



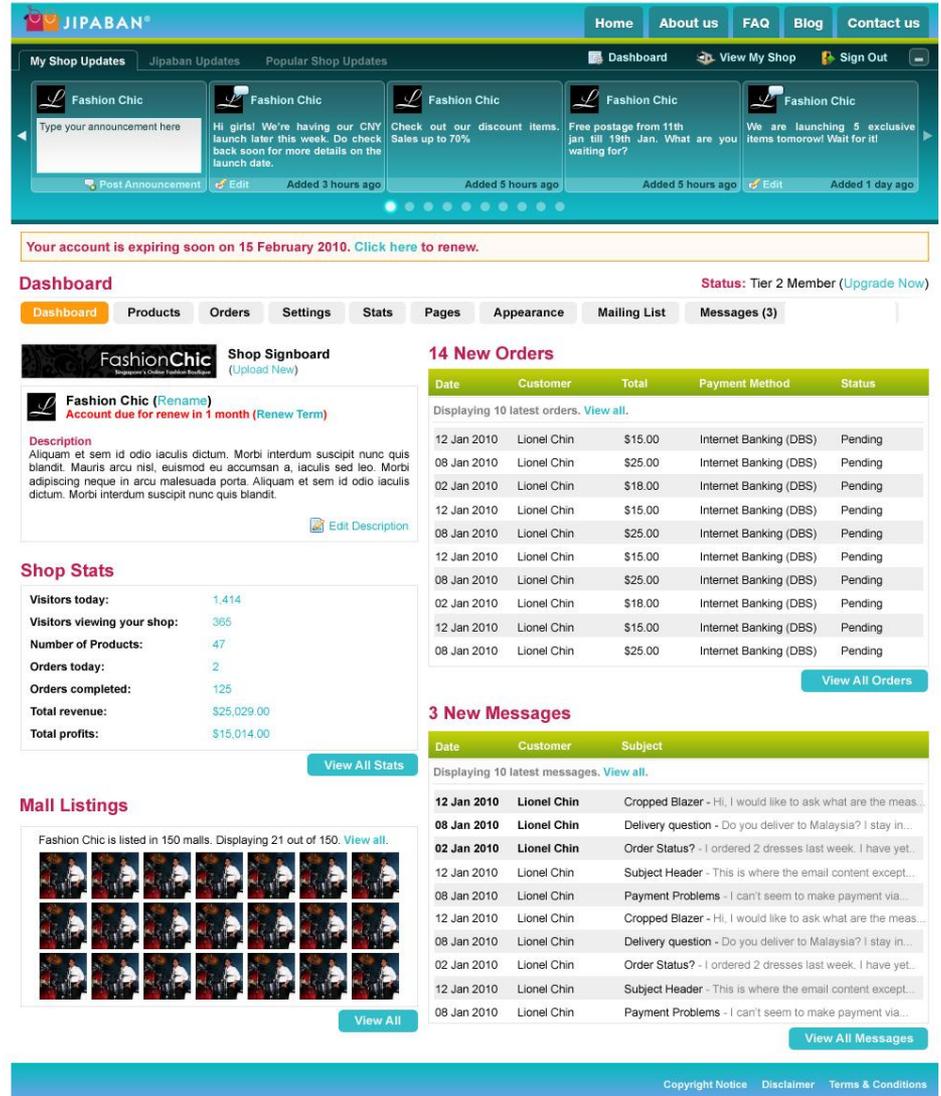
JIPABAN[®]
Socializing Online Shopping

JIPABAN TENANT RETAILERS' GUIDE

Version 1.1, published 23 April 2010

DASHBOARD

Manage your
hassle-free
selling experience
using the
dashboard



The dashboard interface includes a top navigation bar with links for Home, About us, FAQ, Blog, and Contact us. Below this is a 'My Shop Updates' section with five announcement cards for 'Fashion Chic'. A warning banner indicates the account is expiring on 15 February 2010. The main dashboard area has tabs for Dashboard, Products, Orders, Settings, Stats, Pages, Appearance, Mailing List, and Messages (3). The 'Shop Signboard' section shows the shop name 'Fashion Chic' and an account renewal notice. The 'Shop Stats' section displays key metrics: Visitors today (1,414), Visitors viewing your shop (365), Number of Products (47), Orders today (2), Orders completed (125), Total revenue (\$25,029.00), and Total profits (\$15,014.00). The '14 New Orders' section contains a table of recent orders, and the '3 New Messages' section shows a list of customer inquiries.

