



relevant ecommerce™

# ZNODE MARKETPLACE 8.1.2 USER MANUAL

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April 2016



# Znode 8.1.2 Vendors Manual

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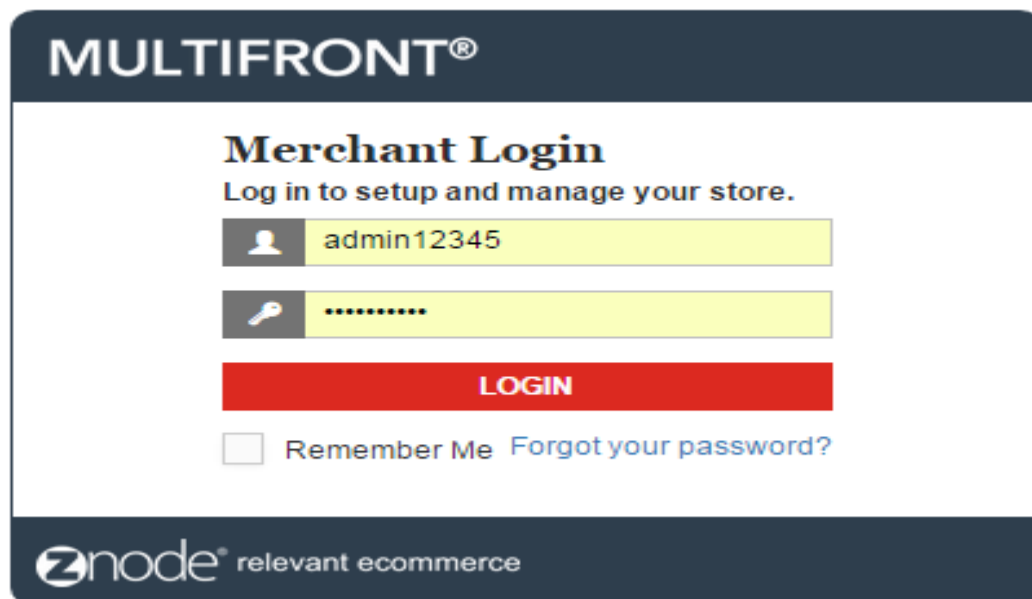
## 2 LOGIN TO THE MARKETPLACE ADMIN SITE

Users with Administrator access can login to the Marketplace administration website to manage every aspect of the Marketplace:

- Access the following web address in your browser:






Go to the URL <http://www.yourdomain.com/siteadmin> where **www.yourdomain.com** should be replaced with your storefront's domain name. Note that if the website is installed in your local machine the domain name will be "local host"

- The **Marketplace Management Login** page is displayed.



- Type your administrator user name and password. When the Marketplace is first installed the default user name is "admin" and the password is "admin".
- Click **Login**.
- Upon successful login, the **Dashboard** page is displayed.

### Welcome

 <b>Setup</b> Create new stores, and configure shipping, payments and taxes.	 <b>Inventory</b> Manage your products and inventory.	 <b>Marketing</b> Manage promotions and optimize your store's search engine.	 <b>Orders</b> Manage your orders, RMA, service requests, and reviews.	 <b>Reports</b> Generate reports on sales, customers, and other metrics.
---	--	---	--	---

#### Alerts

- 5 products have low inventory.  
[Manage Inventory](#)
- 0 Failed login attempts  
[View Activity Log](#)

Create and manage multiple storefronts for your business. [Click Here.](#)

Download and upload data to your store including inventory. [Click Here.](#)

#### Quick Statistics

**\$100002364.80** | Total Sales YTD

<b>85</b>   Orders YTD	<b>107</b>   Accounts Created YTD
------------------------	-----------------------------------

**RUN REPORTS**



## 3 VENDORS

### 3.1 Vendor Products

Here we can manage the products added by your vendors.

#### 3.1.1 Search and View Product

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Vendor Product** under **Vendor**. The **Vendor Accounts** page is displayed listing all mall admins in the database.
3. To search the product:
  - **Vendor:** Enter the Vendor name in the Vendor fields.
  - **Vendor ID:** Enter the Vendor Id
  - **Store Name:** Select any store name from the drop down
  - **SKU:** Enter the **SKU of any product**.
  - **Product Name:** Enter the Product name which you want to search.
  - **Vendor Product ID:** Enter the Vendor Product ID.
  - **Product Status:** Select the product status from the drop down.
  - Click **Search**. All accounts matching the search criteria will be displayed under **Vendor Account List**.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders **Vendors** Reports Advanced Hello admin12345! Account Support Help Log off

**Vendor Products**  
Manage products added by your vendors.

**Search**

Name  Vendor  Sku  Vendor Product Id

Vendor Id  Store Name  Product Status

**SEARCH** **CLEAR**

Advanced Search | Clear

<input type="checkbox"/>	Id	Image	Name	Selling Price	Vendor	Changed Fields	In Stock	Status	Manage	Delete
<input type="checkbox"/>	2095		Yellow Strawberry	\$23.00	Benny Dayal		999	<span style="color: green;">●</span>		
<input type="checkbox"/>	2096		Black ye	\$32.00	Benny Dayal		999	<span style="color: yellow;">●</span>		
<input type="checkbox"/>	2097		Grapes	\$12.00	Benny Dayal		999	<span style="color: yellow;">●</span>		

