



# USER MANUAL

SPURROPEN.COM VERSION 2

SPURREMPIRE LTD.  
53 Upper Waterloo Road

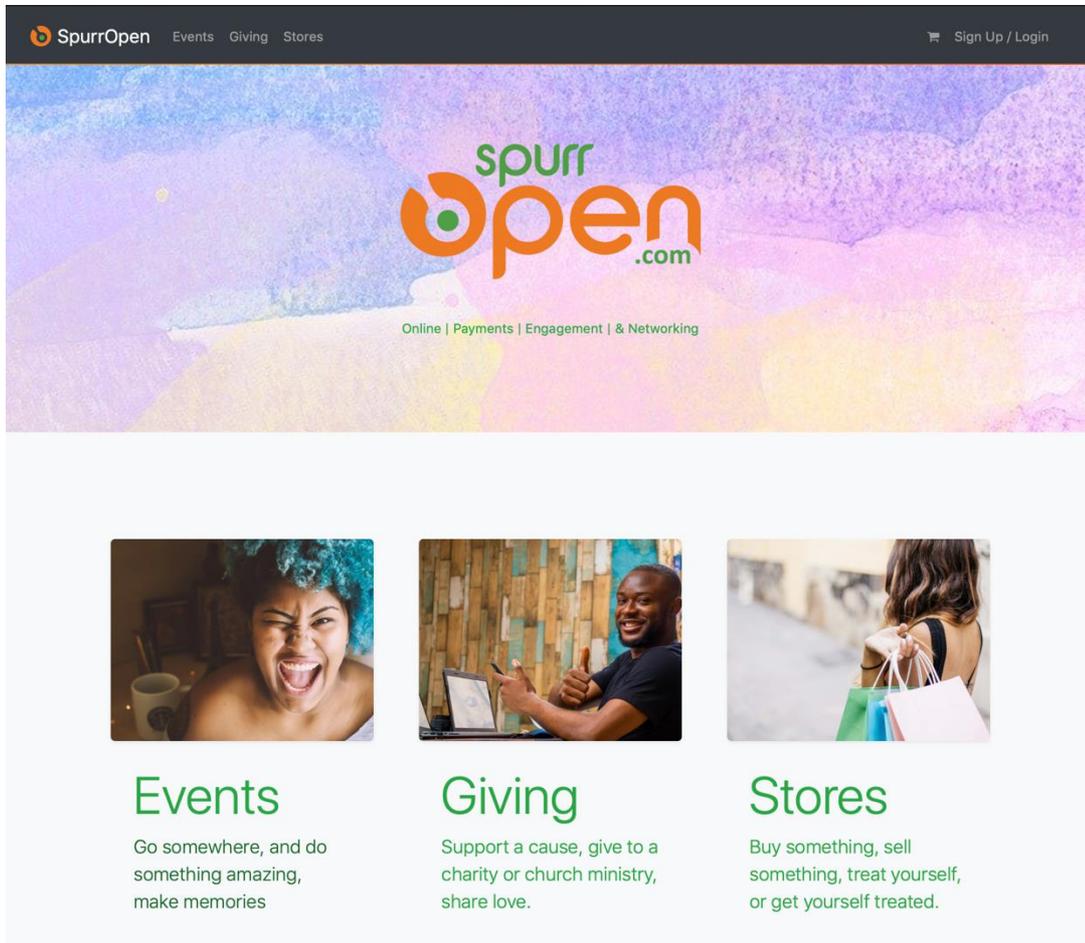
## Table of Contents

<b><i>Creating your account on SpurrOpen.com</i></b> .....	<b>3</b>
<b><i>How to verify your Account</i></b> .....	<b>1</b>
<b><i>Create a Host/Business Account</i></b> .....	<b>2</b>
<b><i>Create portal</i></b> .....	<b>2</b>
<b><i>Account Menus</i></b> .....	<b>4</b>
<b>Account</b> .....	<b>4</b>
<b>Portals</b> .....	<b>5</b>
<b>Products</b> .....	<b>6</b>
<b>Users</b> .....	<b>8</b>
<b>Revenue</b> .....	<b>9</b>
<b><i>Portal setup</i></b> .....	<b>10</b>
<b>Details</b> .....	<b>10</b>
<b>Flyer</b> .....	<b>11</b>
<b>Donations</b> .....	<b>12</b>
Editing Donations .....	<b>12</b>
<b>Dates</b> .....	<b>14</b>
<b>Tickets</b> .....	<b>15</b>
<b>Booths</b> .....	<b>17</b>
<b>Products</b> .....	<b>19</b>
<b>Presenters</b> .....	<b>20</b>
<b>Sponsors</b> .....	<b>21</b>
<b>Schedule</b> .....	<b>22</b>
<b>Highlight</b> .....	<b>23</b>
<b>FAQ</b> .....	<b>24</b>
<b><i>Portal Reports</i></b> .....	<b>25</b>
<b>Revenue Summary</b> .....	<b>25</b>
<b>Revenue Transactions</b> .....	<b>26</b>
<b>Subscriber List</b> .....	<b>27</b>
<b>People Pending</b> .....	<b>28</b>
<b>Order List</b> .....	<b>29</b>
<b>Payment Listing</b> .....	<b>30</b>
<b>Consumption</b> .....	<b>31</b>
Detail Listing.....	<b>31</b>
User Listing.....	<b>31</b>
Product Listing.....	<b>31</b>

<b><i>Payment Request</i></b> .....	<b>32</b>
<b>Making a Payment Request</b> .....	<b>32</b>
<b>Adding a new Payment option</b> .....	<b>33</b>
<b>Editing a Payment Option</b> .....	<b>34</b>
<b><i>Portal Upgrade</i></b> .....	<b>35</b>
<b><i>Portal Publish</i></b> .....	<b>36</b>
<b>Un-Publish</b> .....	<b>37</b>
<b>Postpone Event</b> .....	<b>37</b>
<b>Cancel Event</b> .....	<b>37</b>
<b>Template selection</b> .....	<b>38</b>
Change Template .....	38
Preview Current .....	38
<b>Copy link</b> .....	<b>38</b>

## Creating your account on SpurrOpen.com

1. Choose your favourite browser and go to <https://spurropen.com> and then click Sign Up/Login.



2. Beside the Login button click on Create a new Account.

### Sign Up

Create a new user login. Or [sign in here](#) if you already have one.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
New Password	
<input type="password"/>	
<small>Passwords must contain 8 characters (at least 1 uppercase letter (A-Z), at least 1 lowercase letter (a-z), at least 1 numeric character (0-9) and at least 1 Non-alphanumeric characters (for example, \$#,%)</small>	
Re-type Password	
<input type="password"/>	

[Create Login](#)

By continuing, you agree to the [Terms and Conditions](#)  
Forgot your password? [Get a new one here.](#)

3. You can start your account creation by filling out the form and then click **Create Account**.

# Sign Up

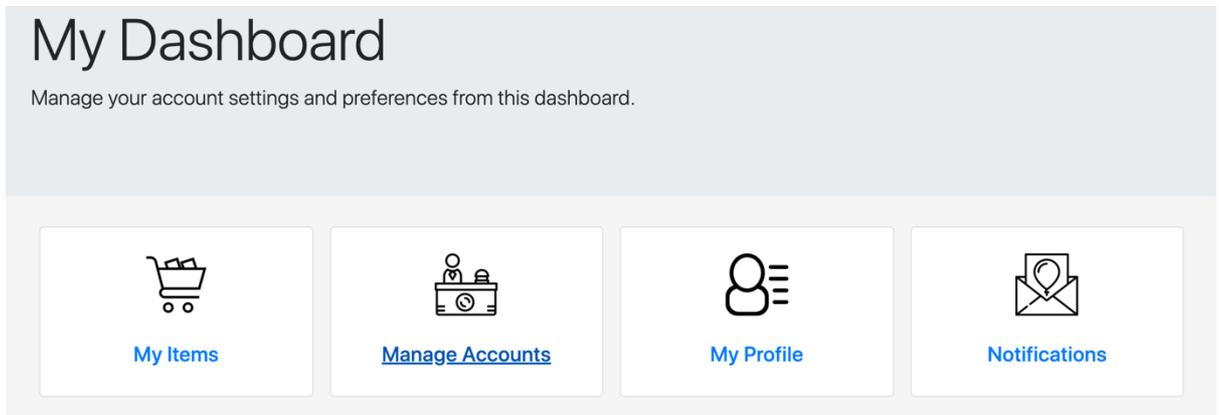
Create a new user login. Or [sign in here](#) if you already have one.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
New Password	
<input type="text"/>	
Passwords must contain 8 characters (at least 1 uppercase letter (A-Z), at least 1 lowercase letter (a-z), at least 1 numeric character (0-9) and at least 1 Non-alphanumeric characters (for example, !\$,%)	
Re-type Password	
<input type="text"/>	

[Create Login](#)

By continuing, you agree to the [Terms and Conditions](#)  
Forgot your password? [Get a new one here.](#)

4. Check the email you signed up with for a welcome/confirmation email from the system. After clicking the link your account will be confirmed. If you're not redirected into your account, log in with the email and password you created. After logging in, you'll be presented with your Dashboard.



## How to verify your Account

In order to completely use the system, your account needs to be verified. To do this log into your account and from the **Dashboard** click on **My Profile**.

**My Information**

<b>First Name</b>	Carlos
<b>Last Name</b>	Burke
<b>Gender</b>	
<b>Birthday</b>	January 01, 1970
<b>Country</b>	JAMAICA
<b>Account Status</b>	

[Edit Information](#) [Verify Account](#)

At the end of the 'My Information' section, click on **Verify Account**.

