

TABLE OF CONENTS

Welcome to the Administration	2
CATEGORIES / PRODUCTS	3
CREATE A NEW CATEGORY	4
EDITING A CATEGORY	5
DELETING A CATEGORY	5
MOVING A CATEGORY	5
CREATE A NEW PRODUCT	6
OTHER PRODUCT OPTIONS	10
ATTRIBUTES	11
PRODUCT OPTIONS	12
OPTION VALUES	12
PRODUCTS ATTRIBUTES	13
ATTRIBUTE SETS	14
INSERT NEW ATTRIBUTE SET	14
EDITING AN ATTRIBUTE SET	15
DELETING AN ATTRIBUTE SET	15
ADDING AN ATTRIBUTE SET TO A PRODUCT	16
SPECIALS	17
ADD NEW SPECIAL	17
EDITING A SPECIAL	18
DELETING A SPECIAL	18
CROSS-SELL	19

Welcome to the Administration

Login to the administration with the Username and Password provided.

Choose an action..

Management

» Helpwise

Website
Submit Support Ticket
Phone: **8883 2600**

» Orders






Pending: 0
Processing: 0
Sent/Delivered: 0
Cancelled: 0
Processing (part): 0
Pending (part): 0
Returned: 0
Returned (part): 0
On Hold: 0

» Statistics



Customers: 0
Products: 0

» Information


Catalog

-  Categories/Products
-  Attributes
-  Attributes Sets
-  Specials
-  Reviews

Custom Text (CMS)

-  Custom Text Editor
-  Help

Supplier Orders

-  View Orders
- New Order






Customers

-  Customers
-  Orders


Email Templates

-  Template Editor
-  Help

Reports

-  Products Viewed
-  Products Purchased
-  Monthly Sales/Tax
-  Orders-Total
-  Customer Credits

Webpage Manager

-  Edit Web Pages




Article Manager

-  Topics/Articles
-  Authors
-  Reviews
-  Cross-Sell Articles

Vouchers/Coupons

-  Coupon Admin
-  Gift Voucher Queue
-  Mail GV Generic
-  Mail GV New Member
-  Gift Vouchers sent

Tools

-  Send Email
-  Newsletter Manager
-  Who's Online

CATEGORIES / PRODUCTS

Categories are used to group items together in your shop. This enables customers to view a particular set of items they are looking for (for example, T-shirts or Jumpers or Shirts).

Choose **Categories/Products** from the homepage Panel.

This section allows you to:

- Create a new category.
- Create a new product.
- Edit, delete or move a category.
- Edit, delete, move, copy to and edit attributes of a product.



Categories / Products

Search:
 Go To: Top

Categories / Products	Status	Action
category test		
DB RREEF		
DELIVERY CHARGES		
Gift Boxes		
Vouchers		


