

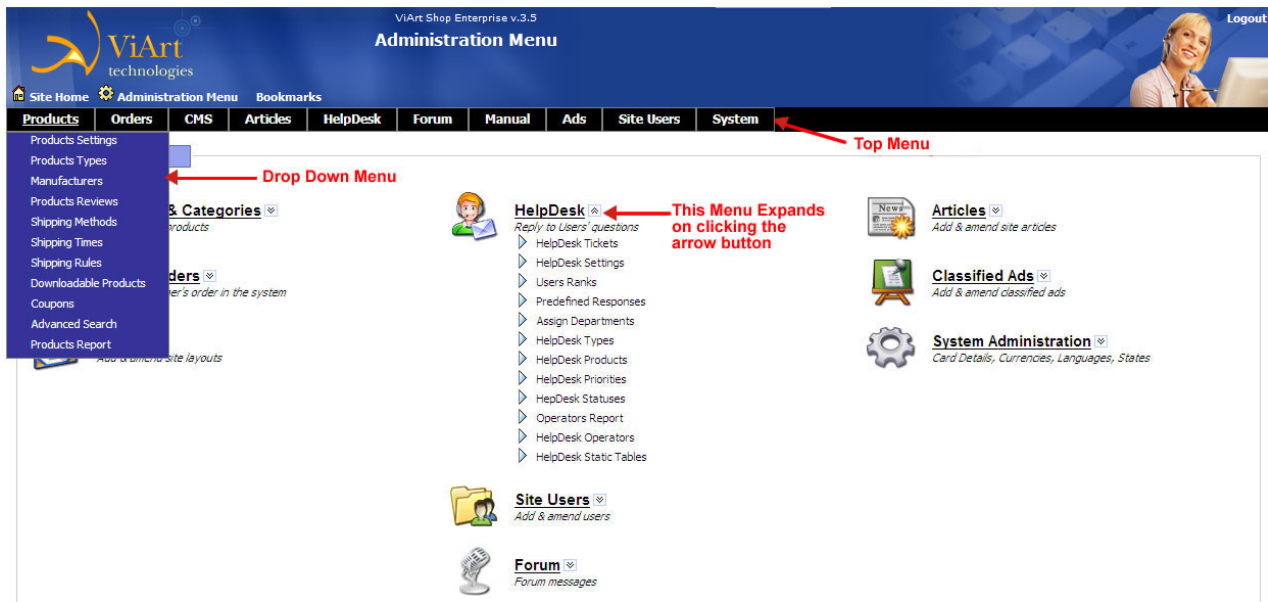
# ViArt E-Commerce platform Manual

Welcome Screen:

The welcome screen of ViArt E-COMMERCE Admin looks like this:



The Layout and navigation is explained below:



The “Top Menu” is retained on all the pages throughout the ADMIN system for easy navigation

Moving your mouse pointer over the “Top Menu” links bring down the “Drop Down” menu

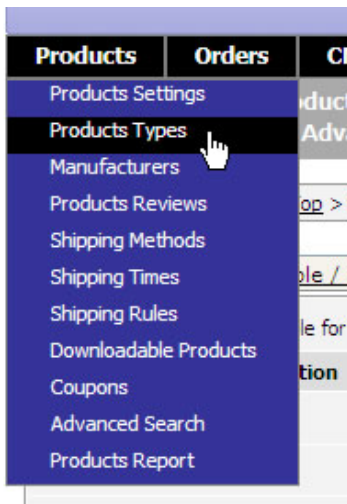
Also please note that the links on the “Top Menu” are click-able

The path of navigation will be represented in this format: Products→Products Types

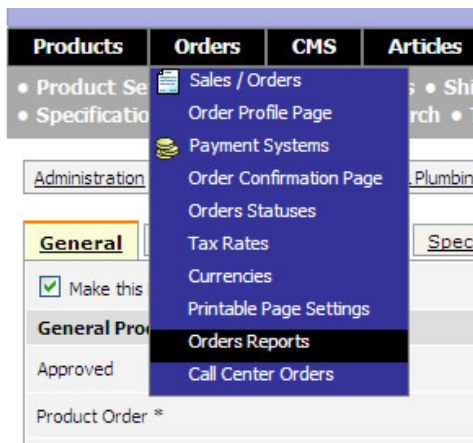
This means that you will have to move your mouse over to the “Products” link on the “Top Menu”, which will bring down the “Drop Down Menu” and you will have to click on the “Products Types” from the “Drop Down Menu”

Please refer to the screenshot(s) below for more clarity:

The below screen-shot represents the path: Products→Products Types



The below screen-shot represents the path: Orders→Order Reports



## General Explanation about Products & Categories:

The available categories are shown on the left hand side of the ADMIN system and products in the right hand/centre section as shown in the screen-shot

The screenshot shows the ADMIN system interface. At the top, there is a navigation bar with tabs: Products, Orders, CMS, Articles, HelpDesk, Forum, Manual, Ads, Site Users, System. Below this is a sub-menu with links: Product Settings, Products Reviews, Shipping Settings, Downloadable Products, Coupons, Products Report, List Page Layout, Specification Groups, Advanced Search, Tell a Friend, Default Options.

The main content area is titled 'Administration > Products > Top'. On the left, there is a section titled 'Available Categories' with a table of categories and their edit links. On the right, there is a section titled 'Available Products' with a search form and a message indicating that the 'Top' category does not have any products assigned yet.

**Available Categories**

Category Name	
iPhone	<a href="#">Edit</a>
Bathrooms & Plumbing	<a href="#">Edit</a>
Kitchen & Appliances	<a href="#">Edit</a>
Garden & Leisure	<a href="#">Edit</a>
Decorating & Lighting	<a href="#">Edit</a>
Building, Hardware & Tools	<a href="#">Edit</a>
Bedroom & Flooring	<a href="#">Edit</a>
Heating & Cooling	<a href="#">Edit</a>

[Add Category](#) | [Change Order](#)  
[Export](#) | [Import](#)

**Available Products**

Stock:  Sales:  Approved:   
All Categories

**Products in Top category:**  
Top category doesn't have any products assigned yet.  
[Add New Product](#)  
[Export Products](#) | [Import Products](#) | [Froogle Feed](#)

- To find a category or view products in a category:**  
navigate in categories tree on the left by clicking on categories name. Sub-categ
- To add a sub-category or a product to a category:**  
follow instructions above to find a parent category, then click 'Add New Category and products (on the right) tables.

Clicking on Edit Link beside the Category Name takes you to the EDIT Category section where you can change the category name or even delete the category.

The screenshot shows the 'Edit Category' page. At the top, there is a navigation bar with tabs: Products, Orders, CMS, Articles, HelpDesk, Forum, Manual, Ads, Site Users, System. Below this is a sub-menu with links: Product Settings, Products Reviews, Shipping Settings, Downloadable Products, Coupons, Products Report, List Page Layout, Specification Groups, Advanced Search, Tell a Friend, Default Options.

The main content area is titled 'Administration > Products > Top > Edit Category'. On the left, there is a table of categories with their edit links. On the right, there is a form for editing the category details.

**Available Categories**

iPhone	<a href="#">Edit</a>
Bathrooms & Plumbing	<a href="#">Edit</a>
Kitchen & Appliances	<a href="#">Edit</a>
Garden & Leisure	<a href="#">Edit</a>

**Edit Category**

Show on Site

Category Order \*

Total Views

Category Name \*

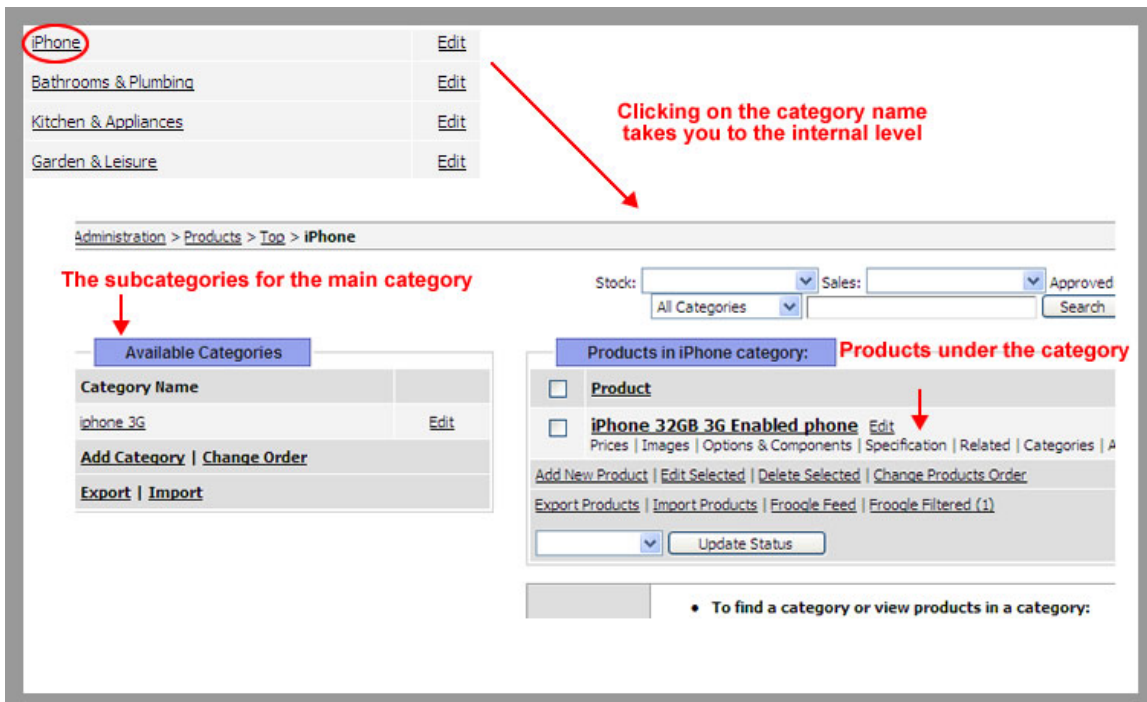
Friendly URL

Parent Category \*

Short Description

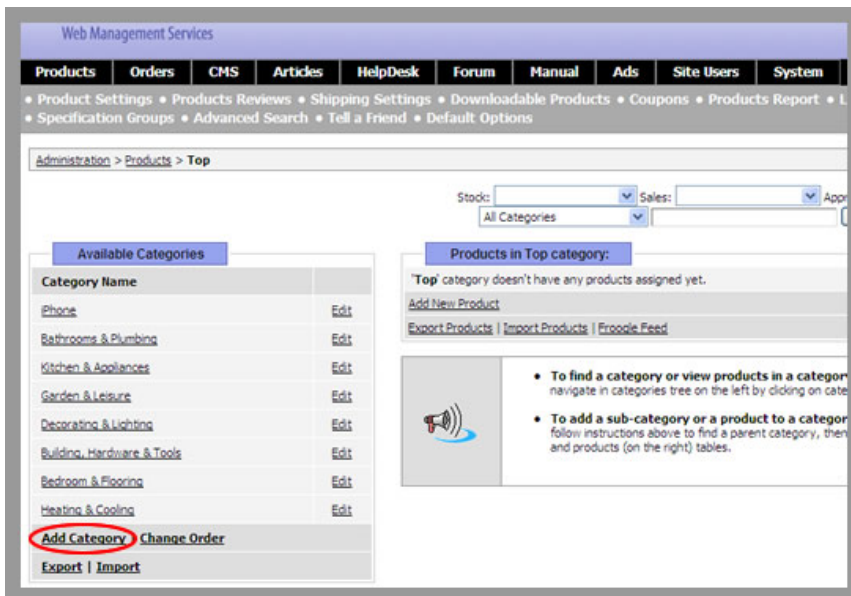
Clicking on the EDIT link takes you to the EDIT CATEGORY page

Clicking on the Category Name itself takes you to the internal level of a category, where you can create products that go under the category or even create more sub-categories.



## How to Add Categories:

- Click on “Products & Categories” link from the ADMIN home screen
- Then click on “Add Category” link from the left hand column as show in the screenshot:



The fields available in the “Add Category” section are explained below:

Show on Site – Ticking this check-box shows the category on the website.

Category Order – This determines the position of the category on the website

There is an easier way of sorting categories which is explained in the “Change Order” section

**Total Views** - This field is automatically populated and will display the number of times the category was visited on the website (or the number of times customers click on the particular category)

**Category Name** – This is the name of the category. The category name play an important role in search engine optimisation. Good example of category names are: iphone, LG Televisions, Sony Laptops, etc.

