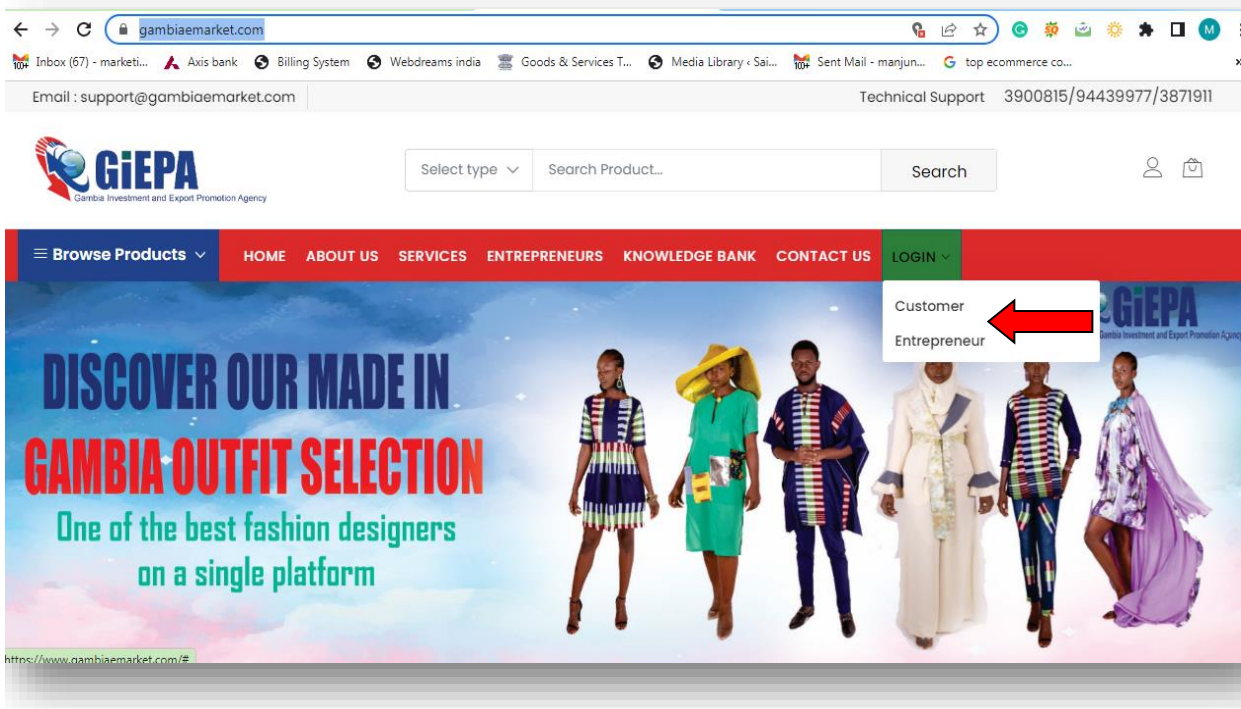


Gambia Emarketplace

How to do?

Manual for Entrepreneurs

1:Registration : Click on the entrepreneur to register as an entrepreneur or log in as the entrepreneur



2: Fill the below fields “**Create Entrepreneur Account**” to register as the entrepreneur (you will receive the mail, when any customer places the order)

First Name *

Last Name *

Gender

Email ID *

Password *

Mobile No.*

Office/Company/Business Contact No.

Home Contact No.

Full Address *

City *

Zipcode/Pincode

COUNTRY *

Gambia

Business Type *

== Select Your Business Type * ==

Product Category *

== Select Product Category ==

Supply Capacity (in quintal)

Identity Proof Documents

Business Registration (jpg/png/pdf)

GPPA Registration (jpg/png/pdf)

National Identity (jpg/png/pdf)

Profile Picture (jpg/png) Size : 300px(Height) X 400px (Width)