Categories: 5
 Products: 0

Date Added: 18/10/2006
 Last Modified: 14/12/2007

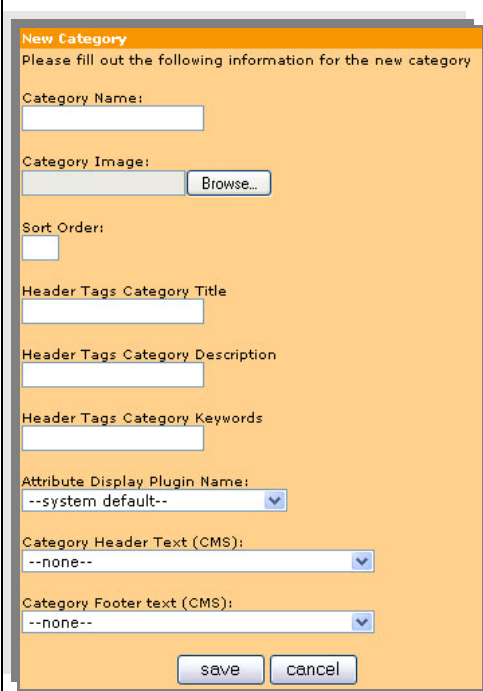
IMAGE DOES NOT EXIST

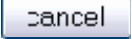
Subcategories: 0
 Products: 0

CREATE A NEW CATEGORY

1. Categories are added by clicking the  button.
The following will appear on the right hand side:

* Required Fields

	<p>*Category Name: Type in your category name. (eg T-Shirts)</p>
<p>Category Image: To select an image for sub-categories, click Browse, next to the Category Image field. (Note: first level categories do not require an image. Images must be previously sized – see 'Images'.) * From the file upload screen, select the appropriate image, then click open. * The file location is displayed in the Category Image field, and will only be uploaded when you click SAVE.</p>	
<p>Sort order: To state where this category should appear in your list of categories, type the appropriate number in the Sort Order field. (eg 1 = 1st, 2 = 2nd etc) Categories will sort alphabetically by default, if this field is left blank.</p>	
<p>Header Tags Category Title: If you have the Header Tag Controller Enabled (<i>Extra Feature</i>) – This will be used in the Title Bar of your website.</p>	
<p>Header Tags Category Description: If you have the Header Tag Controller Enabled (<i>Extra Feature</i>) – This will be used in meta information of your website.</p>	
<p>Header Tags Category Keywords: If you have the Header Tag Controller Enabled (<i>Extra Feature</i>) – This will be used in meta information of your website.</p>	
<p>Attribute Display Plugin Name: Choose the attribute plugin system to use. If not advised on this, please leave as -- system default --</p>	
<p>Category Header Text (CMS): This allows you to add a piece of text to this category only. The text will be visible on the product listing page above all the products. The text must already be created in the Custom Text (CMS) section of the admin.</p>	
<p>Footer Text (CMS): This allows you to add a piece of text to this category only. The text will be visible on the product listing page below all the products. The text must already be created in the Custom Text (CMS) section of the admin.</p>	

2. Then click either  or . The New Category will not be displayed on the website until it has active products.

EDITING A CATEGORY

1. Select the category name by clicking once on the one you wish to edit.
The one highlighted and has an *arrow* ↗ under the **Action** title, is the one you are going to edit.
2. Select from the right hand side options.
3. Make the necessary changes and click .

DELETING A CATEGORY


1. Once the category is selected choose from the right hand side options.
A message will appear warning you if you have any products inside the category.
2. To confirm your decision of deleting the category, click or .

MOVING A CATEGORY

1. Once the category is selected choose from the right hand side options.
2. Select your option from the drop down box and click .

CREATE A NEW PRODUCT

NOTE: Before adding new products, make sure you have added all the necessary categories.

1. First select a category you wish the new product to be under.
Click on the category once to highlight it, and then again to select the folder.
2. Click on .
3. A page will appear for you to add the details of the new product:

New Product in "Top" >

Products Name:	<input type="text"/>
Products Overview:	<input type="text"/>
Products Description:	<div style="border: 1px solid #ccc; min-height: 200px;"></div>

B I U ABC | | -- Styles -- | -- Format -- |

SEO/Meta Tags

Title Tag	<input type="text"/>
Description Tag	<input type="text"/>
Keywords Tag	<input type="text"/>

Details

Model	<input type="text"/>
Manufacturer	--none--
Supplier	--none--
Status	<input checked="" type="radio"/> In Stock <input type="radio"/> Out of Stock
Date Available: (YYYY-MM-DD)	<input type="text" value=""/>
Weight	<input type="text"/> (grams)
Storage Location Code <i>(for packing slips)</i>	<input type="text"/>
Out of stock Enable orders.	<input checked="" type="radio"/> Enable (Non Seasonal) <input type="radio"/> Disable (Seasonal)
Attribute Display Plugin Name:	--system default--
Tags	<input type="text"/> <small>255 chars max, separated by commas</small>
Products URL: <small>(without http://)</small>	<input type="text"/>
Quantities	<input type="text"/>
Price Break	<input type="text"/>
Pricing	<input type="text"/>
Images	<input type="text"/>

Left Side – Product Information:

The screenshot shows a web form for product information. At the top, there are three input fields: 'Products Name:', 'Products Overview:', and 'Products Description:'. Below the 'Products Sets:' label is a button labeled 'Add A.S.'. The 'Products Description:' field is a large text area. Below this is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and HTML. Below the toolbar is a section titled 'SEO/Meta Tags' containing three input fields: 'Title Tag', 'Description Tag', and 'Keywords Tag'. At the bottom left of the form are 'preview' and 'cancel' buttons.

