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# ZNODE MARKETPLACE 8.1.2 USER MANUAL

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April 2016



# Znode 8.1.2 Setup Manual

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## 1 REVISION HISTORY

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Section	Date	Change Made
	5/6/2015	First Draft

## 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.

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**Merchant Login**  
Log in to setup and manage your store.

**LOGIN**






Remember Me [Forgot your password?](#)

Znode® relevant ecommerce

- 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.

MULTIFRONT® **Dashboard** Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin12345! Account Help Log off

## Welcome

 <b>Setup</b> Create new stores, and configure shipping, payments and taxes.	 <b>Inventory</b> Manage your products and inventory.	 <b>Marketing</b> Manage promotions and optimize your store's search engine.	 <b>Orders</b> Manage your orders, RMA, service requests, and reviews.	 <b>Reports</b> Generate reports on sales, customers, and other metrics.
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### Alerts

- 5 products have low inventory.  
[Manage Inventory](#)
- 0 Failed login attempts  
[View Activity Log](#)

Create and manage multiple storefronts for your business. [Click Here.](#)

Download and upload data to your store including inventory. [Click Here.](#)

### Quick Statistics

**\$100002364.80** | Total Sales YTD

<b>85</b>   Orders YTD	<b>107</b>   Accounts Created YTD
------------------------	-----------------------------------

**RUN REPORTS**



## 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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Dashboard
Setup
Inventory
Marketing
Orders
Vendors
Reports
Advanced
Plugins

 Hello admin12345!
 Account
Support
Help
Log off

### Create a Store

SUBMIT
CANCEL

#### Store Identity

Brand Name \*

Store Name \*

Catalog Fine Foods Catalog ▼

Theme Default ▼

Stylesheet (CSS) Default ▼

#### Store Logo

Select a Logo \* UPLOAD

#### Security

Enable Secure Socket Layer (SSL) for this store

#### Store Contact Information

The emails you specify will be used to send orders, alerts and other notifications. Use a comma to separate multiple emails.

Administrator's Email \*

Sales Department Email \*

Customer Service Email \*

Sales Department Phone Number

Customer Service Phone Number

#### Default Settings

Default Customer Review Status Do Not Publish, Require Moderator Approval ▼

Default Order Status SUBMITTED ▼

When a new order is placed, it will be automatically set to this status.

Require manual approval of every order

Include Taxes In Product Price

Enable Persistent Cart

Enable Address Validation

Require Validated Address

Enable Customer Based Pricing

Enable Compare

Allow checkout page to accept multiple coupons

Enable Single Page Checkout

Default Product Review Status PENDING APPROVAL ▼

The status selected will appear when a product is added by a franchise or mall admin.

SUBMIT
CANCEL

- **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).

- **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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Dashboard
Setup
Inventory
Marketing
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Advanced
Plugins

 Hello admin12345!
 Account
Support
Help
Log off

Manage Stores - Fine Foods
← BACK

General
Catalog
URL
Profile
Display
Units
Countries
Shipping
JavaScript
SMTP
EDIT

Store Identity

Brand Name	Maxwell's FF
Store Name	Fine Foods
Store Logo Image	

Security

Secure Socket Layer (SSL) enabled?	✘
------------------------------------	---

Store Contact Information

Administrator's Email	test@znode.com
Sales Department Email	test@znode.com

Customer Service Email	test@znode.com
Sales Department Phone Number	1-888-MY-STORE
Customer Service Phone Number	1-888-MY-STORE

Default Settings

Default Customer Review Status	Do Not Publish. Require Moderator Approval
Default Order Status	Pending Approval
Enable Persistent Cart	✔
Include Taxes In Product Price	✘
Enable Address Validation	✔
Require Validated Address	✔
Enable Customer Based Pricing	✔
Enable Compare	✔
CompareType	Category Level Compare
Allow checkout page to accept multiple coupons	✔
Enable Single Page Checkout	✔
Default Product Review Status	Awaiting Approval from Reviewer

### 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.

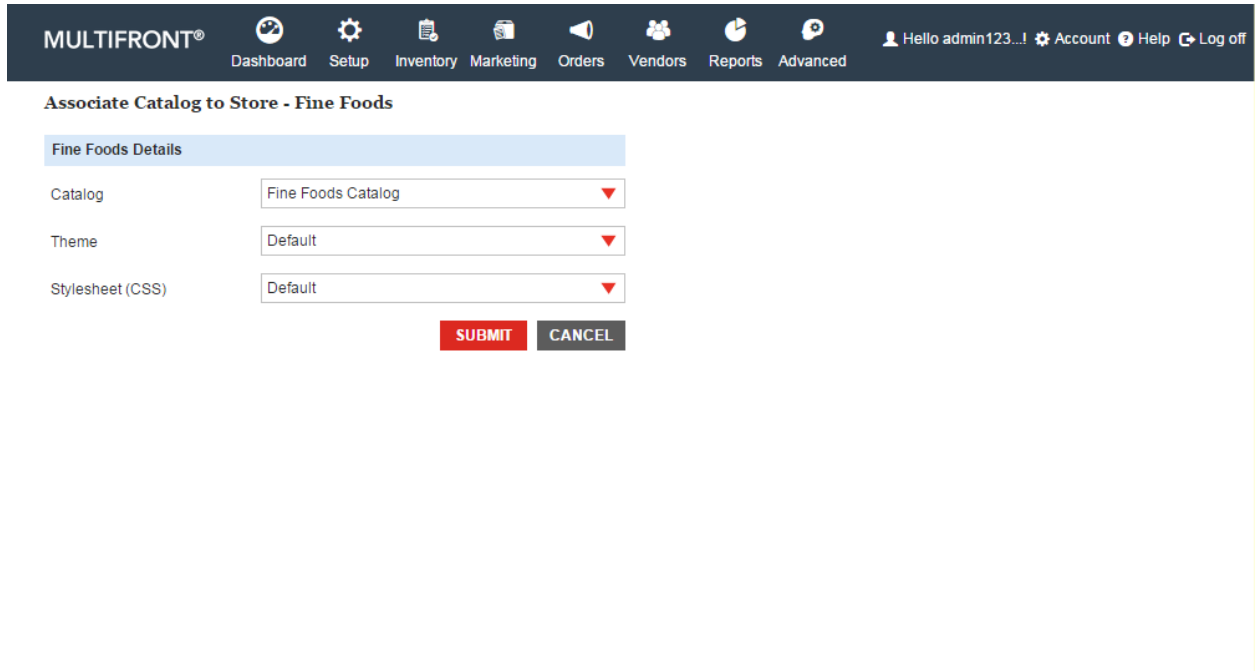
Edit the details you want to edit and Click on Submit button.

### 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.

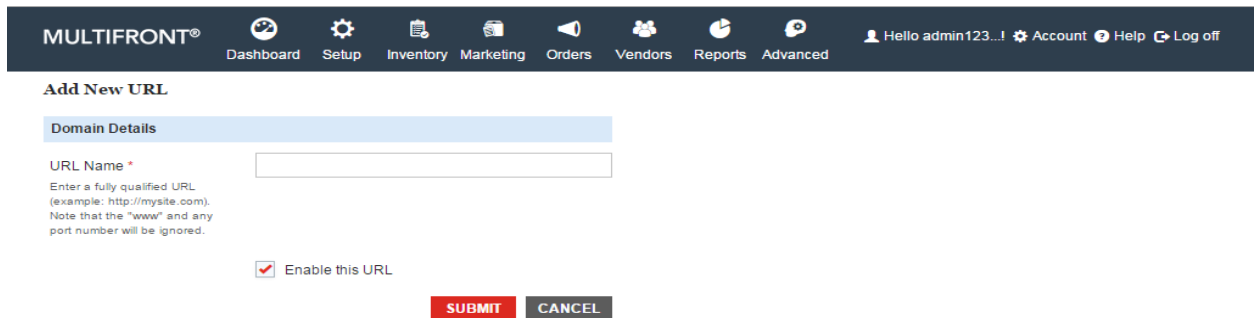


### 3.1.2.3 URL Tab

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.