Shop Signboard
 Fashion Chic (Rename)
 Account due for renew in 1 month (Renew Term)

Shop Stats

Visitors today:	1,414
Visitors viewing your shop:	365
Number of Products:	47
Orders today:	2
Orders completed:	125
Total revenue:	\$25,029.00
Total profits:	\$15,014.00

14 New Orders

Date	Customer	Total	Payment Method	Status
12 Jan 2010	Lionel Chin	\$15.00	Internet Banking (DBS)	Pending
08 Jan 2010	Lionel Chin	\$25.00	Internet Banking (DBS)	Pending
02 Jan 2010	Lionel Chin	\$18.00	Internet Banking (DBS)	Pending
12 Jan 2010	Lionel Chin	\$15.00	Internet Banking (DBS)	Pending
08 Jan 2010	Lionel Chin	\$25.00	Internet Banking (DBS)	Pending
12 Jan 2010	Lionel Chin	\$15.00	Internet Banking (DBS)	Pending
08 Jan 2010	Lionel Chin	\$25.00	Internet Banking (DBS)	Pending
02 Jan 2010	Lionel Chin	\$18.00	Internet Banking (DBS)	Pending
12 Jan 2010	Lionel Chin	\$15.00	Internet Banking (DBS)	Pending
08 Jan 2010	Lionel Chin	\$25.00	Internet Banking (DBS)	Pending

3 New Messages

Date	Customer	Subject
12 Jan 2010	Lionel Chin	Cropped Blazer - Hi, I would like to ask what are the meas...
08 Jan 2010	Lionel Chin	Delivery question - Do you deliver to Malaysia? I stay in...
02 Jan 2010	Lionel Chin	Order Status? - I ordered 2 dresses last week. I have yet...
12 Jan 2010	Lionel Chin	Subject Header - This is where the email content except...
08 Jan 2010	Lionel Chin	Payment Problems - I can't seem to make payment via...
12 Jan 2010	Lionel Chin	Cropped Blazer - Hi, I would like to ask what are the meas...
08 Jan 2010	Lionel Chin	Delivery question - Do you deliver to Malaysia? I stay in...
02 Jan 2010	Lionel Chin	Order Status? - I ordered 2 dresses last week. I have yet...
12 Jan 2010	Lionel Chin	Subject Header - This is where the email content except...
08 Jan 2010	Lionel Chin	Payment Problems - I can't seem to make payment via...

Follow These Easy Steps To Start Selling

Step 1: Add A New Product

Step 2: Add Delivery Zones

Step 3: Add Delivery Options

Step 4: Add Payment Options





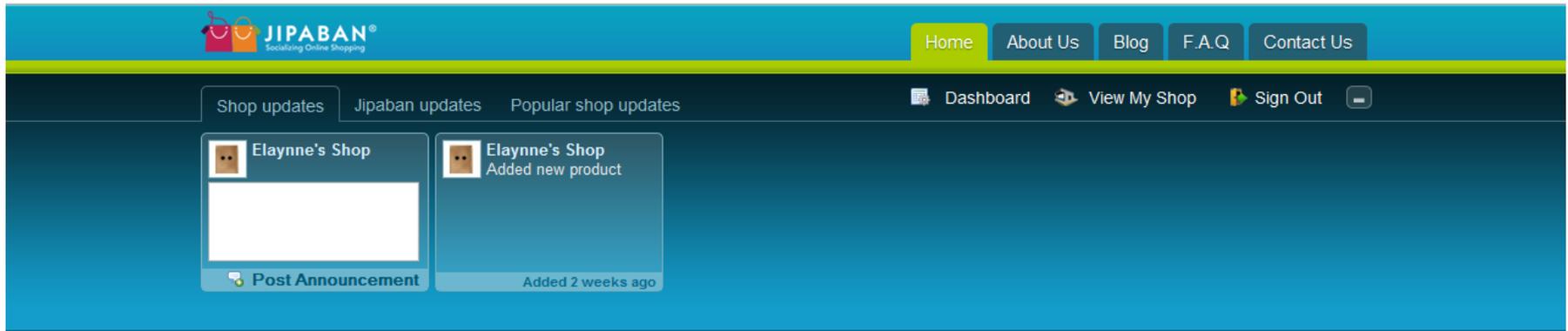
STEP 1:

