



THE WEB PEOPLE

Cloud Generation

User Guide Catalog CMS Solution



www.thewebpeople.com.sg

Content Page

Solution guide for Catalog CMS

1. Administration Log-In	Page 5
2. User	Page 6
2.1 Insert User	Page 6 – 7
2.2 Edit User	Page 7
2.3 Delete User	Page 8
3. Adding images	Page 9
3.1 Double click on image	Page 9
3.2 Open up the image manager	Page 9
3.3 Create a new folder	Page 9 – 10
3.4 Upload image	Page 10 – 12
4. Categories	Page 13
4.1 Create Categories	Page 13 – 16
4.2 Create sub-Categories	Page 16 – 17
4.3 Delete Categories	Page 17
4.4 Edit Categories	Page 18
5. Products	Page 19
5.1 General	Page 20
5.2 Data	Page 21 – 22
5.3 Links	Page 23
5.4 Option	Page 24 – 27
5.5 Discount	Page 27
5.6 Special	Page 27
5.7 Additional Images	Page 28
5.8 Related Range	Page 28 – 29
5.9 Extra Tab	Page 29
5.10 Extra Tab - Inserting Rows	Page 30

5.11 Extra Tab - Inserting Thumbnail Image	Page 31 – 32
5.12 Extra Tab - Inserting Main Image	Page 32 – 34
5.13 Extra Tab - Editing Caption	Page 34 – 36
5.14 Extra Tab - Removing Unwanted Slot	Page 36 – 37
5.15 Delete Products	Page 37
5.16 Edit Products	Page 37
6. Information	Page 38
6.1 Insert Information	Page 38 – 40
6.2 Anchoring	Page 41 – 43
6.3 Edit Information	Page 44
6.4 Delete Information	Page 44
7. Photo Gallery	Page 45
7.1 Inserting Album	Page 46
7.2 Adding Photos to Album	Page 47 – 48
7.3 Remove Photos from Album	Page 48
7.4 Editing Album	Page 48
7.5 Deleting Album	Page 49
7.6 Editing Photo Gallery	Page 49 – 50
8. Welcome Module	Page 51
8.1 Editing the Welcome Module	Page 51 – 52
8.2 Editing Welcome Image	Page 53 – 54
8.3 Editing Welcome Text	Page 54 – 55
9. Category Slider Show	Page 56
9.1 Editing the Category Slider Show	Page 56 – 57
10 Sales Orders	Page 58
10.1 Edit Order	Page 58 – 63
10.2 View Order	Page 64
10.3 Print Order	Page 65 – 66

11. View Product Reports	Page 67
11.1 Products Viewed Report	Page 67
11.2 Reset Products Viewed Report	Page 67
12. View Product Reports	Page 68
12.1 Products Purchased Report	Page 68
13 Layouts	Page 69
13.1 Inserting Layout	Page 69
13.2 Editing Layout	Page 70
13.3 Deleting Layout	Page 70

Solution guide when using Catalog CMS

This section will teach you how to Log-In.

1. Administration Log-in

To proceed with the administration log-in, kindly point your browser to the admin log-in folder which is usually located in "/admin."

The Web People System | Administration

Please enter your login details.

Username: admin

Password: *****

Login

Steps:

1. Enter your User-name
2. Enter your password
3. Click on the "Log-in" button

Upon successful log-in, it will direct to the The Web People System backend Control Panel. Sample of the Admin Control Panel as shown below.

The Web People System | Administration

You are logged in as admin

Dashboard Catalog Extensions Sales System Reports Store Front Logout

Home

Dashboard

Overview

Total Sales:	\$0.00
Total Sales This Year:	\$0.00
Total Orders:	0
No. Of Customers:	1
Customers Waiting Approval:	0
No. Of Products:	53
No. Of Reviews:	0
Reviews Waiting Approval:	0

Statistics

Select Range: Today

Hour	Total Orders	Total Customers
00	0.0	0.0
01	0.0	0.0
02	0.0	0.0
03	0.0	0.0
04	0.0	0.0
05	0.0	0.0
06	0.0	0.0
07	0.0	0.0
08	0.0	0.0
09	0.0	0.0
10	0.0	0.0
11	0.0	0.0
12	0.0	0.0
13	0.0	0.0
14	0.0	0.0
15	0.0	0.0
16	0.0	0.0
17	0.0	0.0
18	0.0	0.0
19	0.0	0.0
20	0.0	0.0
21	0.0	0.0
22	0.0	0.0
23	0.0	0.0

Latest 10 Orders

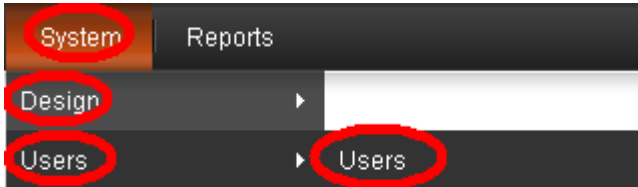
Order ID	Customer Name	Status	Date Added	Total	Action
No results!					

Solution guide for navigating the User Platform of the Catalog CMS

This section will teach you how to navigate through the User Platform of the Catalog CMS.

When you are using the Catalog CMS:

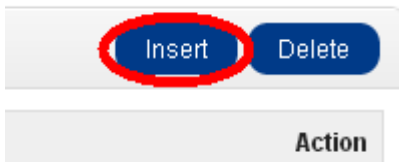
2. User



Navigate to System ---> Design ---> Users ---> Users.

2.1 Insert User

Click the **Insert** button.



Under the User Tab

The form is titled "User" and contains the following fields:

- Username: 1
- First Name: 2
- Last Name: 3
- E-Mail: 4
- User Group: 5
- Password: 6
- Confirm: 7
- Status: 8

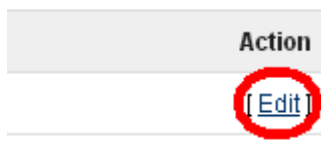
1. Input the desired username.
2. Input the first name.
3. Input the last name.
4. Input the user e-mail (optional)
5. Select the User Group that you want the user to be in. (ex: Demonstration, Top Administration)
6. set your password.
7. Renter your password.
8. Disabled or Enabled users

Click the **Save** button.



2.2 Edit User

Click the **Edit** button.



2.3 Delete User

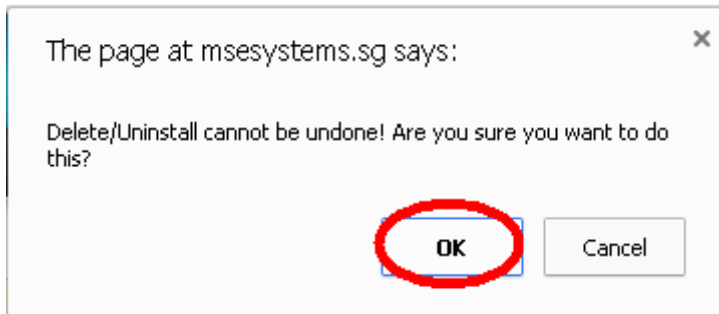
Select the **check boxes** of the User that have to be deleted.

<input type="checkbox"/>	Username ▲
<input checked="" type="checkbox"/>	admin
<input checked="" type="checkbox"/>	lucus

Click the **Delete** button.



A pop-up notification box will appear. Proceed by clicking the **OK** button.



Solution guide for inserting of the images for the Catalog CMS

This section will teach you how to insert images for the Catalog CMS.

When you are using the Catalog CMS:

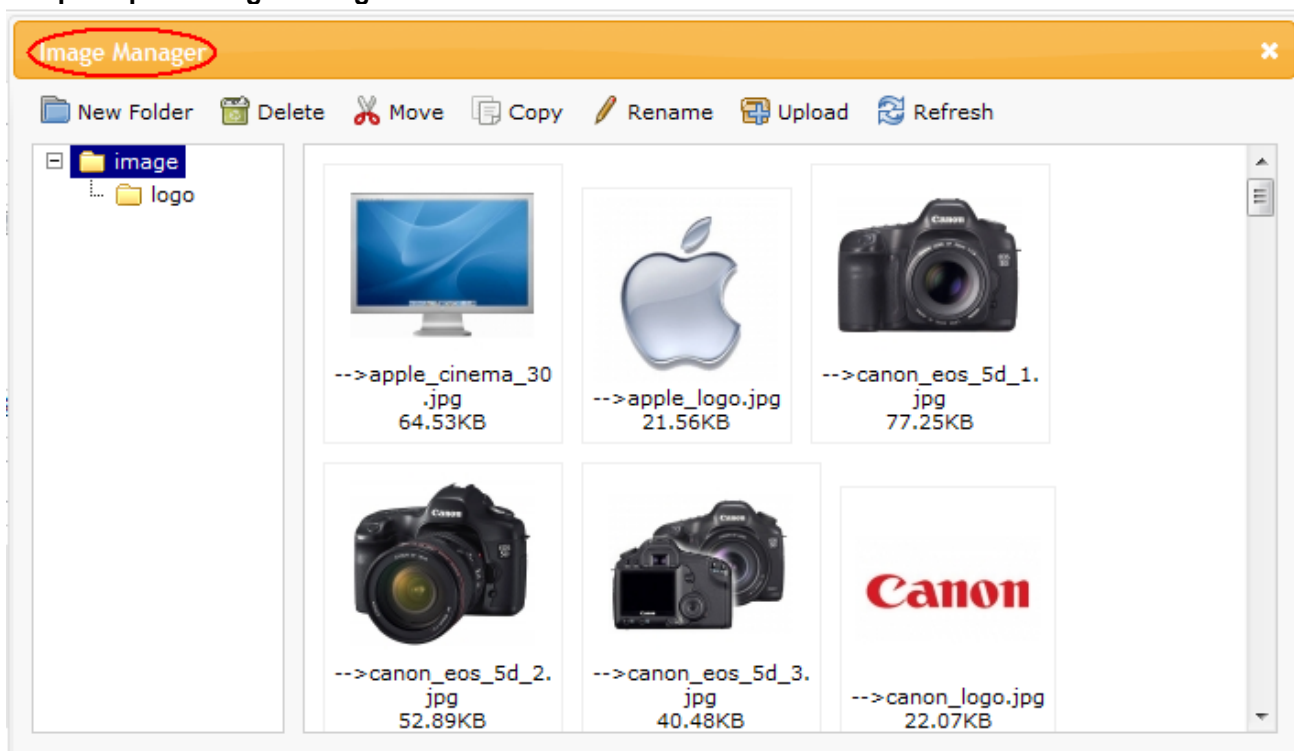
3. Adding images

3.1 Double click on the image icon

Image:



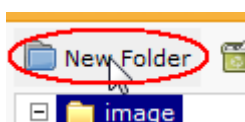
3.2 Open up the image manager.



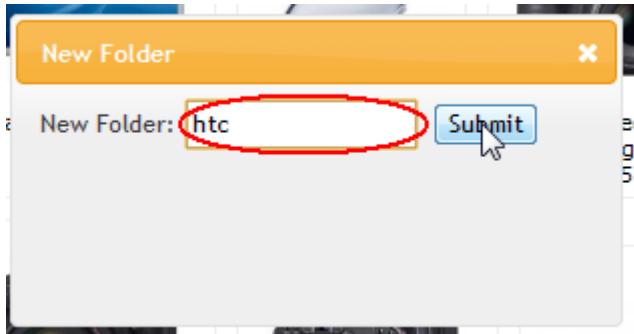
The purpose of this Image manager is that you do not need to store all your image in one folder which makes it difficult to find. Whereas, you can create multiple sub-folder beneath it.