Manage Stores - Fine Foods

General | Catalog | **URL** | Profile | Display | Units | Countries | Shipping | JavaScript | SMTP

Select one or more URLs to use with this storefront. + ADD

Advanced Search | Clear

ID	URL Name	URL Key	Active	Edit	Clear Cache	Delete
53	http://localhost:34762	24713AA9-A8D4-461E-8D92-1B08D26FF5C1	✓			
58	http://znodeudemovx.multifront.localhost.com	3e9ee89-29a3-4e46-b526-22ec5eb03e54	✓			
59	http://znodewcvdev.multifront.localhost.com	4dd105bb-576c-463e-a423-982774022265	✓			
60	http://znodefsvdev.multifront.localhost.com	9a68c20b-c1de-4951-b0b2-14c5d1211b3	✓			

### 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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Dashboard | Setup | Inventory | Marketing | Orders | Vendors | Reports | Advanced

Hello admin123...! | Account | Help | Log off

Select Profile

Profile Details

Select Profile \*

Is Default Anonymous Profile Id

Is Default Registered Profile Id

**SUBMIT** **CANCEL**

### 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

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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Hello admin123... | Account | Help | Log off

Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced

**Edit Display Settings for - Fine Foods**

**Product Grid Settings**

Number of Product Columns

Number of Thumbnail Columns

Product Display Order  Display popular products on top of the list

**Auto Image Resize Settings**

Large Image  pixels

Medium Image  pixels

Small Image  pixels

Cross-Sell Image  pixels

Thumbnail Image  pixels

Small Thumbnail Image  pixels

**Default Product Image**

Upload a default image to display if a product image is not available. 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

SUBMIT
CANCEL

### 3.1.2.6 Units Tab

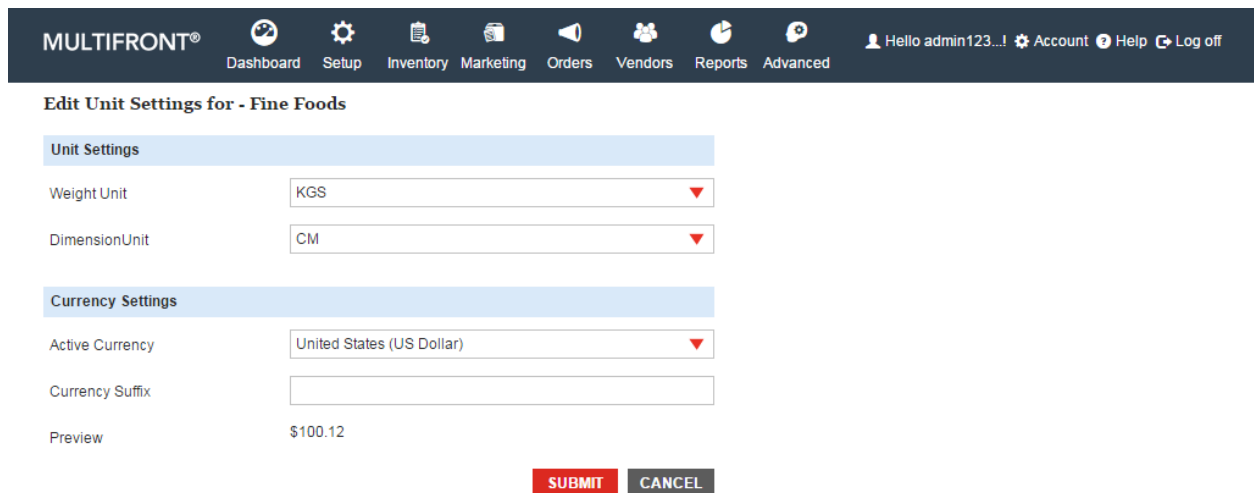
To configure Units setting click on the **Units** tab and click on **Edit** button.

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.



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

**Edit Unit Settings for - Fine Foods**

**Unit Settings**

Weight Unit

DimensionUnit

**Currency Settings**

Active Currency

Currency Suffix

Preview \$100.12

**SUBMIT** **CANCEL**

### 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.



- 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.

MULTIFRONT® Hello admin123...! Account Help Log off

Add Countries To Store

Search

Country Code  Country Name  SEARCH CLEAR SUBMIT CANCEL

[Advanced Search](#) | [Clear](#)

Display Country In List	Allow Shipping to This country	Country Code	Country Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	US	UNITED STATES
<input type="checkbox"/>	<input type="checkbox"/>	AD	ANDORRA
<input type="checkbox"/>	<input type="checkbox"/>	AE	UNITED ARAB EMIRATES
<input type="checkbox"/>	<input type="checkbox"/>	AF	AFGHANISTAN
<input type="checkbox"/>	<input type="checkbox"/>	AG	ANTIGUA AND BARBUDA
<input type="checkbox"/>	<input type="checkbox"/>	AI	ANGUILLA
<input type="checkbox"/>	<input type="checkbox"/>	AL	ALBANIA
<input type="checkbox"/>	<input type="checkbox"/>	AM	ARMENIA
<input type="checkbox"/>	<input type="checkbox"/>	AN	NETHERLANDS ANTILLES
<input type="checkbox"/>	<input type="checkbox"/>	AO	ANGOLA
<input type="checkbox"/>	<input type="checkbox"/>	AQ	ANTARCTICA
<input type="checkbox"/>	<input type="checkbox"/>	AR	ARGENTINA

### 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.

MULTIFRONT® Hello admin123...! Account Help Log off

**Edit Shipping Settings for - Fine Foods**

**SUBMIT** **CANCEL**

**Shipping Origin**

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

FedEx Production key

FedEx Security Code

Select FedEx Drop-Off

Type

Select FedEx Packaging

Type

Use FedEx Discount Rate

Add Insurance

**Fedex**

Required to retrieve FedEx shipping rates. You would need to signup for an API account with FedEx®

FedEx® Account Number

FedEx® Meter Number

**UPS**

Required to retrieve UPS shipping rates. You would need to signup for an API account with UPS.

