

ARYATKART

Admin Panel

USER MANUAL

Kitchen Cloud — Home-Made Food Marketplace

A screen-by-screen guide to managing sellers, orders, categories, delivery partners, content and users

Version 1.0

1. Introduction

Aryatkart is a home-made food marketplace that connects local home chefs (sellers) with nearby customers. Home chefs list freshly prepared dishes for a limited “live” window, customers browse and order while the food is live, and delivery partners pick up and deliver completed orders.

The Admin Panel is the control centre of the platform. From this panel, the Aryatkart team can approve new sellers, monitor orders, manage the food category tree, onboard delivery partners, edit the website's static content, upload the customer-facing user manual, run promotional banners, and review every user registered on the platform.

This manual documents every screen in the Admin Panel, what information it shows, and what actions an administrator can take from it. It is intended for Aryatkart administrators and operations staff who manage the platform day to day.

1.1 Platform Roles

The Aryatkart system is built around four roles. The Admin Panel is used exclusively by the Admin role, but understanding all four helps explain why each screen exists.

- **Admin:** Approves or rejects seller KYC, manages categories, banners, static pages and delivery partners, monitors orders, and browses all registered users.
- **Home-Chef / Seller:** Registers with KYC documents, waits for admin approval, then lists home-made dishes with a live availability timer, and fulfils incoming orders.
- **Customer:** Registers with phone or email, browses food that is currently live, places orders (COD or online), tracks status, and rates sellers.
- **Delivery Partner:** Registers a vehicle and personal documents, shares live location, receives auto-assigned orders, and completes deliveries.

1.2 The Food Live Timer

Every dish a seller uploads has a start time and an end time. While that window is open the dish is visible to customers as “live”; once the timer ends the dish is automatically unpublished. This keeps the marketplace focused on freshly prepared food rather than a permanent, always-on menu.

1.3 Order Status Flow

Orders move through a fixed sequence of statuses that both sellers and delivery partners update as they work: Placed → Accepted → Preparing → Ready → Out for Delivery → Completed. Orders can also be Cancelled. Every transition is validated by the backend so a status cannot be skipped without an administrator forcing it.

2. Getting Started

Sign in to the Admin Panel with your administrator account. Once signed in you land on the Dashboard, and the left-hand sidebar gives you one-click access to every module covered in this manual:

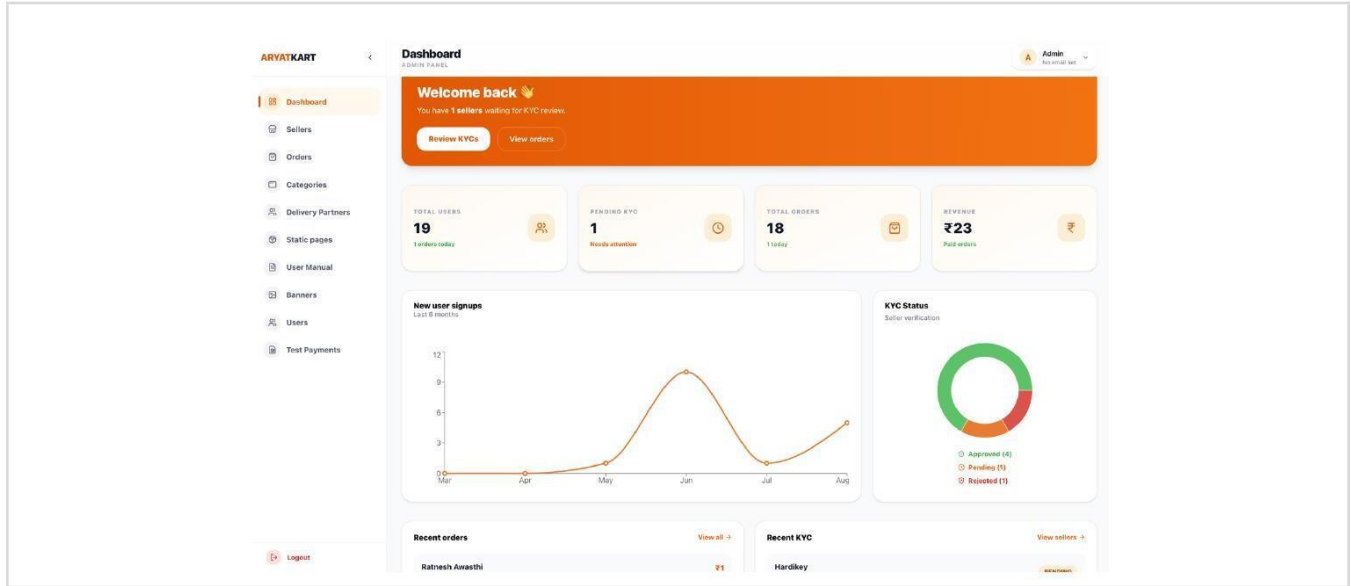
- Dashboard — platform overview and key metrics
- Sellers — seller list and KYC review
- Orders — order list and order detail / operations actions
- Categories — food category tree and category photos
- Delivery Partners — onboarding pipeline and partner detail
- Static pages — About Us, Terms, Privacy Policy, Contact Us
- User Manual — upload the PDF manual shown to customers/sellers
- Banners — promotional banner manager
- Users — read-only directory of every platform user
- Test Payments — sandbox payment testing tools

Your name and account menu are shown in the top-right corner of every screen, and Logout is always available at the bottom of the sidebar.

3. Screen Guide

3.1 Dashboard

The Dashboard is the first screen you see after logging in. It gives a one-glance summary of platform health so you know what needs attention today.



Dashboard — welcome banner, key metrics, signup trend and KYC status

What you see

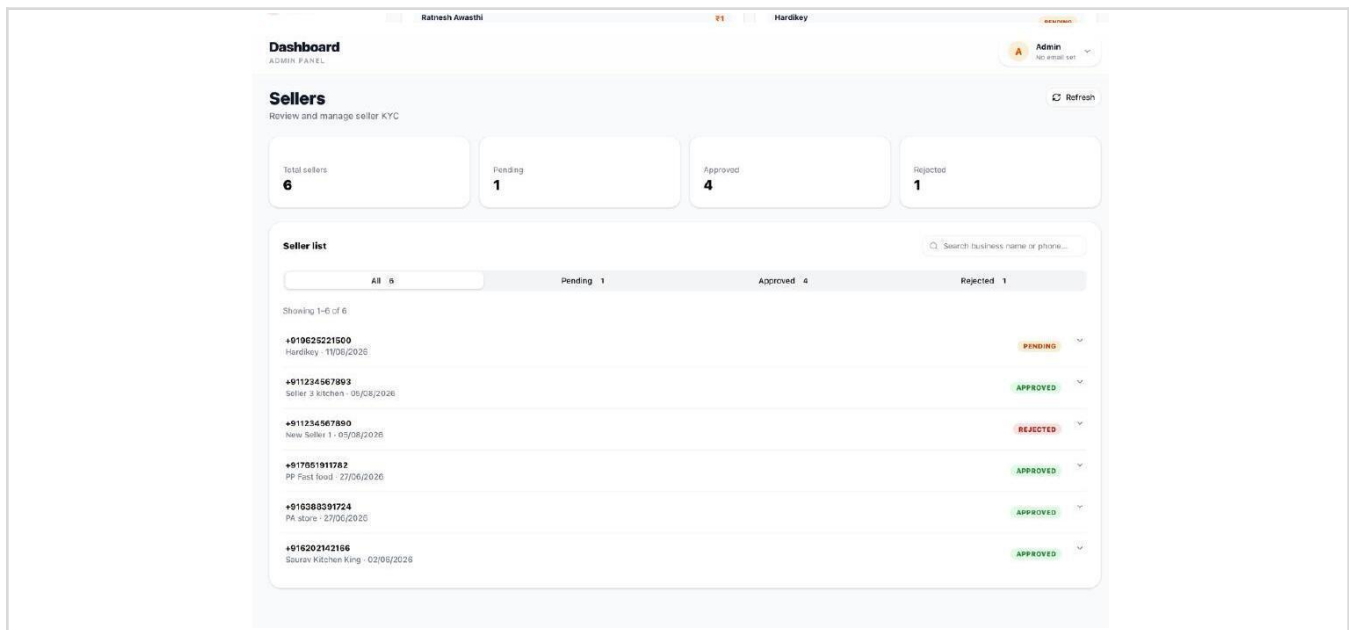
- **Welcome banner:** Highlights how many sellers are waiting for KYC review, with quick-action buttons Review KYCs and View orders.
- **Summary cards:** Total Users, Pending KYC, Total Orders and Revenue, each with a same-day change indicator.
- **New user signups chart:** A line chart of signups over the last 6 months, useful for spotting growth trends.
- **KYC Status donut:** Breakdown of seller verification into Approved, Pending and Rejected.
- **Recent orders / Recent KYC:** Shortcuts to the latest order and the latest seller submission, each with a “View all” link into the full list.

