typof

Simplifying E-Commerce

CONTEXT

What do we do?

We hold the hands of the Small Business Owners. Not literally, but support and help them with services to set up an efficient online store. We are here to help small businesses to build their online presence with a Website, Custom Payment Gateway, and all the E-commerce Tools they need. We help them getting the utmost benefits and uses of the Internet.

Why are we doing it?

As said, we love **BIG**.

Every year, thousands of small businesses sprout in cities and villages across the country but they get lost in the city lights and the competition in the persisting market.

We intend to give wings to these small businesses with our consistent technology.

Our Mission

Making e-commerce modest & affordable! We empower small businesses to achieve independence by making it reasonably priced to start, run, and grow a business. We believe the future of e-commerce is cheaper to start and grow your business. So, we're reducing the barriers to business owners to make e-commerce affordable for everyone.

Crafting Magic!

Typof is fashioning magic for small businesses where we profoundly care about their work and support them to grow immensely. We're blooming to change and give impact to make e-commerce affordable.
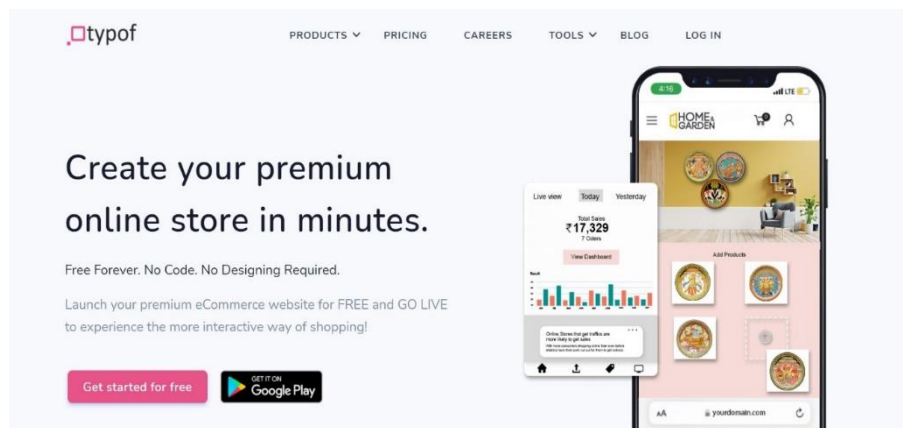
Create online stores and sell anything you want.
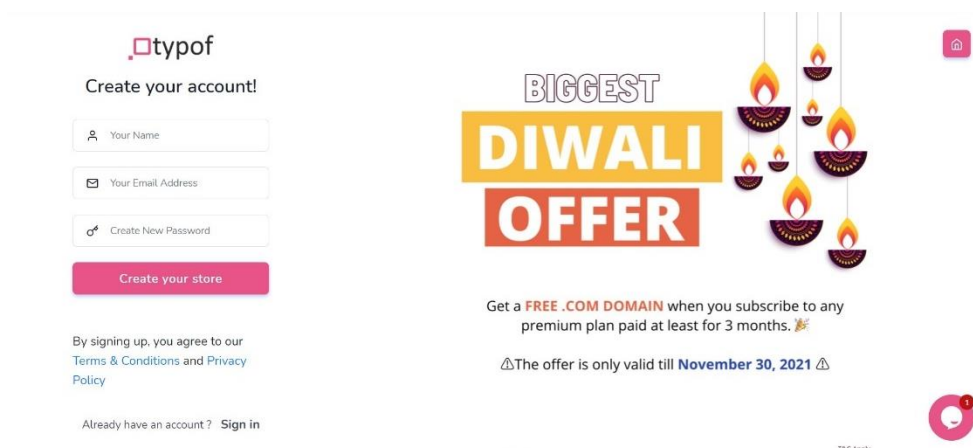
Connect to us: +91 9040660463

CONTENTS

CREATE YOUR STORE

To create your e-commerce website, visit **https://typof.com** and click on
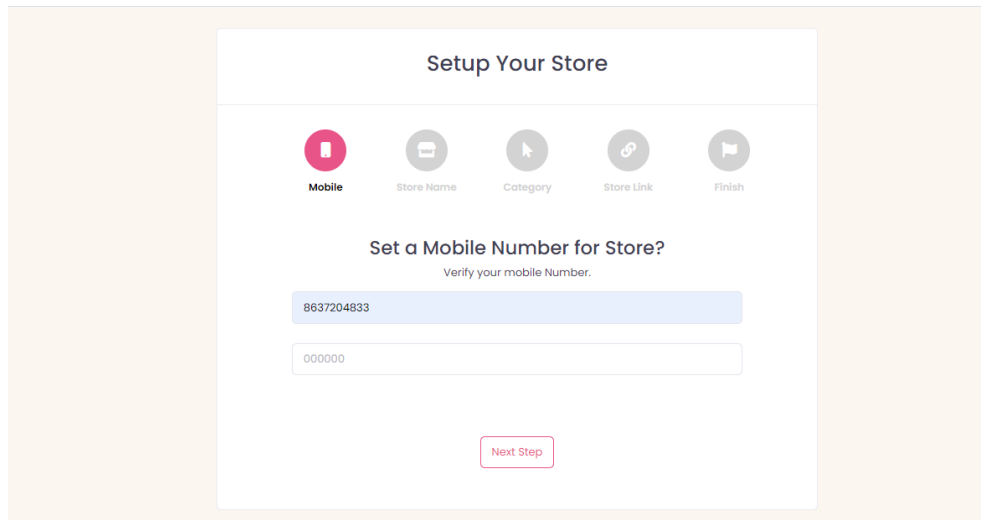**Get started for free**

Here fill the details: Your name, email address and password (through this you
will login to your Admin panel) and click to Create your store

Then you can see a notification on your screen to verify your email address.
You will receive an email for confirmation on the mail you have mentioned
before, Go to your mail box and click on the link to confirm your email. You will
be redirect to the typof page.
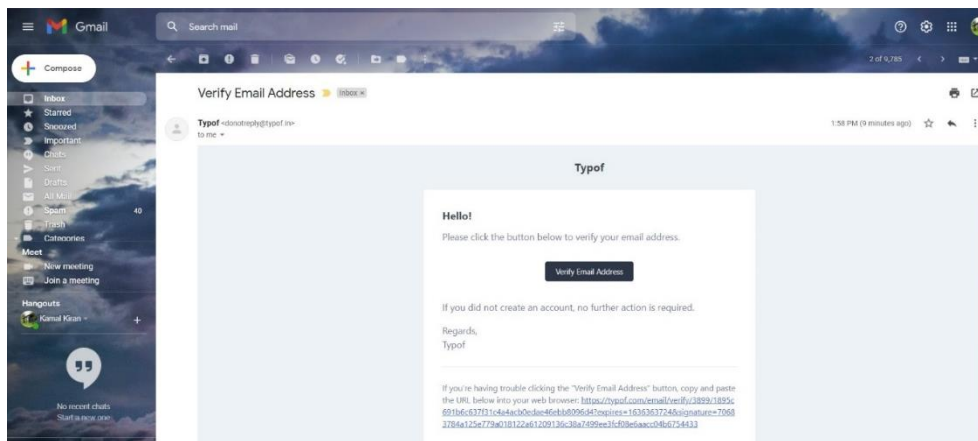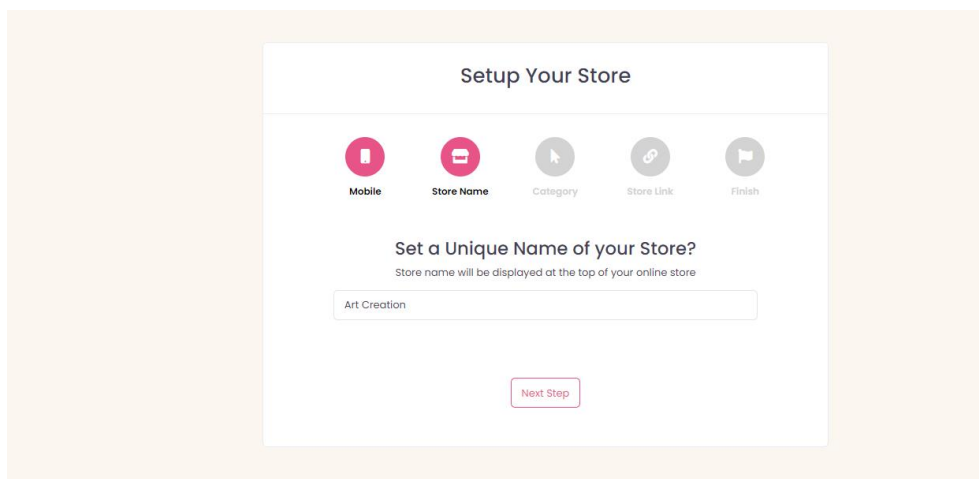
Contact Number : Then it will ask you to give your mobile number for the store, enter your number and click on the next step. Then you will receive an OTP in your message box for verifying your number. Then click on the next step to proceed further.