UPS User Name

UPS Password

UPS Access key

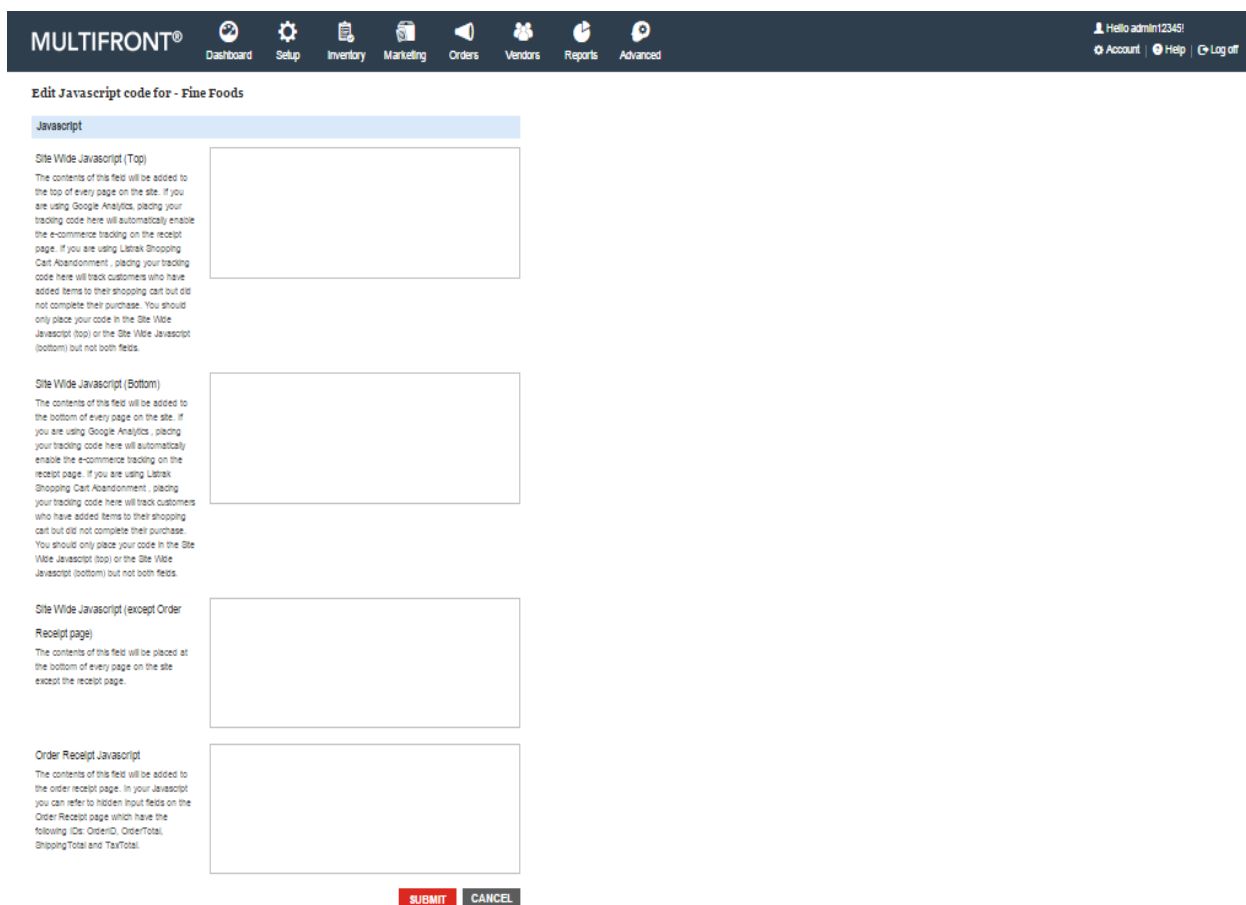
**SUBMIT** **CANCEL**

### 3.1.2.9 JavaScript Tab

To configure the analytics code click on the **Analytics Code** tab and then 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.

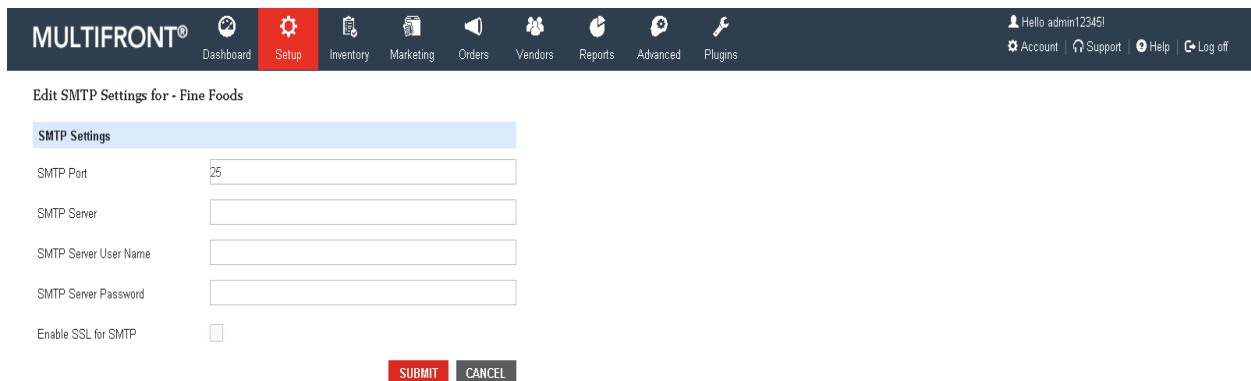


### 3.1.2.10 SMTP Tab

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.**



The screenshot shows the MULTIFRONT Setup interface. The top navigation bar includes 'Dashboard', 'Setup' (highlighted), 'Inventory', 'Marketing', 'Orders', 'Vendors', 'Reports', 'Advanced', and 'Plugins'. The user is logged in as 'admin123451'. The page title is 'Edit SMTP Settings for - Fine Foods'. The 'SMTP Settings' section contains the following fields:

- SMTP Port: 25
- SMTP Server: [Empty text box]
- SMTP Server User Name: [Empty text box]
- SMTP Server Password: [Empty text box]
- Enable SSL for SMTP:

At the bottom of the form are two buttons: 'SUBMIT' (in red) and 'CANCEL' (in grey).

### 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.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello ankit0909! Account Help Log off

**Manage Stores** + ADD

Set up stores, associate a catalog, and create URLs to access the store.

**Search**

Store Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Store Name	Brand	Preview	Manage	Copy	Delete
1	Fine Foods	Maxwell's FF				
5	Wine & Cheese	Maxwell's				
6	Nut Wholesaler	Maxwell's				

Show  Per Page Page  / 1

### 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.

**Manage Stores** ? + ADD

Set up stores, associate a catalog, and create URLs to access the store.

Search

Store Name  SEARCH CLEAR

Advanced Search | Clear

ID	Store Name	Brand	Preview	Manage	Copy	Delete
1	Fine Foods	Maxwell's FF				
5	Wine & Cheese	Maxwell's				
6	Nut Wholesaler	Maxwell's				

Show  Per Page Page 1 / 1

### 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.

MULTIFRONT® Dashboard **Setup** Inventory Marketing Orders Vendors Reports Advanced Hello ankit0909! Account Help Log off

**Manage Stores** + ADD

Set up stores, associate a catalog, and create URLs to access the store.

Search

Store Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Store Name	Brand	Preview	Manage	Copy	Delete
1	Fine Foods	Maxwell's FF				
5	Wine & Cheese	Maxwell's				
6	Nut Wholesaler	Maxwell's				

Show  Per Page Page 1 / 1

MULTIFRONT® Dashboard **Setup** Inventory Marketing Orders Vendors Reports Advanced Hello admin12345! Account Help Log off

**Manage Stores** + ADD

Set up stores, associate a catalog, and create URLs to access the store.

Search

Store Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

**Confirm Delete?** ✕

Please confirm if you want to delete the selected store. This change cannot be undone.

This includes the following items for this store:

- Orders
- Account Payments
- Tax Rule Associations
- Store Tracking Events
- Case Requests
- Content Pages
- Store Information

OK CANCEL

ID	Store Name	Brand	Preview	Manage	Copy	Delete
1	Fine Foods	Maxwell's FF				
5	Wine & Cheese	Maxwell's				
6	Nut Wholesaler	Maxwell's				

Show  Per Page Page 1 / 1

**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.



## 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.

ID	Name	Is Active	Manage	Copy	Delete
1	Fine Foods Catalog	✓	⚙️	📄	🗑️
4	Wine & Cheese Catalog	✓	⚙️	📄	🗑️
5	Nut Wholesaler Catalog	✓	⚙️	📄	🗑️

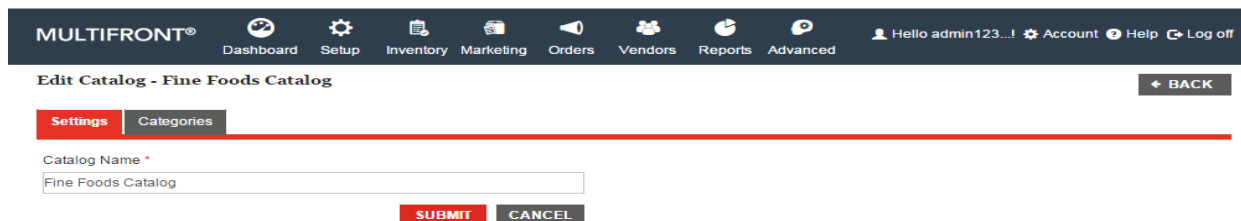
### 3.2.2 Add Catalog

- 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”)
- 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.
- 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.

