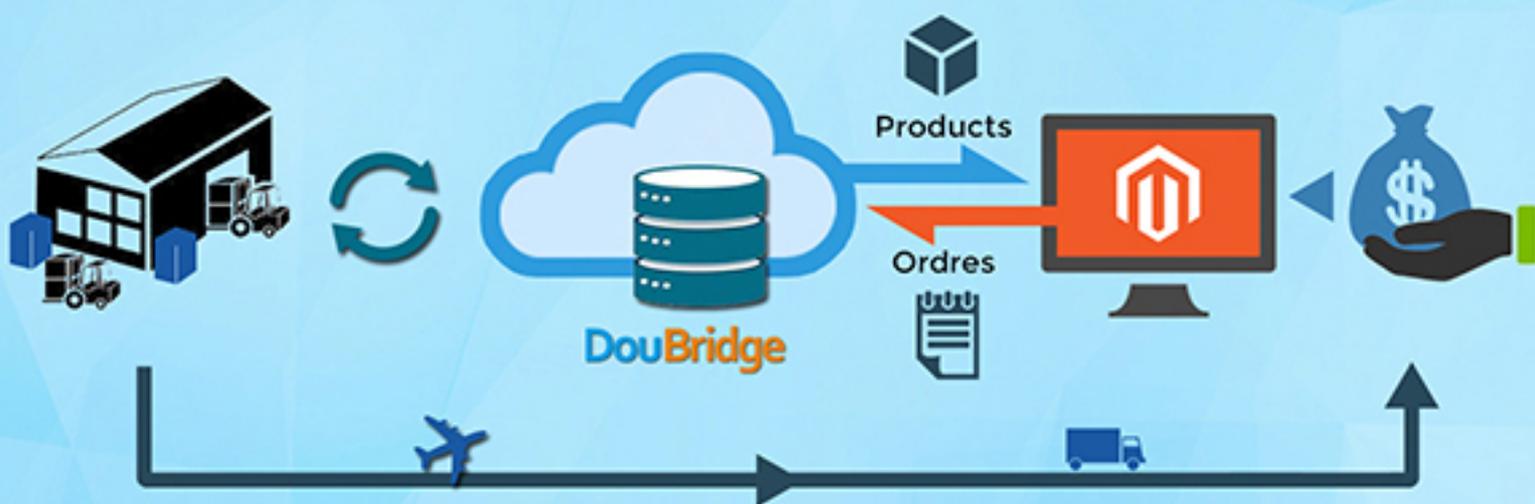




USER MANUAL



USER MANUAL

User Manual Quick Links

[1.My Products](#)

[2.My Orders](#)

[3.Message Center](#)

[4.My Account](#)

My Products

1. My Products in Doubridge

My products in Doubridge are all products which have been uploaded from Doubridge to your website.

2. Upload Products

A large quantity of Doubridge products are online. You can upload the selected items to your own website by one click one by one or in bulk.

Remember to SyncCategory before uploading products.

Upload by ONE-CLICK

Portbale 6 Ports HUB 5V 7.2A Support EU UK US Plug Charger with LED Lights ✕

i

1. Specify category on YOUR website

Charger>>USB Charger ▼

2. Calculate shipping cost

Country United States ▼

	Shipping Method	Shipping Cost	Delivery Time
<input checked="" type="radio"/>	Air Post	\$1.92	Shipped by register mail. 7-25 Business Days
<input type="radio"/>	Priority Express	\$21.02	Shipped by DHL/UPS/FedEx. 4-8 Business Days

3. Set price on YOUR website

Sub-Total:	\$8.60
Shipping Cost:	\$1.92
Total Cost:	\$10.52
Sale Price:	\$ <input style="width: 50px;" type="text" value="13.68"/> Raise <u>30%</u> ChangeDefault i

