



AdVantShop.NET

Online store

Store administrator's guide

2013

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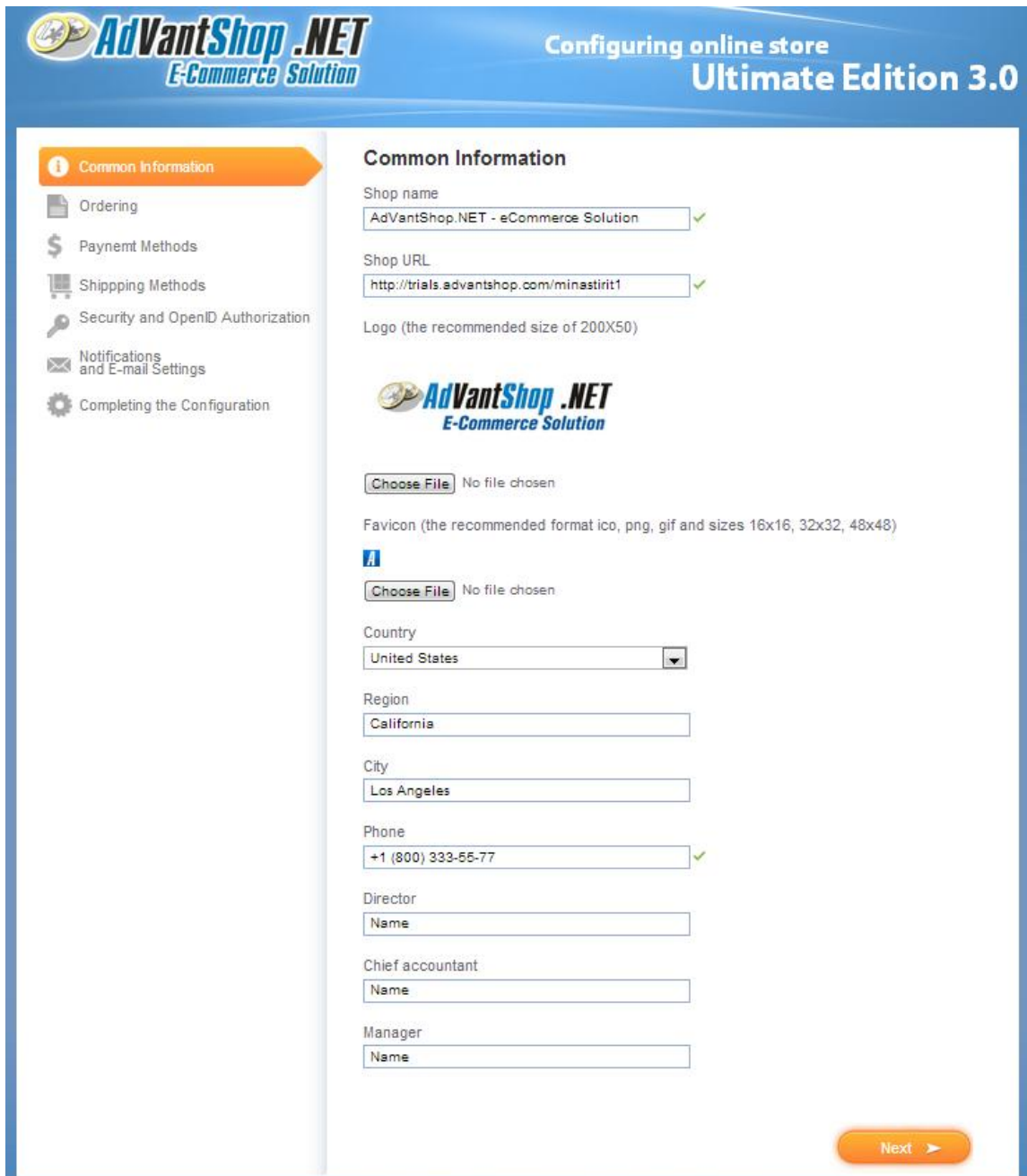
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1 Configuring your online store

Start your browser (a program for web browsing) and enter `http://<your_store_url>` into the address bar. When you first start your online store, a "Configuring online store" page will open. Here you can specify most options required for proper operation of your store.

On the first page it is necessary to enter common information about your store into the appropriate fields:



The screenshot displays the 'Configuring online store Ultimate Edition 3.0' interface. On the left is a sidebar with a navigation menu: 'Common Information' (highlighted in orange), 'Ordering', 'Payment Methods', 'Shipping Methods', 'Security and OpenID Authorization', 'Notifications and E-mail Settings', and 'Completing the Configuration'. The main content area is titled 'Common Information' and contains the following fields:

- Shop name:** A text box containing 'AdVantShop.NET - eCommerce Solution' with a green checkmark to its right.
- Shop URL:** A text box containing 'http://trials.advantshop.com/minastirit1' with a green checkmark to its right.
- Logo:** A section with the text '(the recommended size of 200X50)' and a preview of the 'AdVantShop.NET E-Commerce Solution' logo. Below it is a 'Choose File' button and the text 'No file chosen'.
- Favicon:** A section with the text '(the recommended format ico, png, gif and sizes 16x16, 32x32, 48x48)' and a small blue 'i' icon. Below it is a 'Choose File' button and the text 'No file chosen'.
- Country:** A dropdown menu with 'United States' selected.
- Region:** A text box containing 'California'.
- City:** A text box containing 'Los Angeles'.
- Phone:** A text box containing '+1 (800) 333-55-77' with a green checkmark to its right.
- Director:** A text box containing 'Name'.
- Chief accountant:** A text box containing 'Name'.
- Manager:** A text box containing 'Name'.

In the bottom right corner of the main area, there is an orange 'Next' button with a right-pointing arrow.

Fig.1. Common information

Click the "Next" button.

On the next page enter the necessary information about the sales plan, products ordering:

The screenshot shows the 'Ordering' configuration page of the AdVantShop.NET E-Commerce Solution. The interface has a blue header with the logo and the text 'Configuring online store Ultimate Edition 3.0'. On the left, a sidebar lists navigation options: 'Common Information', 'Ordering' (highlighted in orange), 'Payment Methods', 'Shipping Methods', 'Security and OpenID Authorization', 'Notifications and E-mail Settings', and 'Completing the Configuration'. The main content area is titled 'Ordering' and contains the following fields and options:

- Sales plan for a month**
 - Sales plan: 5,000.00 ✓
 - Profit plan: 1,000.00 ✓
 - ☐ Control the availability of products ordering
- Minimal order price: 0.00 ✓
- Maximal gift certificate price: 500.00 ✓
- Minimal gift certificate price: 100.00 ✓

At the bottom right, there are two orange buttons: 'Back' and 'Next'.

Fig.2. Ordering

Click the "Next" button.

On the next page specify all the possible payment methods in your online store:

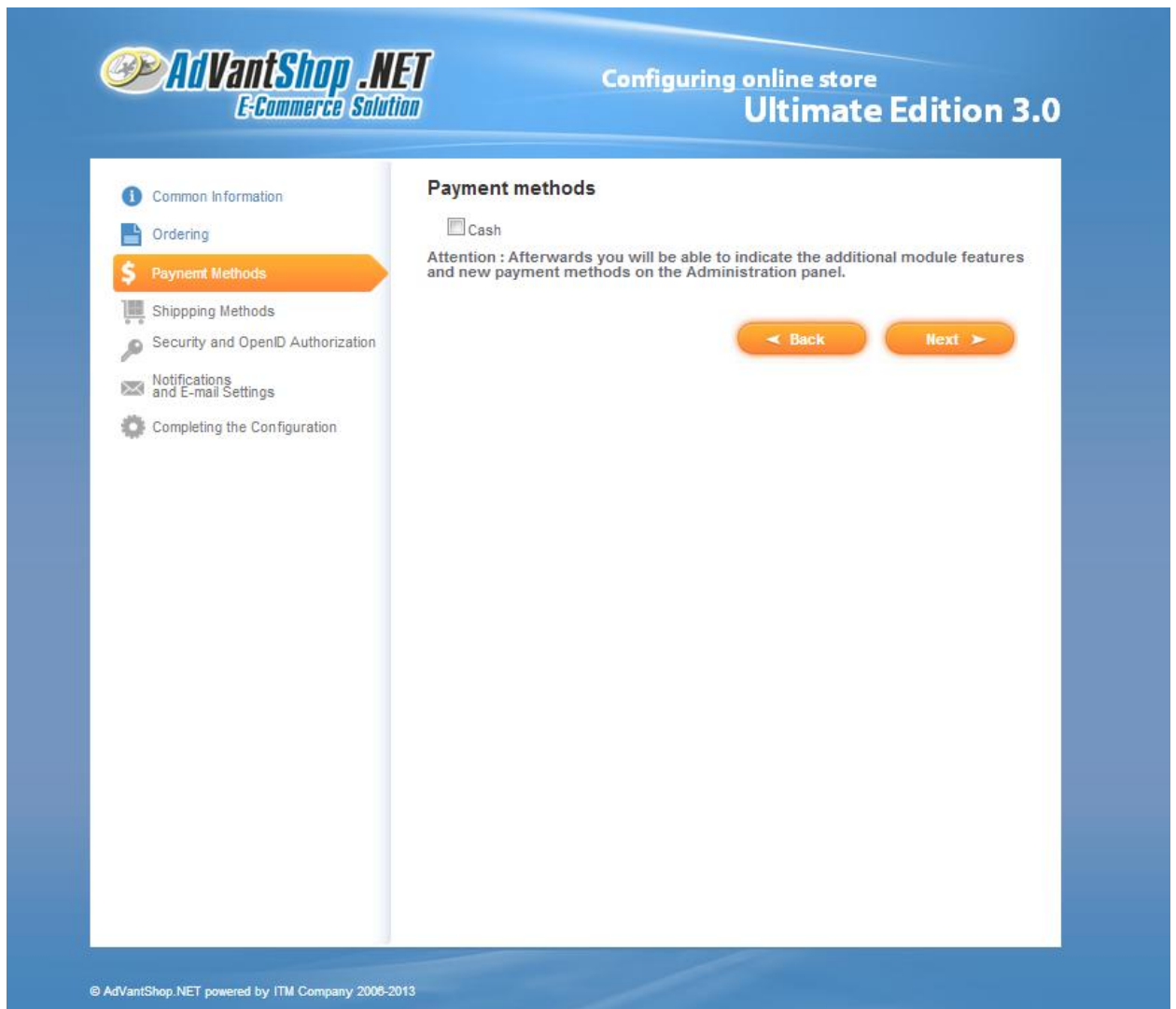


Fig.3. Payment methods

Click the "Next" button.

On the next page specify all the possible shipping methods in your online store:

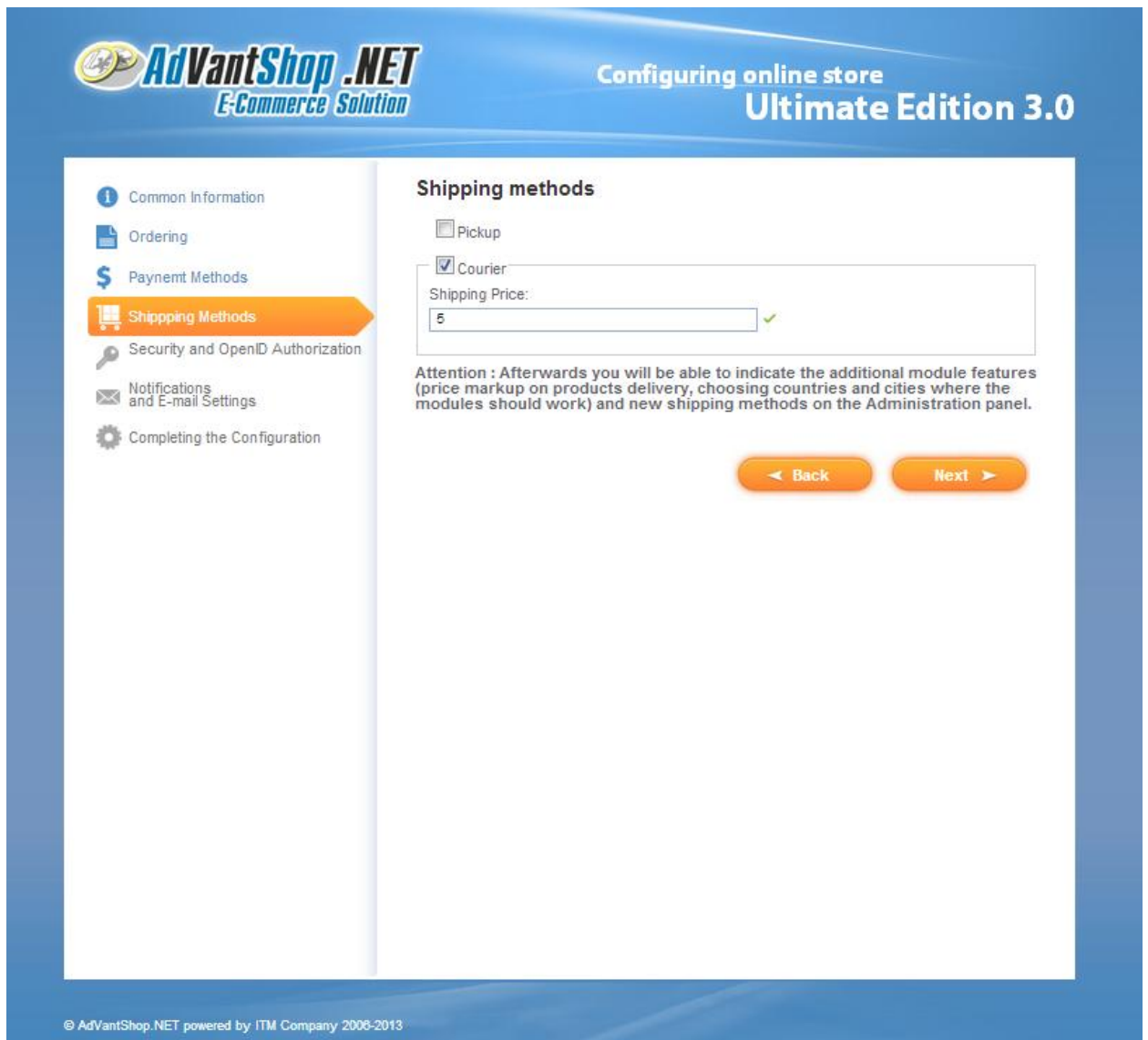




Fig.4. Shipping methods


Click the "Next" button.


Determine the possibility/impossibility of OpenID authorization using different systems and indicate your store administrative password:





Configuring online store
Ultimate Edition 3.0


 Common Information


 Ordering

 Payment Methods

 Shipping Methods

 **Security and OpenID Authorization**

 Notifications and E-mail Settings

 Completing the Configuration


Security and OpenID authorization


The administrator account:


Password

Confirm password

Enable authentication for OpenID through the following systems:

☐  Google

☐  Facebook

☐  Twitter

◀ Back

Next ▶

Fig.5. Security and OpenID authorization

Click the “Next” button.

On the next page specify e-mail settings and addresses for emailing clients using the notification service:



Configuring online store
Ultimate Edition 3.0

Common Information

Ordering

Payment Methods

Shipping Methods

Security and OpenID Authorization

Notifications and E-mail Settings

Completing the Configuration

Notifications and email settings

Enter Email to send notifications

Users registration
 ✓

New Orders
 ✓

Product reviews
 ✓

Feedback
 ✓

Outgoing Settings

SMTP server
 ✓

Login
 ✓

Password
 ✓

Port
 ✓

E-mail
 ✓

☐ Enable SSL

◀ Back

Next ▶

Fig.6. Notifications and email settings

Click the "Next" button.

On the next page click the "Finish" button:



Fig.7. Final step

After that the main page of the store will open. (see Fig.8)



All the characteristics indicated in startup settings of the store can be changed later in the appropriate section of the administration panel (see the "Managing Settings" section of this guide).

2 Login to the administrative panel

To get an access to the store management system, created by AdVantShop.NET, start your browser (a program for web browsing) and enter `http://<your_store_url>` into the address bar.

AdVantShop.NET support the following browsers:



1. **Internet Explorer** (version 8.0 and above)
 2. **Mozilla FireFox** (version 4.0 and above)
 3. **Opera** (version 11.0 and above)
 4. **Safari** (version 4 and above)
 5. **Google Chrome**
-

Click the "Log In" link in the upper-left corner of the page.

A new page will open. Enter the e-mail address of the registered user, access password into the authorization form and click the "Log In" button.

Authorisation

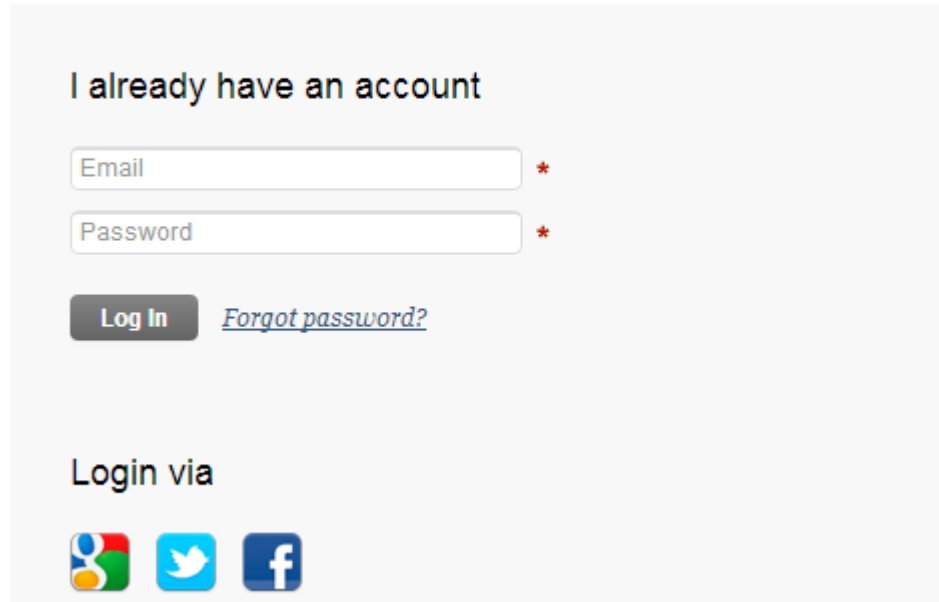
A screenshot of a web page titled "Authorisation". At the top, it says "I already have an account". Below this are two input fields: "Email" and "Password", each followed by a red asterisk. Under the "Password" field is a "Log In" button and a link that says "Forgot password?". At the bottom, it says "Login via" followed by three social media icons: Google+, Twitter, and Facebook.

Fig.9. Authorization form

Username "admin" and password "123" are used by default.

After entering your username and password click the "Log In" button. Validity of the entered data will be checked then. If the username and/or password have been entered incorrectly, a warning message will appear. Be careful and try again.

To access the administration panel, follow the "Administration panel" link in the upper-right corner of the page.

This page will appear next:

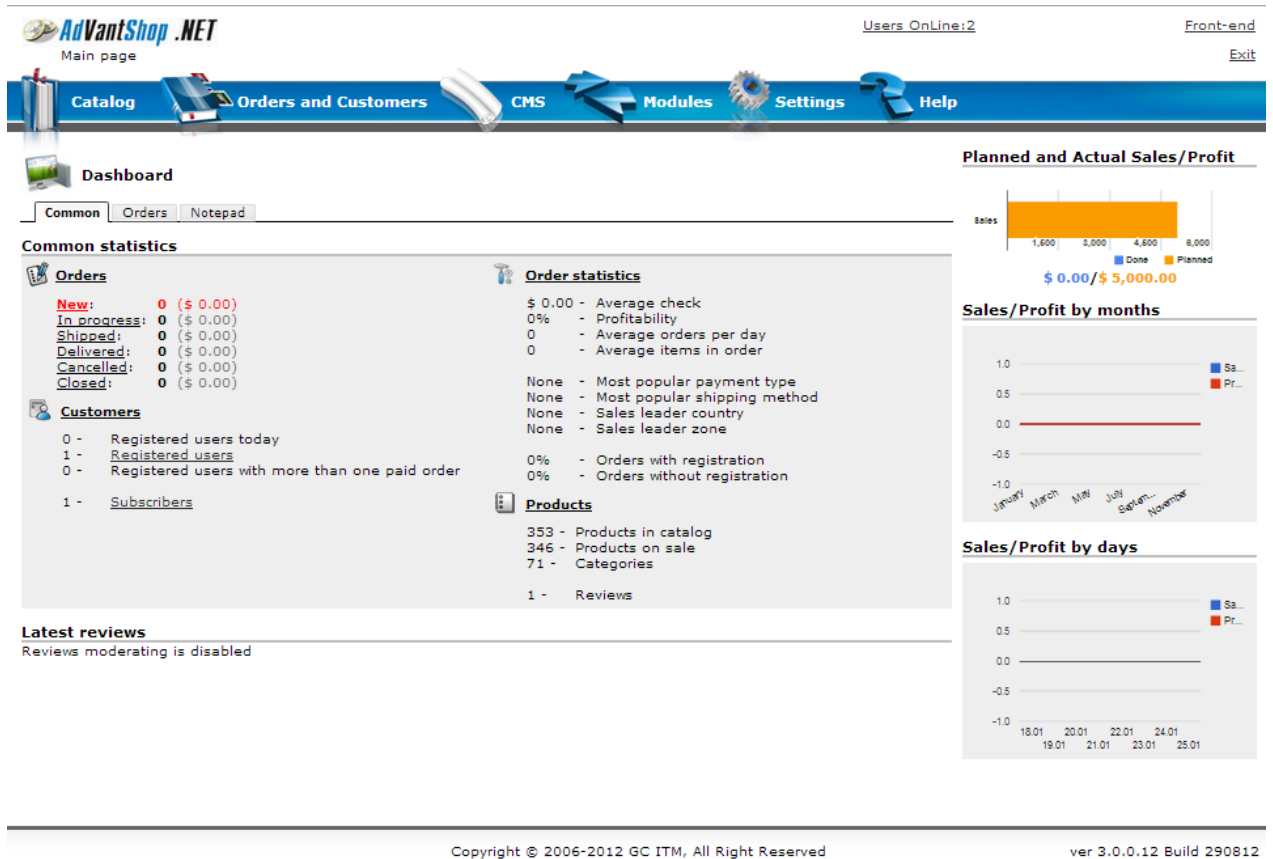


Fig.10. Administration panel, the "Common" tab

At the top of the window main menu options are:



Fig.11. Administrator main menu

On the "Common" tab the current information about orders, customers, products, latest product reviews and common information about your online store are displayed.

Sales/profits finance statistics is given on the "Orders" tab:

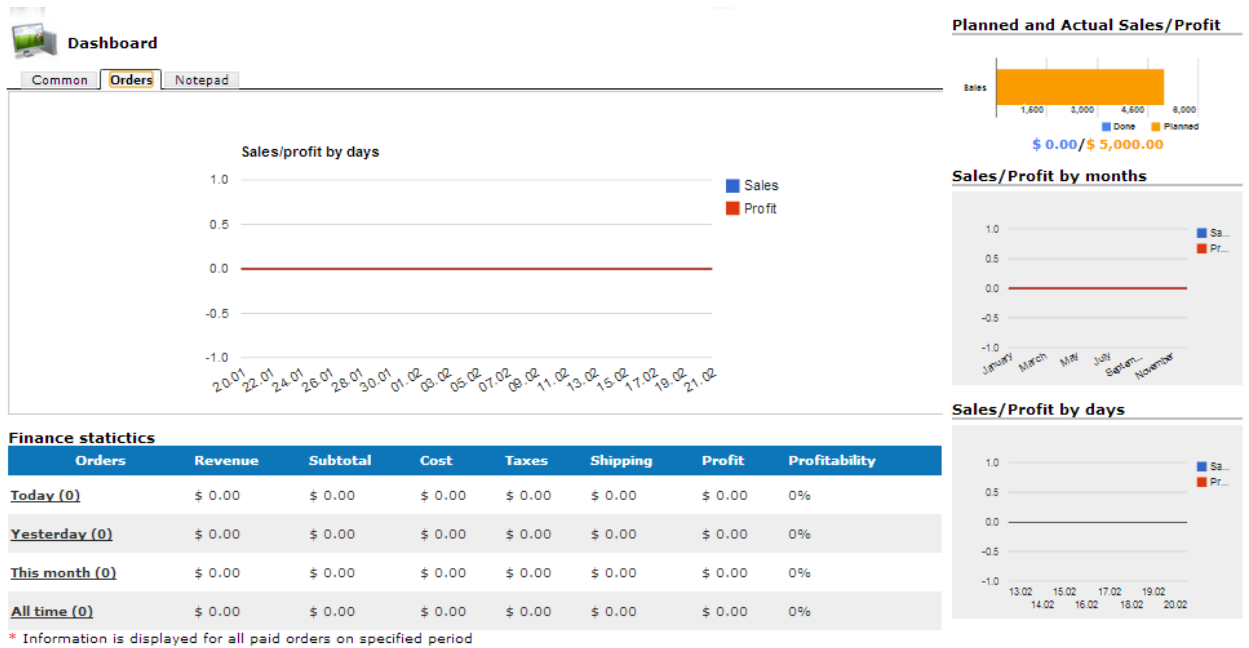


Fig.12. The "Orders" tab

The “Notepad” tab is made for saving current administrator’s notes, if it is necessary:

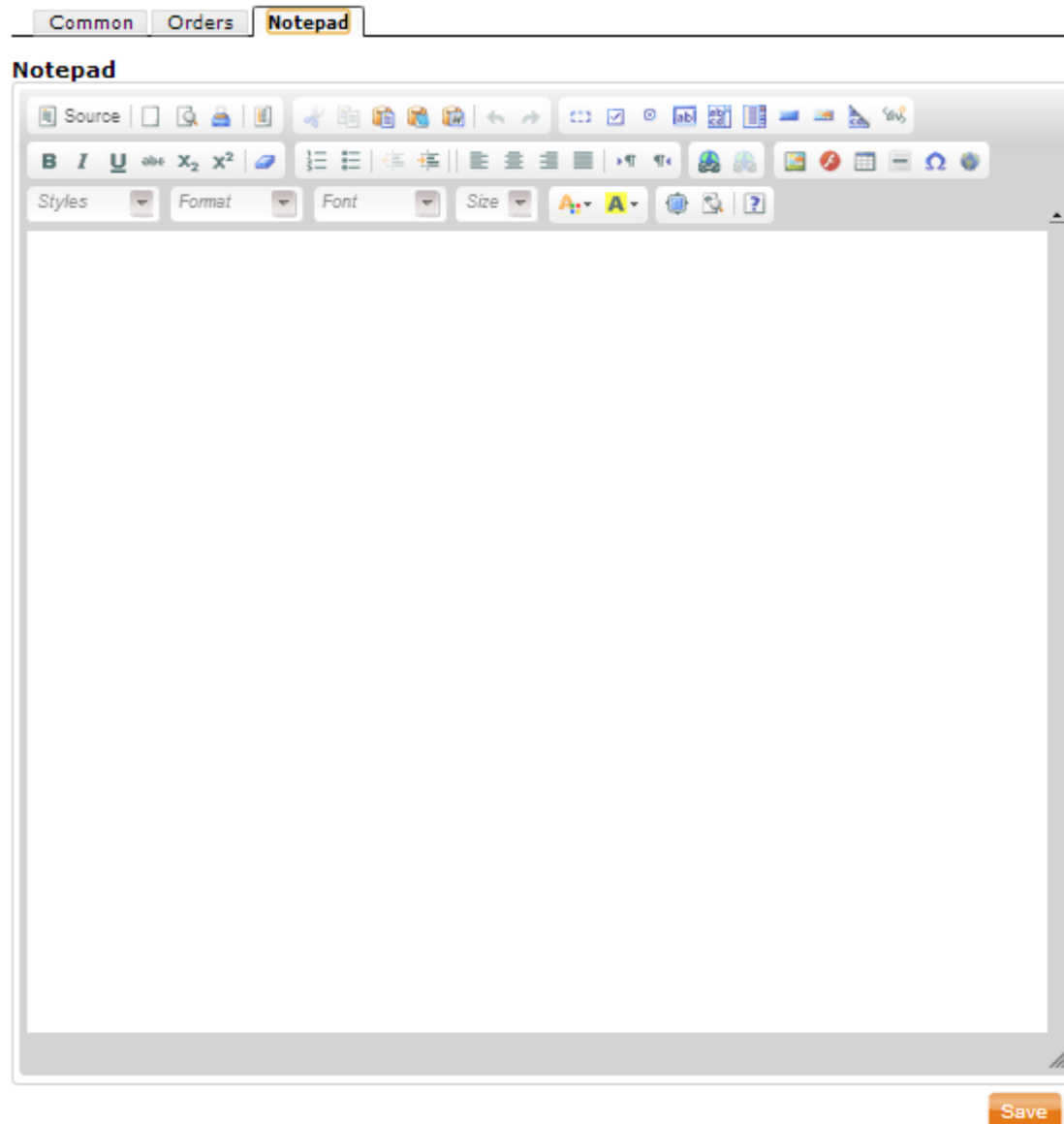


Fig.13. The “Notepad” tab

Notepad notes can be saved by using a built-in WYSIWYG editor.



To learn more about the WYSIWYG editor, see Appendix 1 of this guide.

For saving the information entered, click the “Save” button.

3 Managing online store

3.1 Managing products catalog

Managing your products catalog includes:

- adding and deleting categories of products and products themselves;
- editing categories, products and their properties;
- ordering categories and products in the catalog;
- adding/editing/deleting special offers;
- managing bestsellers list.

To get an access to the product catalog section, click the "Catalog" option in the main menu:

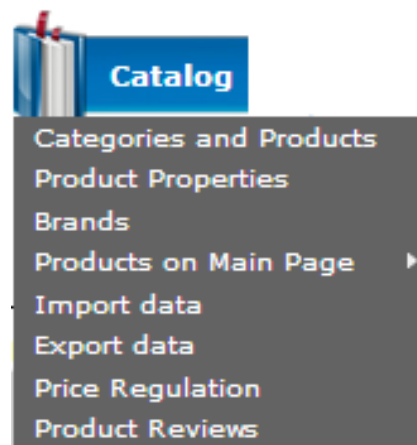


Fig.14. The "Catalog" menu option

The page will be organized as follows:

AdVantShop .NET Users OnLine:2 [Front-end](#) [Exit](#)

Main page > [Catalog](#) > Categories and Products

Catalog **Orders and Customers** **CMS** **Modules** **Settings** **Help**

Products

- All products in catalog (353)
- Products in categories (348)
- All products without categories (5)

Catalog:

Root (350/352)

- Cell Phones (23/23)
- Electronics (201/203)
- Clothing & Shoes (47/47)
- For Kids (20/20)
- Flowers (21/21)
- Food & Drinks (38/38)

Best sellers

- Apple iPhone 4S 64Gb (black)
- Plasma TV LG 42PQ100R
- Sony KDL-52Z4500
- CPU Intel Xeon E5507 BOX
- Testy ice cream
- Ice cream
- Sony PlayStation 3 slim 160 GB
- Other

New products

- Apple MacBook Pro A1278
- Apple MacBook Pro A1286
- PlayStation 3 Slim (160GB)
- Arrangement: I Love You
- Sonyericsson Ray ST18i White
- Samsung Wave 525 GT-S5250 Black
- HTC One X White
- Apple iPhone 4S 32Gb (black)
- Platform shoes PUSH IT
- Other

Product with discount

- Apple MacBook Air
- ASUS Eee PC 1001 PX
- hp 2310 Black-Silver (WC291AA)
- Apple iPhone 4S 64Gb (black)
- Black car seat
- Pizza Vegetto
- Plasma TV LG 42PQ100R
- Seagate Mega Drive
- CPU Intel Xeon E5507 BOX
- Other

CATALOG [Edit category](#)

Catalog

Category path:
Catalog

Command: 0 Items selected Subcategories: 6 Products: 0

SKU	Name	Categories	Price	Amount	Activ.	Order
43	Cell Phones				<input checked="" type="checkbox"/>	10
8	Electronics				<input checked="" type="checkbox"/>	20
50	Clothing & Shoes				<input checked="" type="checkbox"/>	30
58	For Kids				<input checked="" type="checkbox"/>	40
11	Flowers				<input checked="" type="checkbox"/>	50
14	Food & Drinks				<input checked="" type="checkbox"/>	60

Show: 10 Page #

Fig.15. The "Catalog" page

The left side of the page displays a products categories list organized as a tree menu. Navigating within this menu is identical to the navigating in the standard Windows Explorer and user-friendly.

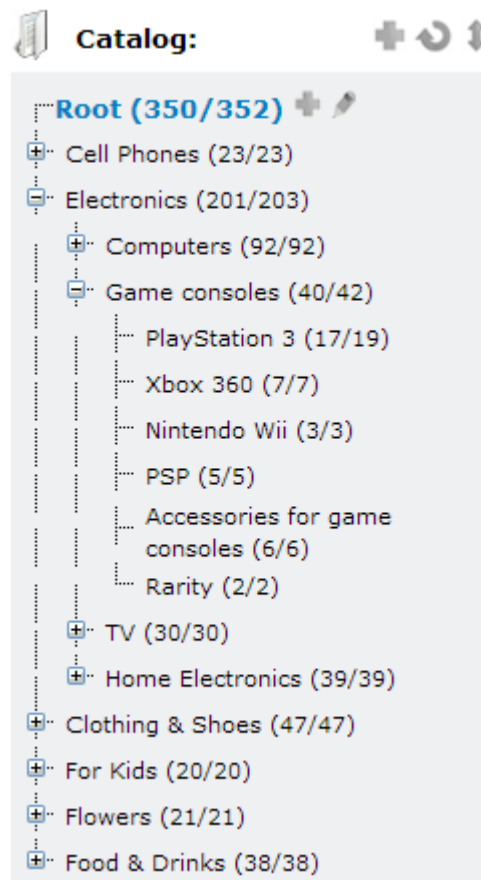


Fig.16. Categories tree menu

The right side of the page displays a products list in the current category:

DRESSES [Edit category](#) | [Delete category](#)
Catalog

Category path:
Catalog > Clothing & Shoes > Women > Dresses

Command: | 0 Items selected

Subcategories: 0 Products: 5

SKU	Name	Categories	Price	Amount	Activ.	Order
Go to upper level						
966	Elegant evening dress		2,599.00	10	<input checked="" type="checkbox"/>	0
967	Elegant white dress		2,399.00	1	<input checked="" type="checkbox"/>	0
968	Elegant red dress		3,599.00	1	<input checked="" type="checkbox"/>	0
970	Dress		2,799.00	1	<input checked="" type="checkbox"/>	0
972	Dress "City Nights"		4,999.00	1	<input checked="" type="checkbox"/>	0

Show: Page #

Fig.17. Category list

3.1.1 Managing products and categories

To edit a products catalog (managing products and categories) select the "Categories and products" option in the "Catalog" menu:

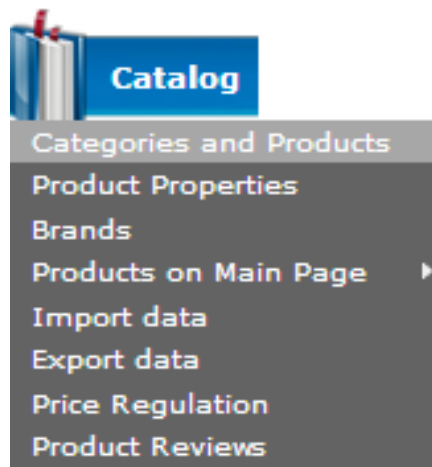




Fig.18. The "Categories and products" option in the "Catalog" menu

Managing products category

To add a new category of products to the catalog, select a root category in the catalog and click the "Add new category" button  on the right of the title "Catalog". If you want to add a subcategory, you should select a parent category from the existing ones and click the "Add new category" button  on the right of its name:

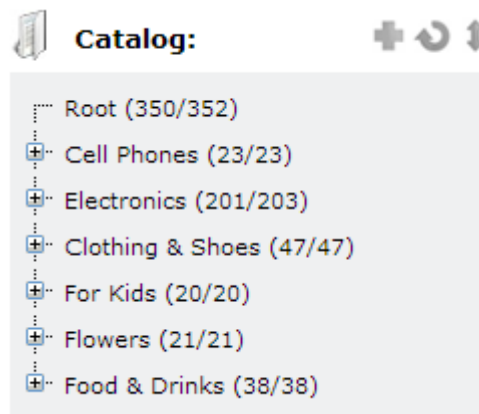


Fig.19. The "Add new category" button

You can also hover your mouse cursor over the selected category name and select the "Add new category" option from the drop-down menu:

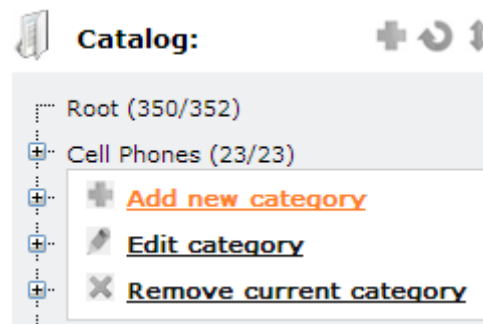


Fig.20. Managing categories using drop-down menu

This window will appear next:

CATALOG

Add category

Name:

URL synonym *

Synonym should contain only letters, numbers and '_' or '-' characters

Parent: Cell Phones [Change](#)

Image: No file chosen

Minipicture: No file chosen

Subcategory display style: ▼

Sort order:

Enabled: ☒

Display products from subcategories: ☐

Warning! This feature requires a lot of system resources. Make sure you have enough powerful server.

Display brands in menu ☐

Display 2 levels of subcategories in menu ☐

Page title:

The text #SHOPNAME# will be automatically replaced with shop name, #CATEGORY_NAME# with name of category.
A null value will be replaced by a default value.

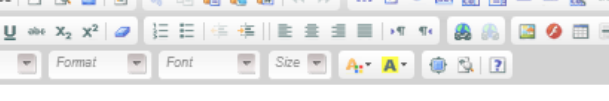
Meta keywords:

The text #SHOPNAME# will be automatically replaced with shop name, #CATEGORY_NAME# with name of category.
A null value will be replaced by a default value.

Meta description:

The text #SHOPNAME# will be automatically replaced with shop name, #CATEGORY_NAME# with name of category.
A null value will be replaced by a default value.

Brief description:



Add

Fig.21. Adding/editing category

Enter a new category name into the "Name" field.

The new category page URL should be entered into the next field, "URL synonym".

Parent category is the third field, where you can change the parent by clicking the "Change" link and selecting a new parent category in the next tree list:

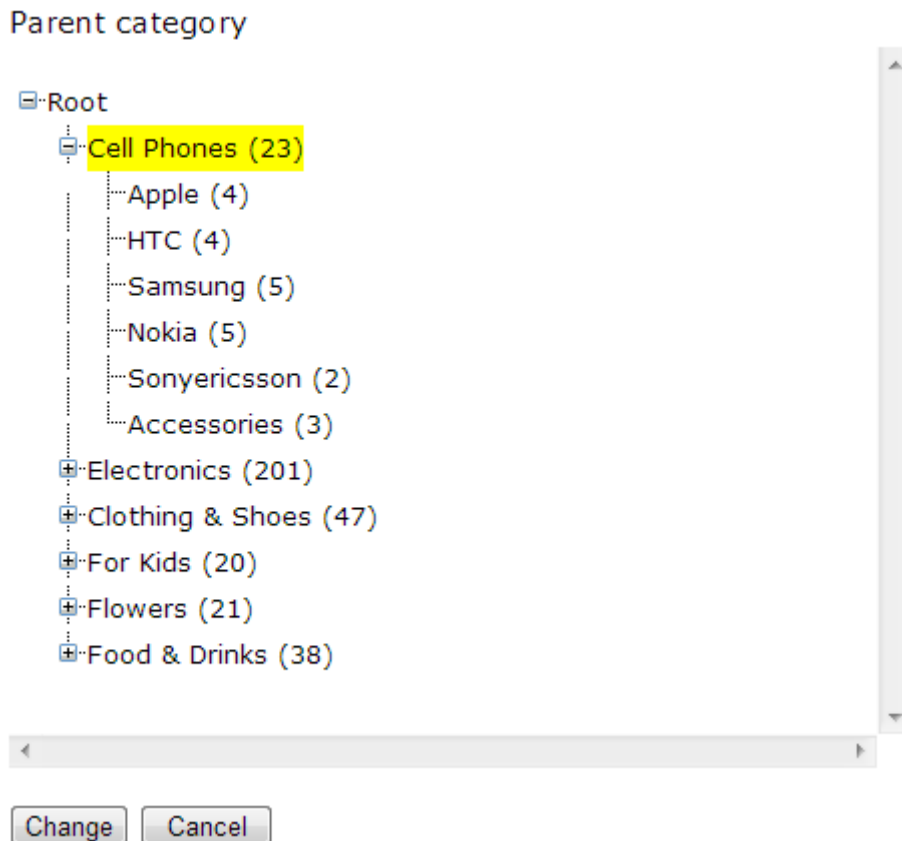


Fig.22. Selecting parent category

After the category is selected, click the "Change" button.

To upload the image that will illustrate the category on the appropriate page of your online store, click the "Choose file" / "Browse" button in the "Image" field. Specify the image file location on your computer hard drive or removable storage device.

The category on the front-end will be as follows:

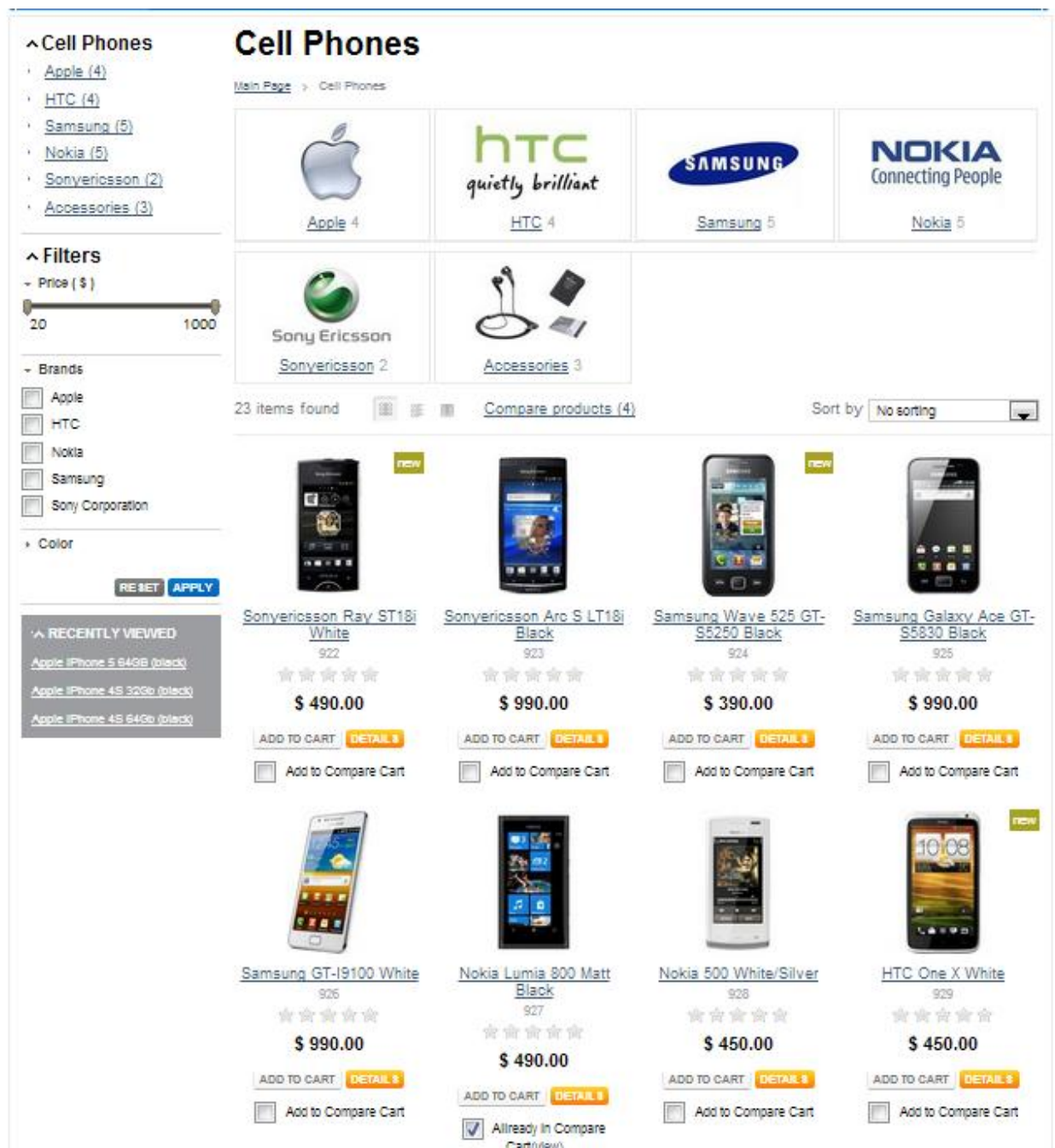


Fig.23. Product category display on the front-end

To upload the image as an illustration for new category in the products catalog, click the "Choose file" / "Browse" button in the "Mini picture" field. Specify the image file location on your computer hard drive or removable storage device.



There is no need to prepare the image file with reduced size before it is uploaded. You can upload the image file with any size, mini picture will be created automatically.

Categories in the catalog on the front-end of the store will be as follows:

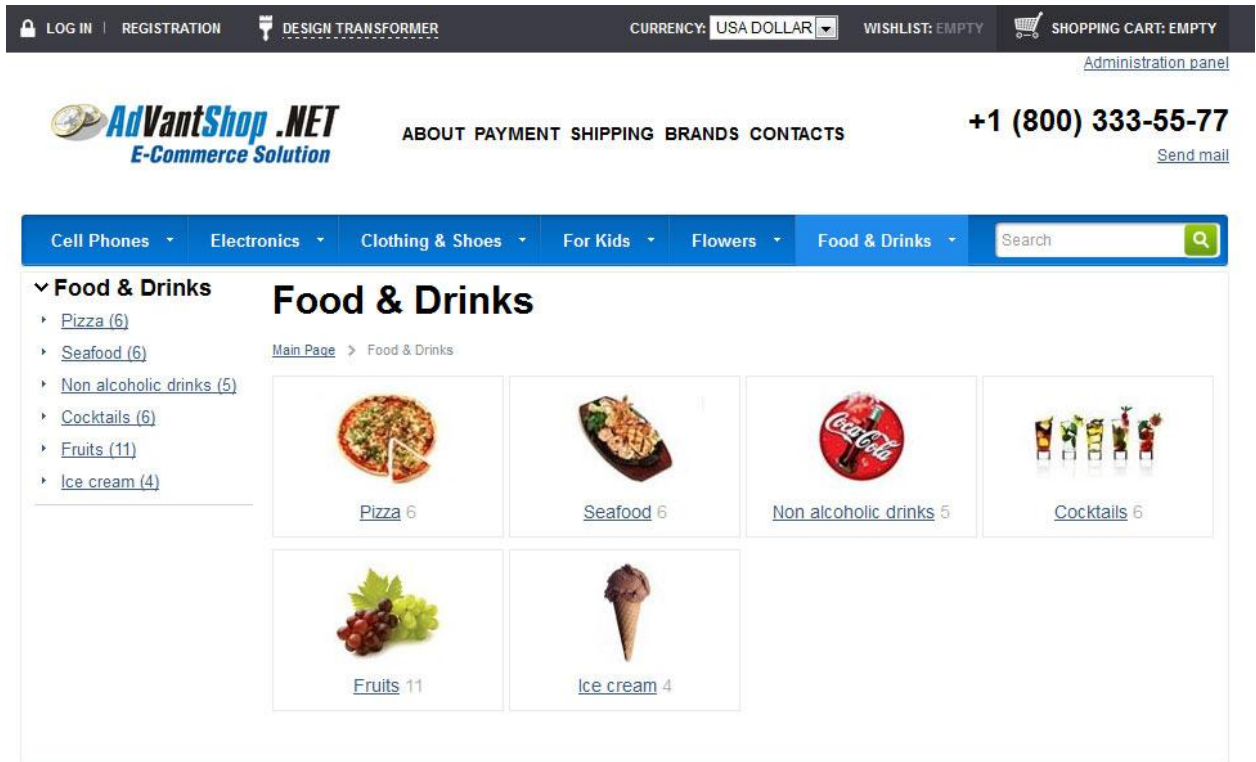


Fig.24. Product category display

In the "Subcategory style" field select the way subcategories of the products catalog should be displayed from the drop-down list: tile format or hidden.

If "Tile" is selected, the products catalog on the front-end of the store will be displayed as in the fig. 24.

To display the category in the catalog on the site, select the "Enabled" check box.