## Create a Host/Business Account

Log into your account and navigate to your Dashboard. Click on **Manage Items**, if it's your first time setting up you'll go straight to creating your first Host account. The **Host Account** manages the various types portals of portals you can create on SpurrOpen.com.

### New Host

Use this new account to host multiple events, e-stores or giving activities. You Carlos, will be the administrator of this account, and you can add more people to it later.

**Host / Business Info**

Name:

Contact Number:

Contact Email:

**Host / Business Address**

Street

City

Country

**Brand Logo**

Select file

By clicking the Create Account button you indicate that you have read and understand the [terms and conditions](#).

## Create portal

1. From your **Host Account** home page click on **manage** on under the **Portal** card section.

## Account Home

Dashboard with services and summaru for account.

**The Imaji-Nation** Account Portals Products Users Revenue

### Portals

### Revenue

### Users

Carlos Burke Account Administrator

Click on **New Portal**.

*Note from this section you can create & delete portals you create.*

The screenshot shows a web interface for managing account portals. At the top, there is a teal header with the text "Account Portals" and a subtitle "Portals associated with this account". Below the header is a navigation bar for "The Imaji-Nation" with menu items: Account, Portals, Products, Users, and Revenue. The main content area is titled "Portal List" and contains a table with three columns: "Title", "Type", and "Status". A blue "New Portal" button is located in the top right corner of the table area.

# Account Portals

Portals associated with this account

**The Imaji-Nation** Account Portals Products Users Revenue

Portal List [New Portal](#)

Title	Type	Status
-------	------	--------

## Account Menus

### Account

This menu item displays the main overview of your Dashboard. Giving a brief highlight of the portals created the revenue accumulated and users on your account.

The screenshot shows a dashboard titled "Account Home" with a teal header. Below the header, the account name "The Imaji-Nation" is displayed on the left, and a navigation menu with "Account", "Portals", "Products", "Users", and "Revenue" is on the right. The main content area is divided into three columns: "Portals" (listing "OpenStore" and "OpenWorkshop" with a "Manage" button), "Revenue" (with a "View Details" button), and "Users" (listing "Carlos Burke" as "Account Administrator" with a "Manage" button). Below these columns is an "Account Settings" section with a list of options: "Edit Account Information", "Manage Payment Delivery Options", and "Close Account".

# Account Home

Dashboard with services and summaru for account.

**The Imaji-Nation** Account Portals Products Users Revenue

### Portals

[OpenStore](#)

[OpenWorkshop](#)

Manage

### Revenue

View Details

### Users

Carlos Burke *Account Administrator*

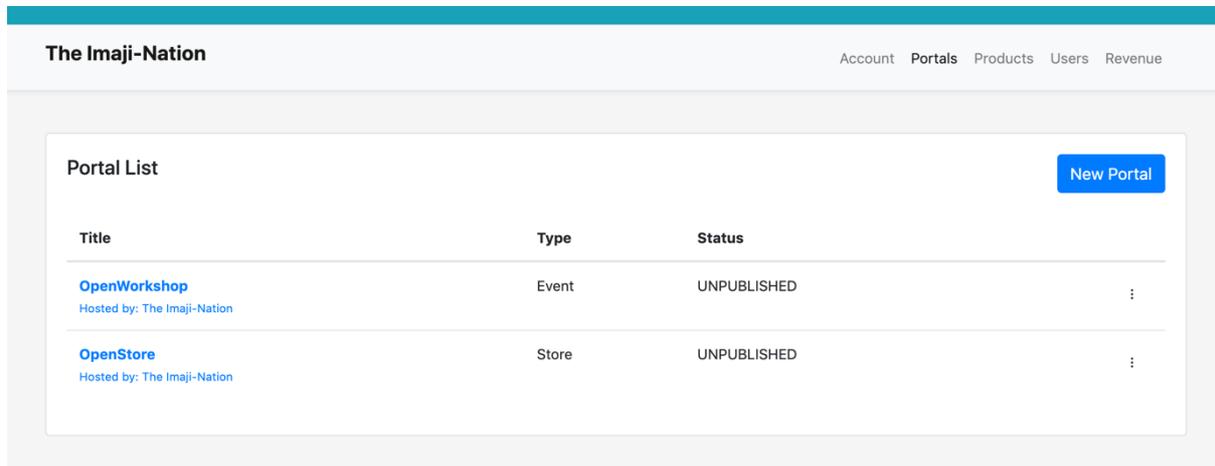
Manage

### Account Settings

- Edit Account Information
- Manage Payment Delivery Options
- Close Account

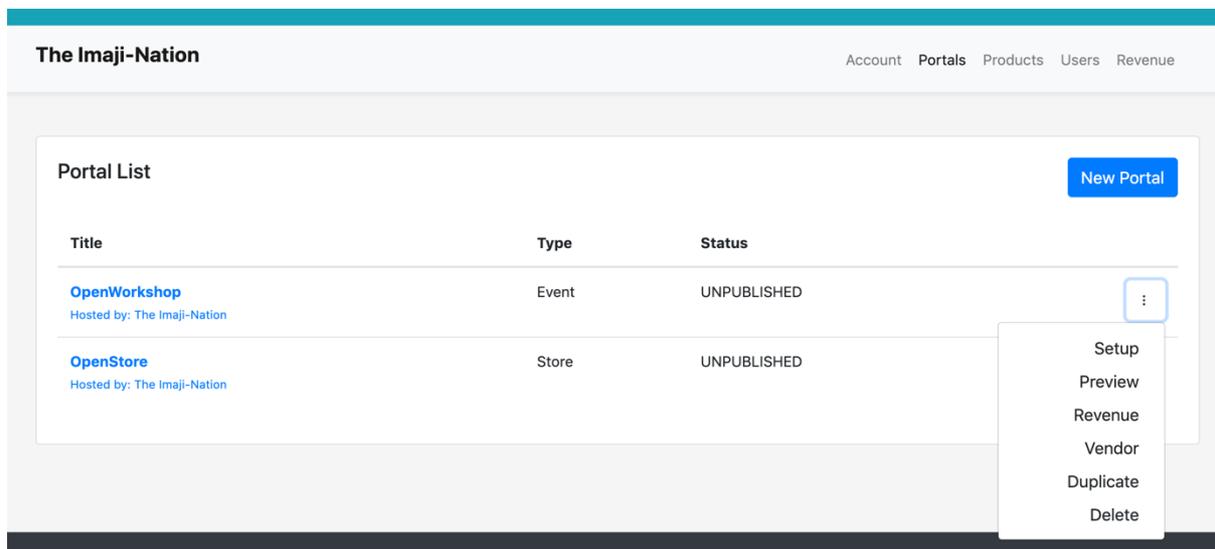
## Portals

This menu item displays a list of all the portals created and allows you to make changes to them.



The screenshot shows the 'Portals' page for 'The Imaji-Nation'. The page has a teal header with the company name and navigation links: Account, Portals, Products, Users, Revenue. Below the header is a white box titled 'Portal List' with a 'New Portal' button in the top right. The table below has three columns: Title, Type, and Status. Two portals are listed: 'OpenWorkshop' (Event, UNPUBLISHED) and 'OpenStore' (Store, UNPUBLISHED). Each entry has a 'Hosted by: The Imaji-Nation' link and a vertical ellipsis menu icon.

Title	Type	Status
<a href="#">OpenWorkshop</a> Hosted by: <a href="#">The Imaji-Nation</a>	Event	UNPUBLISHED
<a href="#">OpenStore</a> Hosted by: <a href="#">The Imaji-Nation</a>	Store	UNPUBLISHED



This screenshot is identical to the previous one, but the context menu for the 'OpenWorkshop' portal is open, showing the following options: Setup, Preview, Revenue, Vendor, Duplicate, and Delete.

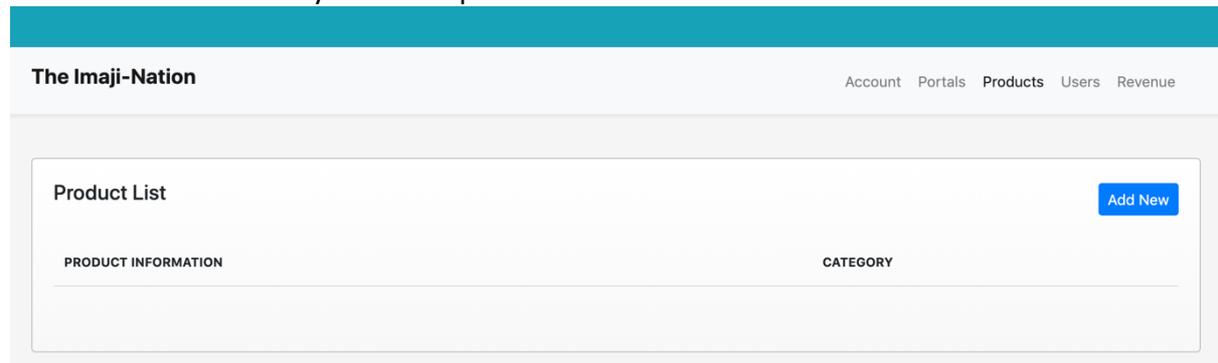
Title	Type	Status
<a href="#">OpenWorkshop</a> Hosted by: <a href="#">The Imaji-Nation</a>	Event	UNPUBLISHED
<a href="#">OpenStore</a> Hosted by: <a href="#">The Imaji-Nation</a>	Store	UNPUBLISHED

- Setup
- Preview
- Revenue
- Vendor
- Duplicate
- Delete

- **Setup:** Takes you back to portal's creation page; here you make changes to flyers, descriptions etc.
- **Preview:** Allows you to see your portals from the end user's perspective with/without publishing.
- **Revenue:** This allows you to see the specific portal's revenue details.
- **Vendor:** This allows you to view and manage your vendors.
- **Duplicate:** This option allows you to create a copy of the portal incl. all settings and options.
- **Delete:** This option destructively deletes the selected portal.