Show 10 Per Page Page 1 / 1

● Approved ● Declined ● Pending Approval ● To Edit

**DECLINE SELECTED** **APPROVE SELECTED** **REVIEW IMAGE**

### 3.1.2 Approved/Declined Product

To Approved the mall admin products:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click Vendor Product under the Vendor. Vendor Product page is display listing all the product of the mall admin.
3. Select product which you want approved then click on the Approved button OR you approve the product by click on the Manage link.

**Vendor Products**  
Manage products added by your vendors.

Search

Name:  Vendor:  Sku:  Vendor Product Id:

Vendor Id:  Store Name:  Product Status:

SEARCH CLEAR

	Id	Image	Name	Selling Price	Vendor	Changed Fields	In Stock	Status	Manage	Delete
<input type="checkbox"/>	2095		Yellow Strawberry	\$23.00	Benny Dayal		999	●		
<input type="checkbox"/>	2096		Black ye	\$32.00	Benny Dayal		999	●		
<input type="checkbox"/>	2097		Grapes	\$12.00	Benny Dayal		999	●		

Show 10 Per Page

● Approved ● Declined ● Pending Approval ● To Edit

DECLINE SELECTED APPROVE SELECTED REVIEW IMAGE

To declined the mall admin product:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click Vendor Product under the Vendor. Vendor Product page is display listing all the product of the mall admin.
3. Select any product which you want to decline.
4. Select any rejection message and click on the submit button.



**Vendor Products**




Manage products added by your vendors.

**Search**

Name  Vendor  Sku  Vendor Product Id   
 Vendor Id  Store Name  Product Status

**SEARCH** **CLEAR**

Advanced Search | Clear

<input type="checkbox"/>	Id	Image	Name	Selling Price	Vendor	Changed Fields	In Stock	Status	Manage	Delete
<input type="checkbox"/>	2095		Yellow Strawberry	\$23.00	Benny Dayal		999	<span style="color: green;">●</span>	<span style="color: red;">✖</span>	<span style="color: red;">✖</span>
<input type="checkbox"/>	2096		Black ye	\$32.00	Benny Dayal		999	<span style="color: yellow;">●</span>	<span style="color: red;">✖</span>	<span style="color: red;">✖</span>
<input type="checkbox"/>	2097		Grapes	\$12.00	Benny Dayal		999	<span style="color: yellow;">●</span>	<span style="color: red;">✖</span>	<span style="color: red;">✖</span>

Show 10 Per Page Page 1 / 1

● Approved ● Declined ● Pending Approval ● To Edit

**DECLINE SELECTED** **APPROVE SELECTED** **REVIEW IMAGE**

**Reject Product - Grapes**

**Reject Product Details**

ProductID: 2097  
 Vendor: Benny Dayal  
 Reason for Rejection:   
 Detailed Reason (Optional):

**SUBMIT** **CANCEL**

### 3.2 Vendor Accounts (Mall Admin)

**Mall Admin (Vendor Admin)** page allows you to manage the mall admin's account information.

#### 3.2.1 View Vendor Account

To search for and view mall admins:

2. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
3. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all **Vendor Accounts** in the database.

The screenshot shows the 'Vendor Accounts' management page. At the top is a navigation bar with icons for Dashboard, Setup, Inventory, Marketing, Orders, Vendors, Reports, and Advanced. Below this is a search form with fields for Account ID, Company Name, Account Number, Email ID, First Name, Phone Number, Start Date, Store Name, Last Name, Login Name, and End Date. There are 'SEARCH' and 'CLEAR' buttons. Below the search form is a table with columns: Account ID, Full Name, Phone Number, Email ID, Manage, and Delete. The table contains one entry for Shane Robert. At the bottom right of the table area is a 'DOWNLOAD TO EXCEL' button.

4. To search for a mall admin:

- **Store Name:** Select a store name from the drop-down list.
- **Search Account:** Enter a keyword. This can be a partial First Name, Last Name, Company Name, Login Name, Account Number, Contact ID, Phone Number and Email ID.
- **Select a Profile:** Select the profile from the drop-down list.
- **Start Date:** Enter the start date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
- **End Date:** Enter the end date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.

- Click **Search**. All accounts matching the search criteria will be displayed under **Vendor Account List**.

5. Click **Manage** on the mall admin to view its details. The **Mall Admin Details** page is displayed listing the mall admin details.