In the "Title" field indicate page name that will be displayed in the title line of your browser when viewing the category contents.

In the "Meta keywords" field specify any keywords characterizing the category and its products. Use a space or a comma to separate the keywords.

The "Meta description" field is used for entering a short text describing the products in the category.




The fields "Title", "Meta keywords" and "Meta description" are filled in optionally. If you leave these fields blank, their values will be filled in from common settings automatically.

With the use of a built-in WYSIWYG editor enter the appropriate description of the category into the “Description” and “Brief description” fields.



To learn more about the WYSIWYG editor, see Appendix 1 of this guide.

To complete the category, click the “Add” button.

To edit the existing category, select it in the tree menu and click the “Edit category” button  on the right side of the category name or hover your mouse cursor over the category name and select the “Edit category” option in the drop-down menu:

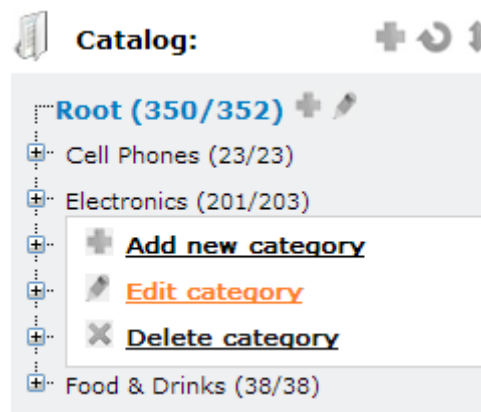



Fig.25 Category drop-down menu

A form identical to the “Add category” form will open. Make necessary changes and click the “Save” button.

Sort order of categories

To change category sort order, use the "Sort order" button  at the top of the category tree structure. A new window will appear next:

CATALOG

Categories sort order

Category: Root [Change](#)

Sub categories:

ID	Name	Order
43	Cell Phones	10
8	Electronics	20
50	Clothing & Shoes	30
58	For Kids	40
11	Flowers	50
14	Food & Drinks	60


Show: 10  Page #

Fig.26. Sorting categories

To select the parent category for its subcategories sorting, click the "Change" link.

A new window will open then:

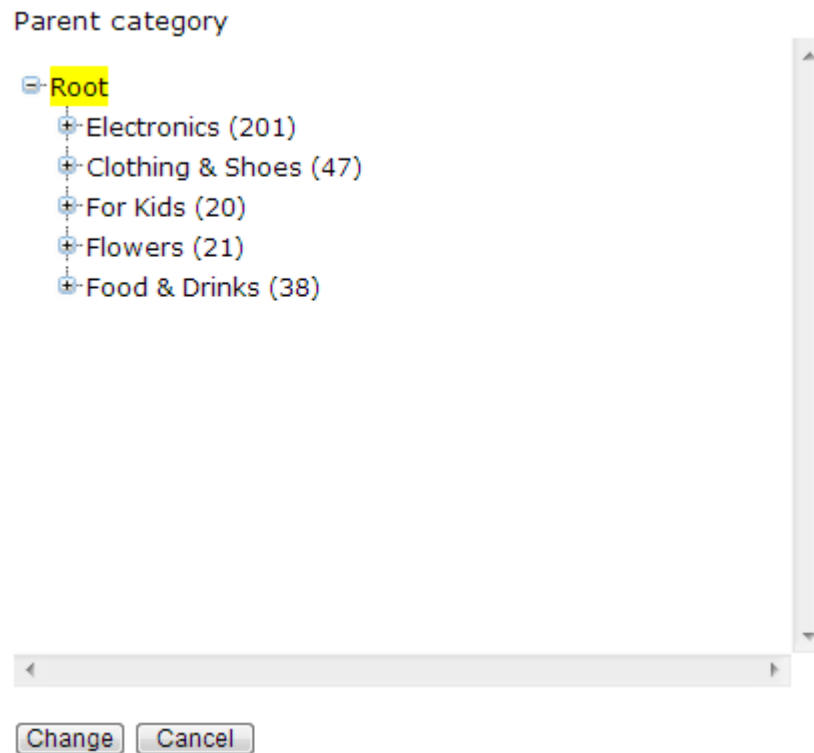


Fig.27. Selecting parent category


Select category name that will be the "Parent" and click the "OK" button.

To change a sort index of the selected category, specify order number in the "Order" field (the lower a number is, the higher position the category will have in the tree structure), click the "Save changes" button.



In the process of adding categories and products we recommend you to specify their sort order in increments of 10, i.e. 10, 20, 30, so that later you could add a category between the categories with the sort index, for example, 10 and 20 and specify its sort index value equal to 15.

When finished, click the "Close" button.

To delete a subcategory, select it in the tree structure and click the “Delete category” button  on the right of the category name or hover your mouse cursor over the category name and select the “Delete category” option in the drop-down menu:

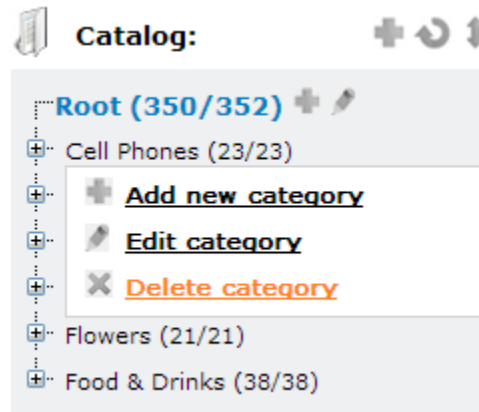


Fig.28. Category drop-down menu

You have to confirm your deletion request:

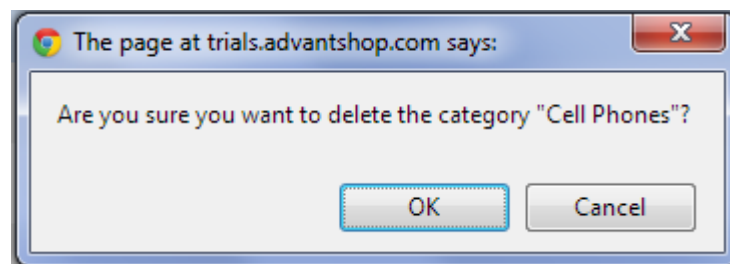



Fig.29. Category deletion

Click the “OK” button.

Sometimes after adding or deleting the products it is required to calculate the quantity of products manually. For this operation use the “Recalculate products” button  on the right of the “Catalog” and/or “Products” title.

Managing products list

To add a new product into the category, select the category in the tree menu and click the "Add product" button on right side of the page:

SHOES [Edit category](#) | [Delete category](#)
Catalog

Category path:
[Catalog](#) > [Clothing & Shoes](#) > [Men](#) > [Shoes](#)

Command: | 0 Items selected Subcategories: 0 Products: 5


From: To: Any

	SKU	Name	Categories	Price	Amount	Activ.	Order	
		Go to upper level						
	1020	Black shoes		3,200.00	10	<input checked="" type="checkbox"/>	0	
	1021	Shoes		3,700.00	1	<input checked="" type="checkbox"/>	0	
	1022	Black shoes		4,500.00	1	<input checked="" type="checkbox"/>	0	
	1023	Brown shoes		5,800.00	1	<input checked="" type="checkbox"/>	0	
	1024	Shoes		7,900.00	1	<input checked="" type="checkbox"/>	0	

Show: Page: #

Fig.30. Products list of the selected category

"Add new product" page will open:

 **ADD NEW PRODUCT**
Add/Edit product

Category path:
[Catalog](#) > [Clothing & Shoes](#)

Common

Price and amount

Description

SEO

Common

ID

SKU

Name*

URL synonym *

Enable ☒

Additional

Brand Not Selected [Select...](#)

Product weight Kg

Product size(length, width, height) x x mm

Markers

Bestseller ☐

Recommended ☐

New ☐

On sale ☐

You can not change because there is no category

Fig. 31 The "Add new product" page

Enter the information about the product in the "Common" tab.

Indicate the markers – "Bestseller", "Recommended", "New", "On sale" that will correspond to the product by selecting check boxes. If the markers for the products are already indicated, the product in the catalog of the front-end will be as follows:

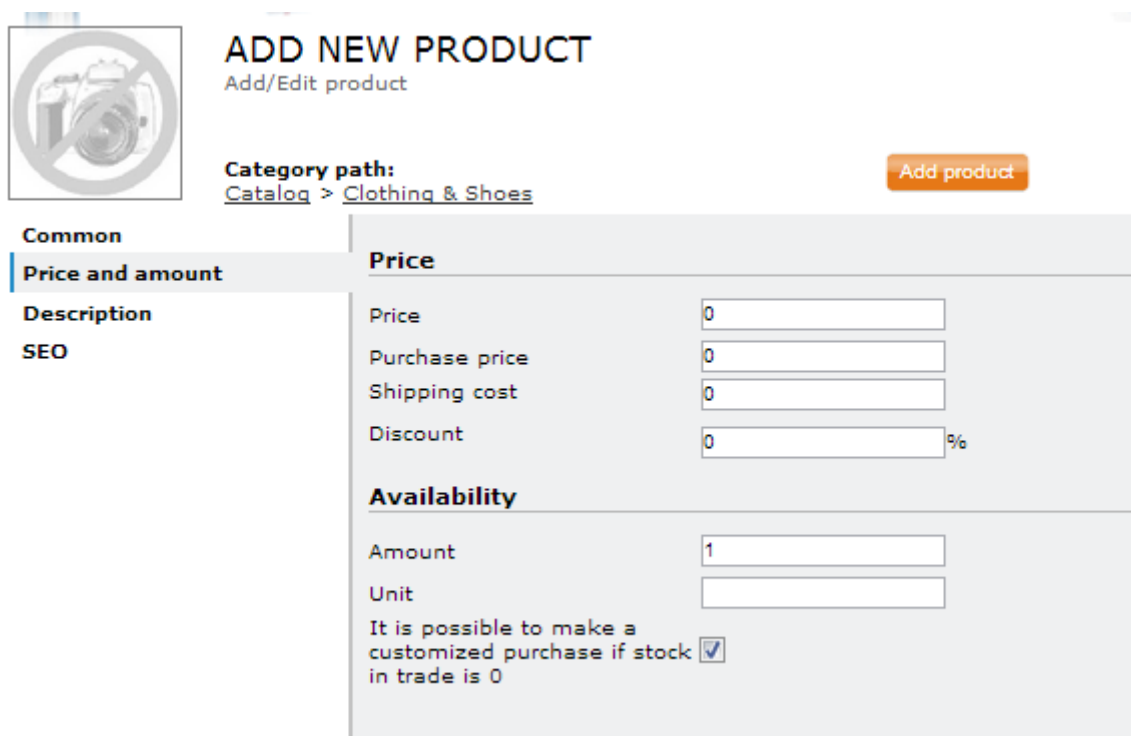


Fig.32. Products with indicated markers



The "Discount" marker will be displayed if a discount is not equal to 0 (to indicate a discount, use the "Price and amount" tab).

Open the "Price and amount" tab:



ADD NEW PRODUCT
Add/Edit product

Category path: [Catalog](#) > [Clothing & Shoes](#) Add product

Common
Price and amount
Description
SEO

Price

Price

Purchase price

Shipping cost

Discount %

Availability

Amount

Unit

It is possible to make a customized purchase if stock in trade is 0 ☒

Fig.33. Price and availability settings

Indicate price of the product, its purchase price, discount and amount in the warehouse.

Indicate a product unit in the appropriate field, if required.

Open the "Description" tab:

The screenshot displays the 'ADD NEW PRODUCT' interface. At the top left, there is a placeholder image of a camera with a red 'X' over it. To its right, the title 'ADD NEW PRODUCT' is followed by the subtitle 'Add/Edit product'. Below this, the 'Category path' is shown as 'Catalog > Clothing & Shoes', and an 'Add product' button is visible. On the left side, a sidebar contains four tabs: 'Common', 'Price and amount', 'Description' (which is selected and highlighted with a blue bar), and 'SEO'. The main content area is divided into two sections: 'Description' and 'Short description'. Each section features a rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, and a help icon. Below the toolbar is a large, empty text area for entering the product description.

Fig.34. Adding product description

Enter a detailed and short description of the product into the appropriate fields. You can use a built-in WYSIWYG editor to format the description text.



To learn more about the WYSIWYG editor, see Appendix 1 of this guide.

The text entered into the “Page title” field of the “SEO” tab will be displayed in the page title of the product information page:

ADD NEW PRODUCT
Add/Edit product

Category path:
[Catalog](#) > [Clothing & Shoes](#)

Add product

Common
Price and amount
Description
SEO

SEO

Page title:

Meta keywords:

Meta description:

The text #SHOPNAME# will be automatically replaced with shop name,
#PRODUCT_NAME# with product name.
A null values will be replaced with default values.

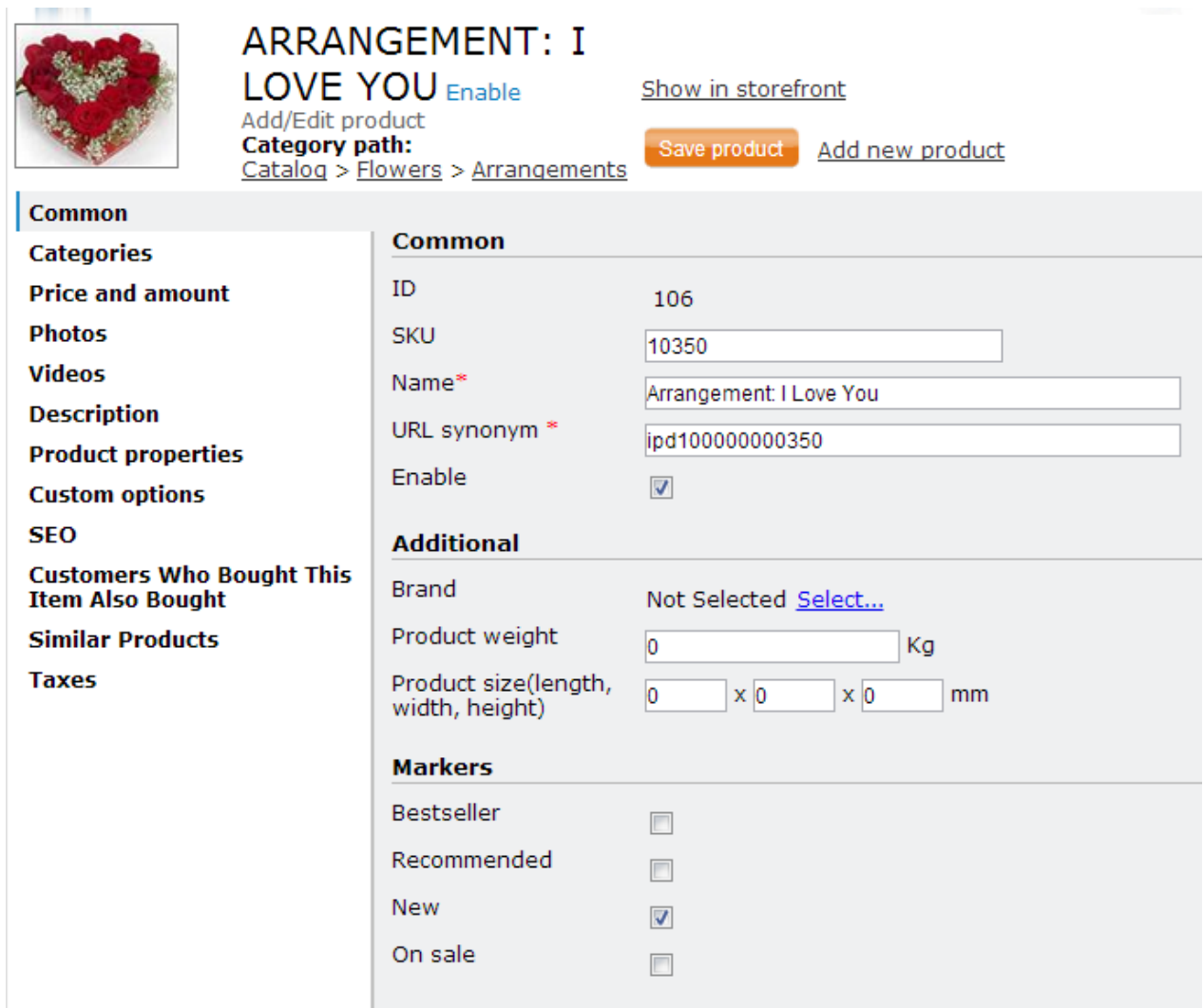
Fig.35. “SEO” parameters settings

In the “Meta keywords” field specify any keywords characterizing the product. Use a space or a comma to separate the keywords.

The “Meta description” field is made for entering a short text describing the product.

To complete this operation, click the "Add product" button.

The tabs like "Categories", "Photos", "Videos", "Product properties", "Custom options", "Customers Who Bought This Item Also Bought", "Similar products" and "Taxes" will be added to the "Add/Edit product" form.



The screenshot shows the 'Add/Edit product' interface. At the top left is a thumbnail image of a heart-shaped arrangement of red roses. To its right, the product title 'ARRANGEMENT: I LOVE YOU' is displayed in large, bold letters, followed by an 'Enable' link. Below the title is the 'Add/Edit product' link and the 'Category path: Catalog > Flowers > Arrangements'. To the right of the category path are two buttons: 'Save product' (orange) and 'Add new product' (blue). Below this header is a sidebar on the left with a list of tabs: 'Common' (selected), 'Categories', 'Price and amount', 'Photos', 'Videos', 'Description', 'Product properties', 'Custom options', 'SEO', 'Customers Who Bought This Item Also Bought', 'Similar Products', and 'Taxes'. The main content area is divided into three sections: 'Common', 'Additional', and 'Markers'. The 'Common' section contains fields for ID (106), SKU (10350), Name (Arrangement: I Love You), URL synonym (ipd100000000350), and an 'Enable' checkbox (checked). The 'Additional' section contains a 'Brand' dropdown (Not Selected), 'Product weight' (0 Kg), and 'Product size' (0 x 0 x 0 mm). The 'Markers' section contains checkboxes for 'Bestseller', 'Recommended', 'New' (checked), and 'On sale'.

ARRANGEMENT: I LOVE YOU [Enable](#) [Show in storefront](#)

[Add/Edit product](#)
Category path:
[Catalog](#) > [Flowers](#) > [Arrangements](#) [Save product](#) [Add new product](#)

Common

Categories
Price and amount
Photos
Videos
Description
Product properties
Custom options
SEO
Customers Who Bought This Item Also Bought
Similar Products
Taxes

Common

ID 106

SKU 10350

Name* Arrangement: I Love You

URL synonym * ipd100000000350

Enable ☒

Additional

Brand Not Selected [Select...](#)

Product weight 0 Kg

Product size(length, width, height) 0 x 0 x 0 mm

Markers

Bestseller ☐

Recommended ☐

New ☒

On sale ☐

Fig.36. Editing products

In the "Categories" tab indicate the categories which should contain the product (one product can be added to several categories).

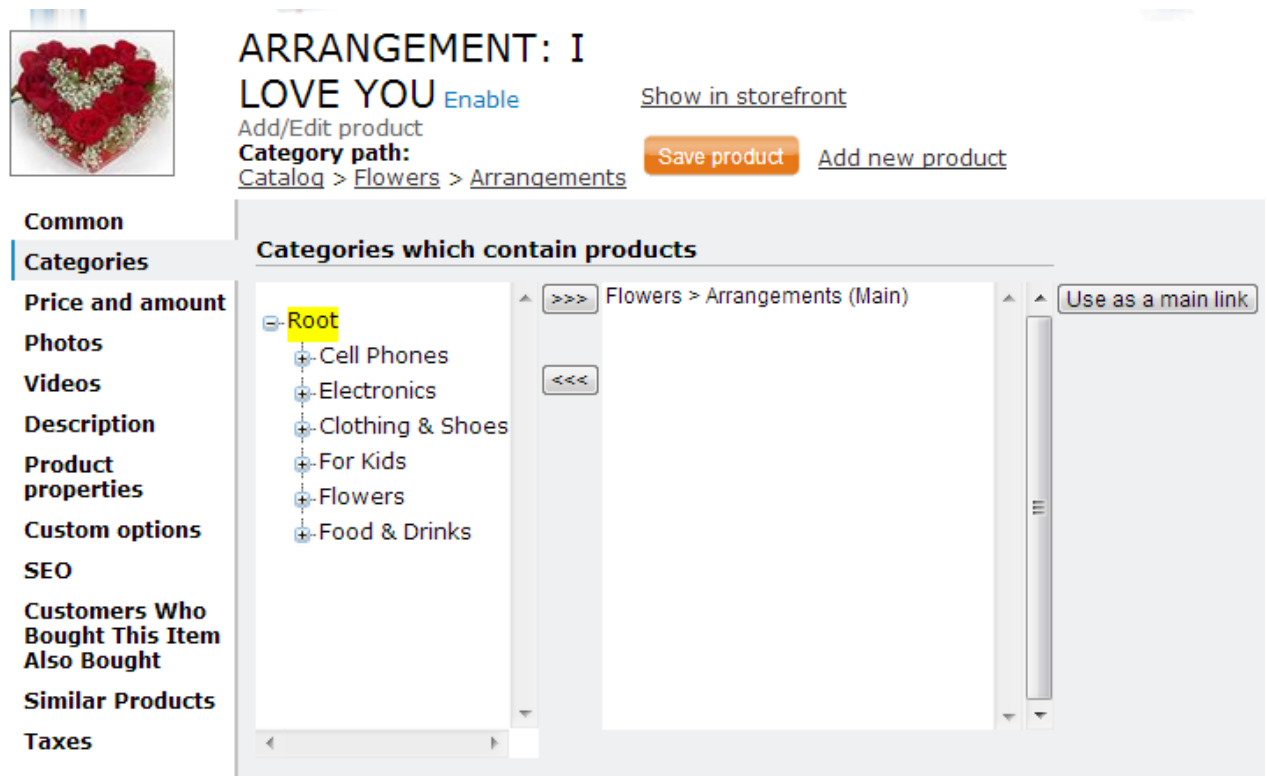





Fig.37. The "Categories" tab

On the left side of the window "Categories which contain products" select the category from the tree menu and click . To delete a product from the category, select the category name on the right side of the window and click .

Choose the "Photos" tab:



ARRANGEMENT: I LOVE YOU

Enable

Show in storefront

Add/Edit product

Category path: [Catalog](#) > [Flowers](#) > [Arrangements](#)

Save product Add new product

- Common
- Categories
- Price and amount
- Photos
- Videos
- Description
- Product properties
- Custom options
- SEO
- Customers Who Bought This Item Also Bought
- Similar Products
- Taxes


Photos

Path: No file chosen

Description:

Current images:

Command: | 0 Items selected Total 1 found

<input type="checkbox"/>	Image:	Description	Order	Default	
<input type="checkbox"/>			0	<input checked="" type="checkbox"/>	<input type="button" value="X"/>


Show:

Fig.38. The "Photos" tab

To upload the product image from your computer hard drive, use the "Choose file" /"Browse" button and after that click "Upload". Click the "Save product" button.

Enter an image description into the appropriate field, if required.

Open the next tab, "Videos":



ARRANGEMENT: I LOVE YOU

Enable

Show in storefront

Add/Edit product

Category path: [Catalog](#) > [Flowers](#) > [Arrangements](#)

Save product Add new product

- Common
- Categories
- Price and amount
- Photos
- Videos
- Description
- Product properties
- Custom options
- SEO
- Customers Who Bought This Item Also Bought
- Similar Products
- Taxes

Videos

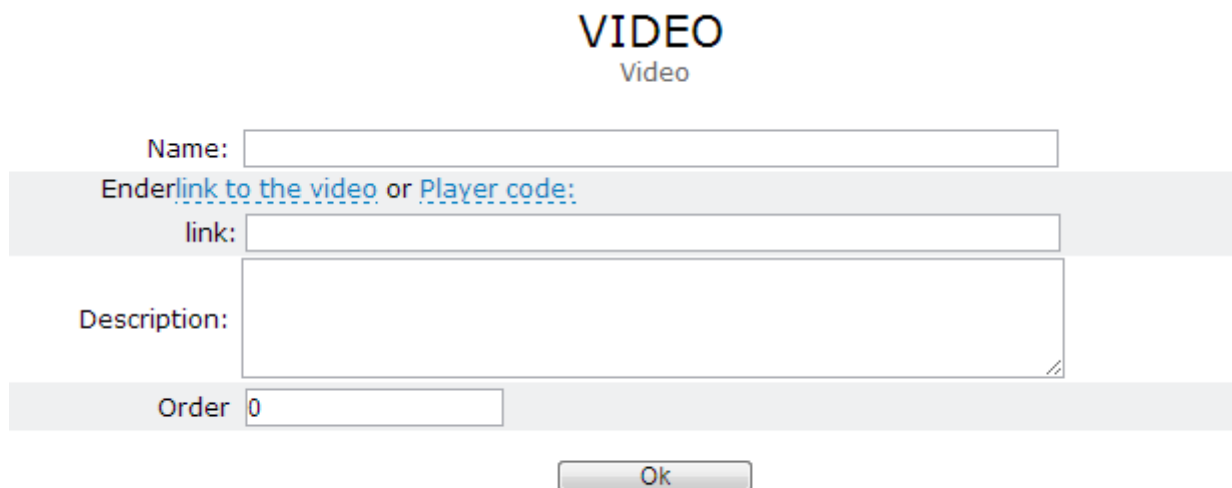
Current videos:

Name	Order
No videos	

Show:

Рис. 39. The «Video» tab

To upload the product video, click the "Add..." button. A dialog window will open:



VIDEO
Video

Name:

Enter [link to the video](#) or [Player code](#):

link:

Description:

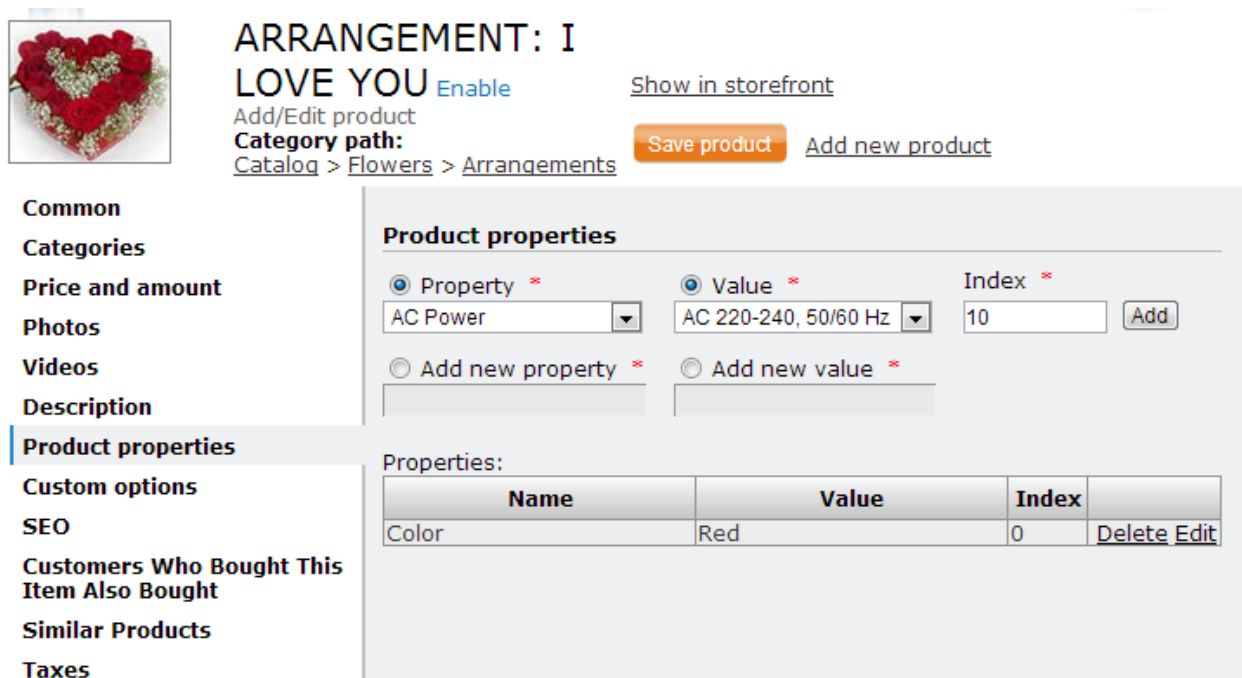
Order


Ok

Fig.40. The "Video" dialog window

Fill in the fields of the "Video" dialog window and click the "OK" button.

On the "Product properties" tab select the property from the "Property" drop-down list and indicate the value and sort index in the appropriate fields. Click the "Save product" button:



 **ARRANGEMENT: I LOVE YOU** [Enable](#) [Show in storefront](#)

Add/Edit product
Category path:
[Catalog](#) > [Flowers](#) > [Arrangements](#) [Save product](#) [Add new product](#)

Common
Categories
Price and amount
Photos
Videos
Description
Product properties
Custom options
SEO
Customers Who Bought This Item Also Bought
Similar Products
Taxes

Product properties

☒ Property * ☒ Value * Index *

AC Power [Add](#)

☐ Add new property * ☐ Add new value *

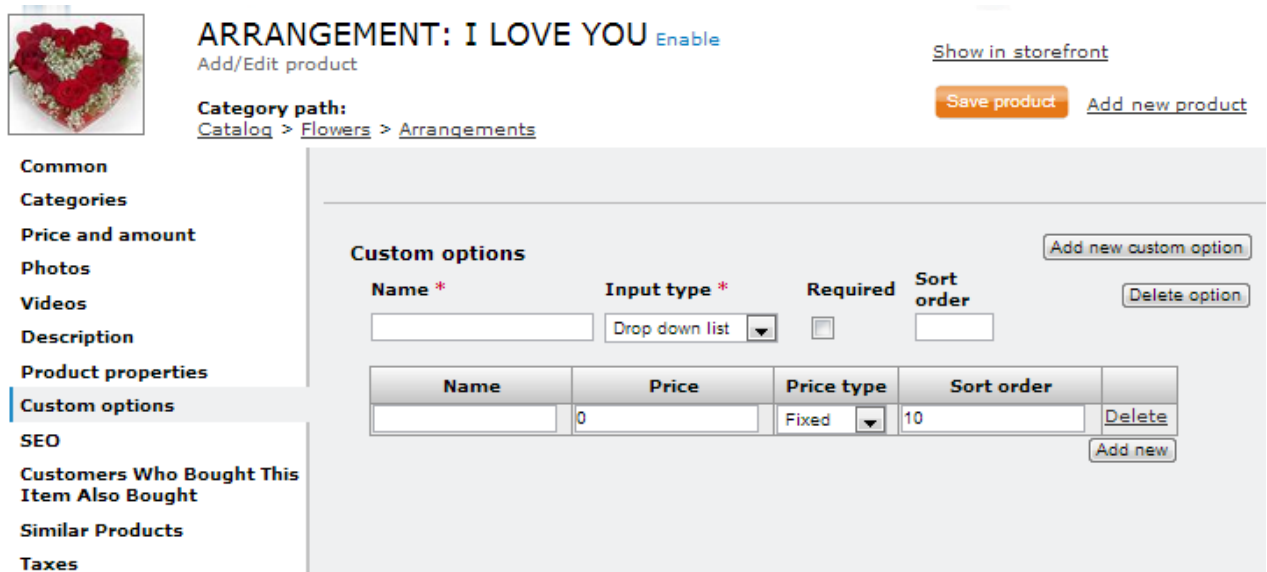
Properties:

Name	Value	Index	
Color	Red	0	Delete Edit

Fig.41. The "Product Properties" tab

If you cannot find the necessary property/value, choose a radio button in the "Add new property"/"Add new value" lines and enter data into the appropriate active fields.

To indicate the additional properties of the product, select the “Custom options” tab:



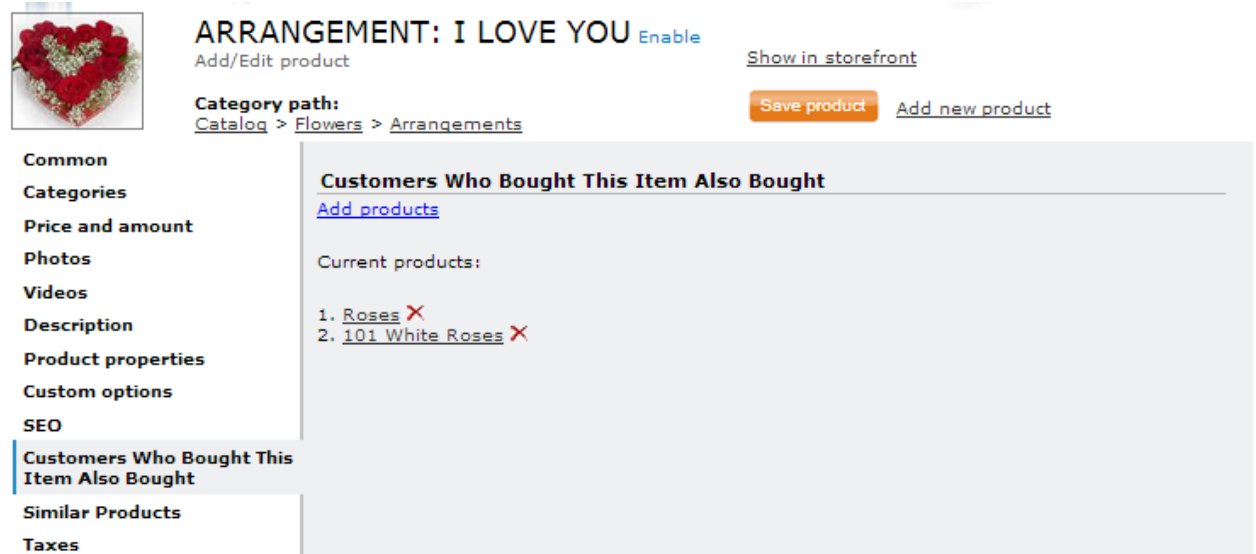
The screenshot shows the 'Custom options' tab for a product named 'ARRANGEMENT: I LOVE YOU'. The left sidebar contains a list of tabs: Common, Categories, Price and amount, Photos, Videos, Description, Product properties, Custom options (selected), SEO, Customers Who Bought This Item Also Bought, Similar Products, and Taxes. The main content area has a header with the product name, an 'Add/Edit product' link, a 'Show in storefront' link, and 'Save product' and 'Add new product' buttons. Below this is the 'Category path: Catalog > Flowers > Arrangements'. The 'Custom options' section includes a form with fields for 'Name *', 'Input type *' (set to 'Drop down list'), 'Required' (checkbox), and 'Sort order'. Below the form is a table with columns: Name, Price, Price type, Sort order, and an action column. The table contains one row with a blank name, price '0', 'Fixed' price type, and sort order '10'. Buttons for 'Add new custom option', 'Delete option', 'Delete', and 'Add new' are also present.

Name	Price	Price type	Sort order	
	0	Fixed	10	Delete

Fig.42. The “Custom options” tab

Click the “Add new custom option” button. Fill in the necessary fields and click the “Save product” button.

To add the appropriate products to the lists, follow the “Add products” hyperlink of the “Customers Who Bought This Item Also Bought” and “Similar Products” tabs:



The screenshot shows the 'Customers Who Bought This Item Also Bought' tab for the same product. The left sidebar is identical to the previous figure, with 'Customers Who Bought This Item Also Bought' now selected. The main content area has a header with the product name, 'Add/Edit product' link, 'Show in storefront' link, and 'Save product' and 'Add new product' buttons. Below this is the 'Category path: Catalog > Flowers > Arrangements'. The 'Customers Who Bought This Item Also Bought' section includes an 'Add products' link and a list of 'Current products:'. The list contains two items: '1. Roses' and '2. 101 White Roses', each with a red 'X' icon to its right.

Fig.43. The “Customers Who Bought This Item Also Bought” tab

Indicate the necessary points of the tree menu by selecting check boxes in the “Add products” dialog window. After that click the “OK” button:

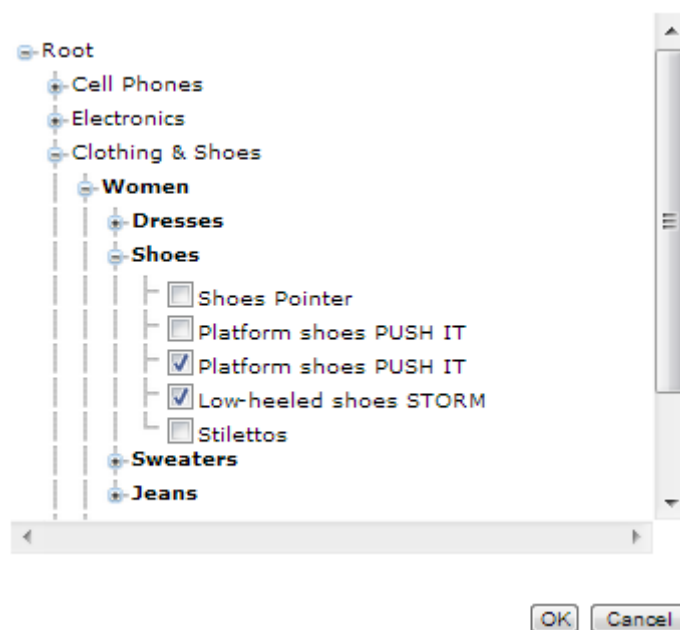


Fig.44. Selecting alternative products

By selecting checkboxes indicate taxes that will be added to the product cost depending on the tax type and seller’s region on the “Taxes” tab.

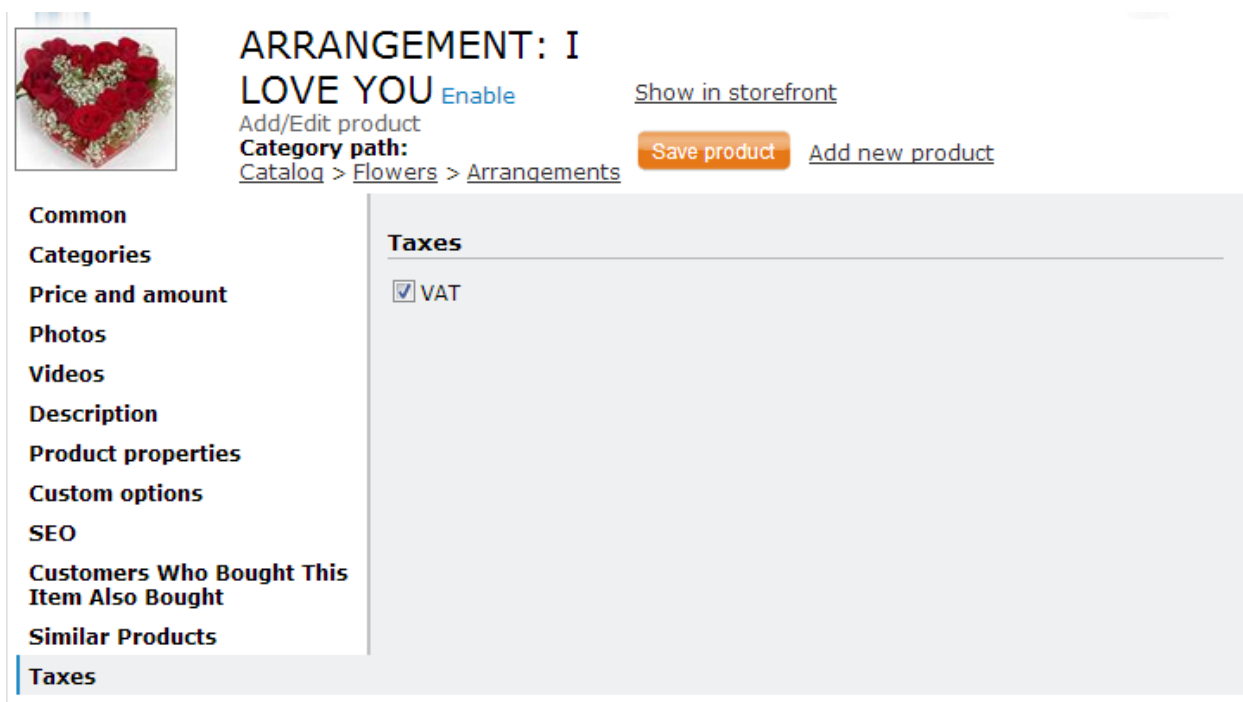


Fig.45. The “Taxes” tab

After necessary changes are made, click the “Save product” button.

In the process of viewing/editing the product properties you can always start viewing/editing the other product of the catalog by using the drop-down list with the

sections and links in the block on the right side of the “Add/Edit product” page (current product is highlighted in bold and mini image will appear when you hover your mouse cursor over the product name):

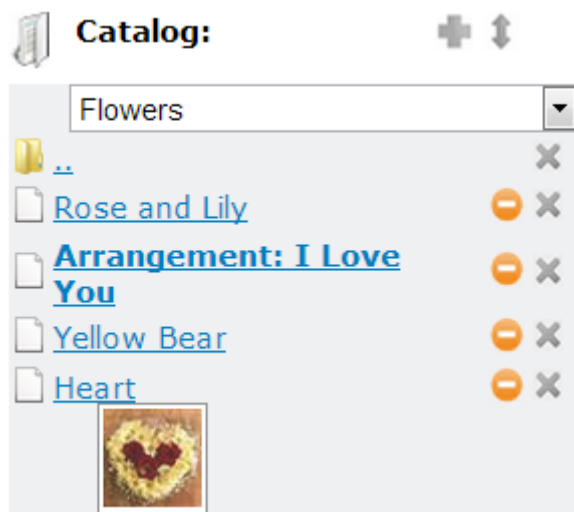



Fig.46. Fast switch to view/edit the other product

To start editing product properties from the list (see fig.10.Products list in the selected category), use the “Edit” button  in the product line. Editing form is identical to the “Adding new product” form.

It is possible to edit the main properties of the product directly in the list by clicking the product line. After that, the fields will become editable:

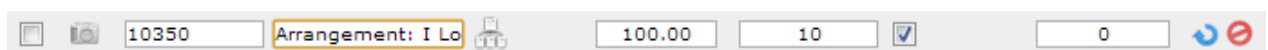





Fig.47. In-place editing the main properties of the product

Make changes. To save all the changes, click the “Update” button . To cancel the changes, click the “Cancel” button .

To delete a product from the category, use the “Remove from category” button  in the product line.

“Delete product” confirmation will appear:

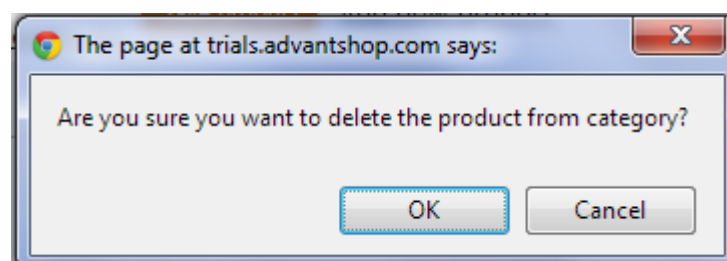



Fig.48. Product deletion from the category

Click the “OK” button.

To delete a product from the catalog, use the "Delete permanently" button  in the product line.

"Delete product" confirmation will appear:

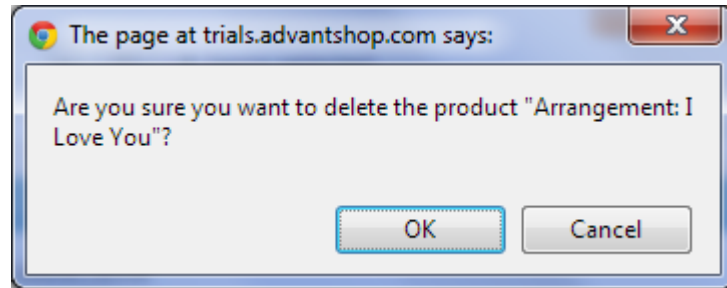



Fig.49. Product deletion from the catalog

Click the "OK" button.

Managing special offers

To edit the products list displayed on the main page of the front-end of the store (the product will be displayed on the main page if you select checkbox in the appropriate fields on the "Common" tab while adding or editing the product), click the "Edit" button  on the right of the special offer sections name ("Best sellers", "New products" and/or "Product with discount"):

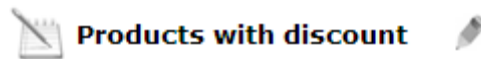


Fig.50. Products block on the main page

The appropriate list of products displayed on the main page of the store will open then:

PRODUCTS WITH DISCOUNT
List of products

Command: | 0 Items selected

Total 12 found

Any	SKU	Name	Order
<input type="checkbox"/>	1165	Apple MacBook Air	
<input type="checkbox"/>	1335	ASUS Eee PC 1001 PX	
<input type="checkbox"/>	1471	hp 2310 Black-Silver (WC291AA)	
<input type="checkbox"/>	939	Apple iPhone 4S 64Gb (black)	0
<input type="checkbox"/>	992	Black car seat	0
<input type="checkbox"/>	17727	Pizza Vegetto	0
<input type="checkbox"/>	216	Plasma TV LG 42PQ100R	0
<input type="checkbox"/>	222	Sega Mega Drive	0
<input type="checkbox"/>	338	CPU Intel Xeon E5507 BOX	0
<input type="checkbox"/>	541	Nintendo Wii	0
<input type="checkbox"/>	1051	Sony PlayStation 3 slim 160 GB	0
<input type="checkbox"/>	1064	XBOX 360 250 GB+Crisys 2 Forza 3+3M Live Gold	0

Show: Page #

Fig.51. Viewing/editing special offer products list

The operations of editing and deleting the products of the special offer sections are identical to the operations with the products of the common catalog.

3.1.2 Managing product properties

In the process of adding/editing products you can specify product properties. It is possible to edit a properties list, if required. To browse the product properties list (directory) select the "Product properties" option in the "Catalog" menu:

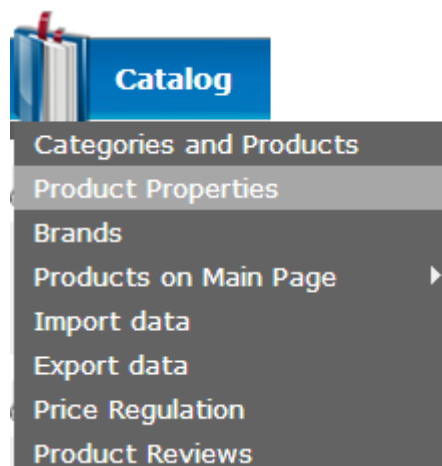



Fig.52. The "Product properties" option in the "Catalog" menu

This window will appear next:

**PROPERTIES**
List of properties

Command: Select all GO | 0 Items selected

Add new property...

Total 92 found

Any Any Filter Reset

<input type="checkbox"/>	Name	Use in filter	Sort order	Featured in products			
<input type="checkbox"/>	Color	<input checked="" type="checkbox"/>	0	80			
<input type="checkbox"/>	Screen size	<input checked="" type="checkbox"/>	0	7			
<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	0	18			
<input type="checkbox"/>	CPU	<input type="checkbox"/>	0	4			
<input type="checkbox"/>	GPU	<input type="checkbox"/>	0	15			
<input type="checkbox"/>	AC Power	<input type="checkbox"/>	0	2			
<input type="checkbox"/>	Energy consumption	<input type="checkbox"/>	0	2			
<input type="checkbox"/>	Manufacturer	<input checked="" type="checkbox"/>	0	31			
<input type="checkbox"/>	Hard Drive Capacity	<input checked="" type="checkbox"/>	0	13			
<input type="checkbox"/>	Screen	<input checked="" type="checkbox"/>	0	13			
<input type="checkbox"/>	Memory	<input checked="" type="checkbox"/>	0	13			
<input type="checkbox"/>	Core	<input checked="" type="checkbox"/>	0	9			
<input type="checkbox"/>	CPU Frequency	<input type="checkbox"/>	0	13			
<input type="checkbox"/>	CPU Brand	<input checked="" type="checkbox"/>	0	11			
<input type="checkbox"/>	Video card	<input checked="" type="checkbox"/>	0	6			
<input type="checkbox"/>	Screen format	<input checked="" type="checkbox"/>	0	4			
<input type="checkbox"/>	Contrast ratio	<input checked="" type="checkbox"/>	0	6			
<input type="checkbox"/>	Peak power	<input checked="" type="checkbox"/>	0	1			
<input type="checkbox"/>	Fridge volume	<input checked="" type="checkbox"/>	0	1			
<input type="checkbox"/>	Volume of freezer	<input checked="" type="checkbox"/>	0	1			


Show: 20



< Prev 1 2 3 4 5


Next >

Page # GO

Fig.53. Editing product properties

To edit a product property name, click on the link for the appropriate property or select the "Edit" button . The field of the "Value" column will become editable. Make changes.

To edit a values list of the selected property, click the "Edit values" button  in the line for the appropriate property. To edit a value, click on the appropriate line, or use the "Edit" button . The field of the "Value" column will become editable. Make changes.