Personal Profile Details

Your Business/Company/Firm Name

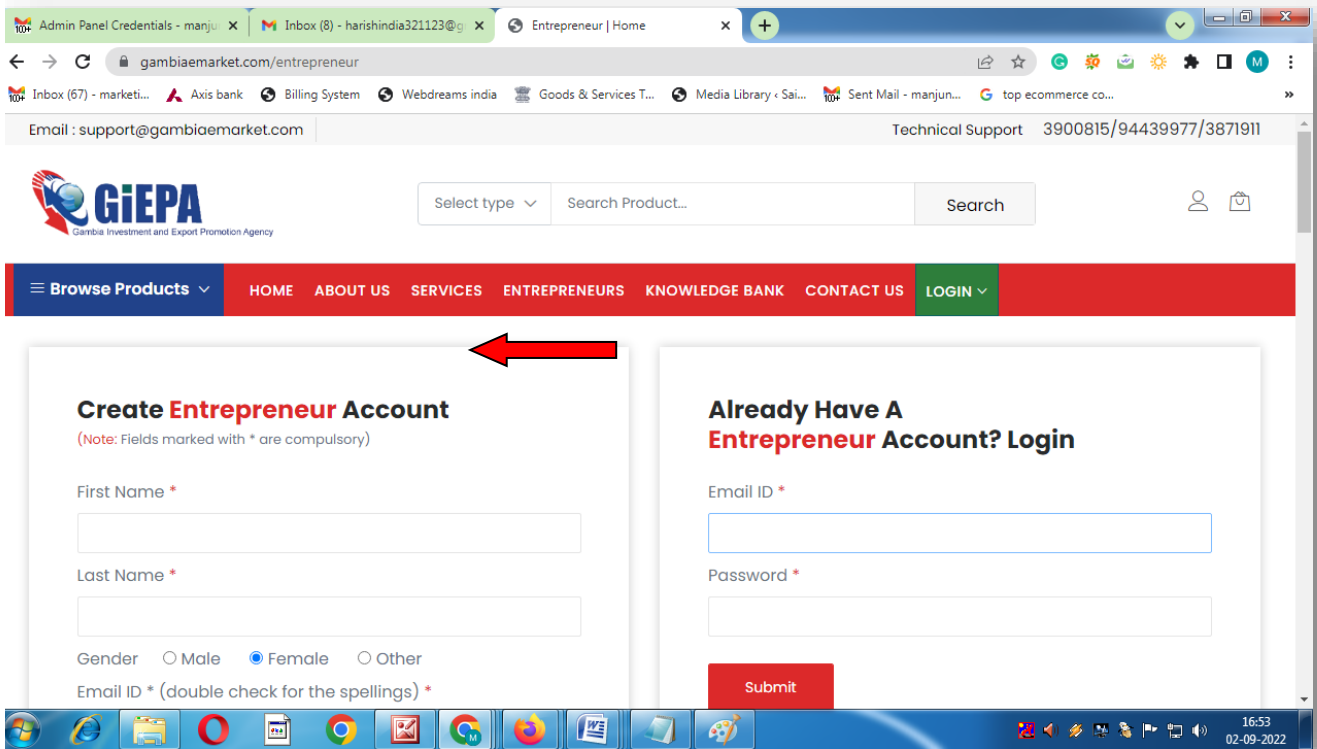
Business/Company/Firm Profile Details

Your Current Turnover

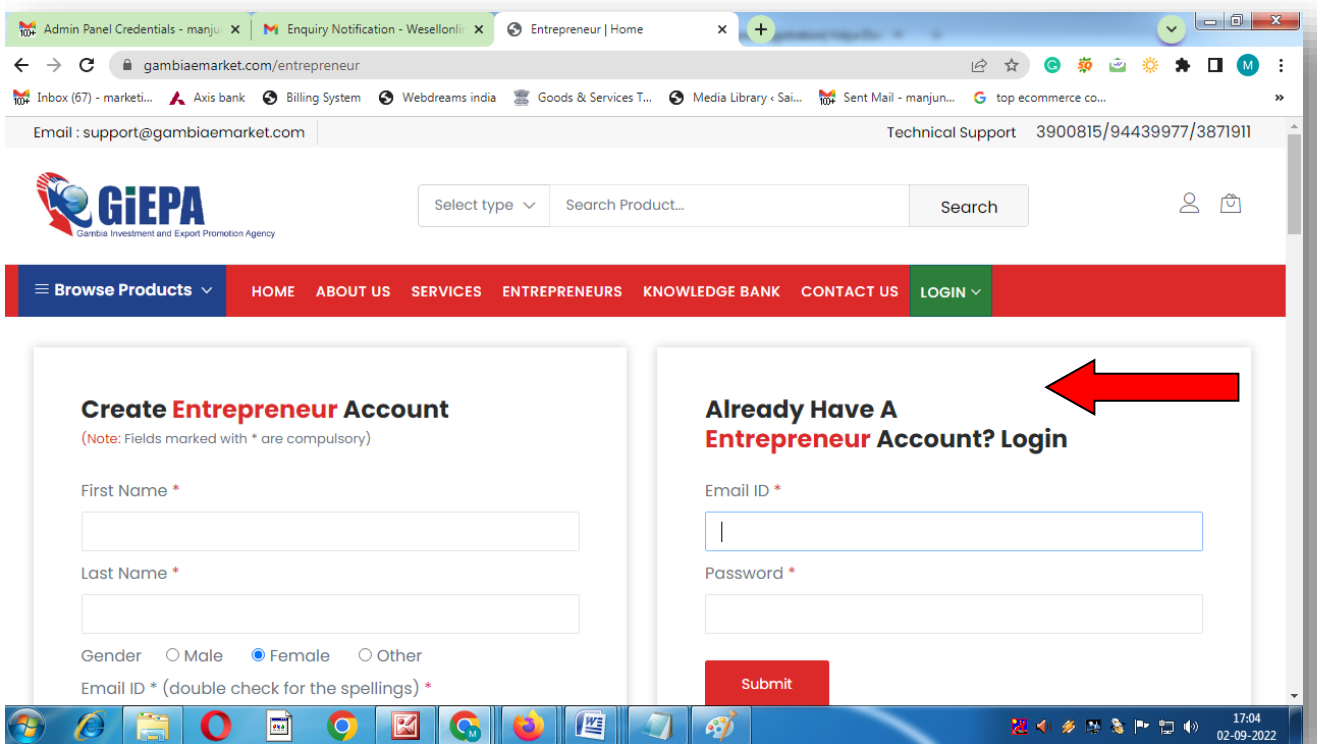
You need to upload document in the form of jeg or png or pdf for following fields

Business Registration (jpg/png/pdf) , GPPA Registration (jpg/png/pdf),National Identity (jpg/png/pdf) , Profile Picture (jpg/png) : 300px(Height) X 400px (Width)

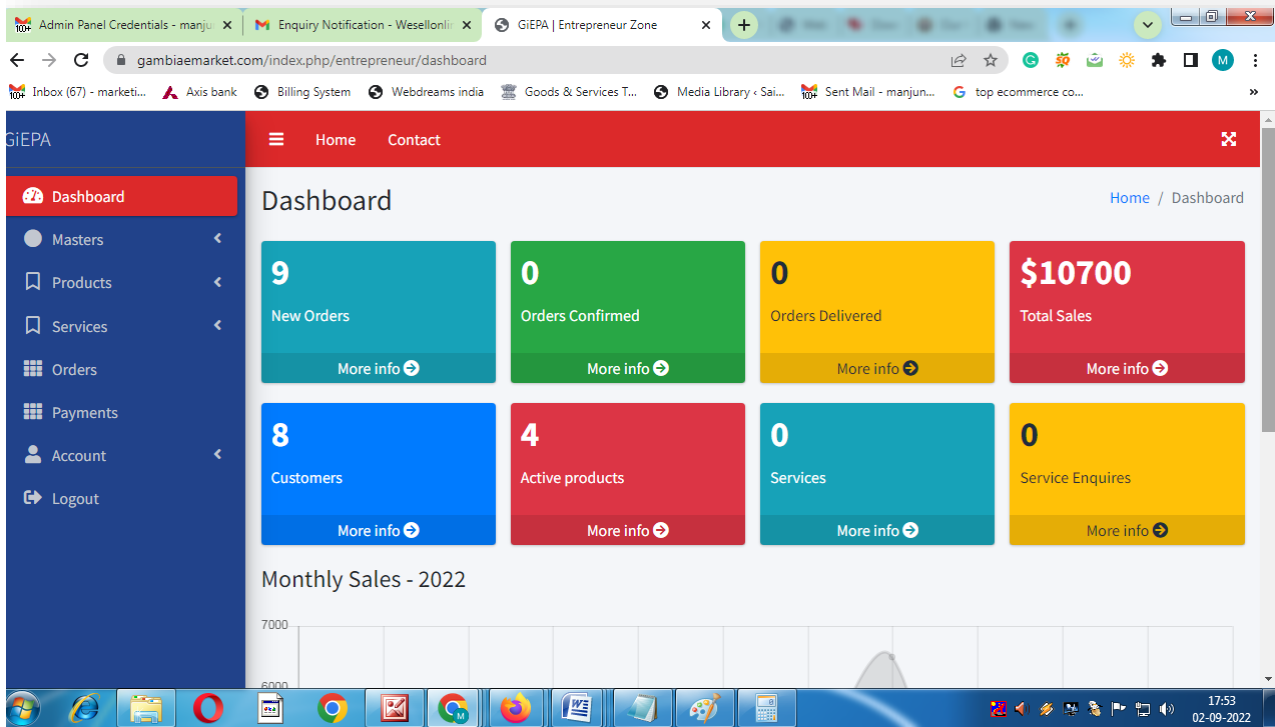
Profile picture size should be : 300px(Height) X 400px (Width)



3: If you have already registered as the entrepreneur, you can directly login (forgot password provision is available)



4: After the successful login, you can view the below **Dashboard**



After logging in (as entrepreneur) and adding brand, you may start adding further attributes of products. The product publishing process is divided into the steps as given below:

- Navigate to *Products* -> *Add Product* section (screenshot at next slide)
- Add *general product attributes* - Title, Stock Keeping Unit (SKU), Brand, Product category, Product description, etc.
- Product size and price attributes

Product color and product images

SKU means stock keeping unit, this code is used to manage inventory of your store

If you do not find the required category or sub-category for your products, please contact the admin by sending email to support@gambiaemarket.com