## Products

This Menu item allows you to add products that can be for sale in the Store.



When creating a product there some available optional options you can adjust namely: **Product, Data, Reponses & Media**.

Under the **product** tab, the basics for the product is added.

- **Product Name:** The name of the product selling
- **Category:** The selling category of the product.
- **Description:** A brief description shown to buyers when browser the products.
- **Unit Cost:** The initial cost of the item.
- **Starting Quantity:** Refers to the starting stock count of the item.

Under the **Data** tab, the store owner can choose to request more information from the user.

- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.

Under the **Responses** tab, the store owner can choose to create custom responses for a specific product when purchased

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** Store owner can attach a file that can be shared after purchase.

The screenshot shows the 'Create Product' dialog box with the 'Responses' tab selected. It features a text area for a custom message, a toggle switch for 'Use custom response for this product', and a file attachment section with a 'Browse' button. A 'Save' button is at the bottom left.

The screenshot shows the 'Create Product' dialog box with the 'Media' tab selected. It features a file attachment section with a 'Browse' button and a 'Save' button at the bottom left.

Under the **Media** tab, the store owner can choose to set an image for the product.

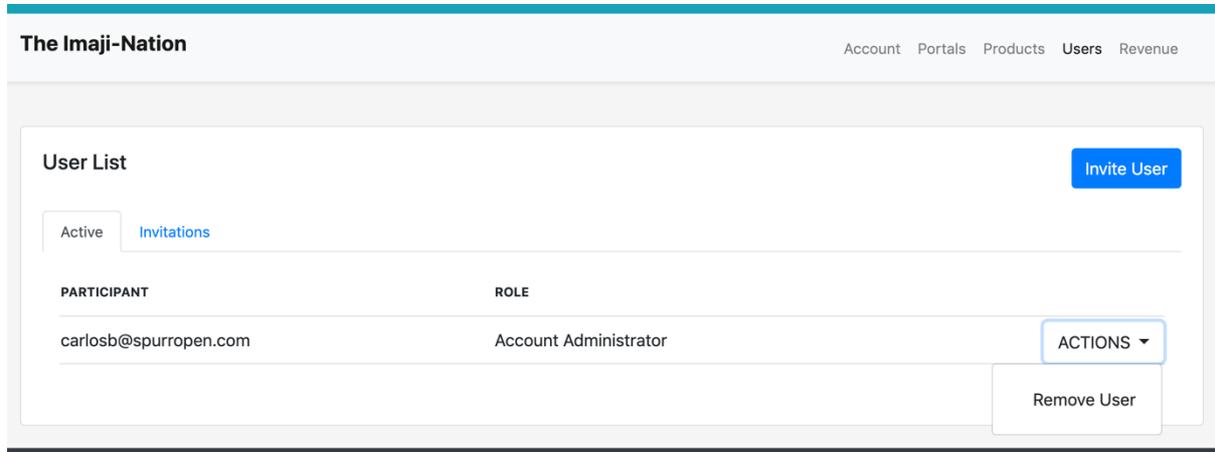
The store owner can further **edit** or **delete** a product after it is saved.

The screenshot shows the 'The Imaji-Nation' dashboard with a 'Product List' table. The table has columns for 'PRODUCT INFORMATION' and 'CATEGORY'. A product named 'OpenCookie' is listed under the 'Food' category. A dropdown menu is open for the 'OpenCookie' row, showing 'Edit' and 'Delete' options. An 'Add New' button is in the top right corner.

PRODUCT INFORMATION		CATEGORY
	OpenCookie	Food

## Users

The Owner or the account can manage the various types of users that will have access to the account. The **Active** tab list those that accounts users that can sign. The **Invitations** tab list your pending invitations.



Additionally, the owner of the account can invite others to help manage specific areas on the account.

The screenshot shows the 'Add Event Flyer' form. It has a title bar with a close button (X). The form contains three fields: 'Invitee Email:' with a text input field, 'User Role' with a dropdown menu showing 'Select...', and 'Welcome message:' with a large text area. At the bottom left, there is a blue 'Send Invite' button.

- **Invitee Email:** Is the email of person you want to invite.
- **User Role:** Refers to the level of access you want that user to have.
- **Welcome Message:** Is the message the person you're inviting receives in the invite.

This screenshot shows the 'Add Event Flyer' form with the 'User Role' dropdown menu open. The dropdown menu lists several options: 'Select...' (highlighted with an orange bar), 'Account Administrator', 'Manage portals', 'Manage financial matters', 'Manage products', and 'Manage Access / Scan Tickets'. The 'Send Invite' button is visible at the bottom left.

## Revenue

This Menu item shows a brief overview of your revenue for your various portals

## Portal setup

### Details

Fill out the information on the **Details Card** and then click **save**.

- **Name:** Refers to the name of the Cause / Activity / Entity.
- **Category:** Refers to the type of page being created.
- **Private Page:** Refers to your page' visibility on SpurrOpen' listing. (Grey: off | Blue: On)
- **Description:** Refers to the description that will be displayed on your Donation Page
- **Base Currency:** Refers to the currency that your portal will generate information in.
- **Time Zone:** Refers to the time zone that the activity or entity is in.

### Details

Name

Category

  Private Page

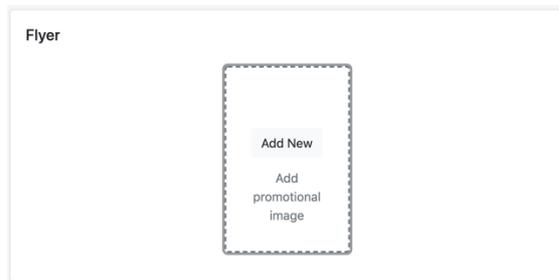
Description

Base Currency

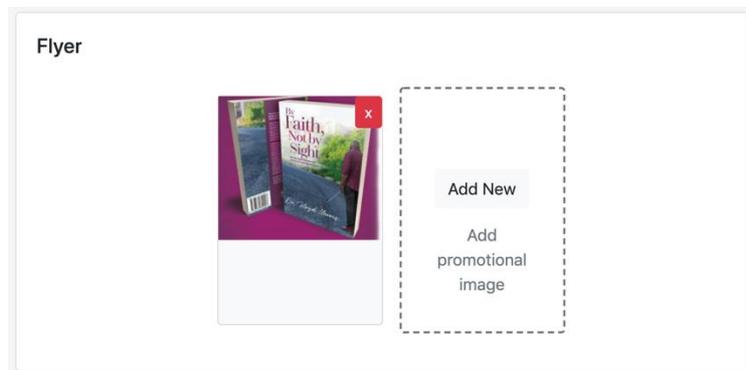
Time Zone

## Flyer

This section allows you to add a flyer or image that best describes your portal.



To add a new flyer, click on **Add New**. And then select your image from your computer to upload.

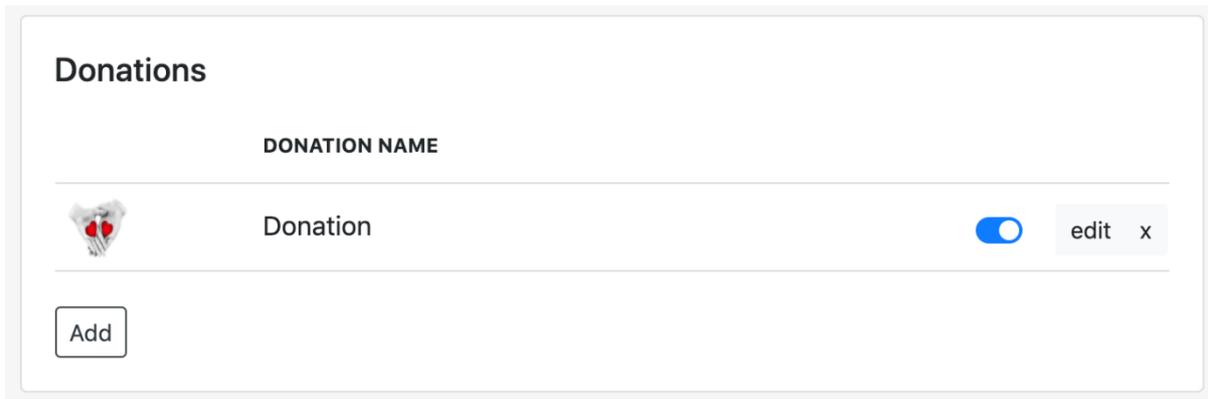


You can add multiple promotional images.

To remove an image, click on the **x**.

## Donations

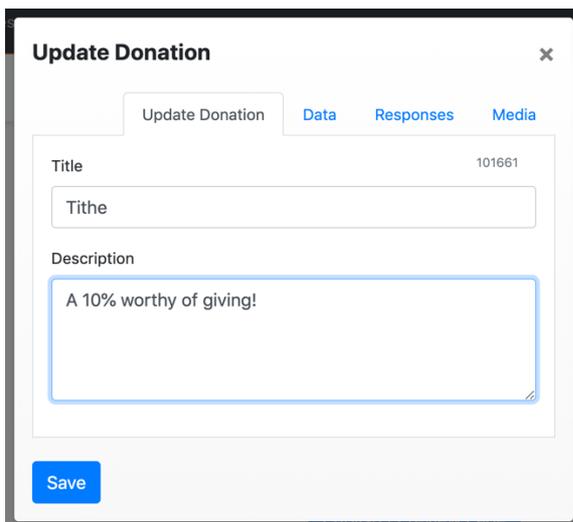
Under this section, the owner can add their various categories for donation.