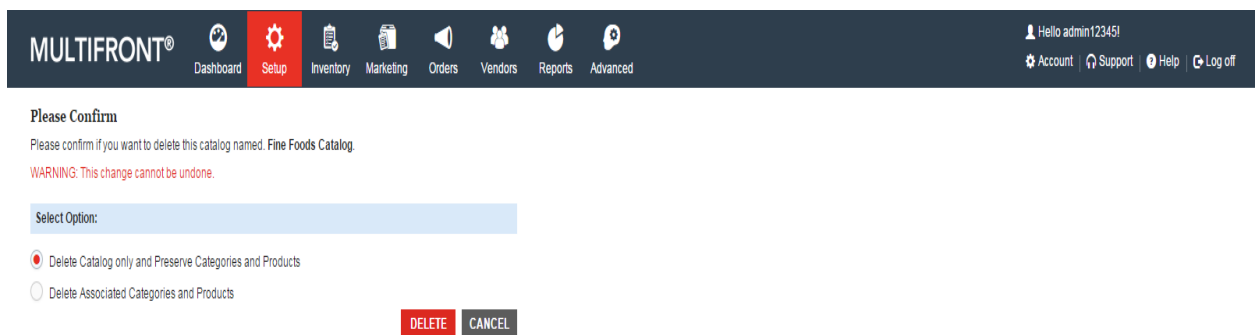
5. Click **Submit**. The **Catalogs** page is displayed listing the newly edited catalog under Catalogs List.

- 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



### 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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**Categories** + ADD

Categories are hierarchical groupings of products in your catalog (example: Apparel, Electronics, etc).  
Note: After adding or deleting a category a manual re-index is required.

Search ▼

Name  Catalog  SEARCH CLEAR

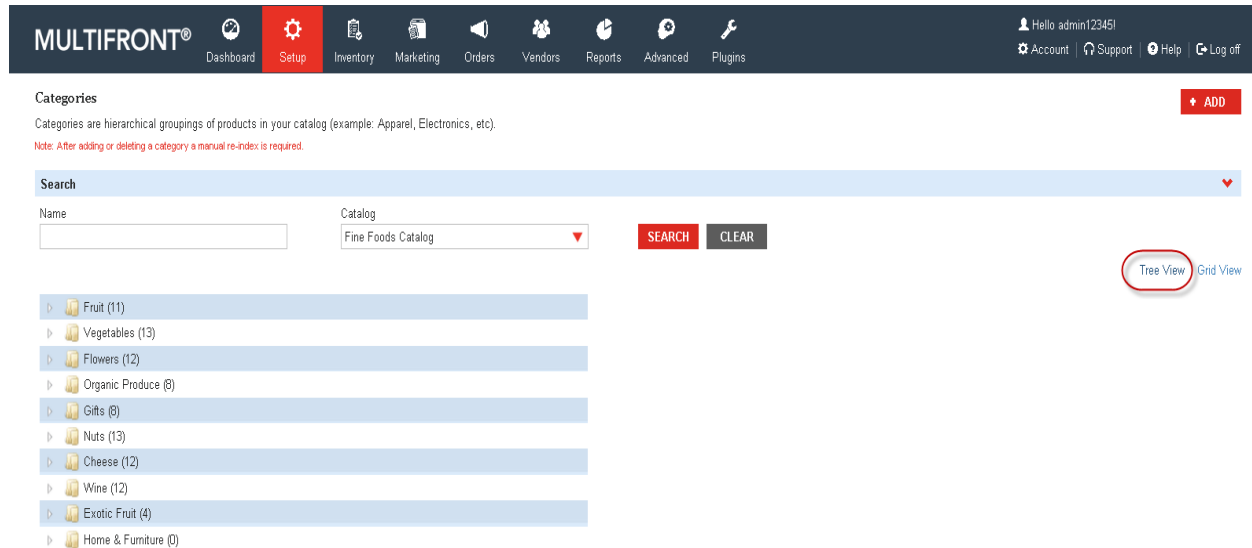
[Tree View](#) [Grid View](#)  
[Advanced Search](#) | [Clear](#)

ID	Name	Catalog Name	Display Order	Edit	Delete
81	Fruit	Fine Foods Catalog	5		
83	Vegetables	Fine Foods Catalog	6		
85	Flowers	Fine Foods Catalog	2		
86	Organic Produce	Fine Foods Catalog	5		
87	Organic Fruits	Fine Foods Catalog	4		
89	Premium Fruit	Fine Foods Catalog	7		
90	Gifts	Fine Foods Catalog	3		
91	Nuts	Fine Foods Catalog	1		
92	Cheese	Fine Foods Catalog	3		
92	Cheese	Wine & Cheese Catalog	3		

Show 10 Per Page Page 1 / 5

### 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



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**Categories** [+ ADD](#)

Categories are hierarchical groupings of products in your catalog (example: Apparel, Electronics, etc).  
Note: After adding or deleting a category a manual re-index is required.

**Search**

Name  Catalog  [SEARCH](#) [CLEAR](#)

[Tree View](#) [Grid View](#)

- ▶ Fruit (11)
- ▶ Vegetables (13)
- ▶ Flowers (12)
- ▶ Organic Produce (8)
- ▶ Gifts (8)
- ▶ Nuts (13)
- ▶ Cheese (12)
- ▶ Wine (12)
- ▶ Exotic Fruit (4)
- ▶ Home & Furniture (0)

### 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.

**Create Category**

**SUBMIT** **CANCEL**

**General Settings**

Category Name \*   
Displayed in the navigation menu.

Category Title \*   
Displayed as the category page title.

**Display Settings**

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

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.

Select Image **UPLOAD**

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

**SEO Settings**

SEO Title

SEO Keywords

SEO Description

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.

**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 B I [List Icons]

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 B I [List Icons]

Words: 0

**Category Banner**

This category banner will apply to category pages

File Edit Insert View Format Table Tools

Formats B I [List Icons]

Words: 0

**SUBMIT** **CANCEL**

- 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.
  - **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.

MULTIFRONT® [Dashboard](#) [Setup](#) [Inventory](#) [Marketing](#) [Orders](#) [Vendors](#) [Reports](#) [Advanced](#) Hello admin123...! [Account](#) [Help](#) [Log off](#)

Manage Category - Reds

[+ BACK](#)

Category Information

**Associated Products**

The products displayed below are linked to this category. Click on "Edit" to change the display order of a product on a category page.

[+ ADD](#)

[Advanced Search](#) | [Clear](#)

ID	Product Name	Display Order	Is Active	Edit	Delete
351	Cabernet Sauvignon		✓		
341	Merlot		✓		
349	Pinot Noir		✓		
353	Rose		✓		
352	Shiraz		✓		
383	Zinfandel		✓		

Show  Per Page Page  / 1

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

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Search and Add Products to Category - Reds

Search

Product Name <input type="text"/>	Product Number <input type="text"/>	SKU <input type="text"/>
Brand <input type="text"/>	Product Type <input type="text"/>	Category <input type="text"/>

[SEARCH](#) [CLEAR](#)

[Advanced Search](#) | [Clear](#)

- 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.



MULTIFRONT® Hello admin12345!

Search and Add Products to Category - Reds

Search

Product Name  Product Number  SKU

Brand  Product Type  Category

**SEARCH** **CLEAR**

[Advanced Search](#) | [Clear](#)

Select	ID	Image	Product Name	Is Active
<input type="checkbox"/>	916		Allium	✓
<input type="checkbox"/>	1103		Astroemeria	✓
<input type="checkbox"/>	1092		Apple	✓
<input type="checkbox"/>	1246		Arrangement Comestibles	✓
<input type="checkbox"/>	1167		Arreglos Comestibles	✓
<input type="checkbox"/>	1240		Artichoke	✓
<input type="checkbox"/>	1178		Asparagus	✓
<input type="checkbox"/>	1180		Beans	✓
<input type="checkbox"/>	1239		Blackberries	✓
<input type="checkbox"/>	385		Bleu Cheese	✓

Show  Per Page Page 1 / 28

**ADD SELECTED PRODUCT** **CANCEL**

- 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.

### 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.

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

**Categories** + ADD

Categories are hierarchical groupings of products in your catalog (example: Apparel, Electronics, etc).

**Search**

Name  Catalog All SEARCH CLEAR

Advanced Search | Clear

ID	Name	Catalog Name	Display Order	Edit	Delete
91	Nuts	Fine Foods Catalog	1		
94	Reds	Wine & Cheese Catalog	1		
95	Whites	Wine & Cheese Catalog	1		
96	Bubbly	Wine & Cheese Catalog	1		
97	Regional	Wine & Cheese Catalog	1		
97	Regional	Adidas Catalog	1		
98	Organic	Wine & Cheese Catalog	1		
99	Almonds	Nut Wholesaler Catalog	1		
100	Walnuts	Nut Wholesaler Catalog	1		
101	Pecans	Nut Wholesaler Catalog	1		

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- 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.