Products Name:	Name of product.
Products Overview:	Type in a brief overview of the product. If "Product Overview" is turned on, this text will show in the Product Listing page.
Attribute Sets:	To add an attribute set to this product, click the Add A.S. button. For more information, please see Attribute Sets.
Products Description:	Enter the description of the product. Images can also be inserted here if necessary.
SEO/Meta Tags: The more exact you can be in determining the words people would use to search, the better the results.	
Title Tag:	If you have the Header Tag Controller Enabled (<i>Extra Feature</i>) – This will be used in the Title Bar of your website. This is the most important tag. Roughly 5-8 keywords. First word is weighted higher than the last.
Description Tag:	If you have the Header Tag Controller Enabled (<i>Extra Feature</i>) – This will be used in the meta information of your website. Approx 5-8 words used to describe this product.
Keywords Tag:	If you have the Header Tag Controller Enabled (<i>Extra Feature</i>) – This will be used in the meta information of your website. Approx 5-8 words used to describe this product.

Right Side – Details:

<div style="border: 1px solid gray; padding: 5px;"> <p>Details</p> <p>Model <input type="text"/></p> <p>Manufacturer <input type="text" value="--none--"/></p> <p>Supplier <input type="text" value="--none--"/></p> <p>Status <input checked="" type="radio"/> In Stock <input type="radio"/> Out of Stock</p> <p>Date Available: <input type="text" value="YYYY-MM-DD"/> <input type="button" value="▼"/></p> <p>Weight <input type="text"/> (grams)</p> <p>Storage Location Code <input type="text"/> <i>(for packing slips)</i></p> <p>Out of stock Enable Orders. <input checked="" type="radio"/> Enable (Non Seasonal) <input type="radio"/> Disable (Seasonal)</p> <p>Attribute Display Plugin Name: <input type="text" value="--system default--"/></p> <p>Tags <input type="text"/> <i>255 chars max, separated by commas</i></p> <p>Products URL: <input type="text"/> <i>(without http://)</i></p> </div>	<table border="1"> <tr> <td>Model:</td> <td>Model name and/or number.</td> </tr> <tr> <td>Manufacturer:</td> <td>Optional. Choose a manufacturer from the drop down.</td> </tr> <tr> <td>Supplier:</td> <td>Optional. Choose a supplier from the drop down.</td> </tr> <tr> <td>Status:</td> <td>Choose either in or out of stock.</td> </tr> <tr> <td>Date Available:</td> <td>If it is out of stock, you can choose the date at which it is available. (e.g. 2008-12-24)</td> </tr> <tr> <td>Weight:</td> <td>Weight is in grams. A weight must be entered for the product to be shipped. If no weight is entered, the product is classified as a downloadable product and no shipping options are provided at checkout. If you are unsure of the weight, just type in '0.01' grams.</td> </tr> <tr> <td>Storage Location Code:</td> <td>Optional. Enter the Location of the Item. Appears in the Packing Slip for the order.</td> </tr> <tr> <td>Out of Stock: Enable Orders</td> <td>Default is Enable (Non Seasonal). This means the product is able to be purchased if stock reaches zero. Disable (Seasonal) does not allow purchases to be made once the stock reaches zero.</td> </tr> <tr> <td>Attribute Display Plugin Name:</td> <td>If not advised on this, please leave as -- system default --</td> </tr> <tr> <td>Tags:</td> <td><i>255 chars max, separated by commas.</i> These words are extra words not used within the product title or description, and are used by the shops internal search. It might be that people search on colour. (e.g. "red glove" instead of just "glove" as they need specific.)</td> </tr> <tr> <td>Products URL:</td> <td>Leave blank.</td> </tr> </table>	Model:	Model name and/or number.	Manufacturer:	Optional. Choose a manufacturer from the drop down.	Supplier:	Optional. Choose a supplier from the drop down.	Status:	Choose either in or out of stock.	Date Available:	If it is out of stock, you can choose the date at which it is available. (e.g. 2008-12-24)	Weight:	Weight is in grams. A weight must be entered for the product to be shipped. If no weight is entered, the product is classified as a downloadable product and no shipping options are provided at checkout. If you are unsure of the weight, just type in '0.01' grams.	Storage Location Code:	Optional. Enter the Location of the Item. Appears in the Packing Slip for the order.	Out of Stock: Enable Orders	Default is Enable (Non Seasonal). This means the product is able to be purchased if stock reaches zero. Disable (Seasonal) does not allow purchases to be made once the stock reaches zero.	Attribute Display Plugin Name:	If not advised on this, please leave as -- system default --	Tags:	<i>255 chars max, separated by commas.</i> These words are extra words not used within the product title or description, and are used by the shops internal search. It might be that people search on colour. (e.g. "red glove" instead of just "glove" as they need specific.)	Products URL:	Leave blank.
Model:	Model name and/or number.																						
Manufacturer:	Optional. Choose a manufacturer from the drop down.																						
Supplier:	Optional. Choose a supplier from the drop down.																						
Status:	Choose either in or out of stock.																						
Date Available:	If it is out of stock, you can choose the date at which it is available. (e.g. 2008-12-24)																						
Weight:	Weight is in grams. A weight must be entered for the product to be shipped. If no weight is entered, the product is classified as a downloadable product and no shipping options are provided at checkout. If you are unsure of the weight, just type in '0.01' grams.																						
Storage Location Code:	Optional. Enter the Location of the Item. Appears in the Packing Slip for the order.																						
Out of Stock: Enable Orders	Default is Enable (Non Seasonal). This means the product is able to be purchased if stock reaches zero. Disable (Seasonal) does not allow purchases to be made once the stock reaches zero.																						
Attribute Display Plugin Name:	If not advised on this, please leave as -- system default --																						
Tags:	<i>255 chars max, separated by commas.</i> These words are extra words not used within the product title or description, and are used by the shops internal search. It might be that people search on colour. (e.g. "red glove" instead of just "glove" as they need specific.)																						
Products URL:	Leave blank.																						

