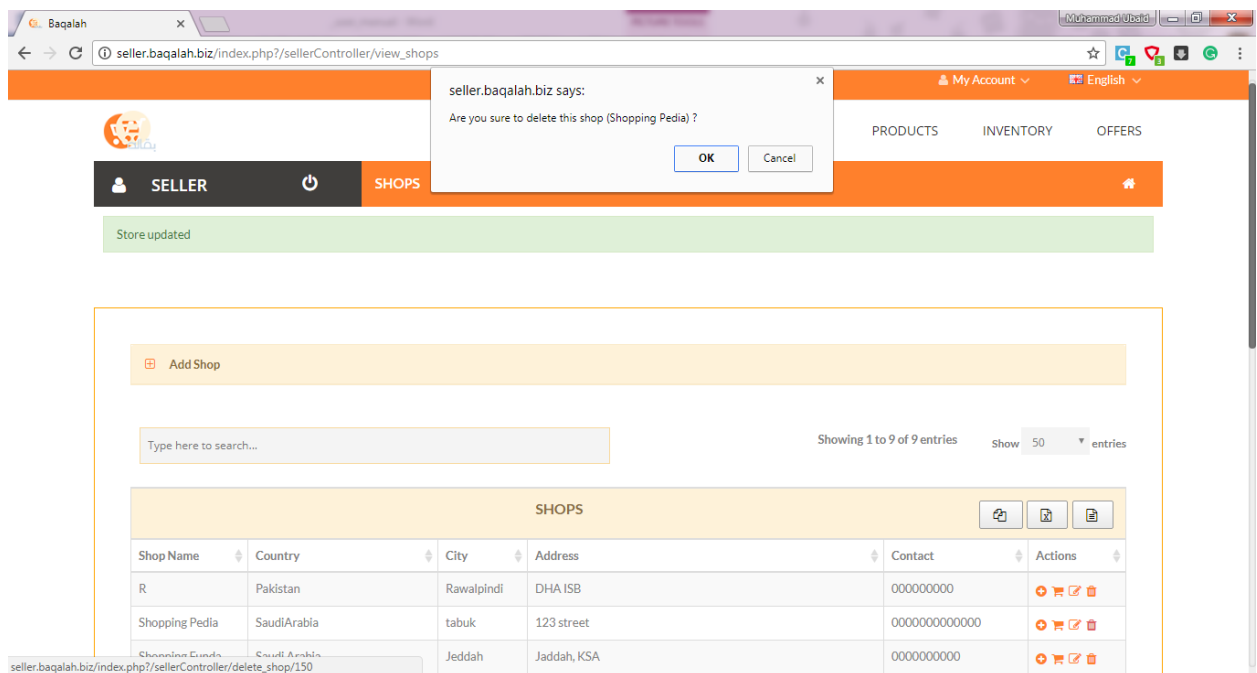


Figure 3.10: Deleting a Shop

- The relevant shop will get deleted as the result of this action, if there is no inventory in the shop otherwise the shop will not be deleted.

3.7. How to add the inventory in a shop:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option shops.
- Find the relevant shop in which products needs to be inserted.
- If the product is not in the list, create it using the steps in 3.12
- Click on the add product option which is given within same row and in the other column entitled “Actions”.

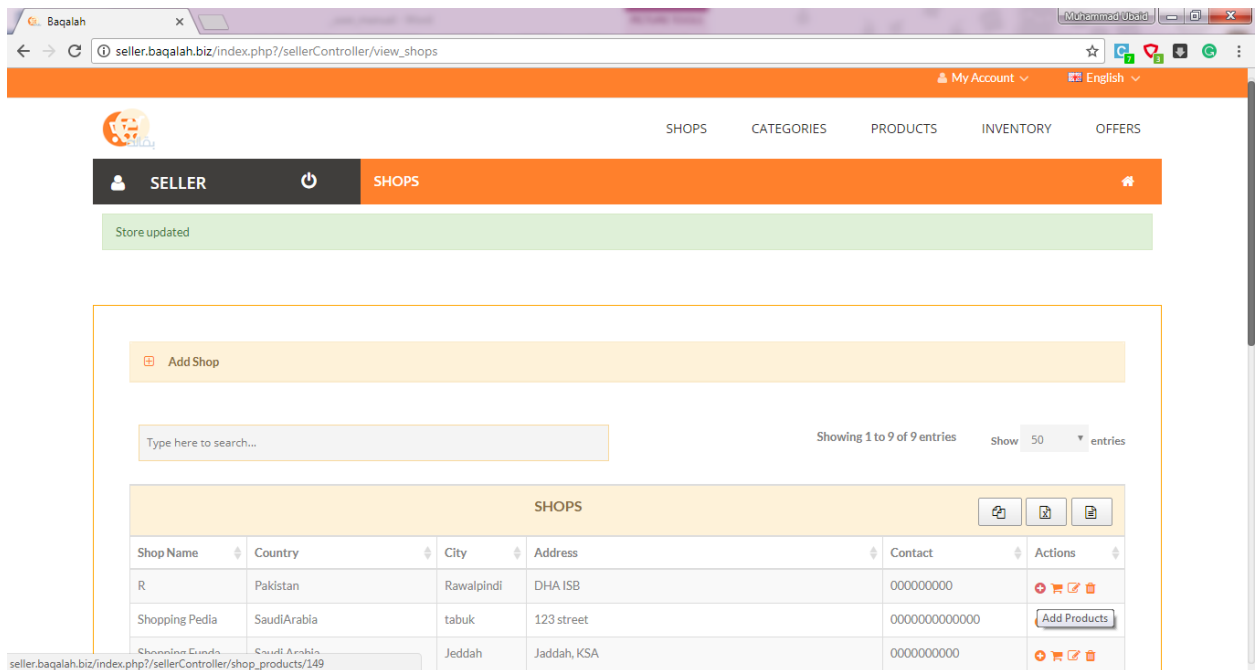


Figure 3.11: finding add product option

- Select the relevant category.
- Select the relevant product.
- Select the product type.
- Input the product quantity.
- Input the unit price of the product & then submit.

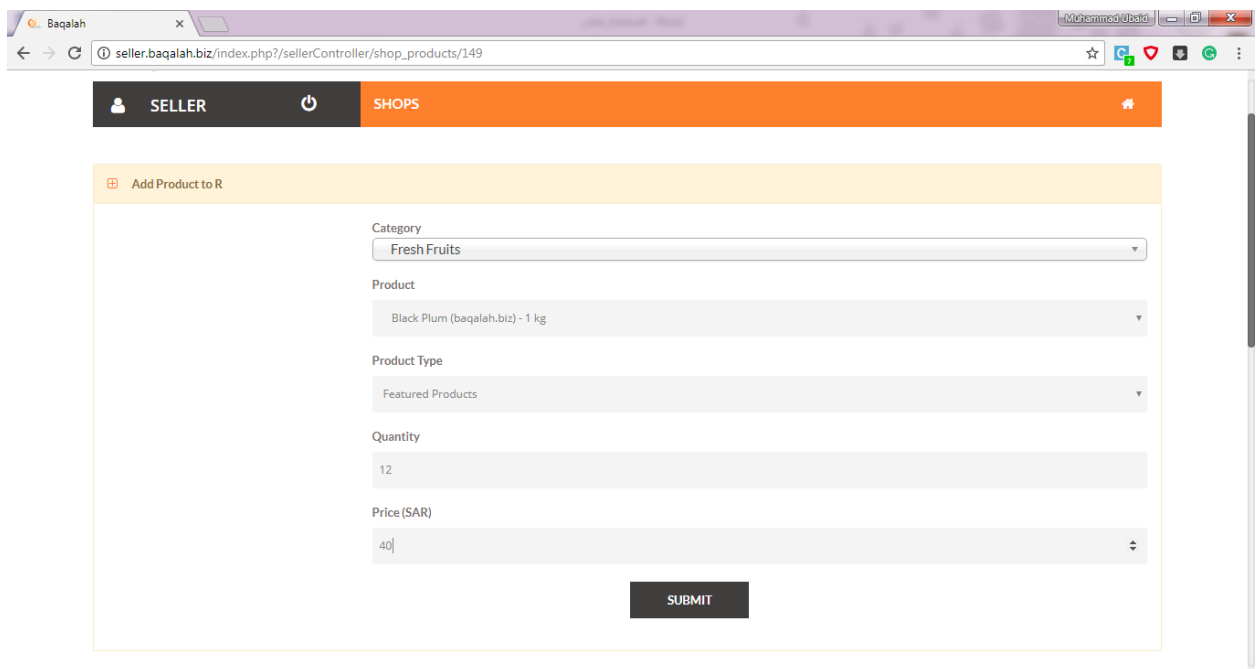


Figure 3.12: Adding a product in shop

3.8. How to add the inventory in all shops:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option shops.
- Find the option entitled “Add products to all shops”.
- If the product is not in the list, create it using the steps in 3.12

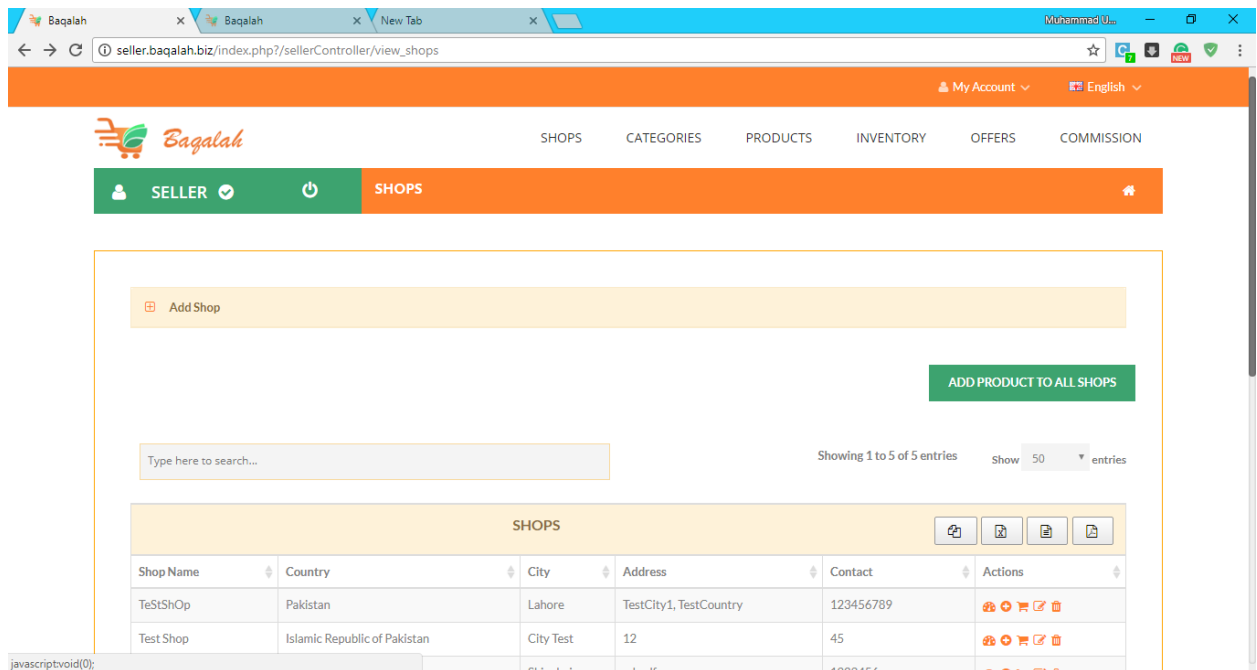


Figure 3.13: finding add product option

- Select the relevant category.
- Select the relevant product.
- Select the product type.
- Input the product quantity.
- Input the unit price of the product & then submit.

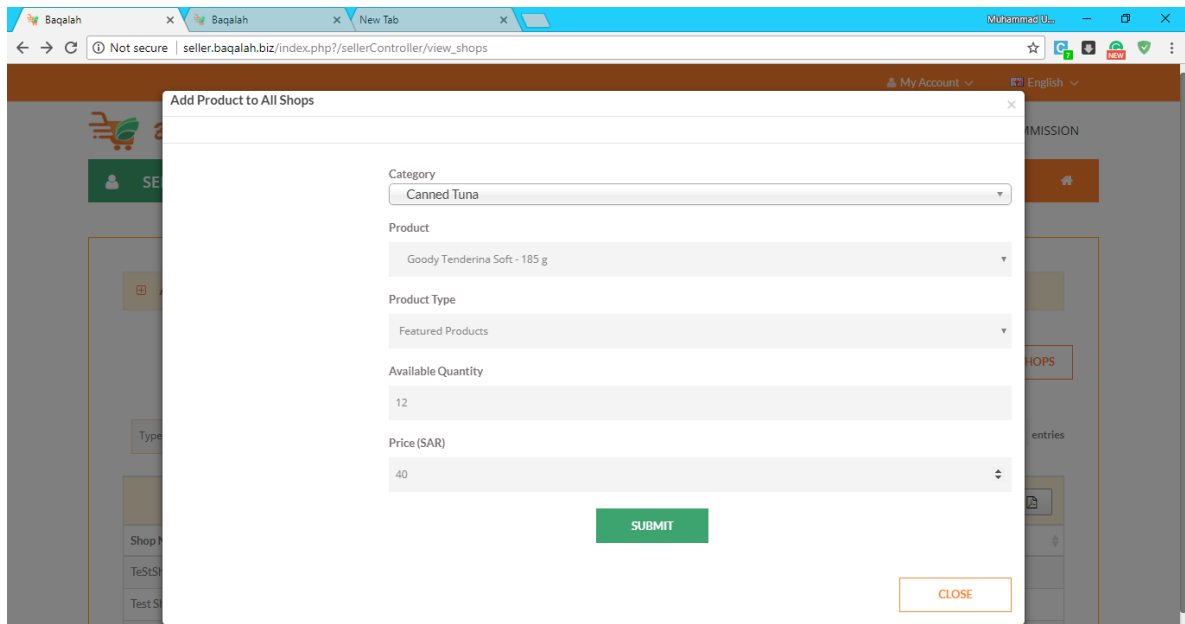


Figure 3.14: Adding a product in shop

3.9. How to check the inventory in a shop:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option shops.
- Find the relevant shop, whose product details needs to be checked.
- Click on the add product option which is given within same row and in the other column entitled “Actions”.

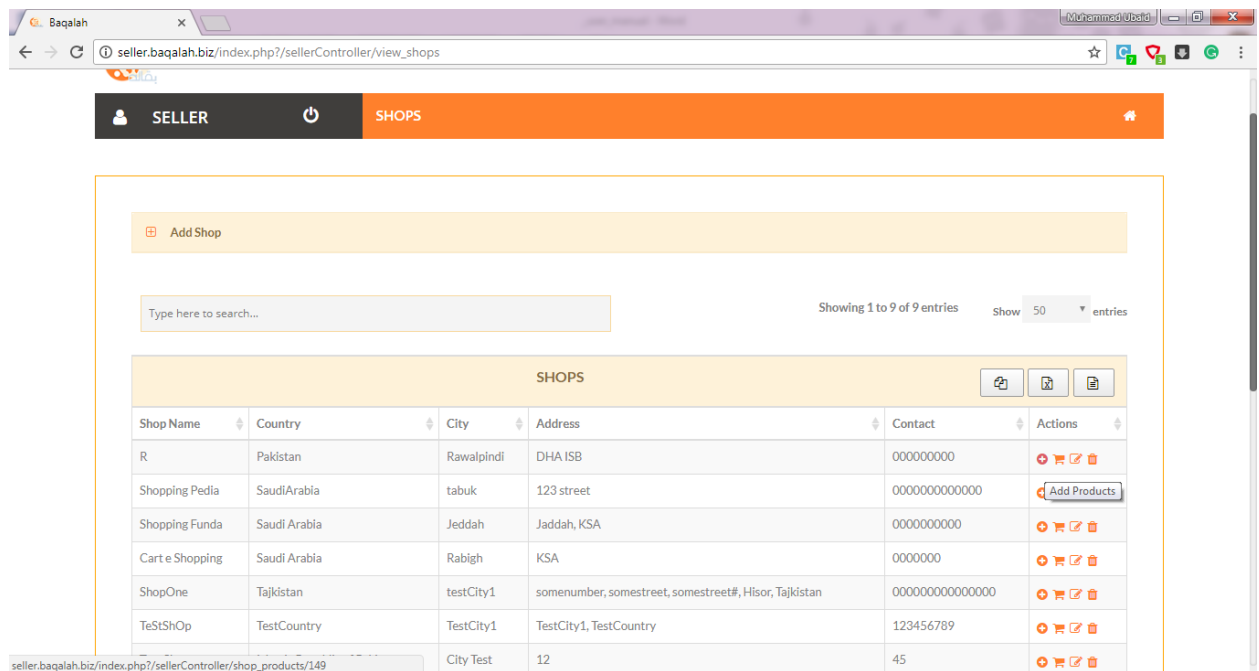


Figure 3.15: finding add product option

- Click on the view more option which is given within same row and in the other column entitled “Actions”.

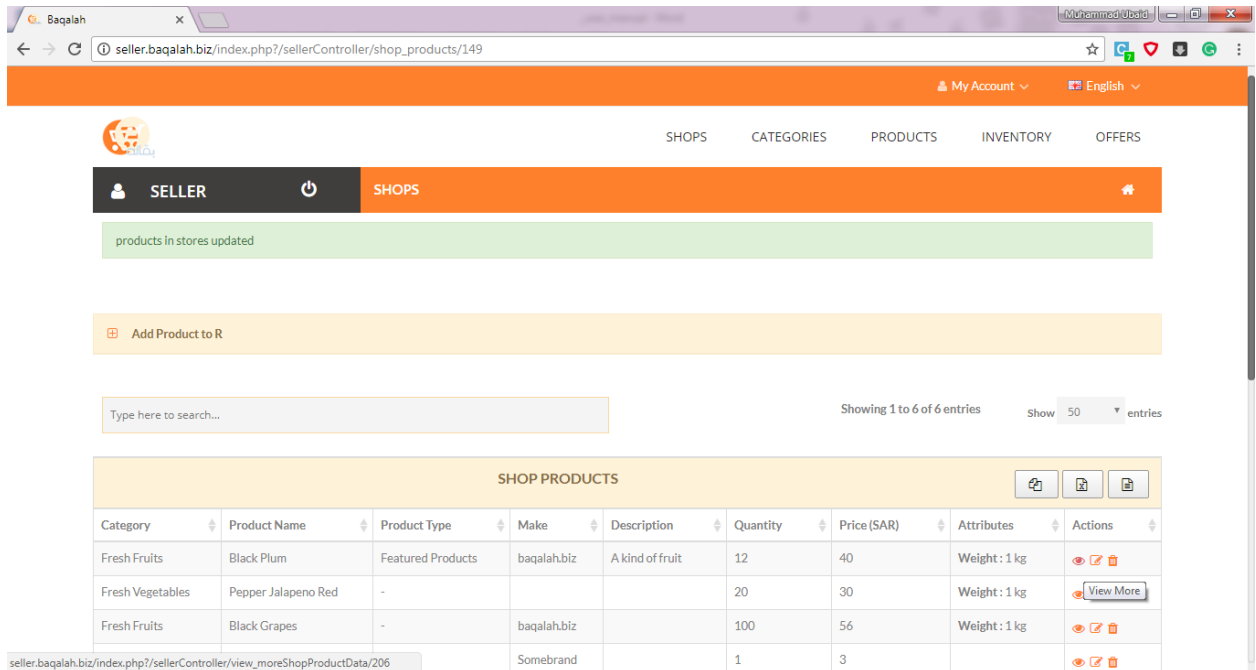


Figure 3.16: finding view more option

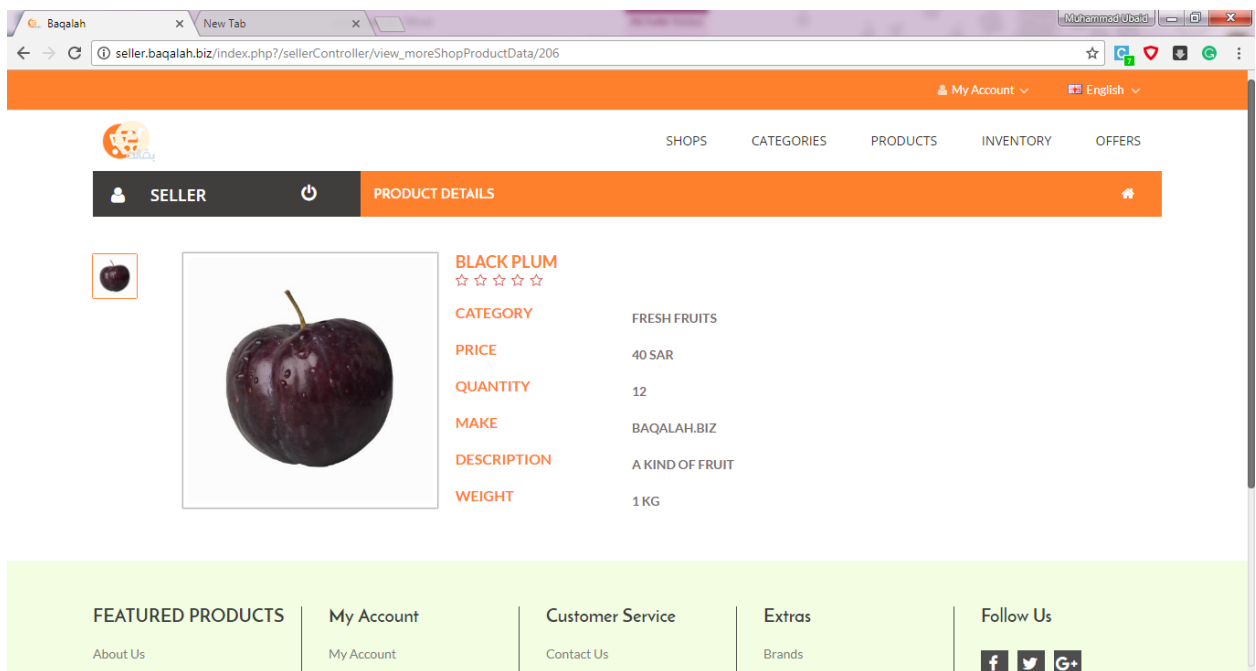


Figure 3.17: viewing product details

3.10. How to check the orders:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option shops.
- Find the relevant shop, whose orders needs to be checked.

- Click on the shop orders option which is given within same row and in the other column entitled “Actions”.