**Toggle Switch:** [blue] – The Category is active | [grey] – The Category is not active

## Editing Donations

Editing the Donations allow the owner to customize the specific types.

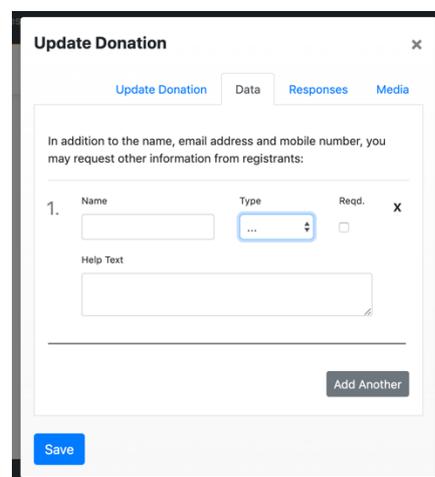


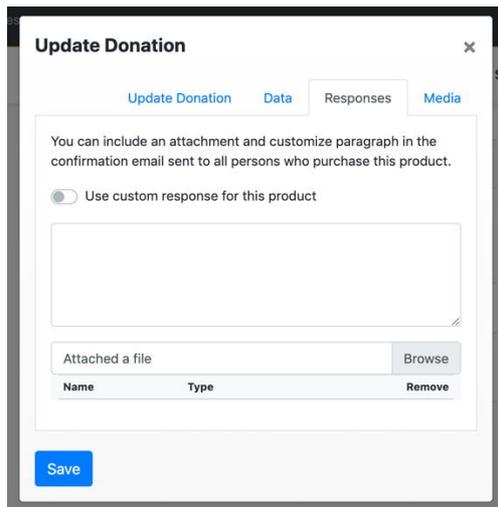
Under the **Responses** tab, the store owner can choose to create custom responses for a specific product when purchased

- **Title:** Refers to the name of the cause or what persons are giving to.
- **Description:** Is a brief description shown to users about the cause.

Under the **Data** tab, the store owner can choose to request more information from the user.

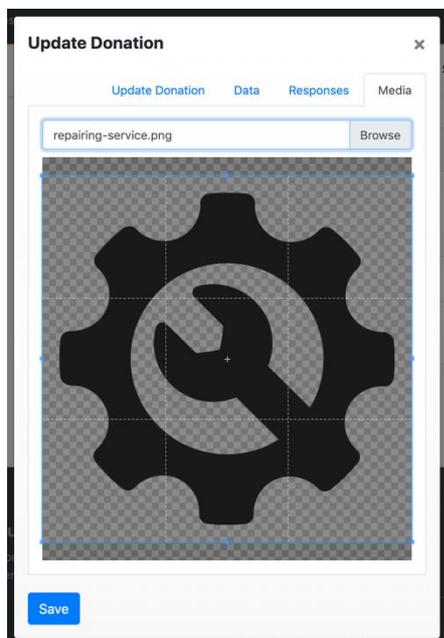
- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.





Under the **Responses** tab, the organizer can choose to create custom responses for a specific cause when purchased.

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** Owner can attach a file that can be shared after purchase.



Under the **Media** tab, the owner can choose to set an image for the product.

## Dates

Owners can add date, time and venue for their events and workshop.

### Dates and Location

DATE	VENUE
<input type="button" value="Add"/>	

#### Setup Event Product ✕

Date	Start Time	End Time
<input type="text" value="30/05/2020"/>	<input type="text" value="01:00"/>	<input type="text" value="02:00"/>
Name of Venue		
<input type="text" value="National Stadium"/>		
Street Address 1	Street Address 2	
<input type="text" value="Stadium Avenue"/>	<input type="text"/>	
City/Town	Country	
<input type="text" value="Kingston"/>	<input type="text" value="JAMAICA"/>	
<input type="button" value="Save"/>		

Owners can add multiple locations and time for their events. Additionally, all entries can be edited.

### Dates and Location

DATE	VENUE	
2020-05-30	National Stadium	<input type="button" value="edit"/> <input type="button" value="x"/>
<input type="button" value="Add"/>		

## Tickets

Under the **Create Ticket** tab, the organizer establishes the ticket tiers with pricing, title, description etc.

**Create Ticket**

Create Ticket | Availability | Data | Responses | Media

Title  
SpurrOpen Premium

Description  
Premium class seating for first class people.

Unit Cost  
25000

Starting Quantity  
1000

Save

**Create Ticket**

Create Ticket | Availability | Data | Responses | Media

Sale Start Date  
30/04/2020

Time  
11:59 PM

Sale End Date  
22/05/2020

Time  
11:59 PM

Min. Quantity  
1

Max. Quantity  
5

Min & max enforced at the order level

Hide product from display page

Save

Under the **Availability** tab, the organizer chooses to set when the specific ticket tier is available

- **Min. Quantity:** Description
- **Max Quantity:** Description

**Create Ticket**

Create Ticket | Availability | Data | Responses | Media

In addition to the name, email address and mobile number, you may request other information from registrants:

	Name	Type	Reqd.	X
1.	<input type="text"/>	...	<input type="checkbox"/>	X

Help Text

Add Another

Save

Under the **Data** tab, the Organizer can choose to request more information from the user.

- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.

**Create Ticket** ✕

[Create Ticket](#)
[Availability](#)
[Data](#)
[Responses](#)
[Media](#)

You can include an attachment and customize paragraph in the confirmation email sent to all persons who purchase this product.

Use custom response for this product

Attached a file Browse

Save

Under the **Responses** tab, the organizer can choose to create custom responses for a specific cause when purchased.

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** Owner can attach a file that can be shared after purchase.

Under the **Media** tab, the organizer can choose to set an image for the product.

**Create Ticket** ✕

[Create Ticket](#)
[Availability](#)
[Data](#)
[Responses](#)
[Media](#)

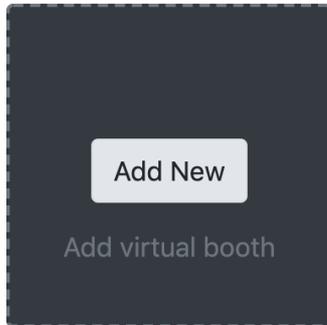
Ad\_Church\_OnlineGive.jpg Browse



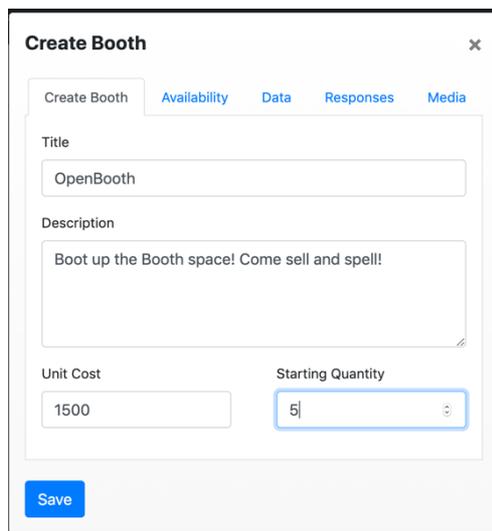
Save

## Booths

### Virtual Booths



Invite other vendors to pay for an online booth space on your page. After They pay you, they will be allowed to add their own products on your page, and sell to your audience.

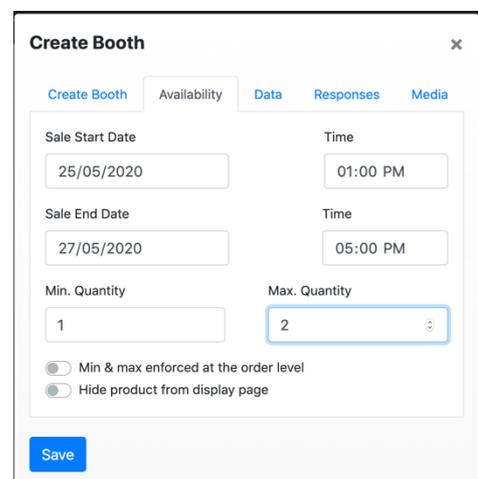
A screenshot of a web application window titled 'Create Booth' with a close button (x) in the top right. The window has four tabs: 'Create Booth' (selected), 'Availability', 'Data', 'Responses', and 'Media'. The 'Create Booth' tab contains the following fields:

- Title: A text input field containing 'OpenBooth'.
- Description: A text area containing 'Boot up the Booth space! Come sell and spell!'.
- Unit Cost: A text input field containing '1500'.
- Starting Quantity: A spinner input field containing '5'.

A blue 'Save' button is located at the bottom left of the form.

Under the **Create Booth** tab, the organizer establishes the booth with pricing, title, description etc.

Under the **Availability** tab, the organizer chooses to set when the specific booth is available.

A screenshot of the same 'Create Booth' web application window, but with the 'Availability' tab selected. The 'Create Booth' tab is now greyed out. The 'Availability' tab contains the following fields:

- Sale Start Date: A date input field containing '25/05/2020'.
- Time: A time input field containing '01:00 PM'.
- Sale End Date: A date input field containing '27/05/2020'.
- Time: A time input field containing '05:00 PM'.
- Min. Quantity: A text input field containing '1'.
- Max. Quantity: A spinner input field containing '2'.

At the bottom, there are two toggle switches:

- Min & max enforced at the order level
- Hide product from display page

A blue 'Save' button is located at the bottom left of the form.

Under the **Data** tab, the Organizer can choose to request more information from the user.

- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.

