

Magento 2 Vendor CMS Addon - Admin Guide

by CedCommerce Docs - Products User Guides

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1. Overview

The **Vendor CMS** add-on provides the admin an ability to manage and customize the entire vendor shop page. This add-on allows the vendors to change the layout, content, design, and so on from the vendor panel through creating multiple **content management system**(CMS) and **static blocks** with the help of their own content and the layout style. With the Vendor CMS add-on, the vendor can manage the pages on multiple stores and multiple Web sites view as per the requirement.

Once the **Vendor CMS** add-on is installed, the admin can view the **Manage Vendor CMS** and the **Manage Vendor Block** options under **Vendor CMS** available on the **MARKETPLACE** menu.

In the Vendor panel, the vendors can view the management links, create and manage the CMS page and Static Blocks. The created CMS pages and the Static Blocks appear in the grid available in the Vendor panel. Hence, Vendor has the access to the additional features to preview, filter, sort, modify and delete the pages easily.

Note: To get reflected in the front-end view, the Vendors CMS pages and static blocks need an Admin Approval only if it is set to yes on the Configuration page of the Admin panel. Otherwise, they are auto-approved.

Key Features are as follows:

- Enables the vendors to create Multiple Content Management System Pages and Static Blocks for the multiple Web sites and the Stores.
- Enables the vendors an ability to customize the layout of the Vendor Shop page.
- Enables the Vendors to create multiple additional links and pages such as FAQ, Terms & Condition, Contact Us, and Privacy Policy to show additional information on their Shop page.
- Provides a facility to the admin to check the CMS pages or Static Blocks created by the vendor.
- Multiple admin settings are available to keep the functionalities under admin control. Hence, the admin can preview or edit the vendor created pages before approving them so as to check for the invalid content if any.
- Admin can approve, disapprove, or delete the Vendor CMS pages and static blocks in bulk.
- Admin can filter the records based on the requirements to get displayed in the grid.
- Admin has the authority to first approve the vendor Static Blocks before getting reflected in the front-end view.
- Admin can view and modify all the vendor created Static Blocks content and can check before Approval from the admin panel.

2. Vendor CMS Configuration

After the successful installation of the **Vendor CMS** add-on in the Magento 2 store, the admin has to set up the configuration settings required to enable the features of the add-on.

To configure the settings

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Vendor Configuration**.
The **Configuration** page appears.
3. In the right panel, scroll down to the **Vendor CMS Page** tab.
4. Click the **Vendor CMS Page** tab.
The tab is expanded as shown in the following figure:

5. In the **Require Vendor CMS Page Admin Approval** list, select **Yes** if the vendors are required to get the admin approval to display their CMS page in the front-end view.
Note: If it is set to **No**, then the vendors are not required to get the admin approval for their CMS pages, that is, the created CMS pages are auto-approved.
6. In the **Require Vendor Static Block Admin Approval** list, select **Yes** if the vendors are required to get the admin approval to display their CMS page in the front-end view.
Note: If it is set to **No**, then the vendors are not required to get the admin approval for their CMS pages, that is, the created CMS pages are auto-approved.
7. Click the **Save Config** button.

3. Manage Vendor CMS Pages

Admin can manage the CMS pages created by the various vendors.

The admin can perform the following tasks:

- Edit the Existing Vendor CMS Page(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=edit-the-existing-cms-page>)
- Preview the CMS Page Created by a Vendor(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=preview-the-cms-page-created-by-a-vendor>)
- Approve the Single or Multiple CMS Page Created by a Vendor(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=approve-the-single-or-multiple-cms-page-created-by-a-vendor>)
- Disapprove the Single or Multiple CMS Page Created by a Vendor(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=disapprove-the-single-or-multiple-cms-page-created-by-a-vendor>)
- Delete the Single or Multiple CMS Page Created by a Vendor(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=delete-the-vendor-cms-page>)

3.1. Edit the Existing Vendor CMS Page

The admin can edit the CMS pages created by the vendor before approving the page and getting it reflected on the front-end view.

To edit the CMS page created by a vendor

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:

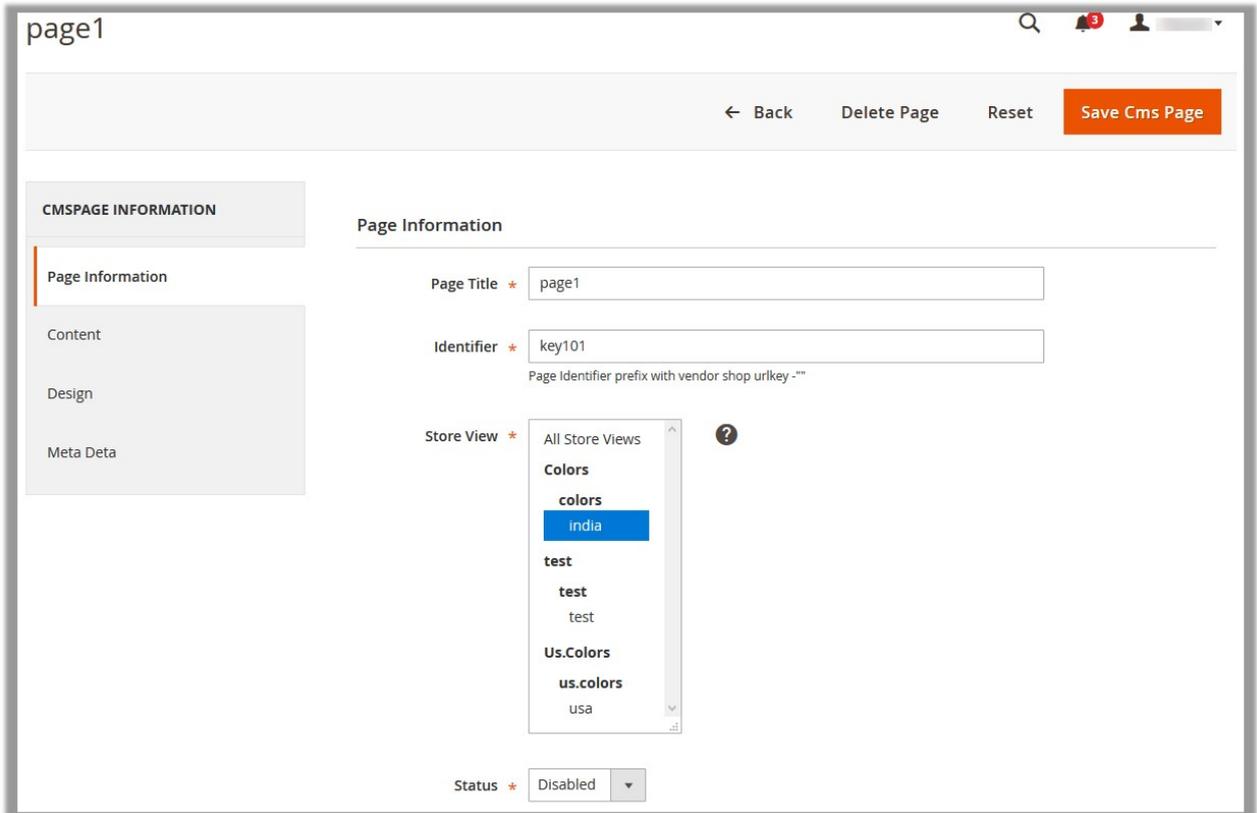
The screenshot shows the 'Edit CMS Page' interface. At the top, there is a search bar and a user profile for 'charann'. Below that, there are filters and a table with 3 records. The table has columns for Title, URL Key, Layout, Status, Created, Modified, Approve, and Action. The records are:

	Title	URL Key	Layout	Status	Created	Modified	Approve	Action	Action
<input type="checkbox"/>	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 9:41:20 AM	Disapprove	Preview	Edit
<input type="checkbox"/>	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
<input type="checkbox"/>	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

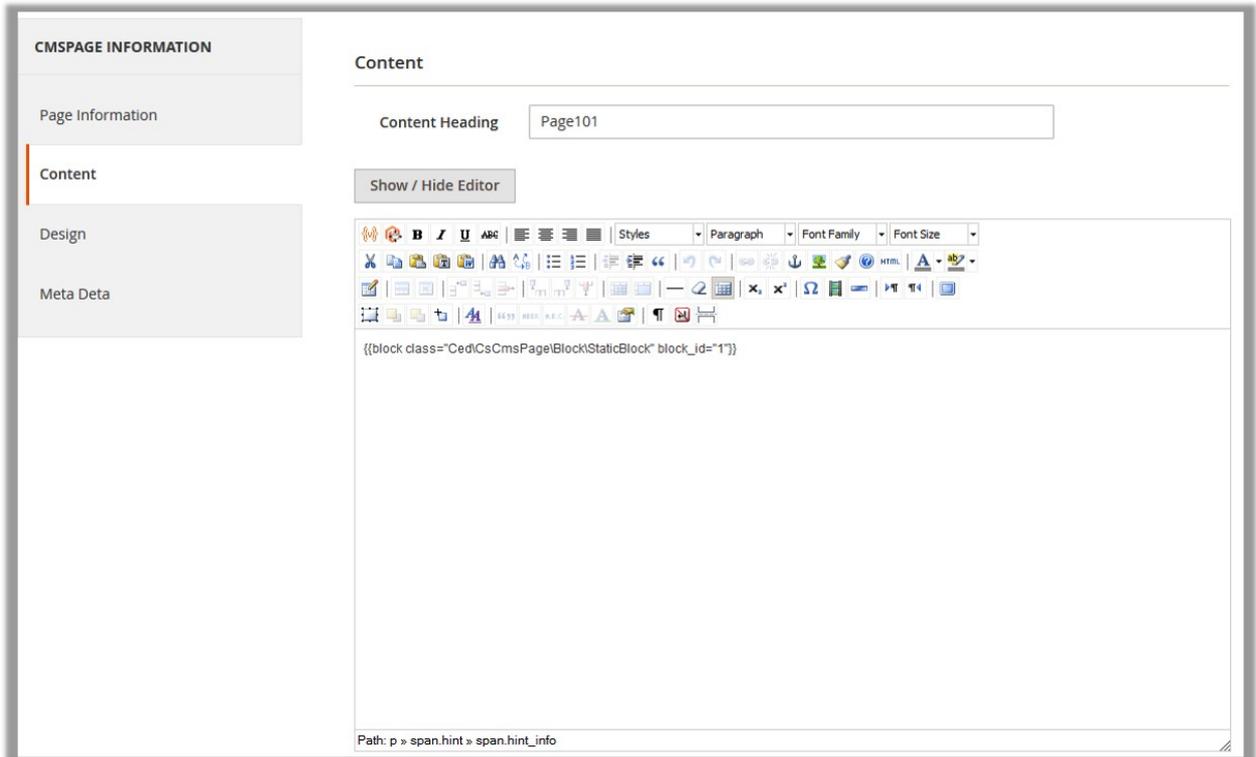
3. In the **Action** column, click the **Edit** link associated with the required CMS page. The corresponding page appears as shown in the following figure:

The screenshot shows the 'page1' edit form. At the top, there is a search bar and a user profile for 'charann'. Below that, there are navigation buttons: Back, Delete Page, Reset, and Save Cms Page. The form is divided into two main sections: CMSPAGE INFORMATION and Meta Data. The CMSPAGE INFORMATION section has a sidebar with options: Page Information, Content, Design, and Meta Data. The Meta Data section has two text input fields: Keywords and Description.

