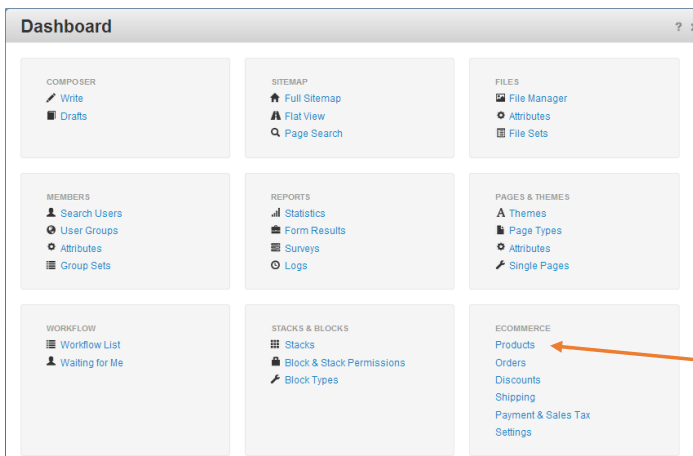
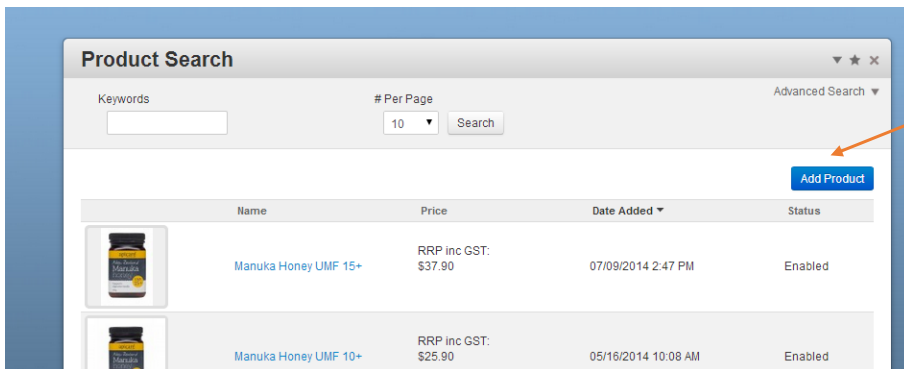


Adding new Products, Setting Prices and Stock Levels

1. Go to Dashboard
2. Under the Ecommerce section bottom right, click on 'Products':



...then click on the "Add Product" button:



...which will take you to the 'Add Products' page and then complete the fields as appropriate:

The product title, with capital letters at the beginning of main words, the product code, the short and long description, the key benefits bullet point list, hero ingredients and the ingredients list.

Remember to set 'Status' to 'Enabled' to make a product 'live' on website, set 'Allow Negative Quantity' to 'Yes' and 'Requires Login' to 'No'. Leave Quantity in Stock as zero if you're not using the website to manage stock levels. On product page, if the status is set to 'disabled' it does not show on the website, but remains in the database for you to edit. This is useful if a product becomes temporarily unavailable. Enter the retail price excluding GST. If you enter a special price, this will put the product on to the 'specials carousel'.

Purchase and Stock

Status *

Quantity In Stock Unlimited

Allow Negative Quantity

Min. Units To Buy

Physical Good

Requires Login

Price and Cost

Retail Price (ex GST)

Wholesale Price (ex GST)

Special/Sale Price

Charge Sales Tax

Tiered Pricing Enable Tiered Pricing

Enter the shipping weight and fill weight in grams:

Shipping Information

Requires Shipping

Ship Weight

Fill Weight

Dimensions (LxWxH)

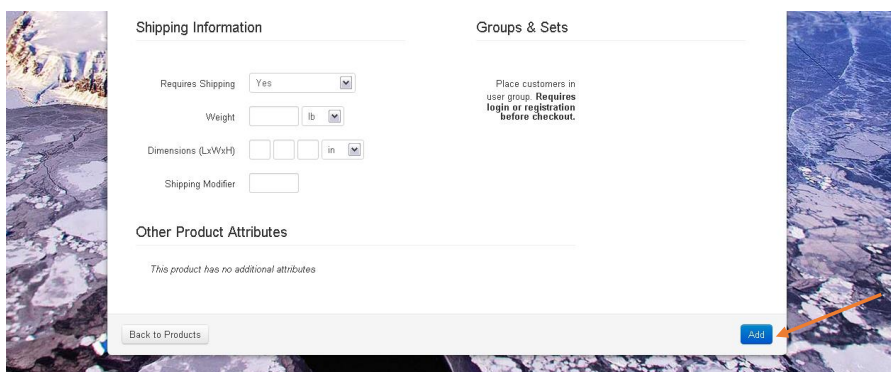
Shipping Modifier

Other Product Attributes

Also Recommended (String)

Description (more)

Select 'add' at bottom of page to make product 'live'. You will then be asked where you want to create the product page. ALWAYS choose "Products" for this - it's the page directly under "home" on the sitemap.