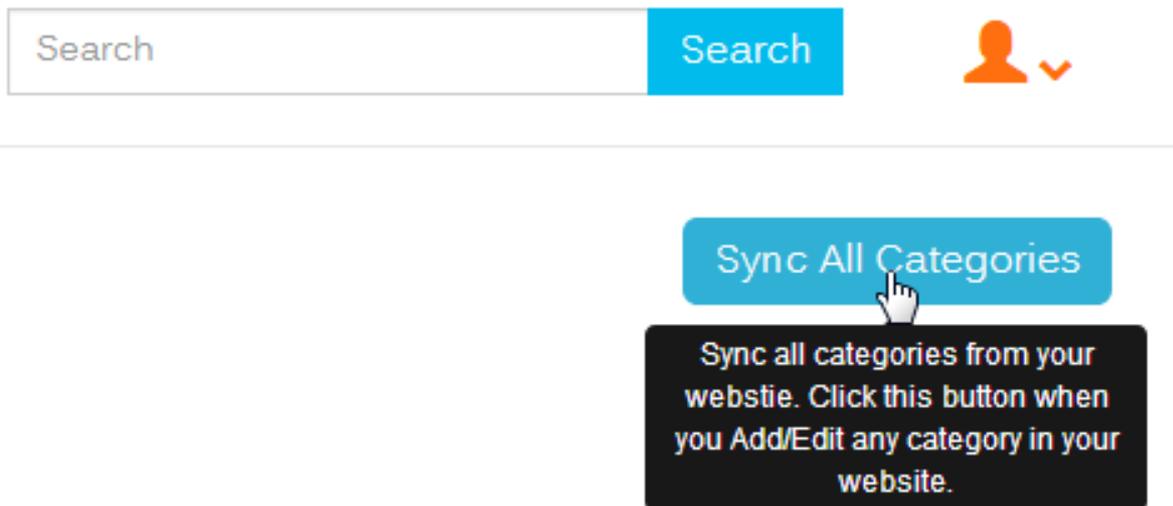
Upload



SKU: D498555HZ
Cost: \$8.60
Weight: 0.3581kg

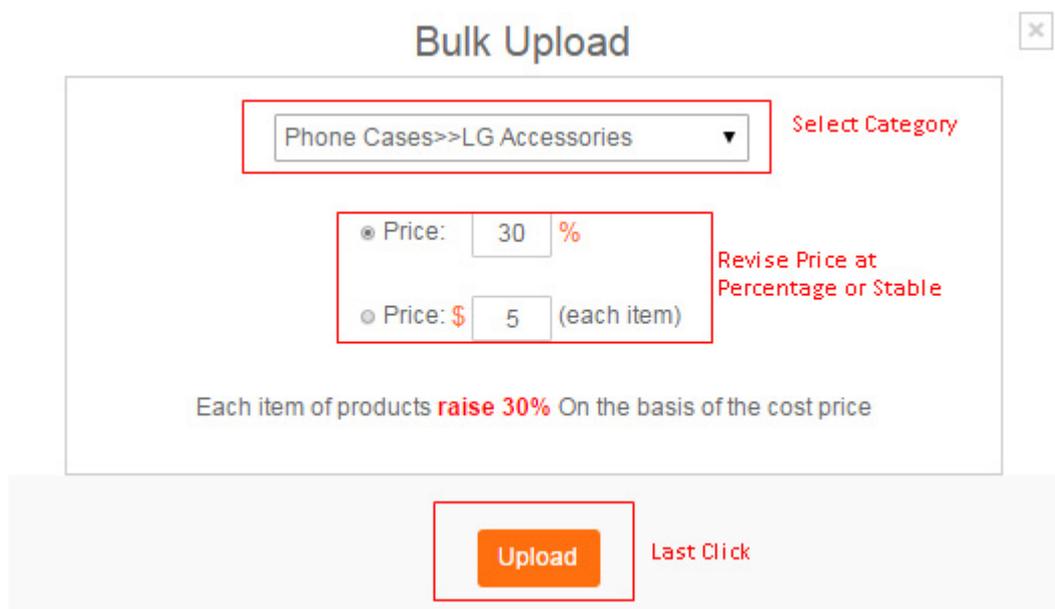
Sync Categories

When uploading products to the your own store, you will be asked for a product category to sort them in.



In Bulk

Choose **Select All**, then click **Bulk Upload**, fill in basic information, last click **Upload**



Questions

How to edit description while synchronizing the product?