Add A New Product

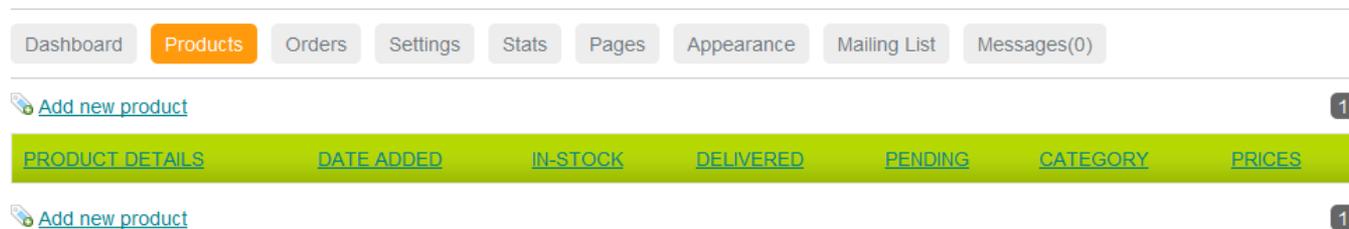
STEP 1: Add A New Product

Click '  ' tab to navigate view your product list.

To add a new product, click '  '.



Product List



STEP 1: Add A New Product

Fill in the form to add a new product into your shop:

1. Product Information
 - Product Name
 - Description
 - Category
 - Publish Product*
 2. Product Pricing and Costing
 - Selling Price
 - Cost of product *
 - Discount amount*
 3. Inventory Information
 - Product weight (grams)
 - Quantity
 - Backorder *
 4. Product Photos
 - Upload products and choose primary photo
- * optional

Once done, click **'Save Product'** and it will be in your shop front if you published it.

Add a New Product

Dashboard
Products
Orders
Settings
Stats
Pages
Appearance
Mailing List
Messages (3)

Product Information

Product Name

Description

Category Please select category

Is product a downloadable file?

Upload Product File Browse Maximum file size: 10MB

Publish Product

Featured Product

Product Pricing and Costing

Selling Price

Cost of Product Price which you bought/manufactured this item at (optional)

Discount Amount \$ or %

Inventory Information

Check this box if product has multiple size options

Product Weight grams

Quantity Leave blank for unlimited

Allow Back Orders

Maximum Back Orders Leave blank for unlimited

Product Photos

Upload an Image Browse Maximum file size: 2MB

Photos Uploaded

imagefilename.jpg

43.5kb

Delete ✦ Primary Image

imagefilename.jpg

43.5kb

Delete ✦ Set as Primary Image

imagefilename.jpg

43.5kb

Delete ✦ Set as Primary Image

Add Product



STEP 2:

Add Delivery Zone

STEP 2: Add Delivery Zones

Step 2.1: Click '  ' from your tabs to navigate to General Setting
 Click on '  [Delivery Options](#) ' to set Delivery Zone

General Settings

Dashboard
Products
Orders
Settings
Stats
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Mailing List
Messages(0)

-  [General Settings](#)
-  [Payment Options](#)
-  [Delivery Options](#)
-  [Delivery Zones](#)
-  [Staff Accounts](#)

Shop Name

Shop URL

Shop email:

Shop Owner's Name

Contact Number

Address

Order Reservation Time

:

*

* You may set your order reservation time in this page.

STEP 2: Add Delivery Zones

Step 2.2: Click ‘  ‘ to add a new zone

Delivery Zones

Dashboard Products Orders **Settings** Stats Pages Appearance Mailing List Messages(0)

- [General Settings](#)  1
- [Payment Options](#)
- [Delivery Options](#)
- [Delivery Zones](#)
- [Staff Accounts](#)  1

ZONE	COUNTRIES	OPTIONS
------	-----------	---------

STEP 2: Add Delivery Zones

Step 2.3: Key in your zone and click ' **Add Country** '. Eg: Zone = Singapore

Add Delivery Zone

Dashboard
Products
Orders
Settings
Stats
Pages
Appearance
Mailing List
Messages(0)

-  [General Settings](#)
-  [Payment Options](#)
-  [Delivery Options](#)
-  [Delivery Zones](#)
-  [Staff Accounts](#)

Zone Name:

Country:

State:

Add Country

Country in this Zone

COUNTRY	STATE	ACTION

Back
Add Zone

Hint: Click on "Add Zone" button to save this zone.