3.3 Create a New folder

Click the **New Folder** icon

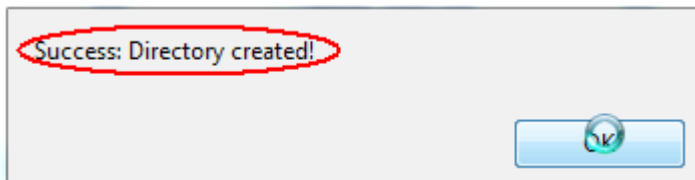


Input your **New Folder Name** in the field as show in the example. E.g htc.

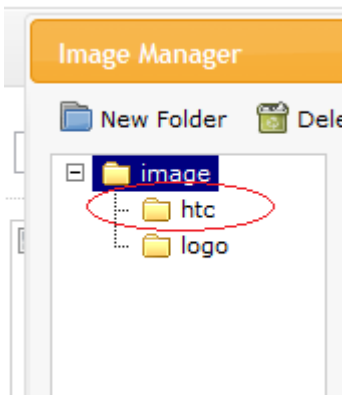


Next, click the **Submit** button.

Upon submission, a new folder will be created with a pop up to notify the user.



Click on **OK** to continue.



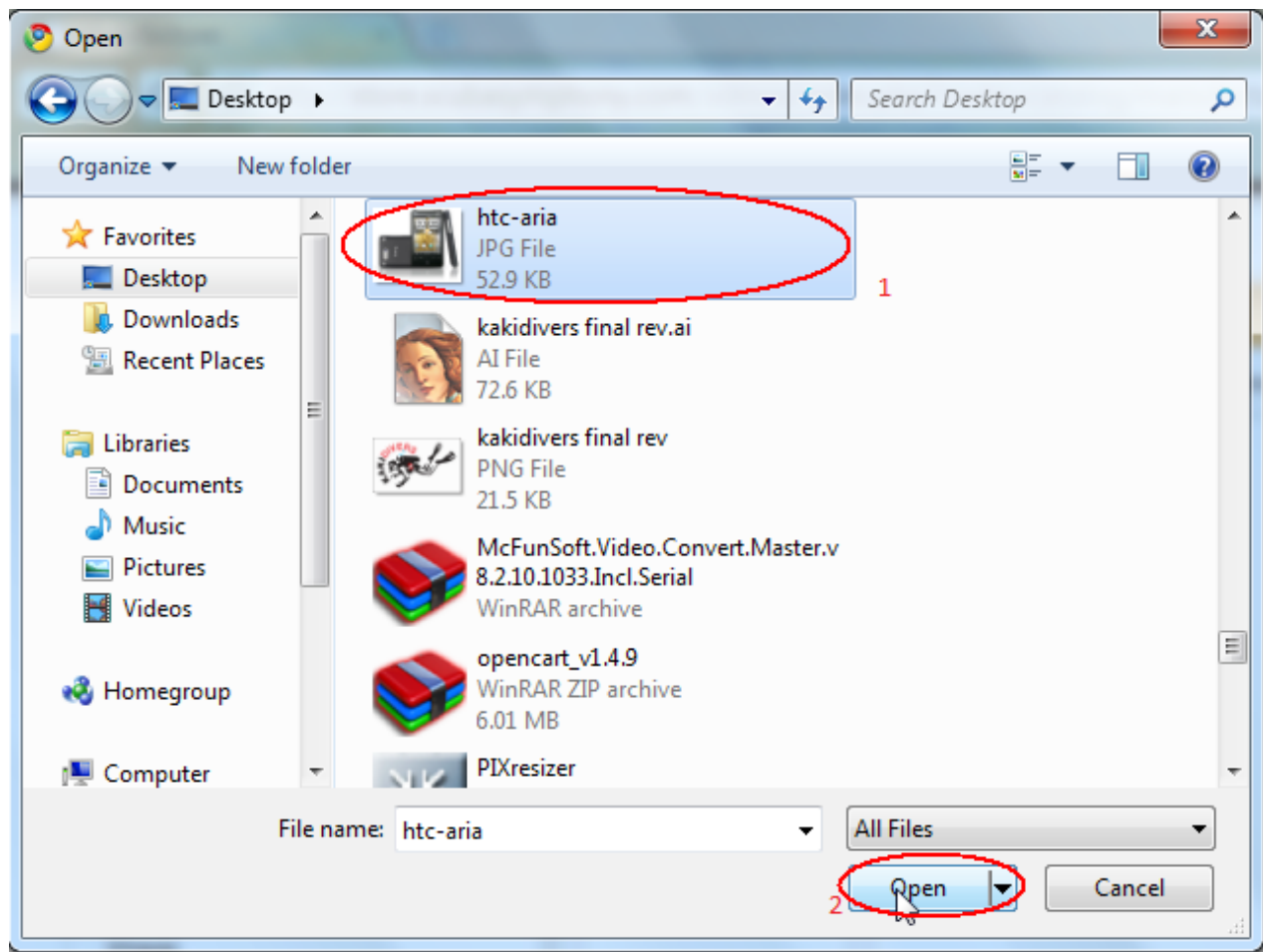
Successfully created folder will be populated on your folder menu.

3.4 Upload Image

Click on the **Upload** button.



Select your desired folder for the image upload, (by default it will upload to the Image root directory). Click the **upload** icon.

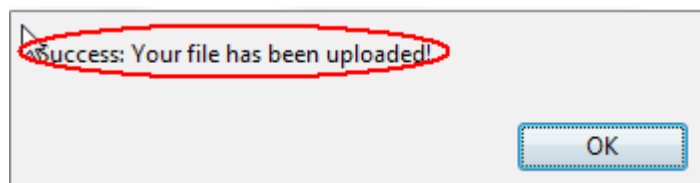


There will be a pop-up for you to locate the file you plan to upload to:

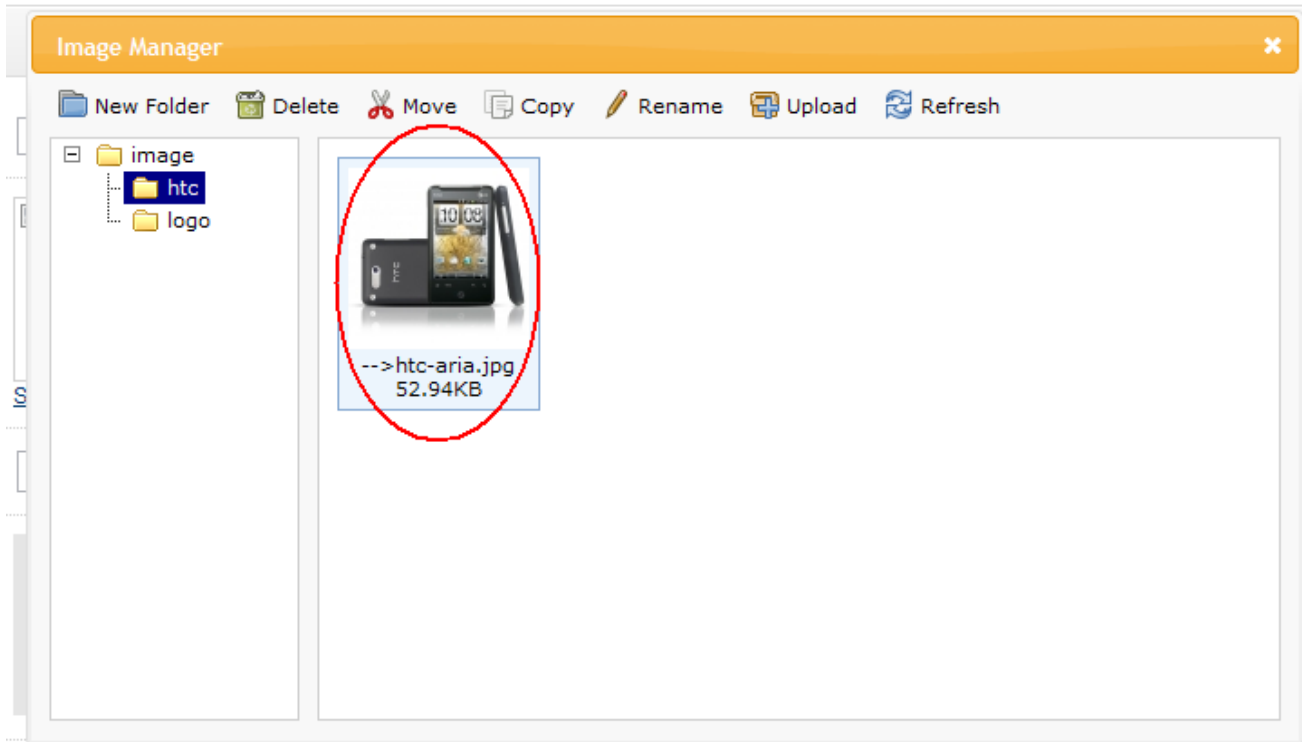
1. Click on the image.
2. Followed by clicking the “open” button.

A pop up button will notify you upon successfully uploading your image.

Click on the **OK** button.



To select the photo you plan to use, double click on the photo of your desire.



Upon Selection, it will then return to your default page displaying the image you had selected.

Image:



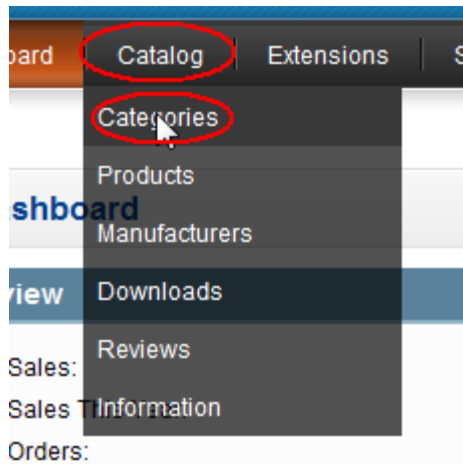
Solution guide for navigating through the Categories Tab of the Catalog CMS

This section will teach you how to navigate through the Categories Tab of the Catalog CMS.

When you are using the Catalog CMS:

4. Categories

Navigate to Catalog ---> Categories.



4.1 Create Categories

Click on the **Insert** button.



Under Category - General Tab

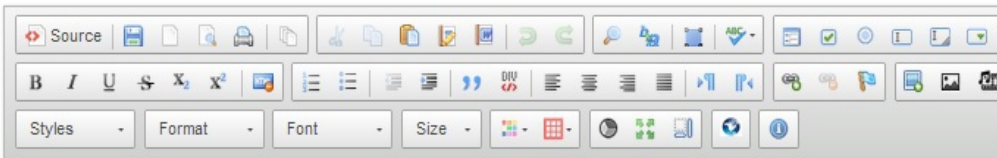
This is the General tab of the Category page.