Right Side – Quantities:

<div style="border: 1px solid gray; padding: 5px;"> <p>Quantities</p> <p>Quantity <input type="text"/></p> </div>	<p>Quantity:</p> <p>Enter the amount of products you have in stock. After each one is sold, this will be tallied and the quantity is reduced automatically. If you are not using a stock-based catalogue, type in "999".</p>
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Right Side – Price Breaks:

<div style="border: 1px solid gray; padding: 5px;"> <p>Price Break</p> <p>Quantity Blocks: <input type="text"/> (can only order in blocks of X quantity)</p> <p>Level 1 <input type="text"/> Qty: <input type="text"/></p> <p>Level 2 <input type="text"/> Qty: <input type="text"/></p> <p>Level 3 <input type="text"/> Qty: <input type="text"/></p> <p>Level 4 <input type="text"/> Qty: <input type="text"/></p> <p>Level 5 <input type="text"/> Qty: <input type="text"/></p> <p>Level 6 <input type="text"/> Qty: <input type="text"/></p> <p>Level 7 <input type="text"/> Qty: <input type="text"/></p> <p>Level 8 <input type="text"/> Qty: <input type="text"/></p> </div>	<p>Quantity Blocks:</p>	<p>Type in the number of products you wish to sell at a time.</p>
	<p>Level #:</p>	<p>Type in the price(EX GST) of each product for the price break.</p>
	<p>Qty:</p>	<p>This is the quantity at which the price above (price break level) will charge.</p> <p>Example: Product Price (NET): 40.50 <i>for quantities less than 10, as first price break is at 10</i></p> <p>Price Break Level 1: 34.50 QTY: 10 - <i>Once QTY is 10+, price is 34.50 each.</i></p> <p>Price Break Level 2: 22.90 QTY: 50 - <i>Once QTY is 50+, price is 22.90 each.</i></p>

Right Side – Pricing:

<div style="border: 1px solid gray; padding: 5px;"> <p>Pricing</p> <p>Tax Class: <input type="text" value="--none--"/></p> <p>Products Price (Net): <input type="text"/></p> <p>Products Price (Gross): <input type="text" value="0"/></p> <p>RRP (ex GST): <input type="text"/></p> <p>Cost Price (ex GST): <input type="text"/></p> </div>	<p>Tax Class:</p>	<p>Choose your tax class (this is usually set up so that your default country's tax is selectable).</p>
	<p>Products Price (Net):</p>	<p>Price not including tax.</p>
	<p>Products Price (Gross):</p>	<p>Price including tax. If you enter ONE of the above Products Price, the other is calculated for you. If you are using the price breaks this will be the base price.</p>
	<p>RRP (ex GST):</p>	<p>Optional. Enter the Recommended Retail Price. This price will be shown in the Report.</p>
	<p>Cost Price (ex GST):</p>	<p>Optional. Enter the Cost Price. This price will be shown in the Report.</p>

