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Welcome to the Administration

Login to the administration with the Username and Password provided.

Choose an action..

Management			
<p>>> Helpwise Website Submit Support Ticket Phone: 8883 2600</p> <p>>> Orders Pending: 0 Processing: 0 Sent/Delivered: 0 Cancelled: 0 Processing (part): 0 Pending (part): 0 Returned: 0 Returned (part): 0 On Hold: 0</p> <p>>> Statistics Customers: 0 Products: 0</p> <p>>> Information</p>	<p>Catalog Categories/Products Attributes Attributes Sets Specials Reviews</p> <p>Custom Text (CMS) Custom Text Editor Help</p> <p>Supplier Orders View Orders New Order</p>	<p>Customers Customers Orders</p> <p>Email Templates Template Editor Help</p> <p>Reports Products Viewed Products Purchased Monthly Sales/Tax Orders-Total Customer Credits</p>	<p>Webpage Manager Edit Web Pages</p> <p>Article Manager Topics/Articles Authors Reviews Cross-Sell Articles</p> <p>Vouchers/Coupons Coupon Admin Gift Voucher Queue Mail GV Generic Mail GV New Member Gift Vouchers sent</p> <p>Tools Send Email Newsletter Manager Who's Online</p>

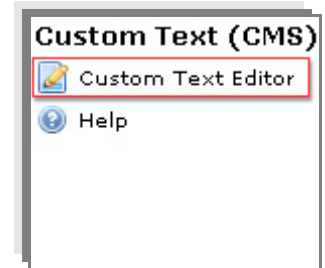
Above: Administration Control Panel screenshot

CUSTOM TEXT (CMS) – CONTENT MANAGEMENT

Choose **Custom Text Editor** from the Homepage Panel.

This section allows you to:

- Edit text on certain sections on pages
- Edit the homepage text
- Edit the contact information (above the form)



Above: Custom Text (CMS) admin panel screenshot

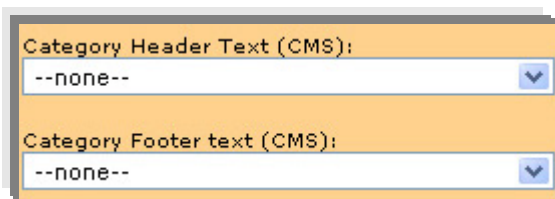
A LIST OF ITEMS

IndexPageMainText	This text is displayed on your website's homepage.
ContactPageContent	Allows you to edit the information above the contact form.
YourOrderHasBeenProcessedMember	This is the text that will appear once the order has been confirmed/processed.
ThanksForShopping	This text will appear once the order has been confirmed/processed, below the above item.
PriceBreaksOverview	If price breaks are being used, this text will appear above the price.
WishListHelpText	Text on the Wish List Help page.
AllProductsText	This text appears at the top of the all products page.
ProductListingText	This text is the default option for text above category listings.
InvoiceText	Edit the text shown at the bottom left of an invoice. Leave blank if not needed.

You can also insert your own items and use them for the category listing pages within your website!

ADD ITEM TO CATEGORY LISTING PAGE

When **adding/editing a category**, choose the item from the drop down list provided.



Above: Category Header and Footer text drop down

INSERTING A CMS PAGE

1. Click on underneath your items. The following page will appear:

2. Insert a Content Name and your text in the provided box below.
3. Click then OR .

EDITING ITEMS



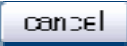
1. First select the item by clicking once on the one you wish to edit. The one highlighted and has an *arrow* under the **Action** title, is the one you are going to edit.

Content	Date Added	Action	PriceBreaksOverview
PriceBreaksOverview	02/03/2006	➔	<input type="button" value="edit"/> <input type="button" value="delete"/>
ThanksForShopping	02/03/2006	ⓘ	Date Added: 02/03/2006 Last Modified: 02/03/2006 Size: 196 bytes
YourOrderHasBeenProcessedMember	02/03/2006	ⓘ	
ContactPageContent	15/02/2006	ⓘ	
IndexPageMainText	23/08/2005	ⓘ	