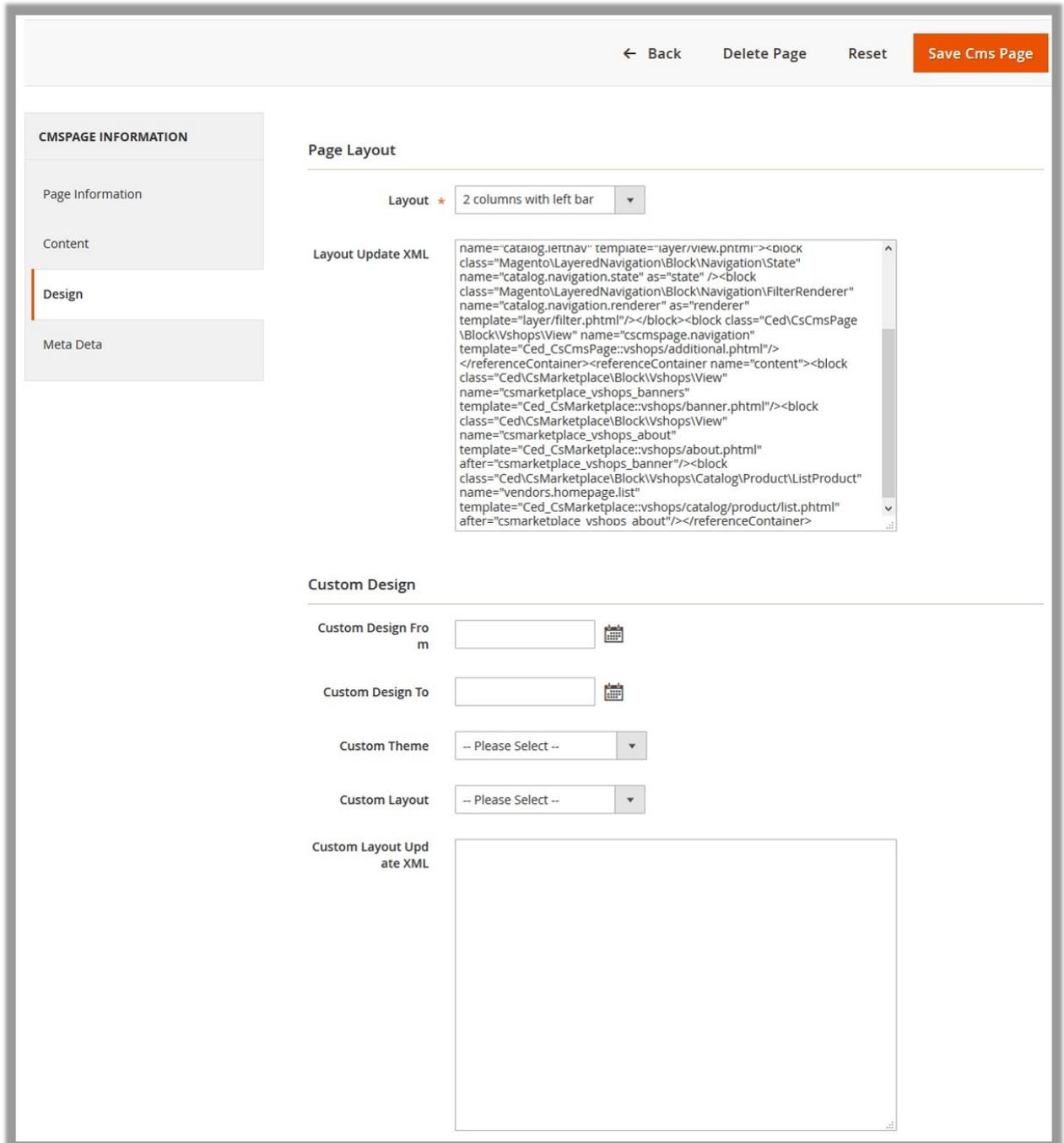
4. In the right panel, under **Meta Data**, enter the following information:
 - **Keywords:** A specific word or phrase that describes the content of the **Vendor CMS** page in the context of search engine optimization.
 - **Description:** The information that summarizes the content of the **Vendor CMS** page.
5. In the left navigation panel, click the **Page Information** menu. The page appears as shown in the following figure:



6. In the right panel, under **Page Information**, do the following steps if required:
 - a. In the **Page Title** box, enter the title of the Vendor CMS page.
 - b. In the **Identifier** box, enter the Page Identifier to prefix it with vendor shop URL key.
 - c. In the **Store View** list, select the required store view.
 - d. In the **Status** list, select one of the following option:
 - \. **Enabled**: Enables the Vendor CMS page.
 - \. **Disabled**: Disables theVendor CMS page.
7. In the left navigation panel, click the **Content** menu.
The page appears as shown in the following figure:



- Make the changes as per the requirement.
8. In the left navigation panel, click the **Design** menu.
The page appears as shown in the following figure:



- Make the changes as per the requirement.
9. Click the **Save Cms Page** button.
The changes are saved and the view moves to the Edit CMS page.

3.2. Preview the CMS Page Created by a Vendor

The admin can preview the CMS pages created by the vendor before approving the page and getting it reflected on the front-end view.

To preview the CMS page created by a vendor

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:

<input type="checkbox"/>	Title	URL Key	Layout	Status	Created	Modified	Approve	Action	Action
<input type="checkbox"/>	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 9:41:20 AM	Disapprove	Preview	Edit
<input type="checkbox"/>	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
<input type="checkbox"/>	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

3. In the **Action** column, click the **Preview** link associated with the required CMS page. The corresponding Vendor Shop page appears.

3.3. Approve the Single or Multiple CMS Page Created by a Vendor

The admin can approve the single CMS pages or all the selected CMS pages created by the vendor.

To approve the single CMS Page created by a vendor

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:

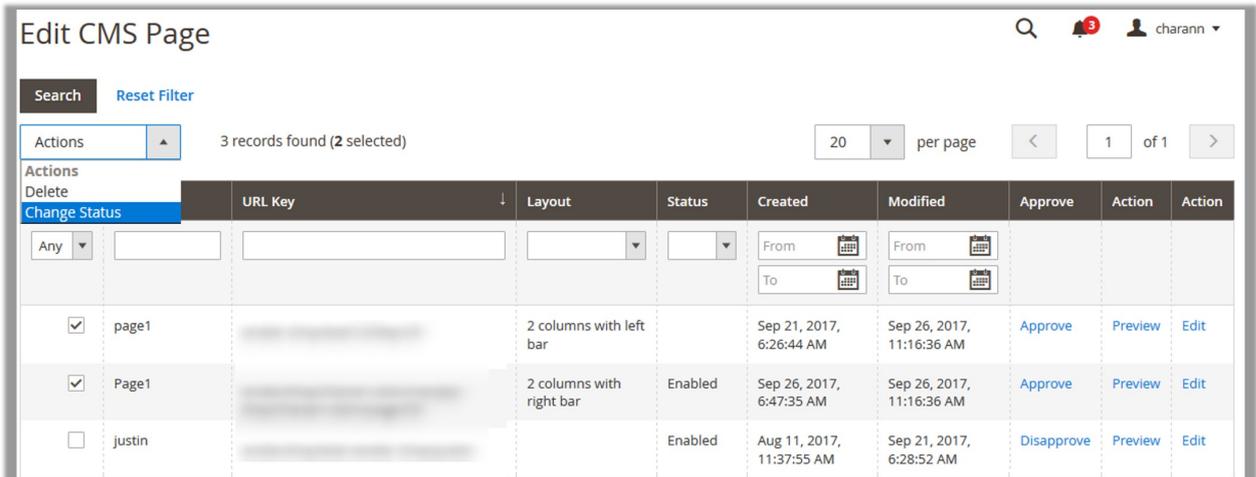
<input type="checkbox"/>	Title	URL Key	Layout	Status	Created	Modified	Approve	Action	Action
<input type="checkbox"/>	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 10:32:43 AM	Approve	Preview	Edit
<input type="checkbox"/>	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
<input type="checkbox"/>	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

3. In the **Approve** column, click the **Approve** link associated with the required CMS page. A confirmation dialog box appears.

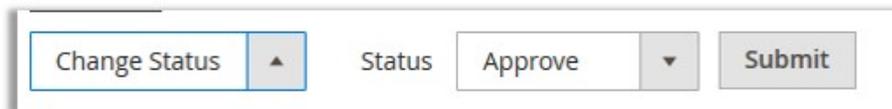
- Click the **OK** button.
The corresponding page is approved and the **Disapprove** link appears in the place of the **Approve** link.

To approve the selected CMS Pages created by a vendor

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:



- Select the check boxes associated with the required CMS pages.
- In the **Actions** list, select **Change Status**.
The **Status** list and the **Submit** button appear as shown in the following figure:



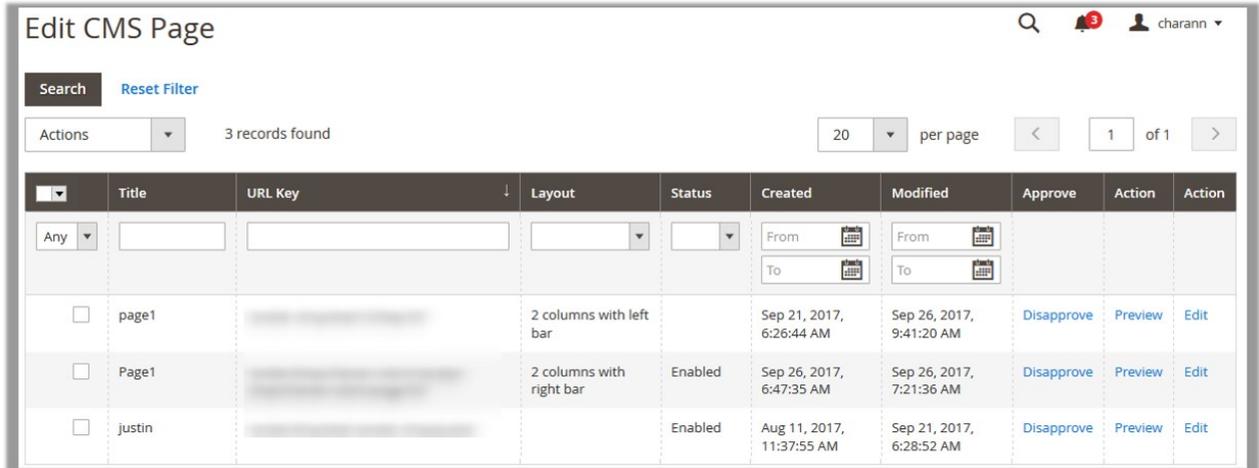
- In the **Status** list, select the **Approve** option.
- Click the **Submit** button.
The selected pages are approved and the **Disapprove** links appear in the place of the **Approve** links.

3.4. Disapprove the Single or Multiple CMS Page Created by a Vendor

The admin can disapprove the single CMS pages or all the selected CMS pages created by the vendor.

To disapprove the single CMS Page created by a vendor

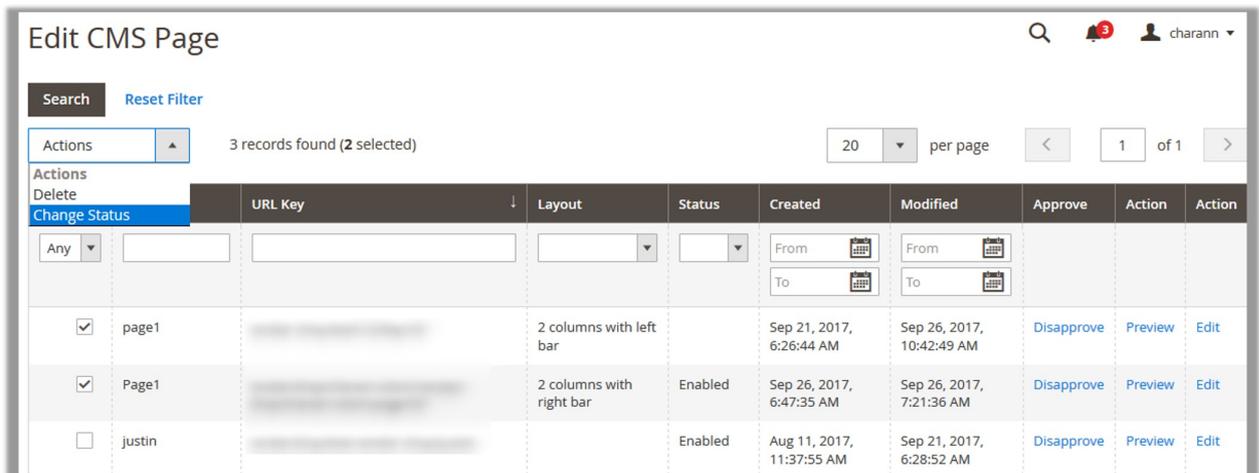
- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:



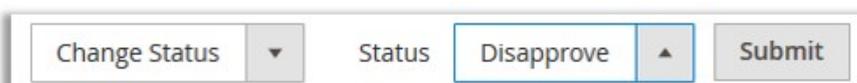
- In the **Approve** column, click the **Disapprove** link associated with the required CMS page. A confirmation dialog box appears.
- Click the **OK** button. The corresponding page is disapproved and the **Approve** link appears in the place of the **Disapprove** link.

