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:

Vendor CMS Page		\odot
Require Vendor CMS Page Admin Approval [website]	Yes	
Require Vendor Static Block Admin Approval [website]	Yes]

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.

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-cmsaddon-admin-guide?section=edit-the-existing-cms-page)
- Preview the CMS Page Created by a Vendor(https://docs.cedcommerce.com/magento-2/magento-2-vend or-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-createdby-a-vendor)
- Disapprove the Single or Multiple CMS Page Created by a Vendor(https://docs.cedcommerce.com/magent o-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:

Edit C	MS Page						Q 💋	💄 ch	arann 🔻
Search	Reset Filter	records found			20	• per page	<	1 of 1	>
		official action				F F			
	Title	URL Key ↓	Layout	Status	Created	Modified	Approve	Action	Action
Any 🔻			•	•	From	From E			
	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 9:41:20 AM	Disapprove	Preview	Edit
	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

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

page1				Q	📫 💄 charann 🗸
		← Back	Delete Page	Reset	Save Cms Page
CMSPAGE INFORMATION	Meta Data				
Page Information	Keywords				
Content				.11	
Design	Description				
Meta Deta				.1	

- 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:

page1		Q 💋 1 🚽
		← Back Delete Page Reset Save Cms Page
CMSPAGE INFORMATION	Page Information	
Page Information	Page Title 🔸	page1
Content	Identifier ★	key101
Design		Page Identifier prefix with vendor shop urlkey -""
Meta Deta	Store View *	All Store Views Colors
		colors india
		test
		test Us.Colors
		usa v
	Status *	Disabled 🔻

- 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 the Vendor CMS page.
- 7. In the left navigation panel, click the **Content** menu.
 - The page appears as shown in the following figure:

CMSPAGE INFORMATION	Content
Page Information	Content Heading Page101
Content	Show / Hide Editor
Design	W OP B I U ARC 臣 吾 君 目 Styles · Paragraph · Font Family · Font Size · X Do Chi Dia A A A A I = 目 法 法 C I O Dia A A A A A A A A A A A A A A A A A A A
Meta Deta	
	Path: p » span.hint » span.hint_info

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:

			← Back	Delete Page	Reset	Save Cms Page
CMSPAGE INFORMATION	Page Layout					
Page Information	Layout *	2 columns with left bar	•			
Content	Layout Update XML	name="catalog.lettnav" t class="Magento\Layered	empiate="laye Navigation\Blo	r/view.pntmi"> <plock ock\Navigation\State"</plock 	^	
Design		name="catalog.navigatio class="Magento\Layered name="catalog.navigatio	n.state" as="st Navigation\Blo n.renderer" as	ate" /> <block ick\Navigation\FilterRend ="renderer"</block 	erer"	
Meta Deta		template="layer/filter.ph \Block\Vshops\View" nar template="Ced_CsCmsP. -(class="Ced\CsMarketpla name="csmarketplace_y template="Ced_CsMarketpla name="csmarketplace_y template="Ced_CsMarketpla after="csmarketplace_ys class="Ced\CsMarketpla name="vendors.homepp template="Ced_CsMarketpla after="csmarketplace_ys	ttm!"/>me="cscmspag age:vshops/ad referenceConta ce\BlockVshop shops_banner", tplace:vshops about", tplace:vshops apa.lst" tplace:vshops hops_banner", fplace:vshops hops about"/>	<pre><block <br="" class="Ced\CSCm
anavigation">ditional.phtml"/> iner name="content"><b svView" "banner.phtml"/><block is\View" // bolock /about.phtml" >>block /scatalog\Product\ListPr /catalog\product\ListPr /catalog\product\ListPr /catalog\product\ListPr</block </b </block></pre>	sPage lock oduct" nl" ¥	
	Custom Design					
	Custom Design Fro m					
	Custom Design To					
	Custom Theme	Please Select	•			
	Custom Layout	Please Select				
	Custom Layout Upd ate XML					

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:

E	dit Cl	MS Page						Q 🕫	💄 ch	arann 🔻
P	Search	Reset Filter	records found			20	- P05 P350		1 051	
12	ACTIONS		records round			20	• per page		I OII	
Į,	•	Title	URL Key ↓	Layout	Status	Created	Modified	Approve	Action	Action
	Any 🔻			•	•	From 📰	From			
L						То	То			
Ľ		page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 9:41:20 AM	Disapprove	Preview	Edit
		Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
		justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

3. In the **Action** colum, 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:

Edit Cl	MS Page							Q 🕫	💄 ch	arann 🔻
Search	Reset Filter									
Actions	• 3	records found				20	 per page 	<	1 of 1	>
	Title	URL Key	ļ	Layout	Status	Created	Modified	Approve	Action	Action
Any 💌				•	•	From	From			
						То	То			
	page1			2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 10:32:43 AM	Approve	Preview	Edit
	Page1			2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
	justin				Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

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

4. 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

- 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:

Edit C	MS Page	;					Q 🕫	💄 ch	arann 🔻
Search	Reset Filter								
Actions	•	3 records found (2 selected)			20	 per page 	<	1 of 1	>
Delete Change Sta	atus	URL Key	↓ Layout	Status	Created	Modified	Approve	Action	Action
Any 🔻			· · · · ·	•	From	From			
					То	То			
~	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 11:16:36 AM	Approve	Preview	Edit
~	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 11:16:36 AM	Approve	Preview	Edit
	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

- 3. Select the check boxes associated with the required CMS pages.
- 4. In the Actions list, select Change Status.