### 3.2.2 Add Vendor Account (Mall Admin)

**Important:** After creating an account, the [Profile](#) and [Permission](#) must be enabled.  
To create a Vendor's account:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Vendor Accounts** under **Vendor**. The **Vendor Accounts** page is displayed listing all mall admins in the database.
3. Click **Add Vendor Account** to create a **Vendor Account**. The **Add Vendor Account** page is displayed.
4. Enter the following details:
  - **User Name:** Enter user name. User name will be used for login into the mall admin.
  - **Account Number:** Enter the account number in your internal accounting system that corresponds to this customer. Leave blank if you don't have one.
  - **First Name:** Enter First Name
  - **Last Name:** Enter last name
  - **Company Name:** Enter the company name.
  - **Email Address:** Enter an email address.
  - **Phone Number:** Enter Phone Number.
  - **Street1:** Enter address in Street1.
  - **Street2:** Enter address in Street2.
  - **City:** Enter city in city field.
  - **State:** Enter state in state field.
  - **Postal Code:** Enter Postal Code.
4. Click **Submit**. The **Vendor Account** detail page is displayed listing the details of the newly added Vendor Account under the General tab.

5. On this page the following details can be managed:

- [Edit Account](#)
- [Add New Address](#)
- [Permissions](#)

To create permissions for this account, click on the **Permissions** tab and then click on **Edit Permissions**. The **Edit Permissions** page is displayed.

Enter the following details:

- **Select Stores:** Select the stores that this account can access.
- **Select Role:** Select roles for this account.

Click **Submit**. The **Mall Admin** detail page is displayed listing permission details under the **Permissions** tab.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

**Create Vendor Account**

Note: Upon successful creation of an Vendor account, a temporary password will be emailed to the new user.

**Login Information**

User Name \*

Account Number   
Your internal ERP account number.

**Contact Information**

First Name \*

Last Name \*

Company Name

Email Address \*

Phone Number \*

Street 1 \*

Street 2

City \*

State \*

Postal Code \*

**SUBMIT** **CANCEL**

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Vendor Account : 11546 - Shane Robert

← BACK

General Permissions

EDIT

Contact Information

Name (Billing)

Company Name

Phone Number

Email Address

Email Opt In

Additional Information

Website

Description

Source

Create Date

Create User

Update Date

Update User

Custom1

Custom2

Custom3

Account Information

Account ID

Account Number

Addresses

+ ADD

Advanced Search | Clear

Name	Default Shipping	Default Billing	Full Name	Edit	Delete
Default Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shane Robert Thomoson Road Portland, OR 97213 US PH : 123456789		

Show  Per Page Page 1 / 1

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Edit Permissions: Shane

Administer Stores

All Stores

User Roles

- ADMIN
- CATALOG EDITOR
- CONTENT EDITOR
- CUSTOMER SERVICE REP
- EXECUTIVE
- FRANCHISE
- ORDER APPROVER
- ORDER ONLY
- REVIEWER
- SEO
- VENDOR

SUBMIT CANCEL

### 3.2.3 Edit Vendor Account

To edit a vendor's account:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all **Vendor Accounts** in the database.
3. Click **Mange** on the **Vendor Accounts** to edit its details. The **Edit Vendor Accounts Information** page is displayed listing the mall admin details.
4. Click on Edit Account
5. Update the following details:
  - **Reset Password:** "Submit" button used to generate new password and new password sent to the respective email address of that particular Vendor Account.
  - **Account Number:** Enter the account number in your internal accounting system that corresponds to this customer. Leave blank if you don't have one.
  - **First Name:** Enter First Name
  - **Last Name:** Enter last name
  - **Company Name:** Enter the company name.
  - **Email Address:** Enter an email address.
  - **Phone Number:** Enter Phone Number.
  - **Street1:** Enter address in Street1.
  - **Street2:** Enter address in Street2.
  - **City:** Enter city in city field.
  - **State:** Enter state in state field.
  - **Postal Code:** Enter Postal Code.
6. Click **Submit**. The **Vendor Account** detail page is displayed listing the details of the newly updated Vendor Account under the General tab.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders **Vendors** Reports Advanced Hello admin12345! Account Support Help Log off

**Vendor Account**  
 Note: Upon successful creation of a Vendor account, a temporary password will be emailed to the new user.

**Login Information**

User ID \*   
 Reset Password [RESET PASSWORD](#)

**Contact Information**

Franchise Account Number   
Your internal ERP account number.

First Name \*   
 Last Name \*   
 Company Name   
 Email Address \*   
 Phone Number \*   
 Street 1 \*   
 Street 2   
 City \*   
 State/Province/Region \*   
 Postal Code \*

[SUBMIT](#) [CANCEL](#)

### 3.2.4 Delete Vendor Account

To delete a mall admin: From the **Vendor Account** page, click **Delete** the **Please Confirm** page is displayed. Click **Delete**. The **Vendor Account** deleted mall admin removed from the list.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders **Vendors** Reports Advanced Hello admin12345! Account Support Help Log off

**Vendor Accounts** [+ ADD](#)  
 Manage accounts for vendors who sell through your store.

**Search**

Account ID  First Name  Last Name  Company Name   
 Phone Number  Login Name  Account Number  Start Date   
 End Date  Email ID  Store Name  Profile

[SEARCH](#) [CLEAR](#)

[Advanced Search](#) | [Clear](#)

