ROOTINE ORGANICS:

ADMIN PANEL:

1. LOGIN:

Admin will have the option to login into the admin panel by entering email id and password. Once the correct details are entered, the admin will receive an OTP on the registered email id to verify. Once verified, the admin will be able to enter inside the admin panel.

Step 1: Login Page Fields:

Email (Email)

Password (Password)

Submit (Button - submit)

Validations: a. Email can not be empty. b. Password can not be empty. c. Wrong Email ID can not be accepted. d. Wrong Password can not be accepted. e. Email ID in wrong format can not be accepted. f. The entered email id has to be a valid and registered email id. g. The password entered must be the valid password for the email id entered.

Step 2: OTP Page Fields:

Enter OTP (Text)

Verify OTP (Button - submit) | Resend OTP (Button - Submit) (Resend OTP Button to be used in order to resend the OTP on the registered email id. Admin can resend OTP max 3 times)

Validations: a. The field can not be empty. b. Wrong OTP can not be accepted. c. Only a valid OTP should allow the admin to enter inside.

LOGIN OTP MAILER (TEXT MAILER):

Subject: Login OTP ($Date $Time) – Rootine Organics Admin Panel

From Email: _____

Body:

Dear Admin,

Welcome to Rootine Organics. Please use this OTP: $OTP to login into your admin panel.

Regards,
Team Rootine Organics

2. FORGOT PASSWORD:

In case admin forgets the password, they can simply click on Forgot password link on the admin login page, below the admin login form. In the next step the admin will have to enter the registered email ID. After that, the admin will receive the Reset Password OTP on the registered email id. Once admin enters correct OTP in the next step, they will get the option to create new password. Once they complete this step successfully, they can login into the admin panel by using the new password.

Step 1: Forgot Password Page Fields

Email ID (Email)

Submit (Button - submit)

Validations: a. The field can not be empty. b. Wrong Email ID can not be accepted. c. Email ID in wrong format can not be accepted. d. The entered email id has to be a valid and registered email id.

Step 2: OTP Page Fields:

Enter OTP (Text)

Verify OTP (Button - submit) | Resend OTP (Button - Submit) (Resend OTP Button to be used in order to resend the OTP on the registered email id. Admin can resend OTP max 3 times)

Validations: a. The field can not be empty. b. Wrong OTP can not be accepted. c. Only a valid OTP should allow the admin to proceed to the next page to change the password.

Step 3: Reset Password Page Fields:

New Password (Password)

Confirm New Password (Password)

Change Password (Button - submit)

Validations: a. New Password field can not be empty. b. Confirm New Password field can not be empty. c. New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. d. Confirm New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. e. New Password & Confirm New Password must be the same.

LOGIN OTP MAILER (TEXT MAILER):

Subject: Reset Password OTP ($Date $Time) - Rootine Organics Admin Panel

From Email: _____

Body:

Dear Admin,

Welcome to Rootine Organics. Please use this OTP: $OTP to reset your password for your admin panel.

Regards,
Team Rootine Organics

3. UPDATE PROFILE:

Admin can update their profile from this section. Details can be updated: Name, Email, Mobile & Profile Picture.

Step 1: Update Profile Page Fields:

Name (Text)

Email (Email)

Mobile (Tel)

Upload Pic (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Update Profile (Button - submit)

Validations: a. Name can not be empty b. Email can not be empty c. Mobile can not be empty d. Email needs to be unique e. Email in wrong format can not be accepted. f. Mobile number in wrong format can not be accepted. Mobile number can be maximum 10 digits. g. Profile picture can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded.

4. RESET PASSWORD:

This is an option for admin to change their passwords from time to time. We recommend to change the passwords after every 15 days and always try to keep the strongest password possible. And also avoid saving the passwords in your browser.

Step 1: Reset Password Page Fields

Current Password (Password)

New Password (Password)

Confirm New Password (Password)

Reset Password (Button - submit)

Validations: a. New Password field can not be empty. b. Confirm New Password field can not be empty. c. New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. d. Confirm New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. e. New Password & Confirm New Password must be the same. f. Current Password can not be empty g. Current password must be a valid password.

5. DASHBOARD STATS

The admin dashboard will show the below various stats:

Total Users (Lifetime): *No of total users registered on the website till date. On clicking this box, all the respective entries will be displayed.*

New Users (This Month): *No of total users registered on the website in the current month. On clicking this box, all the respective entries will be displayed.*

Total Sales USD (Lifetime): *Total sales done on the website (in USD) till date. On clicking this box, all the respective entries will be displayed.*

Total Sales USD (This Month): *Total sales done on the website (in USD) in the current month. On clicking this box, all the respective entries will be displayed.*

Total Sales INR (Lifetime): *Total sales done on the website (in INR) till date. On clicking this box, all the respective entries will be displayed.*

Total Sales INR (This Month): *Total sales done on the website (in INR) in the current month. On clicking this box, all the respective entries will be displayed.*

Orders Placed: *No of total orders placed on the website till date. On clicking this box, all the respective entries will be displayed.*

Orders Despatched: *No of total orders despatched till date. On clicking this box, all the respective entries will be displayed.*

Orders Delivered: *No of total orders delivered till date. On clicking this box, all the respective entries will be displayed.*

6. PRODUCTS

This section is to be used to create and manage the products. Here the admin can ADD/UPDATE/DELETE the products and can add/update.