To delete a property or its value from the list, click the "Delete"  button in the line for the appropriate property/value.

3.1.3 Managing brands

To edit a list of brands, select the "Brands" option in the "Catalog" menu:

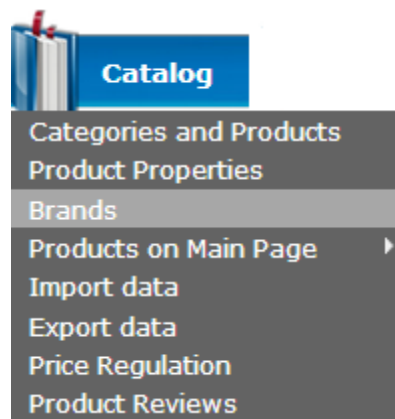
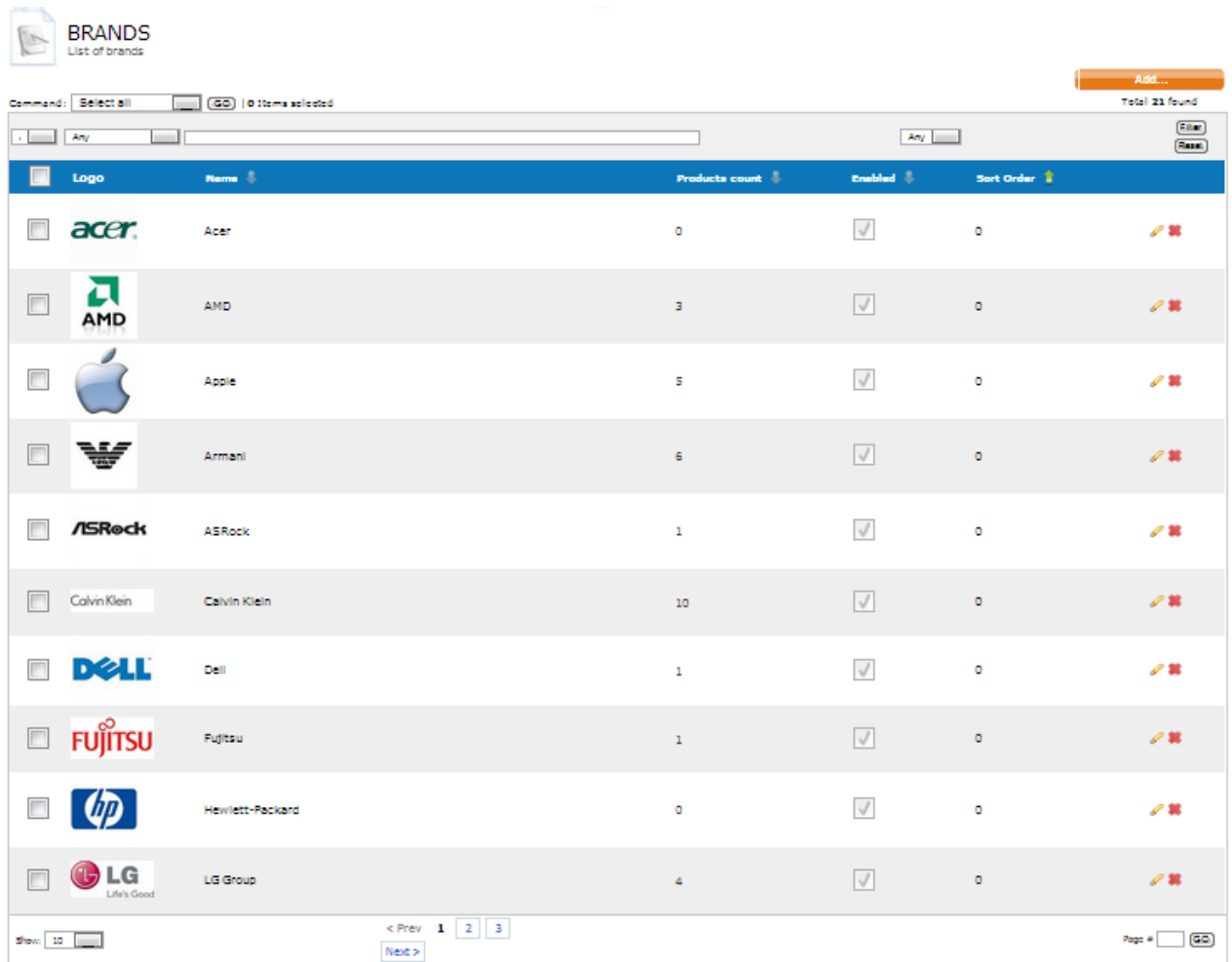


Fig.54. The "Brands" option in the "Catalog" menu































The following page will open:



BRANDS
List of brands

Command: | 0 items selected


Total: 21 found

Logo	Name	Products count	Enabled	Sort Order	
<input type="checkbox"/> 	Acer	0	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	AMD	3	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	Apple	5	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	Armani	6	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	ASRock	1	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	Calvin Klein	10	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	Dell	1	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	Fujitsu	1	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	Hewlett-Packard	0	<input checked="" type="checkbox"/>	0	 
<input type="checkbox"/> 	LG Group	4	<input checked="" type="checkbox"/>	0	 

Show: 1 2 3 Page #

Fig.55. Editing brands directory

To change a brand name, activity or sort order, click on the line for the appropriate brand. After the fields became editable, make changes.

To edit the brand properties, click the "Edit" button  in the line for the appropriate brand.

The dialog window will open then:

BRAND


Adding, edit brand

Name (required)

URL (required)

Country

Current Logo

Logo 

No file chosen

Enabled ☒

Sort order

Brand's site

The text #SHOPNAME# will be automatically replaced with shop name, #BRAND_NAME# with brand name, #BRAND_NAME# with brand name

Meta Keywords

The text #SHOPNAME# will be automatically replaced with shop name, #BRAND_NAME# with brand name

Meta Description


The text #SHOPNAME# will be automatically replaced with shop name, #BRAND_NAME# with brand name

Description

Acer Inc. is a Taiwanese multinational hardware and electronics corporation headquartered in Xizhi, New Taipei City, Taiwan. Acer's products include desktop and laptop PCs, tablet computers, servers, storage devices, displays, smartphones and peripherals. It also provides e-Business services to businesses, governments and consumers. Acer is the fourth largest PC maker in the world.

In the early 2000s, Acer implemented a new business model, shifting from a manufacturer to a designer, marketer and distributor of products, while performing production processes via contract manufacturers.

In addition to its core business, Acer also owns the largest franchised computer retail chain in Taipei, Taiwan.




Brief Description

Acer Inc. is a Taiwanese multinational hardware and electronics corporation headquartered in Xizhi, New Taipei City, Taiwan. Acer's products include desktop and laptop PCs, tablet computers, servers, storage devices, displays, smartphones and peripherals. It also provides e-Business services to businesses, governments and consumers. Acer is the fourth largest PC maker in the world.

Fig.56 Editing brand properties

Fill in the fields of the form with the appropriate data and click the "Save" button.

To delete a brand from the brands list, click the "Delete" button  in the line for the appropriate brand.

3.1.4 Managing products on the main page

For displaying a new products list, bestsellers and products with discounts on the main page of the store use the appropriate options of the "Catalog" menu -> "Products on main page":

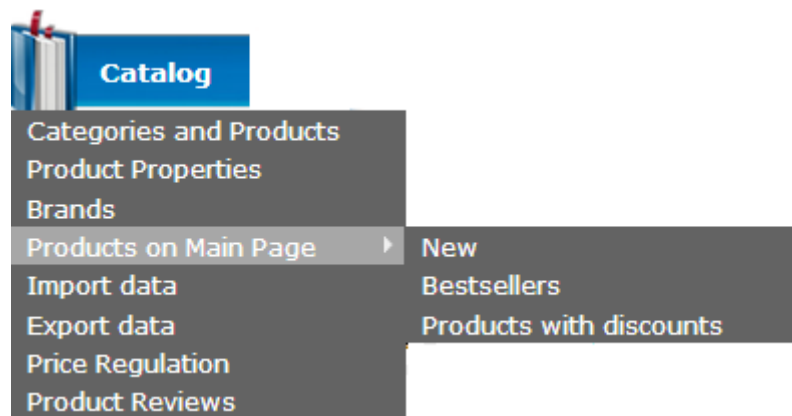
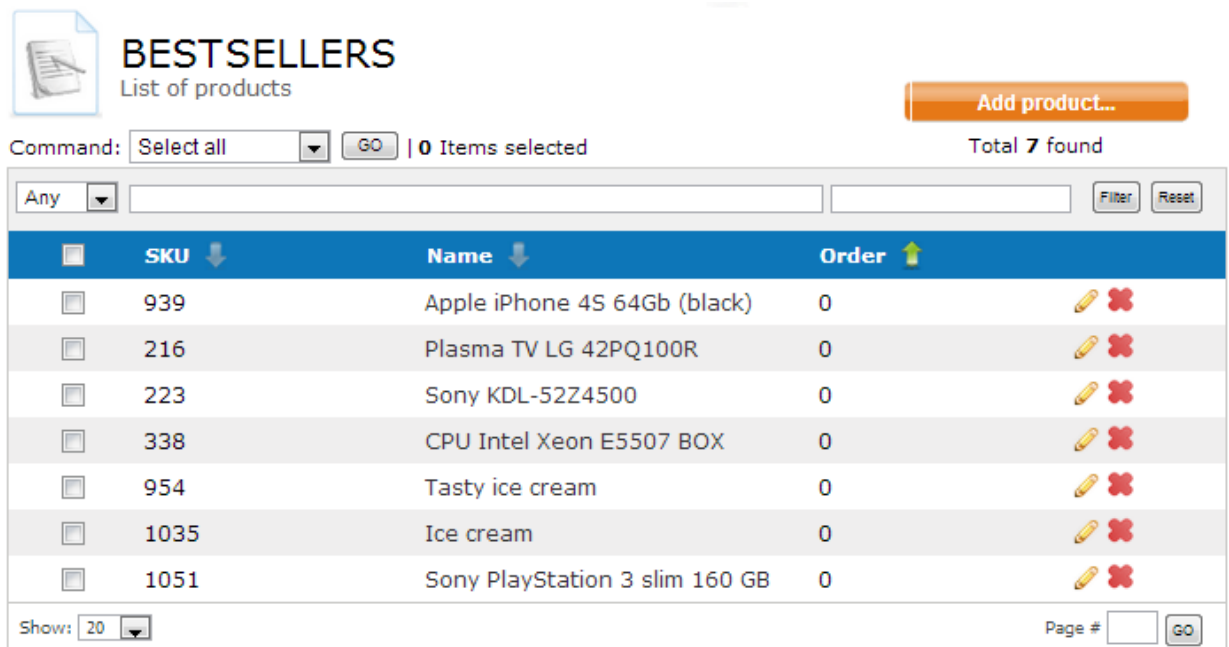


Fig.57. The "Products on main page" submenu of the "Catalog" menu

For example, the next page will open:

The image shows a web interface for managing bestsellers. It includes a header with a document icon, the title 'BESTSELLERS', and a subtitle 'List of products'. There is an 'Add product...' button and a 'Total 7 found' indicator. Below this is a search bar with a 'Command:' dropdown set to 'Select all', a 'GO' button, and a '0 Items selected' status. A table lists products with columns for 'SKU', 'Name', and 'Order'. Each row has a checkbox, a pencil icon for editing, and a red 'X' icon for deleting. At the bottom, there is a 'Show: 20' dropdown and a 'Page #' field with a 'GO' button.



	SKU	Name	Order	
<input type="checkbox"/>	939	Apple iPhone 4S 64Gb (black)	0	
<input type="checkbox"/>	216	Plasma TV LG 42PQ100R	0	
<input type="checkbox"/>	223	Sony KDL-52Z4500	0	
<input type="checkbox"/>	338	CPU Intel Xeon E5507 BOX	0	
<input type="checkbox"/>	954	Tasty ice cream	0	
<input type="checkbox"/>	1035	Ice cream	0	
<input type="checkbox"/>	1051	Sony PlayStation 3 slim 160 GB	0	


Fig.58. Managing bestsellers


It is possible to edit the main product properties directly in the bestseller list by clicking on the product line. The fields will become editable:



Fig.59. Editing products main properties

Make changes. To save the changes, click the "Update" button , to cancel them, use the "Cancel" button .

To edit the product properties from the list, use the "Edit Product" button  in the line for the appropriate product. Editing form is identical to the adding form.

To delete a product from the list, for example list of bestsellers, click the "Delete" button  in the line for the appropriate product.

A list of bestsellers will be displayed in the left column of the main page on the front-end as in the following figure:



Fig.60. Bestsellers block on the front-end

3.1.5 Import data

To add a new products list to the catalog (including product price and photos) select the "Import data" option of the "Catalog" menu:

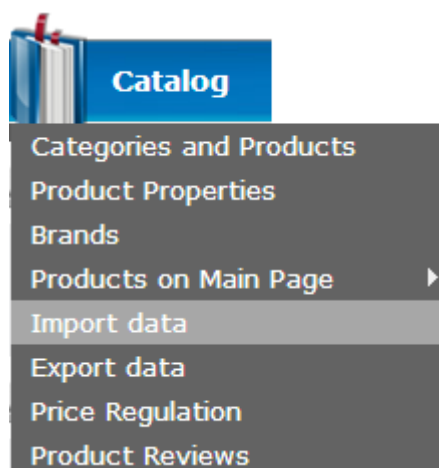


Fig.61. The "Import data" option of the "Catalog" menu

In the appeared window select separator and encoding from the drop-down lists. If the first line of file contains headers, select check box in the appropriate field:

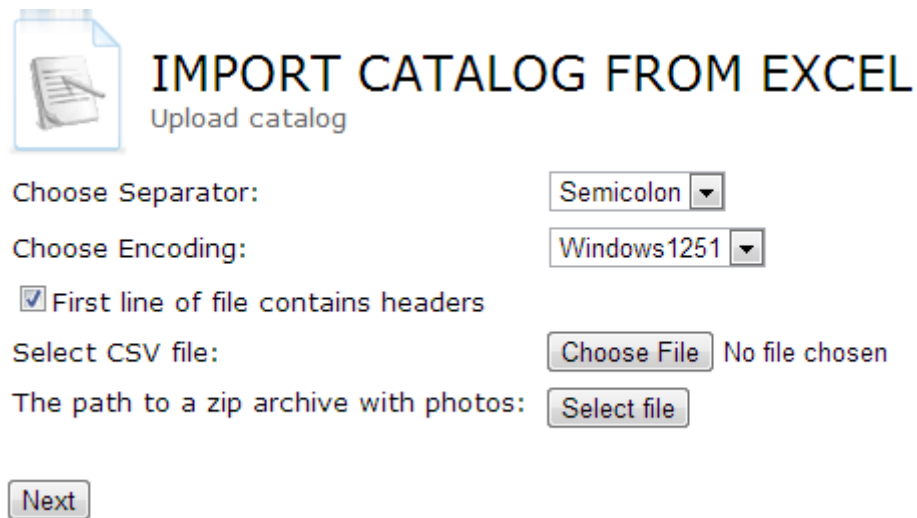
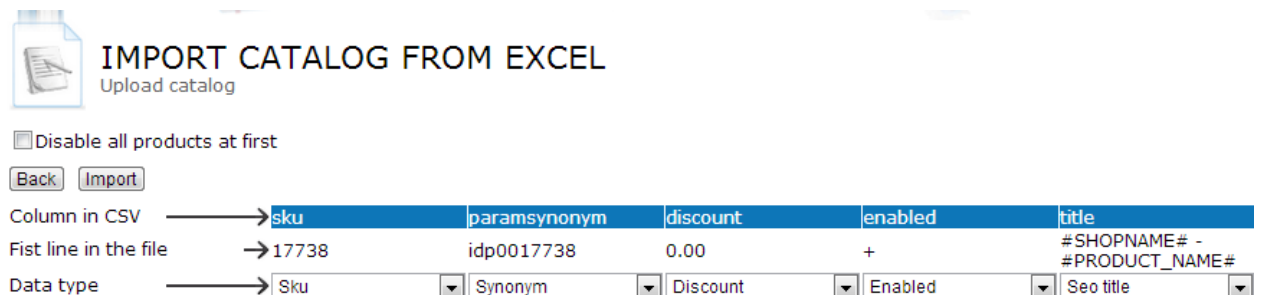


Fig.62. Import catalog

Using the "Choose File" / "Browse" and "Select file" buttons indicate the zip archive with the products photos and CSV file location on your computer hard drive or removable storage device, and click the "Next" button.

On the appeared page select check box in the "Disable all products at first" field to make the products that are not in the list disabled:



Column in CSV	sku	paramsynonym	discount	enabled	title
Fist line in the file	→ 17738	idp0017738	0.00	+	#SHOPNAME# - #PRODUCT_NAME#
Data type	→ Sku	Synonym	Discount	Enabled	Seo title

Fig.63. Import catalog from Excel

The uploaded file can contain the following data (in any order):

- SKU (Stock keeping unit);
- Name;
- URL synonym;
- Categories;
- Enabled;
- Price;
- Purchase price;

- Amount;
- Unit;
- Discount;
- Shipping price;
- Weight;
- Size;
- Brief description;
- Description;
- SEO Meta Title;
- SEO Meta Keywords;
- SEO Meta Description;
- Photos;
- Markers;
- Properties;
- Producer;
- Pre-order.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	sku	name*	paramsynonym	category*	enable	price*	purchase	amount	unit	discount	shipping	weight	size	briefdesc	description	title	metakeyw	metadesc	photos	markers	properties
2	17738	Meat Pizza	idp0017738	[Food & Drink]	+	99.00	5.00	10	items	0.00	0.00	2.00	0 x 0 x 0	Pepperon	Pepperoni,	#STORE_NAME#SHOPNAI#SHOPNAI340.jpg					
3	IDP0017739	Sushi Unaj	idp0017739	[Food & Drink]	+	99.00	2.00	10	items	0.00	0.00	0.20	0 x 0 x 0	Sushi is a	Sushi is a J;	#STORE_NAME#SHOPNAI#SHOPNAI341.jpg					
4	IDP0017740	Sushi Ham	idp0017740	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.20	0 x 0 x 0	Sushi is a	Sushi is a J;	#STORE_NAME#SHOPNAI#SHOPNAI342.jpg					
5	IDP0017743	Coke-Cola	idp0017743	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	A soft drink	A soft drink	#STORE_NAME#SHOPNAI#SHOPNAI15954.jpg					
6	IDP0017745	Sprite	idp0017745	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	A soft drink	A soft drink	#STORE_NAME#SHOPNAI#SHOPNAI15956.jpg					
7	IDP0017746	Olympia Sy	idp0017746	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	Cocktails	Cocktails w	#STORE_NAME#SHOPNAI#SHOPNAI348.jpg					
8	ID6003631	PlayStation	id6003631	[Electronics]	+	1000.00	0.00	10	items	0.00	0.00	6.00	0 x 0 x 0	Want moi	Want more	#STORE_NAME#SHOPNAI#SHOPNAI413.jpg,414.jpg,415.jpg					CPU:Cell
9	IDP0017707	SIXAXIS	idp0017707	[Electronics]	+	100.00	0.00	10	items	0.00	0.00	0.20	0 x 0 x 0	The new!	The newly	#STORE_NAME#SHOPNAI#SHOPNAI281.jpg,417.jpg,418.jpg					Manufa
10	IDP0017708	PlayStation	idp0017708	[Electronics]	+	600.00	0.00	10	items	0.00	0.00	5.00	0 x 0 x 0	The PlaySt	The PlaySta	#STORE_NAME#SHOPNAI#SHOPNAI284.jpg,40.jpg					Energy c
11	17736	Pepperoni	idp0017736	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	1.00	0 x 0 x 0	A two-lay	A two-layer	#STORE_NAME#SHOPNAI#SHOPNAI338.jpg					
12	17737	Deluxe Piz	idp0017737	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	1.00	0 x 0 x 0	A massive	A massive,	#STORE_NAME#SHOPNAI#SHOPNAI339.jpg					
13	ID0123456	PlayStation	id0123456	[Electronics]	+	700.00	0.00	10	items	0.00	0.00	3.00	0 x 0 x 0	The PlaySt	The PlaySta	#STORE_NAME#SHOPNAI#SHOPNAI15724.jpg					CPU:Cell
14	IDP0017747	Tropic Star	idp0017747	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	Cocktails	Cocktails w	#STORE_NAME#SHOPNAI#SHOPNAI349.jpg					
15	IDP0017748	Veritas	idp0017748	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	Cocktails	Cocktails w	#STORE_NAME#SHOPNAI#SHOPNAI350.jpg					
16	IDP0017749	Fiesta	idp0017749	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	Cocktails	Cocktails w	#STORE_NAME#SHOPNAI#SHOPNAI351.jpg					
17	IDP0017750	Orange Fie	idp0017750	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	Cocktails	Cocktails w	#STORE_NAME#SHOPNAI#SHOPNAI352.jpg					
18	IDP0017751	Lighter	idp0017751	[Food & Drink]	+	0.00	0.00	10	items	0.00	0.00	0.30	0 x 0 x 0	Cocktails	Cocktails w	#STORE_NAME#SHOPNAI#SHOPNAI353.jpg					
19	IDP0017755	25 read an	idp0017755	[Flowers >>]	+	200.00	0.00	10	items	0.00	0.00	0.50	0 x 0 x 0	A rose is	A rose is a	#STORE_NAME#SHOPNAI#SHOPNAI360.jpg					Color:R
20	IDP0017756	Rose and L	idp0017756	[Flowers >>]	+	100.00	0.00	10	items	0.00	0.00	0.50	0 x 0 x 0	A flower,	A flower, sc	#STORE_NAME#SHOPNAI#SHOPNAI358.jpg					r
21	1164	Acer Aspire	idp100000000164	[Electronics]	+	400.00	337.00	10	items	0.00	0.00	0.00	0 x 0 x 0	A laptop	(A) laptop	(a) #STORE_NAME#SHOPNAI#SHOPNAI15880.jpg					Core:1,C
22	1165	Apple Mac	idp100000000165	[Electronics]	+	1300.00	1141.00	10	items	10.00	0.00	1.00	0 x 0 x 0	A laptop	(A) laptop	(a) #STORE_NAME#SHOPNAI#SHOPNAI15705.jpg					Hard Dr
23	1166	ASUS U30J	idp100000000166	[Electronics]	+	800.00	678.00	10	items	0.00	0.00	0.00	0 x 0 x 0	A laptop	(A) laptop	#STORE_NAME#SHOPNAI#SHOPNAI15879.jpg					
24	1176	Corsair Ext	idp100000000176	[Electronics]	+	700.00	667.00	10	items	0.00	0.00	0.00	0 x 0 x 0	A solid-st	A solid-stat	#STORE_NAME#SHOPNAI#SHOPNAI15908.jpg					Recordi
25	1177	Intel X25-N	idp100000000177	[Electronics]	+	600.00	568.00	10	items	0.00	0.00	0.00	0 x 0 x 0	A solid-st	A solid-stat	#STORE_NAME#SHOPNAI#SHOPNAI15701.jpg					Recordi
26	1186	Acer X239H	idp100000000186	[Electronics]	+	200.00	180.00	10	items	0.00	0.00	0.00	0 x 0 x 0	A liquid c	A liquid cry	#STORE_NAME#SHOPNAI#SHOPNAI16080.jpg					Screen
27	1187	ASUS VH24	idp100000000187	[Electronics]	+	200.00	222.00	10	items	0.00	0.00	0.00	0 x 0 x 0	A liquid c	A liquid cry	#STORE_NAME#SHOPNAI#SHOPNAI16082.jpg					Screen
28	1198	Danacomp	idp100000000198	[Electronics]	+	600.00	557.00	10	items	0.00	0.00	0.00	0 x 0 x 0	In comput	In computir	#STORE_NAME#SHOPNAI#SHOPNAI15703.jpg					

Fig.64. Products file list

To complete the operation, click the "Upload" button. When the file uploaded the following window will appear:



IMPORT CATALOG FROM EXCEL

Upload catalog

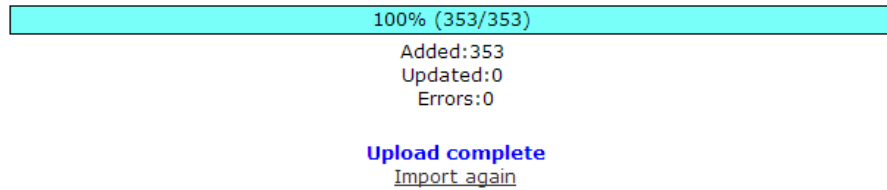


Fig.65. Upload complete

3.1.6 Export catalog to CSV file format

To export a products catalog into CSV file format, use the "Catalog" option -> "Export data":

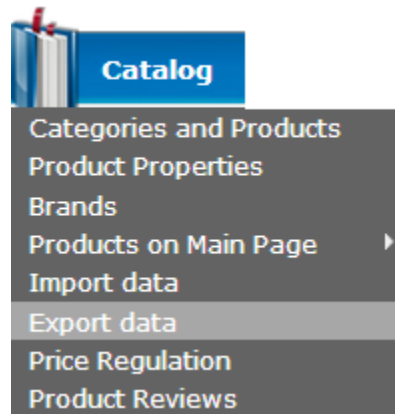


Fig.66. The "Export data" option in the "Catalog" menu

On the appeared page select separator, encoding, action and fields you want to export to CSV file format. After that, click the "Export" button.



EXPORT

Download catalog

On this page you can export the catalog in a file CSV, to edit it via Microsoft Excel. You can choose which columns need to upload a file, the column can be in any order.

Choose Separator:

Choose Encoding:

Select action

Select fields you want to export into CSV

Column	<input type="text" value="Not selected"/>	<input type="text" value="Not selected"/>	<input type="text" value="Not selected"/>	<input type="text" value="Not selected"/>	<input type="text" value="Not selected"/>
Sample of data					

[Export catalog to Excel format](#) [Download file](#) Size: 490 KB, 2013.02.20 13:22:06

Fig.67. Export catalog to CSV file format

The export process will be illustrated by the progress bar. On completing the operation the "Download file" button will appear:



Fig.68. The "Download file" button

Click the "Download file" button and specify the location on your computer hard drive or removable storage device where the products catalog should be saved into CSV format file.

3.1.7 Price regulation

To browse a price regulation page, use the "Price regulation" option in the "Catalog" menu:

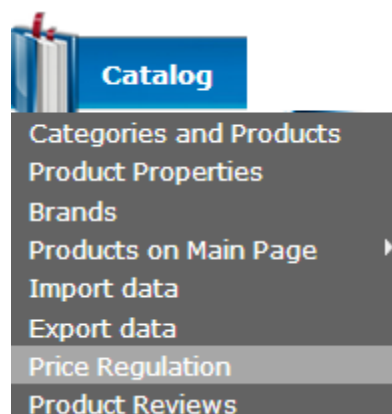


Fig.69. The "Price regulation" option in the "Catalog" menu

The "Price regulation" page will open:



Fig.70. The "Price regulation" page

With the use of the drop-down list select the price regulation type:

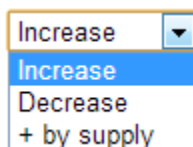


Fig.71. Price regulation type

Change the price size in the "AT" field. Next to this field select the appropriate unit – \$ or %.

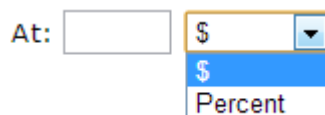


Fig.72. Selecting units

Click the "Change price" button.

After necessary changes made the following message will appear:

All prices have been increased at 2 % by supply

Managing product reviews

To view and edit product reviews, select the "Product reviews" option in the "Catalog" menu:

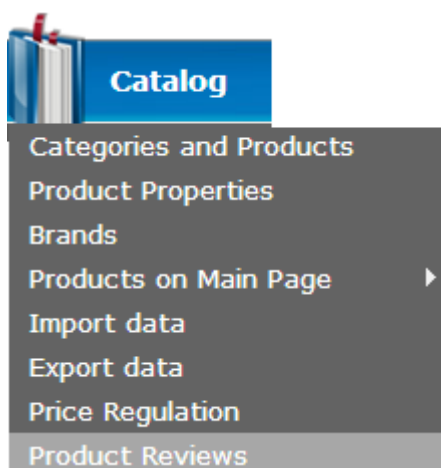


Fig.73. The "Product reviews" option in the "Catalog" menu

If there are any reviews, a reviews list will open:

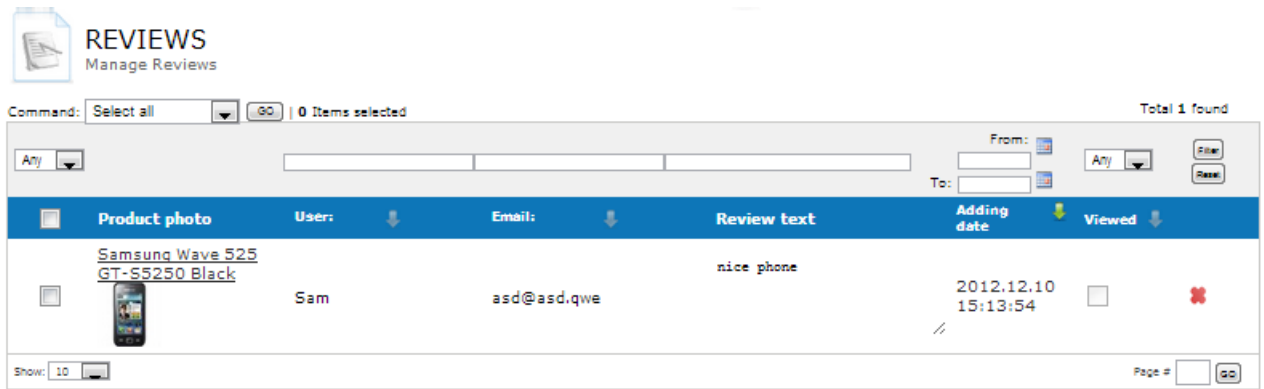


Fig.74. Product reviews

To edit a review, click the review text field and it will become editable:

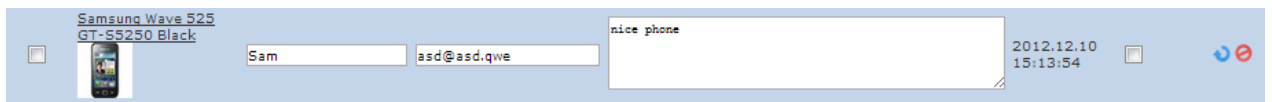




Fig.75. Editing reviews

Select check box in the "Viewed" column to publish a review on your site.

Make changes, if required, and click the "Update" button . To delete a review, click the "Delete" button , and confirm your deletion request:

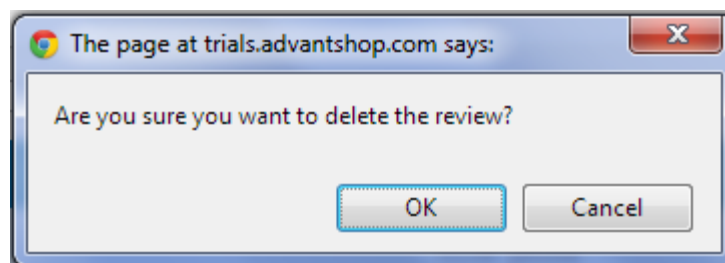


Fig.76. Review deletion

Click the "OK" button.

3.2 Managing orders and customers

3.2.1 Managing orders

To view and manage orders, select the "Orders" option (or "Orders" -> "Orders") in the "Orders and Customers" menu:

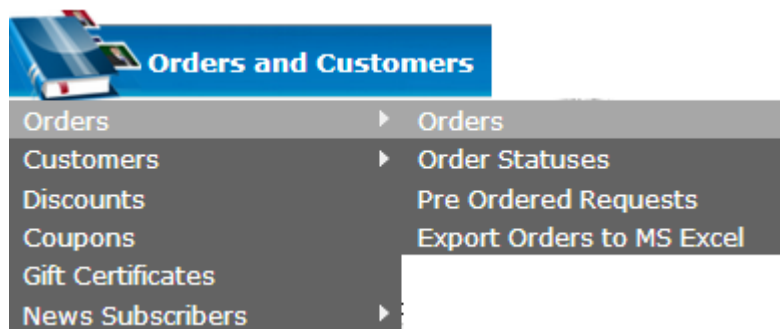


Fig.77. The "Orders" -> "Orders" options in the "Orders and Customers" menu

The orders page will appear next:

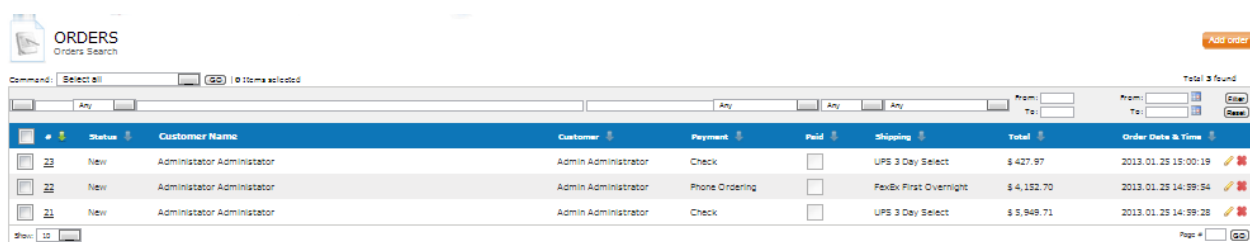


Fig.78. Orders page

You can display only the orders of such status as new, in progress, shipped, delivered, closed or canceled. For this operation select the order status from the drop-down list:

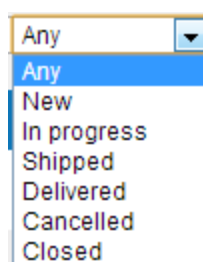


Fig.79. Order status filter

To view the detailed information on the concrete order, select the appropriate link in the "#" column:

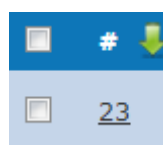




Рис. 80. Selecting orders

The order information will also appear after clicking the "Edit" button  in the list of orders.

The order data including information about the customer will be displayed on this page:

**ORDER #23 - ADMINISTATOR ADMINISTRATOR**

(New)
☐ Paid

User ip: 95.68.240.54
Order date: 2013.01.25 15:00:19

[Print order](#)[Export order to Excel](#)[Save](#)

Customer
Select customer: [Administator Administrator](#)
Customer Groups: Ordinary Customers


Order Information

Shipping Information: [Choose...](#)
Contact person: Admin Administrator
Country: United States
State: DC
City: MyCity
Zip: 90210
Address: Building 1, tel: +1 123 3214854

☒ Delivery address matches the address of the payer
Billing Information: [Choose...](#)
Contact person: Admin Administrator
Country: United States
State: DC
City: MyCity
Zip: 90210
Address: Building 1, tel: +1 123 3214854

Methods of delivery and payment
[Recalculate](#)
Shipping method: UPS 3 Day Select
Shipping cost: 37.97 \$
Payment method: Check

Order
Choosing currency: USA Dollar
Discount: 0 %
[Add product](#)

SKU	Name	Custom options	Price	Quantity	Subtotal
	924 Samsung Wave 525 GT-S5250 Black		\$ 390.00	1	\$ 390.00

Subtotal: \$ 390.00
Shipping cost: +\$ 37.97
Tax: \$ 0.00
Total: \$ 427.97

Order Status and Comments
Change order status: New
Tracking number: T58-DK1W-000023
Certificate Code:
User comments:
No comment
Status comment:
Comments (only for administrator):

☐ Send notification E-mail

[Save](#)

Fig.81. Order details

It is possible to edit all the given information including order status. To change the status, select it from the drop-down list:

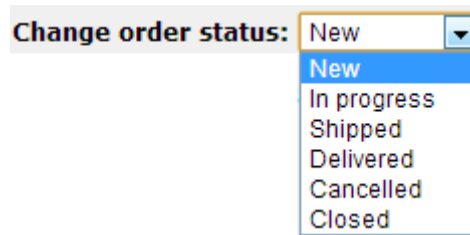



Fig.82. Editing order status

If it is necessary to inform the customer by email, that his order status is changed, select check box in the appropriate field. Then click the "Save" button.

You also can add comments to the order, if required.

To print a page with the selected order information, click the "Print order" link on the right of the page, next to order number.

To export order to *.xls format file, click the "Export order to Excel" link at the top of the page.

To delete an order from the list, click the "Delete" button  in the line, appropriate for the order. Deletion request will appear then:

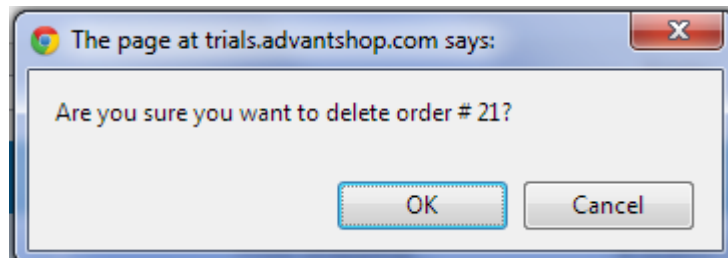


Fig.83. Order deletion

Confirm the deletion by clicking the "OK" button.

3.2.2 Managing order status list

To add, edit and/or delete an order status, select the "Orders" option -> "Order statuses" in the "Orders and customers" menu

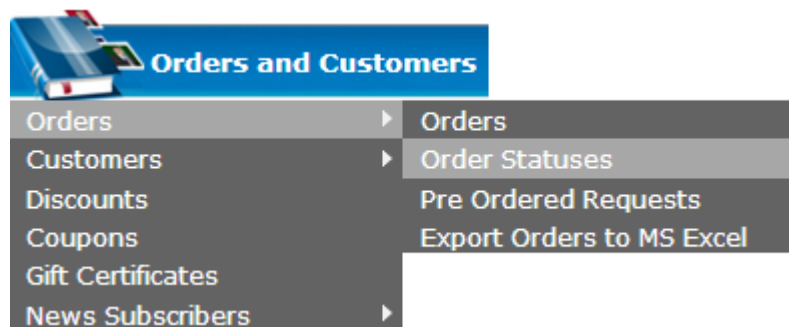


Fig.84. The "Orders" option -> "Order statuses" in the "Orders and customers" menu

A list of current statuses will open:

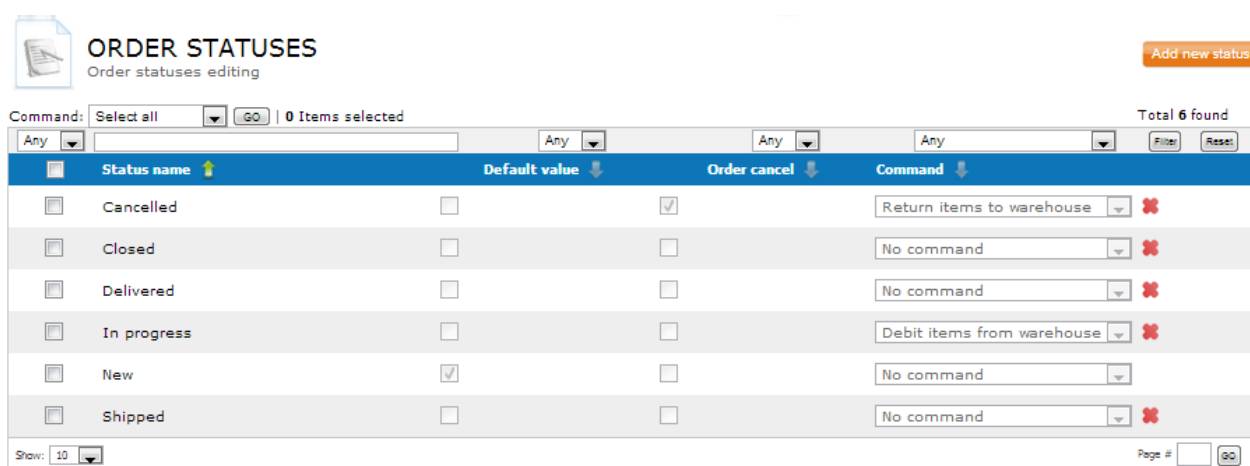



Fig.85. List of order statuses

To add a new status to the order status list, click the "Add new status" button and enter its name into the blank field in the "Status name" column at the bottom of the list. After that select the appropriate command from the drop-down list in the "Command" field:



Select check box in the fields of the "Default value" and "Order cancel" columns if a new status presupposes it. To save a status, click the "Add new status" button .

To edit the previously added status click its name and the parameters fields will become editable:

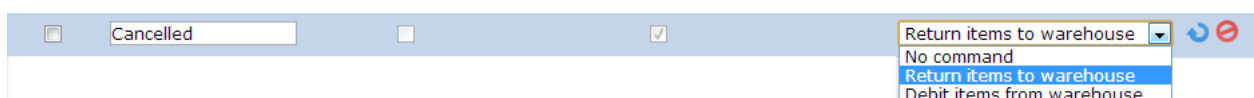



Fig.86. Editing order status

Make necessary changes and click the "Update" button  to save them.

To delete the status, click the "Delete" button  in the appropriate line in the far right column of the list and deletion request will appear:

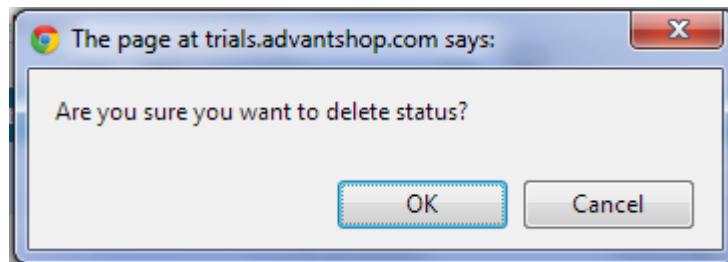


Fig.87. Order status deletion

Click the "OK" button.

3.2.3 Pre-order requests

In case a product is not available, a customer can make a pre-order request. To view and manage a pre-order request list, select the "Orders" option -> "Pre-order requests" in the "Orders and customers" menu:

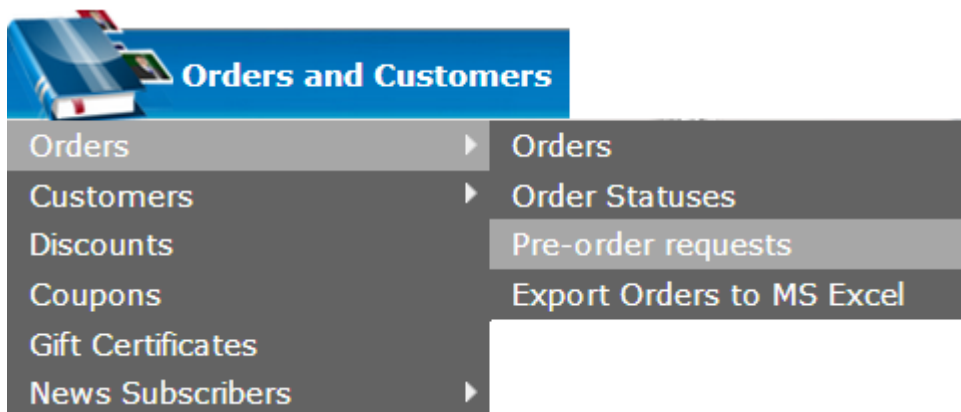









Fig.88. The "Orders" option -> "Pre-order requests" in the "Orders and customers" menu

Pre-order product page will open:

 **PRE-ORDER REQUESTS**
View/Edit product preorder

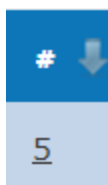
Command: | 0 Items selected Total 17 found

#	Product Name	User name	E-mail	Phone	Preorder is complete	Preorder date	
5	Apple MacBook Pro A1278	asd	valdaiko@gmail.com	zxcz	<input checked="" type="checkbox"/>	2012.03.11 17:13:25	 
4	Apple MacBook Pro A1278	123	max73ul@gmail.com	123	<input type="checkbox"/>	2012.01.17 17:57:23	 
3	Apple MacBook Pro A1278	Azat	azat_g@mail.ru	997776	<input type="checkbox"/>	2011.12.20 12:44:56	 


Show: Page #

Fig.89. Pre-order requests


To view the detailed information on the concrete pre-order request, click the appropriate link in the "#" column:



90. Selecting pre-order request

The same page will appear after clicking the "Edit" button  in the line, appropriate for the pre-order product request.

All the pre-order product information including the customer will be displayed on this page:

 **PRE-ORDER REQUESTS3**
Preorder date 12/20/2011 12:44:56 PM
Preorder is complete ☐

<< Back

SaveDelete order

Customer

User name

Azat

E-mail

azat_g@mail.ru

Phone

997776

Product Name

SKU

331

Product Name

Apple MacBook Pro A1278

Amount

1

Other

Coment

When you are able to guarantee the execution of orders for this product, you can send a letter (notice) to the buyer that he can pay the reservation. The letter will have a link for adding a product to the shopping cart.

Add a comment to the letter:

Send link to complete preorderand ☒ Close the order

If you can not execute this order, you can send a notification stating that the order can not be executed.

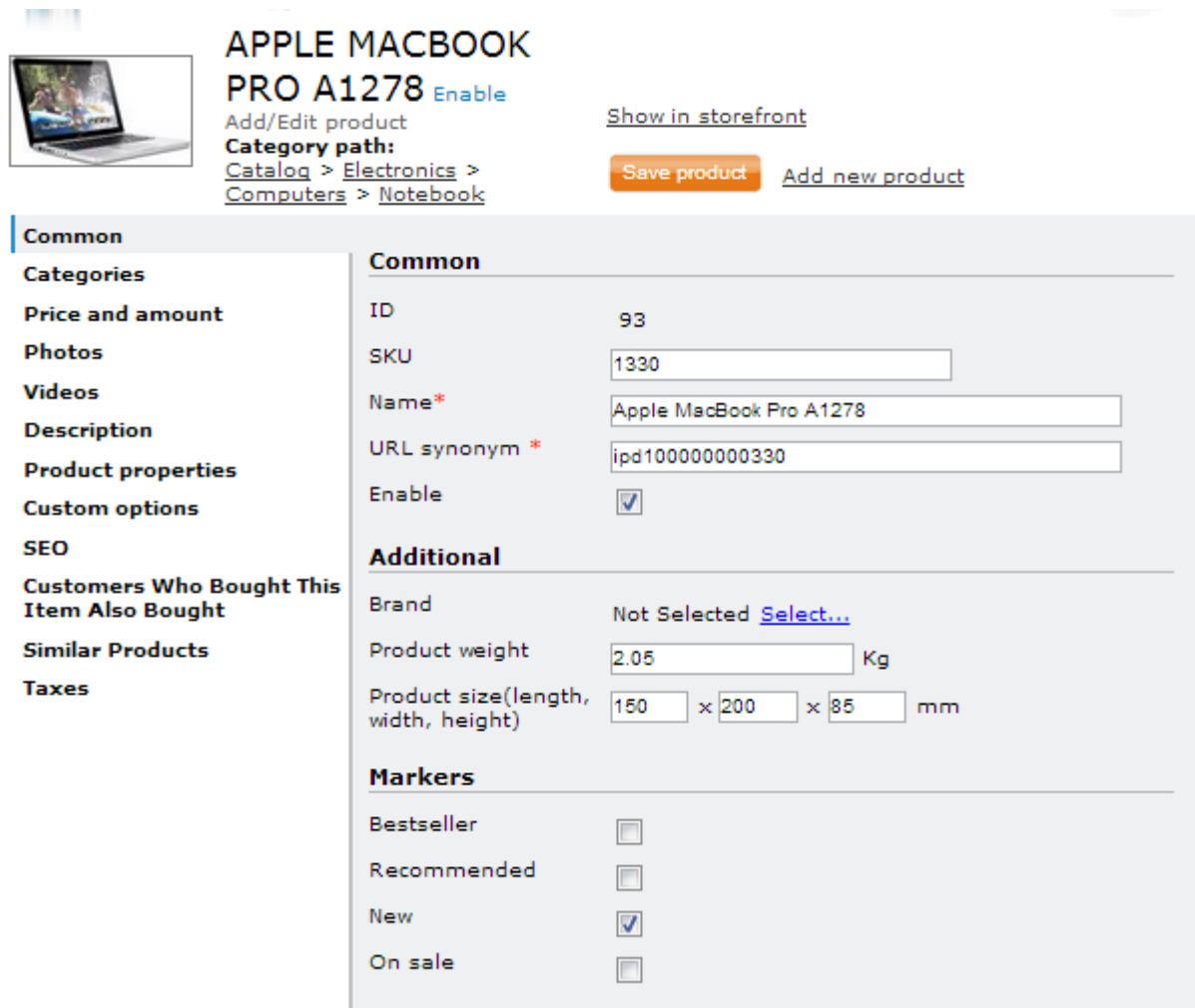
Send notice of the incapacity of the orderand ☒ Close the order

Fig.91. Pre-order request information

It is possible to edit the given information and add comments to the pre-order request. After that you can send a link to complete preorder by clicking the appropriate button.