Account ID	Full Name	Phone Number	Email ID	Manage	Delete
11548	Shane Robert	123456789	shane.robert@gmail.com	<a href="#">⚙️</a>	<a href="#">🗑️</a>

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[DOWNLOAD TO EXCEL](#)

### 3.2.5 Enable/Disable Vendor Account

To enable or disable a Vendor Account:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all **Vendor Accounts** in the database.
3. To search for an **Vendor Accounts** to enable or disable:
  - **Search Account:** Enter a keyword. This can be a partial First Name, Last Name, Company Name, Login Name, Account Number, Contact ID, Phone Number and Email ID.
  - **Select a Profile:** Select the profile from the drop-down list.
  - **Start Date:** Enter the start date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
  - **End Date:** Enter the end date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
  - **Partner Approval Status:** Select the partner approval status from the drop-down list.
  - Click **Search**. All mall admins matching the search criteria will be displayed under **Mall Admin List**.
4. To enable an account:
  - Click **Enable** on the mall admin from the Account List. The **Please Confirm** page is displayed.
  - Click **Enable Online Account** to confirm. The **Accounts** page is displayed after enabling this account.
5. To disable an account:
  - Click **Disable** on the mall admin from the Account List. The **Please Confirm** page is displayed.
  - Click **Disable Online Account** to confirm. The **Accounts** page is displayed after disabling this account.

**Vendor Accounts**  
Manage accounts for vendors who sell through your store.

**Search**

Account ID:   
 First Name:   
 Last Name:   
 Company Name:   
 Phone Number:   
 Login Name:   
 Account Number:   
 Start Date:   
 End Date:   
 Email ID:   
 Store Name:   
 Profile:

**SEARCH** **CLEAR**

Account ID	Full Name	Phone Number	Email ID	Manage	Delete
11548	Shane Robert	123456789	shane.robert@gmail.com		

Show 10 Per Page

**DOWNLOAD TO EXCEL**



### 3.2.6 Download Vendor Accounts information to Excel

To download Vendor Account information to Excel:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all Vendor Accounts in the database.
3. Use [Search](#) to list only those mall admins you want to download. Skip this step to download all mall admins.
4. Click **Download to Excel**. The **File Download** dialog box opens.
5. Click **Save**, to save the file, else skip to step 8 to open the file. The **Save As** Dialog box opens.
6. In the **Save As** dialog box:
  - **Save in:** Select a location where you want to save the downloaded file.
  - **File Name:** Enter a file name. Else leave at default.
7. Click **Save**. The **Download complete** dialog box is displayed. You can view the downloaded file by opening it in Excel from the saved location.
8. Click **Open**. The account information file is opened in Excel, listing all the customers and their account details.

### 3.3 Franchise Administrators

Franchise Admin page allows you to manage the franchise admin's account information.

#### 3.3.1 View Franchise Admin

To search for and view franchise admins:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Franchise Admins** under **Vendors**. The **Franchise Admins** page is displayed listing all franchise admins in the database.
3. To search for a franchise admin:
  - **Store Name:** Select a store name from the drop-down list.
  - **Search Account:** Enter a keyword. This can be a partial First Name, Last Name, Company Name, Login Name, Account Number, Contact ID, Phone Number and Email ID.
  - **Select a Profile:** Select the profile from the drop-down list.
  - **Start Date:** Enter the start date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
  - **End Date:** Enter the end date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
  - Click **Search**. All accounts matching the search criteria will be displayed under **Franchise Admin List**.
4. Click **Manage** on the franchise admin to view its details. The **Franchise Admin Details** page is displayed listing the franchise admin details.

**Franchise Administrators**  
Manage administrator accounts for franchise stores. + ADD

**Search**

Account ID:  First Name:  Last Name:   
 Company Name:  Phone Number:  Login Name:   
 Account Number:  Start Date:  End Date:   
 Email ID:  Store Name:  Profile:

**SEARCH** **CLEAR**

[Advanced Search](#) | [Clear](#)

Account ID	Full Name	Phone Number	Email ID	Manage	Disable	Delete
11755	Shane Robert	123456789	shane.robert@gmail.com			

Show  Per Page Page 1 / 1

**DOWNLOAD TO EXCEL**

### 3.3.2 Add Franchise Admin

To Add the franchise admin:

1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admins** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.
3. To add the New Franchise in the list click on the **Add Franchise Admin** button.
  - **Franchise Number:** Enter the Franchise Number. Under this field to associate this Franchise with your internal accounting system.
  - **User Name:** Enter a user name that will be used by the Franchise to log in and administer their site.
  - **Store Name:** Specify the Store Name/ Company Name.
  - **Theme:** Select any theme from the drop down. Selected theme display in the store
  - **Site URL:** Specify the Store URL
  - **Select Logo:** Choose a logo that will display on the website
  - **First Name:** Enter he First Name
  - **Last Name:** Enter the Last Name.
  - **Email Address:** Mention your valid Email ID.
  - **Phone Number:** Enter the phone number.
  - **Street 1:** Mention your complete address.
  - **Street 2:** Mention your complete address
  - **City:** Enter the City name.
  - **State:** Enter the state.
  - **Pin code:** Enter the pin code.
  - Click on the **Submit** button. New **Franchise** account is created and newly created **Franchise** account is display in the **Franchise admin** list. and newly **Franchise store** is display in the manage store page.

