

Guide with jenguonline.com

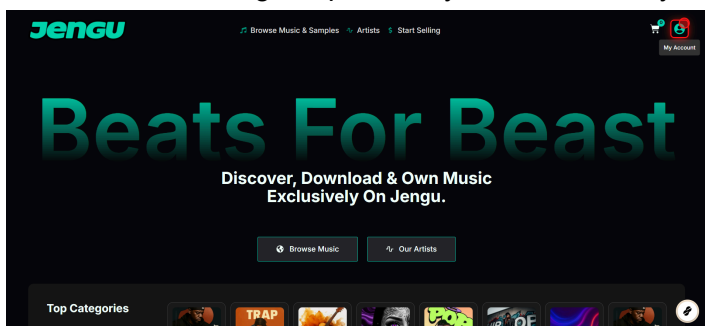
Email: support@jenguonline.com

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.

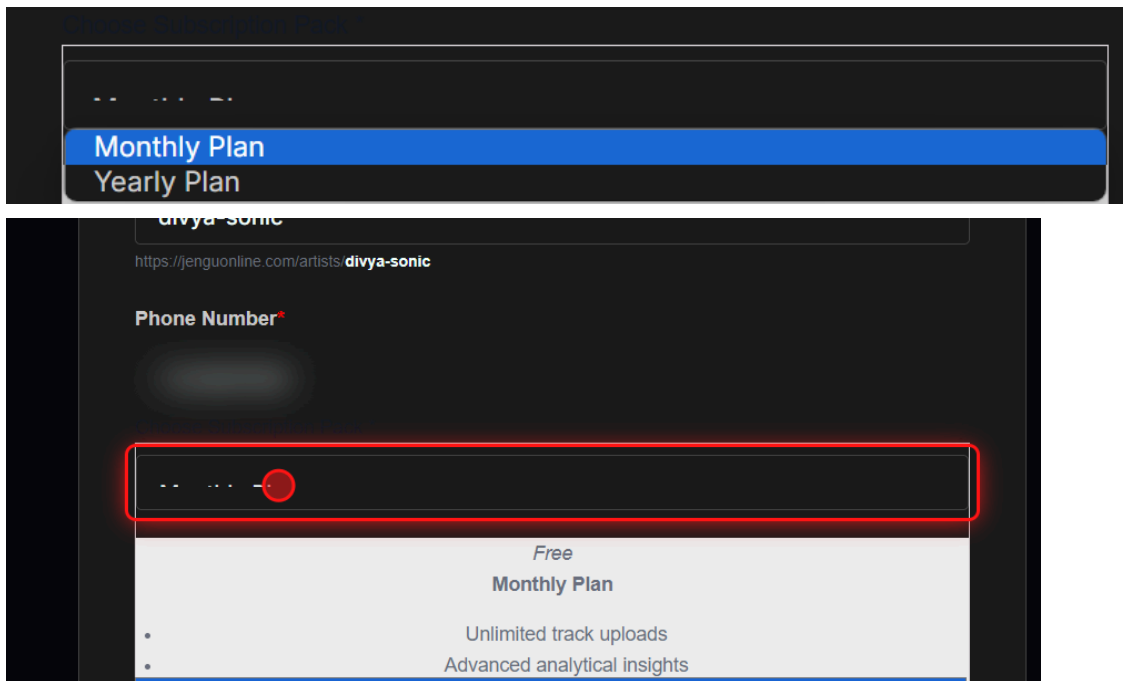
3. If you don't have an account then you just have to register yourself, as a vendor.

4. Click on I am a vendor

5. After That fill all the details required:

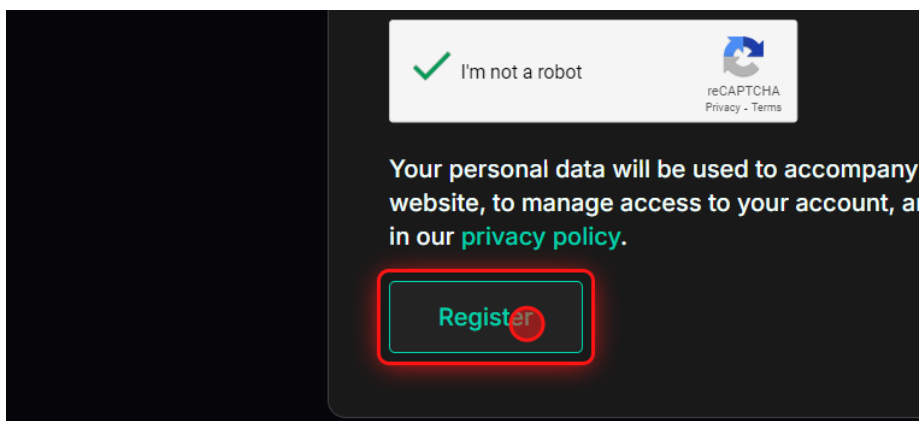
- Email Id
- Name
- Shop Name
- Phone numbers

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



The screenshot shows a subscription plan selection interface. At the top, there are two options: "Monthly Plan" (highlighted in blue) and "Yearly Plan". Below this, the user's profile information is displayed, including the name "divya-sonic" and the URL "https://jenguonline.com/artists/divya-sonic". A "Phone Number*" field is present, with a red circle highlighting the input area. Below the phone number field, the "Free Monthly Plan" is listed with features: "Unlimited track uploads" and "Advanced analytical insights".

7. Now click on Register



The screenshot shows a registration screen. At the top, there is a "I'm not a robot" checkbox with a green checkmark, and a reCAPTCHA logo with links for "Privacy" and "Terms". Below this, a message states: "Your personal data will be used to accompany y website, to manage access to your account, an in our [privacy policy](#)." At the bottom, there is a "Register" button, which is highlighted with a red circle.

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

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

Order

✔ "Monthly Plan" has been added to your cart. [Continue shopping](#)

Billing Details

First Name *

Last Name *

Email Address *

Phone Number (optional)

Country *


Street address *

Postcode / ZIP *

Your Order

Product	Subtotal
Monthly Plan x 1	0.00 CFA
Vendor: Artist 2	
Subtotal	0.00 CFA
Total	0.00 CFA


Your personal data will be used to process your order, accompany you during your visit to the website, and for other reasons described in our [privacy policy](#).

☒ I'm not a robot 

[Place order](#)

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

Your personal data will be used to process your order, accompany you during your visit to the website, and for other reasons described in our [privacy policy](#).