6.1: PRODUCT CATEGORY

Step 1: Add Product Category Page Fields

Category Name (Text)

Submit (Button - submit)

Validations: a. Category Name can not be empty b. Category Name must be unique. It can not be same as any active or any deactivated category. But the admin can use a name of any previously deleted category.

Step 2: List Product Categories Page

This page will display all the added product categories and will have the option to edit a category. Here the admin will also have the option to delete or deactivate any particular product category.

Table Fields for List Product Categories Page:

Sr No

Category Name

Current Status (Active or Deactivated)

Option to Edit the Category (Admin can edit the category name using this option)

Option to Update the status of the Category (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of the category, it will give a confirmation pop up asking you if you are sure and want to change the status of the category. Categories once deactivated will not be visible on the website. Only Active categories will be listed on the website. And the products in the deactivated category will also not be visible on the website. Also while adding a new product, a deactivated category will not be there.)

Option to Delete the Category (Admin can delete the category and all the products in this category from here. This option will delete the product category as well as all the products in this category. This action can not be undone.) (When admin will click on Delete, they will get a confirmation pop up, asking if they are sure and want to delete that particular category and products under it. Category once deleted will not be visible on either website or the admin panel and the admin will no longer have access to it and to the products under this category.)

Step 3: Edit Product Category Fields

Category Name (Text)

Submit (Button - submit)

Validations: a. Category Name can not be empty b. Category Name must be unique. It can not be same as any active or any deactivated category. But the admin can use a name of any previously deleted category.

6.2: ADD BENEFITS

Step 1: Add Benefits Page Fields

Benefit Name (Text)

Submit (Button - submit)

Validations: a. Benefit name can not be empty

Step 2: List Benefit Page

This page will display all the added benefits and will have the option to edit a benefit. Here the admin will also have the option to delete or deactivate any particular benefit.

Table Fields for List Benefits Page:

Sr No

Benefit Name

Current Status (Active or Deactivated)

Option to Edit the Benefit (Admin can edit the benefit name using this option)

Option to Update the status of the Benefit (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of the benefit, it will give a confirmation pop up asking you if you are sure and want to change the status of the benefit. Benefits once deactivated will not be visible on the website. Only Active benefits will be listed on the website. Also while adding a new product, a deactivated benefit will not be there. And on the product details page as well, this benefit will not be displayed anywhere.)

Option to Delete the Benefit (Admin can delete the benefit from here. This option will delete the benefit. This action can not be undone.) (When admin will click on Delete, they will get a confirmation pop up, asking if they are sure and want to delete that particular benefit. Benefit once deleted will not be visible on either website or the admin panel and the admin will no longer have access to it.)

Step 3: Edit Benefit Fields

Benefit Name (Text)

Submit (Button - submit)

Validations: a. Benefit name can not be empty

6.3: ADD PRODUCT

Step 1: Add Product Page Fields

Select Category (Select) (Options: All the active categories added by the admin will display here)

Product Title (Textbox)

Upload Featured Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Upload Main Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Select Applicable Benefits (Multi-Select) (Options: All the active benefits added by the admin will display here)

Actual Price (₹) (Number upto 2 decimal)

Discounted Price (₹) (Number upto 2 decimal)

Actual Price ($) (Number upto 2 decimal)

Discounted Price ($) (Number upto 2 decimal)

GST (To be confirmed by the client)

Brief Intro (Textarea)

Product Details (Text Editor)

Add Product (Button - submit)

Validations: a. Category is mandatory. b. Product Title can not be empty c. Featured Image is mandatory d. Main Image is mandatory e. Featured Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. f. Main Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. g. Actual Price (₹) can not be empty. h. Discounted Price (₹) is optional i. Actual Price ($) can not be empty j. Discounted Price ($) is optional. k. Actual Price (₹) can only be a number with up to 2 decimals. l. Discounted Price (₹) can only be a number with upto 2 decimals. m. Actual Price ($) can only be a number with up to 2 decimals. n. Discounted Price ($) can only be a number with up to 2 decimals. k. Brief Intro can not be empty l. Product Details can not be empty m. Select applicable benefits is optional n. GST Validations will be decided later

Step 2: List Product Page

This page will display all the added products and will have the option to update the products and their pricing. Here the admin will also have the option to delete or deactivate any particular product.

Table Fields for List Product Page:

Sr No

Category

Product Title

Current Status (Active or Deactivated)

Option to Edit the Product (Admin can edit the product using this option)

Mark as Featured (Admin can mark any product as featured to display on the featured section of the website e.g. Homepage. Up to 6 product can be marked as featured)

Out of Stock/In Stock (Admin can mark products, out of stock or in stock. This status will be displayed on the website. And users can purchase In stock products only on the website. For out of stock products the status will be "Sold Out" on the website.)

Option to Update the status of the Product (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of the product, it will give a confirma-

tion pop up asking you if you are sure and want to change the status of the product. Product once deactivated will not be visible on the website. Only Active products will be listed on the website.)

Option to Delete the Product (Admin can delete the entire product from here. This option will delete the entire product along with all the product details like Product Title, Images, Description & Pricing. This action can not be undone.) (When admin will click on Delete, they will get a confirmation pop up, asking if they are sure and want to delete that particular product. Product once deleted will not be visible on either website or the admin panel and the admin will no longer have access to it.)