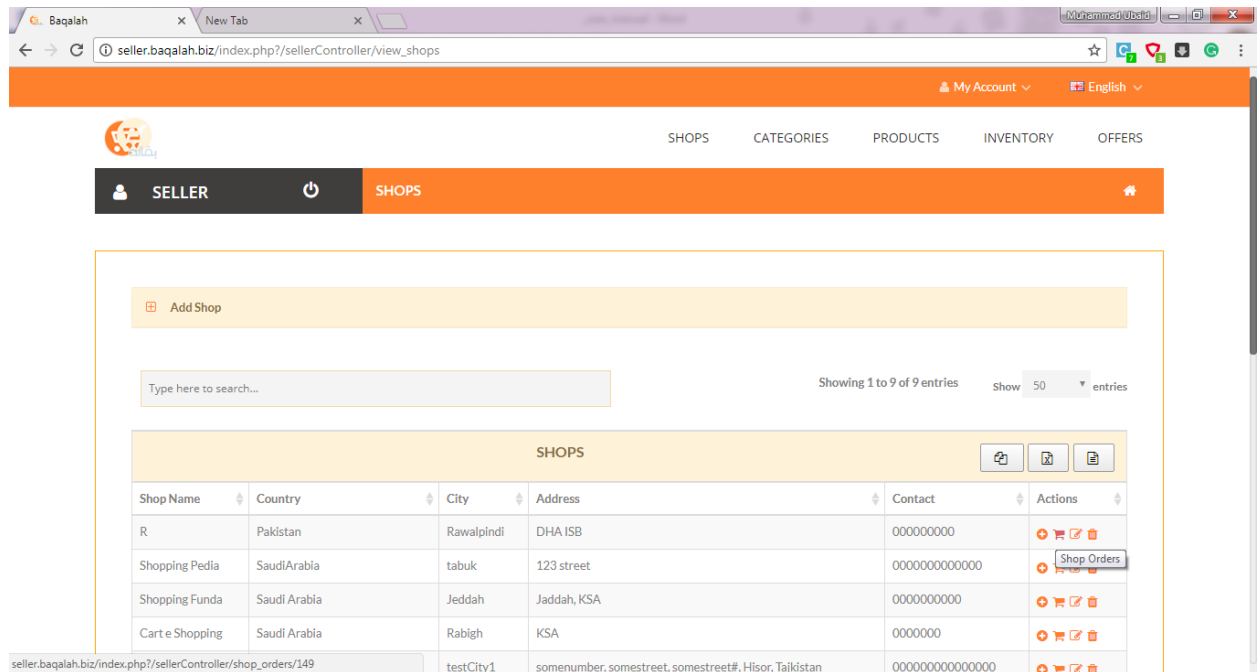


Figure 3.18: finding shop orders option

- Click on the view order details option from the column entitled actions.

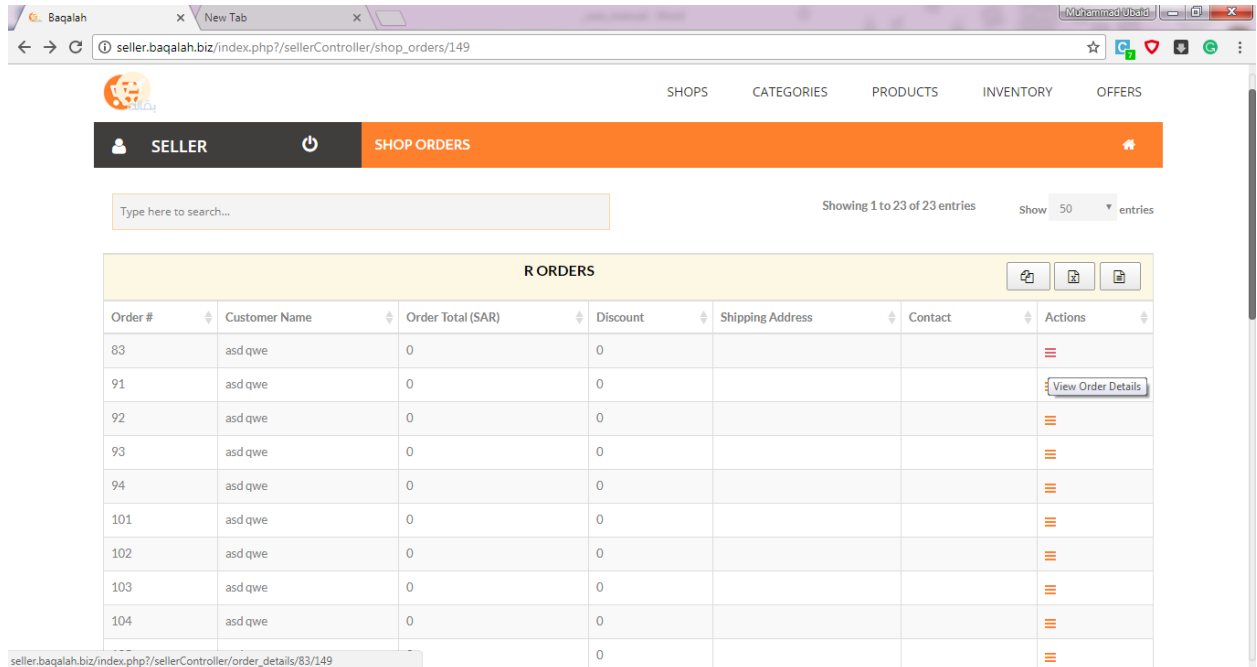


Figure 3.19: finding view order details option

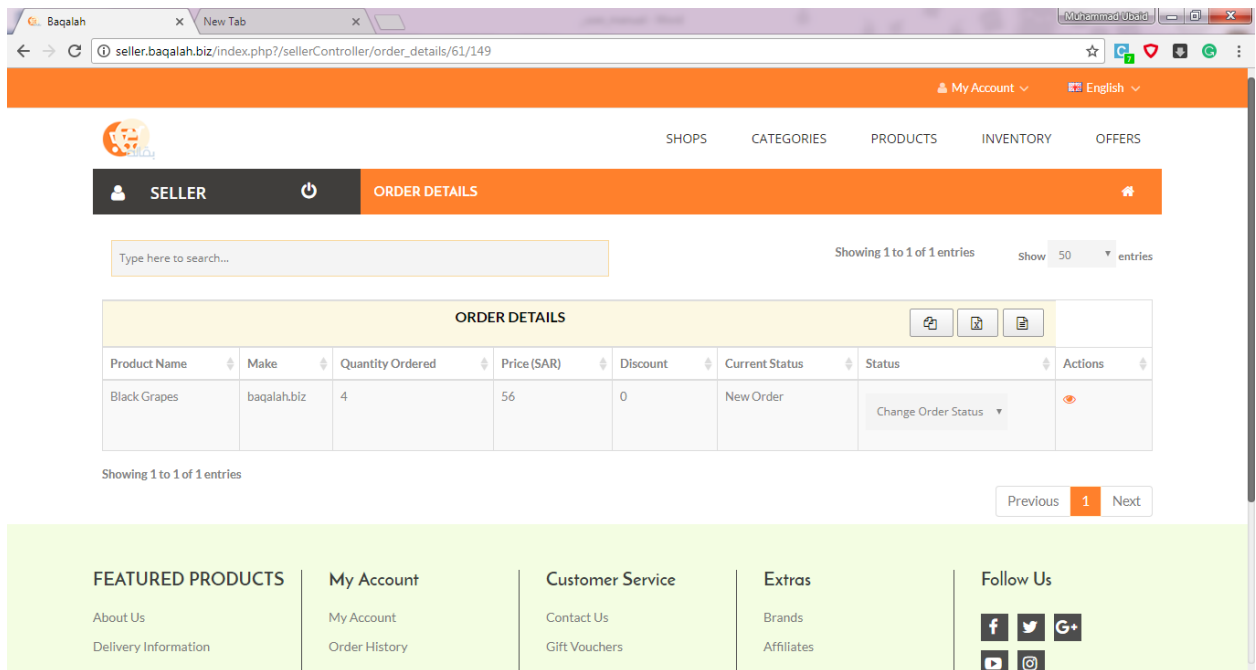


Figure 3.20: Displaying order details

- Change the order status by selecting the options “Approve Order” or “Cancel Order”.

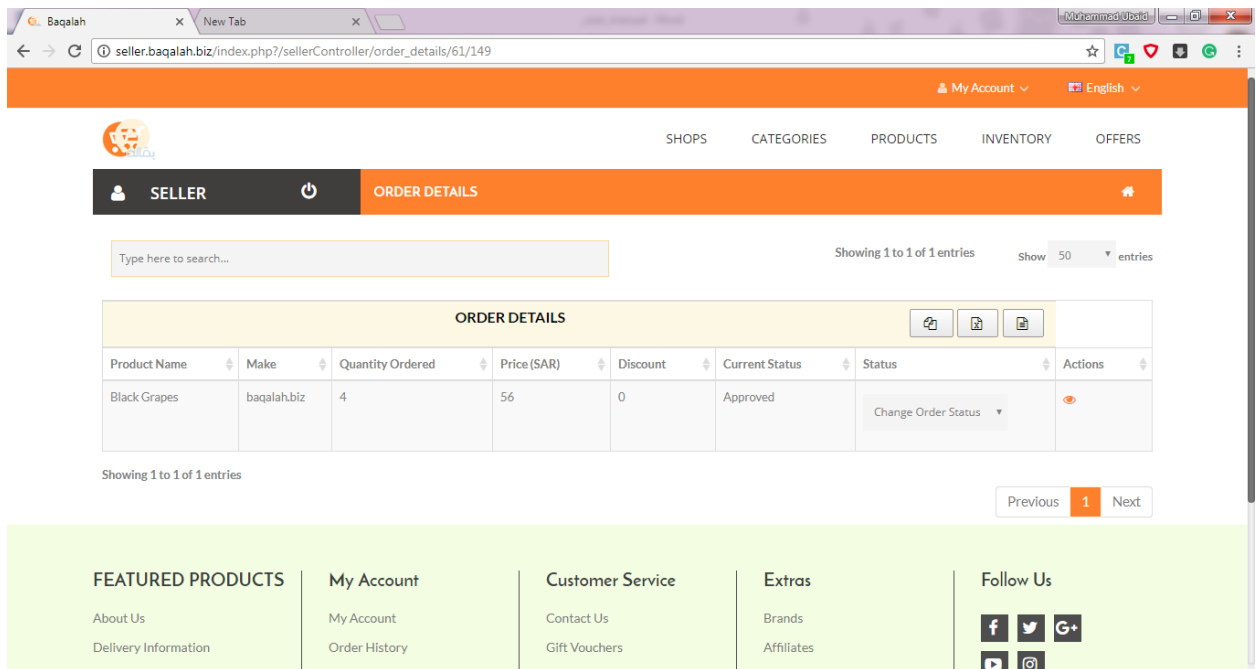


Figure 3.21: Changing order status

- After approving order, change the order status to “Shipment in progress” option if the relevant inventory exists in the shop otherwise cancel the order.

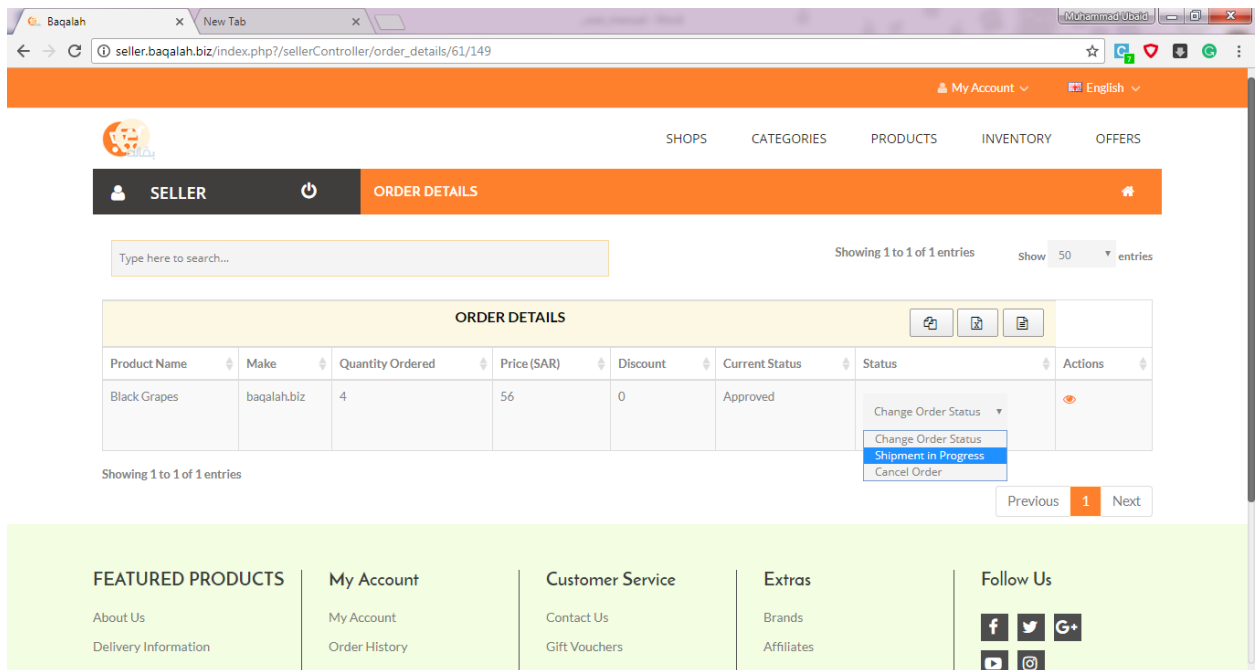


Figure 3.22: Changing options to shipment in progress

- After this operation, the system will wait for the confirmation from the buyer.
- When the buyer will confirm that the order has been delivered, the new option entitled “Order Paid” will be visible in the list.

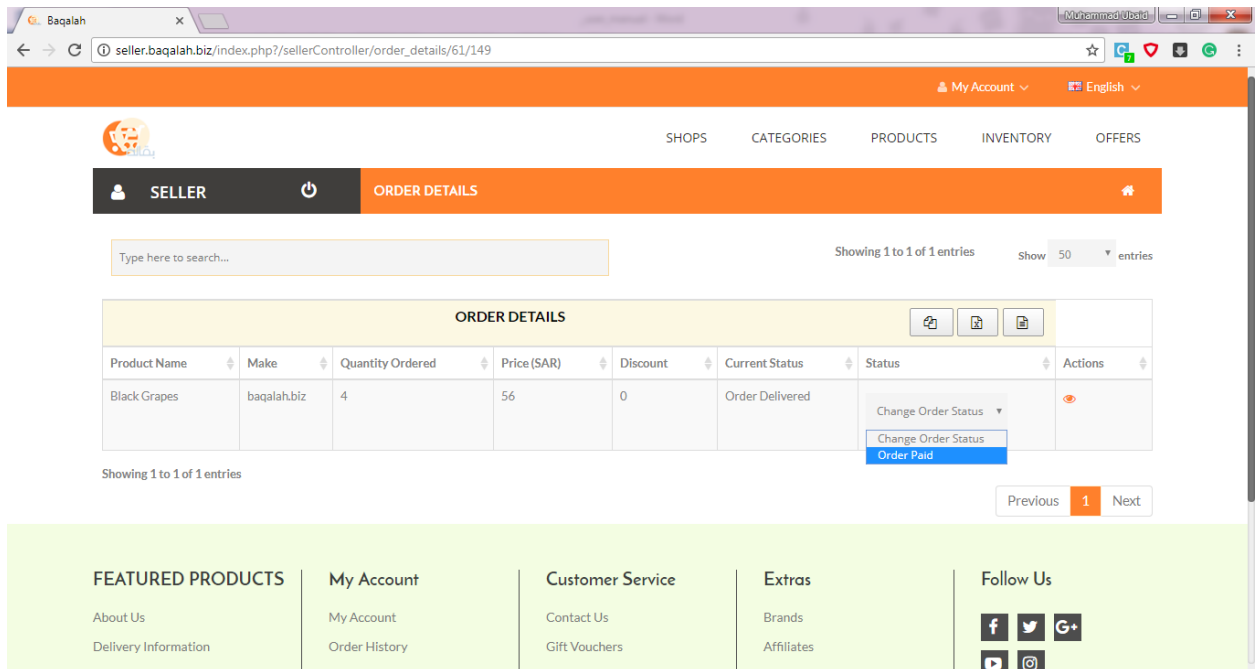


Figure 3.23: Changing the order status to order paid

- By the selecting the “Order Paid” option the order delivery will get completed.

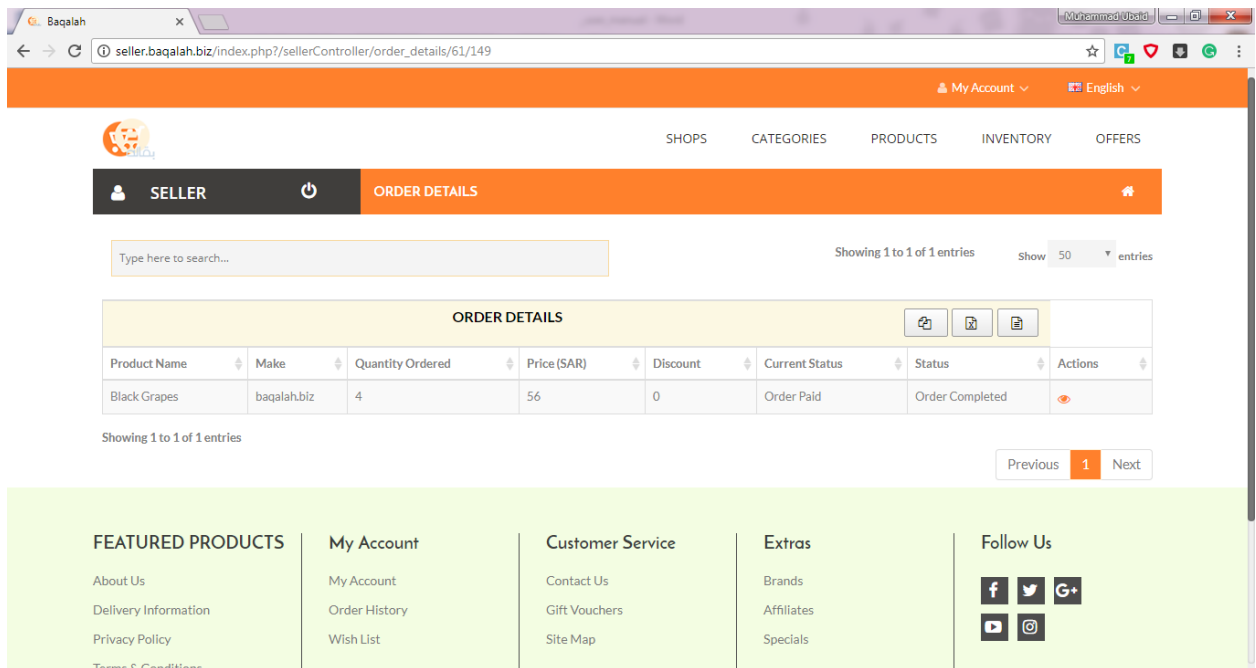


Figure 3.24: Oder has been delivered

3.11. How to view the order invoice:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- To go to the orders, follow the steps in 3.9.
- Find the invoice preview option.

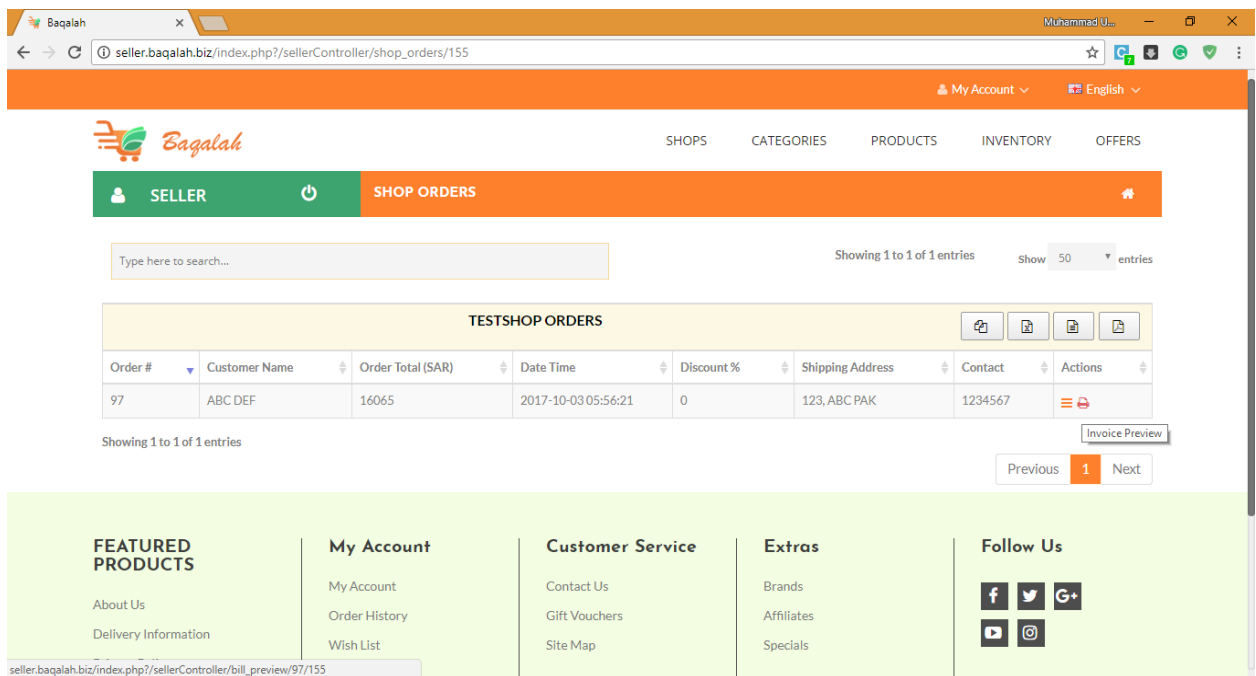


Figure 3.25: Finding Invoice Preview option

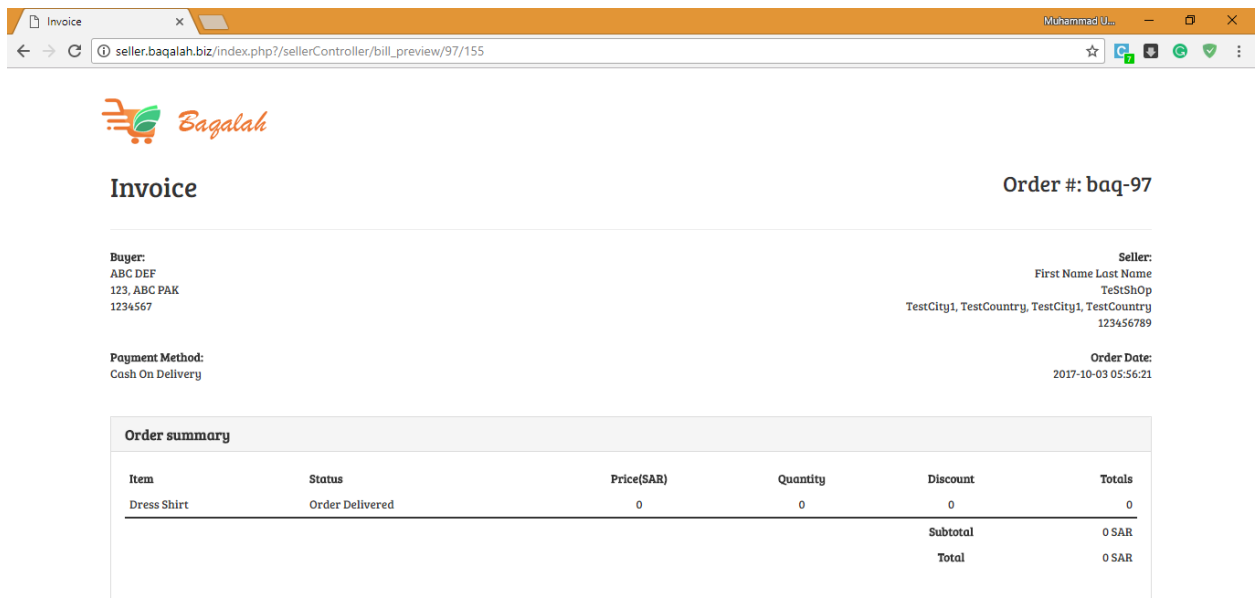


Figure 3.26: Displaying the order invoice

3.12. How to view the feedback/rating:

- If you are logged in then proceed, otherwise repeat the steps in the 3.1.
- To view the order details, follow the instructions in the 3.9.
- Find the option customer feedback