### Create Franchise Account

This page allows you to create a Franchise store. Once created, the store will be accessible by the provided URL.

Note: Upon successful creation of a Franchise account, a temporary password will be emailed to the new user.

#### Login Information

Franchise Number \*

Use this field to associate this Franchise with your internal accounting system.

User Name \*

Enter a user name that will be used by the Franchise to log in and administer their site.

#### Store Settings

Store Name \*

Specify Store Name / Company name.

Theme

Site URL

Enter a fully qualified URL (example: http://mysite.com). Note that the "www" and any port number will be ignored.

Select a Logo

Choose a logo that will be displayed on web site.

#### Contact Information

First Name \*

Last Name \*

Email Address \*

Phone Number \*

Street 1 \*

Street 2

City \*

State \*

Postal Code \*

### 3.3.3 Edit Franchise Admin

To Edit the Franchise admin:

1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.
3. To Edit Franchise account in the list click on the **Manage** link of any **Franchise Admin**.
4. Click on the Edit Account button from the General tab. Update below details:
  - **User ID:** This text box is non editable.
  - **Reset Password:** Click on the Submit button, temporary password is send to the Franchise Email Address.
  - **First Name:** Enter he First Name
  - **Last Name:** Enter the Last Name.
  - **Email Address:** Mention your valid Email ID.
  - **Phone Number:** Enter the phone number.
  - **Street 1:** Mention your complete address.
  - **Street 2:** Mention your complete address
  - **City:** Enter the City name.
  - **State:** Enter the state.
  - **Pin code:** Enter the pin code.
  - Click on the **Submit** button. Updated information is display in the page.

Franchise Admin:11755 - Shane Robert

← BACK

General Permissions

EDIT

Contact Information

Name (Billing)

Company Name

Phone (Billing)

Email Address

Email Opt In

Additional Information

Website

Description

Source

Create Date

Create User

Update Date

Update User

Custom1

Custom2

Custom3

Account Information

Account Id

External Id

Addresses

+ ADD

Advanced Search | Clear

Name	Default Shipping	Default Billing	Address	Edit	Delete
Default Address	✓	✓	Shane,Robert,Adidas,Pleasant RoadJena,LA,71372,US,PH :123456789,	EDIT	DELETE

Show  Per Page Page 1 / 1

MULTIFRONT® Hello admin12345!

### Edit Franchise Account

Note: Upon the edit of an account you are able to submit a request to reset the user's current password.

**Login Information**

User ID \*

Reset Password

**Contact Information**

First Name \*

Last Name \*

Email Address \*

Phone Number \*

Street 1 \*

Street 2

City \*

State/Province/Region \*

Postal Code \*

f

### Add New Address

To add the new address:

1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise Admin** page is display listing all franchise admin in the database.
3. To Add New Address for Franchise account, click on the **Manage** link of any **franchise admin** then click on the add new address button.
4. Enter below details to add new address:
  - **Address Name:** Enter the Address Name
  - **First Name:** Mention your First name
  - **Last Name:** Mention your Last Name.
  - **Company Name:** Enter the company name
  - **Street 1:** Enter your valid address
  - **Street 2:** Enter your valid address
  - **City:** Enter the city
  - **State:** Enter the state
  - **Postal Code:** Mention postal code

- **Country:** Select the country from the drop down
- **Phone Number:** Enter your phone number
- Click on the checkboxes that is your default shipping and billing address.
- Click on the **Submit** button. Newly created address is display in the grid.

MULTIFRONT® Hello admin12345!

Create Address

Address Details

Address Name \*   
Example: "Home Address".

First Name \*

Last Name \*

Company Name

Street 1

Street 2

City

State/Province/Region

Postal Code

Country

Phone Number

- This address is my billing address
- This address is my shipping address

**SUBMIT** **CANCEL**



## Edit Address

To edit the address

1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.
3. To Add New Address for Franchise account click on the **Manage** link of any **franchise admin** then click on the add new address button.
4. Update the following details:
  - **Address Name:** Update the Address Name
  - **First Name:** Mention your First name
  - **Last Name:** Mention your Last Name.
  - **Company Name:** Update the company name
  - **Street 1:** Update your valid address
  - **Street 2:** Update your valid address
  - **City:** Update the city
  - **State:** Update the state
  - **Postal Code:** Mention postal code
  - **Country:** Select the country from the drop down
  - **Phone Number:** Update your phone number
  - Click on the checkboxes that is your default shipping and billing address.
  - Click on the **Submit** button. Newly created address is display in the grid.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin12345! Account Help Log off

**Edit Address**

**Address Details**

Address Name \*   
Example: "Home Address".