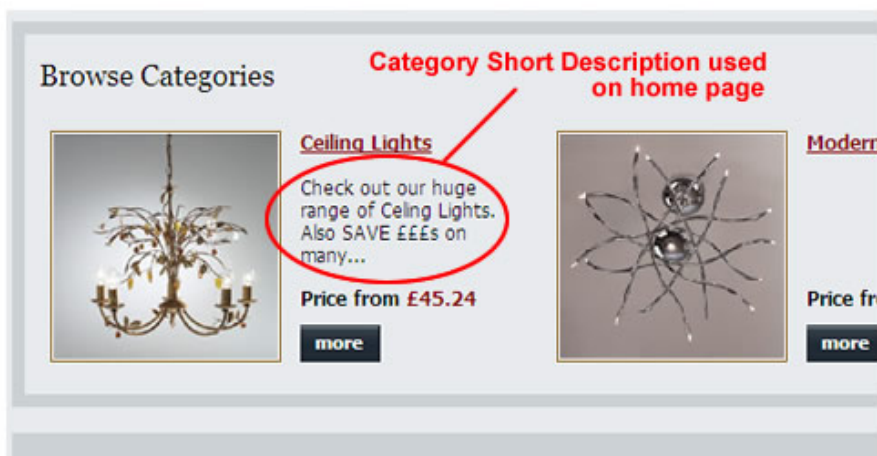
**Friendly URL** – This is SEO friendly URL. By default, the ADMIN system uses the Category Name as the friendly URL with spaces in the category names replaced by underscores ('\_')

For ViArt e-commerce clients, the Friendly URLs are automatically generated at the server level.

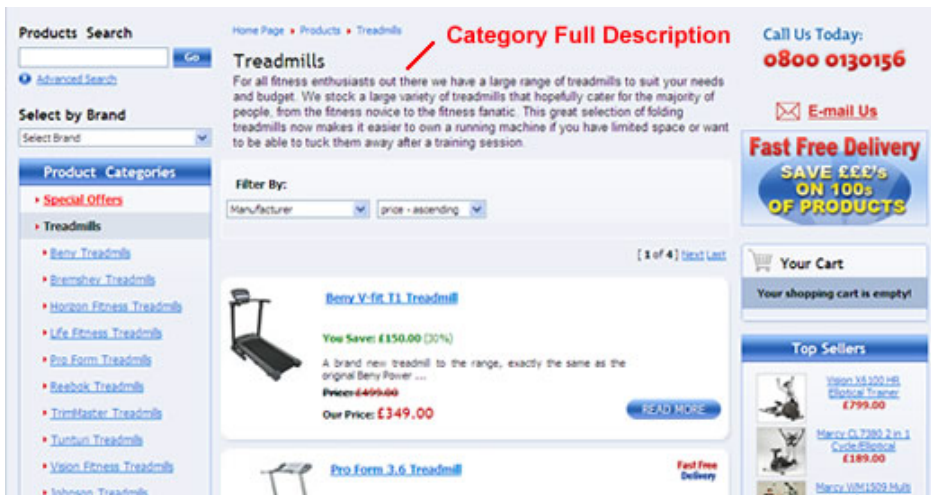
**Parent Category** – This is where you can assign a Parent Category. By default this is set to as “Top” which mean this is the Parent Category and is not a sub-category for any other parent.

**Short Description** – This description is shown on the category listing block. Usually this needs to be restricted to a short sentence or strap-line.

The screen-shot below shows different implementations of short description:



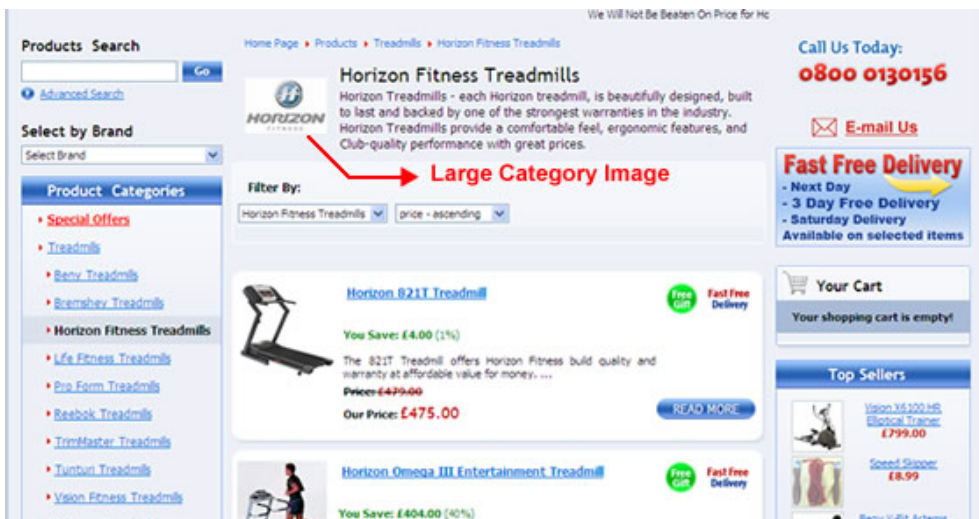
**Full Description** – This can be shown as an introductory text on a product category page. This field is also useful for SEO. The below screen-shot shows an implementation of this field.



Subcategories Products – Ticking this check-box shows all the products that are available in the sub-categories of this category.

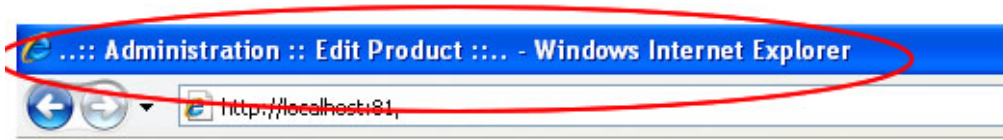
List Image – This image can be shown in the category listing block or it can be showed in the main site navigation

Large Image – This will be shown in the category intro block, on the top of every product listing page. The screen-show below shows an example:



List Image Alt AND Large Image Alt - The value entered here will show up as the ATL tag on the image (The image name you get when you move your mouse pointer over an image)

Page Title – This shows on the title bar of your browser

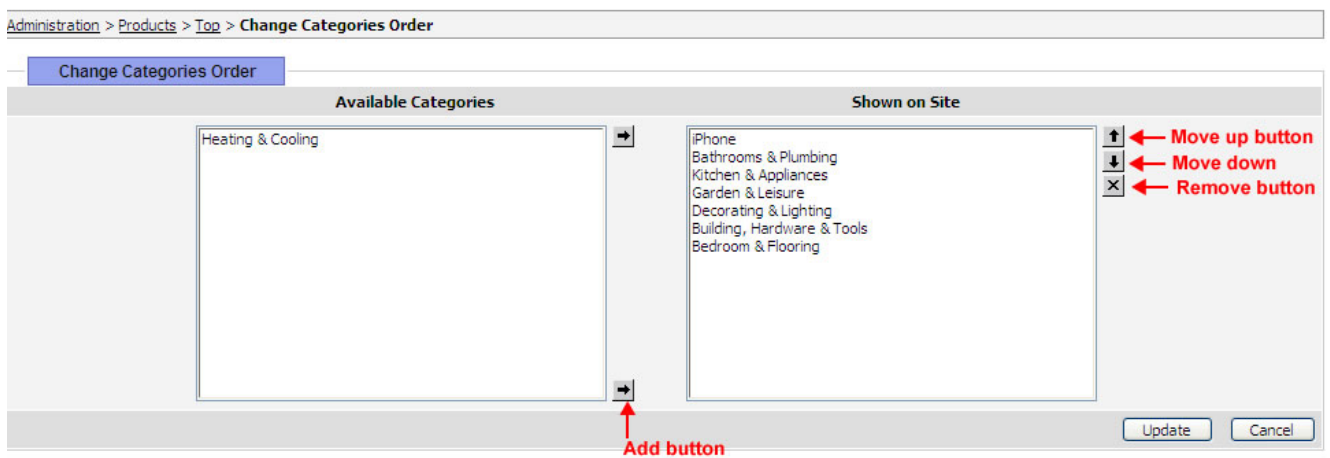
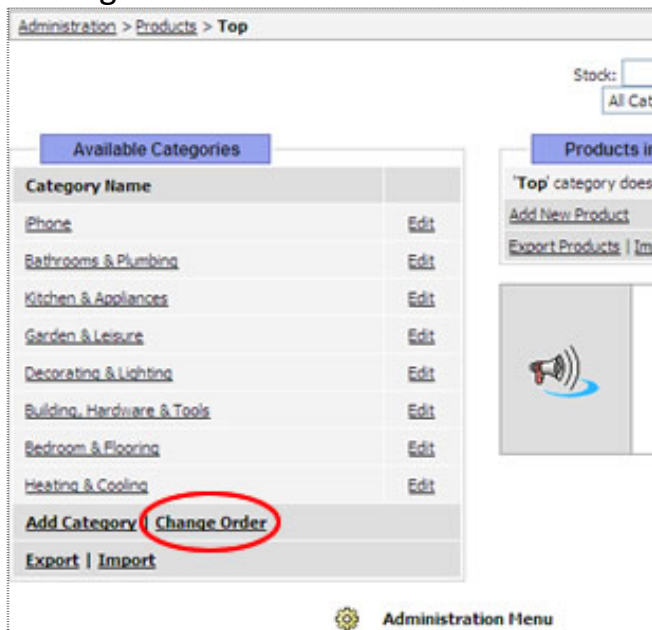


**Meta Keywords** – These appear in the “Meta Keywords” section of the product page. Comma separated values need to be entered here  
Example: Sony televisions, flat TV, HD Ready, Plasma Screen

**Meta Description** – This appears in the “Meta Description” section of the product page. Short sentences can be entered here  
Example: We offer a wide range of Sony Flat Panel Televisions.

**Change Category Order:**

You can change the order in which categories appear on the website by using the “Change Order” link



You can use the UP/DOWN button to re-order the categories. You can remove the categories by selecting the category name and clicking on the REMOVE button. Removing a category from the list puts it in the “Available Categories” section. You can

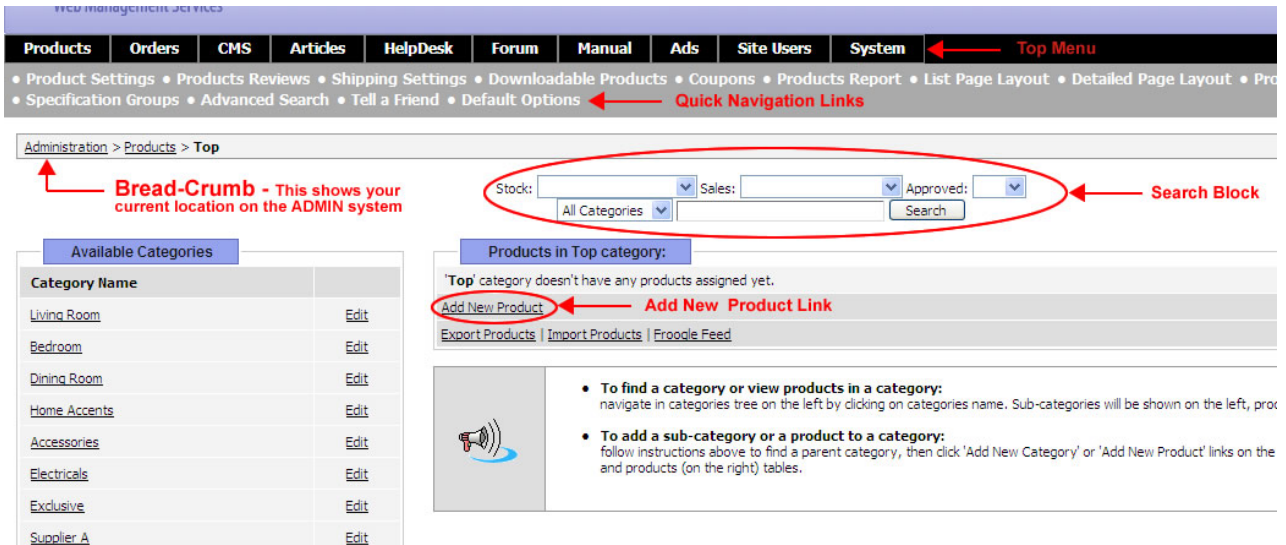
add categories back on to the site by using the ADD button. Once the changes have been done, click on the UPDATE button to save the changes.