* Category Name: 1

Title Tag: 2

Meta Tag Description: 3

Meta Tag Keywords: 4

Description:  5

1. Input your Category Name
2. Input your Title Tag Keywords
2. Input your Meta Tag Keywords
3. Input your Meta Tag Description
4. Input your description here

Under Category – Data Tab

This is the Data tab of the Category page.


Category

General | **Data**

Parent Category: 5

Stores: Default 6
[Select All](#) / [Unselect All](#)

SEO Keyword: 7

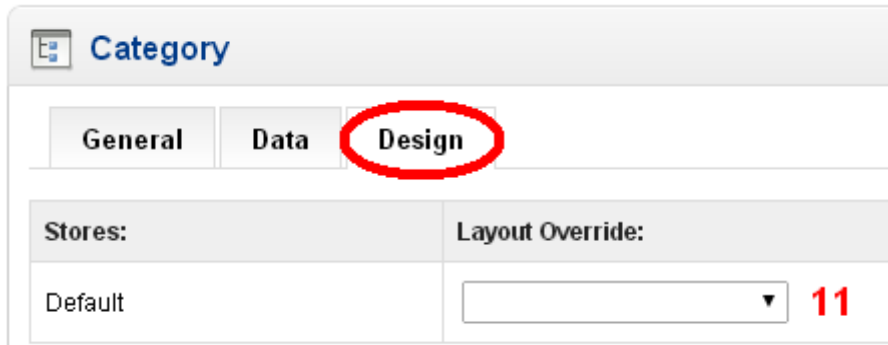
Image:  8

Category Status: 9

Sort Order: 10

5. Select this only if it is a sub-category of a Category.
6. Select the store that you want this category to appear.
7. Input the SEO keywords (for web spidering).
8. Select an Image (if you have a general image of this category).
9. Select Enabled if you want this category to be appear.
10. Input 0 if you want it to sort by alphabetical order.

Under Category – Design Tab



The screenshot shows the 'Category' management interface with the 'Design' tab selected. The 'Stores' section shows 'Default' and the 'Layout Override' section shows a dropdown menu with '11' next to it. The 'Design' tab is circled in red.

11. Select the Layout Override that is meant for the Category.

Once done, click the **Save** button.



The screenshot shows the 'Save' and 'Cancel' buttons. The 'Save' button is circled in red and has a mouse cursor over it.

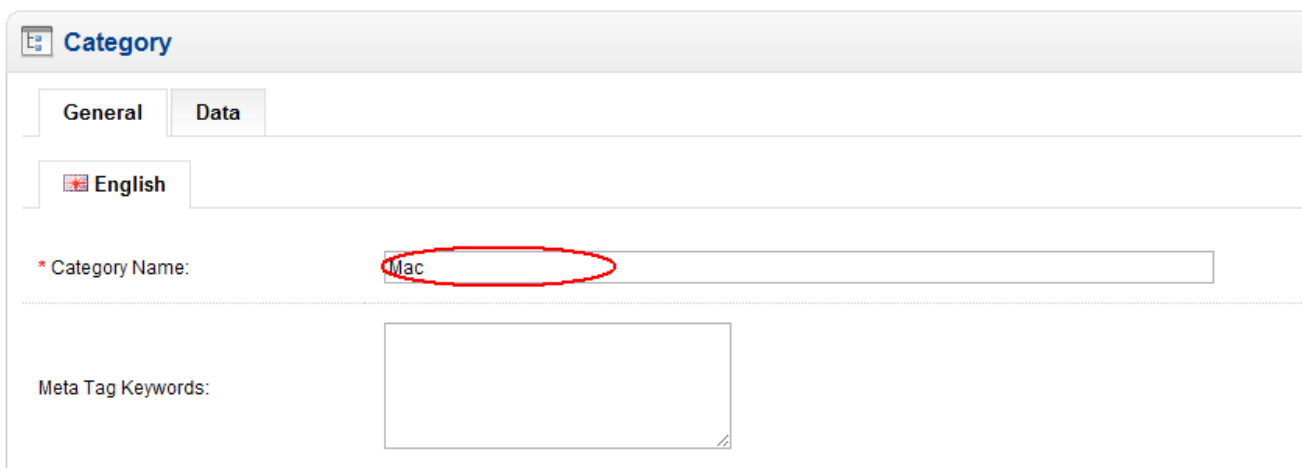
4.2 Create Sub-Categories

Note: Prior to create of sub-categories, Parent Categories must be created in advance.

Creating sub-categories are the same with creating categories, except on the Data tab of Categories.

For example, Creating categories Desktop - - -> Mac

Input **Mac** into the Category Name field.



The screenshot shows the 'Category' management interface with the 'Data' tab selected. The 'Category Name' field is circled in red and contains the text 'Mac'. The 'Meta Tag Keywords' field is empty.

Select the Parent Category (which is **Desktop** in this example)

The screenshot shows a web application interface for managing categories. The 'Category' form has two tabs: 'General' and 'Data'. The 'Parent Category' field is a dropdown menu that is currently open, showing a list of categories. The 'Desktops' option is highlighted in blue and circled in red. Other options in the list include '--- None ---', 'Desktops > PC', 'Desktops > Mac', 'Laptops & Notebooks', 'Components', 'Components > Mice and Trackballs', 'Components > Monitors', 'Components > Printers', 'Components > Scanners', 'Components > Web Cameras', 'Software', 'Phones & PDAs', 'Cameras', and 'MP3 Players'. The 'Stores' and 'SEO Keyword' fields are also visible but empty.

Input all other data as usual.

4.3 Delete Categories

<input type="checkbox"/>	Category Name	Sort Order	Action
<input checked="" type="checkbox"/>	Desktops	1	[Edit]
<input checked="" type="checkbox"/>	Desktops > PC	1	[Edit]
<input checked="" type="checkbox"/>	Desktops > Mac	2	[Edit]
<input type="checkbox"/>	Laptops & Notebooks	2	[Edit]

To delete categories:

1. Select the categories you wanted to delete, by clicking on the little boxes next to the categories.
2. Click the Delete button

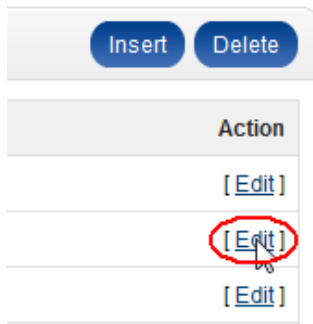
A pop up menu to seek your confirmation to perform the deletion.

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to do this?'. Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red dashed border.

Upon successful deletion, a highlighted status will be display beneath the categories bar.

4.4 Edit Categories

To edit a category, simply locate the **Edit** and click on it.



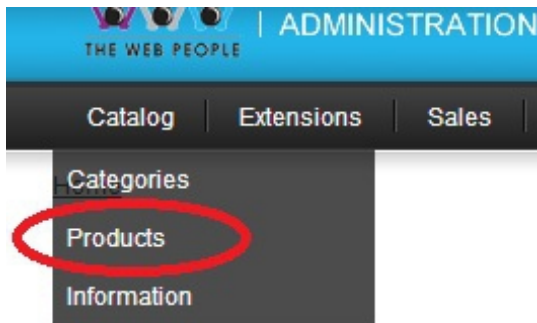
Solution guide for navigating through the Products Tab of the Catalog CMS

This section will teach you how to navigate through the Products Tab of the Catalog CMS.

When you are using the Catalog CMS:

5. Products

Navigate to Catalog --> Products



5.1 General

The screenshot shows a web application interface for managing products. At the top, there's a 'Products' header with 'Save' and 'Cancel' buttons. Below it are tabs for 'General', 'Data', 'Links', 'Option', 'Discount', 'Special', and 'Image'. The 'General' tab is active, and the language is set to 'English'. The 'Product Name' field contains 'HTC Touch HD' and is marked with a red '1'. Below it are empty 'Meta Tag Keywords' (marked '2') and 'Meta Tag Description' (marked '3') fields. The 'Description' field (marked '4') is expanded to show a rich text editor with the following content:

HTC Touch - in High Definition. Watch music videos and streaming content in awe-inspiring high definition clarity for a mobile experience you never thought possible. Seductively sleek, the HTC Touch HD provides the next generation of mobile functionality, all at a simple touch. Fully integrated with Windows Mobile Professional 6.1, ultrafast 3.5G, GPS, 5MP camera, plus lots more - all delivered on a breathtakingly crisp 3.8" WVGA touchscreen - you can take control of your mobile world with the HTC Touch HD.

Features

- Processor Qualcomm® MSM 7201A™ 528 MHz
- Windows Mobile® 6.1 Professional Operating System
- Memory: 512 MB ROM, 288 MB RAM
- Dimensions: 115 mm x 62.8 mm x 12 mm / 146.4 grams
- 3.8-inch TFT-LCD flat touch-sensitive screen with 480 x 800 WVGA resolution
- HSDPA/WCDMA: Europe/Asia: 900/2100 MHz; Up to 2 Mbps up-link and 7.2 Mbps down-link speeds

At the bottom, the 'Product Tags' field (marked '5') contains 'touch hd, htc touch hd' with a note 'comma separated'.

1. Input your Product Name
2. Meta Tag Keywords (optional)
3. Meta Tag Description (optional)
4. Input your description here
5. Input your product tags here (optional)

5.2 Data

Products

- General
- Data
- Links
- Option
- Discount
- Special
- Image

• Model: 1

Status: 2

Price: 3

Cost: The product cost used for profit reporting 4

Tax Class: 5

Quantity: 6

Minimum Quantity: Force a minimum ordered amount 7

Subtract Stock: 8


Out Of Stock Status: Status shown when a product is out of stock 9

Requires Shipping: Yes No 10

SKU: 11

Misc Location: 12

SEO Keyword: 13

Image: Click on the image to change it.  14

Date Available: 15

Sort Order: 16

Dimensions (L x W x H): 17

Length Class: 18


Weight: 19

Weight Class: 20

Here's the details for the image shown above.

1. Input Model Number (or an Unique Code number for your reference - e.g. POS Code etc)
2. Status (Enabled - display on main page; Disabled - do not display on main page)
3. Input selling price
4. Input your cost price
5. Select Your Tax Class (predefined in **System --> Localisation --> Taxes**)
6. Input your Quantity on hand
7. Input minimum ordered quantity (force order quantity normally: 1)
8. Subtract Stock (Yes - Stock will be automatically subtracted when customer made a purchase)
9. Out of Stock Status (Default: Please choose **Out of Stock**, or if your item is pre-order item, please choose **Pre-Order**, or other options)
10. If shipping is required please choose Yes
11. SKU (Optional)
12. Misc Location (Optional)
13. SEO Keyword (Keyword for Web spidering)
14. Image (Your main image, additional image can be added in image tab)
15. Date Available (Select today's date or future date)
16. Sort Order (input 0, should it be sort by alphabetical order)
17. Input Dimension (optional)
18. Select Length Class (for Dimention) -
19. Input weight
20. Select Weight Class

5.3 Links

 **Products**

General | **Data** | **Links** | **Attribute** | **Option** | **Discount** | **Special** | **Image**

Product Series

Manufacturer: 1

Categories:

- Test
- Desktop
- Desktop > PC
- Desktop > Mac
- Laptops & Notebooks

[Select All](#) / [Unselect All](#) 2

Stores:

- Default

 3

Downloads: 4

Related Products: (Autocomplete) 5

- Canon EOS 3D
- Canon EOS 5D

1. Select Manufacturer (if you plan to use this option).
2. Choose your categories from the Categories List (it can be multiple categories).
3. Select your store (Default).
4. Select the downloads (if it is a download item, customize in Catalog --> Downloads).
5. Related Products can be selected by inputting the related product name.