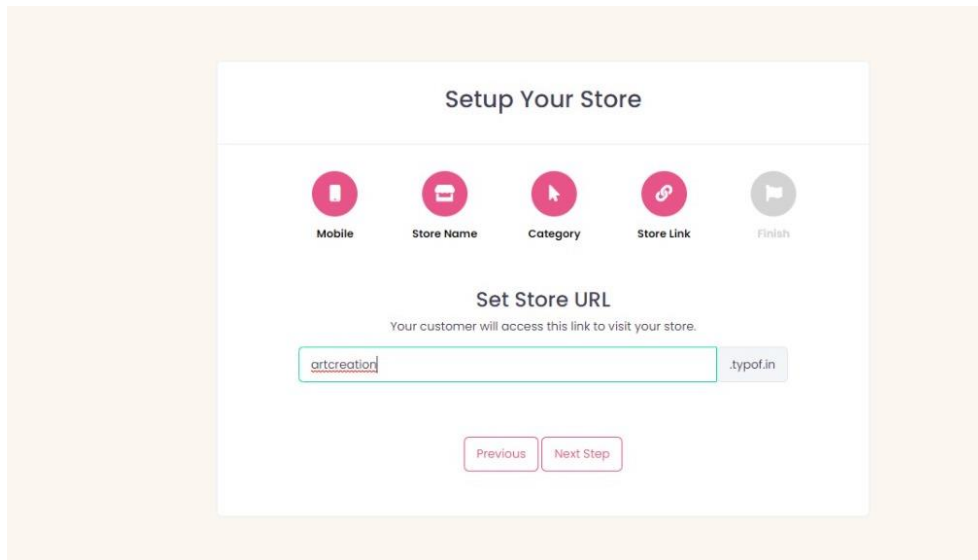**Store Name:** Then give your Store a unique Name. Then click on the next step to proceed further.

Category: Select/Choose your type of business. Then click on the next step to proceed further.

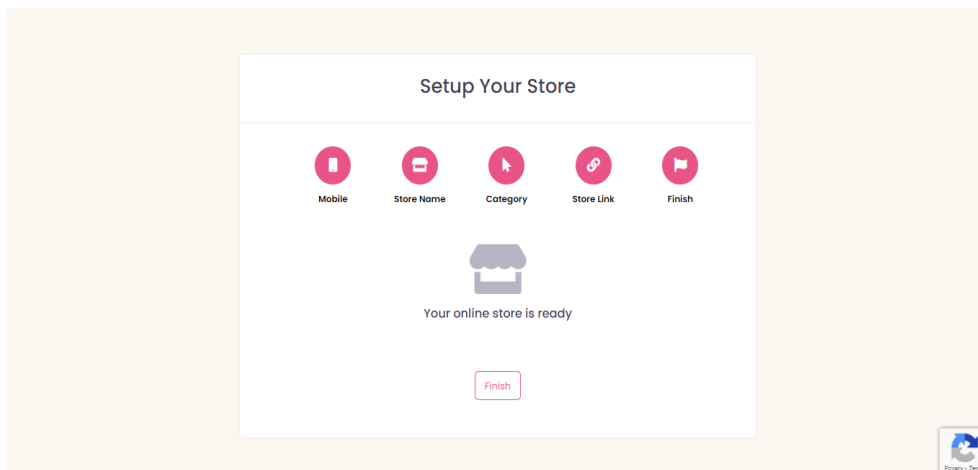**Store Link:** Set your website URL link. Ex:- artcreation.typof.in

Finish: Click on finish.

Then you will be redirected to Dashboard Page.

DASHBOARD

Then you are on the Dashboard page. The dashboard is where you can see the overview of your recent sales and orders, and it is divided into three parts, such as

Your Website: You can preview your online store from this link.

Total Sales Status: You can view the revenue of your online store in four ways, today's last seven days, the last 30 days, and all-time revenues.
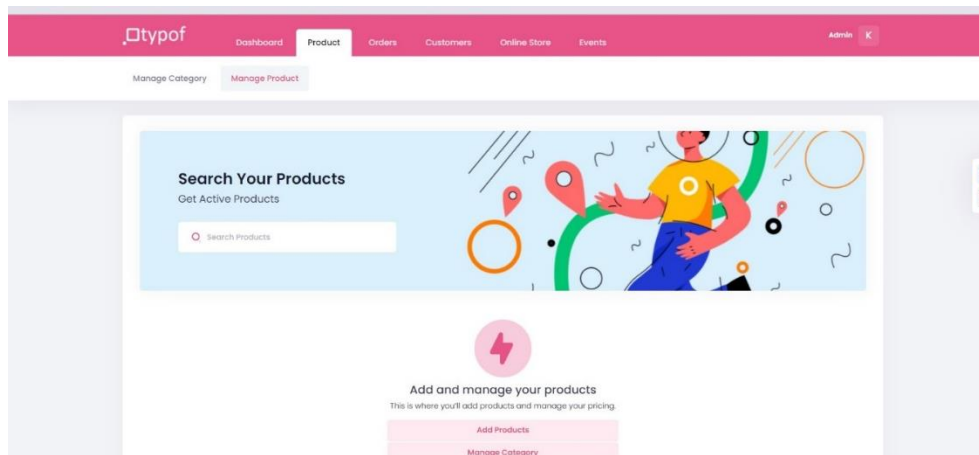
Recent Orders: Here, you can see the last ten order details of all time.
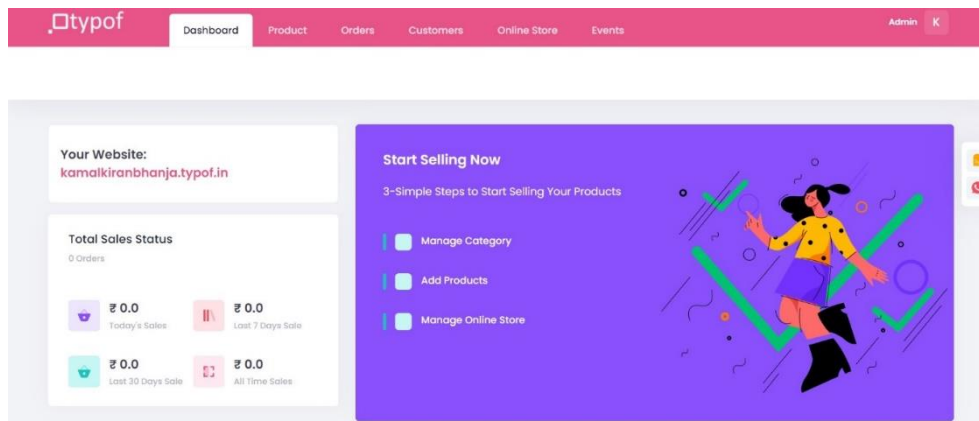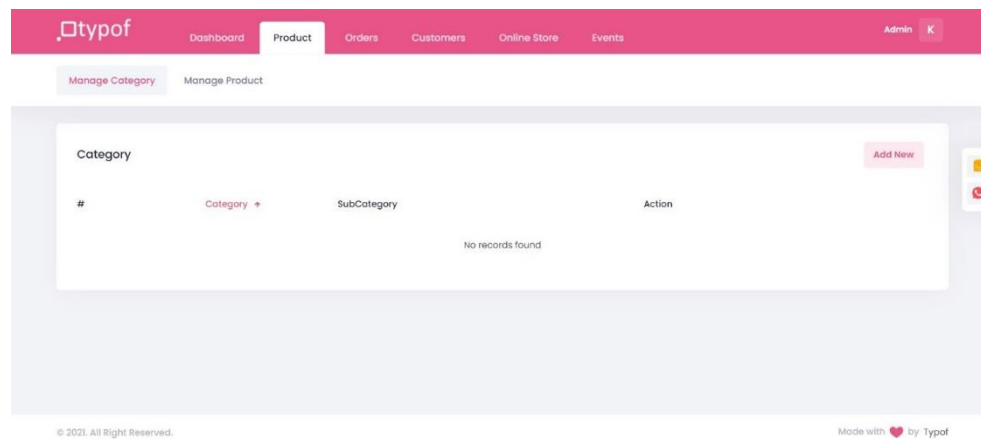

