relevant ecommerce™

ZNODE MARKETPLACE 8.1.1 USER MANUAL

October 2015

Znode 8.1.1 Setup Manual

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1 REVISION HISTORY

Section	Date	Change Made
	5/6/2015	First Draft

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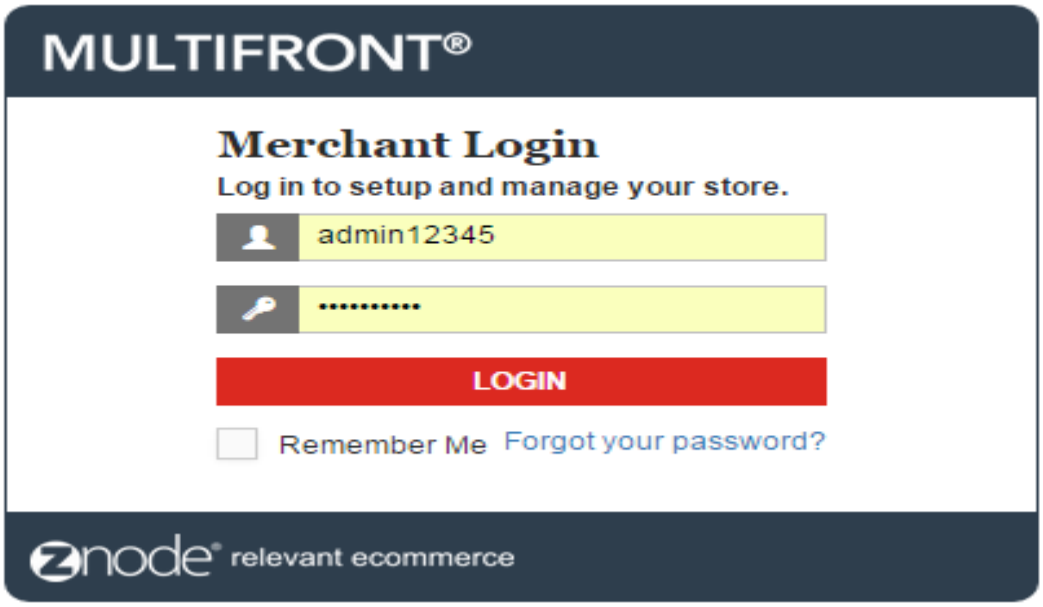
2 LOGIN TO THE MARKETPLACE ADMIN SITE

Users with Administrator access can login to the Marketplace administration website to manage every aspect of the Marketplace:

- Access the following web address in your browser:

  Go to the URL **http://www.yourdomain.com/siteadmin** where **www.yourdomain.com** should be replaced with your storefront's domain name. Note that if the website is installed in your local machine the domain name will be "local host"

- The **Marketplace Management Login** page is displayed.



- Type your administrator user name and password. When the Marketplace is first installed the default user name is "admin" and the password is "admin".
- Click **Login**.
- Upon successful login, the **Dashboard** page is displayed.

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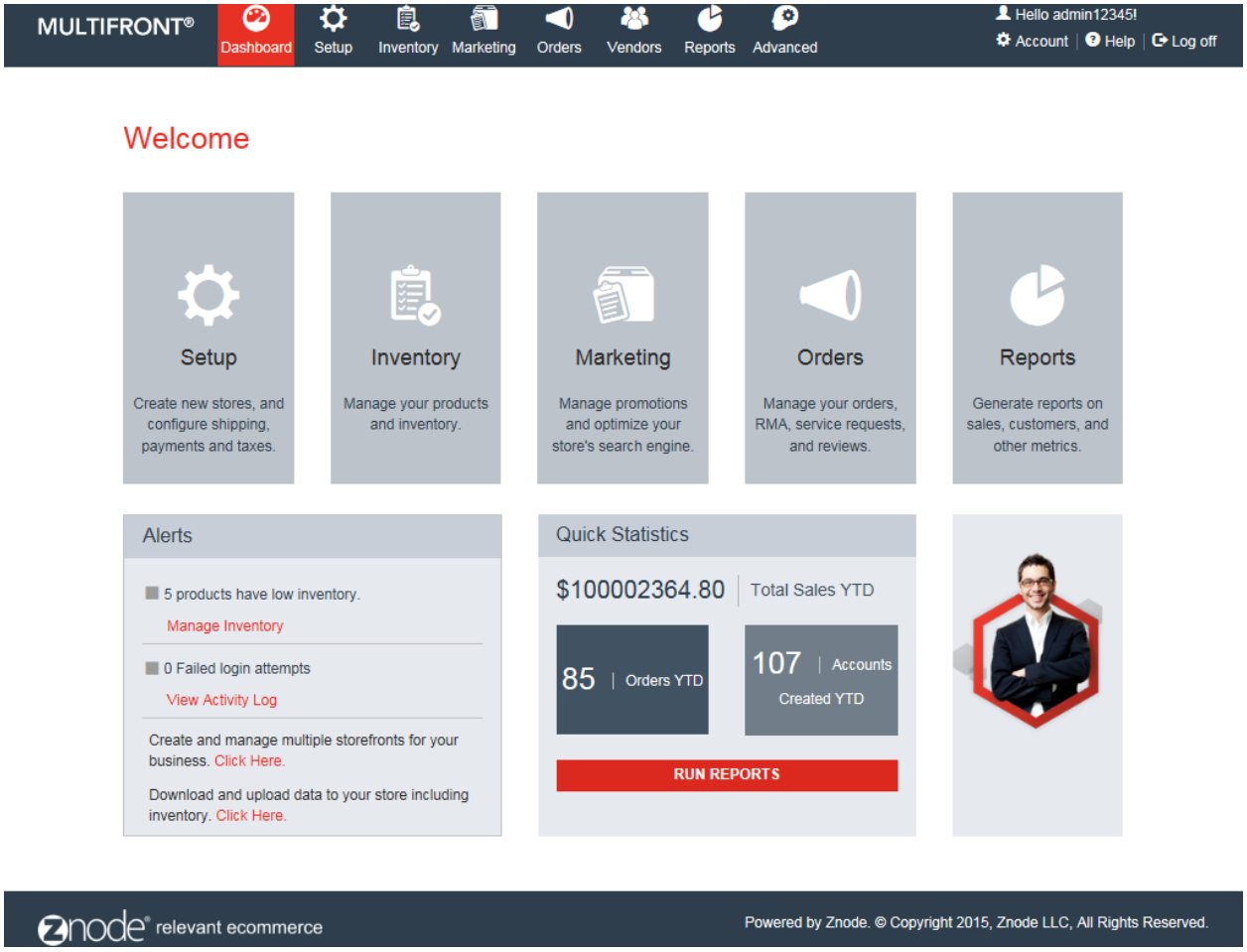

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3 SETUP

3.1 Stores

3.1.1 Create New Store

To create a new store:

- Login to the Admin site. The Dashboard page is displayed.
- On the top menu, click Stores under Setup. The Stores page is displayed listing all the available stores in the Marketplace.
- Click on Add button. The Create Store page is displayed.
- Enter the following details:
    - **Brand Name**: Enter the brand name.
    - **Store Name**: Enter a name for your store. For example, enter Matt's Pizza Store.
    - **Catalog**: Select a catalog from the drop-down list. The selected catalog will be associated to this store.
    - **Theme**: Select a theme for this catalog from the drop-down list. Leave blank, if not sure. Leave at default if not sure.
    - **Style sheet (CSS)**: Select a CSS file from the drop-down list, for the Theme selected above. Leave at default setting if you are not sure. Using the CSS setting you can change the look and feel of your site.
    - **Select a Logo**:
        - Select Upload New Image. Select a Logo Image is displayed.
        - Click Browse. The Choose file dialog box opens.
        - Choose a location and enter the filename of the logo image to upload. Only JPG, GIF and PNG images are supported.
        - Click Open. The location of the image is displayed.
- **Enable Secure Socket Layer (SSL) for this store**: Select to use a Secure Certificate for checkout. Important: If enabled, ensure that you have installed a valid certificate for the Marketplace to function.
- **Administrator's Email**: Enter the email address of your site administrator or webmaster. For example, enter webmaster@yoursite.com
- **Sales Category Email**: Enter the email address of your sales Category. For example, enter sales@yoursite.com
- **Customer Service Email**: Enter the email address of your customer service Category. For example, enter customerservice@yoursite.com
- **Sales Category Phone Number**: Enter the phone number of your sales Category. For example, enter 1-800-123-1234
- **Customer Service Phone Number:** Enter the phone number of your customer service Category. For example, enter 1-800-123-1234

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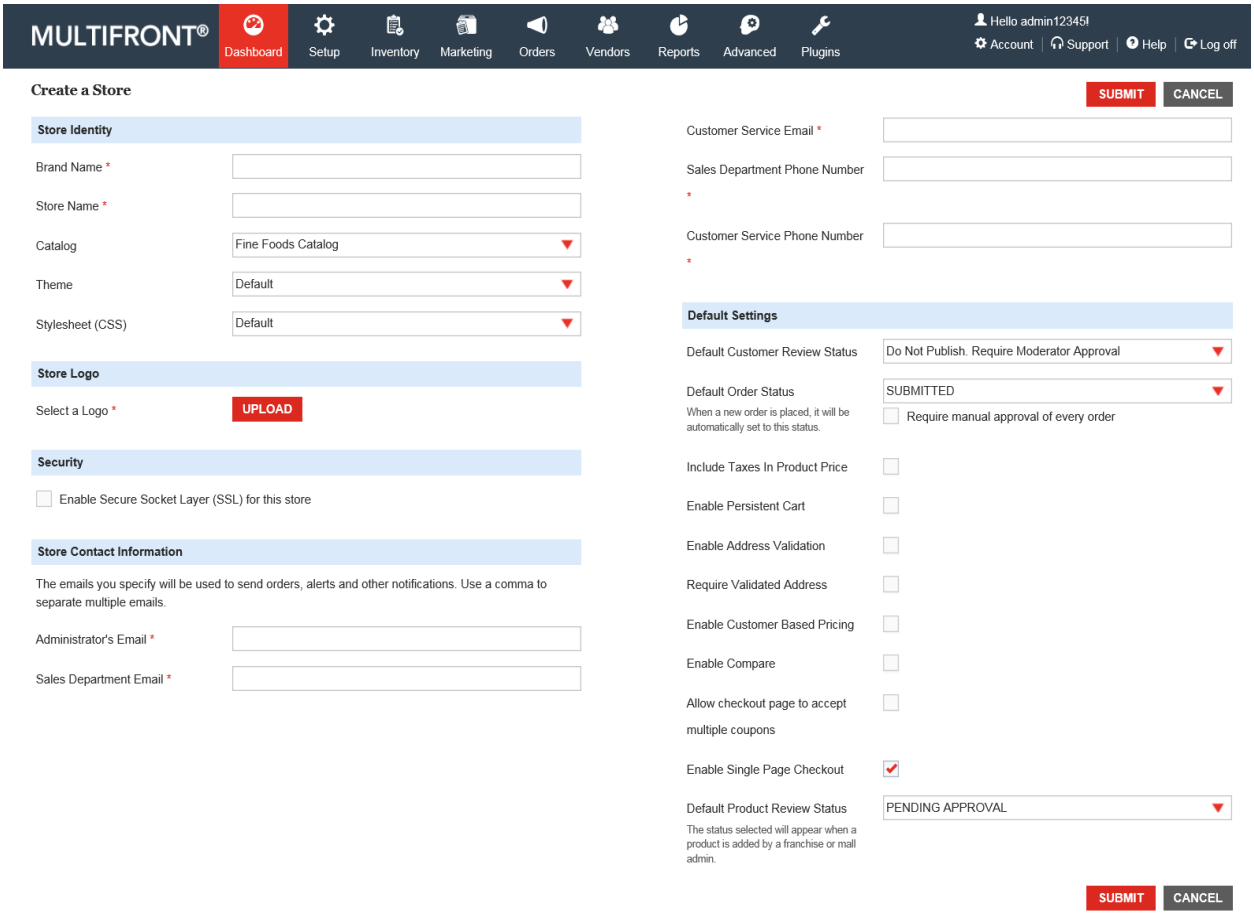

- **Default Customer Review Status**: Select the default status of customer reviews from the drop-down list. Selecting Active will post the customer's review on the site immediately. Selecting Do Not Publish. Require Moderator Approval will require that you approve reviews before they are posted.
- **Default Order Status**: Select the default order status from the drop-down list.
- **Require Order Approval**: If selected, order status can be set only after it is approved.
- **Include Taxes In Product Price**: Select to show the product prices inclusive of taxes.
- **Enable Persistent Cart**: Select to enable the cart's persistence.
- **Enable Address Validation**: Select to enable Address validation while checkout and Adding Billing/Shipping Address.
- **Require Validated Address:** Select to require validated address while checkout and Adding Billing/Shipping Address.
- **Default Product Review Status:** Select the default product review status added by Franchise/Mall admin.
- **Enable Customer Based Pricing:** Select to Enable Customer Based Pricing. Customer based pricing allows merchants to display different prices for different customers when viewing the same product(s).

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- **Enable Compare:** Select this checkbox as in Enable in state. Enable compare allows you to compare different products in the website.
- **Enable Single Page checkout:** Single page checkout provides you all the checkout steps in a single page
- **Allow checkout to accept multiple coupons:** Enable this checkbox if you want to allow to accept multiple coupons on your website
- Click **Submit**. The Manage Stores page is displayed.

3.1.2 Manage Store

- Login to the Admin site. The Dashboard page is displayed.
- On the top menu, click Stores under Setup. The Stores page is displayed listing all the available stores in the Marketplace.
- Click Manage link. The Manage store page is displayed.
- Click on the following tabs to configure the store:
    - General
    - Catalog
    - URL
    - Profiles
    - Display
    - Units
    - Countries
    - Shipping
    - JavaScript
    - SMTP

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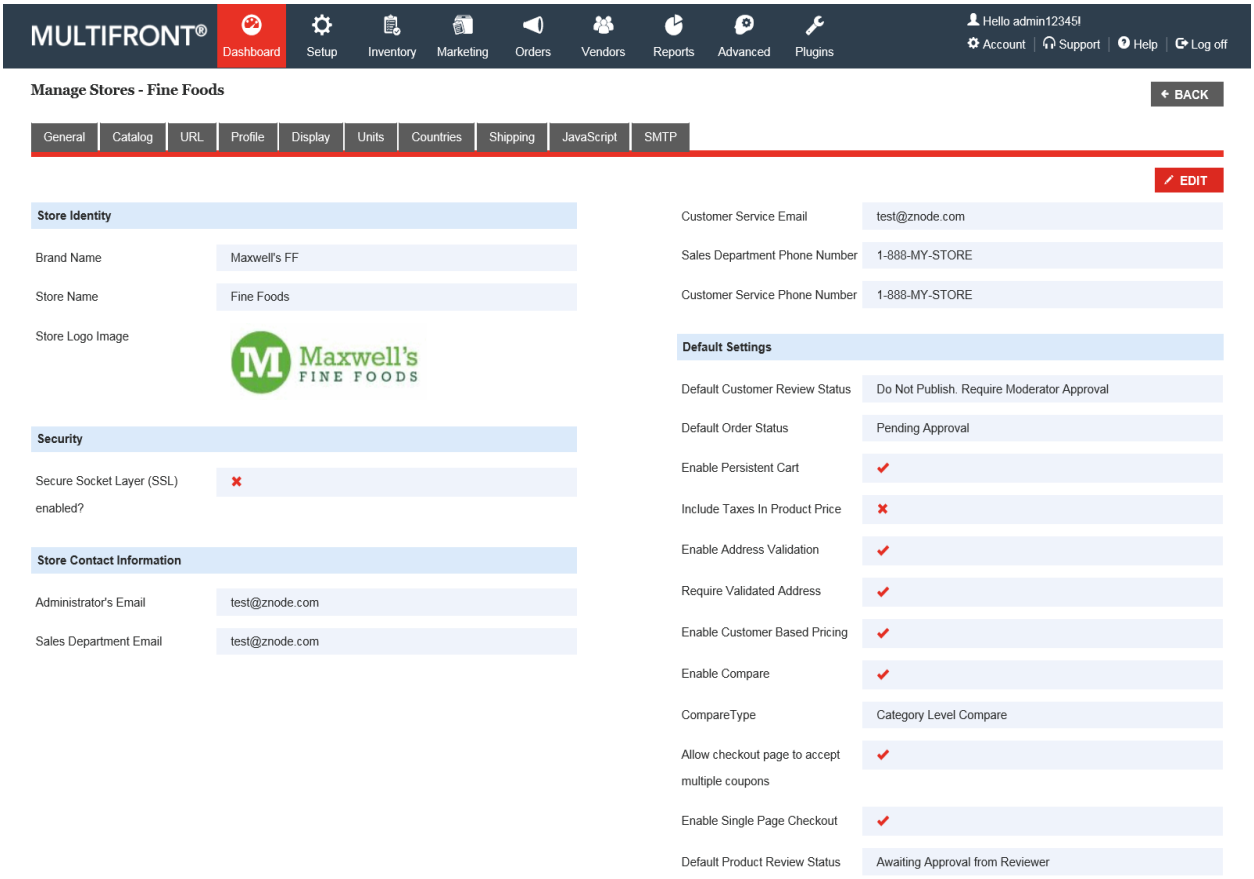

3.1.2.1 General Tab

To configure the general settings, click on the General tab and then click on Edit button. Manage Store page is displayed.

Edit the details you want to edit and Click on Submit button.

3.1.2.2 Catalog Tab

To associate store to a catalog, click on the Catalog tab and then click on Associate Catalog. Associate Catalog to Store page is displayed.

Enter the following details:

- **Catalog**: Select a catalog from the drop-down list to associate it to the store.
- **Theme**: Select a theme from the drop-down list.
- **Stylesheet(CSS)**: Select a CSS from the drop-down list. If not sure, leave at Default.
- Click **Submit**. The Manage Store page is displayed with the newly added Catalog listed in the Catalog tab.

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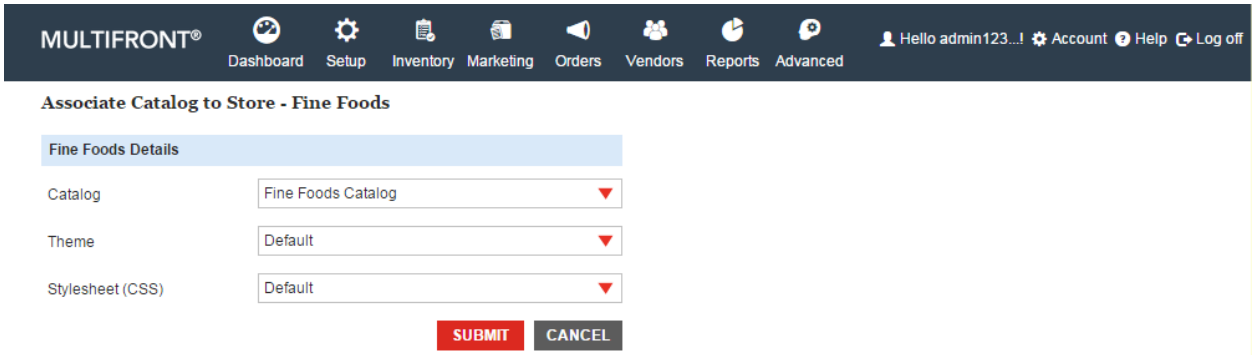
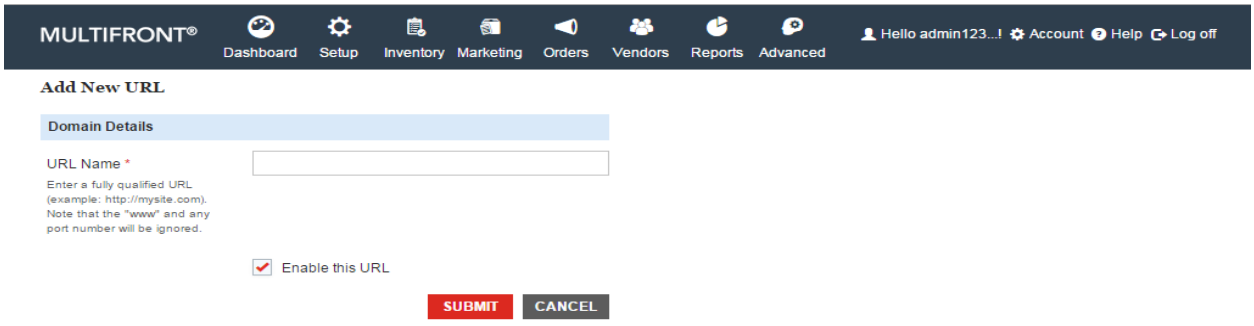


3.1.2.3 URL Tab

To associate this store to URL click on the URL tab and then click on Add button. Add New URL page is displayed.

Enter the following details:

- **URL Name**: Enter a fully qualified URL. For example enter http://www.mysite.com
- **Enable this URL:** Select to enable this URL for the store.
- Click **Submit**. The Manage Store page is displayed with the newly added URL listed in the URL tab.
- Newly added URL is display in the list.
- **Clear Cache:** Click on the Clear cache link to delete all the cache in the storefront.



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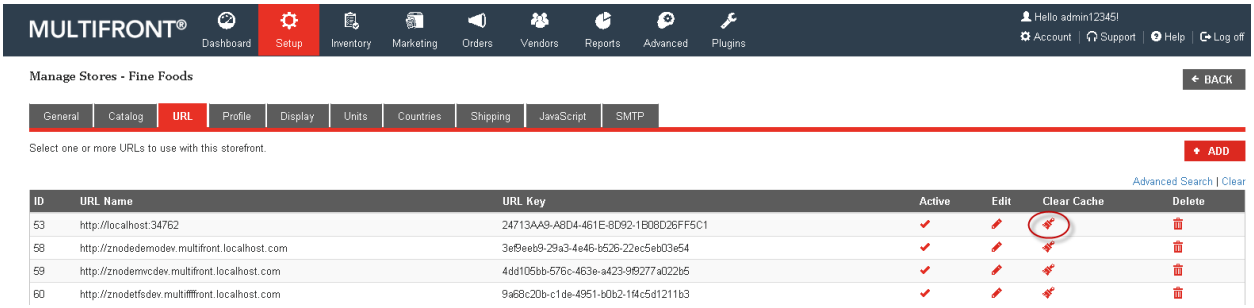


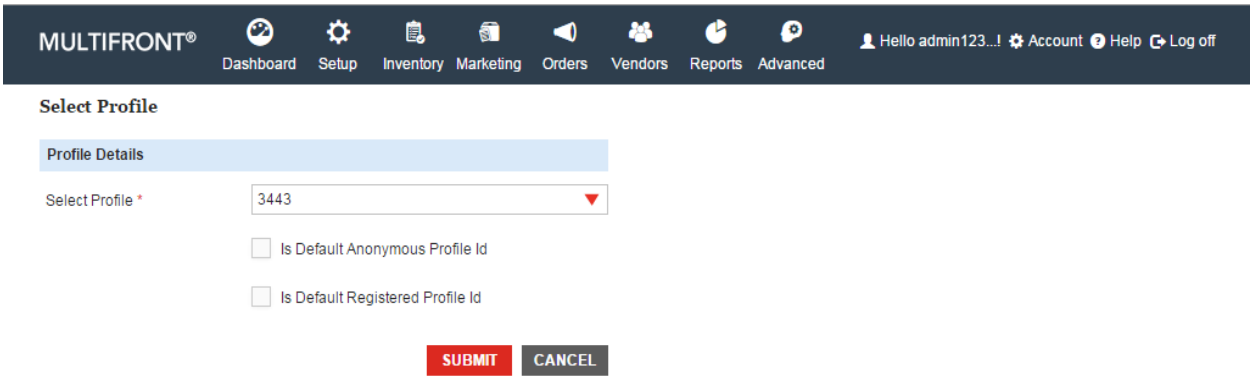
3.1.2.4 Profiles

To add profiles to this store, click on the Profiles tab and then click on Add button. Add Profiles to Store page is displayed.

Enter the following details:

- **Select Profile:** Select a profile form the drop-down list.
- **Is Default Anonymous**: Select if this is the default anonymous profile.
- **Is Default Registered:** Select if this is the default registered profile.
- **Click Submit.** The Manage Store page is displayed with the newly added profile listed in the Profiles tab.

Note: that you must at a minimum define a Default Anonymous and Default Registered profile. Additional Profiles are optional.



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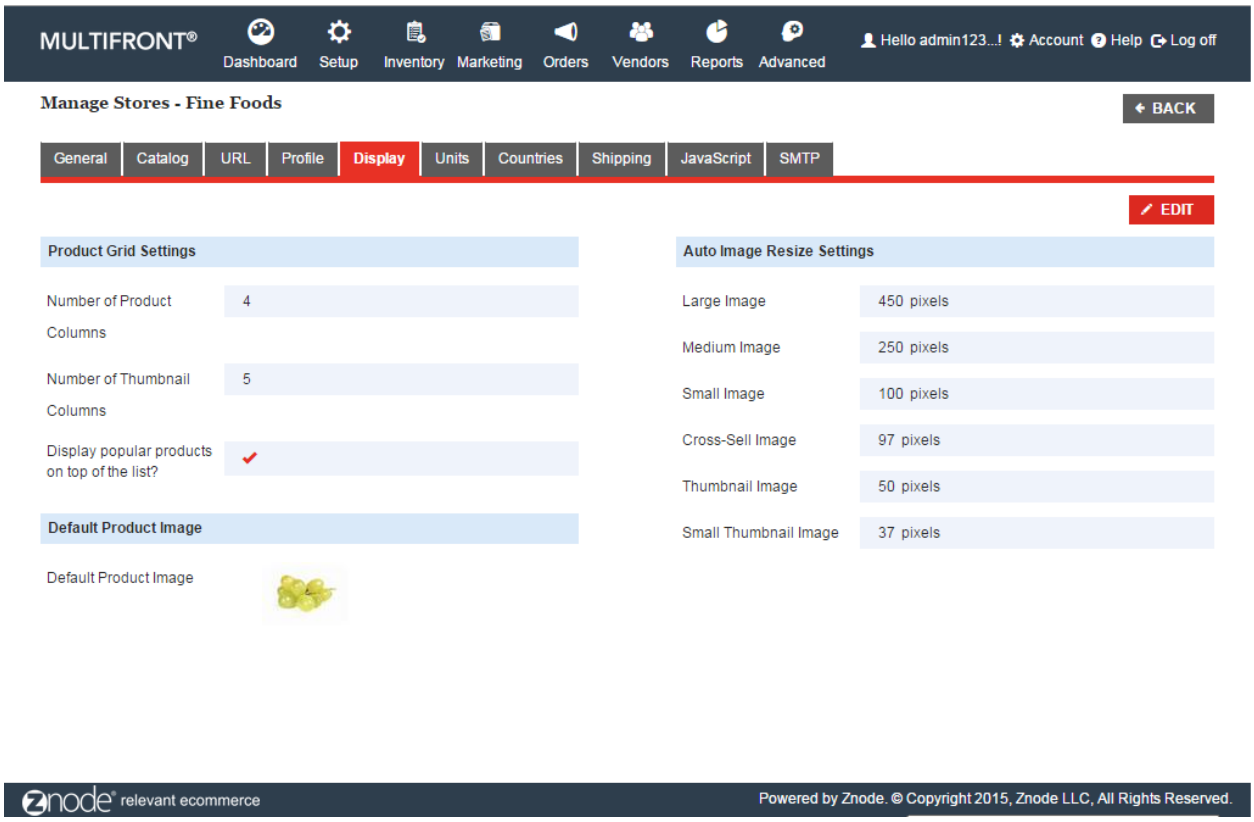
3.1.2.5 Display Tab

To configure the display settings click on the Display tab.

