

When you first purchase an On-Line Ecommerce Website you will be asked to provide certain information that will enable us to create your shop as follows:

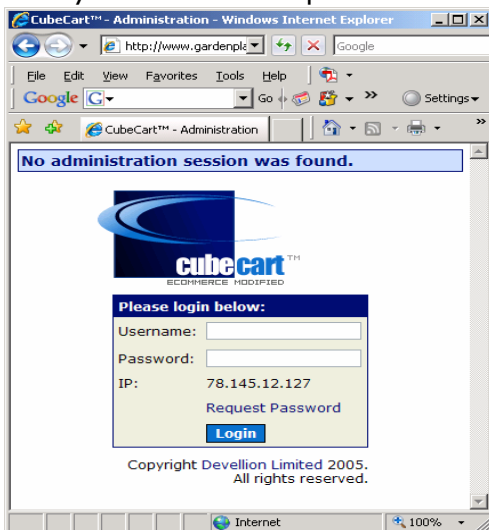
- It will be assumed that you will have a PayPal account in order to process your customers payments securely. We will just need your **PayPal email address** in order to set up payments into your account.
- You will need to decide on how you are going to charge for **Packing and Transportation**, there are a number of options:
 - Fixed price to be added to all products regardless of how many items are in the consignment.
 - Each Product Cost includes cost of **Packing and Transportation**.
 - Cost depends on weight of product, with price breaks for consignment.

The following procedure will enable you to add / edit / delete **Categories** and **Products** in your on-line shop:

1. You will be given a username and password that will be used in order to login to your administration control panel for your shop. You will also be given a web site address in order to get to the Login it will be similar to <http://www.yourstore.com/store/upload/admin>
2. The Login page looks like this:

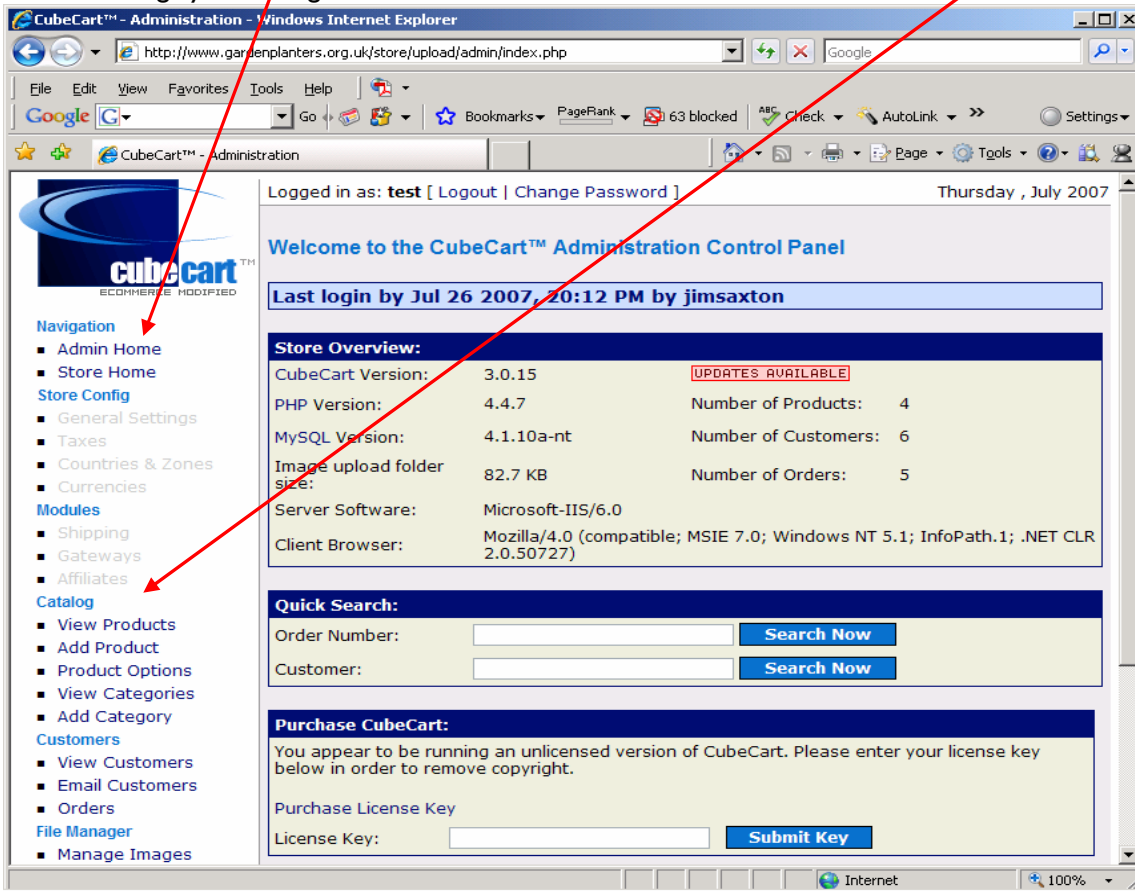


3. Enter your username and password and click OK, this will bring up the following page:



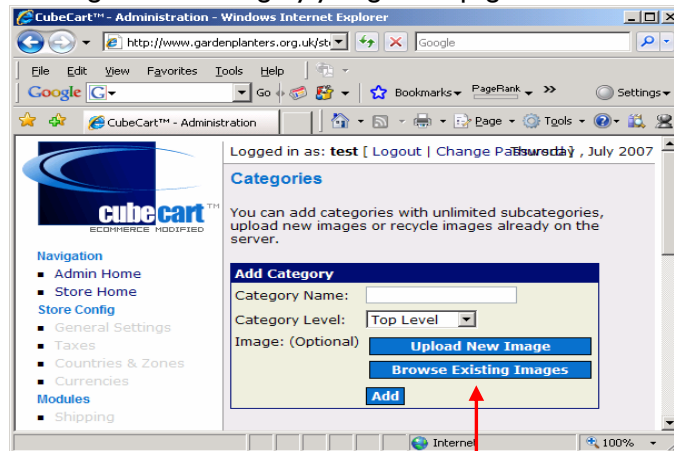
4. Again enter your username and password and click Login, see next page for the resulting page:

5. This is the **Admin Home** page from this page and in particular the left hand **Menu** you will be able to manage your Categories and Products. See below.



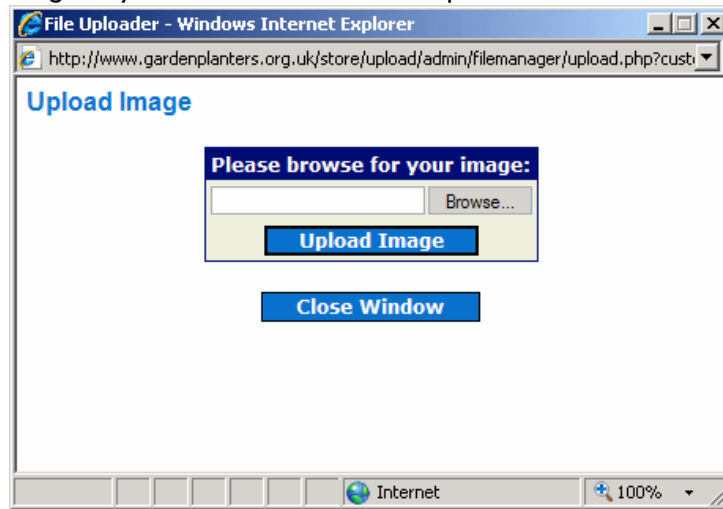
6. **Categories** – Your shop can contain any number of categories and sub categories so for example if your shop is selling IT Equipment the you may have for example:
- a. PC's broken down into sub categories:
 - i. Desktops
 - ii. Laptops
 - b. Printers broken down into sub categories:
 - i. Inkjet
 - ii. Lazer

