Autism Mall E-Marketplace

User Manual on

“How to Become a Seller”

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1 Introduction

Autism Mall E-Marketplace (AMEM) User Manual is a manual that comes with guidelines that will assist the users to use the website. In this manual, it also comes with minimum requirements for devices to be used for the website.

1.1 Who Can Benefit From This User Manual?

• AMEM Seller

1.2 Key Features of AMEM User Manual

• Users friendly and well-designed online system.
• Well instructed guideline for sellers to understand.

2 Requirements

2.1 Minimum PC Requirements

The minimum requirements for running the web browser required to operate the website are listed below:

• Windows 7. Windows 8, Windows 8.1 , Windows 10 or later
• Intel Pentium 4 Processor or later (SSE3 capable)

2.2 Supported Web Browser

• Google Chrome
• Mozilla Firefox
• Opera
• Microsoft Edge
• Internet Explorer

3 Direct Link to Website

3.1 Guidelines on how to direct to the AMEM Website

3.1.1 Click on the link below to go to Autism Mall mainpage

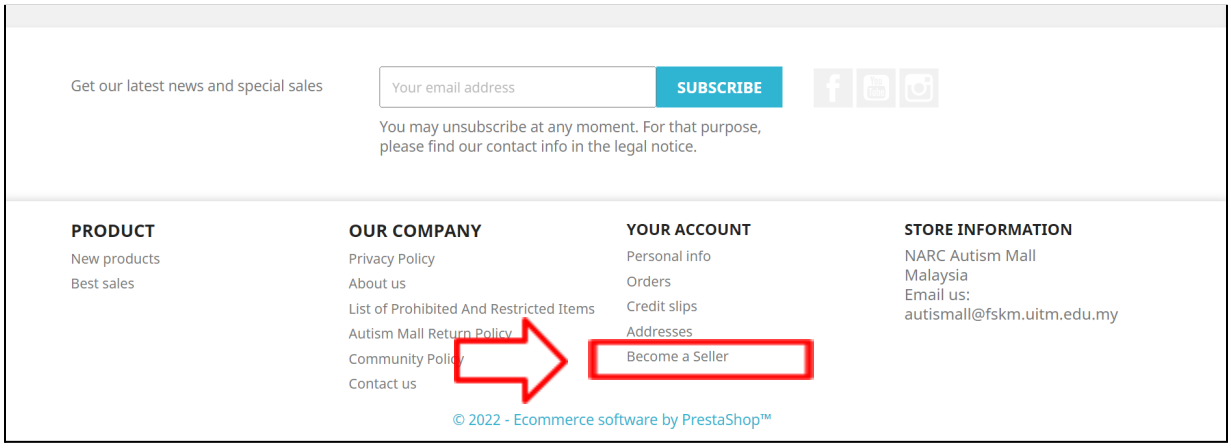
Website Link: https://autismall.uitm.edu.my/

i. Users must browse to the URL link provided to access the website page.

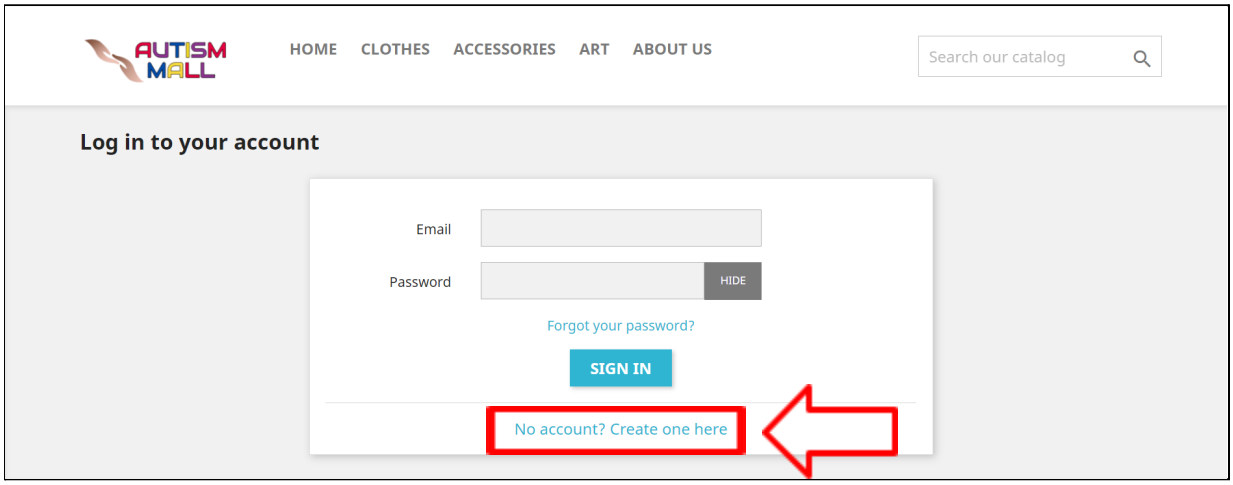
4 Register as a Seller

4.1 Guidelines on how to register as a seller

4.1.1 Click on the **“Become a seller”** button at the bottom of the home page

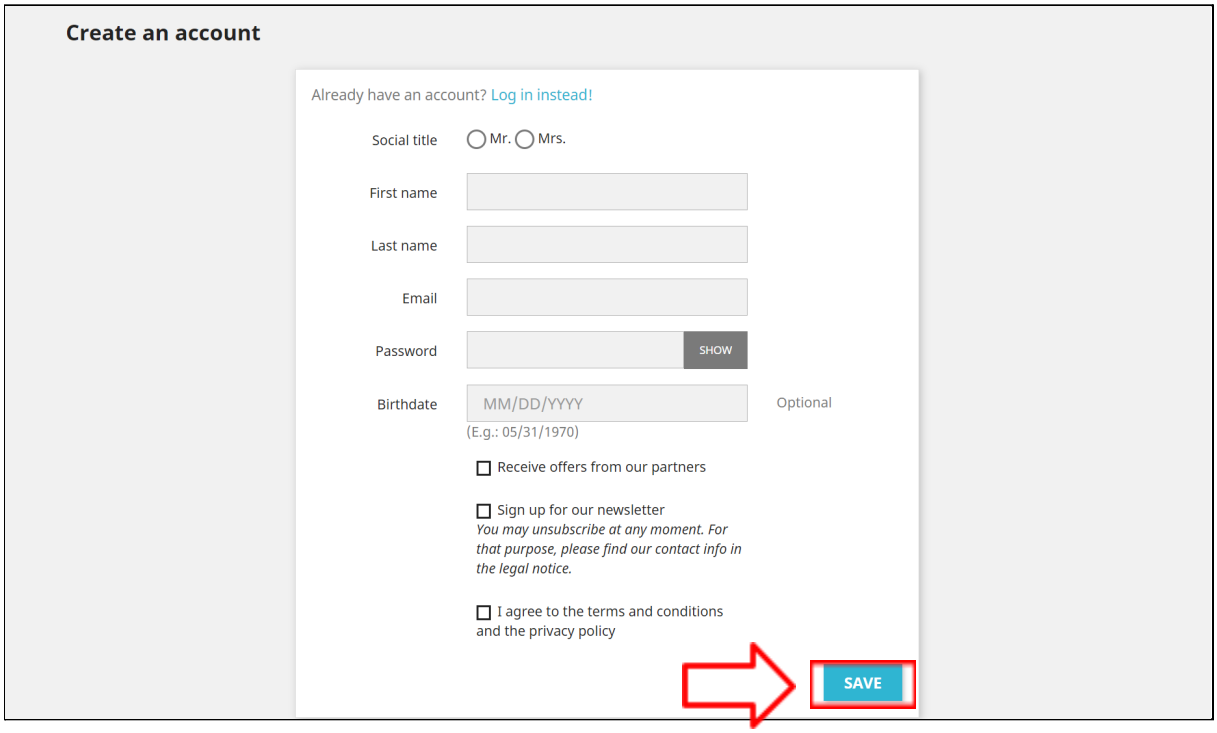


4.1.2 Click on the **“No Account, Create One Here”** hyperlink to create a new account



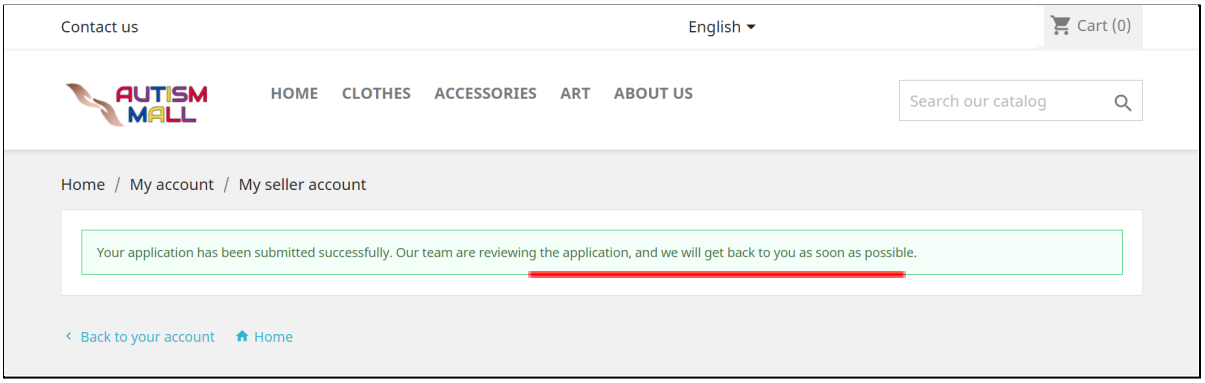
4.1.3 Fill in the form with your information such as:

i. First name
ii. Last name
iii. Email
iv. Password
v. Birthdate



4.1.4 Click on the **"Save"** button after completing the form.

4.1.5 Sellers are required to wait for the application to be approved by the admin.

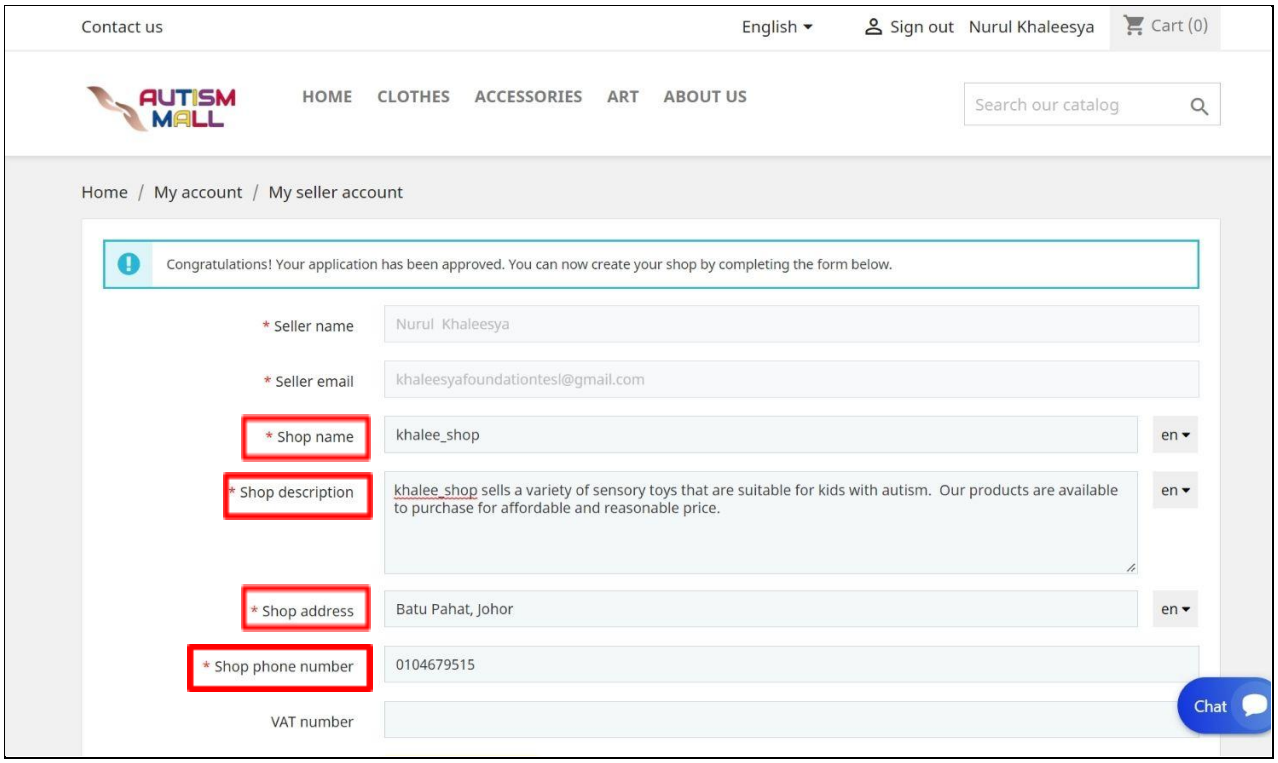


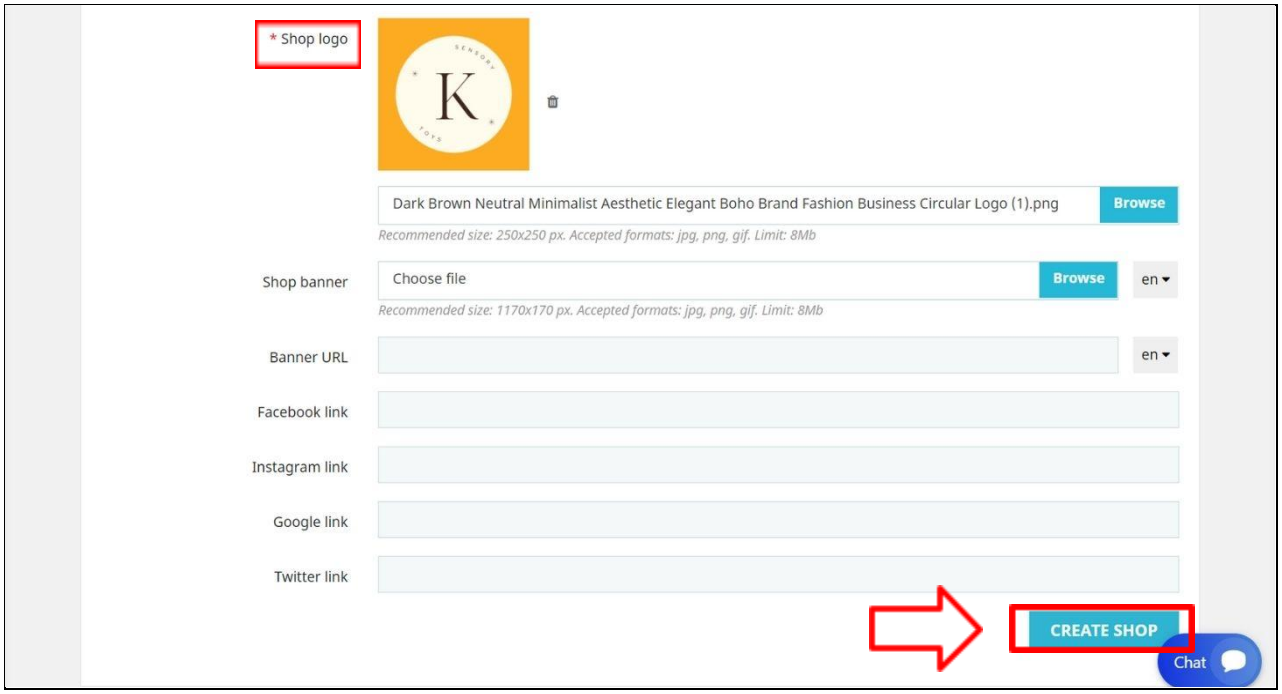
4.1.6 After receiving the approval from the admin, you may proceed by filling in the form with the details of your shop such as:

i. Shop name
ii. Shop description
iii. Shop address
iv. Shop phone number

4.1.7 Other details without this **(*) symbols** are optional to be filled. The details are such as:

i. VAT number
ii. Shop banner
iii. Banner URL
iv. Facebook link
v. Instagram link
vi. Google link
vii. Twitter link



