Guide with jenguonline.com
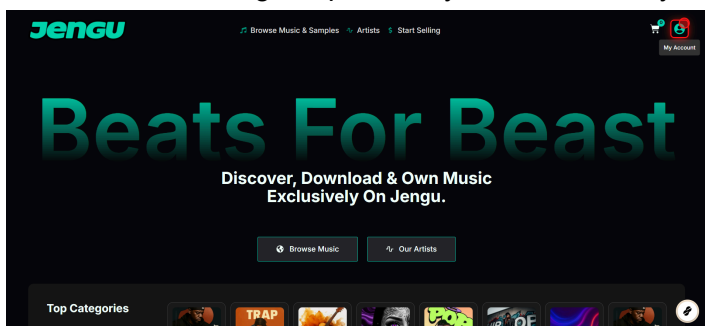
Email: support@jenguonline.com

A) How to Sign-in/signup as a vendor?

Steps:

1. Go to Home – JENGU

- See in the right top corner you can see a my account icon

- Click the icon to go to the login/register page.

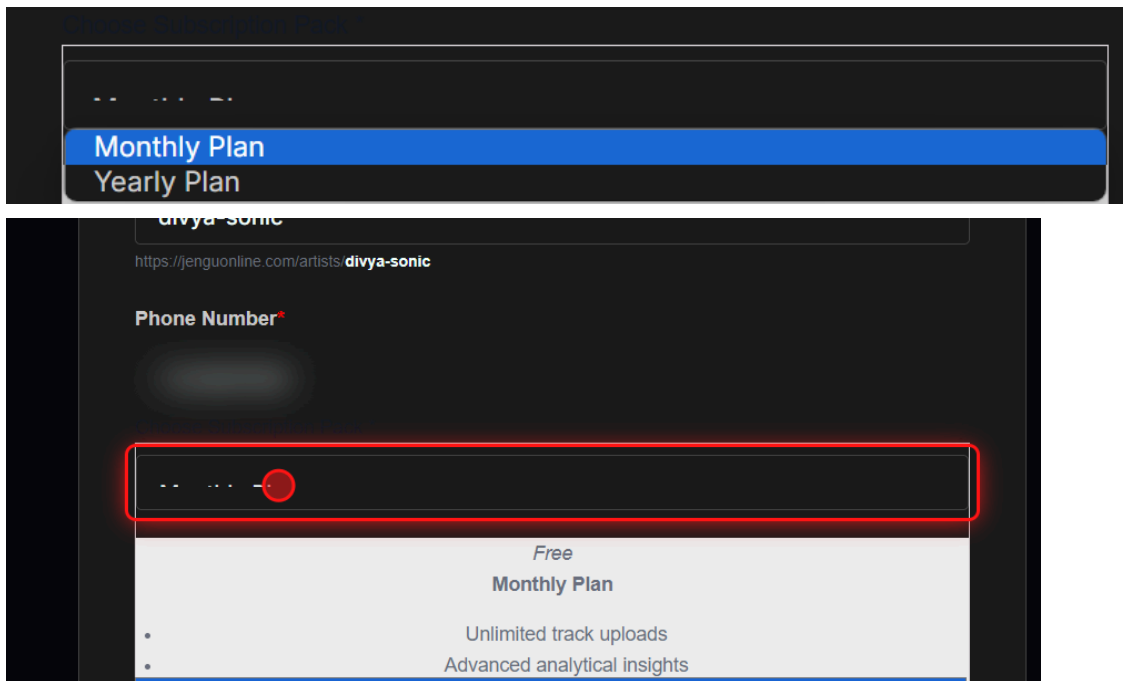**2. If you already have an account then, just login using your credentials.**

3. If you don't have an account then you just have to register yourself, as a vendor.

4. Click on I am a vendor

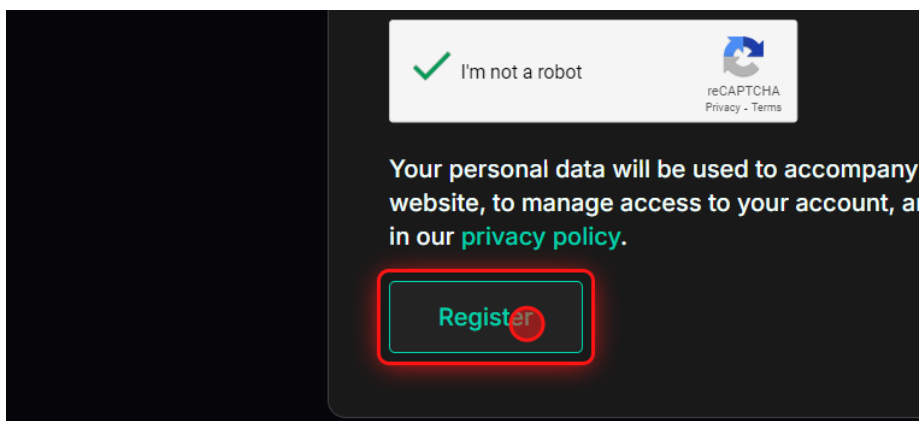
5. After That fill all the details required:

- Email Id
- Name
- Shop Name
- Phone numbers

6. Now Choose a plan from these two options: for instance i am choosing the Monthly one's.

7. Now click on Register

8. Clicking on Register will redirect to the order page.

- Now fill all the required details in the Billing Details fields

- Now after filling all the details click on **Place Order**

B) How to do the Basic Setup after logging in?

Steps:

1. Go to Vendor › Setup Wizard

2. Click on Let's Go!

3. Now we can see that there are three steps to do a basic configuration.

4. First of all we need to fill the Store setup form, as it requires some basic information of the vendor.

5. After Filling the details Click Continue to go to the next step.

Country *	India
State *	Odisha
Email	☐ Show email address in store

[Continue]   [Skip this step]

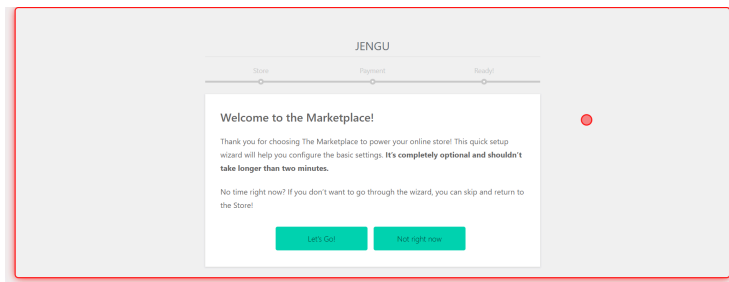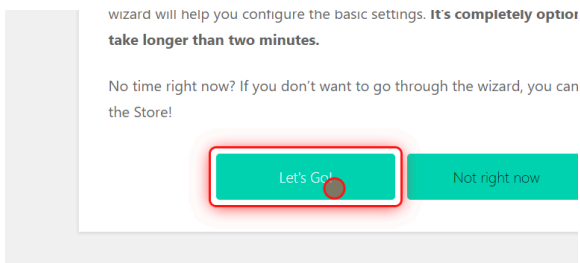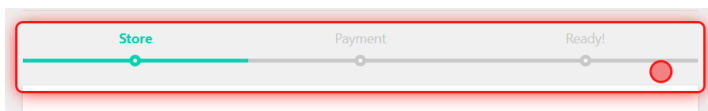**6. The next step is to do the payment setup.**

- Fill all the necessary and required fields
- Enter all the details carefully.