The screenshot shows the 'Create Booth' interface with the 'Data' tab selected. The interface has a header with tabs: 'Create Booth', 'Availability', 'Data', 'Responses', and 'Media'. Below the tabs, there is a text box stating: 'In addition to the name, email address and mobile number, you may request other information from registrants:'. Below this, there is a form for creating a field. The form has a numbered list (1.) with columns for 'Name', 'Type', and 'Reqd.'. The 'Name' field is empty. The 'Type' field is a dropdown menu with '...' and a downward arrow. The 'Reqd.' field has a checkbox that is currently unchecked. To the right of the 'Reqd.' field is a close button 'x'. Below the form is a 'Help Text' label and a text area. At the bottom right of the form is an 'Add Another' button. At the bottom left of the interface is a 'Save' button.

The screenshot shows the 'Create Booth' interface with the 'Responses' tab selected. The interface has a header with tabs: 'Create Booth', 'Availability', 'Data', 'Responses', and 'Media'. Below the tabs, there is a text box stating: 'You can include an attachment and customize paragraph in the confirmation email sent to all persons who purchase this product.'. Below this, there is a toggle switch labeled 'Use custom response for this product' which is currently turned off. Below the toggle is a large text area for customizing the paragraph. Below the text area is a file upload section with the text 'Attached a file' and a 'Browse' button. At the bottom left of the interface is a 'Save' button.

Under the **Responses** tab, the organizer can choose to create custom responses for a specific product when purchased

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** The organizer can attach a file that can be shared after purchase.

Under the **Media** tab, the organizer can choose to set an image for the product.

The screenshot shows the 'Create Booth' interface with the 'Media' tab selected. The interface has a header with tabs: 'Create Booth', 'Availability', 'Data', 'Responses', and 'Media'. Below the tabs, there is a file upload section with the text 'Sii\_Auntio.png' and a 'Browse' button. Below the file upload section is a large image area showing a silhouette of a woman and a child. The image is set against a grey and white checkered background. At the bottom left of the interface is a 'Save' button.

## Products

Organizers can choose to sell products at their event. After creating your products, they would be added here.

### My Products

TITLE	CATEGORY	COST	ORDERS
<div>Add</div>			

Your created products would show up in the listing below and from here you would select what you want to be added to your storefront. Additionally, if you want to create new products you can click on the 'Create more Products' link.

### Setup Event Product

#### Product List

PRODUCT	CATEGORY	
 OpenCookie	Food	<input checked="" type="checkbox"/>

Insert Selected

[Create more products](#)

## Presenters

The Organizer can add presenter/performers in this section. Click on the add button to add new presenters and fill out the form.

### Artist / Presenters

STAGE NAME



Jovan Black

edit x

Add

### Presenter

My Rock Jo Pic.jpg Browse



Stage Name

Description

Youtube Link

Facebook Link

Save

## Sponsors

Event Organisers can add sponsors for their events. You can edit a sponsor by clicking on the edit link beside the sponsors name. Additionally, you can remove a sponsor by clicking on the x.

### Sponsor

**SPONSOR NAME**

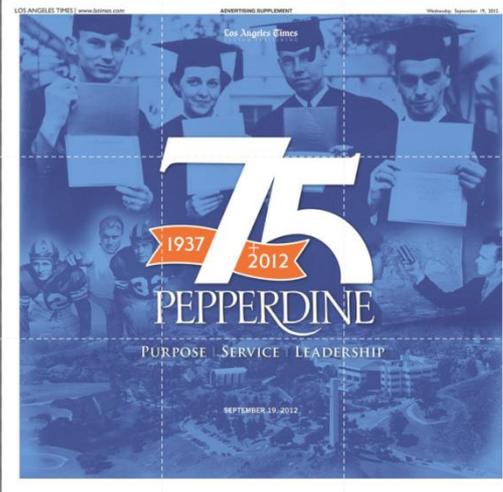
	Pepperdine	edit x
---	------------	--------

Add

Below are the details you can specify for each sponsor.

### Sponsor

e886a870491cfd29c0d13ab9edbd4ccd.jpg Browse



Sponsor Name  
Pepperdine

Website Link  
pepperdine.edu

Youtube Link  
youtube.com/pepperdine

Facebook Link  
facebook.com/pepperdine

Save

## Schedule

A organizer can add their event's schedule or event line up. You can edit a schedule segment by clicking on the **edit** button beside. Also, to delete a schedule segment click on the x.

### Schedule / Lineup

SEGMENT	TIME	END	ACTIVITY	
INTRODUCTIONS	17:00:00	17:20:00	Host	<a href="#">edit</a> <a href="#">x</a>

[Add](#)

Below are the details you can specify when adding a schedule for a event.

### Schedule

Segment

Item By

Time

Time End

Item Description

[Save](#)  Add Another

## Highlight

### Highlight / Specials

NAME	CATEGORY	
OpenHighlight	Activity	edit x

Add

### Highlights ×

Name

Category

Description

Add Another

## FAQ

The Organizer can add Frequently Ask Questions about their event.

### FAQs

**QUESTION**

---

How open is OpenWorkshop? edit x

---

### FAQ

×

Question

How open is OpenWorkshop?

Answer

OpenWorkshop is fully open over 100%!

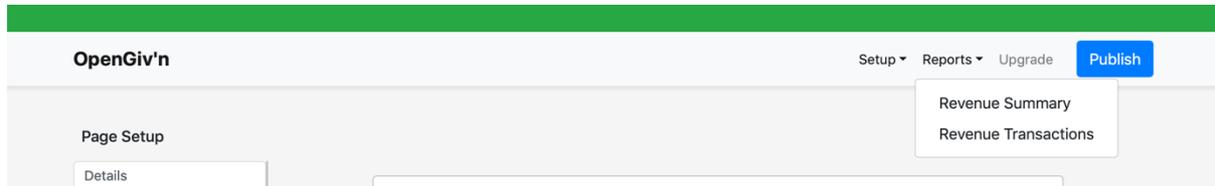
Add Another

At the end of your setup you can hit **Publish**

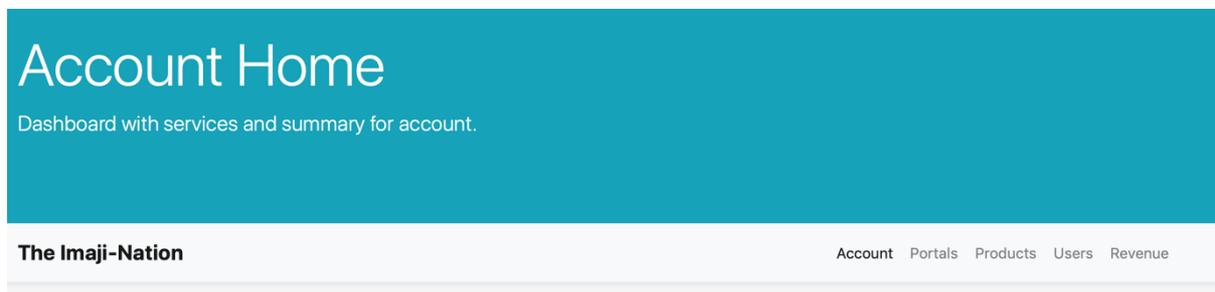
## Portal Reports

### Revenue Summary

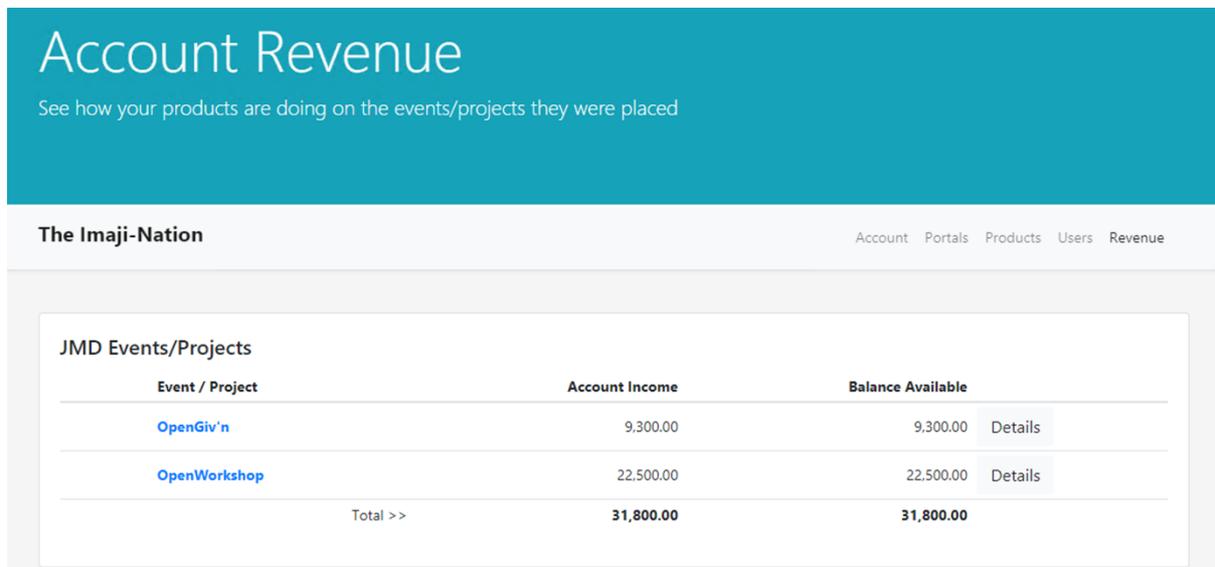
To see the Revenue for any specific portal. Under the Account Home select the portal you wish to see the revenue summary of. In the menu bar click on **Reports** and then **Revenue Summary**.



Or from the Account Home page, click on **Revenue** in the menu bar.



And then click on the **Details** button beside the portal you wish to expand.