If it is necessary to inform the customer about the incapacity of the order, click the appropriate button.

To view the product information in the pre-order product list, click the appropriate link in the "Product name" column. The next page will appear:



APPLE MACBOOK PRO A1278 [Enable](#)

[Add/Edit product](#) [Show in storefront](#)

Category path:
[Catalog](#) > [Electronics](#) > [Computers](#) > [Notebook](#)

[Save product](#) [Add new product](#)

Common

Categories

Price and amount

Photos

Videos

Description

Product properties

Custom options

SEO

Customers Who Bought This Item Also Bought

Similar Products

Taxes

Common

ID 93

SKU

Name*

URL synonym *

Enable ☒

Additional

Brand Not Selected [Select...](#)

Product weight Kg

Product size(length, width, height) x x mm

Markers


Bestseller ☐

Recommended ☐

New ☒

On sale ☐

Fig.92. Product information

To delete a pre-order product from the list, click the "Delete" button  in the line, appropriate for the product. Deletion request will appear:

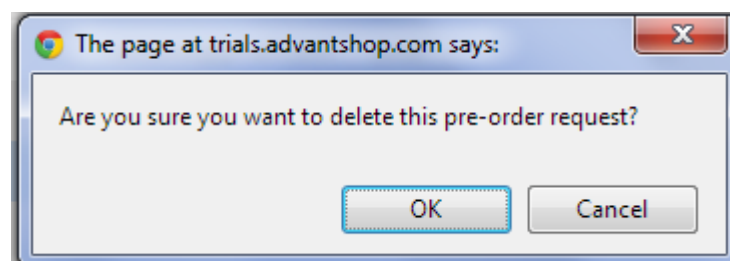


Fig.93. Pre-order request deletion

Click the "OK" button.

3.2.4 Export orders to MS Excel

To export orders to excel, use the "Orders" option -> "Export orders to MS Excel" in the "Orders and Customers" menu:

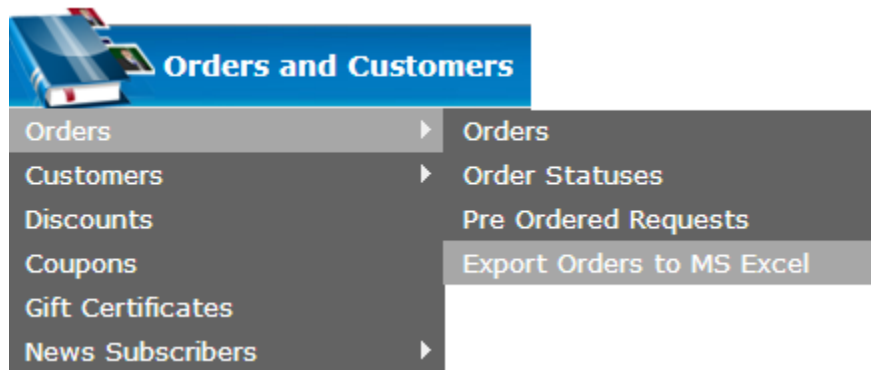


Fig.94 The "Orders" option -> "Export orders to MS Excel" in the "Orders and Customers" menu

The next page will open:

EXPORT ORDER TO EXCEL

Download orders

☐ Export orders with status: New

☐ Export orders for the period:

From:

To:

[Download file](#) Size: 7 KB, 2012.08.13 15:12:58

Fig.95. Export orders to MS Excel

If it is necessary to export orders of the concrete status, select check box in the "Export orders with status" field and indicate the required status from the drop-down list:

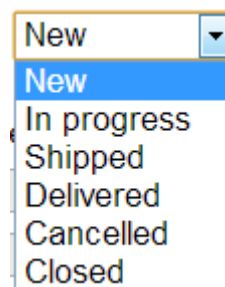


Fig.96. Selecting orders status for export

To export orders for the defined period, select check box in the "Export orders for the period" field. With the use of a built-in calendar select the period start date and period end date in the "From" and "To" fields.

Click the "Export orders to Excel format" button.

The process of exporting the catalog to excel format will be illustrated by the progress bar. On completing the operation the "Download file" button will appear:

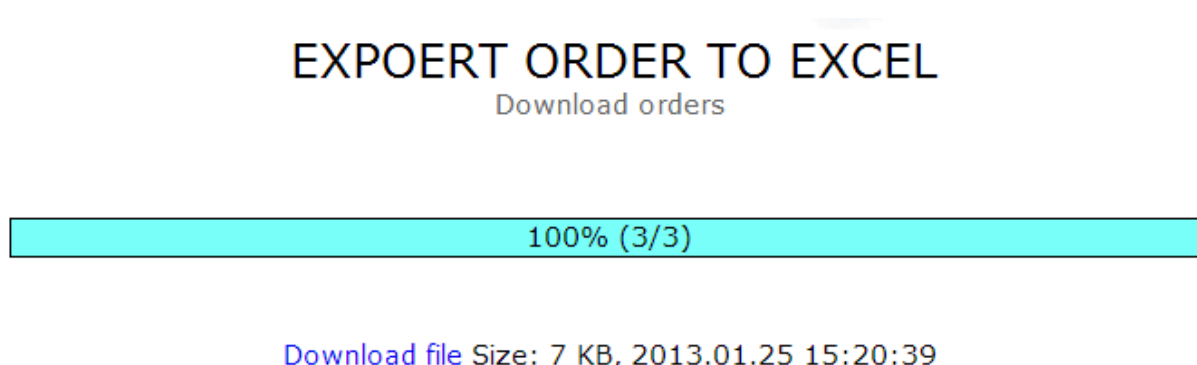


Fig.97. Download file link

Follow the "Download file" hyperlink and specify the location on your computer hard drive or removable storage device where the products catalog from the site should be saved to Excel format file.

3.2.5 Managing Customers

To view and manage a customers list, select the "Customers" option -> "Customers" in the "Orders and Customers" menu:



Fig.98 The "Customers" option -> "Customers" in the "Orders and Customers" menu

A page containing customers list will open then:

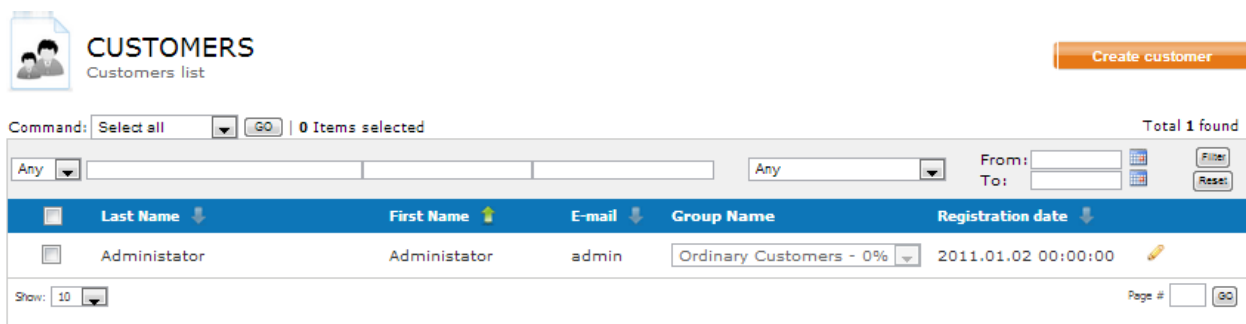


Fig.99. The list of customers



The "Administrator" customer exists by default and it is impossible to delete him.

By clicking on the line, appropriate for the customer, in the "Group name" column you will make the drop-down list active. In the "Group name" column you can select a group the customer will belong to (about groups see below).

To add a new customer to the list, click the "Create customer" button. The following form will open:


The form is titled "CREATE CUSTOMER" in bold black text. It contains several input fields with labels to their left: "E-mail:", "Password:", "Confirm Password:", "Your Name:", "Last Name:", "Phone:", "News subscription:", and "Role:". The "E-mail:", "Your Name:", and "Last Name:" fields have an asterisk (*) to their right, indicating they are required. The "News subscription:" field has a checkbox. The "Role:" field is a dropdown menu with "User" selected. Below the fields is a "Save" button.

Fig.100. The "Create customer" form

Fill in the fields of the form and click the "Save" button. After that a customer page will appear:

The page is titled "CUSTOMER" in bold black text. Below the title is a "Save" button. On the left side, there is a sidebar with a user icon and the text "user user". Below this, there are three links: "Common information", "Address book", and "Orders history". The main content area is titled "Common information" and contains the following fields: "E-mail:" with the value "user@mail.ru" and a link "(Change password...)", "Registration date:" with the value "2013.01.25 15:24:37", "Last Name:" with the value "user", "Your Name:" with the value "user", "Phone:" with an empty field, "News subscription:" with a checkbox, "Customer group:" with a dropdown menu showing "Ordinary Customers - 0%", and "Role:" with a dropdown menu showing "User".

Fig.101. The "Customer" page

You also can click the "Edit" button  in the line, appropriate for the user to get to this page.

The "Common information", "Address book", "orders history" tabs can be viewed and edited.



When selecting "Moderator" on the "Common information" tab the "Access settings" tab will be added to the user information page. By selecting check boxes in the appropriate fields moderator will be able to edit the selected sections.



CUSTOMER
user user

Common information

Address book

Orders history

Access settings

Access settings

[Select all](#)

Catalog

- Editing catalog by web interface ☐
- Editing product properties ☐
- Exporting and importing catalog to CSV format ☐
- Editing new products ☐
- Editing bestsellers ☐
- Editing products with discounts ☐
- Managing products reviews ☐
- Price regulating ☐
- Editing brands ☐

CMS

- Editing menu ☐
- Editing news ☐
- Editing carousel ☐
- Editing static pages ☐
- Editing static blocks ☐

Modules

- Managing votings ☐
- Generating sitemaps ☐
- Exporting catalog to GoogleBase format and etc. ☐
- Setting MailChimp service ☐
- Sending emails ☐
- Viewing online users ☐


Orders

- Viewing orders ☐
- Editing order statuses ☐
- Managing discounts ☐
- Managing coupons ☐
- Viewing customers ☐
- Managing gift certificates ☐
- Managing news subscribers ☐

Settings

- Settings base options of store ☐
- Editing countries/regions/cities ☐
- Managing currencies ☐
- Setting payment methods ☐
- Setting shipping methods ☐
- Managing taxes ☐
- Editing mail formats ☐
- Viewing error logs ☐
- Setting 301 redirects ☐

To save changes, click the "Save" button at the top of the page.

To delete a customer from the list, click the "Delete" button  in the line for the appropriate customer.

3.2.1 Managing customer groups

It is possible to group customers of the store according to their features. To view and manage a list of customer groups, select the "Customers" option -> "Customer groups" in the "Orders and Customers" menu:



Fig.102. The "Customers" option -> "Customer groups" in the "Orders and Customers" menu

A list of current customer groups will open:

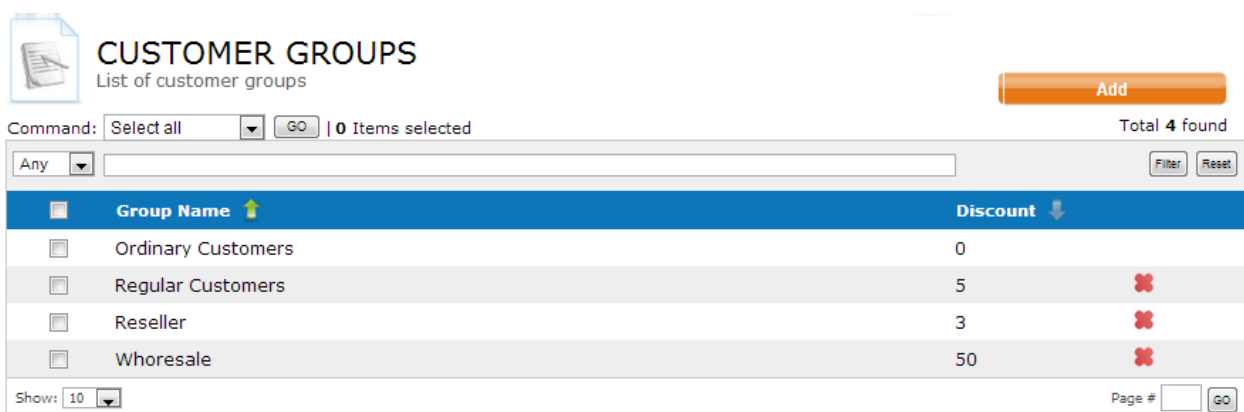


Fig.103. List of customer groups

To edit a group name and discount (in percentage terms), click the appropriate line and the field will become editable:

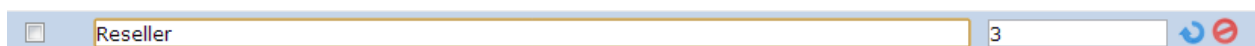




Fig.104. Editing customer group features

Make changes. To save the changes click the "Update" button , to delete them, use the "Cancel" button .

To add a new customer group, click the "Add" button. At the bottom of the list the editable fields will appear then:

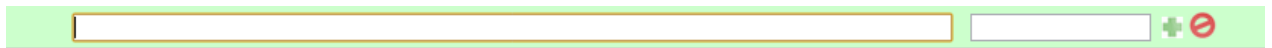




Fig.105. Fields for adding new customer groups

Enter a new customer group name and discounts and click the "Add" button .

To delete a group from the list, use the "Delete" button  in the appropriate line.

Deletion request will appear:

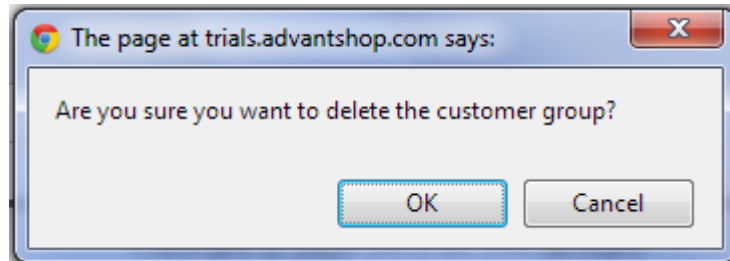


Fig.106. Customer group deletion

Click the "OK" button.

3.2.2 *Managing discounts*

To determine what discounts will be displayed to customers, depending on total order price, use a "Discount system" module. To browse the "Discount system" module page, select the "Discounts" option in the "Orders and Customers" menu:

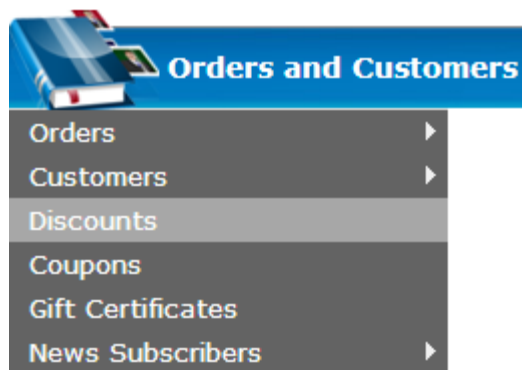



Fig.107. The "Discounts" option in the "Orders and Customers" menu

A list of discounts will open:



DISCOUNT CALCULATION BASED ON TOTAL ORDER PRICE

Discount calculation based on total order price

☒ Plugin module

A discount will be applied for the "Usual customer" group users only, discount off the total purchase price will not be taken into consideration for other customers.

Command: Select all GO | 0 Items selected

Any Filter Reset

<input type="checkbox"/>	Order price is over	Discount (%)	
<input type="checkbox"/>	0.00	0	
<input type="checkbox"/>	10000.00	1	
<input type="checkbox"/>	25000.00	3	
<input type="checkbox"/>	50000.00	5	

Show: 10 Page # GO

Fig.108. Discounts list

To add new discounts to the list, select the "Add" button and fill in the editable fields appeared at the bottom of the list:

+ ⊗

Fig.109. Adding price range and discounts

Use the "Add" button + to add a discount to the list.

To edit a discount, click the line for the appropriate discount and the fields will become editable:

↺ ⊗

Fig.110. Editing price range and discounts

Make necessary changes and click the "Update" button ↺.

To delete a discount from the list, use the "Delete" button ⊗ in the appropriate line. Deletion request will appear then:

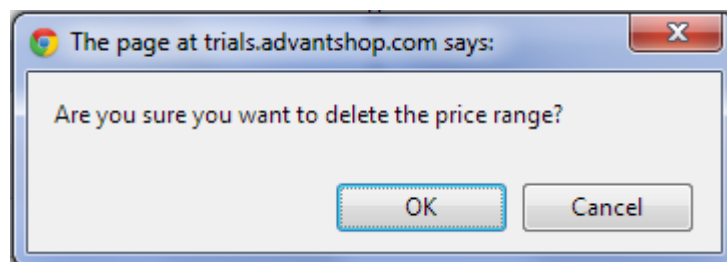


Fig.111. Discount deletion

Select the "OK" button.

3.2.3 Coupons

With the use of such advertising method as coupons the customers of the store can get discounts during checkout. For managing a list of coupons select the "Coupons" option in the "Orders and Customers" menu:

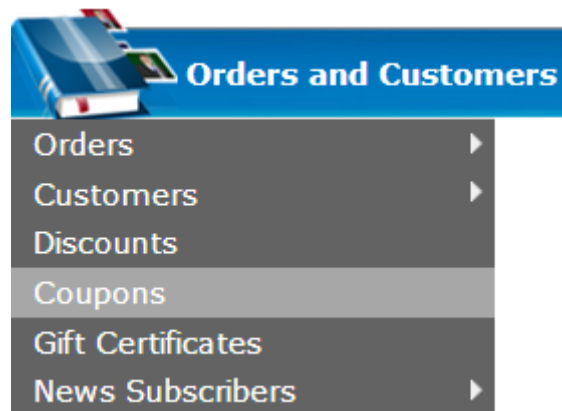


Fig.112. The "Coupons" option in the "Orders and Customers" menu

A list of coupons you can manage will appear next:

COUPONS
List of Coupons
Coupons can be used by the "Usual customer" group users only, coupons will not be taken into consideration for other customers.

Command: | 0 Items selected

Total 3 found

	Code	Type	Value	Expiration date	Count of uses	Enabled	Minimal order price	Adding date	
<input type="checkbox"/>	WEwmOIDr	Presents	1.00	Indefinitely	0/0	<input checked="" type="checkbox"/>	3300.00	2012 August 10	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/>	PHONES	Presents	10.00	Indefinitely	0/0	<input checked="" type="checkbox"/>	0.00	2012 August 07	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/>	DISCOUNT_5	Presents	5.00	Indefinitely	1/0	<input checked="" type="checkbox"/>	20000.00	2012 August 07	<input type="button" value="edit"/> <input type="button" value="delete"/>

Show: Page: #

Fig.113 List of coupons

To add a new coupon to the list, click the "Add" button. The following form will open:

COUPONS

List of coupons

Code	<input type="text" value="VtkUxiAm"/>
Type	<input type="text" value="Presents"/>
Value	<input type="text" value="0"/> <i>required</i>
Expiration date	<input checked="" type="checkbox"/> Indefinitely
Number of possible uses	<input checked="" type="checkbox"/> Unlimited
Enabled	<input checked="" type="checkbox"/>
Minimal order price	<input type="text" value="0"/>
Categories:	All categories (Change...)
Products:	All products (Change...)
<input type="button" value="Add"/>	


Fig.114. "Add new coupon" form


Fill in the necessary fields and click the "Save" button.

To edit a coupon in the list, click the appropriate line and the fields will become editable:

<input type="text" value="WEwmOIdr"/>	<input type="text" value="Presents"/>	<input type="text" value="1.00"/>	<input type="text" value="Indefinitely"/>	<input type="text" value="0/0"/>	<input checked="" type="checkbox"/>	<input type="text" value="3300.00"/>	<input type="text" value="2012 August 10"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
---------------------------------------	---------------------------------------	-----------------------------------	---	----------------------------------	-------------------------------------	--------------------------------------	---	---------------------------------------	---------------------------------------

Fig.115. Editing coupon main properties

Make required changes and click the "Update" button .

To edit the coupon parameters, select the "Edit" button  in the appropriate line. After that a form identical to the "Add coupon" form will open. Make changes and click the "Save" button.

To delete a coupon from the list, use the "Delete" button  in the appropriate line. Deletion request will appear:

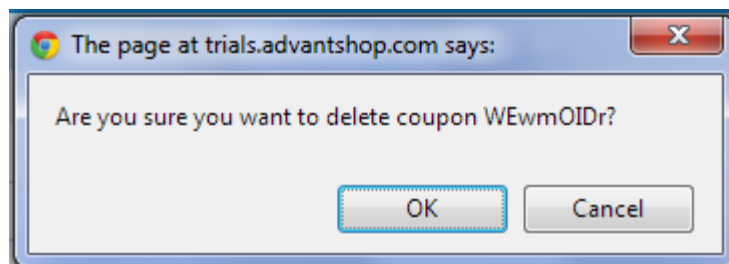


Fig.116 Coupon deletion

Click the "Ok" button.

3.2.4 Gift certificates

To manage a list of gift certificates that can be used in your online store, select the "Gift certificates" option in the "Orders and Customers" menu:

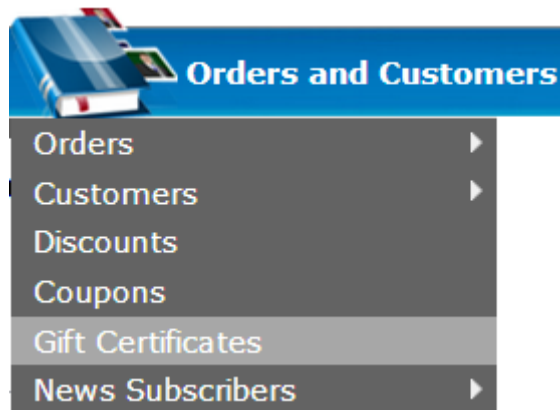


Fig.117. The "Gift certificates" option in the "Orders and Customers" menu

A list of gift certificate will open:

GIFT CERTIFICATES
Editing gift certificates
Gift certificates can be used by the "Usual customer" group users only, gift certificates will not be taken into consideration for other customers.

Commands: Select all | GO | 0 Items selected

Any | Any | Any | Any | Any | File | Reset

Certificate code	Order number	Type	Sum	Paid	Available	Used	CreationDate	
C-EJUSoLPS		Email	10,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2012 4:13:28 PM	
C-eymkocto		Email	1,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/3/2012 4:54:26 PM	

Show: 10 | Page: 1 | GO

Total 2 found

Add...

Fig.118. List of gift certificates

To add a new gift certificate to the list, use the "Add" button. The special form will open:

GIFT CERTIFICATE

Editing gift certificates

Code certificate C-CvhOzJDs

From	<input type="text"/>
To	<input type="text"/>
Sum	<input type="text"/> *
Type of delivery	<input checked="" type="radio"/> E-mail <input type="radio"/> Post
Email	<input type="text"/> *
E-mail	<input type="text"/> *
Used	<input type="checkbox"/>
Paid	<input type="checkbox"/>
Available	<input checked="" type="checkbox"/>
Message	<div><div></div></div>
<div>OK</div>	

Fig.119. "Add new gift certificate" form

Fill in the necessary fields and click the "OK" button.

Enter the email address of the person who will receive a gift certificate into the "Email" field and email of the sender - into the "E-mail" field.

If the Post is selected as a type of delivery, the address fields will be changed in the following ways:





Type of delivery	<input type="radio"/> E-mail <input checked="" type="radio"/> Post
Country	<input type="text" value="United States"/>
State	<input type="text" value="Not selected"/>
City	<input type="text"/>
Zip	<input type="text"/>
Address	<input type="text"/>
E-mail	<input type="text" value="admin"/> *


It is necessary to indicate the delivery address including country, state, city, zip, address.

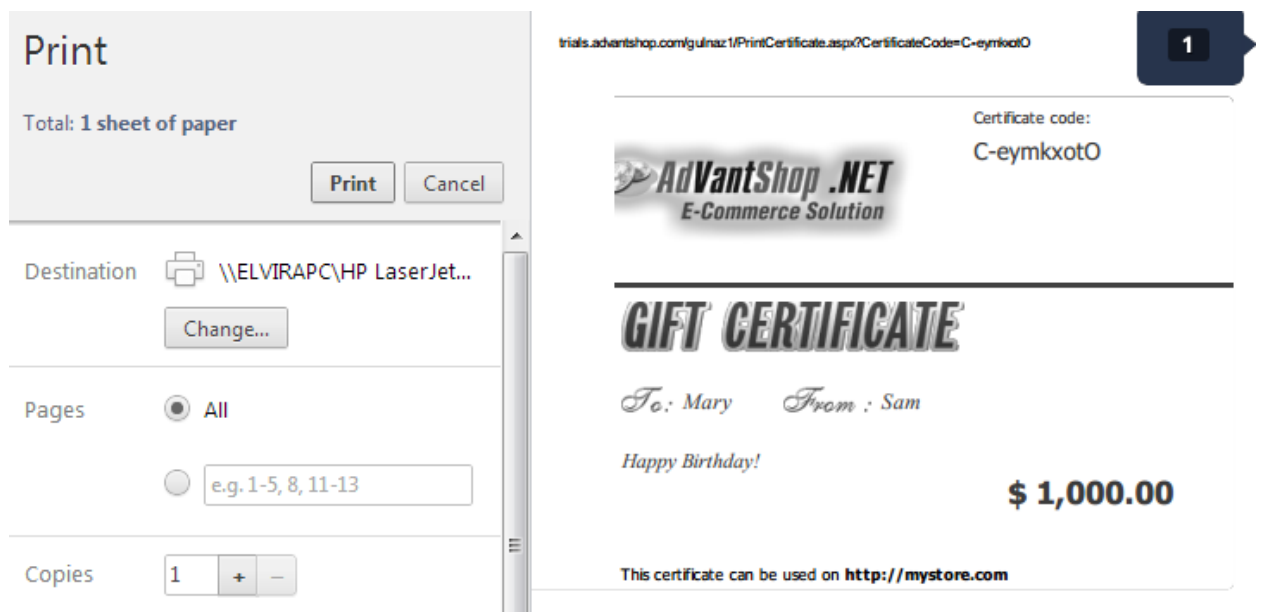
To edit the gift certificate main properties, click the appropriate line and the fields will become editable:

Fig.120. Editing gift certificate properties

Make necessary changes and click the "Update" button .

To edit a gift certificate parameter, select the "Edit" button  in the appropriate line. After that a form identical to the "Add gift certificate" form will open. Make changes and click the "Save" button.


To print a gift certificate, use the "Print" button  in the appropriate line. The following form will appear:



Print

Total: 1 sheet of paper

Print Cancel

Destination  \\ELVIRAPC\HP LaserJet...
Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Copies 1 + -

trials.advantshop.com/gulnaz1/PrintCertificate.aspx?CertificateCode=C-eymkxotO

Certificate code:
C-eymkxotO

AdVantShop .NET
E-Commerce Solution

GIFT CERTIFICATE

To: Mary From: Sam


Happy Birthday!

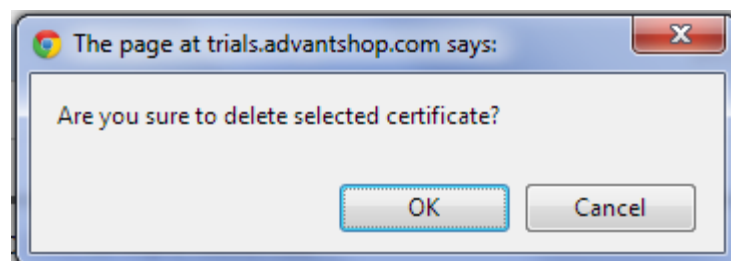
\$ 1,000.00

This certificate can be used on <http://mystore.com>

Fig.121. Gift certificate form printing

Edit print settings, if required, and click the "Print" button.

To delete a gift certificate, use the "Delete" button  in the appropriate line. Deletion request will open then:



The page at trials.advantshop.com says:

Are you sure to delete selected certificate?

OK Cancel

Fig.122. Gift certificate deletion

Click the "OK" button.

3.2.5 Managing news subscribers

To browse a news subscribers page, select the "News subscribers" option in the "Orders and Customers" menu:

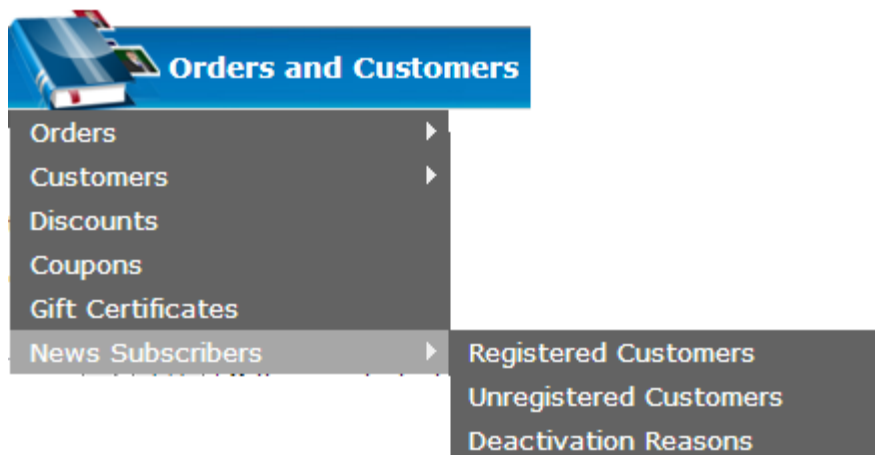


Fig.123. The "News subscribers" option in the "Orders and Customers" menu

A list of news subscribers will appear next:

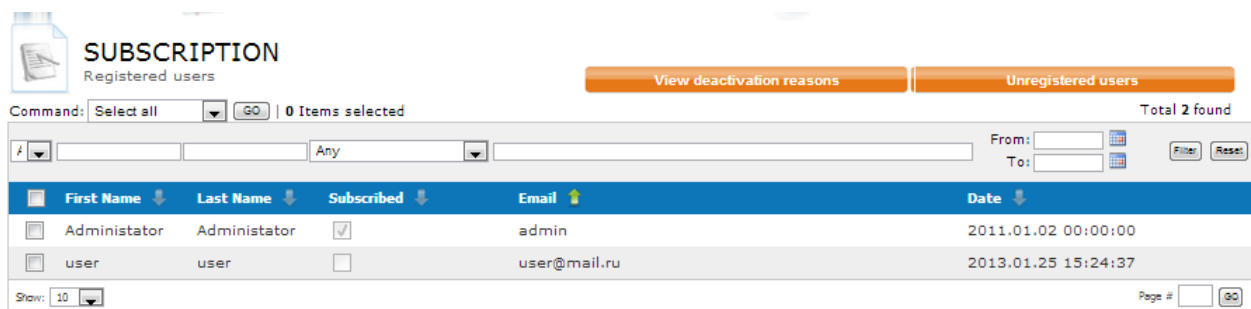


Fig.124. List of news subscribers

To change the terms of subscription for the concrete news subscriber, click on the subscriber information line. You can change a subscription status in the "Subscribed" field (check box is selected – subscription is active; check box is deselected – subscription is canceled):

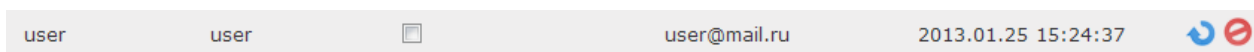


Fig.125.Editing subscriptions

To save the changed terms of subscription, click the "Update" button .

To view a list of unregistered users, use the "Orders and Customers" option -> "News subscribers" -> "Unregistered users" or click the button of the same name at the top of the page.

To view a deactivation reasons list, use the "Orders and Customers" option -> "News subscribers" -> "Deactivation reasons" or click the "View deactivation reasons" button at the top of the page.

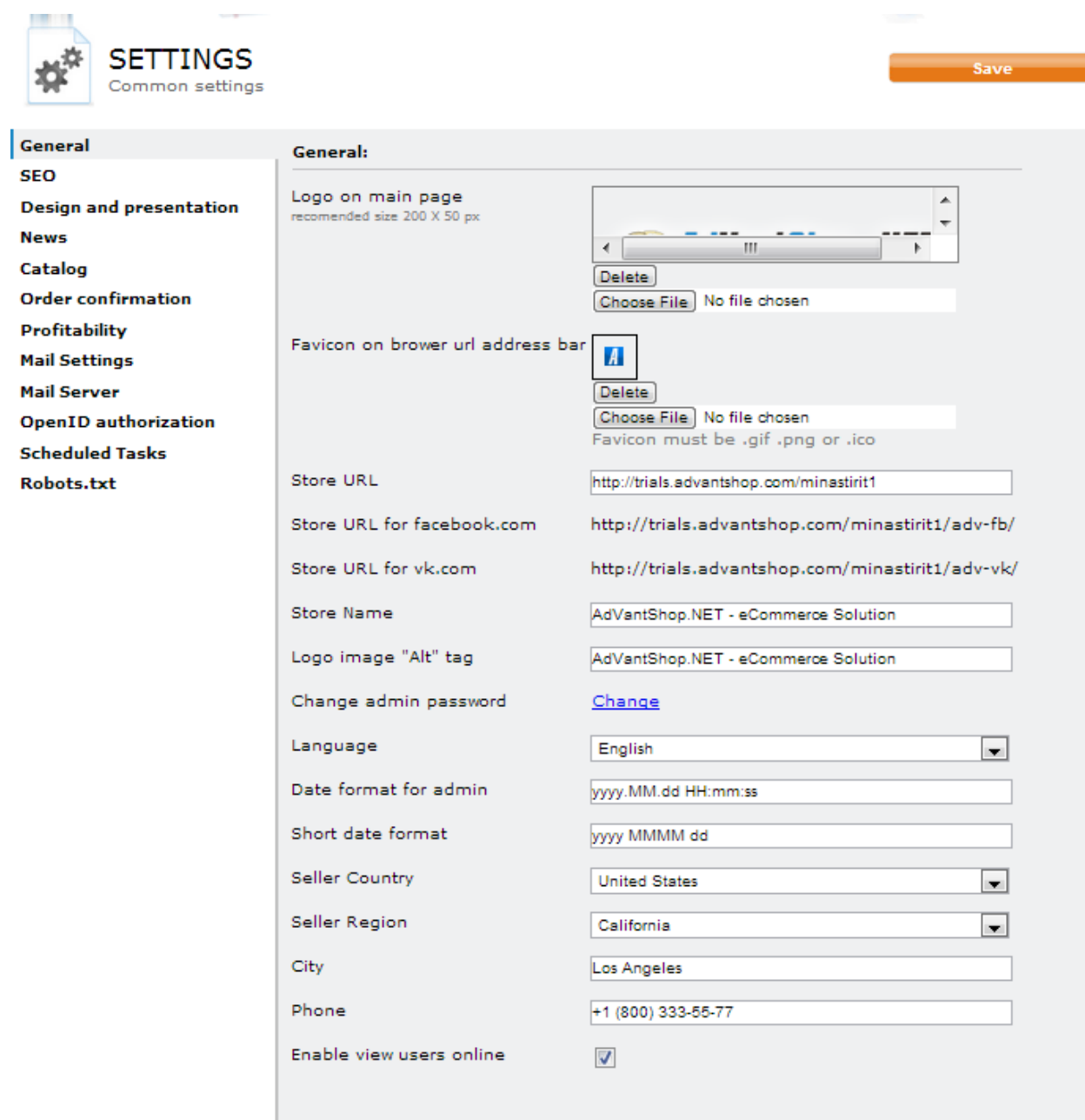
3.3 Managing settings

To change default store settings and configure them according to your taste and needs, select the "Settings" option in the main menu:



Fig.126. The "Settings" option in the main menu

A common settings page will open automatically:



SETTINGS
Common settings

[Save](#)

General

- SEO
- Design and presentation
- News
- Catalog
- Order confirmation
- Profitability
- Mail Settings
- Mail Server
- OpenID authorization
- Scheduled Tasks
- Robots.txt

General:

Logo on main page
recommended size 200 X 50 px

No file chosen

Favicon on browser url address bar

No file chosen
Favicon must be .gif .png or .ico

Store URL

Store URL for facebook.com

Store URL for vk.com

Store Name

Logo image "Alt" tag

Change admin password [Change](#)

Language

Date format for admin

Short date format

Seller Country

Seller Region

City

Phone

Enable view users online ☒

Fig.127. Store common settings

3.3.1 Store common settings

To edit store common settings, click the "Store settings" option in the main menu or the "Common" tab if the "Store settings" is already selected.

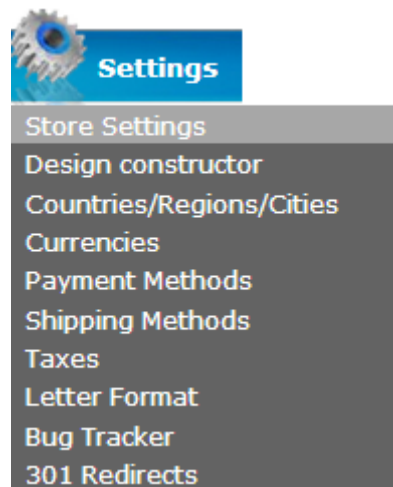


Fig.128. The "Store settings" option in the "Settings" menu

The next page will open:

SETTINGS
Common settings

Save

General

SEO

Design and presentation

News

Catalog

Order confirmation

Profitability

Mail Settings

Mail Server

OpenID authorization

Scheduled Tasks

Robots.txt

General:

Logo on main page
recommended size 200 X 50 px

Delete

Choose File No file chosen

Favicon on browser url address bar

Delete

Choose File No file chosen

Favicon must be .gif .png or .ico

Store URL

http://trials.advantshop.com/minastirit1

Store URL for facebook.com

http://trials.advantshop.com/minastirit1/adv-fb/

Store URL for vk.com

http://trials.advantshop.com/minastirit1/adv-vk/

Store Name

AdVentShop.NET - eCommerce Solution

Logo image "Alt" tag

AdVentShop.NET - eCommerce Solution

Change admin password

[Change](#)

Language

English

Date format for admin

yyyy.MM.dd HH:mm:ss

Short date format

yyyy MMMM dd

Seller Country

United States

Seller Region

California

City

Los Angeles

Phone

+1 (800) 333-55-77

Enable view users online

☒

Fig.129. The "Common" tab

Store logo settings

To upload your store logo that will be displayed on the main page, select the "Choose file" / "Browse" button in the appropriate field. Indicate the file location on your computer hard drive or removable storage device and click the "Open" button to preview your logo in the "Logo on main page" field.

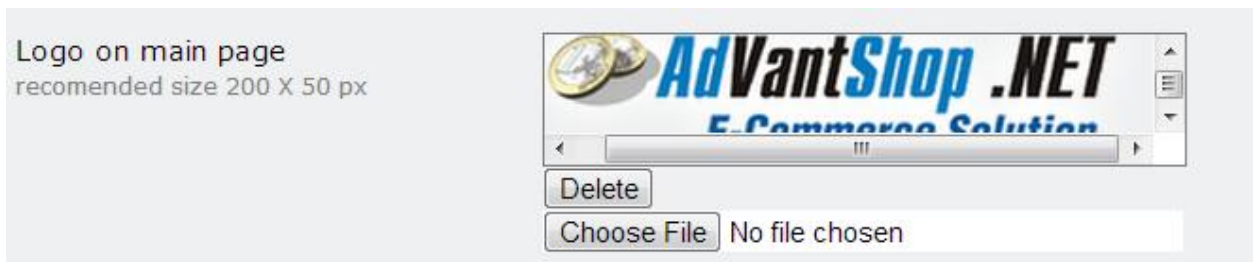


Fig.130. Changing logo

To delete your current logo, use the "Delete" button.

The logo image can have a special attribute for describing the image, "Alternative text" that is specified in the "Alt" tag. When using this tag, the text will be displayed in the process of uploading the image, hovering the mouse cursor over the image and in case the images are disabled in your browser. The "Alt" tag is used by search engines. Specify the alternative text value (optionally) in the "Alt" field.

Favicon settings

To upload an icon for your site that will be displayed in the browser address bar, i.e. favicon, click the "Choose file" / "Browse" button in the appropriate field. Specify the image file location on your computer hard drive or removable storage device and click the "Open" button. After that the image preview will be available in the "Favicon in browser address bar" field:

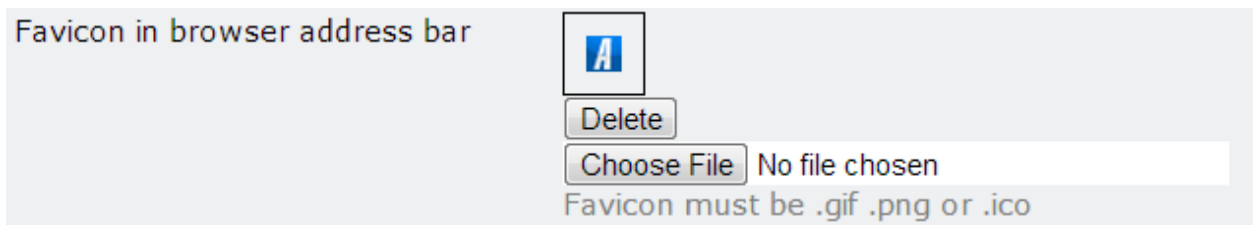


Fig.131. Changing site favicon

To delete your current favicon, use the "Delete" button.

Managing store name and store URL

Enter your store URL into the "Store URL" field. This URL will be used by the ecommerce software algorithms for further work of your store.

The Store URL for Facebook displayed in the "Store URL for facebook.com" field will be generated automatically.

Enter the value that will be displayed in the "Title" tag on all store pages into the "Store name" field.

Changing admin password

To change an admin password, select the "Change" link in the appropriate field.

The following form will open:

Fig.132. Changing admin password

Enter a new password, confirm it and click the "Change" button.

Selecting front-end language

Select a front-end language from the drop-down list in the "Language" field:

Fig.133. Selecting language

To save necessary changes, use the "Save" button.

Selecting date format

Enter a short date format into the "Date format for admin", considering that:

- **y** – year;
- **M** – month;
- **d** – date;
- **H** – 24 hours format or **h** – 12 hours format;
- **m** – minutes;
- **s** – seconds.

Determine a short date format, considering the position and quantity of symbols:

- *yyyy-MM-dd HH:mm:ss* – 2013-03-25 15:30:00 – default date format;
 - *yyyy.MM.dd HH.mm.ss* – 2013.03.25 15.30.00;
 - *MM/dd/yyyy* – 25/03/2013;
 - *MM/dd/yy HH:mm:ss* – 25/03/13 15:30:00;
- and others.*

Click the "Save" button.

Enter a short date format without specifying the date and time into the "Short date format" field (a short date format can be used in News, for example).

Specifying seller's country, region, city and phone number

Select a seller's country and region from the drop-down lists in the "Seller country" and "Seller region" fields accordingly.

Specify a city and phone number in the "City" and "Phone" fields accordingly.


Viewing users online

To view users online, select check box in the appropriate field on the "Common" tab.

Search engine optimization (SEO) settings

Search engine optimization is required for promoting your online store. It influences on your store position among web search results.

To change SEO settings, select the "SEO" tab on the "Common settings" page.

Save

Common

SEO

Design and presentation

News

Catalog

Order confirmation

Profitability

Mail Settings

Mail Server

OpenID authorization

Scheduled Tasks

Robots.txt

Products (default meta info):

Default page title

#STORE_NAME# - #PRODUCT_NAME#

Default meta keyWords

#STORE_NAME# - #PRODUCT_NAME#

Default meta description

#STORE_NAME# - #PRODUCT_NAME#

The text #STORE_NAME# will be automatically replaced with store name, #PRODUCT_NAME# with product name.
A null values will be replaced with default values.

Categories (default meta info):

Default page title

#STORE_NAME# - #CATEGORY_NAME#

Default meta keyWords

#STORE_NAME# - #CATEGORY_NAME#

Default meta description

#STORE_NAME# - #CATEGORY_NAME#

The text #STORE_NAME# will be automatically replaced with store name, #CATEGORY_NAME# with name of category.
A null value will be replaced by a default value.

News (default meta info):

Default page title

#STORE_NAME# - #NEWS_NAME#

Default meta keyWords

#STORE_NAME# - #NEWS_NAME#

Default meta description

#STORE_NAME# - #NEWS_NAME#

The text #STORE_NAME# will be automatically replaced with store name, #NEWS_NAME# with news title.
A null value will be replaced by a default value.

Static Pages (default meta info):

Default page title

#STORE_NAME# - #PAGE_NAME#

Default meta keyWords

#STORE_NAME# - #PAGE_NAME#

Default meta description

#STORE_NAME# - #PAGE_NAME#

The text #STORE_NAME# will be automatically replaced with store name, #PAGE_NAME# with page title.
A null values will be replaced with default values.

Main Page:

Default page title

#STORE_NAME#

Default meta keyWords

#STORE_NAME#

Default meta description

#STORE_NAME#

The text #STORE_NAME# will be automatically replaced with store name

Google Analytics:

Enabled Google Analytics

☐

Account Google Analytics

UA-1234

Other

Custom tag in head

Fig.134. The "SEO" tab

Fill in the "Page title", "Meta keywords" and "Meta description" fields in each section: "Products (default meta information)", "Categories (default meta information)", "News (default meta information)", "Static pages (default meta information)", "Main page", considering that:

- Text entered into the "Page title" field will be displayed in the title line of all store pages and used in the site indexing process by search engines.



We recommend you to leave the notes #STORE_NAME#, #PRODUCT_NAME#, #CATEGORY_NAME#, #NEWS_NAME#, #PAGE_NAME# in the appropriate fields. These are the variable data that will get the values you specified in the store name, category name, news and main page earlier.

- Specify the keywords characterizing your store and the words most frequently used on your site in the "Meta keywords" field separated by commas or spaces. This field entry corresponds to the "keywords" tag.
- The "Meta description" field is made for entering a short description of your store. This field entry corresponds to the "description" meta tag. It is desirable to enter a brief and laconic text as it is displayed under the store link among search results.


Select check box in the "Enabled Google analytics" field to enable the web analytics tool, Google Analytics. It allows you to estimate the traffic and efficiency of different marketing methods, i.e. gives you the information about how users found your site, how they worked in it and displays the ways of site optimization.

Enter your Google Analytics account ID into the "Account Google Analytics" field.

To save necessary changes, use the "Save" button.

Main page design settings

To design the main page of your store, select the "Design and presentation" tab on the "Common settings" page:

**SETTINGS**
Common settings

Save

Common

SEO

Design and presentation

News

Catalog

Order confirmation

Profitability

Mail Settings

Mail Server

OpenID authorization

Scheduled Tasks

Robots.txt

Design and presentation:

Main Page ModeDefault

Search box locationCatalog

Carousel:

Display Carousel on Main Page☒

Carousel animationfade

Animation Speed500

Delay10000

Zoom settings in details:

Enable zoom for all products:☒

Products on Main Page

Display products on main page☒

Lines Count1

View

Recently Viewed☒

News☒

News subscribe☒

Check order status☒

Show voting block☒

Show currency block☒

Show filter bar in catalog☒Warning! This feature requires mutch system resources. Make shure you have enough power server.

Gift certificates block☒

Wishlist block☒

Enable Social Share Buttons☐

Fig.135. The "Design and presentation" tab

Select a mode of displaying the main page and search box location from the drop-down lists of the "Design and presentation" section.

Edit carousel settings and the way of displaying the products on the store main page in the appropriate fields.

To apply zoom effect for all store products, select check box in the "Enable zoom for all products" field.