### How to Add products:

1. Click on the “Products” link on the Top Menu (OR) click on the “Products & Categories” link on the welcome screen

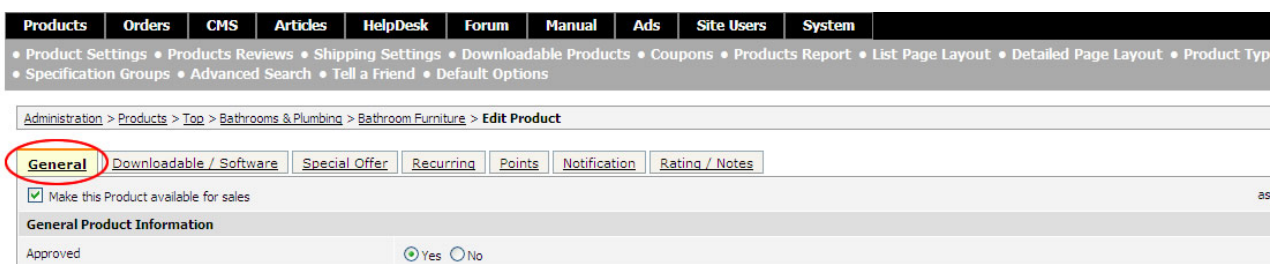


2. Click on the “Add New Product” link from the centre block



\* The “Bread-Crumb” navigation shows your current location on the ADMIN system

3. The available fields for creating a product under the “General” tab are explained below:





## General Product Information Section:

**Make this Product available for sales** – Clicking this check-box makes the product available for sales. In other words, the product will appear on the website, ready for customers to be able to purchase

**Approved** – You can approve the product after reviewing. It can be set to YES or NO

**Product Order** – This determines the position in which the product will appear on the website. You can change the order by changing the number in this field. Please note there is a better way for changing the order. This option is available underneath the “Add New Product” link on the ADMIN system. Please refer to the following screenshot:

Products | Orders | CMS | Articles | HelpDesk | Forum | Manual | Ads | Site Users | System

• Product Settings • Products Reviews • Shipping Settings • Downloadable Products • Coupons • Products Report • List Page Layout • Detailed Page Layout • Product Types  
• Specification Groups • Advanced Search • Tell a Friend • Default Options

Administration > Products > Top

Stock: [ ] Sales: [ ] Approved: [ ]  
All Categories [ ] Search [ ]

**Available Categories**

Category Name	Edit
Xerox	<a href="#">Edit</a>
Oki	<a href="#">Edit</a>
Konica Minolta	<a href="#">Edit</a>
Epson	<a href="#">Edit</a>
Brother	<a href="#">Edit</a>

[Add Category](#) | [Change Order](#)  
[Export](#) | [Import](#)

**Products in Top category:**

- Product**
- HP Test Product** [Edit](#)  
Prices | Images | Options & Components | Specification | Related | Categories | Accessories | Releases
- Advantage test 1** [Edit](#)  
Prices | Images | Options & Components | Specification | Related | Categories | Accessories | Releases
- Advantage test 2** [Edit](#)  
Prices | Images | Options & Components | Specification | Related | Categories | Accessories | Releases

[Add New Product](#) | [Edit Selected](#) | [Delete Selected](#) | [Change Products Order](#)  
[Export Products](#) | [Import Products](#) | [Froogle Feed](#) | [Froogle Filtered \(3\)](#)

[ ] Update Status [ ]

## **“Change product Order” Explained:**

The “Change Product Order” link appears only when you add in more than one product into the ADMIN system. Once you click on the link, it takes you to a page which looks as follows:

• Shipping Settings • Downloadable Products • Coupons • Products Report • List Page Layout • Detailed Page Layout • Product Types  
• Search • Tell a Friend • Default Options

Products Order

**Available Products**

→ [Add Button](#)  
→ [Add button](#)

**Shown on Site**

HP Test Product	↑ <a href="#">Move up button</a>
Advantage test 1	↓ <a href="#">Move down</a>
Advantage test 2	× <a href="#">Remove button</a>

[Update](#) [Cancel](#)

You can change the order of the products by using the “Move Up” or “Move Down” buttons. You can also hide the product from that category by using the “Remove Button” Once you use the remove button, the product appears on the “Available Products” block. You can again move this product into the “Shown on Site” block by using the “Add Button”

Please hit update once you have made your changes and this saves your current changes.

**Product Type** – A product can be classified or grouped as an accessory, bundle, a stand-alone product OR you can create your own product type by going to the Products→Product Type section. The default should be set to as “Product”

**Code** – This may be a stock code or warehouse code.

**Product Name** – This is the actual name of the product. The product names are quite important when it comes to Search Engine Optimisation.

**Some Good Examples of Product Names:** Apple iPod Classic 160GB; LG M228WA BZ 22 in. LCD Television, Sony DCR-SR55E Hard Disc Drive Handycam with X25 Zoom

**Bad Examples of Product Names:** SPECIAL - Introductory Offer - Quick Refill Pack!, LG\_LCD Television, Free Offer – Xerox Quick Refill Pack! For All Xerox Phaser 8560 & 8560MFP Printers - HURRY WHILST STOCKS LAST

**Friendly URL** – This is SEO friendly URL. By default, the ADMIN system uses the Product Name as the friendly URL with spaces in the product names replaced by underscores (‘\_’)

For ViArt e-commerce clients, the Friendly URLs are automatically generated at the server level.

**Manufacturer** – This is where you choose the available manufacturers for the product by using the drop-down menu. You can create manufacturers by going to this section on the admin – Products→Manufacturers

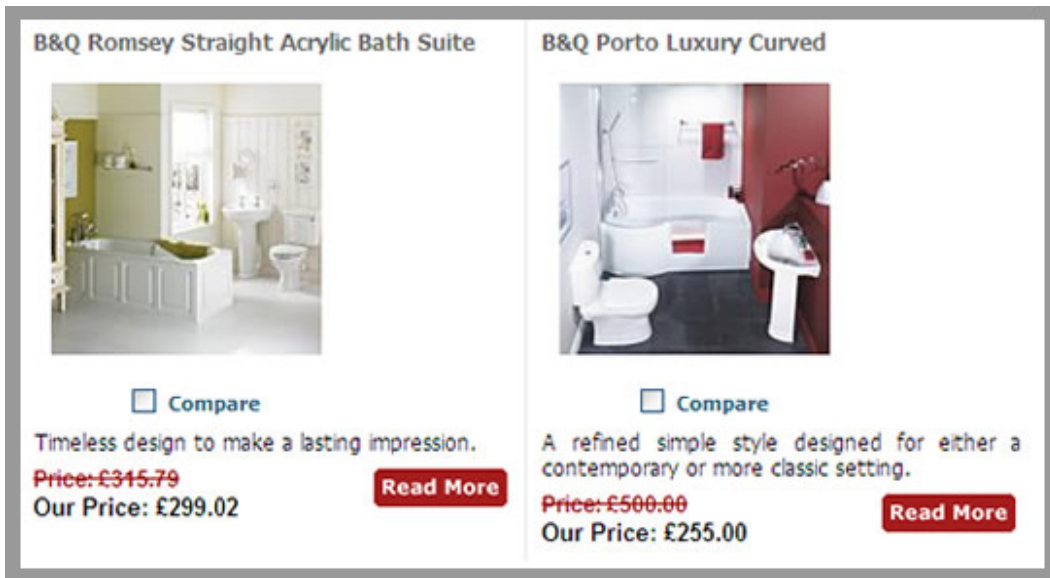
**Manufacturer Code** – This could be the SKU or Part-Code or OEM code or the manufacturer code of a product

**Weight** – This is where the weight can be set for a product. The default unit of measurement for Weight is set to Kilograms (kgs)

**Product Issue Date** – You can set the issue date of the product here. (For convenience you can use the calendar link which allows you to select the day, month and year). This field is used to determine the “New” or “Most Recent” products that are added to the website. The “Most Recent/New” products can be show as a different section/category or a block on the website. In most cases, this is used as a custom block on the home page.

**Additional Options** – You have got two options here:

**1) Allow product comparison** – Ticking this checkbox allows the comparison of the product with other products on the website. The screen-shot below shows an example of this feature:



**2) Tax free product** – Ticking this enables the product to be Tax Free

**Language** – You can select the language of the listing product from the available list of languages. The default is set to English

### Pricing:

**Price (List Price)** – This is the selling price of the product. This could be the tax included or tax excluded price according to the initial settings and requirements.

**Activate Discount** – By ticking this check-box, you can show the “Price (List Price)” as crossed off and then display the Saving Price. This Saving price should be entered in the “Discount Price” field.

In the following screenshot, the “Price (List Price)” is entered as 100 and the “Discount Price” is entered as 50. The price will be displayed as shown:

The screenshot shows a pricing configuration form. It includes fields for 'Price (List Price)', 'Trade Price', 'Discount Price', and 'Discount Trade Price'. There are also checkboxes for 'Allow customers to change the price' and 'Activate Discount'. Below the form is a 'Price Preview' box showing the final display: 'Price: £100.00', 'Our Price: £50.00', and 'You Save: £50.00 (50%)'.

**Trade Price** – This is the price which is set for Trade Customer.

**Buying Price** – This is the Cost Price of the item and is only for internal use. i.e. this price is only used for product reports and margin calculations and will not be displayed on the website.

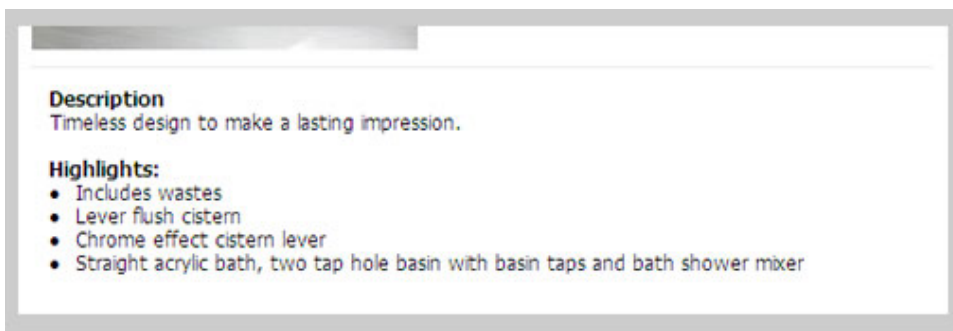
### Fees & Commissions:

**“Merchant Fee”** and **“Affiliate Commission”** – These fields are used to set the fees or commission which are offered to any merchant or affiliates of the website.

### Description:

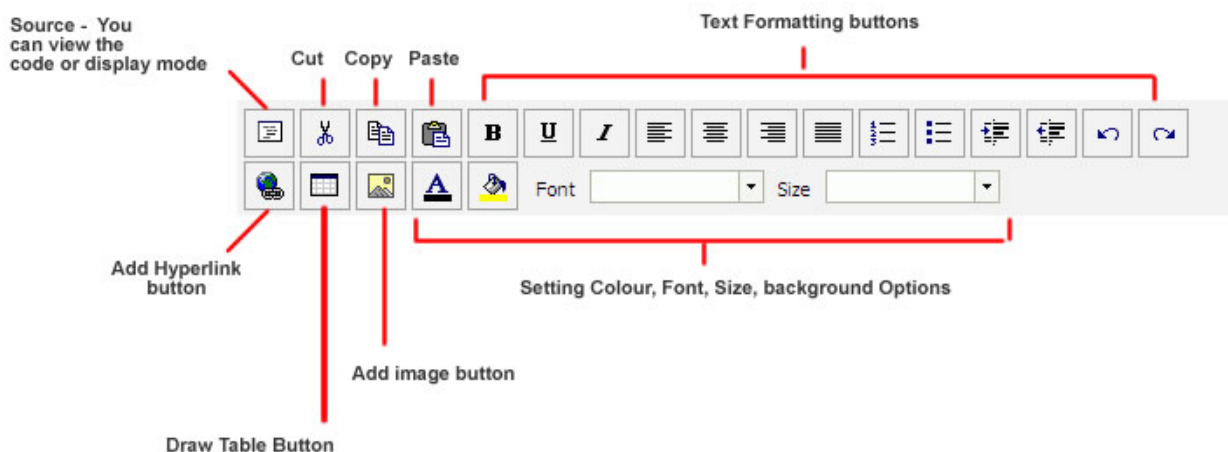
**Short Description** – This description is shown on the product listing (product category) page. Usually this needs to be restricted to a short sentence or strap-line.