The Status list and the Submit button appear as shown in the following figure:

Change Status	•	Status	Approve	•	Submit
---------------	---	--------	---------	---	--------

- 5. In the **Status** list, select the **Approve** option.
- 6. 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

- 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:

Edit Cl	MS Page						Q 🕫	💄 cha	arann 🔻
Search Actions	Reset Filter	records found			20	 per page 	<	1 of 1	>
	Title	URL Key ↓	Layout	Status	Created	Modified	Approve	Action	Action
Any 💌			•	•	From	From			
					То	То			
	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 9:41:20 AM	Disapprove	Preview	Edit
	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

- 3. In the **Approve** colum, click the **Disapprove** link associated with the required CMS page. A confirmation dialog box appears.
- 4. 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

- 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:

Edit CMS Page					Q 🕫	💄 cha	arann 🔻
Search Reset Filter Actions 3 records found (2 selected)			20	▼ per page	<	1 of 1	>
Actions Delete URL Key	Lavout	Status	Created	Modified	Approve	Action	Action
Change Status			From 📰	From			
✓ page1	2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 10:42:49 AM	Disapprove	Preview	Edit
✓ Page1	2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
justin		Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

- 3. Select the check boxes associated with the required CMS pages.
- 4. In the Actions list, select Change Status.

The Status list and the Submit button appear as shown in the following figure:

Change Status	*	Status	Disapprove	•	Submit
---------------	---	--------	------------	---	--------

5. 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 DisaApprove 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:

Edit Cl	MS Page						Q 💋	💄 ch	arann 🔻
Search Actions	Reset Filter	records found			20	▼ per page	<	1 of 1	>
	Title	URL Key ↓	Layout	Status	Created	Modified	Approve	Action	Action
Any 🔻			•	•	From	From 📰			
					То	То			
	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 9:41:20 AM	Disapprove	Preview	Edit
	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 7:21:36 AM	Disapprove	Preview	Edit
	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:

page1				Q	📫 上 charann 🗸
		← Back	Delete Page	Reset	Save Cms Page
CMSPAGE INFORMATION	Meta Data				
Page Information	Keywords				
Content				.4	
Design	Description				
Meta Deta				.::	

- 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:

Edit C	MS Page						Q 🦸	Ŧ	•
Search	Reset Filter	mit 3 records found (2 selected)			20	• ner nage	1	1 of 1	>
Delete	Title		Lavout	Status	Created	Modified	Approvo	Action	Action
Any 💌		URL REY .	Tayout 🔹	The status	From	From	Approve	Action	Action
					То	То			
~	page1		2 columns with left bar		Sep 21, 2017, 6:26:44 AM	Sep 26, 2017, 1:01:08 PM	Disapprove	Preview	Edit
~	Page1		2 columns with right bar	Enabled	Sep 26, 2017, 6:47:35 AM	Sep 26, 2017, 11:23:12 AM	Disapprove	Preview	Edit
	justin			Enabled	Aug 11, 2017, 11:37:55 AM	Sep 21, 2017, 6:28:52 AM	Disapprove	Preview	Edit

- 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.
- 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-cmsaddon-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/ma gento-2-vendor-cms-addon-admin-guide?section=approve-the-single-or-multiple-blocks-created-by-avendor)
- 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-bya-vendor)
- Delete the Single or Multiple Blocks Created by a Vendor(https://docs.cedcommerce.com/magento-2/mag ento-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:

Edit Cl	MS Block					Q 🃫 1	harann 🔻
Search	Reset Filter						
Actions	▼ 2 records fo	und		20	 per page 	ge < 1 of	1 >
	Title	URL Key ↓	Status	Created	Approve	Modified	Action
Any 🔻			•	From		From	
				То		То	
	block1		Enabled	Sep 26, 2017, 6:54:40 AM	Disapprove	Sep 26, 2017, 7:14:35 AM	Edit
	title1		Enabled	Sep 21, 2017, 6:25:49 AM	Disapprove	Sep 26, 2017, 7:14:53 AM	Edit

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:

block1		🔍 趙 上 charann 🗸
	← Back Delete Block	Reset Save Block
General Information		
Block Title 🔸	block1	
Identifier ★	block Block Identifier prefix with vendor shop urlkey -""	
Store View *	All Store Views	
	Colors	
	india test	