3.2 Sellers

The Sellers module is where every home-chef registration is reviewed, approved, rejected, and monitored.

3.2.1 Seller List

Lists every seller who has registered, with quick counts and status filters.

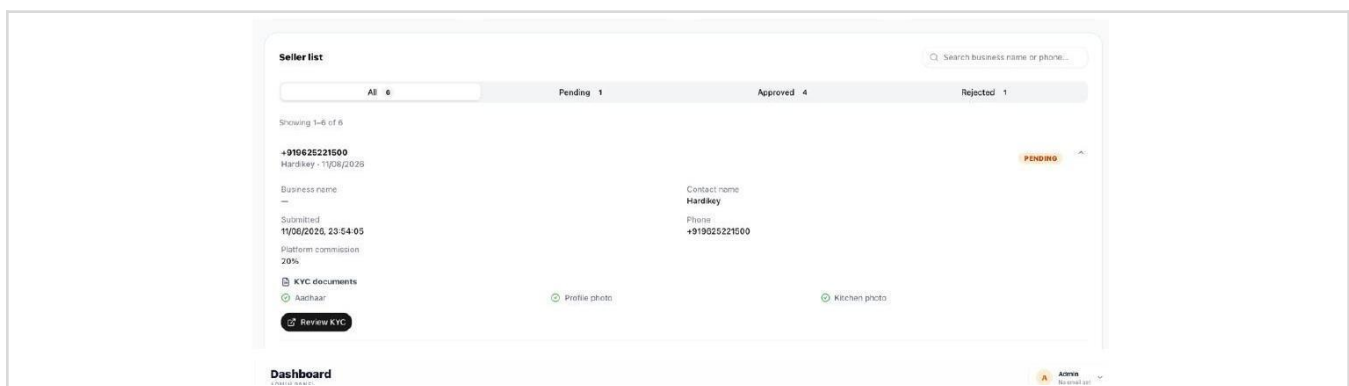


Sellers — list view with status filter tabs

- **Summary cards:** Total sellers, Pending, Approved and Rejected counts.
- **Status tabs:** All / Pending / Approved / Rejected — filter the list instantly.
- **Search box:** Find a seller by business name or phone number.
- **Seller rows:** Each row shows phone number, business/kitchen name, submission date and current status; click the chevron to expand.

3.2.2 Seller Row (Expanded)

Expanding a row reveals the seller's core details without leaving the list.

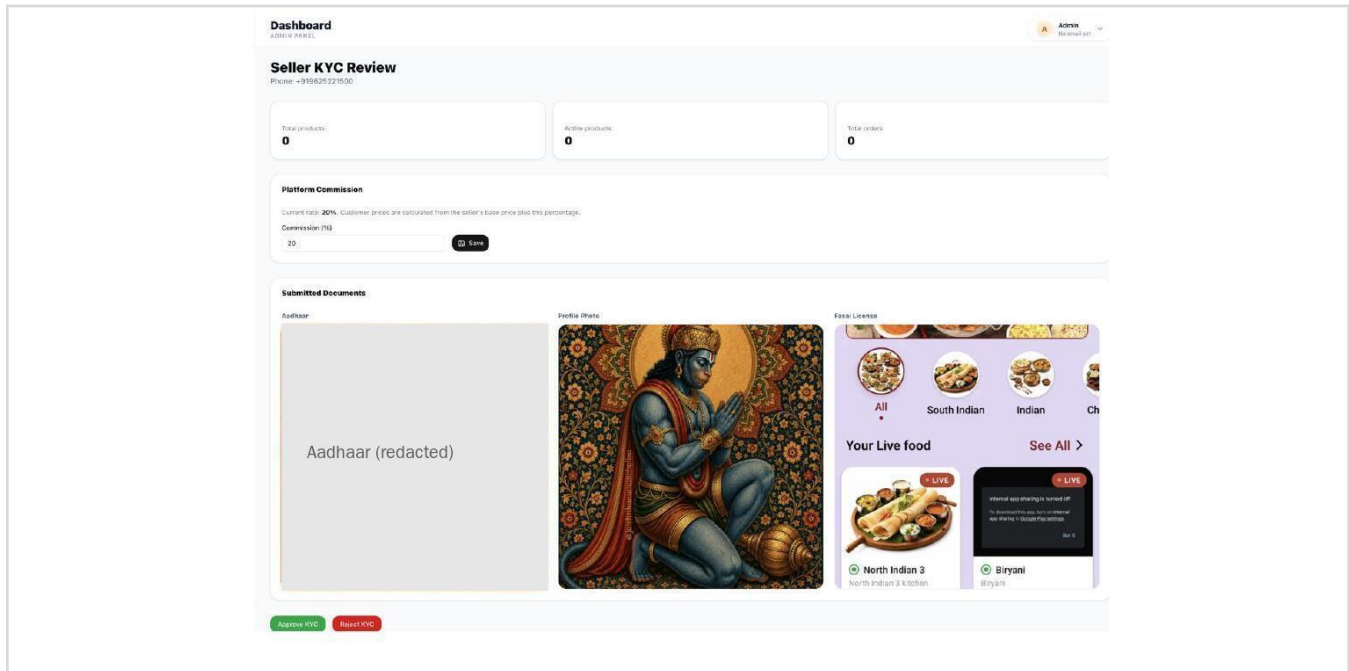


Expanded seller row with a Review KYC shortcut

- **Business name / Contact name:** As submitted by the seller.
- **Submitted date / Phone:** When the registration was received and how to reach the seller.
- **Platform commission:** The commission percentage applied to this seller's sales.
- **KYC documents checklist:** Confirms Aadhaar, Profile photo and Kitchen photo have been uploaded.
- **Review KYC button:** Opens the full Seller KYC Review screen.

3.2.3 Seller KYC Review

The dedicated review screen an admin uses to approve or reject a seller, and to set their commission rate.



Seller KYC Review — documents, commission and approve/reject actions

- **Snapshot cards:** Total products, Active products and Total orders for this seller.
- **Platform Commission:** Editable commission percentage with a Save button; customer prices are calculated from the seller's base price plus this percentage.
- **Submitted Documents:** Aadhaar, Profile Photo and Fssai/food licence images uploaded by the seller for verification.
- **Approve KYC / Reject KYC:** Final decision buttons — approving makes the seller account live so it can start listing food.

3.3 Orders

3.3.1 Orders List

A monitoring view of every order placed on the platform, across all customers and sellers.