The screenshot shows a product configuration interface with two main sections: "Shipping Information" and "Groups & Sets".

Shipping Information:

- Requires Shipping: Yes (dropdown)
- Weight: [] lb (dropdown)
- Dimensions (LxWxH): [] [] [] in (dropdown)
- Shipping Modifier: []

Groups & Sets:

- Place customers in user group: Requires login or registration before checkout.

Other Product Attributes:

- This product has no additional attributes.

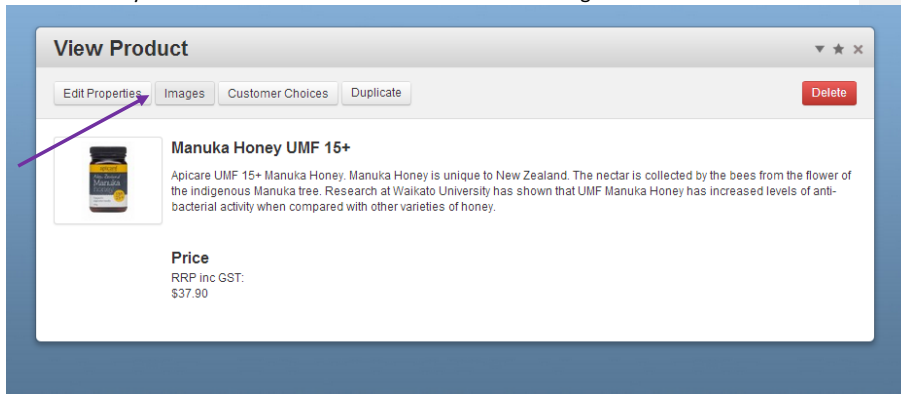
At the bottom of the form, there is a "Back to Products" button on the left and an "Add" button on the right. An orange arrow points to the "Add" button.

After the product is saved, you need to add an image – see below.

Adding Product Images

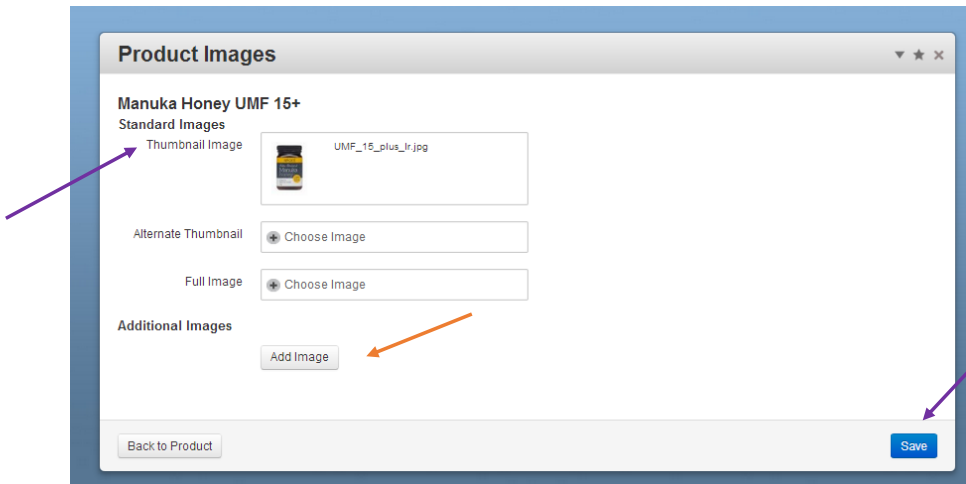
To add an image to a product,

1. Go to Dashboard
2. Select 'Products' under the ecommerce section as above
3. Then from the Product list page, select the product you want from the list by clicking on the name
4. This will take you to the 'View Product' screen and click on 'Images':