- Click on Edit button.
- Edit Display Settings page is displayed.



Enter the following details:

- **Number of Product Columns:** Enter a number between 1 and 10. This determines the maximum number of columns to display in the catalog listing. For example, enter 4 to display four columns.
- **Number of Thumbnail Columns:** Enter a number. This determines the maximum number of thumbnail columns.
- **Display popular products on top of the list:** Check this box to automatically update the display order of products so that the most popular ones show first in category and search lists.
- **Large Image:** Enter a width or height in pixels. This determines the width or height of the image when the user clicks on the Large Image link. For example, enter 450 to display the large image at 450 pixel width. If this option is set too large your catalog may have trouble displaying the products within the bounds of the page.
- **Medium Image:** Enter a width or height in pixels. This determines the width or height of the image in the Product page. For example, enter 250 to display the Product image at 250 pixel width. If this option is set too large your catalog may have trouble displaying the products within the bounds of the page.
- **Small Image:** Enter a width or height in pixels. This determines the width or height of the image in the Product/Category page. For example, enter 150 to display the Product image at 150 pixel

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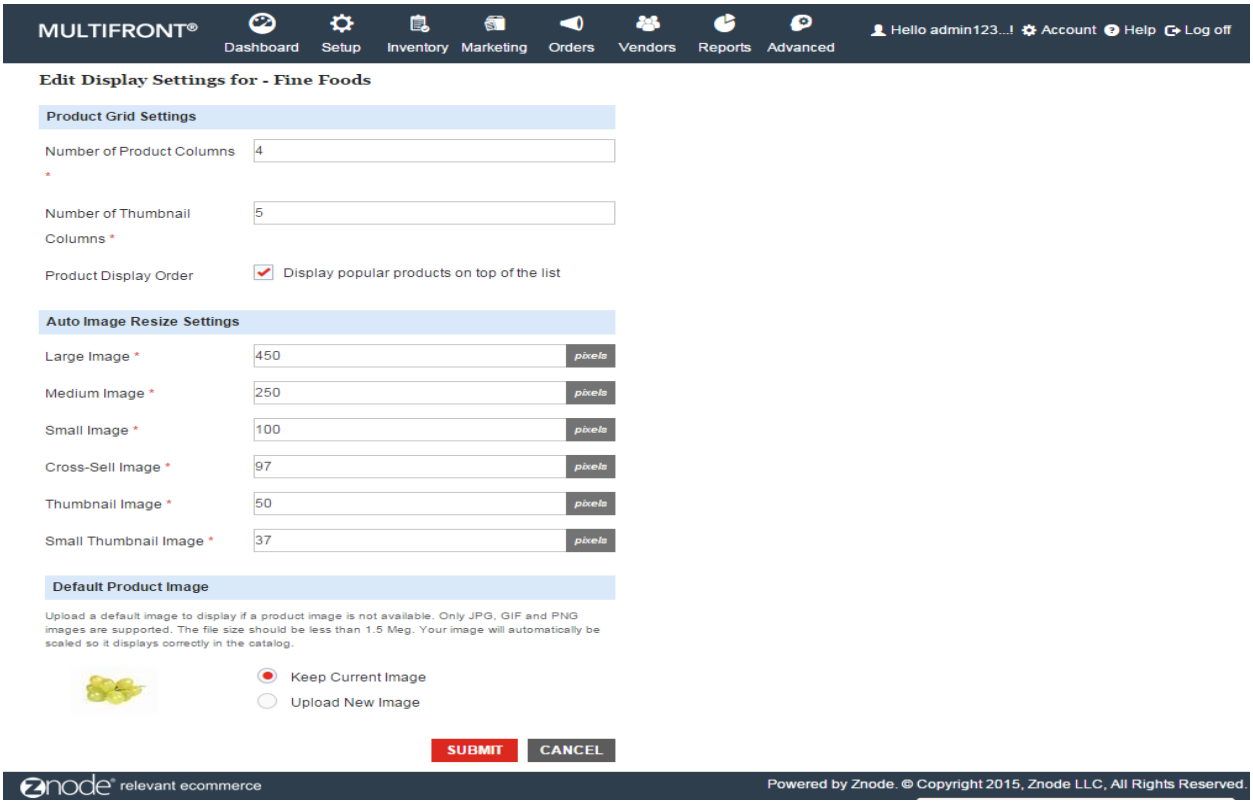
width. If this option is set too large your catalog may have trouble displaying the products within the bounds of the page.

- **Cross-Sell Image:** Enter a width or height in pixels. This determines the width or height of the image in the Category page. For example, enter 100 to display the Product image at 100 pixel width. If this option is set too large your catalog may have trouble displaying the products within the bounds of the page.
- **Thumbnail Image:** Enter a width or height in pixels. This determines the width or height of the thumbnail images in the Product page. For example, enter 50 to display the thumbnail images at 50 pixel width. If this option is set too large your catalog may have trouble displaying the products within the bounds of the page.
- **Small Thumbnail Image:** Enter a width or height in pixels. This determines the width or height of the small thumbnail images in the Product page. For example, enter 35 to display the thumbnail images at 35 pixel width. If this option is set too large your catalog may have trouble displaying the products within the bounds of the page.
- Image not available path: The image specified here will be displayed when a product image is not available.
- Select Keep Current Image to retain the current image.

  OR
- To change the image, select Upload New Image. Select an Image field is displayed.
- Click Browse, under the Product Image section. The Choose file dialog box opens. Choose a location and enter the filename of the product image to upload. Click Open. The location of the image is now displayed next to the Browse button.
- Note: Only JPG, GIF and PNG images are supported. Make sure your image is 1.5 Mb in size or less.



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3.1.2.6 Units Tab

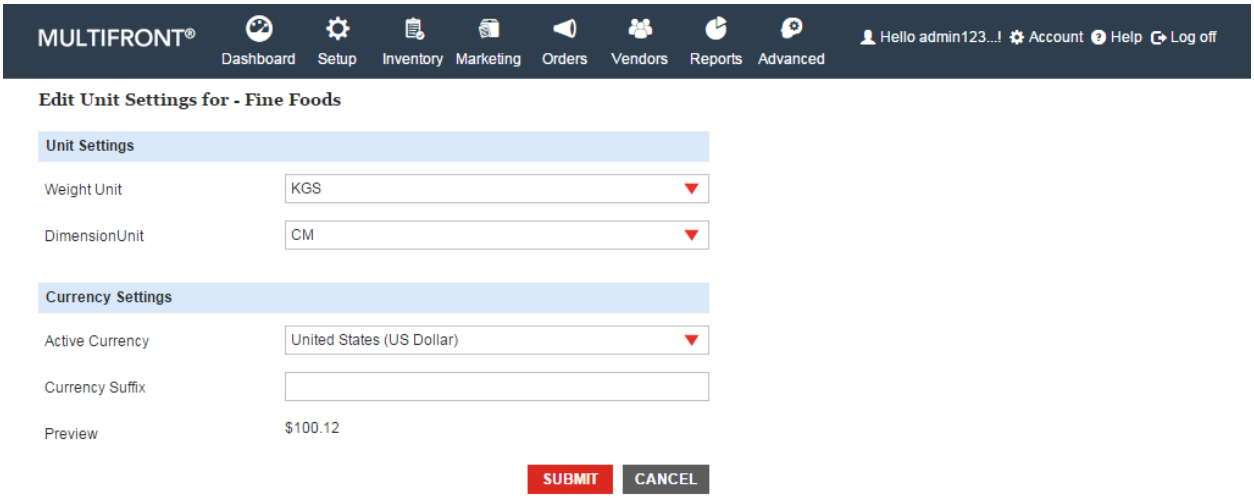
To configure Units setting click on the **Units** tab and click on **Edit** button.

Enter the following details for units setting:

- **Weight Unit**: Define Weight Unit from dropdown. Ex: LBS
- **Dimensions Unit**: Define Dimensions Unit from dropdown. Ex: IN

Enter the following details to specify currency type for your Marketplace:

- **Active Currency**: Define Active Currency from dropdown
- **Currency Suffix**: Enter Currency Suffix in Currency Suffix text box.
- Click **Submit**. The **Manage Store** page is displayed with the newly added details listed in the Units tab.



3.1.2.7 Countries Tab

You can create stores that cater to a particular country or a group of countries. To associate countries to this store click on the **Countries** tab and then click on **Add Countries to Stores**. **Add Countries to Stores** page is displayed.

- To search for countries follow the steps below. Else, go to the next step to directly select the countries:
  - Enter keywords under Search Country.
  - Click **Search**. All countries meeting the above search criteria will be displayed under Countries List.
- From the Countries List:
  - Select countries to associate them to this store and
  - Select countries to ship products from this store.

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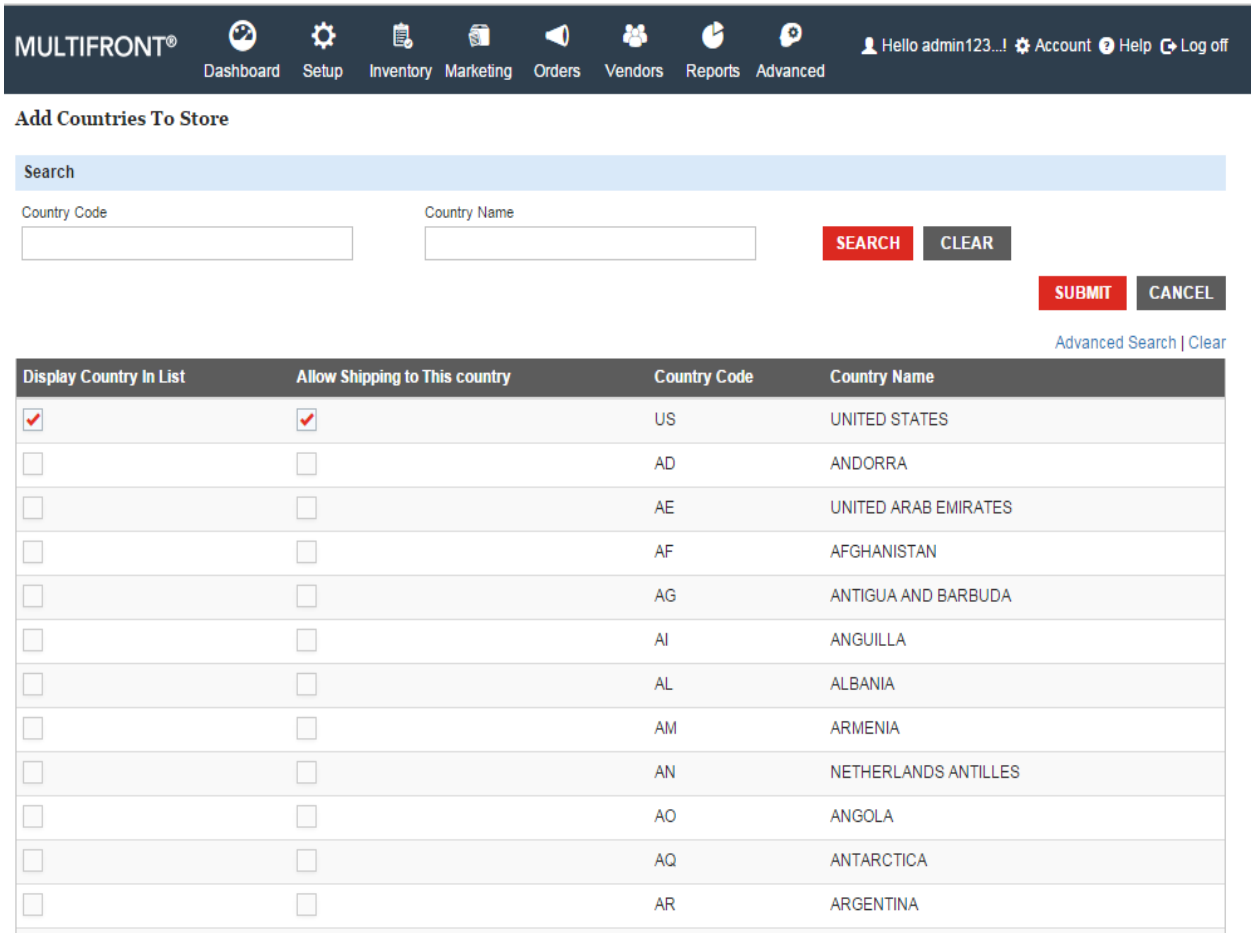
- Click **Submit**. The **Manage Store** page is displayed with the newly added countries listed in the Countries tab.

Note: To delete a country associated to a store: On the Countries tab, click **Remove** on the country to delete its association to this store.



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3.1.2.8 Shipping Tab

To configure the shipping setting, click on the **Shipping** tab and then click on **Edit Shipping Settings**. **Edit Shipping Settings** page is displayed.

- Enter the following details for **Shipping Origin Settings**:
  - **Shipping Origin Address 1**
  - **Shipping Origin Address 2**
  - **Shipping Origin City**
  - **Shipping Origin State Code**
  - **Shipping Origin Zip Code**
  - **Shipping Origin Country Code**
  - **Shipping Origin Phone**
- Enter the following details to retrieve FedEx shipping rates. *Note*: Please sign up for an API account with FedEx® first.
  - **FedEx® Account Number**: Enter your FedEx® account number.
  - **FedEx® Meter Number**: Enter your FedEx® meter number.
  - **FedEx Production key**: Enter your FedEx® production key.
  - **FedEx Security Code**: Enter your FedEx® security code.
  - **Select FedEx Drop-Off Type**: Select a FedEx® drop-off type from the drop-down list.
  - **Select FedEx Packaging Type**: Select a FedEx® packaging type from the drop-down list.
  - **Use FedEx Discount Rate**: Select to use FedEx® discount rates.
  - **Add Insurance**: Select to add insurance.
- Enter the following details to retrieve UPS shipping rates. *Note*: Please sign up for an API account with UPS first.
  - **UPS User Name**: Enter your UPS user name.
  - **UPS Password**: Enter your UPS password.
  - **UPS Access key**: Enter your UPS access key.
- Click **Submit**. The **Manage Store** page is displayed with the shipping settings listed in the Shipping tab.

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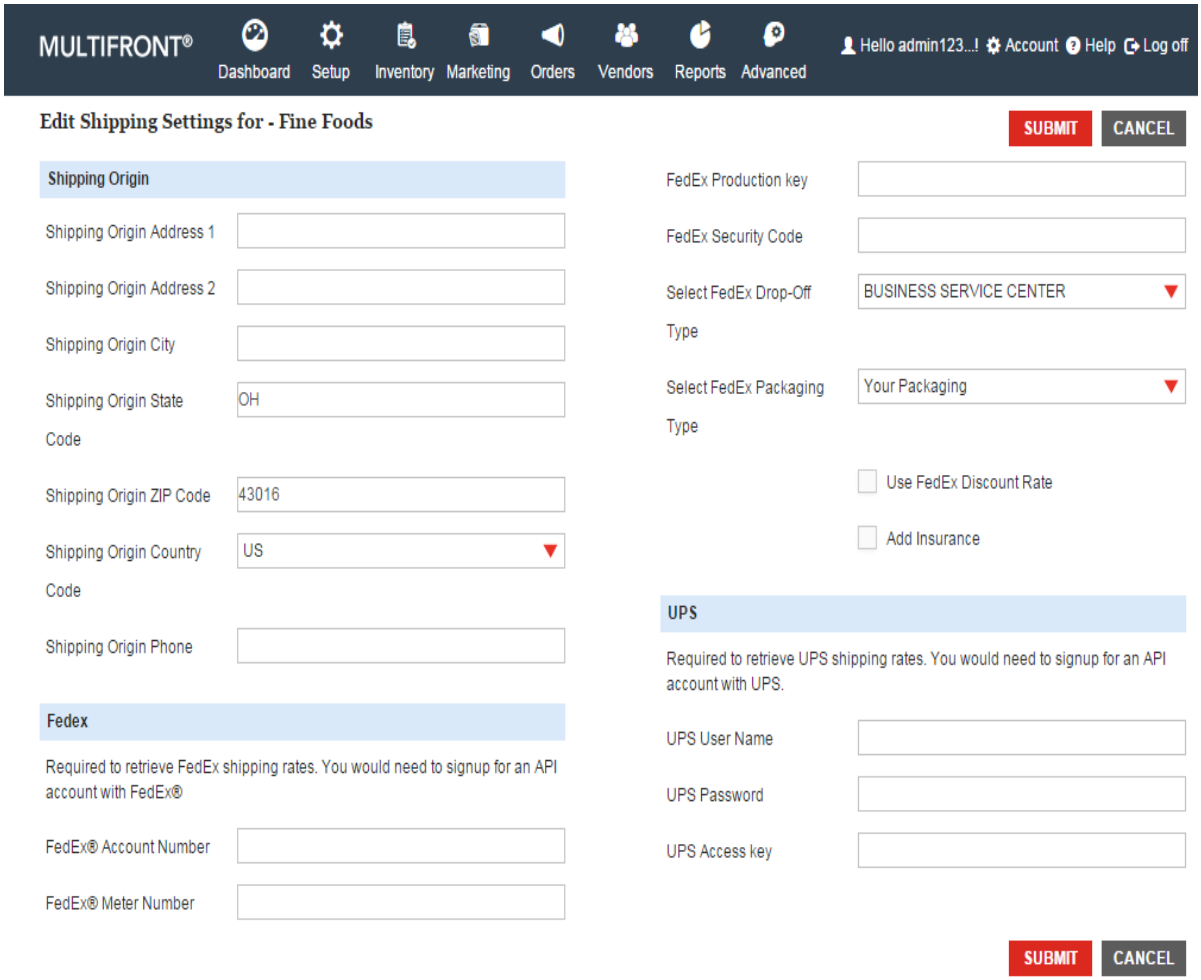

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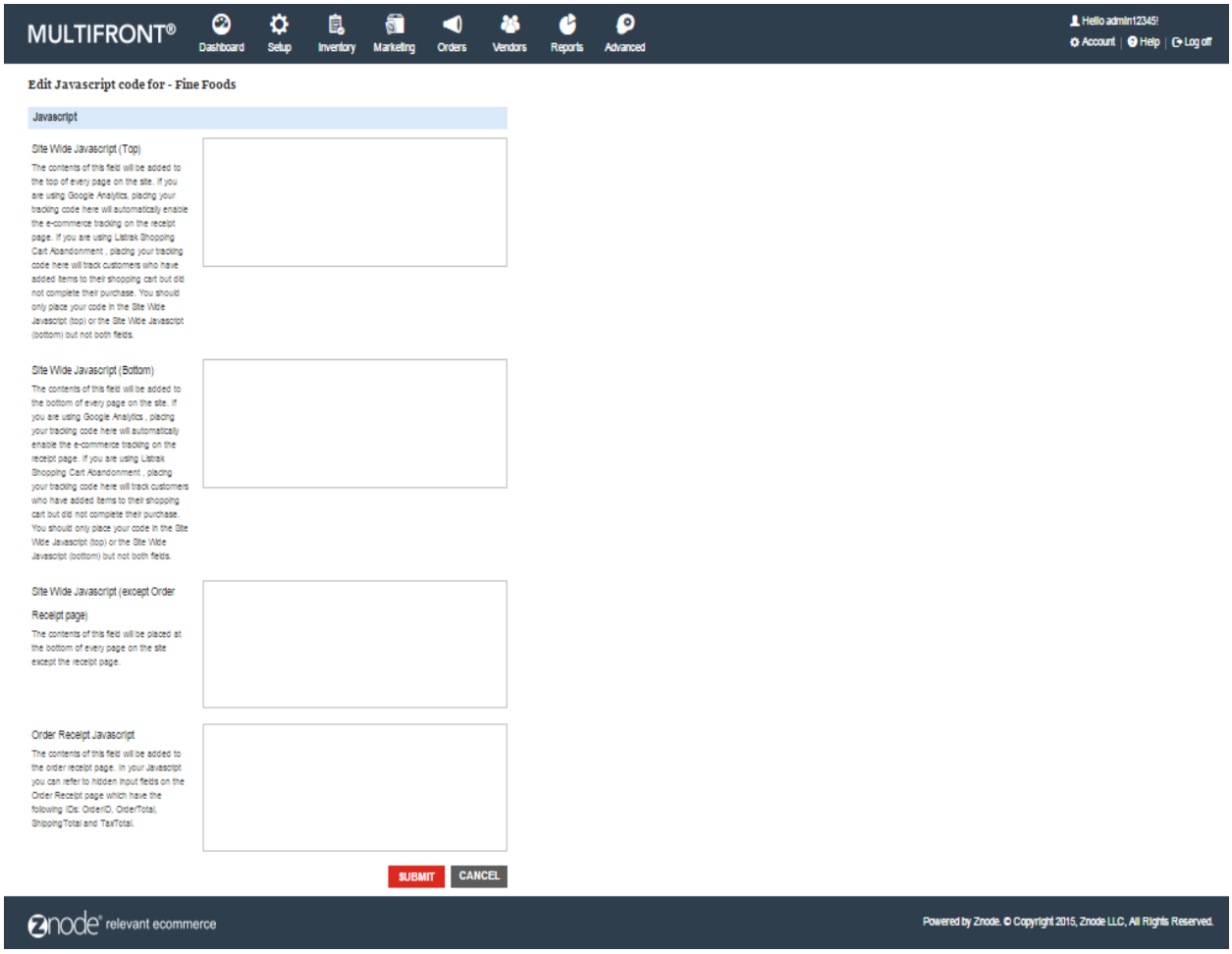
3.1.2.9 JavaScript Tab

To configure the analytics code click on the **Analytics Code** tab and ten click on **Edit Analytics Code Settings**. **Edit Analytics Code** page is displayed.

- **Site Wide JavaScript (Top)**: Enter the JavaScript code here. This will be added to the top of every page on the site.
- **Site Wide JavaScript (Bottom)**: Enter the JavaScript code here. This will be added to the bottom of every page on the site. If you are using Google Analytics paste your tracking code here. This will automatically enable the Ecommerce tracking feature of Google.
- **Site Wide JavaScript (except Order Receipt page)**: Enter the JavaScript code here. This will be placed at the bottom of every page on the site except the receipt page.
- **Order Receipt JavaScript**: Enter the JavaScript code here. This will be added to the **order receipt page.**
- Click **Submit**. The **Manage Store** page is displayed with the analytics code settings listed in the Analytics Code tab.

Note: Google Analytics is a free service offered by Google that generates detailed statistics about the visitors to a website.



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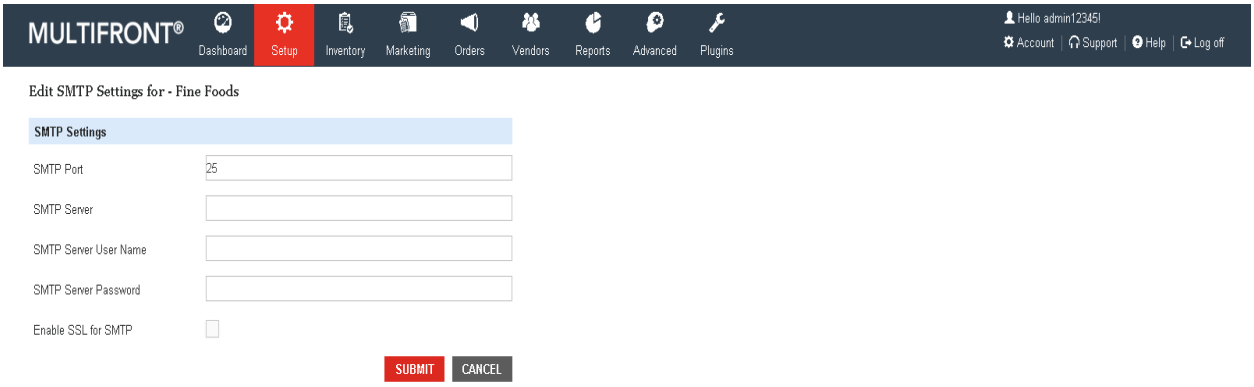
3.1.2.10 SMTP Tab

To configure the SMTP mail server settings click on the SMTP tab and then click on Edit SMTP Settings. Edit SMTP Settings page is displayed.

- **SMTP Port**: Enter the SMTP port number.
- **SMTP Server**: Enter the IP address or name of your SMTP email server. This and the following two settings are required to send email receipts and notifications from your Marketplace. For example, enter mail.yoursite.com
- **SMTP Server User Name:** Enter the username for your SMTP Email server.
- **SMTP Server Password:** Enter the password for your SMTP Email server.
- **Enable SSL for SMTP:** Enable this checkbox if you are using Gmail Setting (Server)
- Click **Submit**. The Manage Store page is displayed with the SMTP settings listed in the SMTP tab.

  You need to set SMTP server details before enabling the store administrator account. If SMTP is not configured, mail will not get triggered.



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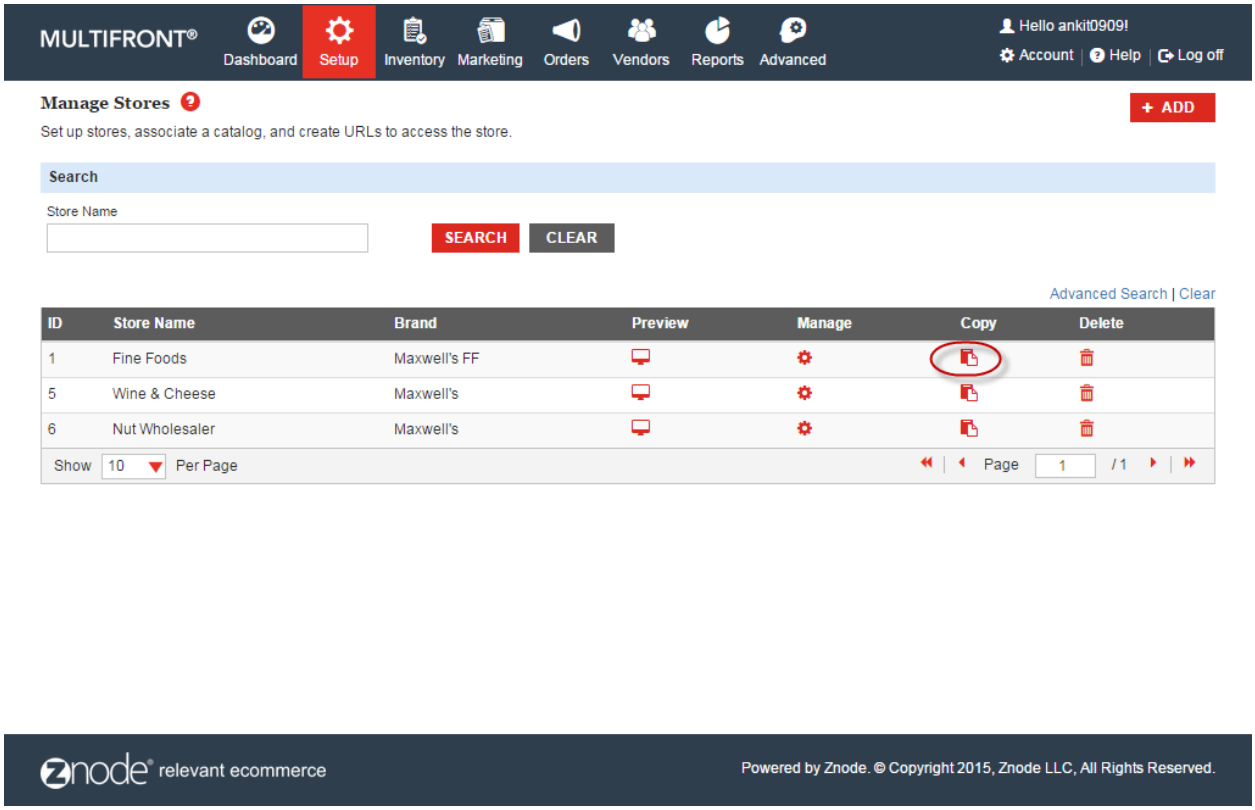
3.1.3 Copying Store

Here you can create replica of the previous created store. Following are the steps:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
2. On the top menu, click **Store** under **Set up**. The **Manage store** page is displayed.
3. Click **Copy** on the product you want to copy. The copied product view page is shown in the list.