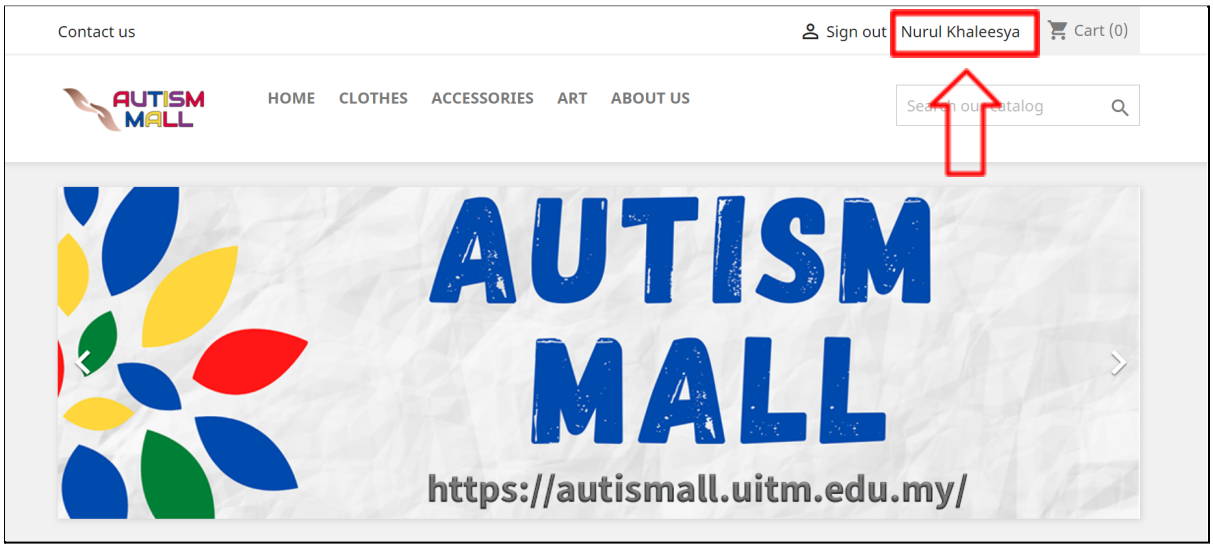


4.1.8 Click on the **"Create Shop"** button after completing the form and you are ready to sell your product.

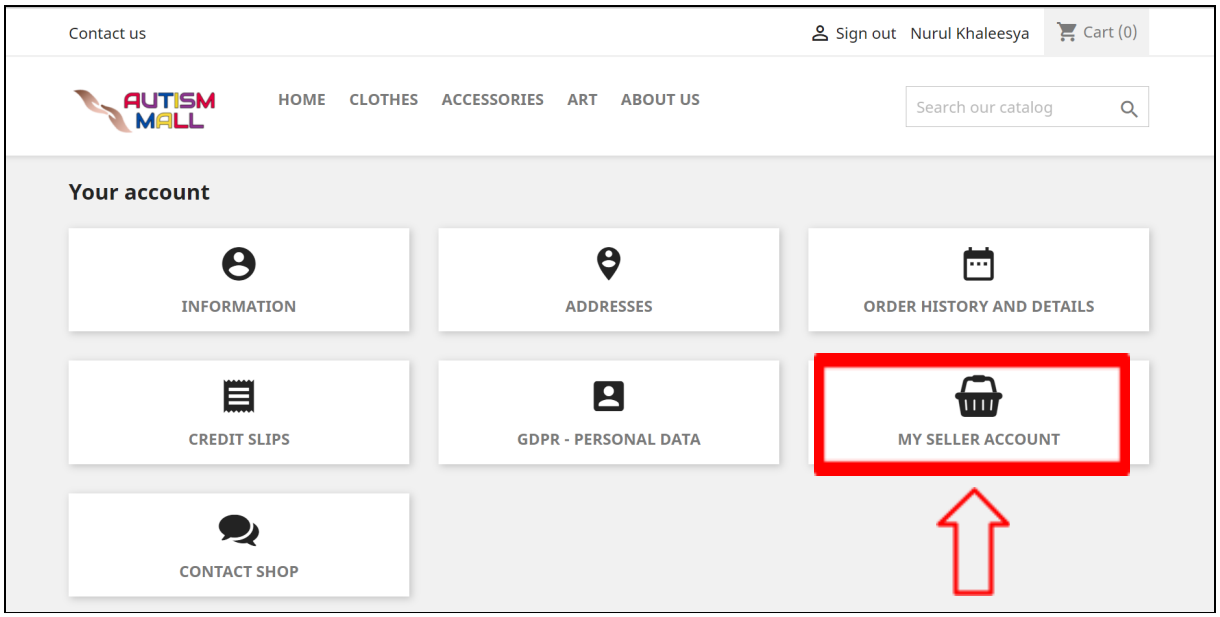
5 Add New Products

5.1 Guidelines on how to add new products

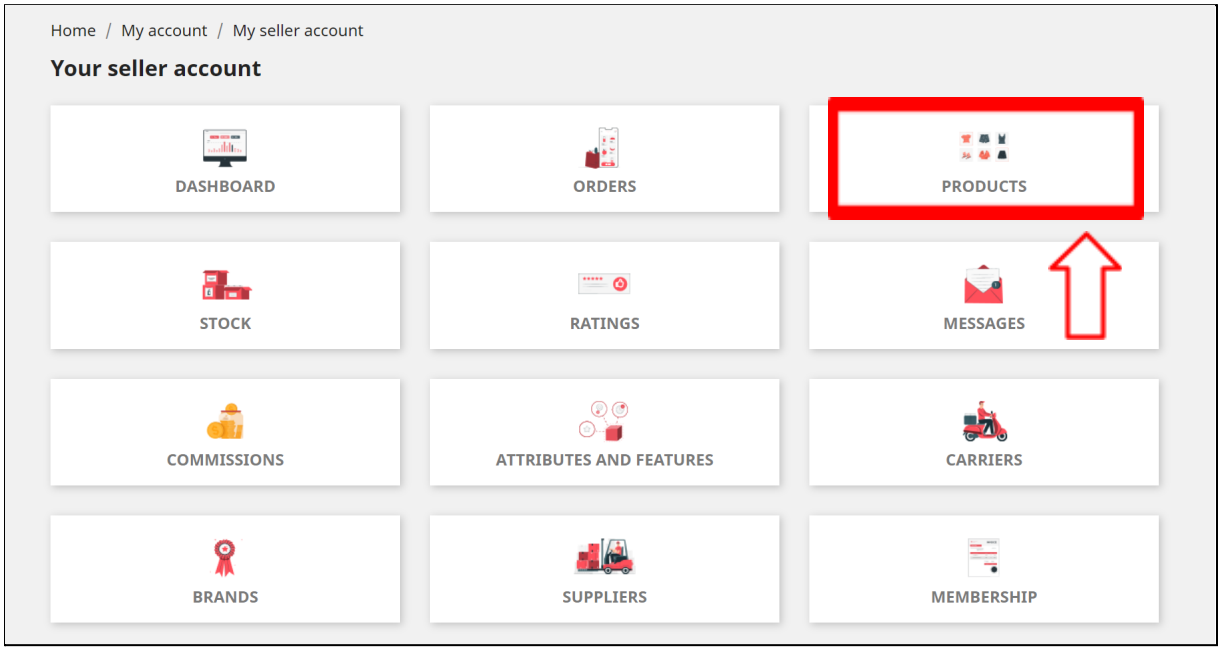
5.1.1 Click on **your account name** at the top of the page and the page will redirect you to your account page.



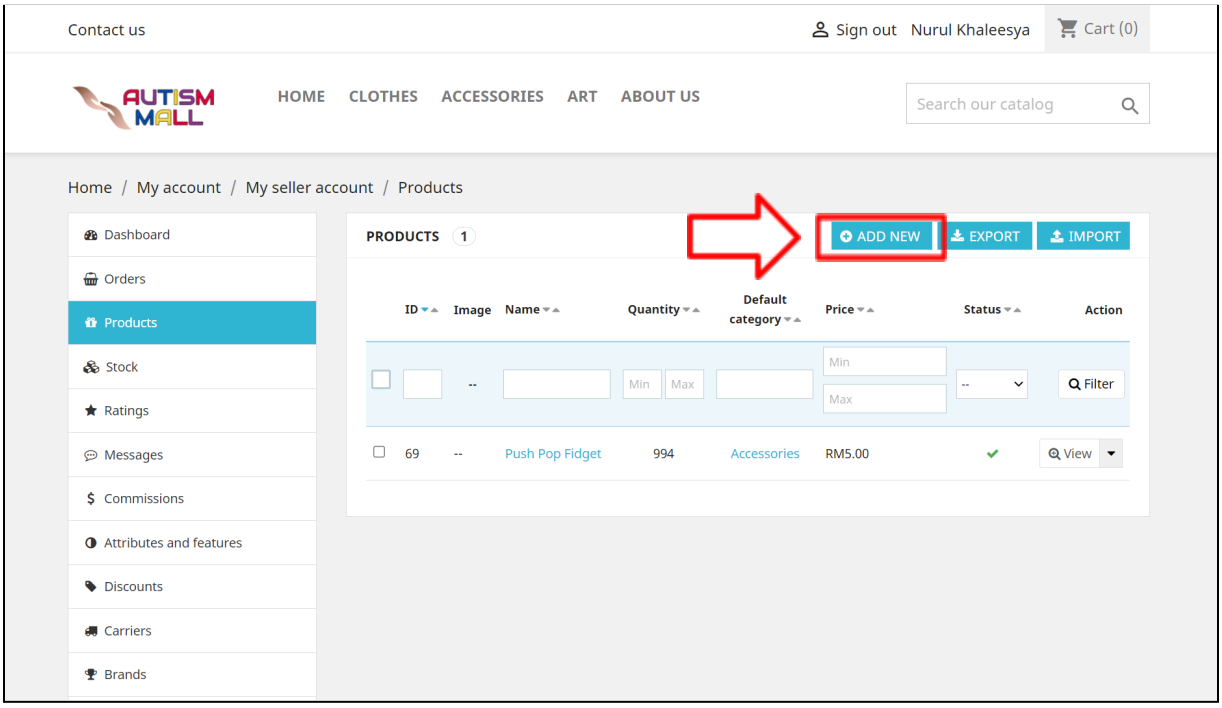
5.1.2 Click on the **"My Seller Account"** button to see more options.



5.1.3 The page will display options for your account and go to the **“Products”** page to add new products.

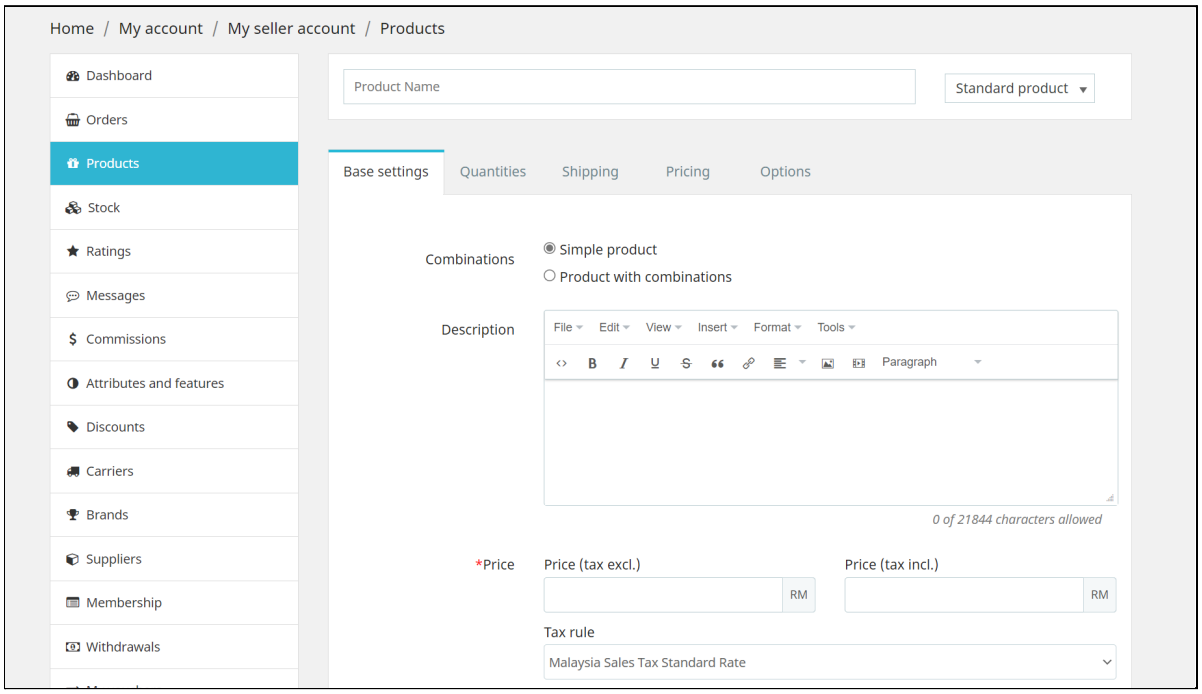


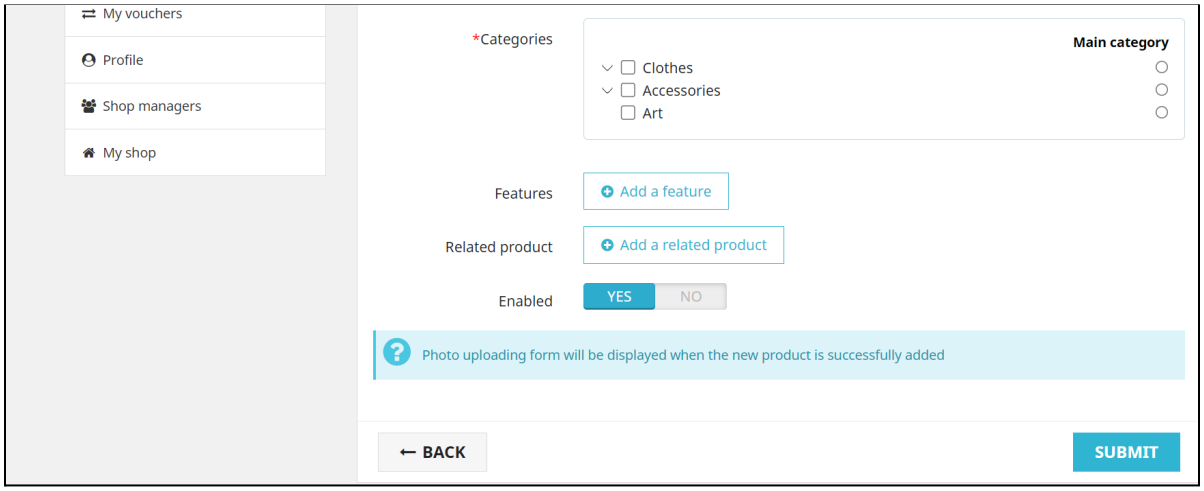
5.1.4 Click on the **“Add New”** button to add products to your shop.



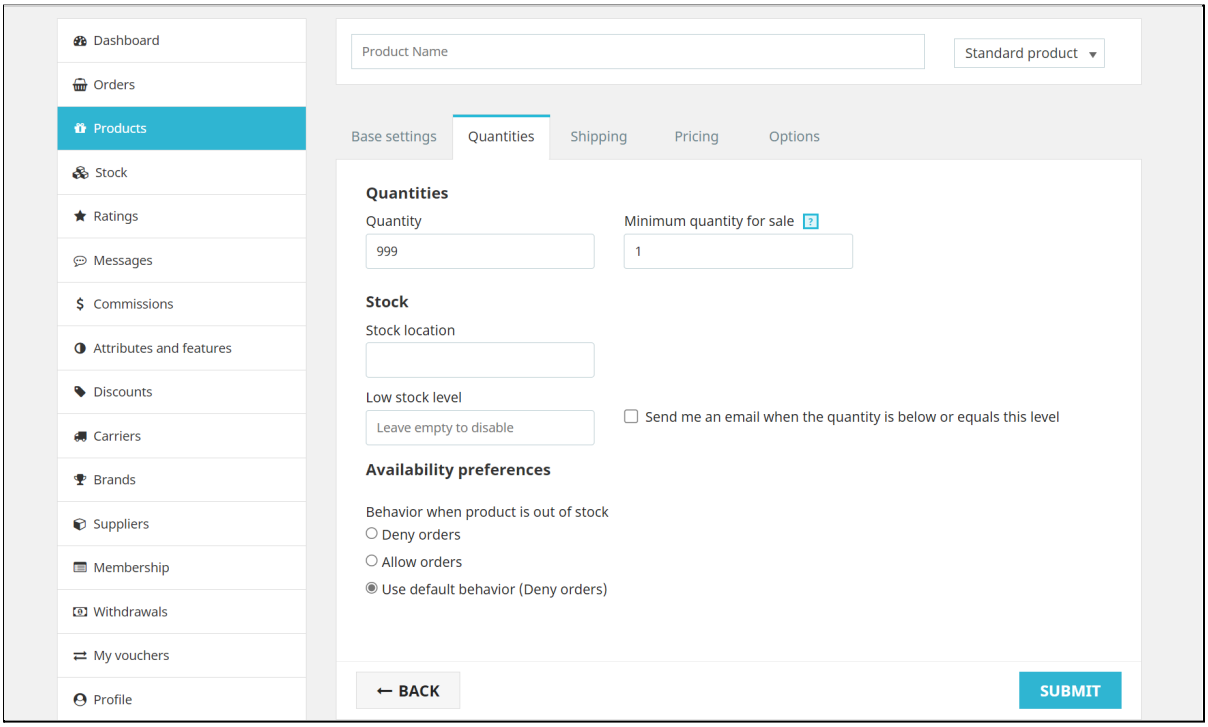
5.1.5 Fill in the form with your product information in **five sections** such as:

i. Base settings

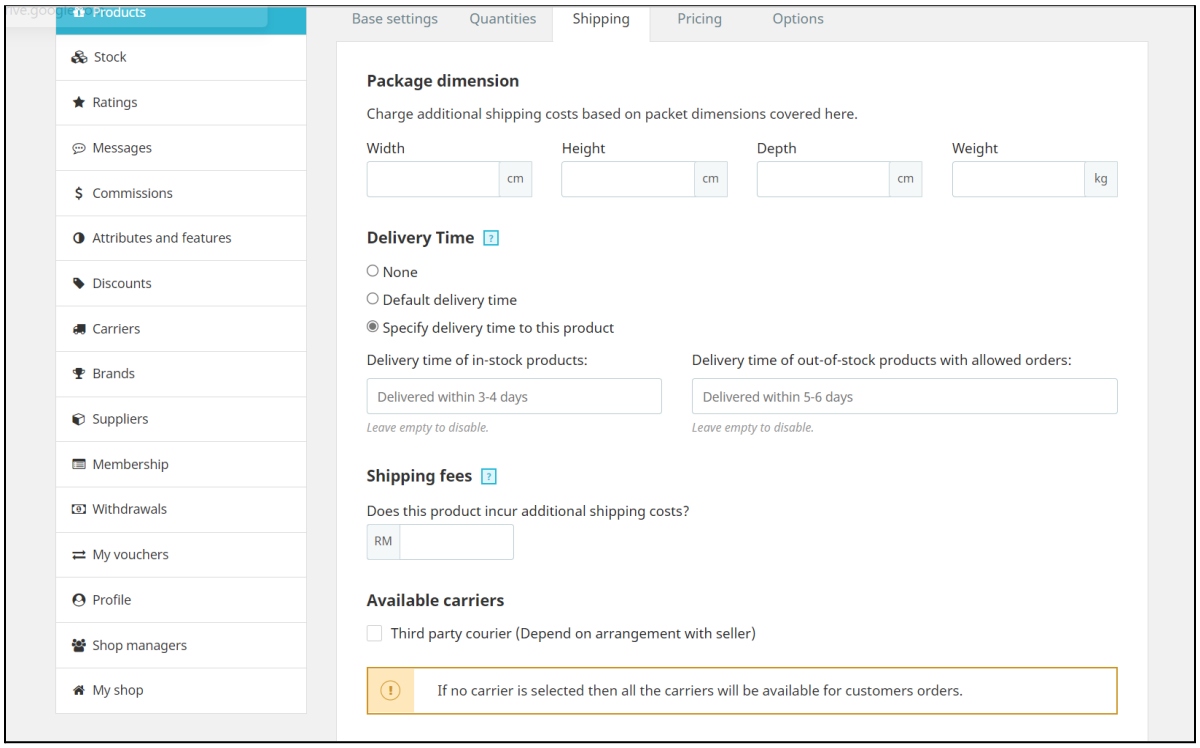




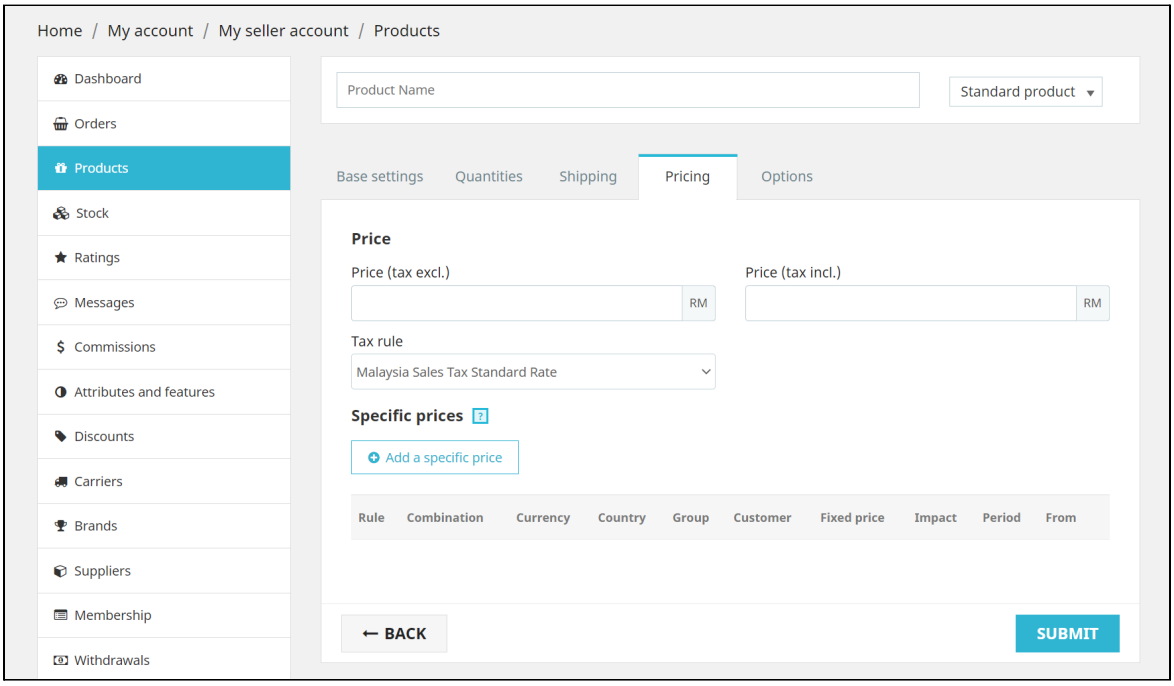
ii. Quantities



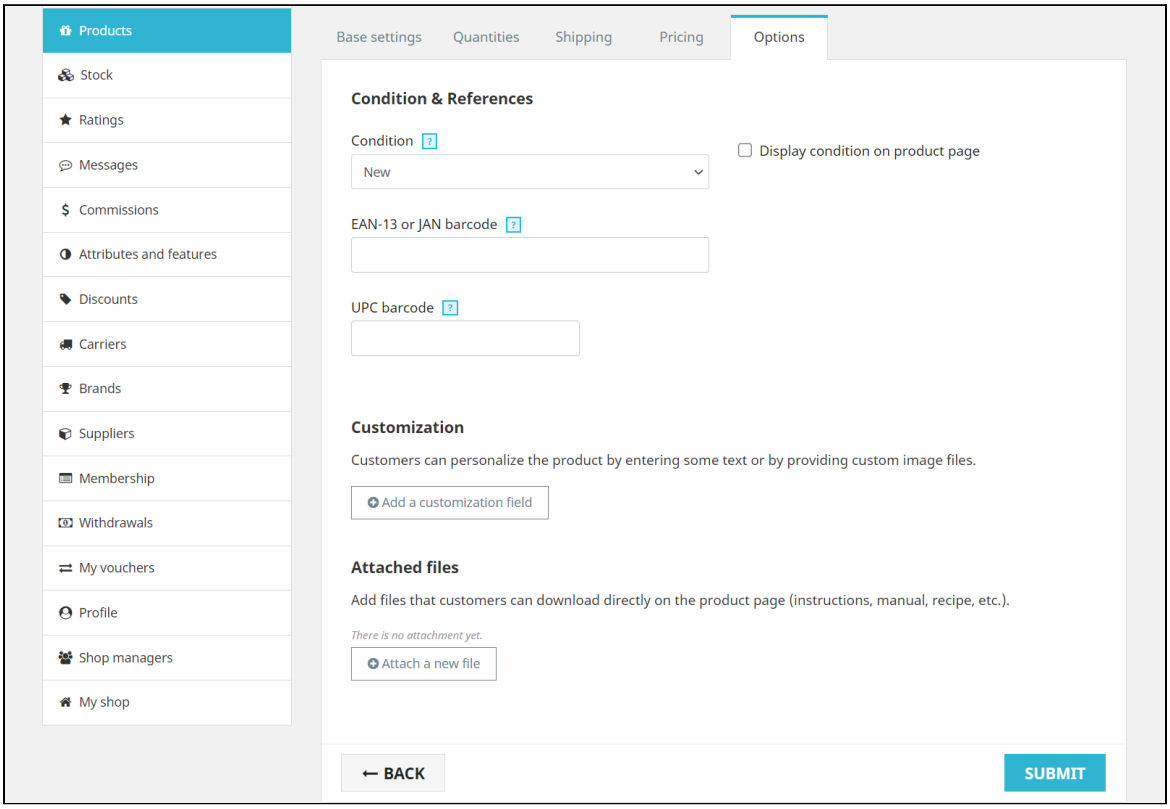
iii. Shipping



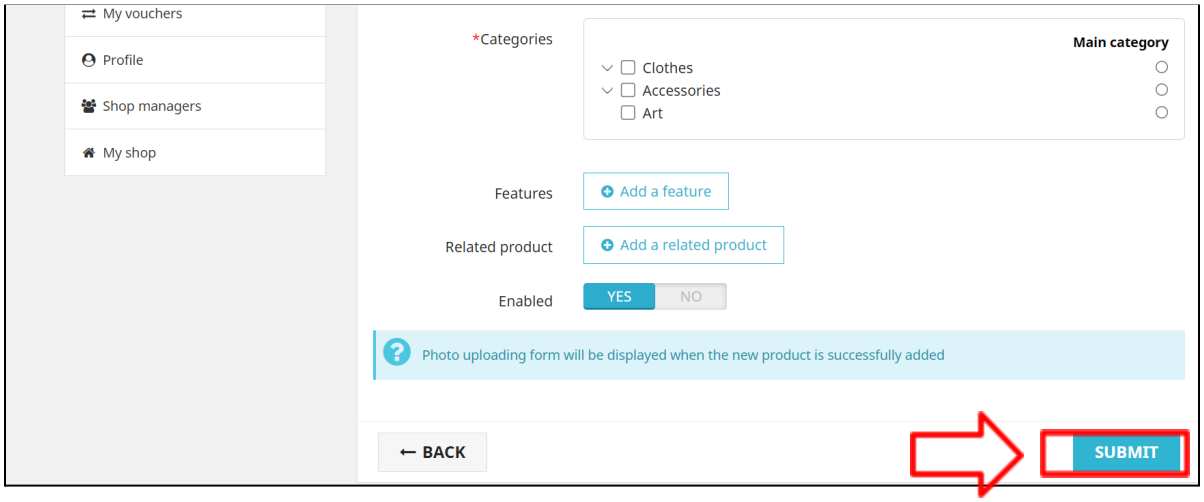
iv. Pricing



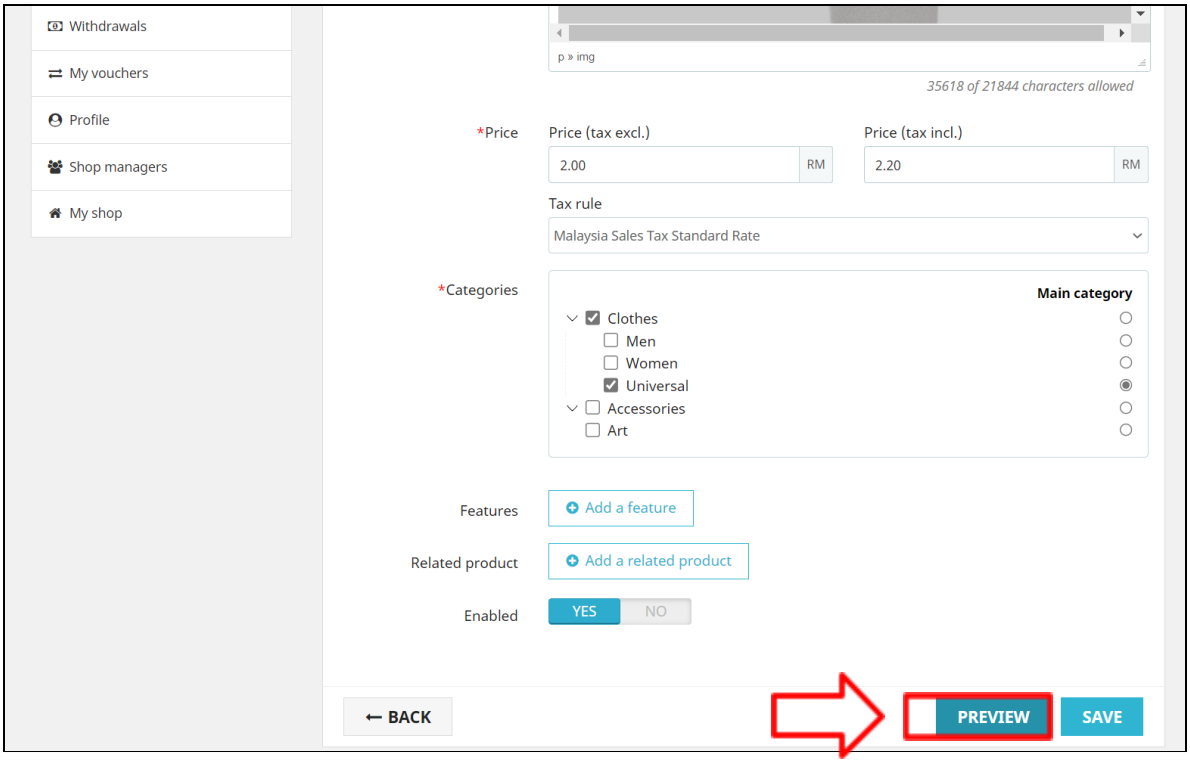
v. Options



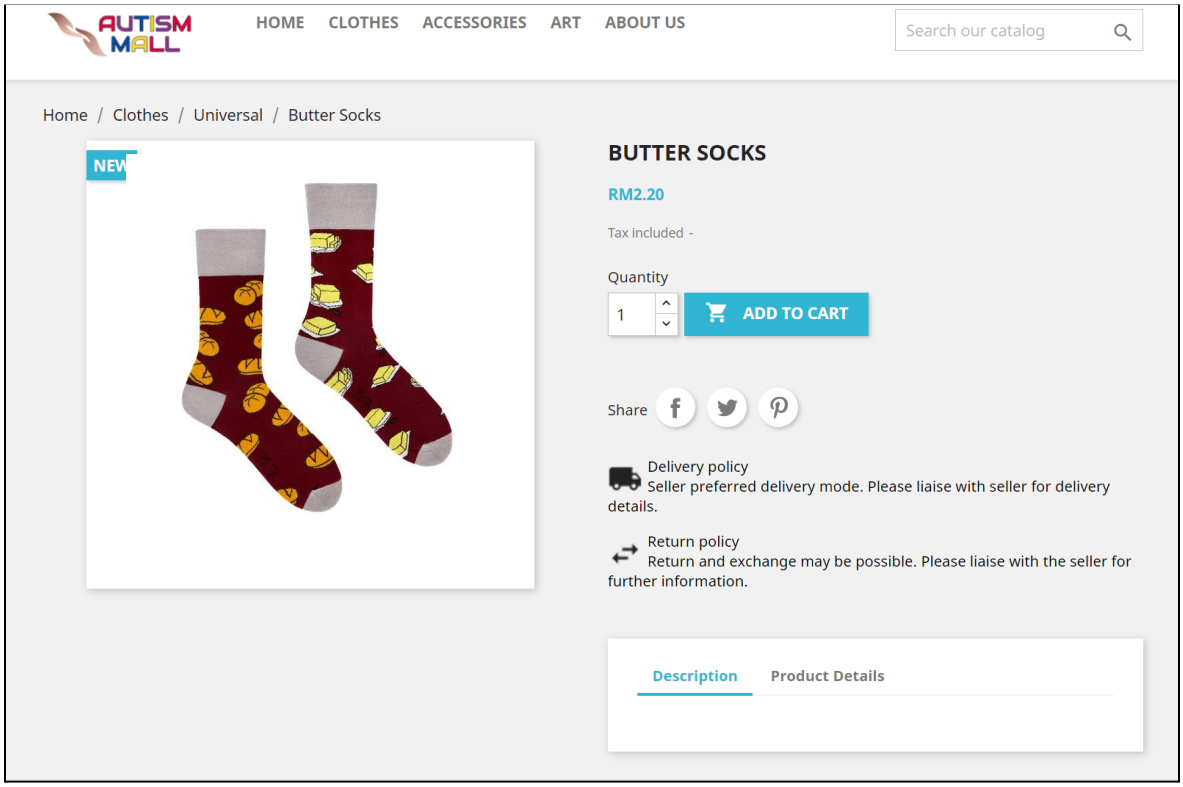
5.1.6 Click on the **“Submit”** button after completing the information.



5.1.7 Click on the **“Preview”** button to see your new product and the page will redirect you to the details page of the selected product.



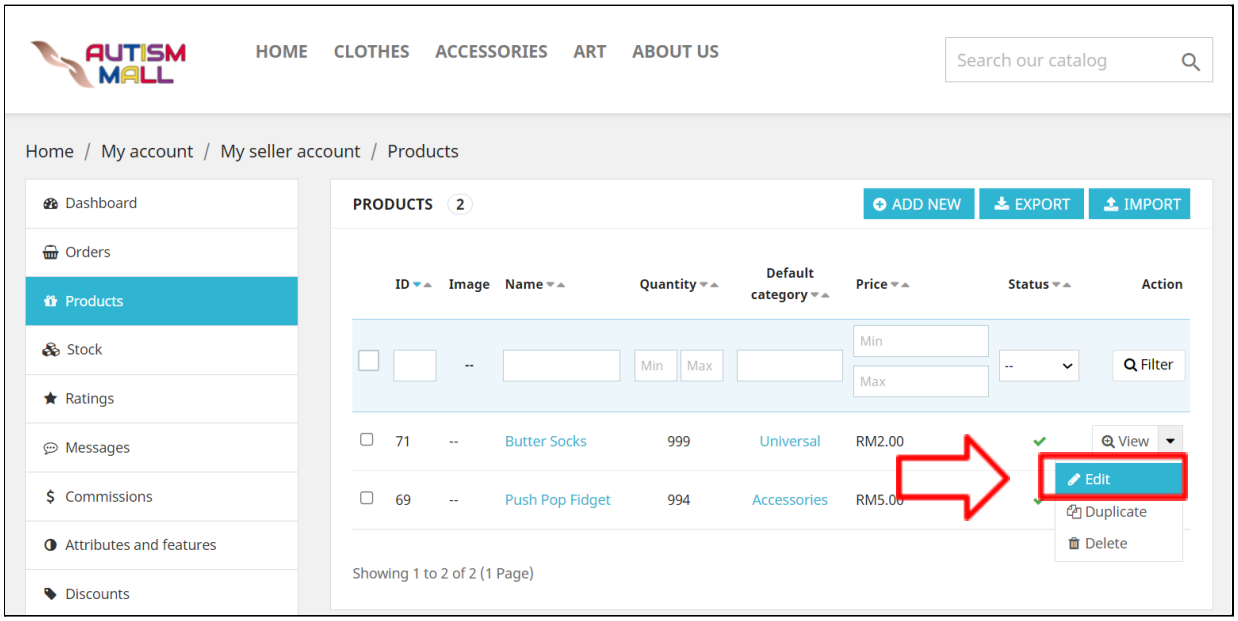
5.1.8 The product details page will be displayed.



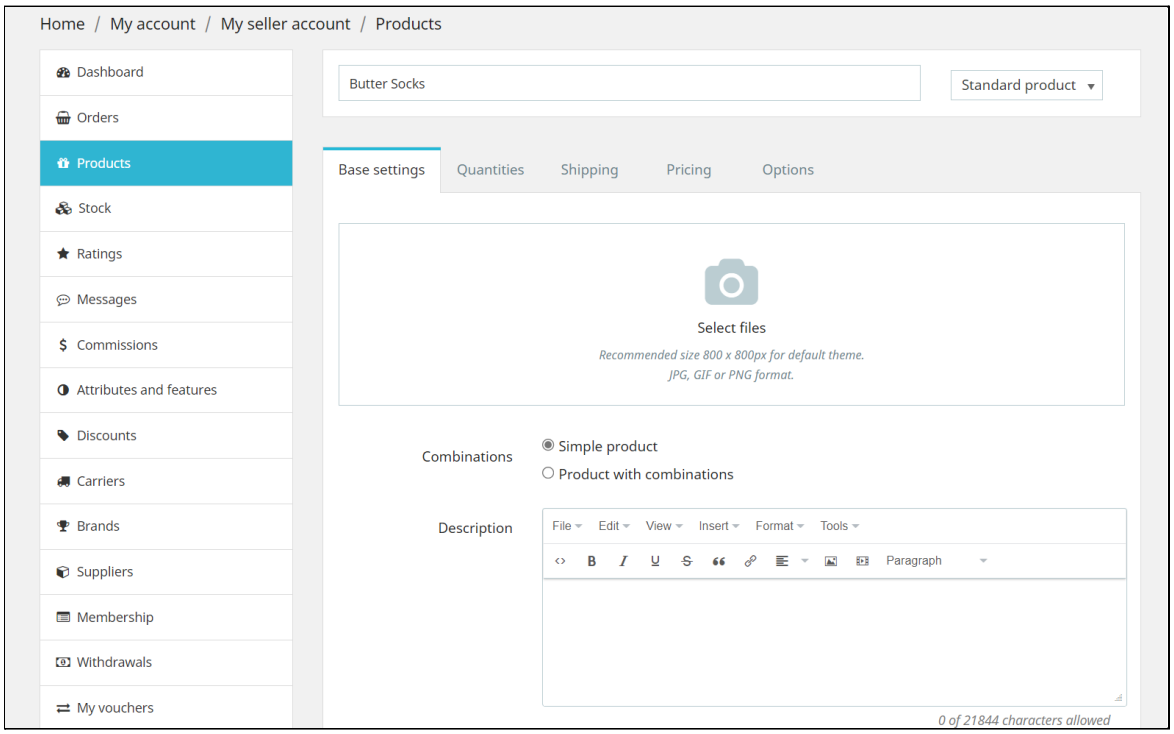
6 Update Products Details

6.1 Guidelines on how to update products details

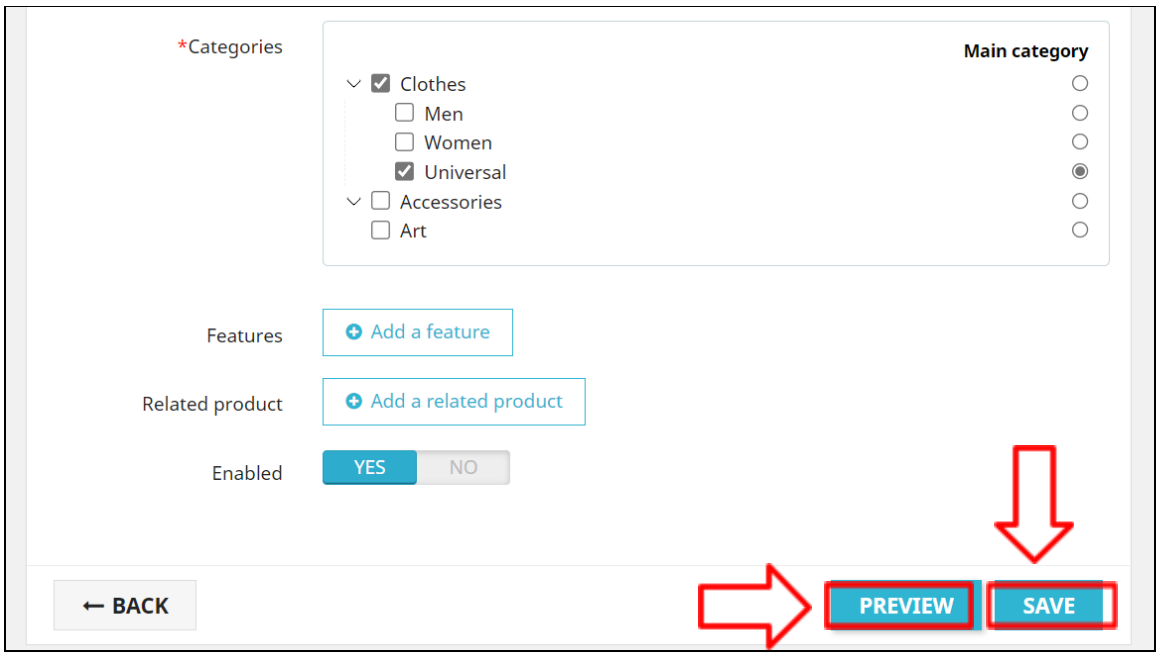
6.1.1 Go the **“Products”** page and click on the **“Edit”** button to update the details of the selected product.