The screenshot shows the 'Account Revenue' page for 'The Imaji-Nation'. The header area is teal with the text 'Account Revenue' and a subtitle 'See how your products are doing on the events/projects they were placed'. Below the header, there is a navigation bar with the account name 'The Imaji-Nation' on the left and a menu on the right containing 'Account', 'Portals', 'Products', 'Users', and 'Revenue'. The main content area displays a table titled 'JMD Events/Projects' with the following data:

Event / Project	Account Income	Balance Available	
<a href="#">OpenGiv'n</a>	9,300.00	9,300.00	<a href="#">Details</a>
<a href="#">OpenWorkshop</a>	22,500.00	22,500.00	<a href="#">Details</a>
Total >>	<b>31,800.00</b>	<b>31,800.00</b>	

## Revenue Transactions

On the revenue transaction page, you will be able to see payments made to the account. The **Download** button exports a detailed summary of the transition that are listed.

Transaction Details					Download
Product	Payer	Payment Date	Net Amount	Currency	
▶ Open Premium	Willard Smith	2020-04-14 12:20:18	22,500.00	JMD	
			22,500.00		
View summary					

Clicking on the arrow leftmost of the transaction will expand that transaction revealing details about that transaction.

Transaction Details					Download
Product	Payer	Payment Date	Net Amount	Currency	
▼ Open Premium	Willard Smith	2020-04-14 12:20:18	22,500.00	JMD	
QUANTITY		10			
GROSS RECEIVED		25,000.00			
COMMISSION RATE		10%			
NET AMOUNT		22,500.00			
PAYER NAME:	Willard Smith <small>willsmith@mail.com</small>				
ORDER ID:	865				
PAYMENT DATE:	2020-04-14 12:20:18				
PAYMENT METHOD:	CREDIT CARD				
			22,500.00		
View summary					

Clicking on the **View Summary** button, takes you to the **Revenue Summary** Page.

## Subscriber List

See how your products are doing on the events they were placed.

Subscription List				
	Person	Product	Status	Qty
▶	Goer Toer	Open Premium	PROCESSED	10/10

Subscription List				
	Person	Product	Status	Qty
▼	Goer Toer	Open Premium	PROCESSED	10/10
	BENEFICIARY	Goer Toer goto@mail.com   18769876567		
	ORDER STATUS	PROCESSED		
	ORDER ID	865		
		<a href="#">Resend Email</a>	<a href="#">Send Event Update</a>	<a href="#">Consume Order Item</a>

## People Pending

See the people who have pending transactions with no corresponding purchase.

People Pending			
Name	Email	Last Date	Items Orders
<hr/>			

## Order List

This list provides information on purchases made by your customers.

Order List					
order id	Order Date	Status		Gross	Actions
▶ 865	2020-04-14 12:19:08	PROCESSED	JMD	25,000.00	<a href="#">view</a>

Order List					
order id	Order Date	Status		Gross	Actions
▼ 865	2020-04-14 12:19:08	PROCESSED	JMD	25,000.00	<a href="#">view</a>
ORDER DATE:		2020-04-14 12:19:08			
CREATED BY:		Anonymous User			
PAYMENT BY:		Willard Smith <a href="mailto:wilsmth@mail.com">wilsmth@mail.com</a>			
RESERVED BY:					
BENEFICIARIES:		Goer Toer <a href="mailto:goto@mail.com">goto@mail.com</a>			
TOTAL COST:		25,000.00 JMD			

## Payment Listing

This listing gives detailed information about purchases made by individuals.

Payment List				
Payment Date	Payer name	Payment Method	Txn Amount	Txn currency
▶ 2020-04-14 12:20:18	Willard Smith	CREDIT CARD	25,000.00	JMD

Payment List				
Payment Date	Payer name	Payment Method	Txn Amount	Txn currency
▼ 2020-04-14 12:20:18	Willard Smith	CREDIT CARD	25,000.00	JMD
PAYER NAME:		Willard Smith <a href="mailto:willsmith@mail.com">willsmith@mail.com</a>		
ORDER ID:		865		
PAYMENT DATE:		2020-04-14 12:20:18		
PAYMENT METHOD:		CREDIT CARD		
TXN CURRENCY AMOUNT:		25,000.00		
TXN CURRENCY:		JMD		
ORDER CURRENCY AMOUNT:		25,000.00		
ORDER CURRENCY:		JMD (Order FX rate: 1.00000)		
PORTAL GROSS RECEIVED:		25,000.00		
PORTAL CURRENCY:		JMD (Portal FX rate: 1)		
NOTES:				

### Consumption

This section allows for event organizers to observe manual and automatic ticket sales.

### Detail Listing

Under this menu item, a complete list of the Event items and their corresponding owners are listed.

### User Listing

This is a listing of the users that have facilitated helping customers with consuming their products.

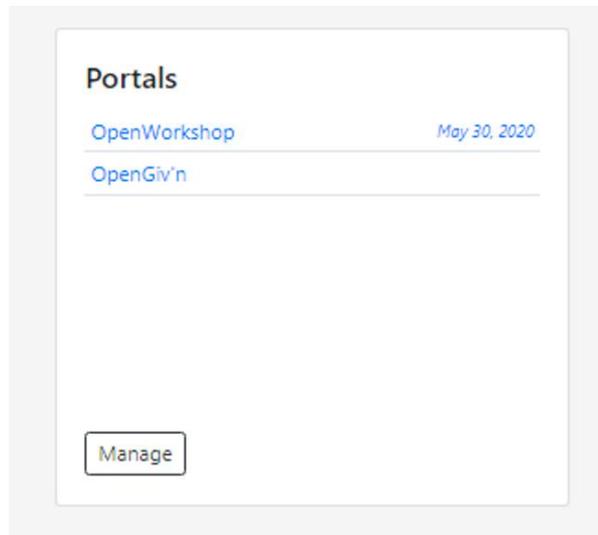
### Product Listing

This listing shows a total number of products consumed.

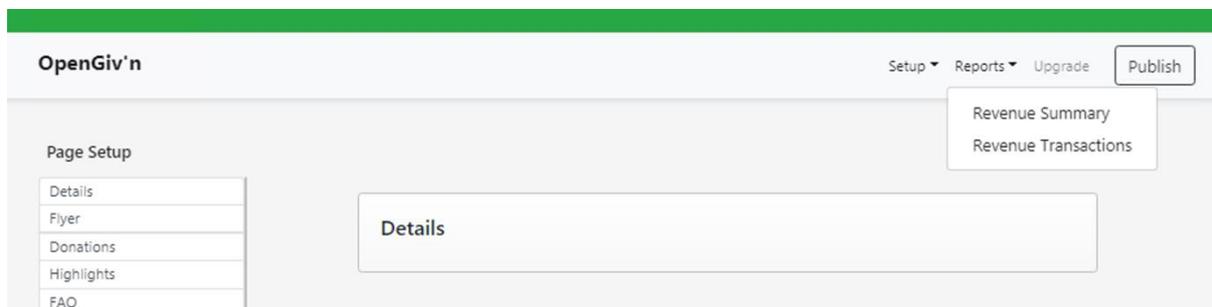
## Payment Request

### Making a Payment Request

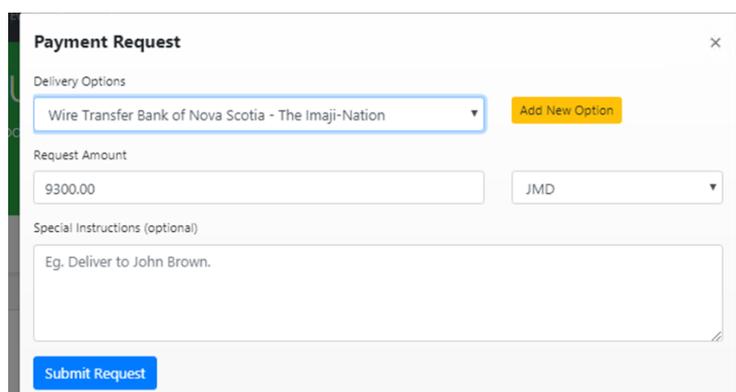
To make a payment request, from your account **Dashboard** click on **Manage Accounts** and select your business profile. On your Account Home page select the portal you wish to make a request from.



After selecting your desired portal, in the menu bar click on **Reports** and the **Revenue Summary**.



On the Revenue Summary page scroll to the end and click on **Request Payment**. Select your delivery option (if none click [here](#)), the amount you wish to request and add any special instructions and **Submit**.

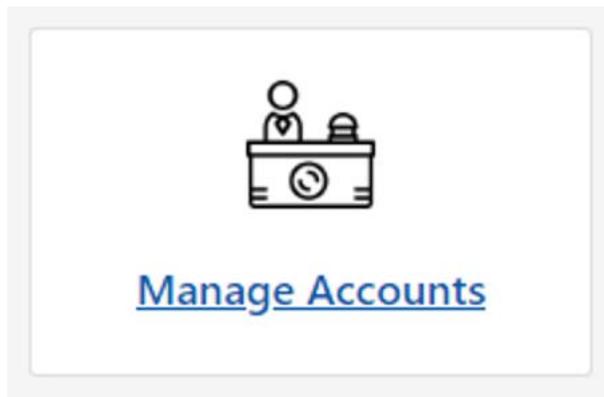
A screenshot of a "Payment Request" form. It includes a "Delivery Options" dropdown menu with "Wire Transfer Bank of Nova Scotia - The Imaji-Nation" selected, an "Add New Option" button, a "Request Amount" input field with "9300.00" and a "JMD" dropdown, and a "Special Instructions (optional)" text area with "Eg. Deliver to John Brown." A "Submit Request" button is at the bottom.