Step 3: Edit Digital Product Page Fields

Select Category (Select) (Options: All the active categories added by the admin will display here)

Product Title (Textbox)

Upload Featured Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Upload Main Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Select Applicable Benefits (Multi-Select) (Options: All the active benefits added by the admin will display here)

Actual Price (₹) (Number upto 2 decimal)

Discounted Price (₹) (Number upto 2 decimal)

Actual Price ($) (Number upto 2 decimal)

Discounted Price ($) (Number upto 2 decimal)

GST (To be confirmed by the client)

Brief Intro (Textarea)

Product Details (Text Editor)

Update Product (Button - submit)

Validations: a. Category is mandatory. b. Product Title can not be empty c. Featured Image is mandatory d. Main Image is mandatory e. Featured Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. f. Main Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. g. Actual Price (₹) can not be empty. h. Discounted Price (₹) is optional i. Actual Price ($) can not be empty j. Discounted Price ($) is optional. k. Actual Price (₹) can only be a number with up to 2 decimals. l. Discounted Price (₹) can only be a number with upto 2 decimals. m. Actual Price ($) can only be a number with up to 2 decimals. n. Discounted Price ($) can only be a number with up to 2 decimals. k. Brief Intro can not be empty l. Product Details can not be empty m. Select applicable benefits is optional n. GST Validations will be decided later

7. BLOGS

This section is to be used to create and manage the blogs. Here the admin can ADD/UPDATE/DELETE the blogs.

7.1: BLOG CATEGORY

Step 1: Add Blog Category Page Fields

Category Name (Textbox)

Submit (Button - submit)

Validations: a. Category Name can not be empty b. Category Name must be unique. It can not be same as any active or any deactivated category. But the admin can use a name of any previously deleted category.

Step 2: List Blog Categories Page

This page will display all the added blog categories and will have the option to edit a category. Here the admin will also have the option to delete or deactivate any particular blog category.

Table Fields for List Blog Categories Page:

Sr No

Category Name

Current Status (Active or Deactivated)

Option to Edit the Category (Admin can edit the category name using this option)

Option to Update the status of the Category (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of the category, it will give a confirmation pop up asking you if you are sure and want to change the status of the category. Categories once deactivated will not be visible on the website. Only Active categories will be listed on the website. And the blogs in the deactivated category will also not be visible on the website. Also while adding a new blog, a deactivated category will not be there.)

Option to Delete the Category (Admin can delete the category and all the blogs in this category from here. This option will delete the blog category as well as all the blogs in this category. This action can not be undone.) (When admin will click on Delete, they will get a confirmation pop up, asking if they are sure and want to delete that particular category and blogs under it. Category once deleted will not be visible on either website or the admin panel and the admin will no longer have access to it and to the blogs under this category.)

7.2: BLOG

Step 1: Add Blog Page Fields

Select Category (Select) (Options: All the active categories added by the admin will display here)

Author Name (Textbox)

Date (Datepicker)

Blog Title (Textbox)

Featured Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Main Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Brief Intro (Textarea)

Details (Text Editor)

Submit (Button - submit)

Validations: a. Category is mandatory b. Author Name can not be empty c. Date can not be empty d. Blog Title can not be empty e. Featured Image is mandatory f. Main Image is mandatory. g. Brief Intro can not be empty h. Blog Details can not be empty i. Featured Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. j. Main Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded.

Step 2: List Blogs Page

This page will display all the added blogs and will have the option to edit a blog. Here the admin will also have the option to delete or deactivate any particular blog category.

Table Fields for List Blog Categories Page:

Sr No

Blog Title

Current Status (Active or Deactivated)

Option to Edit the Blog (Admin can edit the blog using this option)

Mark as Featured (Admin can mark any blog as featured to display on the featured section of the website e.g. Homepage. Up to 6 blogs can be marked as featured)

Option to Update the status of the blog (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of the blog, it will give a confirmation pop up asking you if you are sure and want to change the status of the blog. Blogs once deactivated will not be visible on the website. Only Active blogs will be listed on the website.)

Option to Delete the Blog (Admin can delete the entire blog from here. This option will delete the entire blog along with all the blog details like Blog Title, Images & Description. This action can not be undone.) (When admin will click on Delete, they will get a confirmation pop up, asking if they are sure and want to delete that particular blog. Blogs once deleted will not be visible on either website or the admin panel and the admin will no longer have access to it.)

Step 3: Edit Blog Page Fields

Select Category (Select) (Options: All the active categories added by the admin will display here)

Author Name (Textbox)

Date (Datepicker)

Blog Title (Textbox)

Featured Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Main Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Brief Intro (Textarea)

Details (Text Editor)

Submit (Button - submit)

Validations: a. Category is mandatory b. Author Name can not be empty c. Date can not be empty d. Blog Title can not be empty e. Featured Image is mandatory f. Main Image is mandatory. g. Brief Intro can not be empty h. Blog Details can not be empty i. Featured Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. j. Main Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded.

8. DISCOUNT COUPONS

Step 1: Add Discount Coupon Fields

Coupon Type (Percentage/Flat)

Value

Coupon Code

Expiry Date

Min Order Amount

Max Discount Value

Select User

No of Times

No of Times (Can be used by same user)

Submit (Button - submit)

Validations: a. Type is mandatory b. Value can not be empty c. Date of Expiry can not be empty d. Date of Expiry can not be in past e. Coupon Code can not be empty. f. Coupon Code must be unique. It can not be same as any active or any deactivated coupons. But the admin can use a name of any previously deleted coupons

Step 2: List Discount Coupons Page

This page will display all the added discount coupons and will have the option to edit an entry. Here the admin will also have the option to delete or deactivate any particular entry.