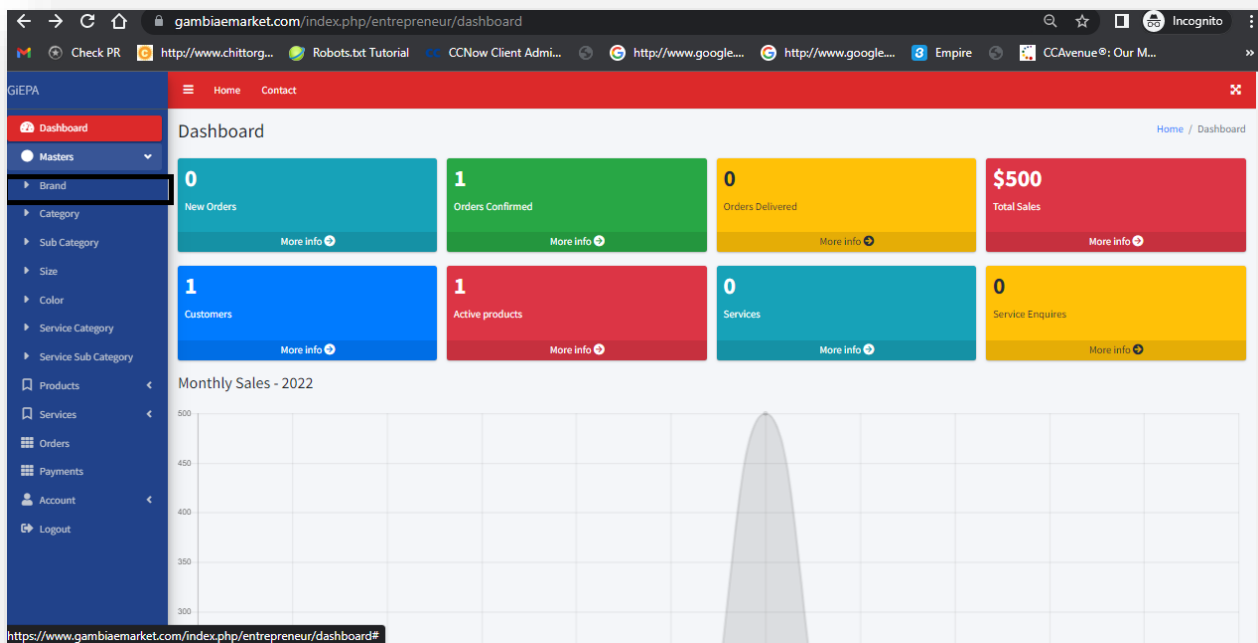
The admin will add the same in 2 working days.

5: Add products

Master gives information about various attributes of the product i.e brands , which can be added by the entrepreneur, category, subcategory, size, color, service category, service sub category

How to add product with brand

1) Go to master click on a brand, add your brand name then submit. you get a green pop notification that the brand has been added successfully in the below brands listed. if want to delete the brand the delete option is given.You can add multiple brands.



gambiaemarket.com/entrepreneur/brands

Home Contact

Brands

← Back

Add Your Brand

Brand Name: Bata

Submit

Your Brand List

#	Name	Id	
1	nick	8	Delete

Copyright © 2022 GIEPA. All rights reserved. Designed and Developed by : WebDreams India.