PRODUCTS

Manage Category

In the Product Menu, you will find two options, Manage Product and Manage Category. Before creating any product one has to create a category(Manage Category).

After managing your product category, then move on to managing the products.

- Click on Add New
- A pop-up will appear.

Here Give Your 1. Category Name 2. Sub Category Name(Optional) and 3. Choose Category Banner(Optional). Then click on Save. After this, you can see the Category Name list. And if you want to add more category then Click on Add New again.

Here you can add, edit and delete your categories and subcategories as per your wish. These categories will be visible on the website when at least one product is added to that category.

Note: Multiple subcategories will be comma separated.
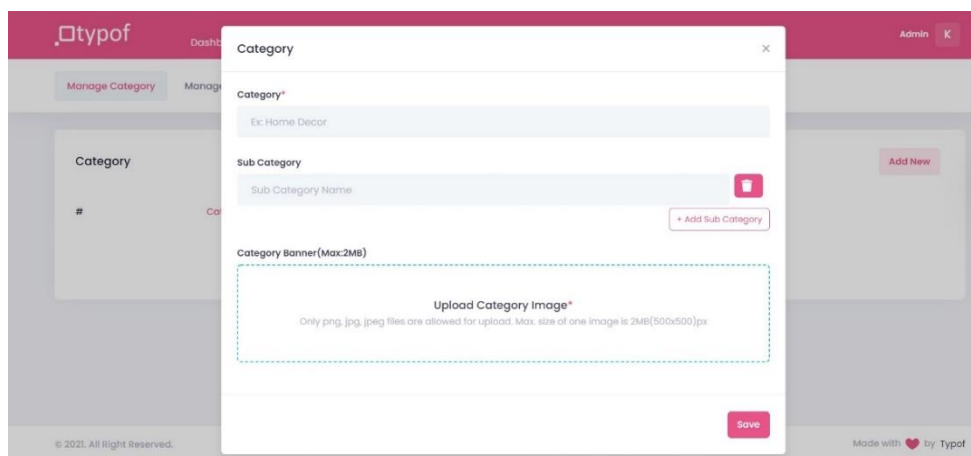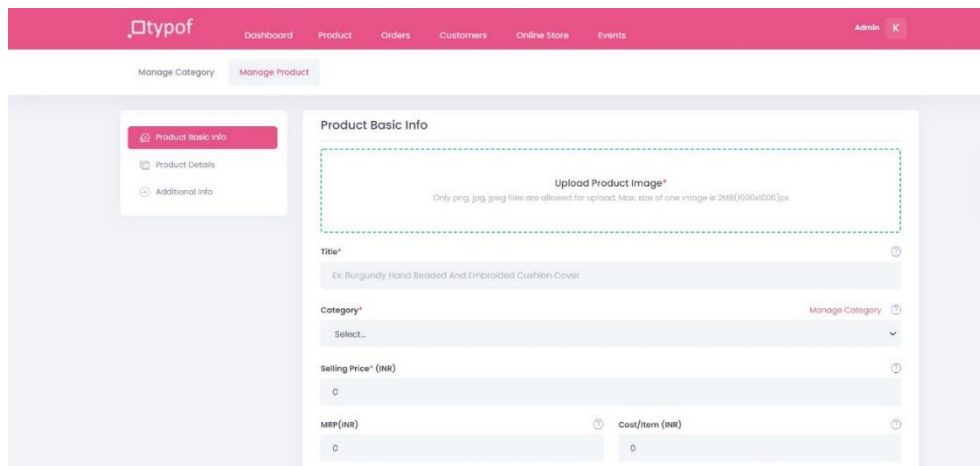

Manage Products

On this page after adding your products you can search for a particular product on the search bar. Start adding your products by clicking on Manage Product. There are also options of Manage Category and a drop-down for Filter Category.

- Filter Category: To choose according to your choice.

- Manage Category: Here you can manage your category as instructed in the Manage Category section.

Add Product Here on this page you can add your products and details of products.
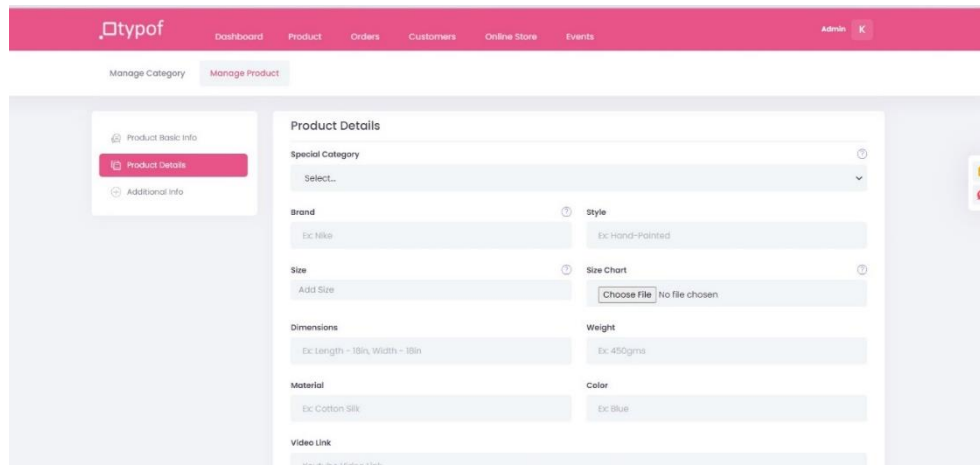
1. Upload Product Image: Choose your product image and upload it here. Up to 5 images of one product, you can upload 2MB (each).