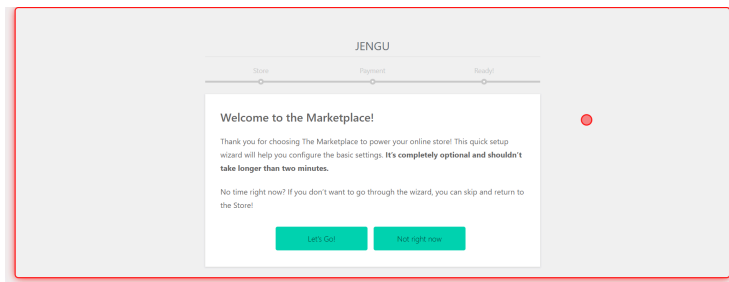
☒ I'm not a robot 

[Place order](#)

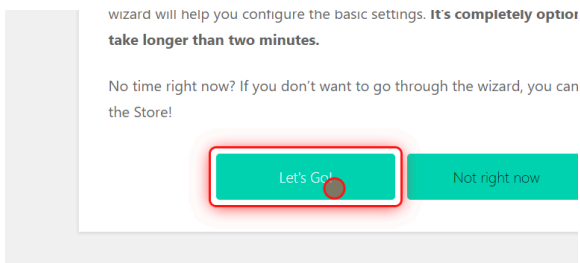
B) How to do the Basic Setup after logging in?

Steps:

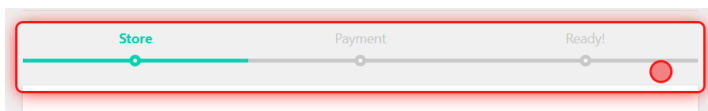
1. Go to Vendor › Setup Wizard



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.

A screenshot of the 'Store Setup' form. At the top, there's a progress bar with three steps: 'Store', 'Payment', and 'Ready!'. The 'Store' step is highlighted with a teal line and a teal dot. Below the progress bar, the form is titled 'Store Setup'. It contains several input fields: 'Street *' (with 'Hirakud' entered), 'Street 2', 'City *' (with 'Sambalpur' entered), 'Post/Zip Code *' (with '751012' entered), 'Country *' (with 'India' selected), and 'State *' (with 'Odisha' selected). There is also an 'Email' section with a checkbox labeled 'Show email address in store'. At the bottom of the form are two teal buttons: 'Continue' and 'Skip this step'. A red dot is visible on the left side of the form.

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

Country *

State *

Email ☐ Show email address in store

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

Bank Transfer

Account Holder

Account Type

Account Number


Routing Number

Bank Name

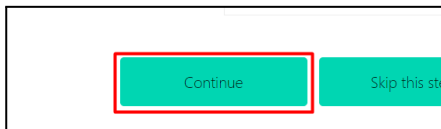
Bank Address

Bank IBAN

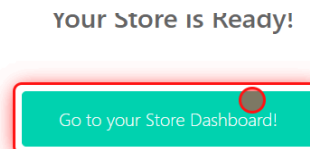
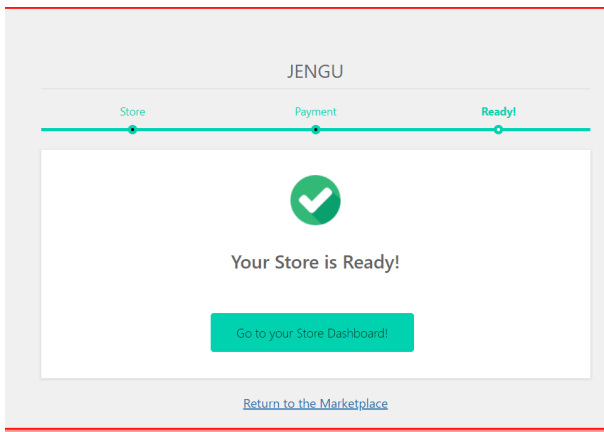
Bank Swift Code

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

- After filling all the details, click on Continue.

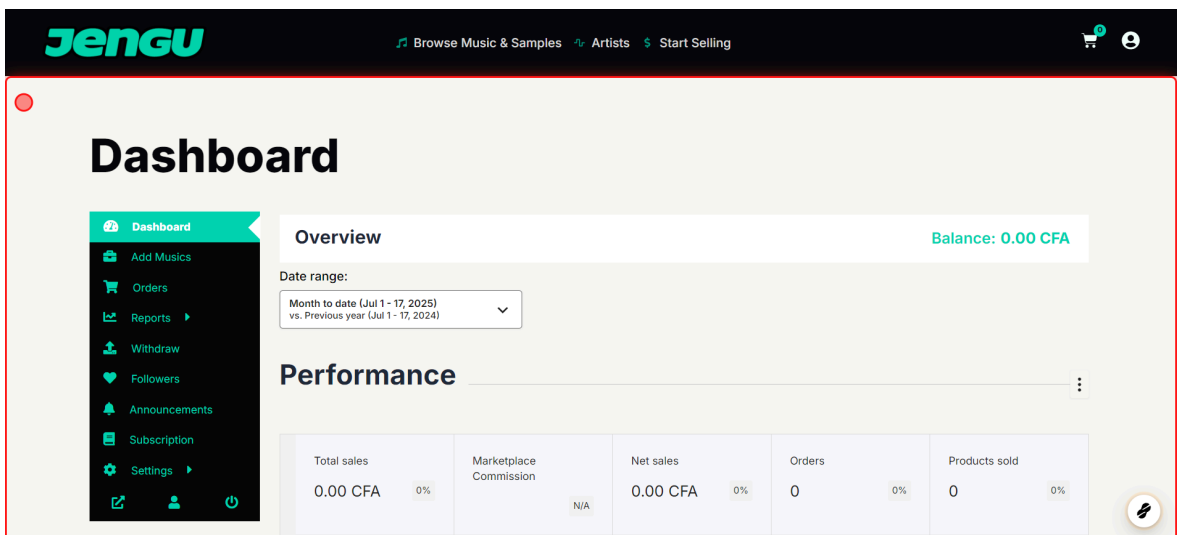


7. Thats all, just click on the “Go to your store Dashboard”.



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.