gambiaemarket.com/index.php/entrepreneur/brands

Home Contact

Brands

← Back

New brand added successfully

Add Your Brand

Brand Name: Item Brand

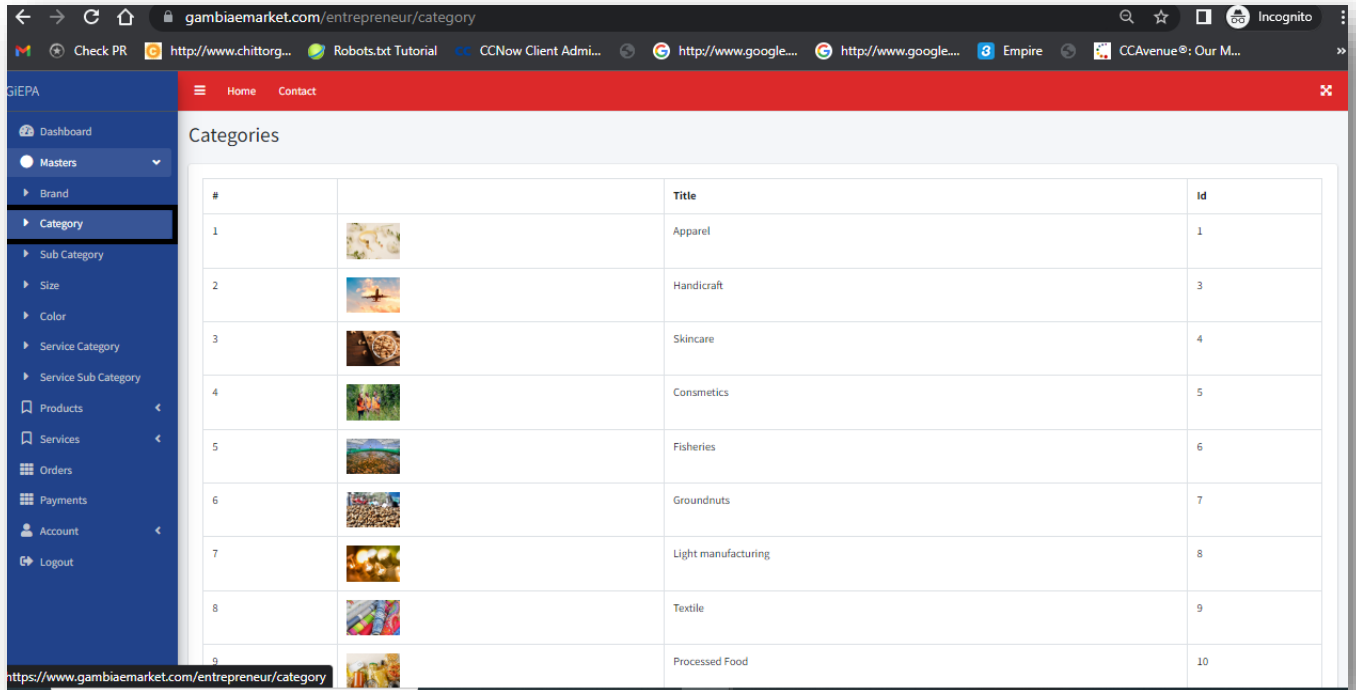
Submit

Your Brand List

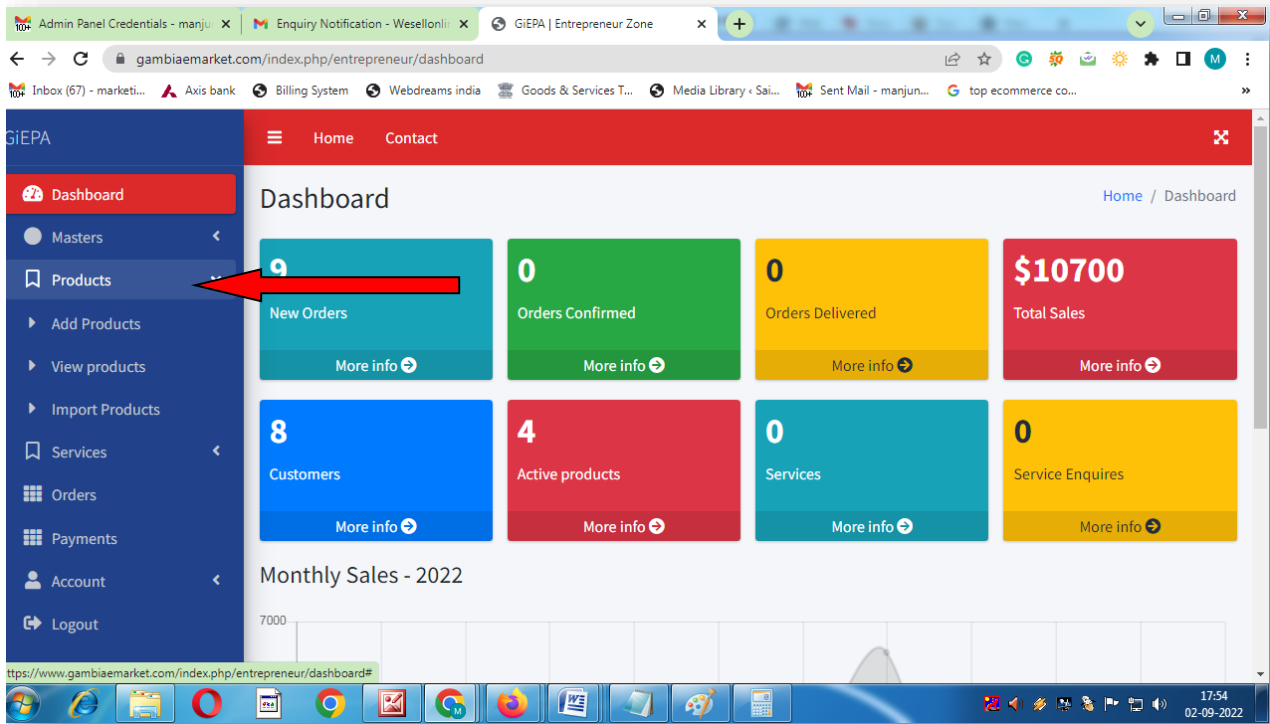
#	Name	Id	
1	nick	8	Delete
2	Bata	9	Delete

Copyright © 2022 GIEPA. All rights reserved. Designed and Developed by : WebDreams India.

Click on the **Category** option to know the Categories list. You can view subcategories, sizes, colors, etc.



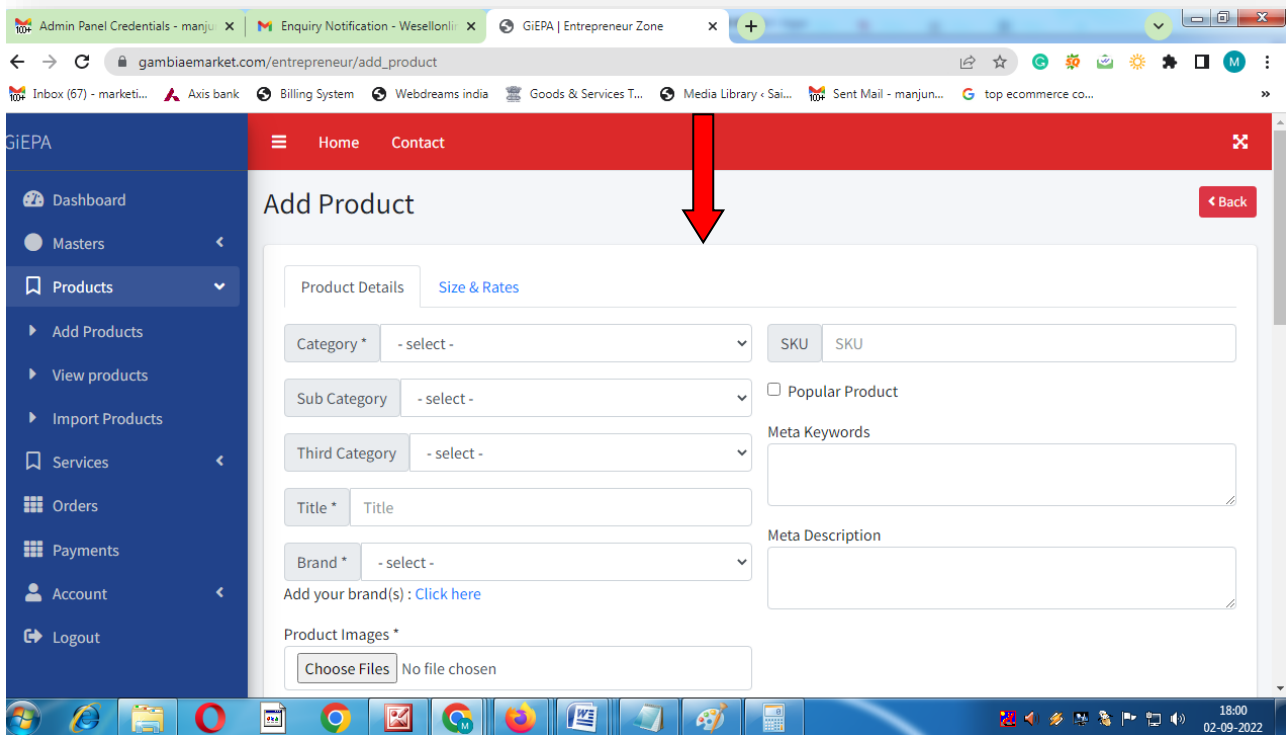
Click on the **service category** option to view all service categories.



6: Fill the below form and proceed further to add the product

You are required to provide your product details in the input fields as given below:

- Enter your product name/title
- SKU (stock-keeping unit) (optional)
- Select main category from the available list
- Select sub category from the available list
- Select third level category if applicable
- Product brand (there is provision to add brand in the *Master* section)



- Product detailed description
- Product meta details i.e. meta keywords and meta description related to the product (for improved Google search results)

Writing the product description:

Good product description provides customers with information about the features and value your product offers, so that they are tempted to buy it. Your target is to convince the customer to click the "Add to the Cart" button. You may follow the tips below:

- Know who your Target Audience is
- Focus on the product benefits
- Tell the full story
- Use natural language and tone
- Use encouraging words that sell
- Make it easy to scan through
- Optimize the keywords in the description for Search Engines

Next Tab : add Size and Rates

Quantity *

Size / Model *

Product Price *

Offer (in%)