Store   Payment   Ready!

Payment Setup

PayPal

E-mail
you@domain.com

Bank Transfer

Account Holder
Your bank account name

Account Type
Please Select...

Account Number
Account Number

Routing Number
Routing Number

Bank Name
Name of bank

Bank Address
Address of your bank

Bank IBAN
IBAN

Bank Swift Code
Swift Code

Checking Savings Investments Bank
New York, NY 12345-6789

C123456789C 1234567899⁕ 0123

☑ I attest that I am the owner and have full authorization to this bank account

- After filling all the details, click on Continue.
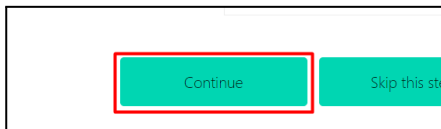
7. Thats all, just click on the "*Go to your store Dashboard*".
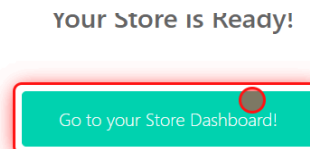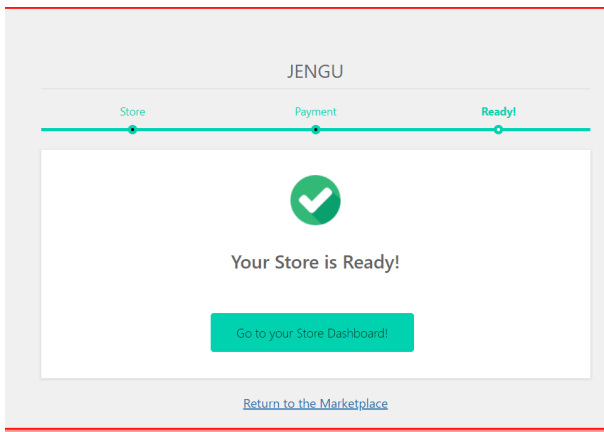
This is the Dashboard of the Artists, where an artist can see there performance, add products/music, withdraw there money, track there every details.

- The Left hand side are the navigation menu to control everything they are allowed by the admin.
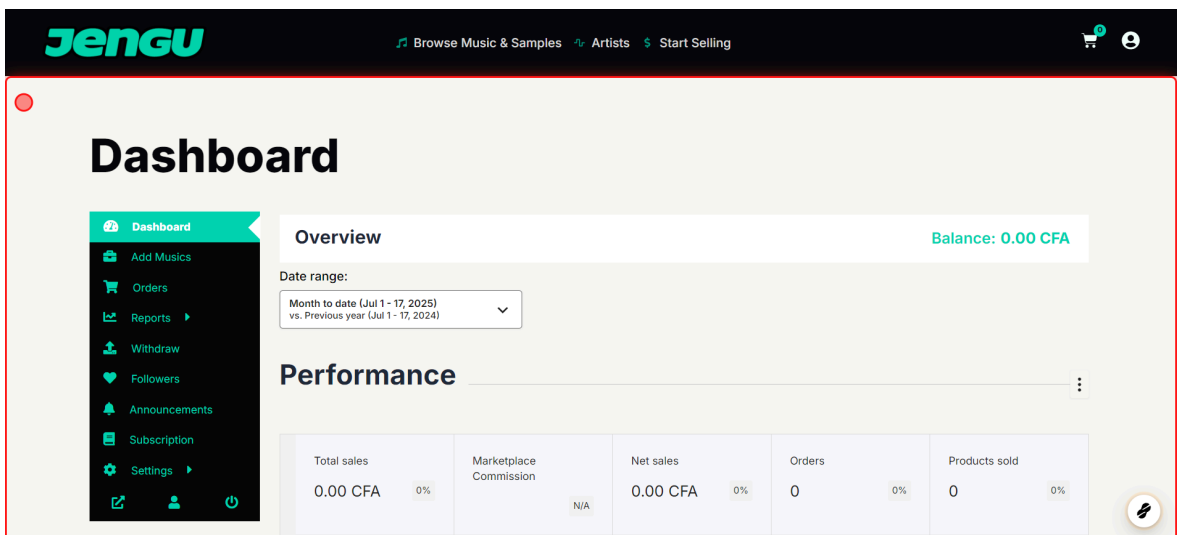
C) How to add your profile picture and edit your store details?

Steps:

1. Click on Settings from the left menu bar
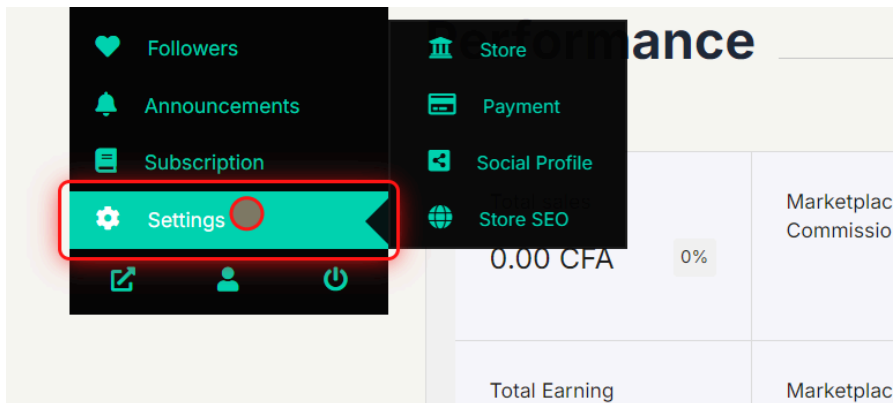
2. Now to add more details we need to edit our store > Click on the store
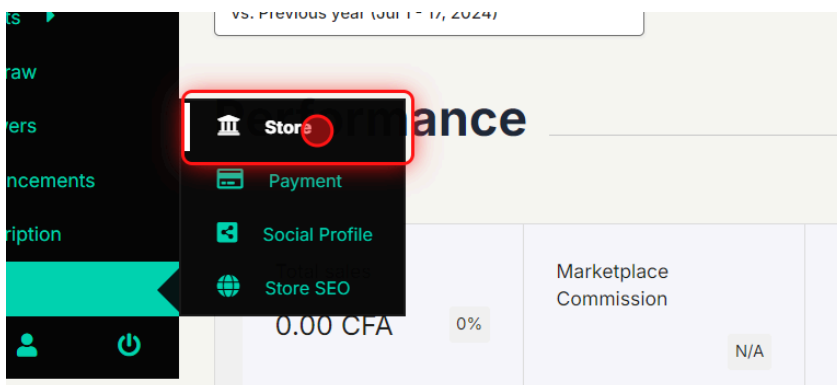
This is the setting dashboard for the store
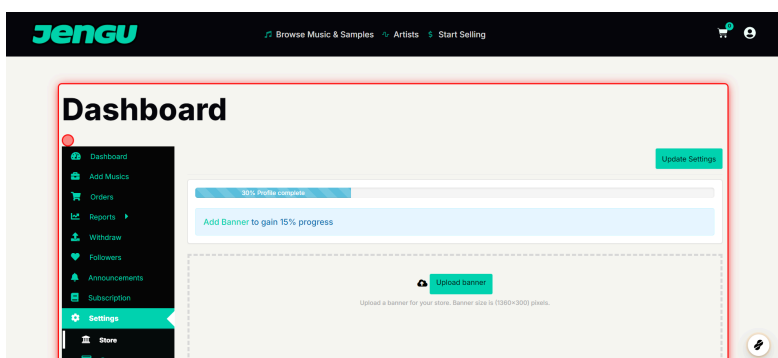
now scroll down to see more options.

3. Now to add a Profile Picture, Go to Profile Picture > Click Upload Photo.

4. Now After Clicking on Upload Photos, this pop-up will appear, hear we need to Click on > Select Files> Choose an image from your Device.

5. Now, Select the image and click > *"Select and Crop"*
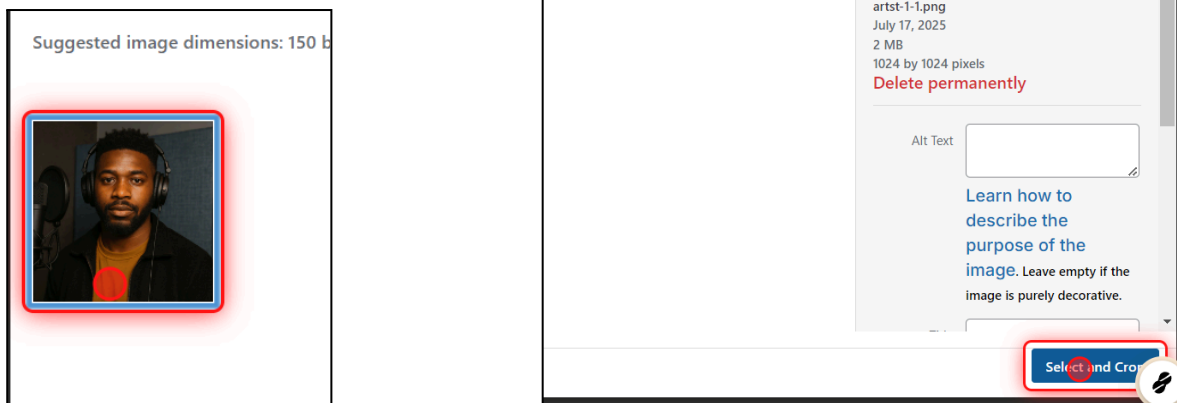
6. Click on Crop Image
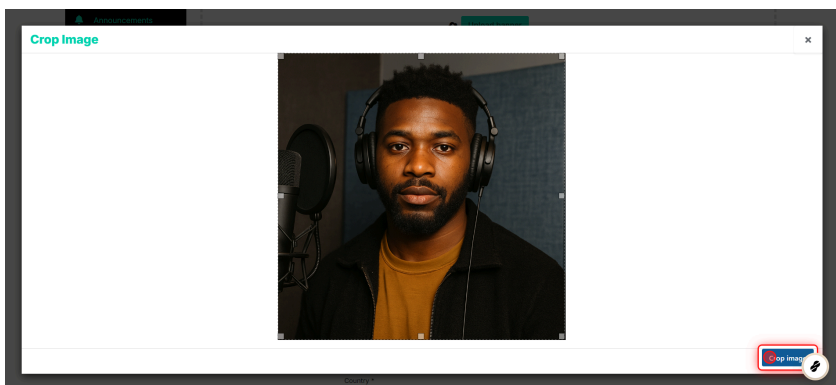
7. Now, you have to add few more details ad Also you can edit other details.
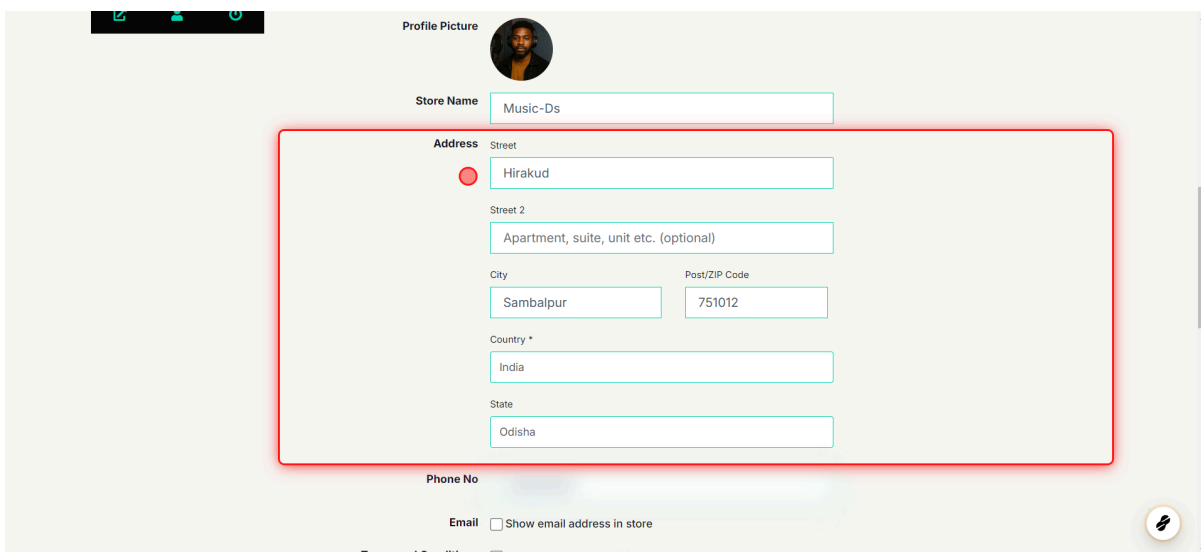
8. After Filling All the details, click on Update Settings.
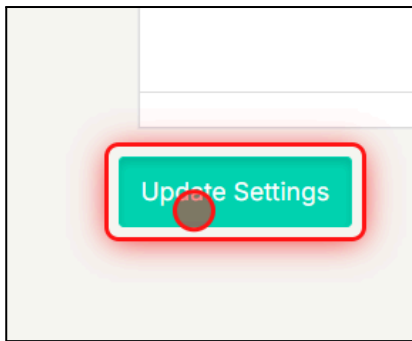
D) How to add Music?

