



Infinite Quest Sdn Bhd (Co Reg. 386118K)

SST Number: B16-1808-38087810

B-06-07, Tower B, Prima Avenue, Jalan PJU 1/39,
Dataran Prima, 47301 Petaling Jaya, Malaysia.

Tel No : 603-7887 3682 Fax No : 603-7887 1383

IQSB B2B/B2C Order Portal User Guide

“ Customers Satisfaction is Our Valued Commodity ”

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1) Change Password

The screenshot shows the Admin Dashboard with the following components:

- Left Sidebar:** Admin Account, Admin, Dashboard, Catalog, Sales, Marketing, System, Tools, Reports, and **Change Password** (highlighted with a red box).
- Dashboard Header:** Dashboard | Home / Dashboard
- Metrics Cards:**
 - TOTAL ORDERS: 12 (Change: -800%)
 - TOTAL SALES: 4.8K (Change: -66.5%)
 - TOTAL CUSTOMERS: 4 (Change: 0%)
 - PEOPLE ONLINE: 1
- World Map:** A map showing global distribution with markers.
- Sales Analytics:** A bar chart comparing Orders and Customers over a 30-day period.
- Recent Activity:** A list showing 'Customer A logged in.' on 04/04/2020 at 10:52:34.
- Latest Orders:** A table with columns: Order ID, Customer, Status, Date Added, Total, and Action.

- On left menu, click “Change Password”

The screenshot shows the 'Change Password' page with the following components:

- Left Sidebar:** Admin Account, Admin, Dashboard, Catalog, Sales, Marketing, System, Tools, Reports, and **Change Password** (highlighted with a red box).
- Page Header:** Change Password | Home / Change Password
- Form Fields:**
 - * Enter existing password:
 - * Enter new password:
 - Retype the password:
- Top Right:** A blue 'save' icon (highlighted with a red box) and a 'Logout' link.

- Enter old password, followed by new password and click “save” icon to change password

2) Catalog

2.1 Categories

Categories Home / Categories

Category List

Category Name	Sort Order	Action
All	1	
Beauty & Health	3	
Phones & Accessories	2	

Showing 1 to 3 of 3 (1 Pages)

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- On left menu, click “Catalog -> **Categories**”

Categories Home / Categories

Category List

Category Name	Sort Order	Action
All	1	
Beauty & Health	3	
Phones & Accessories	2	

Showing 1 to 3 of 3 (1 Pages)

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- To add new category, click the “+” icon to top right
- To edit category, click on the “**pencil**” icon

Add Category

General Data

English

* **Category Name**

Description

Meta Tag Title

- **General Tab**

- **Category Name** - Name of the category
- **Description (optional)** - Content for your own reference
- **Meta Tag Title** - Follow category name

Categories Home / Categories

Add Category

General **Data**

Parent

Status

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- **Data Tab**

- **Parent** - If the category is parent, leave it empty. If the category is sub-category, choose the parent category
- **Status**
 - Enabled – Publish
 - Disabled – Un-publish

2.2 Products

The screenshot shows the 'Products' page in the IQSB Admin Portal. The left sidebar menu is expanded, and 'Products' is selected under the 'Catalog' section. The main content area displays the 'Product List' with a form to add or edit products and a table of existing products.

Image	Product Name	Model	Price	Quantity	Status	Action
	3-layer mask 50pcs Face Mouth Masks Non Woven Disposable Anti-Dust Meltblown cloth Masks Earloops Masks	MASK-3LYR	87.8000	32	ON	
	Anker 10W Wireless Charger	ANKER-10W-WIRELESS	55.0000 50.8250	35	ON	
	Anker 2-Port USB C Type C Wall Charger with 18W Power Delivery	ANKER-TYPC-C-CHARGER	68.2200	35	ON	
	Forehead Non Contact Baby Thermometer Infrared LCD Body Temperature Fever Digital IR Measurement Tool Gun for Baby Adults	LCD-Thermometer	283.0000 774.4100	35	ON	

- On left menu, click “Catalog -> Products”

The screenshot shows the 'Products' page in the IQSB Admin Portal. A red box highlights the '+' icon in the top right corner of the product list table, and a blue arrow points to it from the text below.

- To add new product, click the “+” icon to top right
- To edit product, click on the “pencil” icon

Remark: If the number of products exceeds the number of SKUs subscribed, system will not allow adding any new product, you can edit product or delete unwanted product to release the quota.

The screenshot shows the 'Products' section of the IQSB Admin Portal. The left sidebar contains navigation links: Admin Account, Dashboard, Catalog (with sub-links for Categories, Products, Brands, and Information), Sales, Marketing, System, Tools, Reports, and Change Password. The main content area is titled 'Products' and includes a 'Product List' table. The table has columns for Image, Product Name, Model, Price, Quantity, and Status. A pop-up 'Update Quantity' dialog is displayed over the 'Quantity' column, showing a text input field with the value '92' and a confirmation button. A red box highlights the 'ON' button next to the quantity field, and a blue arrow points from this button to the 'Update Quantity' dialog.