5.4 Option

Related Products:
(Autocomplete)

Canon

Canon EOS 3D

Canon EOS 5D

Canon EOS 5D

If you have a product with multiple color (see example below), perhaps you need to explore the Option tab; it will save your time for creating multiple product on your page.

The example used here us HTC Touch HD, selling at \$ 484.44

there is 3 color available, green, black and blue.

Due to Green and Black is limited edition, price would be slightly higher than Blue.


Green is selling at \$ 534.44

Black is selling at \$ 584.44

Blue is selling at \$ 484.44

Option tab allow you to show available options.

HTC TOUCH HD



Price: \$ 484.44
Availability: In Stock
Model: P3430
Manufacturer: [HTC](#)
Average Rating: Not Rated

Available Options:

Color:

- Green + \$ 50.00
- Green + \$ 50.00
- Black + \$ 100.00
- Blue

Qty: 1 [Add to Cart](#)

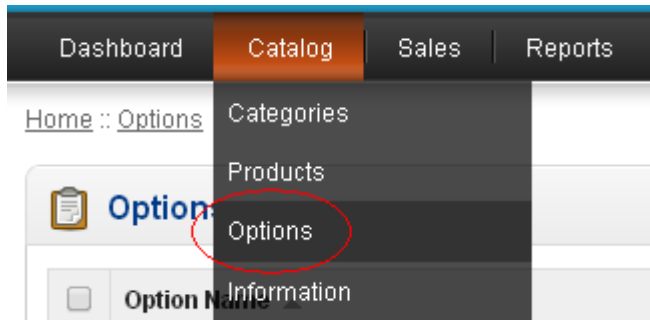
[Click to enlarge](#)

Description **Additional Images (2)** **Reviews (0)** **Related Products (0)**

HTC Touch - in High Definition. Watch music videos and streaming content in awe-inspiring high definition clarity for a mobile experience you never thought possible. Seductively sleek, the HTC

We will explore further the option tab below:

Hover over **Catalog** and select the **Option Tab**.



Click **Insert**.





1. Enter an **Option Name**. E.g. **Color, Size**, etc.
2. Select the **Option Type**.
3. Determine the sort position of the Option.

Click **Add Option Value**.



Options


* Option Name:  1

Type:  2

Sort Order: 3


4. Input value the **Option Value Name**. E.g. **Green, Blue, Black** etc.

5. Click **Browse Files** to add images.

* Option Value Name:	Image:	Sort Order:	
<input data-bbox="175 394 446 436" type="text"/>	 Browse Files Clear Image	<input data-bbox="1144 394 1226 436" type="text"/>	<input data-bbox="1263 394 1409 436" type="button" value="Remove"/>

6. Determine the sort order of the Option Value.

7. Select the **Option Tab**.

 **Products**

General Data Links Attribute **Option**

8. Enter the **Option Name** and relevant Option Names will appear.

Choose

Color

9. Click **Add Option Value**.

10. Select **Option Value**. e.g. **Green, Black, Blue** etc. for **Color**.

11. Input your available quantity for sale

12. Select **YES** if you want the system to subtract your stock

13. Your product already have a pre-defined selling price. in this option, you specify whether by choosing this option (e.g. color) you need to top up additional money or not (in this example, yes, TOP-UP \$ 50)

14. Prefix would be + since it is Top up

15. Click **Add Option**

Option Value:	Quantity:	Subtract Stock:	Price:
Black ▾	<input type="text"/>	Yes ▾	+ ▾ <input type="text"/>

16. To add additional color (in this example), ensure that you click on the **Add Option Value**.

Fully completed version of product option will be like example shown below:

Available Options

* Checkbox:

- Checkbox 1
- Checkbox 2
- Checkbox 3
- Checkbox 4

5.5 Discount

If a specify group entitle for special discount (this normally apply to membership etc) Then you can specify your discounted pricing here.

*Note: Customer group are to be configured in **System --> Users --> Users Groups***

Usually this Tab is ignore by some customers.

Example are shown as below:

General	Data	Links	Option	Discount	Special	Image
Customer Group:	Quantity:	Priority:	Price:	Date Start:	Date End:	
Wholesale ▾	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="120.0000"/>	<input type="text" value="2010-02-10"/>	<input type="text" value="2010-02-12"/>	<input type="button" value="Remove"/> <input type="button" value="Add Discount"/>

5.6 Special

If you are having a certain promotion between [xx/xx/xxxx] to [xx/xx/xxxx] Product A will be selling at \$ xxx.xx instead of normal price, this is where you specify your value.

Example are shown below, for normal pricing, they can just ignore this tab.

General	Data	Links	Option	Discount	Special	Image
Customer Group:	Priority:	Price:	Date Start:	Date End:		
Default ▾	<input type="text" value="1"/>	<input type="text" value="50.0000"/>	<input type="text" value="2010-02-01"/>	<input type="text" value="2010-02-28"/>	<input type="button" value="Remove"/> <input type="button" value="Add Special"/>	

5.7 Additional images

Additional images can be added here (if you have multiple view of the product and want your customer to have better view of it)

To add image, simply click the **Add Image** button.

Products

General Data Links Option Discount Special Image

Image:
Click on the image to change it.

Remove

Remove

Add Image

5.8 Related Range

Click the **Related Range** Tab.

Design **Related Range** Extra Tabs

Sort Order:

It will direct you to the tab as shown below.

1. Select the Product that is related the current product.
2. Select the Image of the Product selected.
3. Input the sort order of the related products. (To determine the position, e.g 0, 1 ,2)
4. Click the **Remove** button to removed the Related Product.
5. Click the **Add Product** button to add another Related Product.

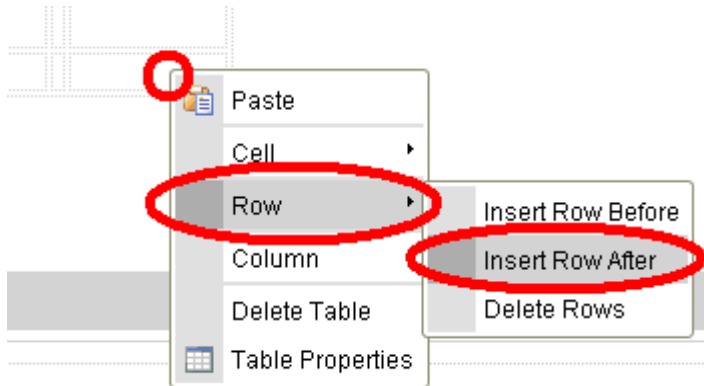
5.9 Extra Tab

1. Select **Enable** to show the Tab and **Disable** to hide it.
2. Input the name of the Tab.
3. Input the description of the product.

5.10 Extra Tab - Inserting Rows

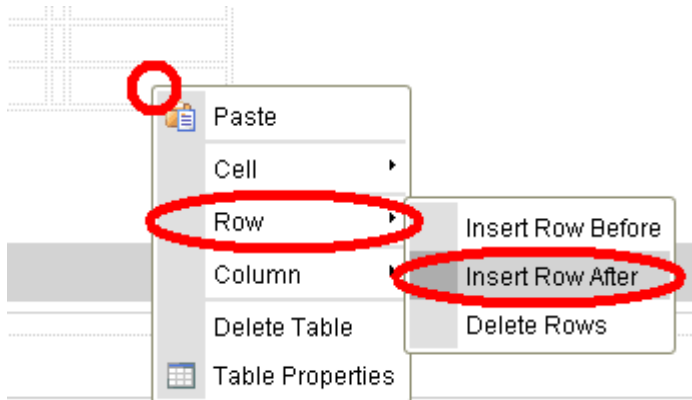
Right click the last row, then click **Row** and **Insert Row After**.

Right Click ---> Row ---> Insert Row After



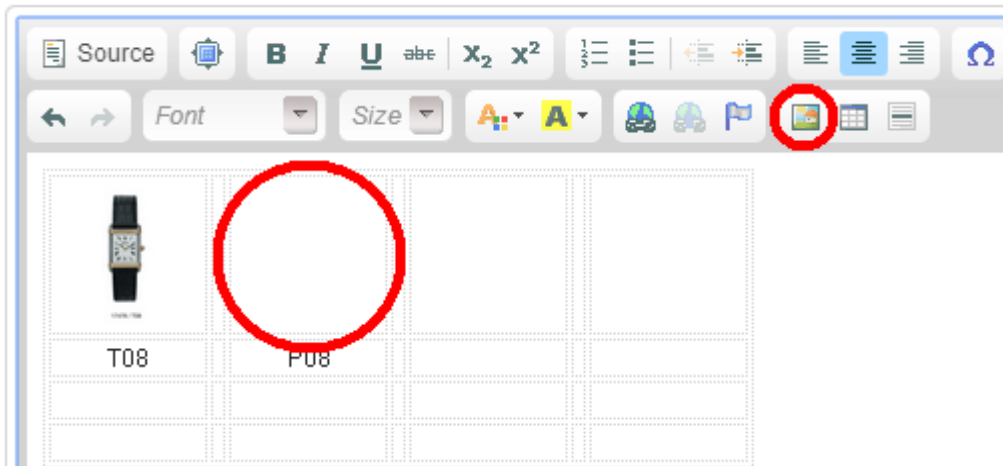
Repeat the previous step again.

Right Click ---> Row ---> Insert Row After

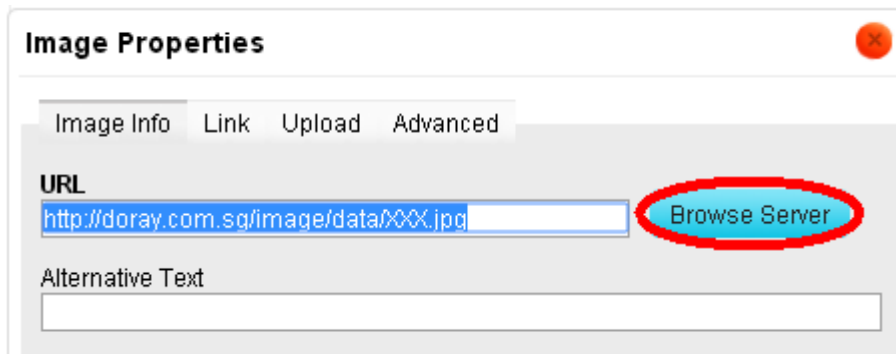


5.11 Inserting Thumbnail Image

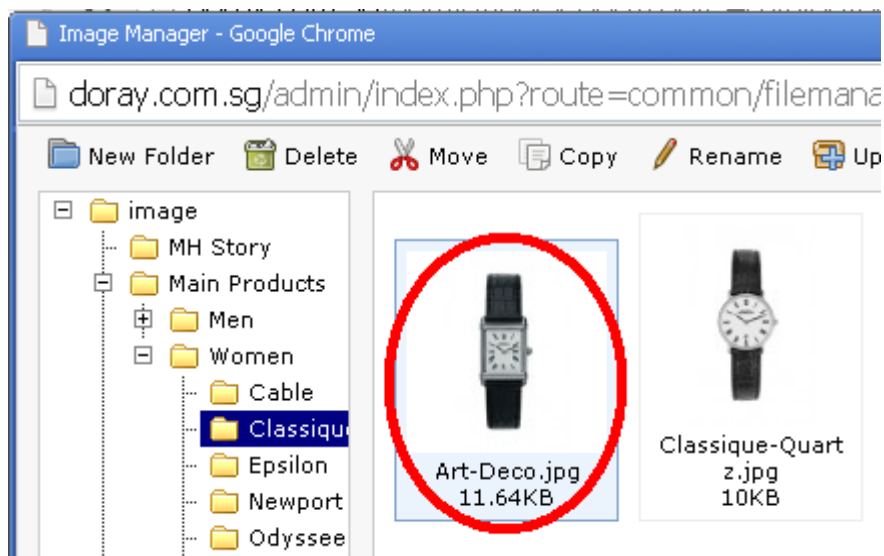
Single Click the **Image Box** and then click the **Image Icon**.