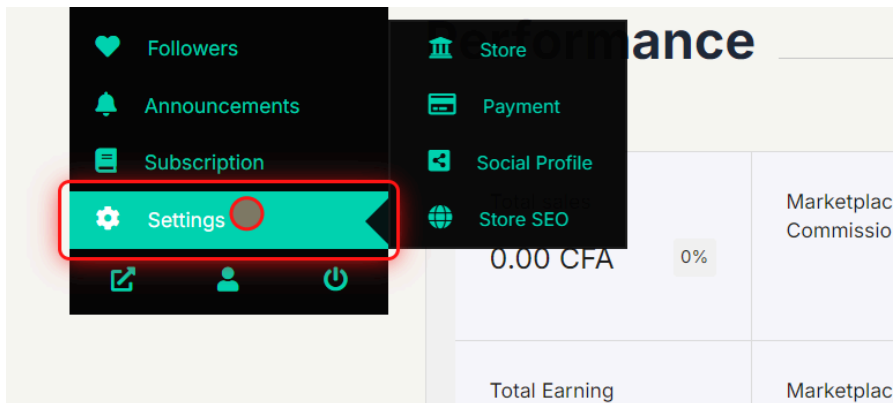


(Basic Setup continues)

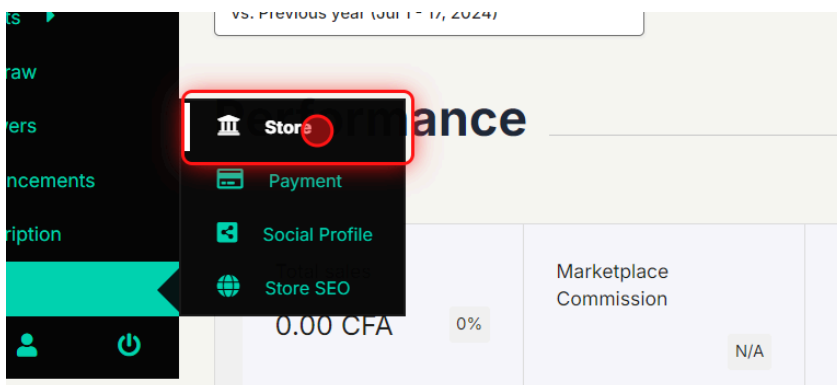
C) How to add your profile picture and edit your store details?

Steps:

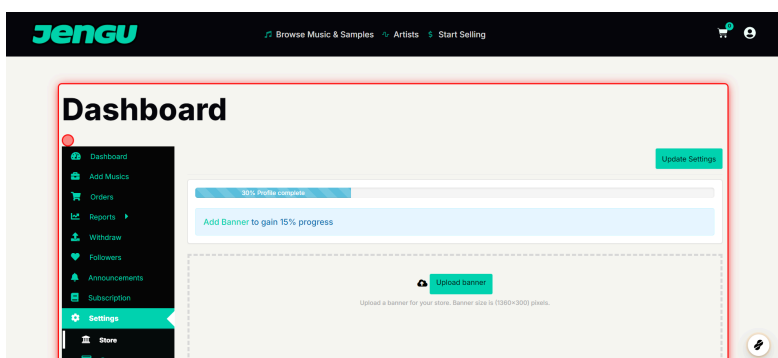
1. Click on Settings from the left menu bar



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.

The screenshot shows a mobile app interface with a sidebar menu on the left containing 'Announcements', 'Subscription', 'Settings', 'Store', 'Payment', 'Social Profile', and 'Store SEO'. The 'Settings' menu item is highlighted. The main content area is titled 'Upload banner' with a subtext 'Upload a banner for your store. Banner size is (1360x300) pixels.' Below this is a 'Profile Picture' section with an 'Upload Photo' button. The 'Store Name' field contains 'Music-Ds'. The 'Address' section includes 'Street' (Hirakud), 'Street 2' (Apartment, suite, unit etc. (optional)), 'City' (Sambalpur), and 'Post/ZIP Code' (751012). A 'Country' field is partially visible at the bottom.

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

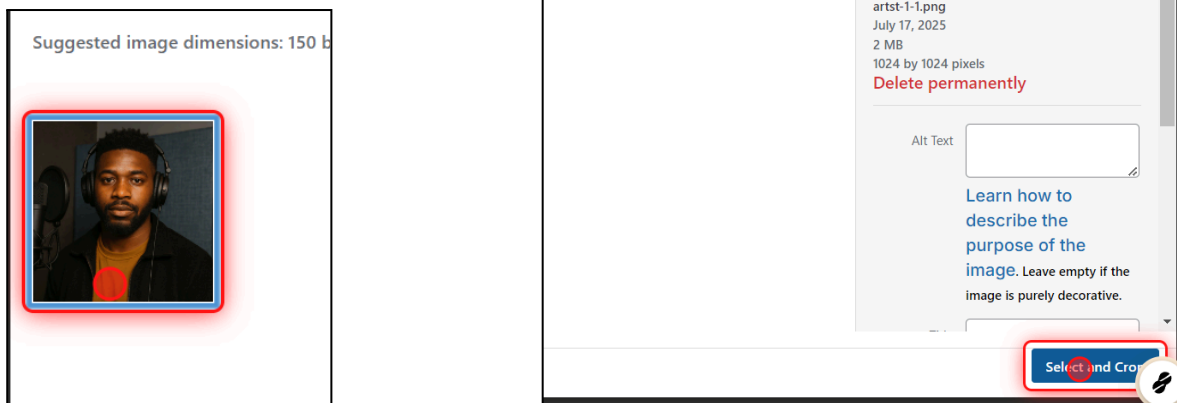
This close-up shows the 'Profile Picture' section with a red box and a red dot highlighting the 'Upload Photo' button. The 'Store Name' field contains 'Music-Ds'. The 'Address' section includes 'Street' (Hirakud), 'Street 2' (Apartment, suite, unit etc. (optional)), 'City' (Sambalpur), and 'Post/ZIP Code' (751012).

This close-up shows the 'Upload Photo' button with a red box and a red dot indicating the click point. The 'Store Name' field contains 'Music-Ds'. The 'Address' section includes 'Street' (Hirakud).

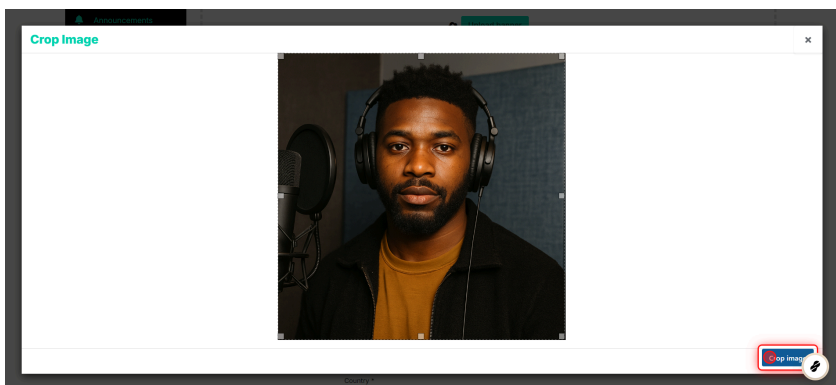
4. Now After Clicking on Upload Photos, this pop-up will appear, hear we need to Click on > Select Files> Choose an image from your Device.