Dashboard
2020-07-20 10:00

Admin
No email set

Orders
Monitor platform orders across customers and sellers

Search order id, phone, name... Search All statuses All payments

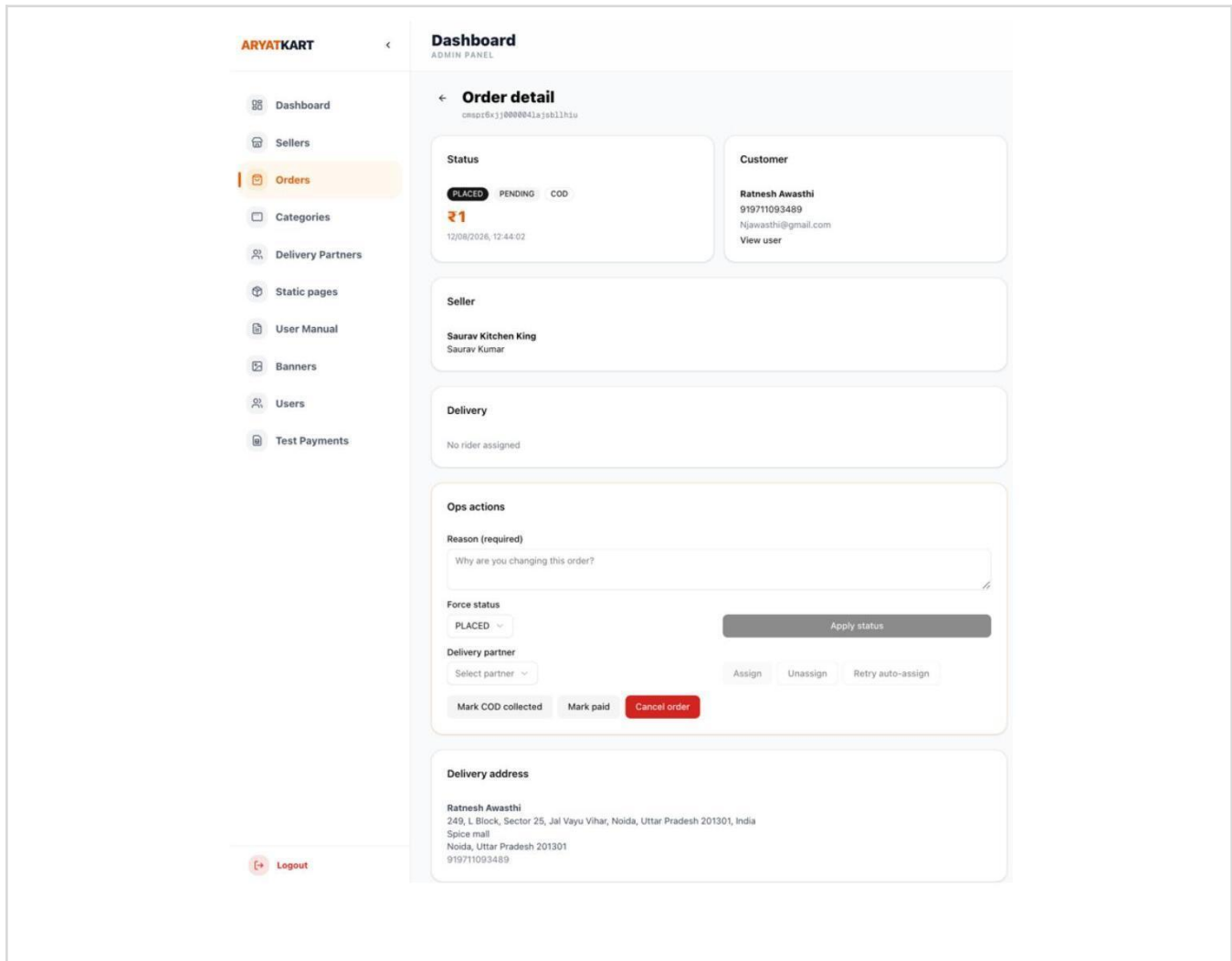
Order	Customer	Amount	Status	Payment	Date	Action
cmey3b-j200000-1a3a13ba	Ratnesh Awasthi 91971011449	₹1 (1 item)	PLACED	PENDING	12/08/2020, 12:44:02	
cmeyzaf-4500000-1a151a0f9	Hardley 91902023300	₹1 (1 item)	COMPLETED	SUCCESS	11/04/2020, 22:42:38	
cmey3ba-0000000-1a0a0a0a0	New Driver 1 91123456789	₹1 (1 item)	COMPLETED	SUCCESS	09/08/2020, 28:13:08	
cmeyzaf-0000000-1a151a0f9	Hardley 91902023300	₹1 (1 item)	COMPLETED	SUCCESS	04/08/2020, 22:56:53	
cmeyzaf-0000000-1a151a0f9	Hardley 91902023300	₹1 (1 item)	COMPLETED	SUCCESS	04/08/2020, 23:39:35	
cmeyzaf-0000000-1a151a0f9	Hardley 91902023300	₹1 (1 item)	COMPLETED	SUCCESS	04/08/2020, 22:56:53	
cmeyzaf-0000000-1a151a0f9	Hardley 91902023300	₹1 (1 item)	COMPLETED	SUCCESS	04/08/2020, 22:48:18	
cmeyzaf-0000000-1a151a0f9	Hardley 91902023300	₹1 (1 item)	CANCELLED	PENDING	04/08/2020, 22:09:49	
cmeyzaf-0000000-1a151a0f9	Ranil 91902023300	₹1 (1 item)	PLACED	SUCCESS	28/07/2020, 11:00:00	
cmeyzaf-0000000-1a151a0f9	Ratnesh Awasthi 91971011449	₹1 (1 item)	CANCELLED	FAILED	11/07/2020, 14:11:17	
cmeyzaf-0000000-1a151a0f9	Ratnesh Awasthi 91971011449	₹1 (1 item)	COMPLETED	SUCCESS	11/07/2020, 12:08:11	
cmeyzaf-0000000-1a151a0f9	Ratnesh Awasthi 91971011449	₹1 (1 item)	COMPLETED	SUCCESS	28/08/2020, 11:00:00	
cmeyzaf-0000000-1a151a0f9	Ratnesh Awasthi 91971011449	₹1 (1 item)	COMPLETED	SUCCESS	27/08/2020, 23:12:51	
cmeyzaf-0000000-1a151a0f9	Saurav Kumar 91734009077	₹12 (1 item)	READY	SUCCESS	21/07/2020, 16:34:00	
cmeyzaf-0000000-1a151a0f9	Trishit User paid 91971011449	₹1 (1 item)	COMPLETED	SUCCESS	21/08/2020, 03:36:22	
cmeyzaf-0000000-1a151a0f9	Saurav Kumar 91734009077	₹12 (1 item)	CANCELLED	PENDING	20/08/2020, 00:13:01	
cmeyzaf-0000000-1a151a0f9	Saurav Kumar 91734009077	₹1 (1 item)	OUT FOR DELIVERY	SUCCESS	18/09/2020, 23:54:01	
cmeyzaf-0000000-1a151a0f9	Saurav Kumar 91734009077	₹1 (1 item)	CANCELLED	FAILED	18/09/2020, 23:49:06	

Orders — full order list with status and payment filters

- **Search bar:** Search by order ID, phone number or customer name.
- **All statuses / All payments filters:** Narrow the list to a specific order status or payment outcome.
- **Table columns:** Order ID, Customer, Amount, Status (Placed/Completed/Cancelled/Ready/Out for delivery), Payment (Pending/Success/Failed) and Date.
- **Action icon:** Opens the Order Detail screen for that row.

3.3.2 Order Detail

Shows everything about a single order and gives the admin manual override tools (“Ops actions”) for exceptional cases.