First Name \*

Last Name \*

Company Name

Street 1

Street 2

City

State/Province/Region

Postal Code

Country

Phone Number

This address is my billing address












This address is my shipping address

**SUBMIT** **CANCEL**

## Permission

Here admin can select the Roles and Permission to the Franchise. While clicking on the Edit Roles and permission button Edit Permission page is display.

1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.
3. To Add New Address for Franchise account click on the **Manage** link of any **franchise admin** then click on the add new address button.
4. Click on the Permission tab and Edit Permission page is display.
5. Uncheck all the check boxes. All the store is display along with the check boxes.
6. Select Roles from the Roles section and click on the submit button.

MULTIFRONT®         Hello admin12345!   
  Account |  Help |  Log off

**Edit Permissions: Shane Robert**

**Administer Stores**

All Stores

**User Roles**

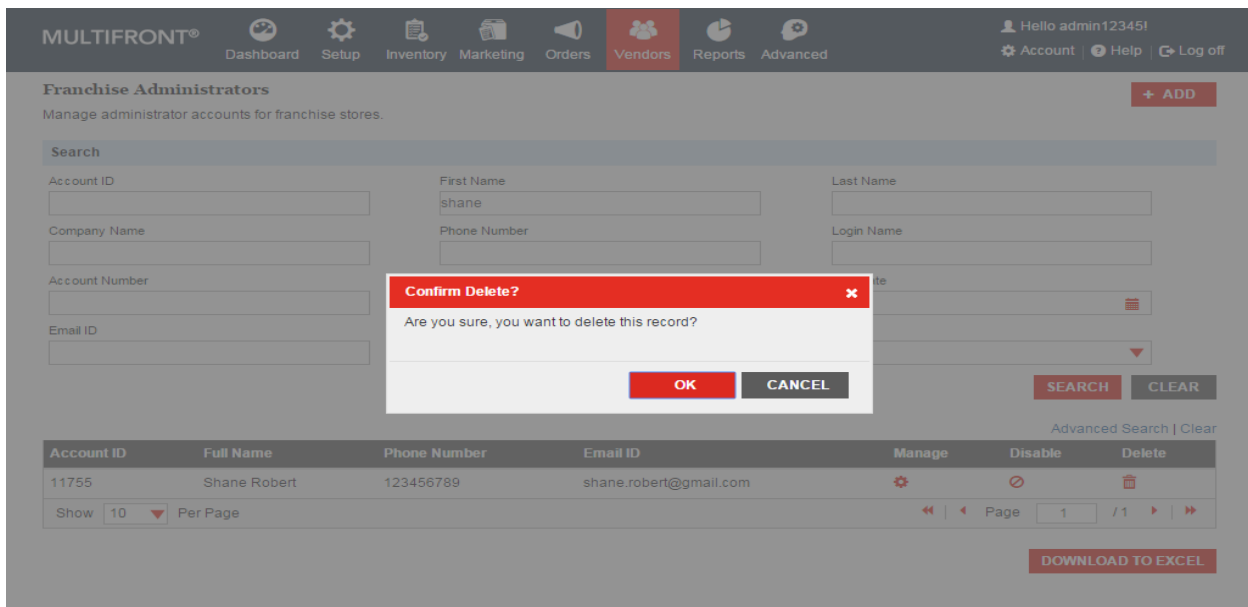
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ADMIN                | <input type="checkbox"/> CATALOG EDITOR | <input type="checkbox"/> CONTENT EDITOR       |
| <input type="checkbox"/> CUSTOMER SERVICE REP | <input type="checkbox"/> EXECUTIVE      | <input checked="" type="checkbox"/> FRANCHISE |
| <input type="checkbox"/> ORDER APPROVER       | <input type="checkbox"/> ORDER ONLY     | <input type="checkbox"/> REVIEWER             |
| <input type="checkbox"/> SEO                  | <input type="checkbox"/> VENDOR         |   |

**SUBMIT** **CANCEL**

### 3.3.4 Delete Franchise Admin

To delete the Franchise admin:.