Steps:

1. Go to the Add Music tab in the left side bar
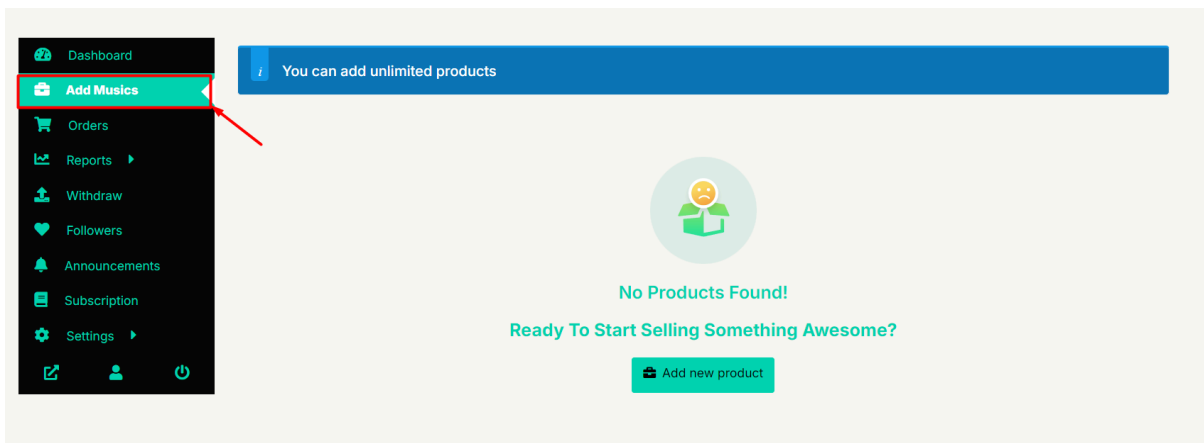
2. After Clicking add music now click on "Add new Product".

3. After clicking on it, you will see something like this.

Dashboard

Dashboard

Add Musics

Orders

Reports ▶

Withdraw

Followers

Announcements

Subscription

Settings ▶

Title

Product name..

Product Type ❓

Simple

☐ Downloadable ❓   ☐ Virtual ❓

Category

Non classé   ✎   ✕

+ Add new category

Price (You Earn : 0.00 CFA)   **Discounted Price**   Schedule

CFA   0.00   CFA   0.00

☁ Upload a product cover image

+

Brand

Select Brand

Tags

Select product tags

Short Description

Visual   Code

Paragraph ▼   B   I   ☰ ☷ ❝ ☰ ☰ ☰ 🔗 ⊟ ⤢ ▦

Description

Visual   Code

Paragraph ▼   B   I   ☰ ☷ ❝ ☰ ☰ ☰ 🔗 ⊟ ⤢ ▦

⚙ **Inventory** *Manage inventory for this product.*   ▲

🔗 **Linked Products** *Set your linked products for upsell and cross-sells*   ▲

Upsells ❓   **Cross-sells** ❓

Search for a product...   Search for a product...

☰ **Attribute** *Manage attributes for this simple product.*   ▲

Custom Attribute   Add attribute   Save attribute

⚙ **Other Options** *Set your extra product options*   ▲

Product Status   **Visibility**

Pending Review   Visible

Purchase Note

Customer will get this info in their order email

☑ Enable product reviews

4. Fill the form:

- Name of the product/music

Title

v-4 Rocking

- Type of Product:

a. Simple Product

A **Simple Product** is the most basic product type. It has no variations.

Example Use Case:

- A single music file (MP3 or WAV) sold at one fixed price.

- An album with one version only (no different editions/formats).

Key Features:

- Fixed price

- No options like format/edition

- Can be digital/downloadable

---

b. Variable Product

A **Variable Product** lets you offer a single product with **multiple variations**, each having its own:

- Price

- Downloadable file

- Description

- SKU (optional)

Example Use Case:

- An album with multiple formats (MP3, WAV, FLAC)

- A track available in different licenses (Personal, Commercial, Exclusive Rights)

Key Features:

- Add attributes (Format, License)

- Set pricing for each variation

- Customers can choose options from a dropdown

---

c. External/Affiliate Product

This is a **product not sold directly on your store**. Instead, it redirects users to an external link (like Spotify, Apple Music, BeatStars, etc.).

Example Use Case:

- A track or album listed on Bandcamp or another platform

- Promoting your product hosted elsewhere

Key Features:

- No pricing or file upload required

- Add the external URL

- Button text customizable (e.g., "Listen on Spotify")

---

d. Grouped Product

A **Grouped Product** is a collection of Simple Products that are presented together.

Example Use Case:

- A full album where each track is sold individually, but also shown together on one page

- A bundle of sample packs, each sold separately but listed under one product group

Key Features:

- Parent product groups multiple child products

- No price or file – child products hold that data

- Great for product bundles or collection pages

Product Type ❓

| Simple |

| Simple |
| Variable |
| External/Affiliate product |
| Group Product |

5. Add images of the music.

Upload a product cover image

+

For multiple images

6. Now choose these two options

- *It is an important setting, if not checked no one will able to download your product.*

Simple

✓ Downloadable ❓   ✓ Virtual ❓

Category

7. Now we need to add categories to the product, as it is an important part.

- Category will help people filter your product **genre.**

8. How to choose category:

- 1stly delete the selected default category, i.e. Uncategorsied.