Table Fields for List Discount Coupons Page:

Sr No

Coupon Code

Type

Value

Date of Expiry

Date and Time

Current Status (Active or Deactivated)

Option to Edit (Admin can edit an entry using this option)

Option to Update the status of an entry (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of an entry, it will give a confirmation pop up asking you if you are sure and want to change the status of that entry. Entries once deactivated can not be used by the users to apply discount.)

Option to Delete an entry (Admin can delete a pin code. This option will delete that particular pin code. This action can not be undone.) (When admin will click on Delete, they will get a confirmation pop up, asking if they are sure and want to delete that particular entry. Entries once deleted will not be visible on either website or the admin panel and the admin will no longer have access to it. Users will not be able to use that discount coupon to get discounts.)

Step 3: Edit Discount Coupon Fields

Coupon Type (Percentage/Flat)

Value

Coupon Code

Expiry Date

Min Order Amount

Max Discount Value

Select User

No of Times

No of Times (Can be used by same user)

Submit (Button - submit)

Validations: a. Type is mandatory b. Value can not be empty c. Date of Expiry can not be empty d. Date of Expiry can not be in past e. Coupon Code can not be empty. f. Coupon Code must be unique. It can not be same as any active or any deactivated coupons. But the admin can use a name of any previously deleted coupons.

9. TESTIMONIALS

Step 1: Add Testimonial Page Fields

Name (Textbox)

Designation (Textbox)

User's Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Feedback (Textarea)

Submit (Button - submit)

Validations: a. Name can not be empty b. Designation can not be empty c. Image is optional. d. Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. e. Feedback can not be empty.

Step 2: List Testimonials Page

This page will display all the added testimonials and will have the option to edit an entry. Here the admin will also have the option to delete or deactivate any particular entry.

Table Fields for List Testimonials Page:

Sr No

Name

Designation

View Feedback (Option to view the feedback added on the popup)

Current Status (Active or Deactivated)

Option to Edit (Admin can edit an entry using this option)

Option to Update the status of an entry (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of an entry, it will give a confirmation pop up asking you if you are sure and want to change the status of that entry. Entries once deactivated will not be visible on the website. Only Active entries will be listed on the website.)

Option to Delete an entry (Admin can delete a testimonial. This option will delete all the details like Name, Designation, Feedback & Image. This action can not be undone.) (When admin will click on Delete, they will get a confirmation pop up, asking if they are sure and want to delete that particular en-

try. Entries once deleted will not be visible on either website or the admin panel and the admin will no longer have access to it.)

Step 3: Edit Testimonial Page Fields

Name (Textbox)

Designation (Textbox)

User's Image (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.) (Also option to remove an existing image)

Feedback (Textarea)

Update (Button - submit)

Validations: a. Name can not be empty b. Designation can not be empty c. Image is optional. d. Image can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded. e. Feedback can not be empty.

10: FAQs

Step 1: Add FAQ Page Fields

Question (Textarea)

Answer (Textarea)

Add FAQ (Button - submit)

Validations: a. Question can not be empty b. Answer can not be empty

Step 2: FAQs Listing Page

This page will display all the added FAQs and will have the option to edit an entry. Here the admin will also have the option to delete or deactivate any particular entry.

Table Field for Prices Listing Page:

Sr No

Question

View Answer (Option to View Answer)

Current Status (Active or Deactivated)

Option to Update the status of the FAQs (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of a FAQ, it will give a confirmation pop up asking you if you are sure and want to change the status of the FAQ. FAQs once deactivated will not be visible on the website. Only Active FAQs will be listed on the website.)

Option to Edit an entry (Admin can update any particular entry by clicking on this button)

Option to delete an entry (Admin can delete a FAQ and this action can not be undone.) (Once the admin clicks on Delete, they will get a confirmation pop up asking if they are sure and want to delete that particular entry. Once deleted it will neither be visible on the website nor in the admin panel. Admin will no longer have access to it.)

Step 3: Edit FAQs Page/Popup Fields

Question (Textarea)

Answer (Textarea)

Update FAQ (Button - submit)

Validations: a. Question can not be empty b. Answer can not be empty

11. LIST ORDERS

This page will list all the purchases made on the website.

Table Fields for List Orders Page:

Sr No

Order ID

Name of Customer

Email ID

Mobile No

Country

Date & Time of Purchase

Mode of Payment

Amount

View Details (Admin can click here to view the complete details of the order)

Update Order Status (Admin can update the order status of any particular order from here. Order Placed | Despatched | Delivered)

Update Payment Status (Admin can update the payment status of COD orders) - **To be confirmed by the client**

4.2. ORDER DETAILS PAGE

Admin can use this option to view all the details of any order.

Details of User:

Name of User

Email

Phone

Country

Delivery Address:

Address Line 1 + 2, Landmark, City, State, Country & PIN Code

Details of Order:

Order ID

Date & Time of Purchase

Mode of Payment (Online/COD)

Currency (INR/USD)

Transaction ID (Only in case of Online Transactions)

Total Amount

Details of Products Purchased (Table):

Sr No

Product Image

Category

Product Name

Qty

Price

GST

Total Amount

Order Summary:

Sub-total

==GST==

Discount

==Delivery Charges==

Grand Total

12. PAYMENTS HISTORY

This page will list all the payment made on the website.