**Highlights** – This is shown on the product details page. These could be shown as bullet-points. This section is mainly used to emphasize the special features of the product  
The following screen-shot shows a basic implementation of the highlights block:

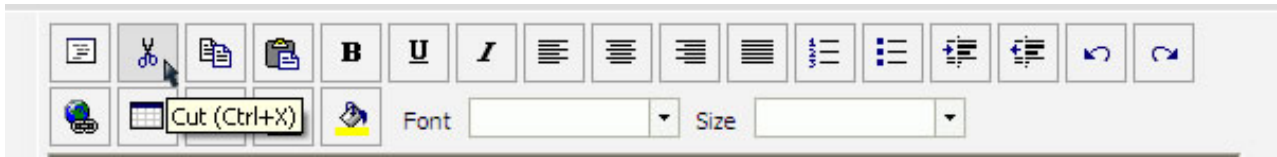


**Full Description** – This is also shown on the products details page.

Please note: You can write in HTML and also add images to the above blocks. The WYSIWYG Editor on top of each block helps you to do this. All the buttons on the WYSIWYG editor are explained on the screen shot below:

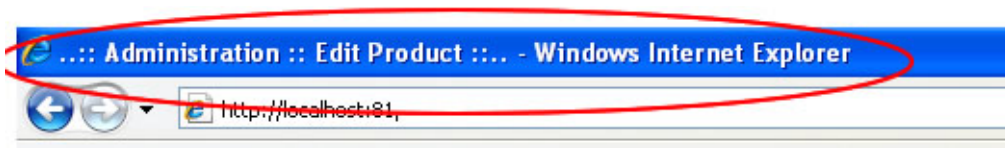


Note: All the buttons on the WYSIWYG editor show their names when you move your mouse pointer over them.



## Meta Data:

**Page Title** – This shows on the title bar of your browser.



**Meta Keywords** – These appear in the “Meta Keywords” section of the product page. Comma separated values need to be entered here  
Example: Sony televisions, flat TV, HD Ready, Plasma Screen.

**Meta Description** – This appears in the “Meta Description” section of the product page. Short sentences can be entered here.  
Example: We offer a wide range of Sony Flat Panel Televisions.

## Images:

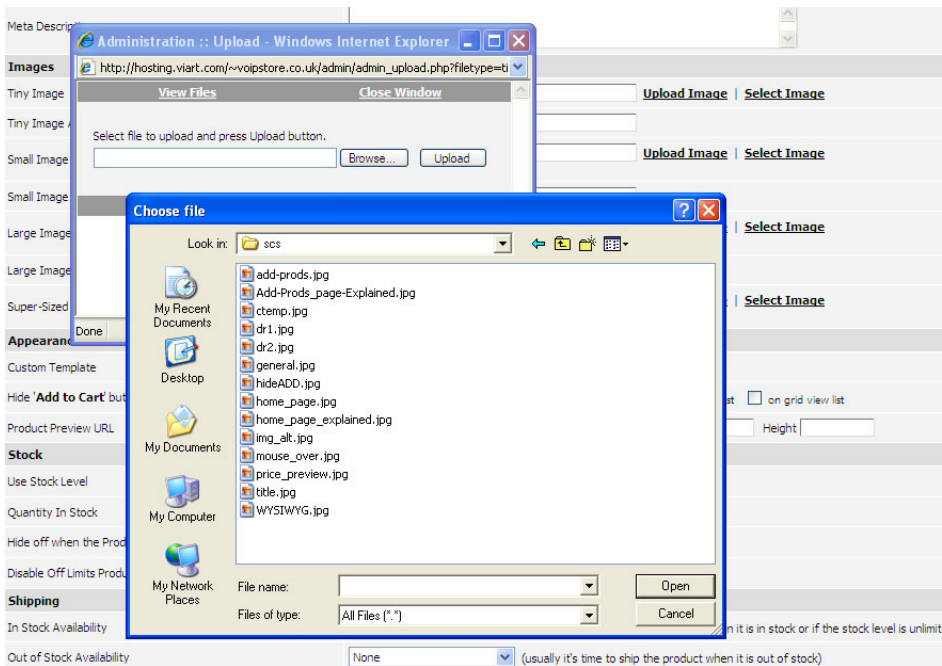
**Tiny Image** – This is a very small image that can be used on checkout or basket page. You can use the “Upload Image” or “Select Image” link to upload pictures from your PC.

**Small Image** – This image will be shown on the product listing (category listing) page.

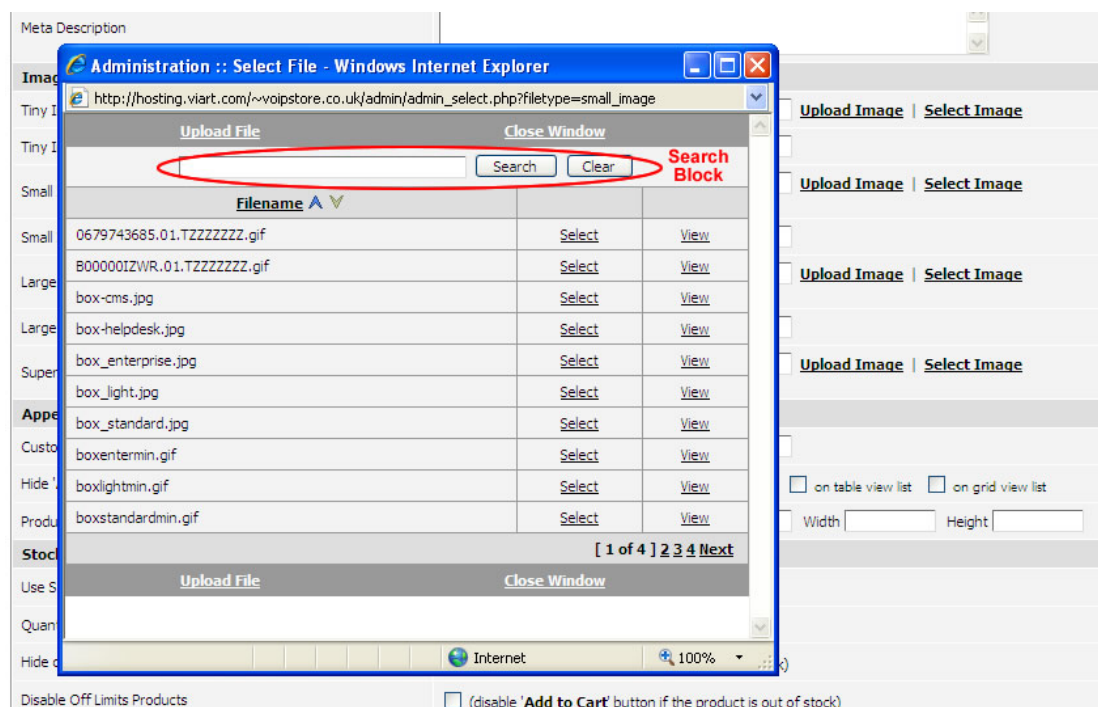
**Large Image** – This image will be shown on the product details page.

**Super-Sized Image** – This is a very large image that appears in a new pop-up window when you click on the “Large Image”.

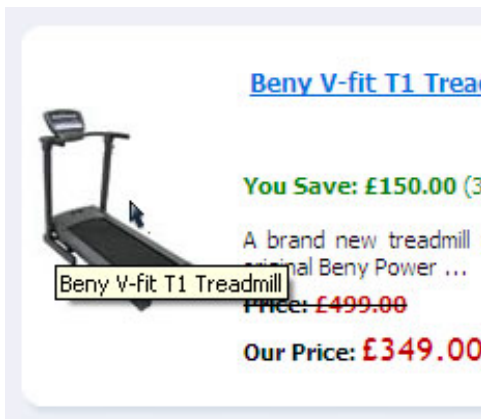
**Upload Image Link Explained:** As show in the screen-shot below, the upload image link brings up a pop-up which will allow you to browse to your images folder stored on your machine/PC and select the required image and upload it to the website.



**Select Image Link Explained:** As shown in the screen-shot below, the “Select Image” link brings up a pop-up of already available images on your website. You can choose any one from the listing. You also search for the image name by using the search block on the pop-up.



**Tiny Image Alt / Small Image Alt / Large Image Alt** – The value entered here will show up as the ATL tag on the image (The image name you get when you move your mouse pointer over an image – This is shown in the screen shot below).



## Appearance:

**Custom Template** – You can create your own custom template for a particular product. This should be in HTML format and the path should be entered as shown below:

Custom Template	/templates/custom.html
-----------------	------------------------

**Hide 'Add to Cart' button** – By ticking one of the options available here, the add to cart button can be hidden either on the product listing (category listing) page or the product details page.

Hide 'Add to Cart' button	<input checked="" type="checkbox"/> on products list page	<input type="checkbox"/> on product details page
---------------------------	---	--

## Stock:

**Use Stock Level** – Ticking this check-box enables the use of stock levels. If this is enabled and the “**Quantity In Stock**” is set, every time a customer buys the product, the stock level counts down. You can also set the behaviour of the product when it reaches a zero value by using the “**Hide off when the Product is Out of Stock**” and “**Disable Off Limits Products**” fields which are explained below.

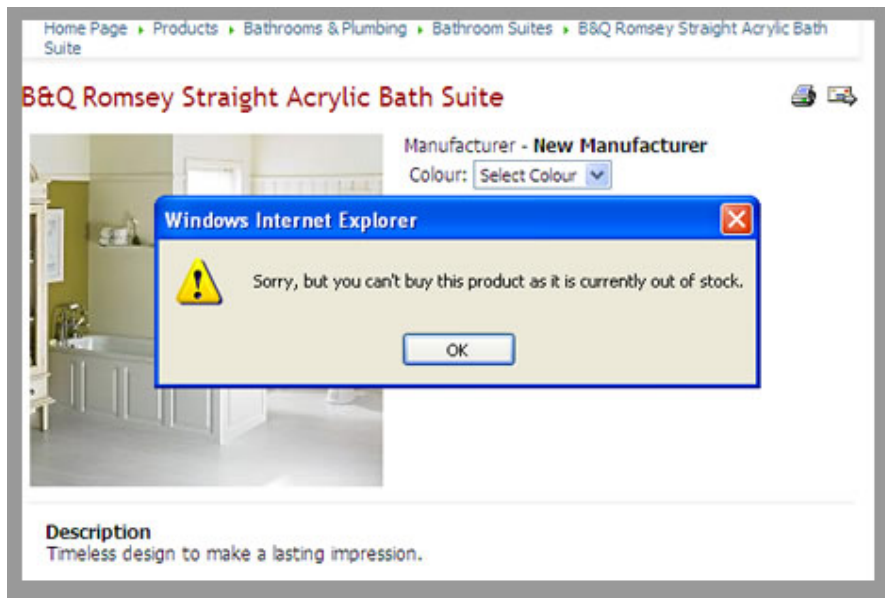
**Quantity In Stock** – This is a numeric value of the stock available for the product.

**Hide off when the Product is Out of Stock** – If this check-box is ticked, the product will be hidden when the “**Quantity In Stock**” field goes to zero.

PLEASE NOTE: This option is dependent and works only when the “Use Stock Level” field is ticked and “Quantity In Stock” is set or has a zero value.

**Disable Off Limits Products** – If this check-box is ticked, the “Add to Cart” button against the product will be disabled. The product will still appear on the website.

PLEASE NOTE: This option is dependent and works only when the “Use Stock Level” field is ticked and “Quantity In Stock” is set or has a zero value. The following screen-shot shows an implementation of this feature:



## Shipping:

**In Stock Availability** – This drop-down field has pre-populated messages which tell more about the availability of a product which is in stock

The In Stock Availability messages can be created here – System→Static Tables→Shipping Times

PLEASE NOTE: This option is dependent and works only when the “Use Stock Level” field is ticked and “Quantity In Stock” is set or has a zero value.

**Out of Stock Availability** – This drop-down field has pre-populated messages which tell more about the availability of a product which is out of stock (or the stock level has reached to zero value)

The Out of Stock Availability messages can be create here – System→Static Tables→Shipping Times.

PLEASE NOTE: This option is dependent and works only when the “Use Stock Level” field is ticked and “Quantity In Stock” is set or has a zero value.

**Shipping Restrictions** – You can select from a drop-down which has messages already created, which tell about the shipping restrictions of a product. The Shipping Restrictions messages can be create here – System→Static Tables→Shipping Rules.