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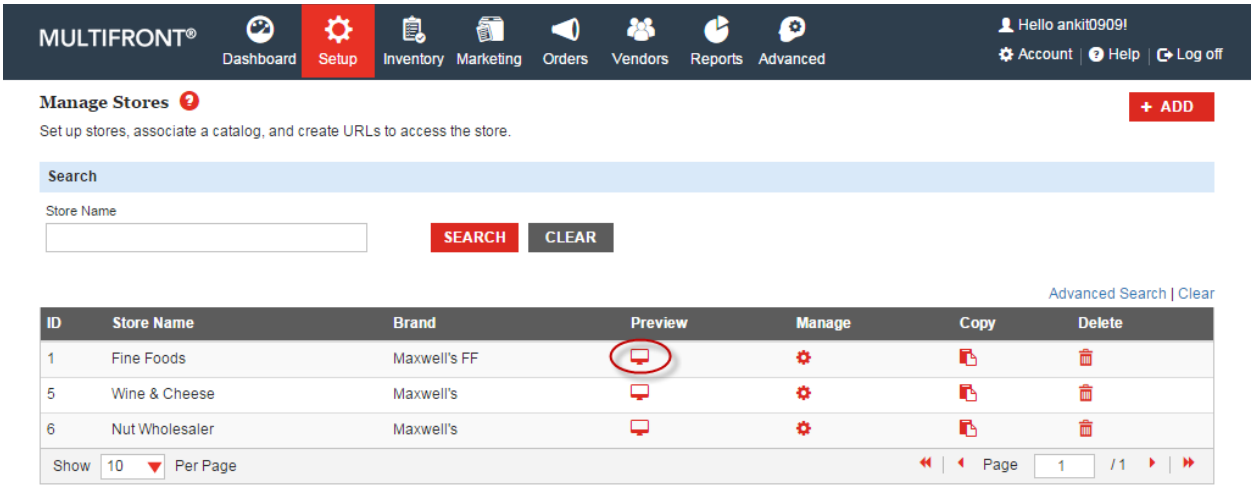
3.1.4 Preview Store

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
2. On the top menu, click **Store** under **Set up**. The **Manage store** page is displayed.
3. Click **Preview link** on the Store. Main website is display.



3.1.5 Delete Store

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
2. On the top menu, click **Store** under **Set up**. The **Manage store** page is displayed.
3. Click **Delete link** on the Store. Pop up is display. Click on the delete link, Selected Store is deleted.

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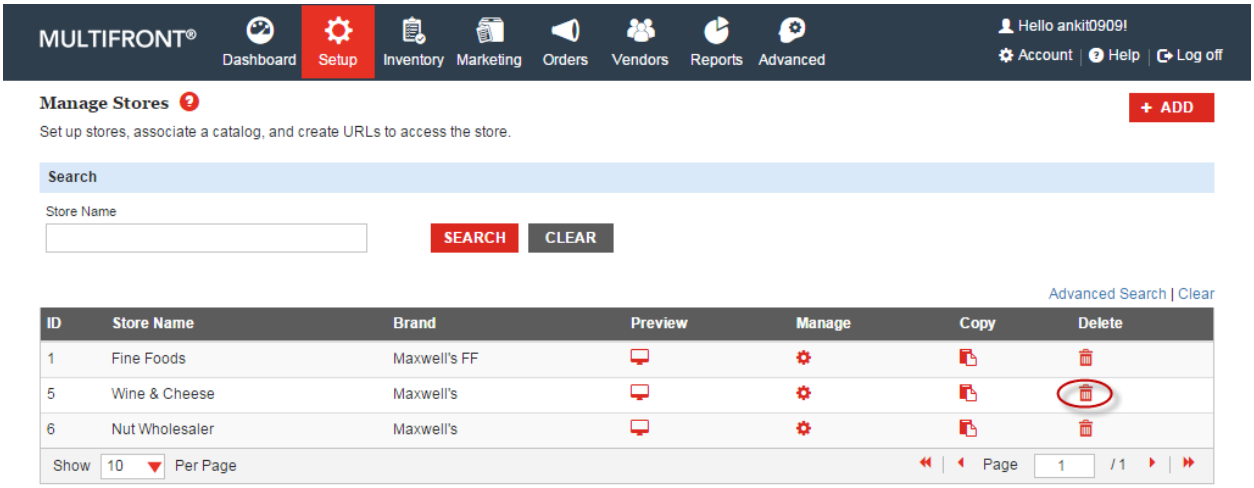

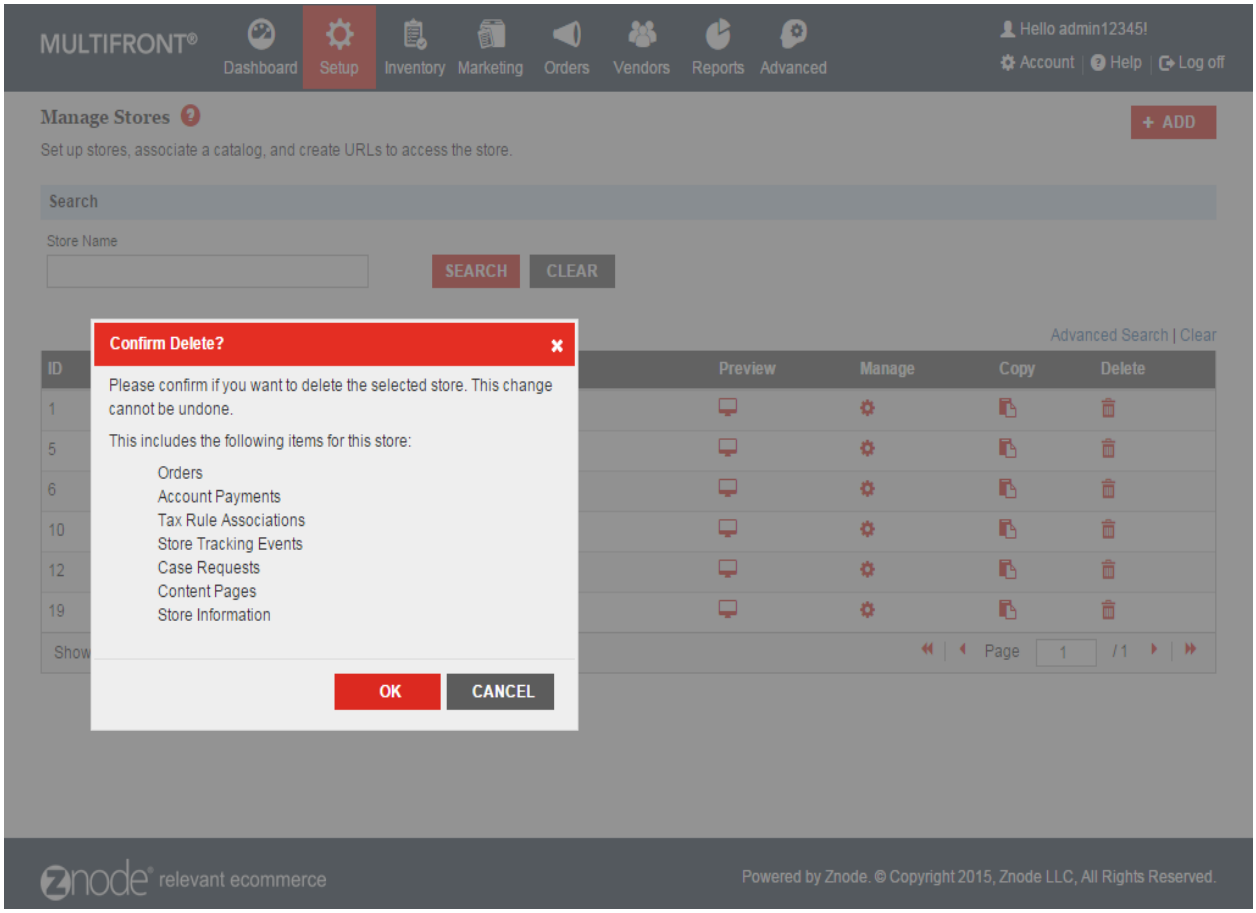

Note: You cannot delete a store if it has related items like category etc. associated to it. To delete such a product, all these associations must be deleted first.

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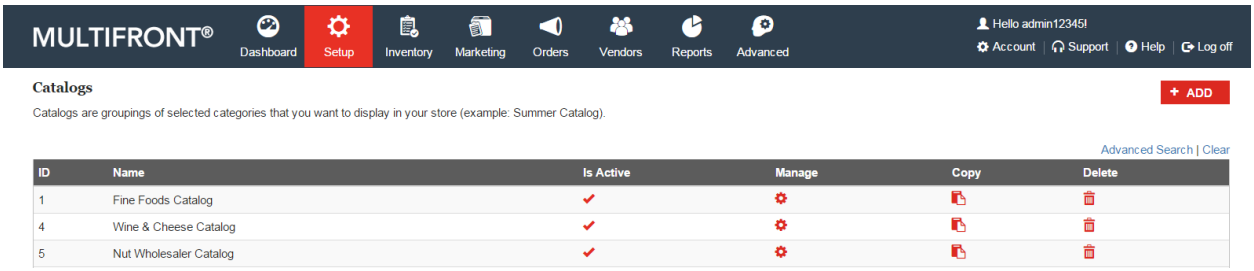
3.2 Catalog

From the **Catalogs** page you can manage all the store catalogs.

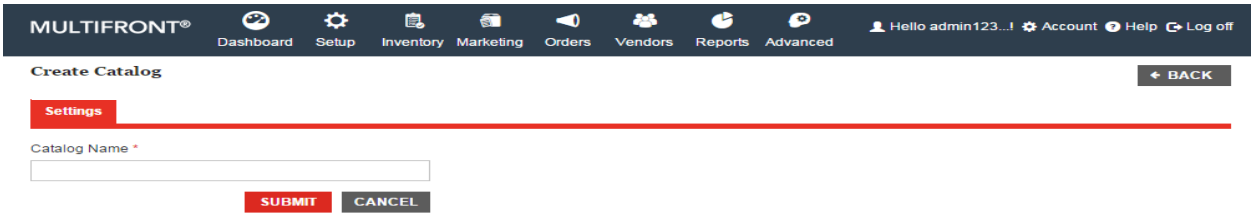
3.2.1 View Catalog

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Catalogs** under **Setup**. The **Catalogs** page is displayed listing all the available store catalogs in the Marketplace.



3.2.2 Add Catalog

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Catalogs** under **Setup**. The **Catalogs** page is displayed listing all the available store catalogs in the Marketplace.
- Click **Add New Catalog**. The **Create catalog** page is displayed.



- Enter the following details:
  - **Catalog Name**: Enter a name for the catalog (ex: “Fruit Catalog”)

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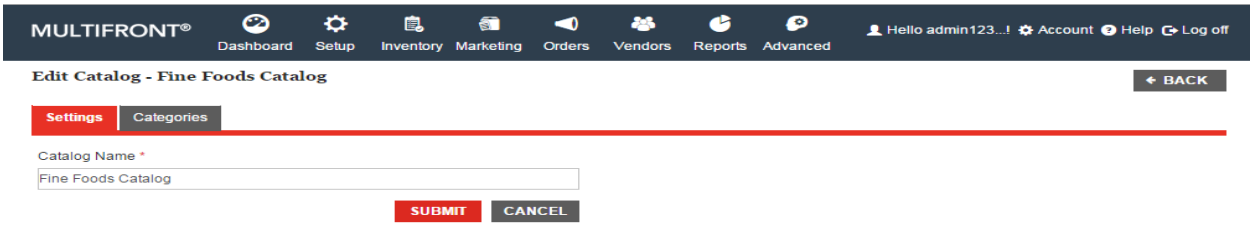
- Click **Submit**. The **Edit Catalog** page is displayed.

3.2.3 Edit Catalog

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Catalogs** under **Setup**. The **Catalogs** page is displayed listing all the available store catalogs in the Marketplace.
- Click **Manage** on the Catalog to edit it. The **Edit Catalog** page is displayed.



- Edit the following details:

  On the Settings tab edit the following:

  - **Catalog Name**: Edit the catalog name.

  On the Categories tab to edit a category do the following:

  - Click **Edit** on the Category to want to edit. **Associate Category with Catalog** page is displayed.

  Edit the following details:

  - **Search & Select Category:** Select category to associate in Catalog
    - **Parent Category**: Select the parent Category for this Category. Leave at NONE if this is the parent Category.
    - **Enable this Category**: Select to display this Category on the navigation menu.
    - **Display Order**: Enter a Display Order.
    - **Category Page Theme:** Select the theme for this Category from the drop-down list. This will override any other setting. Leave at default if not sure.
    - **Master Page Template:** Select a template from the drop-down list.
    - **Style sheet (CSS):** Select a style from the drop-down list.

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Click Submit. The **Edit Catalog** page is displayed listing the associated Categories under the Category tab.

On the Category tab to delete a Category do the following:

- Click **Delete** on the Category to want to edit. The **Edit Catalog** page is displayed with the deleted Category removed from the Categories list under the Category tab.

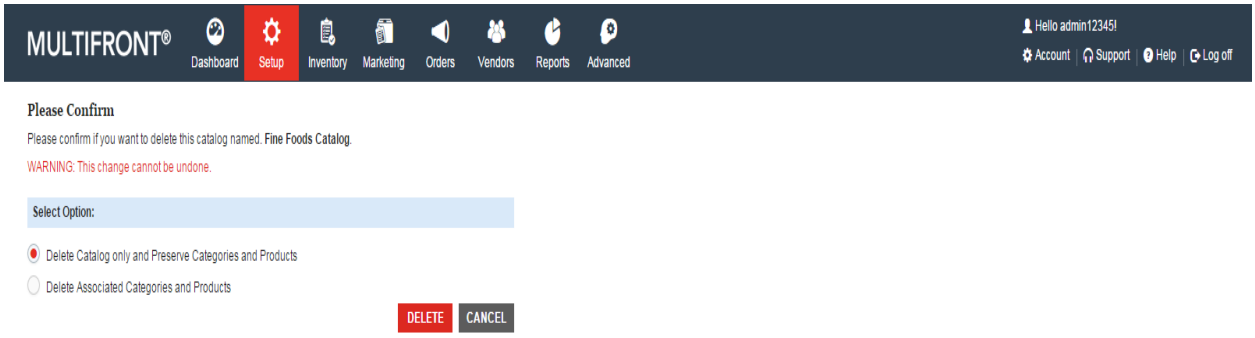
5. Click **Submit**. The **Catalogs** page is displayed listing the newly edited catalog under Catalogs List.

- Click **Submit**. The **Catalogs** page is displayed listing the newly edited catalog under Catalogs List.

3.2.4 Delete Catalog

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Catalogs** under **Setup**. The **Catalogs** page is displayed listing all the available store catalogs in the Marketplace.
- Click **Delete** on the catalog you want to delete. The **Please Confirm** page is displayed.
- Click **Delete** to confirm. The **Catalogs** page is displayed with the deleted catalog removed from the list

Note: You will not be allowed to delete the Catalog if it has associations to Categories. Delete these associations first and then delete the catalo



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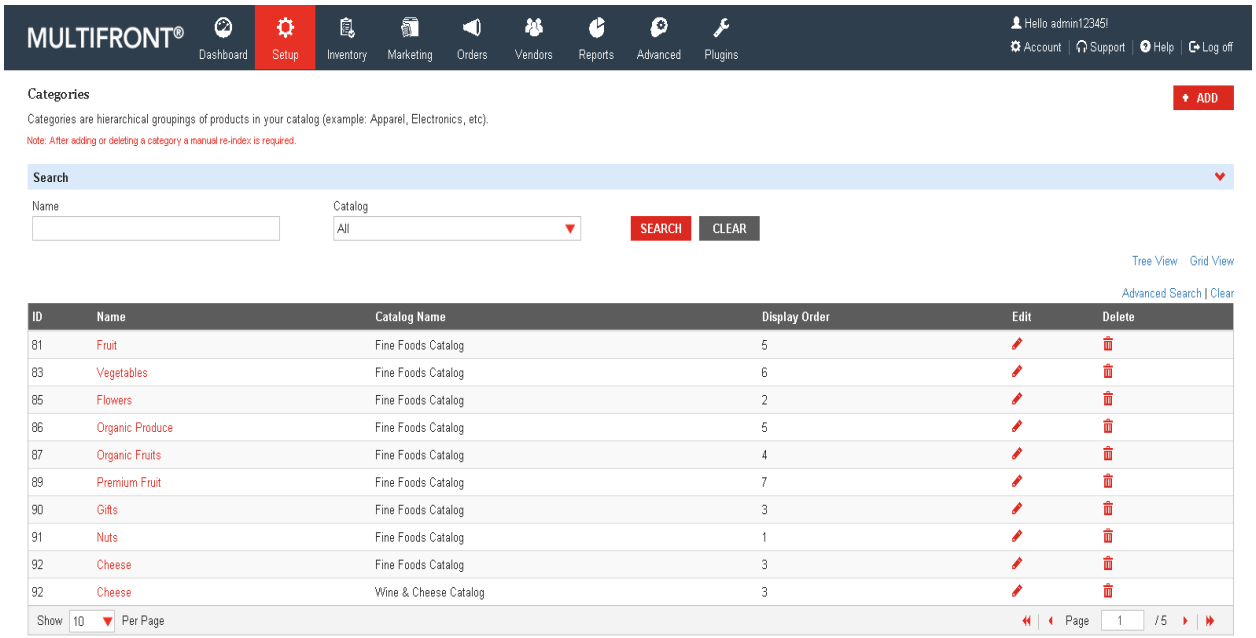
3.3 Categories

Product Categories are the hierarchical groupings for the products in your catalog (ex: "Apparel"). Product Categories can also be used to create "Categories" to help customers find what they are looking for.

3.3.1 View Categories in Grid View

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Categories** under **Setup**. The **Categories** page is displayed listing all the available Categories in the Marketplace.



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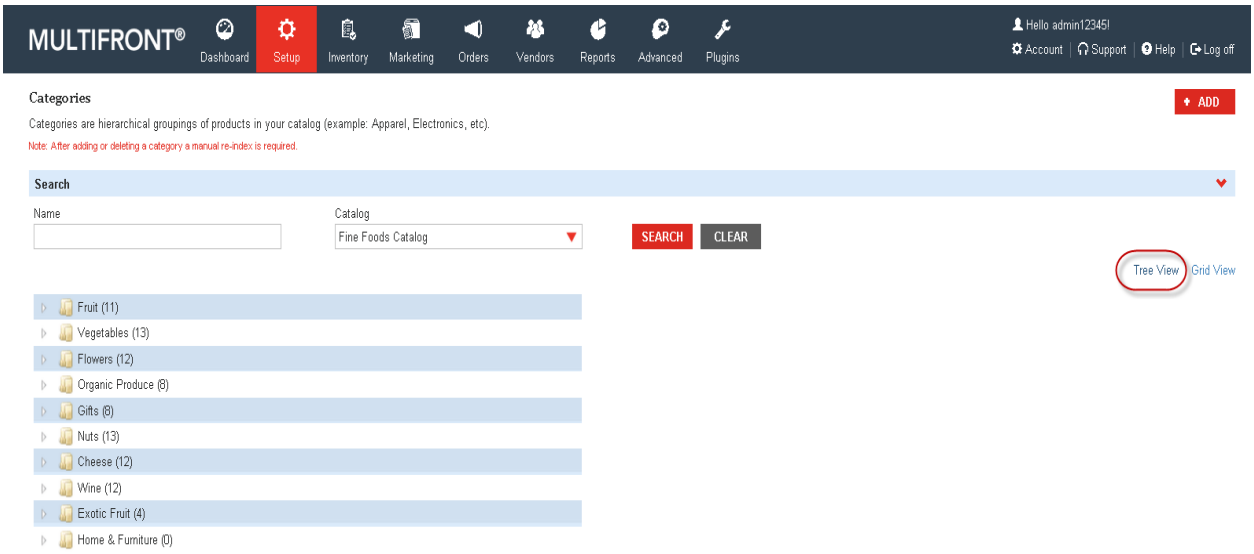
3.3.1.1 View Categories in Tree View

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Categories** under **Setup**. The **Categories** page is displayed listing all the available Categories in the Marketplace.
- Click on the Tree View.
- Here all the categories are display in the tree view with associated product count



3.3.2 Add Category

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Categories** under **Setup**. The **Categories** page is displayed listing all the available Categories in the Marketplace.
- Click **Add New Category**. The **Add Category** page is displayed.

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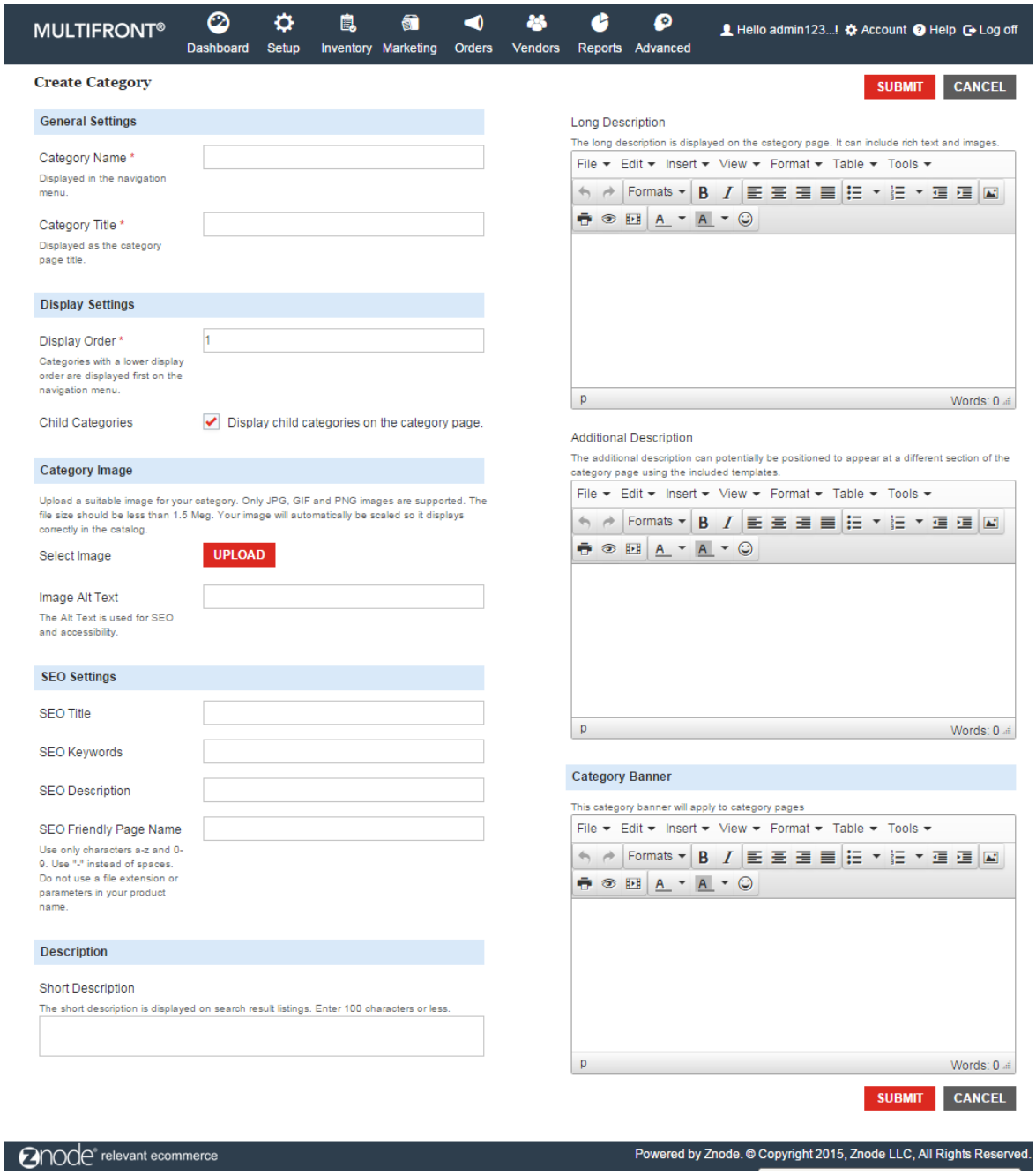

- Enter the following details:
  - **Category Name**: Enter a name for the Category (ex: “Immune”)
  - **Category Title**: Enter a title for the Category page. (Ex: “Immune System”). Leave blank, if you do not want to display the title.
  - **Display Order**: Enter a numeric value. This determines the order in which this Category is displayed.

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- **Child Categories**: Select to display child Categories on the Category page.
- **Category Image**: Click **Browse**, under the **Category Image** section. The **Choose file** dialog box opens. Choose a location and enter the filename of the Category image to upload. Click **Open**. The location of the image is now displayed next to the **Browse** button.

  Note: Only JPG, GIF and PNG images are supported. Make sure your image is 1.5 Mb in size or less.

- **Category Image ALT Text**: Enter a short descriptive text for this product to be used in the image ALT text. This text is displayed if the image does not download correctly.
- **Enter a title for Search Engines**: Enter a title. Leave this section blank if unsure.
- **Enter Keywords for Search Engines**: Enter comma separated keywords. Leave this section blank if unsure.
- **Enter Description for Search Engines**: Enter a description. Leave this section blank if unsure.
- **Enter a SEO friendly name for this Category**: Use only characters a-z and 0-9. Use "-" instead of spaces. Do not use a file extension or parameters in your URL name.
- **Add 301 redirect on URL changes**: Select to add a 301 redirect if you are changing the page name. This will automatically redirect people and search engines to the new page if the old URL is entered.
- **Short Description**: Enter an optional short description (less than 100 characters) to be displayed in the Category listing grid.
- **Long Description**: You can enter rich text and upload images using the editor. This will allow you to create a splash page for your Category or provide a text introduction that will show above your products. You may leave this field blank.
- **Additional Description**: Enter additional information for the Category description.
- **Category Banner:** You can enter rich text and upload images using the editor. This can be used for Category Banner.

- Click **Submit**. The **Manage Category** page is displayed with the Category details listed under the Category Information tab.
- Click **Back to List Page**. The **Categories** page is displayed. The newly added Category is displayed in the list.

Note: After creating this Category you must associate products to this Category.

3.3.3 Associating products to Category

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Categories** under **Setup**. The **Categories** page is displayed.
- Click **Edit** on the Category you want to edit. The **Manage Category** page is displayed with the Category details listed under the Category Information tab.