2. Title: Give your Product a title.

3. MRP(INR): Give your product MRP

4. Selling Price: Give your product's saleable price
5. Cost/Item: Give your product's cost. (Your net cost).

6. Shipping Charges: If there are any shipping charges you're taking, mention them.

7. Category: Choose your product category. From your list

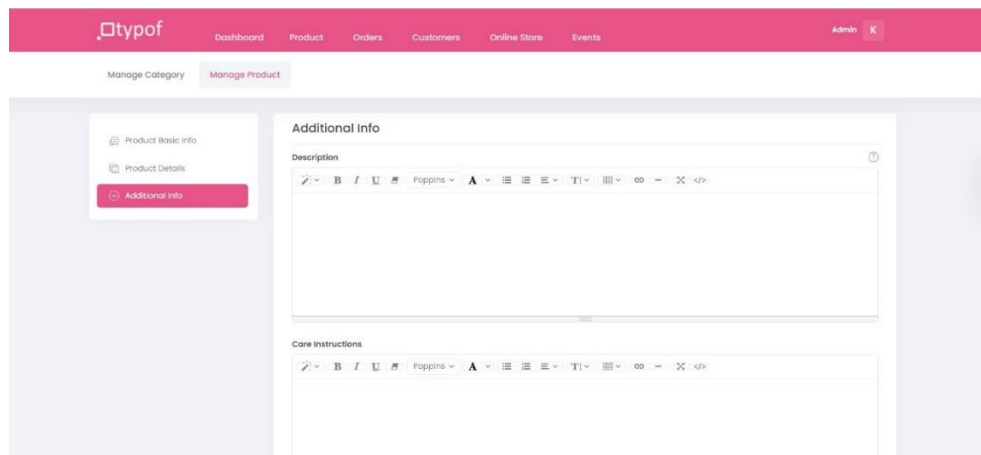8. Special Category: If there is any (Ex: Today's Sale, Year End Sale, Festival Sale, New Launch)
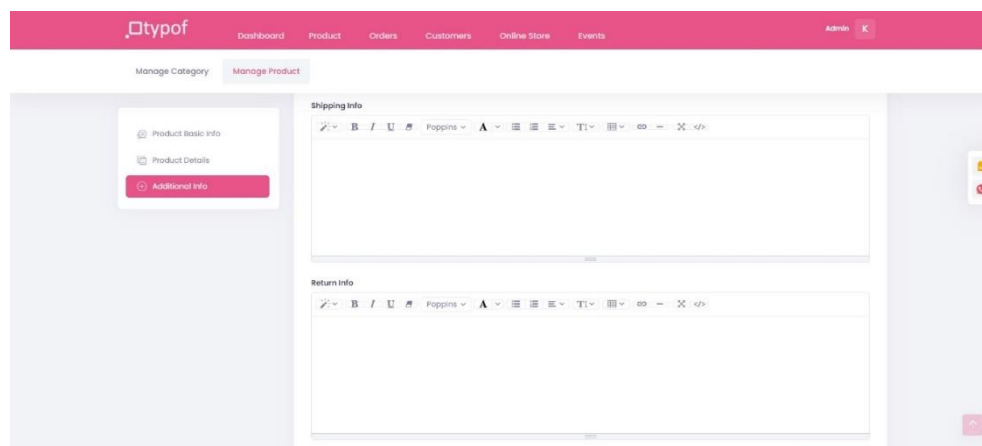

9. Description: Give your product description.

10. Care Instructions: Give care instructions if any. (Ex: For some cloth, it is instructed not to dry in direct sunlight)

11. Shipping Info: Give the shipping details here. (Ex. Free shipping within 50 km or Delhi/Mumbai (area wise) or Shipping will take 5-7 working days etc.)

12. Return Info: Give here your return policy whatever you have (Ex. Return applicable only within 30 days of product received or not taking return)

13. Brand: Give here the Brand Name if you are selling any other brands on your site.

14. SKU: It is a Stock Keeping Unit- It is a unique code that defines the product. (Ex. We have a barcode in products like that)

15. Status: You can choose from two options 'Drafts' or 'Published'. (in case of drafts it will not be shown in your website.

16. Saleable: It should be "Yes" or "No" as per our convenience.

17. Size: If you have many different sizes of products. Then choose from the list.

18. Size Chart: It is a description of your Size. If you have any details, you can give them here.

19. Dimensions: Your product's length and width you can give here.

20. Weight: Here are the Products weightage you need to give.

21. Material: What kind of material or in which material it is made up of.(Ex. Mud, wood, cotton, etc)

22. Colour: Mention what are the different colours this product has.

23. Style: If you have any unique style for this product, mention it here.

24. Available for Sale: Mention How many quantities you have of this product for sale.

25. Seller: Who is the seller whether you or anyone else.

26. Then click on Save

ORDERS

Order List

Order List, Here you can see all your order details to date. The Order that took place through your site.

Create New Order Here you can create yourself a new order by filling the required field and clicking on **Create.**

Product Enquiry: Here you will get the list of enquired products. The customers who had been to the site and enquired about any products. You can convert to it order after confirmation from the customer.

Payment Link: Here you can see your history of payment link. And you can create a payment link also and the link will go to the customer's mobile number as well as to mail also. To create a payment link, click on New Payment Link

1. Enter the Amount to be paid.

2. Enter the Name of the Customer.

3. Enter the Mobile No of the Customer.
4. Enter the Email Id of the Customer.
5. Click on Create And the customer will get a message of your payment. By clicking on the link mentioned in the message they can pay you.

Coupon Creation

Coupons: Here if you want to give any discount to your customers you can create them here and share the

coupon code with the customer. To create a Coupon, click on **Create New Coupon**

There are 3 usages of coupons

One time: Coupon will be applicable for only one time for any user.

First-order only: It will be applicable for the first order.

All-time: It will be applicable for all orders. You can assign one active coupon to display as a popup on the loading of your website by clicking on Popup Coupon.
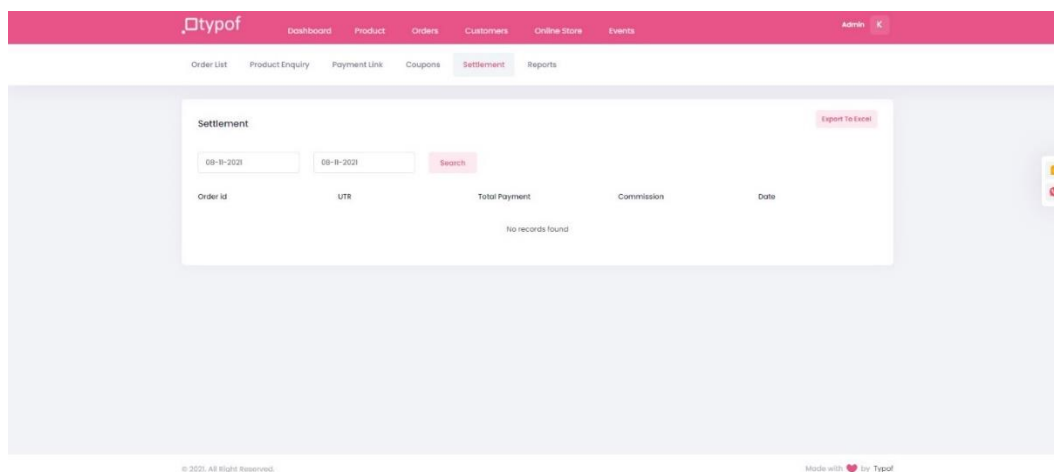
And Choose the coupon, tick true for the display coupon option, and upload the promotional banner for your coupon.