The following screen-shot shows the “**Out of Stock Availability**” and “**Shipping Restrictions**” of a product. It also shows the related settings on the ADMIN system:



**Price:** ~~£345.79~~  
**Our Price:** £299.02

**Add to Cart**

**Description**

Timeless design to make a lasting impression. The best of the creations which our studio has got. There is also a huge savings on the second product. You can choose from a range of vibrant colours and patterns to suit your mood

**Availability:** Usually ships in 2-3 weeks from manufacturer direct to customer

**Shipping:** Can ship only within mainland UK

**Highlights:**

- Includes wastes
- Lever flush cistern
- Chrome effect cistern lever
- Straight acrylic bath, two tap hole basin with basin taps and bath shower mixer

Stock	
Use Stock Level	<input checked="" type="checkbox"/>
Quantity In Stock	<input type="text" value="0"/>
Hide off when the Product is Out of Stock	<input type="checkbox"/> (don't show the product on web if it is out of stock)
Disable Off Limits Products	<input type="checkbox"/> (disable 'Add to Cart' button if the product is out of stock)
Shipping	
In Stock Availability	Usually ships in 7-10 working days
Out of Stock Availability	Usually ships in 2-3 weeks from manufacturer direct to customer
Shipping Restrictions	Can ship only within mainland UK
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

## Special Offer:

The available fields for creating a product under the “Special Offers” tab are explained below:

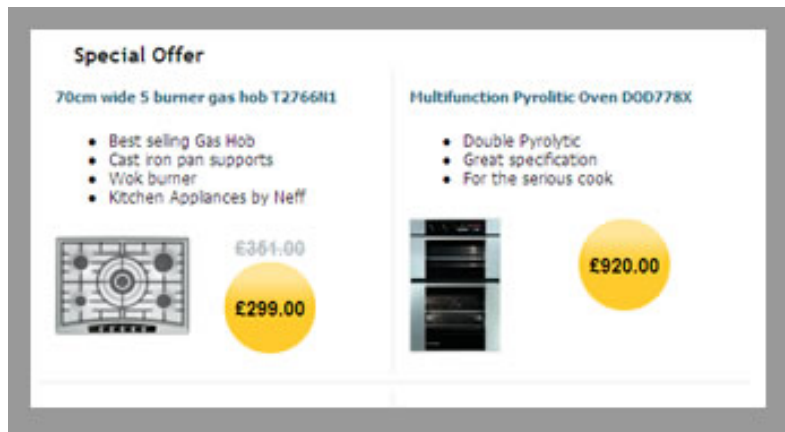
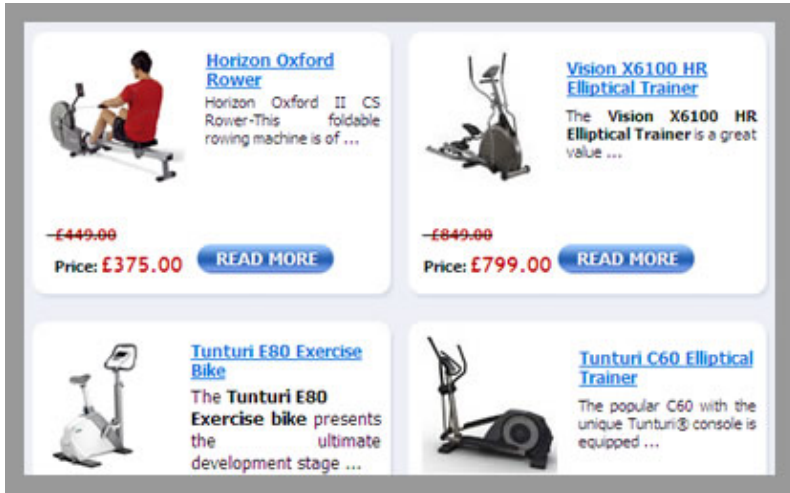
Administration > Products > Top > Bathrooms & Plumbing > Bathroom Suites > **Edit Product**

**Special Offer**

The Special offers block is a custom block which is usually used on the homepage.

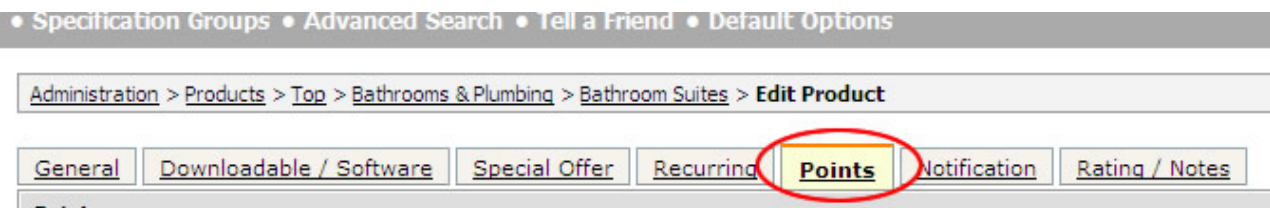
**Add this Product to Special Offers section** – By ticking this check-box, the product will show up in the special offers block.

**Special Offer** – This field allows you to put in custom short description which is shown against the product in the special offer block. Following screen-shots show few examples of Special Offers block:



**Points:**

The available fields for creating a product under the “Points” tab are explained below:



The ViArt E-Commerce Platform allows the ADMIN of the website to allocate points per product which can be redeemed for future purchases. These points will be stored on customer accounts.

**Pay with Points for Product(s):** If this field is set to “allowed”, products can be purchased using points.

**Points Price:** You can set the price for a point. For example if you enter 1 in this field, the value of each point will be 1£.

**Reward Points Type:** This defines the type of the discount that can be redeemed via the points.

**Reward Points Amount:** This defines the number of points that will be allocated when a customer buys that particular product.

Once the above details are filled in, hitting the “ADD” button at the bottom of the “General” section, adds the product into the system. You will then be redirected to the category level where you have added the products. The below screen-shot shows this:

Stock:  Sales:  Approved:   
All Categories

**Products in Bathroom Suites category:** Products available in "Bathroom Suites" category

<input type="checkbox"/>	Product	Price	Qty
<input type="checkbox"/>	<b>B&amp;Q Romsey Straight Acrylic Bath Suite</b> <a href="#">Edit</a> <small>Prices   Images   Options &amp; Components   Specification   Related   Categories   Accessories   Releases</small>	£299.02	0
<input type="checkbox"/>	<b>B&amp;Q Porto Luxury Curved</b> <a href="#">Edit</a> <small>Prices   Images   Options &amp; Components   Specification   Related   Categories   Accessories   Releases</small>	£255.00	
<input type="checkbox"/>	<b>SpotLight</b> <a href="#">Edit</a> <small>Prices   Images   Options &amp; Components   Specification   Related   Categories   Accessories   Releases</small>	£25.00	
<input type="checkbox"/>	<b>Designer Table Lamp</b> <a href="#">Edit</a> <small>Prices   Images   Options &amp; Components   Specification   Related   Categories   Accessories   Releases</small>	£150.00	

[Add New Product](#) | [Edit Selected](#) | [Delete Selected](#) | [Change Products Order](#)  
[Export Products](#) | [Import Products](#) | [Froogle Feed](#) | [Froogle Filtered \(4\)](#)

To edit already created products, click on the “Edit” link (shown in the above screenshot) or click on the Product Name. This takes you back to the “Edit Product” page. After making the changes, click on the update button at the bottom of the page. Similarly you can delete the product or cancel the “edit product” section which will return you back to the product listings.

(disable 'Add to Cart' button if the product is out of stock)

## **Product Attributes:**

There are a couple of more attributes to a product, which are:

Prices

Images

Options & Components

Specification

Related

Categories

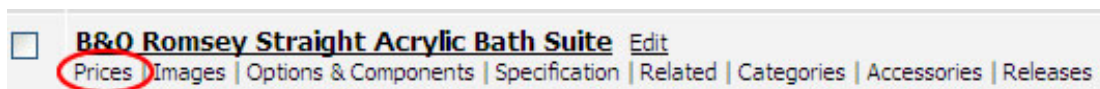
Accessories

Releases



## **Prices:**

The “Prices” attribute is explained below:



The “Prices” attribute allows you to quantity-price the product. For example, 10-20 units can be priced at £5 per unit, where as 20-1000 can be priced at £4 per unit.

The fields available under this option are explained below:

**Active:** Makes the particular price band available on the website.

**Min Qty:** This is the minimum product quantity of the price band.

**Max Qty:** This is the maximum product quantity of the price band.

**Individual Price:** This is the price of each unit of the product for that price band.

**Options Discount (%):** This is the percentage of discount that applies to the products when a customer chooses to buy them based on the quantity bands.

**User Type:** This discount or “Quantity Bands” can be applied to all the user or a particular user group.

**Discount Settings:** This defines the restrictions that can be applied to the particular Quantity Band.

**Delete:** Ticking this check-box and then hitting the update button removes the particular Quantity Band.

By default, the ADMIN system shows options to create 5 different Quantity Bands for a product. If you need more options, click on the ADD button.

#	Active	Min Qty	Max Qty	Individual Price	Options Discount (%)	User Type	Discount Settings	Delete
1	<input type="checkbox"/>							<input type="checkbox"/>
2	<input type="checkbox"/>							<input type="checkbox"/>
3	<input type="checkbox"/>							<input type="checkbox"/>
4	<input type="checkbox"/>							<input type="checkbox"/>
5	<input type="checkbox"/>							<input type="checkbox"/>

Initial Price: £299.02

[Add more prices?](#)

## Images:

The options available under “Images” attribute are explained below:

The “Images” attribute can be used to show more images for a product. This can be different variations of a product or product view in different angles or the accessories that come along with the product etc. These additional images will be displayed on the Product Details page.

After clicking on the “Images” link, click on the “New Image” link from the page that loads.

Administration > Products > Top > Bathrooms & Plumbing > Bathroom Suites

**Product Images**

No images were found

[New Image](#)

**Image Title:** This is the title of the image that appears against the image.

**Preview Image:** This is a small thumbnail or preview image. This image is usually used as a link, when clicked on, opens a large image in a new window.

**Large Image:** This is a large image that usually pops up in a new window.

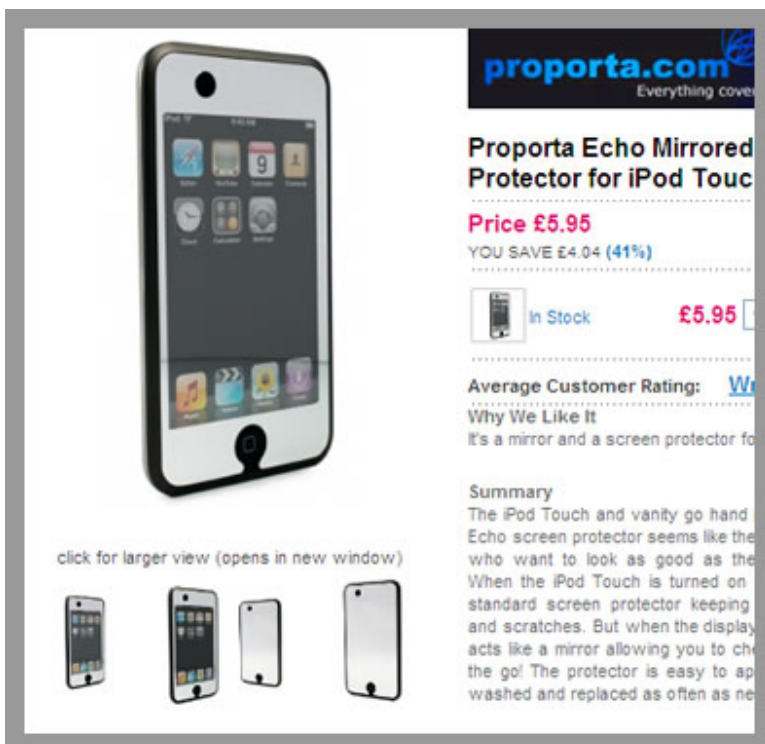
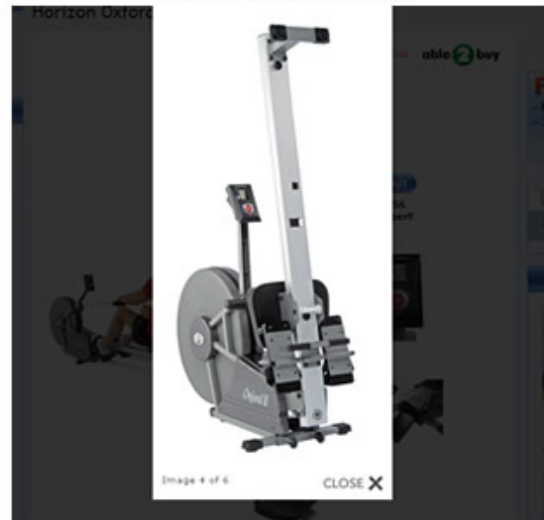
**Image Description:** A short description or strap line can be used to describe the image.

The upload/select image feature is available here as well, which allows you to upload an image or select an already uploaded image.