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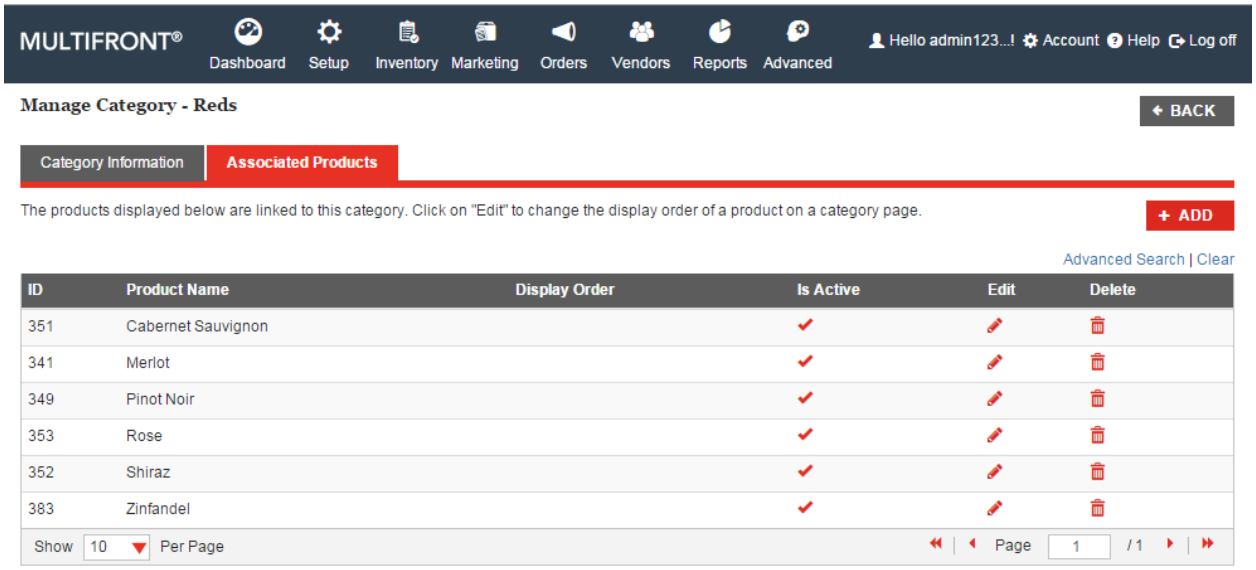
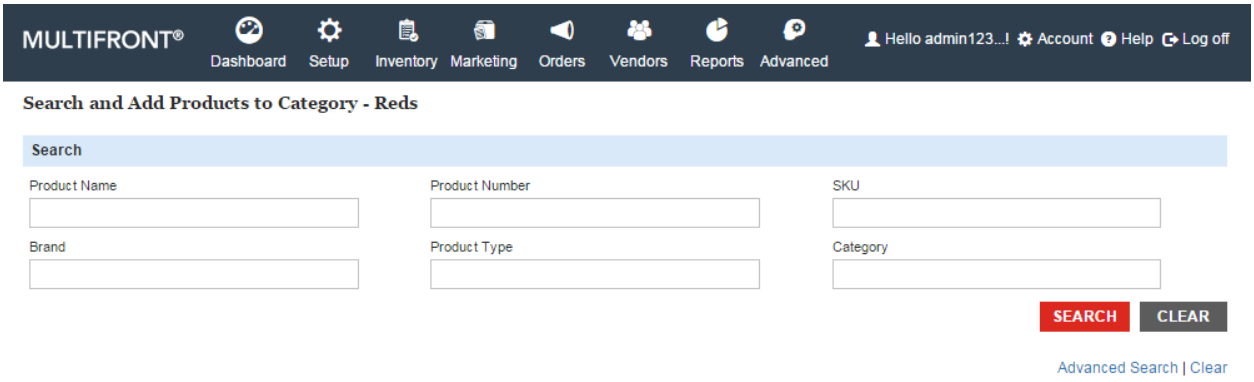


- Click **Add Product** on the **Associated Products** tab. The **Add Products to Category** page is displayed.



- To search for products, enter any or all of the following keywords under Search Product: **Product Name, Product Number, SKU, Brands, Product Type, and Category**.
- Click **Search**. All products meeting the above search criteria will be displayed under Product List.

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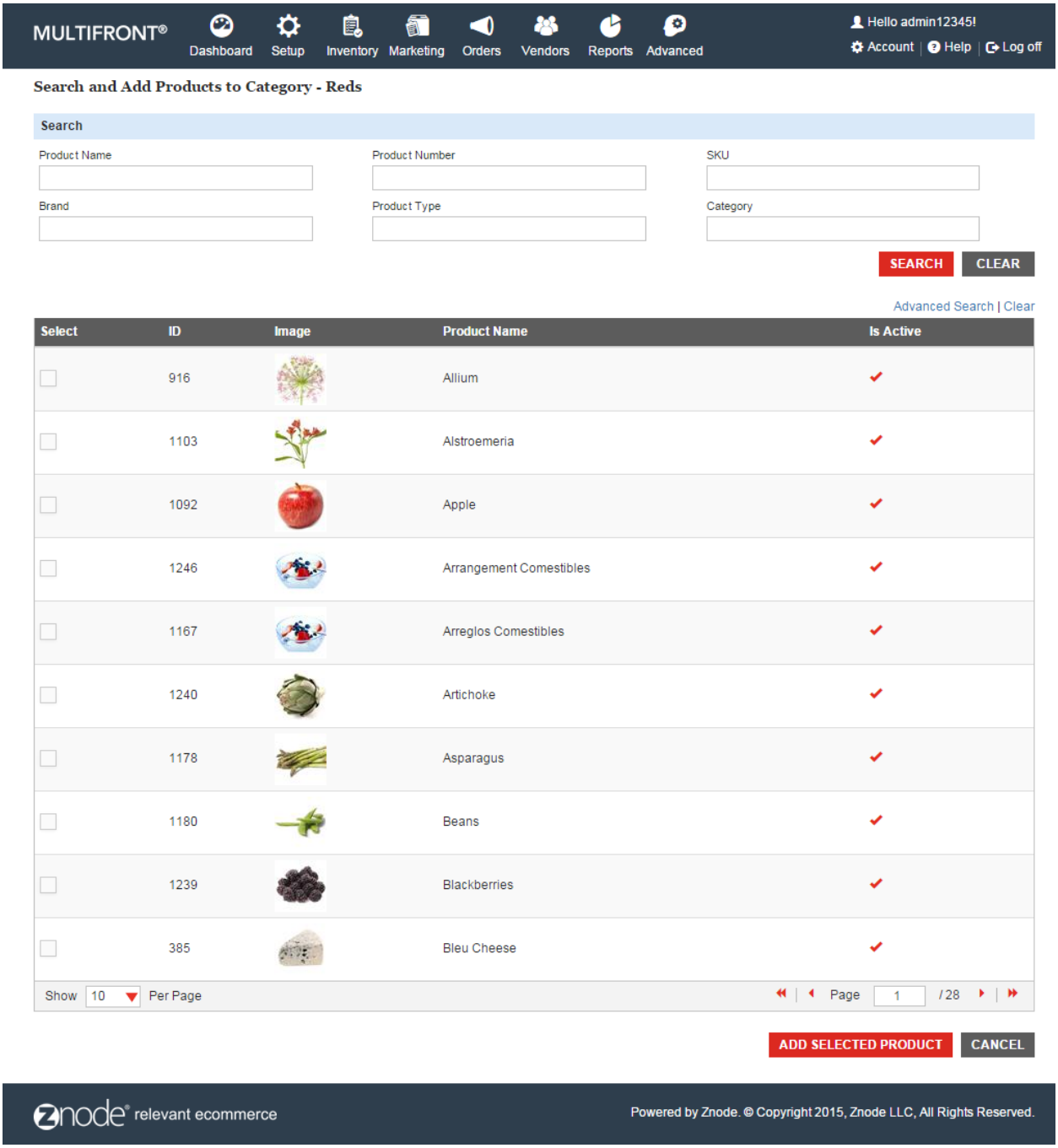

- Select products from the Product List to associate them to the Category.
- Click **Submit**. The Manage **Categories** page is displayed listing the newly associated products under the Associated Products tab.

To delete the product association, on the **Associated Products** tab:

- Click **Remove** on the product to delete its association. The **Manage Categories** page is displayed listing the associated products with the deleted product removed from the list.

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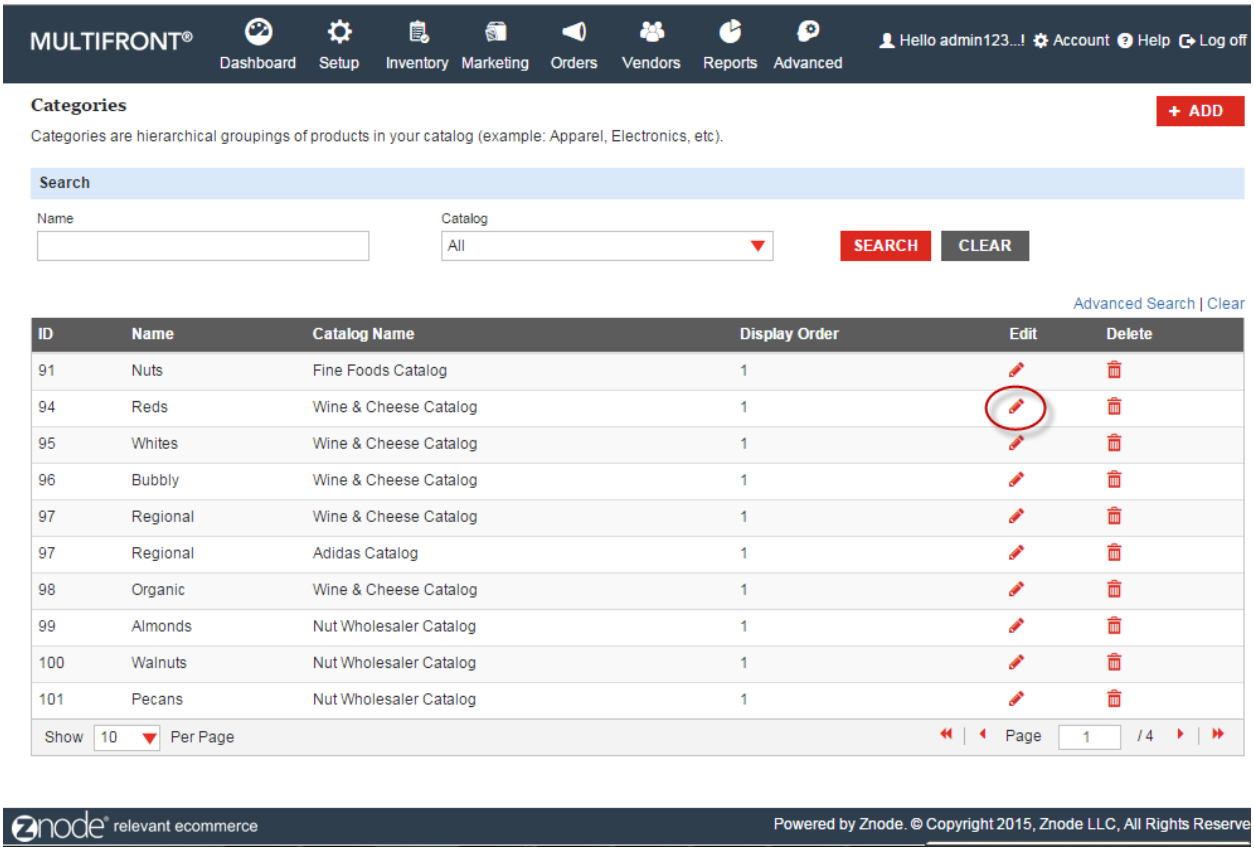
3.3.4 Edit Category

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Categories** under **Setup**. The **Categories** page is displayed.



- Click **Edit** on the Category you want to edit. The **Manage Category** page is displayed with the Category details listed under the Category Information tab.

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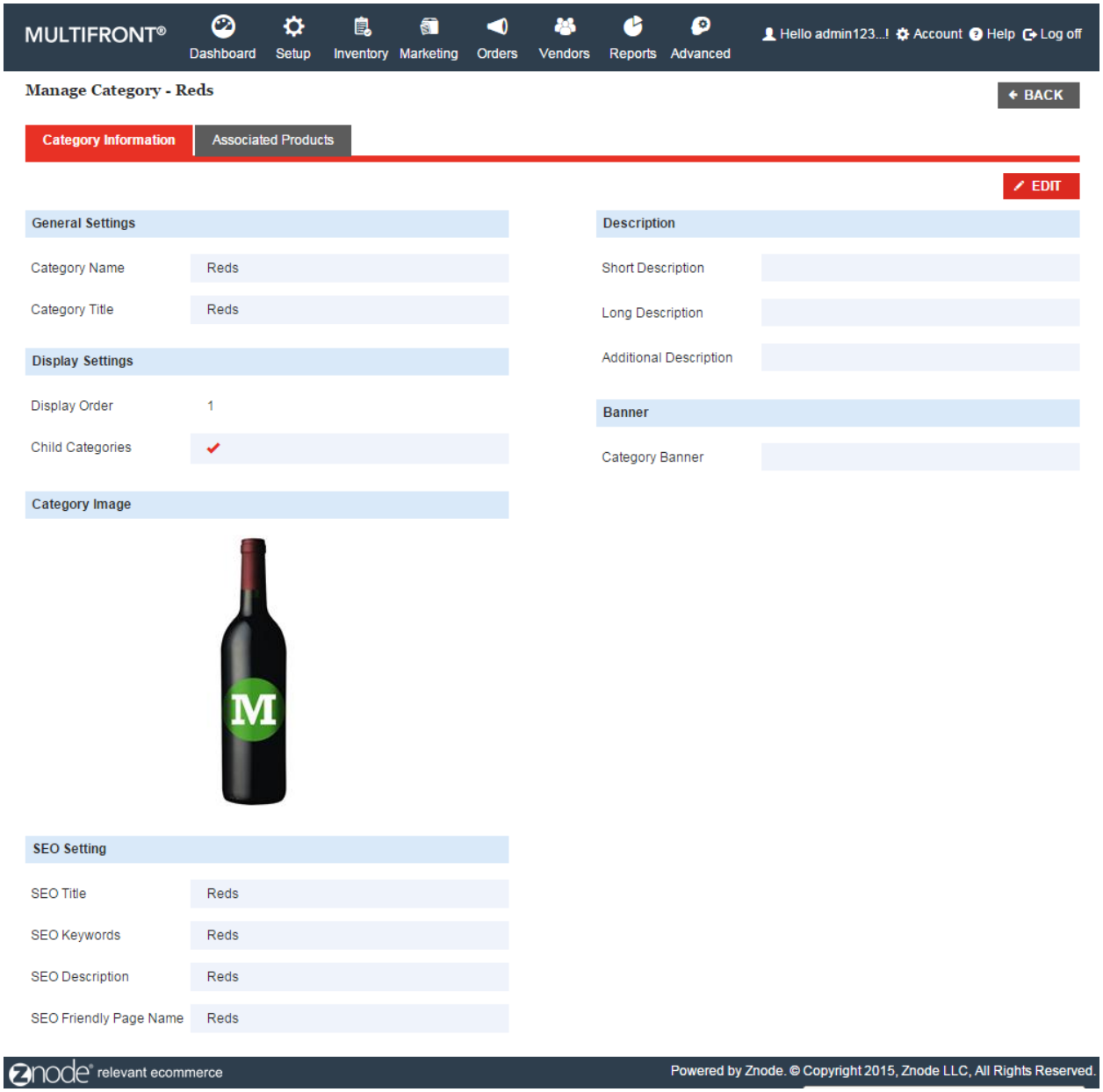

- Click **Edit Information** to edit this Category's information. The **Edit Category** page is displayed.

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MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Edit Category Reds

SUBMIT CANCEL

General Settings

Category Name *
Displayed in the navigation menu.
Reds

Category Title *
Displayed as the category page title.
Reds

Display Settings

Display Order *
Categories with a lower display order are displayed first on the navigation menu.
1

Child Categories
☑ Display child categories on the category page.

Category Image

Upload a suitable image for your category. Only JPG, GIF and PNG images are supported. The file size should be less than 1.5 Meg. Your image will automatically be scaled so it displays correctly in the catalog.

◉ Keep Current Image
○ Upload New Image

Image Alt Text
The Alt Text is used for SEO and accessibility.

SEO Settings

SEO Title
Reds

SEO Keywords
Reds

SEO Description
Reds

SEO Friendly Page Name
Use only characters a-z and 0-9. Use "-" instead of spaces. Do not use a file extension or parameters in your product name.
Reds

Description

Short Description
The short description is displayed on search result listings. Enter 100 characters or less.

Long Description
The long description is displayed on the category page. It can include rich text and images.
File Edit Insert View Format Table Tools
Formats
p Words: 0

Additional Description
The additional description can potentially be positioned to appear at a different section of the category page using the included templates.
File Edit Insert View Format Table Tools
Formats
p Words: 0

Category Banner

This category banner will apply to category pages
File Edit Insert View Format Table Tools
Formats
p Words: 0

SUBMIT CANCEL

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- Edit the required information details on this and Click **Submit** to save the changes. The **Categories** page is displayed.

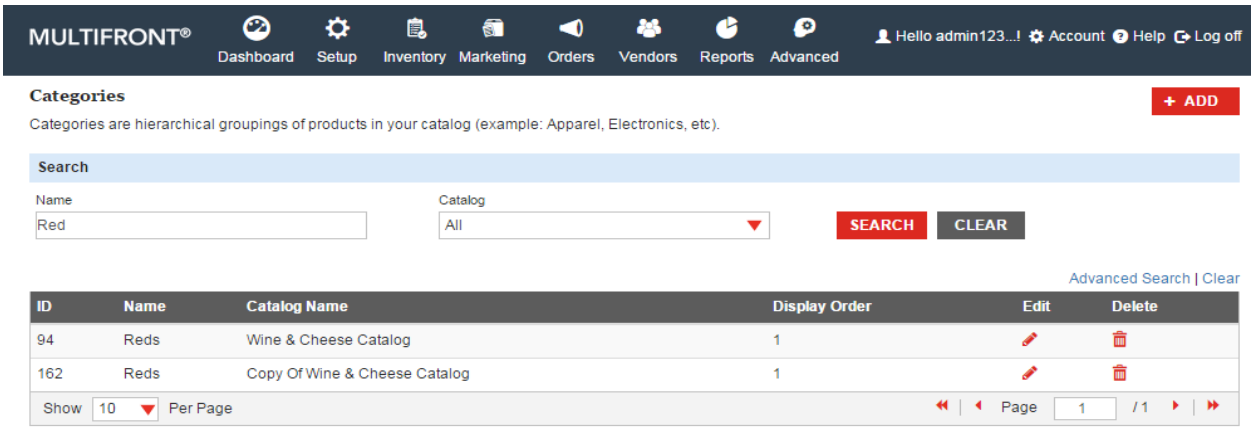
3.3.5 Delete Category

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Categories** under **Setup**. The **Categories** page is displayed listing all the available Categories in the Marketplace.
- Click **Delete** on the Category or sub-category you want to delete. The **Please Confirm** page is displayed.
- Click **Delete** to confirm. The **Categories** page is displayed with the deleted Category removed from the list.

Note: You are not allowed to delete a Category if it contains child Categories or products. Delete the child Categories and products before deleting the Category.

3.3.6 Search Category

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Categories** under **Setup**. The **Categories** page is displayed listing all the available Categories in the Marketplace.
- Enter the following details under Search Categories:
  - **Name**: Enter a name or partial name of the Category.
- Click Search. The list of Categories, matching the above specified criteria, is displayed.



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3.4 Payments

The Payment Options page allows the site administrator to add and manage different payment options such as credit cards and purchase orders and also to configure the payment gateway settings

The following payment methods are supported by the storefront:

- **Credit Card:** This is the most convenient way of making payments for on-line shopping. All the customers need to enter, is their credit card number and some security information. The order is processed only after the payment gateways authorize the credit card information.
- **Purchase Orders**: Using this option, customers can make payments using a purchase order. No payment is processed at the time of the order. Instead a PO number is recorded and the customer is billed using your own internal accounting procedures.
- **PayPal Express Checkout**: PayPal Express Checkout allows your customers to complete transactions in very few steps. It lets them use shipping and billing information stored securely at PayPal to check out, so they don't have to re-enter it on your site.
- **2Checkout**: 2Checkout or 2CO, provides a reliable payment method for more than 1.6 million products and services throughout the world. While entering your product details, enter the 2CO ID of the products in **Add Product SKU** page. When buyers want to make a purchase, 2CO securely handles the transaction and deposits the funds into your account. All you have to do as the supplier is fulfill the order.
- **World Pay:** World pay is a global leader in payments and solutions for our merchant customers.
- **COD**: COD (Collect on Delivery) is a financial transaction where the payment for products / services is done at the time of actual delivery rather than paid for in advance. This type of transaction was previously known better as "Cash on Delivery", however as other forms of payment became more common the word "cash" was replaced with the word "collect" to incorporate transactions with checks, credit cards or debit cards.

3.4.1 Adding Payments Options

To add a payment option:

- Login to Admin site. The Dashboard page is displayed.
- On the top menu, click Payments under Setup. The Payment options page is displayed.

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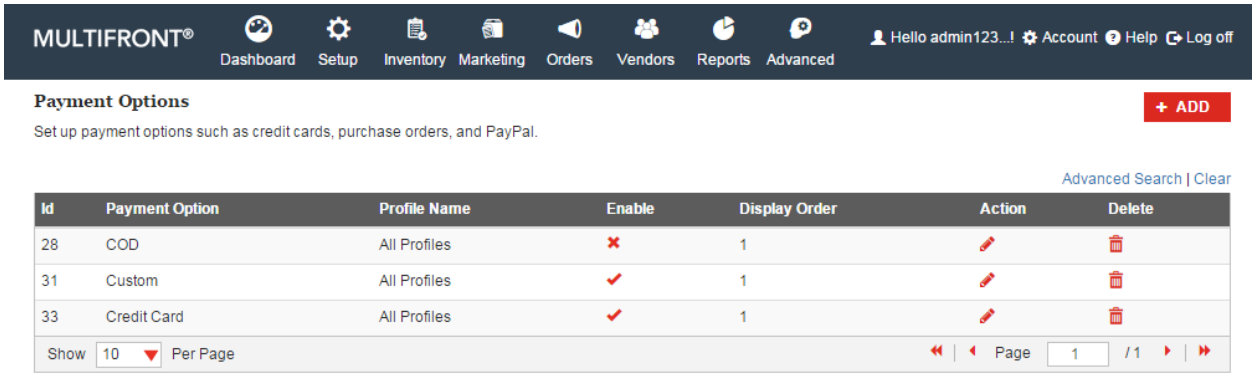
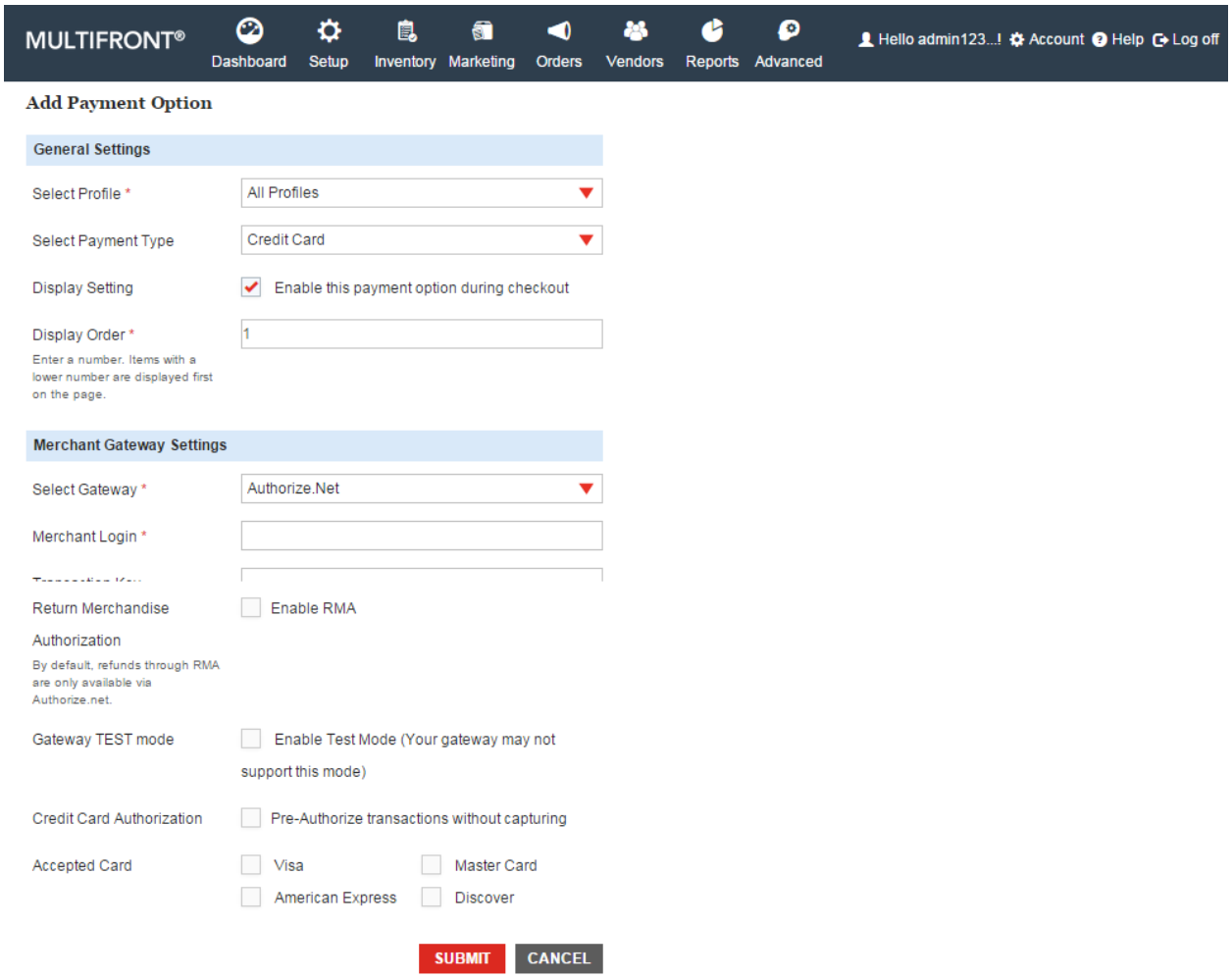


- Click Add New Payment. Add a Payment Option page is displayed.



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- Enter the following details:
    - Select a profile to which this setting should be applied: Select the store and profile from the drop-down list. For example, select Store1: Retail Customer. Only customers from the selected store and profile type will be able to see this payment option.
    - Select a payment type: Select a payment type from the drop-down list. For example, select Credit Card.
    - Enable: Select to enable this payment option.
    - Display Order: Enter a number. This is the order in which this payment option will be displayed to the customer.
- To configure the Merchant Gateway Settings if Credit Card is selected as the payment type.
    - Select a gateway: Select a payment gateway from the drop-down list. For example, select Authorize.Net.
    - For Authorize.Net payment gateway:
    - Merchant account login: Enter your merchant login name for the above payment gateway.
    - Transaction key (Authorize.Net only): Enter the transaction key for Authorize.net
- Gateway Test Mode: Select to enable the Gateway TEST mode. Ensure that your gateway supports this mode.
- Do not capture: Select to pre-authorize transactions without capturing. This is applicable only for Authorize.net and VeriSign only.
- Select the credit cards that will be accepted: Select the credit cards that will be accepted on the Marketplace.
- Click Submit. The Payment Options page is displayed listing the newly added payment option

Note: When Store is created by default one Payment options is created.

Note: Do not delete the default created payment options. At least one Payment Option must exist for each Profile Name or the checkout procedure will not work. You cannot delete these.