The screenshot shows a file selection pop-up dialog with the text 'Drop Files To Upload' and 'or' above a 'Select Files' button. Below the button, it states 'Maximum upload file size: 512 MB.' and 'Suggested image dimensions: 150 by 150 pixels.' A red box and a red dot highlight the 'Select Files' button.

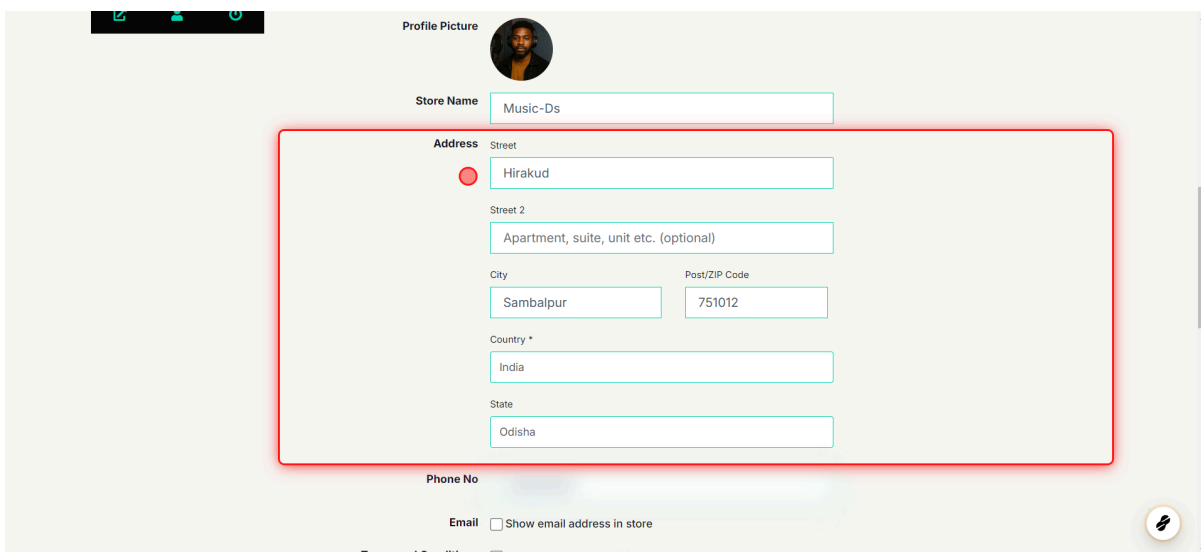
5. Now, Select the image and click > “Select and Crop”



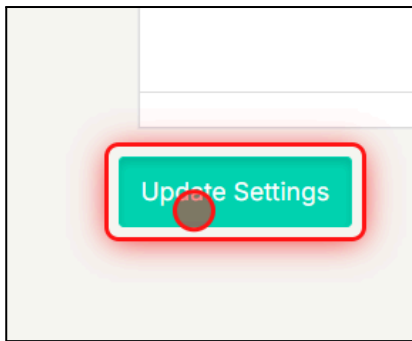
6. Click on Crop Image



7. Now, you have to add few more details ad Also you can edit other details.



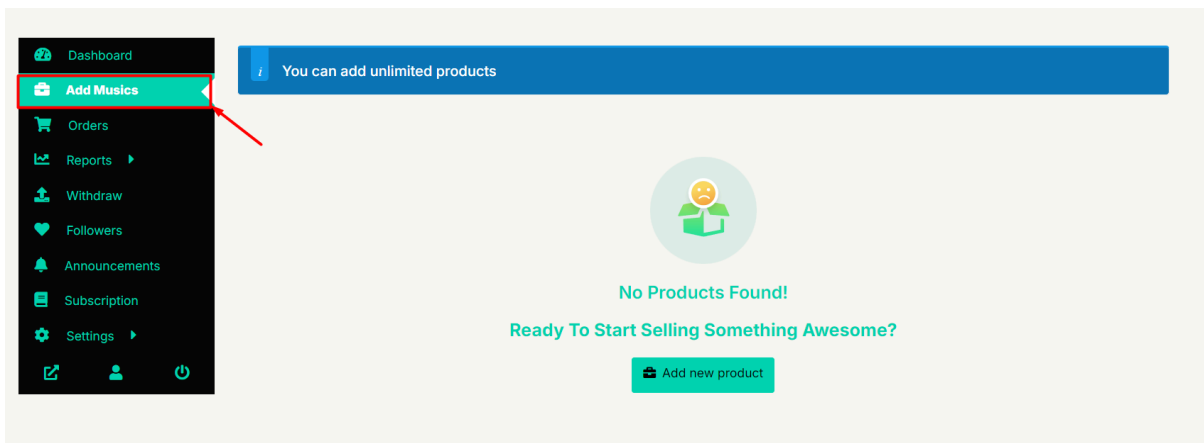
8. After Filling All the details, click on Update Settings.



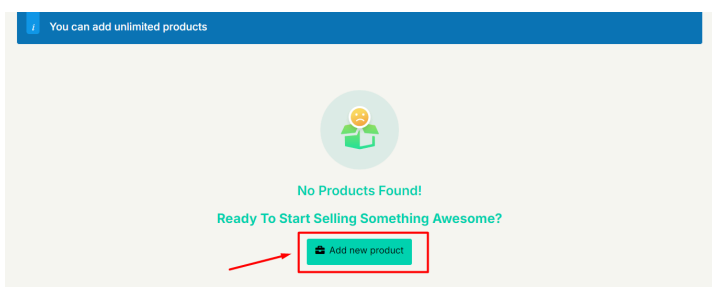
D) How to add Music?

Steps:

1. Go to the Add Music tab in the left side bar



2. After Clicking add music now click on “Add new Product”.



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 be 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**.

The screenshot shows a dashboard with a sidebar on the left containing navigation links: Dashboard, Add Musics, Orders, Reports, Withdraw, Followers, Announcements, Subscription, and Settings. The main content area is the 'Add Musics' form. The 'Category' field is highlighted with a red box. The form includes the following fields and options:

- Title:** v-4 Rocking
- Product Type:** Simple
- Downloadable:** ☒
- Virtual:** ☒
- Category:** Non classé (highlighted with a red box)
- Price (You Earn : 0.00 CFA):** 0.00
- Discounted Price:** 0.00
- Brand:** Select Brand
- Tags:** Select product tags
- Short Description:** (empty text area)

On the right side of the form, there is a section for 'Upload a product cover image' with a dashed box and a plus icon. A red arrow points to the 'x' icon next to the 'Category' field, indicating a delete action.