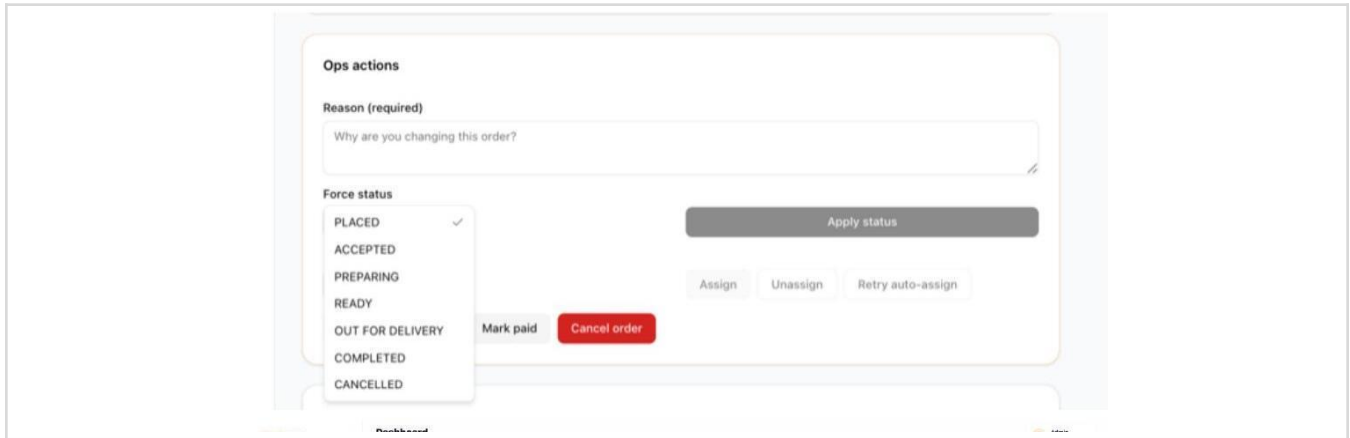


Order Detail — status, customer, seller, delivery and ops actions

- **Status card:** Current status badges (e.g. Placed, Pending, COD) and the order total and timestamp.
- **Customer / Seller cards:** Names, phone/email and a View user shortcut.
- **Delivery card:** Shows the assigned rider, or “No rider assigned”.
- **Ops actions:** A required Reason field, a Force status dropdown, Apply status, delivery-partner Assign / Unassign / Retry auto-assign, plus Mark COD collected, Mark paid and Cancel order.
- **Delivery address:** Full shipping address and contact number for the order.

3.3.3 Force Status Dropdown

Clicking Force status opens the full list of order stages an admin can jump the order to directly, bypassing the normal seller/delivery workflow.

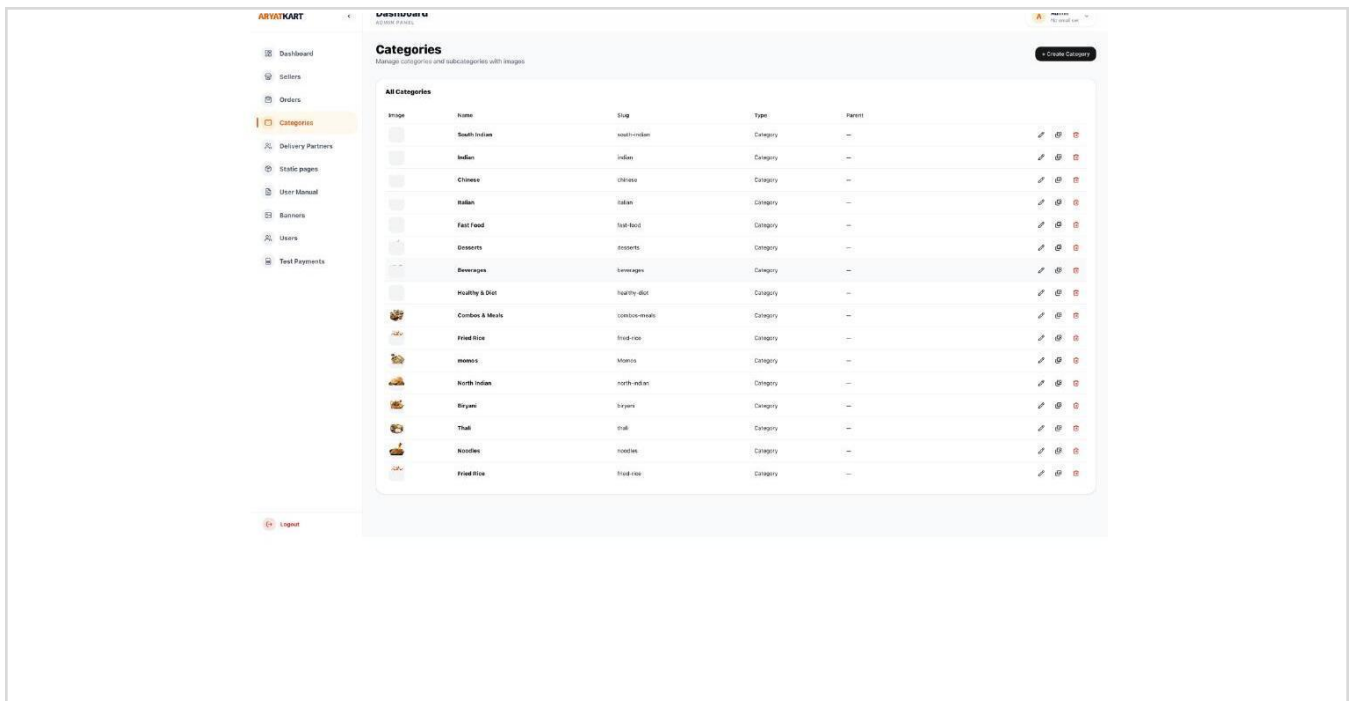


Force status options: Placed, Accepted, Preparing, Ready, Out for delivery, Completed, Cancelled

3.4 Categories

3.4.1 Categories List

Manages the category tree that customers use to browse food (South Indian, Chinese, Biryani, Desserts, and so on).

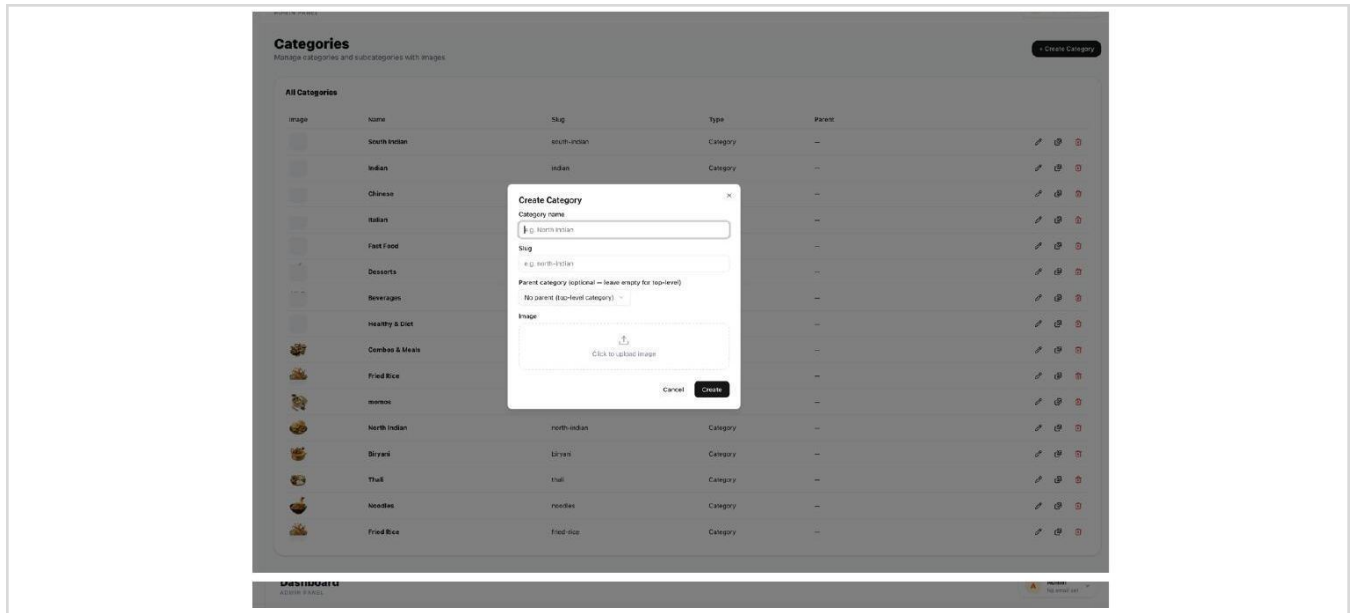


Categories — full list with image, slug, type and parent columns

- **+ Create Category:** Opens the Create Category dialog.
- **Table columns:** Image thumbnail, Name, Slug (URL-friendly key), Type and Parent category (for subcategories).
- **Row actions:** Edit (pencil), manage photos (image icon) and delete (trash) icons on the right of each row.

3.4.2 Create Category

A simple form to add a new top-level or child category.