In the "View" field select check boxes in those blocks that should be displayed on the store main page:

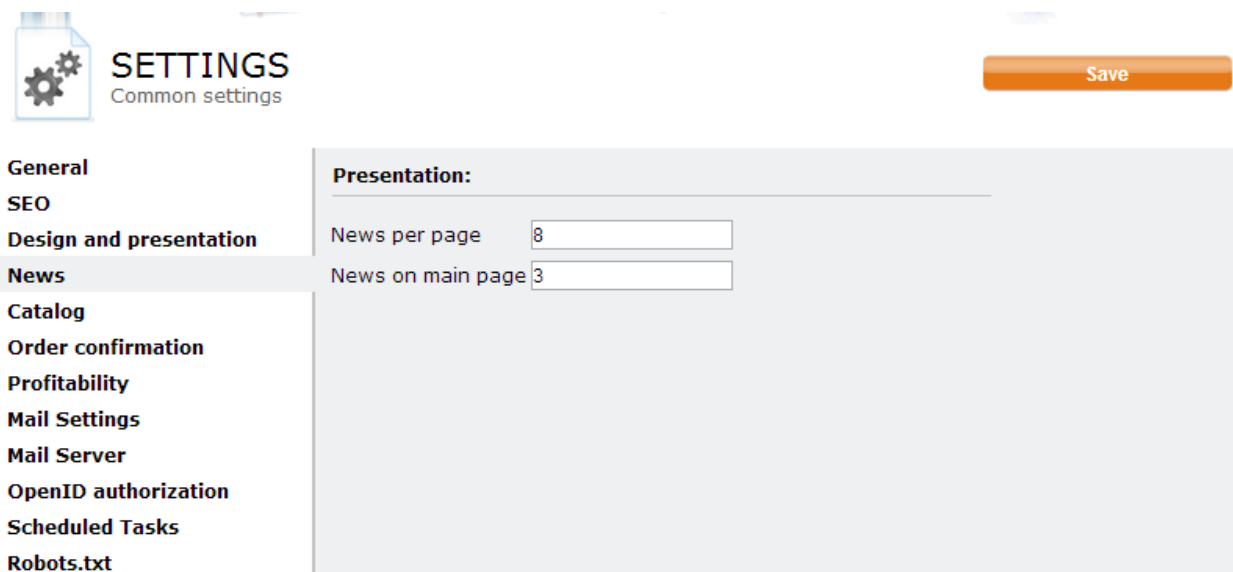
View	
Recently Viewed	<input checked="" type="checkbox"/>
News	<input checked="" type="checkbox"/>
News subscribe	<input checked="" type="checkbox"/>
Check order status	<input checked="" type="checkbox"/>
Show voting block	<input checked="" type="checkbox"/>
Show currency block	<input checked="" type="checkbox"/>
Show filter bar in catalog	<input checked="" type="checkbox"/> Warning! This feature requires mutch system resources. Make shure you have enough power server.
Gift certificates block	<input checked="" type="checkbox"/>
Wish list block	<input checked="" type="checkbox"/>
Enable Social Share Buttons	<input type="checkbox"/>

Fig.136. Selecting blocks displayed on the main page

Click the "Save" button.

News settings

For news setting use the "News" tab of the "Common settings" page:



SETTINGS
Common settings

Save

General
SEO
Design and presentation
News
Catalog
Order confirmation
Profitability
Mail Settings
Mail Server
OpenID authorization
Scheduled Tasks
Robots.txt

Presentation:

News per page

News on main page

Fig.137. The "News" tab

In the appropriate fields select the number of news displayed on the news page and the main page of the store and click the "Save" button.

Catalog design settings

For products catalog design settings, use the "Catalog" tab of the "Common settings" page:

SETTINGS
Common settings

Common
SEO
Design and presentation
News
Catalog
Order confirmation
Profitability
Mail Settings
Mail Server
OpenID authorization
Scheduled Tasks
Robots.txt

Catalog:

Products per page: 12

Default currency: USA Dollar

Display products count in category: ☒

Display product rating: ☒

Enable Compare Products: ☒

Allow catalog type change-over:

Catalog: ☒

Search result: ☒

Cross-marketing:

Block 1: Customers Who Bought This Item

Block 2: Similar Products

Search

Search index: [Generate again](#)

Default view:

Default catalog view: List

Default search view: Table

Product photos

Compress big image: ☐

Reviews

Allow products reviews: ☒

Moderate reviews before they are added: ☐

Save

Fig.138. The "Catalog" tab

In the "Products per page" field indicate the number of products per catalog page inside the category and in search results.

Select the default currency that will be used in the catalog from the drop-down list:

Default currency: USA Dollar

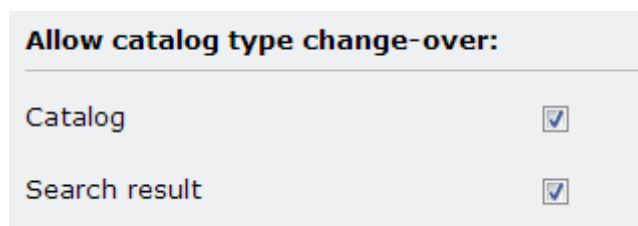
Euro

USA Dollar

Fig.139. Changing default currency




Select check boxes in the appropriate fields to display the number of products in a category, display product rating and enable compare products.

Select check boxes in the "Catalog" and "Search results" fields of "Allow catalog type change-over" section to allow the user to change the way of displaying a product list when searching the products and in the Catalog itself:



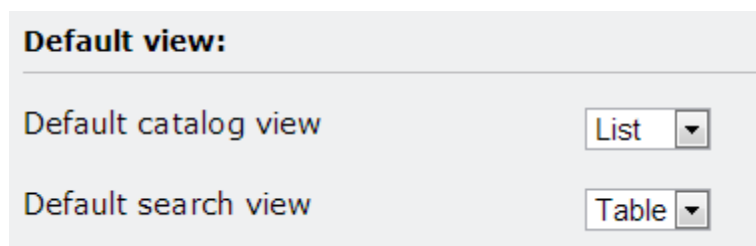
Allow catalog type change-over:	
Catalog	<input checked="" type="checkbox"/>
Search result	<input checked="" type="checkbox"/>

Fig.140. Catalog type change-over

In the selected sections of the store the signs    will be displayed.

In the "Cross-marketing" fields indicate the blocks that will be displayed on the product page. Following the "Generate again" hyperlink in the "Search" section you can re-index products of the catalog.

The "Default catalog view" field is made to determine the way of displaying a product list by default for the sections:



Default view:	
Default catalog view	List ▼
Default search view	Table ▼





Fig.141. Default catalog view for different store sections

Select check boxes in the appropriate fields, if it is necessary, to compress big product images and moderate reviews before they are added to the site.

Click the "Save" button then.

If the "Tile" type of displaying a products list is selected, the products catalog on the front-end will be as follows:

[Main Page](#) > [Electronics](#) > [Computers](#) > [Notebook](#)

14 items found    [Compare products \(4\)](#) Sort by 













 recomended	 discount 10%		
Acer Aspire One 521-105Dc 1164 ☆☆☆☆☆ \$ 400.00	Apple MacBook Air 1165 ☆☆☆☆☆ \$ 1,170.00	ASUS U30JC 1166 ☆☆☆☆☆ \$ 800.00	DELL Vostro 1015 1325 ☆☆☆☆☆ \$ 500.00
ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart	ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart	ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart	ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart
			 new
DELL Studio 1558 1327 ☆☆☆☆☆ \$ 800.00	Acer eMachines E630-302G25Mi 1328 ☆☆☆☆☆ \$ 500.00	Apple MacBook Pro A1297 1329 ☆☆☆☆☆ \$ 2,500.00	Apple MacBook Pro A1278 1330 ☆☆☆☆☆ \$ 1,700.00
ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart	ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart	ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart	ADD TO CART DETAILS <input type="checkbox"/> Add to Compare Cart

Fig.142. The "Tile" catalog view

If the "List" type of displaying a products list is selected, the products catalog on the front-end will be as follows:

[Main Page](#) > [Electronics](#) > [Computers](#) > [Notebook](#)






14 items found   [Compare products \(4\)](#) Sort by No sorting 



msrecommended


[Acer Aspire One 521-105Dc](#)


1164



A laptop (also known as a notebook) is a personal computer designed for mobile use. A laptop integrates most of the typical components of a desktop computer, including a display, a keyboard, a pointing device (a touchpad, also known as a trackpad, and/or a pointing stick) and speakers into a single unit. A laptop is powered by mains electricity via an AC adapter, and can be used away from an outlet using a rechargeable battery.

\$ 400.00






[ADD TO CART](#) [DETAILS](#)  [Add to Compare Cart](#)



discount 10%

[Apple MacBook Air](#)

1165



A laptop (also known as a notebook) is a personal computer designed for mobile use. A laptop integrates most of the typical components of a desktop computer, including a display, a keyboard, a pointing device (a touchpad, also known as a trackpad, and/or a pointing stick) and speakers into a single unit. A laptop is powered by mains electricity via an AC adapter, and can be used away from an outlet using a rechargeable battery.

~~\$ 1,300.00~~
\$ 1,170.00
benefits \$ 130.00 or 10%






[ADD TO CART](#) [DETAILS](#)  [Add to Compare Cart](#)

Fig.143. The "List" catalog view

If the "Table" type of displaying a products list is selected, the products catalog on the front-end will be as follows:

[Main Page](#) > [Electronics](#) > [Computers](#) > [Notebook](#)

14 items found    [Compare products \(4\)](#) Sort by No sorting 





















Name		Price	
 Acer Aspire One 521-105Dc  1164	☆☆☆☆☆	\$ 400.00 recommended	ADD TO CART DETAILS
 Apple MacBook Air  1165	☆☆☆☆☆	\$ 1,170.00 discount 10%	ADD TO CART DETAILS
 ASUS U30JC  1166	☆☆☆☆☆	\$ 800.00	ADD TO CART DETAILS
 DELL Vostro 1015  1325	☆☆☆☆☆	\$ 500.00	ADD TO CART DETAILS
 DELL Studio 1558  1327	☆☆☆☆☆	\$ 800.00	ADD TO CART DETAILS
 Acer eMachines E630-302G25Mi  1328	☆☆☆☆☆	\$ 500.00	ADD TO CART DETAILS
 Apple MacBook Pro A1297  1329	☆☆☆☆☆	\$ 2,500.00	ADD TO CART DETAILS
 Apple MacBook Pro A1278  1330	☆☆☆☆☆	\$ 1,700.00 new	ADD TO CART DETAILS
 SONY VAIO VPCEA1S1R  1331	☆☆☆☆☆	\$ 800.00	ADD TO CART DETAILS
 Acer Aspire 5738ZG-443G25Mi  1332	☆☆☆☆☆	\$ 600.00 sale	ADD TO CART DETAILS

Fig.144. The "Table" catalog view

Order confirmation settings

Select the "Order confirmation" tab on the "Common settings" page:

Fig.145. The "Order confirmation" tab

You can select check boxes in the fields:

- "Control products availability during order confirmation",
- "Enable checking confirmation code",
- "Enable gift certificate service",

if these features are required.

In the appropriate fields indicate the minimum price to order and minimum and maximum price of a gift certificate. After changes are made, click the "Save" button.

Profitability settings

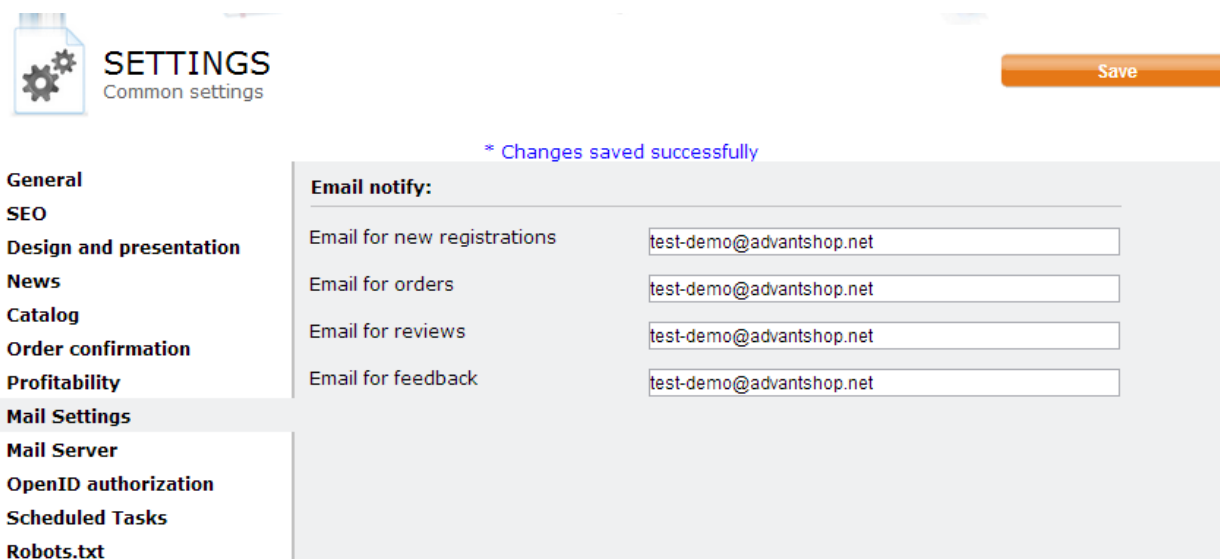
To indicate the planned sales and planned profit, use the "Profitability" tab:

Fig.146. The "Profitability" tab

After the information are entered, click the "Save" button.

Mail settings

Enter email addresses into the appropriate fields in the "Email notify" section of the "Common settings" page. The email notifications about store user actions will be sent at these addresses:



SETTINGS
Common settings

Save

* Changes saved successfully

General
SEO
Design and presentation
News
Catalog
Order confirmation
Profitability
Mail Settings
Mail Server
OpenID authorization
Scheduled Tasks
Robots.txt

Email notify:

Email for new registrations	test-demo@advantshop.net
Email for orders	test-demo@advantshop.net
Email for reviews	test-demo@advantshop.net
Email for feedback	test-demo@advantshop.net

Fig.1474. The "Mail settings" tab

After the form is filled in completely, click the "Save" button.

Mail server settings

From time to time it is necessary to send messages containing the information about the products, orders, password recovery and etc. to the store users.


Indicate the following information in the "Mail server" tab, "Transport level" sections of the "Common settings" page:

- SMTP server for emailing;
- Email login;
- Email password;
- Port;
- Email address.

To make the SSL protocol providing secure data exchange enabled, select check box in the "Enable SSL" field.



Be attentive! All the settings should be made from one mailbox. When changing one setting parameter, make sure that the other parameters are correct.



SETTINGS

Common settings

Common

SEO

Design and presentation

News

Catalog

Order confirmation

Profitability

Mail Settings

Mail Server

OpenID authorization

Scheduled Tasks

Robots.txt

Save

Mail Server

Note: Please check that all settings are correct.

Transport level

SMTP server

smtp-15.1gb.ru

Email login

u318400

Email password

77303db7wr

Port

25

Default value: 25

Email address

test-demo@advantshop.net

Enable SSL

☐

Test message

Send to

Subject

Message

Send test email

Fig.148. The "Mail server" tab

Click the "Save" button.

To send a test message for checking transport level settings, fill in the fields of the "Test message" section and click the "Send test email" button.

OpenID authorization settings

To apply an option of user registration and authorization on your site via social networks, select the "OpenID authorization" tab of the "Common settings" page:

SETTINGS
Common settings

Common
SEO
Design and presentation
News
Catalog
Order confirmation
Profitability
Mail Settings
Mail Server
OpenID authorization
Scheduled Tasks
Robots.txt

Google

Active ☒

Facebook

Active ☒

API Key

Api secret

Twitter

Active ☒

Consumer key

Consumer secret

Access token

Access token secret

Save

Fig.149. The "OpenID authorization" tab

Select check boxes in the "Active" fields for those resources where the user accounts can be used for authorization in your store.

To apply an option of user registration/authorization on your site via Facebook, log in on Facebook <https://facebook.com> and register your store as an application on <http://www.facebook.com/developers/createapp.php> page. While registering your store (application) use the following values:

- For the **App Name field** – any name,
- For the **App Domains field**: <http://> [domain name].

After that on your store admin panel on the "OpenID authorization" tab of the "Common settings" page enter the App ID and App secret keys, given you after the registration on <https://facebook.com>, into the appropriate fields of the "Facebook" section:

Facebook

Active ☒

API Key

Api secret

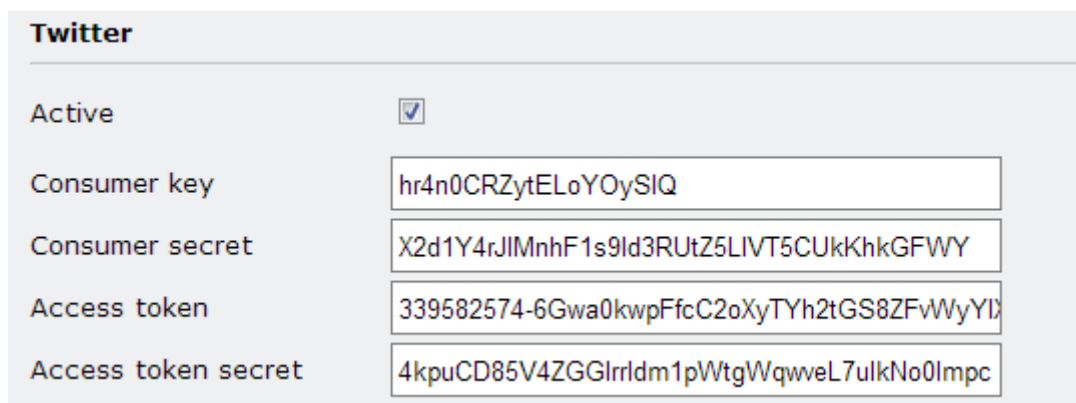
Fig.150. The "Facebook" section

To apply an option of user registration/authorization on your site via Twitter, log in on Twitter <https://twitter.com> and register your store on <http://dev.twitter.com/apps/new> page. While registering your store (application) use the following values:

For the **Default Access type** field fix **Read** position for radio button.

For the **Callback URL** field enter the address: [http://\[administrator name\]/cms/admin/scmedia.php?name=twitter](http://[administrator name]/cms/admin/scmedia.php?name=twitter)

After that on your store admin panel on the "OpenID authorization" tab of the "Common settings" page enter the Consumer key and Consumer secret key, given you after the registration on <https://twitter.com>, into the appropriate fields of the "Twitter" section:



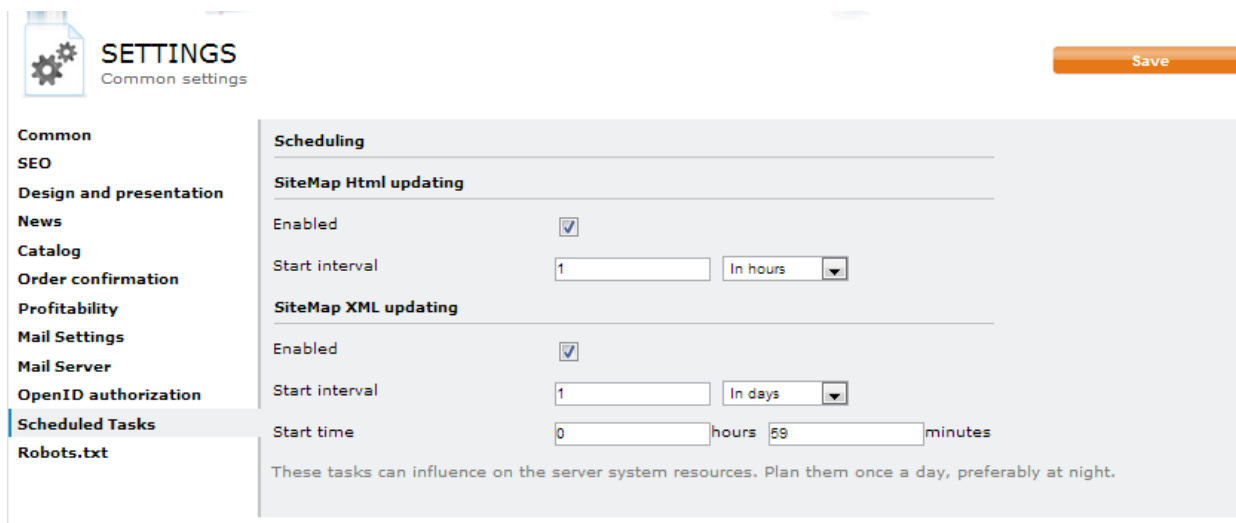
The screenshot shows the "Twitter" settings section. It includes a checkbox for "Active" which is checked. Below it are four text input fields: "Consumer key" with the value "hr4n0CRZytELoYOySIQ", "Consumer secret" with "X2d1Y4rJIMnhF1s9ld3RUtZ5LIVT5CUkKhkGFWY", "Access token" with "339582574-6Gwa0kwpFfcC2oXyTYh2tGS8ZFwYyYI", and "Access token secret" with "4kpuCD85V4ZGGlrldm1pWtgWqwveL7ulkNo0Impc".

Fig.151. The "Twitter" section

Click the "Save" button.

Scheduled tasks settings

It is possible to make the frequent tasks of sitemap HTML and XML file updating, automatic on the "Scheduled tasks" tab of the "Common settings" page. Select check boxes in the fields tasks of which should be enabled immediately after the schedule is saved. Determine the schedule indicating start time and interval for each task:



The screenshot shows the "Scheduled Tasks" settings tab. On the left is a sidebar with "Common settings" and various categories. The main area is titled "Scheduling" and contains two sections: "SiteMap Html updating" and "SiteMap XML updating". Each section has an "Enabled" checkbox (checked), a "Start interval" field (set to 1), and a unit dropdown (set to "In hours" for HTML and "In days" for XML). The "SiteMap XML updating" section also has a "Start time" field set to 0 hours and 59 minutes. A note at the bottom states: "These tasks can influence on the server system resources. Plan them once a day, preferably at night." A "Save" button is in the top right corner.

Fig.152. The "Scheduling" tab

Click the "Save" button.

Editing template robots.txt

To edit the template robots.txt, select the "Robots.txt" tab:

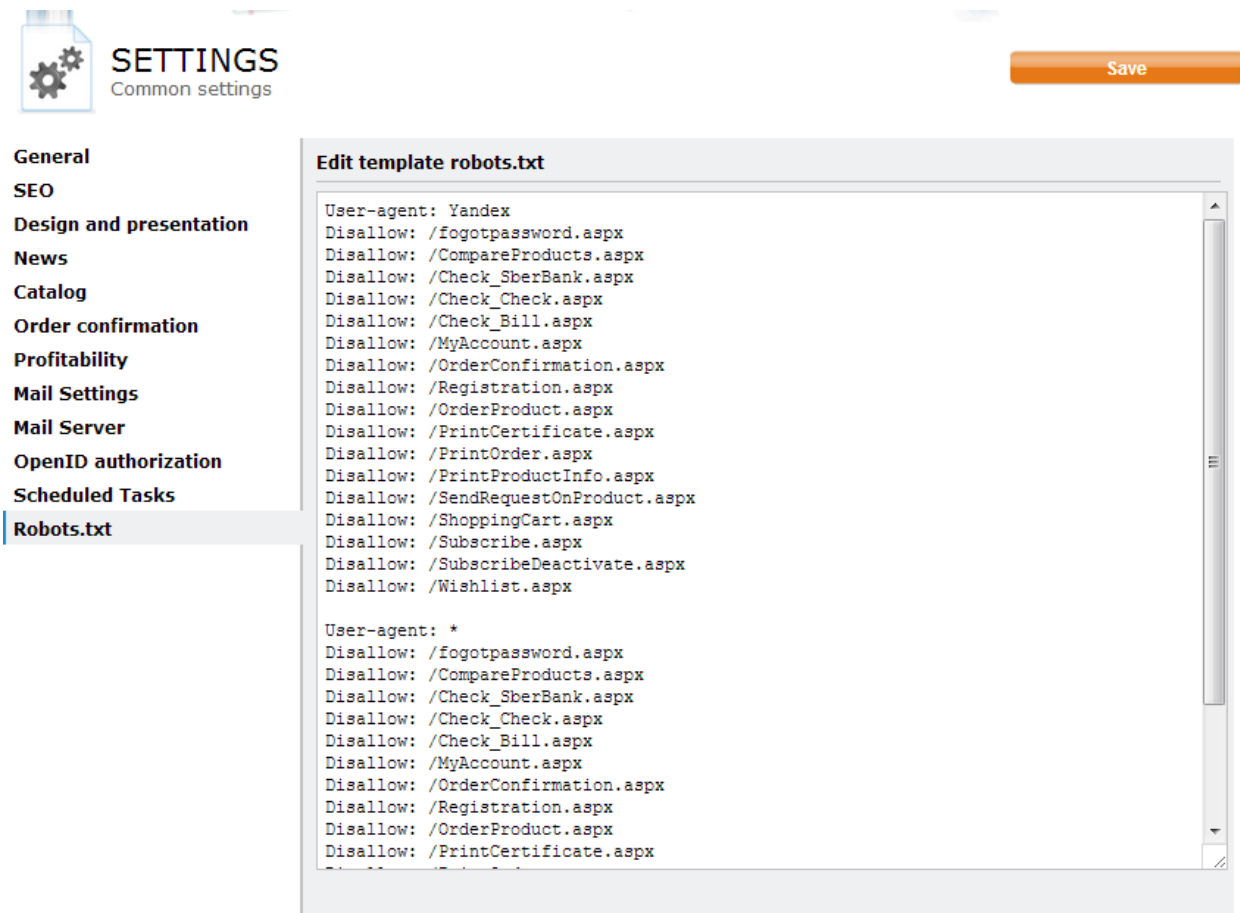


Fig.153. The "Robots.txt" tab

Make necessary changes in the template and click the "Save" button.

3.3.2 Design transformer

On the front-end of the store you can change a page appearance including menu: theme, color scheme, background. To select new parameters of design, click the "Design transformer" hyperlink at the top of any page of the front-end:



Fig.154. The "Design transformer" hyperlink

The following dialog window will open:

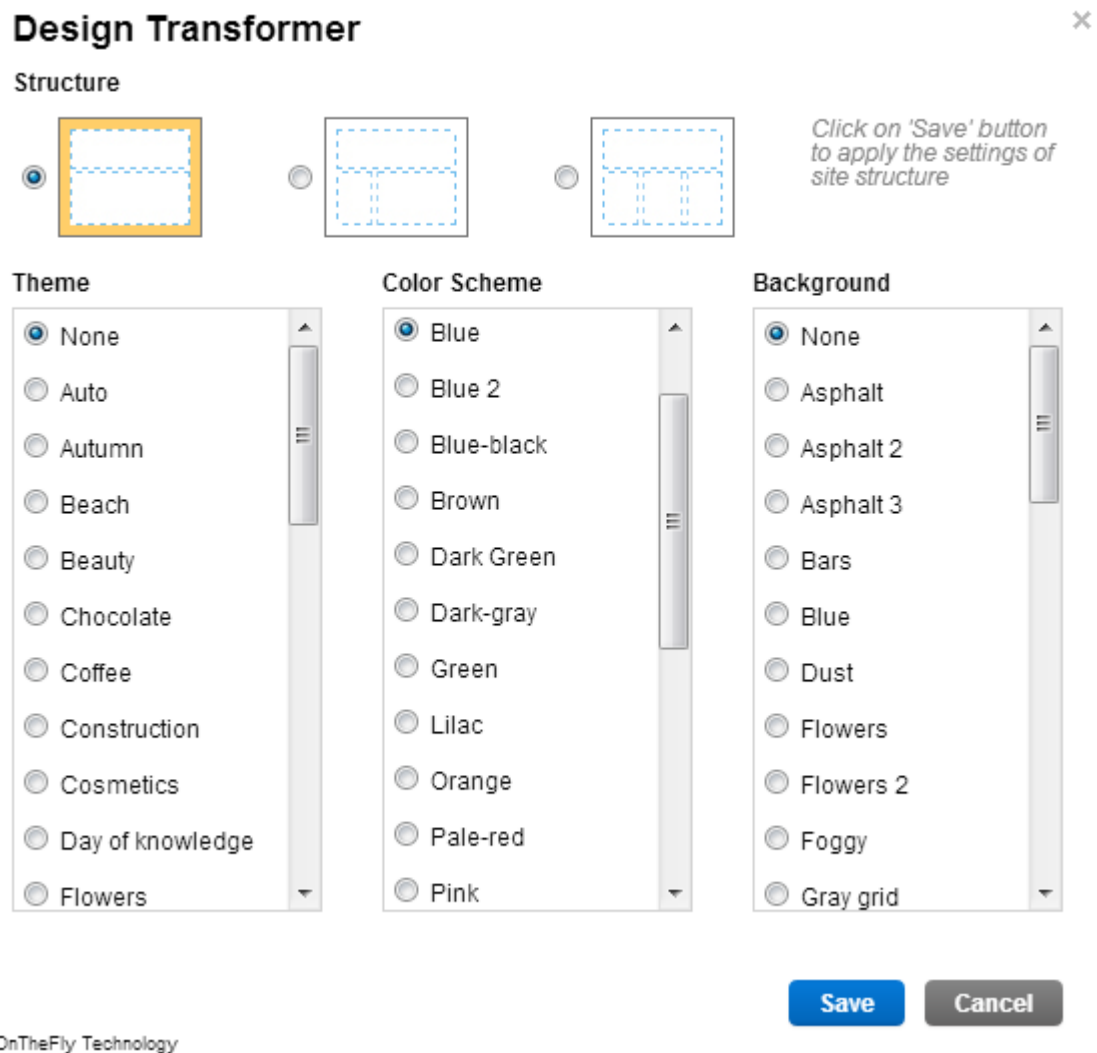


Fig.155. The "Design transformer" dialog window

By choosing proper radio buttons in the appropriate fields users can determine a theme, color scheme and background of the store.

To manage a theme, color scheme and background list, use the "Design transformer" option of the "Settings" menu:

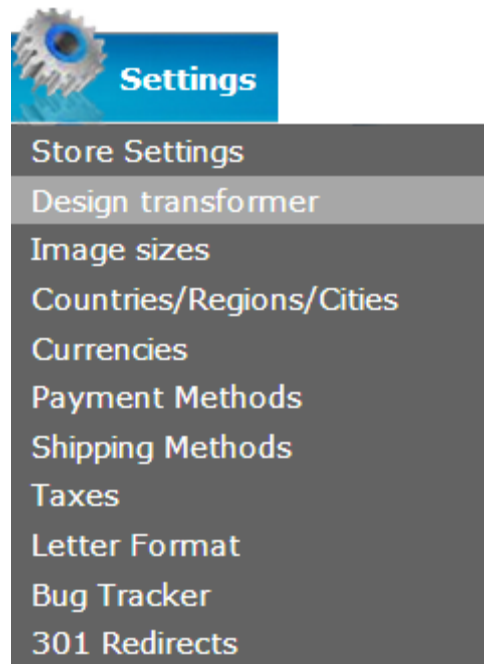


Fig.156. The "Design transformer" option of the "Settings" menu

The next page will open:



DESIGN CONSTRUCTOR
Design constructor

Theme

Color Scheme

Background


Load new theme No file chosen

Active	Title
<input type="checkbox"/>	Auto
<input type="checkbox"/>	Autumn
<input type="checkbox"/>	Beach
<input type="checkbox"/>	Beauty
<input type="checkbox"/>	Chocolate
<input type="checkbox"/>	Coffee
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Cosmetics
<input type="checkbox"/>	Day of knowledge
<input type="checkbox"/>	Flowers
<input type="checkbox"/>	Furniture
<input type="checkbox"/>	Garden
<input type="checkbox"/>	Halloween
<input type="checkbox"/>	Interior
<input type="checkbox"/>	Pets
<input type="checkbox"/>	Presents
<input type="checkbox"/>	Sexy Lingerie
<input type="checkbox"/>	Sport
<input type="checkbox"/>	Sport2
<input type="checkbox"/>	Tech
<input type="checkbox"/>	Tech 2
<input type="checkbox"/>	Tech 3
<input type="checkbox"/>	Wear
<input type="checkbox"/>	Wear 2
<input type="checkbox"/>	Wear 3
<input type="checkbox"/>	Wheels
<input type="checkbox"/>	Winter
<input checked="" type="checkbox"/>	Winter 2
<input type="checkbox"/>	Winter3
<input type="checkbox"/>	Children's wear

Fig.157. Design transformer page

To add a new theme to the list, click the "Choose file" / "Browse" button on the "Theme" tab and specify the file location on your computer hard drive or removable storage device. After that, click the "Load" button.

To determine what theme will be active by default for store users, select check box in the appropriate line of the "Active" column.

To delete a theme from the list, use the "Delete" button  in the appropriate line in the far right column of the table. Deletion request will appear then:

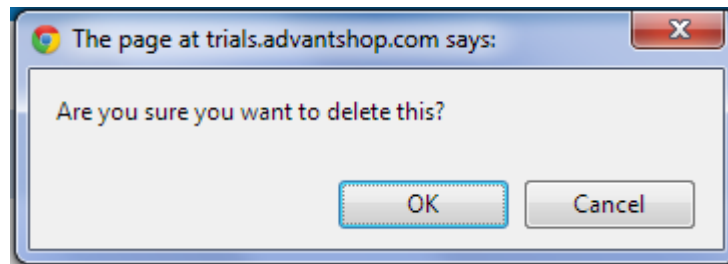


Fig.158. Theme deletion

Click the "OK" button.

By analogy with the theme, upload color schemes and background on the "Color scheme" and "Background" tabs and specify which of them will be displayed on the front-end of the store by default.

3.3.3 Image size

To change an image size on the front-end of the store, select the "Image size" option in the "Settings" menu:

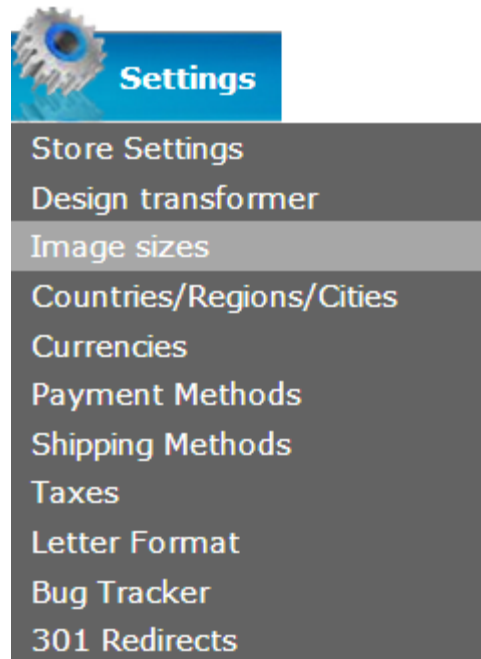


Fig.159. The "Image sizes" option in the "Settings" menu

The next page will open:

A screenshot of the 'IMAGE SIZES' settings page. The page has a header with a gear icon, the title 'IMAGE SIZES', a subtitle 'Resize Images and save product images with new sizes', and a 'Save' button. On the left is a sidebar menu with options: 'Products', 'Categories', 'News', 'Brands', 'Carousel', and 'Payment and Shipping'. The main content area is titled 'Products' and contains a 'Size in pixels.' input field. Below this are four sections for different image sizes: 'Big photo', 'Middle photo', 'Small photo', and 'Very small photo'. Each section has 'Width' and 'Height' input fields with 'px.' units. The values are: Big photo (800x800), Middle photo (250x350), Small photo (130x130), and Very small photo (80x80). At the bottom, there is a 'ReSave photos' section with a text box containing 'Clamping and saving photos of the product from the original image using the new dimensions and the connected modules' and a 'Resize' button.

Fig.160. Image sizes settings

Here you can indicate image size for products, categories, news, dealers, carousel, payment methods and shipping methods (size should be indicated in pixels). It is possible to

change size of the previously uploaded product images by clicking the "Resize" button. Image size settings in regard with the other types of images will be applied only to new uploaded images.

3.3.4 Countries/regions/cities

For viewing and/or editing a list of countries/regions/cities available during registration select the "Countries/regions/cities" option in the "Settings" menu:

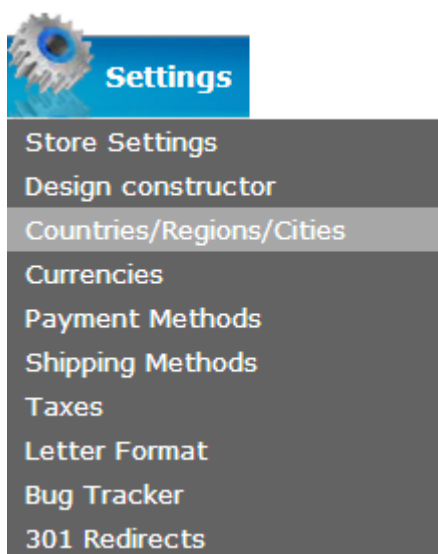



Fig.161. The "Countries/regions/cities" option in the "Settings" menu

The next page will open:

 **COUNTRIES AND REGIONS**
Countries list

Command: | 0 Items selected Total 251 found

Any

<input type="checkbox"/>	Name ↑	ISO2 ↓	ISO3 ↓	
<input type="checkbox"/>	Abkhazia	AB	ABH	
<input type="checkbox"/>	Afghanistan	AF	AFG	
<input type="checkbox"/>	Åland Islands	AX	ALA	
<input type="checkbox"/>	Albania	AL	ALB	
<input type="checkbox"/>	Algeria	DZ	DZA	
<input type="checkbox"/>	American Samoa	AS	ASM	
<input type="checkbox"/>	Andorra	AD	AND	
<input type="checkbox"/>	Angola	AO	AGO	
<input type="checkbox"/>	Anguilla	AI	AIA	
<input type="checkbox"/>	Antarctica	AQ	ATA	
<input type="checkbox"/>	Antigua and Barbuda	AG	ATG	
<input type="checkbox"/>	Argentina	AR	ARG	
<input type="checkbox"/>	Armenia	AM	ARM	
<input type="checkbox"/>	Aruba	AW	ABW	
<input type="checkbox"/>	Australia	AU	AUS	
<input type="checkbox"/>	Austria	AT	AUT	
<input type="checkbox"/>	Azerbaijan	AZ	AZE	
<input type="checkbox"/>	Bahamas	BS	BHS	
<input type="checkbox"/>	Bahrain	BH	BHR	
<input type="checkbox"/>	Bangladesh	BD	BGD	

Show: < Prev 1 2 3 4 5 6 7 Page #

Fig.162. The "Countries/regions/cities" page

Adding country

To add a country to the list, select the "Add new country" button at the top of the page.

New fields in the bottom line of the table will open:


			<input type="button" value="Add"/> <input type="button" value="Cancel"/>
--	--	--	--

Fig.163. Fields for adding country

Enter a country name, two-letter code ISO and three-letter code ISO into the fields of the "Name", "ISO2" and "ISO3" columns.

To save this country in the list, click the "Add" button .

To add a region to the list, click a country name and a region list for the selected country will open:


UNITED STATES
Regions edit

[Return to Countries List](#)

Command: | 0 Items selected
Total 51 found

<input type="checkbox"/>	Region name ↑	Region code ↓	Sort order ↓	
<input type="checkbox"/>	Alabama		0	
<input type="checkbox"/>	Alaska		0	
<input type="checkbox"/>	Arizona		0	
<input type="checkbox"/>	Arkansas		0	
<input type="checkbox"/>	California		0	
<input type="checkbox"/>	Colorado		0	
<input type="checkbox"/>	Connecticut		0	
<input type="checkbox"/>	Delaware		0	
<input type="checkbox"/>	District of Columbia		0	
<input type="checkbox"/>	Florida		0	
<input type="checkbox"/>	Georgia		0	
<input type="checkbox"/>	Hawaii		0	
<input type="checkbox"/>	Idaho		0	
<input type="checkbox"/>	Illinois		0	
<input type="checkbox"/>	Indiana		0	
<input type="checkbox"/>	Iowa		0	
<input type="checkbox"/>	Kansas		0	
<input type="checkbox"/>	Kentucky		0	
<input type="checkbox"/>	Louisiana		0	
<input type="checkbox"/>	Maine		0	

Show:
< Prev 1 2 3
Next >
Page #


Fig.164. List of regions

Click the "Add" button to add the region.


New fields in the bottom line of the table will open:

Fig.165. Fields for adding region

Enter a region name, region code and sort index into the appropriate fields of the "Region name", "Region code" and "Sort order" columns.

To save this region in the list, click the "Add"  button.

To add a city to the list, click a region name and a cities list for the selected region will open:



LOUISIANA
 List of cities

[Return to Regions List](#)
Add city

Command: Select all GO | 0 Items selected Total 0 found

Any Filter Reset

<input type="checkbox"/>	Name ↑	Sort Order ↓	
<input type="checkbox"/>	Abbeville	10	✖
<input type="checkbox"/>	Abita Springs	20	✖
<input type="checkbox"/>	Arnaudville	30	✖
<input type="checkbox"/>	Baker	40	✖
<input type="checkbox"/>	Baskin	50	✖
<input type="checkbox"/>	Benton	60	✖
<input type="checkbox"/>	Branch	70	✖
<input type="checkbox"/>	Carencro	80	✖
<input type="checkbox"/>	Central	90	✖
<input type="checkbox"/>	Delcambre	100	✖

Shows: 20

Fig.166. List of cities

Click the “Add” button to add the city.

New fields in the bottom line of the table will open:

+ ✖

Fig.167. Fields for adding city

Enter the city name and sort index into the appropriate fields of the “City name” and “Sort order” columns.

To save this city in the list, click the “Add” + button.

Searching and editing country/region in the list

To find a country/region in the list, enter a country/region name into the appropriate fields of the “Name” and/or codes ISO columns at the top of the page:

Any united states EN Filter Reset

<input type="checkbox"/>	Name ↑	ISO2 ↓	ISO3 ↓	
--------------------------	--------	--------	--------	--

Fig.168. Search form

Search results will appear then:


Any united states EN Filter Reset

<input type="checkbox"/>	Name ↑	ISO2 ↓	ISO3 ↓	
<input type="checkbox"/>	United States	US	USA	✎ ✖

Shows: 20

Page # GO

Fig.169. Search results

To edit the information about the country/region – names of codes – use the “Edit” button  in the line for the appropriate country/region. The fields will become editable:




United States	US	USA	 
---------------	----	-----	---

Fig.170. Editing country/region information

Make necessary changes and click the “Update” button  to save them.

Deleting country/city/region

To delete a country/city/region from the list, use the “Delete” button  in the appropriate line in the far right column of the table.

Deletion request will appear:

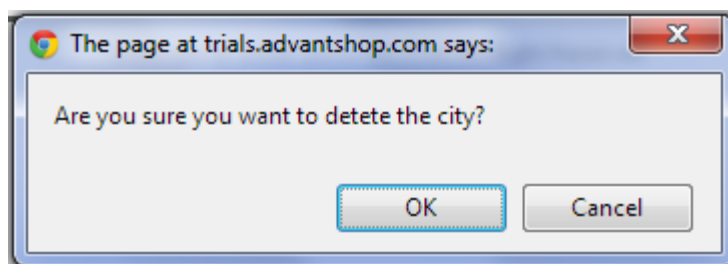


Fig.171. Country deletion

Click the “OK” button.

3.3.5 Currencies

For viewing/editing a list of currencies used in your store select the “Currencies” option in the “Settings” menu:

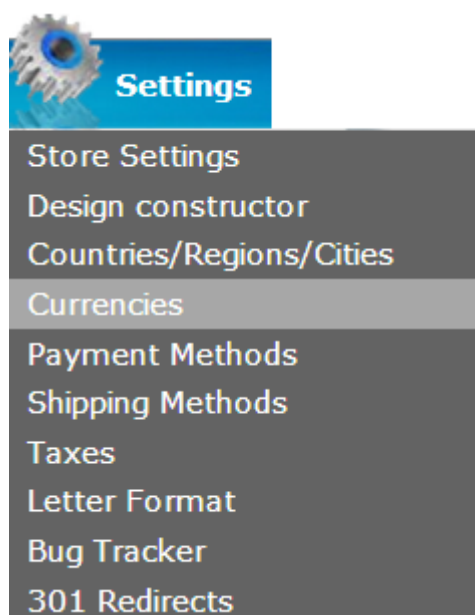


Fig.172. The “Currencies” option in the “Settings” menu

The next page will open:

CURRENCIES
Add/Remove currency
☐ Enable currencies auto updating

Command: Select all 0 Items selected Total 2 found

Name	Code	Value	ISO3	ISO3	Is code before	Price format
Euro	€	1.29	EUR	978	<input type="checkbox"/>	##,##0.00
USA Dollar	\$	1	USD	840	<input checked="" type="checkbox"/>	##,##0.00

Show: 10

Fig.173. List of currencies

To make the currency information auto updated, select check box in the appropriate field at the top of the page.

To add a new currency to the list, click the "Add new currency" button and new fields will open at the bottom of the table:

Fig.174. Adding new currency

Fill in the fields and select the "Add new currency" button

To edit the previously added currency, click any currency features in the appropriate line and the fields will become editable:

Fig.175. Editing currency information

Make necessary changes and click the "Update" button .

To delete a currency from the list, click the "Delete" button in the appropriate line in the far right column of the table.

Deletion request will appear:

Fig.176. Currency deletion

Click the "OK" button.

3.3.6 Payment methods

To indicate payment methods that will be available for customers and get an access to the payment methods settings, select the "Payment methods" option in the "Setting" menu:

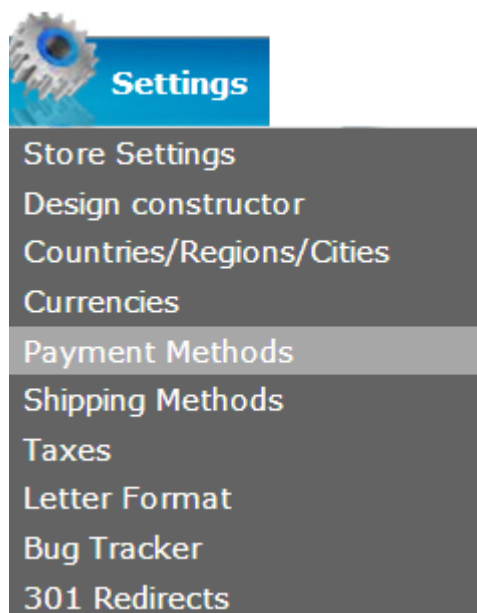



Fig.177. The "Payment methods" option in the "Setting" menu

A page of possible payment methods will open:



PAYMENT
Payment method

Add new

Check

Credit card

PayPal

Phone Ordering

Common

Name *

Check

Method is available for:

All countries, All cities

Countries:

[Add Country](#)

Cities:

[Add City](#)

Type

Check (11)

Description

Sort Order *

0

Enabled

☒ Enabled

Configuration Method

Company Name *

MyShop Ltd

Company Phone Number *

+1 (800) 333-55-77

Country *

USA

Region *

California

City *

Los Angeles

Address *

My way 1

Fax *

+1 (800) 333-55-77

International phone *

+1 (800) 333-55-77

Save

Delete payment metho

Fig.178. List of payment methods

To add a new payment method to the list, click the "Add new" button at the top of the window.

The following dialog window will open:

Payment method adding ×

Method name*

Enter method name

Choose the module*

PayPal ▾

Description

Sort Order

[Add](#)

Fig.179. Payment method adding form

Fill in the "Method name", "Description" and "Sort order" (optionally) fields and select a type of payment from the "Choose the module" drop-down list:

PayPal ▾

PayPal

Cash

AuthorizeNet

GoogleCheckout

eWAY

Check

TwoCheckout

Assist

Moneybookers

AmazonSimplePay

PSIGate

PayPoint

SagePay

WorldPay

Cash on delivery

Gift certificate

Fig.180. Selecting module

After that, click the "Add" hyperlink at the bottom of the form.

To edit the previously added payment method, select its name in the "Payment method" list on the left of the page. To make a payment method enabled, select check box in the "Enabled" field.

In the "Configuration method" section edit the payment method details. For example, it is necessary to fill in the "Company name", "Company phone number", "Country", "Region", "City", "Address", "Fax" and "International phone" fields for payment by **Check**:

Configuration Method

Company Name *	<input type="text" value="MyShop Ltd"/>
Company Phone Number *	<input type="text" value="+1 (800) 333-55-77"/>
Country *	<input type="text" value="USA"/>
Region *	<input type="text" value="California"/>
City *	<input type="text" value="Los Angeles"/>
Address *	<input type="text" value="My way 1"/>
Fax *	<input type="text" value="+1 (800) 333-55-77"/>
International phone *	<input type="text" value="+1 (800) 333-55-77"/>

Fig.181. Editing payment methods details


After necessary changes are made click the "Save" button at the foot of the page.


On the front-end of the store the payment methods selected as enabled will be displayed during checkout in the following way:


Checkout

Billing and Shipping Addresses
Shipping Methods
Billing Methods
Review and Place Order

Note

☐  Check

☐  Credit card

☐  PayPal


☒  Phone Ordering

Fig.182. Selecting payment method during checkout

To delete a payment method from the list, click the "Delete payment method" button at the foot of the "Payment method" page.

Deletion request will appear then:

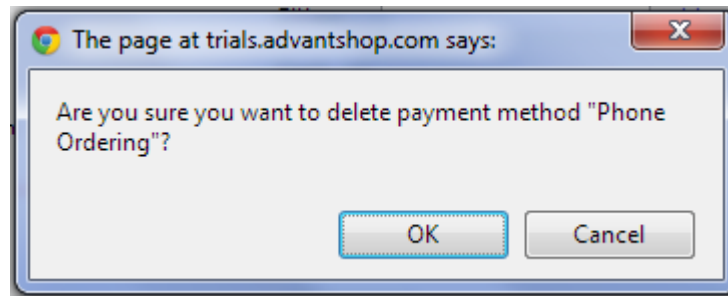


Fig.183. Payment method deletion

Click the "OK" button.