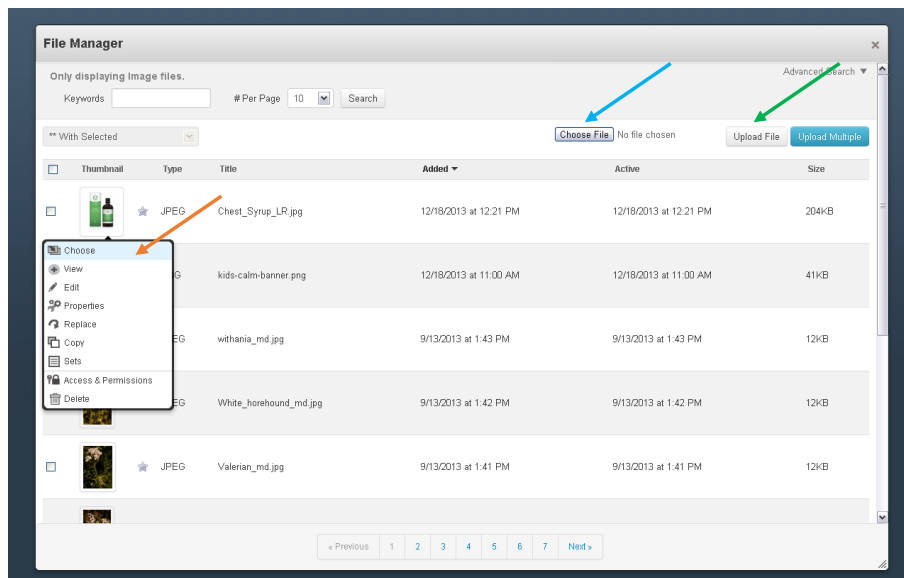
5.

Click on "Images" then upload the product image as the "Thumbnail image". If there is more than one image for the product, load these under "Additional images". Leave the other image fields blank.



Upload the Thumbnail Image by clicking on the 'choose image' link in the corresponding boxes and upload images through the [File Manager](#):

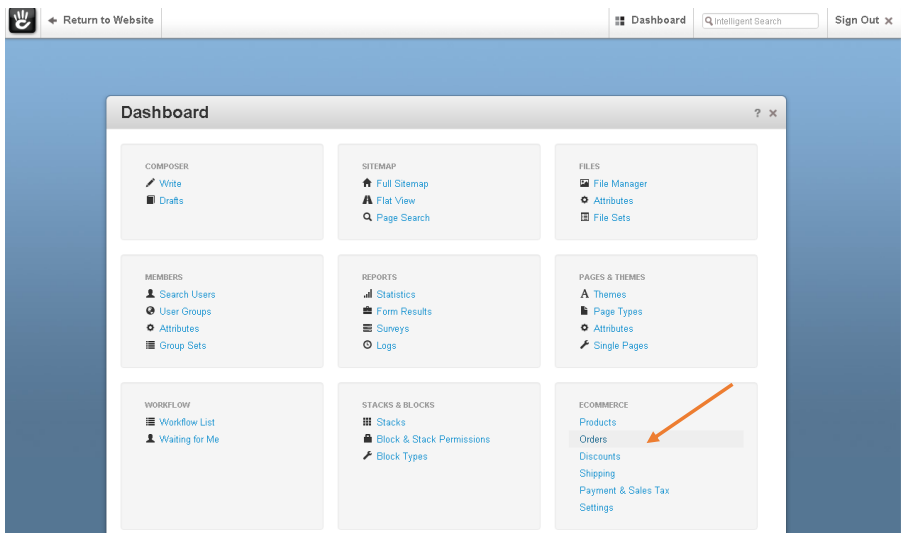
Either click on an existing image in database in **file manager** and select **'choose'** to add the image OR upload a new image from your computer by clicking on **'choose file'** to select it from your computer and then **'upload file'** to add it to your database. Once added to the database you can click on the thumbnail and select **'choose'** from the pop-up menu as above.



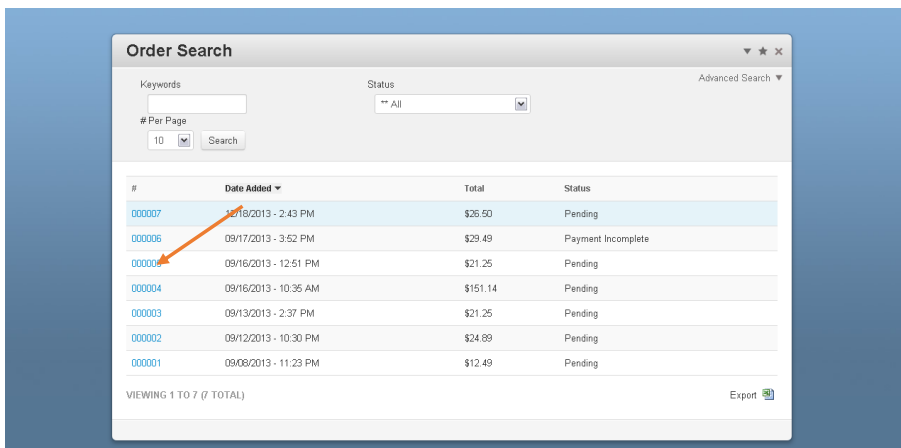
Once images are uploaded, click 'save' to make live.