The following screen-shots demonstrate a few implementations of the "Images" attribute:

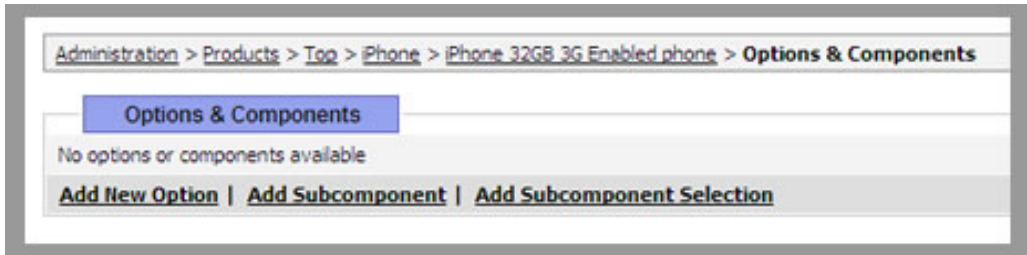


On-click shows image in a nicely fashioned javascript pop-up image display



## Options & Components:

There are 3 different options under Options & components.



### Option 1 – Add New Option:

Options are used to define the properties or variations or accessories of a product. Colour, size, shape, etc all can be classified as an option. For example, 'LG Television' is the product and 32", 37" and 42" are its options. The 32", 37" and 42" can be grouped under the option name "Screen Size".

The fields available under Add New Option are explained below:

**Option Order** – This determines the position of the options. For example: if you enter 1 in this field, the option will be displayed as the first one (if there are more than one options, for example: size, colour, shape, etc.)

**Option Name** – This is the name of the option which has got the option values (Example: Size, Colour, etc.)

**Option Text** – This is the text displayed on the option control (the screen-shot below shows a list-box with "Select Size" as the Option Text.)



**Option Control** – There are a few standard option controls available. The display format for these is shown in the screen-shot below:

**Phone 32GB 3G Enabled Phone**



Manufacturer - **Apple**  
Size:    
Qty:    
Price: £300.00  
**Add to Cart**

**List Box**

**iPhone 32GB 3G Enabled Phone**



Manufacturer - **Apple**  
Size:  8GB  16GB (+ £100.00)  32GB (+ £200.00)  
Qty:    
Price: £300.00  
**Add to Cart**

**Radio Buttons**


**iPhone 32GB 3G Enabled Phone**





Manufacturer - **Apple**  
Size:  8GB  16GB (+ £100.00)  32GB (+ £200.00)  
Qty:    
Price: £300.00  
**Add to Cart**


**Checkboxes List**

**Other Options:**

Size:  Upload Image  **Image Upload**

Size: Choose Size  **Label**

Size:   **Text Area**

Size:   **Text Box**

**The Show Property:** Ticking the available options shows this option on those pages.

**Option Required:** If this option is ticked, then the customer must choose one of the option values in order to proceed with the purchase of this product.



**Options Appearance & Javascript Settings:** These are advanced controls available which effect the display and functionality of the Options. You need to be familiar with Javascript, CSS and HTML in order to use these.

### Options Values:

**Desc:** This is the option value for the particular option. (For example: Red, Green, 15", 27", etc can be option values.)

**Code:** This can be the internal stock code or part number.

**Manufacturer Code:** This can be the OEM or Manufacturer code.

**Selling:** This is the selling price of the product along with this particular option value. In the screen-shot below, for the Option "Size", the option value "16GB" is priced at £100 more than the base price of product (Note: The base price is the price entered in the Product section of the admin and is £400 in the screen-shot shown below)



**Percentage:** This can be a percentage of the Base price, that needs to be added on top for that particular option value.

**Buying:** This is the cost/buying price of the product with that particular option.

**Weight:** This is the product weight in kilograms.

**Stock Level:** This is the stock level of that particular option value. Ticking the USE check-box allows the use of this stock-level. Which means, this stock level reduced every time the product is purchased along with the option value

**Downloadable Options:** This is used for products which are downloadable. Example: Computer Software, Calling Cards, etc. The Path can be used to specify the download path and Period is the number of days that Path can be used for downloading.

**Default:** Ticking this check-box makes this option value as default. That mean when the product page is loaded, this option will be selected as default. The below screen-shot shows Size: 16GB as a default option



**Hide:** Ticking this check-box hides this particular option value from the website.

**Delete:** In order to delete a particular option value, tick this check-box and then hit the update button below

**Add more Option Values:** By default, the system show 3 field sets to enter the option values. Clicking the add button, adds more option value entries.

**Add Option:** Clicking on this button adds this option and the option values into the system for that particular product.

**Adding more options:**

The system does not restrict the ADMIN on the number of options that can be added for a product. The above process needs to be repeated in order to add more options for a product. The screen-shot below shows 2 options – Size and Colour for the product. The control for the Size option is set as “List Box” and the control for the Colour option is set as “Radio Button”



To Edit the option, click on the **EDIT** link against the option.

Administration > Products > Top > iPhone > iPhone 32GB 3G Enabled phone > Options & Components

Options & Components			
ID ▲ ▼	Name ▲ ▼	Type ▲ ▼	
2	Size	Option	<a href="#">Edit</a>
3	Colour	Option	<a href="#">Edit</a>

[Add New Option](#) | [Add Subcomponent](#) | [Add Subcomponent Selection](#)

**Update:** Clicking this button applies the changes done to the particular option.

**Delete:** Clicking on this button removes the option and all its option values from the system.

### **Specification:**

The Specification attribute allows you to enter technical details or more information about the product. This is displayed on the Product Details page.



There are 3 pre-defined groups – “General”, “Sizes” and “Accessories”, where you can define a property of the product and enter the value of that property. For example: Under Group, choose “General” and enter “Capacity” under the Name field. Then enter “24 Litres”. The screen-shot below shows an example:

Specification	
<b>General</b>	
Brand	B&Q
colour	White, Chrome effect
Warranty/guarantee	Bath guaranteed for twenty five years against material and manufacturing defects fittings and components guaranteed for one year ceramic guaranteed for ten years
Manuf part no	AS07362
Style	Romsey

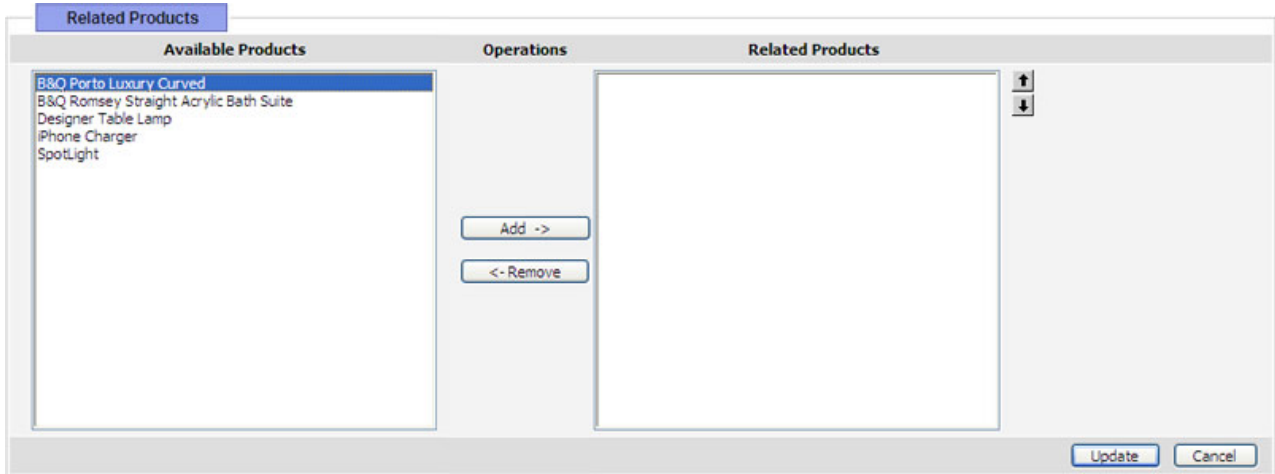
### **Related:**

The related attribute allows you to assign products that are related to a particular product. This is shown in the Product Details page. Examples for this are – A charger can be a related product for a mobile phone, a light bulb can be a related product for a Table Lamp, etc.

Please note that related products are products on their own and they need to be create in similar way as any other products are created.



Clicking on the related products link takes you to the page shown in the following screen-shot. Choose the related product from the “Available Products” section and click on the ADD button. This puts the product in the “Related Products” section. You can choose more than one product to go into the “Related Products” section. You can define the product of the products on website by using the up/down arrow button. You can also remove a product that has been added to the “Related Products” section by selection the product and clicking on the remove button.

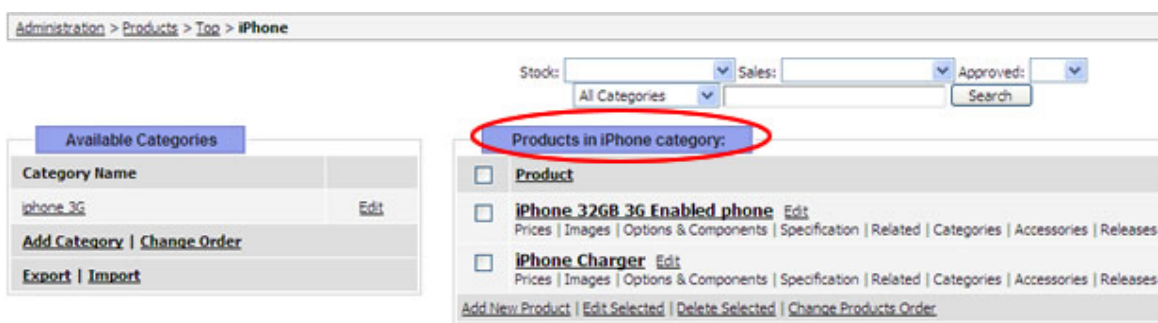


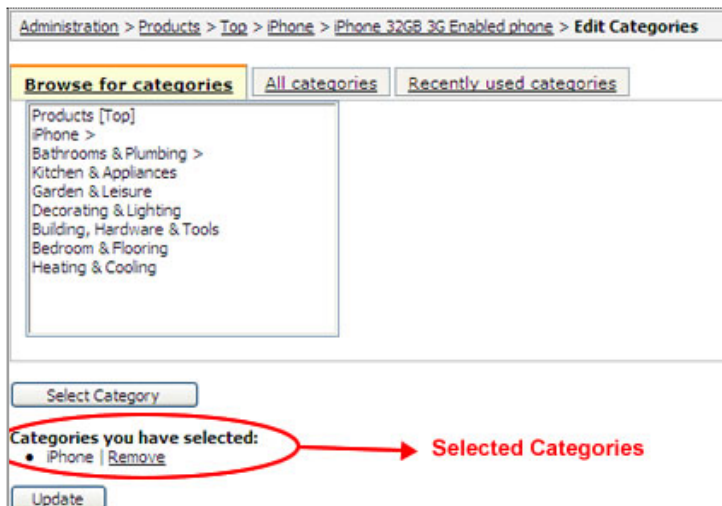
## Categories:

You can assign one or more categories for a product. A product needs to be associated with atleast one category. Products that are not associated to any category will get associated to the “Top” or “Root” category by default.

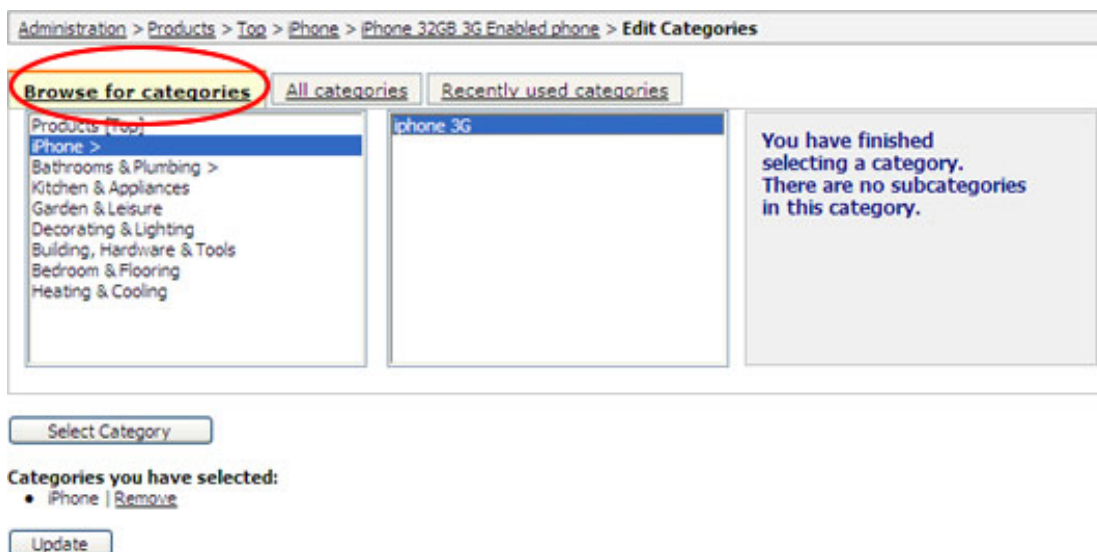


Products that are created under a category get associated to that category by default. For example the below screen-shot shows 2 products that are created under the category “iPhone”. So when you click on the “Category” attribute, you can see that the “iPhone” category path is already selected.