Clicking on Add Category you get this page:

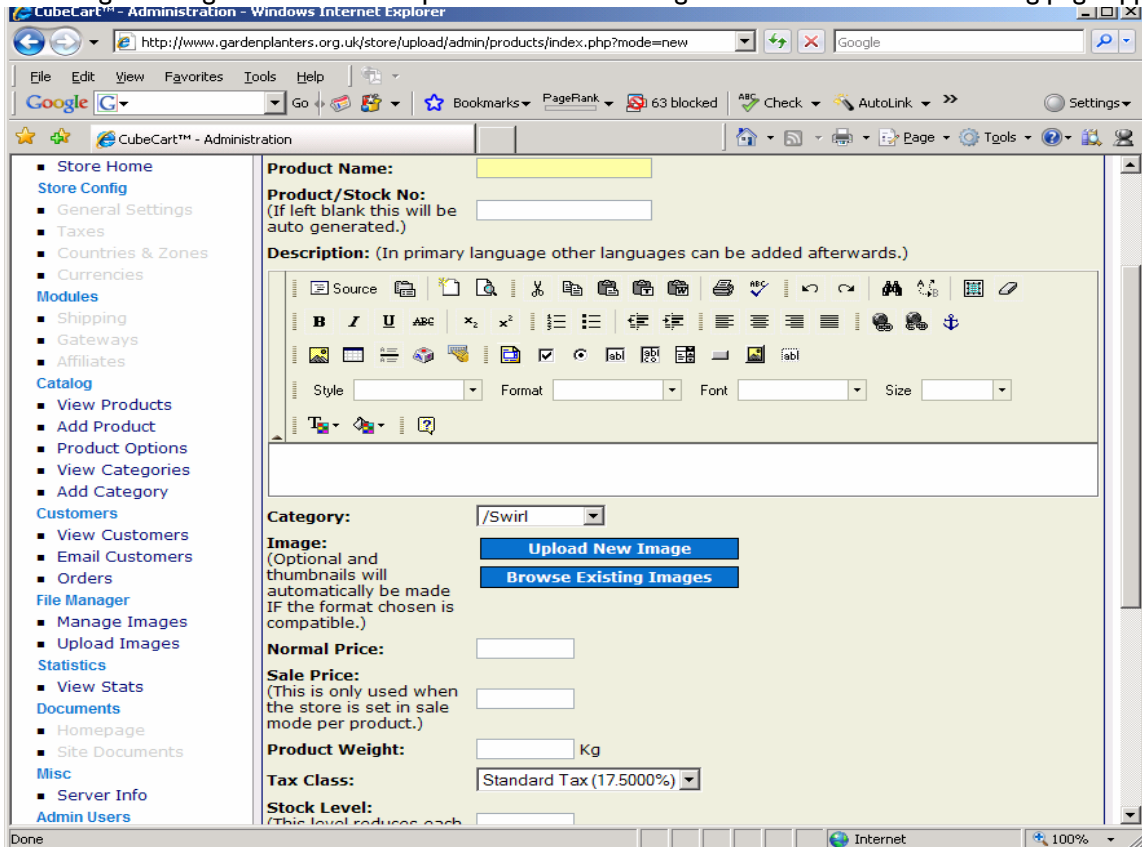


Give the Category or sub Category a name and select a level, Top Level is used for Categories and by clicking on the **down arrow** will enable you to select a category that you wish to make this sub category a part of. You can also either upload or use an existing image for a Category or sub category.

By clicking on say Upload New Image you get this page which enables you to browse to an image on your PC select it and then upload it.