Shipping Charge

In Stock Out of Stock

Available Colors

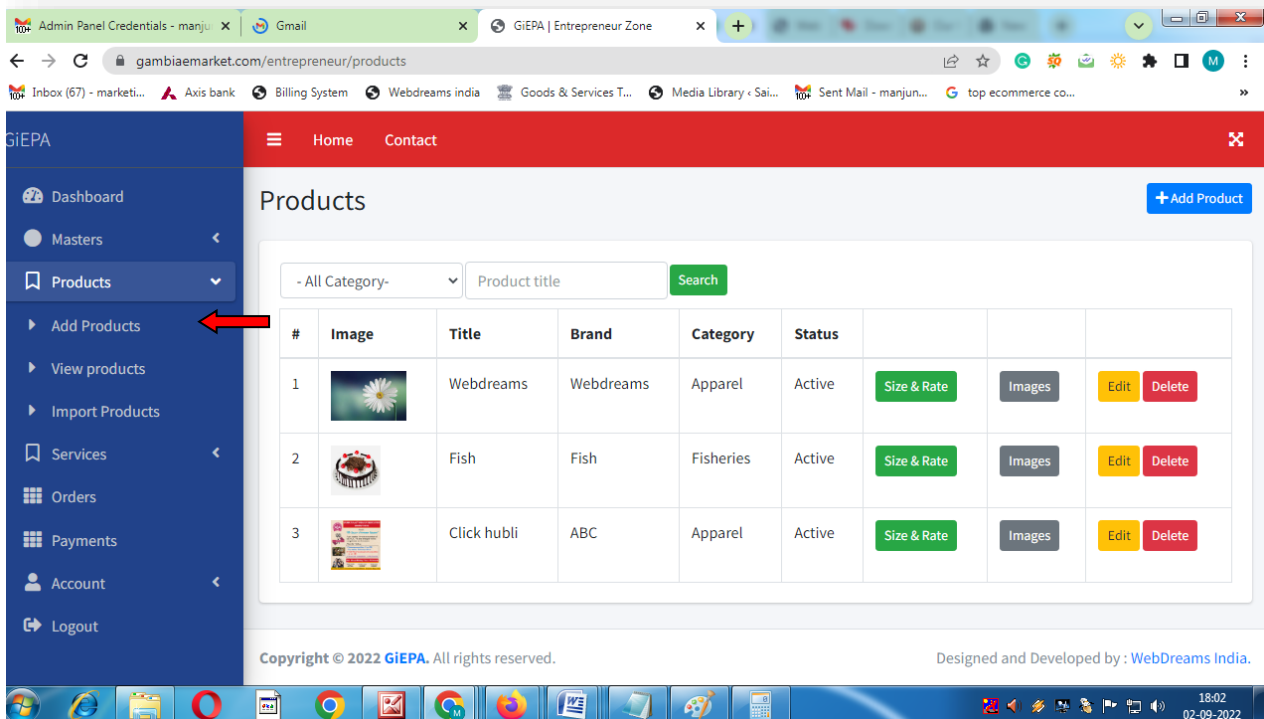
Length (in cm)

Width (in cm)

Height (in cm)

Weight (in gm)

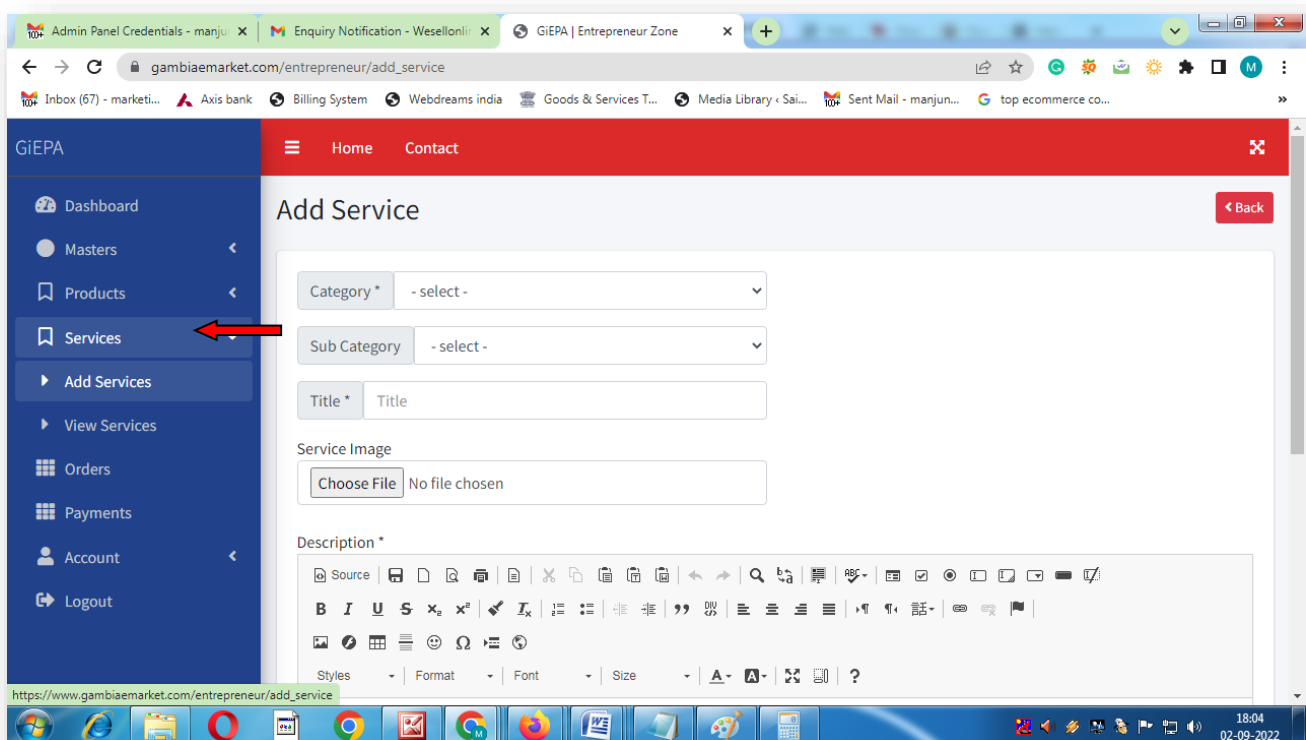
7: After adding the products, you can view your products here.



8: Adding Service : As an entrepreneur, you can publish services on the portal. Login to your entrepreneur account. Navigate to Services section on the left sidebar/menu. Click on Add Service. Enter the fields and click on Submit. Below are the form fields

- Choose category, sub category
- Title of your service
- Enter relevant image/picture (if available)
- Enter service description

Fill the below form and proceed further to add the services



9 : After adding the services, you can view your services list here


gambiaemarket.com/entrepreneur/services

Home Contact

Services [+ Add Service](#)

Cake service [Enquiries](#) [Testimonials](#) [Portfolio](#) [Edit](#) [Delete](#)

We deliver cake



Copyright © 2022 GiEPA. All rights reserved. Designed and Developed by : WebDreams India.

https://www.gambiaemarket.com/entrepreneur/services#

10 : Sales report provides date wise report of sales

GiEPA Home Contact

Sales Report

Sales Report

- Category - Item dd-mm-yyyy TO dd-mm-yyyy - All - Search

#	Order Id	Category	Item	Rate	Qty	Sub Total	Ship	Total	Status	Date	
1	19	Apparel	indian saree (200 gm)	950	1	950	0	950	New	19-08-2022	View
2	6	Apparel	Irkal saree (na)	1500	1	1500	0	1500	New	23-07-2022	View

Copyright © 2022 GiEPA. All rights reserved. Designed and Developed by : WebDreams India.