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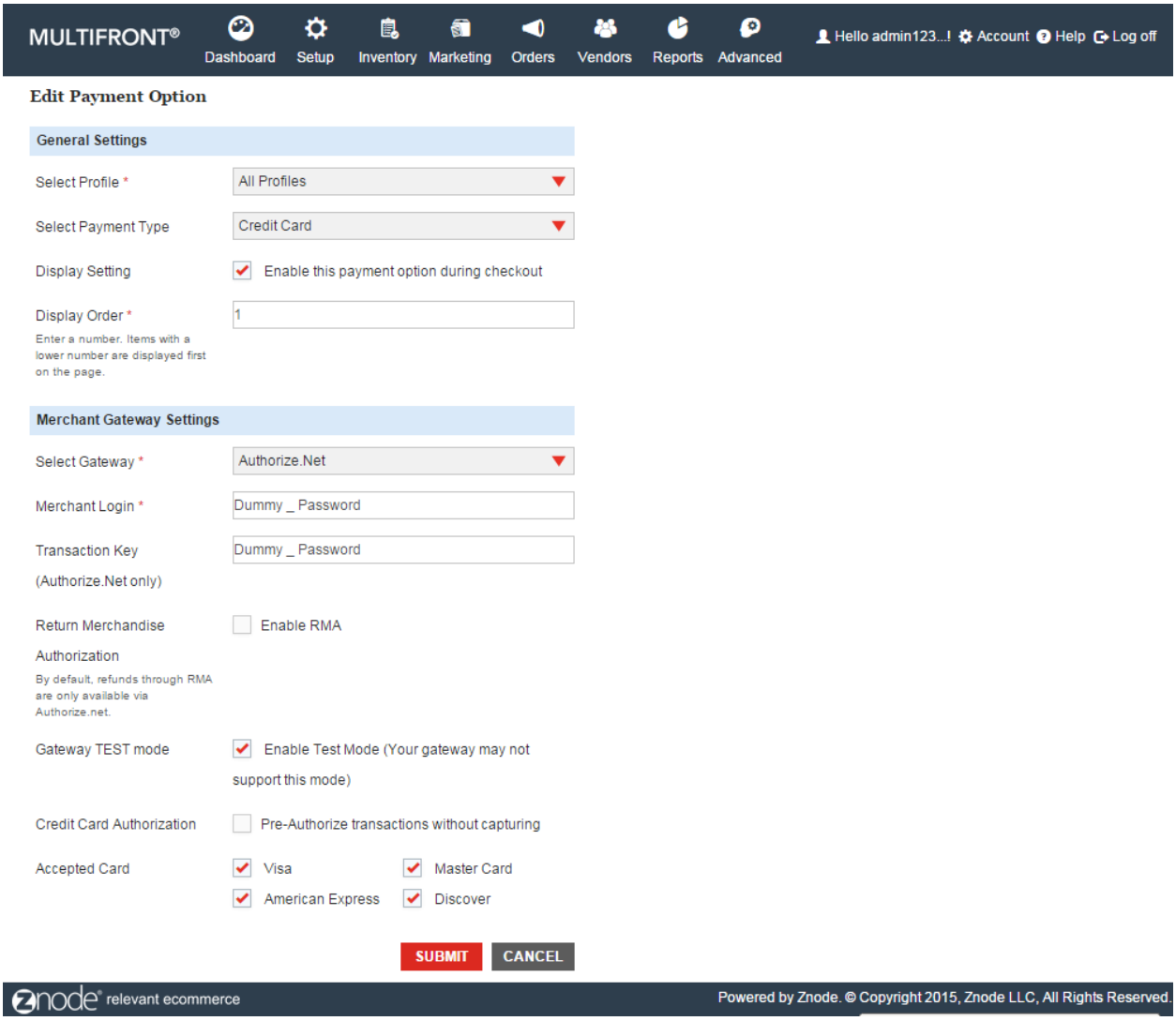
3.4.2 Editing Payment Option

Note: Do not change anything here unless required.

- Login to the Admin site. The Dashboard page is displayed.
- Click Setup and Select **Payments Menu,** Payment Options page is displayed.
- Click on **Edit** link.
- Edit Payment page is displayed.
- Enter the **Merchant Account Login** and **Merchant Account Password**.
- Enter **Partner** and **Vendor information** if available. (Currently it shows default)
- Select **Gateway Test Mode** Check box to test the Payment option.
- Select the Credit Cards checkboxes that will be accepted for payment.
- Click on **Submit** button.



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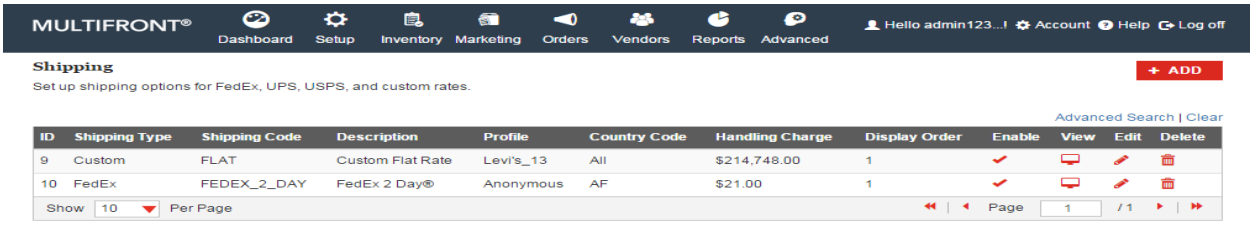
3.5 Shipping

The Shipping options page allows the site administrator to add and manage different shipping options and rules to your store. For each shipping option you can associate rules to calculate shipping based on quantity or weight.

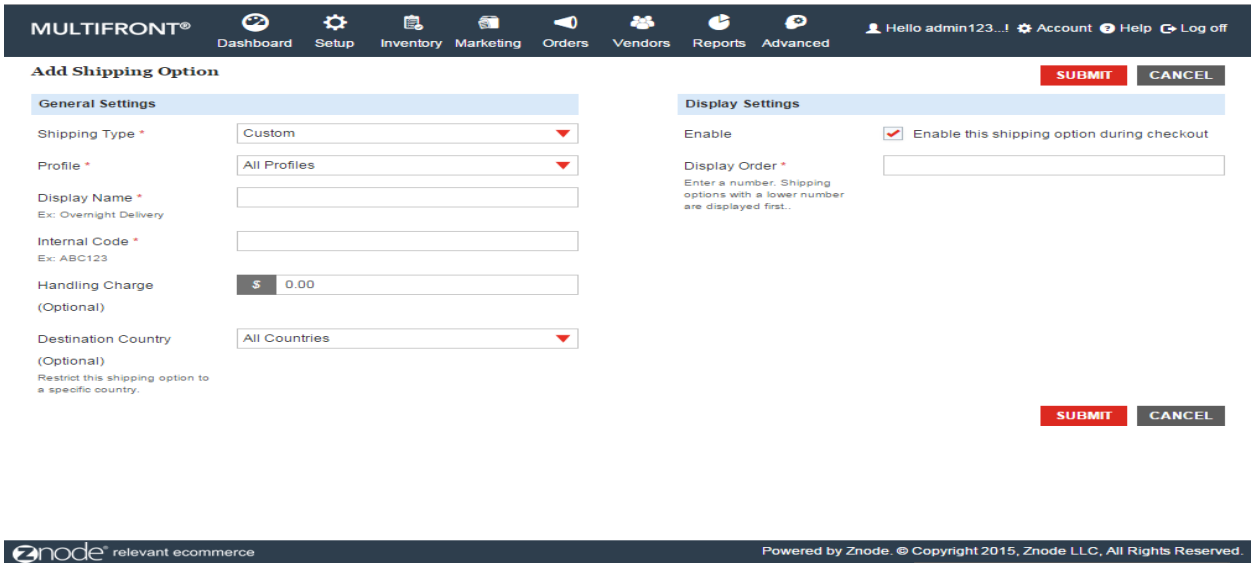
3.5.1 Adding Shipping Options

To add a shipping option:

- Login to Admin site. The Dashboard page is displayed.
- On the top menu, click Shipping under Setup. The Shipping page is displayed listing the current shipping options.



- Click Add New Shipping. Add a Shipping Option page is display



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- Enter the following details:
    - Select a profile to which this setting should be applied: Select a store and profile from the drop-down list.
    - Select a shipping type: Select a shipping type from the drop-down list.
    - Shipping option display name: Enter a display name for this shipping option. For example, enter Federal Express Overnight.
    - Enter your internal shipping code: Enter your internal shipping code. For example, enter FEDEX_OVNT.
    - Handling Charge (Optional): Enter a handling charge. For example, enter 5.00
    - Destination Country (Optional): Select a country from the drop-down list to restrict this shipping option to a specific country.
    - Enable: Select to enable this shipping option.
    - Display Order: Enter a number. This is the order in which this shipping option will be displayed to the customer.
- Click Submit. The Shipping page is displayed listing the newly added shipping option.

3.5.2 Editing Shipping Options

To edit a shipping option:

- Login to Admin site. The Dashboard page is displayed.
- On the top menu, click Shipping under Setup. The Shipping page is displayed listing the current shipping options.
- Click Edit on the shipping option you want to edit. Edit Shipping Option page is displayed.
- Edit the following details:
    - Select a profile to which this setting should be applied: Select a store and profile from the drop-down list.
    - Select a shipping type: Select a shipping type from the drop-down list.
    - Shipping option display name: Edit the display name for this shipping option.
    - Enter your internal shipping code: Edit your internal shipping code.
    - Handling Charge (Optional): Edit the handling charge.
    - Destination Country (Optional): Select a country from the drop-down list to restrict this shipping option to a specific country.
    - Enable: Select to enable this shipping option.
    - Display Order: Edit the display order. This is the order in which this shipping option will be displayed to the customer.
- Click Submit. The Shipping page is displayed.

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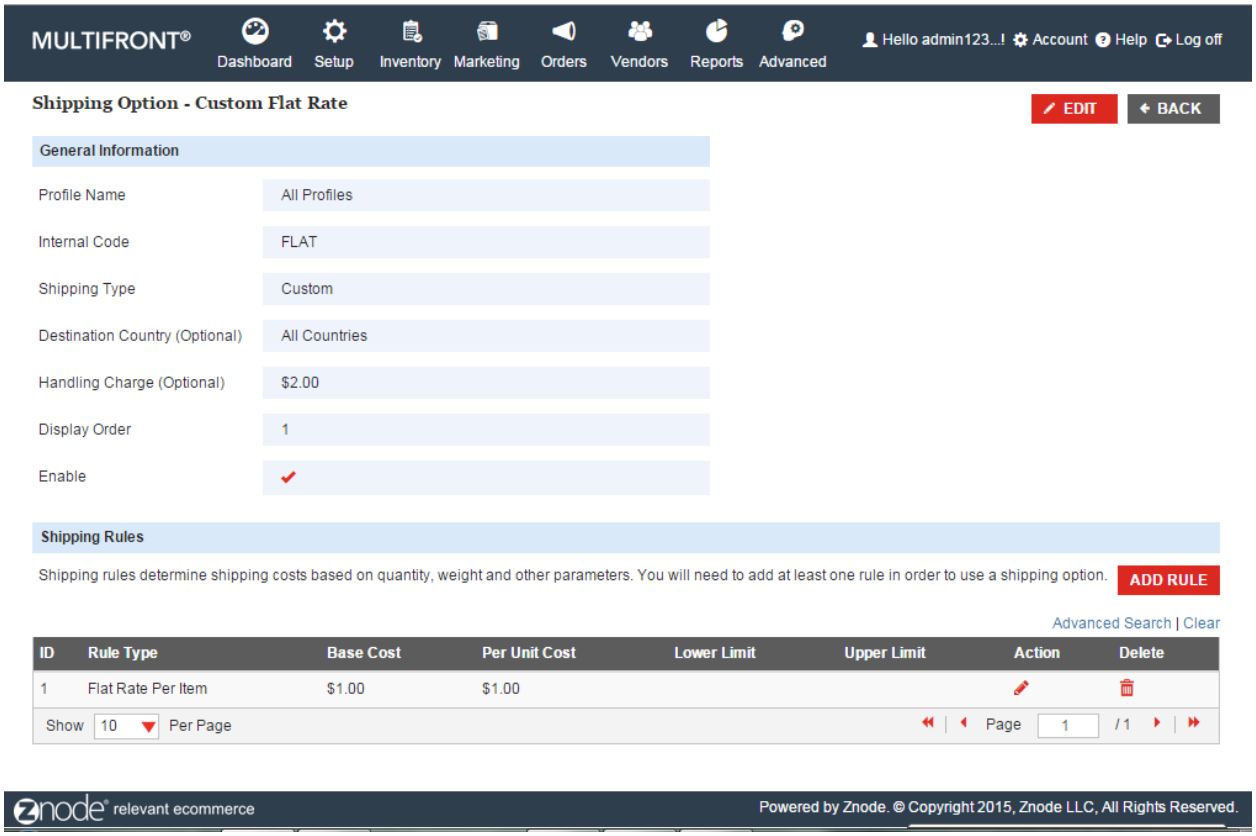
3.5.3 Adding Shipping Rules

Shipping rules determine shipping costs based on quantity, weight and other parameters. At least one shipping rule must be added for each shipping option to use them in your Marketplace.

To add a shipping rule:

- Login to Admin site. The Dashboard page is displayed.
- On the top menu, click Shipping under Setup. The Shipping page is displayed listing the current shipping options.
- Click Add Rule on the shipping option, for which you want to add a shipping rule.



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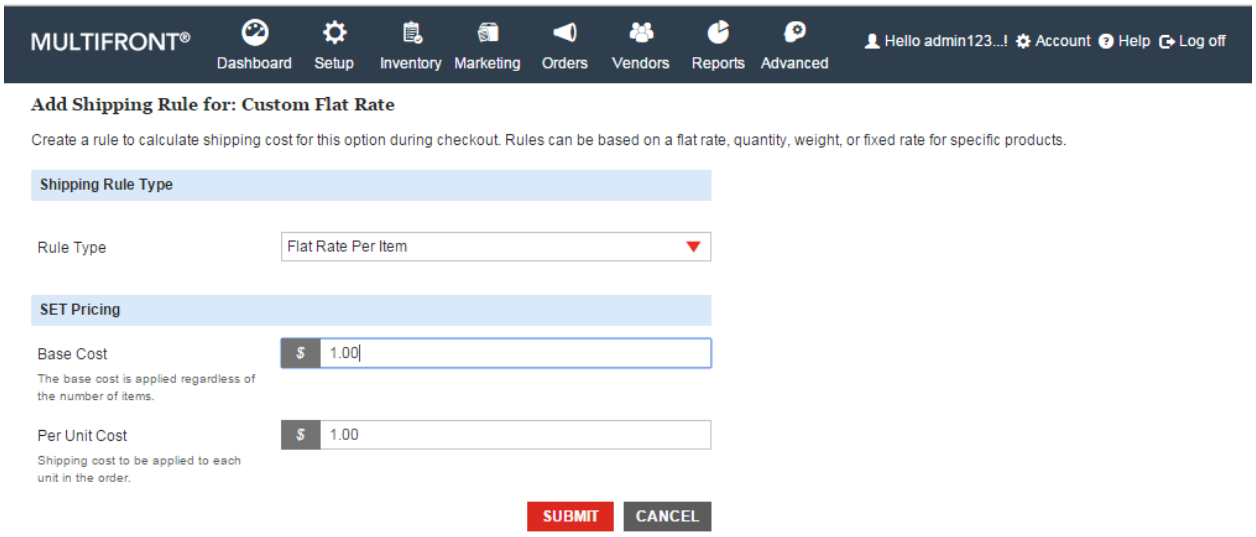
- Add a Shipping Rule page is displayed.



- Enter the following details:
  - Select a Rule Type: Select a rule type from the drop-down list.
  - Base Cost: Enter the base cost which is applied irrespective of the number of items.
  - Per Item Cost: Enter the shipping cost to be applied to each item in the order.
  - For rate based on quantity and rate based on weight, enter limits for tiered pricing*:
  - Lower Limit (# Items): Enter a lower limit.
  - Upper Limit (# Items): Enter an upper limit.
- Click Submit. The Shipping Option page is displayed listing the newly added shipping rule.

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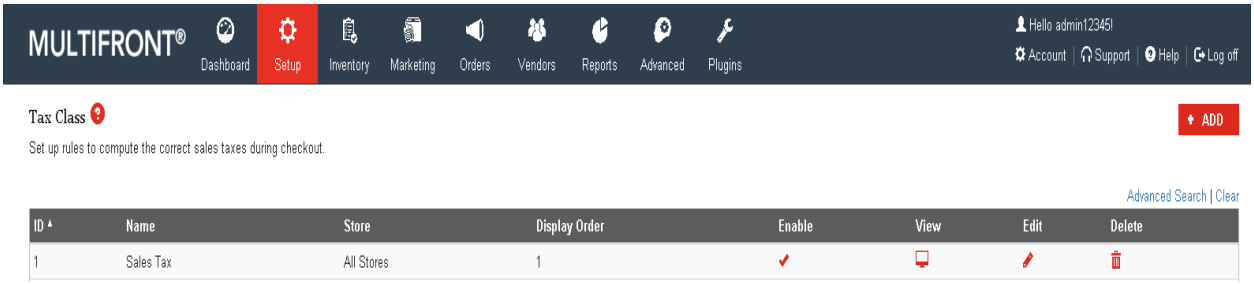
3.6 Tax Classes

The Tax Class page allows the site administrator to add and manage tax classes. Tax classes are used to group product types with specific tax rules. For example you can create a tax class for product type "Food" that applies to a specific region.

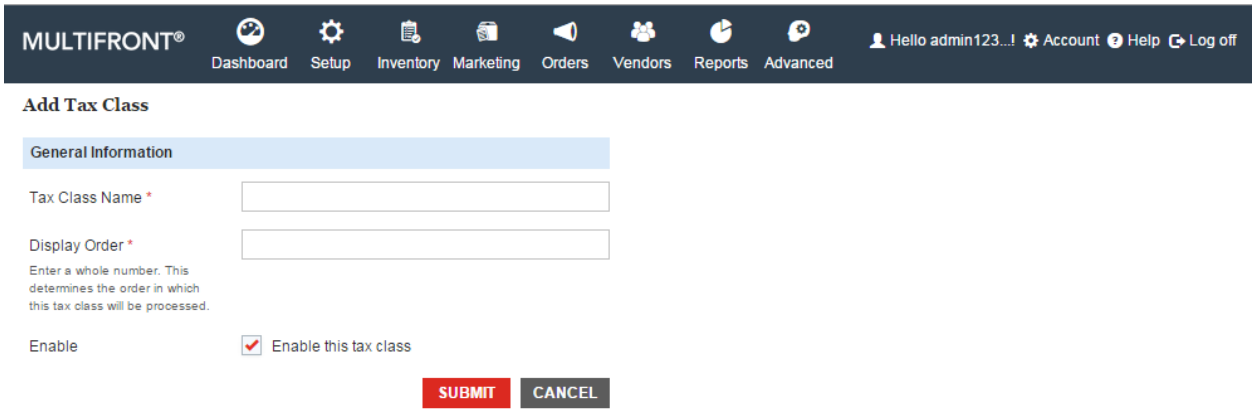
3.6.1 Adding Tax Classes

To add a tax class:

- Login to the Admin site. The Dashboard page is displayed.
- On the top menu, click Tax Classes under Setup. The Tax Class page is displayed listing the current tax classes for the Marketplace.



- Click Add Tax Class. Add a Tax Class page is displayed.



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- Enter the following details:
    - Tax Class Name: Enter a Tax class name.
    - Display Order: Enter a number. This determines the order in which this tax rule will be processed.
    - Enable: Select to enable this tax class.
- Click Submit. The Tax Class page is displayed listing the newly added tax class.

Note: You must add at least one tax rule for this shipping option in order to use it in your Marketplace.

3.6.2 Editing Tax Classes

To edit a tax class:

- Login to the Admin site. The Dashboard page is displayed.
- On the top menu, click Tax Classes under Setup. The Tax Class page is displayed listing the current tax classes for the Marketplace.
- Click Edit on the tax class to edit it. Edit Tax Class page is displayed.
- Edit the following details:
    - Tax Class Name: Edit the Tax class name.
    - Display Order: Edit the number. This determines the order in which this tax rule will be processed.
    - Enable: Select to enable this tax class.
- Click Submit. The Tax Class page is displayed listing the details of the newly added tax class.

3.6.3 Adding a Tax Rule

To add a tax rule:

- Login to Admin site. The Dashboard page is displayed.
- On the top menu, click Tax Classes under Setup. The Tax Class page is displayed listing the current tax classes for the Marketplace.

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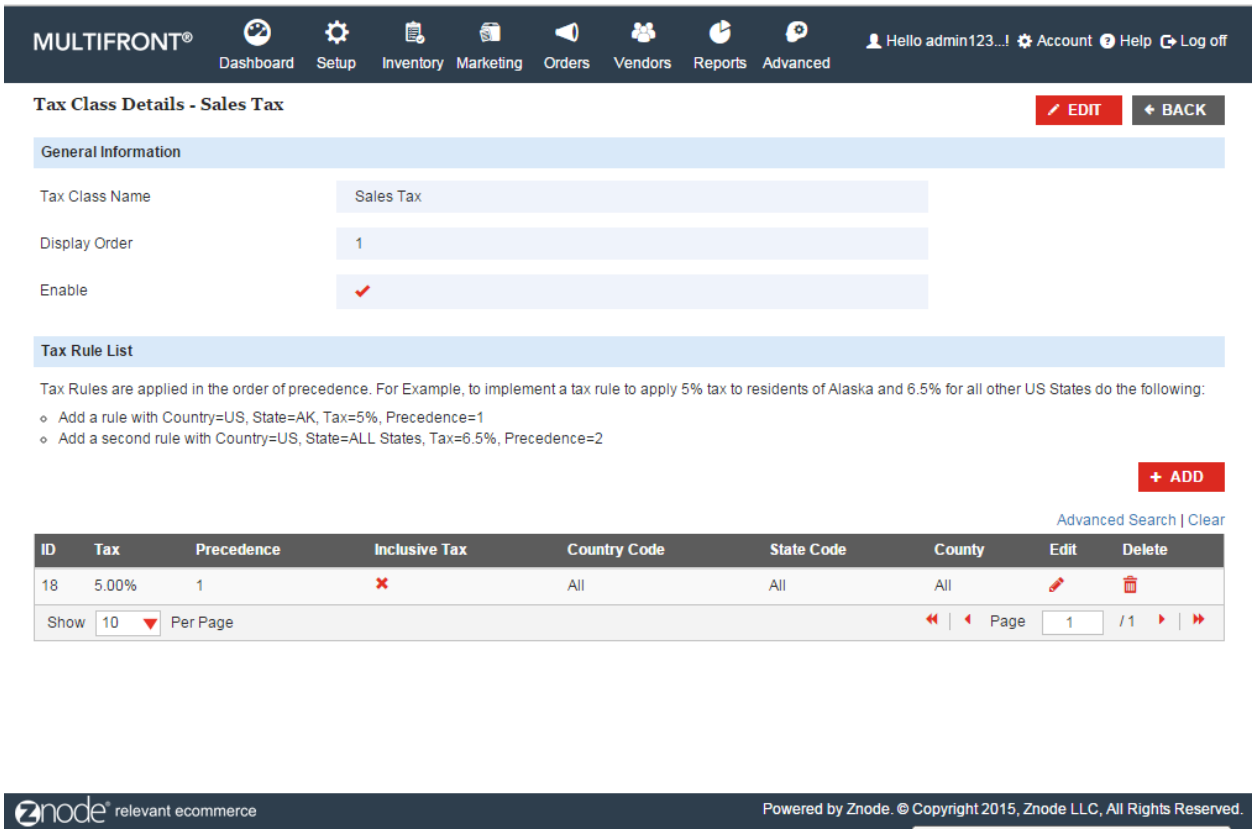

- Click Add Tax Rule on the tax class to add a tax rule for it. Add a Tax Rule page is displayed.

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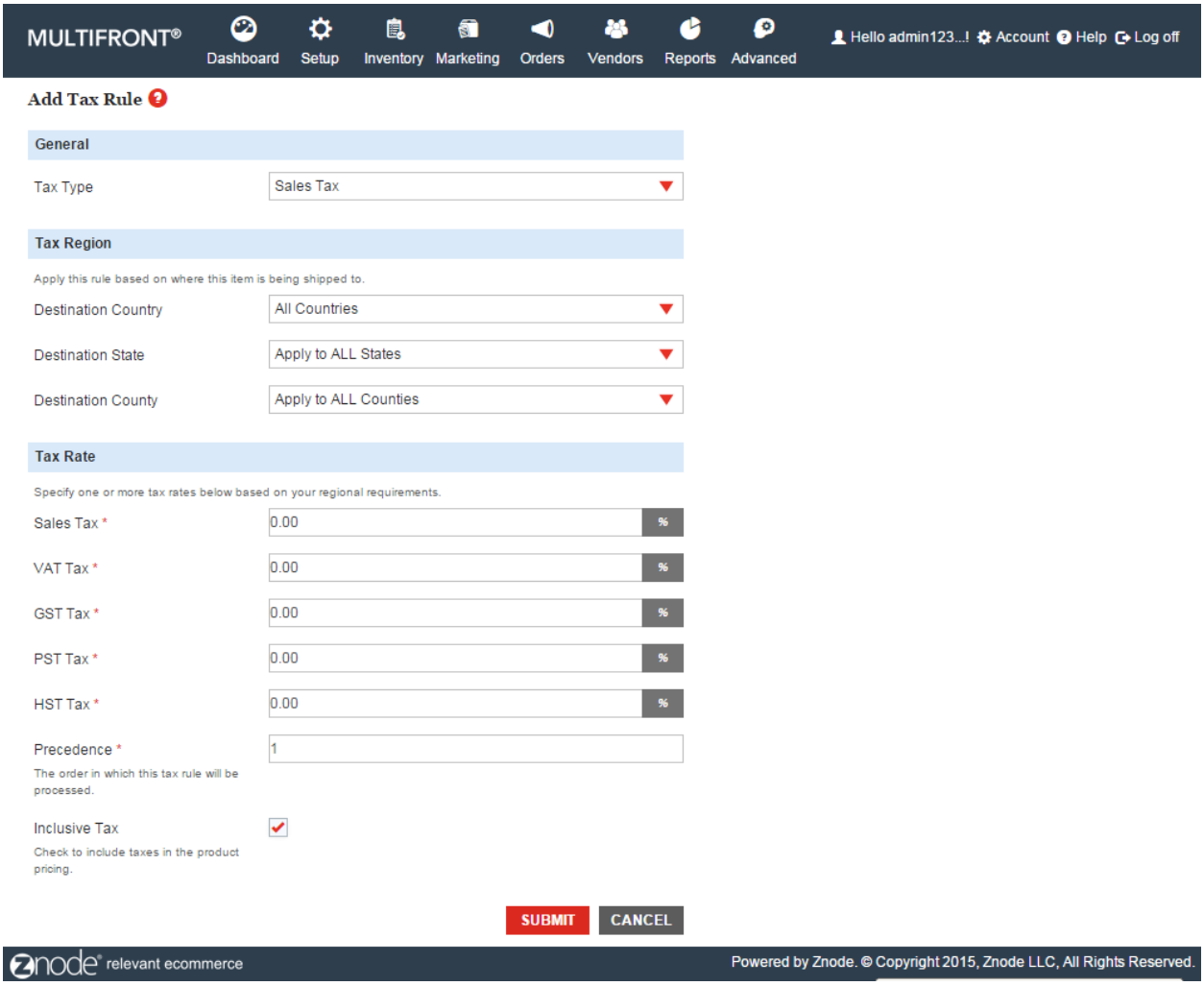

- Enter the following details:
  - Rule Type: Select the rule type from the drop-down list.
  - Destination Country: Select a country from the drop-down list.
  - Destination State: Select a state from the drop-down list.
  - Destination County: Select a county from the drop-down list.
  - Specify one or more tax rates below based on your regional requirements:
  - Sales Tax %: Enter a Sales Tax
  - VAT Tax %: Enter a Vat Tax
  - GST Tax %: Enter a GST Tax
  - PST Tax %: Enter a PST Tax
  - HST Tax %: Enter a HST Tax
  - Precedence: Enter a number. This is the order in which this tax rule will be processed.
  - Include Taxes in Product Pricing: Select to include taxes in the product price.
- Click Submit. The Tax Class page is displayed listing the newly added tax rule.