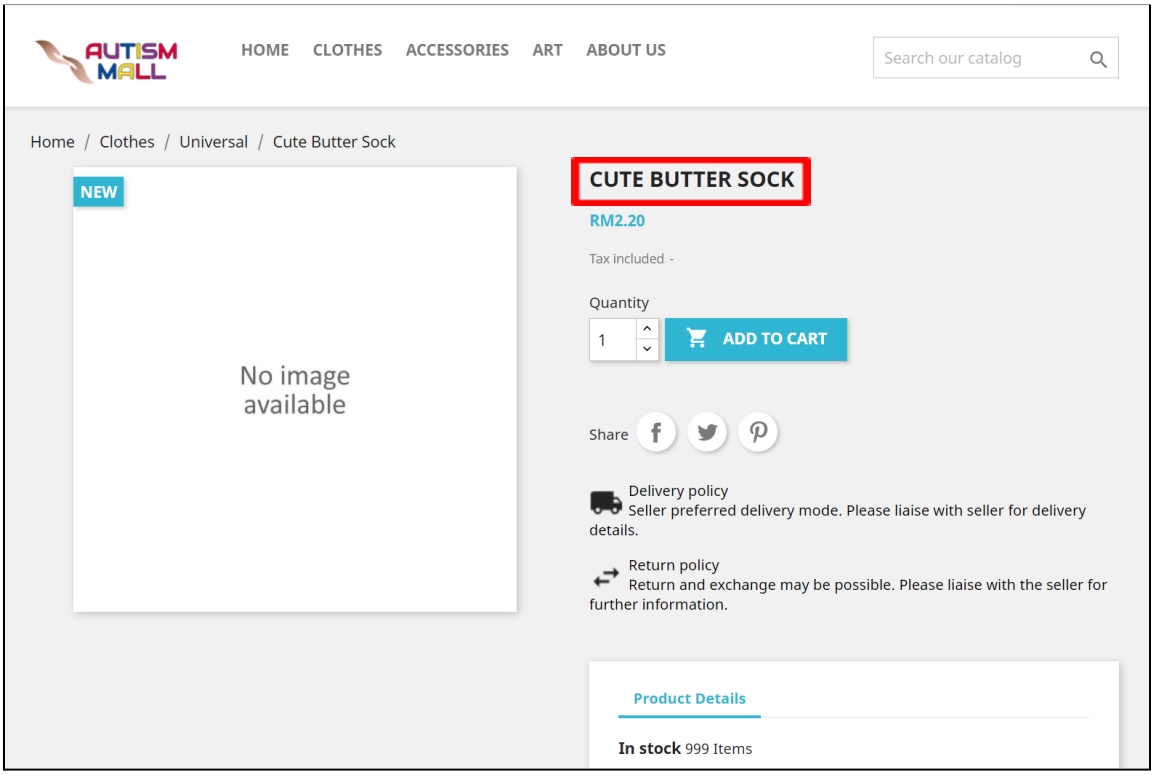
6.1.2 Fill in the form with the latest details about your product.



6.1.3 Click on the **"Save"** button after updating the product details and click on the **"Preview"** button to see the updated version of your product details.



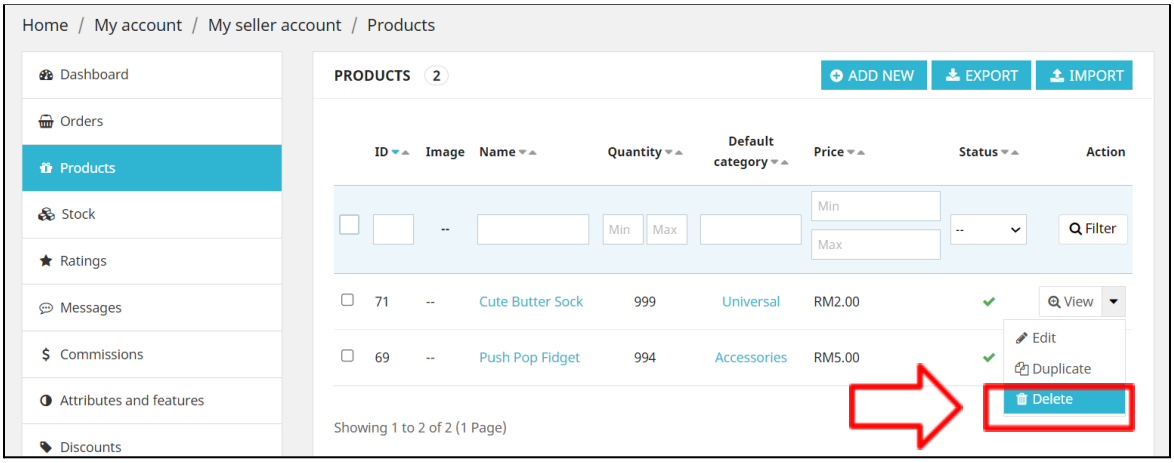
6.1.4 The updated version of your product details will be displayed.



7 Delete Product

7.1 Guidelines on how to delete products on your seller account

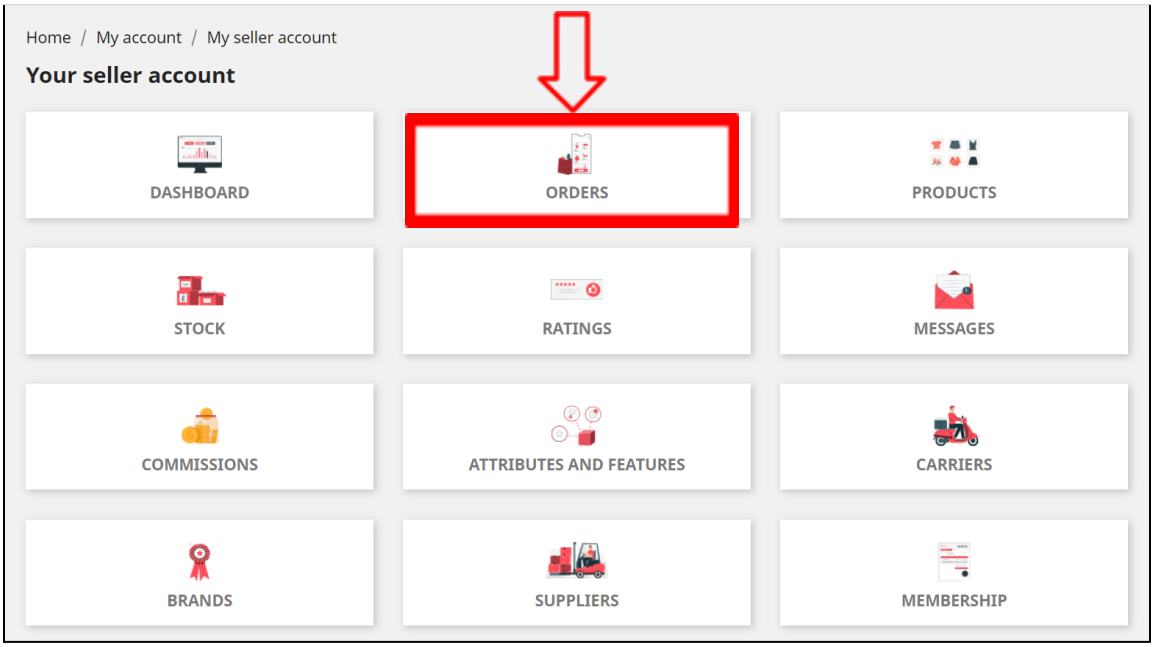
7.1.1 Go to the **"Products"** page and click on the **"Delete"** button to delete your selected product.



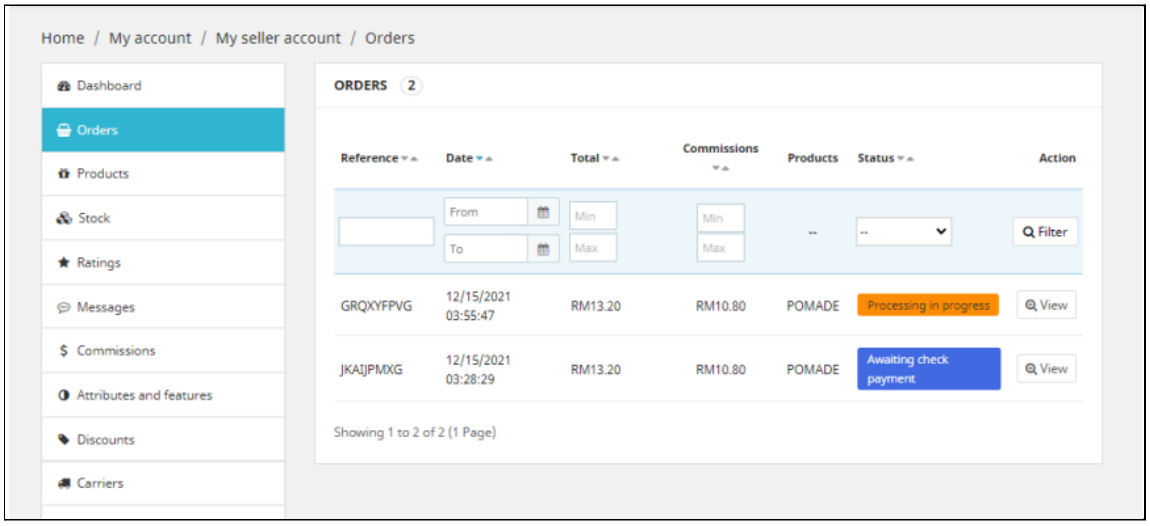
8 Manage Order

8.1 Guidelines on how to manage order from customers

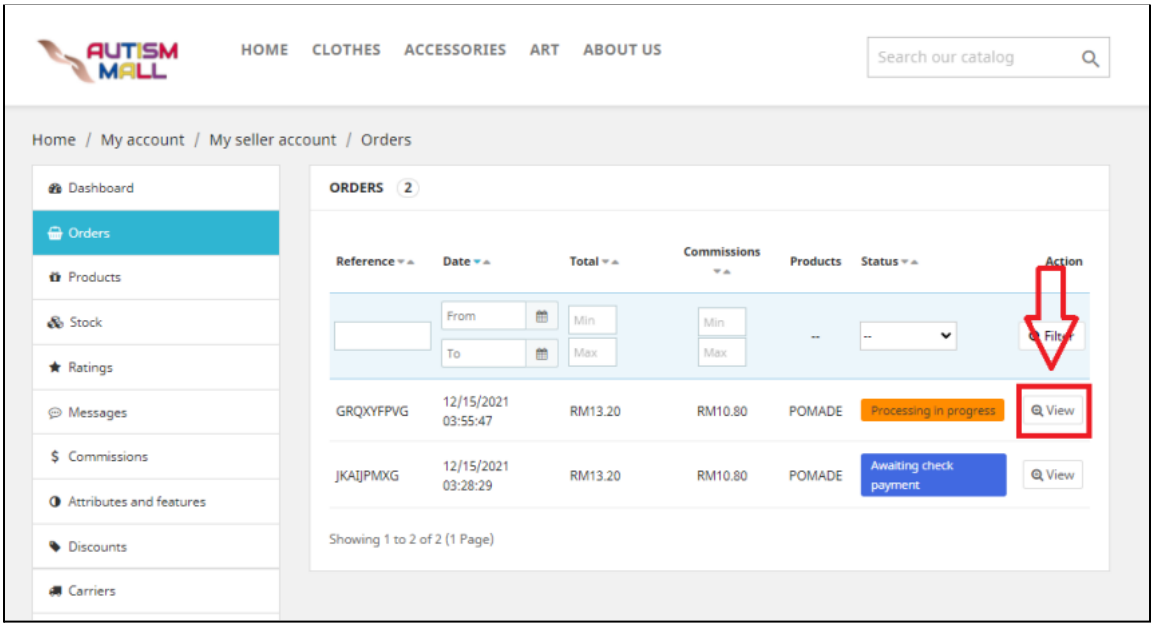
8.1.1 Go to the **“Orders”** page to view orders list.



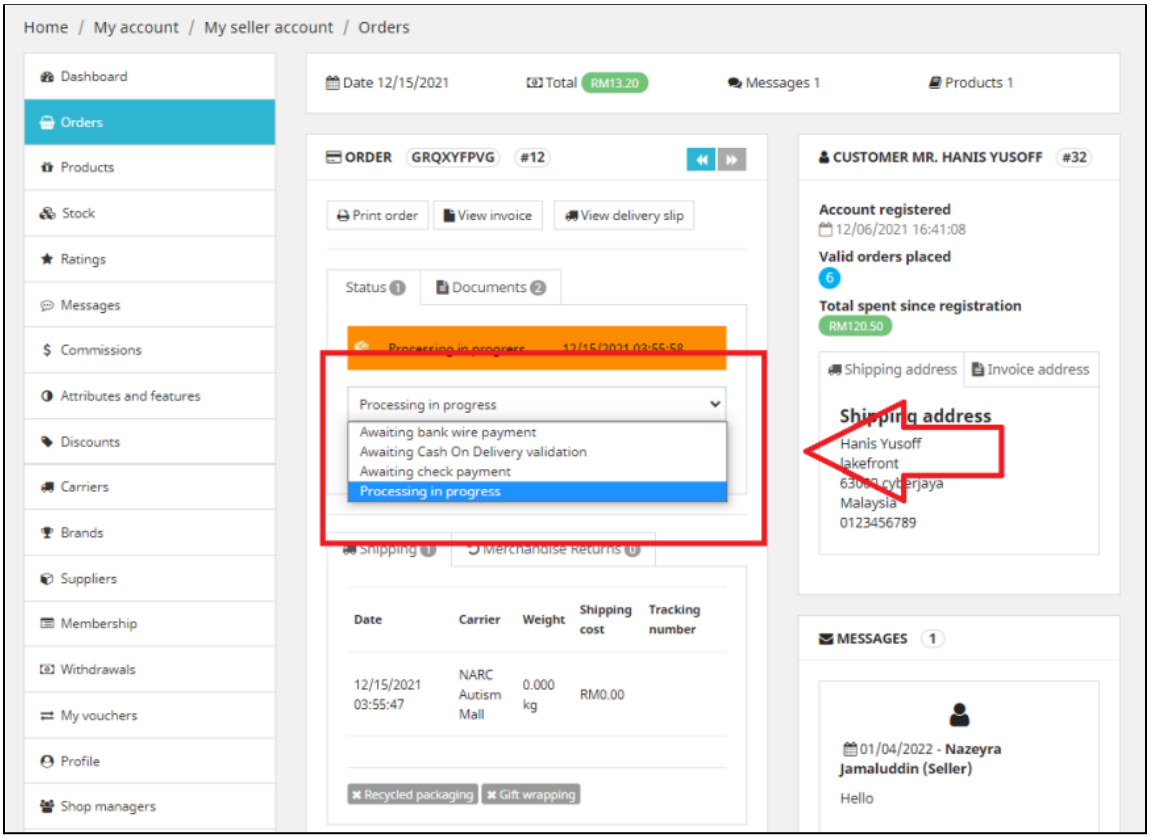
8.1.2 The list of orders will be displayed.



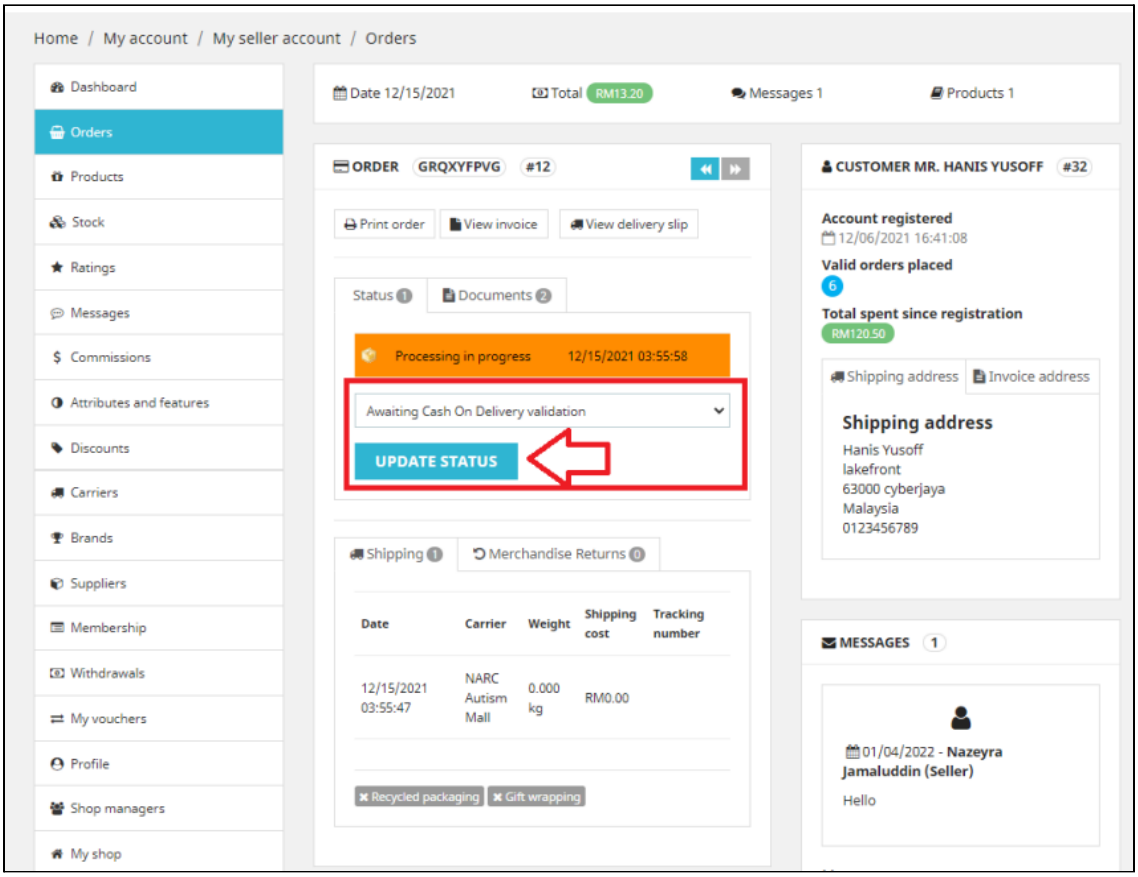
8.1.3 Click on the **“View”** button to see the order details.



8.1.4 Choose a suitable option for the order status.



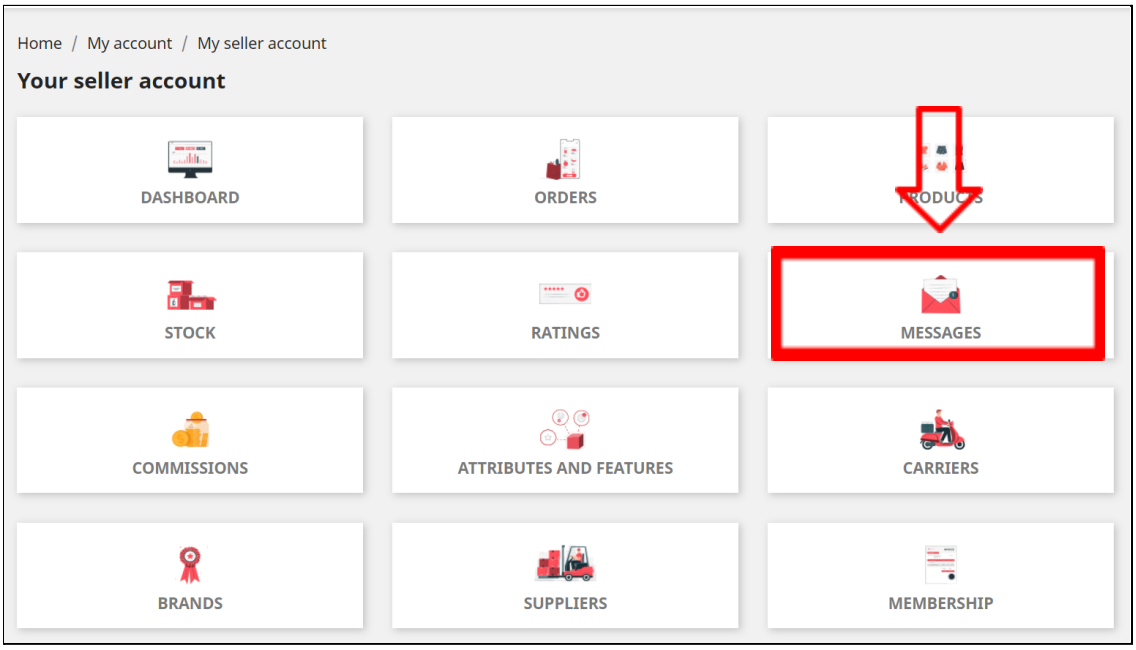
8.1.5 Click on the **“Update Status”** button to update the order status.