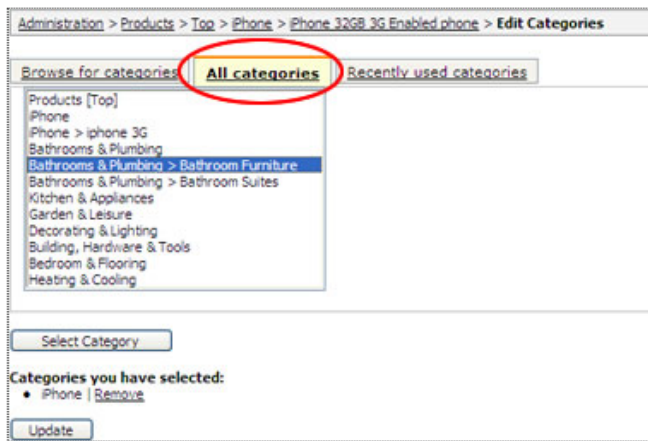


There are 3 different options of choosing the required category for a product. Under the “Browse for Categories” tab, if you select a primary category which has got sub-categories, the navigation will show another box with the sub-categories list. This sub-categories block keeps on showing until you have reached to the end of the category tree (i.e. there are no more sub-categories available for that selection)



In the screen-shot shown above, the category “iPhone” has got a subcategory “iPhone 3G” under that. And the “iPhone 3G” sub-category has got no more sub-categories available under it, hence a message saying “You have finished...” is displayed. Once the selection is done, click on the “Select Category” button and then click on the “Update” button.

The “All Categories” shows all the available categories and sub-categories under one section. You choose the category or the sub-category path that needs to be assigned and then click the “Select Category” and “Update” button.



The “Recently Used Categories” tab shows the more frequently used categories. This helps in instances where a catalogue has got a very large category structure.

### **Accessories:**

The “Accessories” attribute works in the same way as the “Related” attribute. You can choose a product which is already created in the ADMIN system as an accessory. This will be shown on the Product Details Page.

**Releases:** This attribute is related to downloadable software.

## CMS Section

The various sections under the CMS tab are:

Opinion blocks

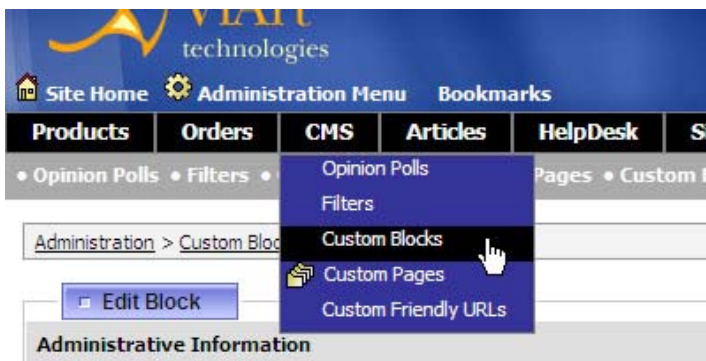
Filters

Custom Blocks

Custom Pages

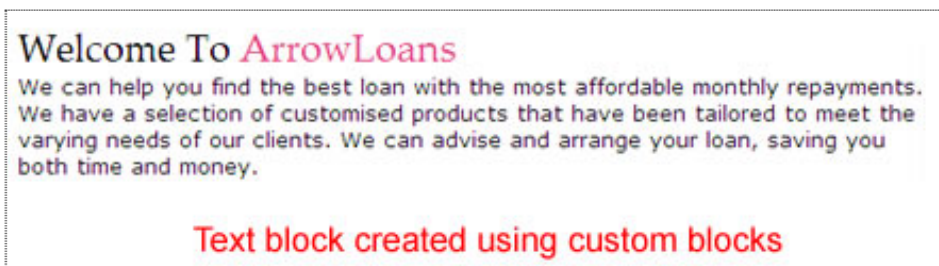
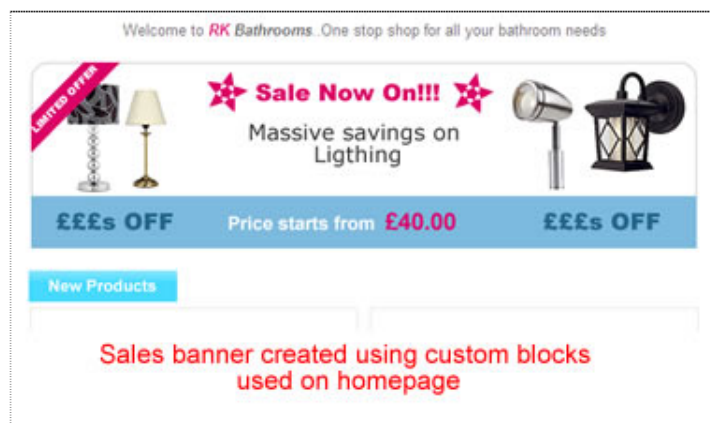
## Custom Blocks

The path for Custom Blocks is CMS → Custom Blocks



Custom blocks are HTML/TEXT blocks that can be used in any part of section of a website

Below are various examples on how the custom block can be implemented.



To create a new custom block, you need to go to CMS → Custom Blocks section

Click on the “New Custom Block” link

You have the following options available under this section:

### **Under Administrative Information:**

**Block Name** – This name is used for identifying the block. This will not show up on site and is meant only for the administrator

**Block Notes** – This field is used for describing the custom block. Again, this field is only meant for the administrator and will not be displayed on the website

### **Under Appearance on page:**

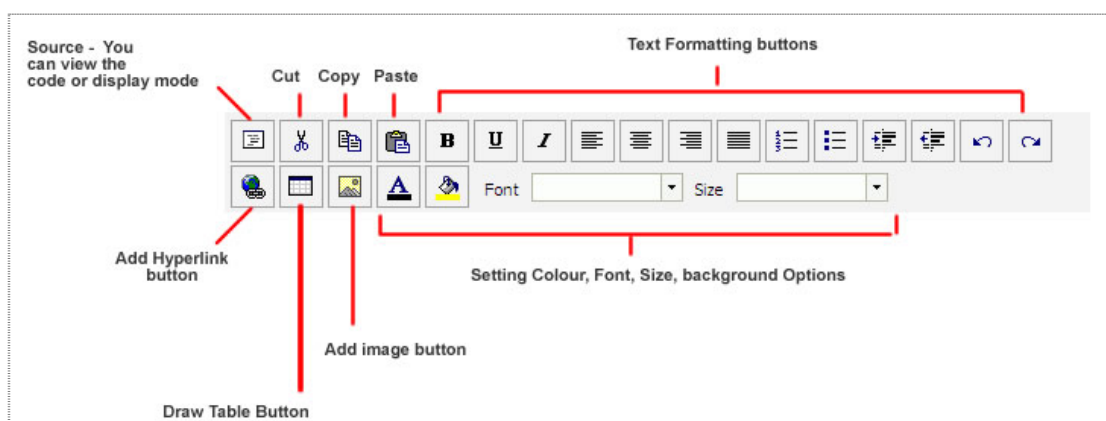
**Block Title** – This is the name of the block and will appear on the website

**Get Content from File** – You have the ability to specify a path or URL from which content can be fed into this block

**Block Content** – This is the actual content of the block. As represented above, you can either enter text or html or even upload an image to this field.

There is a **WYSIWYG** editor available for this field which allows you to write HTML content or upload an image.

The options available on the **WYSIWYG** editor are explained below:

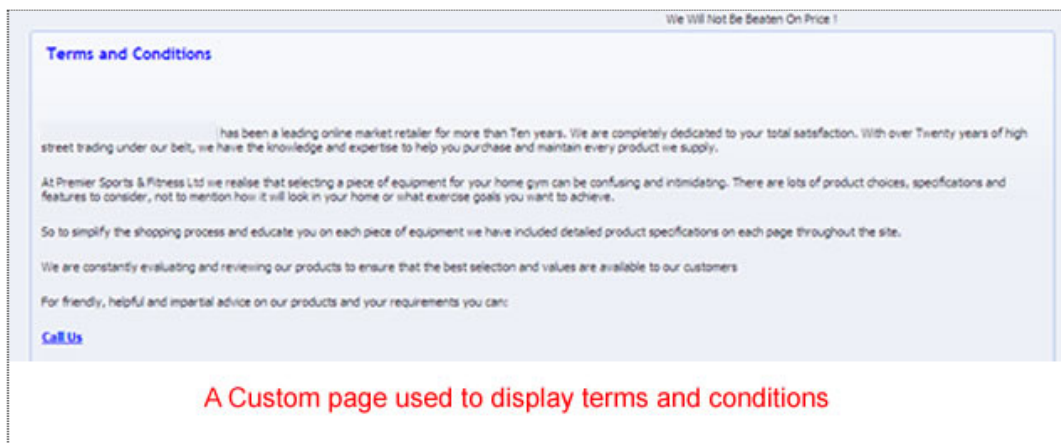


### **Custom Pages:**

Similar to the custom blocks, these are free custom pages that can be used throughout the website.

For example: Shipping information page or a page to display the privacy policy.





To create a custom page, go to CMS → Custom Pages section.  
Then click on the “New page” link  
The following fields are available in this section

**Allow access to this page** – Ticking this tick box makes this page available on the website. If this tick box is not ticked, the page will not show on the website

#### **Under General Page Information:**

**Page Code** – This code is used to call the page. For example if this field is filled in with a value called “Shipping”, then the URL that needs to be called in order to use this page will be – <http://www.yoursite.com/page.php?page=Shipping>  
(Please note you can call the page by a SEO-friendly URL if the friendly URLs is enabled on your server and the Friendly URL field is filled)

**Page Title** – This is the title of the page and is displayed on the website (Examples: Shipping Information; Terms & Conditions; etc.)

**Friendly URL** – This is the SEO friendly URL (Eg: LG\_Prada\_Phone)

**Page Order** – This defines the position of the page, if custom pages is used as navigation on the website

**Show Link in footer** – By ticking this check-box, the link for this page will be shown in the footer.

**Show in Site Map** – By ticking this check-box, the link for this page will appear in the Site Maps (Please note: Sitemaps feature should be turned on)

**Page Format** – You have 2 options here. **1 – HTML:** This allows you to use HTML in the Page Body field. **2 – Plain Text:** This allows you to use normal text in the Page Body field

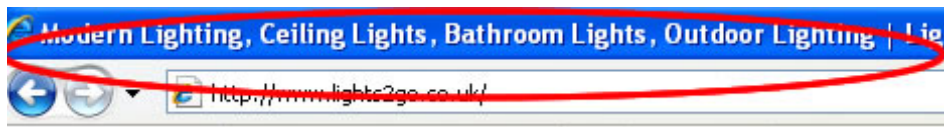
**Window Type:** You have 2 options here. **1 – Usual Window:** when a link to this page is used OR if you tick the Show Link in Footer check-box, when a user clicks on this link, it opens in the same window. **2 – Popup Window:** This open the page when click on the link in a pop-up or a new window

**Redirect to URL:** You can specify a path or URL for any other page from which you would like to feed content to this custom page. Example: <http://www.yousite.com/shipping.html> (Please note: Entering a value into this field will over ride any content entered in the Page body field)

**Get Body From File:** This can be the name of a file from which you wish to feed content into this page. (Example: shippinginfo.htm, privacy\_policy.txt)

**Page Body:** This is field where you enter the content of the custom page. Based on the settings of the “Page Format” field, you can either enter HTML or plain text in this field. Please note that you can also use the WYSIWYG editor for this field.

**Page Title** – This shows on the title bar of your browser



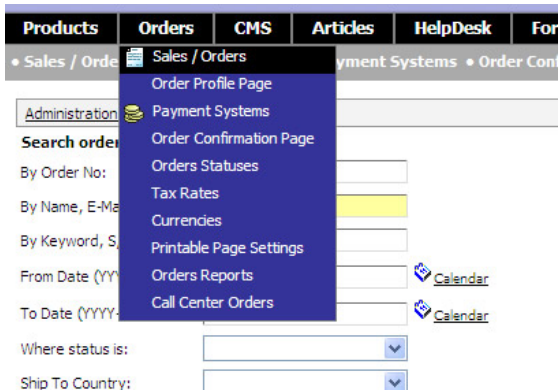
**Meta Keywords** – These appear in the “Meta Keywords” section of the product page. Comma separated values need to be entered here  
Example: Sony televisions, flat TV, HD Ready, Plasma Screen

**Meta Description** – This appears in the “Meta Description” section of the product page. Short sentences can be entered here  
Example: We offer a wide range of Sony Flat Panel Televisions.