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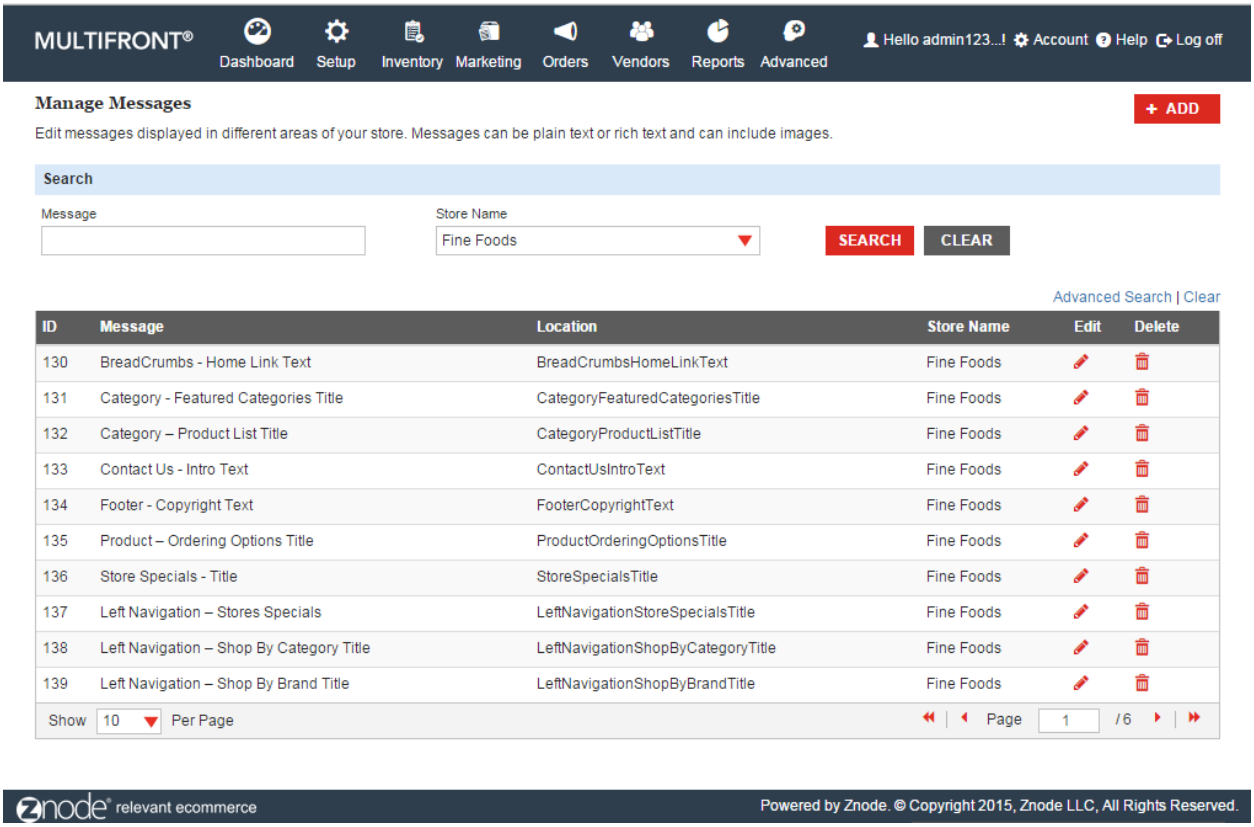
3.7 Manage Messages

Manage Messages section allows you to customize various messages on the website.

Custom messages are text blocks (like "Home page welcome message", "We also recommend", "Customer Service Information" etc.) that appear on various areas on the storefront. You can replace these areas with your own customized text.

3.7.1 View Custom Message

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Messages** under **Setup**. The **Mange Messages** page is displayed listing all the custom messages in the storefront.



- To search for a message enter any of the following:
    - **Store Name**: Select a store from the drop-down list.
    - **Select Locale**: Select a language from the drop-down list.
    - **Message**: Enter a partial message.

Click **Search**. All custom messages meeting the search criteria are displayed under Available Custom Messages section.

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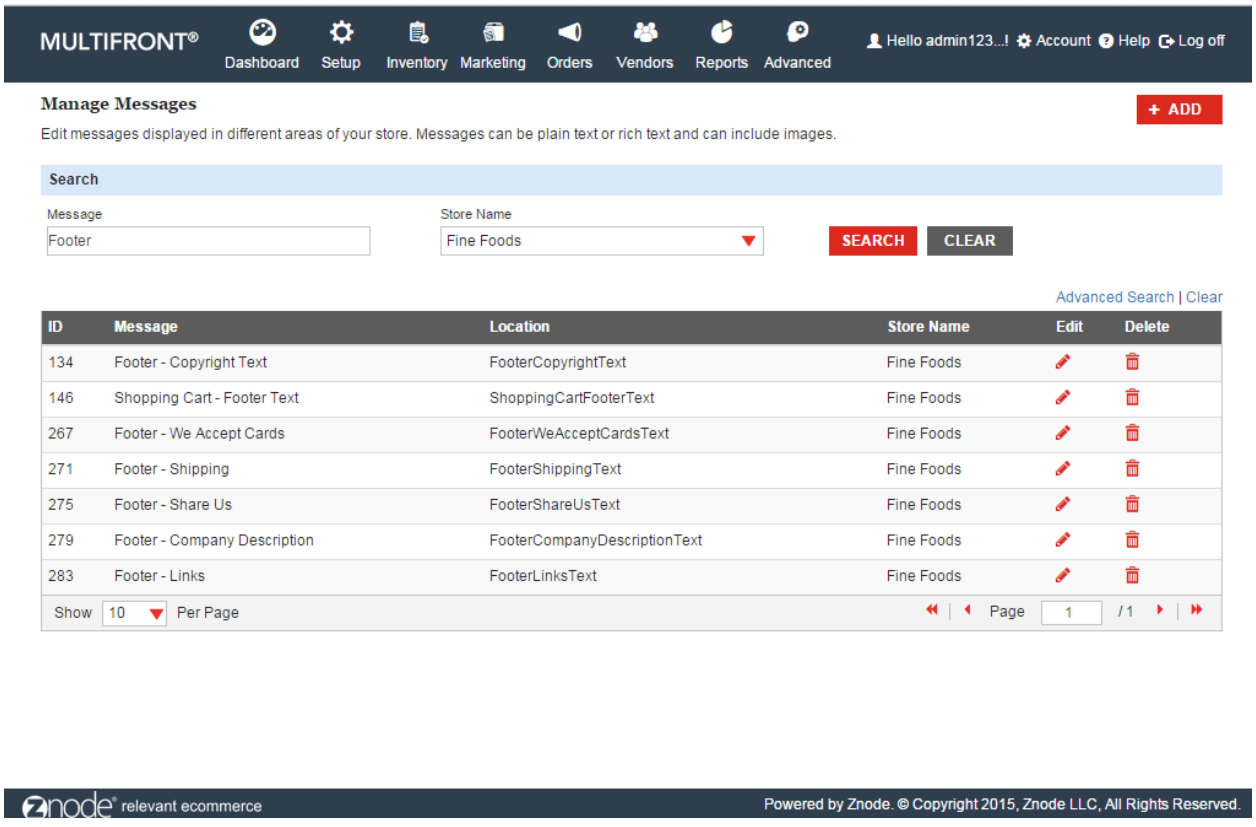
3.7.2 Edit Custom Message

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Messages** under **Setup**. The **Manage Messages** page is displayed listing all the custom messages in the storefront.
- To search for a message follow the steps:
    - **Store Name**: Select a store from the drop-down list.
    - **Message**: Enter a partial message as “Footer”



- Click **Search**. All custom messages meeting the search criteria are displayed under Available Custom Messages section.
- Select “Leading Product” Key with Locale English.
- Click **Manage** on the message you want to edit. The **Edit Message** page is displayed.

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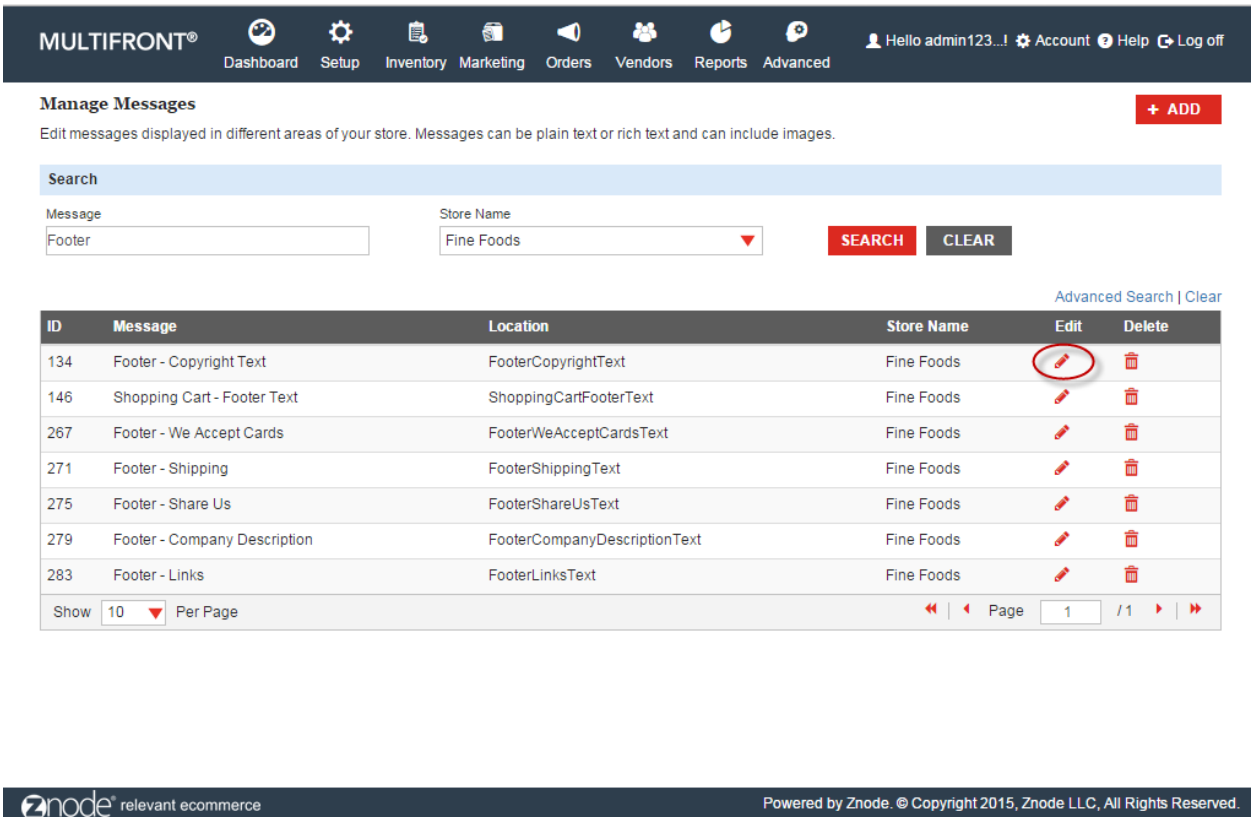
MULTIFRONT®
Dashboard
Setup
Inventory
Marketing
Orders
Vendors
Reports
Advanced
Hello admin123...!
Account
Help
Log off
Manage Messages
+ ADD
Edit messages displayed in different areas of your store. Messages can be plain text or rich text and can include images.
Search
Message
Footer
Store Name
Fine Foods
SEARCH
CLEAR
Advanced Search | Clear
ID
Message
Location
Store Name
Edit
Delete
134 Footer - Copyright Text FooterCopyrightText Fine Foods
146 Shopping Cart - Footer Text ShoppingCartFooterText Fine Foods
267 Footer - We Accept Cards FooterWeAcceptCardsText Fine Foods
271 Footer - Shipping FooterShippingText Fine Foods
275 Footer - Share Us FooterShareUsText Fine Foods
279 Footer - Company Description FooterCompanyDescriptionText Fine Foods
283 Footer - Links FooterLinksText Fine Foods
Show 10 Per Page
Page 1 / 1
relevant ecommerce
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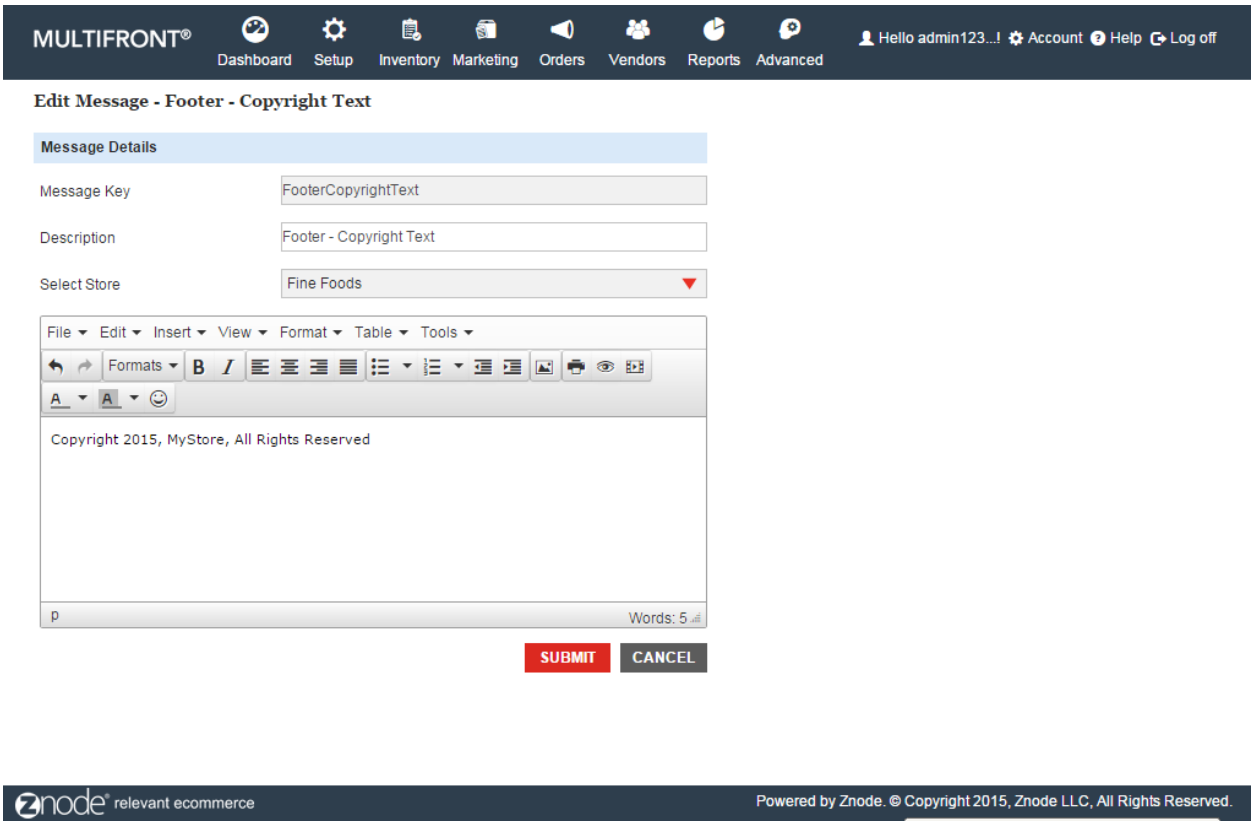
MULTIFRONT®
Dashboard
Setup
Inventory
Marketing
Orders
Vendors
Reports
Advanced
Hello admin123...!
Account
Help
Log off
Edit Message - Footer - Copyright Text
Message Details
Message Key
FooterCopyrightText
Description
Footer - Copyright Text
Select Store
Fine Foods
File
Edit
Insert
View
Format
Table
Tools
Formats
Copyright 2015, MyStore, All Rights Reserved
p
Words: 5
SUBMIT
CANCEL
relevant ecommerce
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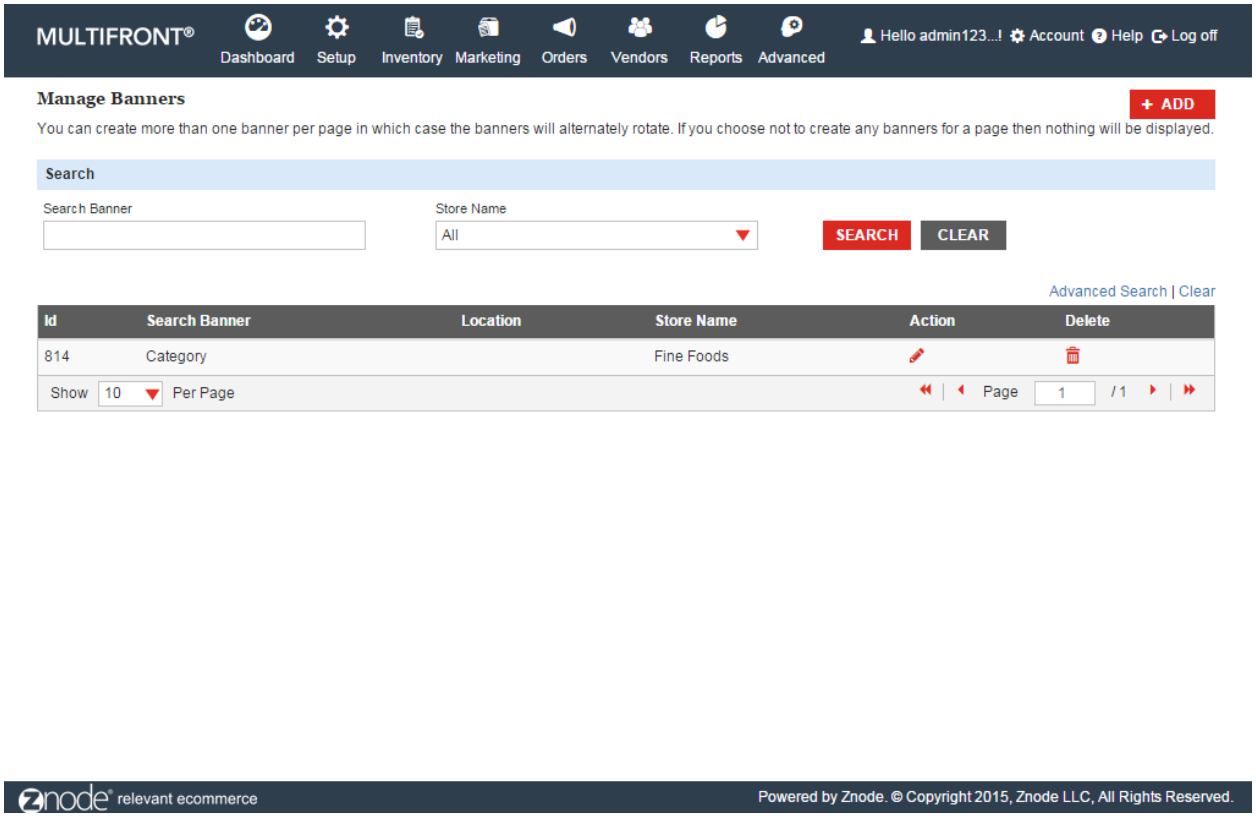
3.8 Manage Banners

3.8.1 Viewing a Banners

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Banners** under **Setup**. The **Manage Banners** page is displayed listing all the available banners in the storefront.
- To search for a banner enter any of the following:
    - **Store Name**: Select a store from the drop-down list.
    - **Select Locale**: Select a language from the drop-down list.
    - **Banner**: Enter a partial banner description.
- Click Search. All banners meeting the search criteria is displayed under Available Custom Banners section.



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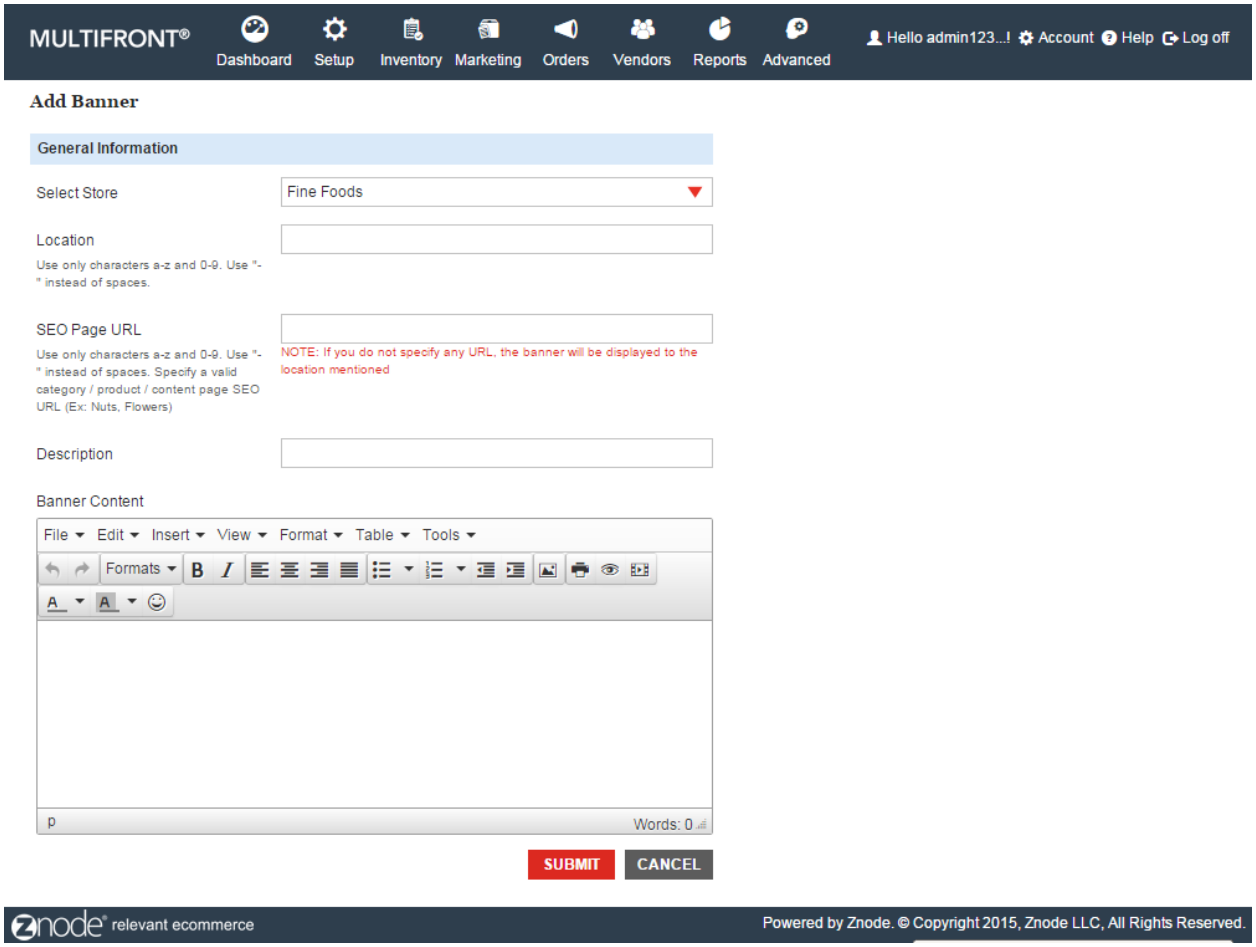
3.8.2 Adding a Banners

- Login to the Admin site. The Dashboard page is displayed.
- On the top menu, click Manage Banners under **Setup**. The Manage Banners page is displayed listing all the available banners in the storefront.
- Click **Add Banner**. The **Add Message** page is displayed.



- Enter the following details:
  - **Select Store**: Select a store from the drop-down list.
  - **Select Locale**: Select a language from the drop-down list.
  - **Location**: If for the first time then enter a location else select a location from the drop-down list.
  - **SEO Page URL**: Enter valid SEO page URL

    Note: If you do not specify any URL, the banner will be displayed to the location mentioned.
  - **Description**: Enter a short banner description.
  - **Banner Content**: Click on Insert Edit image icon and enter valid Image URL and Image description and click on Insert button.