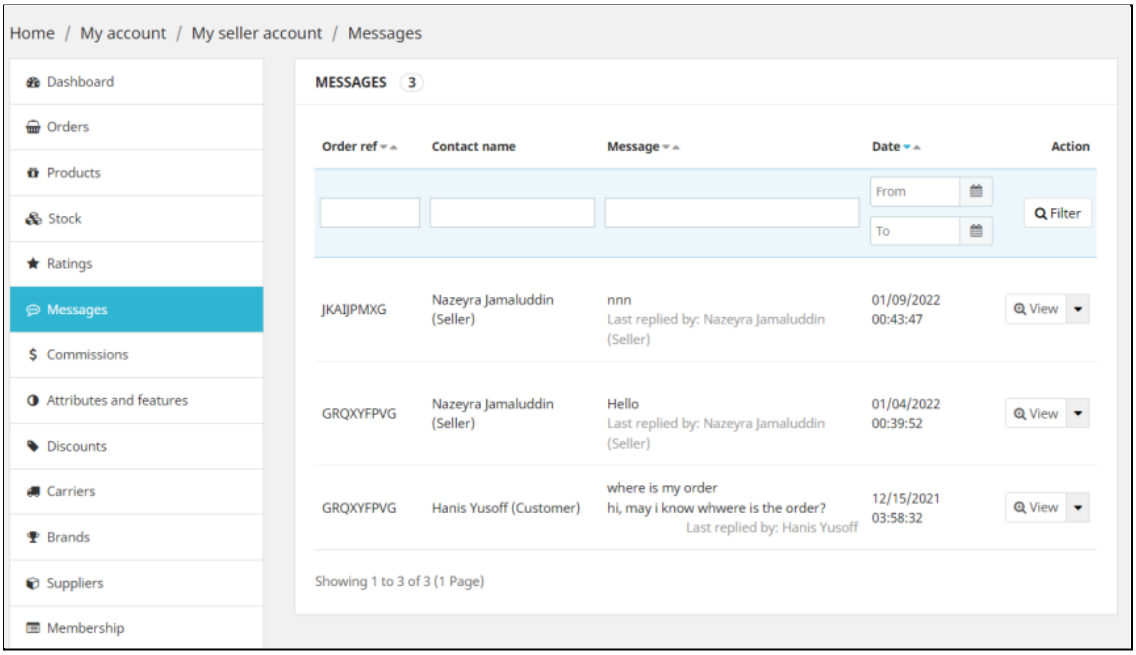
9 Manage Message

9.1 Guidelines on how to view and reply messages

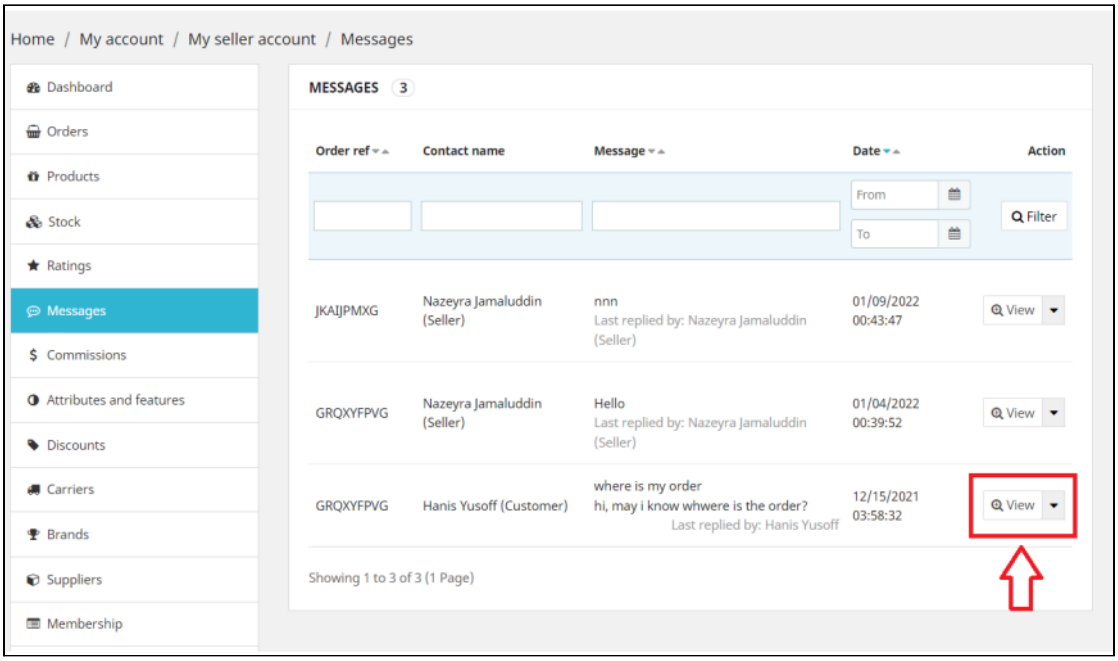
9.1.1 Go to the **“Message”** page to see messages from customers.



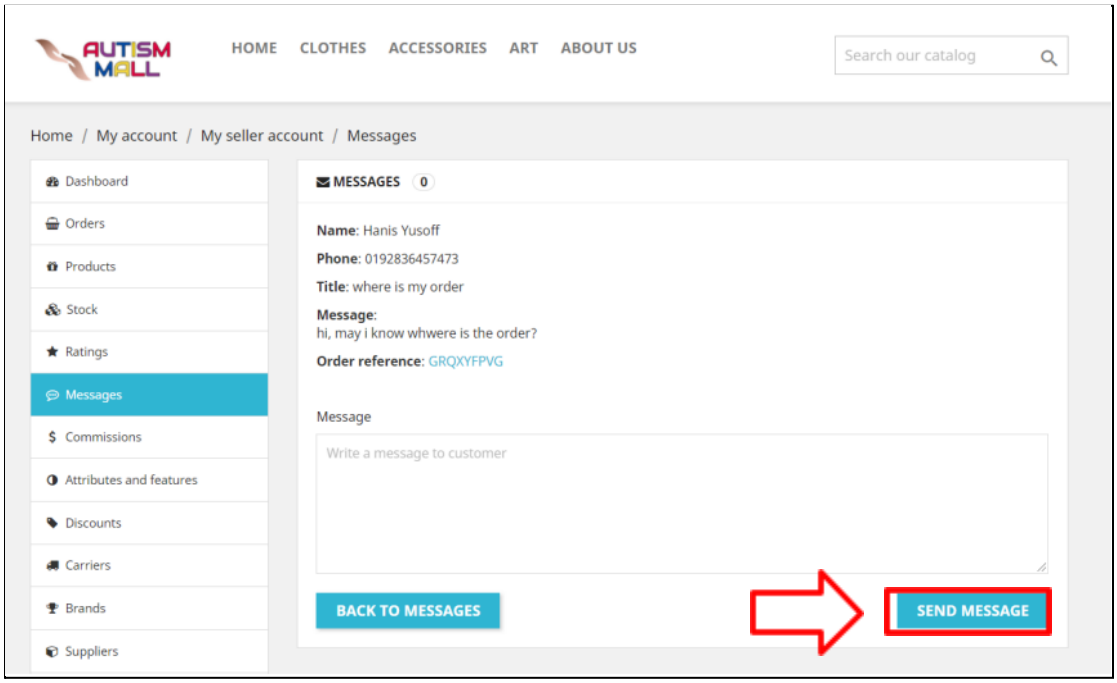
9.1.2 The list of messages will be displayed.



9.1.3 Click on the **“View”** button to reply to the selected message.



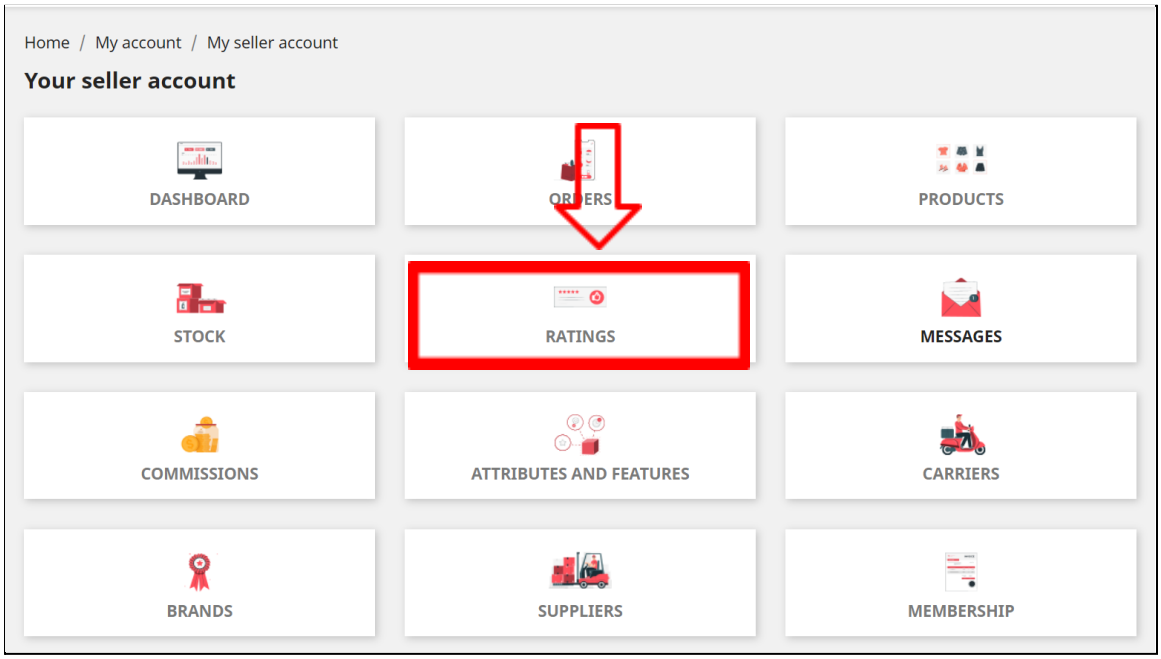
9.1.4 Fill in the form with the message and click on the **“Send Message”** button to send the message.



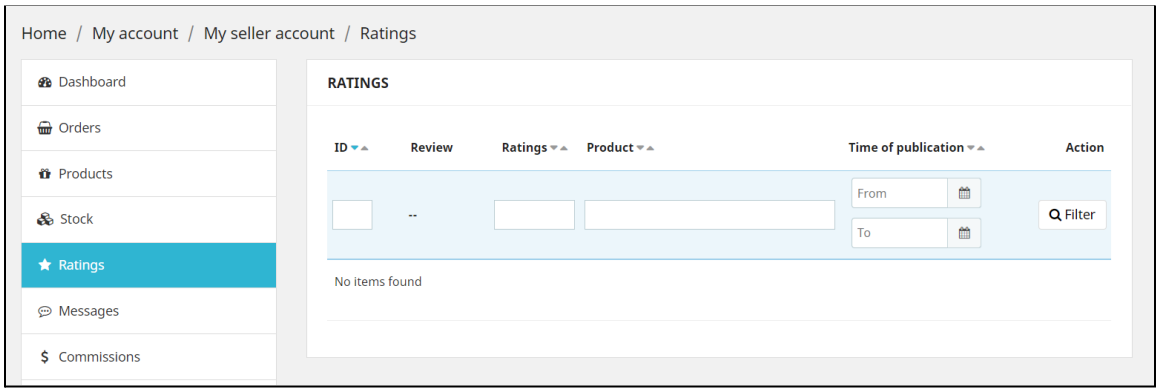
10 Manage Review

10.1 Guidelines on how to view customers review

10.1.1 Go to the **“Ratings”** page to view customers review



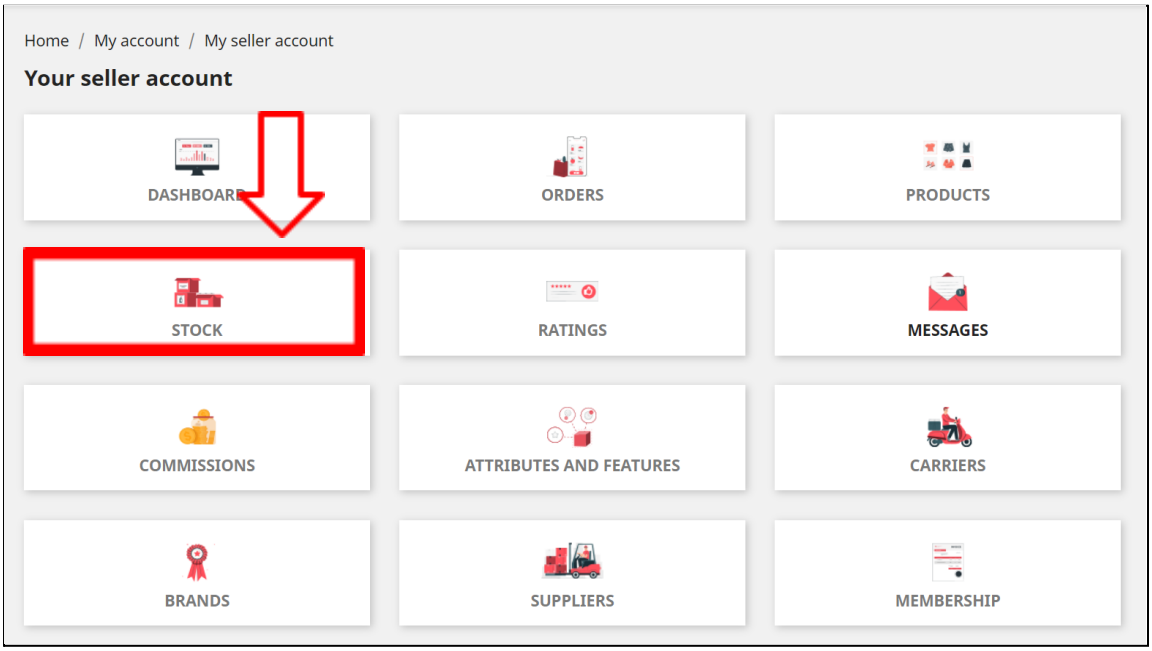
10.1.2 The list of reviews will be displayed.



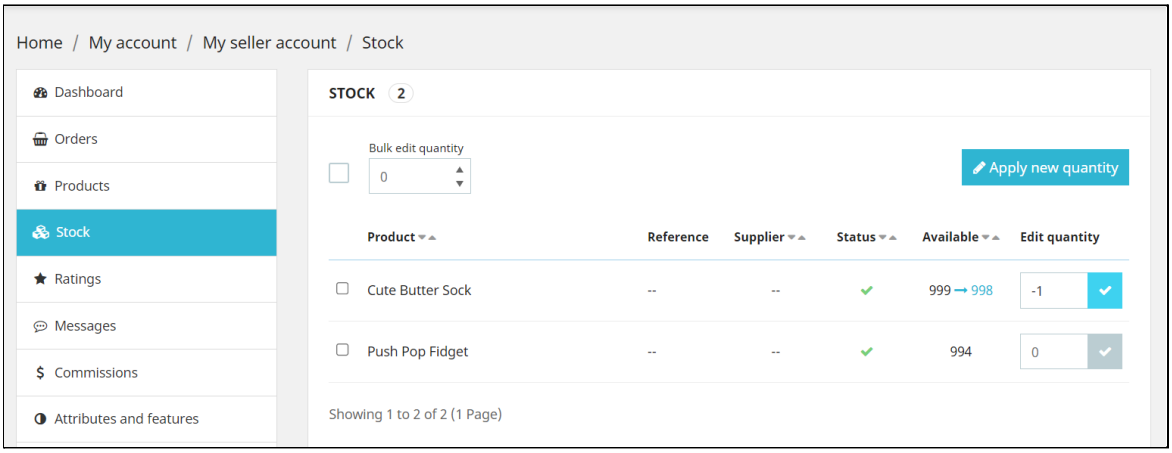
11 Manage Stock

11.1 Guidelines on how to update number of stocks

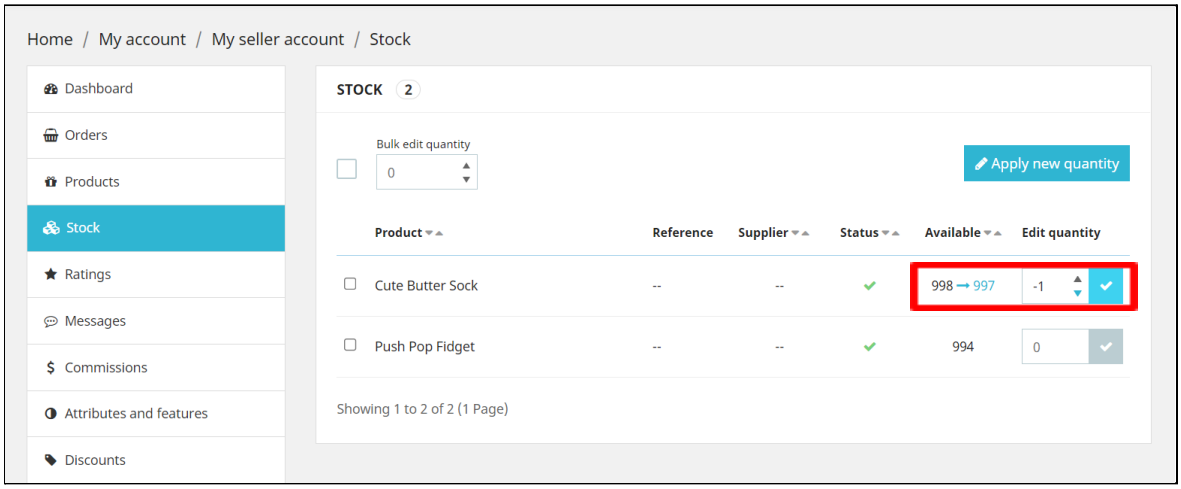
11.1.1 Go to the **“Stock”** page to view product stock.