3.3.7 Shipping methods

To indicate shipping methods that will be available for customers select the "Shipping methods" option in the "Setting" menu:

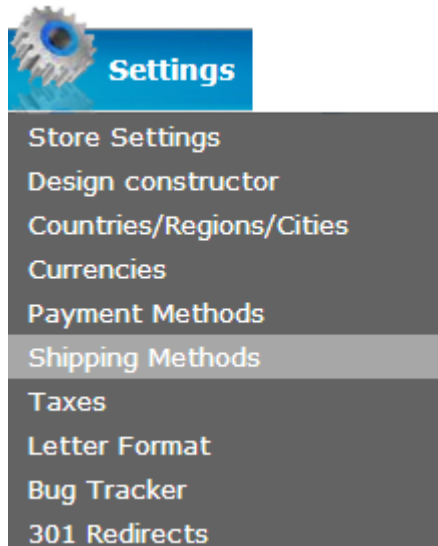


Fig.184. The "Shipping methods" option in the "Setting" menu

A page of possible shipping methods will open:

SHIPPING
Shipping method

[Add new](#)

Free Shipping
UPS
Courier
FedEx

Configuration Shipping Method

Shipping Method Name*: Free Shipping

Method is available for: All countries, All cities

Countries: [Add country](#)

Cities: [Add city](#)

Type: Free (1)

Description:

Sorting: 0

Enabled: ☒ Enabled

Active for payment methods: ☒ Check ☒ Credit card ☒ PayPal ☒ Phone Ordering

Shipping term *: ⓘ

[Save](#) [Delete shipping method](#)

Fig.185. List of shipping methods

To add a new shipping method to the list, click the "Add new" button at the top of the window.

The following dialog window will open:

Shipping Method adding ×

Shipping Method Name*:

Change module*: ▼

Description:

Sorting:

[Add](#)

Enter Shipping Method Name

Fig.186. Shipping method adding form

Fill in the "Shipping method name", "Description" and "Sort order" (optionally) fields and select a type of shipping method from the "Choose the module" drop-down list:

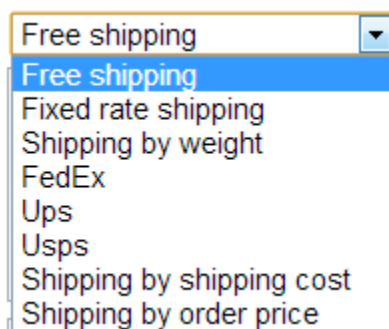


Fig.187. Selecting shipping method
















After that, click the "Add" hyperlink at the bottom of the form.

To edit the previously added shipping method, select its name in the "Shipping method" list on the left of the page. To make a shipping method enabled, select check box in the "Enabled" field. If the method is available not for all countries/regions, determine the list of countries/regions the shipping method in which will be available by clicking the appropriate hyperlinks. By selecting check boxes, indicate the payment methods for which the selected shipping method will be available and specify the shipping terms.

After necessary changes are made, click the "Save" button at the foot of the page.

On the front-end of the store the shipping methods selected as enabled will be displayed during checkout in the following way:

Checkout

Billing and Shipping Addresses		Shipping Methods	Billing Methods	Review and Place Order	
			Shipping Price	Shipping Term (days)	Note
<input checked="" type="radio"/>		Free Shipping	\$ 0.00		
<input type="radio"/>		UPS Ground	\$ 26.02		
<input type="radio"/>		UPS 3 Day Select	\$ 43.97		
<input type="radio"/>		UPS 2nd Day Air A.M.	\$ 63.72		
<input type="radio"/>		UPS 2nd Day Air	\$ 66.73		
<input type="radio"/>		UPS Next Day Air Saver	\$ 93.64		
<input type="radio"/>		UPS Next Day Air Early A.M.	\$ 135.76		
<input type="radio"/>		UPS Next Day Air	\$ 102.46		
<input type="radio"/>		Courier	\$ 5.00		
<input type="radio"/>		FedEx First Overnight	\$ 3,251.50		
<input type="radio"/>		FedEx Priority Overnight	\$ 2,308.00		
<input type="radio"/>		FedEx Standard Overnight	\$ 2,122.60		
<input type="radio"/>		FedEx 2Day	\$ 833.20		
<input type="radio"/>		FedEx Express Saver	\$ 605.80		
<input type="radio"/>		FedEx Ground	\$ 281.80		

[Back](#)[Continue](#)

Fig.188. Selecting shipping method during checkout

To delete a shipping method from the list, click the “Delete shipping method” button at the foot of the “Shipping method” page.

Deletion request will appear then:

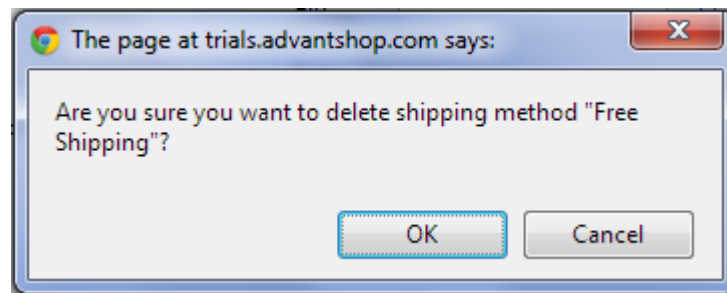


Fig.189. Shipping method deletion

Click the "OK" button.

3.3.8 Editing taxes

To manage a taxes list, select the "Taxes" option in the "Settings menu":

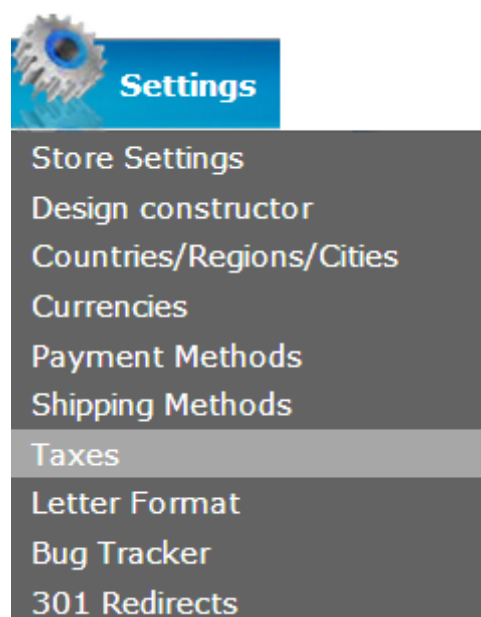


Fig.190. The "Taxes" option in the "Settings menu"

A taxes list will open:

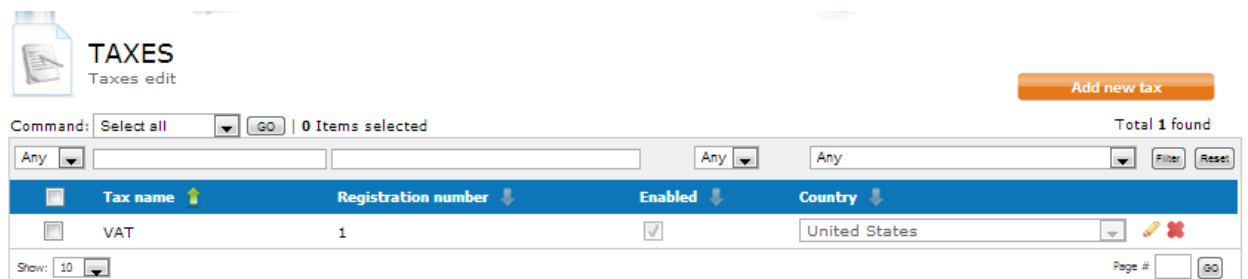


Fig.191. List of taxes

To add a new tax to the list, use the "Add new tax" button. Enter a tax name, registration number into the appropriate fields at the bottom of the list, make it enabled and

select a country for which the tax will become effective from the drop-down list in the “Country” field:

Yes 

United States 



Fig.192. Adding new taxes

Click the “Add new tax” button .

To edit the previously added tax, click its name or registration number and the fields will become editable:

☐

VAT

1


☒


United States 







Fig.193. Editing tax information

Make necessary changes and click the “Update” button .

To edit tax features, click the “Edit” button  in the line for the appropriate tax. The next page will open:

 VAT 

Common settings

Regions

Product mapping

Common settings

Tax name:

Priority:

Enabled: ☒

Depends on:

Price shown with tax: ☐

Registration number:


Country:

Rate type:

Default Rate:

Fig.194. Editing tax features

Make necessary changes in the “Common settings”, “Regions”, “Product mapping” tabs and click the “Save tax” button to save them.

To delete a tax from the list, click the “Delete” button  in the appropriate line in the far right column of the table.

Deletion request will appear:

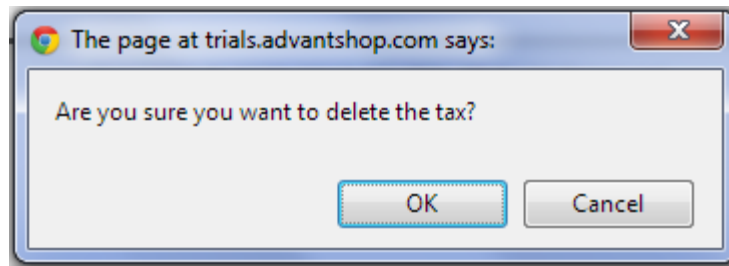


Fig.195. Tax deletion

Click the "OK" button.

3.3.9 Letter format settings

For managing letter templates select the "Letter format" option in the "Settings" menu:

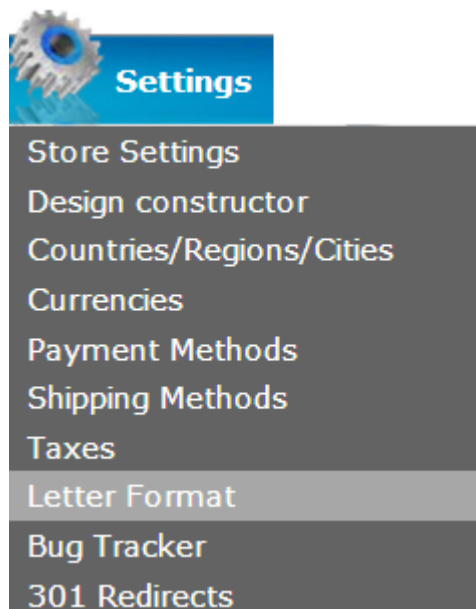


Fig.196. The "Letter format" option in the "Settings" menu

A list of letter templates will open:

LETTER FORMAT
 Messages format

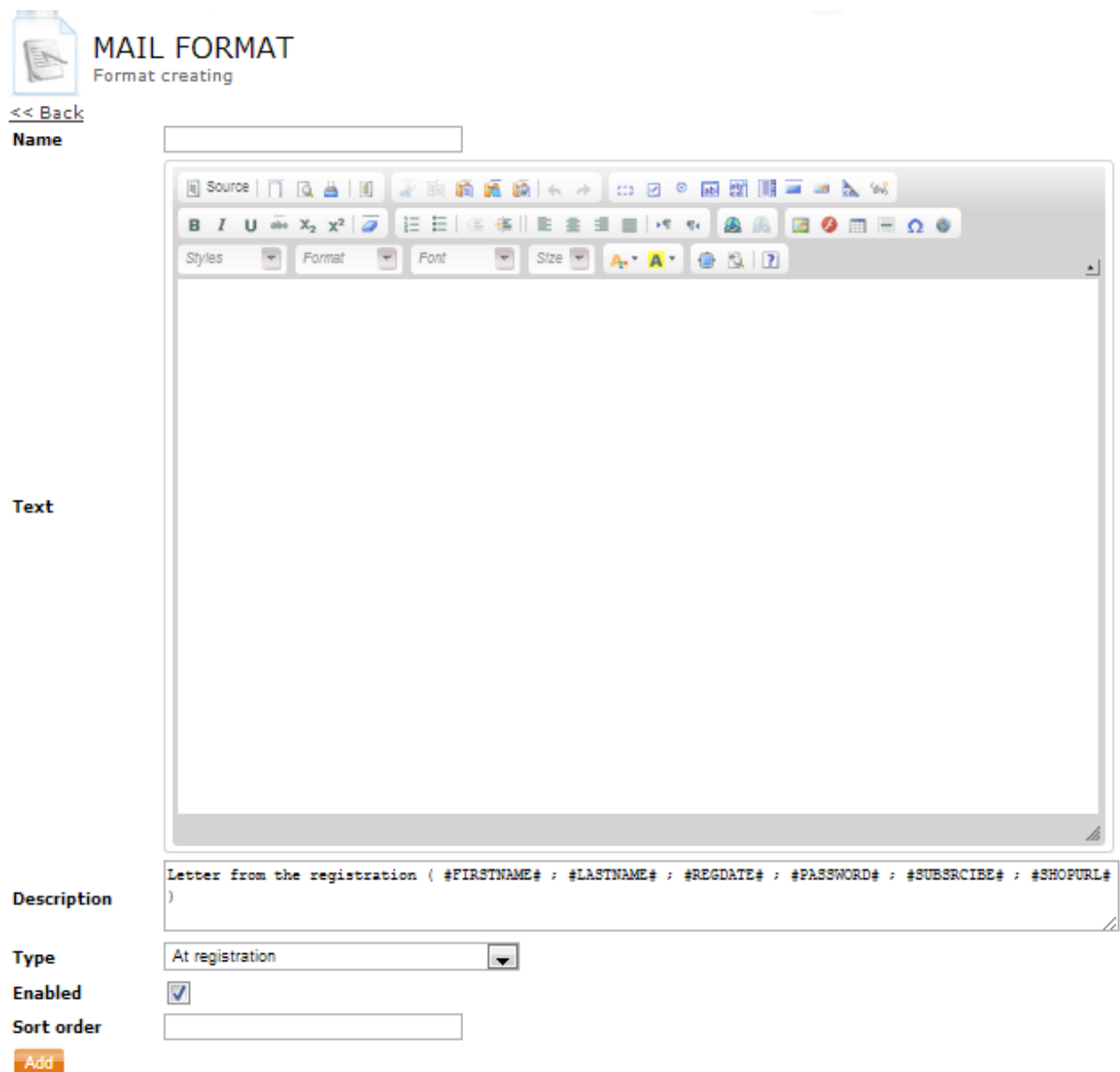
Command: Select all GO | 0 Items selected
 Add e-mail format...
Total 17 found

Name	Type	Enabled	Sort order	Added	Changed	
<input type="checkbox"/> Gift certificate	Gift certificate	<input checked="" type="checkbox"/>	0	2012.03.06 15:30:47	2012.12.10 12:04:03	
<input type="checkbox"/> Order registration	Order registration	<input checked="" type="checkbox"/>	1	2007.06.06 16:00:29	2012.12.03 10:36:39	
<input type="checkbox"/> Subscription notific	Subscription notification	<input checked="" type="checkbox"/>	10	2007.06.07 16:51:31	2012.12.03 10:57:32	
<input type="checkbox"/> Feedback	Feedback	<input checked="" type="checkbox"/>	20	2007.06.07 17:11:55	2012.12.03 10:37:32	
<input type="checkbox"/> At registration	At registration	<input checked="" type="checkbox"/>	40	2007.06.05 05:44:38	2012.12.03 10:39:33	
<input type="checkbox"/> Unsubscribing from	Unsubscribing from the news	<input checked="" type="checkbox"/>	50	2007.06.05 05:48:02	2012.12.03 10:40:21	
<input type="checkbox"/> Password recovery	Password recovery	<input checked="" type="checkbox"/>	70	2007.06.07 17:28:01	2012.12.03 10:41:05	
<input type="checkbox"/> The change of stal	The change of status of the order	<input checked="" type="checkbox"/>	80	2007.06.07 17:37:27	2012.12.03 10:54:26	
<input type="checkbox"/> Pre-order	Pre-order	<input checked="" type="checkbox"/>	110	2011.12.19 17:43:44	2012.12.03 10:47:20	
<input type="checkbox"/> The link to the go	The link to the goods under the order	<input checked="" type="checkbox"/>	120	2011.12.19 17:44:40	2012.12.03 10:49:01	

Show: 10
< Prev
1
2
Next >
Page # GO

Fig.197. List of letter templates

To add a new letter template to the list, use the "Add e-mail format" button at the top of the window. The following form will open:



The screenshot shows a web-based form titled "MAIL FORMAT" with the subtitle "Format creating". On the left side, there are labels for "Name", "Text", "Description", "Type", "Enabled", and "Sort order". The "Name" field is a simple text input. The "Text" field is a large WYSIWYG editor with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, etc.) and a "Source" tab. The "Description" field is a smaller text area containing the text "Letter from the registration (#FIRSTNAME# ; #LASTNAME# ; #REGDATE# ; #PASSWORD# ; #SUBSRCIBE# ; #SHOPURL#)". The "Type" field is a dropdown menu with "At registration" selected. The "Enabled" field has a checked checkbox. The "Sort order" field is a text input. At the bottom left, there is an orange "Add" button.

Fig.198. Adding letter template

Enter a title of the letter into the "Name" field and letter contents (text, image, table and etc.) – into the "Text" field by using a built-in WYSIWYG editor.



To learn more about the WYSIWYG editor, see Appendix 1 of this guide

Fill in the form fields and select check box in the "Enabled" field, if you want the template will be used when sending e-mails. Indicate a "Type" from the drop-down menu:

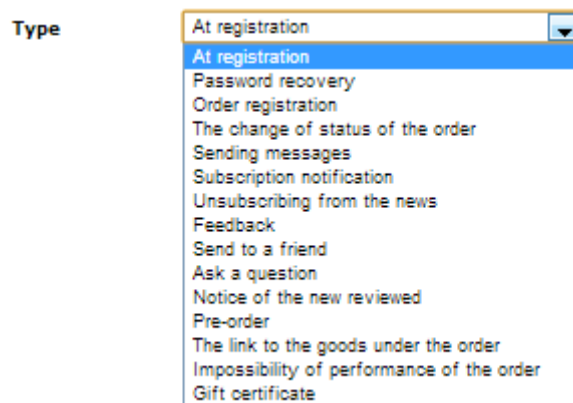




Fig.199. Selecting letter types

After that, click the "Add" button.

To edit the previously added letter template, use the "Edit" button  in the appropriate line. Edit the template in the appeared form and click the "Save" button.

To delete a letter template from the list, click the "Delete" button  in the appropriate line in the far right column of the table.

Deletion request will open then:

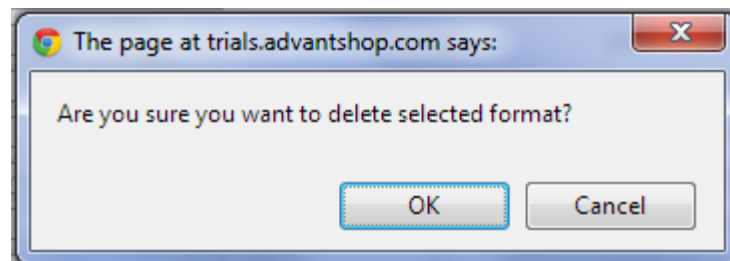


Fig.200. Letter format deletion

Click the "OK" button.

3.3.10 Bug tracker

For viewing the application error log select the "Bug tracker" option in the "Settings" menu:

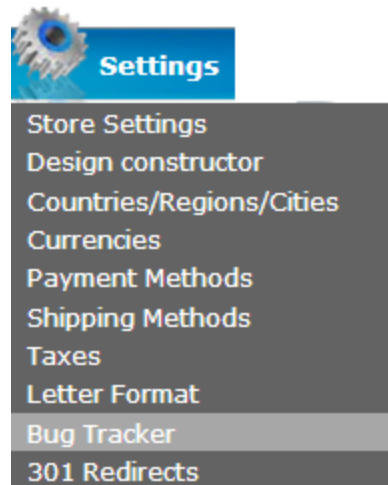


Fig.201. The "Bug tracker" option in the "Settings" menu

The following table will open:

BUG TRACKER			
Application error log			
/ Error 404 log / Application error log / Other errors /			
#	Date	Message	StackTrace
1	25/1/2013 15:39:34.195	Exception of type 'System.Web.HttpUnhandledException' was thrown.	Details

Fig.202. Bug tracker table

To get the detailed information about the selected error, click the "Details" link in the appropriate line. The next page will open:

DETAILS	
/ Go back /	
Common Info	Date 25/1/2013 15:39:34.195
Request	Message none
Browser	ExceptionMessage Exception of type 'System.Web.HttpUnhandledException' was thrown.
Session	ExceptionStackTrace at System.Web.UI.Page.HandleError(Exception e) at System.Web.UI.Page.ProcessRequestMain(Boolean includeStagesBeforeAsyncPoint, Boolean includeStagesAfterAsyncPoint) at System.Web.UI.Page.ProcessRequest(Boolean includeStagesBeforeAsyncPoint, Boolean includeStagesAfterAsyncPoint) at System.Web.UI.Page.ProcessRequest() at System.Web.UI.Page.ProcessRequest(HttpContext context) at System.Web.HttpApplication.CallHandlerExecutionStep.System.Web.HttpApplication.IExecutionStep.Execute() at System.Web.HttpApplication.ExecuteStep(IExecutionStep step, Boolean& completedSynchronously)
	InnerExceptionMessage Object reference not set to an instance of an object.
	InnerExceptionStackTrace at Admin_m_Certificate.LoadCertificateById(Int32 certificateId) in c:_Sites\TrialSites\ultimate_en\minastirit2\Admin\m_Certificate.aspx.cs:line 404 at Admin_m_Certificate.Page_Load(Object sender, EventArgs e) in c:_Sites\TrialSites\ultimate_en\minastirit2\Admin\m_Certificate.aspx.cs:line 113 at System.Web.UI.Control.LoadRecursive() at System.Web.UI.Page.ProcessRequestMain(Boolean includeStagesBeforeAsyncPoint, Boolean includeStagesAfterAsyncPoint)

Fig.203. Error details

Click the "Error 404 log (Not found)" link to view the page hit errors.

For viewing the application errors “HTTP 500” i.e. internal server errors, use the “Application error log” link.

3.3.11 Redirects settings

For proper redirects setting in case of store updating, transferring to a new domain or dead link, select the “301 Redirects” option in the “Settings” menu:

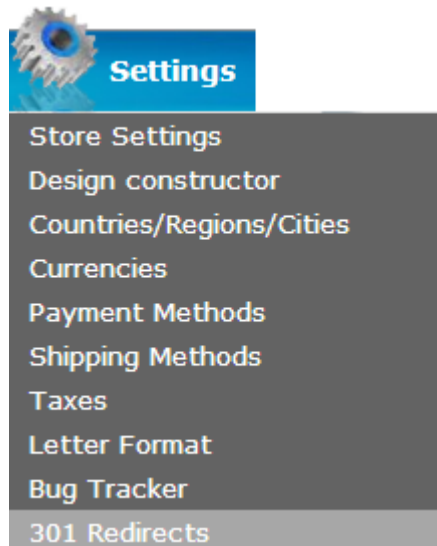


Fig.204. The “301 Redirects” option in the “Settings” menu

The next page will open:

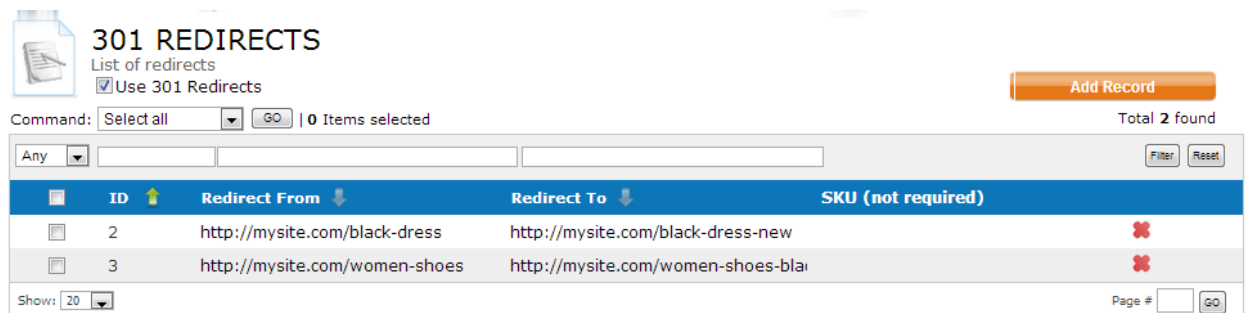



Fig.205. List of redirects

To add a redirect, click the “Add record” button at the top of the page.

The following form will open at the bottom of the list:

A form for adding a new redirect. It consists of three input fields: a text field for the 'Redirect From' URL, a text field for the 'Redirect To' URL, and a text field for the 'SKU (not required)'. To the right of the input fields are two buttons: a green plus sign and a red minus sign.

Fig.206. Adding redirects

Enter the previous and new addresses of the selected page and stock keeping unit (SKU) into the appropriate fields (optionally). Click the "Add" button .



For redirecting from URL without "www" to URL with "www", it is necessary to add a reserved character "*" to the address entry. For example, myshop.ru* – www.myshop.ru.

To edit the previous redirect, click the field of the appropriate line. The fields will become editable:

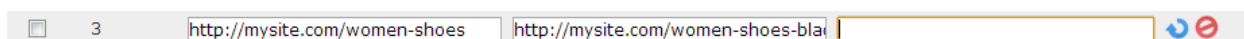



Fig.207. Editing redirects

After necessary changes are made, click the "Update" button .

To delete a redirect from the list, use the "Delete" button  in the appropriate line. Deletion request will open:

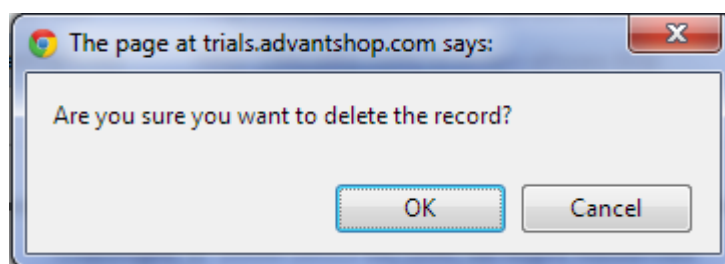


Fig.208. Redirect deletion

Click the "OK" button.

3.4 Managing site menu, "carousel", static pages and blocks

Menu "CMS" options are made for creating and managing store menu items, news, "carousel" on the main page, static pages and blocks and for working on the page contents:

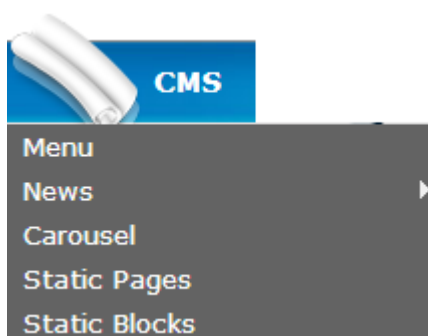


Fig.209. The "CMS" menu

After the "CMS" menu is selected the following page will appear:

The screenshot shows the 'PAGES' management interface. On the left is a sidebar with a tree view under 'Static Pages' containing: Root, Prices, Shipping, Return policy, Guarantees, Privacy and protection of personal data, Payment, Welcome to AdventShop.NET DEMO, About Store, and Contacts. The main area is titled 'PAGES Static Pages'. It includes a search bar with 'Command: Select all', a 'GO' button, and '0 Items selected'. Below this is a table with columns: Page Title, Enabled, Order, and Modified. The table lists 10 items, each with a checkbox, a title, an 'Enabled' checkbox, an 'Order' number, and a 'Modified' date with edit/delete icons. At the bottom, there are 'Show: 10' and 'Page # 1' controls.

Page Title	Enabled	Order	Modified
Prices	<input checked="" type="checkbox"/>	0	2012 February 28
Shipping	<input checked="" type="checkbox"/>	0	2012 February 28
Return policy	<input checked="" type="checkbox"/>	0	2012 November 01
Guarantees	<input checked="" type="checkbox"/>	0	2012 November 01
Privacy and protection of personal data	<input checked="" type="checkbox"/>	0	2012 November 01
Payment	<input checked="" type="checkbox"/>	3	2012 February 28
Welcome to AdventShop.NET DEMO	<input checked="" type="checkbox"/>	6	2012 February 28
About Store	<input checked="" type="checkbox"/>	10	2012 February 28
Contacts	<input checked="" type="checkbox"/>	20	2012 February 28

Fig.210. List of static pages

3.4.1 Menu

For creating and managing different menu items select the "Menu" option in the "CMS" menu:

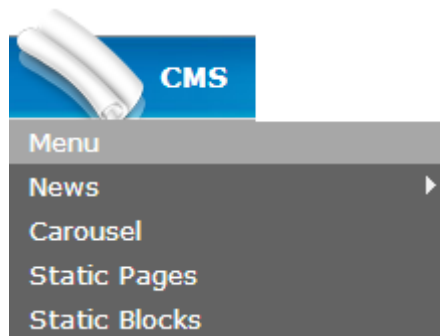


Fig.211. The "Menu" option in the "CMS" menu


After the module is uploaded the page will be as follows:

The screenshot shows the 'MAIN MENU' management interface. On the left is a sidebar with a tree view under 'Main menu' containing: Main menu, About, Payment, Shipping, Brands, and Contacts. Below this is a section for 'Bottom menu' containing: Bottom menu, Information, My account, and In social. The main area is titled 'MAIN MENU Editing the Main Menu'. It includes a search bar with 'Command: Select all', a 'GO' button, and '0 Items selected'. Below this is a table with columns: Name, Enabled, In a new tab, and Sort order. The table lists 5 items, each with a checkbox, a name, an 'Enabled' checkbox, an 'In a new tab' checkbox, and a 'Sort order' number. At the bottom, there are 'Show: 10' and 'Page # 1' controls.

Name	Enabled	In a new tab	Sort order
About	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20
Shipping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30
Brands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50

Fig.212. List of menu items

On the left side of the page the editable menu and submenu items are displayed in the form of tree structure.

To add a new item to the menu, select the "parent" – root item into which a new one will be inserted and click the "Add menu item" button at the top of the page. It is also possible to add a new item by selecting the root item from the created ones and click the "Add" button  on the right of its name:

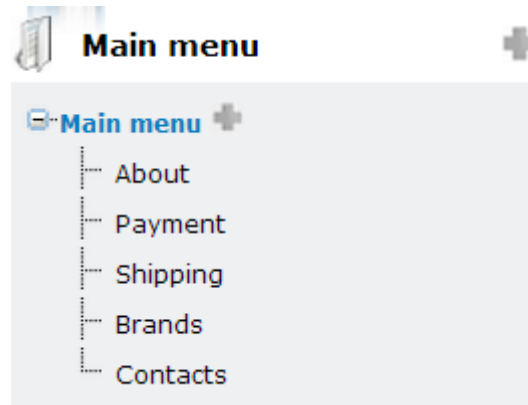


Fig.213. Displaying menu items

There is one more variant for adding an item: you can hover the mouse cursor over the selected item name and use the "Add new menu item" option from the drop-down menu:

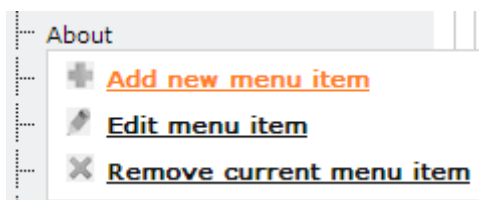


Fig.214. The "Add new menu item" option in the drop-down menu

A new window will open:

MAIN MENU

Create menu item

Menu name *

Link type

☒ Other

☐ Static page

☐ Product

☐ Category

☐ News

☐ Brand

URL

Located in About

[Change](#)

Open in new window

☐

Active

☒

Show mode

All

Sort index

0

Icon

Choose File

No file chosen

Add

Fig.215. Adding/editing item menu

Enter a new menu item name into the "Menu name" field.

Choose a radio button in the "Link type" field to indicate a link type for the menu item.

Enter the page URL, which will be opened after selecting the menu item, into the "URL" field. You can either enter the page URL manually or select it by clicking the "Choose" / "Browse" hyperlink on the right of the field and the following dialog window will open:

Products



		<input type="text"/>	<input type="button" value="Filter"/>	<input type="button" value="Reset"/>								
ArtNo 	Name 											
1000	Stroller standard	Choose										
1001	Butterfly	Choose										
1002	Mirror	Choose										
1003	Cubes	Choose										
1004	Crib	Choose										
1005	Rattles	Choose										
1006	Set of toys	Choose										
1007	Duckling	Choose										
1008	Bicycle	Choose										
1009	Blue bicycle	Choose										
< Prev		1	2	3	4	5	6	7	Next >	Page #	<input type="text"/>	<input type="button" value="GO"/>
<input type="button" value="Cancel"/>												

Fig.216. Selecting page

Select the necessary page and click the "Choose" hyperlink in the appropriate line.

In the following field the parent item is displayed. You can change the parent item by clicking the "Change" hyperlink and selecting a new parent item in the appeared tree list:

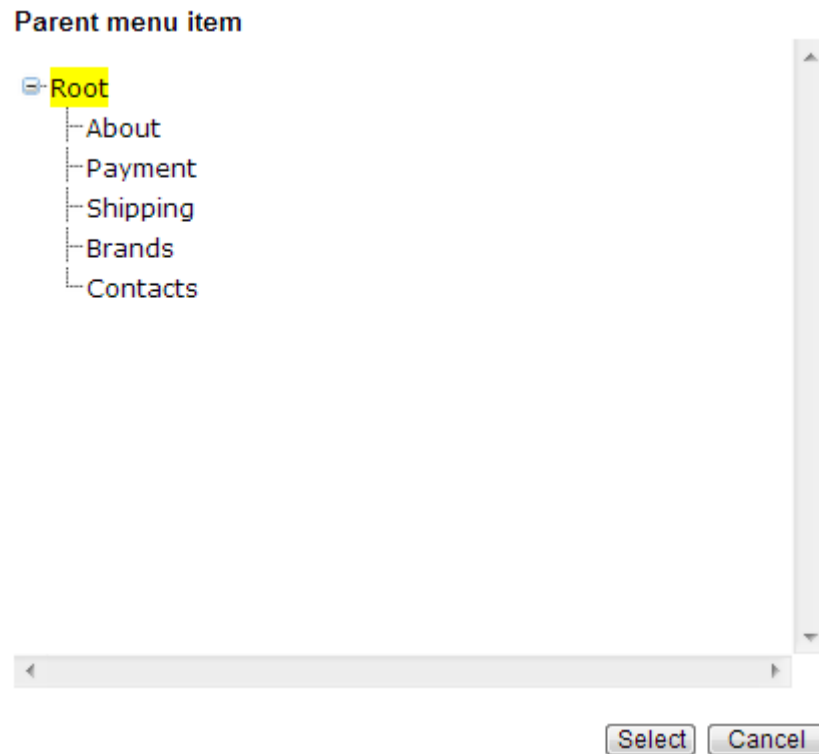


Fig.217. Product categories tree list

After the category is selected from the list, click the "Select" button.

When indicating the menu item, select check box in the "Open in new window" field for opening the page in a new tab.

To display the item on the site immediately after saving it, select check box in the "Active" field.

Select the users this item will be available for from the "Show mode" drop-down menu:

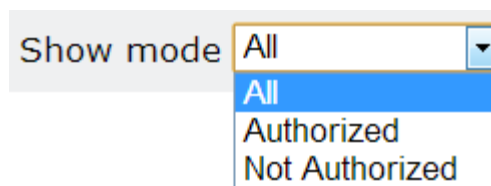



Fig.218. Selecting users

To determine an item sort index in the list, enter a value in the "Sort order" field.

For uploading the image that will be used as an icon for the item menu, select the "Choose file" / "Browse" button in the "Icon" field. Indicate the image file location on your computer hard drive or removable storage device and click the "Open" button.

To complete the operation, use the "Add menu item" button.

To edit the previously added menu item, select it from the tree structure and click the “Edit menu item” button  on the right of its name or hover the mouse cursor over the category name and select the “Edit menu item” option from the drop-down menu:

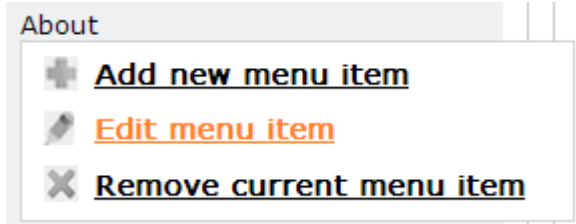



Fig.219. Managing menu items by using tree list

The other variant is to select the menu item parent in the tree list and click the “Edit links” button  in the appropriate line:

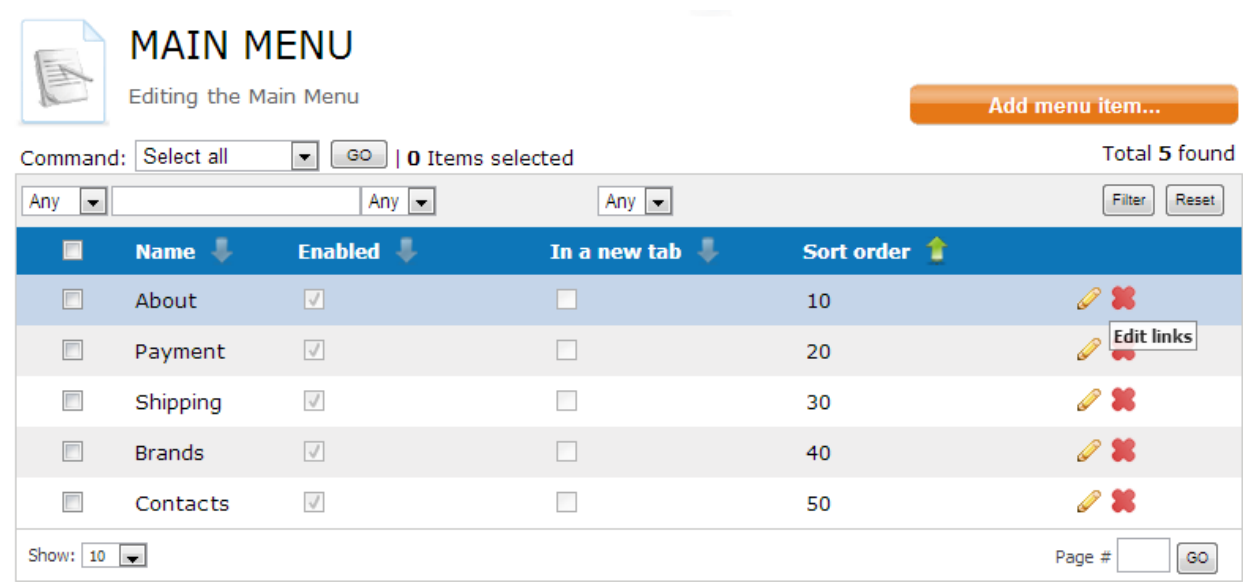



Fig.220. List of menu items

The form identical to the adding menu item form will open. Make necessary changes and click the “Save” button.

To delete a menu item, select it in the tree list and click the “Remove current menu item” button  on the right of the category name or hover the mouse cursor over the category name and select the “Remove current menu item” option in the drop-down list:

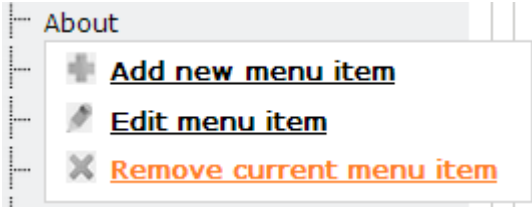



Fig.221. Managing menu items by using tree list

One more variant: select the parent of the menu item that should be deleted in the tree list and click the "Delete" button  in the appropriate line.

Deletion request will open:

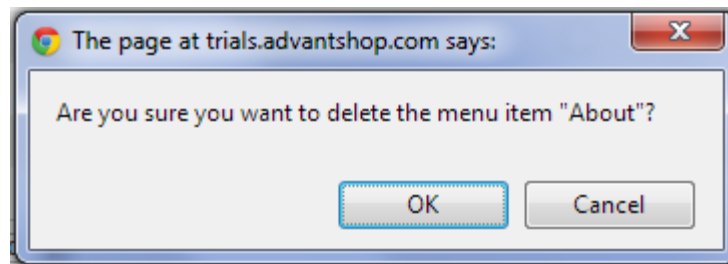


Fig.222. Menu item deletion

Click the "OK" button.

3.4.2 News

The "News" module in the store software is made for managing the news and emailing news to subscribers.

To browse the "News" module, select the "News" option in the "CMS" menu:

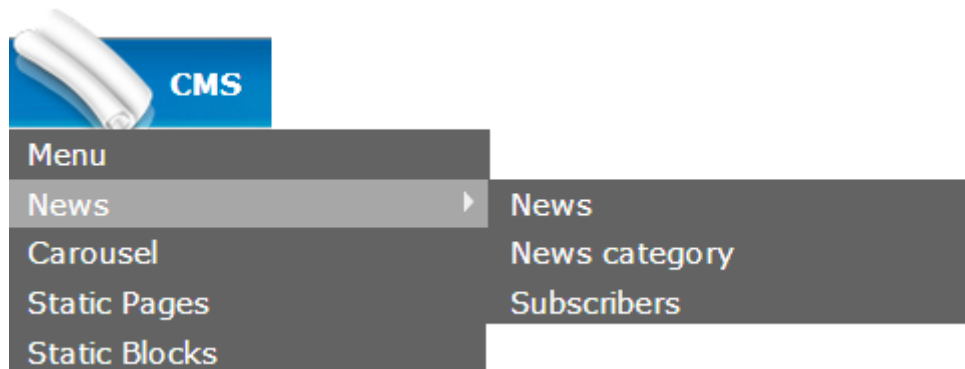


Fig.223. The "News" option in the "CMS" menu

After the module is uploaded the following page will appear:



The screenshot shows the NEWS module interface. At the top left is a 'NEWS' header with a document icon. Below it, a command bar shows 'Select all' and 'GO' buttons, with '0 Items selected'. A search bar is present with 'Any' as the filter. On the right, an 'Add...' button and 'Total 7 found' are visible. The main table lists news items with columns: Title, Date, Category, and Display on main page. Each row has edit and delete icons.

	Title	Date	Category	Display on main page	
<input type="checkbox"/>	Mercedes company called Russian prices for E	2012.10.26 11:51:00	Common	<input type="checkbox"/>	
<input type="checkbox"/>	Sony launched the first of its kind with built-in	2012.10.26 11:49:00	Common	<input type="checkbox"/>	
<input type="checkbox"/>	Russian supercomputer enters top 10	2012.10.26 11:48:00	Common	<input type="checkbox"/>	
<input type="checkbox"/>	Apple received a patent for «5D»	2012.10.26 11:45:00	Computer	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cloud prospects Windows 8	2012.10.26 11:43:00	Computer	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Was screened at the Armani Prive Haute Cou	2012.10.26 11:39:00	Fashion	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Megan Fox in the April issue of the magazine	2012.10.26 11:37:00	Celebrity	<input checked="" type="checkbox"/>	

At the bottom, there is a 'Show: 20' dropdown and a 'Page #' field with a 'GO' button.

Fig.224. List of news

Managing news category

It is possible to create, edit and delete a news category. To manage a news category, use the "News" option -> "News category" in the "CMS" menu:

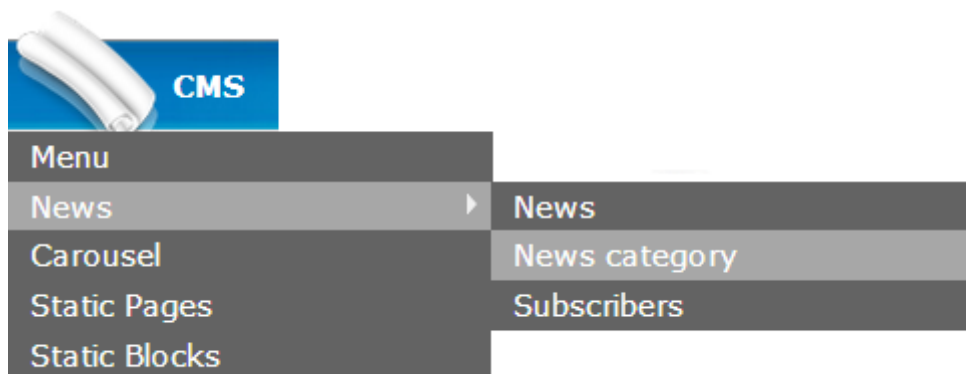
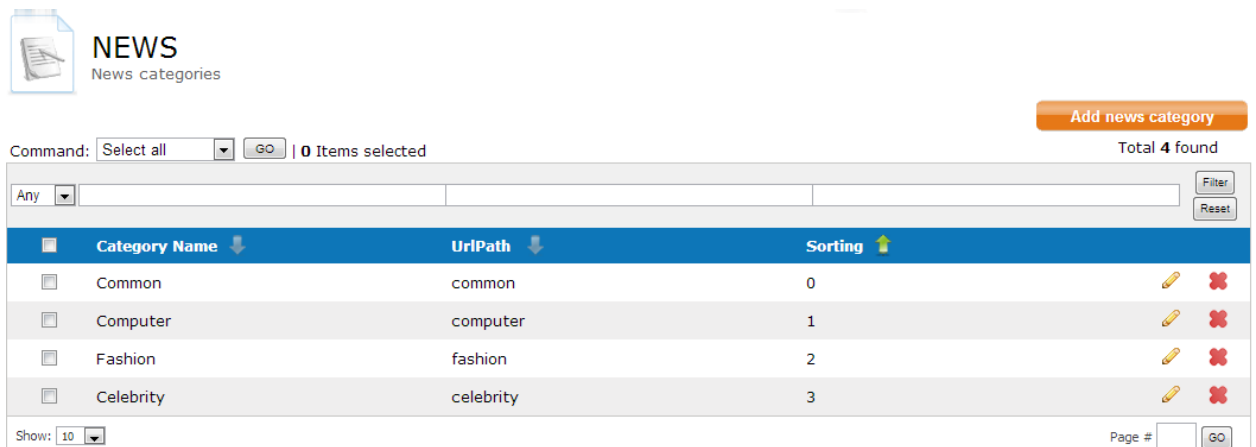


Fig.225. The "News" option -> "News category" in the "CMS" menu

A page of created news categories list will open:



The screenshot shows the NEWS module interface for managing news categories. At the top left is a 'NEWS' header with a document icon. Below it, a command bar shows 'Select all' and 'GO' buttons, with '0 Items selected'. A search bar is present with 'Any' as the filter. On the right, an 'Add news category' button and 'Total 4 found' are visible. The main table lists news categories with columns: Category Name, UriPath, and Sorting. Each row has edit and delete icons.

	Category Name	UriPath	Sorting	
<input type="checkbox"/>	Common	common	0	
<input type="checkbox"/>	Computer	computer	1	
<input type="checkbox"/>	Fashion	fashion	2	
<input type="checkbox"/>	Celebrity	celebrity	3	

At the bottom, there is a 'Show: 10' dropdown and a 'Page #' field with a 'GO' button.


Fig.226. List of news categories


To create a new category, click the "Add new category" button at the top of the window. The following form will open at the bottom of the categories list:



The form consists of three input fields: a text field for the category name, a text field for the URL, and a text field for the sort index. To the right of these fields are two buttons: a green plus icon for adding and a red minus icon for deleting.

Fig.227. Adding news category


Enter a news category name, its URL and sort index into the appropriate fields and click the "Add news category" button .


To edit the previously created category, use the "Edit" button  in the line appropriate for the category and its fields will become editable:



The form shows a category named "Computer" with a URL of "computer" and a sort index of "1". To the right of these fields are two buttons: a blue circular arrow for updating and a red minus icon for deleting.

Fig.228. Editing news category

After the operation completed click the "Update" button .

To delete a news category from the list, use the "Delete" button  in the appropriate line.

Deletion request will appear then:

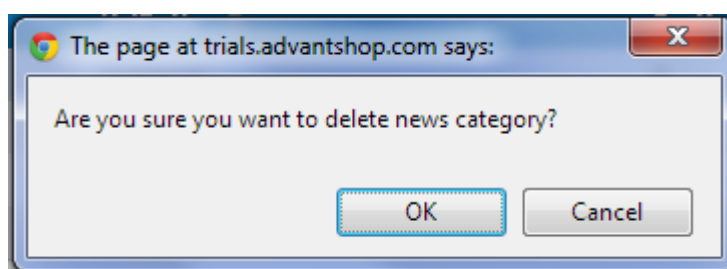


Fig.229. News category deletion

Click the "OK" button.