STEP 2: Add Delivery Zones

Step 2.3: Click '  ' and you are done!

Country in this Zone

COUNTRY	STATE	ACTION
Singapore	Singapore	 Delete

Back
Add Zone

Hint: Click on "Add Zone" button to save this zone.

You may 'edit' or 'delete' your zones in the future.

Delivery Zones

Dashboard
Products
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Settings
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Mailing List
Messages(0)

-  [General Settings](#)
-  [Payment Options](#)
-  [Delivery Options](#)
-  [Delivery Zones](#)
-  [Staff Accounts](#)

Add New Zone
1

ZONE	COUNTRIES	OPTIONS
Singapore	1	 Edit  Delete

Add New Zone
1



STEP 3:

Add Delivery Options

STEP 3: Add Delivery Options

Type in your Delivery Option Name, and select your delivery charges options:

- I. Weight
- II. Flat Rate
- III. Price Per Item

3.1 Based on Weight

Assuming that you have set your delivery zones as Malaysia and Singapore, you will see this table as follows:

Click on  to set the weight range and their respective prices. Keep adding the weight ranges as you require them before saving your settings.

Add a New Delivery Option

Dashboard
Products
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Settings
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Messages(0)

- [General Settings](#)
- [Payment Options](#)
- [Delivery Options](#)
- [Delivery Zones](#)
- [Staff Accounts](#)

Delivery Option Name:

How are the delivery charges calculated?

Based on Weight

Flat Rate

Price Per Item

How are the delivery charges calculated?

Based on Weight

CALCULATED CHARGES BY WEIGHT

Zone	Singapore
Weight	
1 to <input style="width: 40px;" type="text"/> g	\$ <input style="width: 40px;" type="text"/> Delete
Every extra <input style="width: 40px;" type="text"/> g	\$ <input style="width: 40px;" type="text"/>

[Add Weight Range](#)

Back
Save

STEP 3: Add Delivery Options

3.2 Flat Rate

For Flat Rate charges, fill in the delivery rates according to the different zones respectively.

How are the delivery charges calculated?

Flat Rate

FLAT RATE DELIVERY PRICING

Zone	Singapore 
Delivery Rate	\$ <input style="width: 50px;" type="text"/>

Back
Save

3.3 Price Per Item

For Price Per Item, fill in the delivery rates according to the different zones respectively.

You may choose to include a **handling fee** if you wish to. The handling cost will be added to the cost of delivery per item.

How are the delivery charges calculated?

Price Per Item

CALCULATED CHARGES BY ITEM

Zone	Singapore 
Item	
1 to <input style="width: 30px;" type="text"/> pc	\$ <input style="width: 50px;" type="text"/> 1.60 🗑 Delete
Every extra <input style="width: 30px;" type="text"/> item	\$ <input style="width: 50px;" type="text"/> 0.50
Handling Cost	\$ <input style="width: 50px;" type="text"/> 0

➕ Add Item Range



STEP 4:

Add Payment Options

STEP 4: Add Payment Options

INTERNET BANKING		
	Bank of Singapore Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	CIMB Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Citibank Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	DBS Configure Payment Options	<input checked="" type="radio"/> Yes <input type="radio"/> No
	HSBC Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Maybank Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	OCBC Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	RBS Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Standard Chartered Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No
	UOB Configure Payment Options	<input type="radio"/> Yes <input checked="" type="radio"/> No

Bank Account Name	<input type="text"/>
Account Number	<input type="text"/>
Account Type	<input type="text"/>
Branch Name	<input type="text"/>
Branch Code	<input type="text"/>
Bank Code	<input type="text"/>
<input type="button" value="Save"/>	

Configure your payment options by selecting the banks you will be accepting for your shop.

Next, click on [Configure Payment Options](#) to input these details:

- I. Bank Account Name
- II. Account Number
- III. Account Type
- IV. Branch Name
- V. Branch Code
- VI. Bank Code

You may input more than 1 bank account.



**Additional
Features
By Jipaban**

1

Additional Features : Updates



Personalized shop updates with a limit of 100 characters.

Shoppers that have your shop in their mall will receive your shop updates

2

Additional Features : Orders

Click on your orders to view the full order details for each individual shopper.

Order details shows

- Order status
- Customer information
- Delivery information
- Tracking number
- Payment method etc.