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

Manage Category - Reds

← BACK

Category Information Associated Products

EDIT

General Settings

Category Name

Category Title

Display Settings

Display Order

Child Categories

Category Image



Description

Short Description

Long Description

Additional Description

Banner

Category Banner

SEO Setting

SEO Title

SEO Keywords

SEO Description

SEO Friendly Page Name

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

MULTIFRONT® Hello admin123...!

### Edit Category Reds

**SUBMIT** **CANCEL**

#### General Settings

Category Name \*   
Displayed in the navigation menu.

Category Title \*   
Displayed as the category page title.

#### Display Settings

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

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

SEO Keywords

SEO Description

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.

#### 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 B I [List Icons]

[Text Area]

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 B I [List Icons]

[Text Area]

Words: 0

#### Category Banner

This category banner will apply to category pages

File Edit Insert View Format Table Tools

Formats B I [List Icons]

[Text Area]

Words: 0

**SUBMIT** **CANCEL**

- 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.

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

**Categories** + ADD

Categories are hierarchical groupings of products in your catalog (example: Apparel, Electronics, etc).

**Search**

Name:  Catalog:  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Name	Catalog Name	Display Order	Edit	Delete
94	Reds	Wine & Cheese Catalog	1		
162	Reds	Copy Of Wine & Cheese Catalog	1		

Show 10 Per Page Page 1 / 1

## 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.

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

**Payment Options**

[+ ADD](#)

Set up payment options such as credit cards, purchase orders, and PayPal.

[Advanced Search](#) | [Clear](#)

Id	Payment Option	Profile Name	Enable	Display Order	Action	Delete
28	COD	All Profiles	✘	1		
31	Custom	All Profiles	✔	1		
33	Credit Card	All Profiles	✔	1		

Show  Per Page Page 1 / 1

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

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

**Add Payment Option**

**General Settings**

Select Profile \*

Select Payment Type

Display Setting  Enable this payment option during checkout

Display Order \*   
Enter a number. Items with a lower number are displayed first on the page.

**Merchant Gateway Settings**

Select Gateway \*

Merchant Login \*

Return Merchandise  Enable RMA

Authorization  
By default, refunds through RMA are only available via Authorize.net.

Gateway TEST mode  Enable Test Mode (Your gateway may not support this mode)

Credit Card Authorization  Pre-Authorize transactions without capturing

Accepted Card  Visa  Master Card  
 American Express  Discover

[SUBMIT](#) [CANCEL](#)

- 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.



### 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.

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

#### Edit Payment Option

**General Settings**

Select Profile \* All Profiles ▼

Select Payment Type Credit Card ▼

Display Setting  Enable this payment option during checkout

Display Order \* 1  
Enter a number. Items with a lower number are displayed first on the page.

**Merchant Gateway Settings**

Select Gateway \* Authorize.Net ▼

Merchant Login \* Dummy \_ Password

Transaction Key Dummy \_ Password  
(Authorize.Net only)

Return Merchandise  Enable RMA

Authorization  
By default, refunds through RMA are only available via Authorize.net.

Gateway TEST mode  Enable Test Mode (Your gateway may not support this mode)

Credit Card Authorization  Pre-Authorize transactions without capturing

Accepted Card  Visa  Master Card  
 American Express  Discover

**SUBMIT** **CANCEL**

### 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.

ID	Shipping Type	Shipping Code	Description	Profile	Country Code	Handling Charge	Display Order	Enable	View	Edit	Delete
9	Custom	FLAT	Custom Flat Rate	Levi's_13	All	\$214,748.00	1	<input checked="" type="checkbox"/>			
10	FedEx	FEDEX_2_DAY	FedEx 2 Day®	Anonymous	AF	\$21.00	1	<input checked="" type="checkbox"/>			

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

#### Add Shipping Option

##### General Settings

Shipping Type \*

Profile \*

Display Name \*

Internal Code \*

Handling Charge

Destination Country

##### Display Settings

Enable  Enable this shipping option during checkout

Display Order \*

- 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.

### 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.

**Shipping Option - Custom Flat Rate** [EDIT](#) [BACK](#)

**General Information**

Profile Name	All Profiles
Internal Code	FLAT
Shipping Type	Custom
Destination Country (Optional)	All Countries
Handling Charge (Optional)	\$2.00
Display Order	1
Enable	<input checked="" type="checkbox"/>

**Shipping Rules**

Shipping rules determine shipping costs based on quantity, weight and other parameters. You will need to add at least one rule in order to use a shipping option. [ADD RULE](#)

[Advanced Search](#) | [Clear](#)

ID	Rule Type	Base Cost	Per Unit Cost	Lower Limit	Upper Limit	Action	Delete
1	Flat Rate Per Item	\$1.00	\$1.00				

Show  Per Page Page  / 1

- 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.

### 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.

Tax Class + ADD

Set up rules to compute the correct sales taxes during checkout.

ID #	Name	Store	Display Order	Enable	View	Edit	Delete
1	Sales Tax	All Stores	1	<input checked="" type="checkbox"/>			

[Advanced Search](#) | [Clear](#)

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

**Add Tax Class**

**General Information**

Tax Class Name \*

Display Order \*

Enter a whole number. This determines the order in which this tax class will be processed.

Enable  Enable this tax class

**SUBMIT** **CANCEL**

- 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.

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

**Tax Class Details - Sales Tax**

[EDIT](#) [BACK](#)

**General Information**

Tax Class Name

Display Order

Enable

**Tax Rule List**

Tax Rules are applied in the order of precedence. For Example, to implement a tax rule to apply 5% tax to residents of Alaska and 6.5% for all other US States do the following:

- Add a rule with Country=US, State=AK, Tax=5%, Precedence=1
- Add a second rule with Country=US, State=ALL States, Tax=6.5%, Precedence=2

[+ ADD](#)

[Advanced Search](#) | [Clear](#)

ID	Tax	Precedence	Inclusive Tax	Country Code	State Code	County	Edit	Delete
18	5.00%	1	✘	All	All	All		

Show  Per Page Page  / 1

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



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

**Add Tax Rule** ?

**General**

Tax Type

---

**Tax Region**

Apply this rule based on where this item is being shipped to.

Destination Country

Destination State

Destination County

---

**Tax Rate**

Specify one or more tax rates below based on your regional requirements.

Sales Tax \*  %

VAT Tax \*  %

GST Tax \*  %

PST Tax \*  %

HST Tax \*  %

Precedence \*

The order in which this tax rule will be processed.

Inclusive Tax

Check to include taxes in the product pricing.

**SUBMIT** **CANCEL**

- 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.

## 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.

**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  Store Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Message	Location	Store Name	Edit	Delete
130	BreadCrums - Home Link Text	BreadCrumsHomeLinkText	Fine Foods		
131	Category - Featured Categories Title	CategoryFeaturedCategoriesTitle	Fine Foods		
132	Category – Product List Title	CategoryProductListTitle	Fine Foods		
133	Contact Us - Intro Text	ContactUsIntroText	Fine Foods		
134	Footer - Copyright Text	FooterCopyrightText	Fine Foods		
135	Product – Ordering Options Title	ProductOrderingOptionsTitle	Fine Foods		
136	Store Specials - Title	StoreSpecialsTitle	Fine Foods		
137	Left Navigation – Stores Specials	LeftNavigationStoreSpecialsTitle	Fine Foods		
138	Left Navigation – Shop By Category Title	LeftNavigationShopByCategoryTitle	Fine Foods		
139	Left Navigation – Shop By Brand Title	LeftNavigationShopByBrandTitle	Fine Foods		

Show  Per Page Page 1 / 6

- 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.

### 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”

**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:  Store Name:  **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  Per Page Page  / 1

- 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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**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:  Store Name:  [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  Per Page Page  / 1

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**Edit Message - Footer - Copyright Text**

**Message Details**

Message Key:   
 Description:   
 Select Store:

File Edit Insert View Format Table Tools

Formats **B** *I*

Copyright 2015, MyStore, All Rights Reserved

Words: 5

[SUBMIT](#) [CANCEL](#)

### 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.

0

**Manage Banners** + ADD

You can create more than one banner per page in which case the banners will alternately rotate. If you choose not to create any banners for a page then nothing will be displayed.