Managing news

Managing news will become available after selecting the "News" option -> "News" in the "CMS" menu:

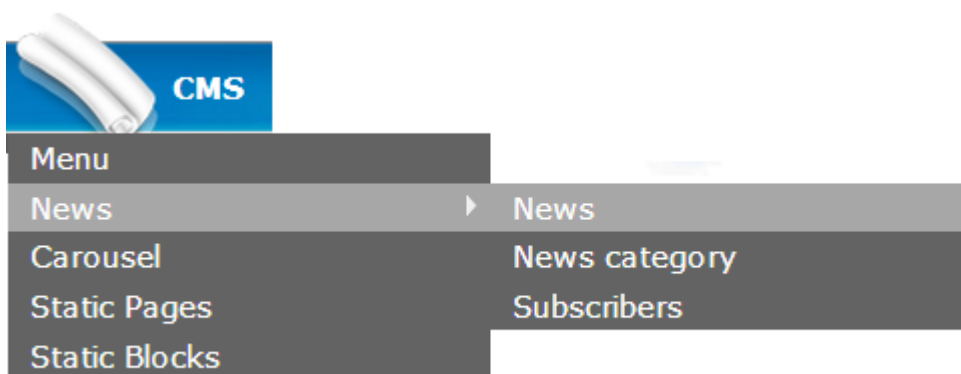



Fig.230. The "News" option -> "News" in the "CMS" menu

The next page will open:



NEWS

News

Add...

Command: Select all GO | 0 Items selected Total 7 found






















Any

Any

Any

Filter

Reset

	Title	Date	Category	Display on main page	
<input type="checkbox"/>	 Mercedes company called Rus	2012.10.26 11:51:00	Common	<input type="checkbox"/>	 
<input type="checkbox"/>	 Sony launched the first of its	2012.10.26 11:49:00	Common	<input type="checkbox"/>	 
<input type="checkbox"/>	 Russian supercomputer enters	2012.10.26 11:48:00	Common	<input type="checkbox"/>	 
<input type="checkbox"/>	 Apple received a patent for «!	2012.10.26 11:45:00	Computer	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	 Cloud prospects Windows 8	2012.10.26 11:43:00	Computer	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	 Was screened at the Armani F	2012.10.26 11:39:00	Fashion	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	 Megan Fox in the April issue o	2012.10.26 11:37:00	Celebrity	<input checked="" type="checkbox"/>	 

Show: 20 GO Page # GO

Fig.231. News table

To add news, click the “Add” button at the top of the window. The following form will open in a new window:

NEWS

News

Category: Common

Date: 1/30/2013 18:02

(Required)

Title:

(Required)

Url ID : news-8

(Required)

Image: Choose File No file chosen

* Generated image size 140x140px

Display on main page: ☒

Subscribers: ☒ Do not send

☐ All

☐ Registered users

☐ Unregistered users

Page Title

The text #SHOPNAME# will be automatically replaced with shop name, #NEWS_NAME# with news title.

A null value will be replaced by a default value.

Meta keywords:

The text #SHOPNAME# will be automatically replaced with shop name, #NEWS_NAME# with news title.

A null value will be replaced by a default value.

Meta description:

The text #SHOPNAME# will be automatically replaced with shop name, #NEWS_NAME# with news title.

A null value will be replaced by a default value.

Text for publishing: (Required)

Source

B I U X₂ X²

Styles

Format

Font

Size

Annotation: (Required)

Source

B I U X₂ X²

Styles

Format

Font

Size

Add


Fig.232. Adding news

Select a news category from the drop-down list:

Category: Common ▼

- Common
- Computer
- Fashion
- Celebrity

Fig.233. Selecting news category

In the "Date" field the current date will be displayed automatically. To change the date, use a built-in calendar by clicking :

January, 2013

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: January 30, 2013

Fig.234. Selecting current date

The "Title" and "URL ID" are obligatory for filling.

If it is necessary to add an illustration for the news, use the "Choose file"/ "Browse" button on the right of the "Image" field and indicate the image file location on your computer hard drive or removable storage device.

To display the news in the news wire on the store main page, select check box in the "Display on main page" field.

If it is necessary to email news to subscribers, use radio buttons to determine the subscribers the news should be sent to:

Subscribers: ☒ Do not send

☐ All

☐ Registered users

☐ Unregistered users

Fig.235. Selecting subscribers



The note "Module MailChimp is disabled" in the "Email news to subscribers" field means that it is necessary to activate the "MailChimp" email service. For

more details see the "Modules" section -> "Integration with the MailChimp system" of this guide.

Enter a news page name that will be displayed in the title bar of the browser into the "Page title" field.

In the "Meta keywords" field indicate the frequently used words and keywords characterizing the added news separated by commas and space.

The "Meta description" field is made for entering a short text, describing the news.



The information of the "Title", "Meta keywords" and "Meta description" fields are entered optionally.


By using a built-in WYSIWYG editor enter the news contents into the "Text for publishing" field.




To learn more about the WYSIWYG editor, see Appendix 1 of this guide.

Brief content description should be entered into the "Annotation" field.

To complete the operation, click the "Add" button and the news will be saved and displayed in the list of news. The news also will be published on your site.

To edit news, select the "Edit" button  in the appropriate line. The form identical to the adding news form will appear. After the editing click the "Save" button.

To delete news from the list (and from the store pages), use the "Delete" button  in the appropriate line.

Deletion request will appear:

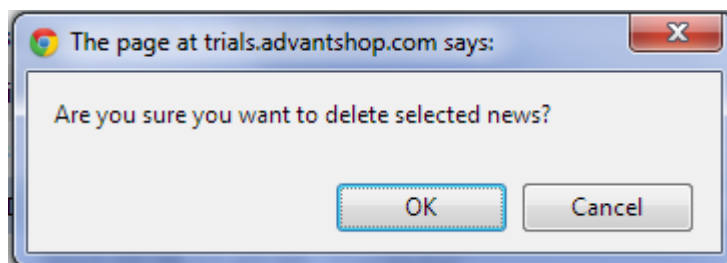


Fig.236. News deletion

Click the "OK" button.

Managing news subscribers

To manage subscribers, use the **"News" option -> "Subscribers" in the "CMS" menu:**

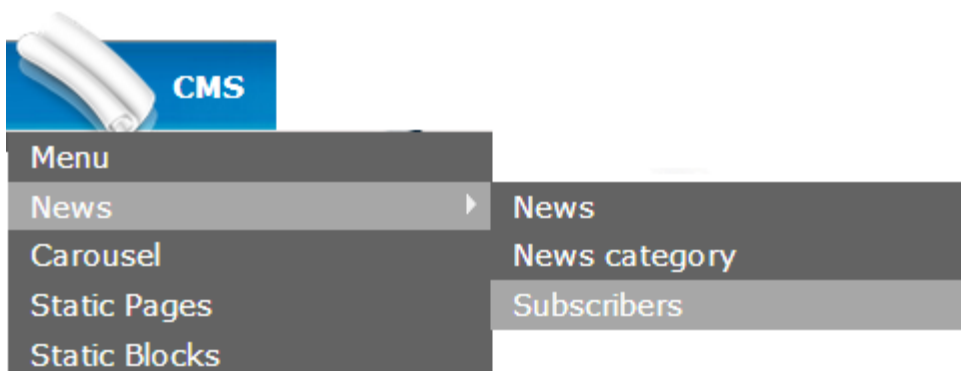


Fig.237. The "News" option -> "Subscribers" in the "CMS" menu

A list of news subscribers will open:

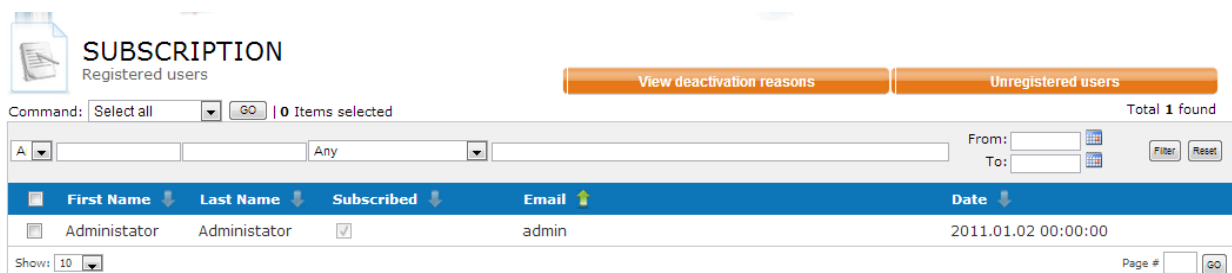



Fig.238. List of news subscribers

To change the subscription terms for the concrete subscriber, click on the line for this subscriber. After that you can change a subscription status in the "Subscribed" column (the subscription is activated if check box is selected):



Fig.239. Editing subscription

To save changes, click the "Update" button .

To view a list of unregistered users, select the "Orders and Customers" option of the main menu -> "Subscribers" -> "Unregistered users" or click the button of the same name at the top of the page.

Deactivation reasons of the subscription can be viewed by selecting the "Orders and Customers" option -> "Subscribers" -> "Deactivation reasons" or clicking the "View deactivation reasons" button at the top of the page.

3.4.3 Store "Carousel"

It is possible to manage an image gallery on the main page of your store. It will be named as the "carousel" for short. The images of the carousel are also the buttons, when clicking them the appropriate store page will open.

To manage the carousel, select the "Carousel" option in the "CMS" menu:

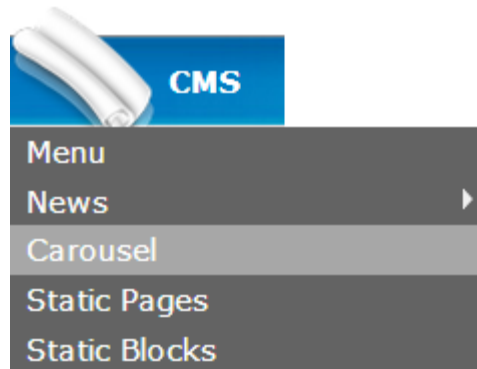



Fig.240. The "Carousel" option in the "CMS" menu

The next page will open:



CAROUSEL

List of Carousel Images

Select a file No file chosen











Url for navigation

Sort Order

* Recommended image size: 940 x 360 pixels

Command: 0 Items selected

Total 11 found

Image	URL	Sort Order	Enabled
	products/apple-iphone-5-64gb-black	10	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/clothing-shoes	20	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/food-drinks	30	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/food-drinks	40	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/car-seats	50	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/car-seats	60	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/flowers	70	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/samsung	80	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/women	90	<input checked="" type="checkbox"/> <input type="button" value="✖"/>
	categories/women	100	<input checked="" type="checkbox"/> <input type="button" value="✖"/>

Show:

< Prev 1 2 Next >

Page #

Fig.241. List of images for "Carousel"

To add images for the carousel, click the "Select a file" / "Browse" button and indicate the image file location on your computer hard drive or removable storage device.

In the "URL for navigation" field indicate the page URL that will open when the user click the selected carousel image.

Enter a sort index into the "Sort order" field.

Click the "Add" button.

For editing the image features from the list click the field for the appropriate image and the fields will become editable:

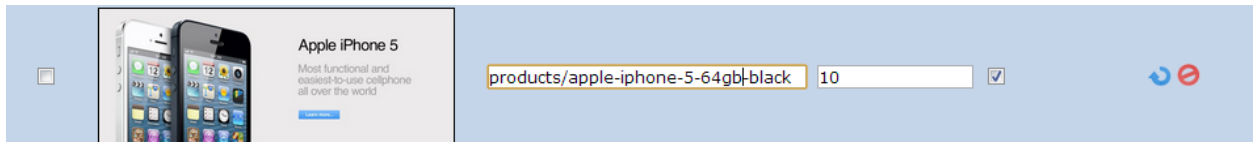



Fig.242. Editing carousel image features

Make necessary changes, for example, deselect check box in the "Enabled" field to cancel the image displaying in the carousel on the main page and click the "Update" button



To delete a carousel image, click the "Delete" button  in the appropriate field. Deletion request will appear:

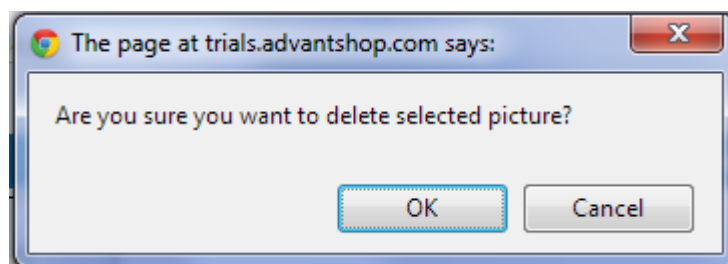


Fig.243. Carousel image deletion

Click the "OK" button.

3.4.4 Static pages

Select the "Static pages" option in the "CMS" menu to view a list of the previously created store static pages and manage them:

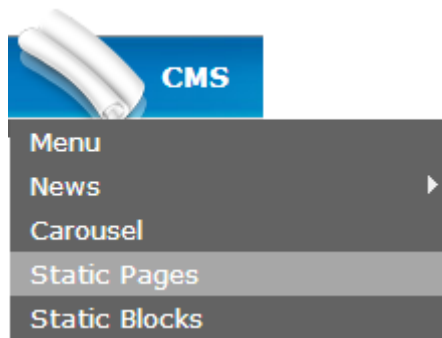


Fig.244. The "Static pages" option in the "CMS" menu

The next page will open:

Static Pages

PAGES
Static Pages

Command: Select all 0 Items selected Add... Total 9 found


Any Any

<input type="checkbox"/>	Page Title	Enabled	Order	Modified	
<input type="checkbox"/>	Prices	<input checked="" type="checkbox"/>	0	2012 February 28	
<input type="checkbox"/>	Shipping	<input checked="" type="checkbox"/>	0	2012 February 28	
<input type="checkbox"/>	Return policy	<input checked="" type="checkbox"/>	0	2012 November 01	
<input type="checkbox"/>	Guarantees	<input checked="" type="checkbox"/>	0	2012 November 01	
<input type="checkbox"/>	Privacy and protection of personal data	<input checked="" type="checkbox"/>	0	2012 November 01	
<input type="checkbox"/>	Payment	<input checked="" type="checkbox"/>	3	2012 February 28	
<input type="checkbox"/>	Welcome to AdVentShop.NET DEMO	<input checked="" type="checkbox"/>	6	2012 February 28	
<input type="checkbox"/>	About Store	<input checked="" type="checkbox"/>	10	2012 February 28	
<input type="checkbox"/>	Contacts	<input checked="" type="checkbox"/>	20	2012 February 28	

Show: 10 Page #

Fig.245. List of static pages

Creating new static pages

To create a new static page, click the "Add..." button at the top of the window or "Add page" button  on the right of the title "Static pages" in the tree list on the left of the page.

The following form will open:

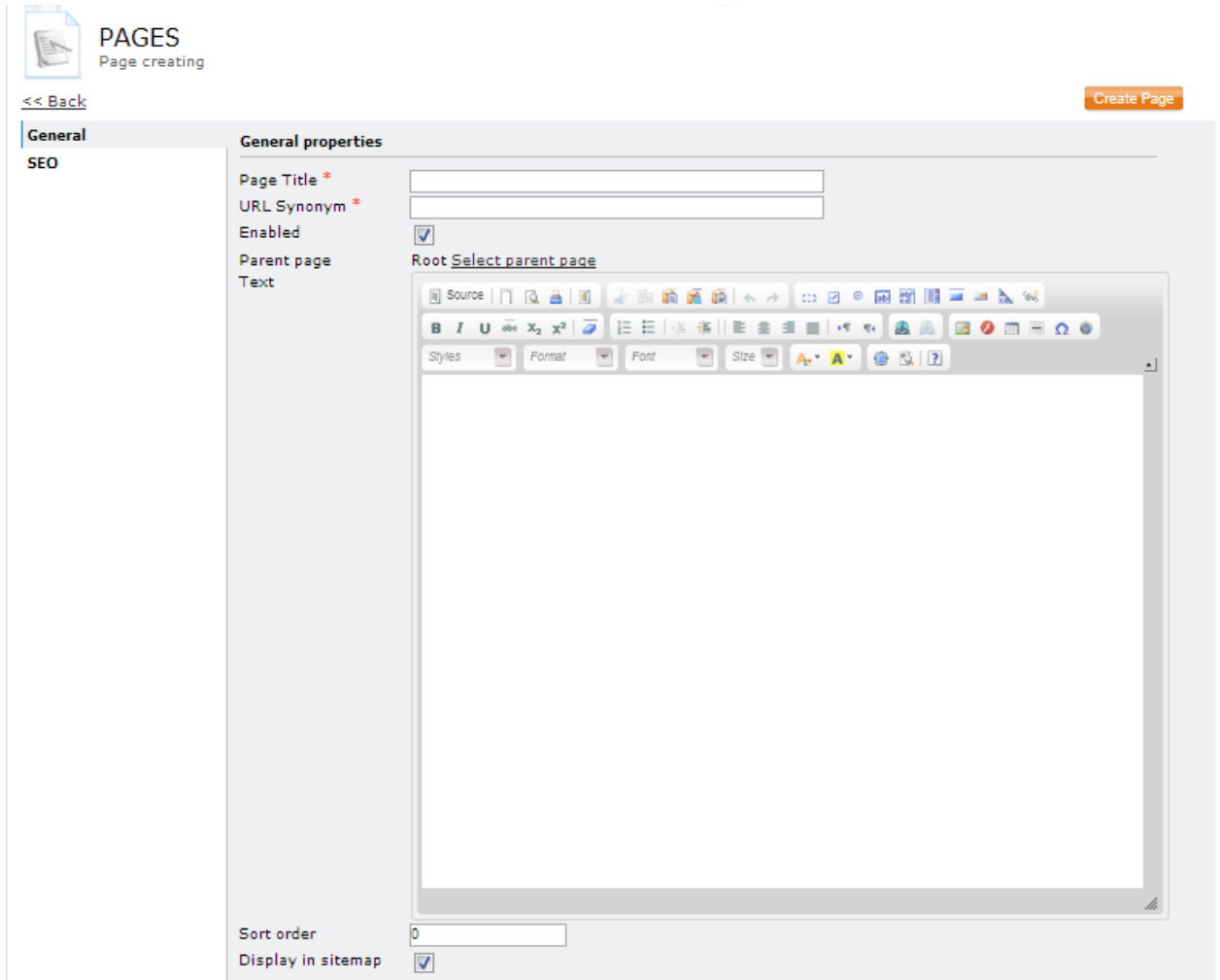


Fig.246. Adding new static pages

Indicate a page title in the "Title" field on the "Common" tab.



Fields marked with * are obligatory for filling.

To publish a page immediately after the saving, select check box in the "Enabled" field.

In the next field the parent category will be displayed. You can change the parent by clicking the "Select parent page" hyperlink and select a new parent page in the appeared tree list:

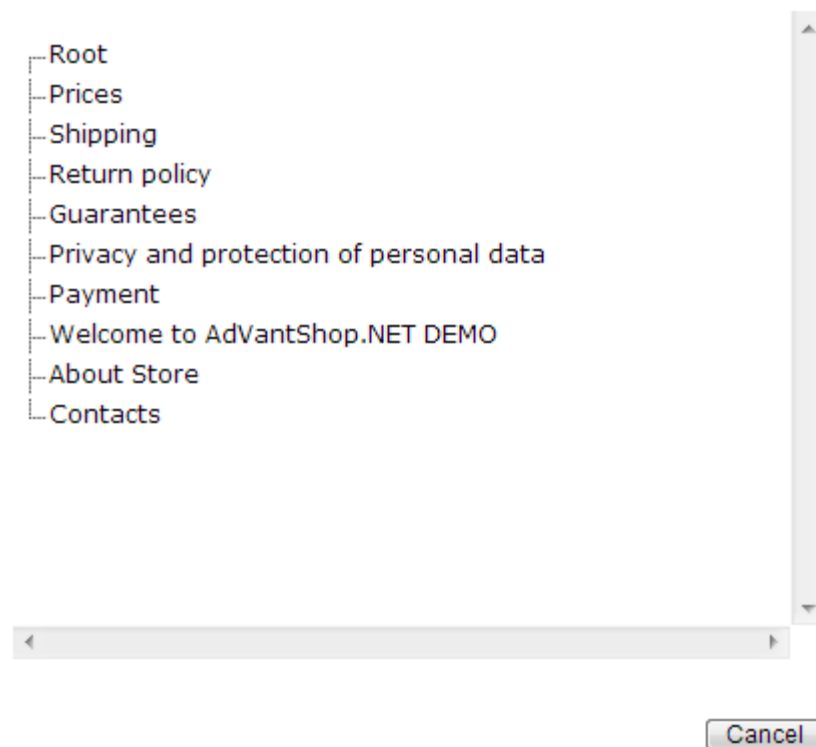


Fig.247. Tree list of static pages

By using a built-in WYSIWYG editor enter the text (images, table and etc.) for the created page into the "Text" field.



To learn more about the WYSIWYG editor, see Appendix 1 of this guide.

Sort index should be entered into the "Sort order" field.

To display the created page on sitemap, select check box in the appropriate field.

Select the "SEO" tab to make the necessary settings of the search engine optimization for the new static page.


Enter a page title that will be displayed in the title bar of the browser into the "Page title" field. For example, "About company".

Indicate the frequently used words and keywords characterizing the new page separated by commas or space in the "Meta keywords".

The "Meta description" field is made for entering a short text, describing the new static page.

After the page is created and edited, click the “Add” button. The page will be saved and displayed in the list of static pages. It also will be displayed on the site (if a check box is selected in the “Enabled” field).

Editing static pages

To edit the previously created static page, use the “Edit” button  in the appropriate field. The form identical to the adding static page form will open:

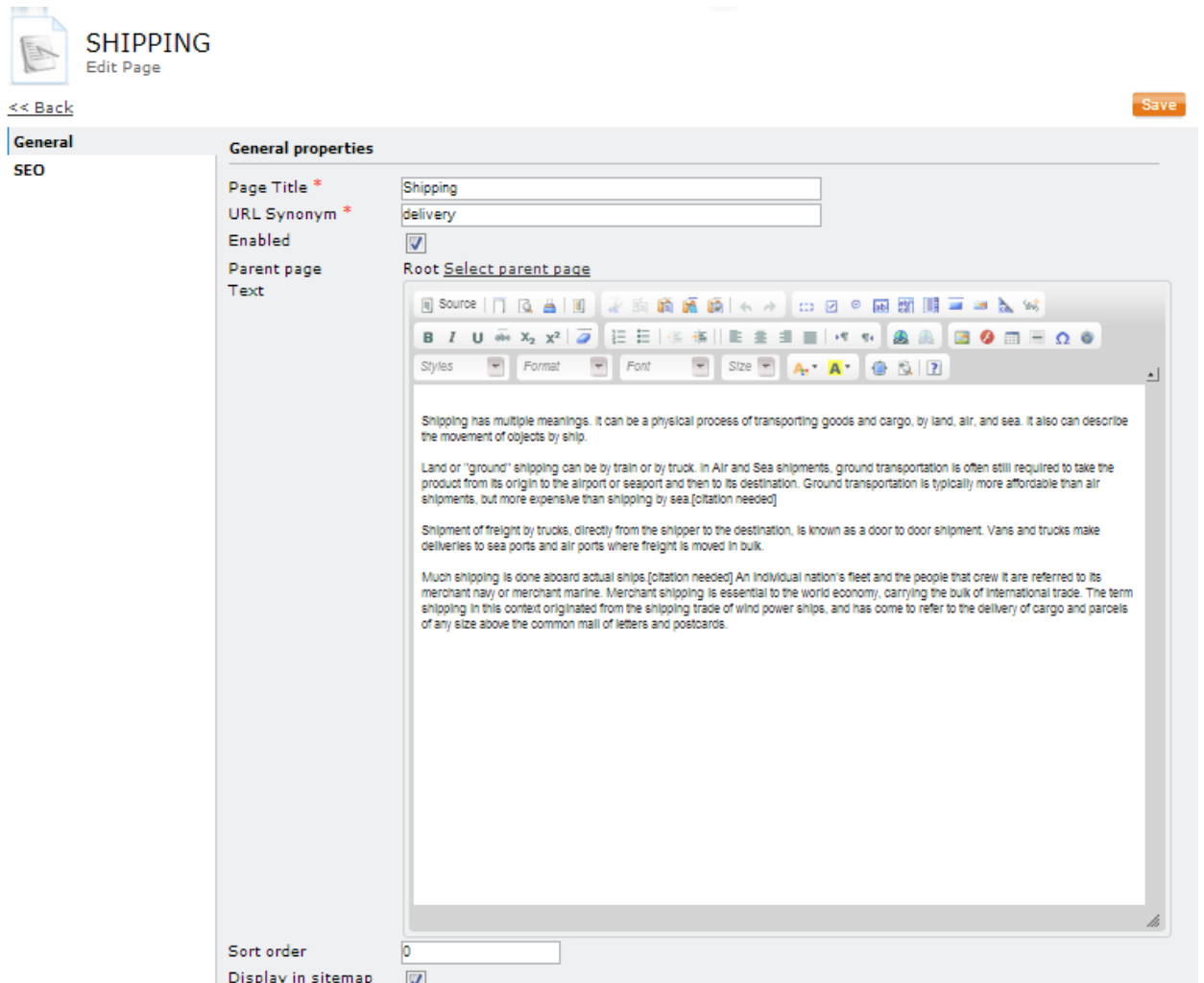



Fig.248. Editing static pages



Description of the editing static page form fields see in the previous item of this guide.

After the editing is completed, click the “Save” button at the top of the form.

Deleting static pages

To delete a static page from the list (and site) use the "Delete" button  in the appropriate field.

Deletion request will open then:

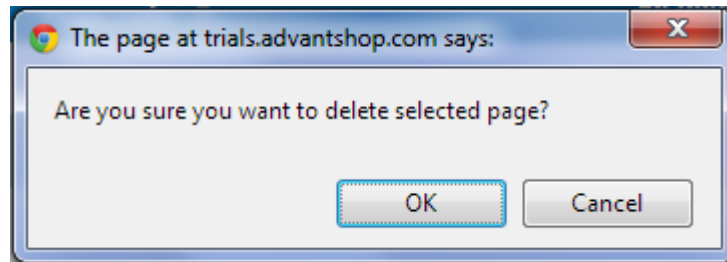


Fig.249. Static page deletion

Click the "OK" button.

3.4.5 Managing Static blocks

All the store pages have static blocks of identical design and information irrespective of the page contents. For example, headline (with the logo) and the foot of the page (with the copyright)

To browse a page of managing the static blocks, select the "CMS" option -> "Static blocks":

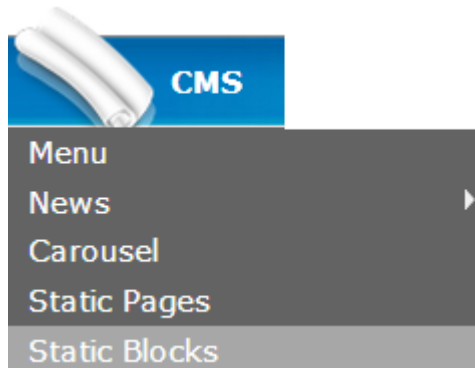



Fig.250. The "CMS" option -> "Static blocks"

The next page will open:

**BLOCKS**
Static blocks

Add...

Command: Select all GO | 0 Items selected Total 24 found

Any Filter Reset

<input type="checkbox"/>	Access key	Name	Enabled	Adding date	Modified	
<input type="checkbox"/>	Block under the slider	BlockUnderSlider	<input checked="" type="checkbox"/>	2012.08.17 14:14:06	2012.11.07 10:33:59	
<input type="checkbox"/>	CompareProductsLeft	Left text on a page comparing products	<input checked="" type="checkbox"/>	2011.12.07 16:41:15	2012.11.09 17:54:12	
<input type="checkbox"/>	CompareProductsTop	Upper text comparing products	<input checked="" type="checkbox"/>	2011.12.06 12:04:42	2012.11.09 17:54:41	
<input type="checkbox"/>	Copyright	Copyright	<input checked="" type="checkbox"/>	2012.08.13 10:59:28	2012.08.13 11:04:01	
<input type="checkbox"/>	email	e-mail on the main	<input checked="" type="checkbox"/>	2012.04.26 16:15:47	2012.11.07 10:29:10	
<input type="checkbox"/>	feedbackAddons	Additional block in the feedback	<input checked="" type="checkbox"/>	2012.05.07 10:30:39	2012.11.09 17:55:11	
<input type="checkbox"/>	LiveCounter	counters attendance	<input checked="" type="checkbox"/>	2010.04.30 15:46:01	2012.11.07 10:29:54	
<input type="checkbox"/>	liveoperator	Live Operator	<input type="checkbox"/>	2011.09.26 14:25:57	2012.11.06 17:31:35	
<input type="checkbox"/>	loginRegBlock	test user registration	<input checked="" type="checkbox"/>	2012.05.07 16:27:25	2012.11.09 17:55:45	
<input type="checkbox"/>	mainPageBlock	Text on the main	<input checked="" type="checkbox"/>	2011.04.21 12:09:03	2012.11.09 17:56:32	
<input type="checkbox"/>	Plug-in social network	social	<input checked="" type="checkbox"/>	2012.05.04 17:06:10	2012.11.07 10:34:19	
<input type="checkbox"/>	RecoverPassword	Text password recovery	<input checked="" type="checkbox"/>	2012.06.08 11:13:47	2012.11.09 17:56:58	
<input type="checkbox"/>	requestOnProduct	Making custom	<input checked="" type="checkbox"/>	2012.06.13 10:50:50	2012.11.09 17:57:14	
<input type="checkbox"/>	RightBottom	The right side of the basement	<input checked="" type="checkbox"/>	2012.05.04 16:56:15	2012.11.07 10:31:27	
<input type="checkbox"/>	socialShareDetails	Publish button in the product	<input checked="" type="checkbox"/>	2012.07.03 16:32:22	2012.11.07 10:31:46	

Show: 15 < Prev 1 2 Next > Page # GO

Fig.251. List of static blocks

Creating new static blocks

To create a new static block, click the "Add" button at the top of the window. The following form will open:

STATIC BLOCKS
Create block

Access key

Name

Enabled ☒

Text:

Source

B **I** **U** x_2 x^2

Styles Format Font Size

Fig.252. Adding new static blocks

Indicate an access key name for getting an access to the store data in the "Access key" field.

Enter a block name into the "Name" field.

To display the block immediately after it is saved, select check box in the "Enabled" field.

By using a built-in WYSIWYG editor enter the text for the new block into the "Text" field.




The "Text" field is obligatory for filling.



To learn more about the WYSIWYG editor, see Appendix 1 of this guide.

After the block is completed click the "Add" button. The block will be saved and displayed in the list of static blocks. It will also be published on your store site (if check box is selected in the "Enabled" field).

Editing static blocks

To edit the previously created static block, click the "Edit" button  in the appropriate line. The form identical to the adding static block form will open:

STATIC BLOCKS
Save block

Access key	<input type="text" value="Copyright"/>
Name	<input type="text" value="Copyright"/>
Enabled	<input checked="" type="checkbox"/>

Text:

Source

Styles

Format

Font

Size


Fig.253. Editing static blocks



Description of the editing the static block form fields see in the previous item of this guide.

After the editing is completed, click the "Save" button at the bottom of the form.

Deleting static blocks

To delete a static block from the list (and site) use the "Delete" button  in the appropriate field.

Deletion request will open then:

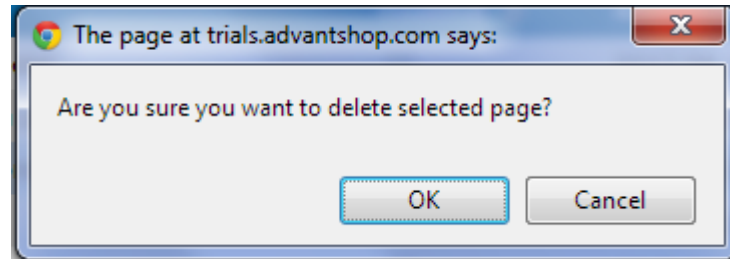


Fig.254. Static block deletion

Click the "Ok" button.

3.5 Modules

3.5.1 Managing modules

To view a list of the installed modules, use the "Modules manager" option in the "Modules" menu:

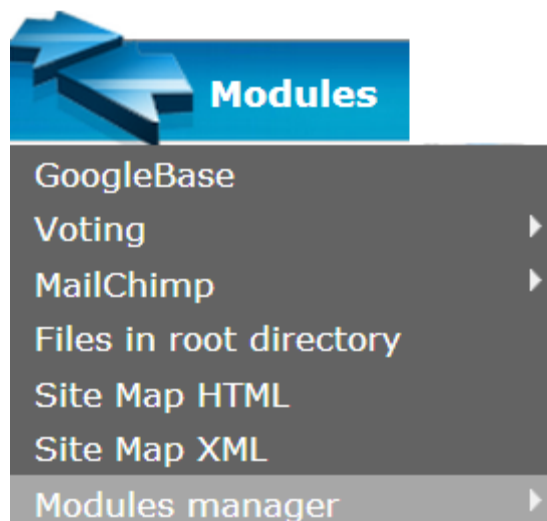
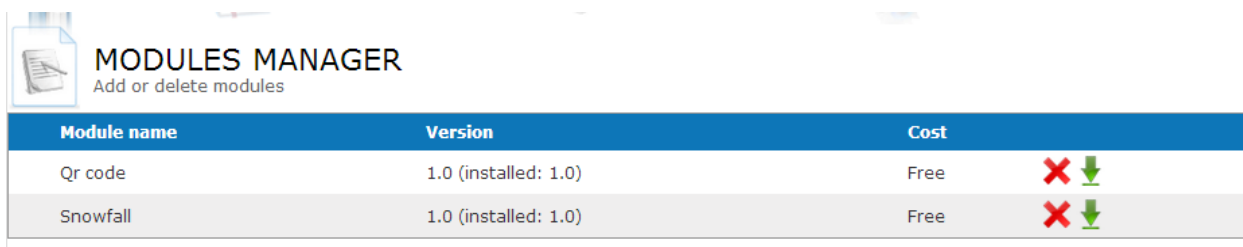


Fig.255. The "Modules manager" option in the "Modules" menu

A list of the installed modules will open :



MODULES MANAGER
Add or delete modules

Module name	Version	Cost	
Qr code	1.0 (installed: 1.0)	Free	✗ ↓
Snowfall	1.0 (installed: 1.0)	Free	✗ ↓

Fig.256. List of installed modules



Modules have to be purchased separately and installed by copying the software files to the server.

To delete a module, click the “Delete” button in the appropriate line. Deletion request will open:

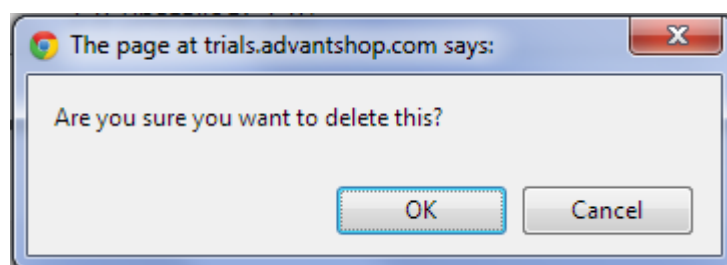


Fig.257. Module deletion

3.5.2 Export catalog to GoogleBase format

For exporting the catalog to GoogleBase format use the “GoogleBase” option in the “Modules” menu:

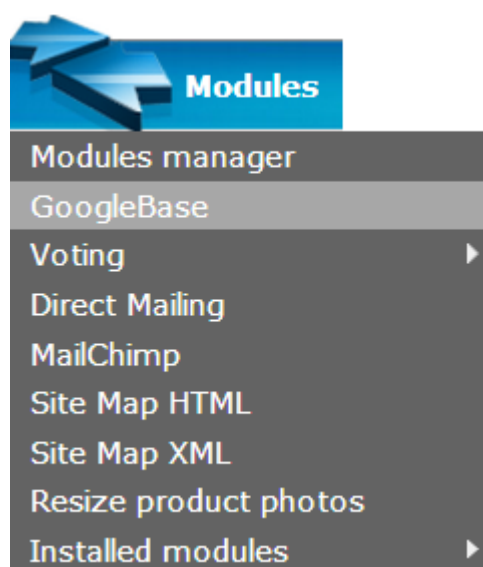


Fig.258. The “GoogleBase” option in the “Modules” menu

On the appeared page on the “Choose product” tab indicate the categories/products that should be exported:

Fig.259. Export data to GoogleBase format

To export all the products of the selected category and its subcategories, select check box in the appropriate field and click the “Apply” button.

To indicate the necessary export settings, use the appropriate tab, make changes and click the “Save settings” button:

Fig.260. Export catalog to GoogleBase format settings

Go back to the “Choose product” tab and click the “Export” button.

3.5.3 Module “Voting”

If it is necessary to organize voting on the main page of the store, use the “Voting” module. Select the “Voting” option in the “Modules” menu:

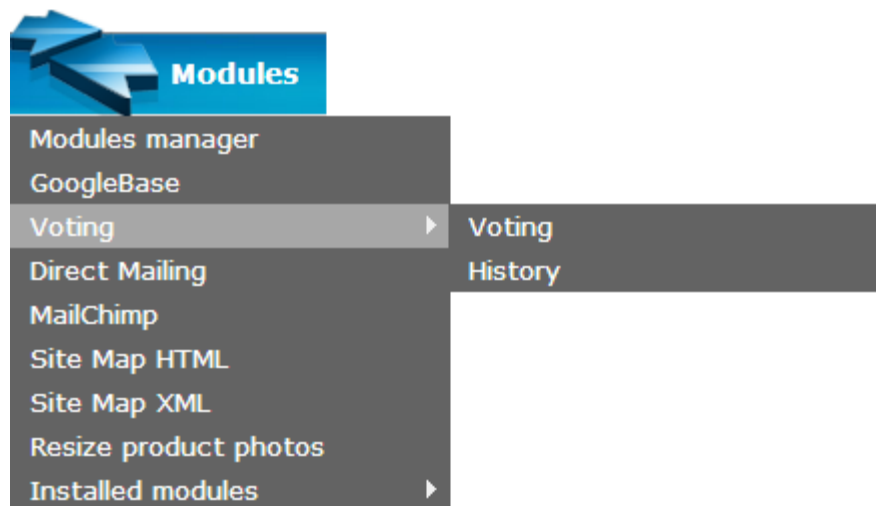


Fig.261. The "Voting" option in the "Modules" menu

The next page will open:

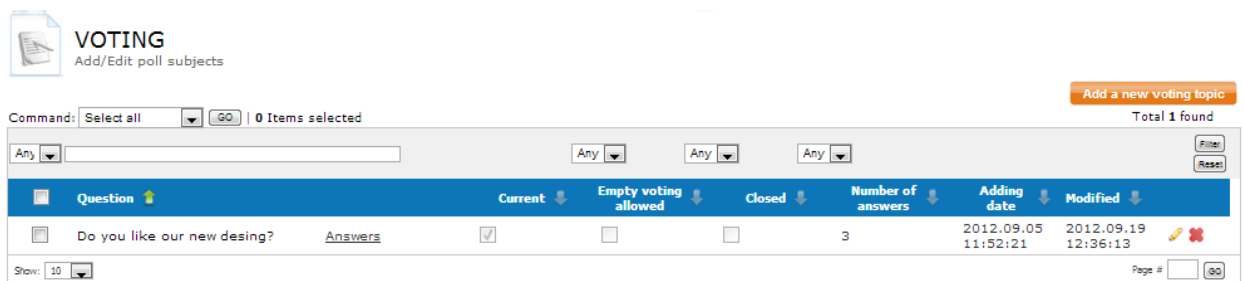


Fig.262. Module "Voting"

The voting on the main page of the store can be organized in the following forms:

- Current voting (voting, counting of votes is in progress):



Fig.263. "Voting"

- Closed voting (counting of votes is completed. If the voting is current, the voting results are displayed on the main page of the store):

Voting

Do you like our new desing?

It is beautifull!



91%

Yes



6%

No



2%

Total votes: 92


Fig.264. Displaying voting results


Managing voting

To add a new voting topic, click the "Add new voting topic" button on the top of the page. The following form will open then:

Fig.265. Adding new voting topics

Fill in the "Question" field (topic – theme voting).

Determine a voting status by selecting check box in the "Current" or "Closed" fields and click the "Add new voting topic" button .

To edit the created in list voting, click the "Edit" button  in the appropriate line and a list of answers will open:

DO YOU LIKE OUR NEW DESING?
Answers

<< Back

Command: Select all GO 0 Items selected

Total 3 found

Any Filter

Name	Number of votes	Sorting	Visible	Adding date	Modified		
It is beautifull!	84	0	<input checked="" type="checkbox"/>	2012.09.05 11:55:13	2012.09.19 12:39:19		
Yes	6	1	<input checked="" type="checkbox"/>	2012.09.05 11:55:48	2012.09.19 12:39:31		
No	2	2	<input checked="" type="checkbox"/>	2012.09.05 11:56:41	2012.09.19 12:39:36		

Show: 10 Page # GO

Fig.266. Voting topic and possible answer variants




You can edit a list of answers for the current voting topic. For editing answer variants click the "Edit" button  in the appropriate line and the fields will become editable:



Fig.267. Editing the variants of answers

Edit an answer variant and click the "Update" button  to save changes.

If it is necessary to add an answer variant, click the "Add a new answer" button at the top of the page.

To delete an answer variant from the list (and from the main page of the store) click the "Delete" button  in the appropriate line. Deletion request will open:

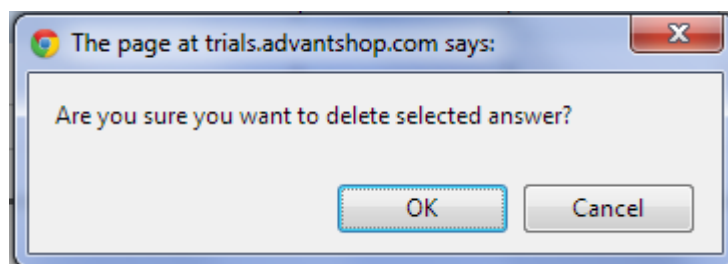


Fig.268. Answer deletion

Click the "OK" button.

By analogy with an answer deletion it is possible to delete a voting topic from the appropriate list.

Viewing voting history

To view the voting history, select the "Voting" option -> "History" in the "Modules" menu:

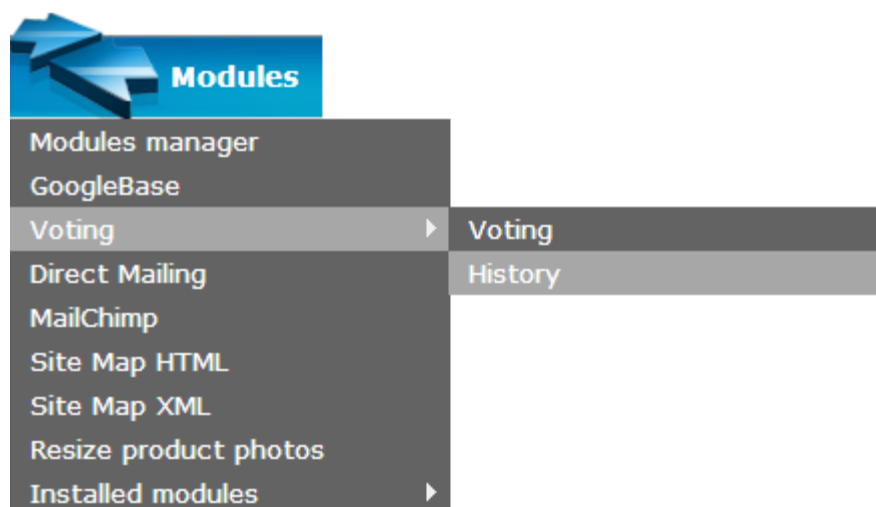


Fig.269. The "Voting" option -> "History" in the "Modules" menu

If the voting is completed the next page will open:

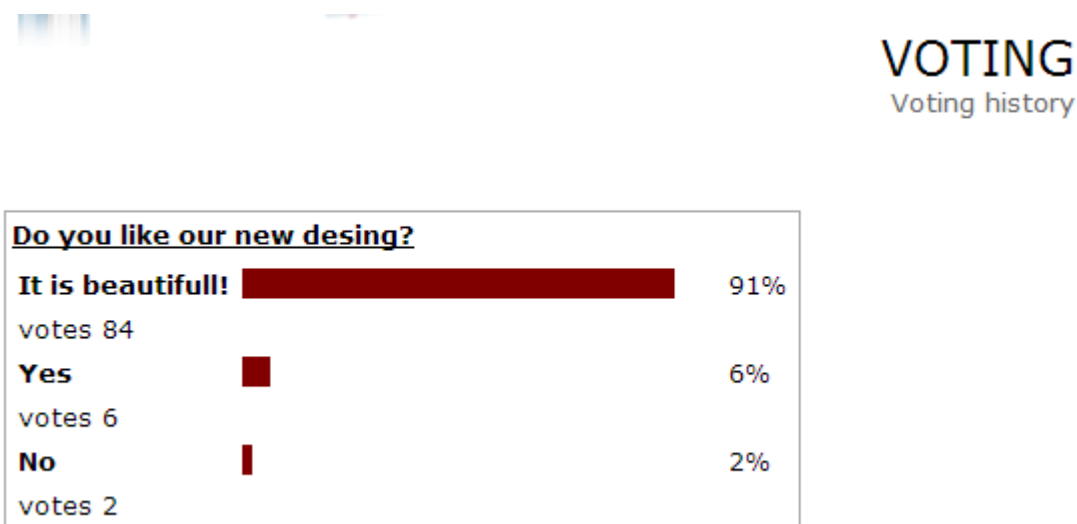


Fig.270. Voting history

3.5.4 Integration with the MailChimp system

«MailChimp» – is a service that allows you to organize emailing store users and subscribers. Before using «MailChimp» system you have to log in on <http://mailchimp.com>, and after authorization select the “Account” tab.

Select “API Keys& Authorized App” subsection in the “Extras” section:

Account ¡Yo quiero MailChimp!

My Account

- Username/Password & Security Settings**
Change your username or password and set account security options.
- Contact Information**
Edit your contact information.
- My Defaults**
Save default time zone and information to be used on all your MailChimp campaigns.
- Verified Domains**
Domains you have verified permission to send from.
- Account Status**
An overview of your account's history with our compliance department and its current status.
- Export My Data**
Create a downloadable file of your MailChimp data.
- Close My Account**
Permanently delete your account, campaigns, lists, and settings.

Rewards

- MonkeyRewards**
Spread the monkey love and earn free credits.
- Partner Discounts**

Billing

- Monthly Plans or Buy Credits**
Upgrade/switch your price plans, or purchase email credits.
- Billing Information**
Edit your billing information.
- Billing Statements**
View and print previous receipts/invoices.

Extras

- Integrations**
Extend MailChimp by integrating with lots of other apps and services we ▼
- Add-Ons**
Make MailChimp even better-er with these add-ons and premium services.
- API Keys & Authorized Apps**
Create API keys, and manage what apps are connected to your account.
- Co-Branding**
Brand MailChimp with your own logo and theme.
- Account Keys**
Connect multiple MailChimp accounts to make it easier to manage them all with one login.

Fig.271. Selecting “API Keys& Authorized App” in the “Extras” section

Click the “Add a Key”, button on the appeared page to generate API-key:

API Keys

Your API Keys

Created	Label	API Key	QR Code	Status
Dec 15, 2012 03:03 pm	none set	f5056267487e7ab64efc668b4e8d4cbb-us6	QR	Disable

Add A Key

API keys provide full access to your MailChimp account, so keep them private. [tips on keeping API keys safe](#)

Fig.272. Generating API-key

Copy a key displayed in the "API Key" column to clipboard.

After that, go back to the admin panel and select the "Modules" option -> "MailChimp":

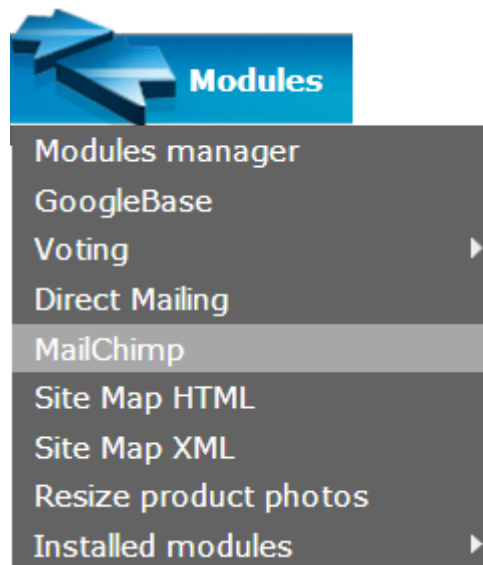


Fig.273. The "MailChimp" option in the "Modules" menu

The next page will open:

MAILCHIMP
Integration with system MailChimp

Common settings

ApiKey in MailChimp system

Active ☒

Lists of store subscribers	Lists of MailChimp subscribers
Registered subscribers	<input type="text" value="No binding to the list"/>
Unregistered subscribers	<input type="text" value="No binding to the list"/>

Any questions?

[Where can I find my ApiKey?](#)

Fig.274. Editing Mailchimp settings

Paste an API-key from the clipboard to the "ApiKey in MailChimp system" field of the "Common settings" section and select check box in the "Active" field.