Table Fields for List Payments Page:

Sr No

Order ID

Transaction ID

Name of User

Email ID

Mobile

Date & Time of Purchase

Mode of Payment (Online/COD)

Currency (INR/USD)

Payment Status

Amount Paid

Filters: Date Filter

Note: Admin can export this Sales Report in Excel Format. It will have Order ID | Transaction ID | Name of User | Email ID | Mobile No | Date & Time of Purchase | Mode of Payment | Currency (INR/USD) | Payment Status | Amount Paid

13. LIST CONTACT ENQUIRIES

This section will display all the enquires received from the website through various enquiry forms. Details will include: Name | Email | Mobile | Message

14.1: LIST USERS PAGE

This page will display all the registered users and will have the option to block a user.

Table Fields for Users Page:

Sr No

Name

Email

Reset Password (Admin can use this option to reset the users password)

Current Status (Active or Deactivated)

Option to Update the status of the User (Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status of the user, it will give a confirmation pop up asking you if you are sure and want to change the status of the user. User once deactivated will not be able to login into the Admin Panel. Only Active users will have the access to the User Dashboard.)

14.2: RESET PASSWORD FIELDS

The admin can use this option to reset the password of user.

New Password (Password)

Confirm New Password (Password)

Reset Password (Button - submit)

Validations: a. New Password field can not be empty. b. Confirm New Password field can not be empty. c. New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. d. Confirm New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. e. New Password & Confirm New Password must be the same.

15. SHIPPING CHARGES

Admin can use this feature to add/update shipping charges for any country other than India and shipping charges for the states of India.

Step 1: Add Shipping Charges Fields

Select Country (Select) (Options: List of all the countries, for which the shipping charges are not yet updated.)

Select State (**Note: Only in case if India is selected**) (Select) (Options: List of all the states in India, for which the shipping charges are not yet updated.)

Shipping Charges (INR: In case of India & USD: In case of countries other than India) (Number upto 2 decimal)

Add Shipping Charges (Button - submit)

Validations: a. Select Country is mandatory. b. Select state is mandatory if India is selected in country. For other countries this field will not be visible. c. Shipping charges can not be empty d. Shipping Charges can only be a number with up to 2 decimals.

Step 2: Shipping Charges Listing Page

Table Field for Prices Listing Page:

Sr No

Country

State

Shipping Charges

Current Status (Active or Deactivated)

Option to Update the status(Deactivate - If the current status is Active & Activate - If the current status is Deactivated) (Once you try to change the status, it will give a confirmation pop up asking you if you are sure and want to change the status of that particular entry. Users will not be able to submit orders from the deactivated countries and states.)

Option to Edit an entry (Admin can update any particular entry by clicking on this button)

Option to delete an entry (Admin can delete an entry and this action can not be undone.) (Once the admin clicks on Delete, they will get a confirmation pop up asking if they are sure and want to delete that particular entry. Users will not be able to submit orders from the deleted countries and states.)

Step 3: Edit Shipping Charges PageFields

Select Country (Select) (Options: List of all the countries, for which the shipping charges are not yet updated.)

Select State (**Note: Only in case if India is selected**) (Select) (Options: List of all the states in India, for which the shipping charges are not yet updated.)

Shipping Charges (INR: In case of India & USD: In case of countries other than India) (Number upto 2 decimal)

Update Shipping Charges (Button - submit)

Validations: a. Select Country is mandatory. b. Select state is mandatory if India is selected in country. For other countries this field will not be visible. c. Shipping charges can not be empty d. Shipping Charges can only be a number with up to 2 decimals.

16. LOGOUT

Admin can use this option to log out from the admin panel.

USER DASHBOARD:

1. LOGIN:

User will have the option to login into the user dashboard by entering email id and password. Once the correct details are entered, the user will be able to enter inside the user dashboard.

Step 1: Login Page Fields:

Email (Email)

Password (Password)

Submit (Button - submit)

Validations: a. Email can not be empty. b. Password can not be empty. c. Wrong Email ID can not be accepted. d. Wrong Password can not be accepted. e. Email ID in wrong format can not be accepted. f. The entered email id has to be a valid and registered email id. g. The password entered must be the valid password for the email id entered.

2. FORGOT PASSWORD:

In case user forgets the password, they can simply click on Forgot password link on the login page, below the login form. In the next step the user will have to enter the registered email ID. After that, the user will receive the Reset Password OTP on the registered email id. Once user enters correct OTP in the next step, they will get the option to create new password. Once they complete this step successfully, they can login into the user dashboard by using the new password.

Step 1: Forgot Password Page Fields

Email ID (Email)

Submit (Button - submit)

Validations: a. The field can not be empty. b. Wrong Email ID can not be accepted. c. Email ID in wrong format can not be accepted. d. The entered email id has to be a valid and registered email id.

Step 2: OTP Page Fields:

Enter OTP (Text)

Verify OTP (Button - submit) | Resend OTP (Button - Submit) (Resend OTP Button to be used in order to resend the OTP on the registered email id. Admin can resend OTP max 3 times)

Validations: a. The field can not be empty. b. Wrong OTP can not be accepted. c. Only a valid OTP should allow the admin to proceed to the next page to change the password.

Step 3: Reset Password Page Fields:

New Password (Password)

Confirm New Password (Password)

Change Password (Button - submit)

Validations: a. New Password field can not be empty. b. Confirm New Password field can not be empty. c. New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. d. Confirm New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. e. New Password & Confirm New Password must be the same.