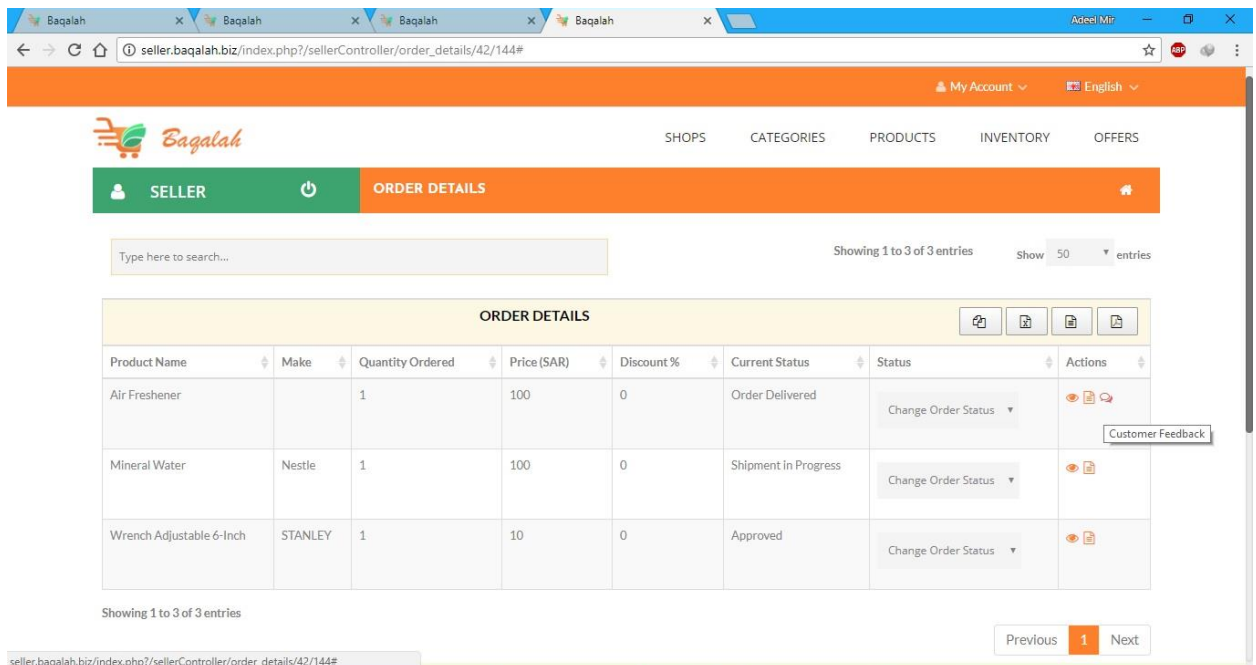


Figure 3.27: Finding the option customer feedback

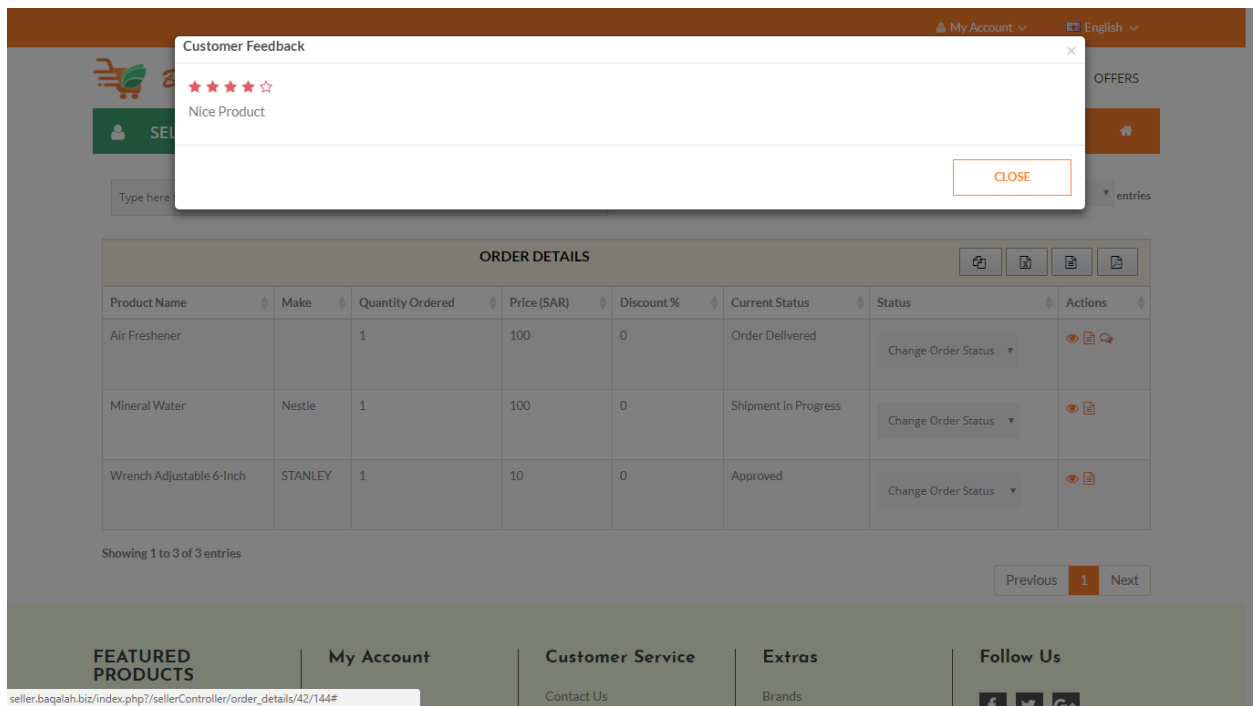


Figure 3.28: Displaying customer's feed & product rating

3.13. How to create a product:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option categories.
- Find the relevant category in which the product needs to added.
- Click on the add product option which is given within same row and in the other column entitled "Actions".
- The product should be added by the admin or the seller can add by themselves.

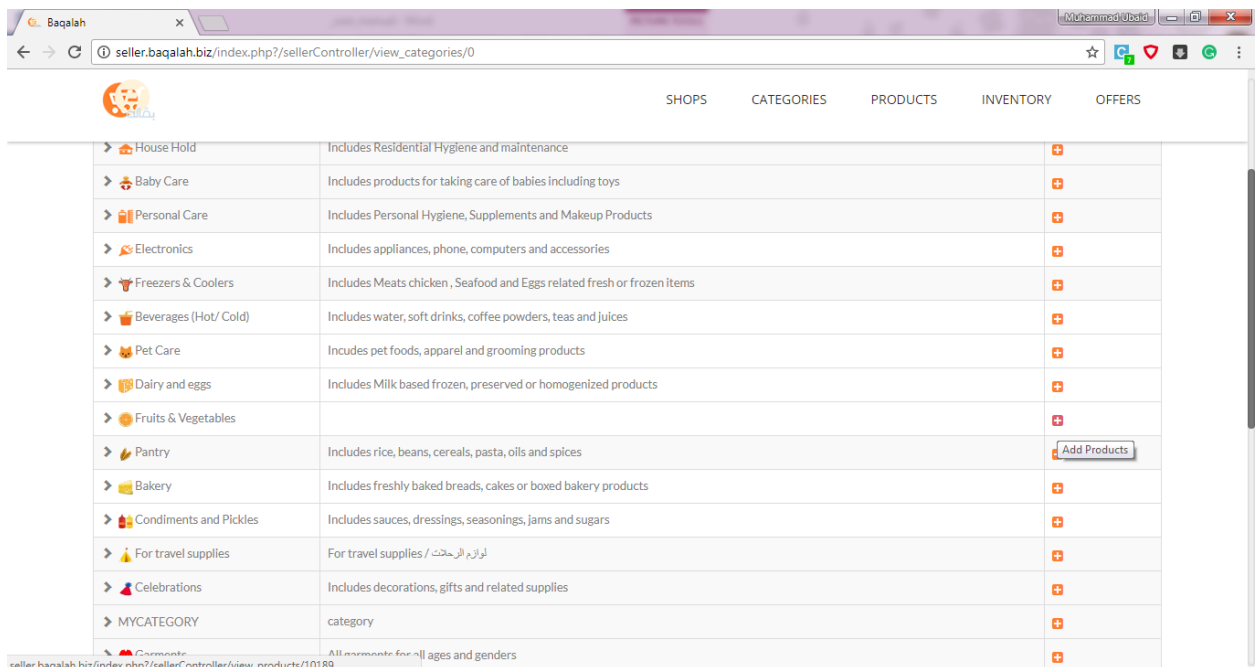


Figure 3.29: finding add products option

- Input the product name in English.
- Input the product name in Arabic.
- Add the description of the product.
- Input the product brand.
- Upload the product image & then submit.

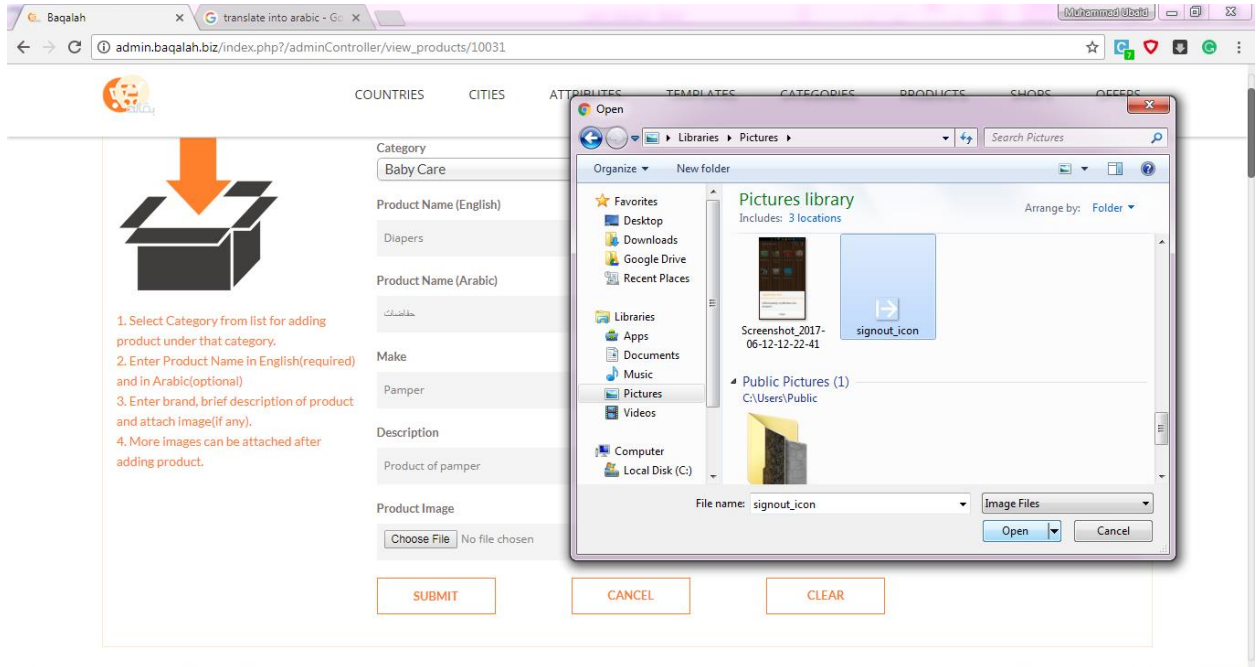


Figure 3.30: Adding a product in the category

3.14. How to view the product details:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option categories.
- Find the relevant category whose product detail is required.
- Click on the add product option which is given within same row and in the other column entitled “Actions”.

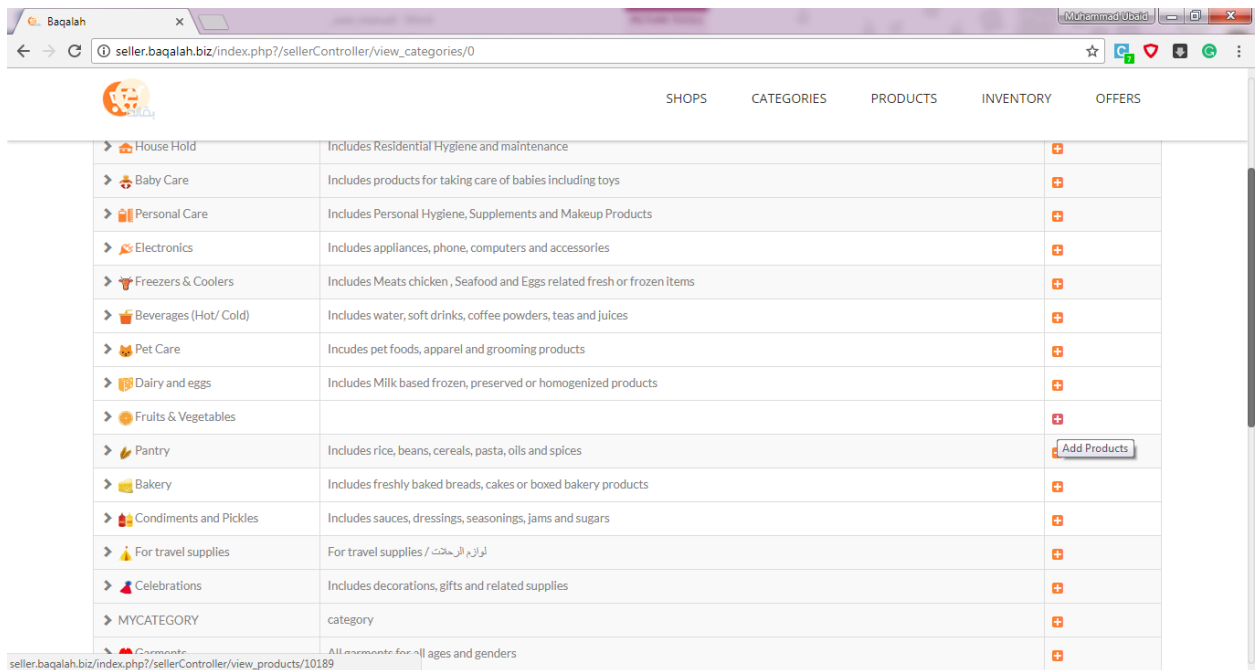


Figure 3.31: finding add products option

- Select the view more option from the columns entitled “Actions” within the same row.

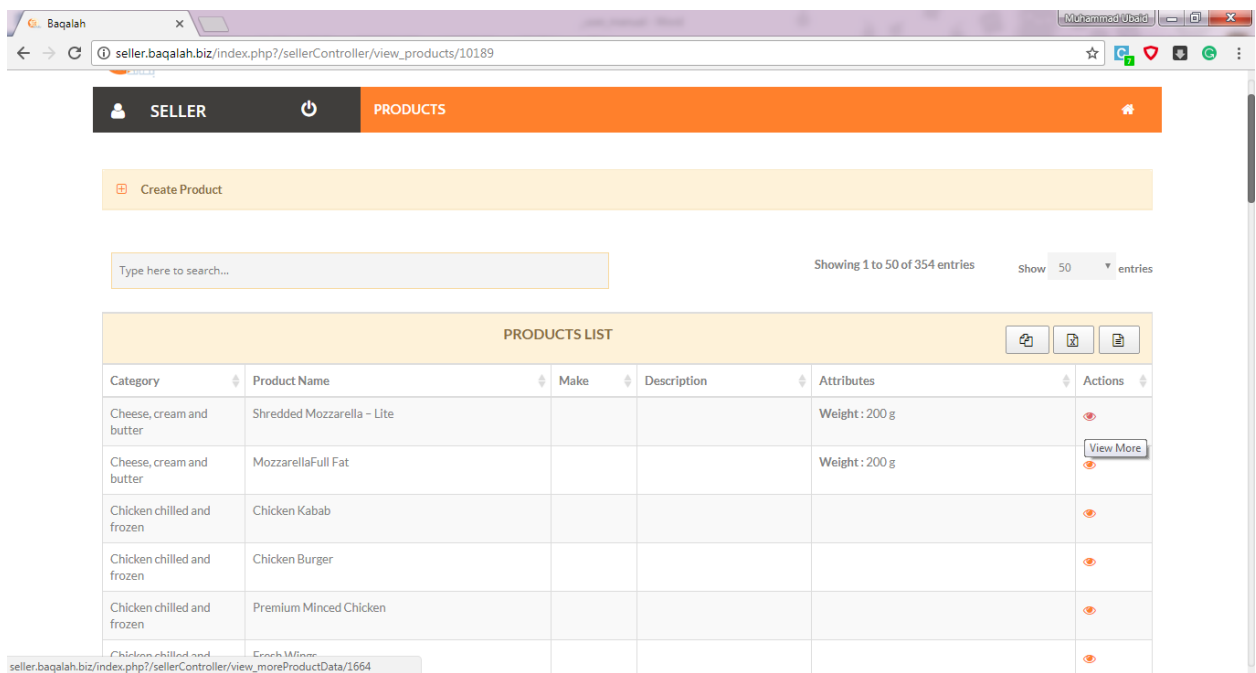


Figure 3.32: Finding view more option

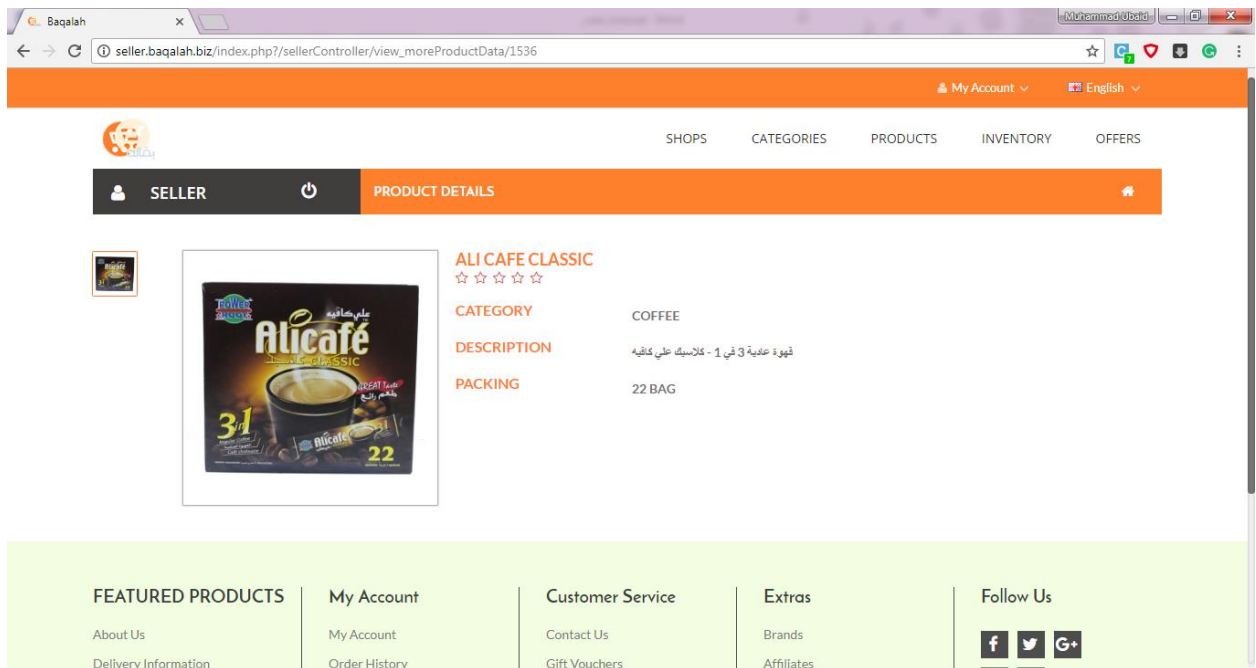


Figure 3.33: View product details

3.15: How to add an offer:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Go to the header menu option offers.
- Click on the add offer option.

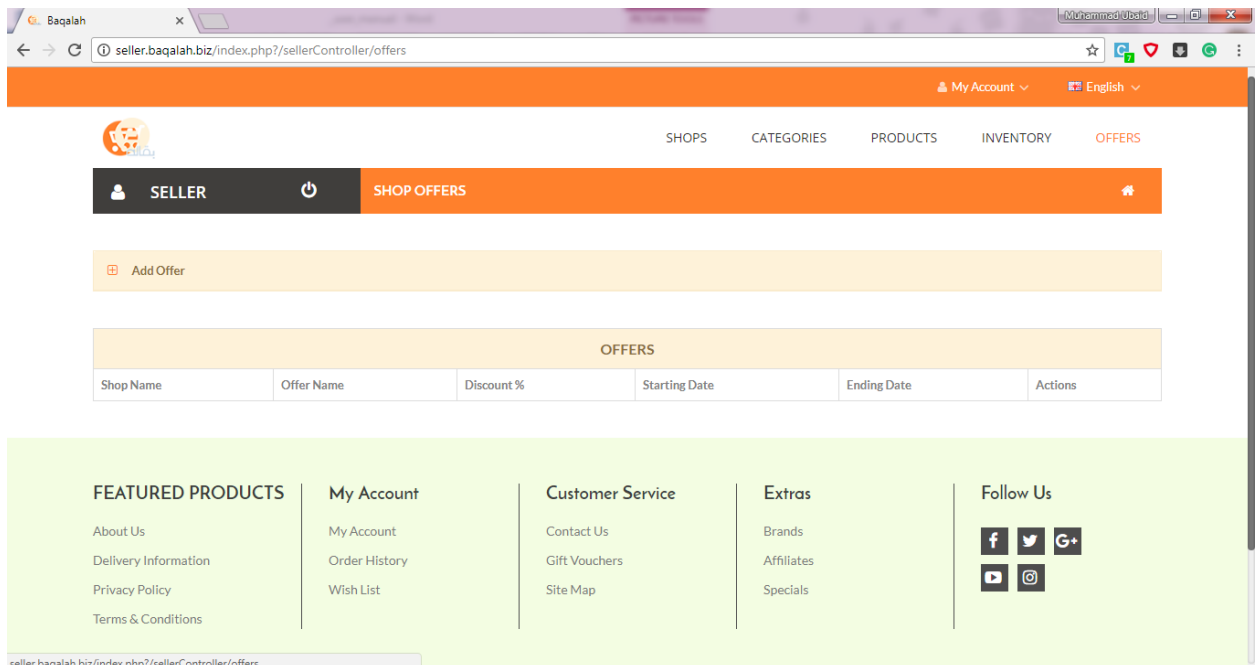


Figure 3.34: Finding add offer option

- Select the relevant shop.
- Add the offer name.

- Add the offered amount of discount in percentage like 50%, 10% etc.
- Input the starting & ending date of the offer.

The screenshot shows a web browser window with the URL `seller.baqalah.biz/index.php?sellerController/offers`. The page has a header with 'SELLER' and 'SHOP OFFERS' tabs. Below the header is a form titled 'Add Offer'. The form contains the following fields:

- Shop:** A dropdown menu with 'R' selected.
- Offer Name:** A text input field with 'offer' entered.
- Discount %:** A text input field with '50%' entered.
- Starting Date:** A date picker showing '08/16/2017'.
- Ending Date:** A date picker showing '08/17/2017'.

A 'SUBMIT' button is located at the bottom right of the form.