- To quick enabled/disable the product status, click on the “On/Off” button
- To quick edit product’s quantity, click on the quantity number and a box pop-up for you to update

The screenshot shows the 'Add Product' form in the IQSB Admin Portal. The left sidebar is the same as the previous screenshot. The main content area is titled 'Add Product' and includes tabs for General, Data, Links, Bulk Discount Price, Discount Price, and Image. The 'General' tab is selected and highlighted with a red box. The form includes fields for Product Name, Description (with a rich text editor), and Meta Tag Title.

- General Tab
 - Product Name - Name of the product
 - Description (optional) - Content for your own reference
 - Meta Tag Title - Follow product name

The screenshot shows the 'Add Product' form in the IQSB B2B/B2C Order Portal. The 'Data' tab is selected and highlighted with a red box. The form contains the following fields:

- SKU: [Text input]
- Model: [Text input]
- UPC: [Text input]
- EAN: [Text input]
- JAN: [Text input]
- ISBN: [Text input]
- MPN: [Text input]
- Price: [Text input]
- Tax Class: [Dropdown menu with 'None' selected]

- Data Tab
 - SKU
 - Product SKU
 - Model – MPN (optional)
 - Optional field
 - Price
 - Retail selling price
 - Tax Class
 - If your product subject to SST, select the tax otherwise leave it empty
 - Quantity
 - Stock level
 - Minimum Customer Order Qty
 - Number of quantity customer requires to order. (Example: If the value is 10, customer's minimum order from 10 onwards)
 - Subtract Stock
 - Yes
 - System will deduct quantity of product
 - No
 - System will not deduct quantity of product (For items which do not require inventory control)
 - Out of Stock Status
 - Message display in front-end if quantity = 0
 - Low Stock Threshold
 - Low stock alert quantity. If quantity reaches to the level, system will send out email notification for alert
 - Requires Shipping
 - Yes
 - System will include shipment calculation
 - No
 - System will exclude shipment calculation

- Date Available - Pre-set the date for product to publish
- Dimension & Weight - If your delivery is by volume or weight, you need to fill in the number otherwise system will not calculate shipping fee
- Status
 - Enabled – Publish
 - Disabled – Un-publish

The screenshot shows the 'Add Product' form with the 'Links' tab selected. The 'Brand' field is a dropdown menu. The 'Categories' section is a list of checkboxes with the following options: All, F & B, F & B > Asian Dish, F & B > Dessert, and F & B > Tong Sui.

- Links Tab
 - Brand (optional) - Assign product to the brand
 - Categories - Assign product to category

The screenshot shows the 'Add Product' form with the 'Bulk Discount Price' tab selected and highlighted with a red box. The table below has columns: Customer Group, Quantity, Priority, Discount %, Price, Date Start, and Date End. There are '+' and '-' icons for adding and deleting rows. A blue arrow points to the '+' icon.

- Bulk Discount Price Tab (Bulk purchase discount Price)
 - To add new discount promotion, click the “+” icon
 - To delete the discount promotion, click the “-” icon
 - Customer Group
 - Default - All customers by default under this group
 - Credit Term Group - Customers who have credit term under this group
 - Quantity - Number of quantities to enjoy bulk purchase discount price
 - Discount % - Discount by percentage
 - Price - Fixed discounted price
 - Start – End Date - To leave this empty for any on-going promotion

Products Home / Products

Add Product

General Data Links Bulk Discount Price **Discount Price** Image

Customer Group	Priority	Discount %	Price	Date Start	Date End	
Default	Priority	%	Price	Date Start	Date End	+
						+

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- Discount Price Tab

- To add new discount promotion, click the “+” icon
- To delete the discount promotion, click the “-” icon
- Customer Group
 - Default - All customers by default under this group
 - Credit Term Group - Customers who have credit term under this group
- Quantity - Number of quantities to enjoy bulk purchase discount price
- Discount % - Discount by percentage
- Price - Fixed discounted price
- Start – End Date - To leave this empty for any on-going promotion

Products Home / Products

Add Product

General Data Links Bulk Discount Price Discount Price **Image**

Image

Additional Images

Sort Order	
Sort Order	+
	+

- Image Tab

- Image - Primary product's image
- Additional Images - Add-on image

Remark: The system limit photo in jpeg or png format with maximum 2mb per image

2.3 Brand

Admin Account
Admin

Dashboard

Catalog

- Categories
- Products
- Brands**
- Information

Sales

Marketing

System

Tools

Reports

Change Password

Brands

Home / Brands

Brand List

<input type="checkbox"/> Brand Name	Sort Order	Action
<input type="checkbox"/> Apple	0	
<input type="checkbox"/> Canon	0	
<input type="checkbox"/> Hewlett-Packard	0	
<input type="checkbox"/> HTC	0	
<input type="checkbox"/> Palm	0	
<input type="checkbox"/> Sony	0	