To disapprove the selected CMS Pages created by a vendor

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:



- Select the check boxes associated with the required CMS pages.
- In the **Actions** list, select **Change Status**. The **Status** list and the **Submit** button appear as shown in the following figure:



- In the **Status** list, select the **Disapprove** option.

6. Click the **Submit** button.

The selected pages are disapproved and the **Approve** links appear in the place of the Disa**Approve** links.

3.5. Delete the Vendor CMS Page

The admin can delete the single CMS page or the selected CMS pages created by the vendor.

To delete the single CMS page created by a vendor

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:

The screenshot shows the 'Edit CMS Page' interface. At the top, there is a search bar and a user profile for 'charann'. Below that, there are filters and a 'Search' button. A table displays 3 records found. The table has columns for Title, URL Key, Layout, Status, Created, Modified, Approve, and Action. The table contains three rows of data:

	Title	URL Key	Layout	Status	Created	Modified	Approve	Action	Action
<input type="checkbox"/>	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 9:41:20 AM	Disapprove	Preview	Edit
<input type="checkbox"/>	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
<input type="checkbox"/>	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

3. In the **Action** column, click the **Edit** link associated with the required CMS page. The corresponding page appears as shown in the following figure:

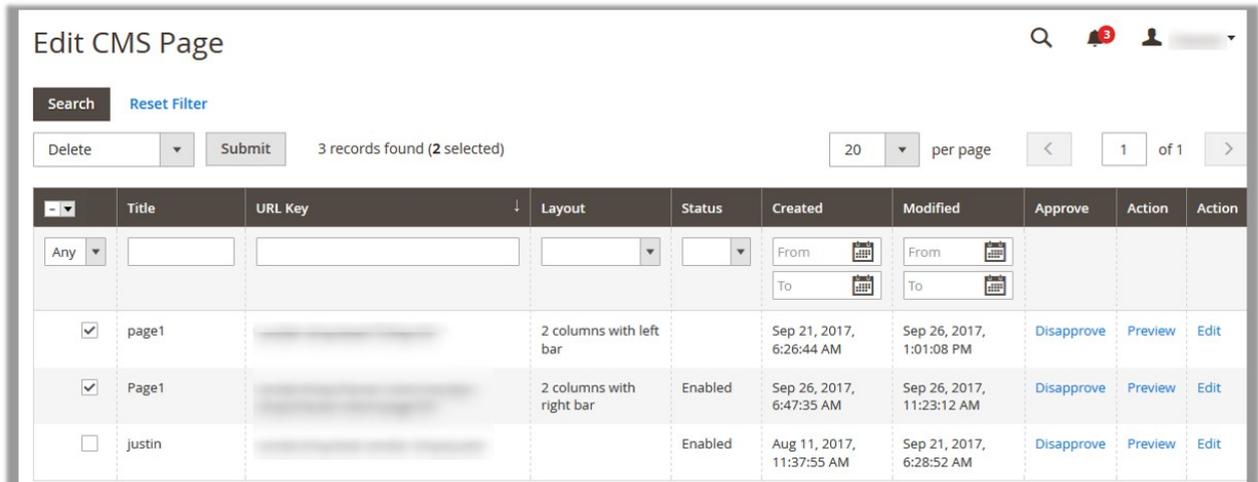
The screenshot shows the 'page1' edit form. At the top, there is a search bar and a user profile for 'charann'. Below that, there are navigation buttons: 'Back', 'Delete Page', 'Reset', and 'Save Cms Page'. The form is divided into two main sections: 'CMSPAGE INFORMATION' and 'Meta Data'. The 'Meta Data' section contains two text input fields: 'Keywords' and 'Description'.

4. On the top navigation bar, click the **Delete Page** button. A confirmation dialog box appears.
5. Click the **OK** button.

The current CMS page is deleted.

To delete the selected CMS pages created by a vendor

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**. **Edit CMS Page** appears as shown in the following figure:



3. Select the check boxes associated with the CMS pages those are no more required.
4. In the **Actions** list, select **Delete**.
The **Submit** button appears.
5. Click the **Submit** button.
A confirmation dialog box appears.
6. Click the **OK** button.
The selected CMS pages are deleted.

4. Manage Vendor Blocks

Admin can manage the Vendor blocks through performing the following tasks:

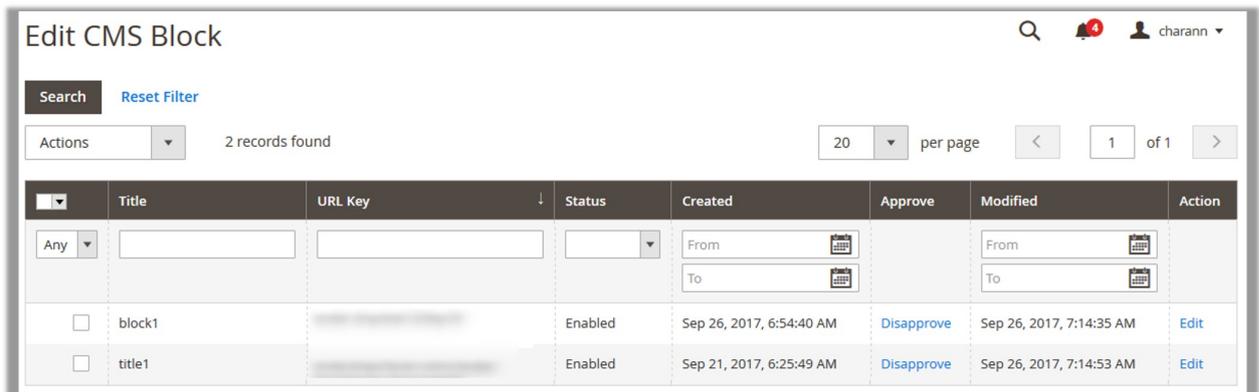
- Edit the Existing Vendor CMS Blocks(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=edit-the-existing-vendor-cms-blocks>)
- Approve the Single or Multiple Blocks Created by a Vendor(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=approve-the-single-or-multiple-blocks-created-by-a-vendor>)
- Disapprove the Single or Multiple Blocks Created by a Vendor(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=disapprove-the-single-or-multiple-blocks-created-by-a-vendor>)
- Delete the Single or Multiple Blocks Created by a Vendor(<https://docs.cedcommerce.com/magento-2/magento-2-vendor-cms-addon-admin-guide?section=delete-the-single-or-multiple-blocks-created-by-a-vendor>)