8. How to choose category:

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

The screenshot shows the 'Category' selection interface. The 'Non classé' category is highlighted with a red box. A red arrow points to the 'x' icon next to the category name, indicating a delete action. Below the category list, there is a link '+ Add new category'.

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

The screenshot shows the 'Category' selection interface. The '+ Add new category' link is highlighted with a red box.

- Now choose the category by clicking select a category:

Category

- Select a category -

Add new category ×

Please choose the right category for this product

🔍 Search category | 0/100

EastCoast
Electronic
Hip Hop
Non classé
Pop
RnB
Soul

You can select from the given categories

Selected:

Done

you can also search for categories over here

- 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)

CFA 0.00

Discounted Price Schedule

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.

The screenshot shows a section with a 'Tags' label above a text input field containing the placeholder 'Select product tags'. Below this is a 'Short Description' label.

12. Write some description about the product/music.

- Note- **Not** Short Description

The screenshot shows a 'Description' field with a rich text editor. The toolbar includes options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, Table, and Table of Contents. There are 'Visual' and 'Code' tabs on the right.

13. Add the downloadable file:

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

A. Click add file:

The screenshot shows the 'Downloadable Options' section with the subtitle 'Configure your downloadable product settings'. It contains a table with columns: Name [?], File URL [?], and Action. The 'Add File' button in the 'Name' column is highlighted with a red box and an arrow. Below the table are input fields for 'Download Limit' (value: -1) and 'Download Expiry' (value: -1).

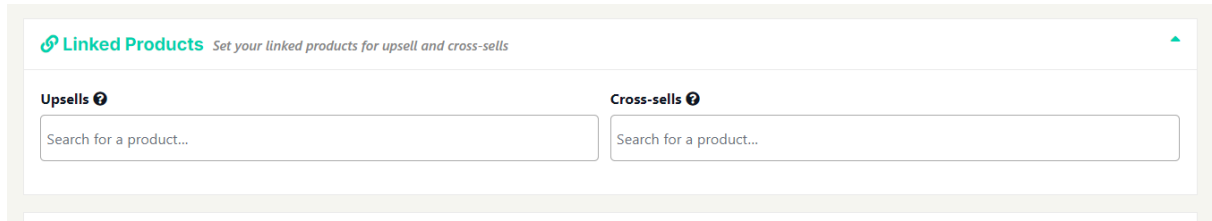
B. Then add a name and paste the link or else click choose file to choose from the device.

This screenshot is a closer view of the 'Downloadable Options' table. The 'File Name' input field is highlighted with a red box and labeled '1.' with an arrow pointing to it, with the text 'Name of the music' below. The 'File URL' input field is highlighted with a red box and labeled '2.' with an arrow pointing to it. Below the 'File URL' field is a 'Choose file' button. The 'Action' column has a 'Delete' button. The 'Add File' button is also visible below the 'File Name' field.

C. Don't change these following:

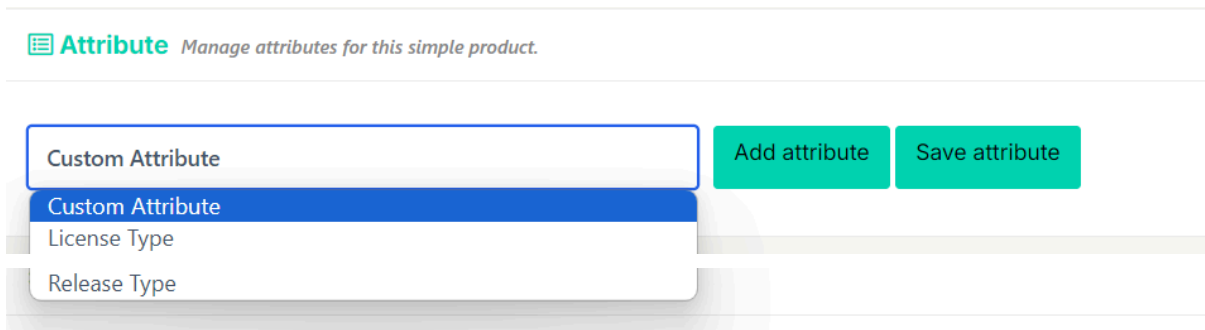
The screenshot shows the 'Download Limit' and 'Download Expiry' input fields, both containing the value '-1'.

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



14. Now we need to add attributes to our product. Here we have:

- Licence Type
- Release Type



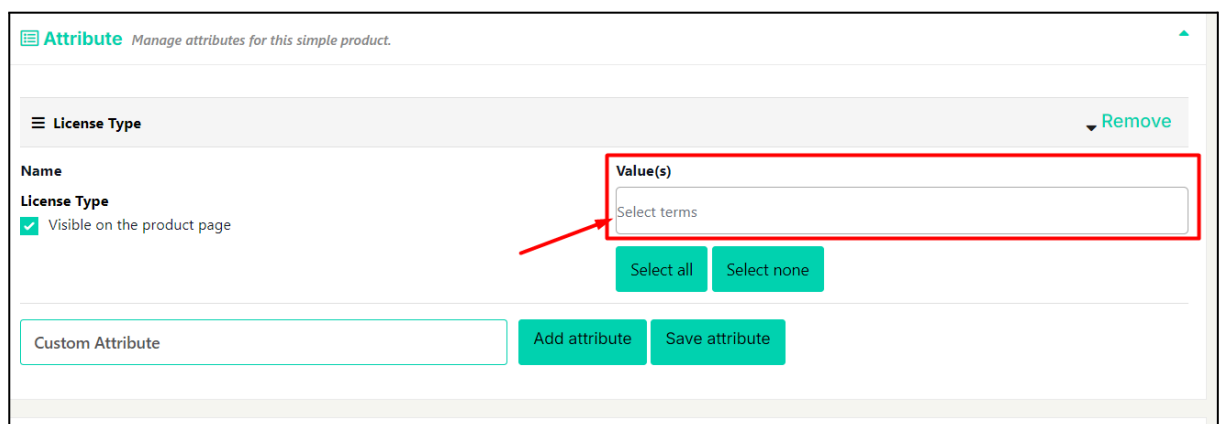
15. Choose license Type when you are adding a free product :

- Then Click on Add attributes

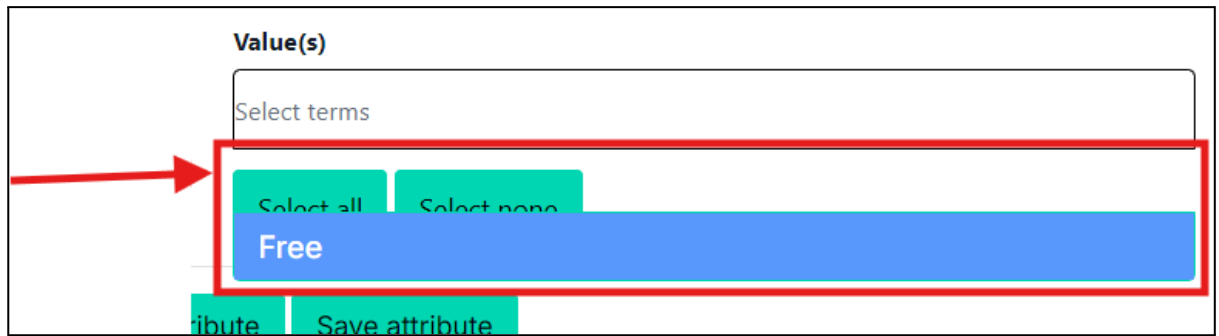


- Click on the Field and then choose Free from the option.