## Adding a new Payment option

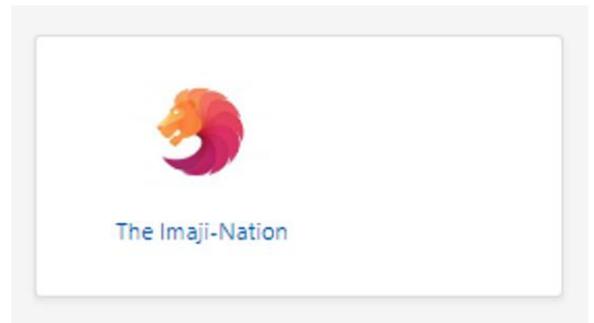
From your **Dashboard**, navigate:

1. Manage Accounts.
2. Select your Business Account.
3. Click on any Portals listed under the **Portal** Section.
4. On the menu bar Click on **Reports** and then **Revenue Summary**.
5. At the end of the page click **Request Payment**.
6. On the Dialogue box click on **Add New Option**.

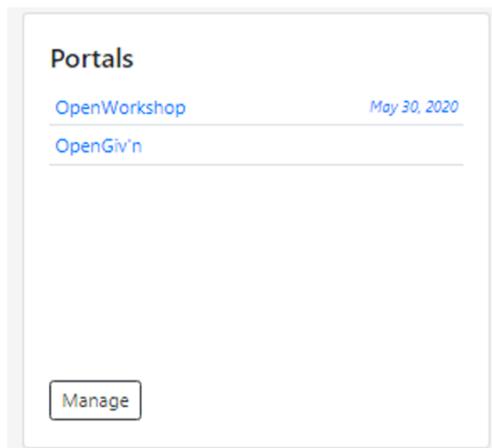
1



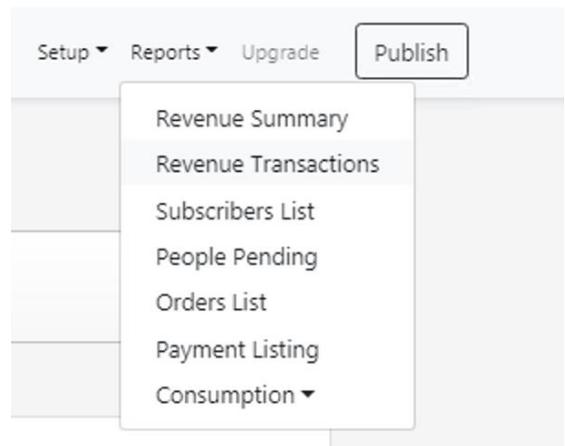
2



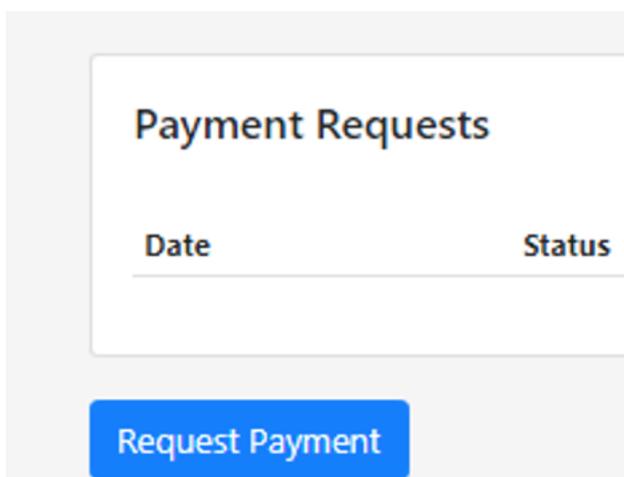
3



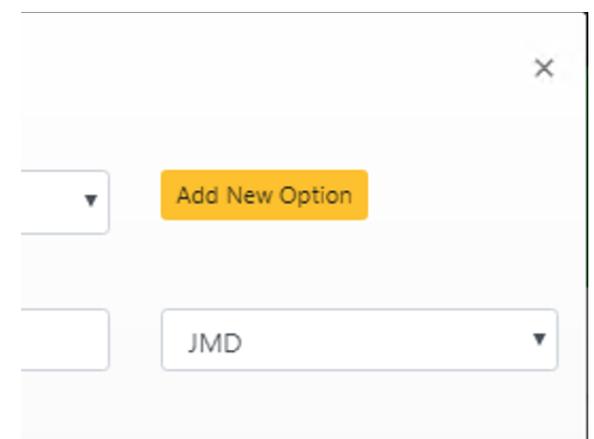
4



5

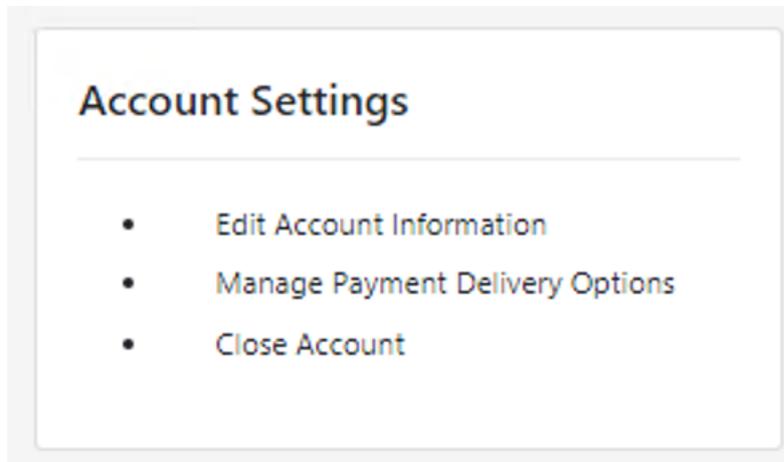


6



## Editing a Payment Option

From the **Account Home**, scroll to the bottom of the page to the Account Setting section and click on **Manage Payment Delivery Options**.



**N.B.** Before choosing the Payment Option you want to delete you can click the arrow to the left of the Payment Option to expand and see details to confirm the correct selection.

Then beside the Payment Option you wish to **remove** click on the **x**.

Payee	Method	
▶ The Imaji-Nation	Wire Transfer	x
▶ The Imaji-Nation-Chequing	Wire Transfer	x

Then select **Yes** to confirm your selection.

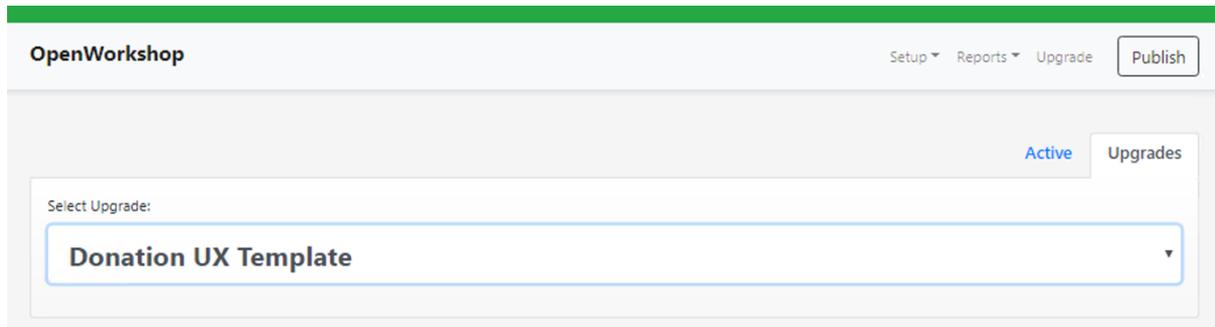
Payee	Method	
▶ The Imaji-Nation	Wire Transfer	Remove? Yes No
▶ The Imaji-Nation-Chequing	Wire Transfer	x

**N.B.** There is no **edit** option. This helps to prevent errors that can be overlooked while entering data.

## Portal Upgrade

The Portal upgrade section is used to view various themes and templates available for a specific portal.