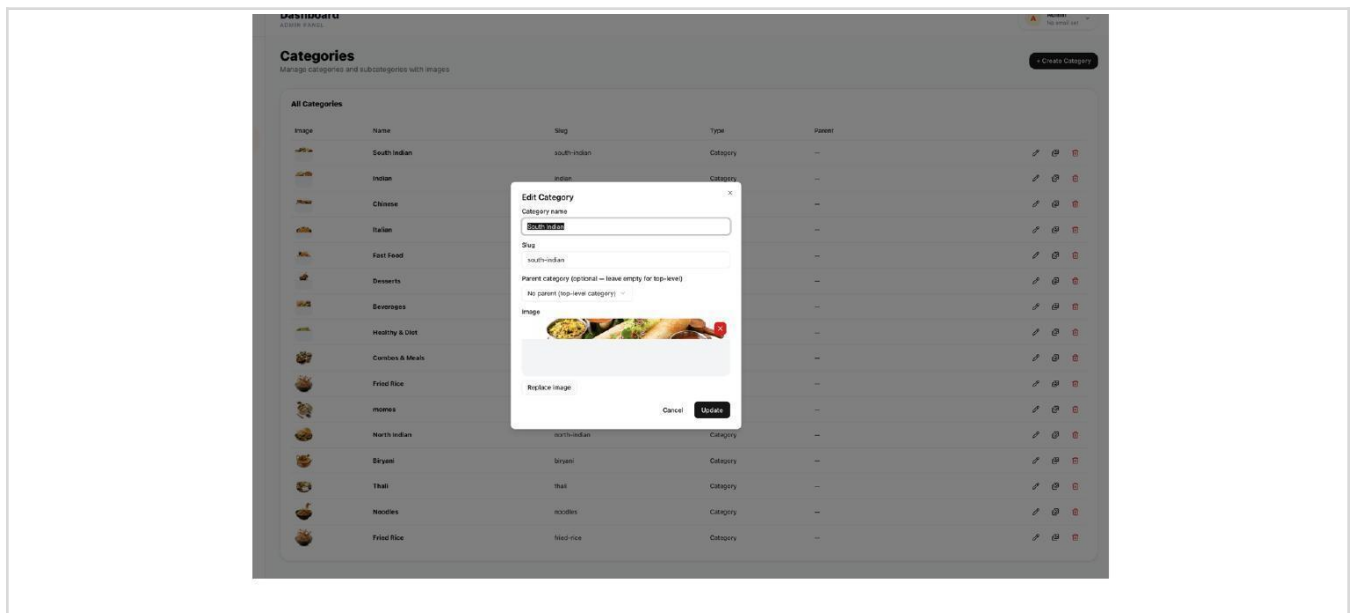


Create Category dialog

- **Category name / Slug:** Display name and the URL-safe identifier.
- **Parent category:** Optional — leave empty to create a top-level category, or choose a parent to create a subcategory.
- **Image:** Click to upload a representative category image.

3.4.3 Edit Category

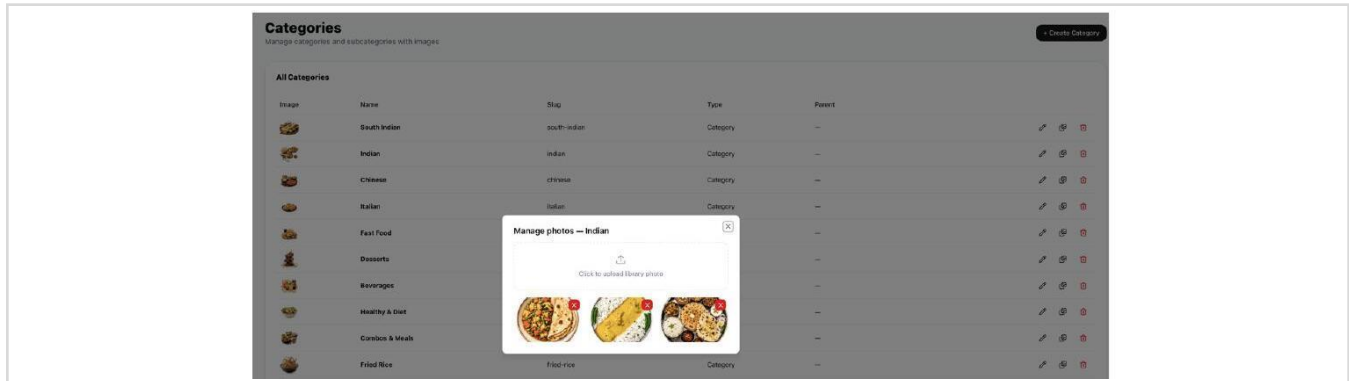
The same form pre-filled with the category's current details, used to rename, re-slug, re-parent or replace the image.



Edit Category dialog with existing image and a Replace image option

3.4.4 Manage Category Photos

A gallery dialog for attaching multiple reference photos to a category (used for the customer-facing browsing experience).

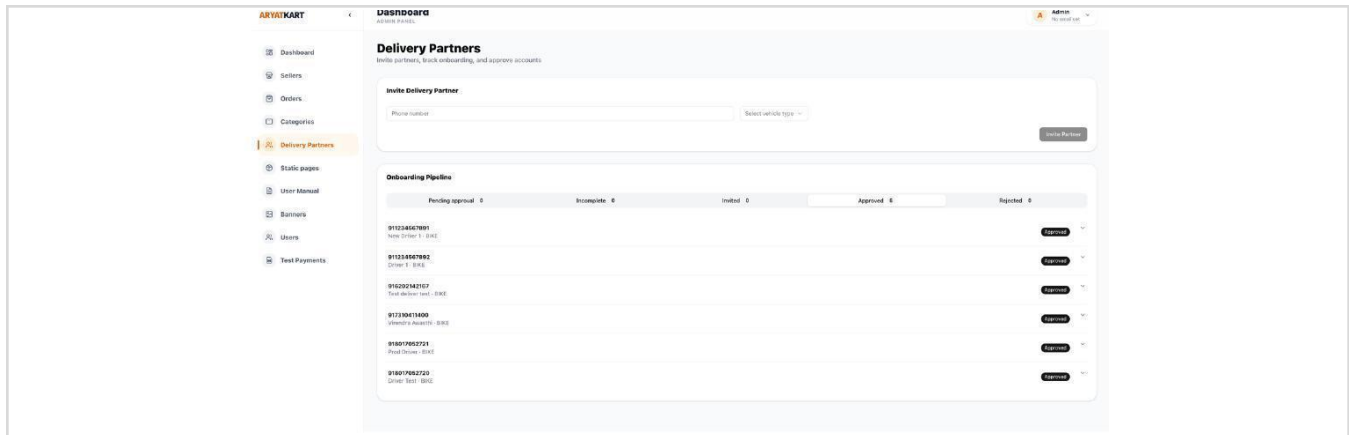


Manage photos dialog — upload and remove library photos for a category

3.5 Delivery Partners

3.5.1 Delivery Partners List

Tracks every rider from invitation through to approval.