- 2ndly Click on add new category to add new category.

- Now choose the category by clicking select a category:

Category

- Select a category -

Add new category
Please choose the right category for this product

you can also search for categories over here

🔍 Search category | 0 /100

EastCoast
Electronic
Hip Hop   → You can select from the given categories
Non classé
Pop
RnB
Soul

Selected:

Done

- If you want to add more categories then just again click on add new:

EastCoast   ☑ ✕

+ **Add new category**

9. **Enter the price of the product:**

Price (You Earn : 0.00 CFA)   **Discounted Price**   Schedule

CFA   0.00   CFA   0.00

- If you want to give some discount on the original price then you can add a value on the discounted price field.

10. **Do not add any information in the brand.**

Brand

Select Brand

11. Artist can also add tags over here, but this field will not display in any place over the site.

Tags

Select product tags

Short Description

12. Write some description about the product/music.
- Note- *Not* Short Description

Description

Visual | Code

Paragraph ▼ | **B** | *I* | ≣ | ≣ | 66 | ≣ | ≣ | ≣ | 🔗 | ≣ | ⤢ | ▦

13. Add the downloadable file:

- The most important thing is to add the product name and the link.

A. Click add file:

⬇ **Downloadable Options** *Configure your downloadable product settings*   ▲

Name [?]   File URL [?]   Action

Add File

Download Limit   Download Expiry

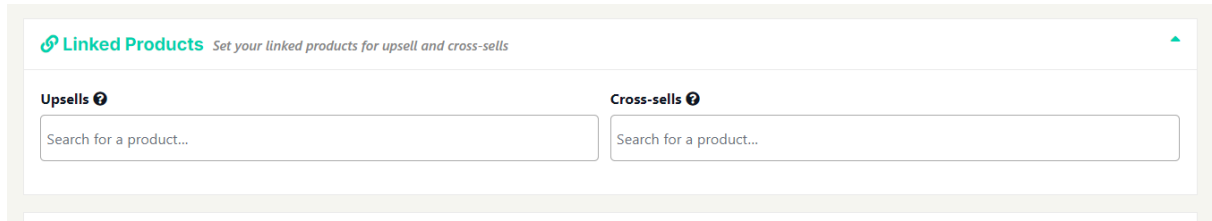-1   -1

B. Then add a name and paste the link or else click choose file to choose from the device.

Name [?]   2. | File URL [?]   Action

1.   https://   Delete

File Name   Choose file

Add File   Name of the music

C. Don't change these following:
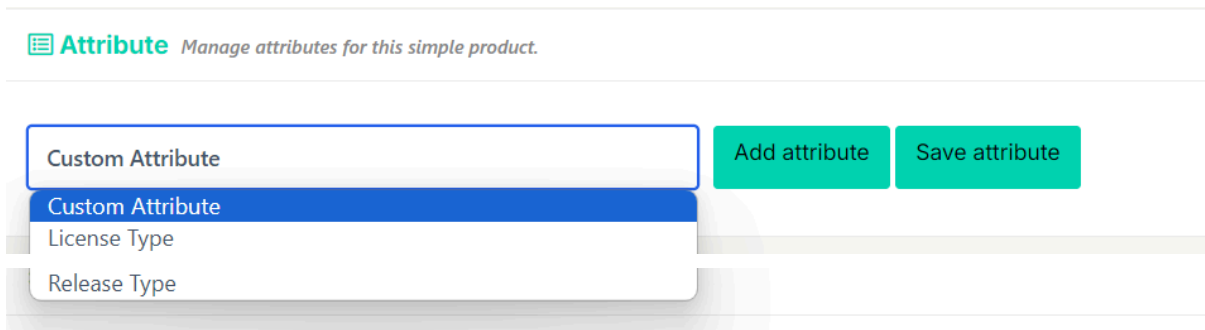
Download Limit   Download Expiry

-1   -1

D. You can choose to upsell or crossell your product:

14. Now we need to add attributes to our product. Here we have:
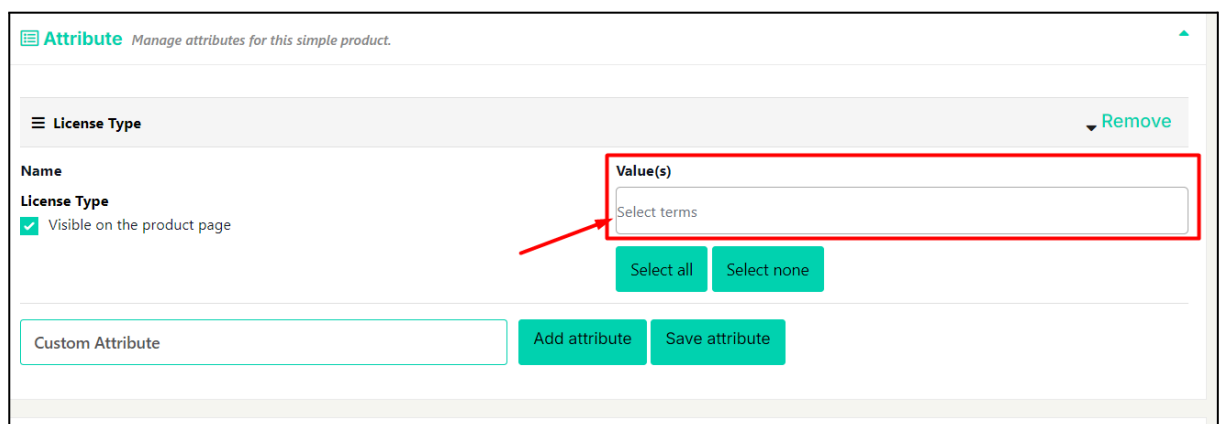
- Licence Type
- Release Type