Popup Coupon will appear on the website for the current one that is in use.
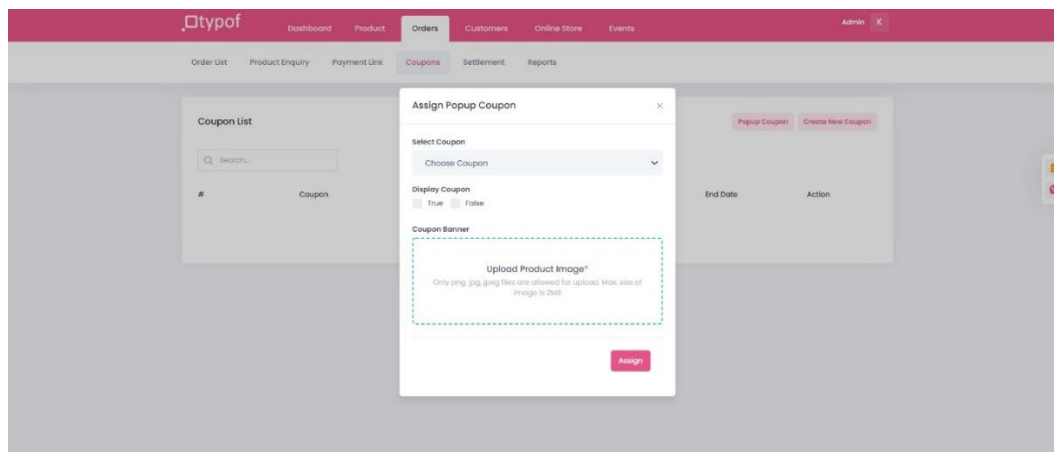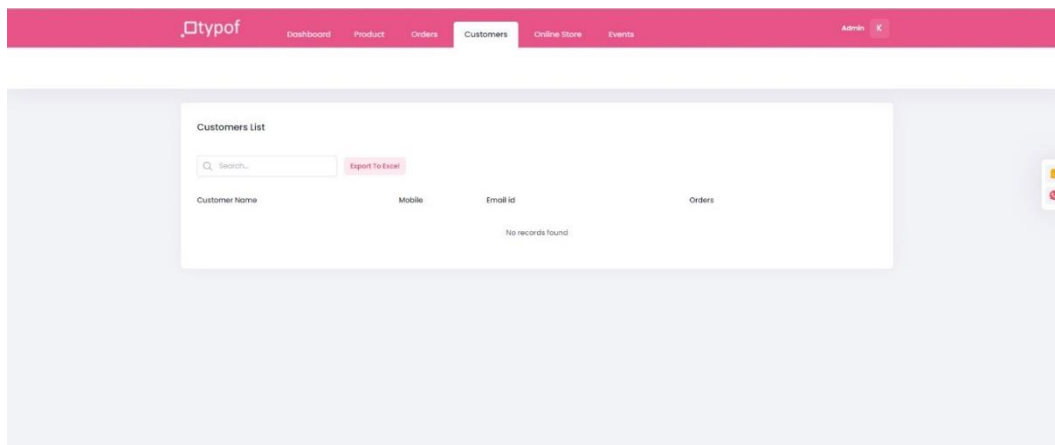

Settlement

Settlement: Here you can get all your settlement dates. Choose the day from the Date field and press Search.

If you click on any Order ID it will show the details of your transaction.

CUSTOMERS

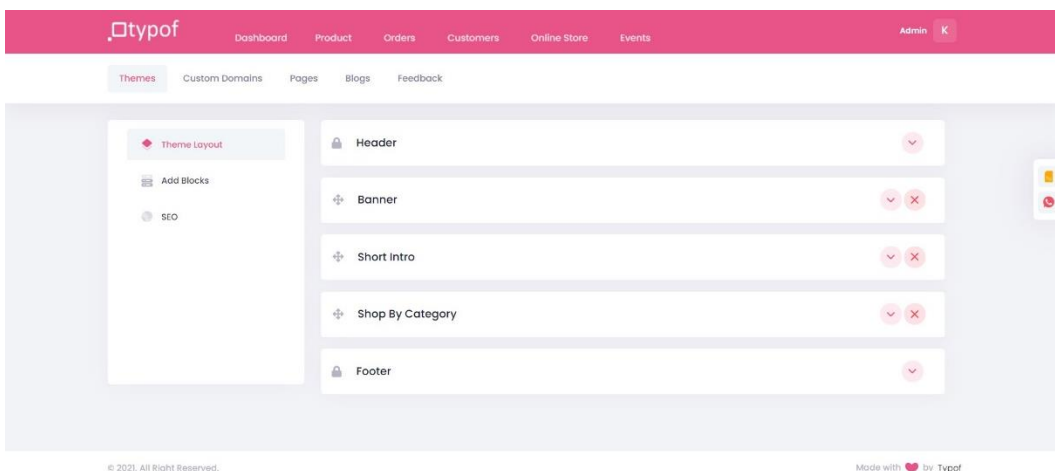**Customers:** You will get all the customer's details about who ordered from your site.

In **Export,** you can choose any option you wish to download your data from the Customer List.

ONLINE STORES

Themes

Here you can setup the background themes and the way the customer views your e-commerce website.

- **Header** - Here you need to add the logo of your business
- **Banner** - Here you need to add the image describing or defining your business.
- **Short Intro** - Add an eye-catching introduction about the business you're involved in.
- **Shop By Categories** - Here you need to add the categories of different products listen in your website for sale.
- **Footer**- Here you need to add the information about the company and the contact information.

Next click on Add Blocks to add more additional blocks into the Theme layout.
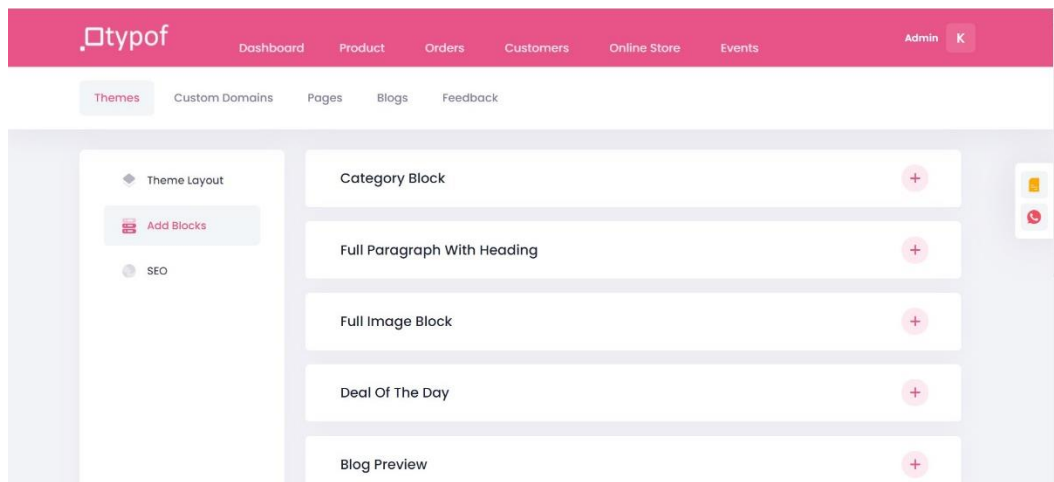
Next click on the SEO option.
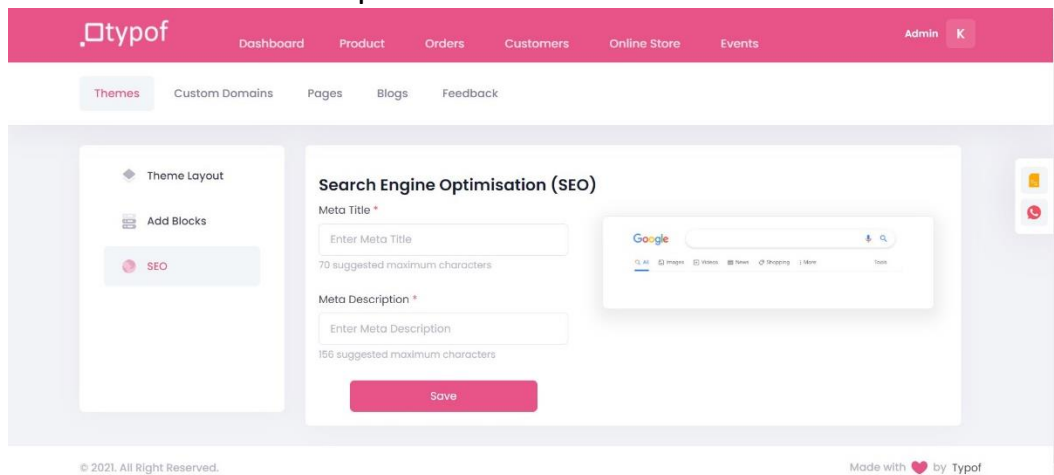
Set a Title (keyword) which when typed shows your website on Google.