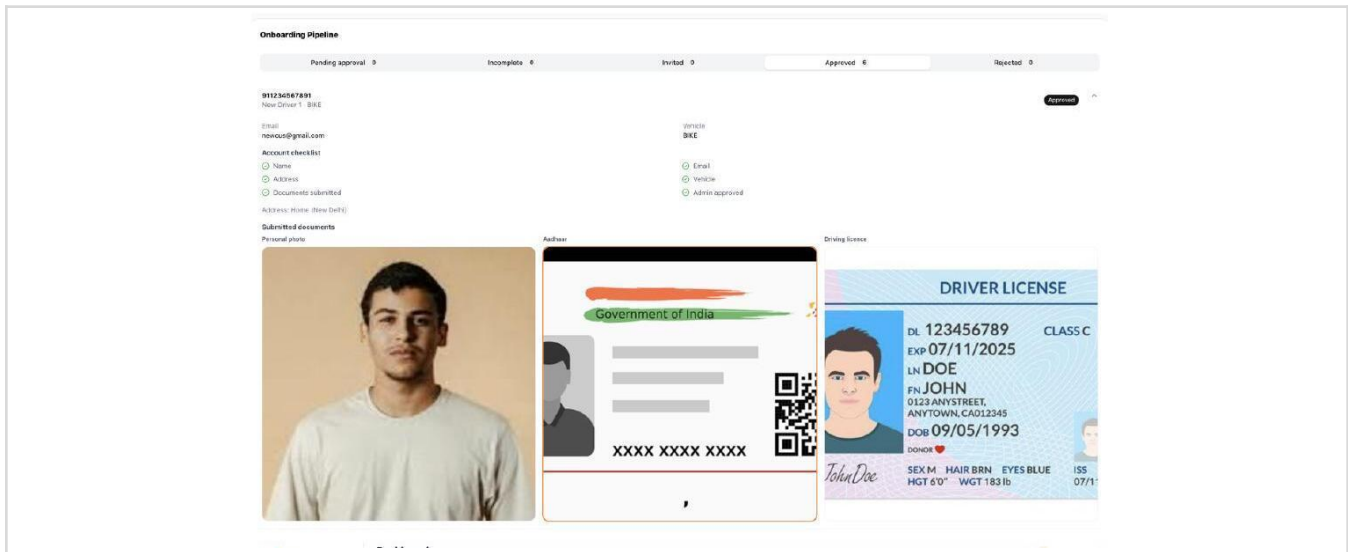


Delivery Partners — invite form and onboarding pipeline

- **Invite Delivery Partner:** Enter a phone number and vehicle type, then Invite Partner to start onboarding.
- **Onboarding Pipeline tabs:** Pending approval, Incomplete, Invited, Approved and Rejected counts, each clickable to filter the list below.
- **Partner rows:** Phone number, name, vehicle type and current approval status.

3.5.2 Delivery Partner Detail

Expanding a partner shows their account checklist and submitted identity documents.



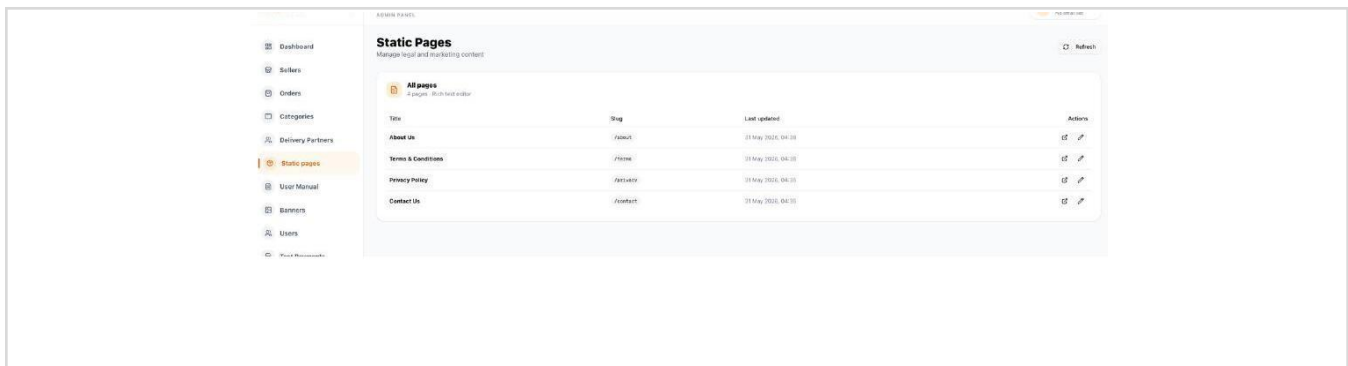
Delivery partner detail — account checklist and submitted documents

- **Account checklist:** Confirms Name, Address, Documents submitted, Email, Vehicle and Admin approved are complete.
- **Submitted documents:** Personal photo, Aadhaar and Driving licence images used to verify the partner's identity before approval.

3.6 Static Pages

3.6.1 Static Pages List

Manages the legal and marketing content shown on the public website: About Us, Terms & Conditions, Privacy Policy and Contact Us.

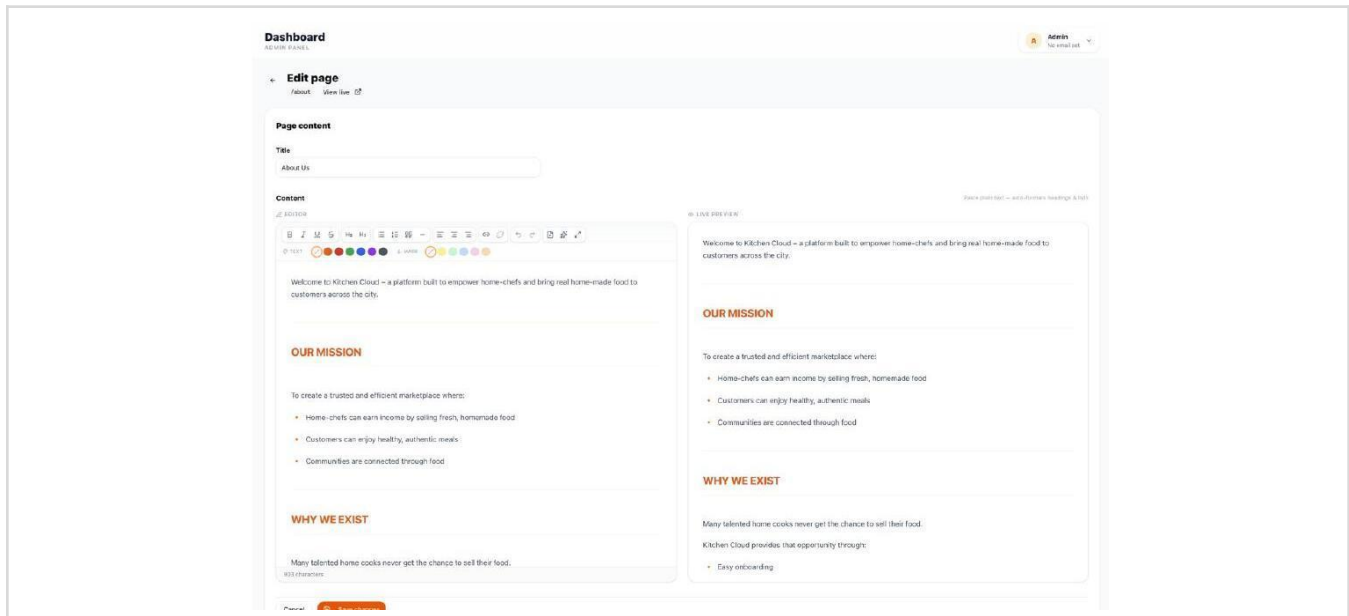


Static Pages — list of all pages with slug and last-updated date

- **Table columns:** Title, Slug (the page's URL path) and Last updated timestamp.
- **Row actions:** Open the live page, or edit its content.

3.6.2 Edit Page

A split-view rich text editor: your edits on the left, a live preview of the published page on the right.