11.1.2 The list of stocks will be displayed.



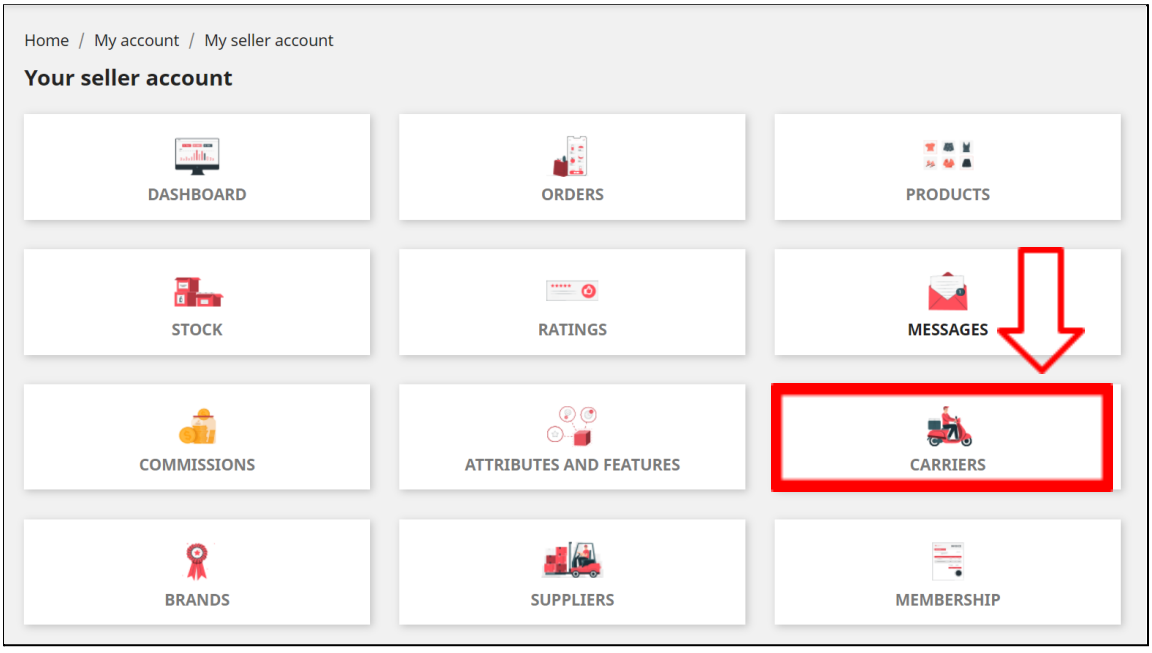
11.1.3 Click on the number section to change the amount of stock and click on the right button to update it.