Showing 1 to 6 of 6 (1 Pages)

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- On left menu, click “Catalog -> Brands”

Admin Account
Admin

Dashboard

Catalog

- Categories
- Products
- Brands**
- Information

Sales

Marketing

System

Tools

Reports

Change Password

Brands

Home / Brands

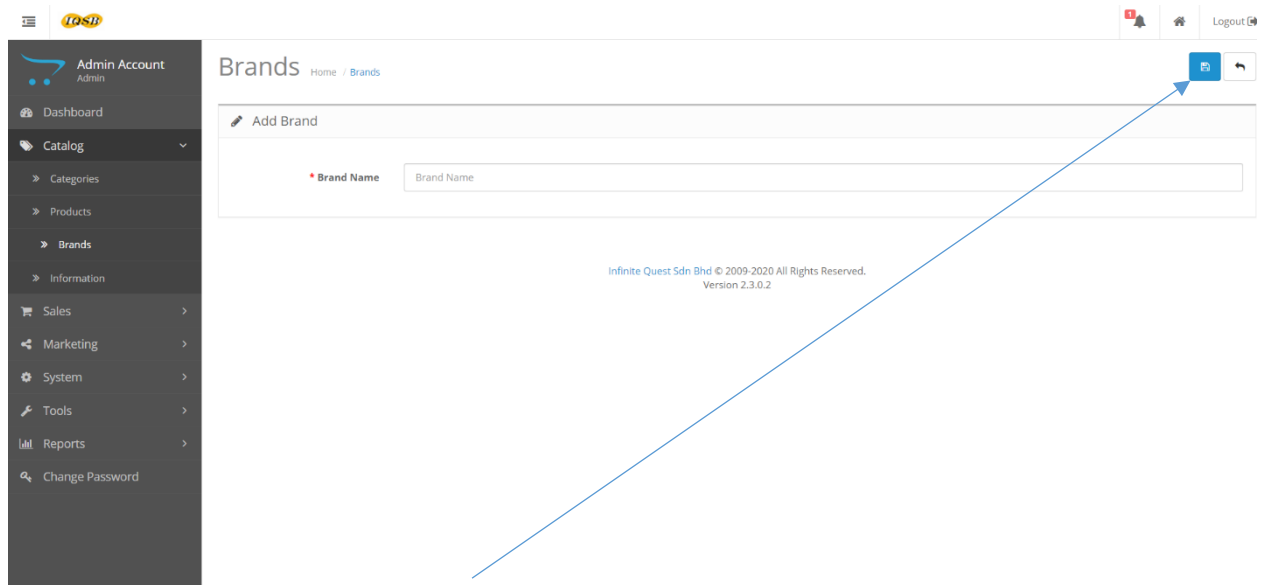
Brand List

<input type="checkbox"/> Brand Name	Sort Order	Action
<input type="checkbox"/> Apple	0	
<input type="checkbox"/> Canon	0	
<input type="checkbox"/> Hewlett-Packard	0	
<input type="checkbox"/> HTC	0	
<input type="checkbox"/> Palm	0	
<input type="checkbox"/> Sony	0	

Showing 1 to 6 of 6 (1 Pages)

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- To add new brand, click the “+” icon to top right
- To edit brand, click on the “pencil” icon