Click **Browse Server** to open the Image Manager.



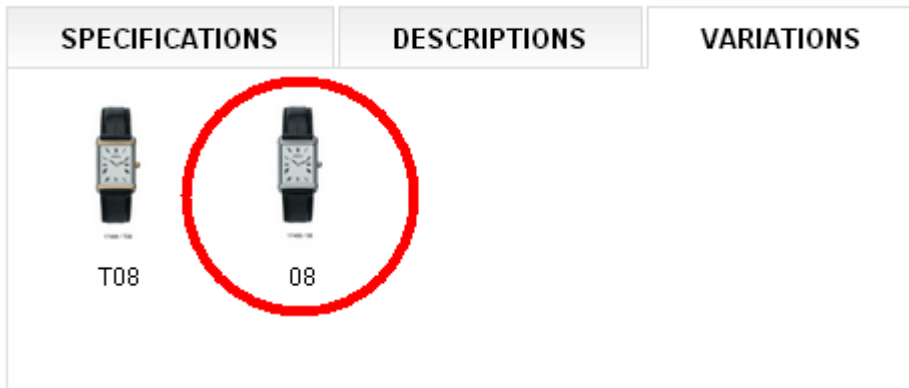
Select the **Variation Image**.



Click the **OK** button.

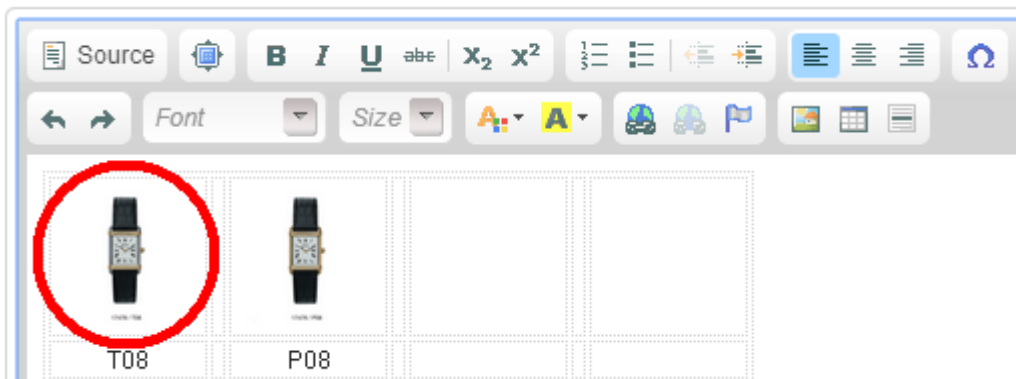


When viewed from the store front, it will be shown as a thumbnail image.

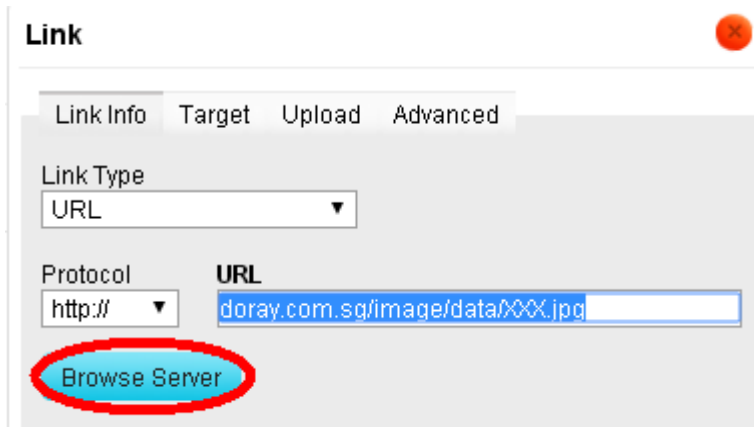


5.12 Extra Tab - Inserting Main Image

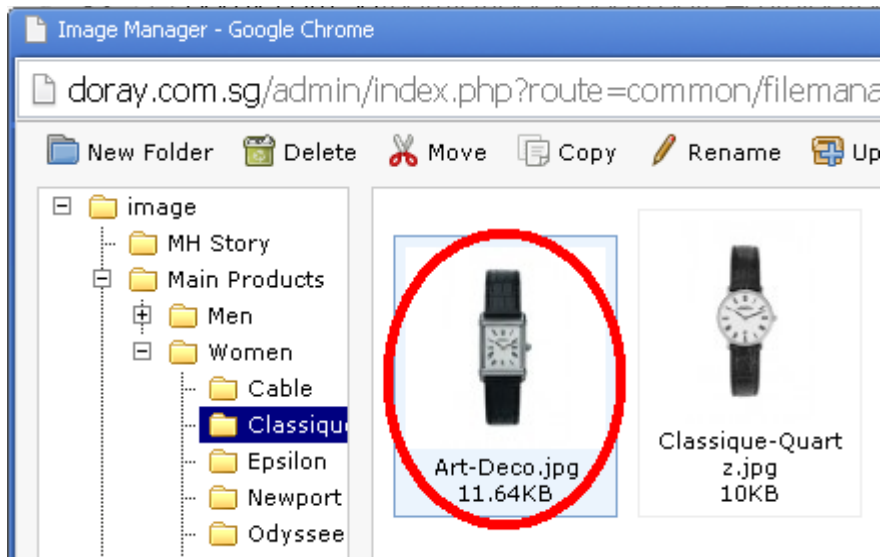
Double click the **Image Box**.



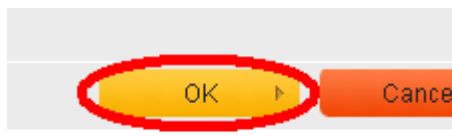
Click **Browse Server** to open the Image Manager.



Select the **Image**.



Click the **OK** button.

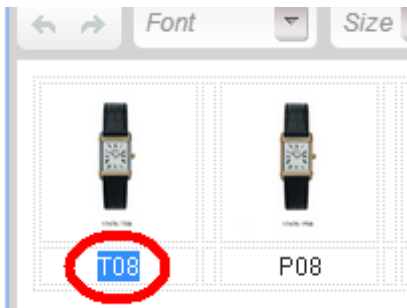


When viewed from the store front. It is the larger image shown after clicking on the thumbnail.

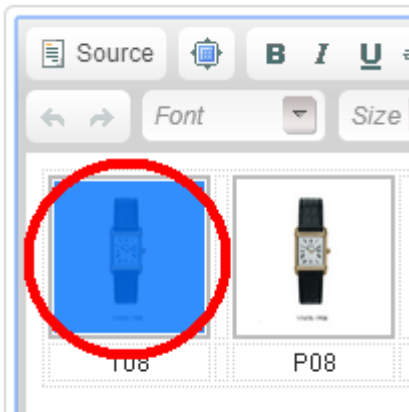


5.13 Extra Tab - Editing Caption

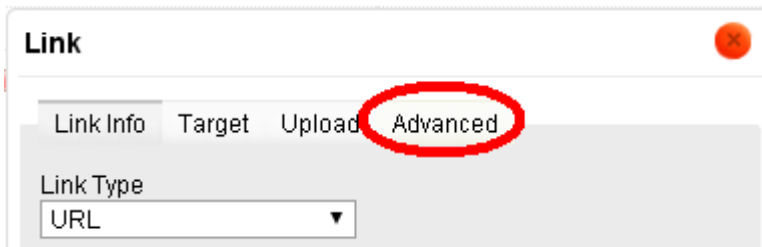
Highlight and **input** the correct caption.



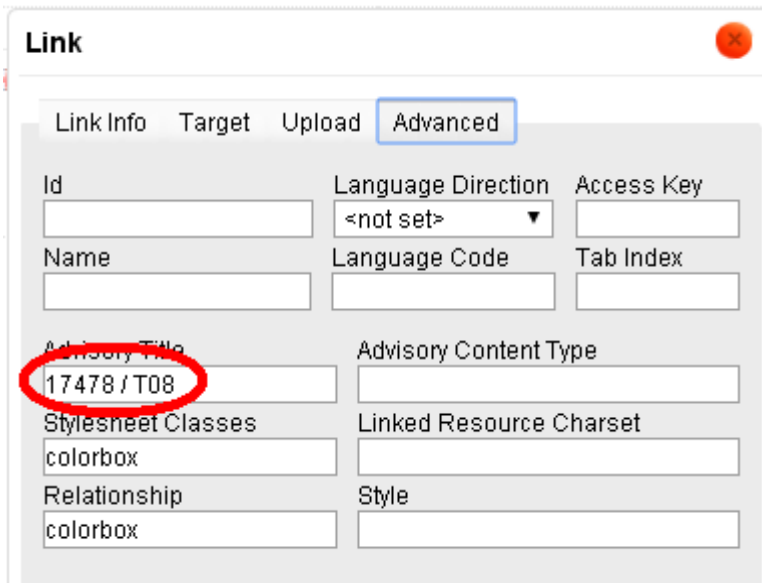
Double click the **Image**.



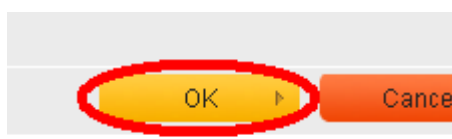
Click the **Advanced Tab**.



Change the **Title**.



Click the **OK** button.

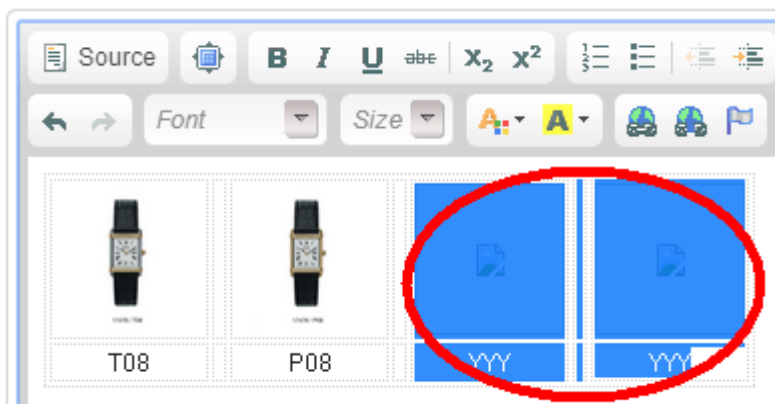


Upon successfully making the changes. When you click the thumbnail variation image, the following will be shown under the Original Image.