Only title, price, category can be edited while uploading. More information could be revised in back end. Click here to see how to change product information, including description, price, discount, etc.

My Orders

Create an order

Create and Order means you can create an order directly when you need to increase inventory or would like to buy some products for your store, etc.

My Products **My Orders** Message Center 

Country:

Processing Shipped Completed Cancelled

Place order

1. Place order means place your order with Doubridge. Doubridge will help delivery orders to your specified address.

 Category - My Products **My Orders** Message Center 

Order Time: TO Country:

Order Status: **All** Pending Placed Processing Shipped Completed Cancelled [Click this "Place Order" icon](#)

Order Number	Name	Phone Number	Country	Total	Time	Order Status	Action	Order ID
61	zx	1888888888	China	\$7.50	1/3/2017 10:29:18 AM	Pending	 	59
46	guest		United States	\$22.66	12/28/2016 11:37:18 AM	Pending	 	42
45	guest		United States	\$18.81	12/28/2016 11:35:50 AM	Pending	 	41
43	carry	2312412421312	United States	\$46.68	12/28/2016 11:33:55 AM	Pending	 	40
44	guest		United States	\$30.97	12/28/2016 11:33:40 AM	Pending	 	39
41	Reg		China	\$11.08	12/28/2016 11:11:54 AM	Pending	 	38
39	Reg		China	\$63.93	12/28/2016 11:09:54 AM	Pending	 	37
36	Yue		China	\$25.36	12/27/2016 11:29:43 AM	Pending	 	36

2. You can click "**Add Product**" when you need more stock or when your customer needs you to add more etc.

And then click "**Place Order**" after confirming all information is correct

Image	SKU	Product(s)	Price	Qty.	Total	Remove
	D21458296	Mercury Goospery Jelly Series Bling Style Glitter Powder Soft TPU Back Cover Case for iPhone 7 - Cyan	\$2.27	- 1 +	\$2.27	✕

AddProduct.to.Order — You can click "Add Product" when you need more stock or when your customer needs you to add more, etc

SEARCH SKU

Order Total	
Sub-Total:	\$2.27
Shipping	\$0.00
Order Total:	\$2.27

Remarks
Extra requirement for the order(Optional)

Estimated Profit

Order Amount	\$7.50
Cost	\$2.27
My Profit	\$5.23

Click "Place Order" after confirming all information is correct.

3. You will see below tips after click "**Place Order**". That means order is processing by Doubridge.

Thank you



Your order has been successfully processed!

Processing:Means this order has been transfered to Doubrige,But did not place this order with Doubridge yet.

Processed:Means you have placed this order with Doubridge

Shipped:Means order has been sent out from Doubridge to your edspecified address

Message Center

1. Message Center

Message center shows the status of your website. Products, Orders and Information help you to easier to know the analytics. ORDER TOTALS displays the total amount at different periods (This Week, This Month, This Year, All time).

Products		Orders		Information	
My Products	784	Orders Total	0	Total Information	25
Offline Products	2	Pending Orders	0	Unread information	14

ORDER TOTALS				
Order Status	This Week	This Month	This Year	All time
Pending	\$0.00	\$0.00	\$0.00	\$0.00
Placed	\$0.00	\$0.00	\$605.41	\$1,501.58

2. Offline Products

Once the uploaded products (from Doubridge to your own website) are unavailable and will not be produced any more, Doubridge will remind you here. You can decide to Offline the products or not based on your stocks.

Offline Products

TO

Select All Offline Marked as read Marked as unread Delete

 <p>Splicing Color Denim Cloth PU Leather + Soft</p> <p>\$3.22</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Offline <input type="checkbox"/> Marked as read <input type="checkbox"/> Marked as unread <input type="checkbox"/> Delete</p>	 <p>Aukey 2017 New CB-C12 USB 3.0 Type-C Hub 4</p> <p>\$47.80</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Offline <input type="checkbox"/> Marked as read <input type="checkbox"/> Marked as unread <input type="checkbox"/> Delete</p>
--	---

3.Price Adjustment

Once Doubridge products price is adjusted (increase or fall), the message will appear here to remind you that the price for these uploaded products is changed. You can modify their price directly here.