LOGIN OTP MAILER (HTML MAILER):

Subject: Reset Password OTP ($Date $Time) – Rootine Organics

From Email: _____

Body:

Dear $Name,

Welcome to Rootine Organics. Please use this OTP: $OTP to reset your password and to access your dashboard.

Regards,
Team Rootine Organics

3. UPDATE PROFILE:

User can update their profile from this section. Details can be updated: Name, Email, Mobile & Profile Picture.

Step 1: Update Profile Page Fields:

Name (Text)

Email (Email)

Mobile (Tel)

Upload Pic (File: jpg, jpeg, JPG & JPEG | Size: As specified in the admin panel.)

Update Profile (Button - submit)

Validations: a. Name can not be empty b. Email can not be empty c. Mobile can not be empty d. Email needs to be unique e. Email in wrong format can not be accepted. f. Mobile number in wrong format can not be accepted. Mobile number can be maximum 10 digits. g. Profile picture can only be a file. Formats accepted: jpg, jpeg, JPG & JPEG. Files with other extensions should not be allowed to be uploaded.

4. RESET PASSWORD:

This is an option for user to change their passwords from time to time.

Step 1: Reset Password Page Fields

Current Password (Password)

New Password (Password)

Confirm New Password (Password)

Reset Password (Button - submit)

Validations: a. New Password field can not be empty. b. Confirm New Password field can not be empty. c. New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. d. Confirm New Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. e. New Password & Confirm New Password must be the same. f. Current Password can not be empty g. Current password must be a valid password.

5. DASHBOARD

The user dashboard will show the below various stats:

Total Orders (Lifetime): *No of total orders placed till date. On clicking this box, all the respective entries will be displayed.*

Total Orders (This Month): *No of orders placed in the current month. On clicking this box, all the respective entries will be displayed.*

Orders Placed: *No of total orders placed on the website till date. On clicking this box, all the respective entries will be displayed.*

Orders Despatched: *No of total orders despatched till date. On clicking this box, all the respective entries will be displayed.*

Orders Delivered: *No of total orders delivered till date. On clicking this box, all the respective entries will be displayed.*

6. MY ADDRESSES

Step 1: Add Address Page Fields

Name (Contact Person) (Text)

Address Line 1 (Text)

Address Line 2 (Text)

Landmark (Text)

Country (Select) (Options: List of all the countries will display here)

State (Select) (Options: List of all the states in the selected country will display here)

City (Select) (Options: List of all the cities in the selected state will display here)

PIN Code (Number)

Type (Select) (Options: Office/Home)

Mobile No (Tel)

Add Address (Button - submit)

Validations: a. Name can not be empty b. Address Line 1 can not be empty c. Address Line 2 is optional d. Landmark can not be empty e. Country can not be empty f. State can not be empty g. City can not be empty h. PIN Code is mandatory i. Mobile No is mandatory j. Type is Mandatory k. PIN Code must be a number of 6 digits l. Mobile number in wrong format can not be accepted. Mobile number can be maximum 10 digits.

Step 2: Edit Address Page Fields

Name (Contact Person) (Text)

Address Line 1 (Text)

Address Line 2 (Text)

Landmark (Text)

Country (Select) (Options: List of all the countries will display here)

State (Select) (Options: List of all the states in the selected country will display here)

City (Select) (Options: List of all the cities in the selected state will display here)

PIN Code (Number)

Type (Select) (Options: Office/Home)

Mobile No (Tel)

Update Address (Button - submit)

Validations: a. Name can not be empty b. Address Line 1 can not be empty c. Address Line 2 is optional d. Landmark can not be empty e. Country can not be empty f. State can not be empty g. City can not be empty h. PIN Code is mandatory i. Mobile No is mandatory j. Type is Mandatory k. PIN Code must be a number of 6 digits l. Mobile number in wrong format can not be accepted. Mobile number can be maximum 10 digits.

Step 3: Delete Address

User can delete any particular address. Once the user clicks on delete, user will get a confirmation pop up asking if they are sure and want to delete that particular address.

7. MY ORDERS

This section will list all the orders made by the user till date and can download the Invoice for the respective orders.

Table Fields for List Orders Page:

Sr No

Order ID

Date & Time of Purchase

Mode of Payment (Online/COD)

Payment Status (Paid/Unpaid)

Order Status (Order Placed | Despatched | Delivered)

Amount

View Details (User can use this option to view the complete details of the order)

View/Download Invoice (It will open the Invoice in a new tab in PDF Format and the user can download this Invoice.)

6.3. ORDER DETAILS PAGE

User can use this option to view all the details of any order.

Details of User:

Name of User

Email

Phone

Address

Details of Order:

Order ID

Date & Time of Purchase

Status (Order Placed | Despatched | Delivered)

Mode of Payment (Online | COD)

Payment Status (Paid | Unpaid)

Transaction ID (Only For Online Transactions)

Total Amount

Details of Products Purchased (Table):

Sr No

Product Image

Category

Product Name

Price

GST

Total

Order Summary:

Sub-total

Shipping Charges

GST

Discount

Grand Total

WEBSITE:

Homepage:

Homepage will have sliders, an introduction about Rootine Organics, 3 or 6 USPs/Features, Featured Product List, CTA, Featured Blogs List.

Search:

Search option can be used by the users to search the products by their names and benefits.