Admin Account
Admin

Dashboard

Catalog

- Categories
- Products
- Brands
- Information

Sales

Marketing

System

Tools

Reports

Change Password

Brands

Home / Brands

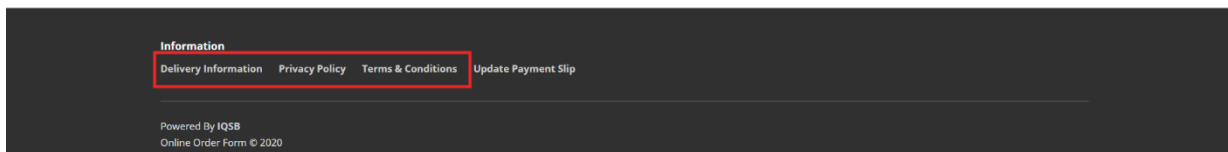
Add Brand

* Brand Name

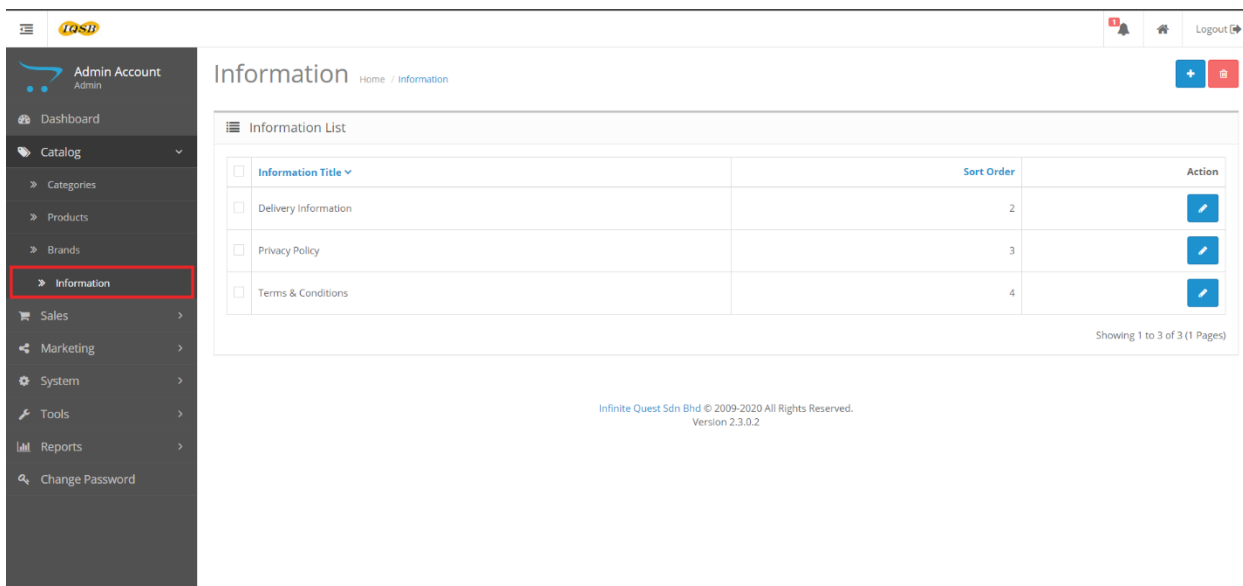
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- Fill in the brand name and click “**save**” icon to add

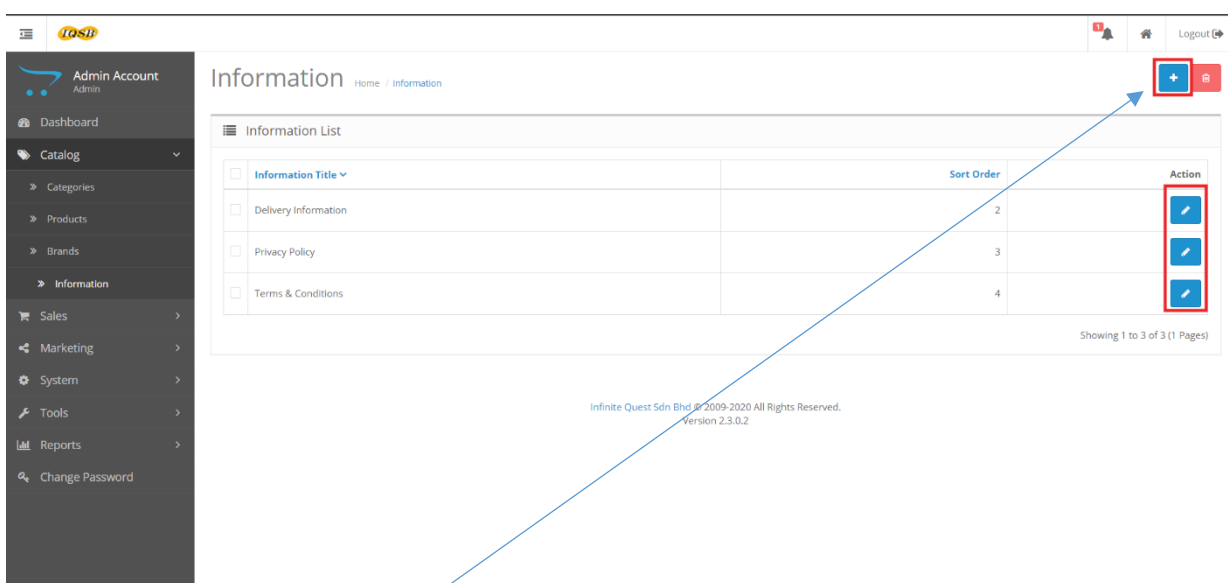
2.4 Information



The "information" to display under footer.



- On left menu, click "Catalog -> Information"



- To add new page, click the "+" icon to top right
- To edit existing page, click on the "pencil" icon

The screenshot shows the 'Add Information' form with the 'General' tab active. The form contains the following fields:

- Information Title:** A text input field.
- Description:** A rich text editor with a toolbar including bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, image, video, and source code options.
- Meta Tag Title:** A text input field.