Custom Domain

Custom Domains: Here, you can set a domain of your choice (if you have any/ or want to have one).

Following are the steps to Setup Your Domain

1. Edit default sub-domain.
2. Enter your domain name and save.
3. Log in to your GoDaddy Domain Control Centre.
4. Select your domain name to access the Domain Settings page.
5. Under Additional Settings, select Manage DNS.
6. Select Add under the records table.
7. Under Type, select A.
8. Enter the value for your A record: 65.0.22.141
9. Select Save to save your new A record.
10. Click on Verify Domain.

How long does it take?

It may take up to 24 hours for DNS changes to propagate fully. But it's usually pretty quick.

What about an SSL certificate?

We'll automatically provision an SSL certificate for your domain using Let's Encrypt your blog when you visit your blog for the first time after 24hrs.
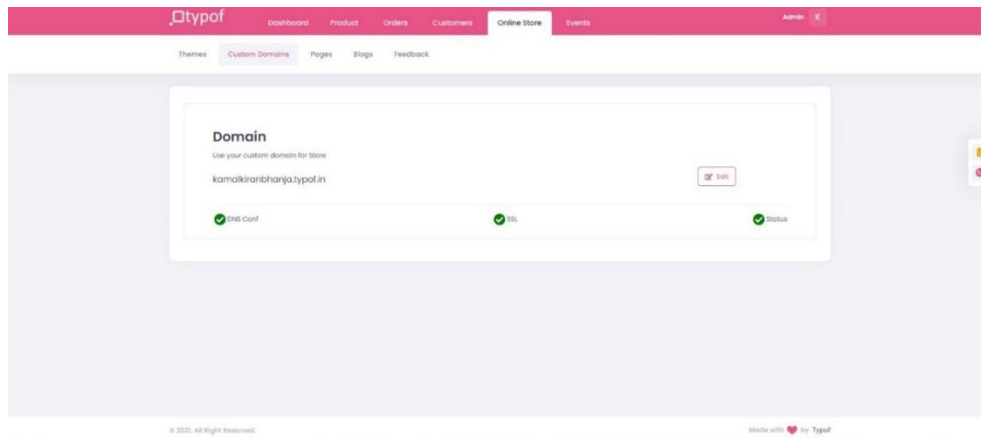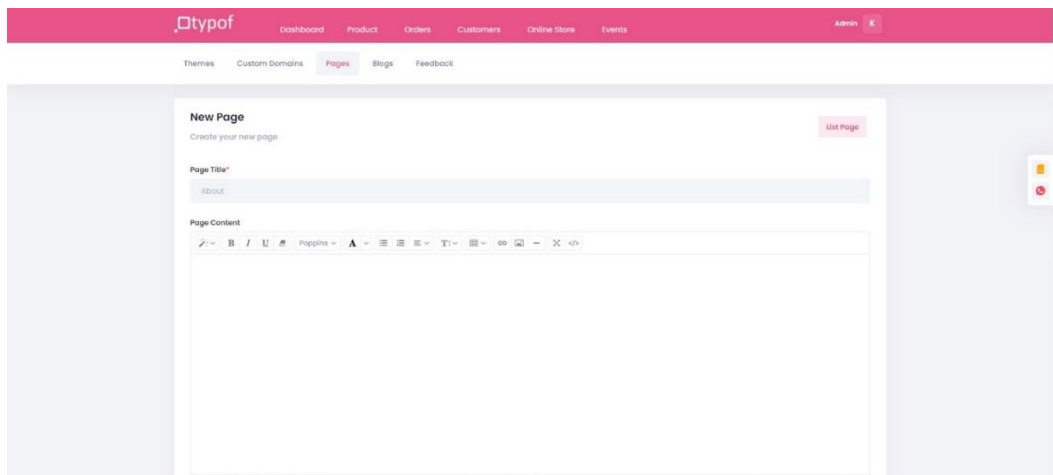

Pages

Pages: Here, you can create pages for your site (Ex. About Us, Services, Contact Us, etcetera).

Click on **Create New Page** to create a new page for your site.
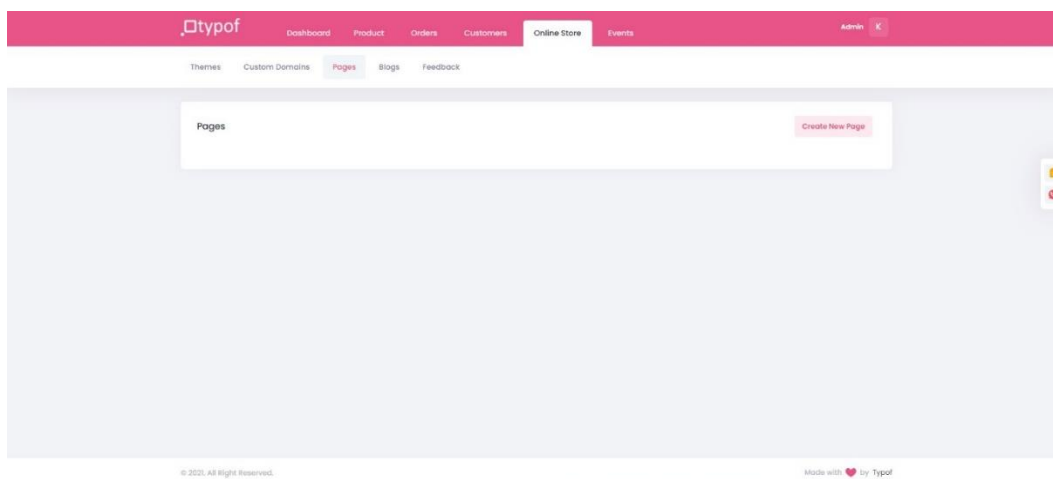
Page Title: Give the title of your page here.

Page Content: Post the content of your page here.
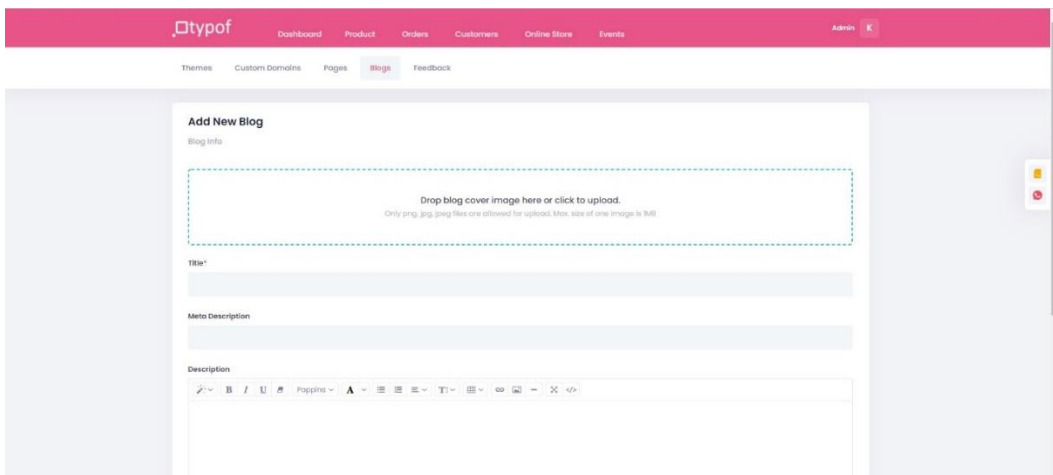
Page Banner: Upload the page banner here,

Page Description: Describe your page here.