15. Choose license Type when you are adding a free product :
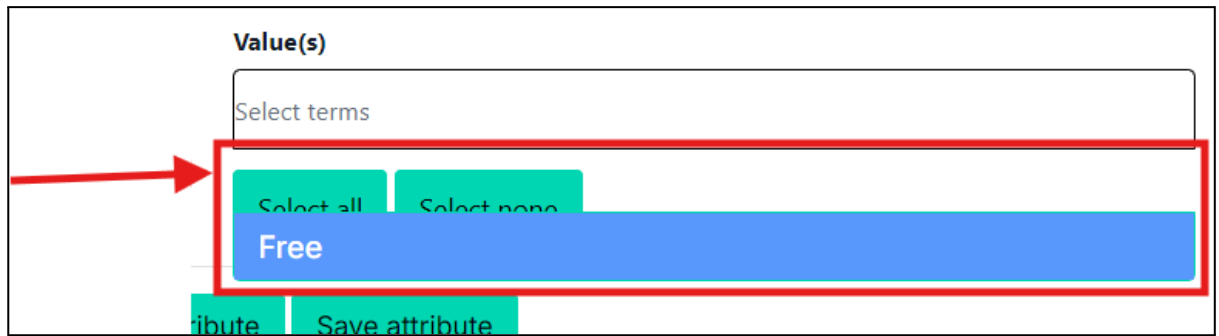
- Then Click on Add attributes

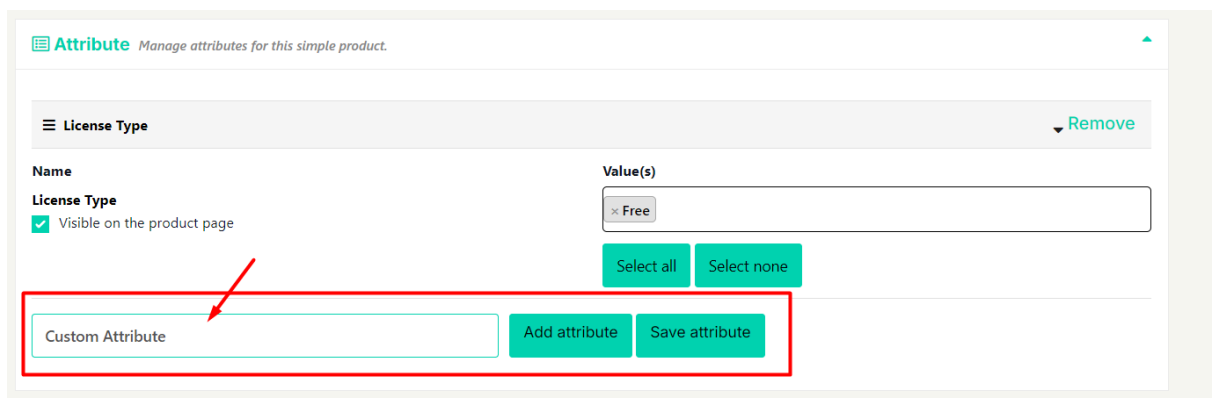- Click on the Field and then choose Free from the option.

1.

2.

16.Now to add the second attribute that is Release type:

- ● Click on the Field
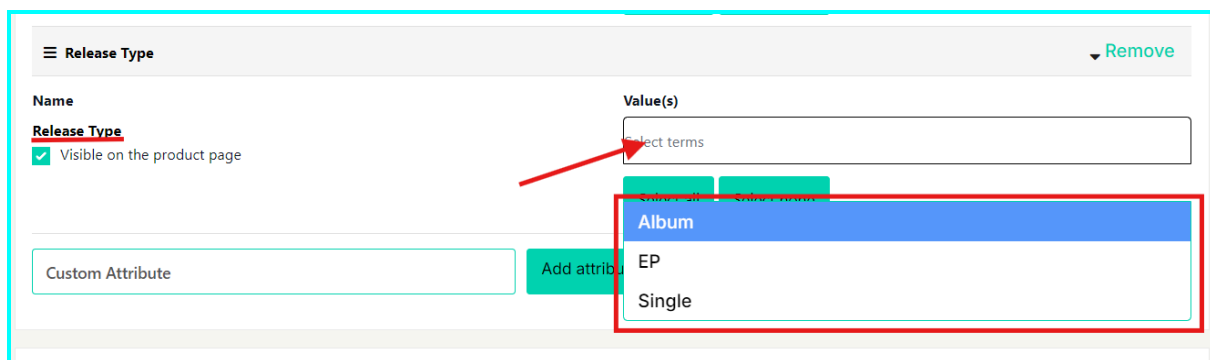
- ● Choose from the dropdown > Release Type> Click Add attribute

- ● *Now Click on the field and a drop down will come > Choose the Type of product you are uploading: Either it is a Ep, Album or Single.*

17. Now After adding the attributes Click on Save attributes.

18. Now after adding the attributes, the next step is to choose Product status: Draft or pending Review, > Choose Visibility option > and write a Purchase note. > And then Click Save.

E) Brief About other sections of the Dashboard.

1. Dashboard

This is the main control panel where you get an overview of your store's performance. It includes:

- Sales Summary

- Recent Orders

- Store Traffic

- Balance Info Useful for a quick glance at your current activity.

2. Add Musics

This section lets you upload and publish new tracks or albums. You'll typically fill in:

- Music title

- Description

- Genre

- Cover art

- Audio file(s)

- Pricing (free or paid)

It's the most important part to keep your store updated with fresh content.

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3. Orders

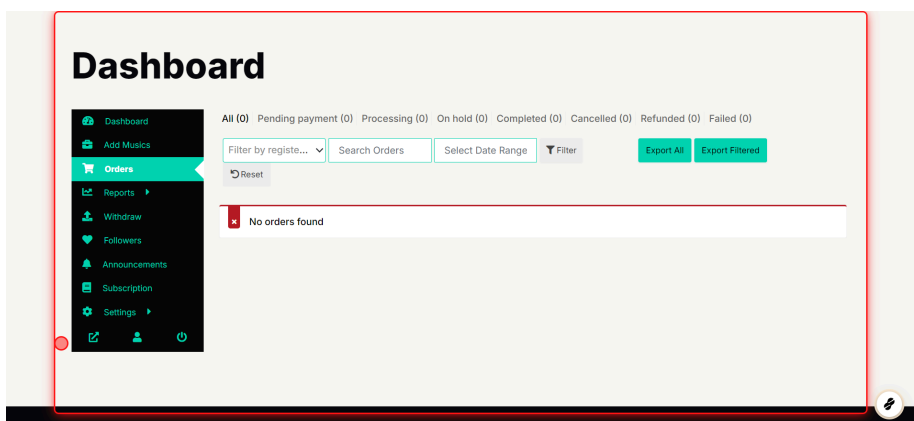View and manage all customer orders placed on your store. You can:

- Track order statuses (Pending, Completed, etc.)

- View customer details

- Download invoices

- Fulfill or cancel orders

4. Reports

This section gives you detailed analytics and insights to track your performance.
Submenus include:

- **Products:** Performance of individual tracks/albums – views, sales, downloads.