- General Tab
 - Information Title - Page title
 - Description - Page content
 - Meta Tag Title - Follow page title

The screenshot shows the 'Add Information' form with the 'Data' tab active. The form contains the following fields:

- Bottom:** A checkbox option.
- Status:** A dropdown menu currently set to 'Enabled'.
- Sort Order:** A text input field.

- Data tab
 - Bottom - Select this option to display the link in footer
 - Status
 - Enabled – Publish
 - Disabled – Un-publish
 - Sort Order - Page position in footer. Smaller number on top, larger number at the bottom

3) Sales

3.1 Orders

Orders Home / Orders

Order List

Order ID: Order Status: Date Added:

Order ID: Total: Date Modified:

Customer:

Filter

No.	Order ID	Customer	Status	Total	Date Added	Date Modified	Action
15	INV-2020-0010	Customer A	Processed	RM336.06	03/04/2020	03/04/2020	
14	INV-2020-009	Customer C	Pending	RM731.89	02/04/2020	02/04/2020	
13	INV-2020-008	Customer A	Pending	RM82.61	02/04/2020	02/04/2020	

- On left menu, click “Sales -> **Orders**”

Orders Home / Orders

Order List

Order ID: Order Status: Date Added:

Order ID: Total: Date Modified:

Customer:

Filter

No.	Order ID	Customer	Status	Total	Date Added	Date Modified	Action
15	INV-2020-0010	Customer A	Processed	RM336.06	03/04/2020	03/04/2020	
14	INV-2020-009	Customer C	Pending	RM731.89	02/04/2020	02/04/2020	
13	INV-2020-008	Customer A	Pending	RM82.61	02/04/2020	02/04/2020	

- To print shipping label for delivery/warehouse, select the order and click “**lorry**” icon

Orders Home / Orders

Order List

Order ID: Order Status: Date Added:

Order ID: Total: Date Modified:

Customer: [Filter](#)

No.	Order ID	Customer	Status	Total	Date Added	Date Modified	Action
15	INV-2020-0010	Customer A	Processed	RM336.06	03/04/2020	03/04/2020	
14	INV-2020-009	Customer C	Pending	RM731.89	02/04/2020	02/04/2020	
13	INV-2020-008	Customer A	Pending	RM82.61	02/04/2020	02/04/2020	

- To view order, click the “eye” icon

Orders Home / Orders

Order Details

[Online Order Form](#)

03/04/2020

Bank Transfer

Flat Shipping Rate

Customer Details

Customer A

Default

customer-a@email.com

12345678

Order (#15)

Payment Address

Customer A
Demo
Demo 5000
Selangor
Malaysia

Shipping Address

Customer A
Demo
Demo 5000
Selangor
Malaysia

Product	Model	Quantity	Unit Price	Total
Anker 2-Port USB C Type C Wall Charger with 18W Power Delivery	ANKER-TYPC-C-CHARGER	2	RM68.22	RM136.44
3-layer mask 50pcs Face Mouth Masks Non Woven Disposable Anti-Dust Meltblown cloth Masks Earloops Masks	MASK-3LYR	2	RM87.80	RM175.60
Sub-Total				RM312.04
Flat Shipping Rate				RM5.00

Date Added	Comment	Status	Customer Notified
03/04/2020	Bank Transfer Instructions Bank Transfer Instructions Your order will not ship until we receive payment.	Pending	Yes
03/04/2020	Your order is process	Processed	Yes
03/04/2020	Your order is process	Processed	No

Showing 1 to 3 of 3 (1 Pages)

Add Order History

Order Status: Processed

Override ☐

Notify Customer ☐

Comment:

[Add History](#)

- The order page list down detail information such as customer's profile and shipping address, item ordered etc. To update your customer about order status:

- Add Order History

- Order Status - Select the order status and click "**Add History**" to update
- Comment - Additional remark for admin or customer
- Notify Customer - To select this option, customer will receive update for order status changed and comment. To leave this option empty if the comment is for internal use.

Remark: The order status update here allow customer to get notice from your account -> order history

3.2 Customers

Customers Home / Customers

Customer List

Customer Name: Customer Group: Approved: Date Added:

E-Mail: Status: IP:

Filter

<input type="checkbox"/>	Customer Name	E-Mail	Customer Group	Status	IP	Date Added	Action
<input type="checkbox"/>	Customer A	customer-a@email.com	Default	Enabled	1	01/04/2020	
<input type="checkbox"/>	Customer A	customer-a@email.com	Default	Enabled		02/04/2020	
<input type="checkbox"/>	Customer B	customer-b@email.com	Default	Enabled		01/04/2020	
<input type="checkbox"/>	Customer C	customer-c@email.com	Default	Enabled	1	02/04/2020	

Showing 1 to 4 of 4 (1 Pages)

- On left menu, click “Sales -> Customers -> **Customers**”