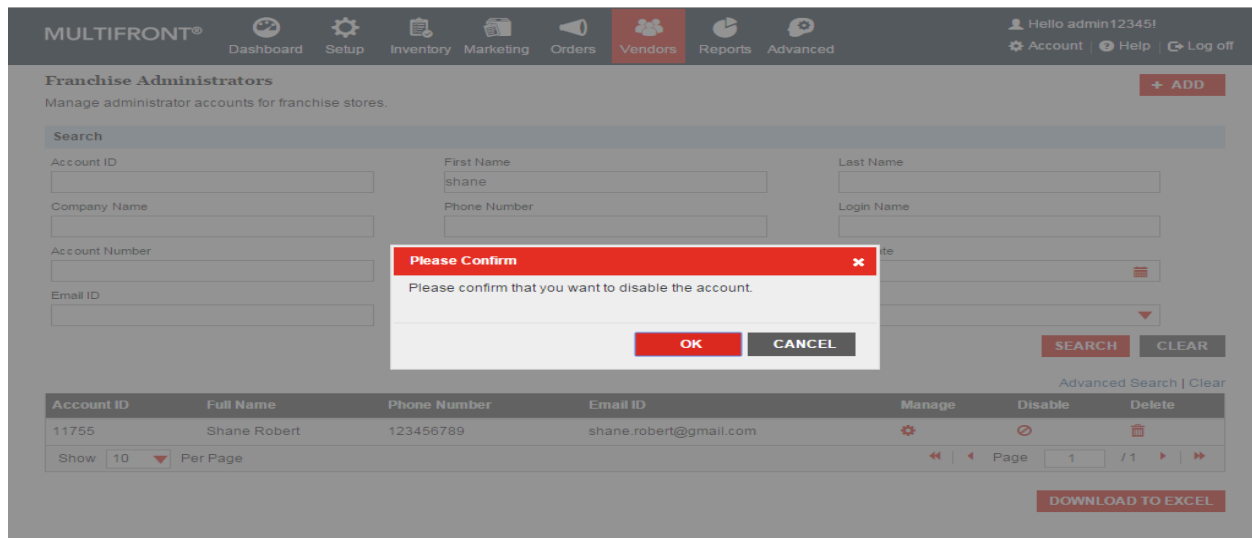
1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.
3. Click on the Delete link of any franchise account, Confirmation message is display.
4. Click on the delete link, Franchise account is removed from the grid.



### 3.3.5 Enable/Disable Franchise Admin

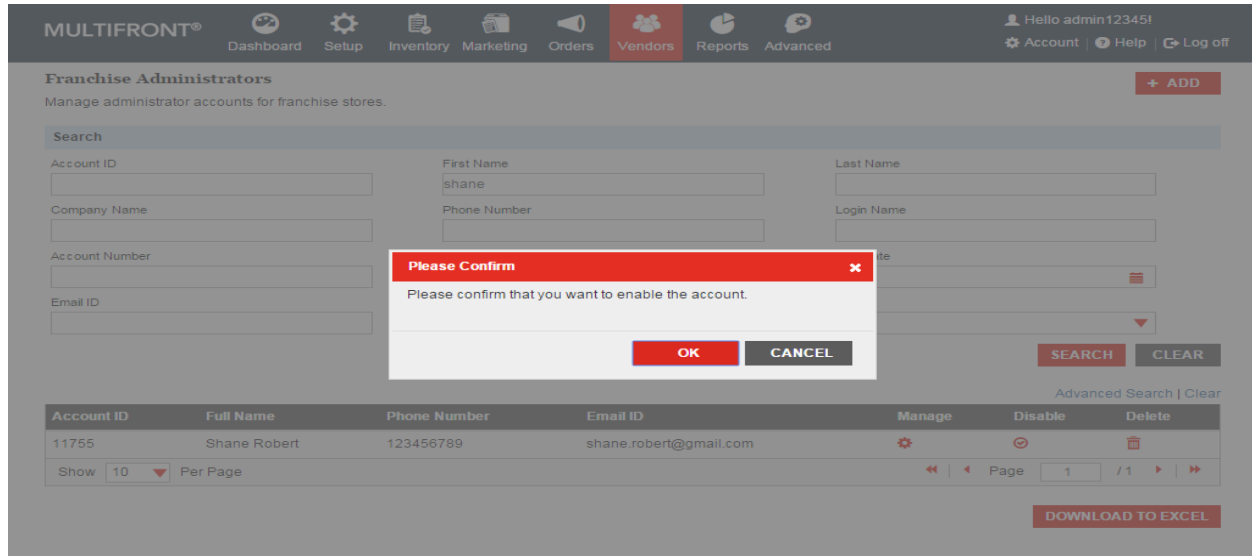
To **Disable** the Franchise account

1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.
3. Click on the Disable link from any franchise account.
4. Click on the disable button, franchise account is disable.



To **Enable** the Franchise account :

1. [Login to the Marketplace administration website.](#) The **Dashboard** is display.
2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.
3. Click on the Enable link from any franchise account.



### 3.3.6 Download Franchise Accounts information to Excel

[Login to the Marketplace administration website.](#) The **Dashboard** page is displayed.

On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all Vendor Accounts in the database.

1. Use **Search** to list only those mall admins you want to download. Skip this step to download all mall admins.
2. Click **Download to Excel**. The **File Download** dialog box opens.
3. Click **Save**, to save the file, else skip to step 8 to open the file. The **Save As** Dialog box opens.
4. In the **Save As** dialog box:
  - **Save in:** Select a location where you want to save the downloaded file.
  - **File Name:** Enter a file name. Else leave at default.
5. Click **Save**. The **Download complete** dialog box is displayed. You can view the downloaded file by opening it in Excel from the saved location.
6. Click **Open**. The account information file is opened in Excel, listing all the customers and their account details.

### 3.4 Rejection Messages

The **Rejection Messages** page allows the site administrator to manage the rejection messages.

#### 3.4.1 View Rejection Message

To view rejection messages:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Rejection Messages** under **Vendors**. The **Rejection Messages** page is displayed listing all the available rejection messages.
3. To search for a message enter any of the following:
  - **Store Name**: Select a store from the drop-down list.
  - **Message**: Enter a partial message.