Right Side – Images:

<div style="border: 1px solid gray; padding: 5px;"> <p>Images</p> <div style="border: 1px solid gray; width: 150px; height: 100px; margin: 10px auto; display: flex; align-items: center; justify-content: center;">  </div> <p style="text-align: center; font-size: small;">Select Image - Clear Image</p> </div>	<p>Select Image: Please see the <i>Product Images User Manuals</i>.</p> <p>IMPORTANT NOTE: You MUST name the images according to Helpwise's specifications.</p> <p style="text-align: center;">Specification: HW.MODELNUMBER.01.Product_Description_Here.jpg</p> <p>HW = Brand / Manufacturer / Differentiator MODELNUMBER = Can be Numbers or Letters (same as the Model Number of product). 01 = Used for sequencing images per product. Type 01 if only one. Product_Description_Here = Example: Black_Leather_Bag</p>
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4. Click to view your new product and then to add your new product to the catalogue. If you do not click save, the product will **NOT** be added.

OTHER PRODUCT OPTIONS



Click on the product once to highlight it, and the following options will appear to the right hand side...



Make the necessary changes to the product information and click 'preview' and then click 'save'.

To delete a product, click this button. A confirmation is needed to actually delete the product.

Move the product to another category via this button by choosing the category from a drop down box and clicking 'move'.

This allows you to **link to** or **duplicate** this product to another category. Choose your copy method, and click 'copy'.

This will take you to the attribute manager.

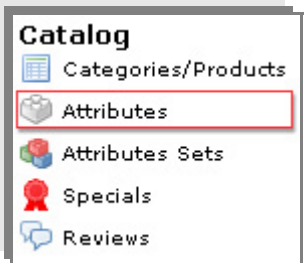
This allows you to update your stock.

ATTRIBUTES

Choose **Attributes** from the homepage Panel.

This section allows you to:

- Create, edit and delete attributes.



Product Options

Option ID

Page

ID	Option Name	Track Stock?	Action
1	Style	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	Size	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	Colour	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
4	Print Position	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
5	en: <input type="text"/>	<input type="checkbox"/>	<input type="button" value="insert"/>

Option Values

Page

ID	Option Name	Option Value	Action
1	Colour	Red	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	Colour	Pink	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	Size	Small	<input type="button" value="edit"/> <input type="button" value="delete"/>
4	Size	Medium	<input type="button" value="edit"/> <input type="button" value="delete"/>
5	Size	Large	<input type="button" value="edit"/> <input type="button" value="delete"/>
6	<input type="text" value="Colour"/>	en: <input type="text"/>	<input type="button" value="insert"/>

Products Attributes

page

ID	Product Name	Option Name	Option Value	Value Price	Prefix	Action
10520	qweqwe	Colour	Red	0.0000	+	<input type="button" value="edit"/> <input type="button" value="delete"/>
10521	test	Colour	Red	0.0000	+	<input type="button" value="edit"/> <input type="button" value="delete"/>
10522	<input type="text" value="name product name"/>	<input type="text" value="Colour"/>	<input type="text" value="Large"/>	<input type="text" value=""/>	<input type="text" value="+"/>	<input type="text" value="0"/> <input type="button" value="insert"/>
Downloadable products:		Filename: <input type="text"/>	Expiry days: <input type="text" value="7"/>	Maximum download count: <input type="text" value="5"/>		

PRODUCT OPTIONS

Product options are the name of set values.
For example: Colour, Size, Style, etc.

Product Options			
			Option ID <input type="text"/>
			Page 1 <input type="text"/>
ID	Option Name	Track Stock?	Action
1	Style	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	Size	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	Colour	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
4	Print Position	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
5	en: <input type="text"/>	<input type="checkbox"/>	<input type="button" value="insert"/>

To add a new product option...

5	en: <input type="text"/>	<input type="checkbox"/>	<input type="button" value="insert"/>
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1. Enter the name in the en (English) text field.
2. If you are using a Stock based product system, tick the *Track Stock?* Box.
3. Click .