**Search**

Search Banner  Store Name All SEARCH CLEAR

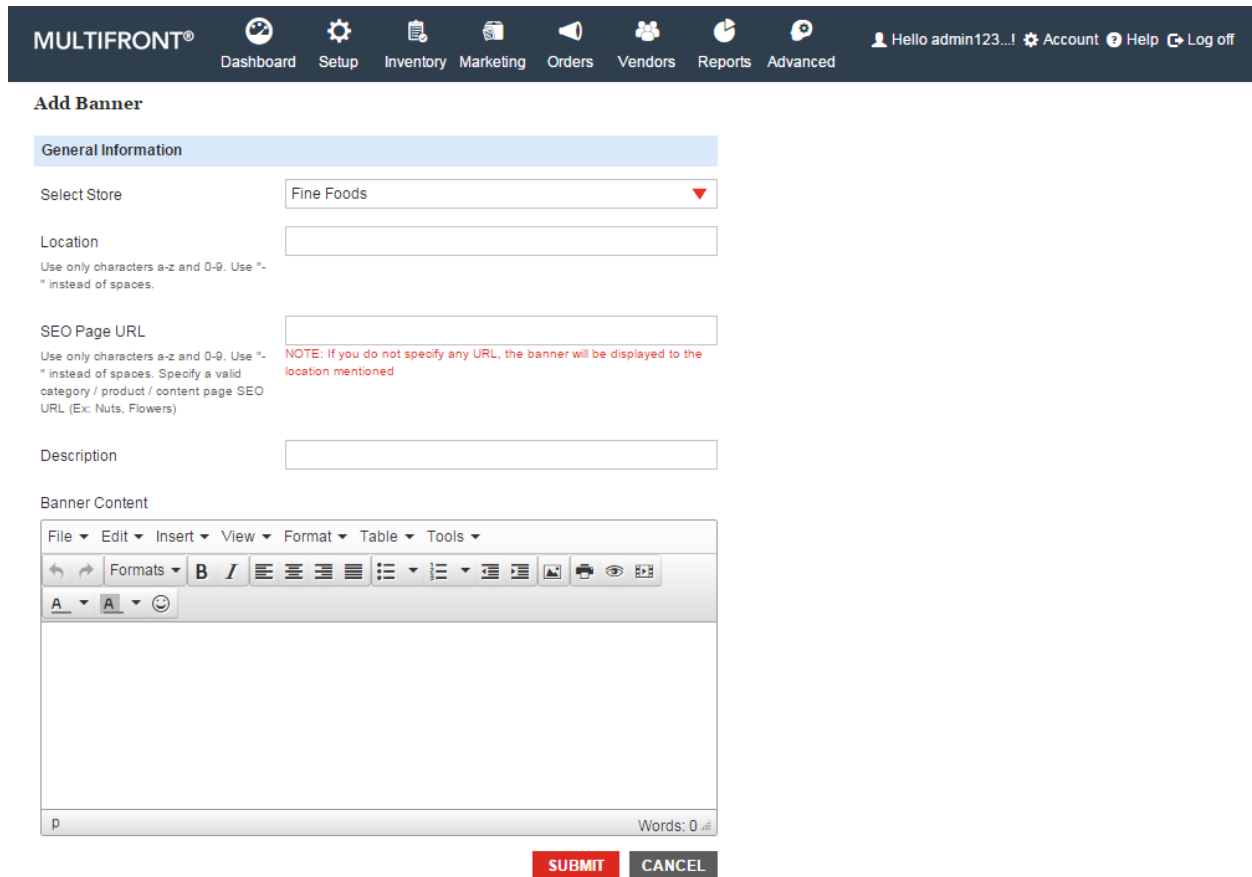
[Advanced Search](#) | [Clear](#)

Id	Search Banner	Location	Store Name	Action	Delete
814	Category		Fine Foods		

Show 10 Per Page Page 1 / 1

### 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.



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#### Add Banner

**General Information**

Select Store: Fine Foods

Location:

Use only characters a-z and 0-9. Use "-" instead of spaces.

SEO Page URL:

Use only characters a-z and 0-9. Use "-" instead of spaces. Specify a valid category / product / content page SEO URL (Ex: Nuts, Flowers)

**NOTE: If you do not specify any URL, the banner will be displayed to the location mentioned**

Description:

**Banner Content**

File Edit Insert View Format Table Tools

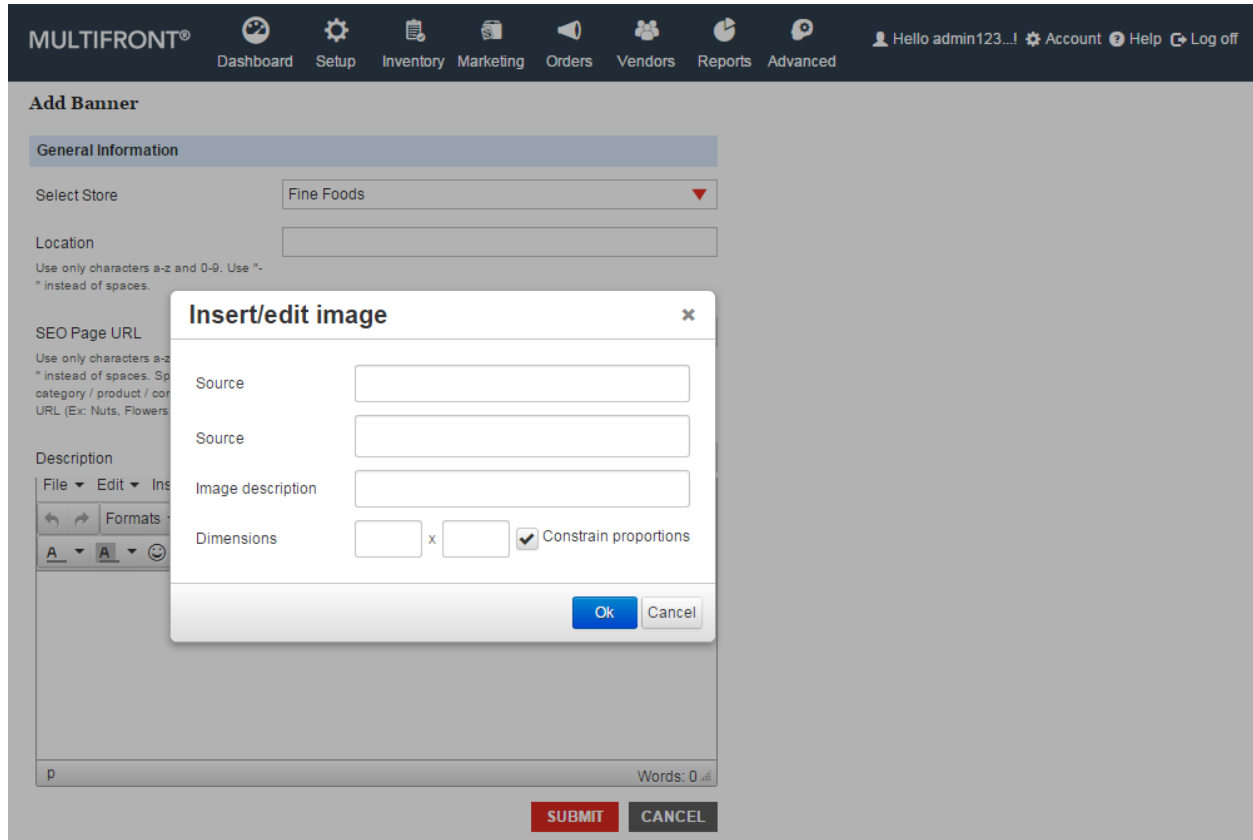
Formats B I [List Icons]

A [Color Picker]

Words: 0

**SUBMIT** **CANCEL**

- 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.