- **Revenue:** Total earnings over selected timeframes.

- **Orders**: Order breakdown – quantity, amount, dates.

- **Variations:** Useful if you offer different formats or pricing tiers.

- **Categories:** See which genres/categories are performing best.

- **Stock:** If applicable, track the stock levels for physical products (e.g., CDs, merch).

- **Statement:** Detailed list of your earnings, commission cuts, and withdrawals.
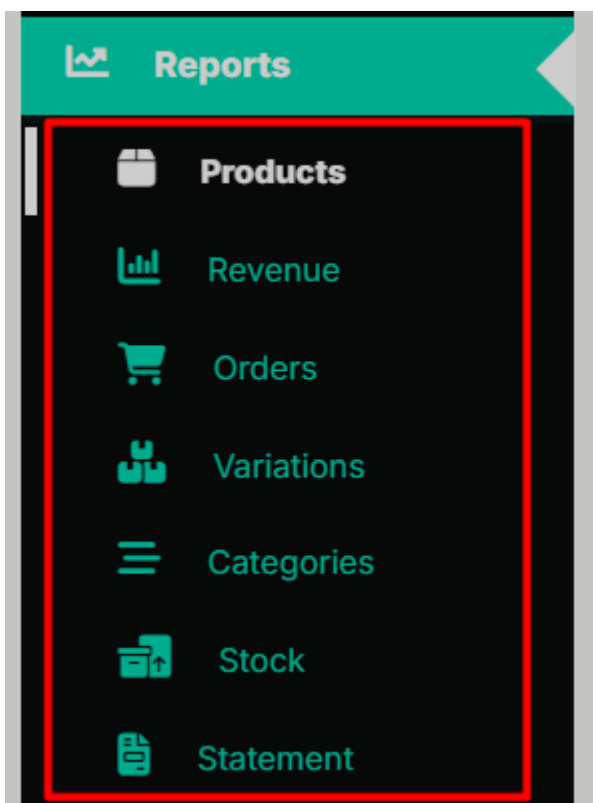
## 5. Withdraw

Here, you can request to withdraw your earnings from the platform. Options typically include:

- Entering your withdrawal method (Bank, PayPal, UPI, etc.)

- Minimum payout threshold

- Viewing withdrawal history and statuses
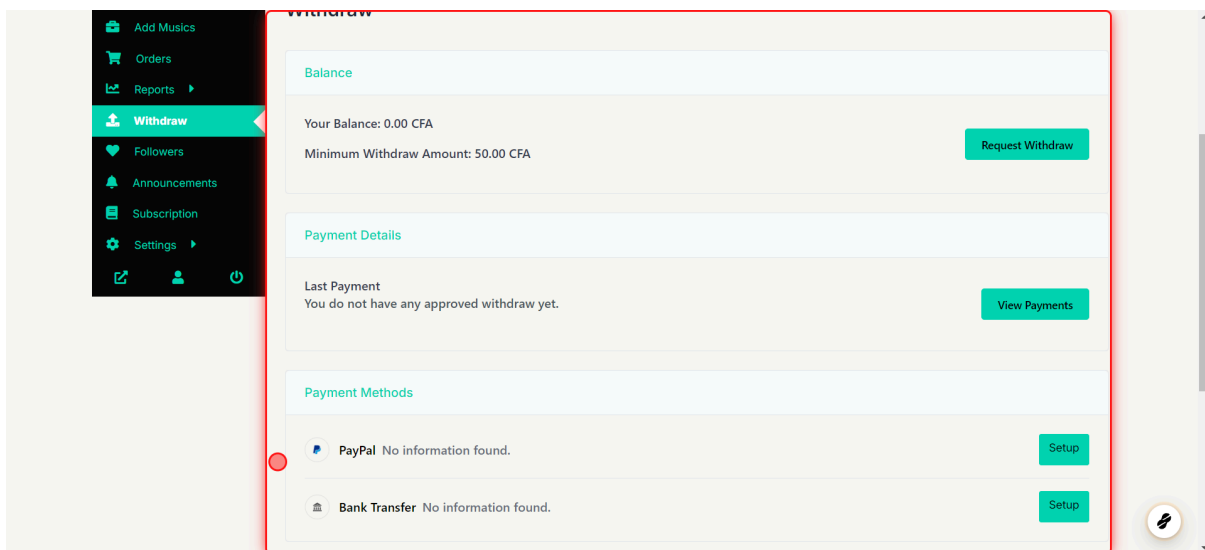
6. Followers

Shows a list of users who follow your store. Followers may get updates when you upload new music or make announcements. This helps build your fanbase and repeat listeners.

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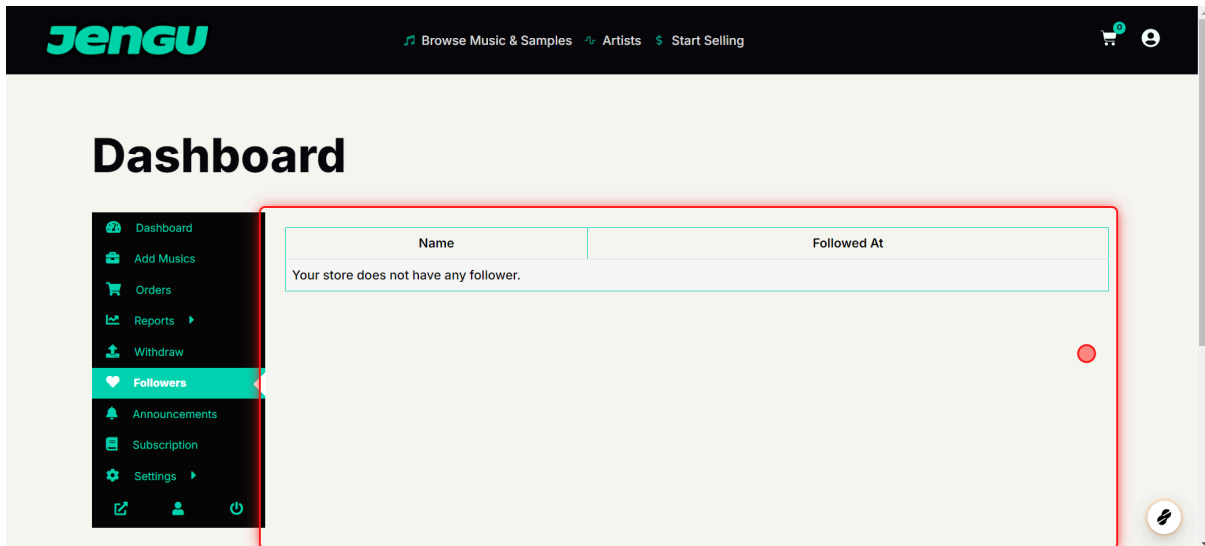
7. Announcements