Customers Home / Customers

Customer List

Customer Name: Customer Group: Approved: Date Added:

E-Mail: Status: IP:

Filter

<input type="checkbox"/>	Customer Name	E-Mail	Customer Group	Status	IP	Date Added	Action
<input type="checkbox"/>	Customer A	customer-a@email.com	Default	Enabled	1	01/04/2020	
<input type="checkbox"/>	Customer A	customer-a@email.com	Default	Enabled		02/04/2020	
<input type="checkbox"/>	Customer B	customer-b@email.com	Default	Enabled		01/04/2020	
<input type="checkbox"/>	Customer C	customer-c@email.com	Default	Enabled	1	02/04/2020	

Showing 1 to 4 of 4 (1 Pages)

- Following is the button function from left to right
 - Approve account
 - Log in to front-end behalf of the customer. This is useful if customer requires your assistance to place order
 - Unlock account. If customer wrongly entered password more than 3 times, account is automatically locked
 - Edit customer profile

Customers Home / Customers

Customer List

Customer Name: Customer Group: Approved: Date Added:

E-Mail: Status: IP: [Filter](#)

<input type="checkbox"/>	Customer Name	E-Mail	Customer Group	Status	IP	Date Added	Action
<input type="checkbox"/>	Customer A	customer-a@email.com	Default	Enabled	1	01/04/2020	Add Edit Delete
<input type="checkbox"/>	Customer A	customer-a@email.com	Default	Enabled		02/04/2020	Add Edit Delete
<input type="checkbox"/>	Customer B	customer-b@email.com	Default	Enabled		01/04/2020	Add Edit Delete
<input type="checkbox"/>	Customer C	customer-c@email.com	Default	Enabled	1	02/04/2020	Add Edit Delete

Showing 1 to 4 of 4 (1 Pages)

- To add new customer, click on the “+” icon

General

[Add Address](#)

Customer Group:

* Company Code:

* Company Name:

* First Name:

* Last Name:

* E-Mail:

* Telephone:

Fax:

* Password:

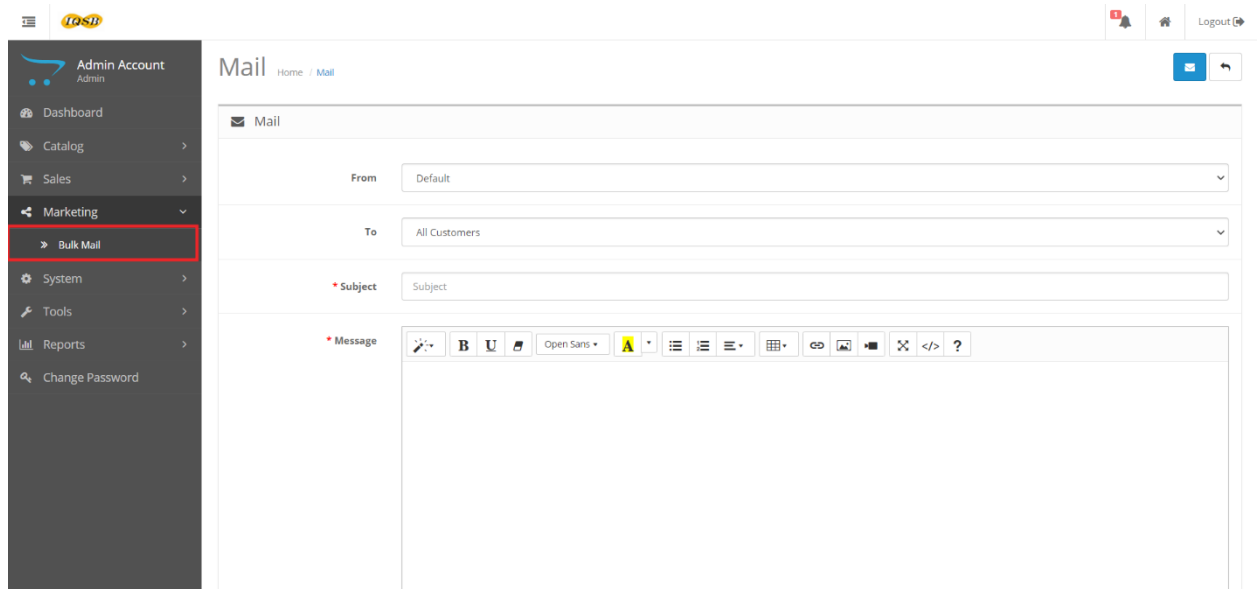
* Confirm:

Status:

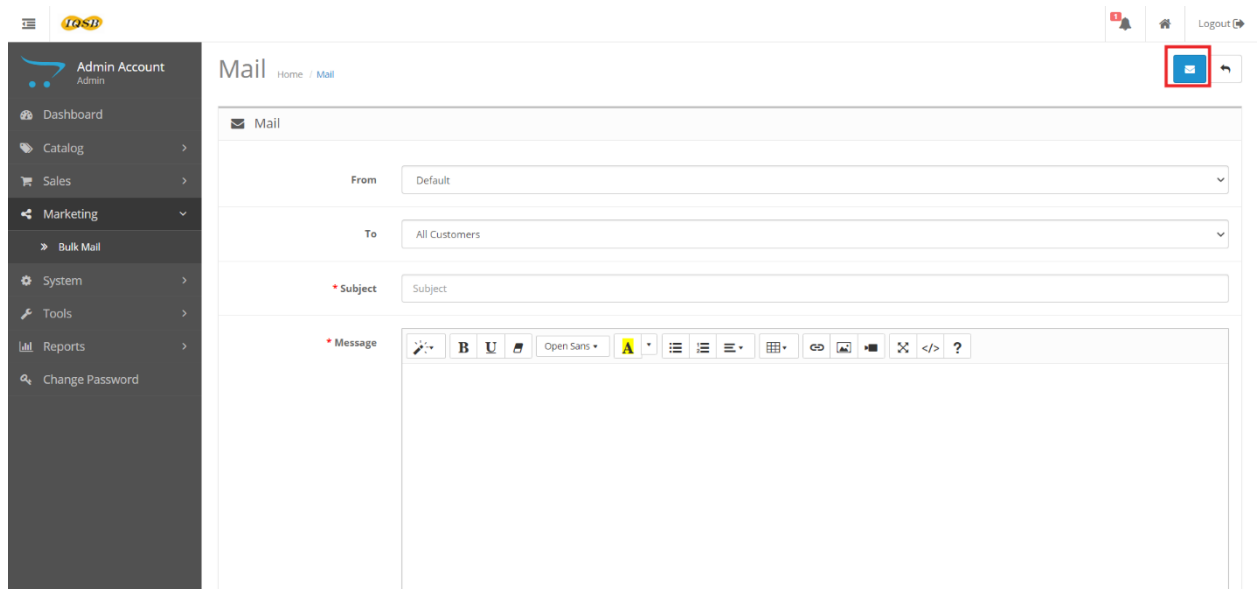
Approved:

- Customer Group
 - Company Code
 - Company Name
 - First & Last Name
 - Email
 - Telephone
 - Fax (optional)
 - Password & Confirm
 - Status
 - Enabled – Publish
 - Disabled – Un-publish
- Assign the customer into group
 - Company ID or Registration number
 - Name of the company
 - Name of contact person
 - Company email
 - Contact number
 - Login password. Admin set a default password and customers are allowed to change from their profile

4) Email Blasting



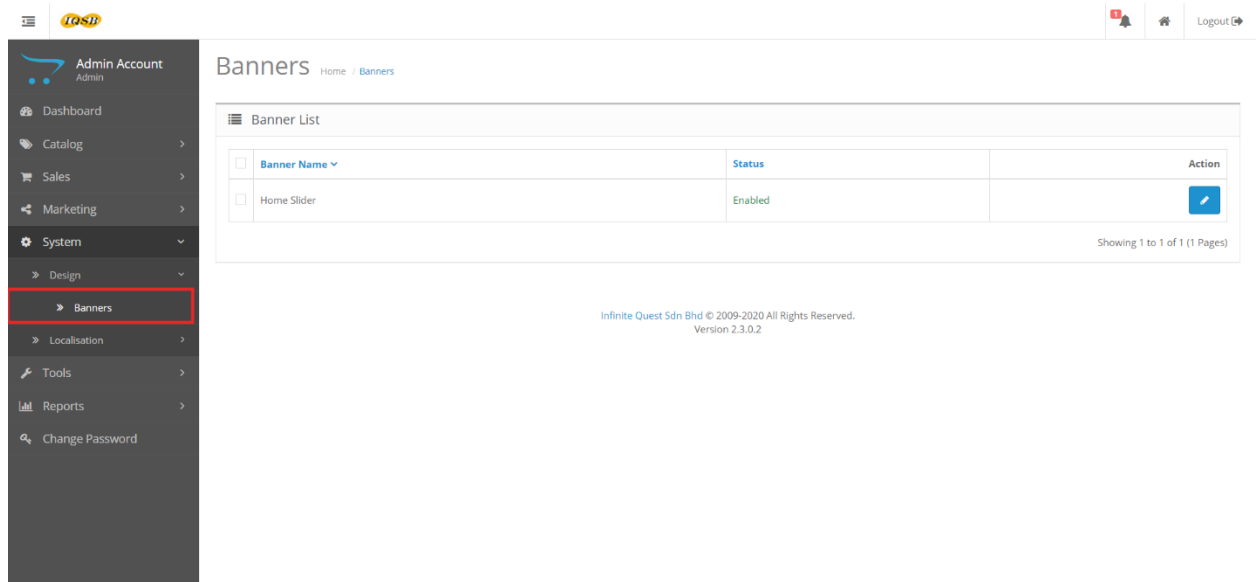
- The system provides simple email blasting function. To access, go to “Marketing -> **Bulk Mail**”