7. **Add Product** - Now it is necessary to add products to your shop placing them in various categories or sub categories together with all the product details clicking on Add Product the following page appears:

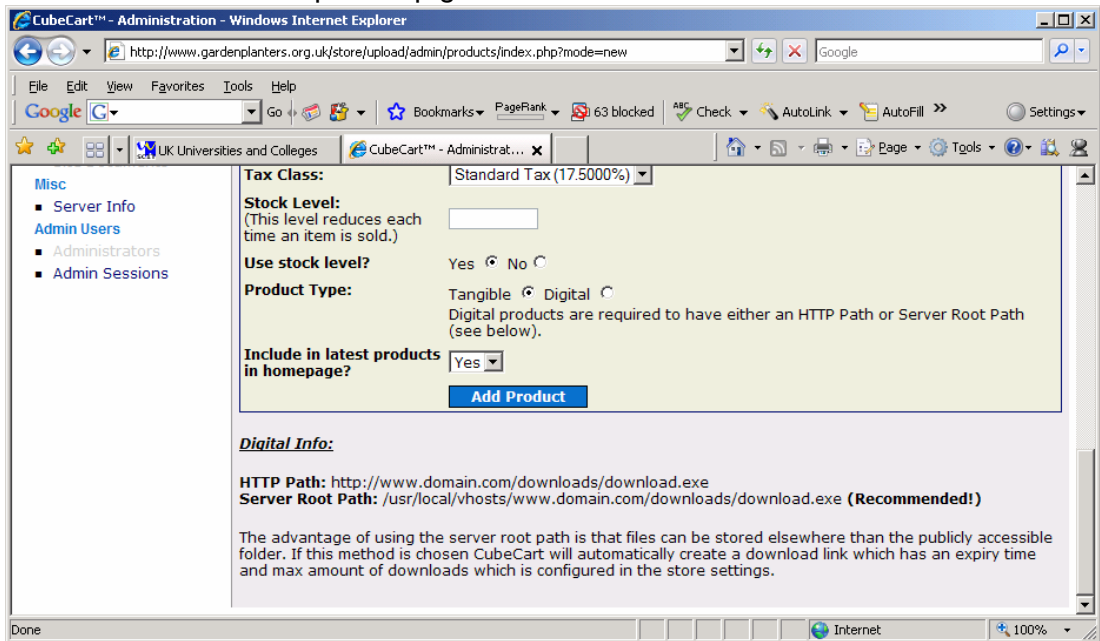


Working through this page each item is explained below:

- a. **Product Name** – This is the name you wish to call a product e.g. HP Printer 345xl
- b. **Product / Stock No** - You can leave this for the system to generate or you can give this actual stock number you use in your store.
- c. **Description** – You can create a more detailed description of the product using this section and decide of the formatting of the text.
- d. **Category** – If you are using category or sub category select which one from the drop down menu that you want this product to be part of.
- e. **Image** – Select either Upload Image or Browse Existing Images for this product. This is a similar process to Category images. NB: When taking photos of your products try to ensure that the image is taken with a 640 x 480 pixel setting, this will ensure an acceptable internet size image.