Priority: Set priority level among all pages.

Navigation: Where you want to set your page in the header or footer.

And click on **Save.**

Blogs: Click on **Add New** to add your blog to the website. Upload your cover image, blog a title, meta description & description, and save it for future references.
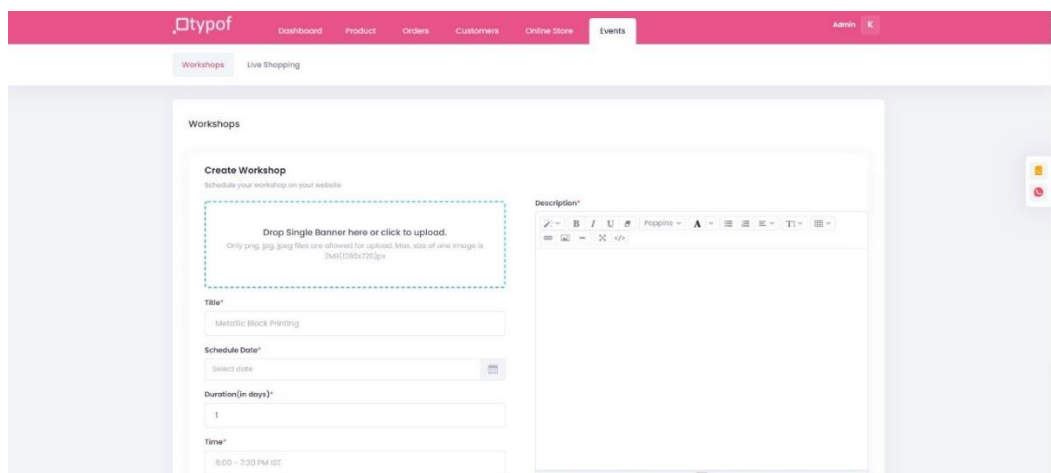
Feedback: Here, you'll get the feedbacks of your customers who have purchased your products through your site. And you will have the option to make it public.

EVENTS

Workshop: You can create a workshop by filling up the necessary details,
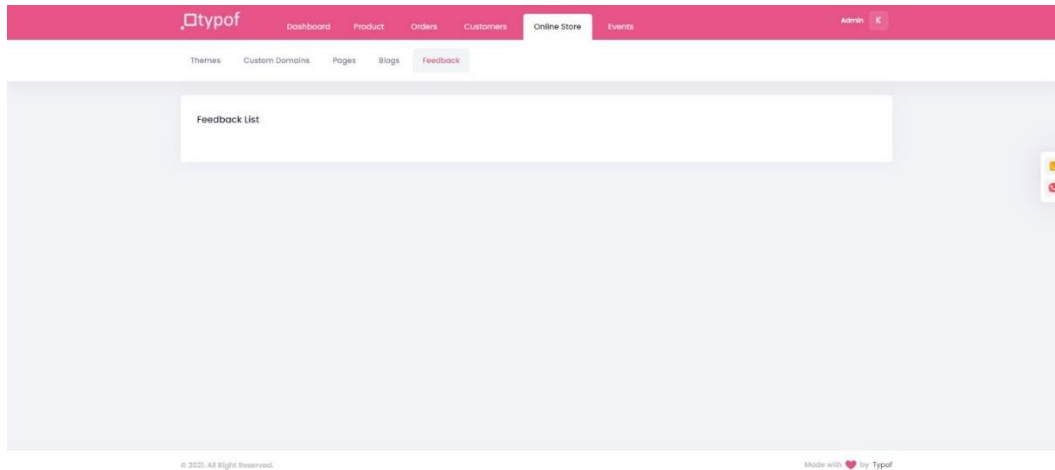
dropping a banner for your workshop, mentioning the title, scheduling your date, duration, time, price, and description, and saving it.
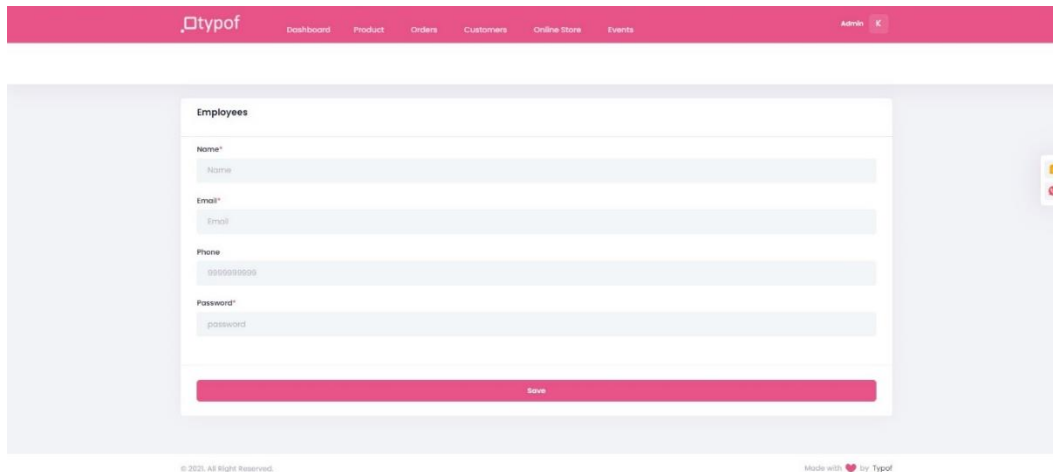

Live shopping: Create a live shopping experience for your customer. Schedule your live shopping event by entering the date, banner, title, and select the
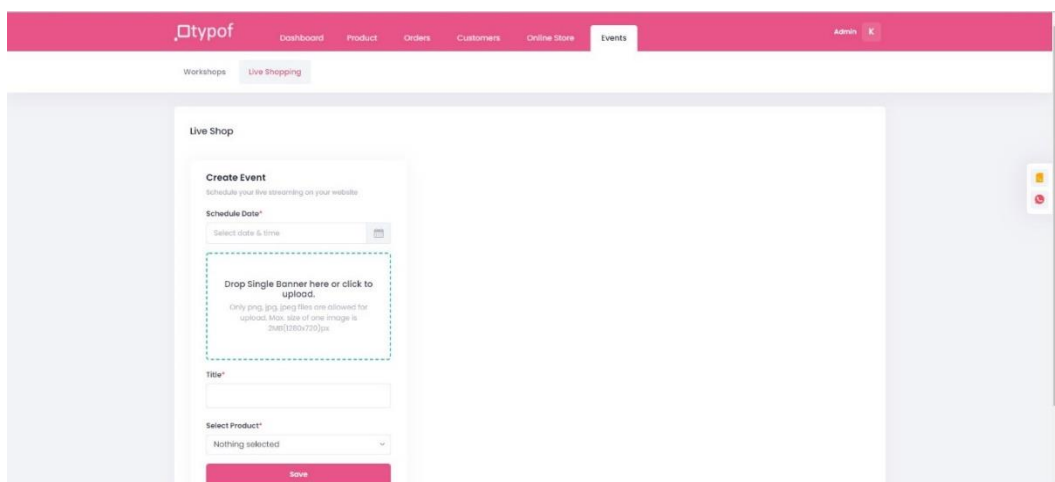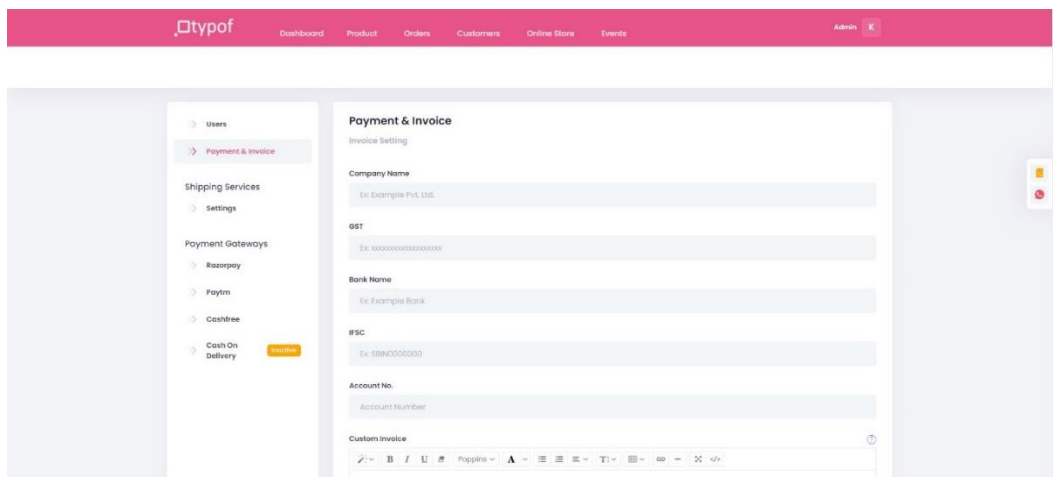