Figure 3.35: Adding an offer in the shop

3.16: How to add products into an offer:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- If there exists an offer then proceed otherwise repeat the steps in 3.12.
- Click on the add offer products.

The screenshot shows the Baqalah seller interface. At the top, there is a navigation bar with 'My Account' and 'English' dropdowns. Below this is a header with 'SELLER' and 'SHOP OFFERS' tabs. The main content area shows a table titled 'OFFERS' with the following data:

Shop Name	Offer Name	Discount %	Starting Date	Ending Date	Actions
SHOP	Super Sale Offer	100	22/Sep/2017	22/Sep/2017	Add Offer Products
Test Shop	Silver Sale	100	09/Dec/1999	10/Dec/1999	Add Offer Products
Shop MAnia	Bumper Offer	100	22/Sep/2017	20/Aug/2017	Add Offer Products

Below the table, there is a footer section with links for 'FEATURED PRODUCTS', 'My Account', 'Customer Service', 'Extras', and 'Follow Us'.

Figure 3.36: Finding Add offer products

- Click on the Add offered item.

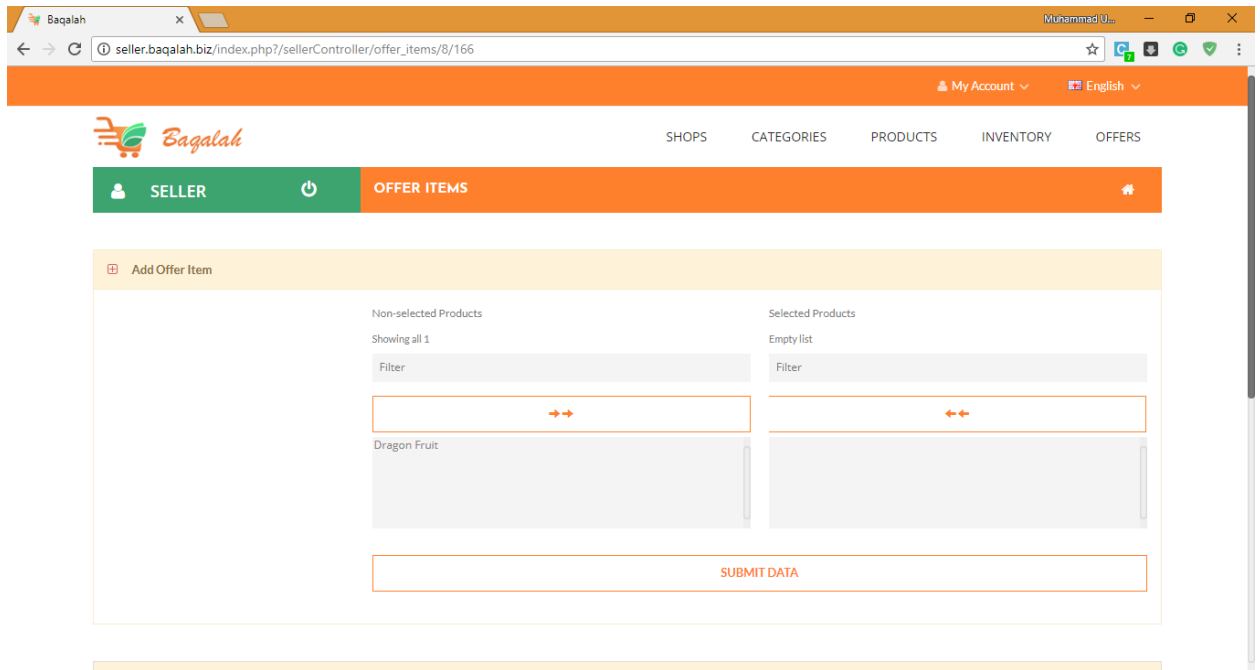


Figure 3.37: Selecting products for the offer

- Select the products those needs to added into the offer & submit.

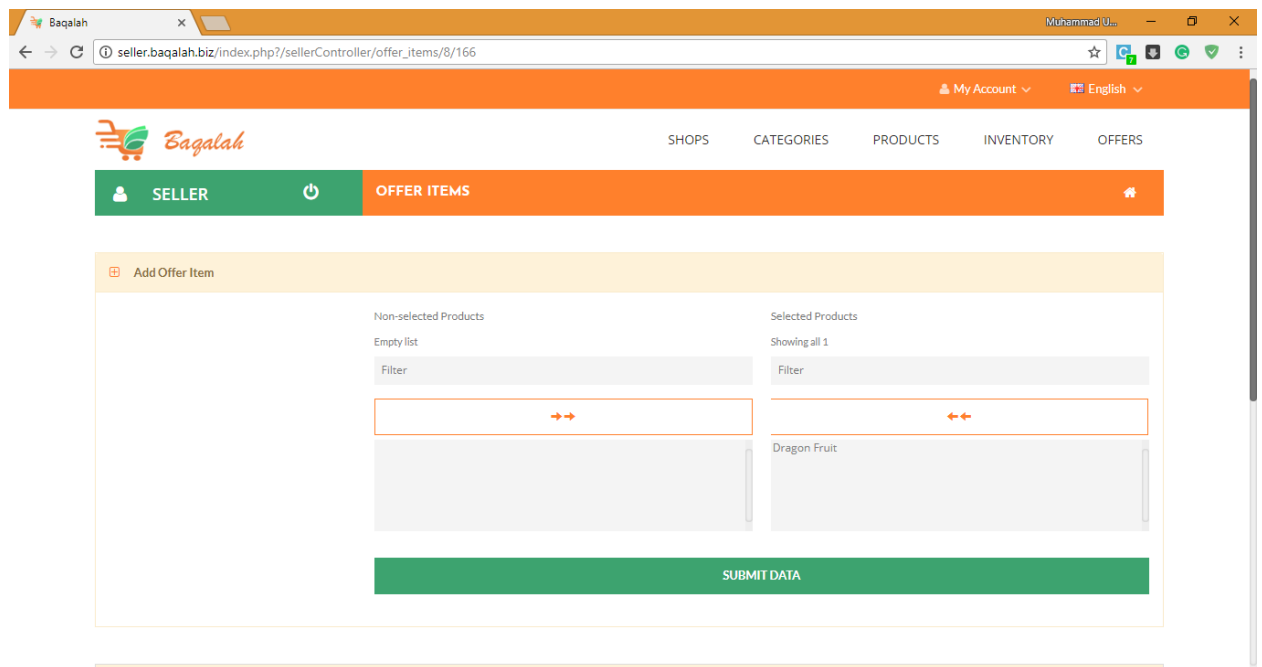


Figure 3.38: Submitting the selected products

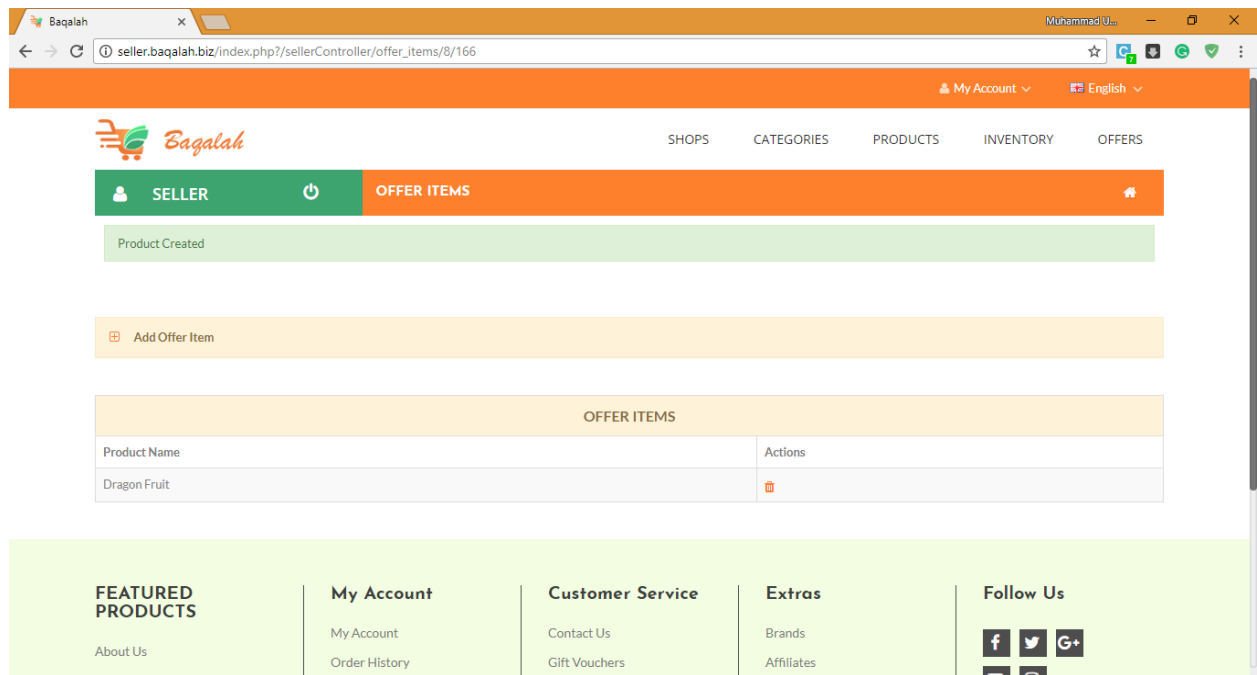


Figure 3.39: Selected products added into the offer

3.17. How to check the total sales from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Total sales on dashboard.

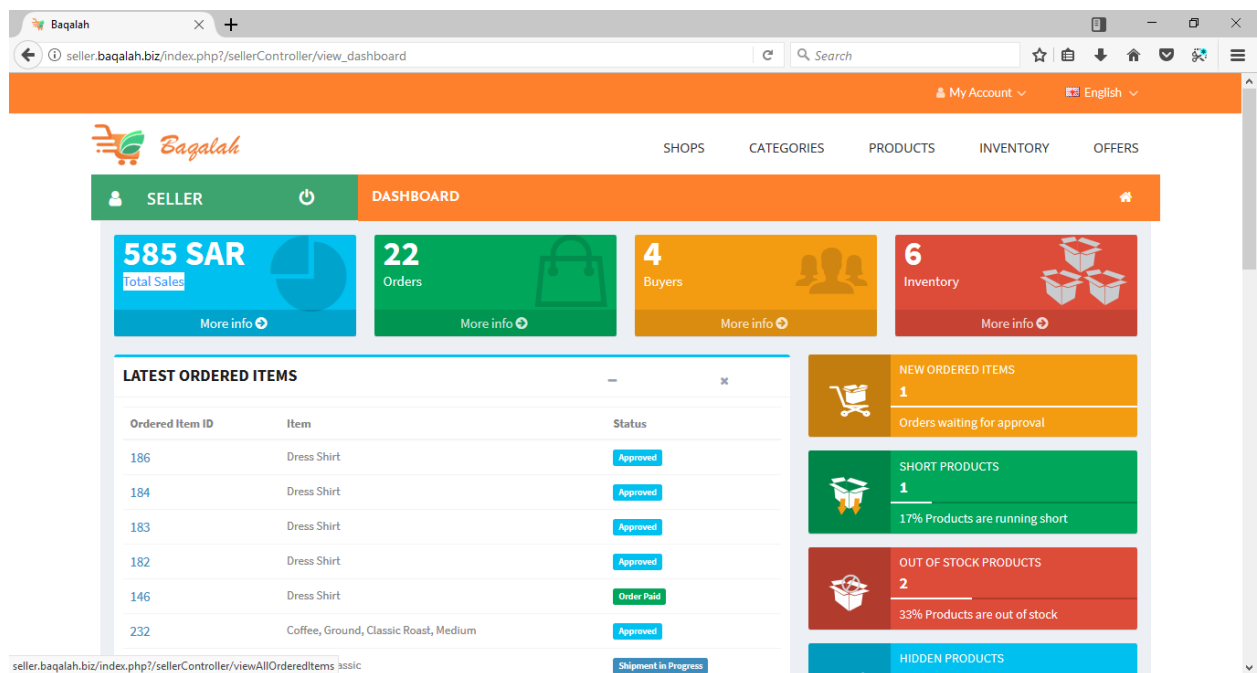


Figure 3.40: finding total sales at the dashboard

- Click on the more info to get the details of the sales.

The screenshot shows the Baqalah Seller Dashboard. The top navigation bar includes 'My Account' and 'English'. The main header has 'SELLER' and 'ALL ORDERED ITEMS' tabs. Below the tabs, there are statistics for 'New Orders (1 SAR)', 'Delivered & Paid Orders (585 SAR)', 'Canceled Orders (112 SAR)', and 'Delivery Failed Orders (0 SAR)'. A search bar is present with the text 'Type here to search...'. The table 'ORDERED ITEMS' displays the following data:

Item #	Shop Name	Product Name	Make	Quantity Ordered	Price (SAR)	Discount %	Current Status	Status	Actions
165	SHOP	Dragon Fruit	baqalah	1	45	0	Order Paid	Order Completed	
147	my Shop	Air Freshener		15	1	0	Order Paid	Order Completed	
146	TeStShOp	Dress Shirt	Marks & Spencer	30	535	0	Order Paid	Order Completed	
133	my Shop	Air Freshener		5	1	0	Order Paid	Order Completed	
104	my Shop	Air Freshener		5	1	0	Order Paid	Order Completed	

Figure 3.41: Displaying the details of total sales.

3.18. How to check the total orders from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Orders on dashboard as described in 3.16.
- Click on the more info to get the details of all orders.

The screenshot shows the Baqalah Seller Dashboard with the 'ALL ORDERS' tab selected. The top navigation bar includes 'My Account' and 'English'. The main header has 'SELLER' and 'ALL ORDERS' tabs. Below the tabs, there are statistics for 'New Orders (1 SAR)', 'Delivered & Paid Orders (585 SAR)', 'Canceled Orders (112 SAR)', and 'Delivery Failed Orders (0 SAR)'. A search bar is present with the text 'Type here to search...'. The table 'ORDERS' displays the following data:

Order #	Customer Name	Shop Name	Date Time	Shipping Address	Contact	Actions
164	Adeel Mir	Shop MAnia	2017-10-20 12:01:07	Galaxy Plaza, Soan Garden, Lahore, Pakistan	03445396424	
159	Adeel Mir	Shop MAnia	2017-10-20 10:46:35	Galaxy Plaza, Soan Garden, Lahore, Pakistan	03445396424	
158	Adeel Mir	Shop MAnia	2017-10-20 10:43:59	Galaxy Plaza, Soan Garden, Lahore, Pakistan	03445396424	
133	ABC DEF	my Shop	2017-10-18 06:51:38			
132	ABC DEF	my Shop	2017-10-18 06:50:45			
127	ABC DEF	TeStShOp	2017-10-17 11:33:58			
125		TeStShOp	2017-10-16 13:48:19			
112	Adeel Mir	Shop MAnia	2017-10-12 10:05:17	dfsdfds	03445396424	
108	ABC DEF	SHOP	2017-10-09 09:50:50	123, ABC PAK, Test city, TEST COUNTRY	1234567	

Figure 3.42: Displaying the details of all orders.

3.19. How to check the total buyers from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1

- Find out the option Buyers on dashboard as described in 3.16.
- Click on the more info to get the details of the buyers.

Buyer Name	Email	Address	Contact	Profile Image
ABC DEF	testerapplication8@gmail.com	Plot No 20, Street # 19-A, DHA - II, Islamabad, Pakistan	1234567	
	sheeda2@mail.com			
asd qwe	bq02@mail.com	Rawalpindi, pindi, 123	12345678	
Adeel Mir	adeelmir06@gmail.com	Galaxy Plaza, Soan Garden, Lahore, Pakistan	03445396424	

Figure 3.43: Displaying the total buyers.

3.20. How to check the Inventory from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Inventory on dashboard as described in 3.16.
- Click on more info to get the details of the products.

Shop Name	Category	Product Name	Product Type	Make	Available Quantity	Price (SAR)	Attributes	Actions
TeStShOp	Garments	Dress Shirt	-	Marks & Spencer	0	535		
Shop MAnia	Coffee	Coffee, Ground, Classic Roast, Medium	On Sale/Clearance Products	Folgers	1	1	Weight : 865 g Packing : 1 Jar	
Shop MAnia	Coffee	Nescafe cappucino	On Sale/Clearance Products		23	78	Packing : 10 Bag	
Shop MAnia	Coffee	Nescafe classic	Featured Products		74	65	Packing : 24 Bag	
SHOP	FRESH FRUIT	Dragon Fruit	New Arrivals	baqalah	11	45	Weight : 1 kg Packing : 8 Pieces	
my Shop	Ala Freshness	Ala Freshness			0	1		

Figure 3.44: Displaying the total inventory.

3.21. How to check the New Order Item from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option New Order Item on dashboard as described in 3.16.
- Click on this option to get the details of new order.

The screenshot shows the Baqalah seller dashboard. The top navigation bar includes 'My Account' and 'English'. The main navigation bar has 'SHOPS', 'CATEGORIES', 'PRODUCTS', 'INVENTORY', and 'OFFERS'. The 'ALL ORDERED ITEMS' section is active, showing a summary of order statuses: New Orders (1 SAR), Delivered & Paid Orders (585 SAR), Canceled Orders (112 SAR), and Delivery Failed Orders (0 SAR). Below this, a table titled 'ORDERED ITEMS' displays a single entry for item 193, 'my Shop', 'Air Freshener', with a quantity of 1, price of 1 SAR, and discount of 0%. The current status is 'New Order', and there is an option to 'Change Order Status'.

Item #	Shop Name	Product Name	Make	Quantity Ordered	Price (SAR)	Discount %	Current Status	Status	Actions
193	my Shop	Air Freshener		1	1	0	New Order		Change Order Status

Figure 3.45: Displaying the details of new order.

3.22. How to check the Short products from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Short Products on dashboard as described in 3.16.
- Click on this option to get the details of short products.

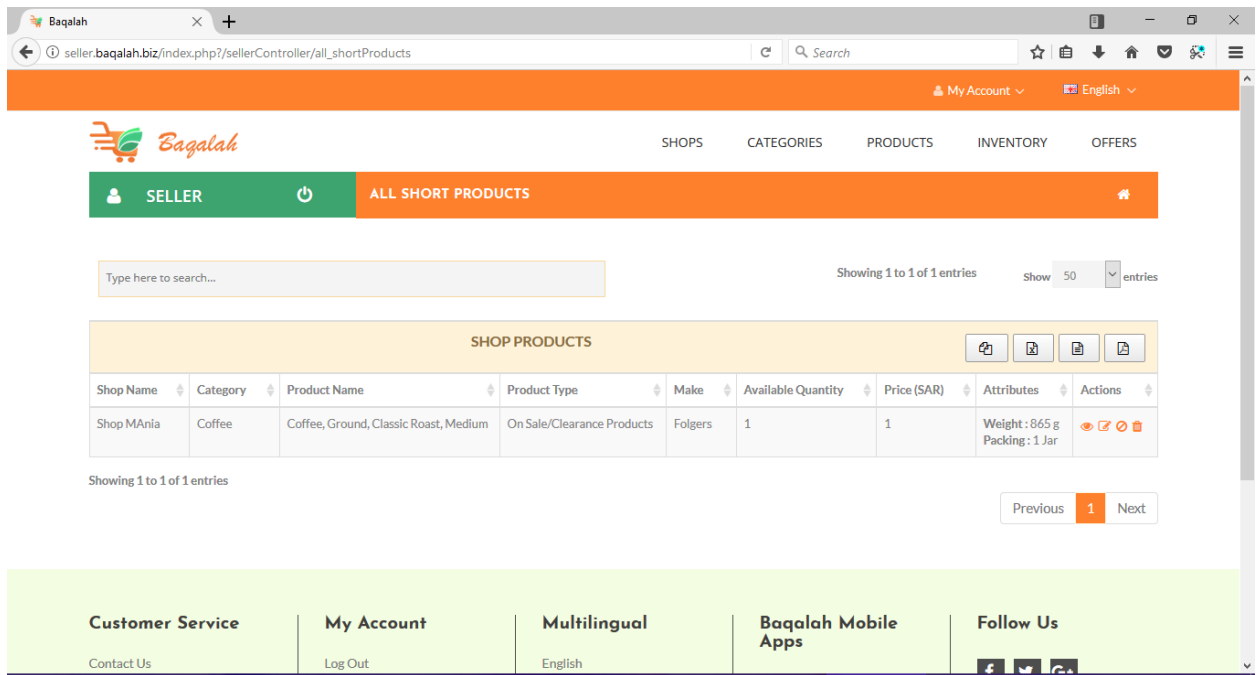


Figure 3.46: Displaying the details of short products.

3.23. How to check the Out of Stock Products from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Out of Stock Products on dashboard as described in 3.16.
- Click on this option to get the details of short products.

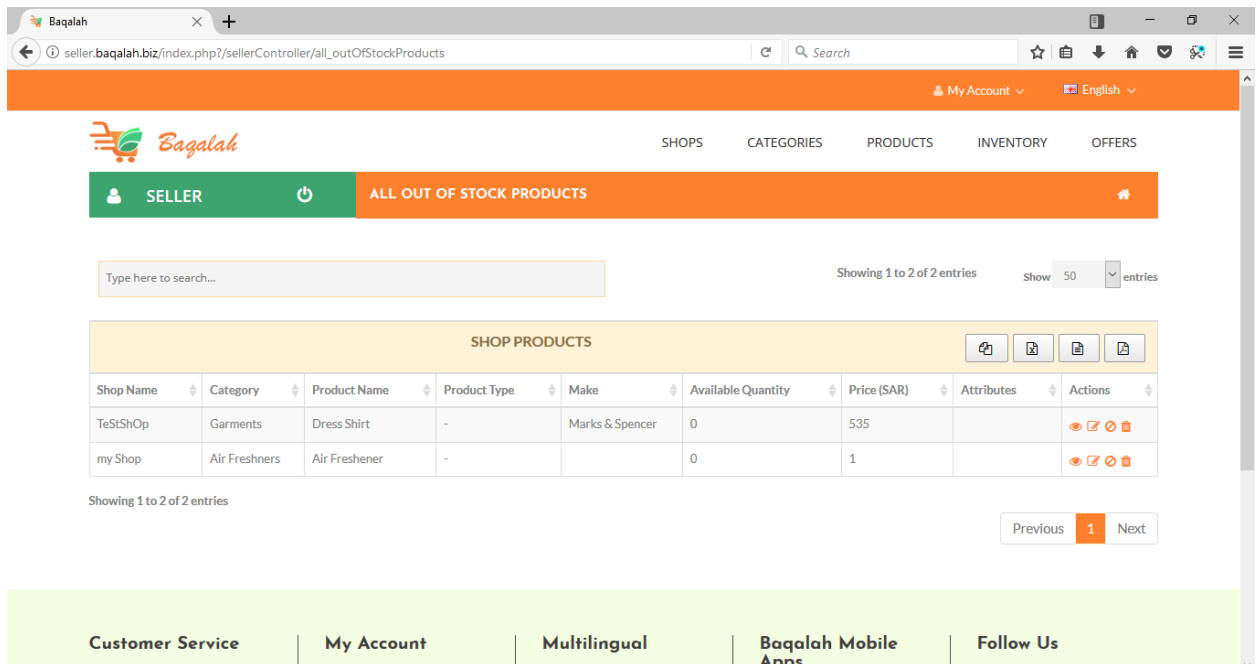


Figure 3.47: Displaying the details of out of stock products

3.24. How to check the Hidden Products from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1

- Find out the option Hidden Products on dashboard as described in 3.16.
- Click on this option to get the details of hidden products.