1.



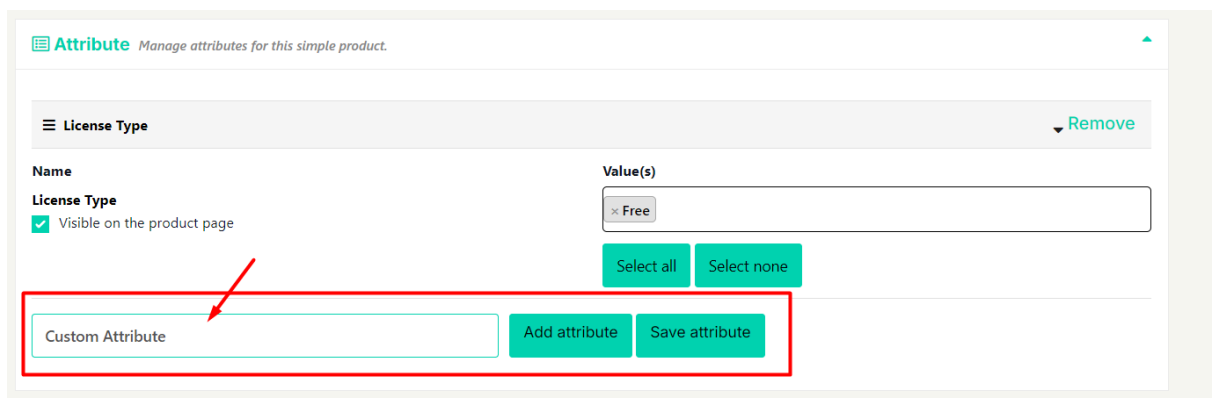
2.



A screenshot of a web interface showing a dropdown menu labeled 'Value(s)'. The menu is open, displaying a list of options. The option 'Free' is highlighted in blue. Above the list, there are buttons for 'Select all' and 'Select none'. Below the list, there are buttons for 'Add attribute' and 'Save attribute'. A red arrow points to the 'Free' option.

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

- Click on the Field



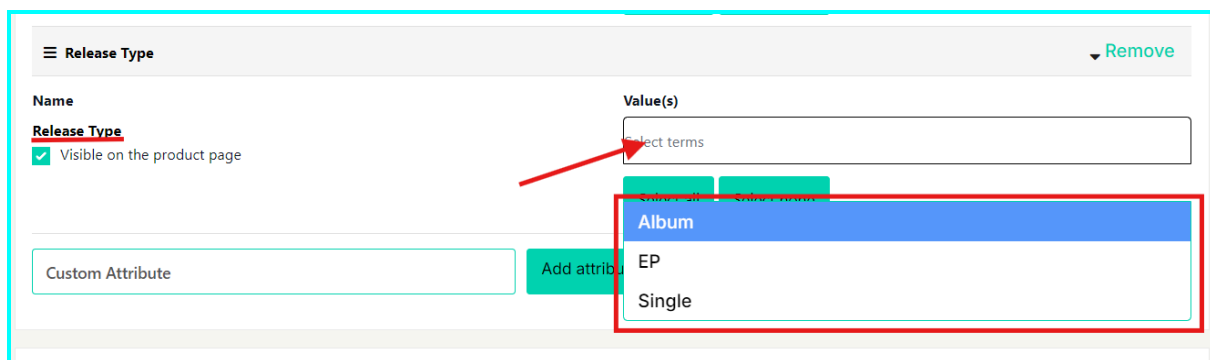
A screenshot of the 'Attribute' management interface. The title is 'Attribute Manage attributes for this simple product.' Below the title, there is a section for 'License Type' with a 'Remove' button. The 'Name' field is 'License Type' and the 'Value(s)' field is 'Free'. There are buttons for 'Select all' and 'Select none'. Below this, there is a 'Custom Attribute' field with an 'Add attribute' button and a 'Save attribute' button. A red arrow points to the 'Add attribute' button.

- Choose from the dropdown > Release Type> Click Add attribute




A screenshot of a dropdown menu labeled 'Release Type'. The menu is open, showing a list of options. The option 'Release Type' is highlighted in blue. To the right of the dropdown, there are buttons for 'Add attribute' and 'Save attribute'. A red arrow points to the 'Add attribute' button.

- 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.



A screenshot of the 'Release Type' attribute management interface. The title is 'Release Type' with a 'Remove' button. The 'Name' field is 'Release Type' and the 'Value(s)' field is 'Free'. There are buttons for 'Select all' and 'Select none'. Below this, there is a 'Custom Attribute' field with an 'Add attribute' button and a 'Save attribute' button. A red arrow points to the 'Add attribute' button. A dropdown menu is open, showing a list of options: 'Album', 'EP', and 'Single'. The option 'Album' is highlighted in blue.

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

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

≡ License Type

Remove

Name

License Type

☒ Visible on the product page

Value(s)

× Free

Select all

Select none

≡ Release Type

Remove

Name

Release Type

☒ Visible on the product page

Value(s)

× Album

Select all


Select none

Custom Attribute

Add attribute

Save attribute

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.