About Us:

On about us page, we will show the vision, mission & values of Rootine Organics. 2-3 Paras about Rootine Organics will come here. We can also display testimonials here. This will also come dynamically as added by the admin. And some CTA can be added on this page.

Blogs List:

This page will show all the active blogs. Details will include: Blog Title, Category, Author Name, Date Posted, Featured Image, Brief Intro and a Read More button. On clicking the read more button, it will take users to the details page of the blog. This will be dynamic.

Blog Details:

The blog details page will show the blog title, main image, author name, Date, Category & Details of the blog. In the sidebar, there will be 3 featured posts listed and then the list of categories will be displayed. This will be dynamic.

Note: On clicking a blog category name from anywhere (blog list page or details page), it will show the list of blogs under that particular category.

Contact:

This page will show the contact details of Rootine Organics. It will include Contact Numbers, Email IDs, Address, Google Maps & a Contact Form. Once the user submits the contact form here, admin will receive a mail notification and can check the details. Admin can also view the details from their admin panel.

Terms & Conditions:

This page will list down all your terms & conditions.

Privacy Policy:

This page will list down all your policies.

FAQs:

This page will show all the active FAQs added by the admin.

Testimonials:

This page will show all the active testimonials added by the admin.

Products List Page:

This page will show the list of all the active products category wise. The details will include: Category , Product Title, Featured Image, Actual and Discounted Prices & a View Details Button. On clicking the view details button, this will take the users to the details page of that particular product. By default the pricing will be shown according to the IP. For Indian IPs, INR pricing will be shown and for IPs outside India, USD Pricing will be displayed.

Product Details Page:

The product details page will show all the details of the product. Details will include: Category, Product Title, Main Image, Description, Benefits, Actual Price and Discounted Price and option to add the product to cart.

Note: On clicking a product category name from anywhere (product list page or details page), it will show the list of products under that particular category.

Benefits List Page:

This page will show the list of all the active products benefit wise. The details will include: Category , Product Title, Featured Image, Actual and Discounted Prices & a View Details Button. On clicking the view details button, this will take the users to the details page of that particular product. By default the pricing will be shown according to the IP. For Indian IPs, INR pricing will be shown and for IPs outside India, USD Pricing will be displayed.

Cart Page:

Cart Page will show the below details in a table. It will display all the products added to the cart by the user:

Sr No

Product Name

Quantity

Price

GST

Total Amount

And in the bottom: the amount payable will be displayed (Sub-total | GST | Total Amount). There will also be a button with the text "Proceed to Checkout" Users can modify quantity and can click on Update Cart Button to modify the cart. There will also be a button Continue Shopping which will take the users to Product Category List Page.

Select Addresses:

Before checkout user will see all the already added addresses in their account and can select any delivery address from there. And if the user wants can also add a new delivery address. Only the addresses with the serviceable States/Countries will be allowed to proceed.

Checkout Page:

This will be the confirmation page before going to the final step to make the payment. Here all the details like cart will be displayed and in the sidebar Order Summary will be displayed. Also in the sidebar, there will be apply coupon code option. Sidebar will have details like: (Sub-total | SGST & CGST or IGST | Shipping Charges | Discount | Grand Total), Delivery Address, Apply Coupon Option, Option to select Payment Mode (COD/Online). Also in the sidebar, there will be a select country dropdown. We will automatically detect and show the country according to the IP but if user wants, they can also change it manually. Once user changes from any other country to India, we will show a note: Indian Payment Gateway only accepts payments from Indian Cards/Banks. And if a user changes country from India to some other country, we will show a note: International Payment Gateway doesn't accept any Indian Cards/Banks.

Register Page:

From this page the users can register on the website.

Step 1: Register Page Fields:

Name (Text)

Email (Email)

Mobile + Country ISD Code (Select + Tel)

Password (Password)

Confirm Password (Password)

Register Now (Button - submit)

Validations: a. Name can not be empty b. Email can not be empty c. Mobile can not be empty d. Password can not be empty e. Confirm Password can not be empty f. Email needs to be unique g. Email in wrong format can not be accepted. h. Mobile number in wrong format can not be accepted. Mobile number can be in numbers only. i. Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. j. Confirm Password must be min 8 characters long with minimum one capital & one small letter and a special character and a number. k. Password & Confirm Password must be the same. l. Country is mandatory.

Note: According to user's ISD Code, we can also store the country of the user.

Step 2: OTP Page Fields:

Enter OTP (Text)

Verify OTP (Button - submit) | Resend OTP (Button - Submit) (Resend OTP Button to be used in order to resend the OTP on the registered email id. User can resend OTP max 3 times)

Validations: a. The field can not be empty. b. Wrong OTP can not be accepted. c. Only a valid OTP should allow the user to proceed further.

REGISTRATION OTP MAILER (HTML MAILER):

Subject: Email Verification ($Date $Time) – Rootine Organics

From Email: _____

Body:

Dear $Name,

Welcome to Rootine Organics. Please use this OTP: $OTP to verify and register on Rootine Organics.

Regards,
Team Rootine Organics

After successful registration, user/admin will receive a confirmation email.

Success Page:
User will be redirected on this page after a successful transaction.

Failure Page:
User will be redirected on this page after a failed transaction.

WhatsApp Link Connection:
Will add a WhatsApp link for users to chat with you.

Live Chat Integration:
Tawk Chat Integration.

Social Media Integration:
Facebook, Instagram and Twitter account will be created and integrated in website.