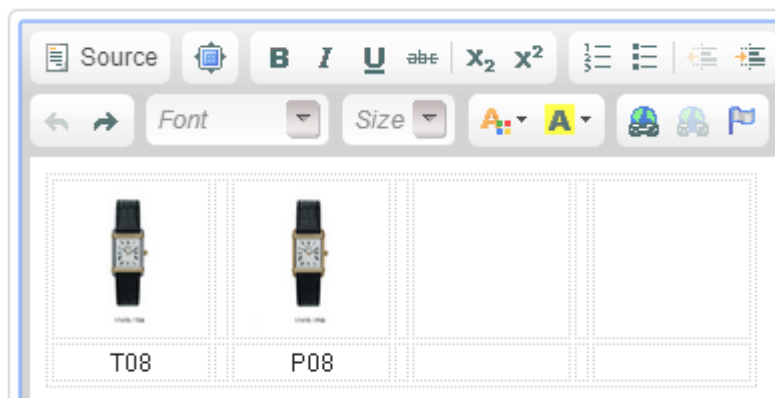


5.14 Extra Tab - Removing Unwanted Slot

Highlight the **Unwanted Slot(s)** and press **Delete** (on the keyboard).



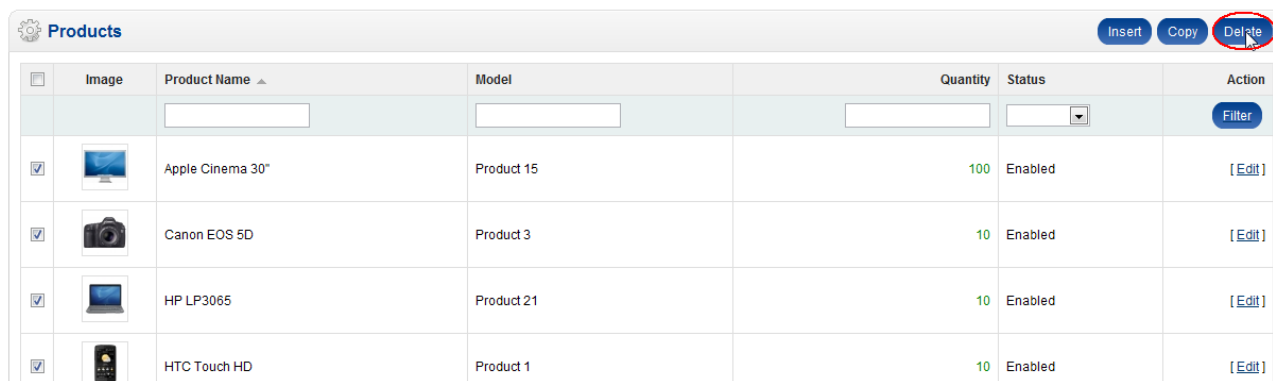
Upon pressing Delete, the following will be shown.



Click the **Save** button.

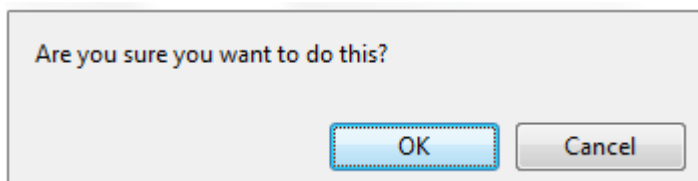


5.15 Delete Products



To delete products:

1. Select the products you wanted to delete, by clicking on the little boxes next to the Image.
2. Click the Delete button



A pop up menu to seek your confirmation to perform the deletion.

Upon successful deletion, a highlighted status will be display beneath the products bar.

5.16 Edit Product

To edit a product, simply locate the **Edit** and click on it.



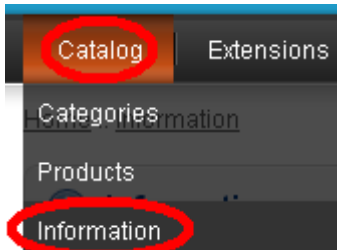
Solution guide for navigating through the Information Tab of the Catalog CMS

This section will teach you how to navigate through the Information Tab of the Catalog CMS.

When you are using the Catalog CMS:

6. Information

Navigate to Catalog ---> Information.



6.1 Insert Information Page

Click the **Insert** button.



Under Information – General Tab

This is the General tab of the Information Page.

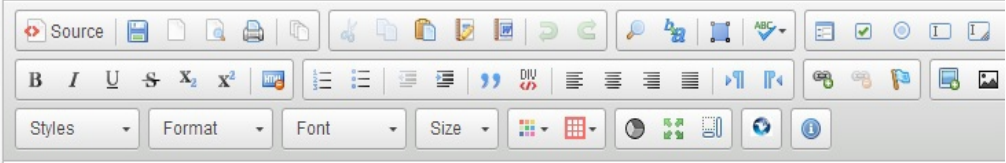
* Information Title: 1

Meta Description: 2

Meta Keywords: 3

Title Tag: 4

* Description: 5



1. Input your Page Name
2. Input your Meta Tag Keywords
3. Input your Meta Tag Description
4. Input your Title Tag Keywords
5. Input your description here

Under Information – Link Tab

This is the General tab of the Information Page.

i Information

General Data Design

Stores: Default **1**

SEO Keyword: Do not use spaces instead replace spaces with - and make sure the keyword is globally unique. **2**

Status: Enabled **3**

Sort Order: **4**

1. Select the store that you want this page to appear.
2. Input the SEO keywords (for web spidering).
3. Select Enabled if you want this page to be seen.
4. Input 0 if you want it to sort by alphabetical order. (ex: 0,1,2,3)

6.2 Anchoring

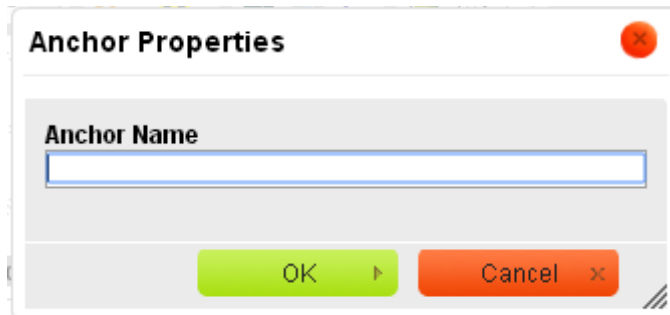
Highlight the text that have to be anchored.



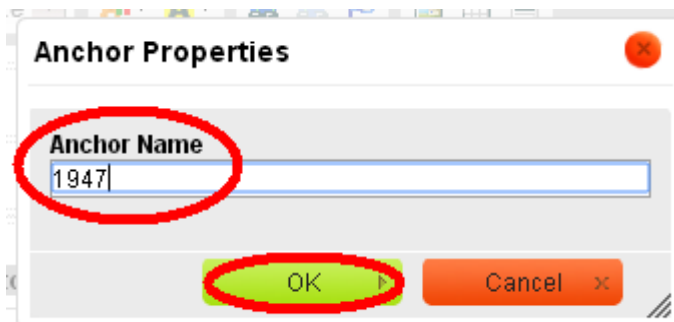
Click on the **Anchor** icon.



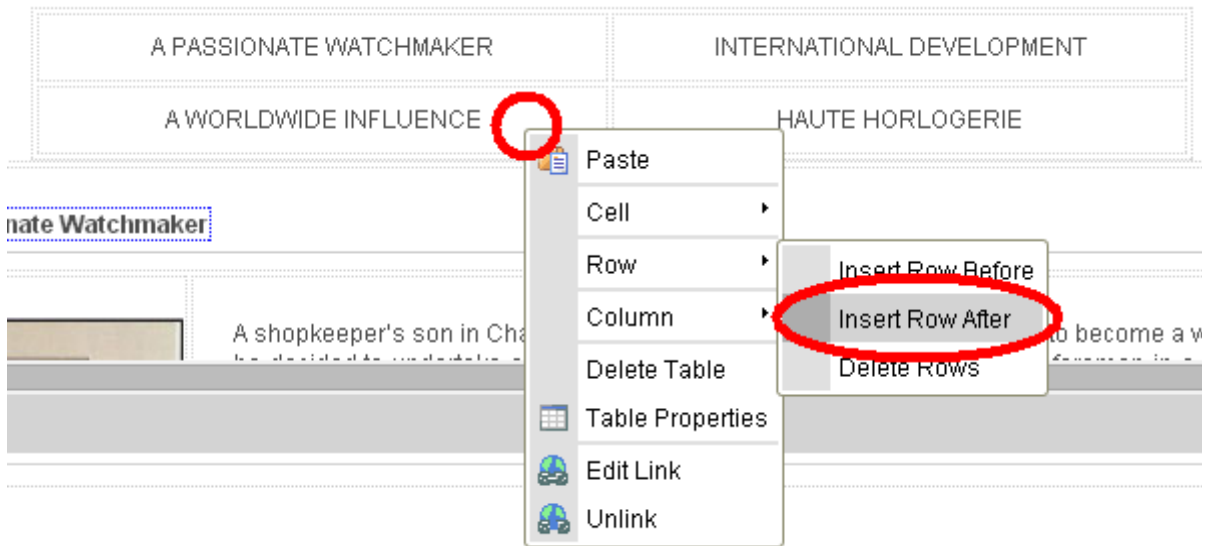
Upon clicking on the **Anchor** icon, the **Anchor Properties** panel will pop out as shown below.



Input the **Anchor Name** and click the **OK** button.



After creating an anchor, right click the **table listing** and select **Row ---> Insert Row After**

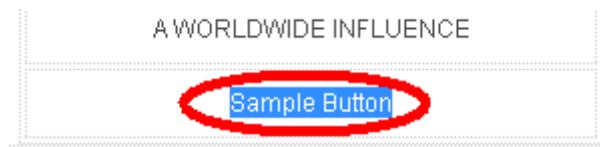


Upon clicking **Insert Row After**, a blank cell will be created as shown below.

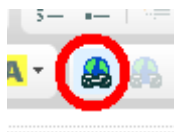


ionate Watchmaker

Input the **Button Name** and **Highlight** it.



Click the **Link** Icon.



Type in the **URL** and click on the **OK** button.

The Format of the URL is Domain Name/ Page Name/ # Anchor Name as shown below.

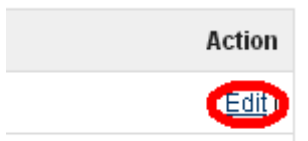


Click the **Save** button to save the changes.



6.3 Edit Information Page

Click the **Edit** button.