 **Other Options** Set your extra product options

Product Status

Pending Review

Visibility

Visible

Purchase Note

Customer will get this info in their order email

☒ Enable product reviews

Save Product

2. Add Musics

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

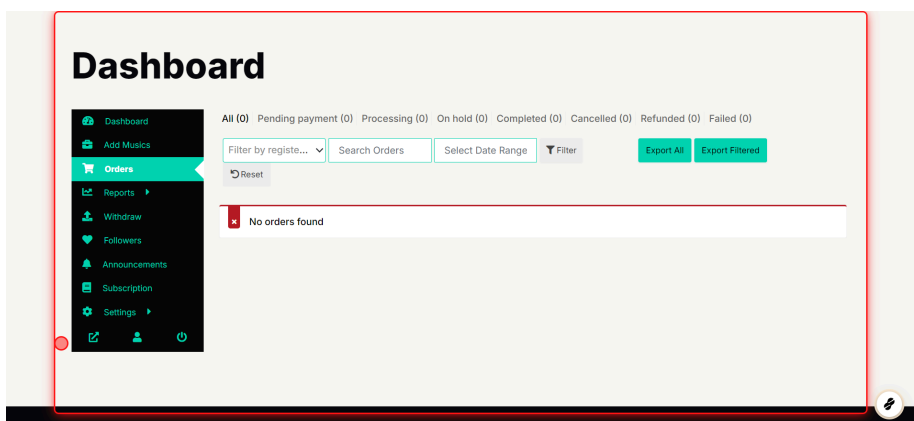
- Music title
- Description
- Genre
- Cover art
- Audio file(s)
- Pricing (free or paid)

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

3. Orders

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

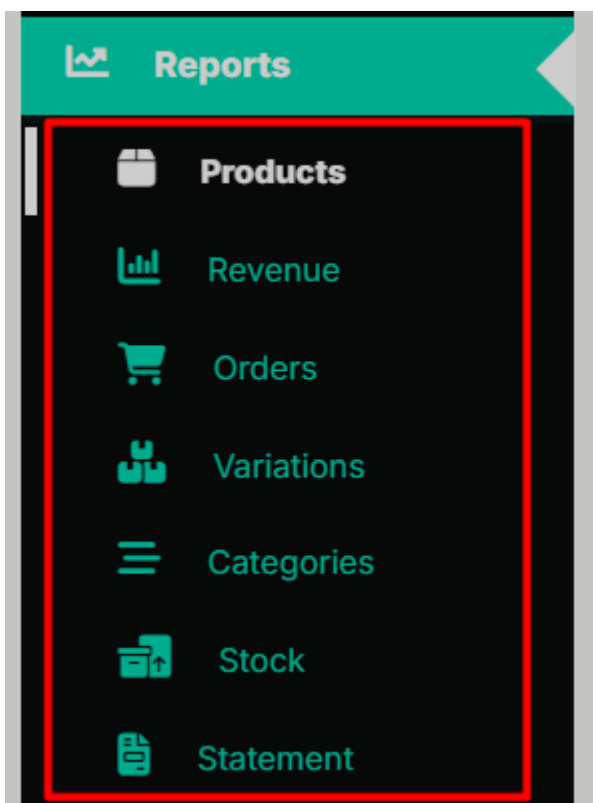
- Track order statuses (Pending, Completed, etc.)
- View customer details
- Download invoices
- Fulfill or cancel orders



4. Reports

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

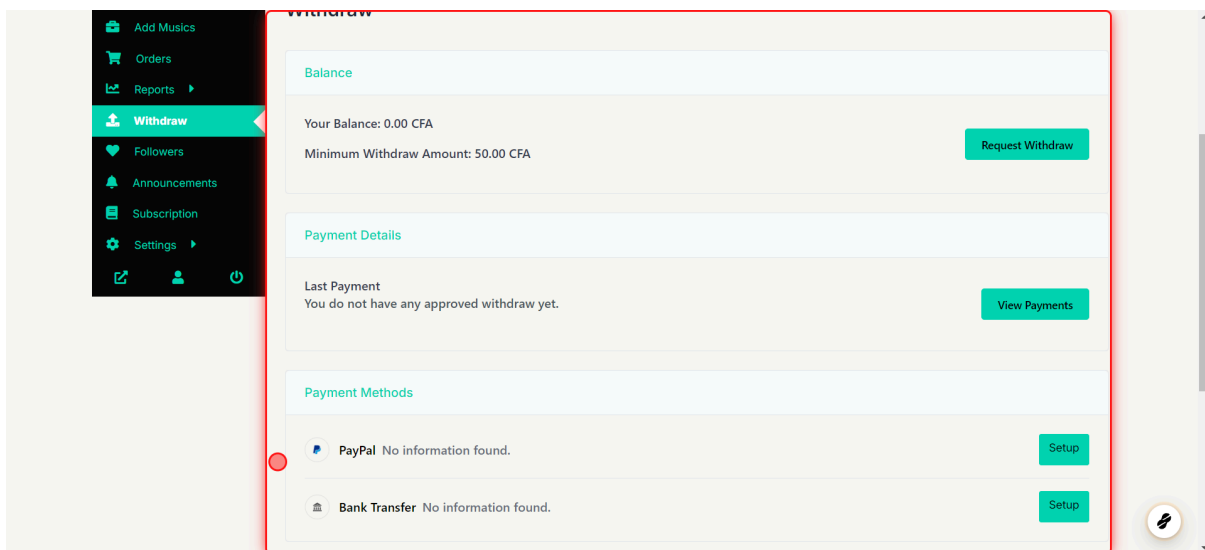
- **Products:** Performance of individual tracks/albums – views, sales, downloads.
- **Revenue:** Total earnings over selected timeframes.
- **Orders:** Order breakdown – quantity, amount, dates.
- **Variations:** Useful if you offer different formats or pricing tiers.
- **Categories:** See which genres/categories 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

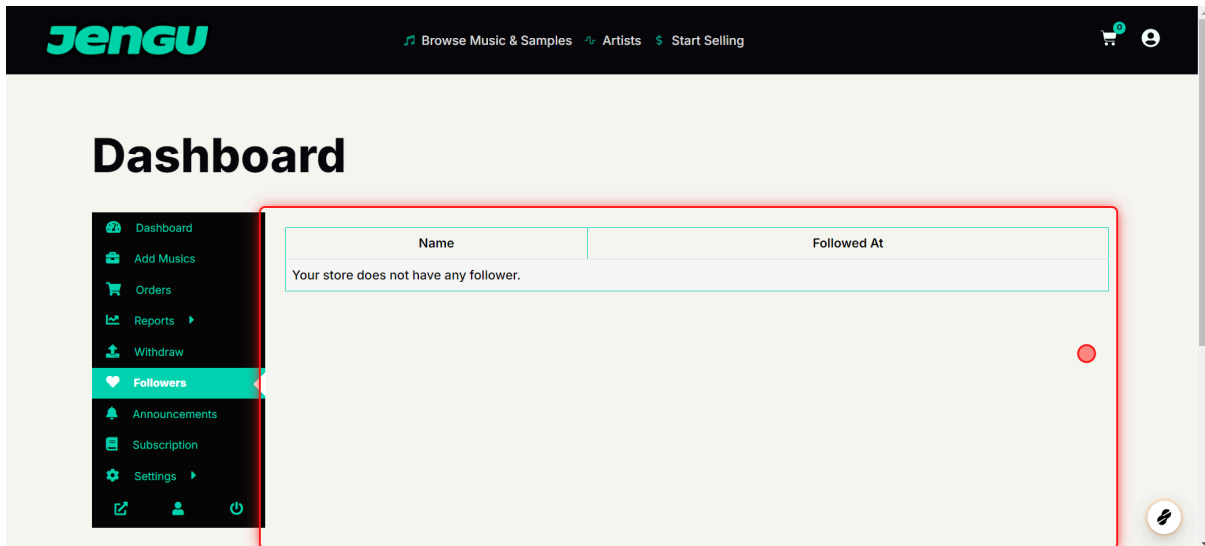
Here, you can request to withdraw your earnings from the platform. Options typically include:

- Entering your withdrawal method (Bank, PayPal, UPI, etc.)
- Minimum payout threshold
- Viewing withdrawal history and statuses



6. Followers

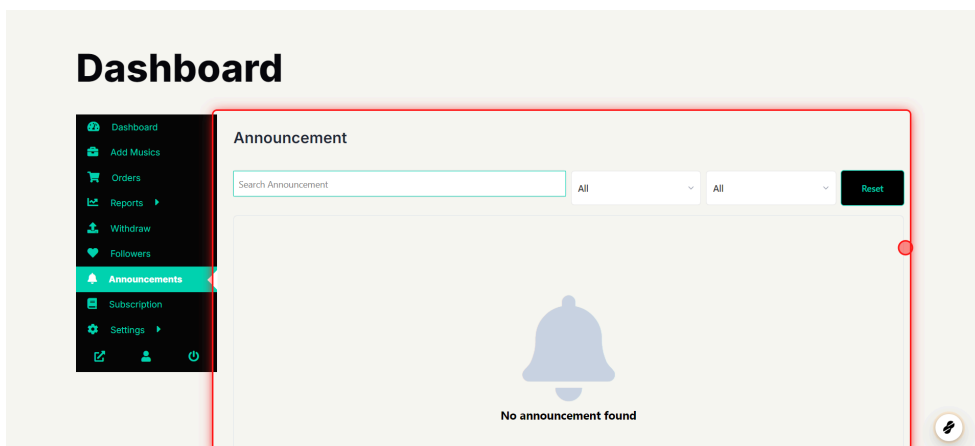
Shows a list of users who follow your store. Followers may get updates when you upload new music or make announcements. This helps build your fanbase and repeat listeners.



7. Announcements

Read important platform-wide notifications or updates from the marketplace admin. Can include:

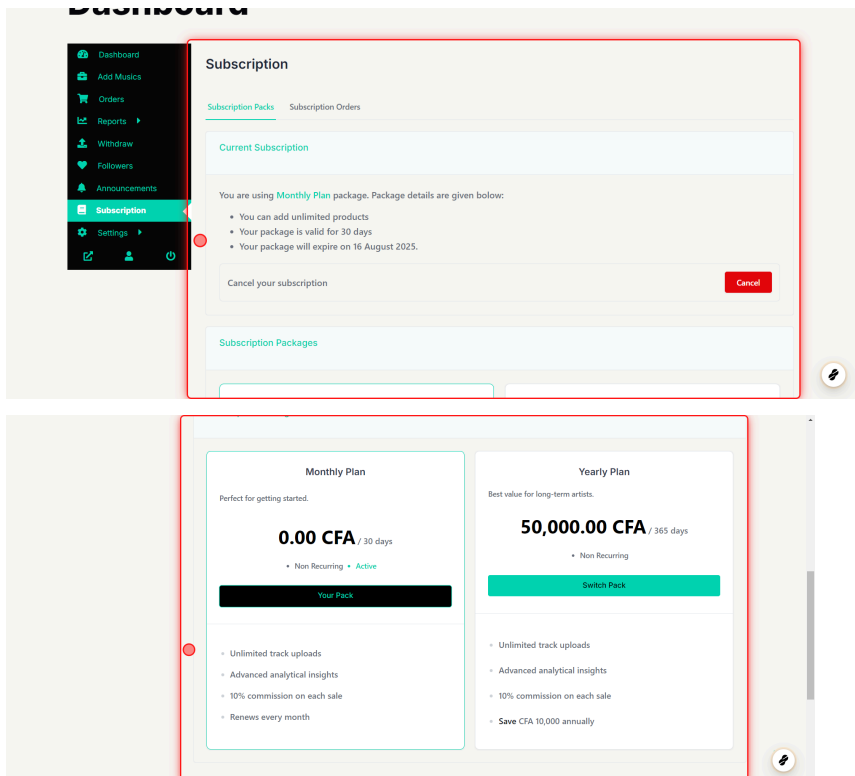
- Policy changes
- New feature launches
- Scheduled maintenance
- Promotional events



8. Subscription

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

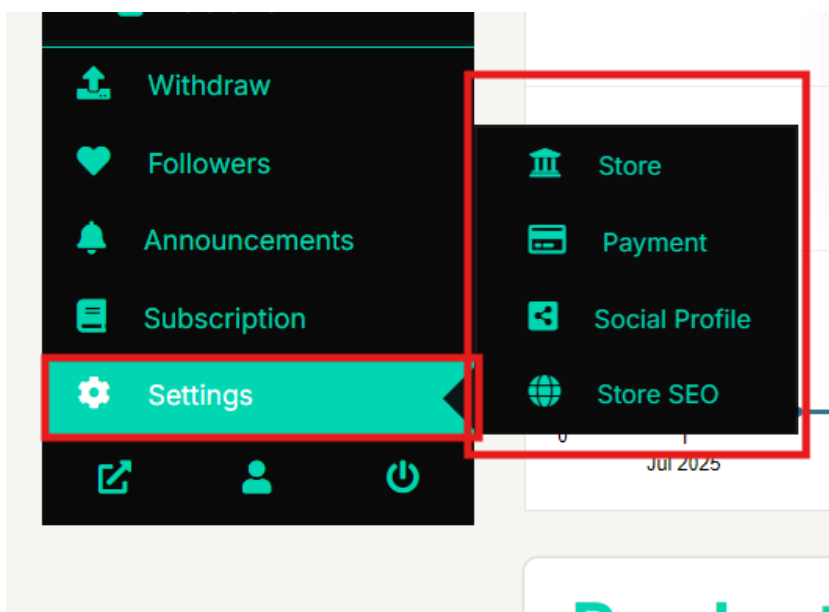
- View your current plan
 - Upgrade/downgrade subscription
 - View billing history and renewal dates
- Useful if the site offers different tiers of vendor access.



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.



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.