An automated email will be sent to the shopper whenever the status of the order is updated.

Messages can be sent directly to shoppers

Invoice may be printed for documentation

Orders per page Displaying 20 of 124 products

ID	Customer	Date Ordered	Total	Payment	Status
211	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
210	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
209	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
208	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
207	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
206	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
205	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
204	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending
203	Lionel Chin	12 Jan 2010	\$1200.00	Internet Banking (ATM)	Pending

Order Details - #232

[Dashboard](#)
[Products](#)
[Orders](#)
[Settings](#)
[Stats](#)
[Pages](#)
[Appearance](#)
[Mailing List](#)
[Messages \(3\)](#)

Order Status

Awaiting PayPal payment

13 Jan 2010 @ 10.00 am	Preparation in Progress
12 Jan 2010 @ 1.00 pm	Payment received and verified.
12 Jan 2010 @ 12.20 pm	Internet Banking transaction code provided - GF34908DFX (Pending Verification)
12 Jan 2010 @ 12.00 pm	Awaiting Internet Banking payment

Send Message to Customer

Hi Elaine, thank you for your order, we will process your orders shortly. Do notify us through the system once the payment is made. Thank you.

Hi Elaine, your order is ready. I'll be sending out for delivery later today.

Customer Information

Elaine Lee
 elaine@nuffmang.com
 38 Kinta Rd
 #02-03
 Singapore 219107

Delivery Information

To Elise Tay
 38 Kinta Rd
 #02-03
 Singapore 219107

SingPost
 Total Weight: 420g
 Delivery Costs: \$4.00

Tracking Number

Payment Method

 **DBS**
 Internet Banking (DBS/POSB)

Quantity	Product	Unit Price	Total Price
10	WD 500 gb External HDD	\$S100.00	\$S1200.00
1	T-Shirt	\$S12.00	\$S12.00
1	Coffee Bean Voucher	\$S15.00	\$S15.00
2	Imation DVD-r 100 piece set	\$13.00	\$S26.00
Grand Total			\$S1253.00

 [Print Invoice](#)

 [Print Delivery Slip](#)

3

Additional Features : Statistics

The statistics tool allows you to view

- I. Visits & Sales
- II. Revenue
- III. Visitor's Location
- IV. Gender
- V. Age Group

You may view an overall shop analytics and specific product statistics.

You may even download the statistics in an excel report.



4

Additional Features : General Settings

General Settings

[Dashboard](#)
[Products](#)
[Orders](#)
[Settings](#)
[Stats](#)
[Pages](#)
[Appearance](#)
[Mailing List](#)
[Messages\(0\)](#)

-  **General Settings**
-  [Payment Options](#)
-  [Delivery Options](#)
-  [Delivery Zones](#)

Shop Name
 Shop URL
 Shop contact email:
 Shop Owner's Name
 Contact Number
 Address
 Order Reservation Time :
 Display Product Quantities

 :

Set your reservation time here



Check this box to display your quantity

5

Additional Features : Pages

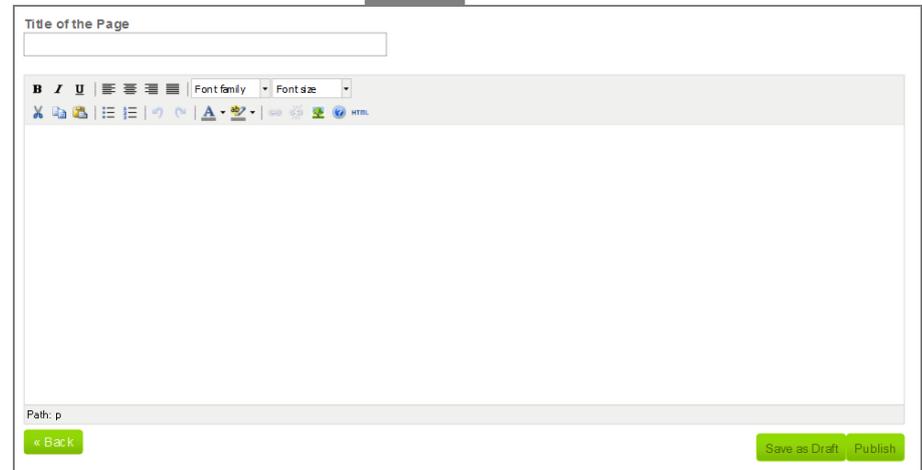
Pages give you the option of displaying additional information for your shoppers.