After entering the details click on “**Add New**” button. The page will be added into the website and you will be taken to the listing page on the ADMIN where you can see the list of all custom pages added. You can EDIT/DELETE the custom page by clicking on the “**Edit Page**” link against that particular page.

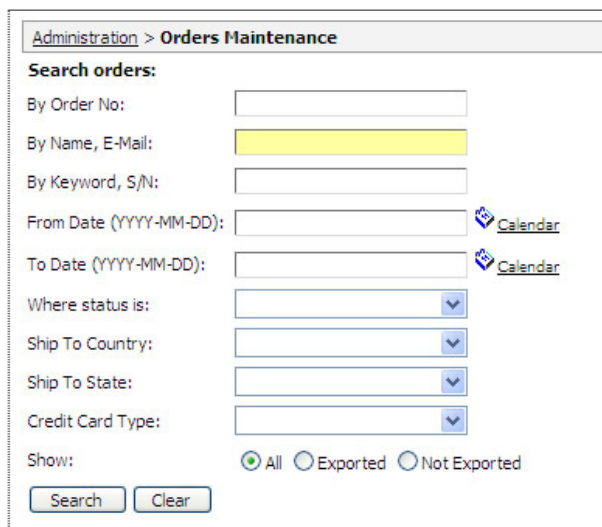
## Sales/Order Management

The sales orders taken via the website can be viewed/managed by going to the Orders  
→ Sales/Orders section



The screenshot shows a web application interface with a top navigation bar containing 'Products', 'Orders', 'CMS', 'Articles', 'HelpDesk', and 'For'. Below this, a breadcrumb trail reads 'Sales / Orders'. A dropdown menu is open under 'Sales / Orders', listing options: 'Order Profile Page', 'Payment Systems', 'Order Confirmation Page', 'Orders Statuses', 'Tax Rates', 'Currencies', 'Printable Page Settings', 'Orders Reports', and 'Call Center Orders'. Below the menu, there are search filters: 'By Order No:', 'By Name, E-Mail', 'By Keyword, S/N:', 'From Date (YYYY-MM-DD):' with a 'Calendar' icon, 'To Date (YYYY-MM-DD):' with a 'Calendar' icon, 'Where status is:', and 'Ship To Country:'.

Orders can be searched/viewed in 2 ways.  
One: By using the Search feature available



The screenshot shows the 'Administration > Orders Maintenance' search interface. It includes the following fields and options: 'By Order No:', 'By Name, E-Mail' (highlighted in yellow), 'By Keyword, S/N:', 'From Date (YYYY-MM-DD):' with a 'Calendar' icon, 'To Date (YYYY-MM-DD):' with a 'Calendar' icon, 'Where status is:', 'Ship To Country:', 'Ship To State:', 'Credit Card Type:', and 'Show:' with radio buttons for 'All' (selected), 'Exported', and 'Not Exported'. There are 'Search' and 'Clear' buttons at the bottom.

Orders can be searched by order number, name, email, keyword, etc.  
A javascript calendar feature is also available which helps you to search the orders by date  
Two: By using the Order Stats grid

**Stats:**

	<u>Today</u>	<u>Yesterday</u>	<u>Last 7 days</u>	<u>This month</u>
<a href="#">New Order Placed</a>	0	0	0	0
<a href="#">Payment Details</a>	0	0	0	0
<a href="#">Confirmed by User</a>	<b>1</b>	0	<b>1</b>	<b>1</b>
<a href="#">Paid</a>	0	0	0	0
<a href="#">Goods shipped</a>	0	0	0	0
<a href="#">Pending</a>	0	0	0	0
<a href="#">Closed</a>	0	0	0	0
<a href="#">Declined</a>	0	0	0	0
<a href="#">Validated</a>	0	0	0	0
<a href="#">Failed</a>	0	0	0	0
<a href="#">Dispatched</a>	0	0	0	0
<a href="#">Cancelled</a>	0	0	0	0
<a href="#">Refunded</a>	0	0	0	0
<a href="#">Captured</a>	0	0	0	0
<a href="#">Voided</a>	0	0	0	0
<a href="#">Authorized</a>	0	0	0	0
<b>Total:</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>

The Order Stats Grid shows orders taken Today, Yesterday, Last 7 days, and orders taken for the month

Orders are sorted according to their status.

Order Status → This represents the final status of an order. A status is initially assigned to an order by the payment system. The most common statuses for an order are **PAID, PENDING, FAILED, NEW ORDER PLACED**

**PAID** – This status is set when the payment is successfully authorized by the payment system

**FAILED** – This status is set when a transaction fails due to invalid card details or any other reason.

**PENDING** – This status is used when DIFFERED payment system is used.

**NEW ORDER PLACED** – This can also be referred to as Abandoned Baskets. If an order is set to this status, then it means that the user hasn't successfully completed the checkout process

Apart from these, there are other statuses available which can be used to determine the order status at various steps

For Example: If the order is dispatched, it can be set to "GOODS SHIPPED" status

If a customer cancels an order, then the status "CANCELLED" can be used

The ViArt E-Commerce platform allows the ADMIN to use from a set of already created statuses OR the ADMIN can create his own order status, which will be explained in the next section.

## Order Maintenance section

Orders Maintenance									
<input type="checkbox"/>	No	User name	Status	Order Placed	Order Total	To	Invoice		
<input type="checkbox"/>	2	Revi A	Confirmed by User	29 Jun 2008, 10:28 PM	£351.35	GB			<a href="#">View/Edit</a>
<input type="checkbox"/>	1	NEIL PALMER	New Order Placed	14 Dec 2007, 11:18 AM					<a href="#">View/Edit</a>

[Export All Orders](#) | [Export Filtered \(2\)](#) | [Export Newest \(2\)](#) | [PDF Invoices](#) | [PDF Packing Slips](#) | [Recurring Orders](#)

Product	Qty	Price
B&Q Romsey Straight ...	1	£299.02
<b>Goods Total</b>	<b>1</b>	<b>£299.02</b>

The order maintenance section displays all the recent orders, abandoned baskets or failed transactions. Moving you mouse over to the ‘Order Total’ column brings up a pop-up window which shows you more details of that order.

An invoice for a particular order can be generated in PDF or HTML format by clicking on the respective links beside the order

<u>Order Total</u>	<u>To</u>	<u>Invoice</u>		
£351.35	GB			<a href="#">View/Edit</a>
£1,251.00	GB			<a href="#">View/Edit</a>

**More options available on the Order Management System:**

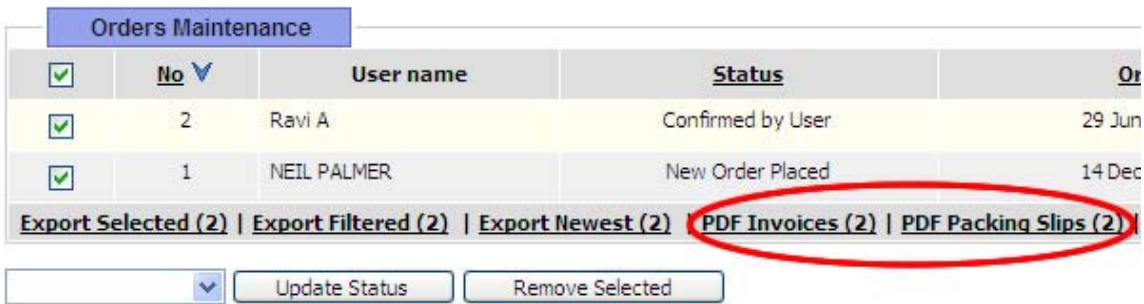
**Export Selected/Export Filtered** – You can use the checkbox available on the Order Maintenance block to choose all or particular orders and export them into spreadsheets

Clicking on the “Export Selected” or “Export Filtered” takes you to a page where you can choose the file format required and the fields from the orders required for the export.

You can delimit the export on Comma, Tab or Semicolon. Similar options are available for the Products. You can delimit the products by Rows, Comma, Tab, Space, Semi Colon, and New Line

**Export Newest** – This option can be used to export the recently placed orders on the website

**PDF Invoices / PDF Packing Slips** – This option is used to generate packing slips or invoices for a set of orders. You need to choose the orders for which you need to generate PDF invoices or packing slips by using the check-box available against the orders.



**Recurring Orders** – This link is used to export orders on which the payment option is set to as recurring.





**Update Status** – You can update the status of an order or set of orders by using the “Update Status” button in the Orders Maintenance section. You will need to select order/orders by using the check-box available against the orders, choose the new status that you need to set for the orders by using the drop-down menu and the click on the “Update Status” button.



**Remove Selected** – Order can be deleted completely from the system by using this button. You will need to choose the order/orders that are needed to be removed by using the check-box and then click on the “Remove Selected” button.

**Please note** – Order once removed cannot be restored again into the system.

**Single Order Maintenance – View/Edit** – Order maintenance can also be done on a single order by order basis by using the View/Edit link available against each order

Order Placed	Order Total	To	Invoice	
29 Jun 2008, 10:28 PM	£351.35	GB	 	<a href="#">View/Edit</a>
14 Dec 2007, 11:18 AM	£1,251.00	GB	 	<a href="#">View/Edit</a>

[Recurring Orders](#)

## The View/Edit section of an order displays the following:

You can view previous order history for the customer on the top of the screen

User who submitted this order also submitted <b>1</b> order(s). Total goods amount for these orders - <b>£299.02</b>	<table border="1"> <thead> <tr> <th>Status</th> <th>Orders</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Confirmed by User</td> <td>1</td> <td>£299.02</td> </tr> <tr> <td><b>Total</b></td> <td><b>1</b></td> <td><b>£299.02</b></td> </tr> </tbody> </table>	Status	Orders	Amount	Confirmed by User	1	£299.02	<b>Total</b>	<b>1</b>	<b>£299.02</b>
Status	Orders	Amount								
Confirmed by User	1	£299.02								
<b>Total</b>	<b>1</b>	<b>£299.02</b>								

You can generate packing slips in either HTML or PDF formats by clicking on the relevant image icons as show below.



The **Order Notes** link can be used to type in notes / comments for an order

The **Delete Order** link removed the order completely from the system

**Please note** – Order once removed cannot be restored again into the system.

You can update the order status on the whole, or you can update the status of an individual product as shown below:

User who submitted this order also submitted 1 order(s).  
Total goods amount for these orders - £299.02

Order No: 3

Status: Confirmed by User

Update the status  
of the order

### Shopping Cart

Product	Price excl. VAT	VAT
SpotLight Status: Confirmed by User	£25.00	1
Designer Table Lamp Status: Confirmed by User	£150.00	1

Update

click on the update  
button once you  
choose the status from the  
drop-down menu

Payment Gateway: Personal

You can enter the shipping tracking number (if available) by using the 'shipping Tracking Number' field.

£0.00	£0.00	£0.00
	VAT	£30.63
<b>Total Order Cost</b>		<b>£205.63</b>

Shipping Tracking Number

Update

**PLEASE NOTE** – All the updates which are done to the order (except Order Notes) will be shown in the customer accounts when they log in (provided the ability to register at checkout is enabled to the user on the website)

The 'Personal Details' which include the 'Invoice to' and the 'Delivery to' address are also show. You can edit this information by clicking on the "EDIT" link



**Personal Details**

Invoice to:	Delivery to:
User ID: <b>1</b> Name: <b>joy</b> Email: <b>inothing@yahoo.com</b> Company Name: Street Address 1: <b>88</b> Street Address 2: City: <b>New York</b> Zip/Postal Code: <b>412</b> Country: <b>United Kingdom</b> Phone: <b>1234</b> Cell phone: Fax: Remote Address: <b>195.216.210.2</b> Add to <b>Black List</b>	Name: <b>joy</b> Company Name: Street Address 1: <b>88</b> Street Address 2: City: <b>New York</b> Zip/Postal Code: <b>412</b> Country: <b>United Kingdom</b> Phone: <b>1234</b> Cell phone: Fax: <a href="#">Edit</a>
<a href="#">Edit</a>	

You can also edit the 'Payment Details' which will be shown on the View/Edit Order maintenance section.

Please note – For security reasons, the ViArt e-commerce platform will not store the full credit card number or the CVV2 number

**Payment Details** [Edit](#)

Name of Cardholder	joy
Card Type	VISA Electron
Expiration Date	09 / 2010

The changes/updates done for the order will be shown in the "Order Change Log". This section will not be editable and will maintain a record of all the changes done to that order.

**Order Change Log**

24 06 2008, 5:41 PM	Update status	New Order Placed (Protx VSP Direct)
24 06 2008, 5:41 PM	Update status	New Order Placed -> Paid