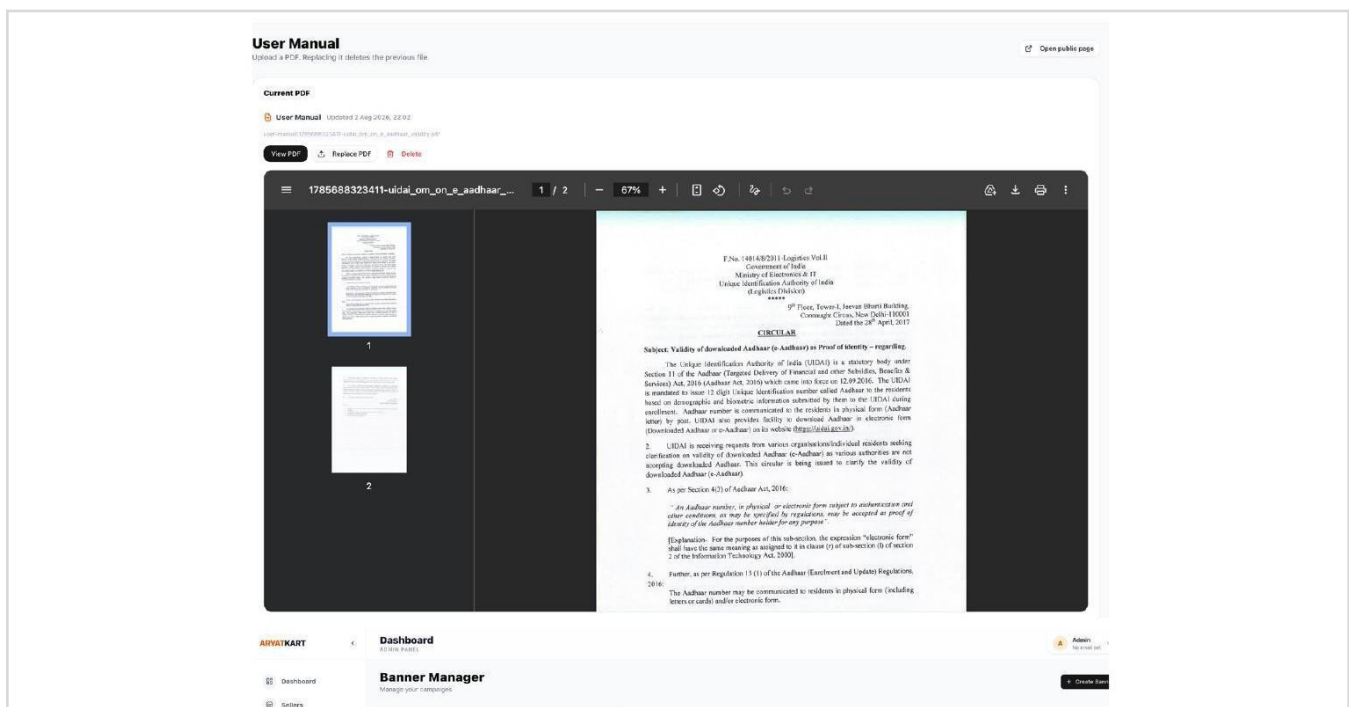


Edit page — rich text editor with live preview

- **Title:** The page heading.
- **Content editor:** Rich text toolbar (bold, italic, headings, lists, links, colours, highlights) with a live character count.
- **Save changes / Cancel:** Publish your edits or discard them.

3.7 User Manual

This is where the admin uploads the PDF manual that is shown to customers and sellers on the public-facing app (this screen manages a different, customer-facing document from the one you are reading now).



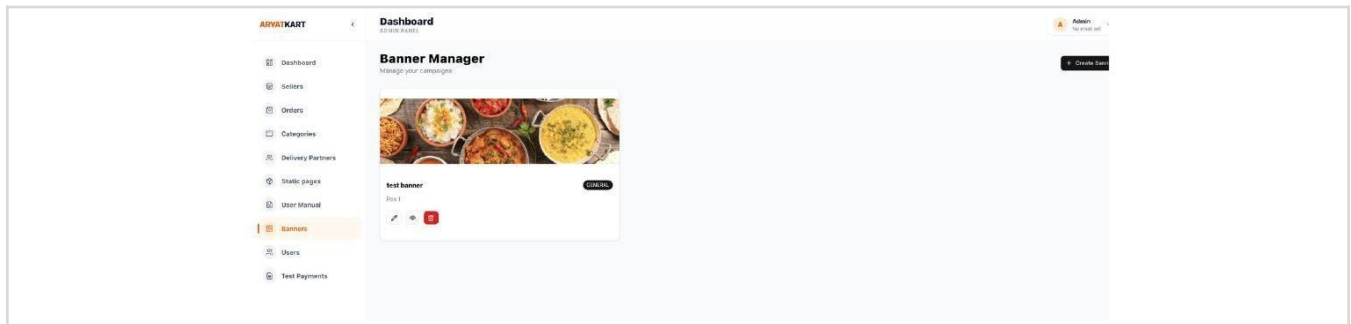
User Manual — current PDF preview with replace/delete options

- **Current PDF panel:** Shows the file name and the date it was last updated.
- **View PDF / Replace PDF / Delete:** Preview the manual inline, upload a new version (this replaces and deletes the previous file), or remove it entirely.
- **Open public page:** Opens the manual exactly as customers/sellers will see it.

3.8 Banners

3.8.1 Banner Manager

Lists every promotional banner currently configured on the platform.

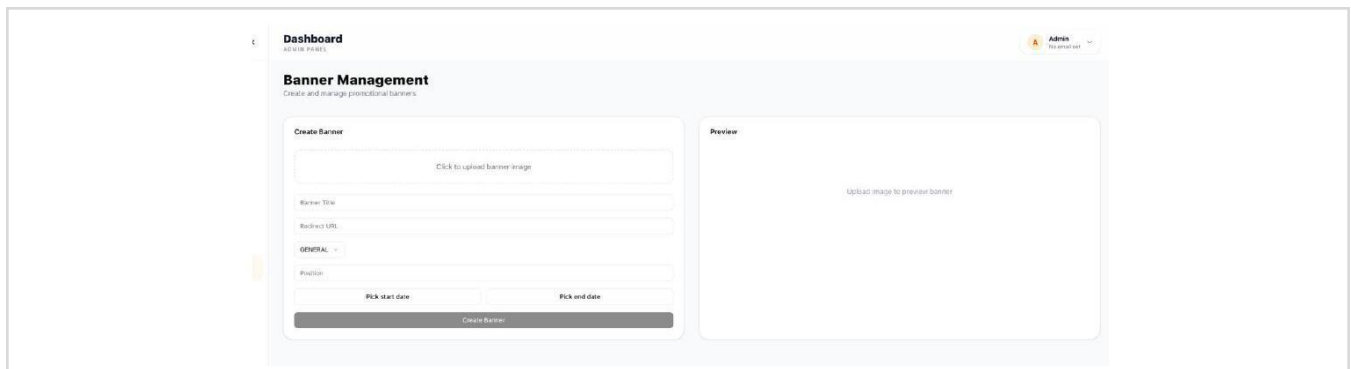


Banner Manager — existing banners with edit/preview/delete actions

- **+ Create Banner:** Opens the banner creation form.
- **Banner card:** Thumbnail, title, category tag (e.g. General) and position, with edit, preview and delete icons.

3.8.2 Create Banner

A form for uploading a new banner image and scheduling when it should appear.



Create Banner — upload, details, schedule and live preview

- **Banner image:** Click to upload the banner artwork.
- **Banner Title / Redirect URL:** Display name and the link the banner opens when tapped.
- **Category / Position:** Where in the app the banner belongs and its display order.
- **Pick start date / Pick end date:** The active window for the banner.
- **Preview panel:** Shows exactly how the banner will look once an image is uploaded.

3.9 Users

A read-only directory of everyone registered on the platform — customers, sellers, delivery partners and admins — useful for support look-ups.

3.9.1 All Users

The screenshot shows the 'Users' section of the Aryatkart Admin Panel. The left sidebar contains navigation links: Dashboard, Sellers, Orders, Categories, Delivery partners, Static pages, User Manual, Banners, **Users**, and Test Payments. The main content area is titled 'Users' and includes a search bar and tabs for 'All', 'Customers', 'Sellers', 'Delivery', and 'Admins'. The 'All' tab is selected, displaying a table of 19 users. The table columns are: User (with a dropdown arrow), Phone, Email, Role, Profile, and Joined. The roles are color-coded: SELLER (yellow), DELIVERY (blue), CUSTOMER (green), and ADMIN (orange). The profile status is either 'Complete' (green) or 'New user' (orange).