Click **Search**. All rejection messages meeting the search criteria is displayed under Available Rejection Messages section.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders **Vendors** Reports Advanced Hello admin12345! Account Help Log off

**Rejection Messages** + ADD  
Manage a list of messages to display when vendor products are rejected due to various business or legal reasons.

**Search**

Message  Store Name  **SEARCH** **CLEAR**

[Advanced Search](#) | [Clear](#)

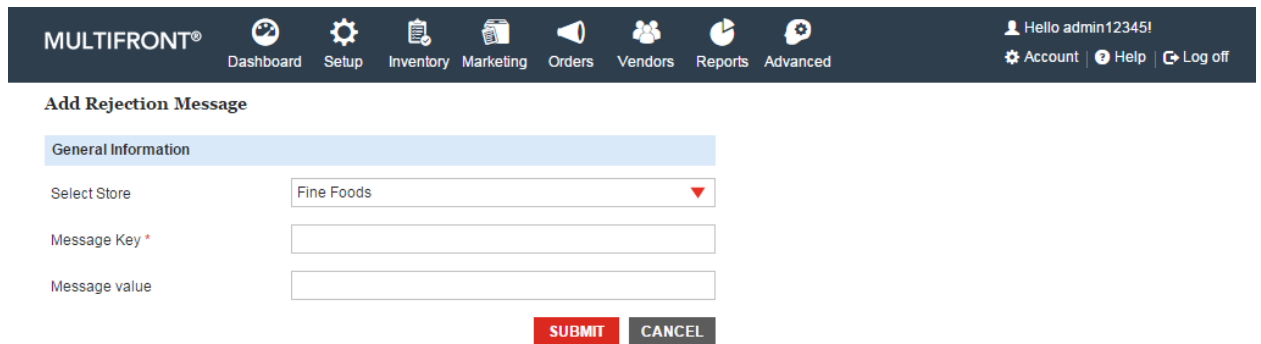
ID	Message	Store Name	Edit	Delete
9	SampleReasonKey	Fine Foods		

Show  Per Page Page  / 1

### 3.4.2 Add Rejection Message

To add a rejection message:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Rejection Messages** under **Vendors**. The **Rejection Messages** page is displayed listing all the available rejection messages.
3. Click **Add Rejection Message**. The **Add Rejection Message** page is displayed.
4. Enter the following details:
  - **Store Name:** Select a store from the drop-down list.
  - **Message Key:** Enter a message key.
  - **Message Value:** Enter the message value.
5. Click **Submit**. The **Rejection Messages** page is displayed listing the newly added message under Available Rejection Messages section.



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**Add Rejection Message**

**General Information**

Select Store

Message Key \*

Message value

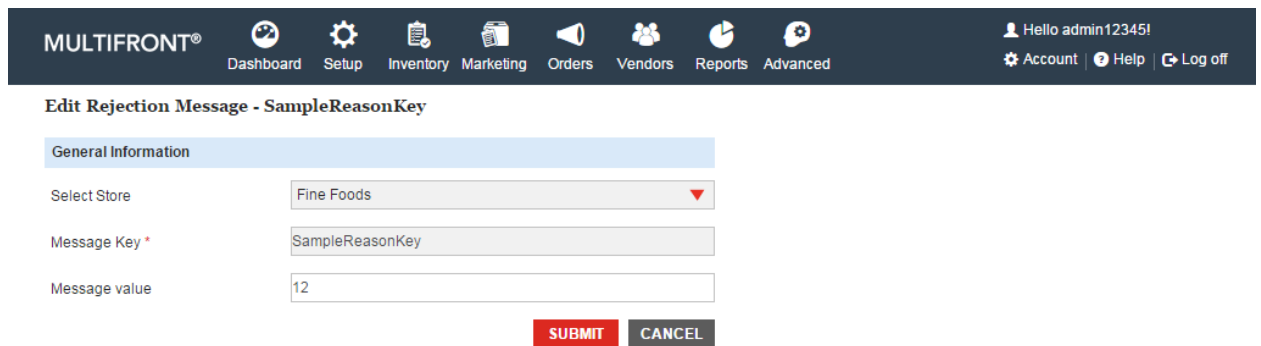
**SUBMIT** **CANCEL**



### 3.4.3 Edit Rejection Message

To edit a rejection message:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Rejection Messages** under **Vendors**. The **Rejection Messages** page is displayed listing all the available rejection messages.
3. Click **Edit Message** on the rejection you want to edit. The **Edit Rejection Message** page is displayed.
4. Edit the following details:
  - **Message Value:** Edit the message value.
5. Click **Submit**. The **Rejection Messages** page is displayed listing the newly edited message under Available Rejection Messages section.



**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin12345! Account Help Log off

**Edit Rejection Message - SampleReasonKey**

**General Information**

Select Store: Fine Foods

Message Key \*: SampleReasonKey

Message value: 12

**SUBMIT** **CANCEL**