- 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

- 1. Go to the Admin panel.
- 2. 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:

Edit C	MS Block					Q 📫 🕹	harann 🔻
Search Actions	Reset Filter • 2 records for	ound		20	▼ per pag	ge < 1 of	1 >
	Title	URL Key ↓	Status	Created	Approve	Modified	Action
Any 💌			•	From 📰 To		From	
	block1		Enabled	Sep 26, 2017, 6:54:40 AM	Approve	Sep 27, 2017, 5:54:14 AM	Edit
	title1		Enabled	Sep 21, 2017, 6:25:49 AM	Disapprove	Sep 27, 2017, 5:42:14 AM	Edit

- 3. In the **Approve** column, click the **Approve** link associated with the required block.
 - A confirmation dialog box appears.
- 4. 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

- 1. Go to the Admin panel.
- 2. 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:

Edit CMS Block					Q 📫 🛓	harann 🔻
Search Reset Filter	2 records found (2 selected)		20	▼ per pag	ge < 1 of	1 >
Delete Change Status	URL Key	↓ Status	Created	Approve	Modified	Action
Any 💌			From E		From 📰 To	
✓ block1		Enabled	Sep 26, 2017, 6:54:40 AM	Approve	Sep 27, 2017, 5:39:28 AM	Edit
✓ title1		Enabled	Sep 21, 2017, 6:25:49 AM	Approve	Sep 27, 2017, 5:39:28 AM	Edit

- 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:

Change Status		Status	Approve	•	Submit
---------------	--	--------	---------	---	--------

- 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:

Edit C	MS Block							Q 📫 🕹 c	harann 🔻
Search	Reset Filter								
Actions	▼ 2 records fo	und				20	 per page 	e < 1 of	1 >
	Title	URL Key	t	Status		Created	Approve	Modified	Action
Any 💌					•	From		From	
						То		То	
	block1			Enabled		Sep 26, 2017, 6:54:40 AM	Disapprove	Sep 27, 2017, 6:04:48 AM	Edit
	title1			Enabled		Sep 21, 2017, 6:25:49 AM	Disapprove	Sep 27, 2017, 5:42:14 AM	Edit

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

4. 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

- 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:

Edit CN	VS Block					Q 📫 💄 🛛	harann 🔻
Search	Reset Filter						
Actions	▲ 2 records f	ound		20	🔹 per pag	ge < 1 of	1 >
Delete Change State	us	URL Key ↓	Status	Created	Approve	Modified	Action
Any 💌			•	From		From	
				То		То	
	block1	vendor-shop/charan-colors/block	Enabled	Sep 26, 2017, 6:54:40 AM	Disapprove	Sep 27, 2017, 5:42:09 AM	Edit
	title1	vendor-shop/test123/test	Enabled	Sep 21, 2017, 6:25:49 AM	Disapprove	Sep 27, 2017, 5:42:14 AM	Edit

- 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:

Change Status	*	Status	Disapprove	•	Submit
---------------	---	--------	------------	---	--------

- 5. In the **Status** list, select the **Disapprove** option.
- 6. 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

- 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:

Edit CMS Block Q 🥵 🛓 charann 🗸							
Search	Reset Filter						
Actions	▼ 2 records fo	und		20	▼ per pag	ge < 1 of	1 >
V	Title	URL Key ↓	Status	Created	Approve	Modified	Action
Any 💌			•	From		From	
				То		То	
	block1		Enabled	Sep 26, 2017, 6:54:40 AM	Disapprove	Sep 26, 2017, 7:14:35 AM	Edit
	title1		Enabled	Sep 21, 2017, 6:25:49 AM	Disapprove	Sep 26, 2017, 7:14:53 AM	Edit

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

block1					Q 🗯	🧿 💄 charann 🔻
			← Back	Delete Block	Reset	Save Block
	General Information					
	Block Title 🔸	block1				
	Identifier *	block	th vendor shop urlkey -""			
	Store View *	All Store Views	^ (]			
		Colors				
		india				

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

To delete the selected 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:

Edit CMS Block Q 📫 1 charann 🗸								
Search Reset Filter	2 records found (2 colosted)		20					
Actions	2 records found (2 selected)		20	 per page 	ge 1 of	1 >		
Delete Change Status	URL Key ↓	Status	Created	Approve	Modified	Action		
Any 💌		•	From		From			
			То		То			
J block1	vendor-shop/charan-colors/block	Enabled	Sep 26, 2017, 6:54:40 AM	Disapprove	Sep 27, 2017, 6:04:48 AM	Edit		
✓ title1	vendor-shop/test123/test	Enabled	Sep 21, 2017, 6:25:49 AM	Disapprove	Sep 27, 2017, 5:42:14 AM	Edit		

- 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.