6.4 Delete Information Page

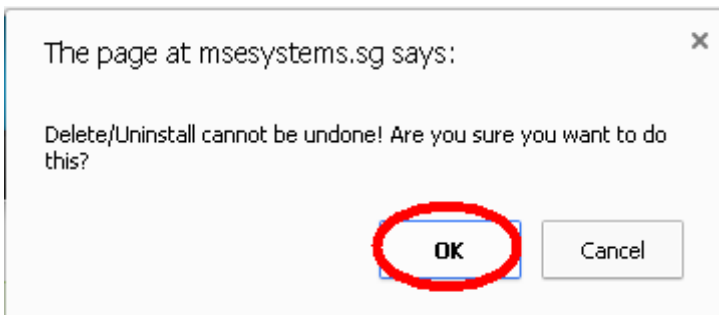
Select the **check boxes** of the page that have be deleted.



Click the **Delete** button.



A pop-up notification box will appear. Proceed by clicking the **OK** button.



Solution guide for navigating through the Modules Tab and Banners Tab of the Catalog CMS

This section will teach you how to navigate through the Modules Tab and Banners Tab of the Catalog CMS.

When you are using the Catalog CMS:

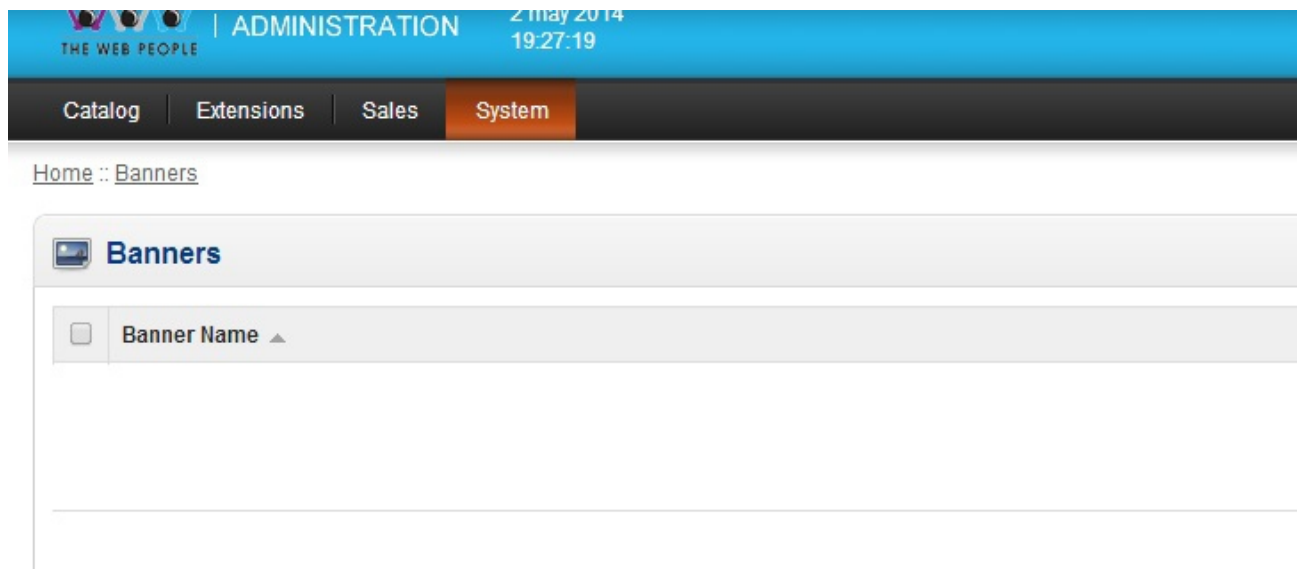
7. Photo Gallery

To add an album to the photo gallery, the album have to be created first. To add an album, hover over the **System** Tab, click **Designs** and then click **Banners**.

E.g Under System >> Design >> Banners



The Album will appear as shown below.



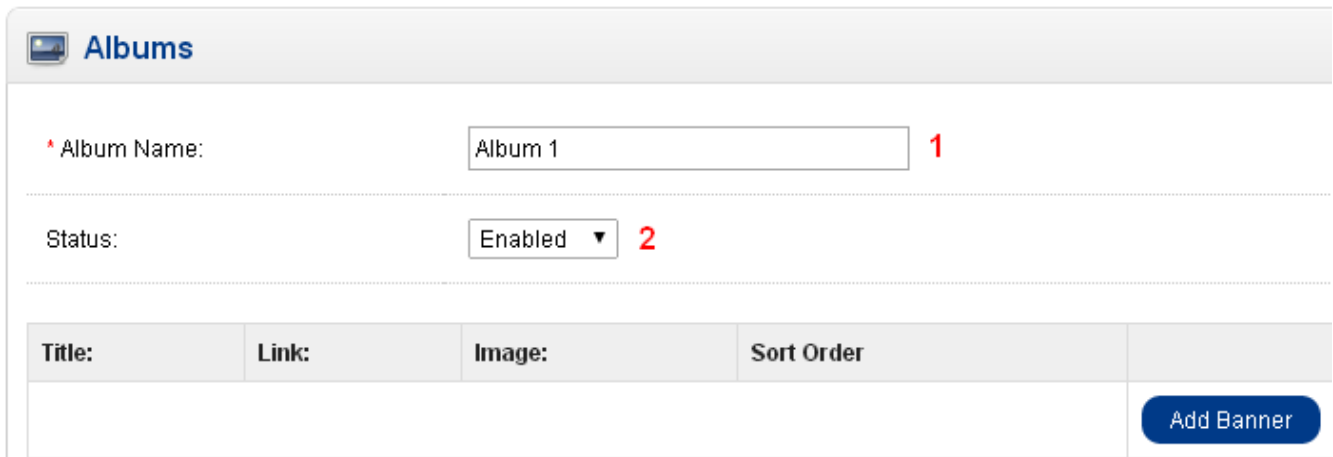
7.1 Inserting Album

Click the **Insert** button.



The screenshot shows a horizontal bar with two buttons: 'Insert' and 'Delete'. The 'Insert' button is circled in red. Below this bar is a table with two columns: 'Sort Order' and 'Action'. The table is currently empty.

Under the Albums Page



The screenshot shows the 'Albums' page with a form for adding a new album. The form includes a text input field for 'Album Name' containing 'Album 1', a dropdown menu for 'Status' set to 'Enabled', and a table with columns 'Title', 'Link', 'Image', and 'Sort Order'. A red '1' is next to the 'Album Name' field, and a red '2' is next to the 'Status' dropdown. An 'Add Banner' button is located at the bottom right of the table.

1. Input your Album name.
2. Select Enabled if you want this option to be enabled.

Click the **Save** button.



The screenshot shows a horizontal bar with two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

The Album list will be updated as shown below.



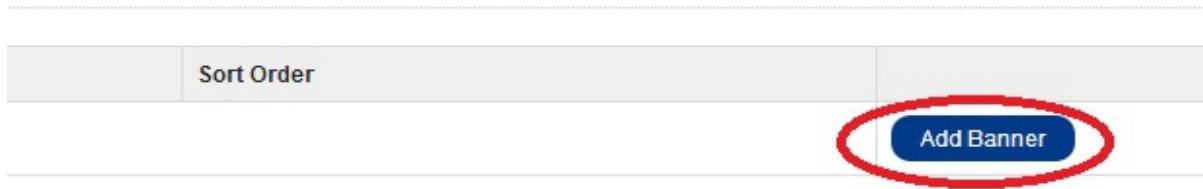
The screenshot shows the 'Albums' page with a table listing the albums. The table has two columns: 'Album Name' and 'Status'. The first row shows 'Album 1' with a status of 'Enabled'.

<input type="checkbox"/> Album Name ▲	Status
<input type="checkbox"/> Album 1	Enabled

Store front view of categories navigation. (Customer View)

7.2 Adding Photos to Album

On the Albums Page, click the **Add banner** button.



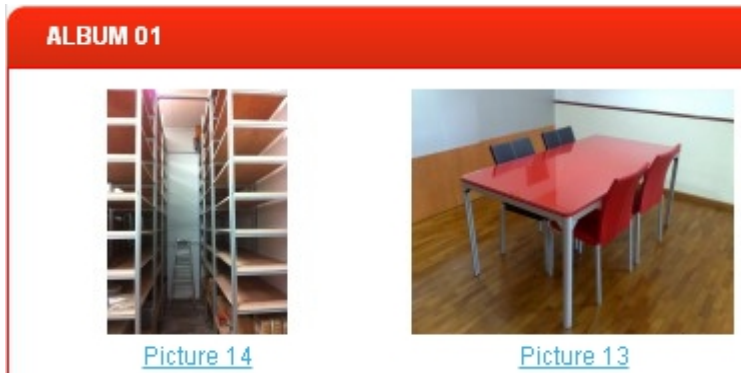
Additional fields will appear.

Title:	Link:
<input type="text" value="Picture 1"/>  1	<input type="text"/> 2

Image:	Sort Order	
 3 Browse Files Clear Image	<input type="text" value="0"/> 4	Remove

1. Input the Photo Name.
2. Input the URL of the page the photo is supposed to link to.
3. Upload the photo image.
4. Determine the sort order of the photo in the album.

Upon adding the photo, the Storefront Album will be updated as shown below.



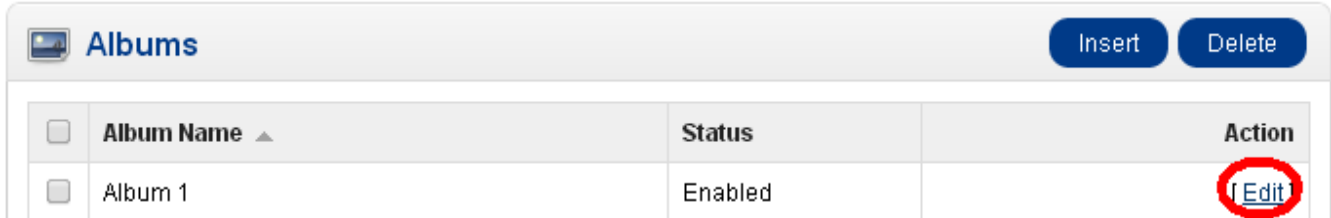
7.3 Remove Photos from Album

Click the **Remove** button to remove the photo.



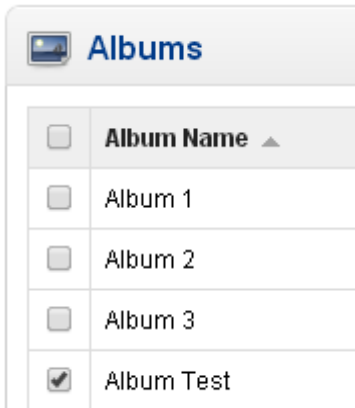
7.4 Editing Album

Click the **Edit** button.



7.5 Deleting Album

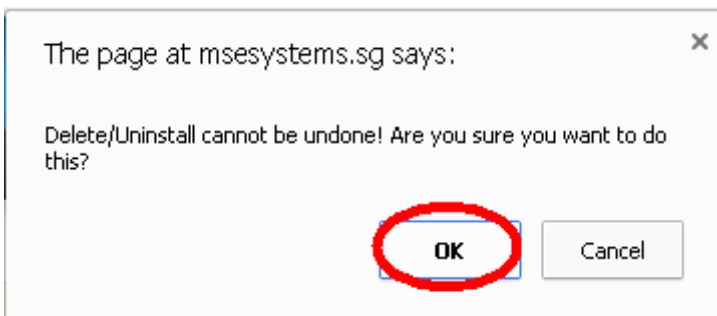
Select the albums that have to be deleted by clicking the check boxes on the left of the album name.