Processing Orders

From the Dashboard, click on 'Orders':



...which takes you to the 'Order Search' page:



From there, click on the order number of the order you want to process, which takes you to the 'Order Details' page.

Orders which have cleared the payment gateway show as 'authorized'.

Orders placed on credit account or prepay show as 'Pending'. There is the option under 'Update Order Status' to change the status to 'Shipped' when the order has been dispatched. [Orders placed via DPS will show as 'Authorised' when approved by Payment Express. Orders placed by retailers on account can be manually changed to "Authorised".](#)

Deleted: 'Authorised' when the order has been verified and to

Select 'Print Order' for a printout.

Order Details

Return to Website | Dashboard | Intelligent Search | Sign Out x

Billing Information
First Name: paul
Last Name: curtis
Email: paul@designerwebsites.co.nz
Address1: 11 alma street
Address2: newmarket
City: Auckland
State/Province: NSW
Zip/Postal Code: 1234
Country: AU
Phone: 6496267932

Shipping Information
First Name: paul
Last Name: curtis
Address1: 11 alma street
Address2: newmarket
City: Auckland
State/Province: NSW
Zip/Postal Code: 1234
Country: AU
Phone: 6496267932

Print Order

Order #: 000007

ID	Name	Price	Quantity	Options
4	Baby Balm	\$18.99	1	Size : 50g \$18.99

Adjustments:

Name	Amount
Basic Shipping	\$7.51

Total: \$26.50
Payment Method: Account Payment
User Account: paul

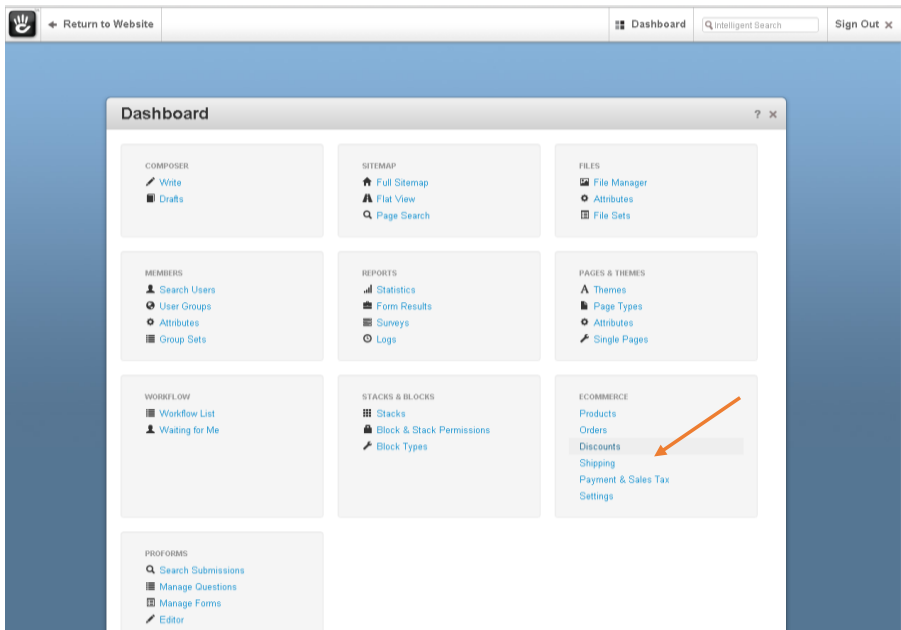
Order Status
Currently: Pending

Status	Date Set	Set By
Pending	2013-12-18 14:43:34	paul

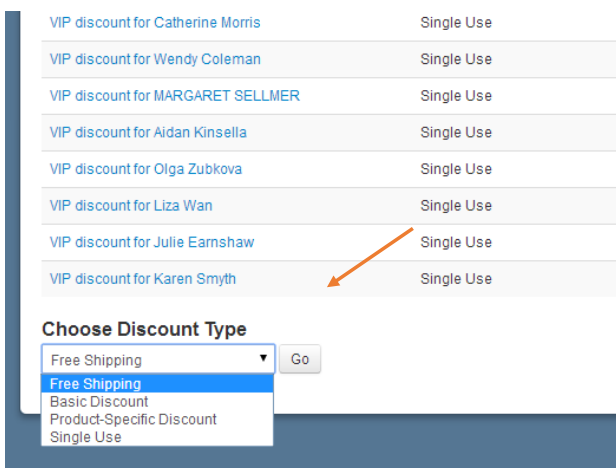
Update Order Status
Pending [dropdown] Set Status

Managing Discounts

From the Dashboard, click on 'Discounts':



To set up a new discount, select the discount type you want from the drop-down list and click on 'Go':



....then complete the fields as appropriate in the discount details window.

Edit Discount

[Delete Discount](#)

Details

Type:

Status:

Handle:
Required - No spaces, all lowercase

Name:
Displayed in cart at checkout

Coupon Code:
Entered by shopper

Availability

Start Date:

End Date:

Users/Groups: [+](#)
None selected (Leave blank to offer discount to everyone)

Single Use Discount Fields

Amount: (e.g. 12.95)

Change the Status to 'Enabled' to activate the discount.

Edit Discount

[Delete Discount](#)

Details

Type:

Status:

Handle:
Required - No spaces, all lowercase

Name:
Displayed in cart at checkout

Coupon Code:
Entered by shopper

Availability

Start Date:

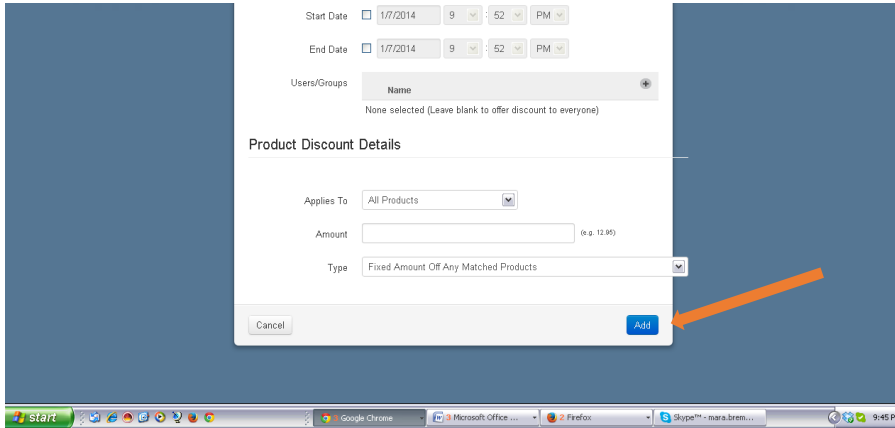
End Date:

Users/Groups: [+](#)
None selected (Leave blank to offer discount to everyone)

Single Use Discount Fields

Amount: (e.g. 12.95)

Click 'add' to make live.



The screenshot shows a web-based form for configuring a product discount. The form is titled "Product Discount Details" and is set against a dark blue background. It includes the following fields and options:

- Start Date:** 1/7/2014, 9:52 PM
- End Date:** 1/7/2014, 9:52 PM
- Users/Groups:** A dropdown menu with "Name" as the header and "None selected (Leave blank to offer discount to everyone)" as the current selection.
- Applies To:** A dropdown menu set to "All Products".
- Amount:** An empty text input field with "(e.g. 12.95)" as a placeholder.
- Type:** A dropdown menu set to "Fixed Amount Off Any Matched Products".
- Buttons:** "Cancel" and "Add". An orange arrow points to the "Add" button.

The Windows taskbar at the bottom shows the Start button, taskbar icons for Google Chrome, Microsoft Office, Firefox, and Skype, and a system tray with the time 9:45 PM.

NOTE –A customer must be given the discount code in order to apply that discount code during the checkout process.

Shipping Information

You use Zone Based Shipping.

Please Note: Once in the backend, **please do not open the section 'zone based shipping' in the dashboard**, as this was manually programmed. If you require any changes to the zone based shipping, just let Designer Websites know and we will make those changes for you.

Important Note

This user guide is not intended to be an exhaustive manual. It's designed to cover the functions that you are likely to be using most often. If in doubt, please contact Designer Websites for assistance and we'll be happy to answer your queries.