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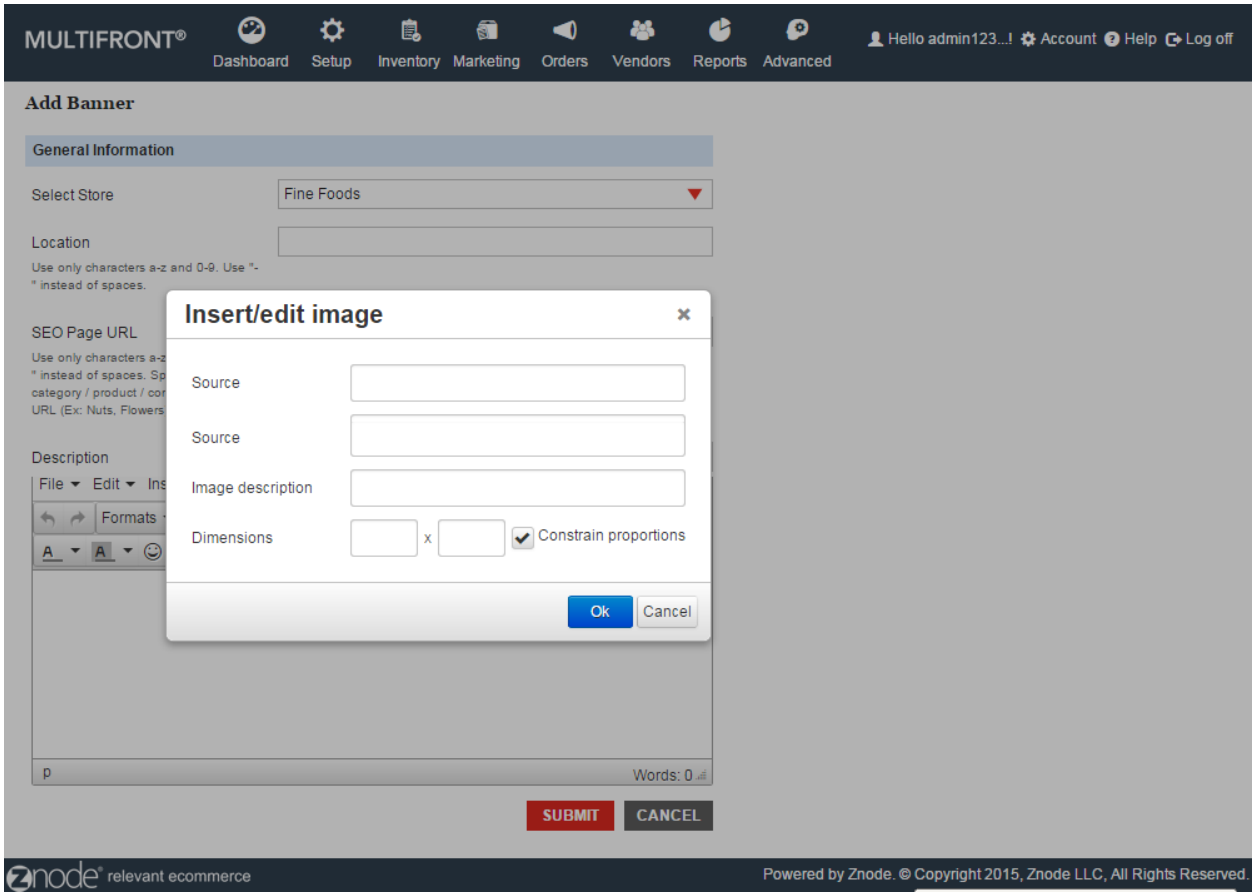

- Click **Submit**. The **Manage Banner** page is displayed listing the newly added banner under **Available Custom Banner** section

3.8.3 Editing a Banner

- Login to the Admin site. The Dashboard page is displayed.
- On the top menu, click Manage Banners under **Setup**. The Manage Banners page is displayed listing all the available banners in the storefront
- Click **Manage** on the banner you want to edit. The **Manage Banner** page is displayed
- Edit the following details:
    - **Select Store**: Select a store from the drop-down list.
    - **Select Locale**: Select a language from the drop-down list.
    - **Location**: If for the first time then enter a location else select a location from the drop-down list.
    - **Description**: Edit the short banner description

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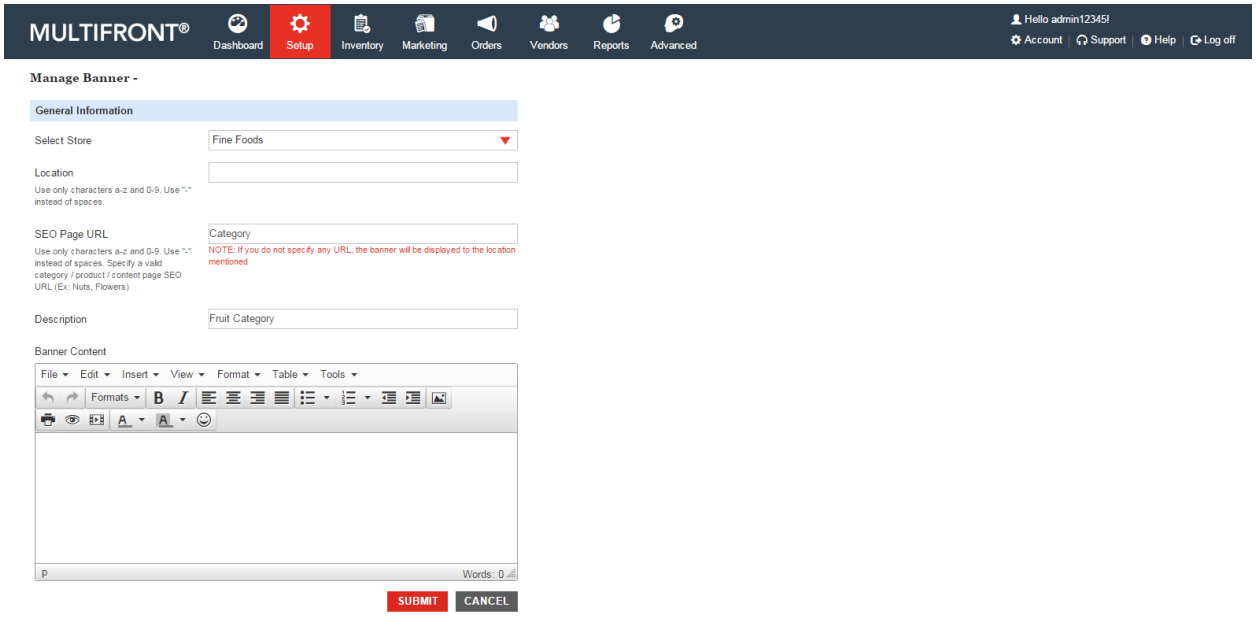

- Click **Submit**. The **Manage Banner** page is displayed listing the newly edited banner under **Available Custom Banner** section.

3.8.4 Deleting a Banner

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Banners** under **Setup**. The **Manage Banners** page is displayed listing all the available banners in the storefront.
- To search for a banner enter any of the following:
    - **Store Name**: Select a store from the drop-down list.
    - **Select Locale**: Select a language from the drop-down list.
    - **Banner**: Enter a partial banner description.
- Click **Search**. All banners meeting the search criteria is displayed under **Available Custom Banners** section
- Click **Delete Banner** on the banner you want to delete. The **Manage Banners** page is displayed with the deleted banner removed from the list.

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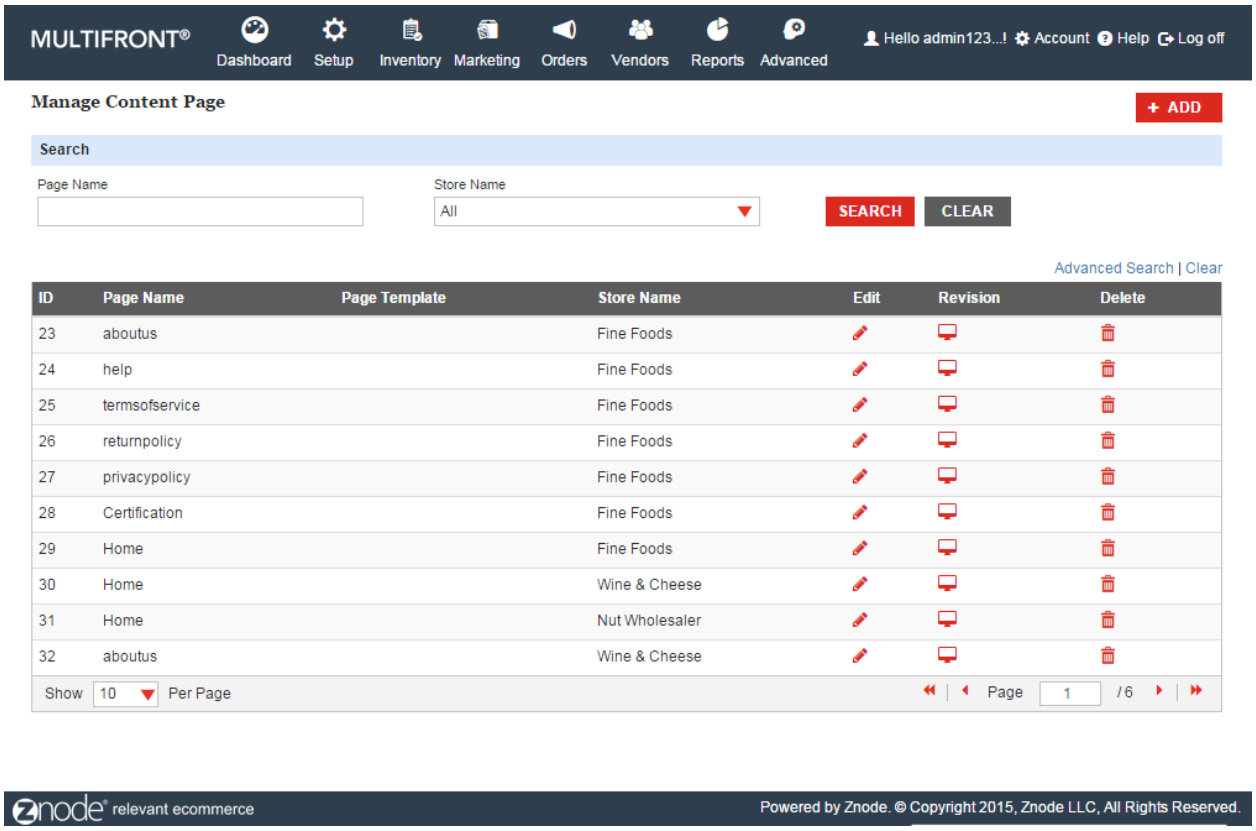
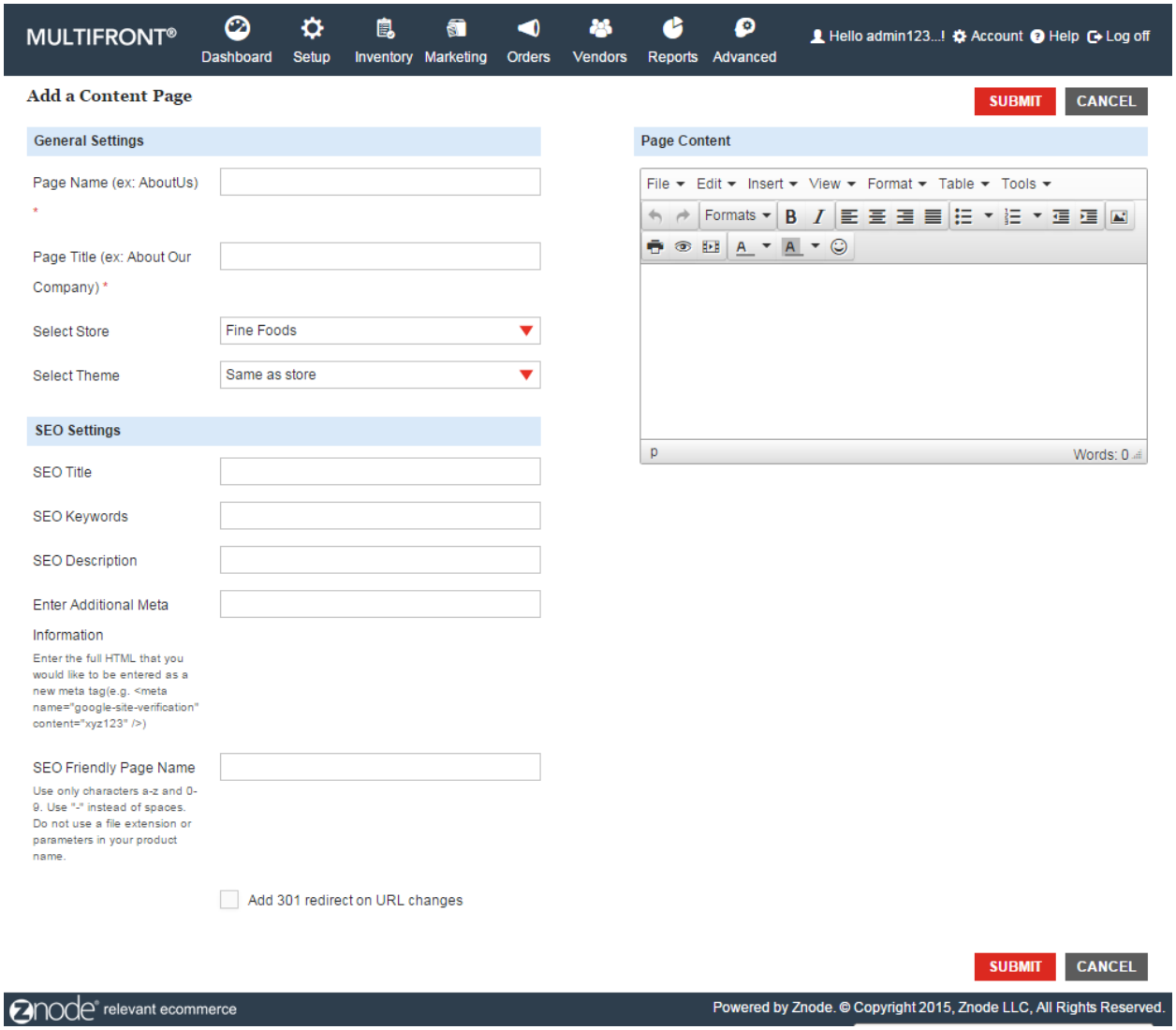
3.9 Manage Content Pages

3.9.1 Adding a new page

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Pages** under **Setup**. The **Manage Content Pages** page is displayed listing all the pages in the storefront.



- Click **Add New Page**. The "**Add a Content Page"** page is displayed.



- Enter the following details:
  - **Enter a descriptive name for this page**: Enter a name for this page. For example, "About Us". This name will become part of the URL so no spaces or special characters are allowed. **Note**: Do not use reserved page names like Home, Product, Checkout, etc.
  - **Enter a title for the page**: Enter the page title. This will be displayed at the beginning of the page. Leave this field blank if you do not want to display the title.
  - **Select Store**: Select a store that this page applies to from the drop-down list.
  - **Select Theme**: Select a theme from the drop-down list.
  - **Page Template**: Select a template for this page from the drop-down list.
  - **CSS**: Select a CSS from the drop-down list.
  - **Enter a SEO title for the page**: Enter a title. This title will be used for search engine optimization. Leave blank if unsure.

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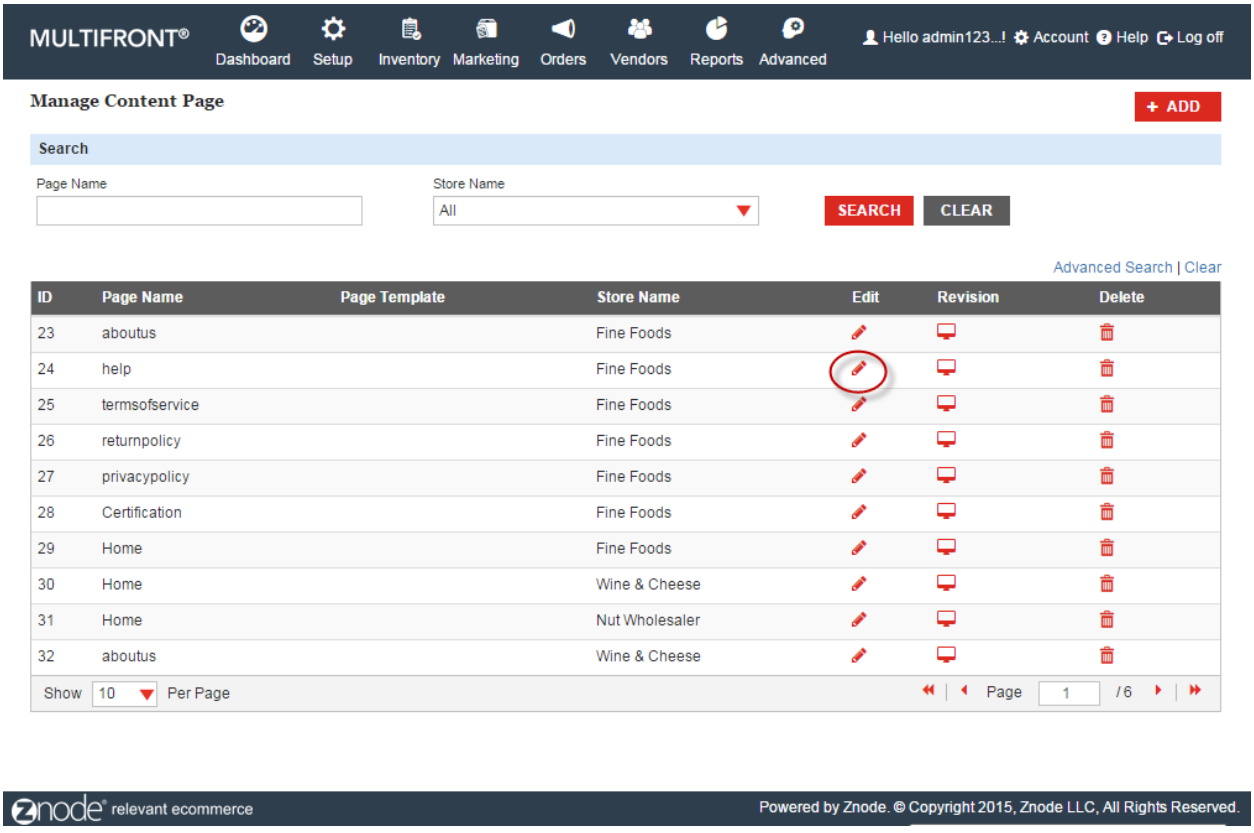
- **Enter Meta Keywords**: Enter comma separated keywords for the search engines to index on your page. Leave blank if unsure.
- **Enter Meta Description**: Enter a description for search engine listings. Leave blank if unsure.
- **Enter a SEO friendly name for this Page**: Enter a search engine friendly, static URL. Use only characters a-z and 0-9. Use "-" instead of spaces. Do not use a file extension or parameters in your product name.
- **Add 301 redirect on URL changes**: Select to add 301 redirect on URL changes.
- **Page content**: Enter the page content. Using this WYSIWYG editor, you can easily add rich content such as text, images, flash movies and document links.

- Click **Submit**. The **Manage Content Pages** page is displayed listing the newly added page under Page List.

3.9.2 Editing a page

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Pages** under **Setup**. The **Manage Content Pages** page is displayed listing all the pages in the storefront.



- Click **Edit Page** on the page you want to edit. The **Edit Content Page** is displayed.

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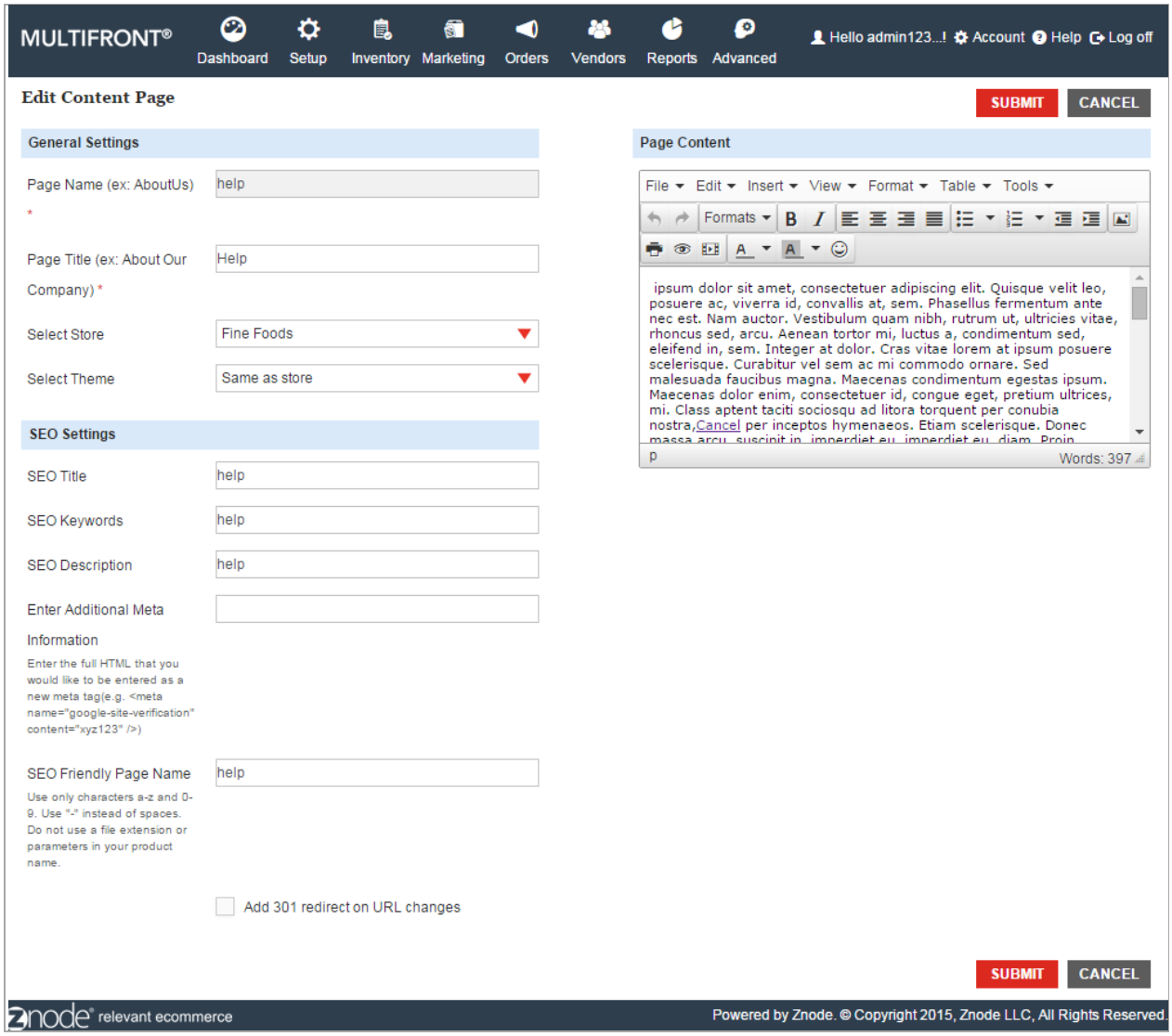

- Edit the following details:
    - **Enter a descriptive name for this page**: Edit the name of this page. This name will become part of the URL so no spaces or special characters are allowed. **Note**: Do not use reserved page names like Home, Product, Checkout, etc.
    - **Enter a title for the page**: Edit the page title. This will be displayed at the beginning of the page. Leave this field blank if you do not want to display the title.
    - **Select Store**: Select a store that this page will appear in from the drop-down list.
    - **Select Theme**: Select a theme from the drop-down list.
    - **Page Template**: Select a template for this page from the drop-down list.
    - **CSS**: Select a CSS from the drop-down list.
    - **Enter an SEO title for the page**: Edit the title. This title will be used for search engine optimization. Leave blank if unsure.

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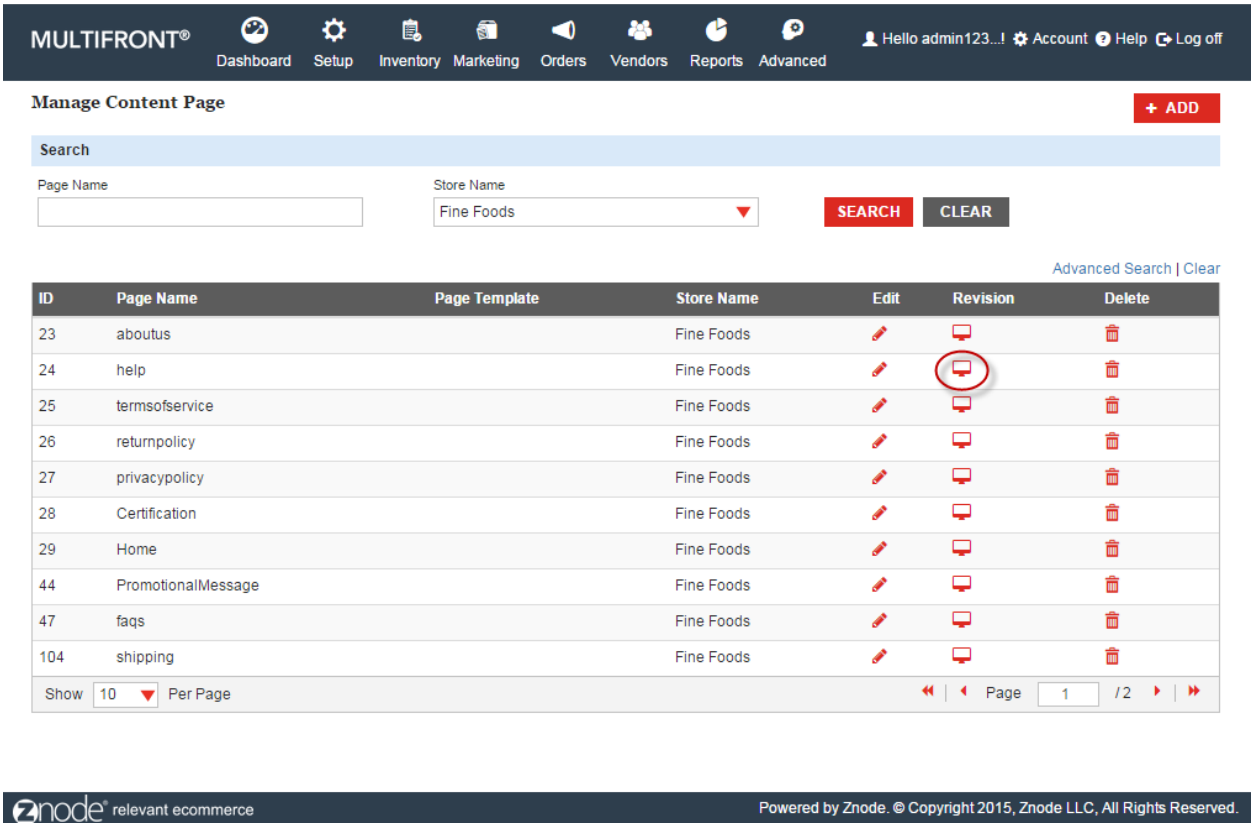
- **Enter Meta Keywords**: Edit the comma separated keywords for the search engines to index on your page. Leave blank if unsure.
- **Enter Meta Description**: Edit the description for search engine listings. Leave blank if unsure.
- **Enter a SEO friendly name for this Page**: Edit a search engine friendly, static URL. Use only characters a-z and 0-9. Use "-" instead of spaces. Do not use a file extension or parameters in your product name.
- **Add 301 redirect on URL changes**: Select to add a 301 redirect if you are changing the page name. This will automatically redirect people and search engines to the new page if the old URL is entered.
- **Page content**: Edit the page content. Using this WYSIWYG editor, you can easily add rich content such as text, images, flash movies and document links.

- Click **Submit**. The **Manage Content Pages** page is displayed.

3.9.3 Viewing Revisions

View Revisions allows you to view all revisions made to a page and to revert to any of these earlier revisions.

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Pages** under **Setup**. The **Manage Content Pages** page is displayed.



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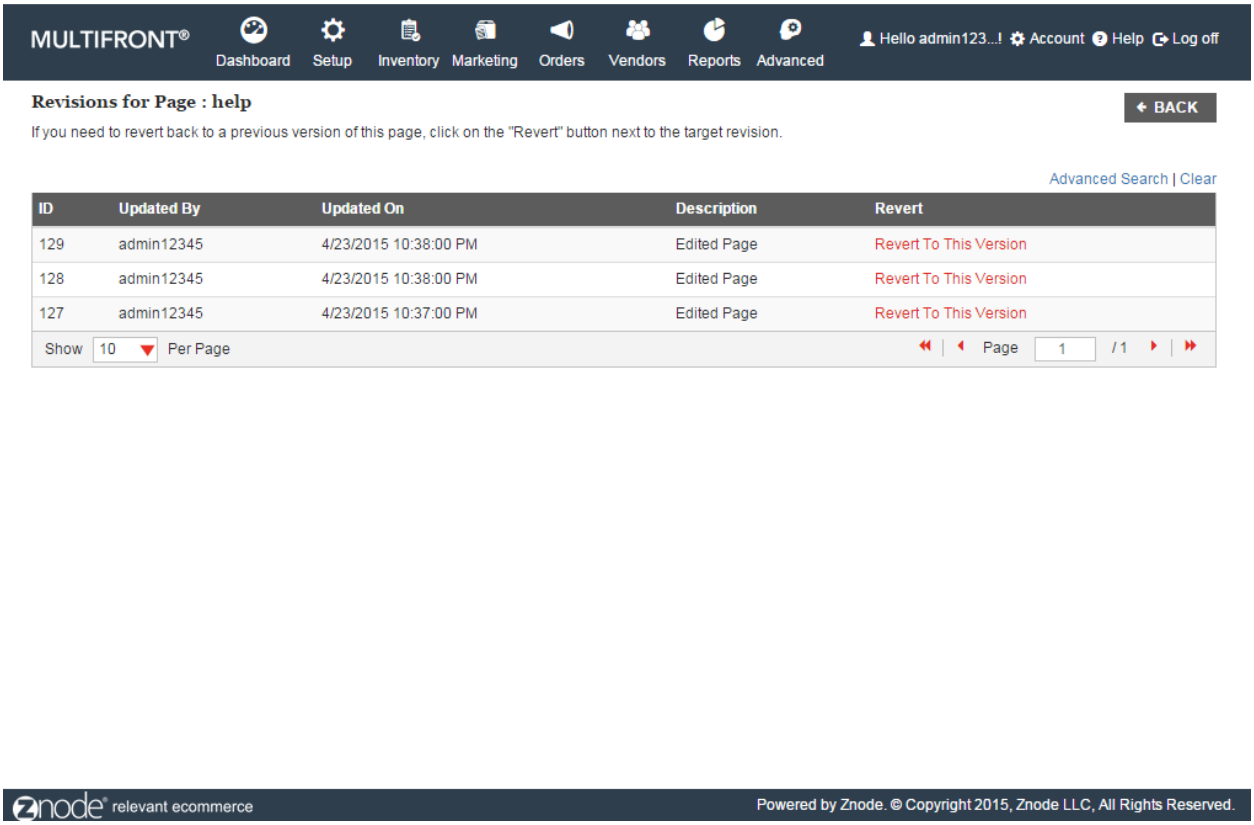
- Click **View Revisions** on the page to view its revisions. The "**Revisions for page"** page is displayed listing all the revisions made to this page along with their description, date and time.