product, and saving it.

SETTINGS

Users: Here you can add a new user who can view & update products in the site. To add new User, click on Add Users a form will appear give the details and Save

Tax & Payment: Here, you can add your bank account details to get paid in T+1. **It is only applicable to those who have taken our payment gateway.**


Shipping: There are three options to handle your shipping and shipping charges from our portal;

1. You can add shipping charges on each product and, this is available for all the plans.
2. You can add your warehouse here so that we can calculate your shipping charges dynamically.
3. You can also set your local shipping charges for your city, which can manage to deliver the order in the city.
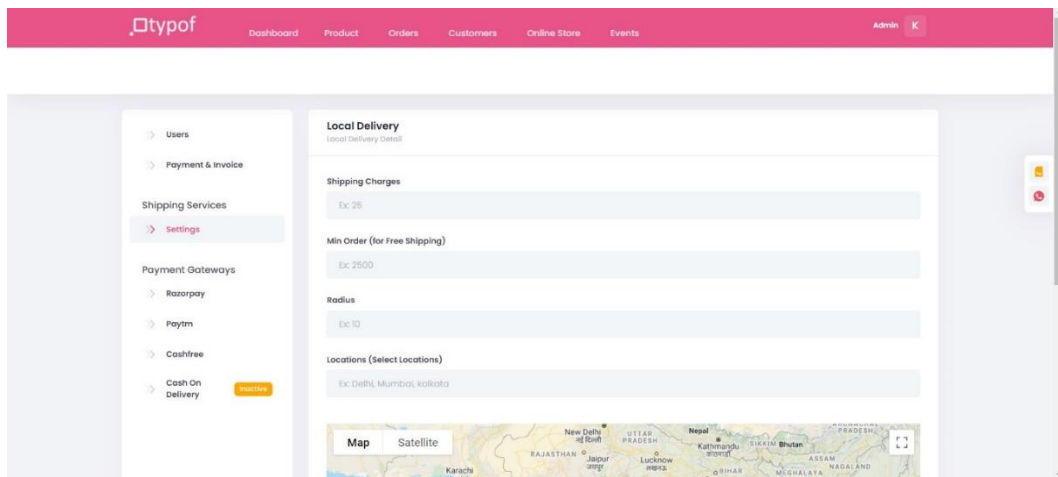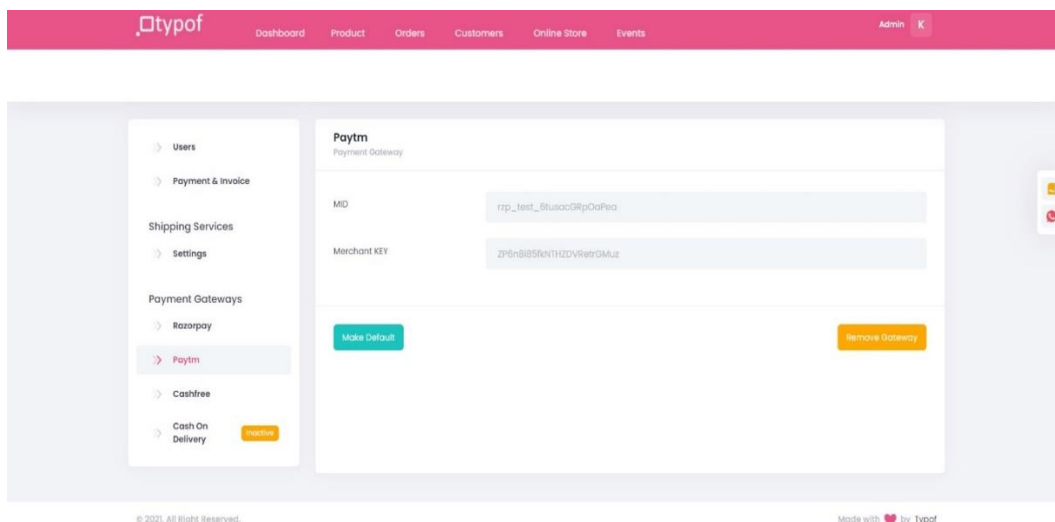
Payment Gateway: You can integrate **Razorpay** and **Paytm Payment Gateways** directly from here.

To integrate **Razorpay,** you need live credentials.
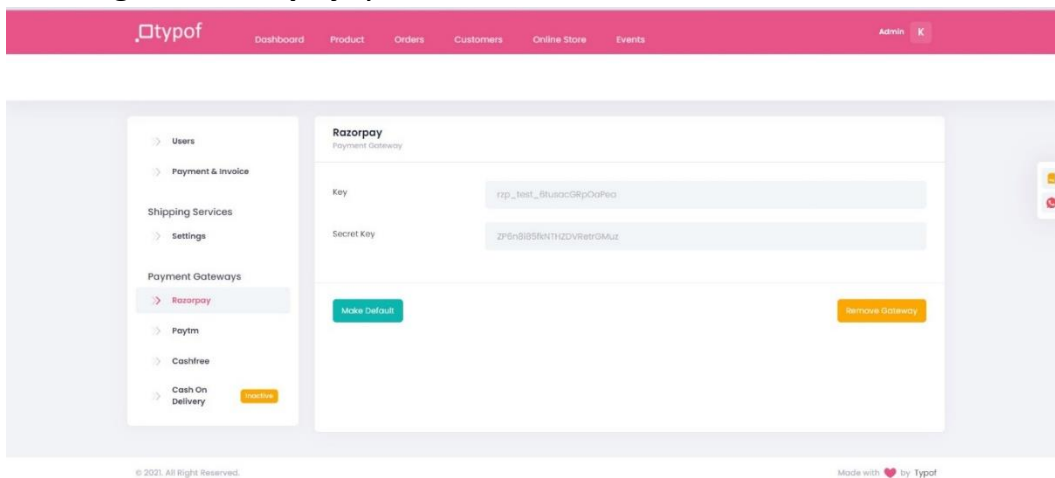
To integrate **Paytm,** you need live credentials.

MY PROFILE

To manage your profile, click on the button appeared on top right corner of your screen then a small drawer window will appear.