User	Phone	Email	Role	Profile	Joined
Seller 3	91224527890	seller3@gmail.com	SELLER	Complete	5 Aug 2020
Driver 1	91224567890	driver1@gmail.com	DELIVERY	Complete	5 Aug 2020
New Driver 1	91224567890	newuser@gmail.com	DELIVERY	Complete	5 Aug 2020
New Seller 1	91224567890	newseller@gmail.com	SELLER	Complete	5 Aug 2020
Hardikay	919626223309	hardikay@gmail.com	DELIVERY	Complete	2 Aug 2020
Raviing	919838038680	raviing@gmail.com	CUSTOMER	Complete	28 Jul 2020
Vinodra Anandhi	917539133408	vinodraanandhi@gmail.com	DELIVERY	Complete	27 Jun 2020
Test driver test	91224527890	testdriver@gmail.com	DELIVERY	Complete	27 Jun 2020
Pradip Pandey	917602111302	pradip.pandey@gmail.com	SELLER	Complete	27 Jun 2020
Pradip Anandhi	91398334724	pradip.anandhi@gmail.com	CUSTOMER	Complete	27 Jun 2020
—	912336238441	—	CUSTOMER	New user	22 Jun 2020
Rakesh Anandhi	91712833689	rakesh@gmail.com	CUSTOMER	Complete	21 Jun 2020
Test User prod	91387937722	testuser@gmail.com	CUSTOMER	Complete	21 Jun 2020
Driver Test	91897937722	driver@gmail.com	DELIVERY	Complete	18 Jun 2020
Pradip	91387937722	pradip@gmail.com	DELIVERY	Complete	7 Jun 2020
Saurav Kumar	917548886777	sauravkumar77@gmail.com	CUSTOMER	Complete	7 Jun 2020
Saurav Kumar	91224527890	sauravkumar77@gmail.com	DELIVERY	Complete	24 May 2020
Test Customer	+91111111111	—	CUSTOMER	New user	19 Jul 2021

Users — full directory with role tabs and search

- **Role tabs:** All, Customers, Sellers, Delivery, Admins — each labelled with a live count.
- **Search box:** Find a user by phone, name or email.
- **Table columns:** User (avatar + name), Phone, Email, Role, Profile completeness and Joined date.

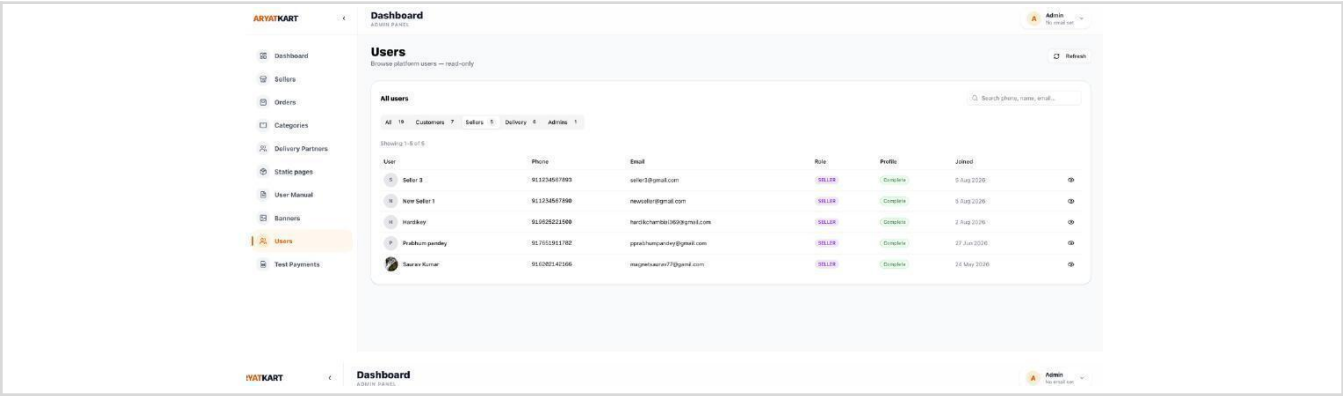
3.9.2 Filtering by Role

Selecting a role tab narrows the table to just that group, which is handy when you only need to see one type of account.

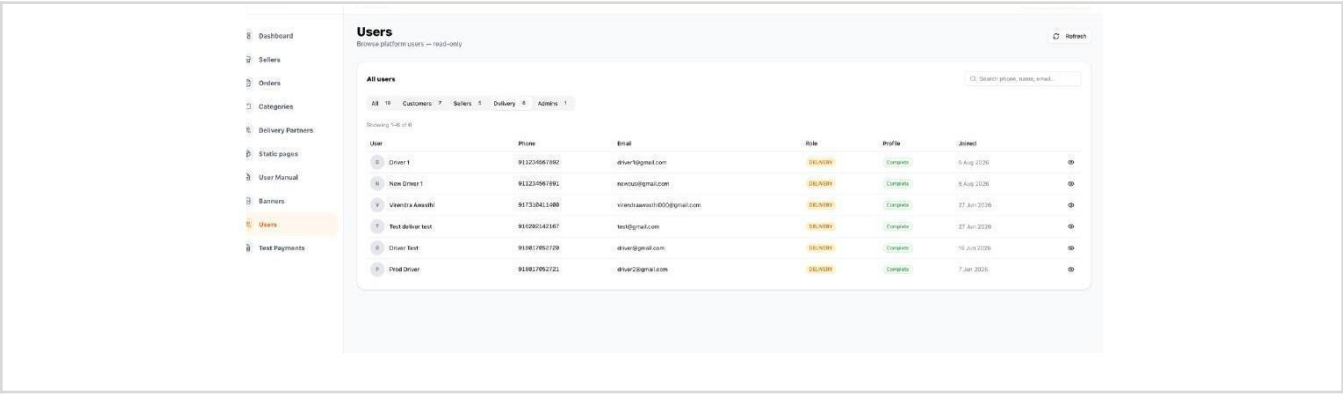
The screenshot shows the 'Users' section of the Aryatkart Admin Panel with the 'Customers' tab selected. The table now displays only 7 customers. The columns are the same as in the previous screenshot.

User	Phone	Email	Role	Profile	Joined
Raviing	919838038680	raviing@gmail.com	CUSTOMER	Complete	28 Jul 2020
Pradip Anandhi	91398334724	pradip.anandhi@gmail.com	CUSTOMER	Complete	27 Jun 2020
—	912336238441	—	CUSTOMER	New user	22 Jun 2020
Rakesh Anandhi	91712833689	rakesh@gmail.com	CUSTOMER	Complete	21 Jun 2020
Test User prod	91387937722	testuser@gmail.com	CUSTOMER	Complete	21 Jun 2020
Saurav Kumar	917548886777	sauravkumar77@gmail.com	CUSTOMER	Complete	7 Jun 2020
Test Customer	+91111111111	—	CUSTOMER	New user	19 Jul 2021

Users filtered to the Customers tab



Users filtered to the Sellers tab



Users filtered to the Delivery tab

4. Key Platform Concepts

4.1 Order Status Flow

Orders progress through a controlled sequence, and every transition is enforced by the backend so a status can never be skipped by mistake:

- Placed → the customer has confirmed the order
- Accepted → the seller has accepted and will start cooking
- Preparing → the food is being prepared
- Ready → the food is ready for pickup
- Out for Delivery → a delivery partner has picked it up
- Completed → the order has been delivered
- Cancelled → the order was stopped before completion

Admins can override any of these using the Force status control on the Order Detail screen, with a mandatory reason for the audit trail.

4.2 KYC Approval Flow

- A prospective seller (or delivery partner) registers and submits identity documents.
- The registration appears in the Sellers (or Delivery Partners) list as Pending.
- An admin opens the KYC Review screen, checks the submitted documents, and sets the commission rate (for sellers).
- The admin selects Approve KYC or Reject KYC. Approval makes the account live; rejection keeps it inactive.

4.3 Delivery Auto-Assignment

When an order is ready, the platform automatically assigns the nearest available delivery partner based on live location and current availability. If assignment fails or needs to change, an admin can use Assign, Unassign or Retry auto-assign on the Order Detail screen.

4.4 Food Live Timer

Every dish a seller lists has a start and end time. Customers only see dishes that are currently live; the platform automatically unpublishes a dish once its timer ends, keeping the marketplace focused on freshly available food rather than a static, always-on menu.

5. Support

If you run into an issue that this manual doesn't cover, or you notice unexpected data on any screen, contact the Aryatkart technical team with the following details so the issue can be reproduced quickly:

- The screen you were on and what you were trying to do
- Any order ID, seller phone number, or user affected
- A screenshot of the error, if one appeared

This document covers the Admin Panel as of the screenshots captured for this manual. As new features (push notifications, admin analytics, the Android app) are released, this manual should be updated to match.