Payment Gateway:

Payment Gateway Integration (Domestic)
Payment Gateway Integration (International)

BUYING PROCESS:

Step 1: User will go to any product details page

Step 2: User will select the quantity from the dropdown on the product details page.

Step 3: On the basis of the above selection the pricing will get updated (INR - For India IP Location & USD: For IP Locations Outside India). The user can then add that product to his/her cart.

Step 4: User can add more products to the cart. And then user will go to Cart Page. User can review the cart and can proceed to checkout.

Step 5: If the user is not logged in, it will be redirected to the login page. If the user is not already registered, it can create an account by registering. Once the user is registered or logged in, they can proceed further.

Step 6: User will be able to select the addresses from their addresses or can add a new delivery address on this page and can proceed.

Step 8: User will see the checkout page. It's a final confirmation page before the user makes the payment. Here the user can change the country in case the IP doesn't get the correct location. And finally the user can click on Proceed to Pay.

Step 8: Indian users will be redirected to PayU Money Payment Gateway Page and Users outside India will be redirected to Stripe Payment Gateway Page.

Step 9: After successful payment, users will be redirected to thank you page and then user as well as admin will receive a notification regarding the new purchase on the registered email. If transaction gets failed, the user will be redirected to the order failure page and user will have to retry to make the transaction.

WHAT WE NEED FROM YOU?

1. Registration Form Fields Confirmation

2. Contact Form Fields

3. Social Links: FB, Insta & Twitter

4. HTML Mailer Layout Option Select

5. Admin: New Contact Enquiry Received (Mailer Content)

6. New Registration Mail to User (Mailer Content)

7. New Registration Mail to Admin (Mailer Content)

8. Order Success Mail to User (Mailer Content)

9. Order Success Mail to Admin (Mailer Content)

10. Order Despatched Mail to User (Mailer Content)

11. Order Delivered Mail to User (Mailer Content)

12. About Us Page Content

13. Contact Details (Business Name, Address, Contact Number, Email, Google Map etc.)

14. Terms & Conditions Page Content

15. Privacy Policy Page Content

16. Thank You Page Content

17. Failure Page Content

18. Contact Enquiry Form Submit - Success Message

19. Documents for Payment Gateway

20. Invoice Format

21. Logo

22. Reference Design you prepared for the website

23. Brand Manual

24. Packaging

25.   SOW Approval

<mark>**ADDITIONS:**</mark>
<mark>Advanced Coupon</mark>

QUESTIONS:

1. GST System

2. COD

3. Shipping Charges

4. International Tax

HTML Mailer Links:

http://digihostsolutions.com/Meditation/mailer/registration-successful.html

http://digihostsolutions.com/Ibasket/mailer/index.html

http://digihostsolutions.com/gfs-mail/gfs-mail-13.html

http://digihostsolutions.com/ChotteChanakya/mailer/index.html

Terms & Conditions and Privacy Policy Samples:

https://www.ibasket.co.in/terms_conditions

https://www.ibasket.co.in/privacy_policy

https://digihostsolutions.com/OrganicAmrit/termsCondition.php

https://digihostsolutions.com/OrganicAmrit/disclaimers-and-policies.php

https://www.mindfulnesspractitioner.com/meditation/terms-conditions

https://www.mindfulnesspractitioner.com/meditation/privacy-policy

Contact Form Fields:

Name

Mobile Number

Email ID

Message

SAMPLE MAILERS CONTENT:

Admin: New Contact Enquiry Received

Subject: New Contact Enquiry Received

Dear Admin,

You have received a new contact enquiry from **Suman Vyas.** Below are the details received from the enquiry:

Name: Suman Vyas
Email: suman@digihost.in
Mobile: +91-8355943817
Message: TEST

To view all the details login into the admin panel. Click here to login into your admin panel.

Regards,

Team Rootine Organics

New Registration Mail to User
Subject -Yay! You are now a registered user on Rootine Organics

Hi, #Name

Welcome to the Rootine Organics.

You are now successfully registered with Rootine Organics.

Regards,

Team Rootine Organics

New Registration Mailer to Admin

Subject: New User Registration on Rootine Organics

Dear Admin,

A new user has registered on the Rootine Organics Website.

Please click here to login into the admin panel to view the details.

Regards,

Team Rootine Organics

Order Success Mail to User

Subject: Order Confirmed! Your product will be shipped soon!

Hi, #Name

Welcome to the world of Rootine Organics

You have successfully purchased #OrderID with Rootine Organics.

Sr. No.	Product Name	Qty	Price	GST	Total Amount

Sub-total

SGST & CGST or IGST

Shipping Charges

Discount

Grand Total

For any queries, write to contact@rootineorganics.com

Regards,

Team Rootine Organics

Order Success Mail to Admin

Subject: New Order Received – Rootine Organics

Dear Admin,

We have received a new order on #Date for #OrderId

 Please login into the admin to view the details.

Regards,

Team Rootine Organics

Order Despatched Mail to User

Subject: Order Despatched!

Hi, #Name

Your #OrderId has been despatched from our warehouse and should reach you shortly.

#Product Details

Thank you for shopping with Rootine Organics!

For any queries, write to contact@rootineorganics.com

Regards,

Team Rootine Organics

Order Deliver Mail to User

Subject: Order Delivered!

Hi, #Name

Your #OrderId has been delivered.

#Product Details

Thank you for shopping with Rootine Organics!

For any queries, write to contact@rootineorganics.com

Regards,

Team Rootine Organics