OPTION VALUES

Product values are the name of sets within a product option. For example: Blue, red, black, S, M, L, etc.

Option Values			
			Page 1 <input type="text"/>
ID	Option Name	Option Value	Action
1	Colour	Red	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	Colour	Pink	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	Size	Small	<input type="button" value="edit"/> <input type="button" value="delete"/>
4	Size	Medium	<input type="button" value="edit"/> <input type="button" value="delete"/>
5	Size	Large	<input type="button" value="edit"/> <input type="button" value="delete"/>
6	<input type="text" value="Colour"/>	en: <input type="text"/>	<input type="button" value="insert"/>

To add a new option value...

36	<input type="text" value="Colour"/>	en: <input type="text"/>	<input type="button" value="insert"/>
----	-------------------------------------	--------------------------	---------------------------------------

1. Select the product option name from the drop down. (e.g. colour)
2. Enter the new value within the name. (e.g. red)
3. Click .

PRODUCTS ATTRIBUTES

Products attributes are to show you what you currently have as attributes per product. It also allows you to add an attribute; however you generally will not need to use this section (instead use the edit attributes option on the selected product). The only exception is if you have downloadable products (pdfs, word docs etc).

Products Attributes							page 1
ID	Product Name	Option Name	Option Value	Value Price	Prefix	Action	
10520	qweqwe	Colour	Red	0.0000	+	<input type="button" value="edit"/> <input type="button" value="delete"/>	
10521	test	Colour	Red	0.0000	+	<input type="button" value="edit"/> <input type="button" value="delete"/>	
10522	<input type="text" value="name product name"/>	<input type="text" value="Colour"/>	<input type="text" value="Large"/>	<input type="text"/>	<input type="text" value="+"/> <input type="text" value="0"/>	<input type="button" value="insert"/>	
Downloadable products:		Filename: <input type="text"/>	Expiry days: <input type="text" value="7"/>	Maximum download count: <input type="text" value="5"/>			

If you have a downloadable product:

1. Upload the Document through FTP to the specified Folder. (**details will need to be provided by Helpwise**)
2. Setup the Download Attribute.
 - Select your product from the drop down.
 - Select the Option (Example: *Download copy of manual*) and set the value (Example: *Yes*).
 - Type the name of the Document into the Filename text box. Example: manual-test.pdf
 - Set the *Expiry days* to the number days you want the product to be able to be downloaded.
 - Set the *Maximum download count* for this document. Default: 5.
 - Click *Insert*.

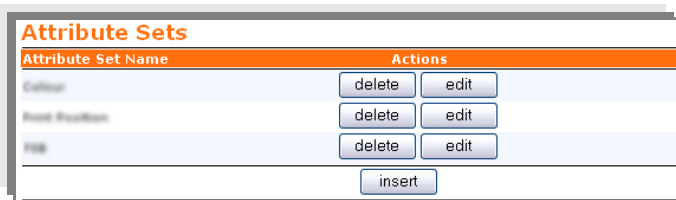
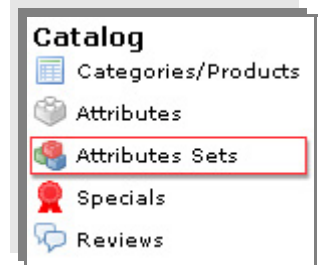
NOTE: The download link will not appear until the Order has been marked as 'Sent/Delivered'.

ATTRIBUTE SETS


This section allows you to:

- Add, edit and delete attribute sets.



This is an added feature which makes it easier to create a selection of attributes to form a set that can be applied quickly to a product.



INSERT NEW ATTRIBUTE SET

1. Click on  and the following will appear...

	Option Name: Select your Option Name from the drop down. These will need to be pre-defined in the Attribute section.
	Set Size: Insert the number of options to be available in the drop-down. Example: Red, green and blue = Set Size of <u>3</u>

2. Once you have chosen your Option Name and Set Size, click  or  to exit. The following will appear:

	Option Value: Select your option values for each item in the list.
	Price Prefix: If adding a price, is it to be added or subtracted.
	Option Value Price: This is the price difference between the base (product) price and attribute (ex GST). Example: Base Price + <u>Attribute price</u> + GST = \$ Total
	Sort Order: This is the order it will be displayed.
Name for this Set: Type in a name that will identify this attribute set.	