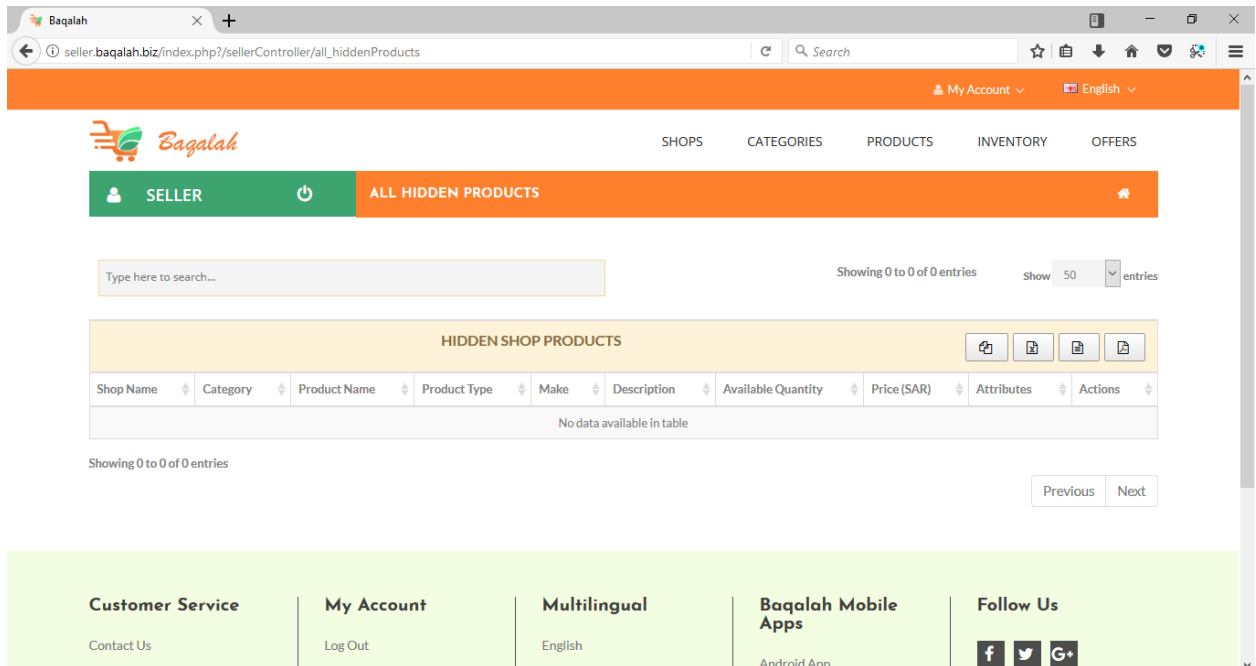


Figure 3.48: Displaying the details of hidden products

3.25. How to check the sales graph from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Monthly Recap Report on dashboard as described in 3.16.

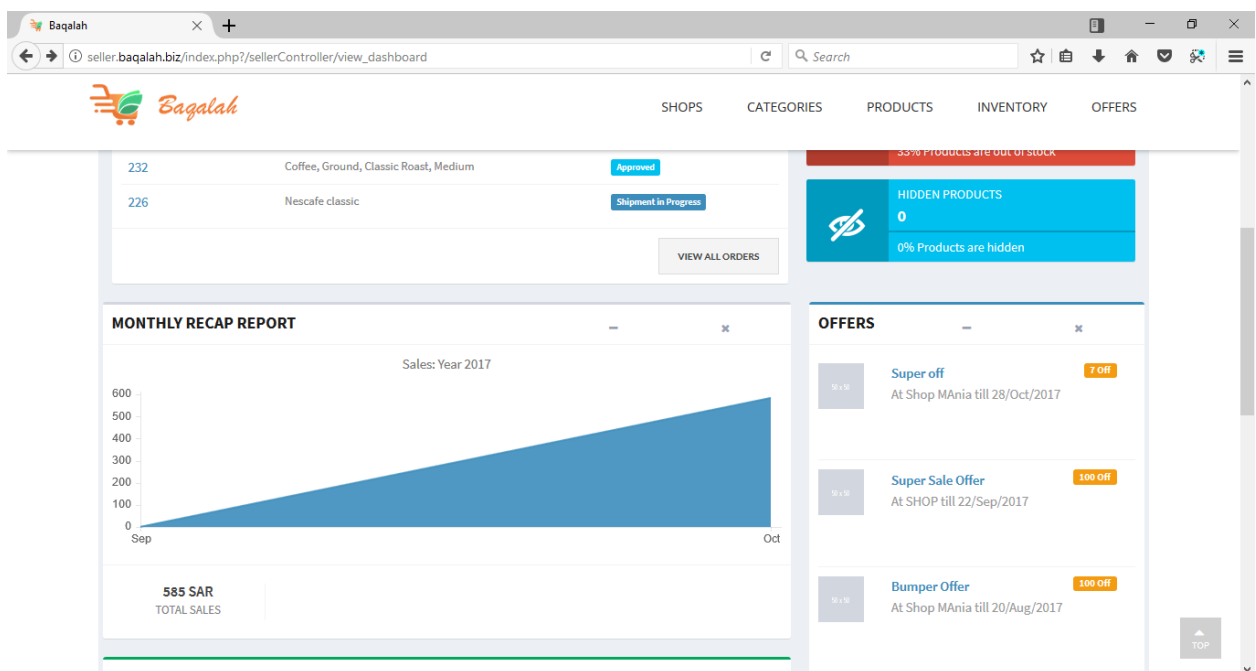


Figure 3.49: Displaying the recap of monthly sales

3.26. How to check the offers from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Offers on dashboard as described in 3.16.

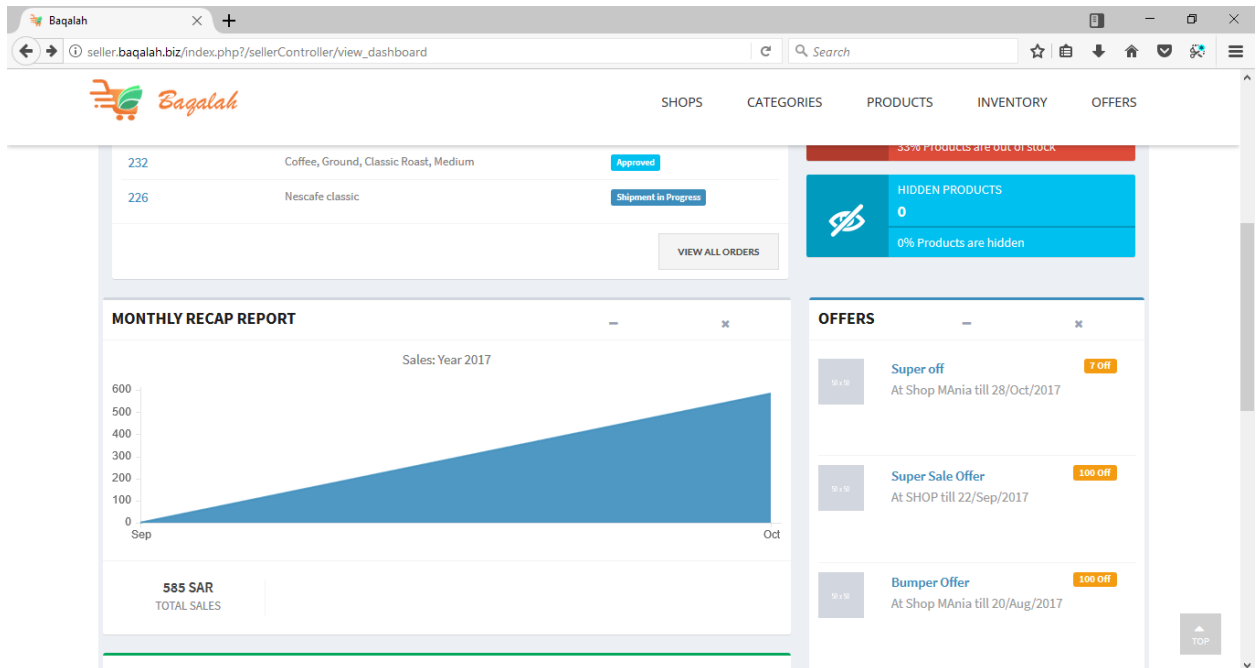


Figure 3.50: Displaying the available offers

3.27. How to check the location of buyers from dashboard:

- If you are logged in then proceed, otherwise follow the steps in 3.1
- Find out the option Buyer Locations on dashboard as described in 3.16.

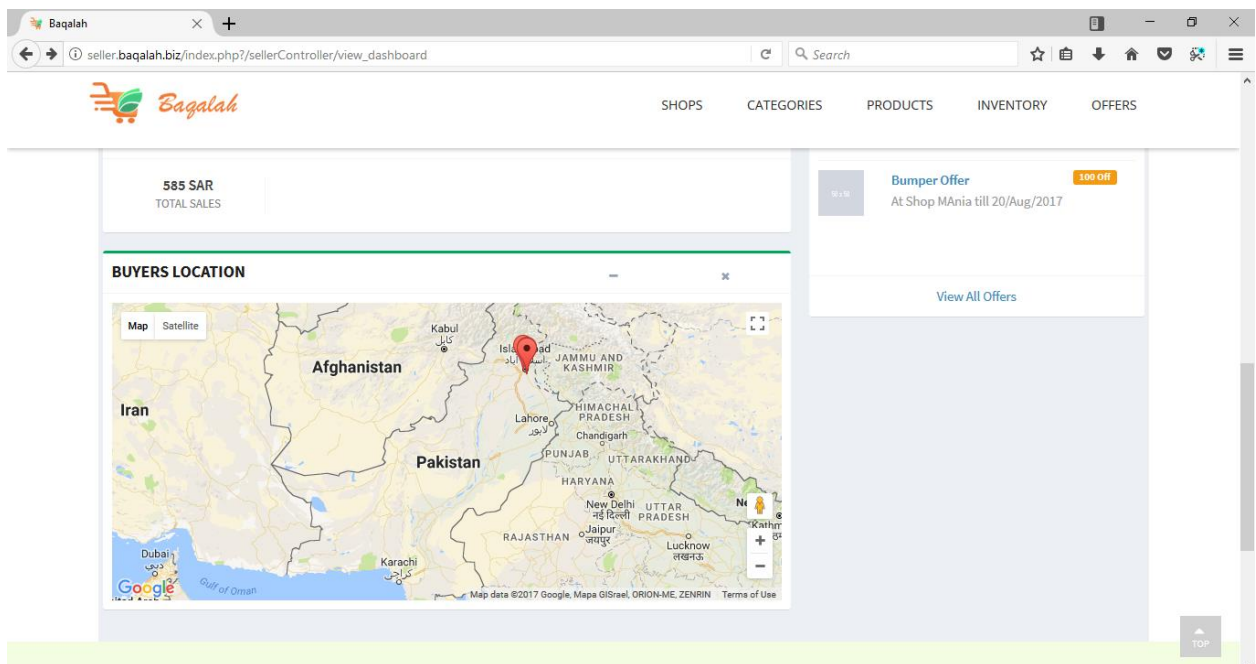


Figure 3.51: Displaying the location map of buyers

3.28. How to upload the home slider images from seller side:

- If you are logged in then proceed, otherwise repeat the steps in the 3.1.
- Go to the shop options from the menu.
- Find out the relevant shop whose slider needs to be uploaded.
- Find out the Shop Slider option which is located within the same row of that record.

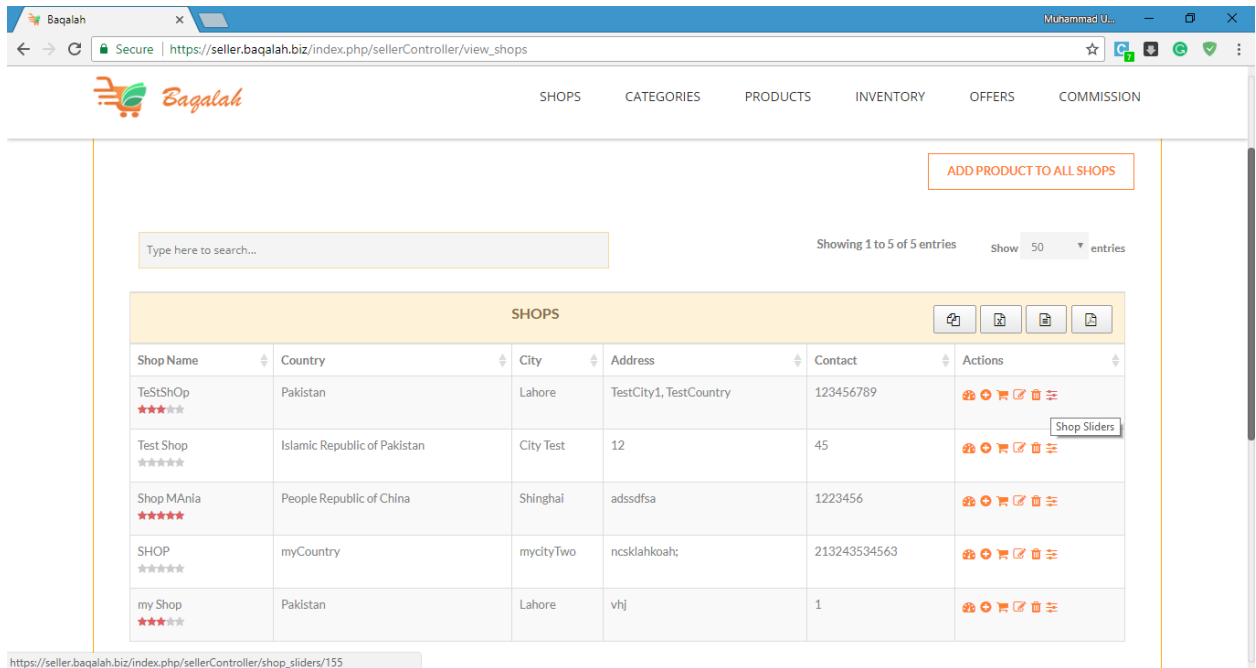


Figure 3.52: finding shop sliders option

- Find out the option “Add slider images”.

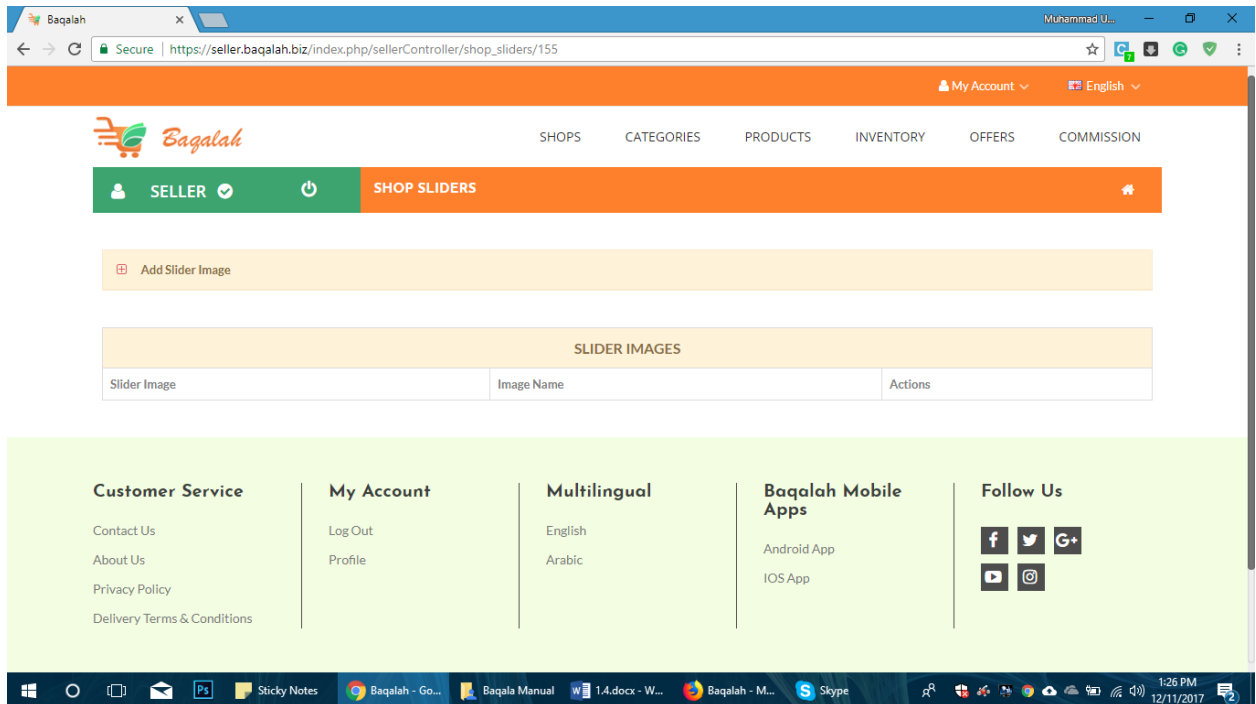


Figure 3.53: Finding option “Add slider images”

- Select the image, which you want to upload.
- Note: The image less or greater than the size of (width = 878, height = 320) will not be accepted by the system.

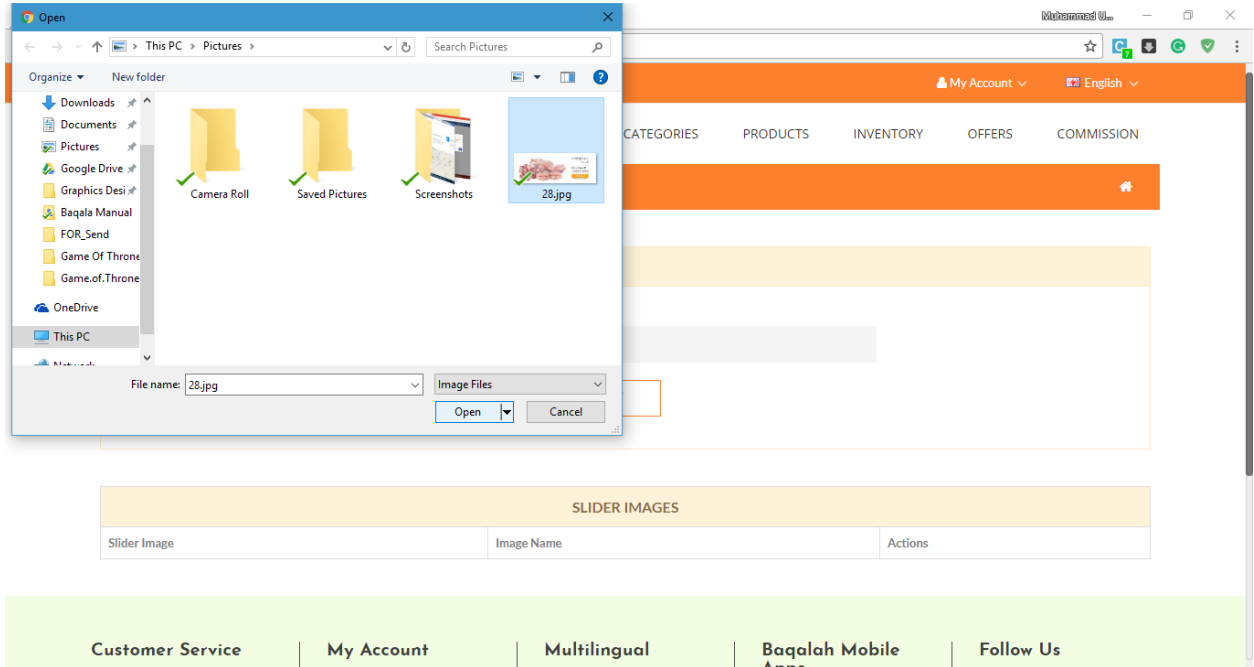


Figure 3.54: Uploading the new slider image

3.29. How to sign out from the seller side:

- If you are logged in then proceed otherwise repeat the steps in 3.1.
- Click on the option entitled “Sign out”.

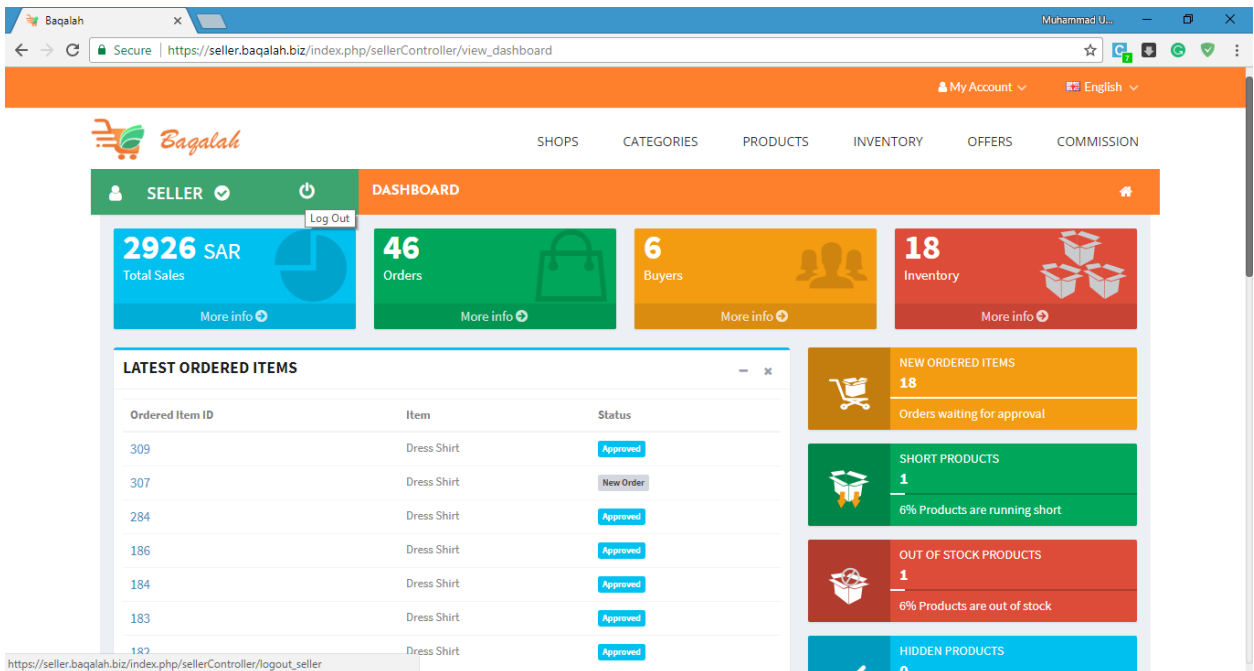


Figure 3.52: Logging Out as an Seller

Chapter # 4: Buyer Menu

4.1. How to get the Access to the Buyer Menu:

- Open up internet browser like Google Chrome, Internet Explorer, Firefox or whatever is installed in the operating system.
- In the address bar, type <http://baqalah.biz> to get the access to the buyer menu.
- Select on my account option which is located in the header menu.