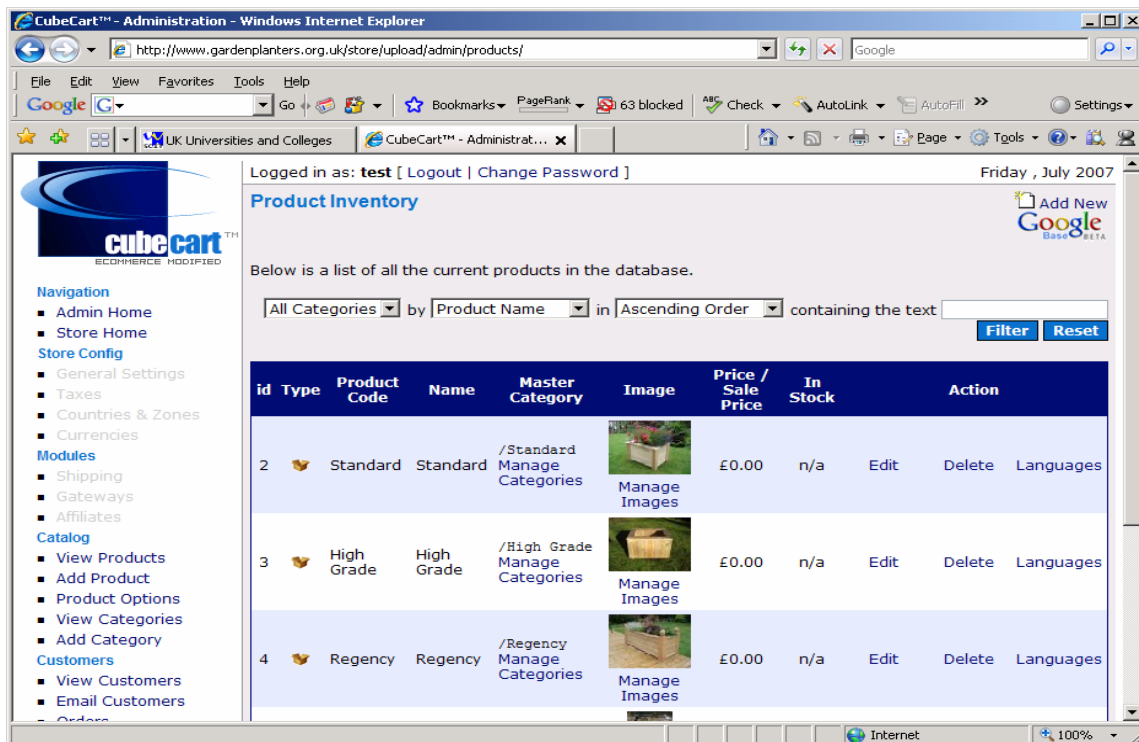
- f. **Normal Price** – This must be a number without currency symbol with decimal places if appropriate. The Normal price is as it says the price that you intend to normally sell the product for.
- g. **Sale Price** – This is when the setting for the store is set to **Individual Sale Price per Item**, if you don't enter a sale price then sale prices will not show. There are two other options associated with Sale Price set at store level, normally set up by us:
 - i. **Percentage off all prices**
 - ii. **No Sale prices.**
- h. **Product Weight** – If you are costing the price of packing and despatch on the basis of product weight then you must enter this products weight as a number expressed in kilogrammes.
- i. **Tax Class** – Depending on your business and country you may be adding tax to the price of your product select the drop down menu to select the appropriate tax fro this product.

Below is the remainder of product page.