3. Then click either  or .

EDITING AN ATTRIBUTE SET

1. Click on next to the set you would like to edit. The Following will appear:

<div style="border: 1px solid black; padding: 5px;"> <p>Attributes Sets</p> <p>New List Length For This Set: <input type="text"/> <input type="button" value="update"/></p> <table border="1"> <thead> <tr> <th>Option Name</th> <th>Option Value</th> <th>Price Prefix</th> <th>Option Value Price</th> <th>Sort Order</th> <th>Remove Set Element</th> </tr> </thead> <tbody> <tr> <td>Colour</td> <td><input type="text" value="Red"/></td> <td><input type="text" value="+"/> +</td> <td><input type="text" value="0.0000"/></td> <td><input type="text" value="1"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Colour</td> <td><input type="text" value="Pink"/></td> <td><input type="text" value=""/></td> <td><input type="text" value="0.0000"/></td> <td><input type="text" value="2"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Name For This Set: <input type="text" value="Colour"/></p> <p><input type="button" value="cancel"/> <input type="button" value="save"/></p> </div>	Option Name	Option Value	Price Prefix	Option Value Price	Sort Order	Remove Set Element	Colour	<input type="text" value="Red"/>	<input type="text" value="+"/> +	<input type="text" value="0.0000"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Colour	<input type="text" value="Pink"/>	<input type="text" value=""/>	<input type="text" value="0.0000"/>	<input type="text" value="2"/>	<input type="checkbox"/>	<p>New List Length For This Set:</p>	<p>Enter a number for the new list if you are adding extra options. (e.g. 3)</p>
Option Name	Option Value	Price Prefix	Option Value Price	Sort Order	Remove Set Element															
Colour	<input type="text" value="Red"/>	<input type="text" value="+"/> +	<input type="text" value="0.0000"/>	<input type="text" value="1"/>	<input type="checkbox"/>															
Colour	<input type="text" value="Pink"/>	<input type="text" value=""/>	<input type="text" value="0.0000"/>	<input type="text" value="2"/>	<input type="checkbox"/>															
<p>Remove Set Element:</p>	<p>Tick the box next to the relevant item you wish to delete.</p> <p>Changes will not be saved until you either Cancel or Save the edit.</p>																			


2. Make the necessary changes and then click either or .

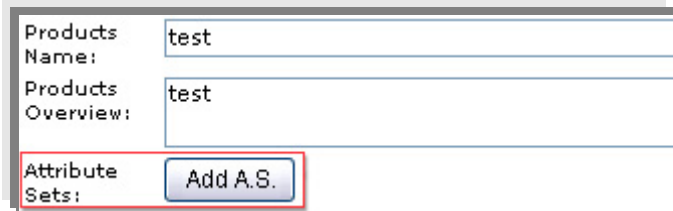
DELETING AN ATTRIBUTE SET

1. Click on next to the set you would like to delete. A message will appear asking you if you are sure you would like to delete the set.
2. To confirm your decision of deleting the set, press or click .

NOTE: Deleting a Set will not delete the attributes.


ADDING AN ATTRIBUTE SET TO A PRODUCT


1. Once you have created your product and attribute set, go back to the product and click . The following will appear (notice the new option Attribute Sets):

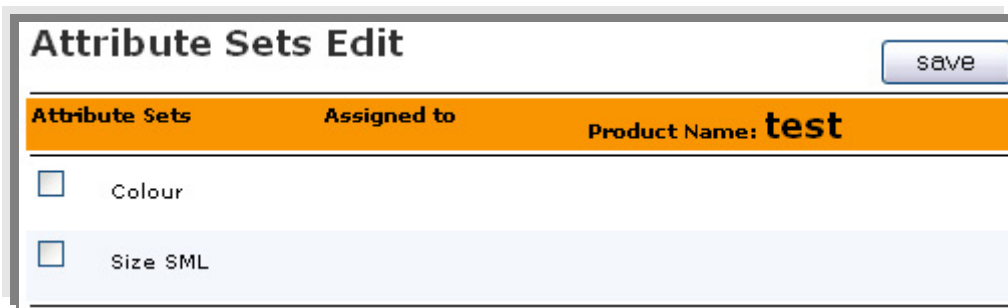



Products Name: test

Products Overview: test

Attribute Sets: 

2. Click  and the following will appear:



Attribute Sets Edit 

Attribute Sets	Assigned to	Product Name: test
<input type="checkbox"/>	Colour	
<input type="checkbox"/>	Size SML	






Tick the attribute sets you wish to apply to this product and click .