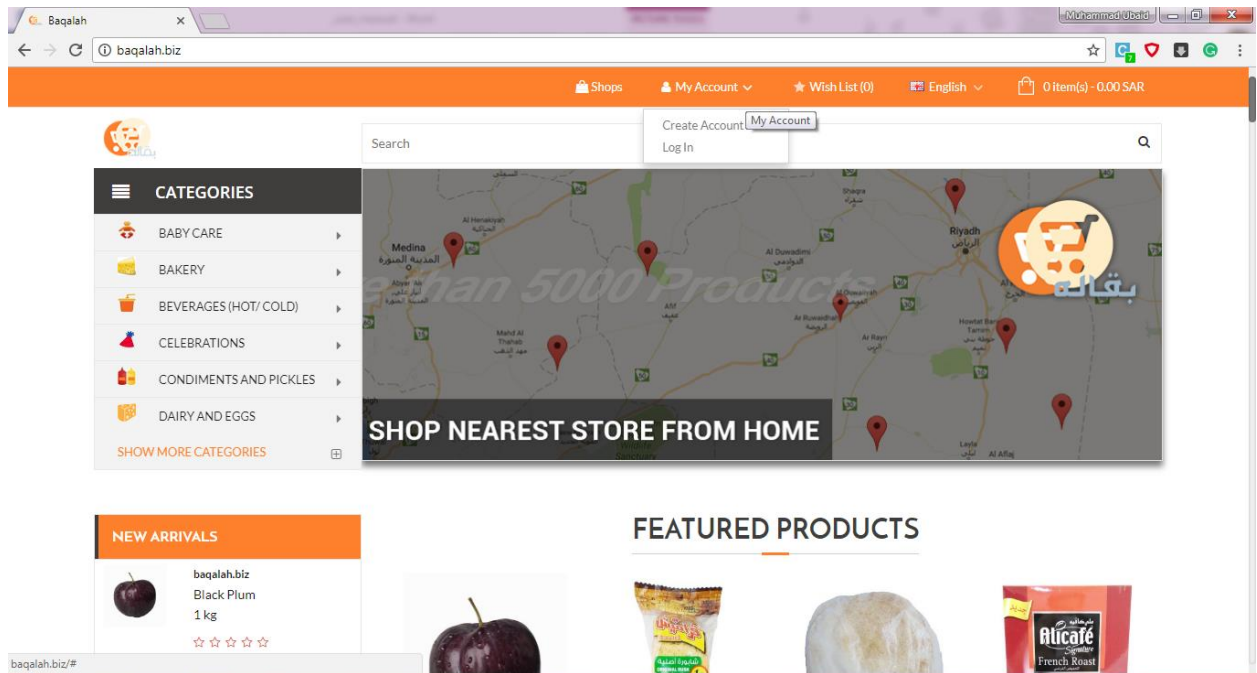


Figure 4.1: Getting access to login

- Select the create account option if don't have an account.
- Input the email address & the desired password to create the account.

The screenshot shows the 'REGISTER ACCOUNT (BUYER)' page on the Baqalah website. The browser address bar indicates the URL is `baqalah.biz/index.php?/buyerController/register_buyer`. The page has a navigation bar with 'BUYER' and 'REGISTRATION' tabs. The main content area includes a heading 'REGISTER ACCOUNT (BUYER)', a note about existing accounts, and a form with fields for 'Your Email' (labeled 'E-Mail*') and 'Your Password' (with 'Password*' and 'Password Confirm*' sub-labels). A checkbox for 'I have read and agree to the Privacy Policy' is present, followed by a 'CONTINUE' button.

Figure 4.2: Account creation

- If have an account then proceed to the login.

The screenshot shows the 'ACCOUNT LOGIN' page on the Baqalah website. The browser address bar indicates the URL is `https://baqalah.biz/index.php/buyerController/login_buyer`. The page has a navigation bar with 'BUYER' and 'ACCOUNT LOGIN' tabs. The main content area features a 'BUYER LOGIN' section with an illustration of a person at a laptop. The login form includes fields for 'E-Mail Address' and 'Password'. Below the form are 'LOG IN' and 'Forgot Password' links, and a 'Resend Account Verification Link' link. At the bottom, there are buttons for 'Log In with Facebook' and 'Log In with Google'.

Figure 4.3: Buyer login

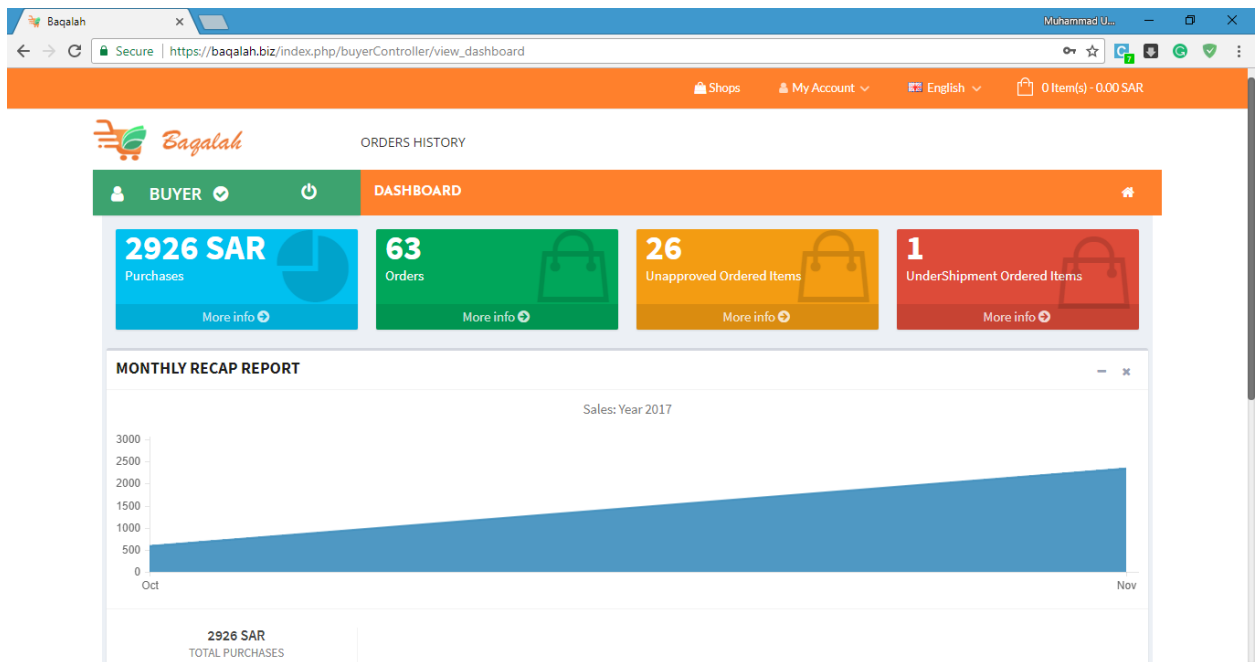


Figure 4.4: Buyer Menu

4.2. How to log in using social media accounts:

- If you are on the log in page then continue otherwise repeat the steps in the 4.1.
- You can log into the system using Facebook & the google account.

4.2.1. How to log in using the Facebook account:

- Click on the Facebook icon which is located on the login page
- Input your Facebook credentials

The screenshot shows the Facebook login page. The header includes the Facebook logo and a 'Sign Up' button. The main content area contains a 'Log in to Facebook' form with fields for 'Email address or phone number' and 'Password', a 'Log In' button, and links for 'Forgotten account?' and 'Sign up for Facebook'.

Figure 4.5: Login using the facebook account

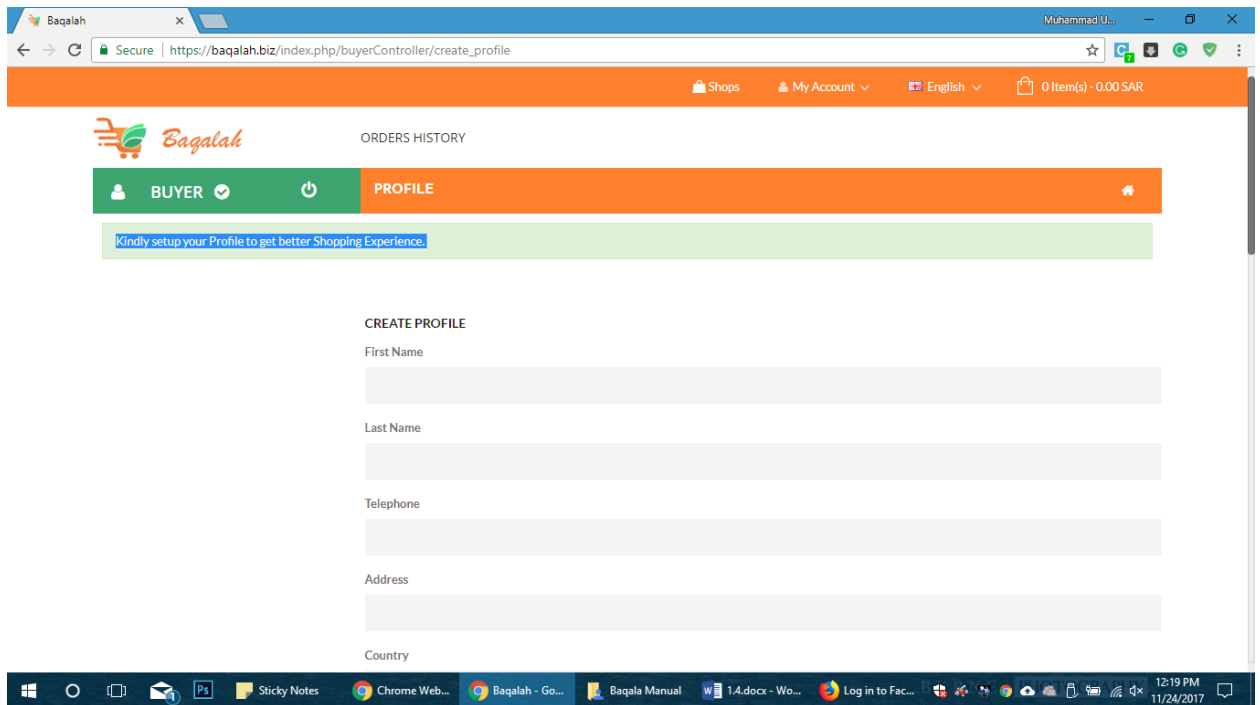


Figure 4.6: Successfully logged in with facebook account

4.2.2. How to log in using the Google account:

- Click on the Google icon which is located on the login page
- Input your Google credentials

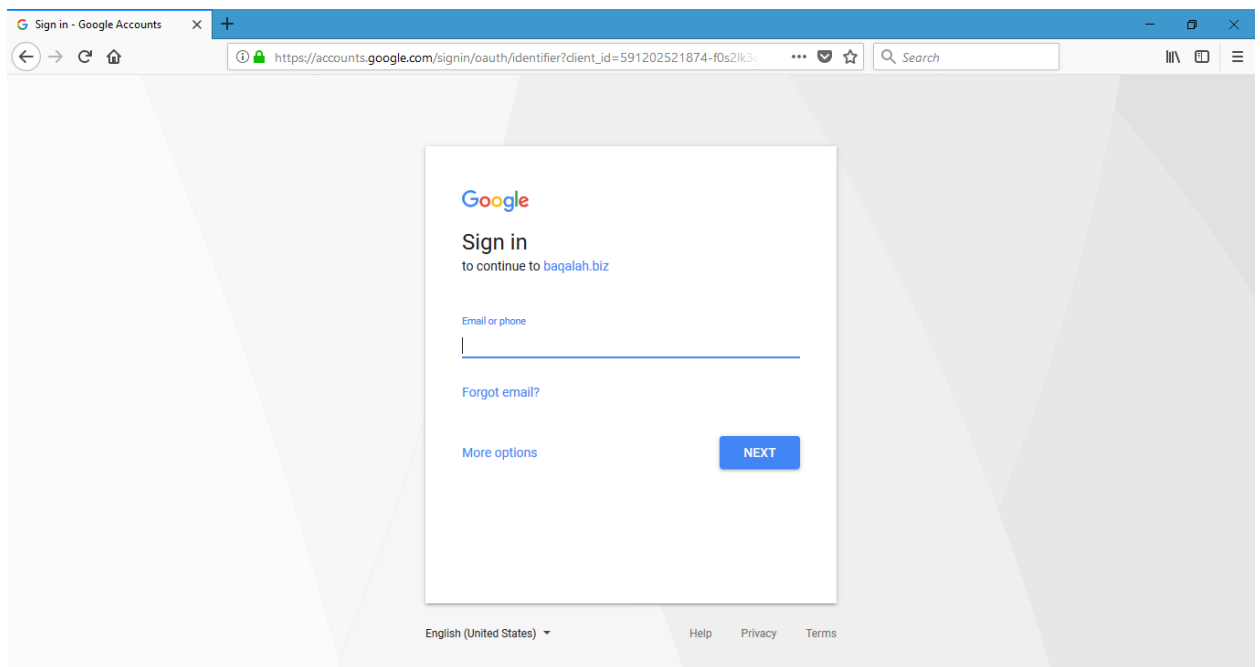


Figure 4.7: Login using the google account

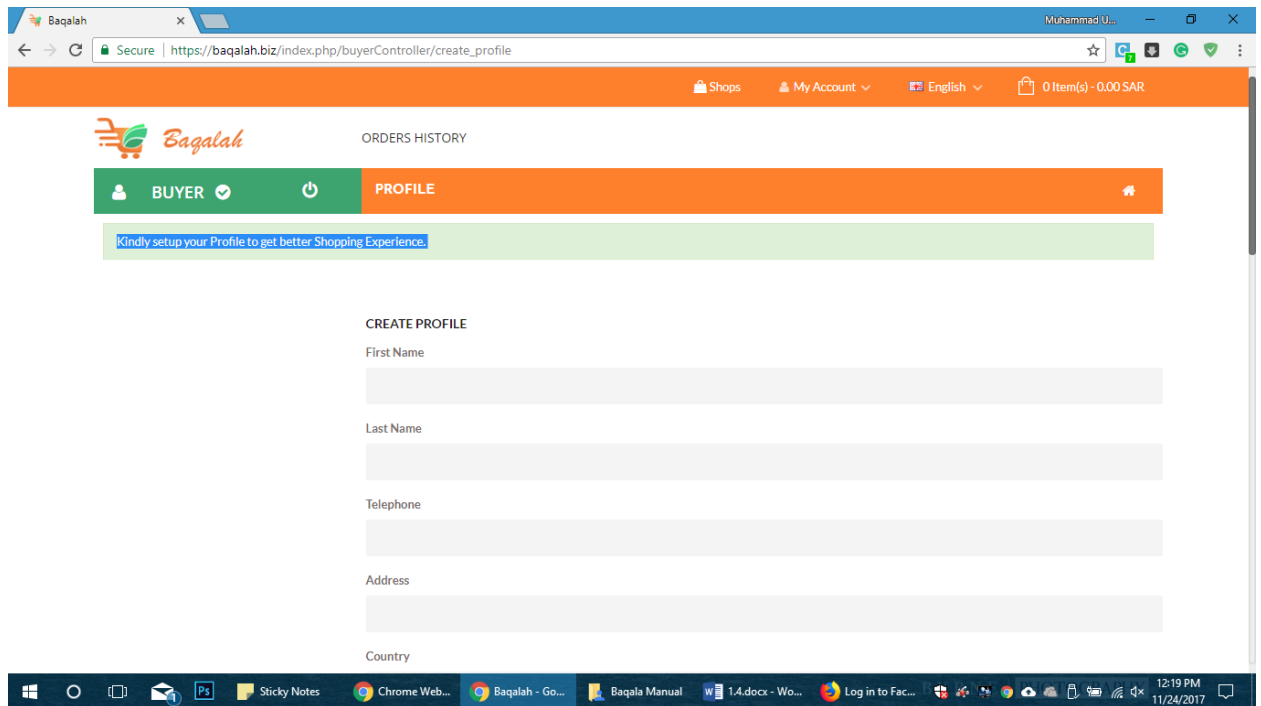


Figure 4.8: Successfully logged in with google account

4.3. How to add the products to shopping cart:

- If you are logged in then proceed otherwise repeat the steps in 4.1.
- Click on the home icon to add products to the shopping cart.

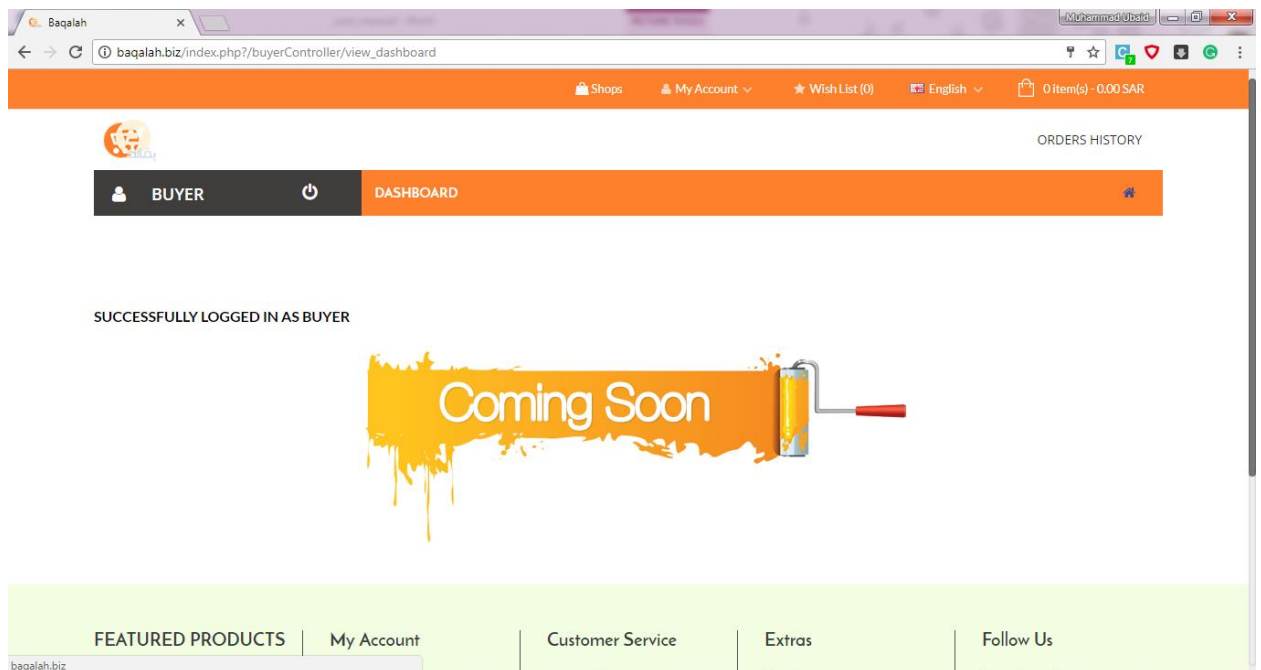


Figure: 4.9: going to add products in the cart.

- Select the products which needs to be added in the cart.

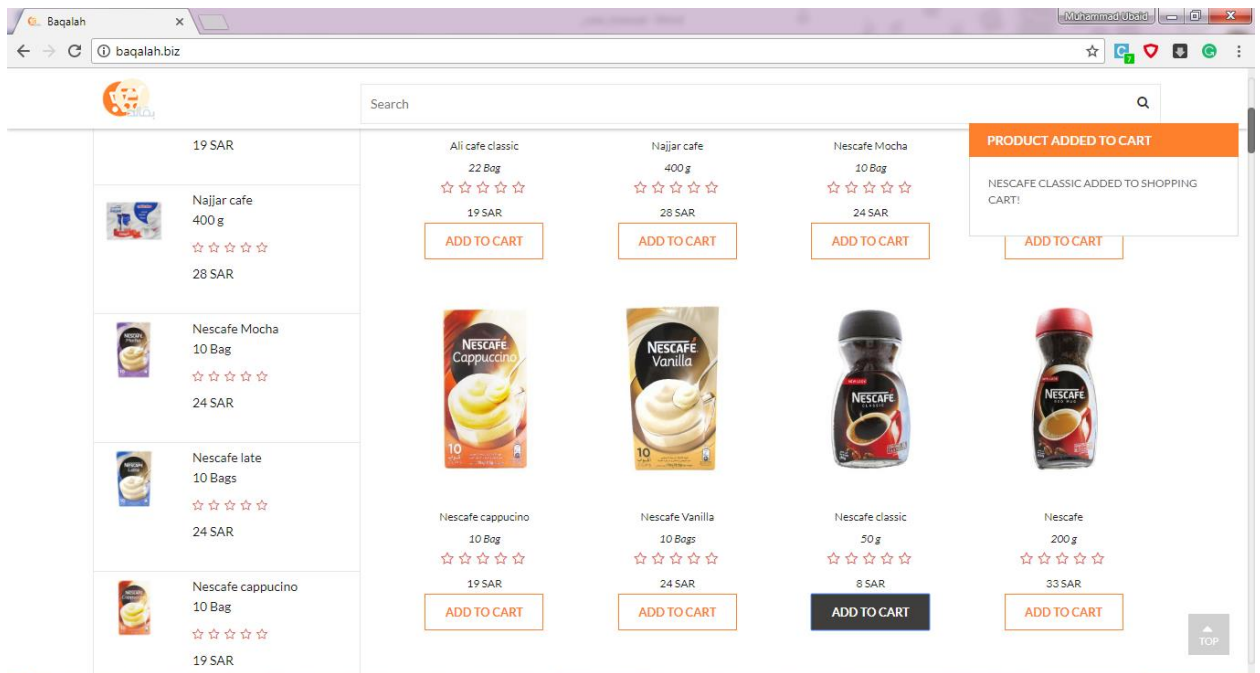


Figure 4.10: Adding products to the cart.

- Go to header menu & select the option of Check out to place the order at the store.

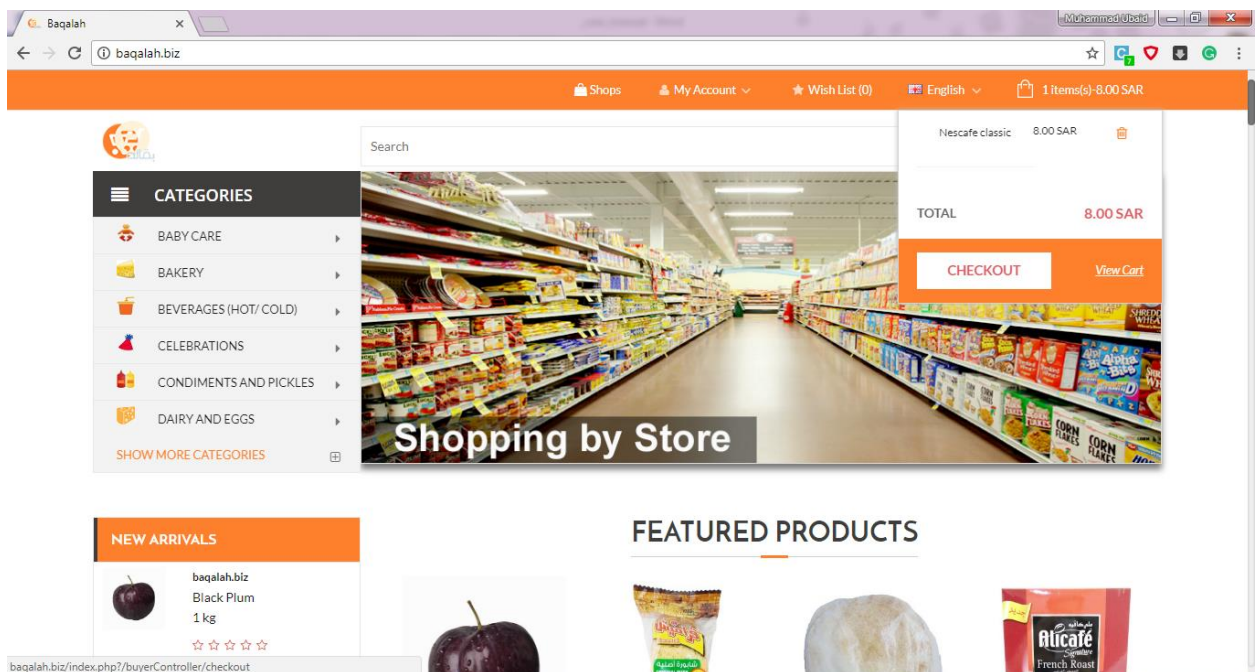


Figure 4.11: Checking out to place the order

- Input the delivery address & contact number or mark the check box in order to use the profile address & contact number.