Read important platform-wide notifications or updates from the marketplace admin. Can include:
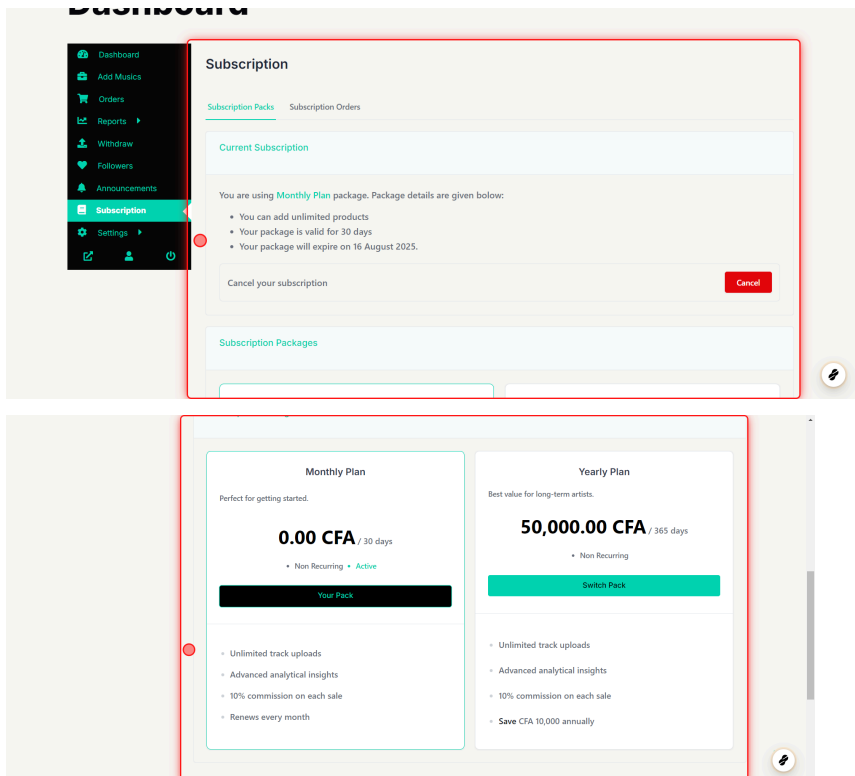
- Policy changes
- New feature launches
- Scheduled maintenance
- Promotional events
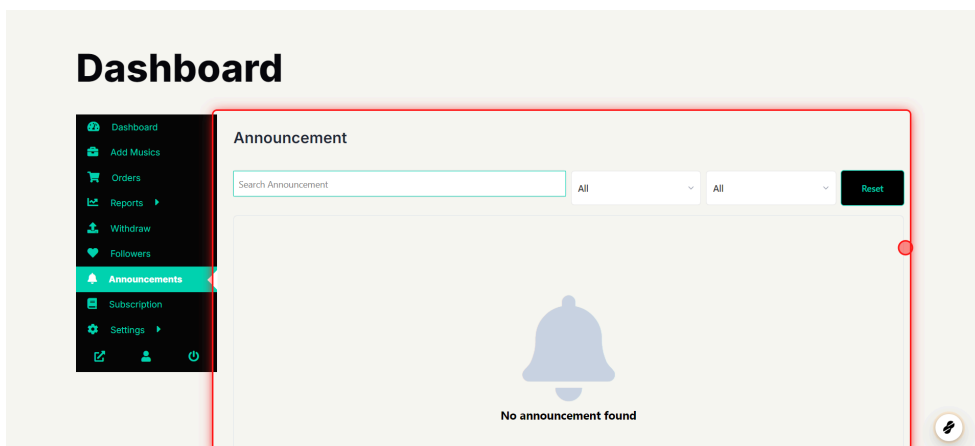
8. Subscription

If the platform runs on a subscription-based model, this section allows you to:

- View your current plan

- Upgrade/downgrade subscription

- View billing history and renewal dates
  Useful if the site offers different tiers of vendor access.

9. Settings

Control and customize your store setup. Submenus:

- **Store:** Edit your store name, bio, profile picture, cover image, and contact info.

- **Payment:** Set or update your preferred payment method for withdrawals.

- **Social Profile:** Add your Instagram, Facebook, YouTube links – great for visibility.

- **Store SEO:** Edit your store's metadata (title, description, keywords) to improve Google search rankings.

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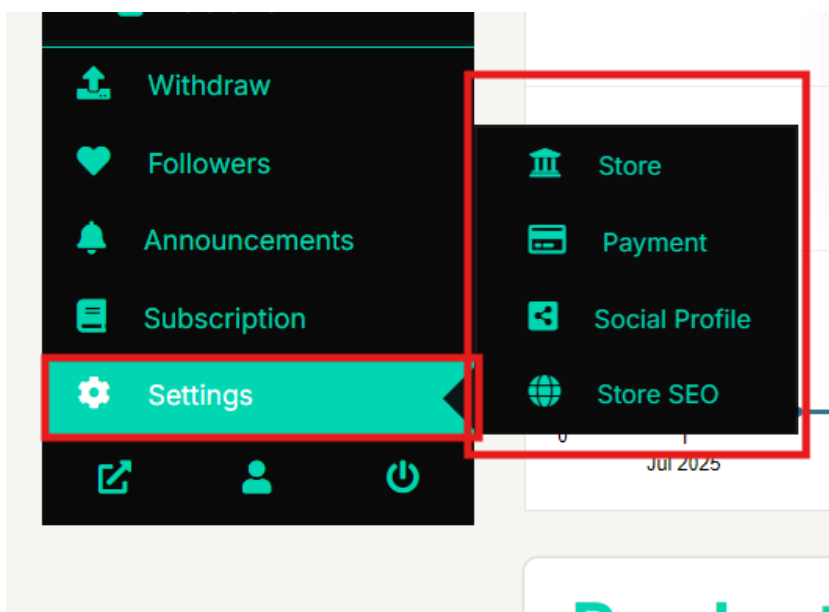
10. Bottom Icons

- **Top Left Arrow** : Visit your public store page.

- **User Icon**: Go to your account/profile settings.

- **Power Icon**: Logout from your dashboard safely.