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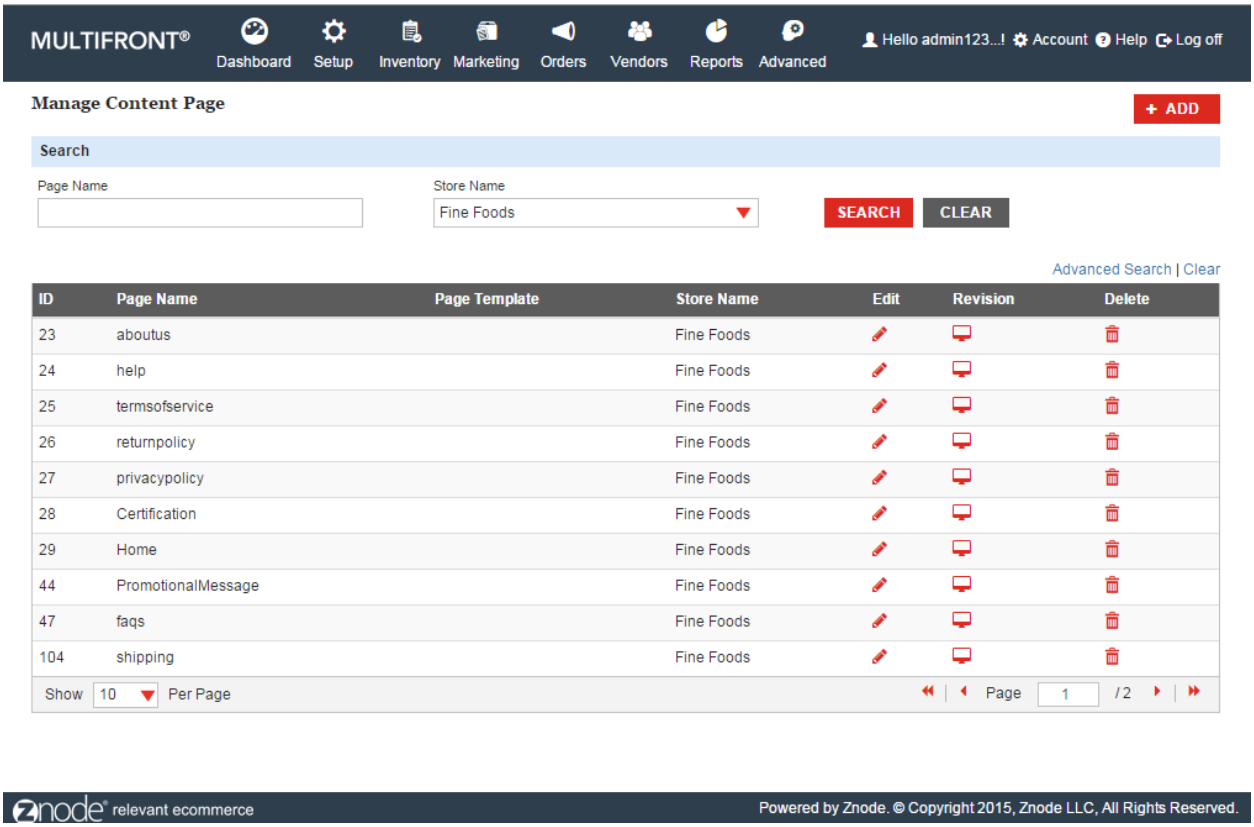
3.9.4 Reverting to an earlier revision

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Pages** under **Setup**. The **Manage Content Pages** page is displayed.



- Click **View Revisions** on the page to view its revisions. The "**Revisions for Page"** page is displayed listing all the revisions made to this page along with their description, date and time.

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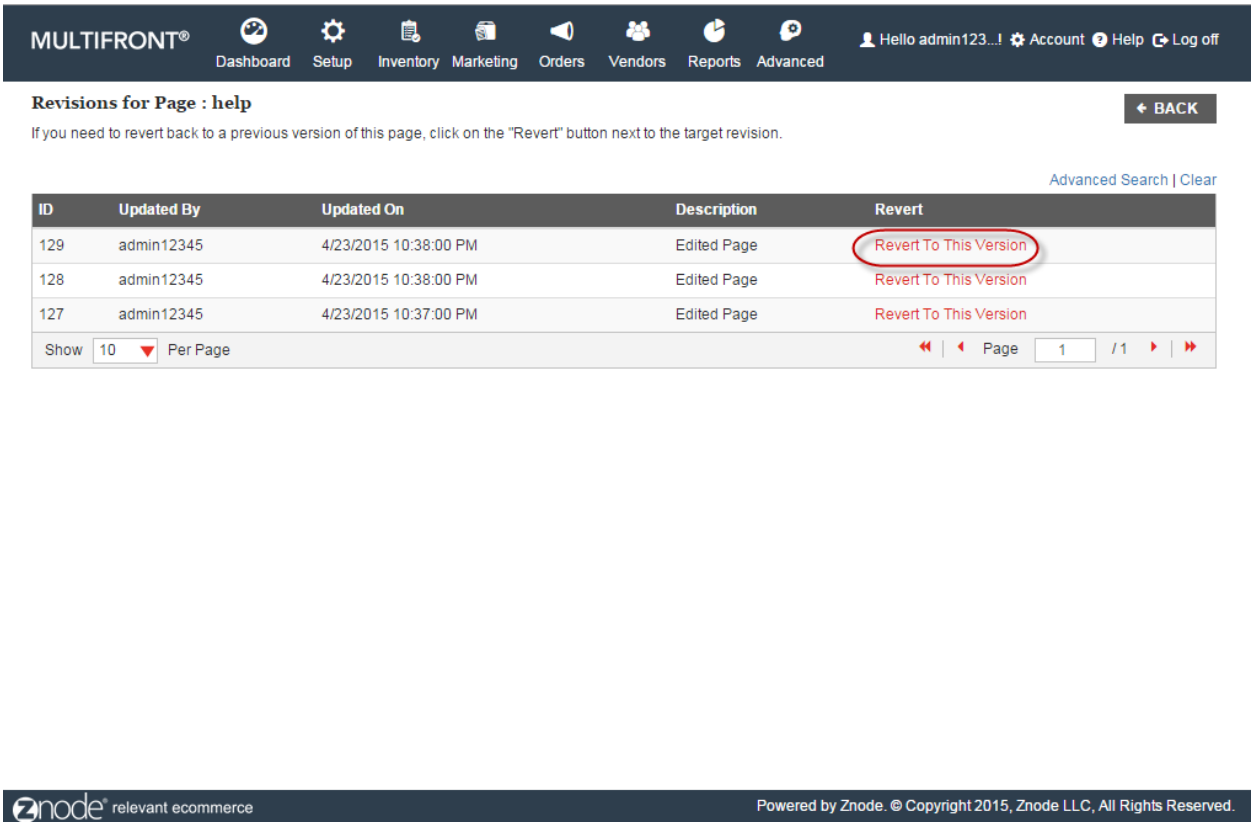

- Carefully note the "**Updated On"** time to select the revision you want.
- Click **Revert to this Version** on the revision to revert to. "Successfully reverted page version" message is displayed.

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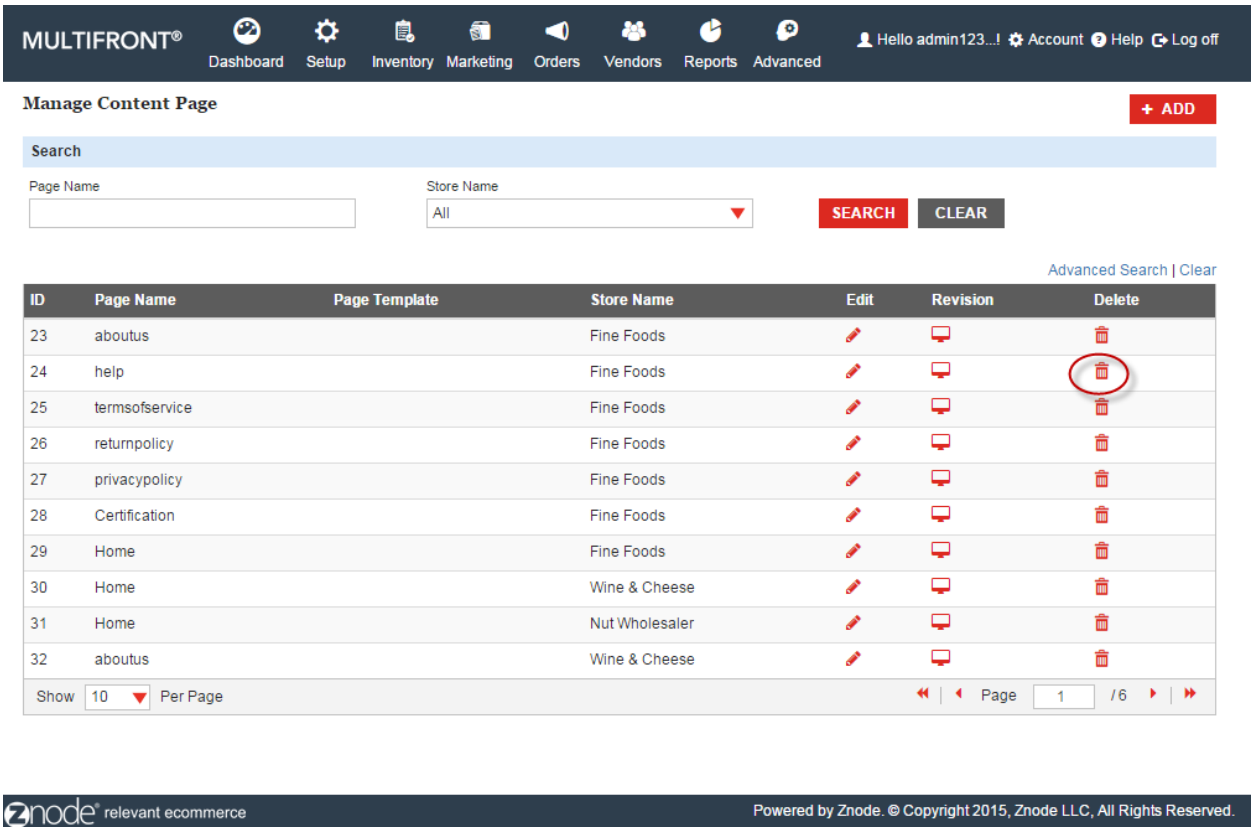
3.9.5 Deleting a page

Caution: This operation cannot be undone. Once you have deleted a page, it is removed from the system. Use this feature with care.

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Manage Pages** under **Setup**. The **Manage Content Pages** page is displayed listing all the pages in the storefront.



- Click **Delete** on the page you want to delete. The **Please Confirm** page is displayed.
- Click **Delete** to confirm. The **Manage Content Pages** page is displayed with the page removed from the list.

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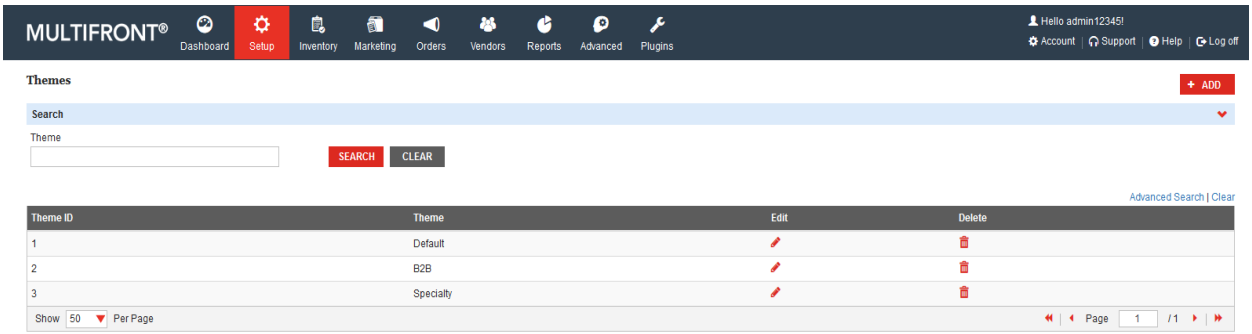
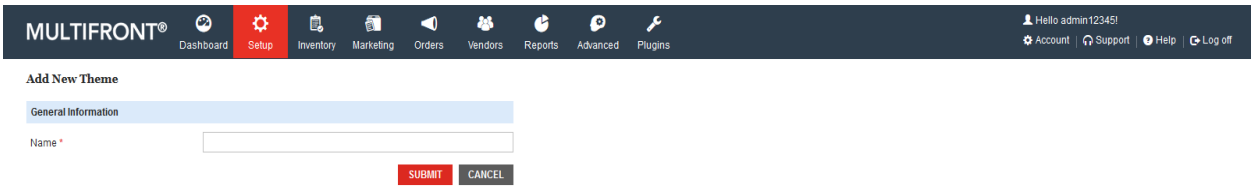
3.10 Manage Theme

3.10.1 Add New Theme

- Login the Admin site. The dashboard page is display
- On the top menu, click **Manage Theme** under **Setup**. The **Manage Theme page** is displayed listing all the available theme available the storefront



- Click **Add New Page**. The "**Add New theme Page"** page is displayed.



Enter the following details:

- **Name :** Enter the Theme name. This will be display to the theme list

- Click on the **Submit** button. The newly created theme is display to the **Manage Theme** page list.

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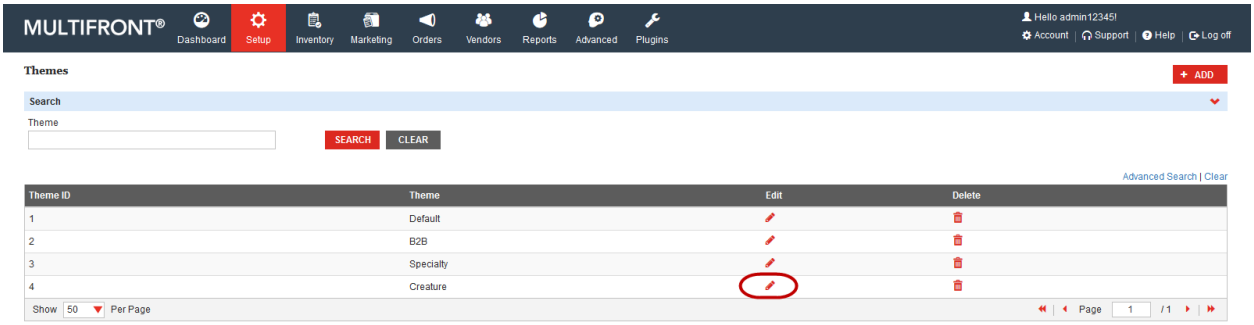
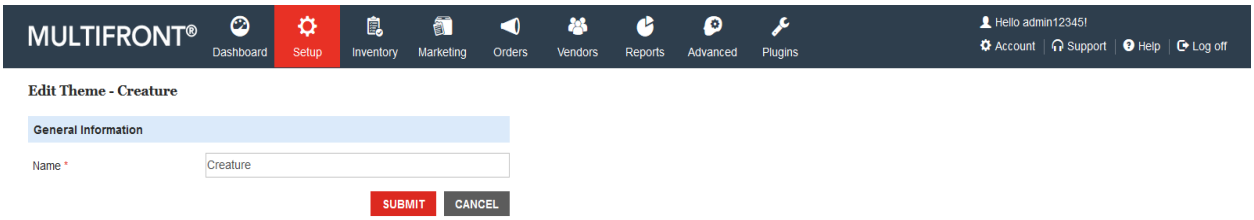


3.10.2 **Edit Theme**

- Login the Admin site. The dashboard page is display
- On the top menu, click **Manage Theme** under **Setup**. The **Manage Theme page** is displayed listing all the available theme available the storefront
- Click **Edit link of** any theme on the page you want to edit. The **Edit Theme Page** is displayed.



Update the following details:

- **Name** : Update the name of the theme. Updated theme will display in the theme list page

- Click on the **Submit** button. The updated theme is display to the **Manage Theme** page list.

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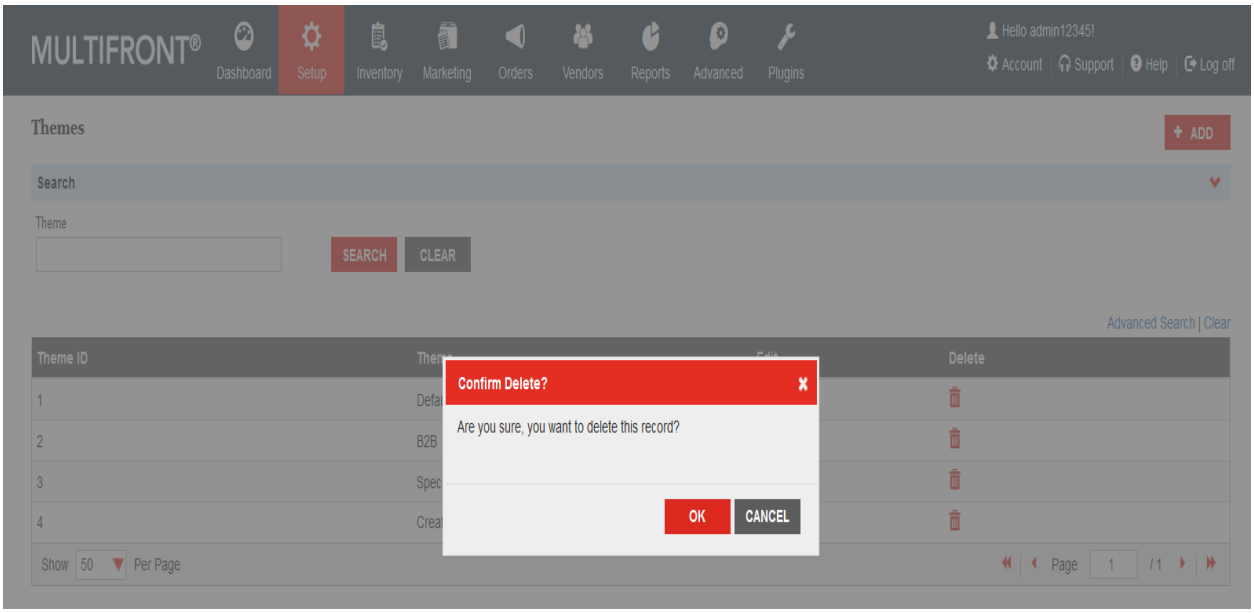
3.10.3 Delete Theme

- Login the Admin site. The dashboard page is display
- On the top menu, click **Manage Theme** under **Setup**. The **Manage Theme page** is displayed listing all the available theme available the storefront
- Click **delete link of** any theme on the page you want to delete. The pop up is display
- Click **Delete** to confirm. The **Manage theme** page is displayed with the page removed from the list.



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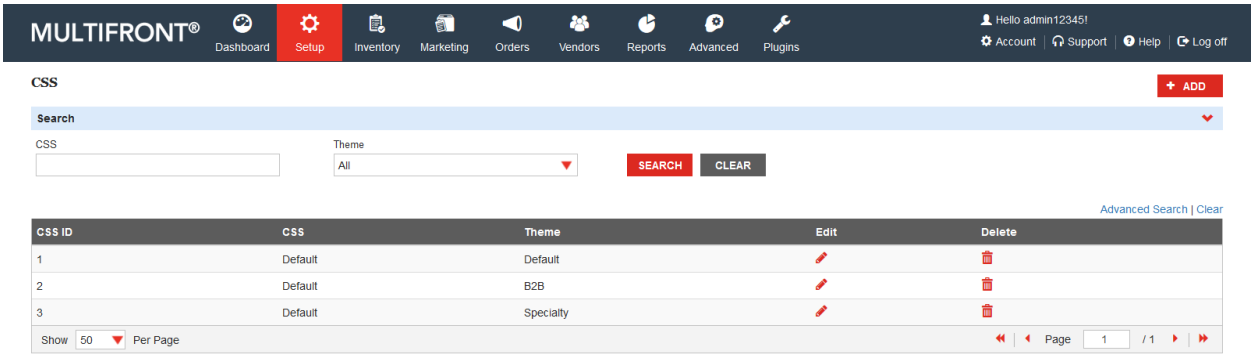
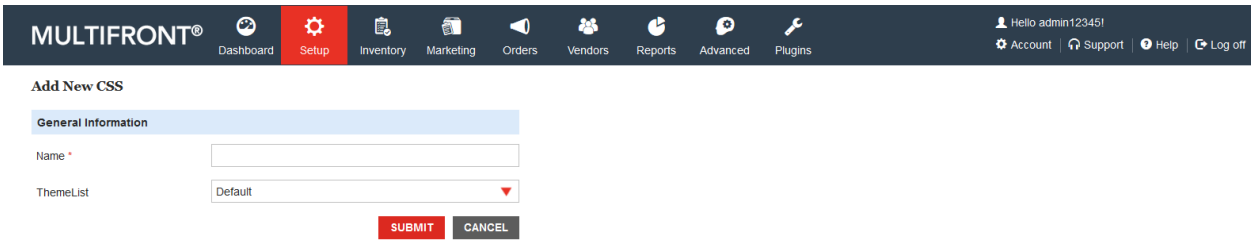
3.11 Manage CSS

3.11.1 Add New CSS

- Login the Admin site. The dashboard page is display
- On the top menu, click **Manage CSS** under **Setup**. The **Manage CSS page** is displayed listing all the available CSS available the storefront



- Click **Add New Page**. The "**Add New CSS Page"** page is displayed.



Enter the following details:

- **Name :** Enter the name for the CSS
- **Theme List** : Select any theme from the drop down which you want to associate newly created CSS

- Click on the Submit button. Newly created CSS is display in the list

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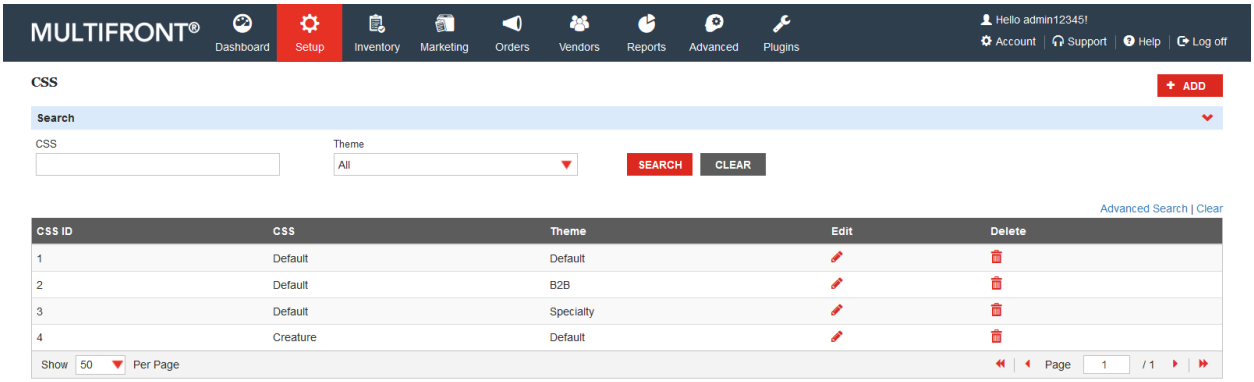
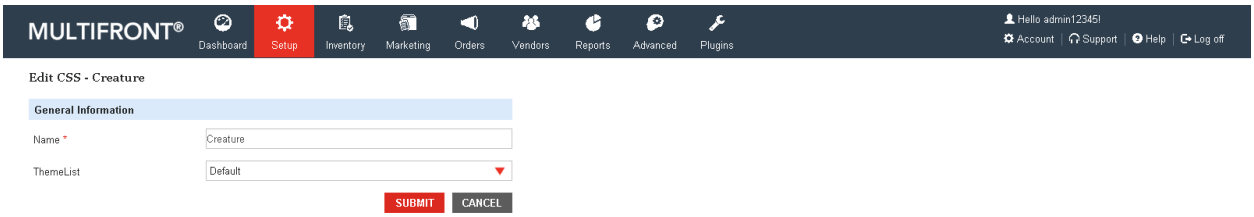


3.11.2 **Edit CSS**

- Login the Admin site. The dashboard page is display
- On the top menu, click **Manage CSS** under **Setup**. The **Manage CSS page** is displayed listing all the available CSS available the storefront
- Click on the Edit link for any CSS
- Edit CSS page is display with Pre – filled data



Enter the following details:

- **Name :** Update the name for the CSS
- **Theme List** : Select any theme from the drop down which you want to associate newly created CSS

- Click on the Submit button. Newly created CSS is display in the list

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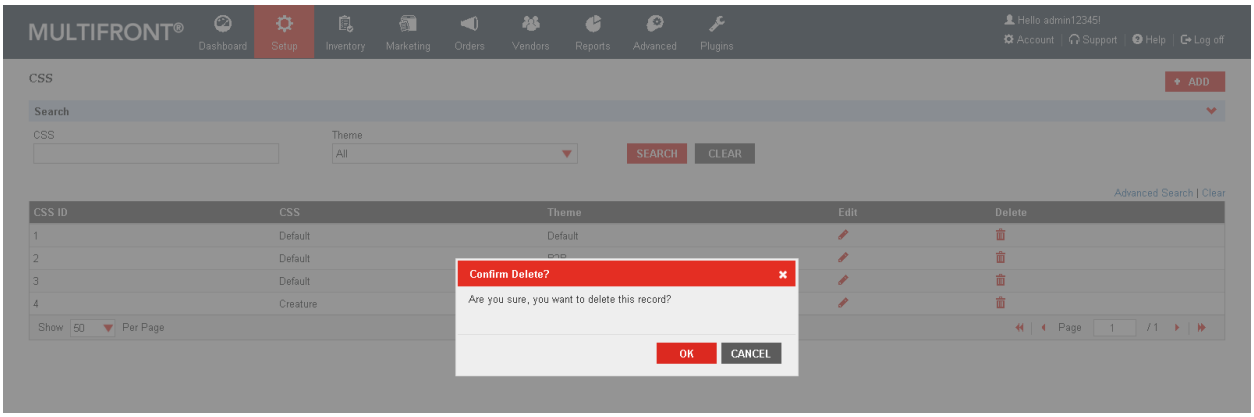
3.11.3 Delete CSS

- Login the Admin site. The dashboard page is display
- On the top menu, click **Manage CSS** under **Setup**. The **Manage CSS page** is displayed listing all the available CSS available the storefront
- Click **delete link of** any CSS on the page you want to delete. The pop up is display
- Click **Delete** to confirm. The **Manage CSS** page is displayed with the page removed from the list.



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