The screenshot shows the checkout page of the 'Baqalah' website. The top navigation bar includes links for 'Shops', 'My Account', 'Wish List (0)', 'Checkout', 'English', and a shopping cart icon showing '1 item(s) - 8.00 SAR'. Below the navigation bar, there's a 'BUYER' profile icon and a 'CHECKOUT' button. The main content area is divided into two sections: 'CHECKOUT' on the left and 'SHOPPING CART' on the right.

CHECKOUT Section:

- Delivery Address:** A text input field containing 'House #123, SomeStreet'.
- Delivery Contact:** A text input field containing '12345566'.
- Payment Method:** A radio button labeled 'Cash On Delivery' is selected.
- Buttons:** 'GO BACK' and 'BUY NOW' buttons are at the bottom.

SHOPPING CART Section:

QTY	Item Description	Item Price	Sub-Total
1	Nescafe classic discount: 0	8.00SAR	8.00SAR
Total			8.00 SAR

Figure 4.12: Input the new address & contact number

This screenshot shows the same checkout page as Figure 4.12, but with the 'Delivery Address' and 'Delivery Contact' fields now populated with '123, ABC PAK' and '1234567' respectively. Checkmarks are visible next to these fields, indicating they are selected from a profile. The 'Payment Method' remains 'Cash On Delivery', and the 'BUY NOW' button is still present.

CHECKOUT Section:

- Delivery Address:** '123, ABC PAK' (checked)
- Delivery Contact:** '1234567' (checked)
- Payment Method:** 'Cash On Delivery' (selected)
- Buttons:** 'GO BACK' and 'BUY NOW' buttons are at the bottom.

SHOPPING CART Section:

QTY	Item Description	Item Price	Sub-Total
1	Nescafe classic discount: 0	8.00SAR	8.00SAR
Total			8.00 SAR

Figure 4.13: Selecting the profile address & contact

- Click on the option cash on delivery.
- Click on the buy now option to place the order.

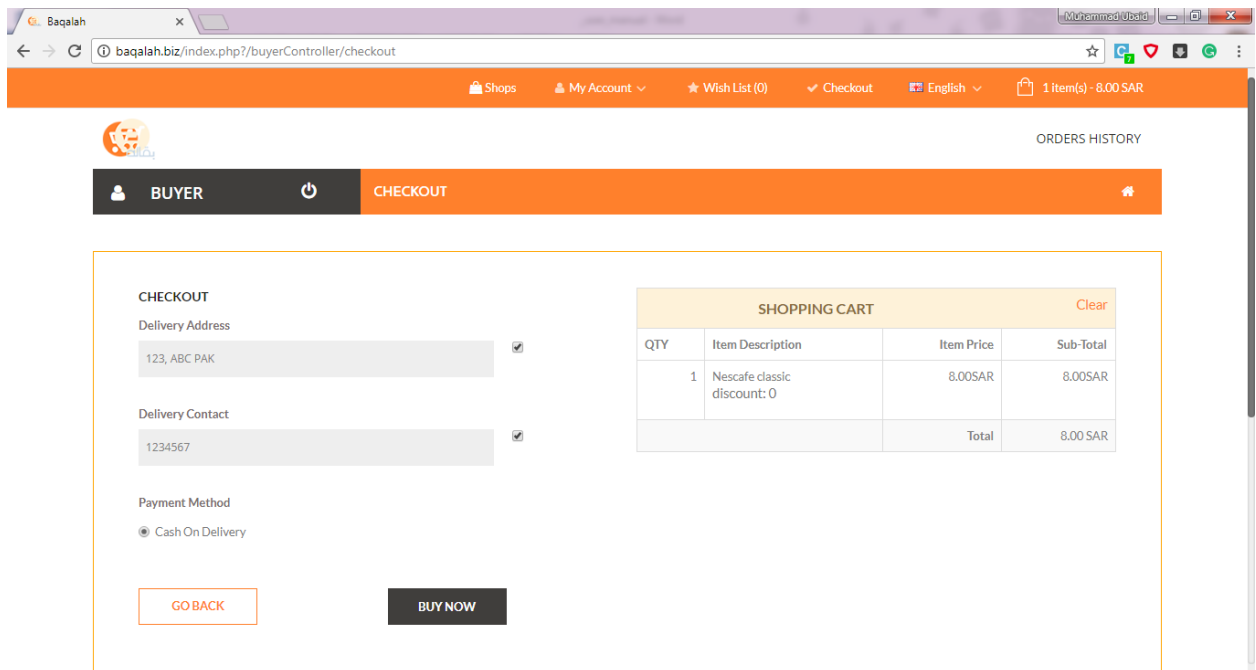


Figure 4.14: Placing order at the shop

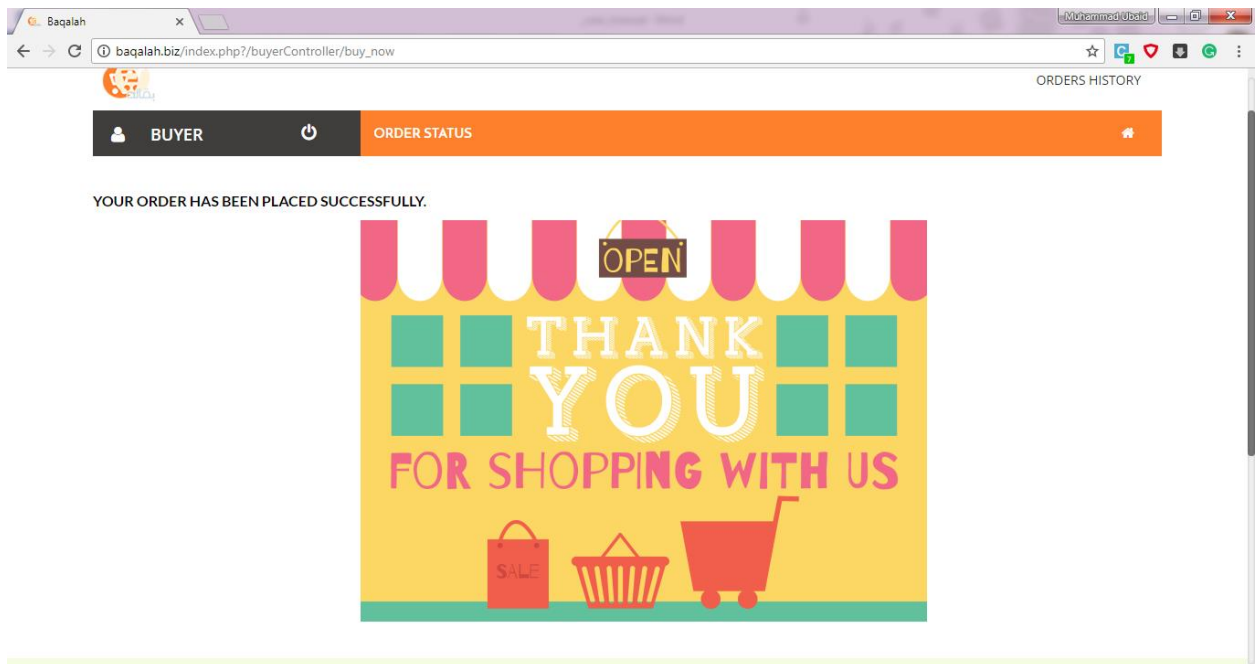


Figure 4.15: Order has been placed

4.4. How to follow an order/view orders history:

- Click on the option entitled orders history.

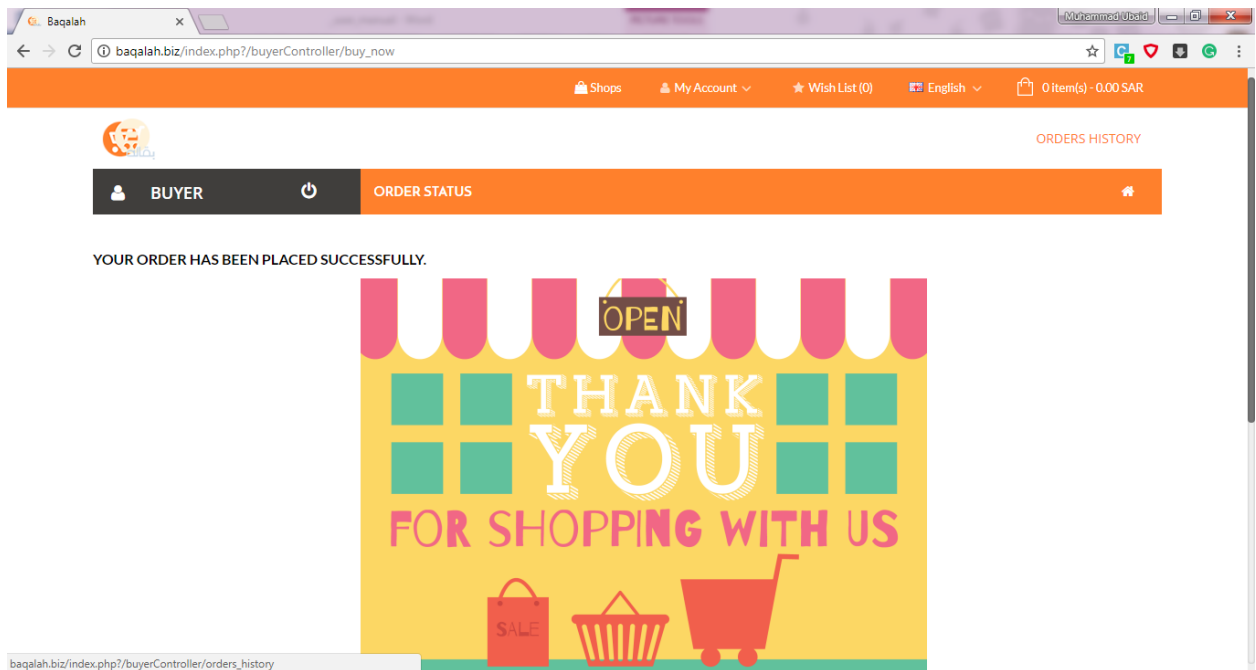


Figure 4.16: Finding order history option

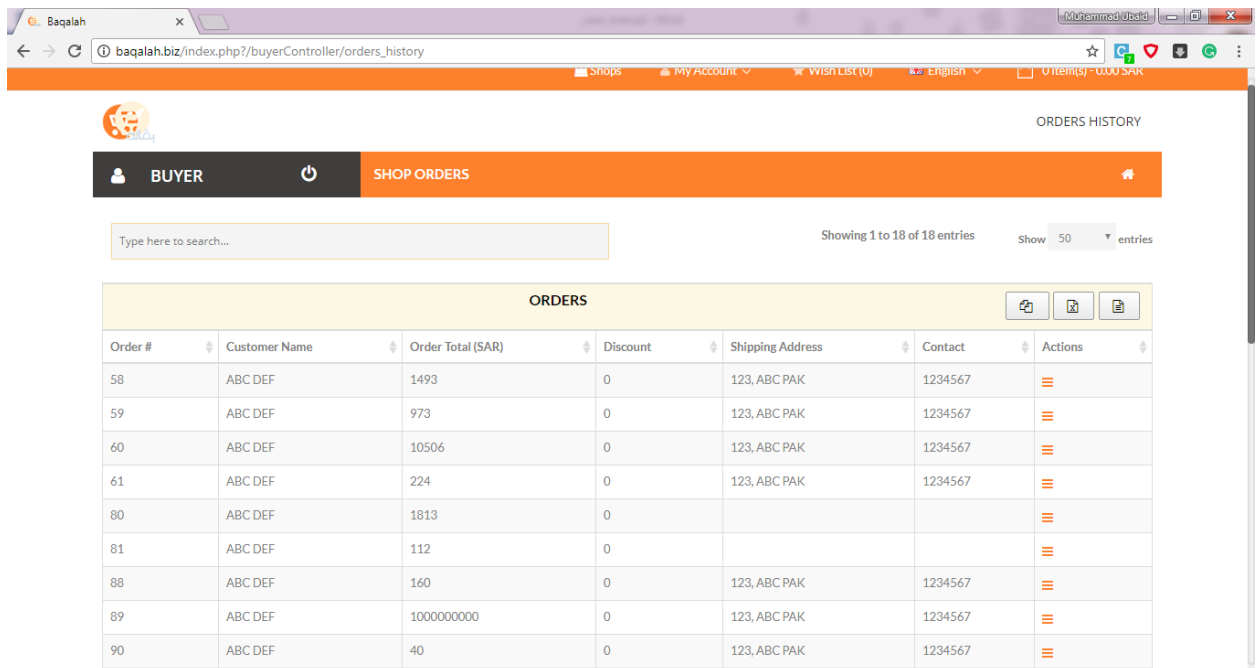


Figure 4.17: Displaying order history

- To follow/view order history click on the option from action within the same row of the relevant order.

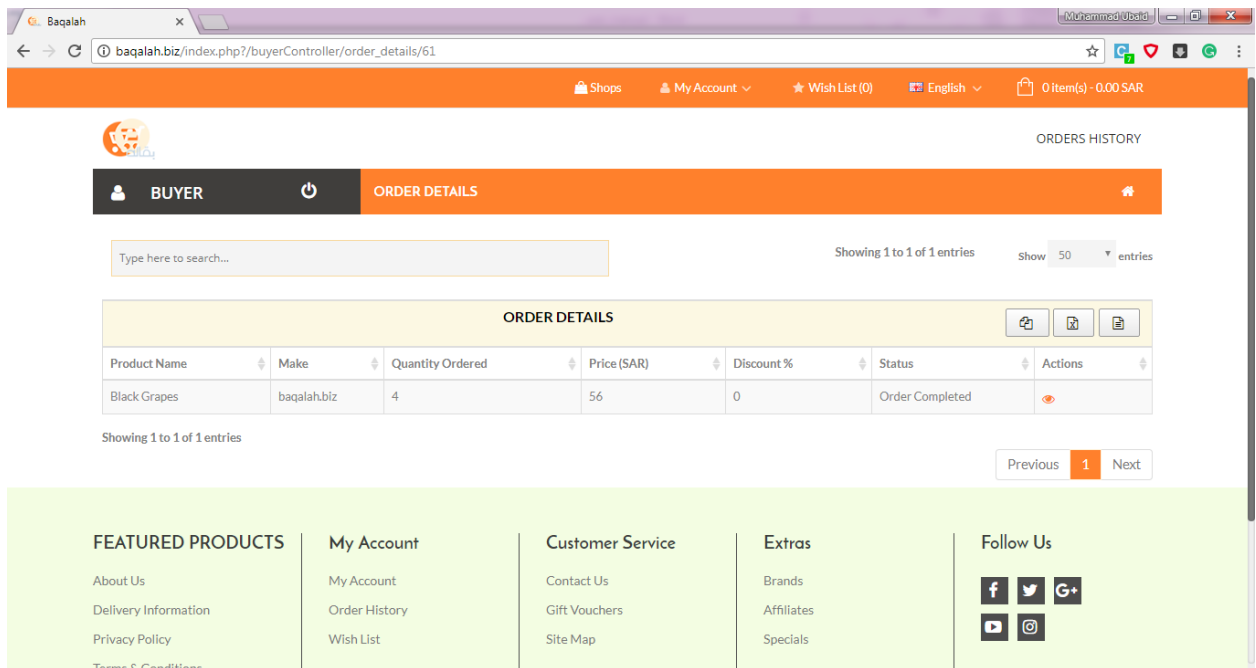


Figure 4.18: Displaying previous order details

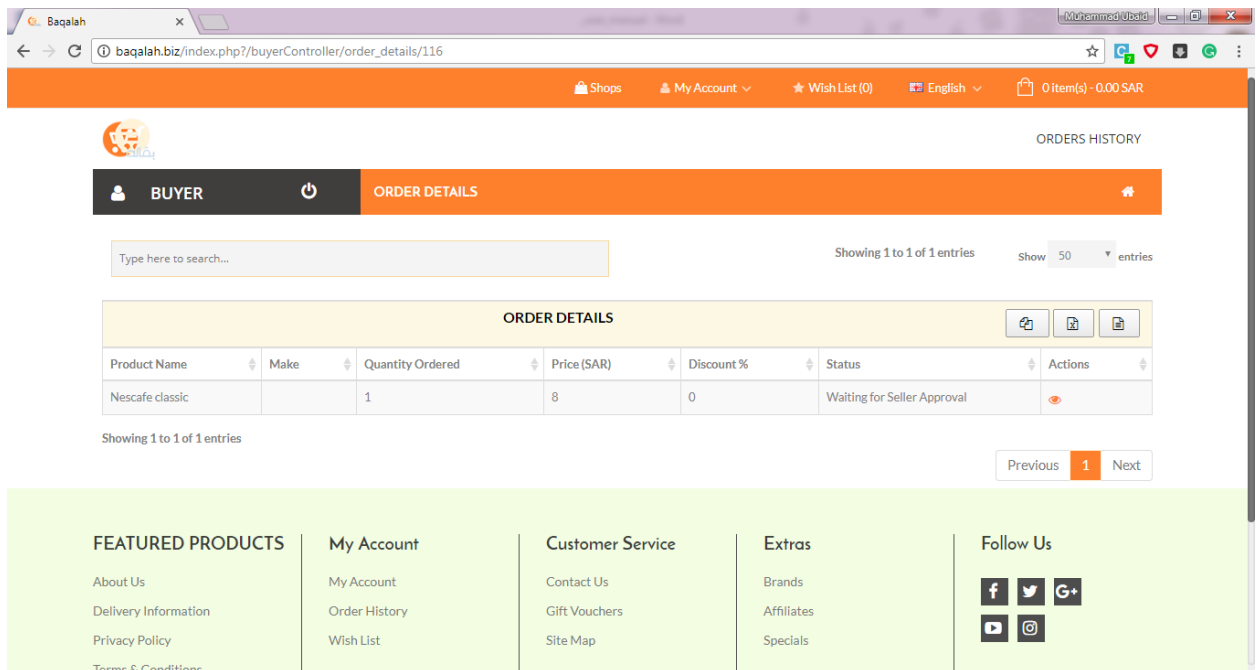


Figure 4.19: Order waiting for the seller approval

- If the order is delivered, then change the order status to order delivered.

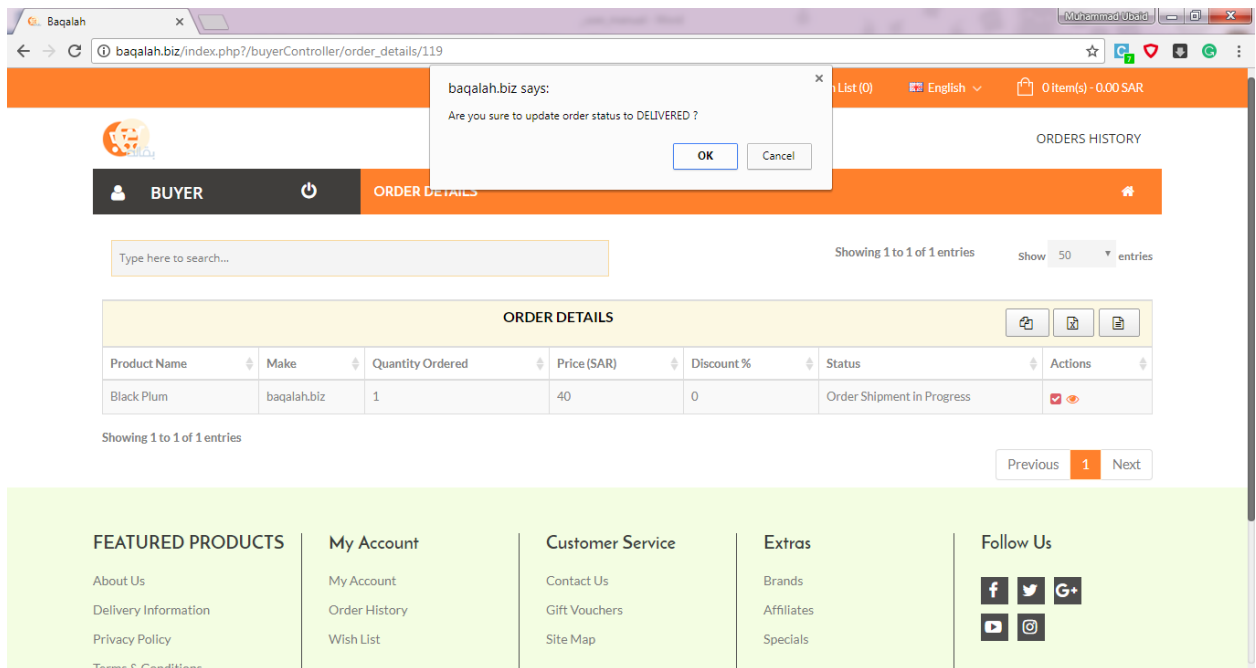


Figure 4.20: Changes the order status to delivered

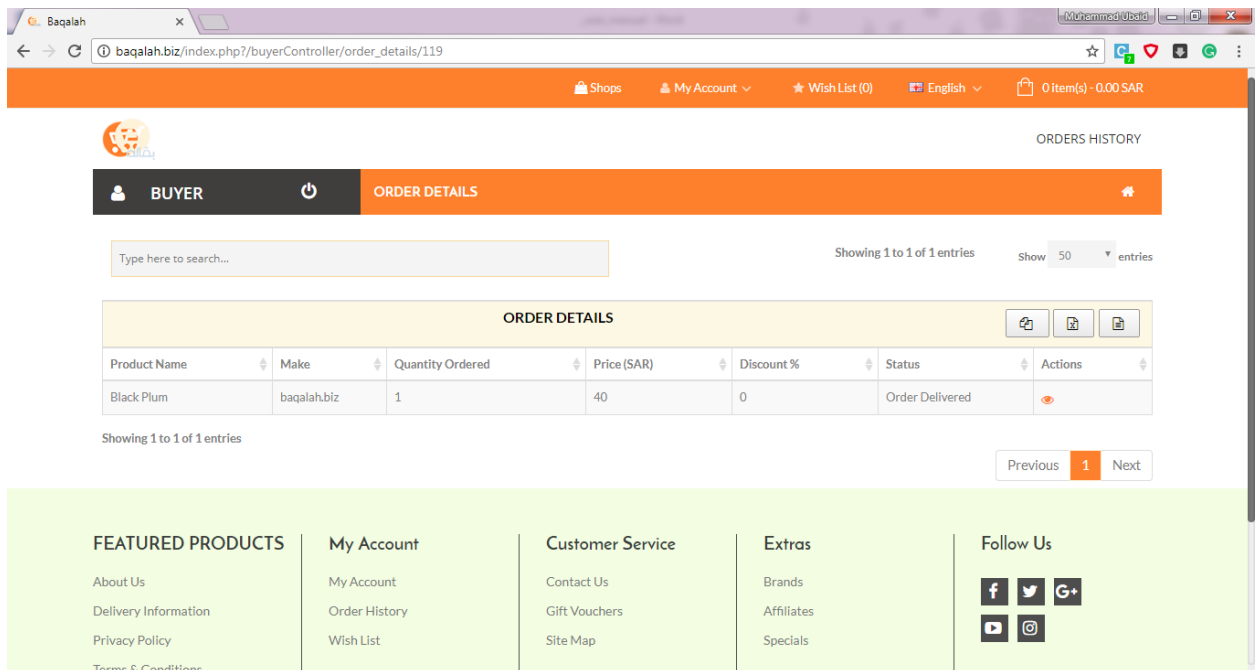


Figure 4.21: Order is delivered

4.5. How to cancel an order:

- If you are logged in then proceed otherwise repeat the steps in the 4.1.
- To cancel an order, go to the orders history option as mentioned in the 4.3.