Click the "Update" button.

To attach the lists of subscribers "Registered subscribers" and "Unregistered subscribers" create these lists of subscribers in the "MailChimp" system itself. For this operation select the "Lists" section of the "MailChimp", click the "Create List" button and fill in the appeared form to create a list of registered subscribers. Repeat this operation for the unregistered subscribers.

Go back to the admin panel on the "MailChimp" page and select the necessary items from the drop-down lists. Click the "Update" button.

3.5.5 Module "Sitemap HTML"

To generate the sitemap HTML, use the "Sitemap HTML" option in the "Modules" menu:

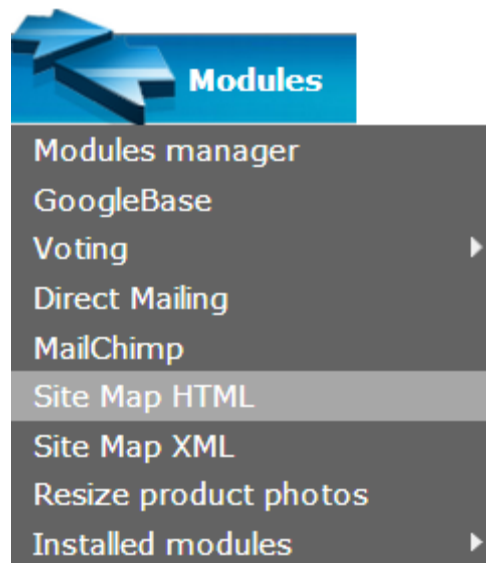


Fig.275. The "Sitemap HTML" option in the "Modules" menu

Click the "Refresh sitemap file" on the appeared page:

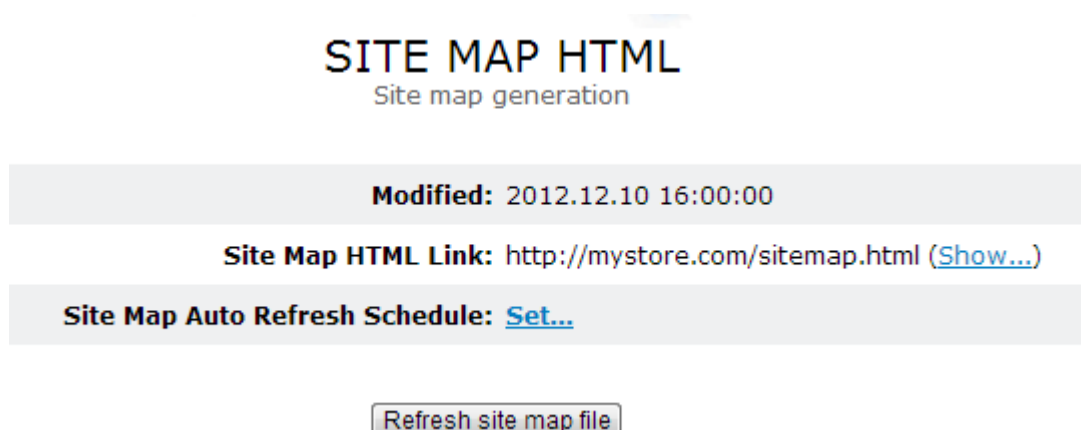


Fig.276. Sitemap generation

To browse the generated sitemap, click the appropriate link:

Site Map HTML Link: <http://trials.advantshop.com/minastirit1/sitemap.html> (Show...)

Fig.277. Selecting link for viewing sitemap

To determine the sitemap auto refresh schedule, use the "Set..." link and the "Common settings" page, "Scheduled tasks" tab will open (for more details see the "Scheduled tasks" section of this guide)

3.5.1 Module "Sitemap XML"

To generate the sitemap XML, use the "Sitemap XML" option in the "Modules" menu:

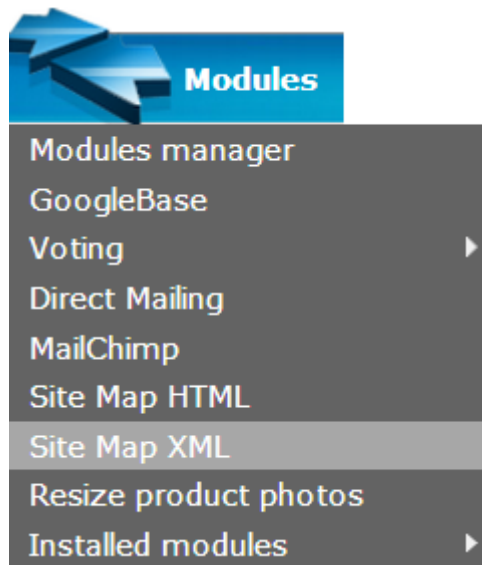


Fig.278. The "Sitemap XML" option in the "Modules" menu

Click the "Refresh sitemap file" on the appeared page:

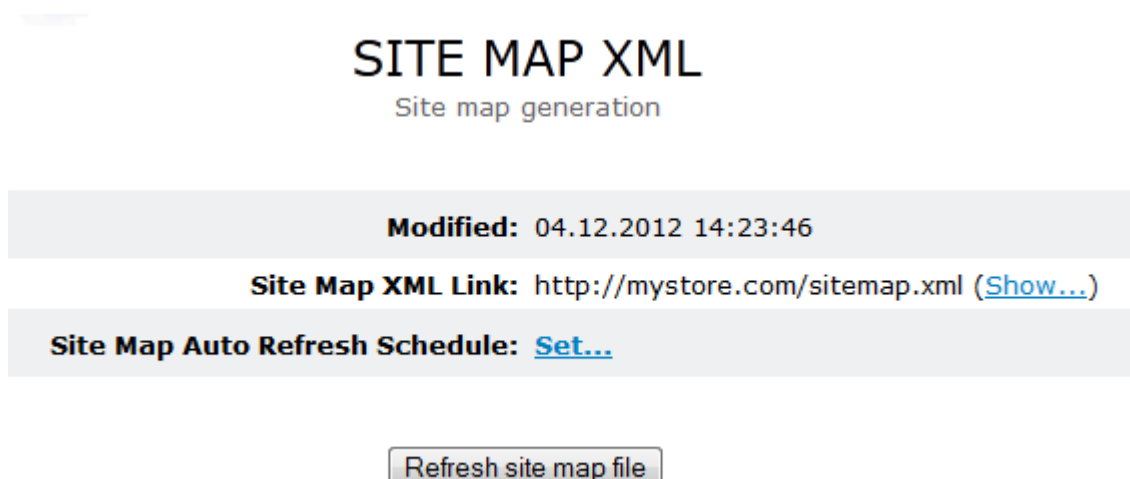


Fig.279. Sitemap generation

To browse the generated sitemap click the appropriate link:

Site Map XML Link: <http://trials.advantshop.com/minastirit1/sitemap.xml> ([Show...](#))

Fig.280. Selecting link for viewing sitemap

To determine the sitemap auto refresh schedule, use the "Set..." link and the "Common settings" page, "Scheduled tasks" tab will open (for more details see the "Scheduled tasks" section of this guide)

3.6 Store software version information

To get information about your store software version, select the "Help" option in the main menu:



Fig.281. Menu "Help"

The software data will be displayed on the page in the following way:

AdVantShop.NET Ultimate

Best software in your hands

ver 3.0.0.12 Build 290812

Fig.282. Page "About the project"

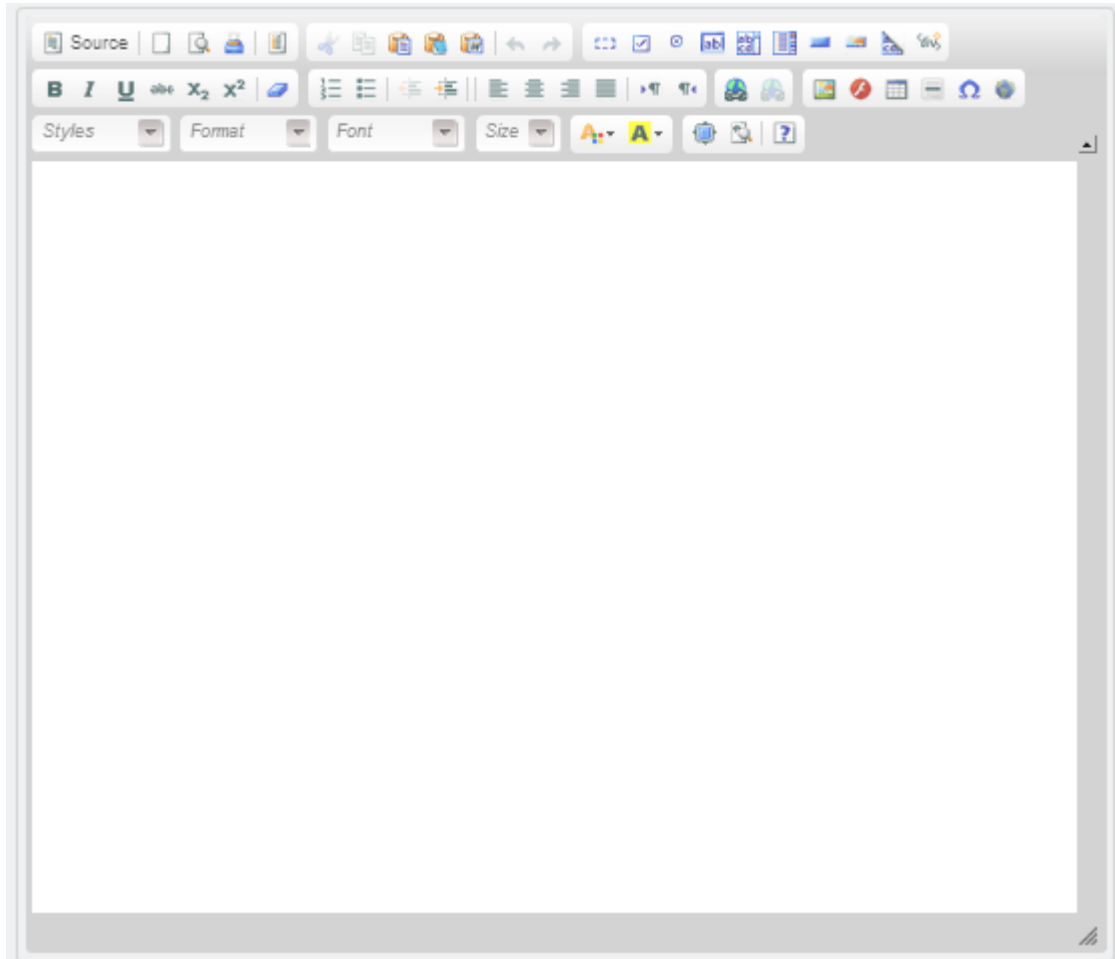
4 Exit administration mode

To exit the administration mode:

- Click the "Exit" hyperlink in the upper right corner of the page to browse the front-end of the store and log out of the current account;
- Click the "Front-end" hyperlink in the upper right corner of the page to browse the front-end of the store without logging out of your account (for example for viewing the introduced changes). To log out of your account, select the "Log out" command in the upper left corner of the page of the front-end of the store.

Appendix 1. Built-in WYSIWYG editor

For creating and editing store pages and blocks use a built-in WYSIWYG editor. It looks as follows:

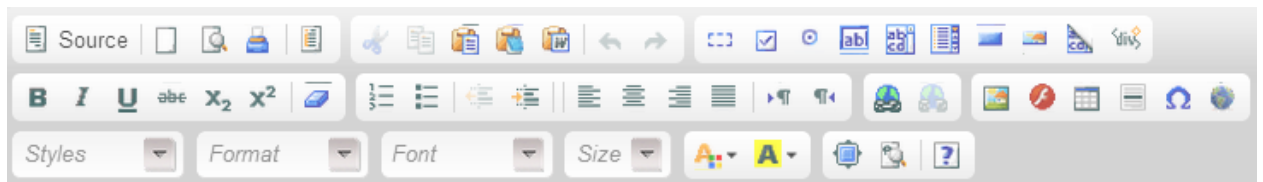


A WYSIWYG editor stands for "what you see is what you get". It allows the user to edit texts in visual mode including formatting, pasting images into a page, links on the store site and other web-resources.

A WYSIWYG editor allows the user to work with texts without special knowledge of the system (i.e., there is no need for HTML knowledge). However, an advanced administrator possessing HTML knowledge can edit code manually.

WYSIWYG editor interface is simple and user-friendly in work. Any user, who knows the MS Word program, can easily learn to work in the WYSIWYG editor.






Entering and editing the information is carried out by using the standard text editors (keyboard input, pasting from the clipboard), and functions realized in the editor. To work in the editor, use buttons on the toolbar:

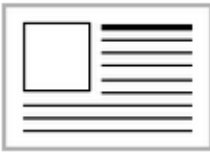
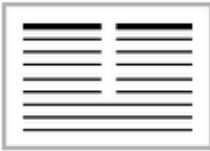












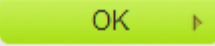




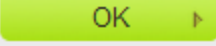

To get the information about the purpose of buttons on the WYSIWYG editor toolbar, hover your mouse cursor over the necessary button and a tool tip will appear in a second.



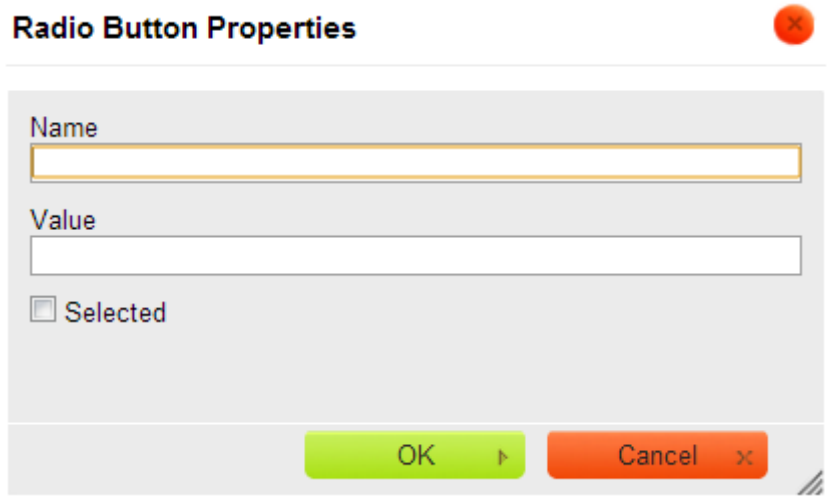


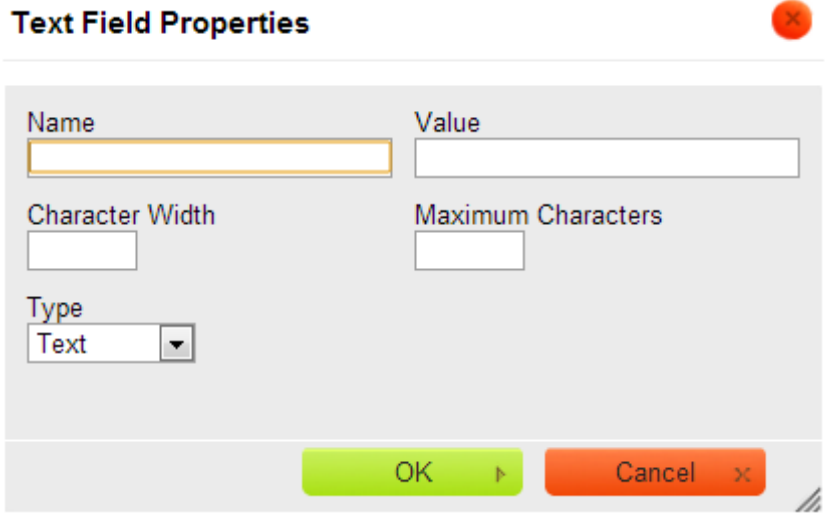


A toolbar can be hidden by clicking , and displayed after clicking .

All the tools of the WYSIWYG editor with their description, assignment and peculiarities of usage are given bellow:

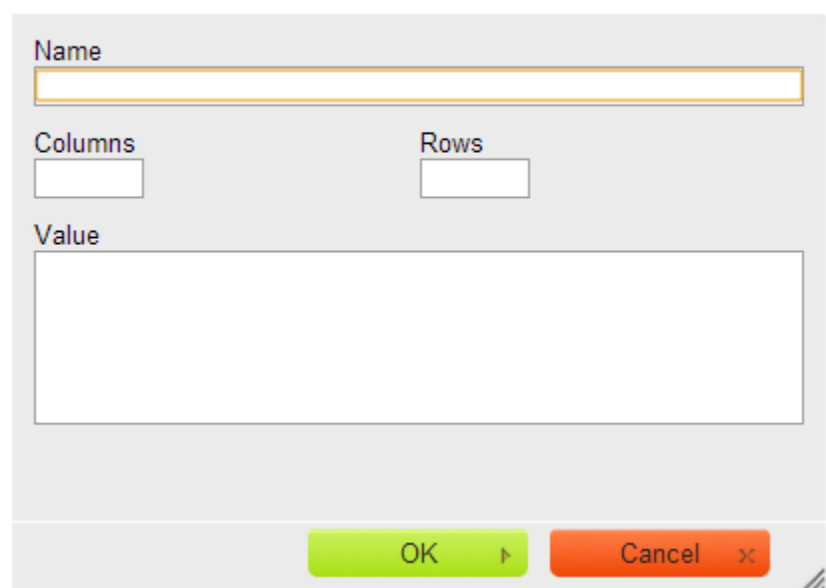
 Source	– View or edit the source code of the document (for advanced users);
	– Clear the editing area and create a new page;
	– Show a preview of the document in the shape that will be displayed to end users;
	– Print document contents;
	– You can select a layout template of the text formatting. To paste a template into the page, click this button. In the appeared dialog window select a necessary template from the list “Content templates”:

	<div data-bbox="571 159 1465 1048"> <h3>Content Templates</h3> <p>Please select the template to open in the editor</p> <div> <div>  <p>Image and Title One main image with a title and text that surround the image.</p> </div> <div>  <p>Strange Template A template that defines two columns, each one with a title, and some text.</p> </div> </div> <p><input checked="" type="checkbox"/> Replace actual contents</p> <p>Cancel</p> </div> <p>Select check box in the “Replace actual contents” field, if required;</p>
	<p>– Cut the selected text fragment to the clipboard (or use the combination of buttons Ctrl+X);</p>
	<p>– Copy the selected text fragment to the clipboard (or use the combination of buttons Ctrl+C);</p>
	<p>– Paste content copied to the clipboard along with formatting (or use the combination of buttons Ctrl+V);</p>
	<p>– Paste content copied to the clipboard without formatting;</p>
	<p>– Paste content copied from Microsoft Word or similar applications along with formatting (however, we do not recommend you to paste text from Word, as text can lose all its formatting and you will have to style it again);</p>
	<p>– Undo the most recent action performed (or use the combination of buttons Ctrl+Z);</p>
	<p>– Redo the most recent action performed (or use the combination of</p>

	<p>buttons Ctrl+Y;</p>
	<p>– Insert a new form into the document, container within which any contents can be placed on the page, for example, text, radio buttons (option buttons), check boxes and etc.</p> <p>After clicking the button  the following dialog window will open:</p> <div data-bbox="603 521 1433 1137"><p>Form Properties </p><p>Name <input type="text"/></p><p>Action <input type="text"/></p><p>Id <input type="text"/> Encoding <input type="text"/></p><p>Target <input type="text" value="<not set>"/> Method <input type="text"/></p><p> </p></div> <p>Indicate form properties and click the “OK” button.</p>
	<p>– Insert a checkbox into the document form.</p> <p>After clicking the button  the following dialog window will open:</p> <div data-bbox="563 1444 1385 1933"><p>Checkbox Properties </p><p>Name <input type="text"/></p><p>Value <input type="text"/></p><p><input type="checkbox"/> Selected</p><p> </p></div> <p>Indicate Checkbox properties and click the “OK” button.</p>

	<p>– Insert a radio button into the document form.</p> <p>After clicking the button  the following dialog window will open:</p> <div data-bbox="603 353 1433 846">  <p>The 'Radio Button Properties' dialog box contains the following fields: 'Name' (text input), 'Value' (text input), and a 'Selected' checkbox. At the bottom are 'OK' and 'Cancel' buttons.</p> </div> <p>Indicate radio button properties and click the “OK” button.</p>
	<p>– Insert a text field into the document form.</p> <p>After clicking the button  the following dialog window will open:</p> <div data-bbox="603 1149 1433 1664">  <p>The 'Text Field Properties' dialog box contains the following fields: 'Name' (text input), 'Value' (text input), 'Character Width' (text input), 'Maximum Characters' (text input), and a 'Type' dropdown menu currently set to 'Text'. At the bottom are 'OK' and 'Cancel' buttons.</p> </div> <p>Indicate text field properties and click the “OK” button.</p>
	<p>– Insert a multi-line text area into the document form.</p> <p>After clicking the button  the following dialog window will open:</p>

Textarea Properties



Name


Columns Rows

Value

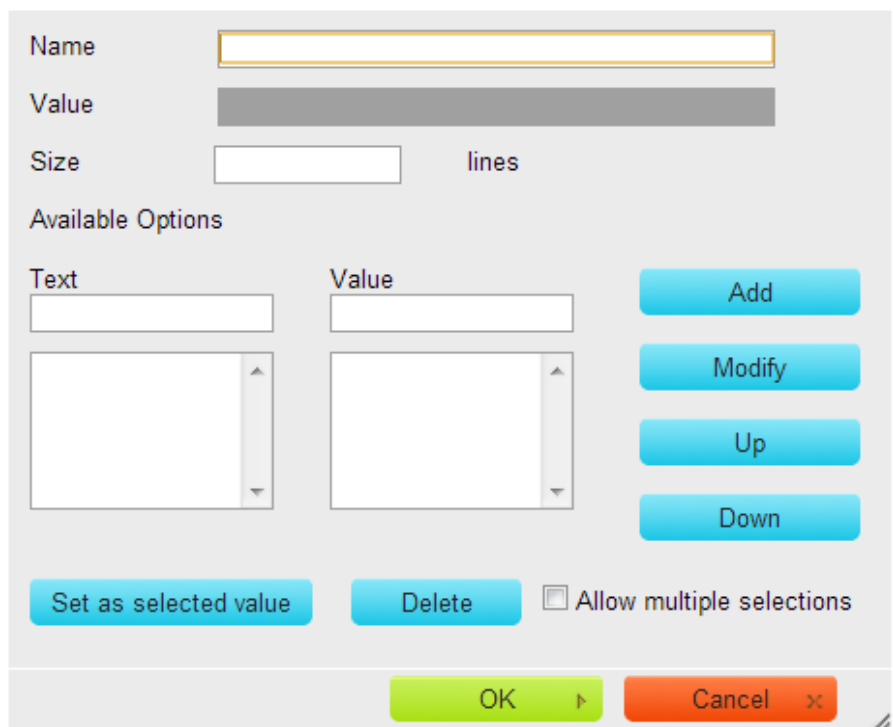
OK Cancel

Indicate multi-line text area properties and click the "OK" button.

– Insert a selection field into the document form.

After clicking the button  the following dialog window will open:

Selection Field Properties



Name

Value

Size lines





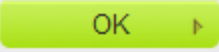



Available Options


Text	Value	
		Add
		Modify
		Up
		Down

Set as selected value Delete ☐ Allow multiple selections

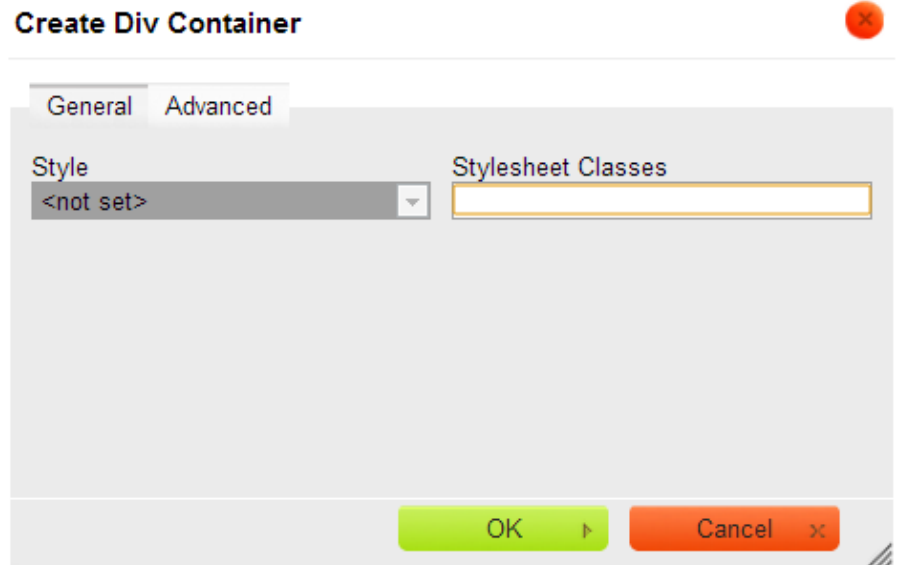
OK Cancel

Indicate selection field properties and click the "OK" button.

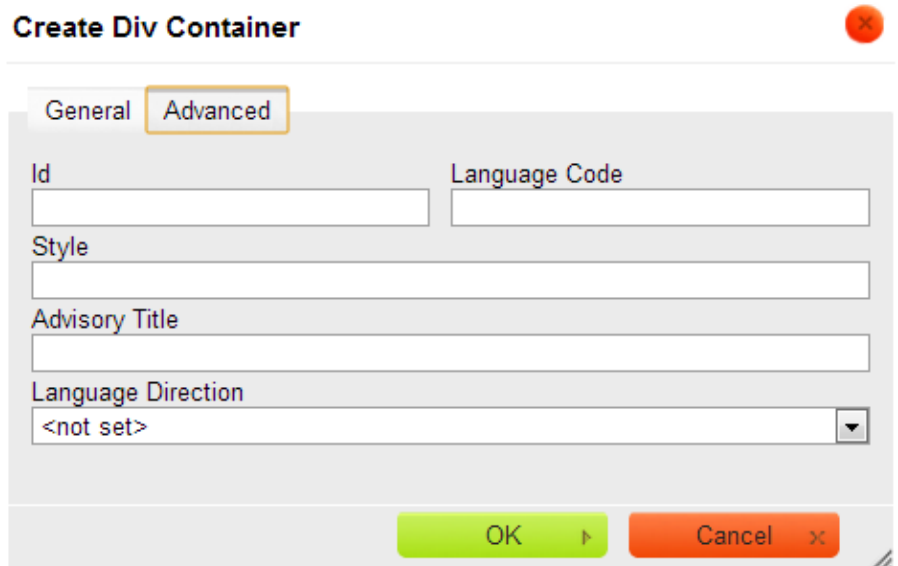
	<p>– Insert a button into the document form.</p> <p>After clicking the button  the following dialog window will open:</p> <div data-bbox="603 347 1428 862"><p>Button Properties </p><hr/><p>Name <input type="text"/></p><p>Text (Value) <input type="text"/></p><p>Type Button </p><p> </p></div> <p>Indicate button properties and click the “OK” button.</p>
	<p>– Insert an image button into the document form.</p> <p>After clicking the button  the following dialog window will open:</p>




	<div data-bbox="571 159 1460 1088" data-label="Image"> </div> <p>Indicate image button properties and click the "OK" button.</p>
<div data-bbox="359 1541 406 1590" data-label="Image"> </div>	<p>– Insert a hidden field into the document form (field contents won't be displayed on the page on the front-end of the store).</p> <p>After clicking the button  the following dialog window will open:</p> <div data-bbox="601 1447 1428 1868" data-label="Image"> </div> <p>Indicate hidden field properties and click the "OK" button.</p>
<div data-bbox="359 1973 406 2022" data-label="Image"> </div>	<p>– Create a new <code>div</code> element in document source. Indicate Div</p>











container properties in the dialog window of the "General" tab:



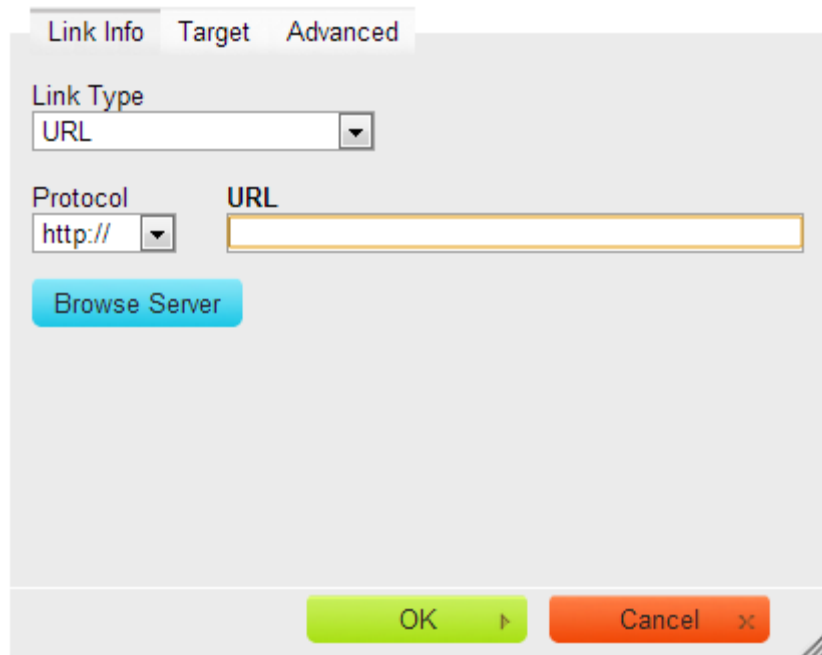
and "Advanced" tab



	<p>– Apply bold formatting to the text.</p> <p>(or use the combination of buttons Ctrl+B). If text is already formatted in bold, use this button to cancel formatting;</p>
	<p>– Apply <i>italic</i> formatting to the text.</p> <p>(combination of buttons Ctrl+I). If text is already formatted in italic, use this button to cancel formatting;</p>
	<p>– Apply <u>underline</u> formatting to the text.</p> <p>(combination of buttons Ctrl+U). If text is already underlined,</p>

	use this button to cancel formatting;
	<ul style="list-style-type: none"> – Apply strike-through formatting to the text. <p>If text is already struck through, use this button to cancel formatting;</p>
	<ul style="list-style-type: none"> – Apply superscript or subscript formatting to the text;
	<ul style="list-style-type: none"> – Remove the formatting of the selected text;
	<ul style="list-style-type: none"> – Transformation the selected text into a numbered list;
	<ul style="list-style-type: none"> – Transformation the selected text into a bulleted list;
	<ul style="list-style-type: none"> – Decrease text indentation. <p>The indentation of a block-level element containing the cursor will decrease by one tabulator length;</p>
	<ul style="list-style-type: none"> – Increase text indentation. <p>The block-level element containing the cursor will be indented with one tabulator length;</p>
	<ul style="list-style-type: none"> – Set text alignment (left, centered, right or justified);
	<ul style="list-style-type: none"> – Set text direction as from left to right (default value for most Western languages) or from right to left (languages like Arabic, Persian, Hebrew);
	<ul style="list-style-type: none"> – Create or remove a hyperlink in the text. <p>To add (edit) a hyperlink on the page, select the text (creating hyperlink) with the mouse and click this button. The following dialog window will open:</p>

Link



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Link Type' dropdown menu set to 'URL'. Below it, there is a 'Protocol' dropdown menu set to 'http://' and a large text field labeled 'URL' which is currently empty. A blue 'Browse Server' button is located below the 'URL' field. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

- To insert a link to your document, select "URL" from the "Link Type" drop-down list on the "Link Info" tab and enter URL into the "URL" field.



After that, on the "Target" tab you can indicate the window this link should be opened in by selecting the window type from the drop-down list (link will open in the same window by default):

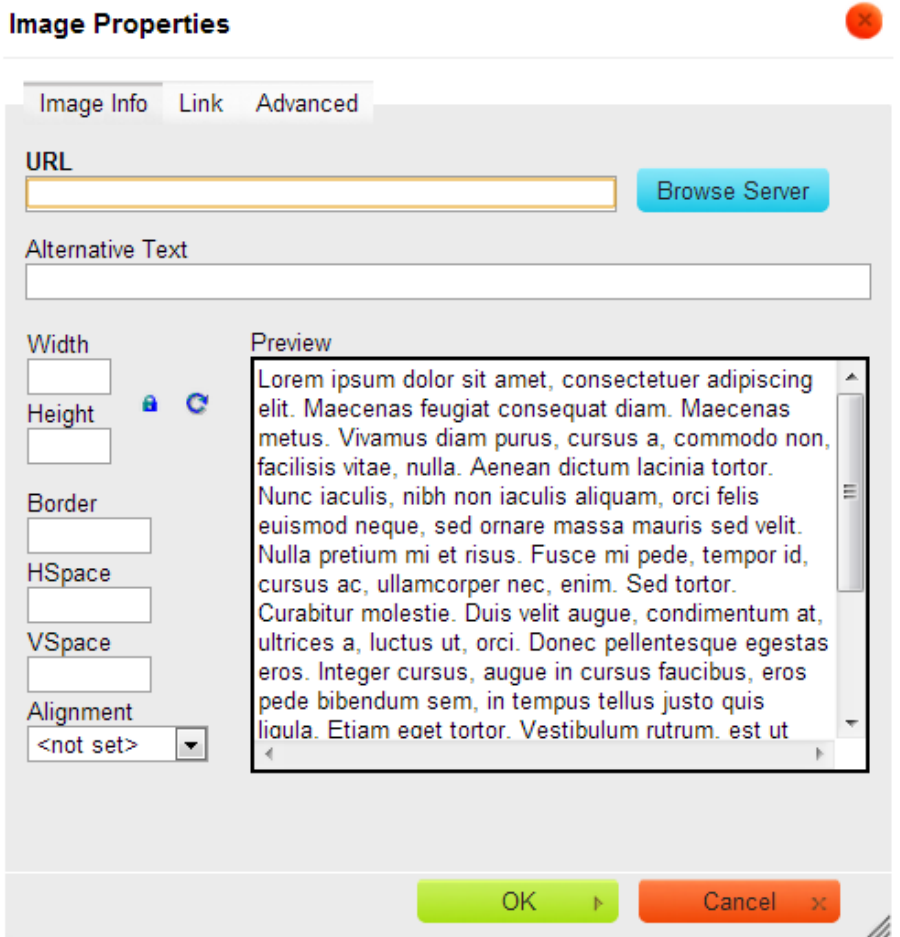

Link


The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Target' tab is active. Below the tabs, the 'Target' label is followed by a dropdown menu. The dropdown menu is open, displaying a list of target options: '<not set>', '<frame>', '<popup window>', 'New Window (_blank)', 'Topmost Window (_top)', 'Same Window (_self)', and 'Parent Window (_parent)'. The '<not set>' option is currently selected. At the bottom of the dialog, there are two buttons: a green 'OK' button and a red 'Cancel' button.



If <frame> is selected as a target, enter an appropriate name into the "Target frame name" field.


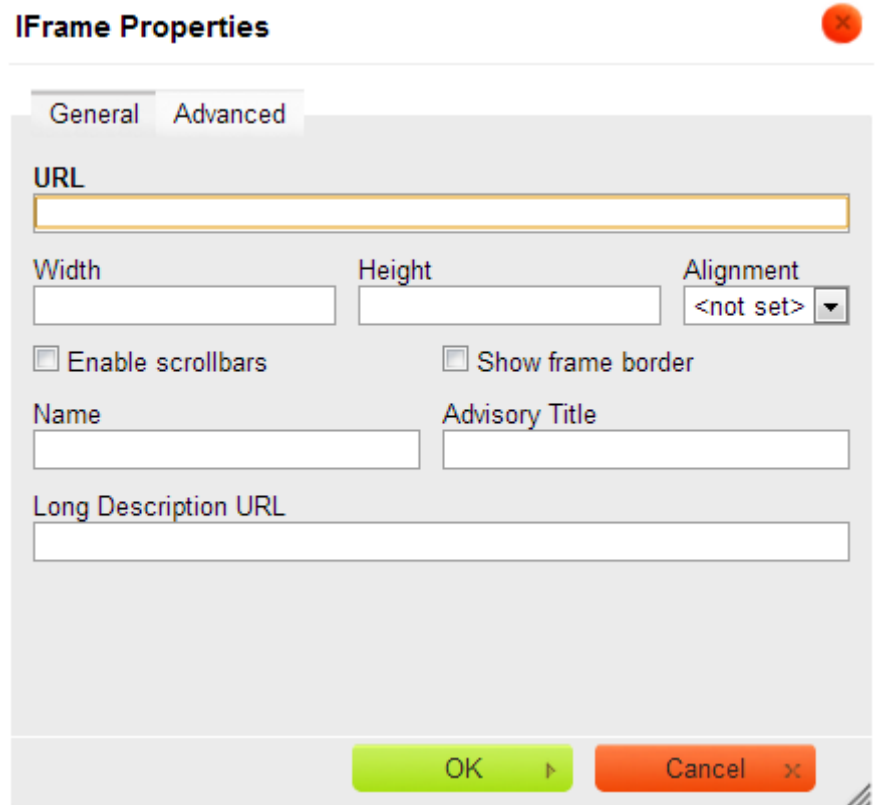

- To add a link for downloading the file from the server, click the "Send it to the server" button, select the file in the appeared window and click the "OK" button;
- To insert an e-mail link, select "Email" link type and fill in the form fields:

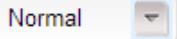

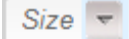



	<div data-bbox="598 163 1420 896"> <div>Link ✕</div> <div>Link Info Advanced</div> <div>Link Type</div> <div>E-mail ▾</div> <div>E-Mail Address</div> <div></div> <div>Message Subject</div> <div></div> <div>Message Body</div> <div></div> <div>OK Cancel</div> </div> <p>After that click the "OK" button.</p> <p>Other settings are recommended to use by an advanced user.</p>
	<p>– To delete the creating hyperlink, hover the mouse cursor over it and click this button;</p>
	<p>– To insert an image into the document, select the appropriate place with the mouse and click this button. The following dialog window will open:</p>




	 <p>Indicate image properties and click the "OK" button.</p>
	<p>– Insert an Adobe Flash object into the document</p> <p>Select the appropriate place with the mouse and click this button.</p> <p>Indicate flash properties in the following dialog window:</p>

	<div data-bbox="571 159 1469 999"><div>Flash Properties</div><div>General Properties Advanced</div><div>URL</div><div><div></div><div>Browse Server</div></div><div>Width Height HSpace VSpace</div><div><div></div><div></div><div></div><div></div></div><div>Preview</div><div></div><div>OK Cancel</div></div> <p>After the properties are indicated, click the "OK" button.</p>
	<p>– Create a table with the defined number of columns and rows</p> <p>To insert a table into the document, select the appropriate place with the mouse and click this button. The following dialog window will open:</p>

	<div><div>Table Properties</div><div><div>Table Properties</div><div>Advanced</div></div><div><div>Rows</div><div>3</div><div>Columns</div><div>2</div><div>Width</div><div>500</div><div>Height</div><div></div><div>Headers</div><div>None</div><div>Border size</div><div>1</div><div>Alignment</div><div><not set></div><div>Cell spacing</div><div>1</div><div>Cell padding</div><div>1</div><div>Caption</div><div></div><div>Summary</div><div></div><div>OK</div><div>Cancel</div></div></div>																																																																																																																																																																																																																													
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	<p>– Insert a divider line (horizontal rule) into the document;</p>																																																																																																																																																																																																																													
	<p>– Insert a special character or symbol.</p> <p>Select the appropriate symbol and click it with the mouse:</p> <div><div>Select Special Character</div><div><table><tr><td>!</td><td>"</td><td>#</td><td>\$</td><td>%</td><td>&</td><td>'</td><td>(</td><td>)</td><td>*</td><td>+</td><td>-</td><td>.</td><td>/</td><td>0</td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>:</td><td>;</td><td><</td><td>=</td><td>></td><td>?</td><td>@</td><td>A</td><td>B</td><td>C</td></tr><tr><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td></tr><tr><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td><td>[</td><td>]</td><td>^</td><td>_</td><td>`</td><td>a</td><td>b</td><td>c</td><td>d</td><td>e</td><td>f</td></tr><tr><td>g</td><td>h</td><td>i</td><td>j</td><td>k</td><td>l</td><td>m</td><td>n</td><td>o</td><td>p</td><td>q</td><td>r</td><td>s</td><td>t</td><td>u</td><td>v</td><td>w</td></tr><tr><td>x</td><td>y</td><td>z</td><td>{</td><td> </td><td>}</td><td>~</td><td>€</td><td>'</td><td>'</td><td>"</td><td>"</td><td>-</td><td>-</td><td>i</td><td>¢</td><td>£</td></tr><tr><td>¤</td><td>¥</td><td>¦</td><td>§</td><td>¨</td><td>©</td><td>ª</td><td>«</td><td>¬</td><td>®</td><td>¯</td><td>°</td><td>²</td><td>³</td><td>´</td><td>µ</td><td>¶</td></tr><tr><td>·</td><td>,</td><td>¹</td><td>º</td><td>»</td><td>¼</td><td>½</td><td>¾</td><td>¿</td><td>À</td><td>Á</td><td>Â</td><td>Ã</td><td>Ä</td><td>Å</td><td>Æ</td><td>Ç</td></tr><tr><td>È</td><td>É</td><td>Ê</td><td>Ë</td><td>Ì</td><td>Í</td><td>Î</td><td>Ï</td><td>Ð</td><td>Ñ</td><td>Ò</td><td>Ó</td><td>Ô</td><td>Õ</td><td>Ö</td><td>×</td><td>Ø</td></tr><tr><td>Ù</td><td>Ú</td><td>Û</td><td>Ü</td><td>Ý</td><td>Þ</td><td>ß</td><td>à</td><td>á</td><td>â</td><td>ã</td><td>ä</td><td>å</td><td>æ</td><td>ç</td><td>è</td><td>é</td></tr><tr><td>ê</td><td>ë</td><td>ì</td><td>í</td><td>î</td><td>ï</td><td>ð</td><td>ñ</td><td>ò</td><td>ó</td><td>ô</td><td>õ</td><td>ö</td><td>÷</td><td>ø</td><td>ù</td><td>ú</td></tr><tr><td>û</td><td>ü</td><td>ý</td><td>þ</td><td>ÿ</td><td>œ</td><td>Ŵ</td><td>Ŷ</td><td>ŷ</td><td>ˆ</td><td>˜</td><td>˘</td><td>˙</td><td>˚</td><td>™</td><td>►</td><td></td></tr><tr><td>•</td><td>→</td><td>⇒</td><td>⇌</td><td>♦</td><td>≈</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div>!</div><div>!</div><div>Cancel</div></div>	!	"	#	\$	%	&	'	()	*	+	-	.	/	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[]	^	_	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	{		}	~	€	'	'	"	"	-	-	i	¢	£	¤	¥	¦	§	¨	©	ª	«	¬	®	¯	°	²	³	´	µ	¶	·	,	¹	º	»	¼	½	¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï	ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ	œ	Ŵ	Ŷ	ŷ	ˆ	˜	˘	˙	˚	™	►		•	→	⇒	⇌	♦	≈											
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	<p>After clicking the symbol will be inserted into the text;</p>
	<p>– Insert an inline frame (iframe)</p> <p>To insert iFrame into the text, select the appropriate place with the mouse and click this button. The following dialog window will open:</p> <div data-bbox="577 517 1455 1319">  <p>The dialog box is titled "IFrame Properties" and has a close button in the top right corner. It contains two tabs: "General" and "Advanced". The "General" tab is active. It includes a "URL" text field, "Width" and "Height" text fields, and an "Alignment" dropdown menu currently set to "<not set>". There are two checkboxes: "Enable scrollbars" and "Show frame border". Below these are "Name" and "Advisory Title" text fields, and a "Long Description URL" text field. At the bottom are "OK" and "Cancel" buttons.</p> </div> <p>Indicate iFrame properties and click the "OK" button.</p>
	<p>– Indicate the textstyle.</p> <p>Select text with the mouse and indicate the style and format from the drop-down lists;</p>

 Paragraph Format Normal Heading 1 Heading 2 Heading 3 Heading 4	
 Font Name Arial Comic Sans MS Courier New Georgia Lucida Sans Unicode Tahoma Times New Roman	<p>– Use this drop-down list for selecting the typeface of the text;</p>
 Font Size 8 9 10 11 12 14 16	<p>– Use this drop-down list for selecting the font size of the text;</p>
	<p>– Change the color of the text.</p> <p><i>The color is selected from a basic palette that will open after clicking the drop-down menu arrow on the right of the button;</i></p>
	<p>– Change the background color of the text.</p> <p><i>The color is selected from a basic palette that will open after clicking the drop-down menu arrow on the right of the button;</i></p>
	<p>– Maximize the editor in the browser window.</p> <p>To cancel this browse mode, click this button again.</p>

	To resize the editor you can easily do it by clicking and dragging the  resizing grip in the bottom right-hand corner of the editor interface;
	– Highlight all block-level elements in the document;
	– Show information about the editor in English.

Appendix 2. Table handling



























On the admin panel of the store the information is displayed in the form of table in most cases. For example, list of countries and regions:

**COUNTRIES AND REGIONS**
Countries list

Command: Select all GO | 0 Items selected

Total 251 found

Any Filter Reset

	Name 	ISO2 	ISO3 		
<input type="checkbox"/>	Abkhazia	AB	ABH		
<input type="checkbox"/>	Afghanistan	AF	AFG		
<input type="checkbox"/>	Åland Islands	AX	ALA		
<input type="checkbox"/>	Albania	AL	ALB		
<input type="checkbox"/>	Algeria	DZ	DZA		
<input type="checkbox"/>	American Samoa	AS	ASM		
<input type="checkbox"/>	Andorra	AD	AND		
<input type="checkbox"/>	Angola	AO	AGO		
<input type="checkbox"/>	Anguilla	AI	AIA		
<input type="checkbox"/>	Antarctica	AQ	ATA		

Show: 10 < Prev 1 2 3 4 5 6 7 Next > Page # GO

Sorting and filtering data

In the process of viewing lists of data the situation, required the sorting data according to some parameters, can happen. To sort data of the list, click on the name of the column, containing the selected parameter. Alphabetical sorting will be organized in the following order A->Z (after repeated clicking – in the order Z->A) or in the order of increasing values (after repeated clicking – in the order of decreasing values). For example, sorting according to the "Name" parameter:

Name 
Abkhazia
Afghanistan
Åland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica

To sort data according to the required parameters, use the filter at the top of the table. Fill in the fields with the necessary parameters according to which the information should be filtered:

Any	United States		EN	Filter	Reset
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The field values correspond to the column names.

Parameters can be indicated in one or several fields.

In the text fields parameters are entered manually, depending on the field type – text and/or number.

In the fields presupposing the selecting check boxes parameters are selected from the drop-down list:

You can select:

- *Any* – all the data corresponding to the parameters will be displayed on the screen;
- *Yes* – the data corresponding to the parameters that are indicated by the selecting check boxes in columns will be displayed on the screen;
- *No* – all the data corresponding to the parameters that are not indicated by the selecting check boxes in columns will be displayed on the screen.

In the "Price", "Amount" and other fields the range of values "From" and "To" should be indicated:

In the "Date" field the defined period should be indicated with the use of a built-in calendar:

After the parameters are indicated, click the "Go" button.

To clear the filter fields, click the "Reset" button.

Adding data to the table


In most cases you can add new data to the table by clicking the "Add..." button ("Create..." and etc.) at the top of the window. The fields corresponding to the column names will open at the bottom of the table:

After the information is added use the "Add" button .




In some cases special forms for adding the parameters will open.

Editing data in the table

To edit the previously added data, click the "Edit" button  in the appropriate line or click any parameters in the appropriate line of the table. The fields of parameters will become editable:


<input type="checkbox"/>	<input type="text" value="Argentina"/>	<input type="text" value="AR"/>	<input type="text" value="ARG"/>	 
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Make necessary changes and click the "Update" button .

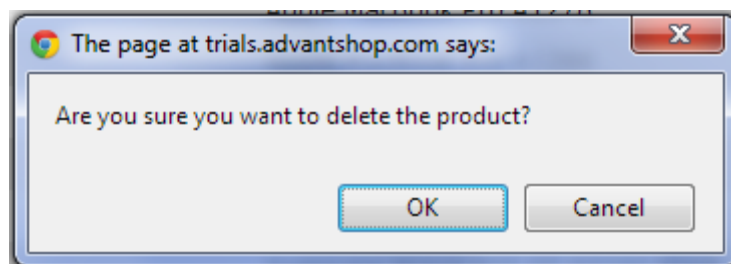


In some cases special forms for editing the parameters will open.

Deleting data from the table

To delete data from the table, use the "Delete" button  in the appropriate line on the far right column of the table.

Deletion request will open. For example:



Click the "OK" button.