Displaying 41 to 45 (of 45 contents) << Page 3 of 3 >>


2. Click in the right hand-side box.
3. Make the necessary changes and then click and then .

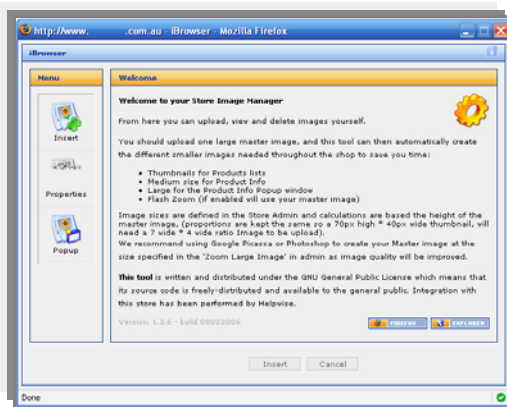
DELETING ITEMS



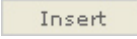
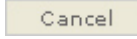
1. Once the CMS page is selected, choose  from the right hand side options. A message will appear asking you to confirm the deletion.
2. To confirm your decision click  or .

**Be careful not to delete an item that is needed for the operation of your shop.
If you are unsure, please contact us before deleting.**

ADDING IMAGES TO YOUR ITEMS

1. Click on the *ibrowser*  icon in the WYSIWYG editor. The following will appear:



2. Click on  on the left.
3. Choose a Directory from the 'Library' dropdown.
4. Find the image in the list and select it.
5. Click on  on the left, to change the Image Properties.
6. Click  to insert the image into the content or  to exit.

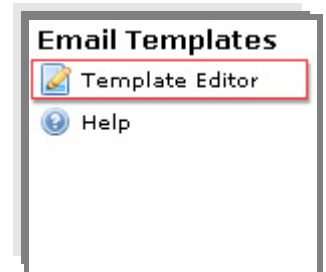
NOTE: You can also upload images in the same window. Please upload all non-product photos to the **Non Product Pictures** 'Library' dropdown.

EMAIL TEMPLATES – CONTENT MANAGEMENT

Choose **Template Editor** from the homepage Panel.

This section allows you to:

- Edit email templates
- Edit the text of emails



Above: Email Templates admin panel screenshot

A LIST OF ITEMS

EmailTemplate	This is the template of ALL emails sent.
OrderStatusDefaultEmail	This is the text sent out to a customer once their order status has been changed.
OrderStatusSentEmail	This is the text sent out to a customer once their order status has been changed to Sent.
OrderEmailText	This is the text sent out to a customer once their order has been processed/confirmed.
MembershipEmailText	This is the text sent out once the customer has become a member.
GiftVouchersGenericEmailText	Text appears in the 'Mail GV Generic' link within the Vouchers/Coupons section.
GiftVouchersMembershipEmailText	Text appears in the 'Mail GV New Member' link within the Vouchers/Coupons section.

EMAIL FUNCTIONS

Within the specified email items above, there are functions that it can call when it sends to the customer. Below is a list of specifications that you can use in each of the items.

Text in **bold** - Type of Email
Text in (RedText) - Item Name

1. To add the **New Members First Name** to the Membership Email (**MembershipEmailText**) use:

[[members_first_name]]

2. To add **Gift Voucher Offers** to your automatic Membership Email (**MembershipEmailText**)
To add **Gift Voucher Offers** when you send a "Mail GV Generic" (**GiftVouchersGenericEmailText**)
To add **Gift Voucher Offers** when you send a "Mail GV New Member" (**GiftVouchersMembershipEmailText**) use:

[[redeem_code]]	Displays the Code Generated.
[[redeem_value]]	Displays the value determined by the Configuration of HW Vouchers (Ask Helpwise), or the value entered.
[[redeem_link]]	Displays the link to redeem the Gift Voucher.

3. To change the text of your **Order Email** (**OrderEmailText**) use:

[[STORE_NAME]]	Displays the Store Name.
[[ORDER_NO]]	Displays the Order Number.
[[DATE]]	Displays the Date of the order.
[[COMMENTS]]	Displays the comments entered by the customer during checkout.
[[PRODUCTS]]	Displays the products purchased.
[[TOTALS]]	Displays the products total cost's including shipping.
[[DELIVERY_ADDRESS]]	Displays the Delivery Address Details.
[[BILLING_ADDRESS]]	Displays the Billing Address Details.
[[PAYMENT_METHOD]]	Displays the Payment Method chosen during checkout (and information regarding the payment method).

4. To change the text of your **Order Status Sent Email** (**OrderStatusSentEmail**)
To change the text of your **Order Status Default Email** (**OrderStatusDefaultEmail**) use:

[[STORE_NAME]]
[[ORDER_NO]]
[[DATE]]
[[PRODUCTS]]
[[TOTALS]]
[[DELIVERY_ADDRESS]]
[[COMMENTS]]