SPECIALS

This section allows you to:

- Add, edit and delete product specials.

Catalog

-  Categories/Products
-  Attributes
-  Attributes Sets
-  **Specials**
-  Reviews

Specials

Products	Products Price	Status	Action	
qweqwe	AUD\$4.00 AUD\$33.00	● ●		<input type="button" value="edit"/> <input type="button" value="delete"/>
test	AUD\$12.00 AUD\$22.00	● ●		

Displaying 1 to 2 (of 2 products on special) Page 1 of 1


Date Added: 23/10/2007
Last Modified:

Original Price: AUD\$4.00
New Price: AUD\$33.00
Percentage: -725%

Expires At:
Status Change:


ADD NEW SPECIAL

1. Product Specials are added by clicking the button. The following will appear...


<div style="border: 1px solid gray; padding: 5px;"> <h3>Specials</h3> <p>Product: <input type="text" value="name product name (AUD\$20.00)"/></p> <p>Special Price: <input type="text"/></p> <p>Expiry Date: <input type="text" value="DD/MM/YYYY"/> </p> <p>Specials Notes: You can enter a percentage to deduct in the Specials Price field, for example: 20% If you enter a new price, the decimal separator must be a '.' (decimal-point), example: 49.99 Leave the expiry date empty for no expiration</p> <p style="text-align: right;"><input type="button" value="insert"/> <input type="button" value="cancel"/></p> </div>	New List Length For This Set:	Select the product you would like to give a special to.
	Special Price:	Insert a price lower than the price shown for the product in either a percentage (10%) or New Price (4.50).
	Expiry Date:	Insert the date the special will expire by.

2. Then click either or .

EDITING A SPECIAL

1. First select the product by clicking once on the one you wish to edit.
The one highlighted and has an *arrow*  under the **Action** title, is the one you are going to edit.

Specials

Products	Products Price	Status	Action	qweqwe
qweqwe	AUD\$4.00 AUD\$33.00	<input checked="" type="radio"/> <input type="radio"/>		<input type="button" value="edit"/> <input type="button" value="delete"/>
test	AUD\$12.00 AUD\$22.00	<input checked="" type="radio"/> <input type="radio"/>		

Displaying 1 to 2 (of 2 products on special)

Page 1 of 1

Date Added: 23/10/2007
Last Modified:
Original Price: AUD\$4.00
New Price: AUD\$33.00
Percentage: -725%
Expires At:
Status Change:

2. Select from the right hand side options. Make the necessary changes and click .

DELETING A SPECIAL

1. Once the product is selected choose from the right hand side options.
2. A message will appear. To confirm your decision of deleting the special, click or .

Note: Deleting a special does not delete the product!

CROSS-SELL

The purpose of Cross Sell is to allow you to show coordinating products to customers.
Example: completing an outfit, other books in a series, color matching items, etc.

This section allows you to:

- Add, edit and delete X-selling items.




Cross-Sell (X-Sell) Admin

Product Id	Product Model	Product Name	Current Cross-Sells	Update Cross-Sells
340	ffff	name product name	--	Edit --
339		qweqwe	--	Edit --
338		test	--	Edit --

1. Choose the product you are going to add the X-sell products to, and click **Edit**. The following will appear:

Cross-Sell (X-Sell) Admin

Setting Cross-Sells For test (Model:) (Product Id: 338)



Product Id	Product Model	Product Image	Cross-Sell This?	Product Name	Product Price
340	ffff	No Image	<input type="checkbox"/> Cross-Sell	name product name	AUD\$20.00
339		No Image	<input type="checkbox"/> Cross-Sell	qweqwe	AUD\$4.00
338		No Image	<input type="checkbox"/> Cross-Sell	test	AUD\$12.00

2. In the Column "Cross-Sell This?" tick to box next to the products you want to X-sell with the selected product.
3. Click . This will then add your X-sell items to your product information page.