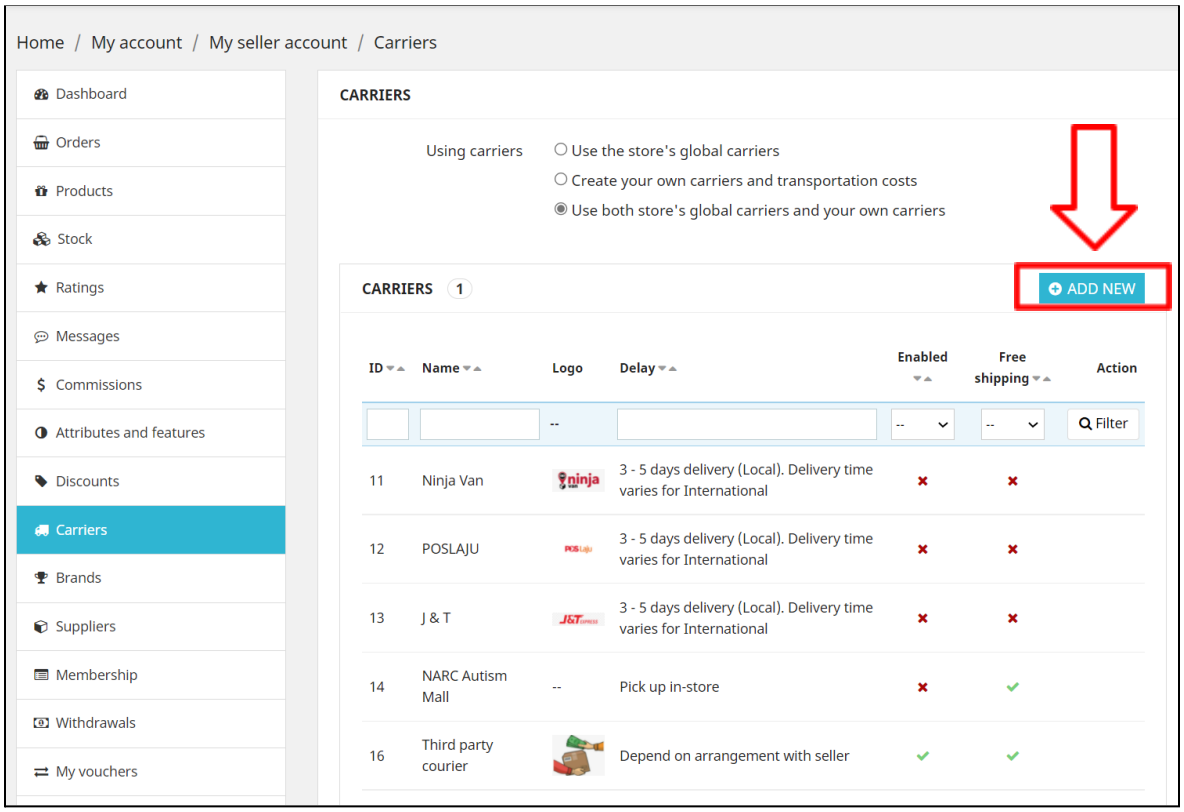
12 Manage Carriers

12.1 Guidelines on how to view and add new carriers for your shop

12.1.1 Go to the **"Carriers"** page to view the carriers option.

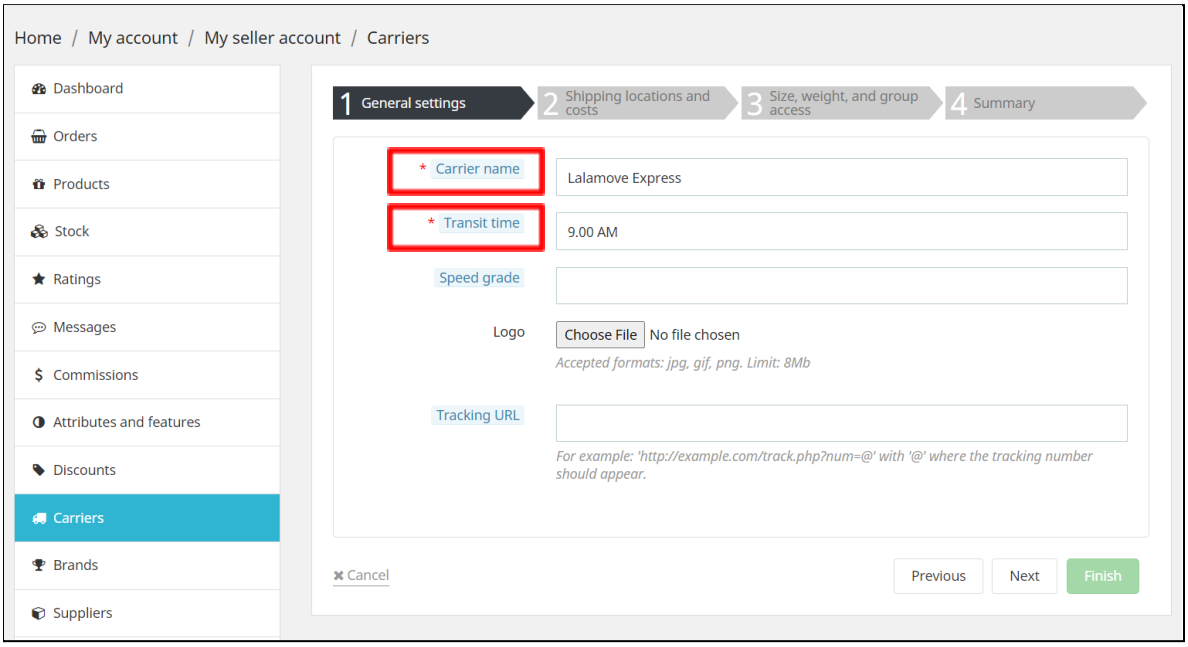


12.1.2 The list of carriers will be displayed and click on the **“Add New”** button to add new carrier option.

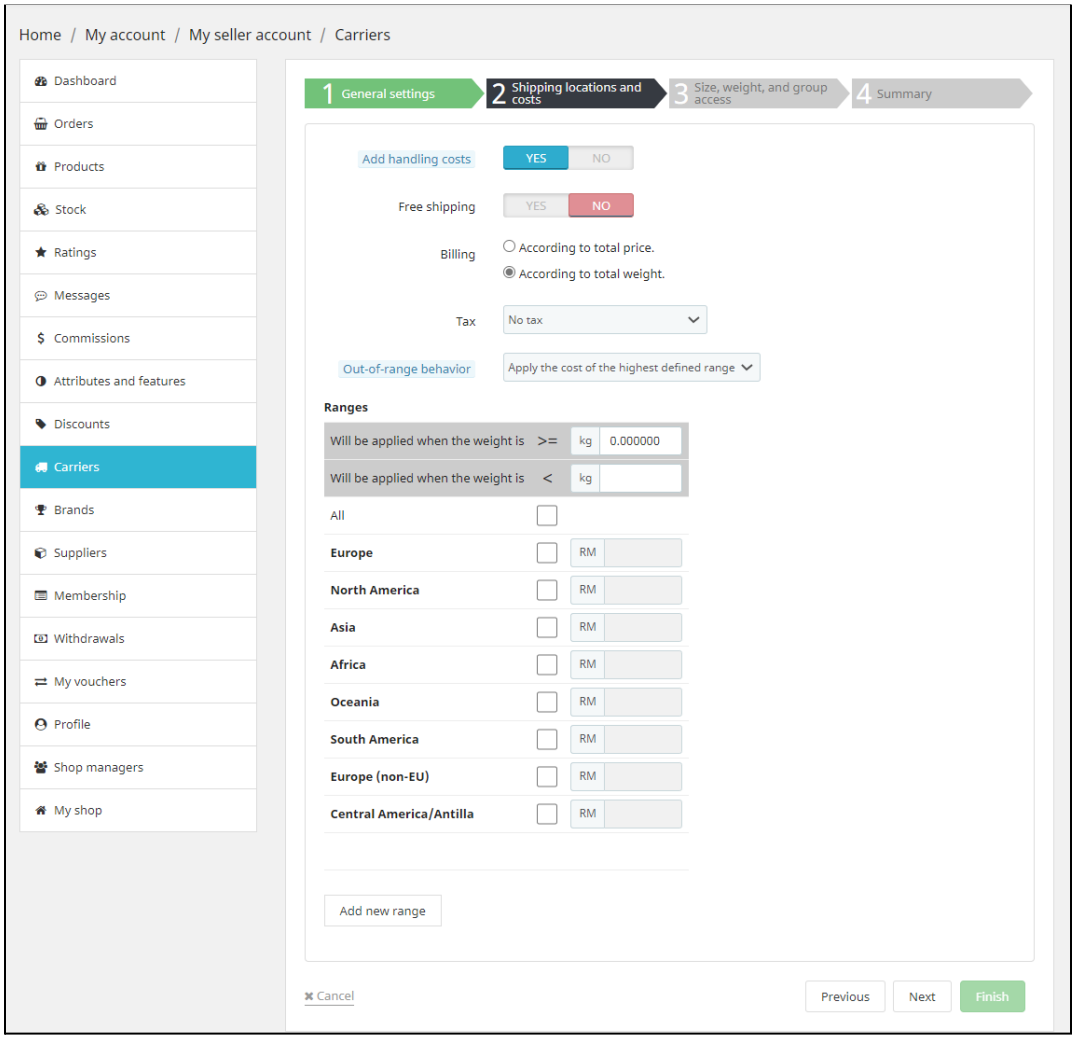


12.1.3 Fill in the form with your preferred carrier information.

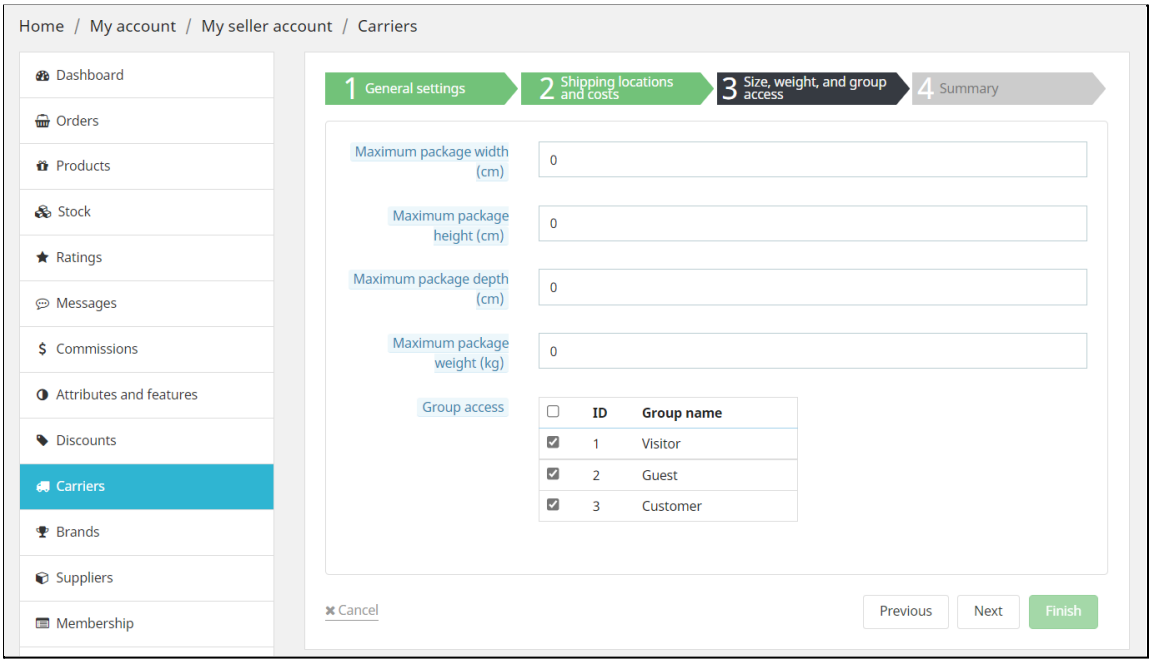
i. General settings



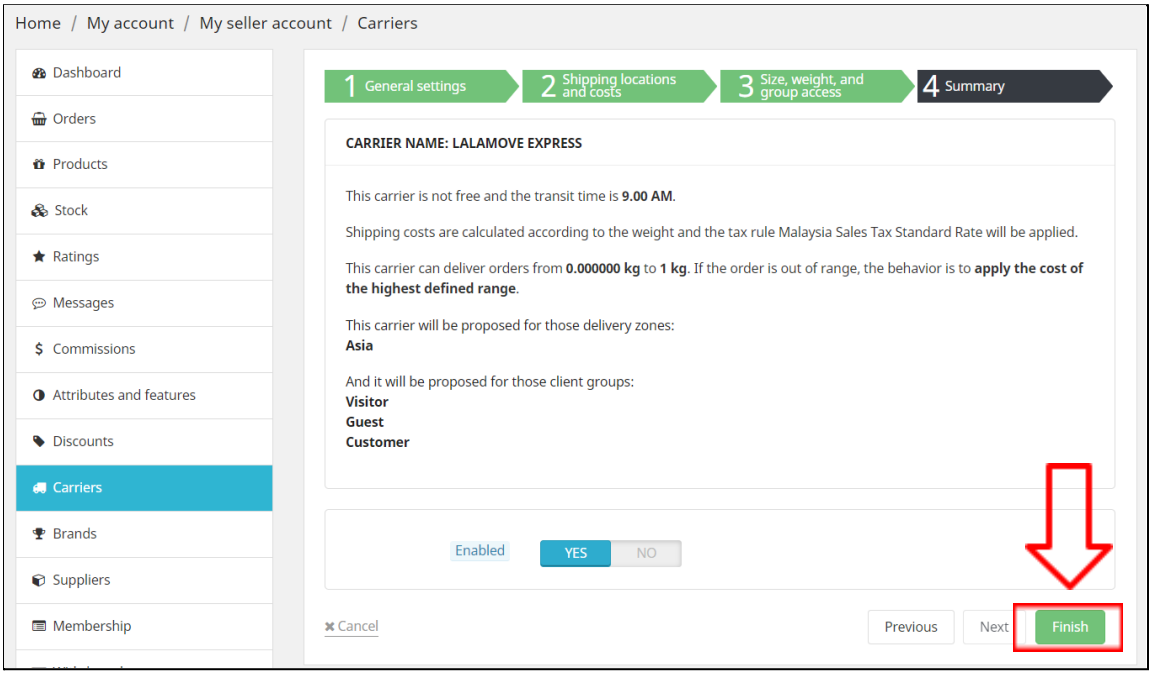
ii. Shipping locations and costs



iii. Size, weight, and group access

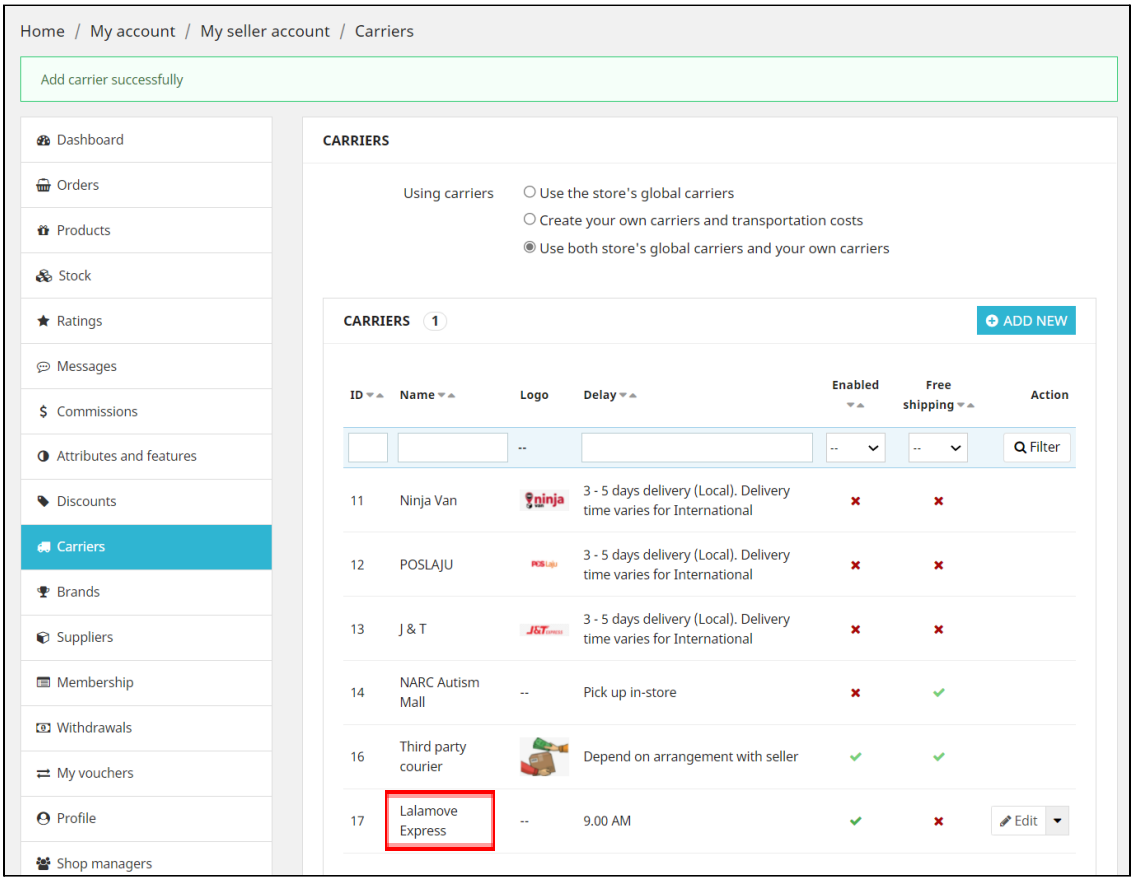


iv. Summary



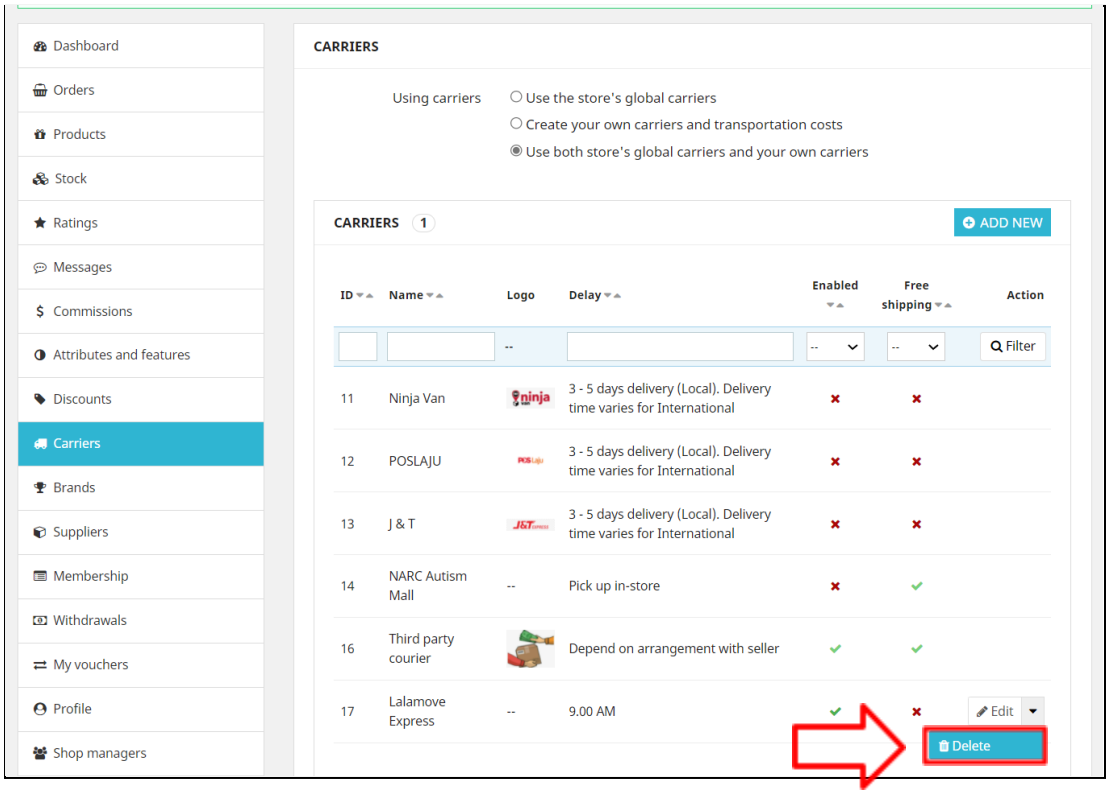
12.1.4 Click on the **"Finish"** button after completing the form.

12.1.5 The new carrier option will be displayed on the list of carriers page.



12.2 Guidelines on how to delete the selected carrier

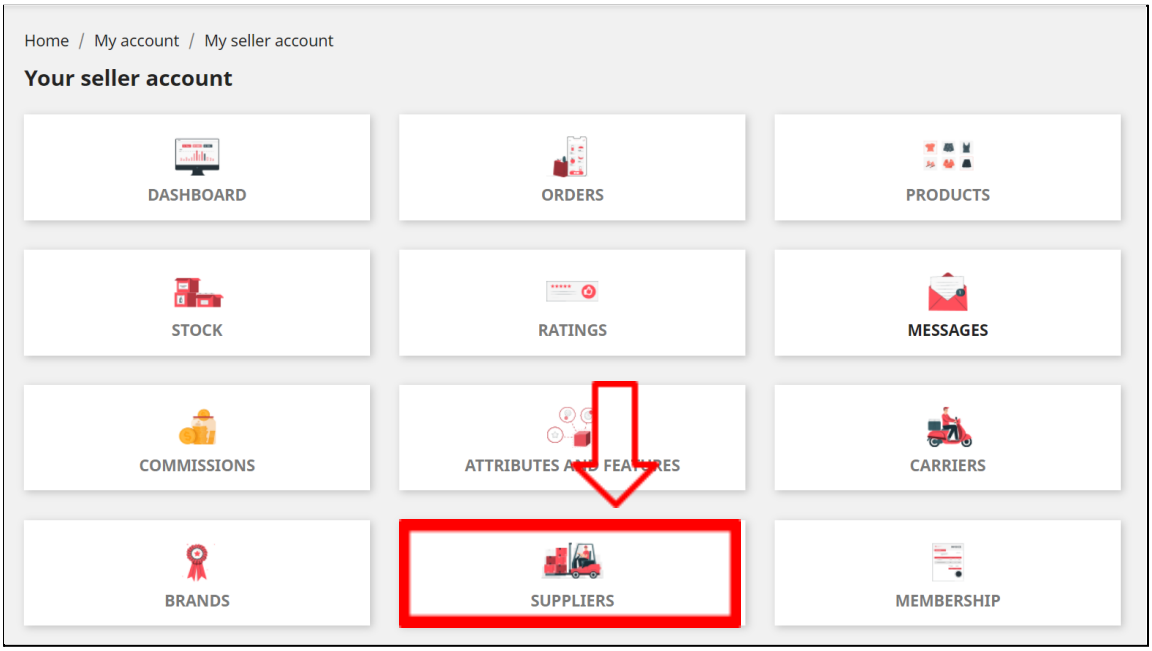
12.2.1 Click on the **“Delete”** button to delete the carrier option.



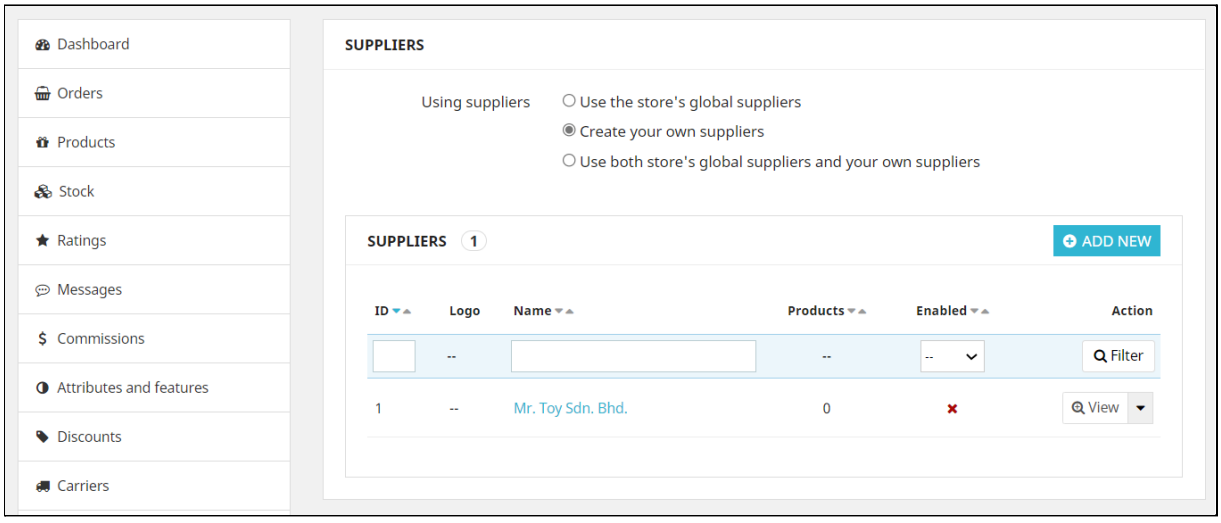
13 Manage Suppliers

13.1 Guidelines on how to view and add new suppliers

13.1.1 Go to the **“Suppliers”** page to view the list of suppliers.

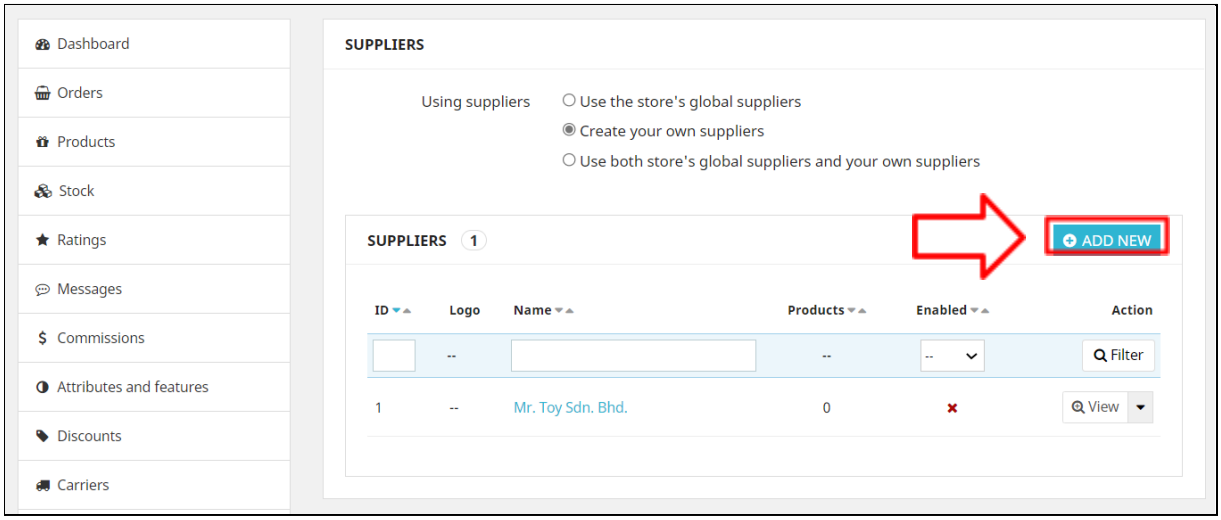


13.1.2 The list of suppliers will be displayed.

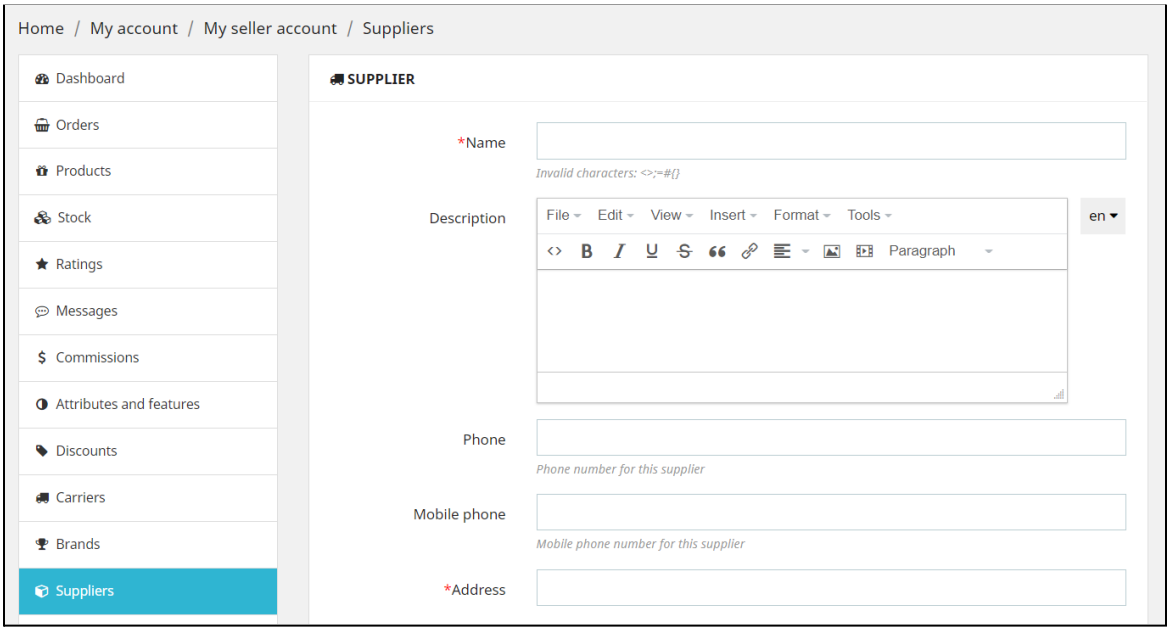


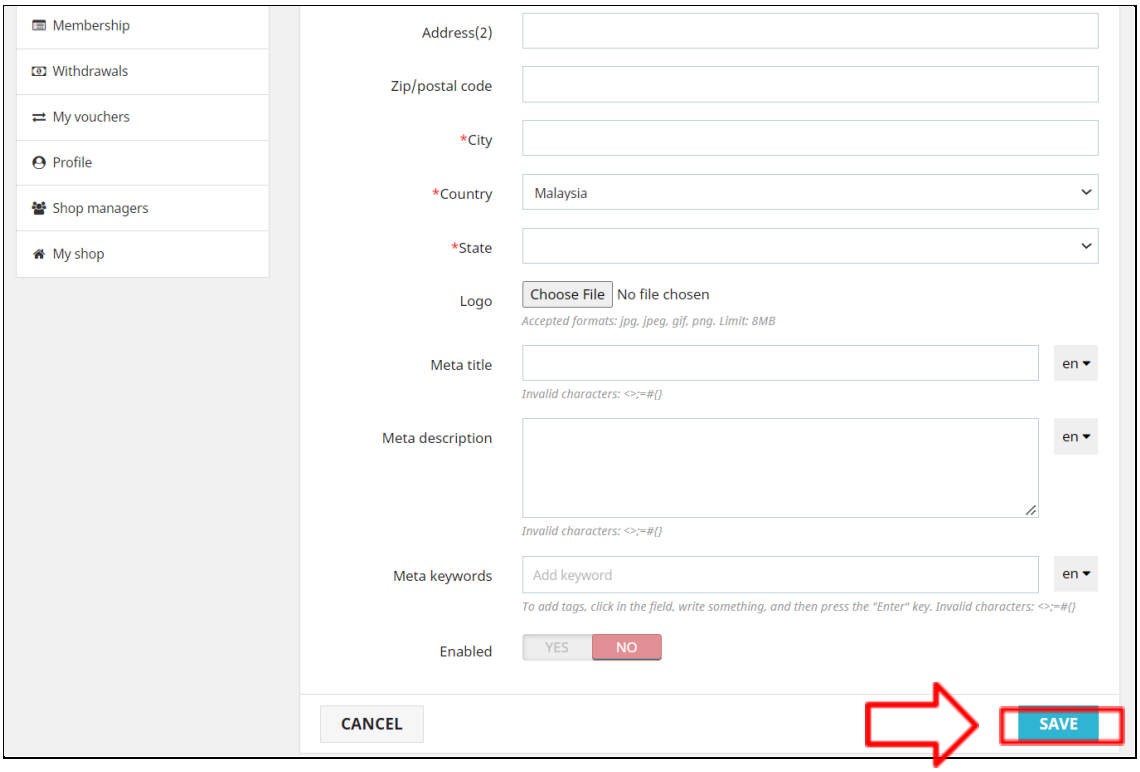
13.2 Guidelines on how to add new suppliers

13.2.1 Click on the **“Add New”** button to add new suppliers.



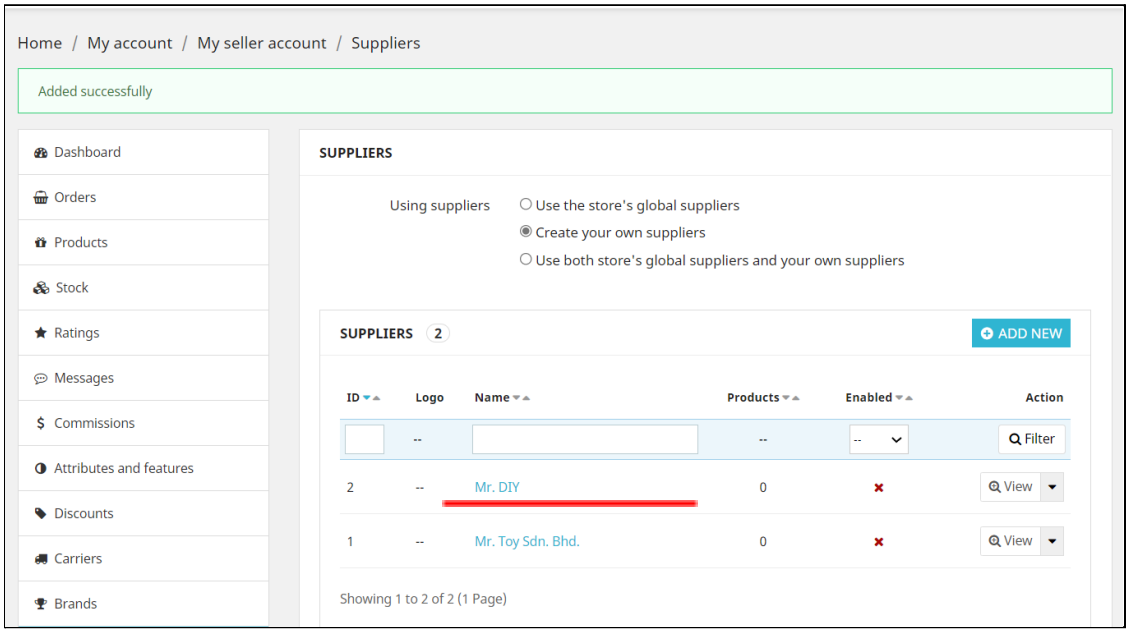
13.2.2 Fill in the form with the supplier's information.





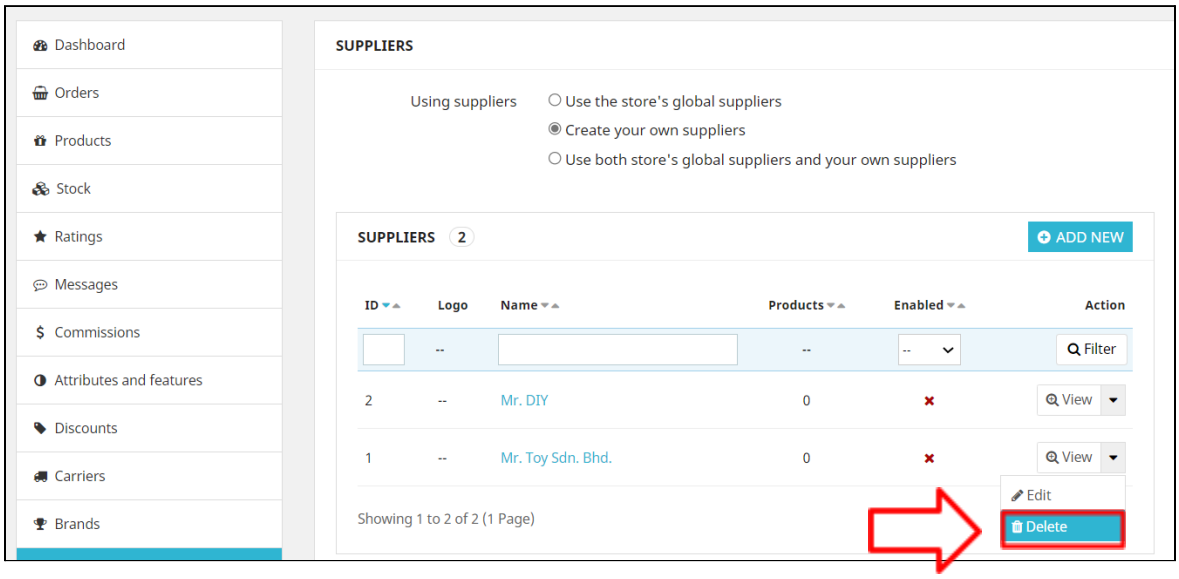
13.2.3 Click on the **"Save"** button after completing the form.