11.Payment list provides the information about confirmed/accepted orders which are eligible for payment

GiEPA

Home Contact

Payment List

Note : Only confirmed/accepted orders are considered for payments

- Status - Order id dd-mm-yyyy TO dd-mm-yyyy Search

#	Order id	Amount	Date	Order Status	Pay Status
---	----------	--------	------	--------------	------------

Copyright © 2022 GiEPA. All rights reserved. Designed and Developed by : WebDreams India

12 : Payment processed : shows details about the payment done by the admin

GiEPA

Home Contact

Payments

Payment Summary

Order Total	Confirmed	Paid	Pending
2450	0	0	2450

Payment History

- Type - Ref. Id dd-mm-yyyy TO dd-mm-yyyy Search

#	Order Id	Amount	Paymode	Ref. Id	Pay Date	Comment
---	----------	--------	---------	---------	----------	---------

13 : Account menu has option to edit profile , bank account change password, settings and delete account

Edit Profile option to edit details of profile entered during signup process

The screenshot shows the 'Edit Profile' page in the GiEPA application. The sidebar on the left contains the following navigation items: Dashboard, Masters, Products, Services, Orders, Sales Report, Payment List, Payment Processed, Account, and Logout. The main content area has a red header with 'Home' and 'Contact' links. The page title is 'Edit Profile' with a 'Back' button. The form fields are as follows:

First Name	Deepali
Last Name	Gotadke
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other
Email id	deepali@webdreams.in
Mobile	IN (91) 9741197999
Contact No.	hubli
Res. Contact No.	asdasd
Address	

14 : Settings allows to set frequency of emails and privacy

The screenshot shows the 'Settings' page in the GiEPA application. The sidebar on the left contains the following navigation items: Dashboard, Masters, Products, Services, Orders, Sales Report, Payment List, Payment Processed, Account, and Logout. The main content area has a red header with 'Home' and 'Contact' links. The page title is 'Settings'. The settings are organized into two sections:

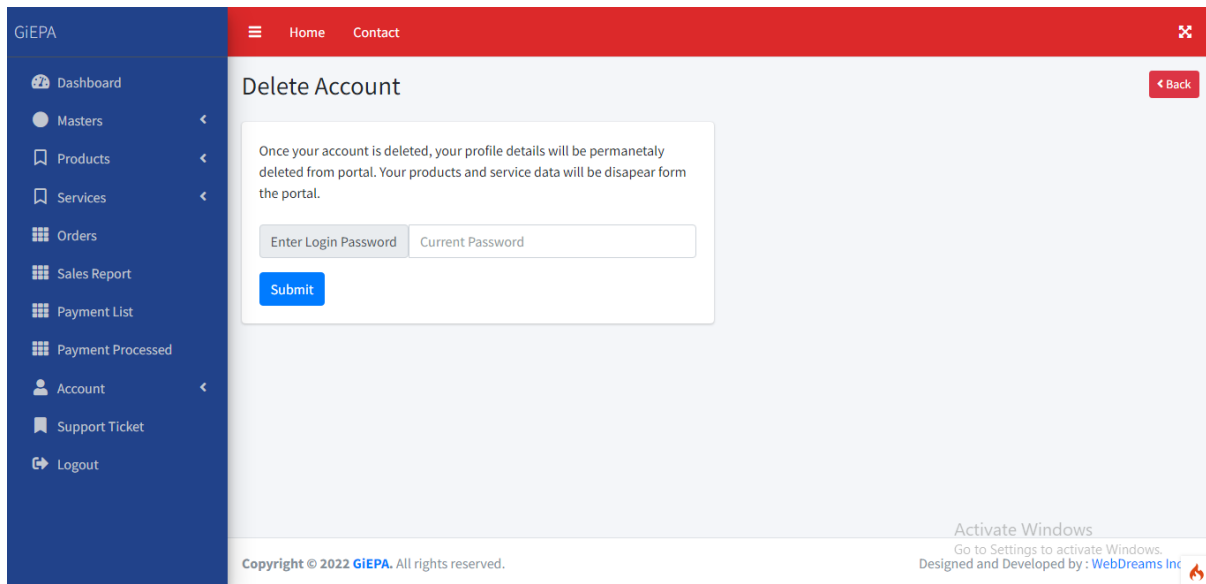
Email Notification	
Receive order related emails	<input checked="" type="radio"/> On <input type="radio"/> Off
Receive businesses notification emails	<input checked="" type="radio"/> On <input type="radio"/> Off
Receive global issues related or affecting business emails	<input checked="" type="radio"/> On <input type="radio"/> Off

Profile Privacy	
Show profile name to public	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show personal contact info to public	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save Changes

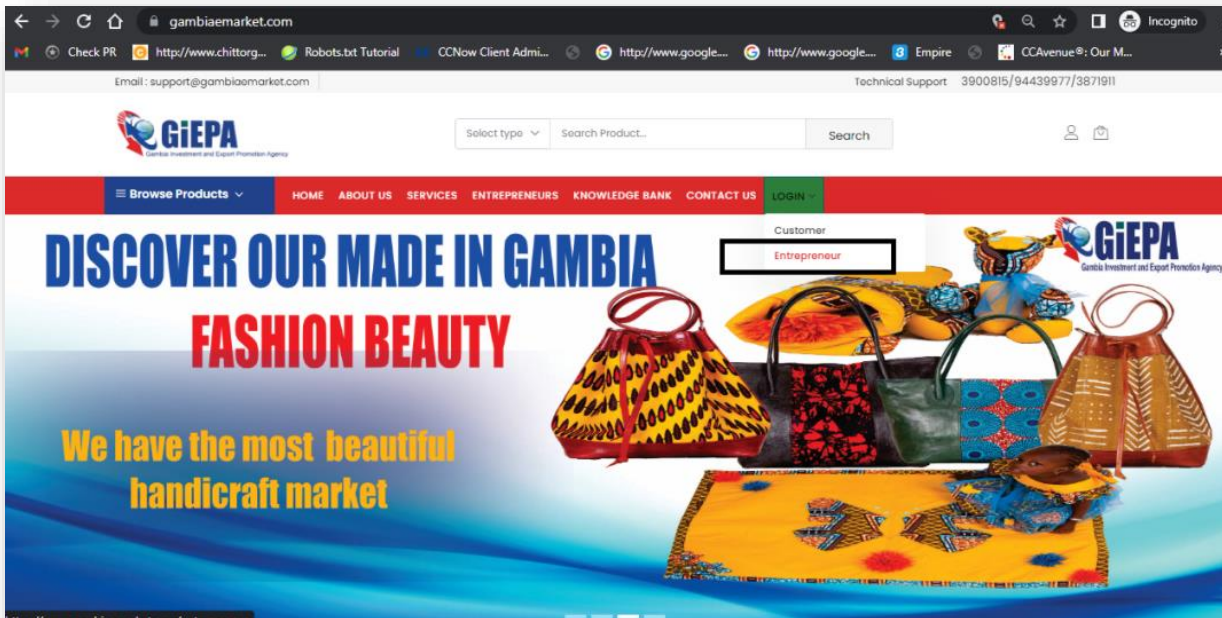
Copyright © 2022 GiEPA. All rights reserved. Designed and Developed by : WebDreams India.