- 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

**MULTIFRONT®** | Dashboard | **Setup** | Inventory | Marketing | Orders | Vendors | Reports | Advanced | Hello admin12345! | Account | Support | Help | Log off

**Manage Banner -**

**General Information**

Select Store: Fine Foods

Location:

SEO Page URL:  Category:   
NOTE: If you do not specify any URL, the banner will be displayed to the location mentioned

Description:  Fruit Category

**Banner Content**

File Edit Insert View Format Table Tools

Format B I [List Icons]

Words: 0

**SUBMIT** **CANCEL**

- 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.



### 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.

**Manage Content Page** + ADD

Search

Page Name  Store Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Page Name	Page Template	Store Name	Edit	Revision	Delete
23	aboutus		Fine Foods			
24	help		Fine Foods			
25	termsofservice		Fine Foods			
26	returnpolicy		Fine Foods			
27	privacypolicy		Fine Foods			
28	Certification		Fine Foods			
29	Home		Fine Foods			
30	Home		Wine & Cheese			
31	Home		Nut Wholesaler			
32	aboutus		Wine & Cheese			

Show  Per Page Page  / 6

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

MULTIFRONT®

Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced

Hello admin123...! Account Help Log off

---

### Add a Content Page

SUBMIT
CANCEL

**General Settings**

Page Name (ex: AboutUs)

Page Title (ex: About Our Company) \*

Select Store

Select Theme

**SEO Settings**

SEO Title

SEO Keywords

SEO Description

Enter Additional Meta

**Information**  
Enter the full HTML that you would like to be entered as a new meta tag(e.g. <meta name="google-site-verification" content="xyz123" />)

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.

Add 301 redirect on URL changes

**Page Content**

File Edit Insert View Format Table Tools

Formats **B** *I* [List Icons]

[List Icons]

p Words: 0

SUBMIT
CANCEL

- 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.

- **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.

**Manage Content Page** + ADD

Search

Page Name  Store Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Page Name	Page Template	Store Name	Edit	Revision	Delete
23	aboutus		Fine Foods			
24	help		Fine Foods			
25	termsofservice		Fine Foods			
26	returnpolicy		Fine Foods			
27	privacypolicy		Fine Foods			
28	Certification		Fine Foods			
29	Home		Fine Foods			
30	Home		Wine & Cheese			
31	Home		Nut Wholesaler			
32	aboutus		Wine & Cheese			

Show  Per Page Page  / 6

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

- 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.
  - **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.

The screenshot shows the 'Manage Content Page' interface. At the top, there is a navigation menu with 'MULTIFRONT' and various icons for Dashboard, Setup, Inventory, Marketing, Orders, Vendors, Reports, and Advanced. A user profile 'Hello admin123...' is visible. Below the menu, there is a search bar and a '+ ADD' button. The main content area features a search filter for 'Page Name' and 'Store Name' (currently set to 'Fine Foods'). A table lists various content pages with columns for ID, Page Name, Page Template, Store Name, Edit, Revision, and Delete. The 'Revision' column is circled in red. At the bottom, there is a pagination control showing 'Page 1 / 2'.

ID	Page Name	Page Template	Store Name	Edit	Revision	Delete
23	aboutus		Fine Foods			
24	help		Fine Foods			
25	termsofservice		Fine Foods			
26	returnpolicy		Fine Foods			
27	privacypolicy		Fine Foods			
28	Certification		Fine Foods			
29	Home		Fine Foods			
44	PromotionalMessage		Fine Foods			
47	faqs		Fine Foods			
104	shipping		Fine Foods			

- 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.

MULTIFRONT® Hello admin123...! Account Help Log off

**Revisions for Page : help**

[← BACK](#)

If you need to revert back to a previous version of this page, click on the "Revert" button next to the target revision.

[Advanced Search](#) | [Clear](#)

ID	Updated By	Updated On	Description	Revert
129	admin12345	4/23/2015 10:38:00 PM	Edited Page	<a href="#">Revert To This Version</a>
128	admin12345	4/23/2015 10:38:00 PM	Edited Page	<a href="#">Revert To This Version</a>
127	admin12345	4/23/2015 10:37:00 PM	Edited Page	<a href="#">Revert To This Version</a>

Show  ▼ Per Page ◀ | ◀ Page  / 1 ▶ | ▶▶

### 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.

**Manage Content Page** + ADD

Search

Page Name

Store Name

**SEARCH** **CLEAR**

[Advanced Search](#) | [Clear](#)

ID	Page Name	Page Template	Store Name	Edit	Revision	Delete
23	aboutus		Fine Foods			
24	help		Fine Foods			
25	termsofservice		Fine Foods			
26	returnpolicy		Fine Foods			
27	privacypolicy		Fine Foods			
28	Certification		Fine Foods			
29	Home		Fine Foods			
44	PromotionalMessage		Fine Foods			
47	faqs		Fine Foods			
104	shipping		Fine Foods			

Show  Per Page Page  / 2

- 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.

MULTIFRONT® [Dashboard](#) [Setup](#) [Inventory](#) [Marketing](#) [Orders](#) [Vendors](#) [Reports](#) [Advanced](#) Hello admin123...! [Account](#) [Help](#) [Log off](#)

**Revisions for Page : help**

[← BACK](#)

If you need to revert back to a previous version of this page, click on the "Revert" button next to the target revision.

[Advanced Search](#) | [Clear](#)

ID	Updated By	Updated On	Description	Revert
129	admin12345	4/23/2015 10:38:00 PM	Edited Page	<a href="#">Revert To This Version</a>
128	admin12345	4/23/2015 10:38:00 PM	Edited Page	<a href="#">Revert To This Version</a>
127	admin12345	4/23/2015 10:37:00 PM	Edited Page	<a href="#">Revert To This Version</a>

Show  Per Page Page  / 1

- 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.



### 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.

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

Manage Content Page + ADD

Search

Page Name  Store Name  SEARCH CLEAR

Advanced Search | Clear

ID	Page Name	Page Template	Store Name	Edit	Revision	Delete
23	aboutus		Fine Foods			
24	help		Fine Foods			
25	termsofservice		Fine Foods			
26	returnpolicy		Fine Foods			
27	privacypolicy		Fine Foods			
28	Certification		Fine Foods			
29	Home		Fine Foods			
30	Home		Wine & Cheese			
31	Home		Nut Wholesaler			
32	aboutus		Wine & Cheese			

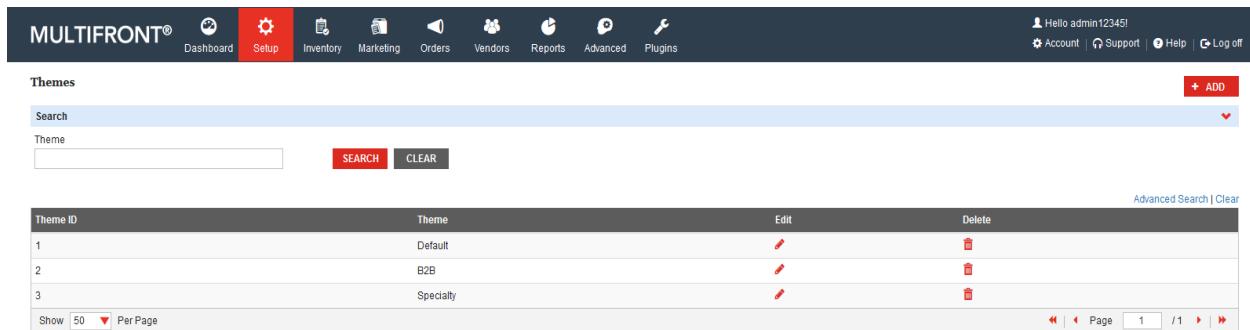
Show  Per Page Page 1 / 6

- 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.