4.1. Edit the Existing Vendor CMS Blocks

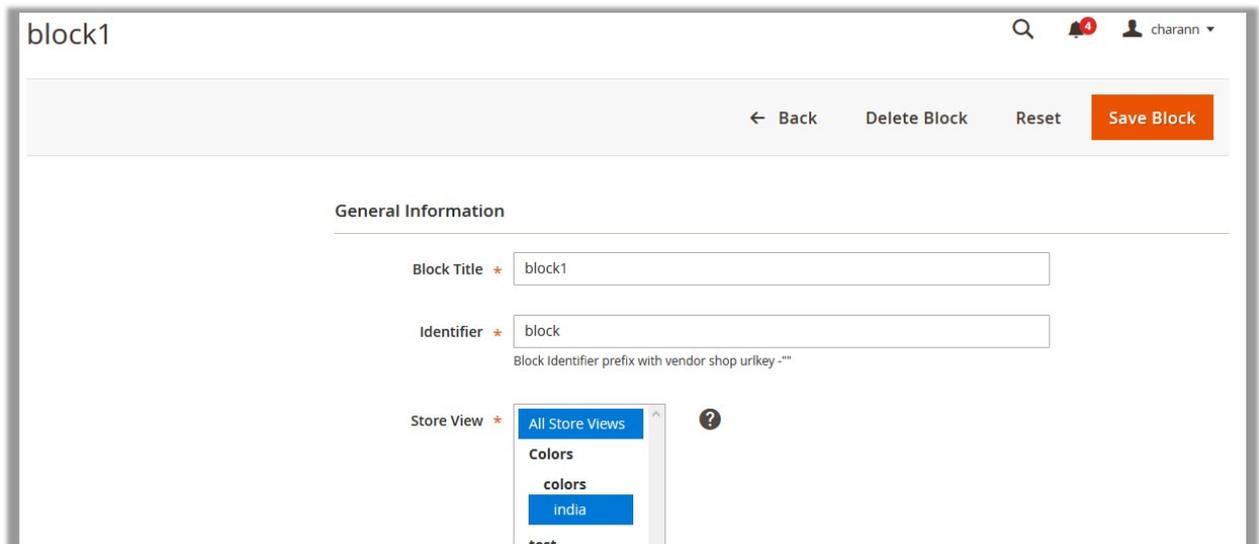
The admin can edit the blocks created by the vendor before approving the blocks and getting it reflected on the front-end view.

To edit the blocks created by a vendor

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor Blocks**. The **Edit CMS Block** page appears as shown in the following figure:



3. In the **Action** column, click the **Edit** link associated with the required block page. The corresponding page appears as shown in the following figure:



4. In the right panel, under **General Information**, do the following steps if required:
 - a. In the **Block Title** box, enter the title of the Vendor Block.
 - b. In the **Identifier** box, enter the Block Identifier to prefix it with vendor shop url key.
 - c. In the **Store View** list, select the required store view.
 - d. In the **Status** list, select one of the following options:

- \. **Enabled**: Enables the Vendor Block.
 - \. **Disabled**: Disables the Vendor Block.
- e. Click the **Show/Hide Editor** button next to the **Content** field.
The following buttons appear:

- \. **Insert Widget**
- \. **Insert Image**
- \. **Insert Variable.**

6. Click the required button and insert the widget, image, or variable in the **Content** box.
5. Click the **Save Block** button.
The changes are saved and the view moves to the **Edit CMS Block** page.

4.2. Approve the Single or Multiple Blocks Created by a Vendor

The admin can approve the single block or all the selected blocks created by the vendor.

To approve the single block created by a vendor

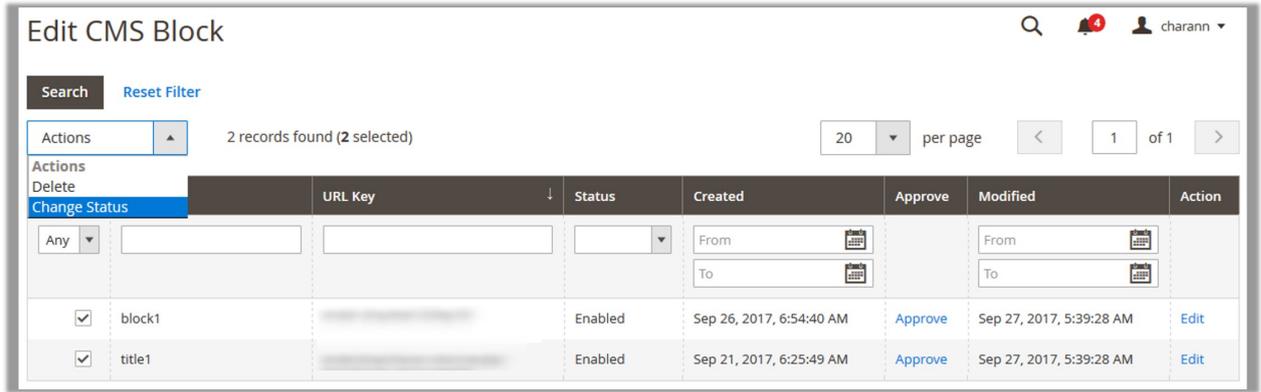
- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor Block**. **Edit CMS Block** appears as shown in the following figure:

	Title	URL Key	Status	Created	Approve	Modified	Action
<input type="checkbox"/>	block1		Enabled	Sep 26, 2017, 6:54:40 AM	Approve	Sep 27, 2017, 5:54:14 AM	Edit
<input type="checkbox"/>	title1		Enabled	Sep 21, 2017, 6:25:49 AM	Disapprove	Sep 27, 2017, 5:42:14 AM	Edit

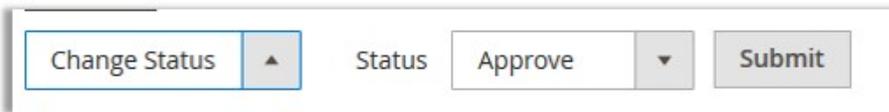
- In the **Approve** column, click the **Approve** link associated with the required block.
A confirmation dialog box appears.
- Click the **OK** button.
The corresponding block is approved and the **Disapprove** link appears in the place of the **Approve** link.

To approve the selected blocks created by a vendor

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor CMS**.
The **Edit CMS Block** page appears as shown in the following figure:



3. Select the check boxes associated with the required blocks.
4. In the **Actions** list, select **Change Status**.
The **Status** list and the **Submit** button appear as shown in the following figure:



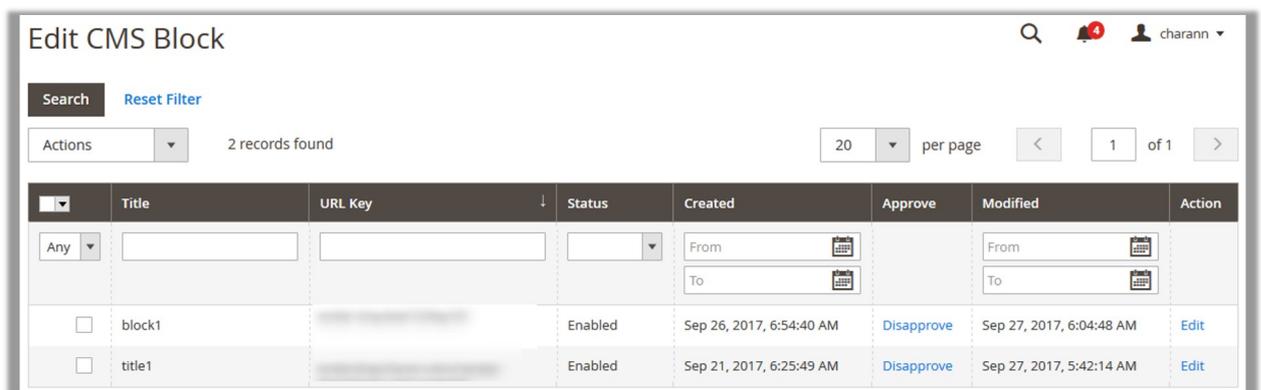
5. In the **Status** list, select the **Approve** option.
6. Click the **Submit** button.
The selected blocks are approved and the **Disapprove** links appear in the place of the **Approve** links.

4.3. Disapprove the Single or Multiple Blocks Created by a Vendor

The admin can disapprove the single block or all the selected blocks created by the vendor.

To disapprove the single block created by a vendor

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor Blocks**.
Edit CMS Blocks appears as shown in the following figure:

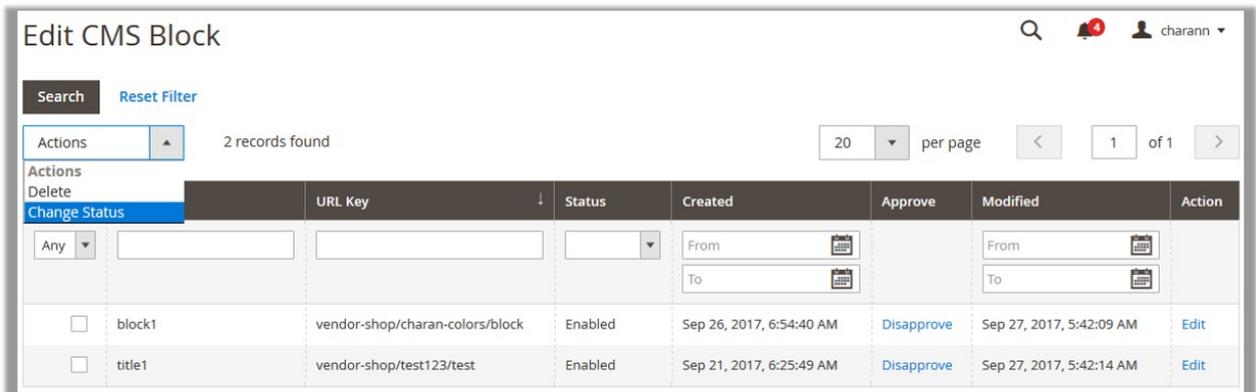


3. In the **Approve** column, click the **Disapprove** link associated with the required block.
A confirmation dialog box appears.

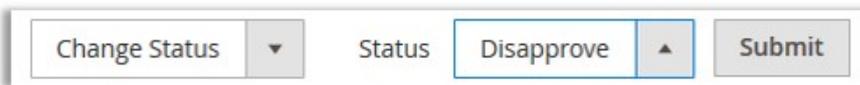
- Click the **OK** button.
The corresponding block is disapproved and the **Approve** link appears in the place of the **Disapprove** link.