15 : Delete Account allows you to delete your account information from the portal



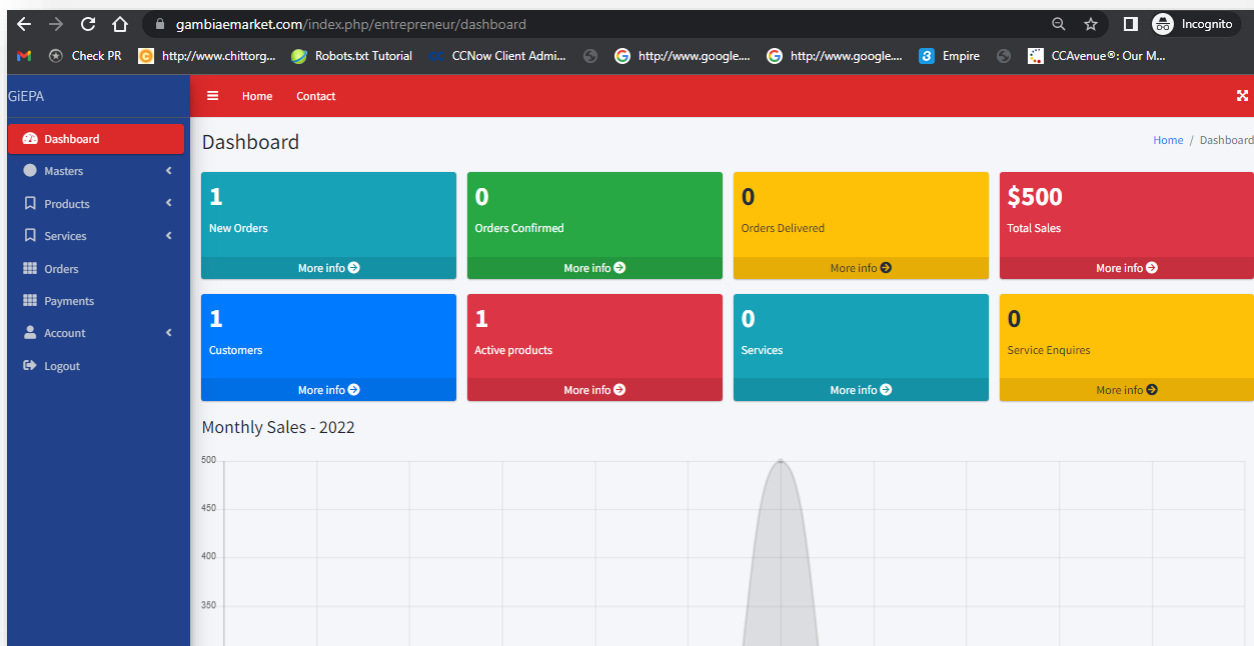
How to check orders list

1) Go to <https://www.gambiaemarket.com/> and Login as **entrepreneur**. If you already have entrepreneur account.