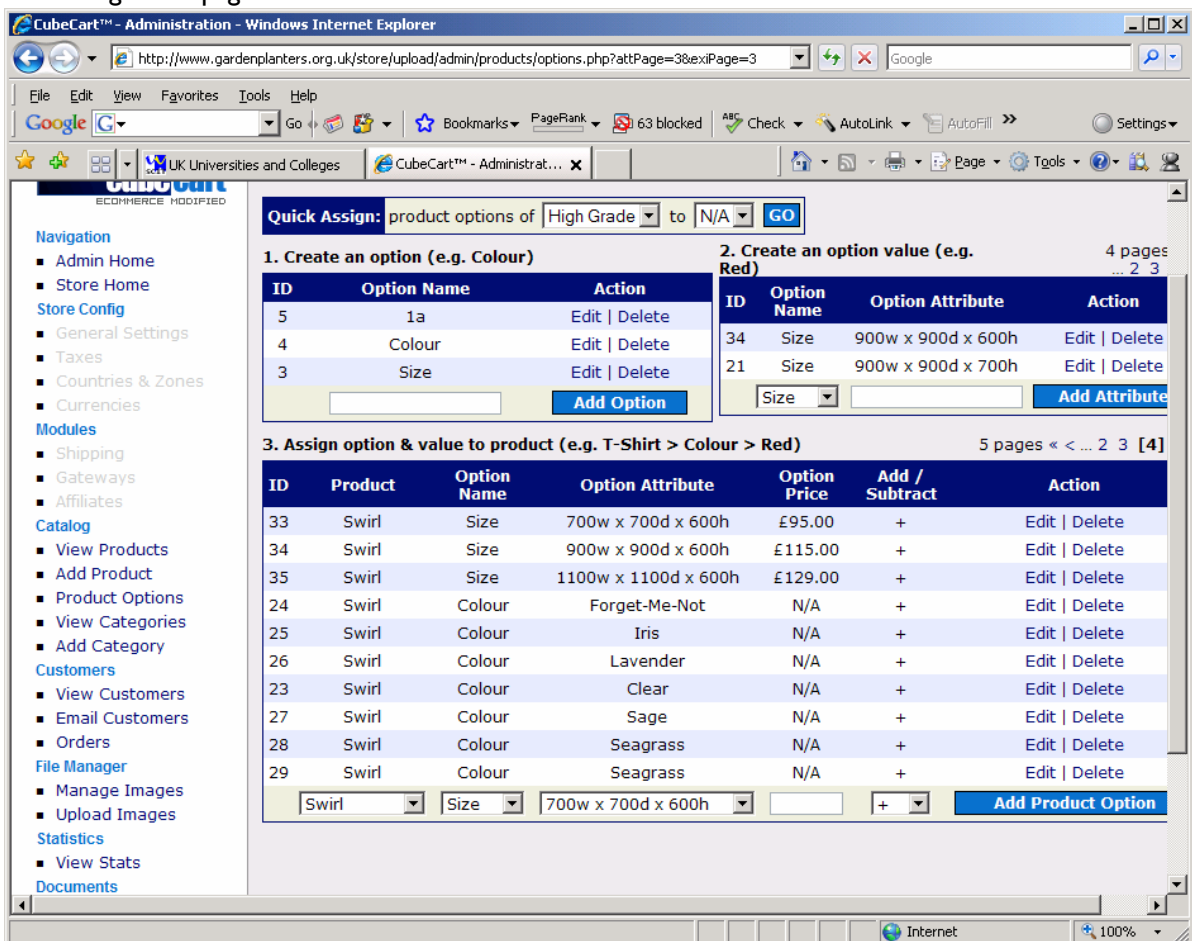
- j. **Stock Level** – This is used if you sell based on the stock level that you have in store – if this is your method of operation then put in here your current stock level. Leave blank if you sell either manufacture for sale or sell when out of stock.
- k. **Use Stock Level?** – Select Yes or No – if you select Yes then the system will reduce the stock level every time a purchase is made and it may control whether the current purchase will be allowed. If No then all sales will be allowed.
- l. **Include in latest products in homepage?** – Simply select Yes if you want this product to appear in latest products, otherwise No.
- m. **Click Add Product** – This will add product to store – follow any resulting errors.

8. **View Products** - This allows you to view all your products as a list and from that list against a product select to **Edit** or **Delete** it.



- a. **Language** – This option allows you to advertise your product in a different language, most of our websites use only English.

9. **Product Options** – Select this enables you to specify various options for your product e.g. Colour, size etc. You get this page:



- Quick Assign** – The drop down menu lists all your products so select the product that you wish to apply options to.
- 1. Create an option** – Type in the box provide option e.g. Colour, Size and click Add Option. You can also Edit or Delete an Option.
- 2. Create an option value** - Select an Option from drop down menu e.g. Size and type in box detail e.g. 900w x 900d x 600h and click Add Attribute.
- 3 Assign option & value to product** – This is done in the following stage:
 - Select the **Product** from drop down menu, e.g. Swirl
 - Select the **Option Name** from drop down menu e.g. size
 - Select the **Option Attribute** from drop down menu e.g. 700w x 700d x 600h
 - Type in the **Option Price** of the product with that Option and Attribute.
 - Select the **Add/subtract** from drop down menu this can + which adds the attribute price to the basic price – subtracts the attribute price from the basic price and NA means the attribute price is the price of the product with that attribute.

This is the end of procedure if you have any queries please go to our website and send us an email.