- To
 - All Customers - Send to all customers registered in the system
 - Customer Group - Send email to selected customer group
 - Customers - Send email to selected customer
- Subject - Email title
- Message - Content of the email

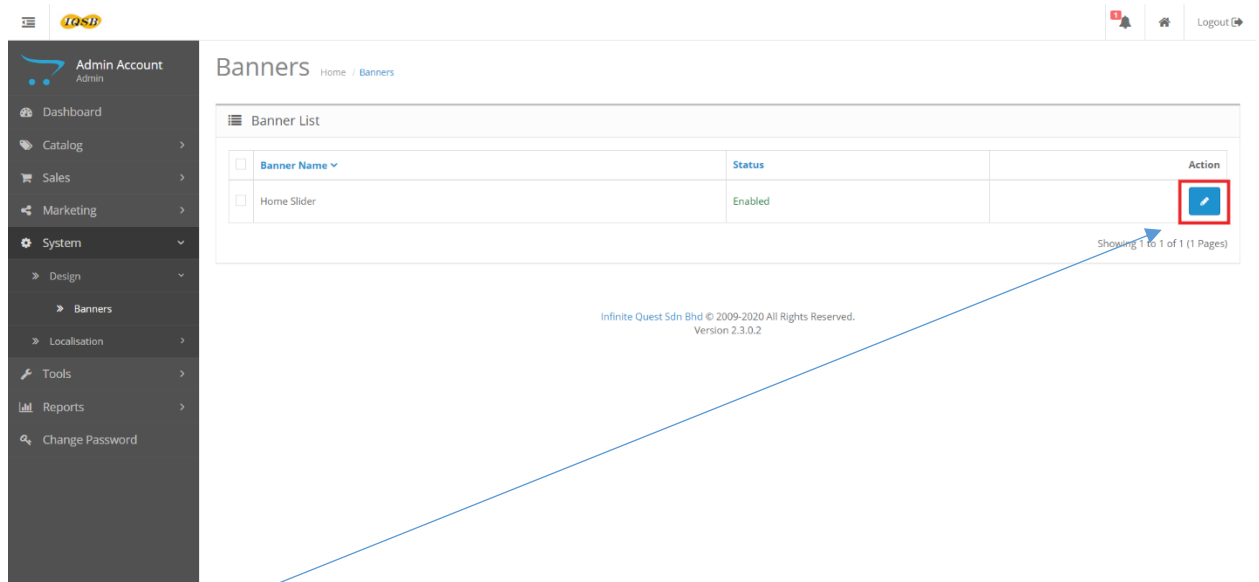
Once complete, click the top right “mail” icon to send out

5) Landing Page Banner



The screenshot shows the IQSB Admin Portal interface. On the left, the 'Admin Account' sidebar menu is visible, with 'Design' expanded and 'Banners' selected. The main content area is titled 'Banners' and contains a 'Banner List' table. The table has three columns: 'Banner Name', 'Status', and 'Action'. There is one row with the banner name 'Home Slider' and status 'Enabled'. In the 'Action' column, there is a blue pencil icon. Below the table, it says 'Showing 1 to 1 of 1 (1 Pages)'. At the bottom, there is a copyright notice: 'Infinite Quest Sdn Bhd © 2009-2020 All Rights Reserved. Version 2.3.0.2'.

- Go to “Design -> **Banners**”



This screenshot is identical to the one above, but with a blue arrow pointing from the blue pencil icon in the 'Action' column of the 'Banner List' table to the instruction below.

- Click the “pencil” icon

The screenshot shows the 'Banners' management page in the IQSB Admin Portal. The sidebar on the left contains the following menu items: Admin Account, Dashboard, Catalog, Sales, Marketing, System, Design, Banners, Localisation, Tools, Reports, and Change Password. The main content area is titled 'Banners' and includes an 'Edit Banner' form. The form has the following fields:

- Banner Name:** Home Slider
- Status:** Enabled
- Language:** English

Below these fields is a table with the following columns: Title, Link, Image, and Sort Order. The table contains one row with the following data:

Title	Link	Image	Sort Order
Banner 01	index.php?route=product/pricelist		1

A red box highlights a '+' icon in the bottom right corner of the table, indicating where to click to add a new banner.

- Click the “+” icon to add new banner, “-” icon to remove
- Fields:
 - Title
 - Banner title for your reference
 - Link
 - Copy and paste the URL for user to click and go to other page. To leave this empty if URL link is not required
 - Image
 - 1920px (W) x 700px (H)
 - Sort Order
 - Position of the image