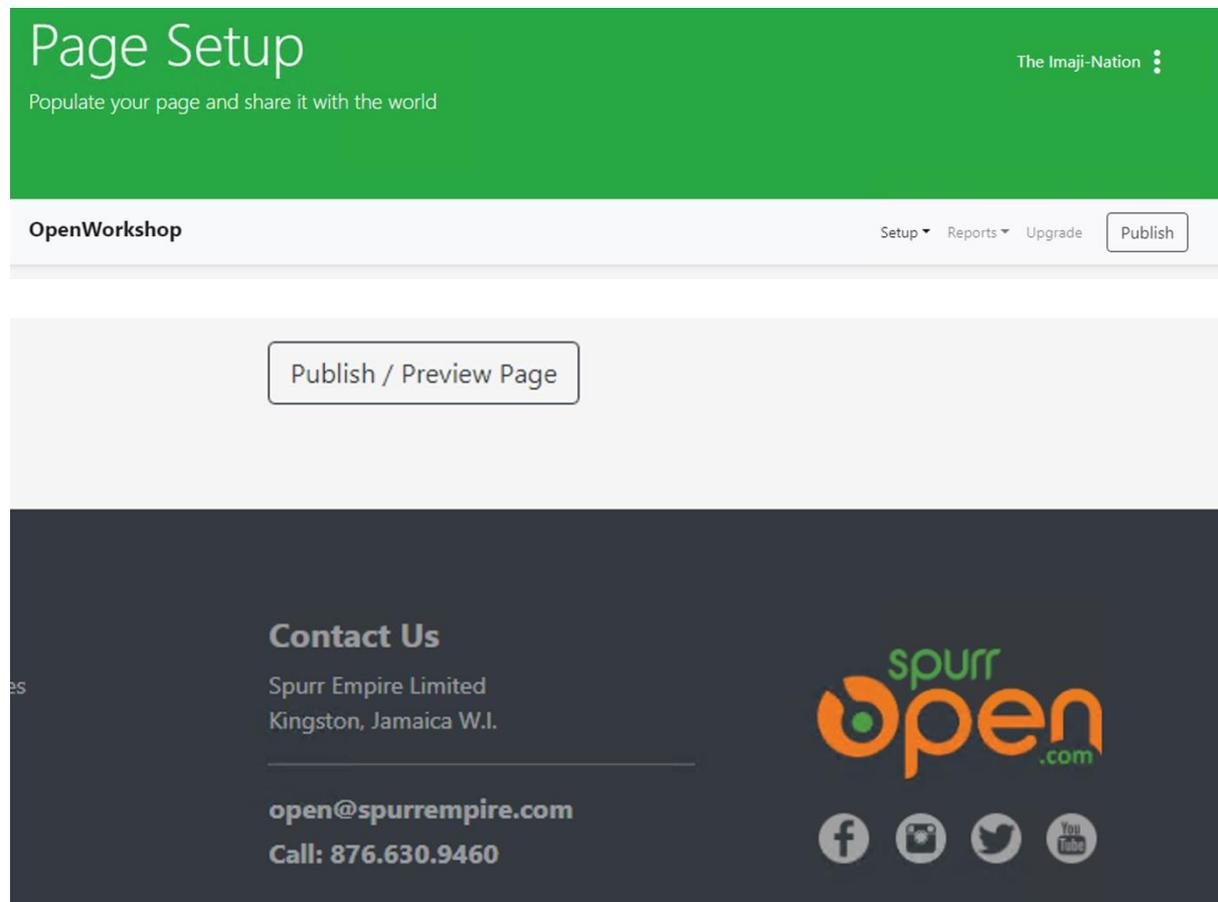
To access the Portal Upgrade section, select the desired portal from the **Accounts Home** section and click on **Upgrade** in the menu bar on the Portal Setup page.



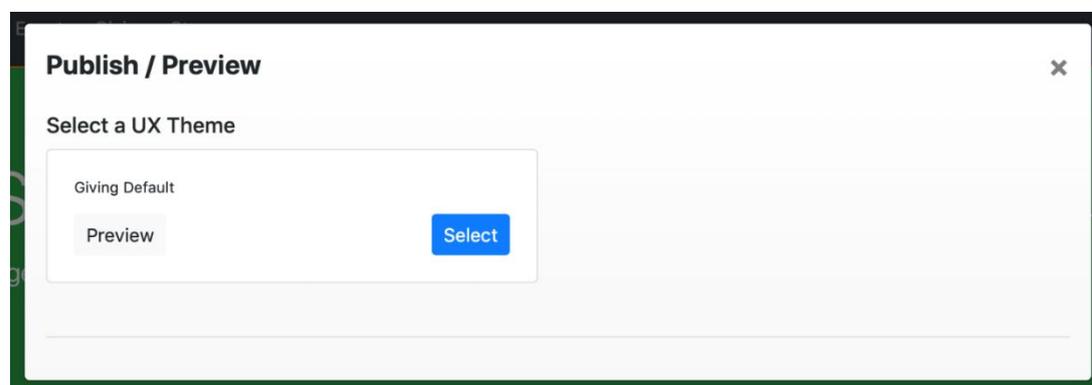
## Portal Publish

Publishing sets your portal to a live view so persons can view and make purchases. After you've finalized on your portal's content setup, scroll to the bottom of the page and click **publish** or in the menu bar click **publish**.

**N.B.** If you haven't verified your account see [here](#).



On your 1<sup>st</sup> time publishing a portal, you will be prompted to 'Select a UX theme'. At this point select the default theme or if you've purchased any other themes you can select it here.



After you've select your desired theme, the click on **Go Live**

## Un-Publish

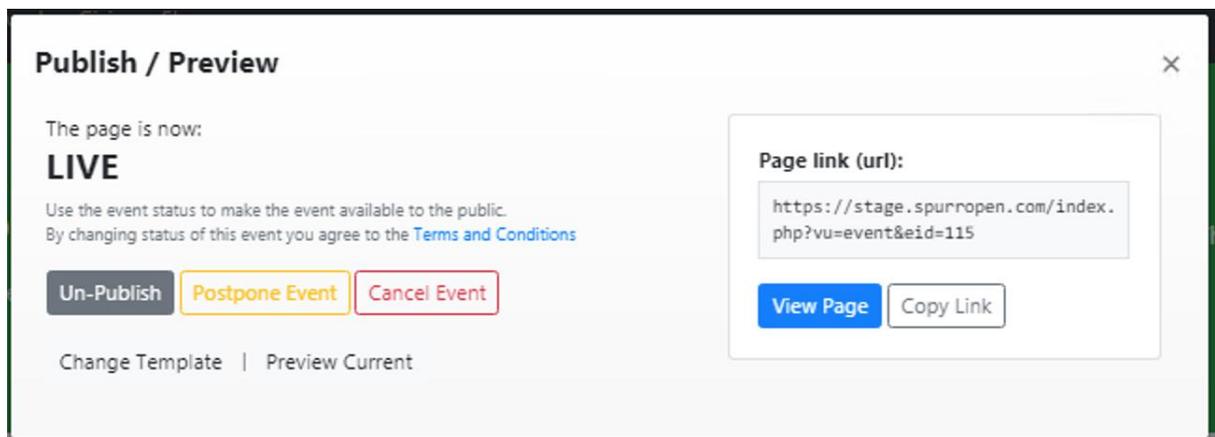
To **Un-Publish** a page/event, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Un-Publish** button.

## Postpone Event

To **Postpone** a page/event, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Postpone** button.

## Cancel Event

To **Cancel** a page/event, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Cancel** button.

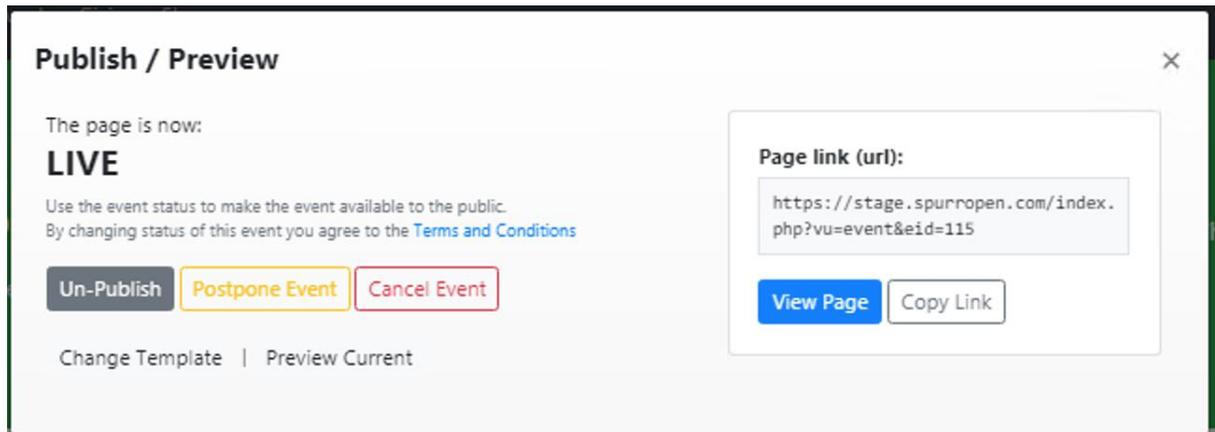


## Template selection

On first publish of your portal, you'll be prompted to select a theme. However, if you have purchase premium themes, you can jump into the portal setup section and change your theme.

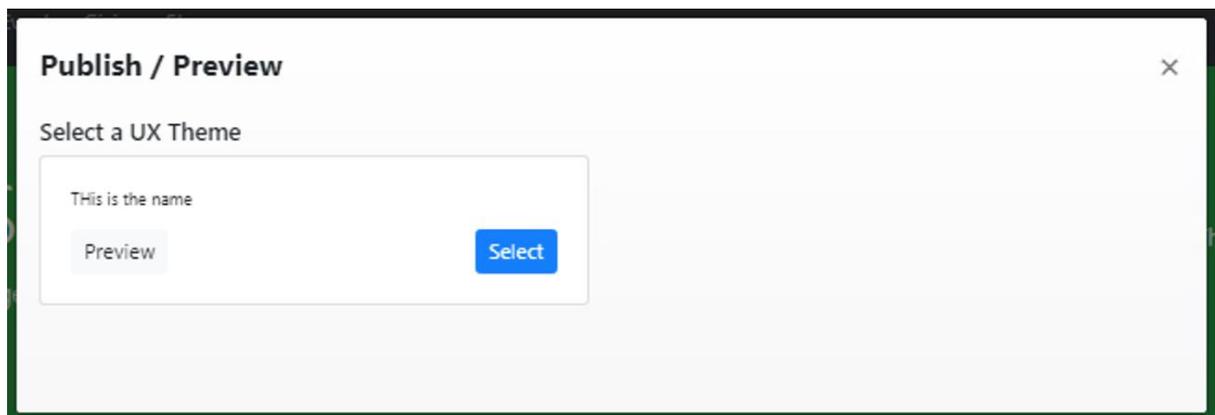
### Change Template

To change your theme select the portal from the **Account Home** and the click on **Publish/Preview**.



### Preview Current

On the prompt, click on **Change Template**. You'll be prompted again with a list of the available themes/templates. You can then preview (*which will be opened in new window*) or select the theme. **After you've selected a theme, then hit publish.**



### Copy link

To **Copy** a page/event link, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Copy Link** button.