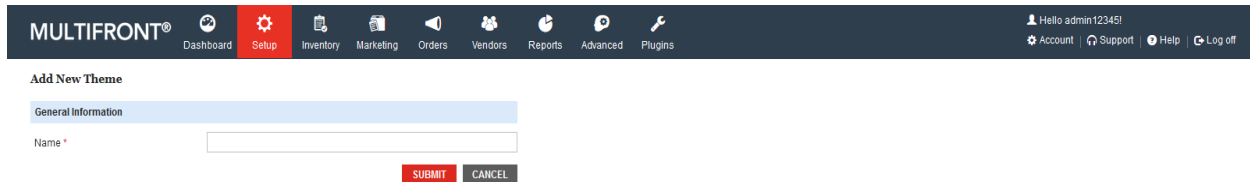
### 3.10 Manage Theme

#### 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

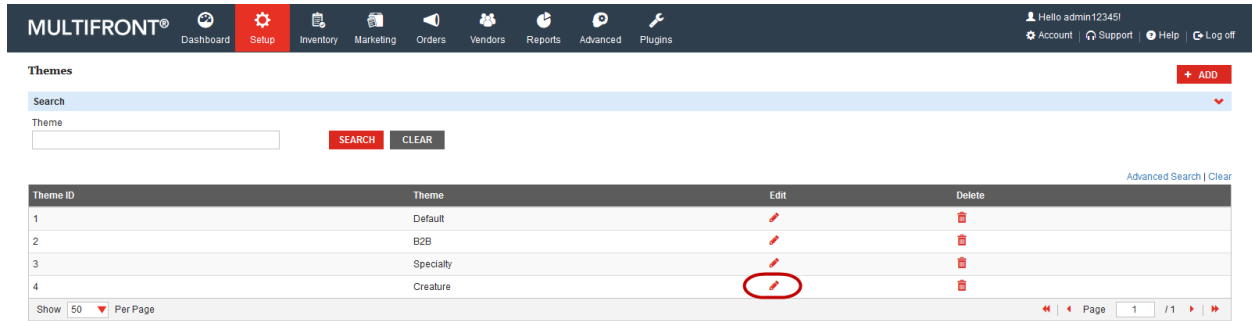


- Click **Add New Page**. The “Add New theme Page” page is displayed.



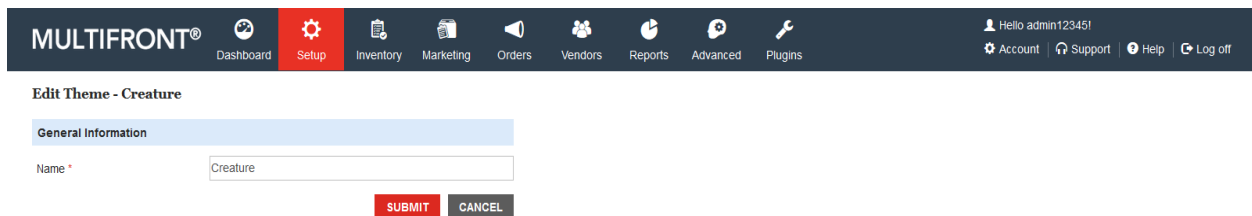
Enter the following details:

- **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.



### 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.

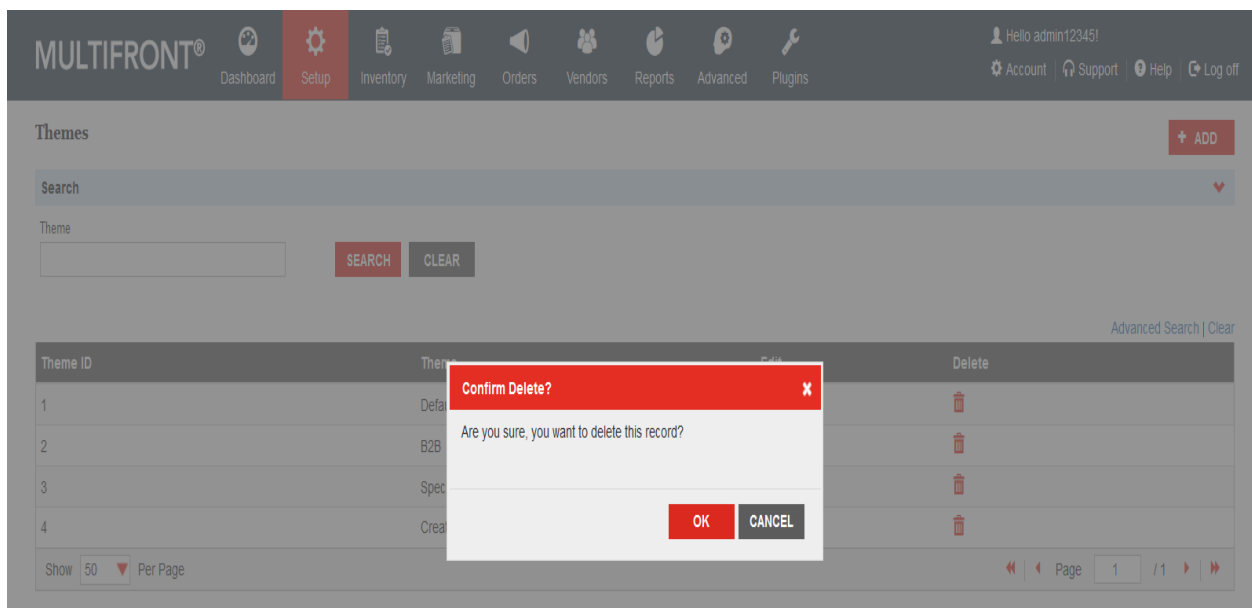


Update the following details:

- **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.

### 3.10.3 Delete Theme

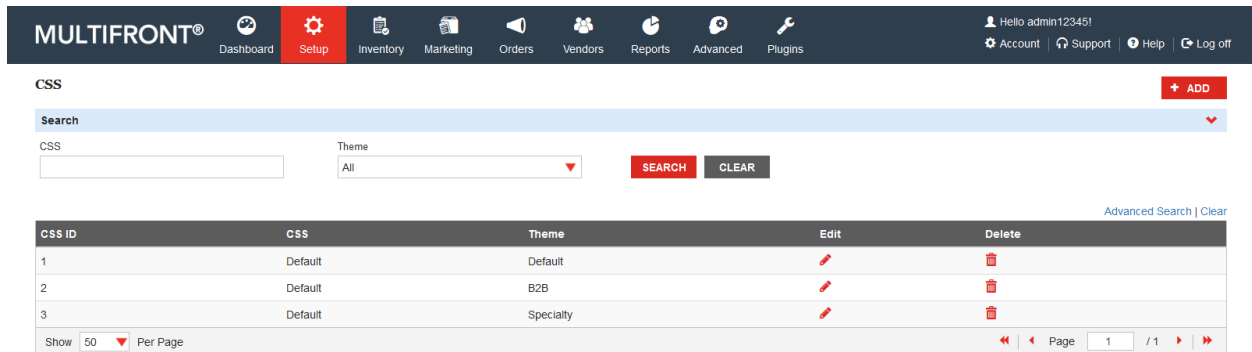
- Login the Admin site. The dashboard page is display
- On the top menu, click **Manage Theme** under **Setup**. The **Manage Theme page** is displayed listing all the available theme available the storefront
- Click **delete link of** any theme on the page you want to delete. The pop up is display
-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



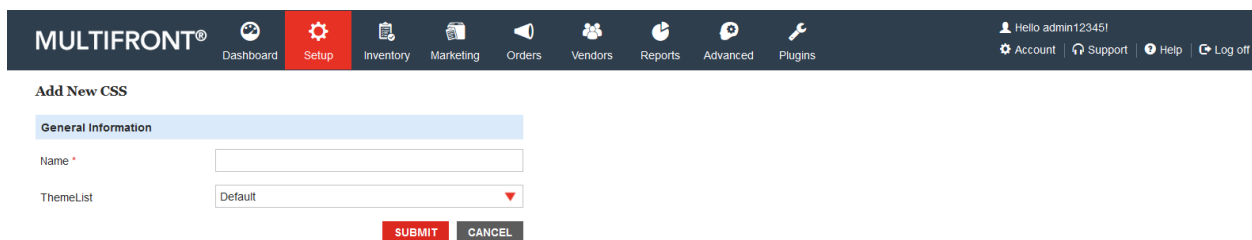
### 3.11 Manage CSS

#### 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

CSS ID	CSS	Theme	Edit	Delete
1	Default	Default		
2	Default	B2B		
3	Default	Specialty		
4	Creature	Default		

### 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

### 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.