To disapprove the selected blocks created by a vendor

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor Blocks**.
The **Edit CMS Block** page appears as shown in the following figure:



- Select the check boxes associated with the required blocks.
- In the **Actions** list, select **Change Status**.
The **Status** list and the **Submit** button appear as shown in the following figure:



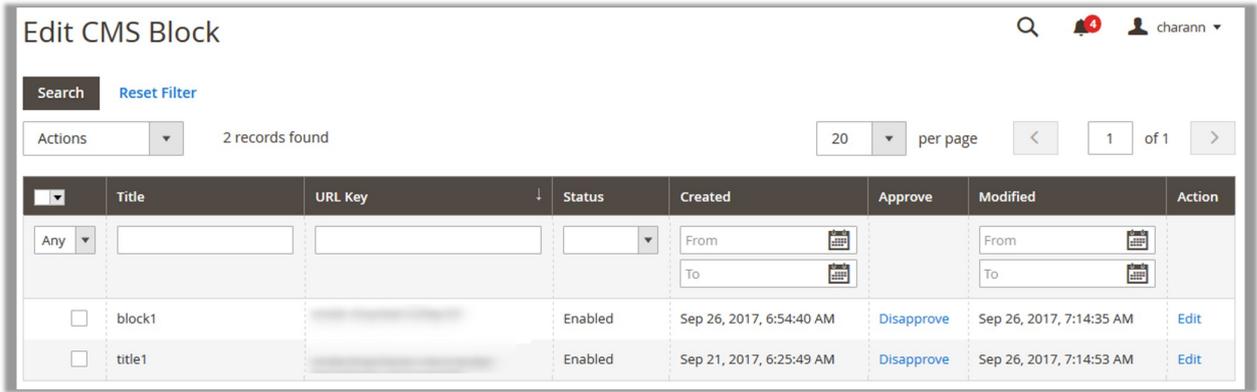
- In the **Status** list, select the **Disapprove** option.
- Click the **Submit** button.
The selected blocks are disapproved and the **Approve** links appear in the place of the **Disapprove** links.

4.4. Delete the Single or Multiple Blocks Created by a Vendor

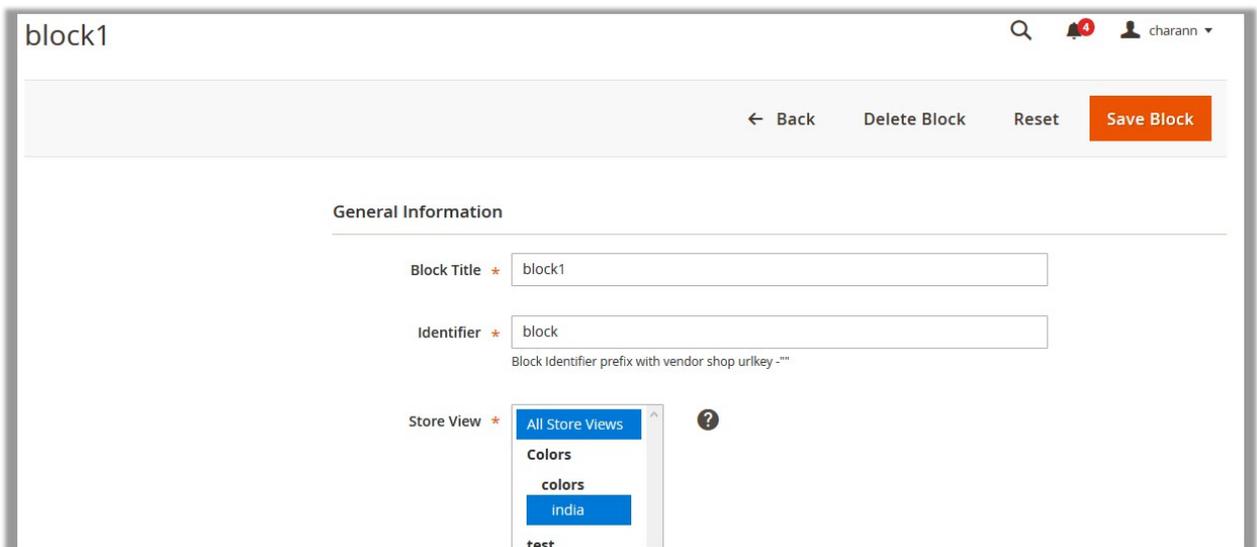
The admin can delete the single block or the selected blocks created by the vendor.

To delete the single block created by a vendor

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor Blocks**.
The **Edit CMS Block** page appears as shown in the following figure:



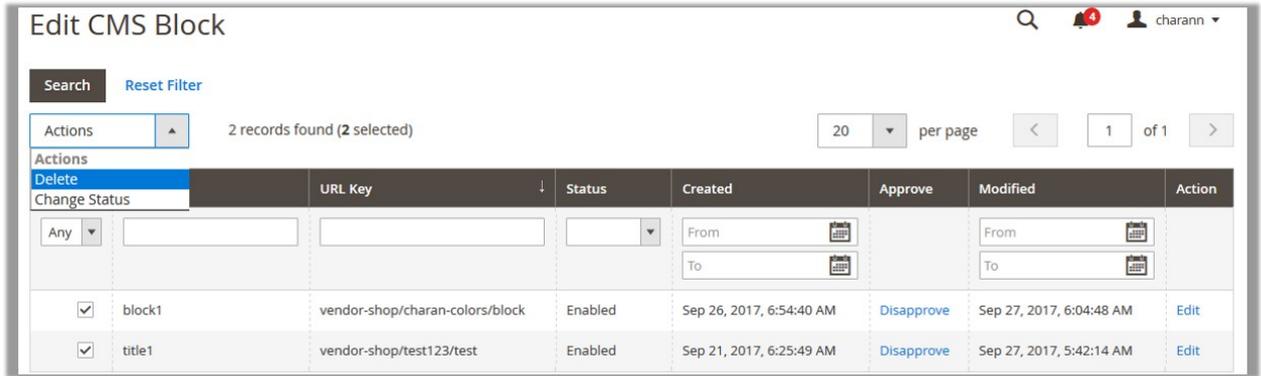
- In the **Action** column, click the **Edit** link associated with the required block.
The corresponding page appears as shown in the following figure:



- On the top navigation bar, click the **Delete Block** button.
A confirmation dialog box appears.
- Click the **OK** button.
The current block is deleted.

To delete the selected blocks created by a vendor

- Go to the **Admin** panel.
- On the left navigation bar, click the **MARKETPLACE** menu, and then click **Manage Vendor Blocks**.
The **Edit CMS Block** page appears as shown in the following figure:



3. Select the check boxes associated with the block those are no more required.
4. In the **Actions** list, select **Delete**.
The **Submit** button appears.
5. Click the **Submit** button.
A confirmation dialog box appears.
6. Click the **OK** button.
The selected blocks are deleted.