Price Adjustment

From Time TO End Time All

Select All Marked as read Marked as unread Delete

 Enkay Hat-Prince Universal 2.5D Round \$3.55 \$3.66	 Aukey 2017 New CB-C12 USB 3.0 Type-C Hub 4 \$13.13 \$14.13
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4.Shipping Information

Shipment details (delivery date, method) can be tracked. At the same time, the shipping details will be showed on the orders of your own website too.

5.System Information

There will be a message prompt once there is any movement for website, including update, maintenance, broadcast, etc.

My Account

1. My Account

My Account module allows you to set basic information here, including My Profile, add/delete/edit My Addresses, Change password.

2. Billing Management

Dashboard

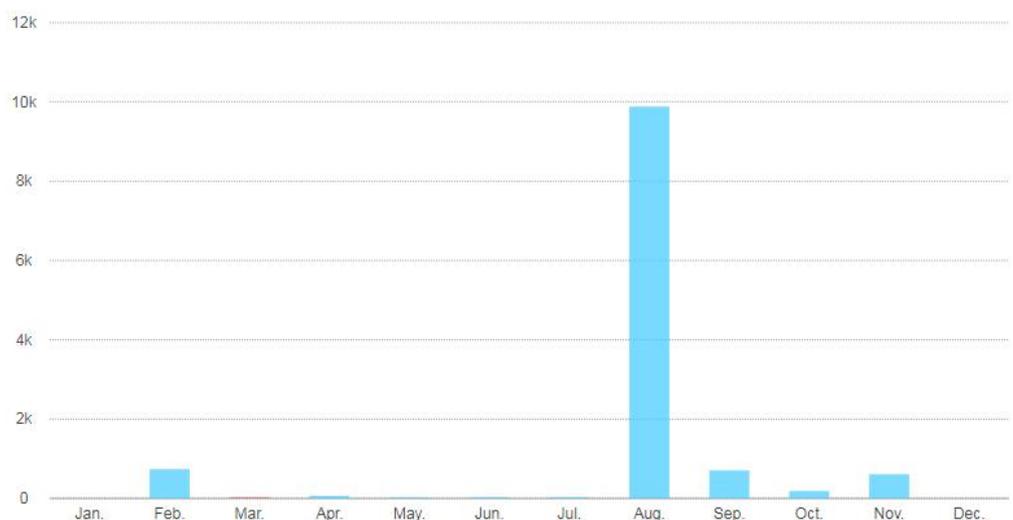
The Billing Management module shows you the yearly cost and proportion of costs spent for each service you used.

My account
My Profile
My Addresses
Change password
Billing Management
Dashboard
Bill Details
Account Recharge
Withdraw
REST API
Api Config

Spend Summary

Welcome to the DouBridge Account Billing console. Your yearly cost will appear below by month

2017



3. Bill Details

Bill Details provide a comprehensive, detailed list of all your financial transactions.

4.Account Recharge

Account Recharge Module gives you the option to top-up (add funds to) your account balance, ensuring that you will always have enough in your account to cover impending purchases.

Account Recharge

Account Balance : \$3,816.09

Top-Up Money can be used on all items on Doubridge platform, Including Orders,Monthly Fee, Plugins, Theme,etc

Payment Method		
<input checked="" type="radio"/> Wire Transfer	 HANG SENG BANK	Bank Name:Hang Seng Bank Limited Bank Code:4 Address:83 Des Voeux Road Central Hong Kong Swift Code:HASEHKHH Beneficiary Name:DOUBRIDGE LIMITED Account No:369 276654 883
<input type="radio"/> Western Union		First name:Yang Last name:Pan City:Shenzhen, China

5.Withdraw

From here, you can withdraw your balance.

Go to Withdraw, select account in drop down list, click Submit.

Withdraw

Account Balance : \$3,816.09

Withdraw from Account Balance to my Bank Account or Paypal Account

Withdraw Amount:

 *USD

Withdraw to my account:

Bank Account	▼
Bank Account	
Paypal Account	

My Bank Account:



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DouBridge Limited