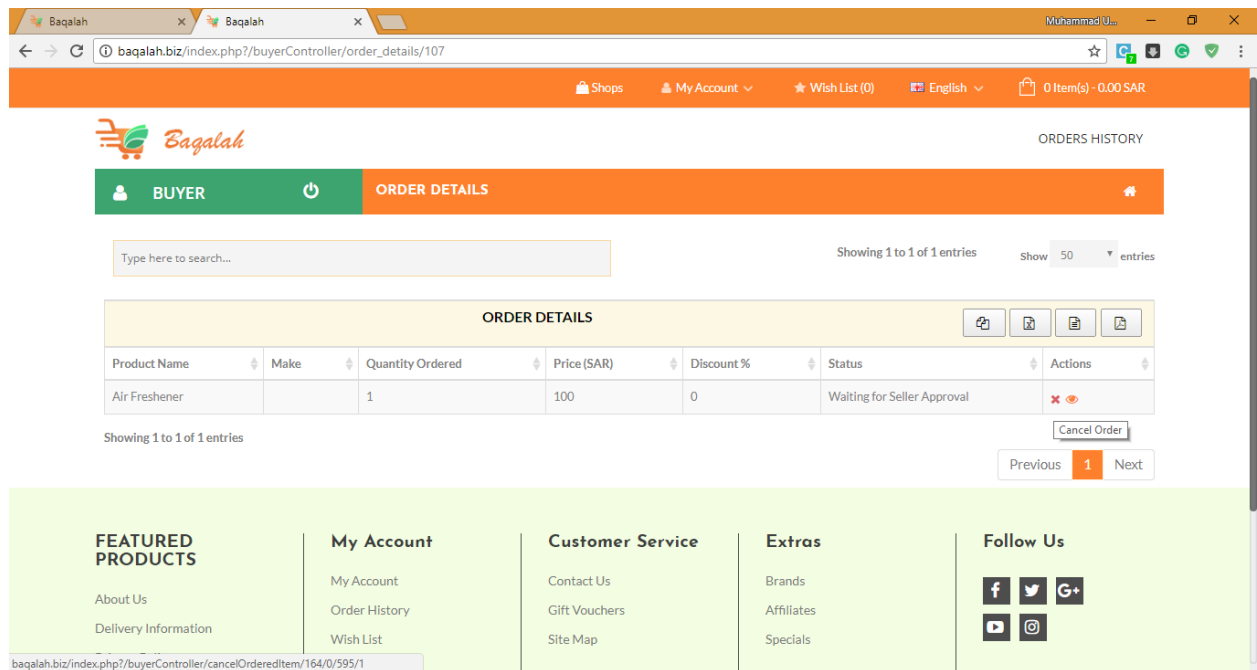


Figure 4.22: Finding cancel order option

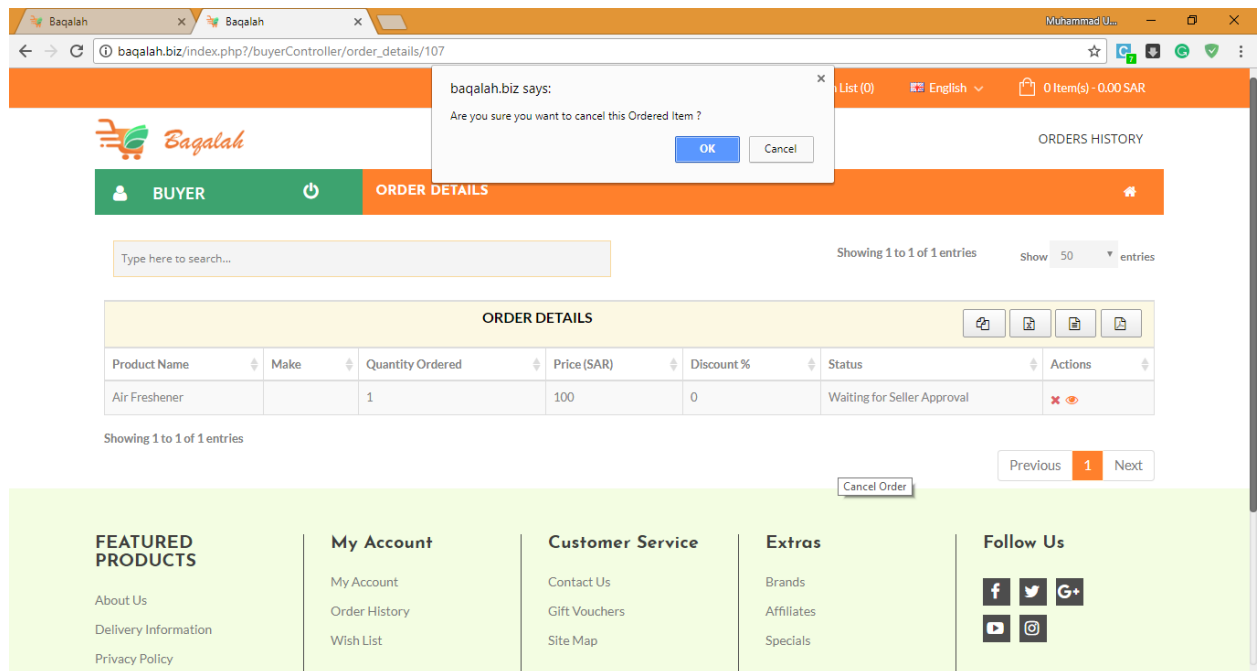


Figure 4.23: Cancelling an order

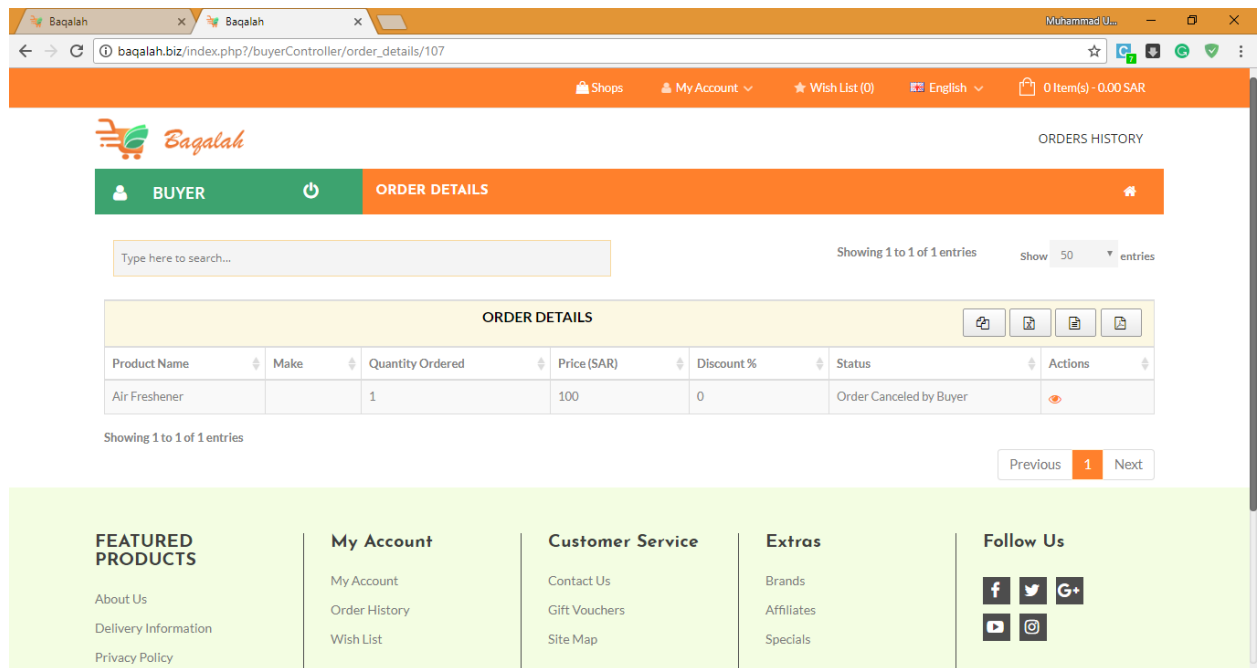


Figure 4.24: Order has cancelled

4.6. How to provide the order feedback/rating:

- If you are logged in then proceed otherwise repeat the steps in the 4.1.
- To cancel an order, go to the orders history option as mentioned in the 4.3.
- When you will change the order status to delivered. An option of feedback & rating will be appeared to you provide your desired comments & feedback & submit.

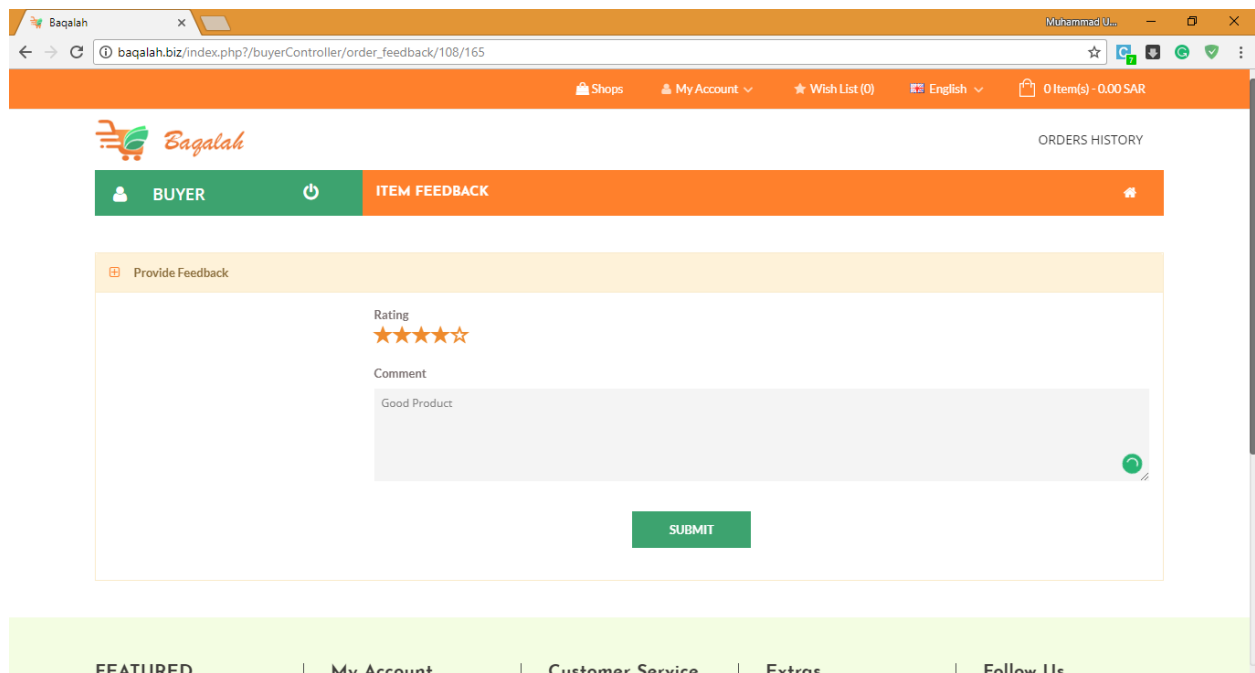


Figure 4.25: Providing feedback & rating

4.7. How to update the profile:

- If logged in then proceed otherwise repeat the steps in 4.1.
- Click on the header menu option my account & select the option.

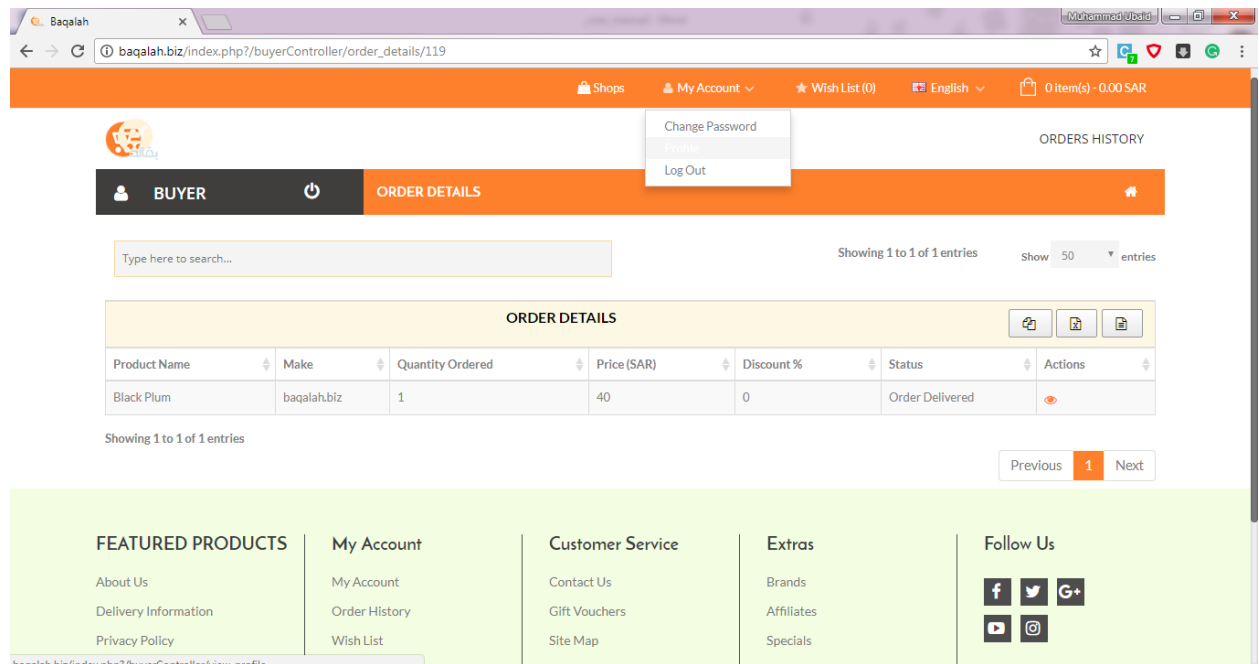


Figure 4.26: Finding update profile option

- Make the relevant changes & then submit.

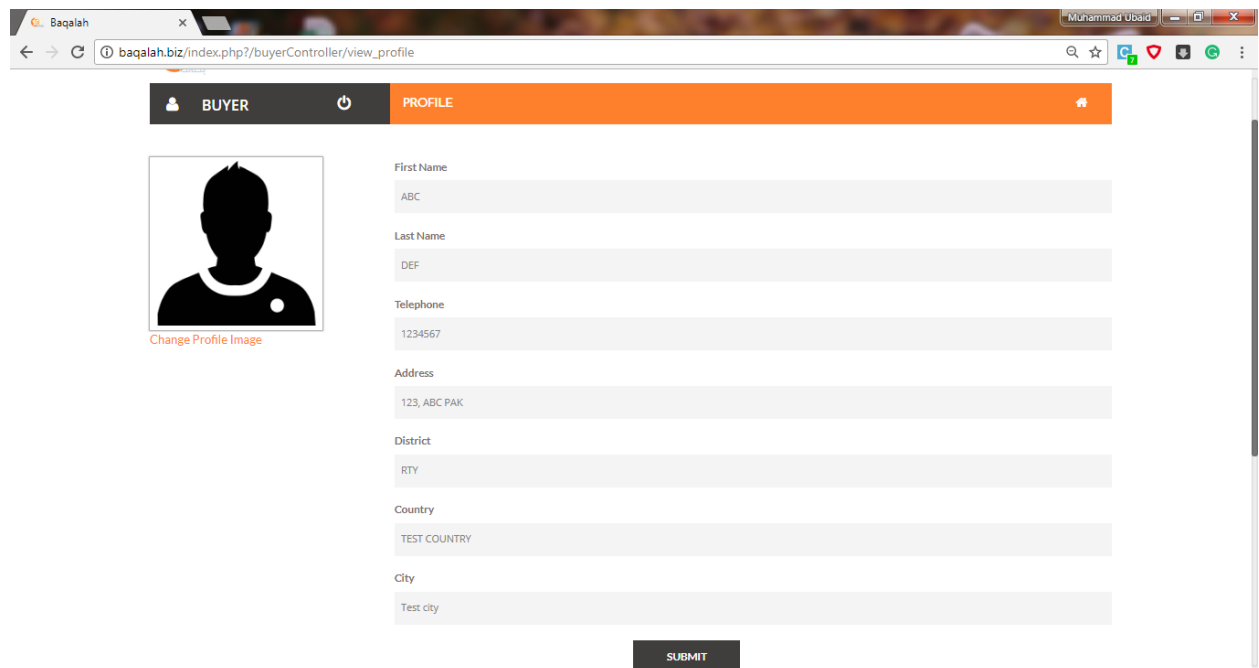


Figure 4.27: Updating the buyer profile

4.8. How to change the password:

- If you are logged in then proceed otherwise repeat the steps in 4.1.
- Go to the header menu option my account.

- Select the option change password.

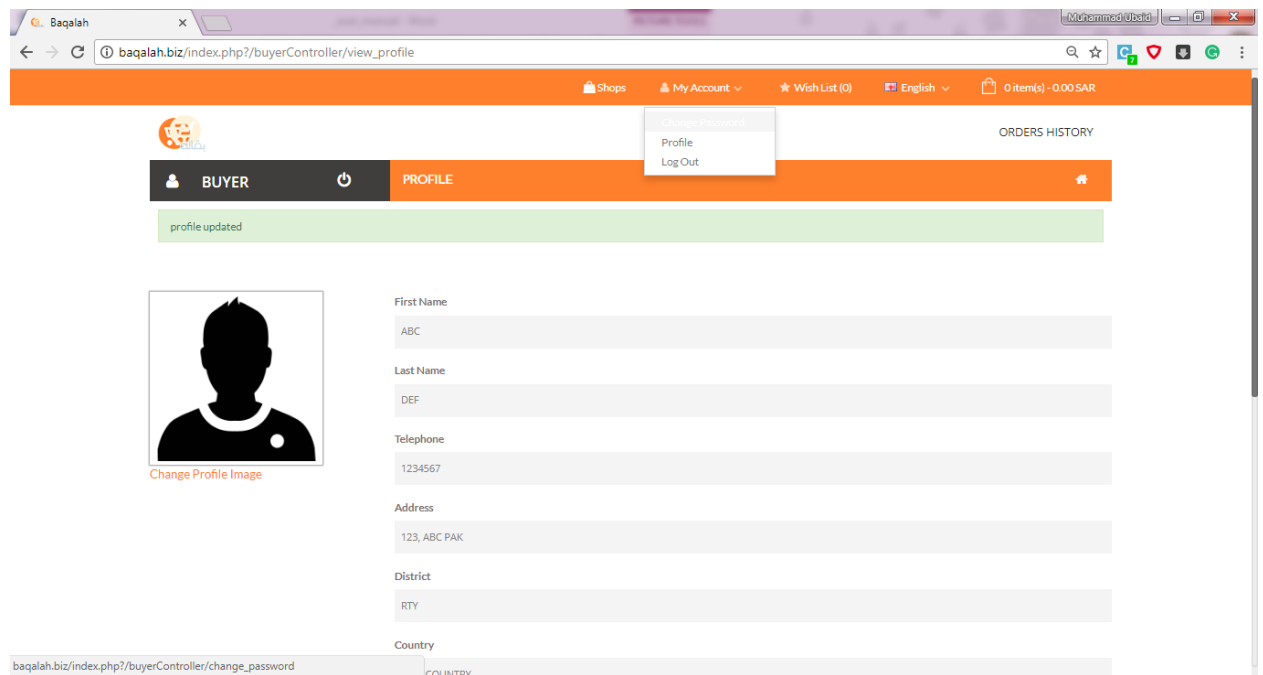


Figure 4.28: Finding change password option

- Change the information & then submit.

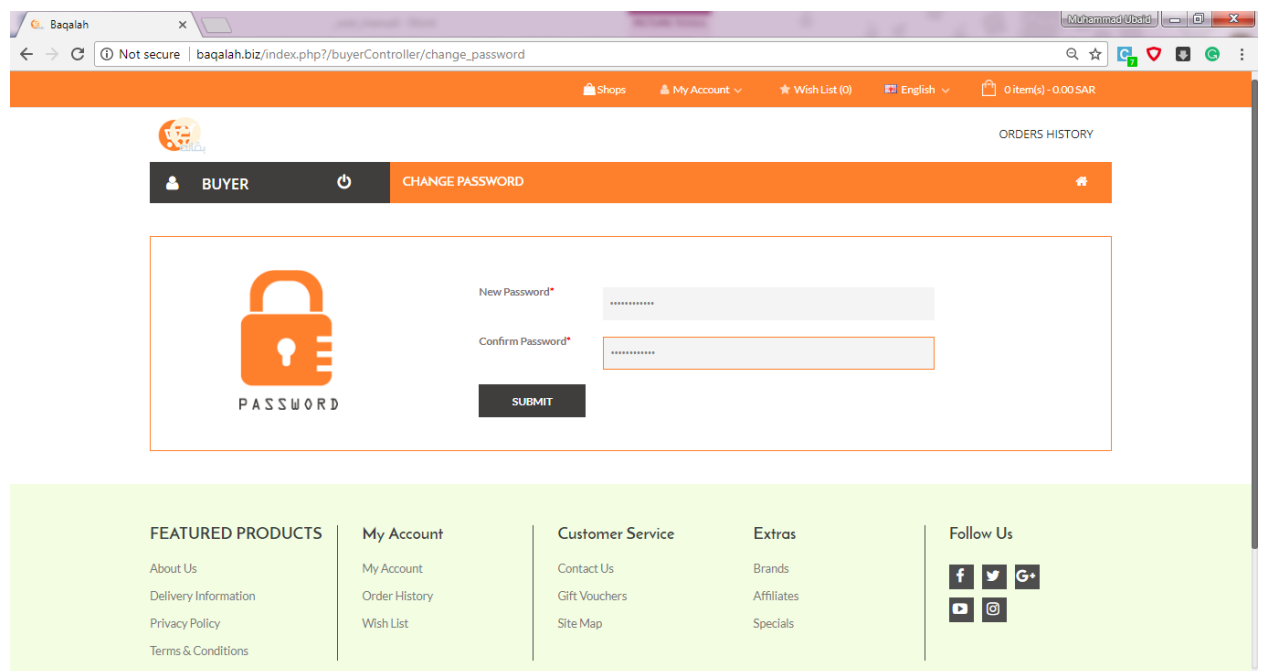


Figure 4.25: Updating the password