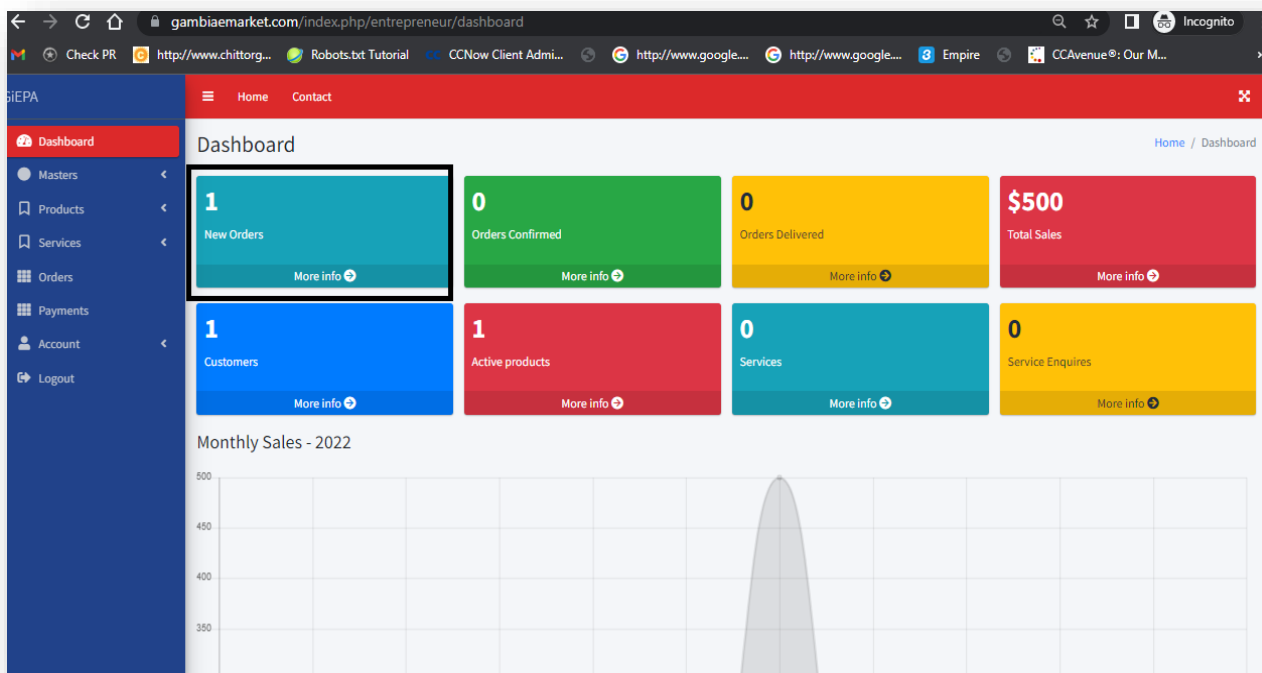


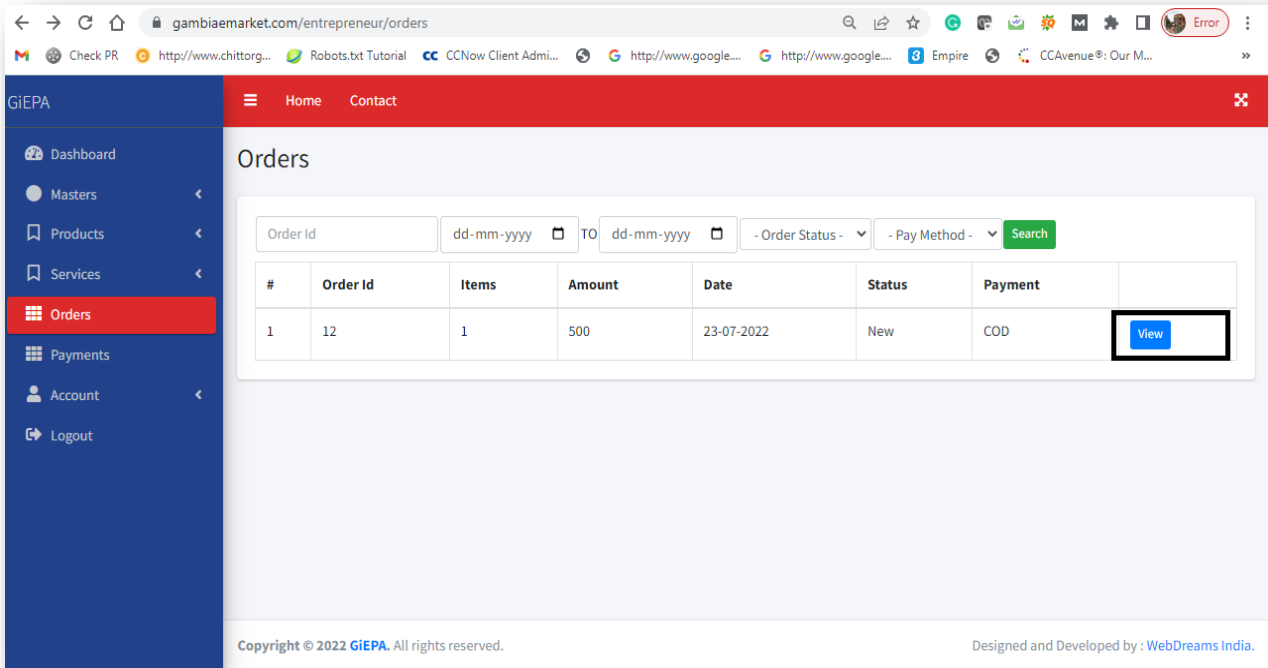
2) After login account, you will get the entrepreneur dashboard screen. You can view the dashboard with all details given here New orders, Orders confirmed, Orders delivered, Total

sales, customers, Service, and Service inquiries.

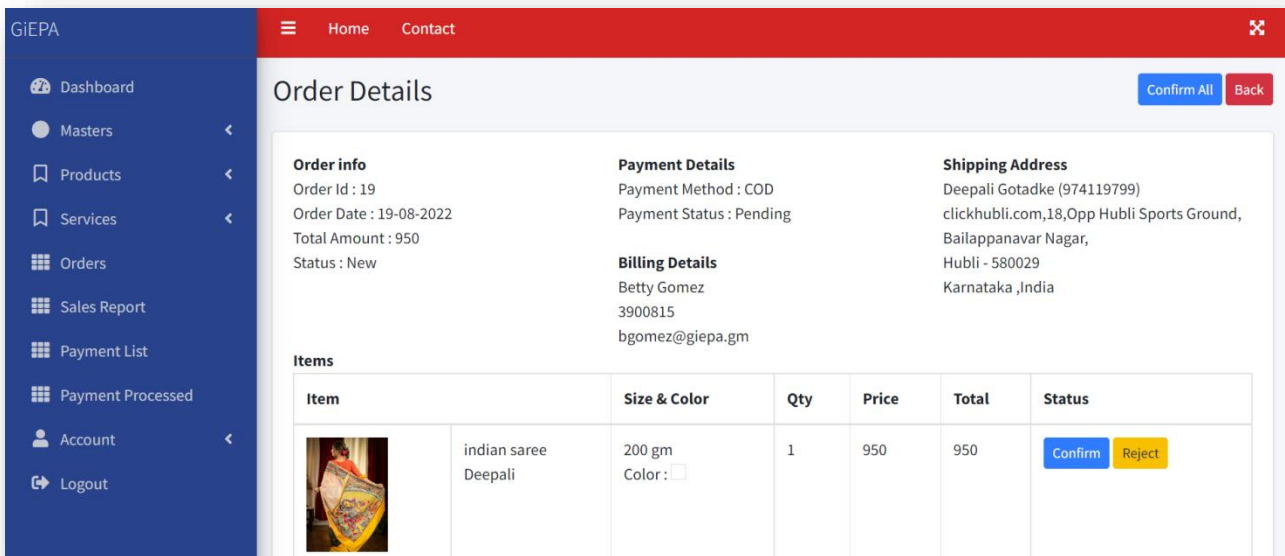


3) If you want to view how many new orders are received. Go to **New orders** and click on it. All orders are listed, click on **View** to see the order in detail.





4) To confirm the full order go to the top right corner and click **Confirm all** button. The order is confirmed. If a user wants to exit, click on the **back** button.



5) To check how many orders are confirmed, Click on the **orders confirmed** option to know the list of how many orders are confirmed. Click on the **View** button to view it in detail.

Now confirm the order from list, click on the **confirm** button.

The screenshot shows the 'Order Details' page for order ID 25. The order status is 'New'. The items table contains two entries: 'Test 1 Test' (4 chocolates) and 'red roses nick' (NA). The 'Confirm' button for the first item is highlighted with a red box. The total amount is 2000.

Item	Size & Color	Qty	Price	Total	Status
Test 1 Test	4 chocolates Color: []	2	500	1000	Confirm Reject
red roses nick	NA Color: [■]	1	1000	1000	Confirm Reject
Sub total				2000	
Shipping Charge				0	
Grand total				2000	

After confirm order you can see green notification that order successfully completed and customer get notification by email.

The screenshot shows the 'Order Details' page after the order has been confirmed. A green notification bar at the top reads 'Order status updated'. The order status is now 'Partially Confirmed'. The 'Confirmed' button for the first item is now disabled, and the 'Reject' button is highlighted. A black arrow points to the 'Confirmed' status of the first item.

Item	Size & Color	Qty	Price	Total	Status
Test 1 Test	4 chocolates Color: []	2	500	1000	Confirmed
red roses nick	NA Color: [■]	1	1000	1000	Confirm Reject
Sub total				2000	
Shipping Charge				0	
Grand total				2000	

In case if you want Reject any item in the order click on the **Reject** button and customer get notify by mail.

The screenshot shows the 'Order Details' page on gambiaemarket.com. The order status is 'Partially Confirmed'. The items table is as follows:

Item	Size & Color	Qty	Price	Total	Status
Test 1 Test	4 chocolates Color : □	2	500	1000	Confirmed
red roses nick	NA Color : ■	1	1000	1000	Confirmed
Sub total				2000	
Shipping Charge				0	
Grand total				2000	

A 'Confirm' button is highlighted in a black box next to the second item. The 'Payment Status' is 'Pending'.

After the item gets rejected the status will update on screen.

The screenshot shows the 'Order Details' page after the item has been rejected. The order status is now 'Confirmed'. The items table is as follows:

Item	Size & Color	Qty	Price	Total	Status
Test 1 Test	4 chocolates Color : □	2	500	1000	Confirmed
red roses nick	NA Color : ■	1	1000	1000	Canceled
Sub total				2000	
Shipping Charge				0	
Grand total				2000	

A black arrow points to the 'Status' column of the first item, which is 'Confirmed'. A 'Dispatch' button is now visible in the top right corner. The 'Payment Status' is 'Pending'.

You can check all detail on Orders delivered, Total sales, customers, Service, and Service inquiries.

gambiaemarket.com/index.php/entrepreneur/dashboard

Home Contact

Dashboard

Home / Dashboard

0 New Orders More info	1 Orders Confirmed More info	0 Orders Delivered More info	\$500 Total Sales More info
1 Customers More info	1 Active products More info	0 Services More info	0 Service Enquires More info

Monthly Sales - 2022

Month	Sales
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0