13.2.4 The new supplier will be displayed on the list of suppliers page.



13.3 Guidelines on how to delete suppliers

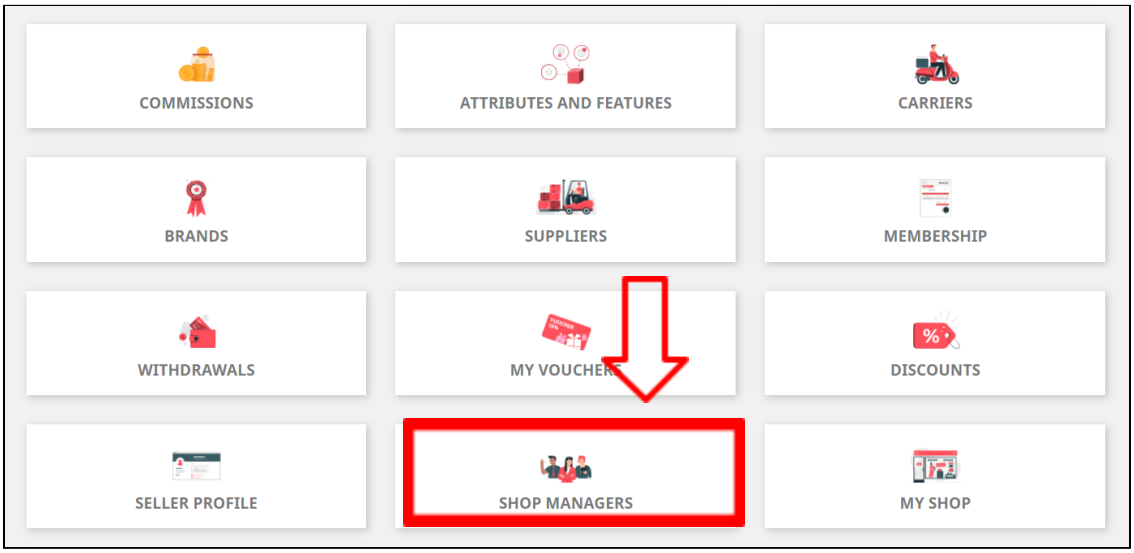
13.3.1 Click on the **“Delete”** button to delete the selected supplier.



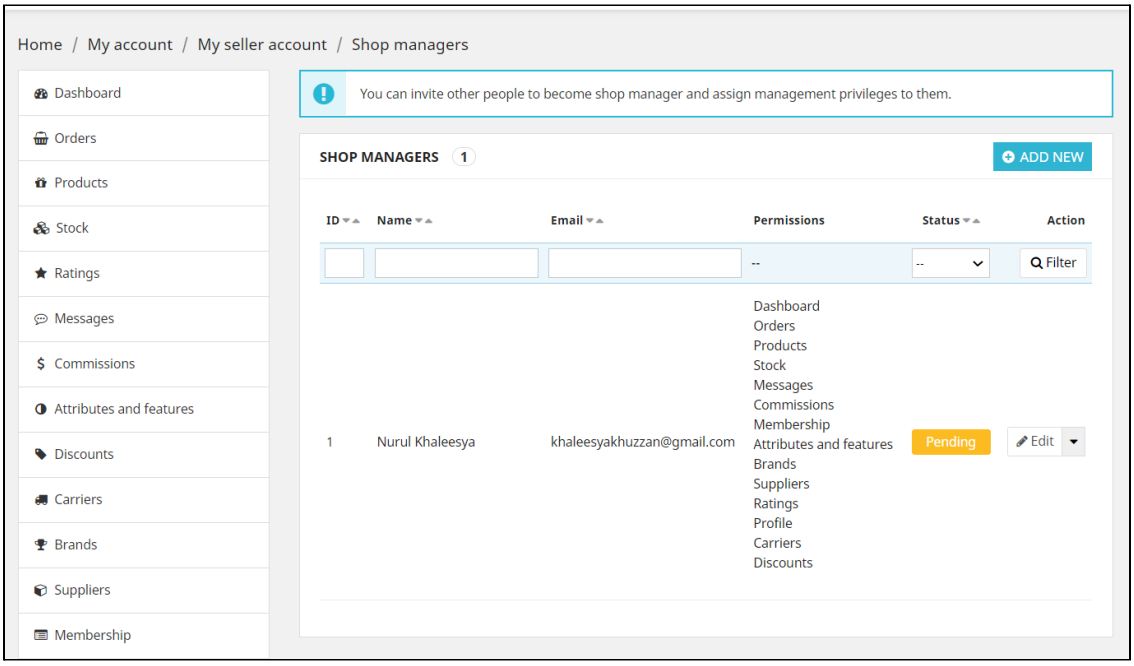
14 Manage Shop Managers

14.1 Guidelines on how to view a list of shop managers and add new shop managers

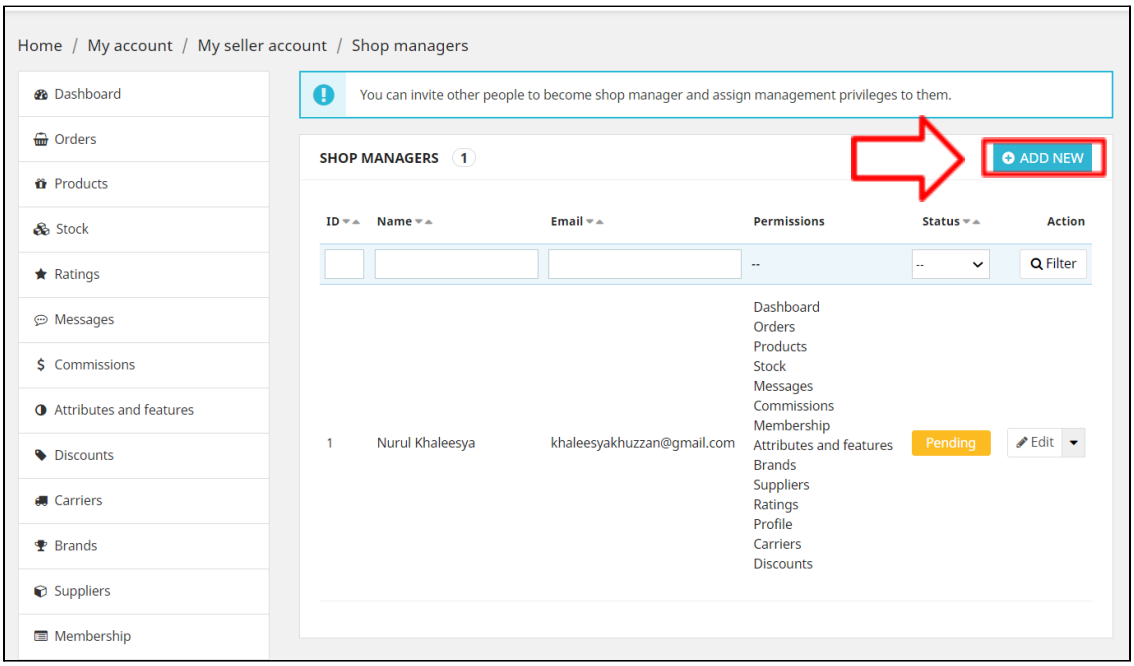
14.1.1 Go to the **"Shop Managers"** page to view a list of shop managers.



14.1.2 The list of shop managers will be displayed.

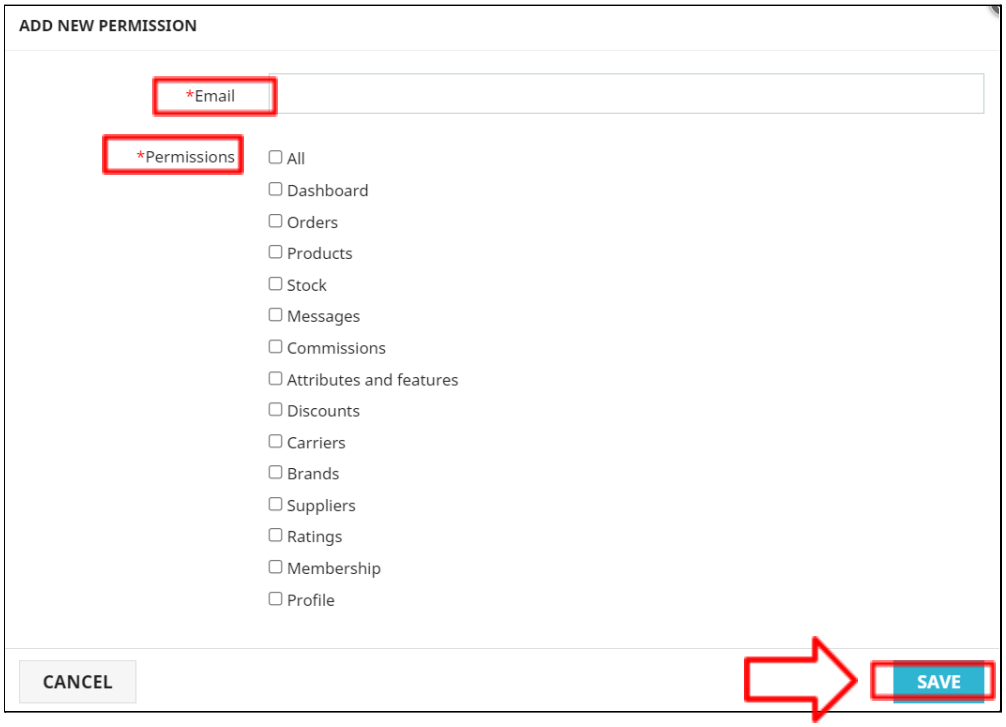


14.1.3 Click on the **“Add New”** button to add new shop managers.



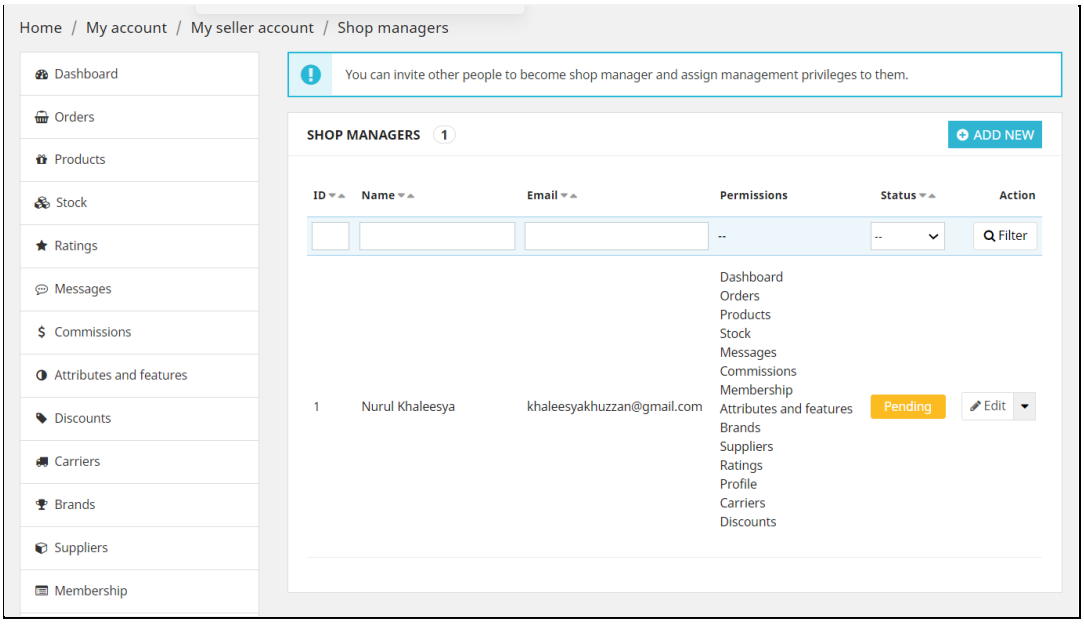
14.1.4 Fill in the form with the shop manager’s information such as:

i. Email (an account that have registered as a customer/seller at Autism Mall)
ii. Permission option



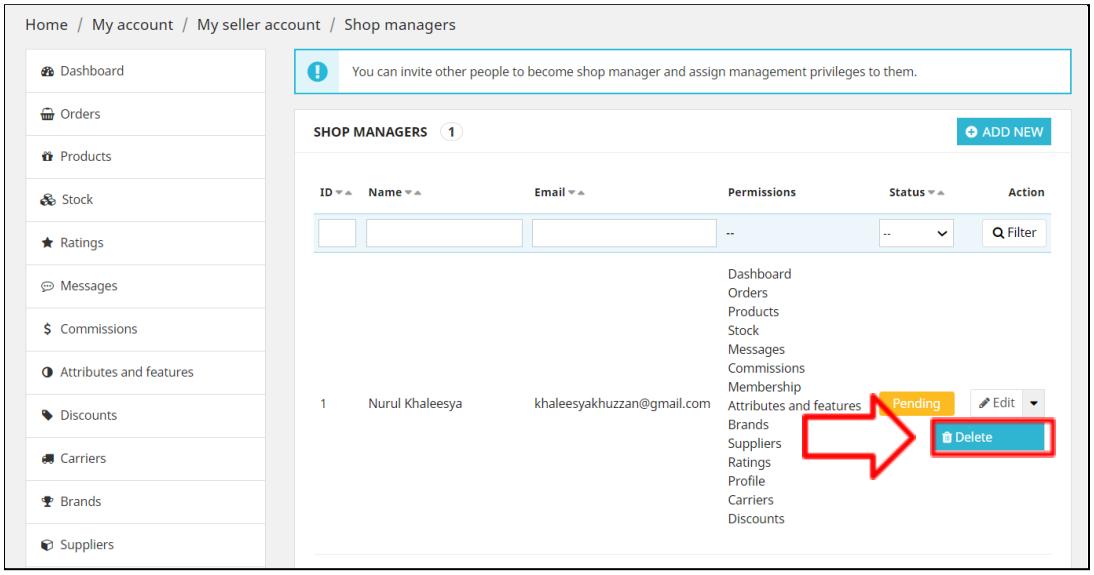
14.1.5 Click on the **“Save”** button after completing the form.

14.1.6 The name of the new shop manager will be displayed on the shop managers page.



14.2 Guidelines on how to delete shop managers

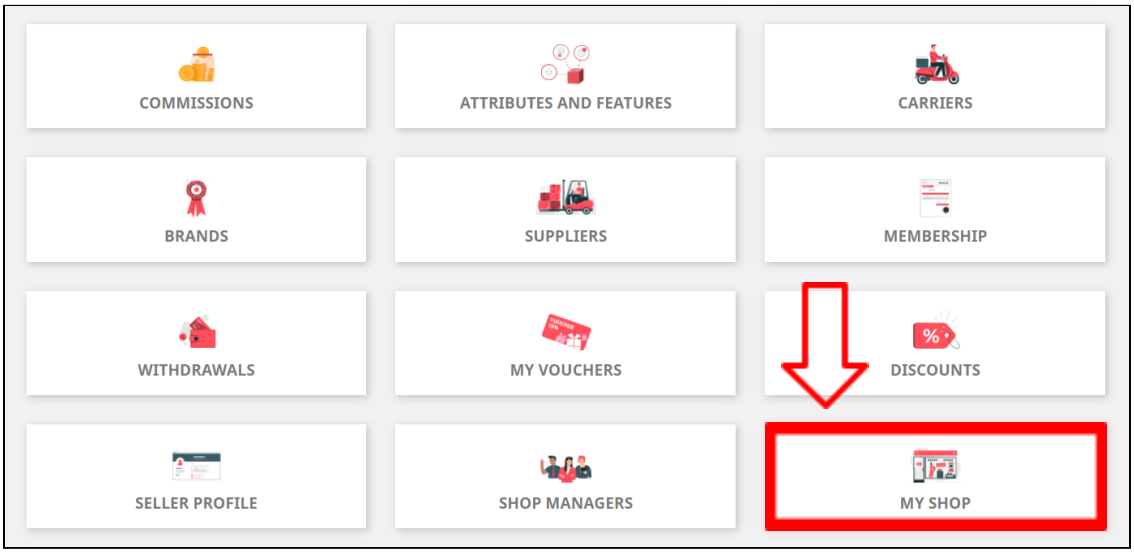
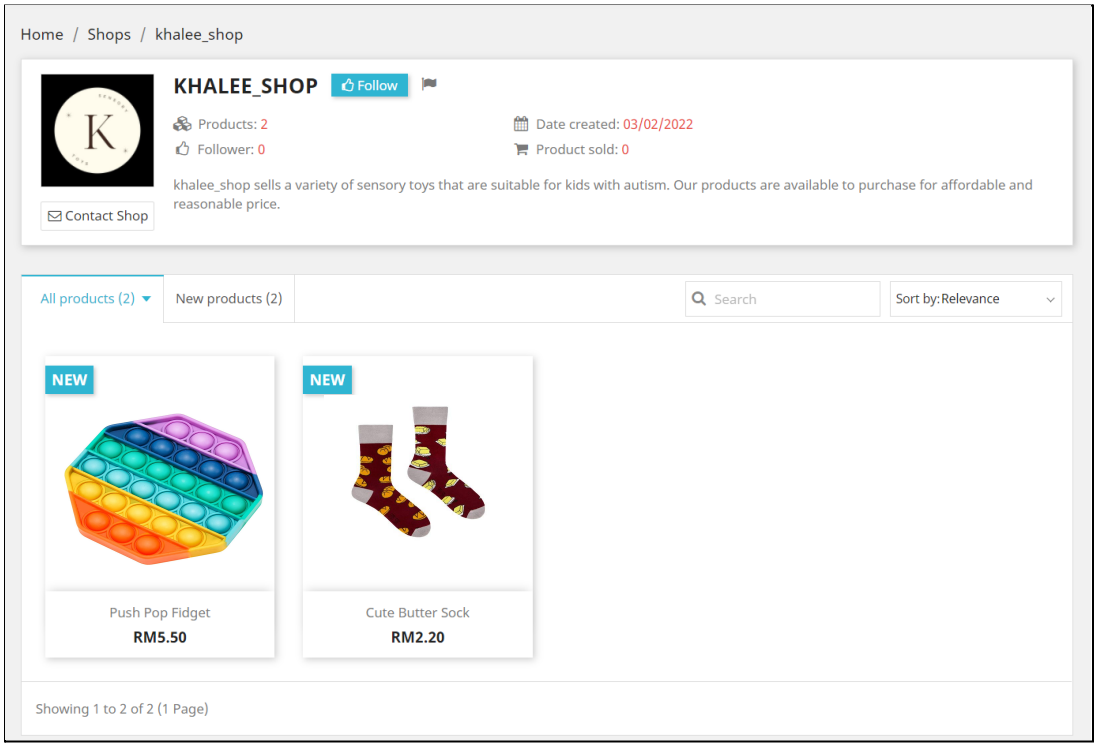
14.2.1 Click on the **“Delete”** button to delete the selected shop manager.



15 View Your Shop

15.1 Guidelines on how to see your shop details and products

15.1.1 Go to the **“My Shop”** page to view your shop details.



15.1.2 The details about your shop will be displayed.