Default pages provided are:

1. Shop Front
2. Fanpage
3. Contact Us

Example of pages that can be created:

- I. Payment information
- II. Delivery information
- III. Seller information
- IV. Fanpage
- V. Lookbook
- VI. followers etc.



6

Additional Features : Appearance

Customize your shop appearance by:

1. Adding your shop display Image
2. Adding your signboard
3. Selecting your preferred theme

Customize Shop Appearance

Dashboard Products Orders Settings Stats Pages Appearance Mailing List Messages(0)

Shop Display Image browse
(Square)
 Current Display Image Picture must be jpeg format and less than 2MB in size

Shop Signboard browse
(Rectangle) Picture must be jpeg format and less than 2MB in size
 Current Signboard

Theme



















Save Settings

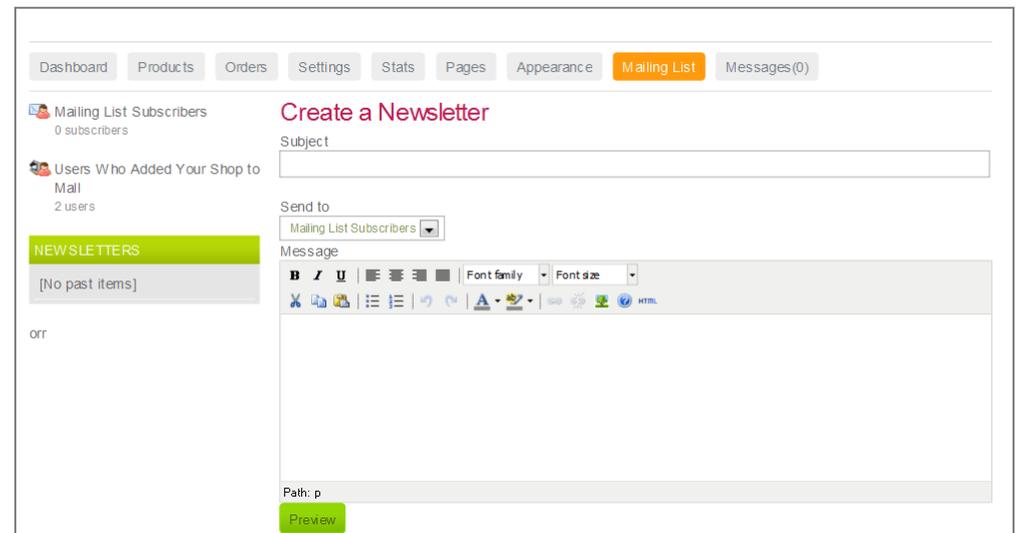
7

Additional Features : Mailing List

Shoppers may subscribe to your Mailing List with just a click.



From your dashboard, click on 'mailing list' to create / edit your newsletter.



8

Additional Features : Messages

Answer shoppers query directly from Jipaban's messages tool

Inbox (3)

Dashboard Products Orders Settings Stats Pages Appearance Mailing List **Messages (3)**

Compose Message
 Inbox (3)
 Sent Mail

Search Mails

Select: All, None

<input type="checkbox"/>	To	Subject	
<input type="checkbox"/>	 Lorem Ipsum 12 Nov 2009 @ 8:59 pm	Lorem Ipsum has recommended this product to you Hey Lionacino, check out this product. I think you will like it, it has this GPS feature...	Delete Reply Forward
<input type="checkbox"/>	 Lorem Ipsum 12 Nov 2009 @ 8:59 pm	Lorem Ipsum has recommended this product to you Hey Lionacino, check out this product. I think you will like it, it has this GPS feature...	Delete Reply Forward
<input type="checkbox"/>	 Lorem Ipsum 12 Nov 2009 @ 8:59 pm	Lorem Ipsum has recommended this product to you Hey Lionacino, check out this product. I think you will like it, it has this GPS feature...	Delete Reply Forward
<input type="checkbox"/>	 Lorem Ipsum 12 Nov 2009 @ 8:59 pm	Lorem Ipsum has recommended this product to you Hey Lionacino, check out this product. I think you will like it, it has this GPS feature...	Delete Reply Forward

Delete Selected Mails



Enjoy your selling experience at Jipaban.com!