Click the **Delete** button.

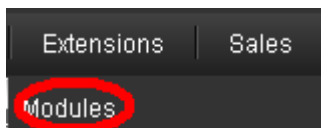


A pop-up notification box will appear. Proceed by clicking the **OK** button.



7.6 Editing Photo Gallery

To edit the photo gallery, navigate to Extensions ---> Modules.



Upon click the **Modules** tab, it will be redirected to the following page as shown below.



Click the **Edit** button.

Modules	
Module Name	Action
Photo Gallery	[Edit] [Uninstall]
Welcome	[Edit] [Uninstall]

Upon clicking the edit button, the following page will be redirected.

Under the Galleries tab

Galleries

Banner:	Thumbnail (W x H):		Display (W x H):		Title:
Album 1 ▾ 1	168	121 2	500	500 3	Album 01  4
Album 2 ▾	168	121	500	500	Album 02 

1. Select the Album that is be shown.
2. Input the Width and Height respectively. (This is for the thumbnail of the album.)
3. Input the Width and Height respectively. (This is for all the images in the album.)
4. Name the Album.

SEO keyword:	Items per page:	Status:	Sort Order:	
Album-01 5	6 15	Enabled ▾ 7	8 0	Remove 9
Album-02	15	Enabled ▾	1	Remove
				Add gallery 10

5. Input the SEO keywords
6. Input the number of images to be displayed in a page. (default will be 15 as per set on the back end)
7. Select Enabled if you want this album to be seen on the front end.
8. Input 0 if you want it to sort by alphabetical order. (ex: 0,1,2,3)
9. Click the **Remove** button to remove the album.
10. Click the **Add Gallery** button to add another album.

Click the **Save** button.



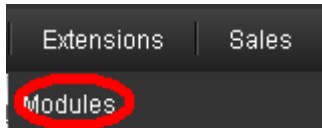
8. Welcome Module

Solution guide for navigating through the Modules Tab of the Catalog CMS

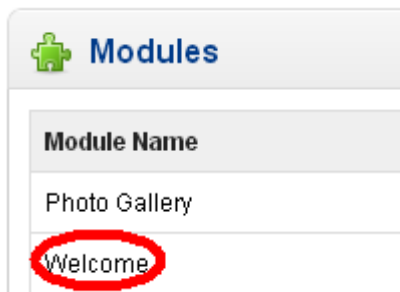
This section will teach you how to navigate through the Modules Tab of the Catalog CMS.

When you are using the Catalog CMS:

Navigate to Extensions ---> Modules.

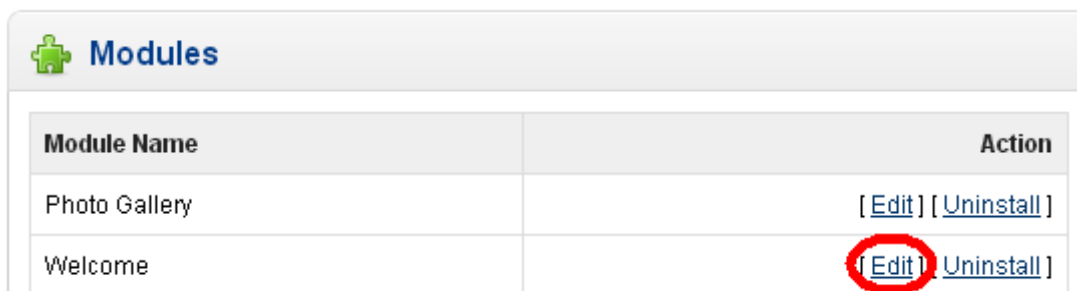


Upon click the **Modules** tab, it will be redirected to the following page as shown below.



8.1 Editing the Welcome Module

Click the **Edit** button.



Under the Welcome Tab

Module 1

Add Module

English

Welcome Message:

Source B I U abc x₂ x² Font Size A A

1

body table tbody tr td a

Layout: Home

Position: Content Bottom

Status: Enabled 2

Sort Order: 0 3

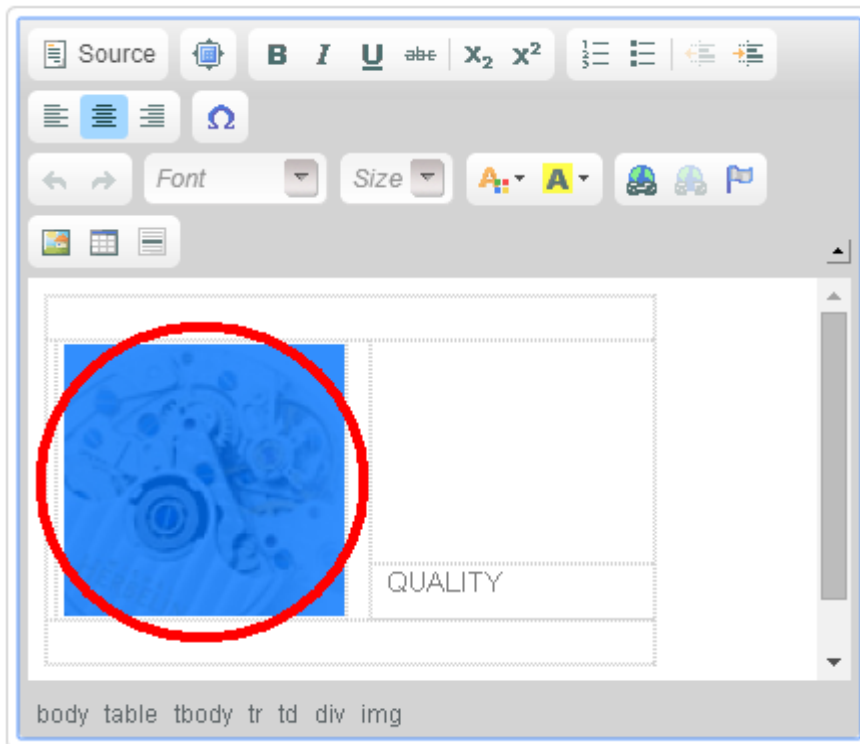
1. Make changes to the Welcome Message
2. Select **Enable** to show the Welcome Bow and **Disable** to hide it.
3. Input the sort order (To determine the position, e.g 0, 1 ,2)

Click the **Save** button.

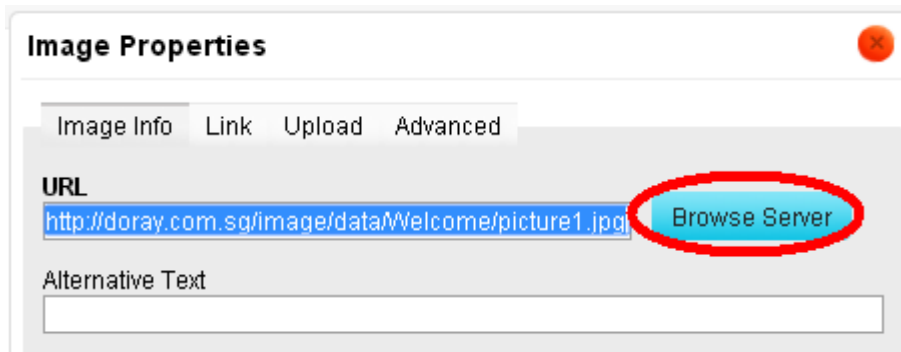


8.2 Editing Welcome Image

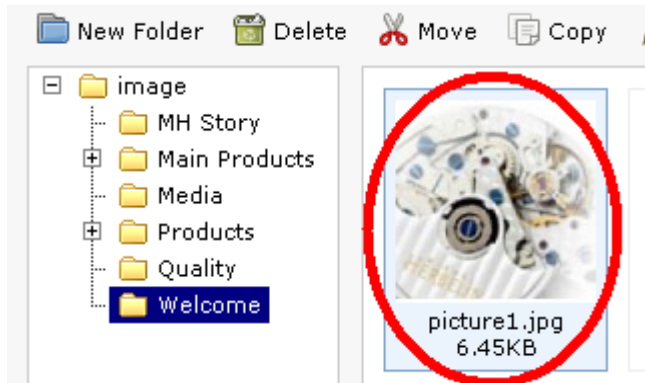
Double Click the Image that is required to be changed.



Click the **Browse Server** button.

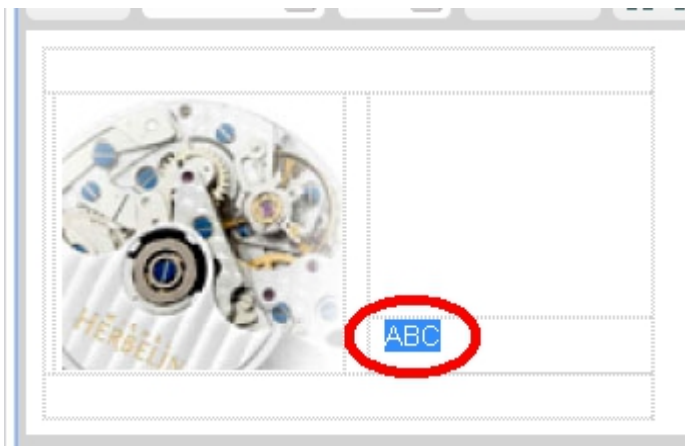


Select the **desired Image**.



8.3 Editing Welcome Text

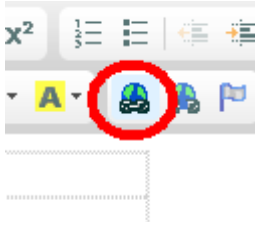
Highlight the **Text** and change it to the desired text.



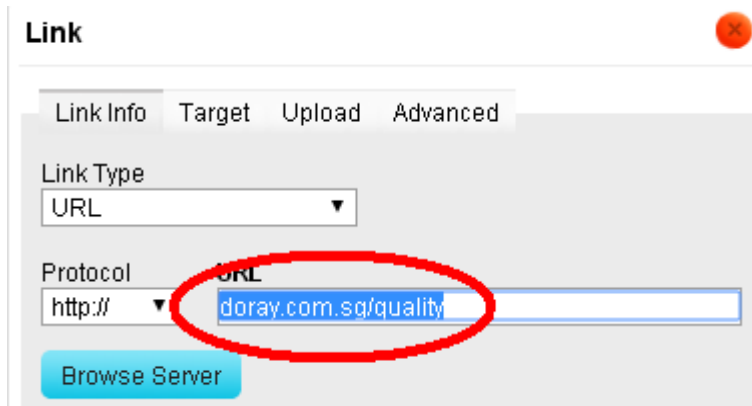
Highlight the **Text** again.



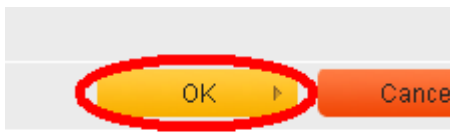
Click the **Link** button.



Input the **URL** that the text is supposed to link to.



Click the **OK** button.



Click the **Save** button.



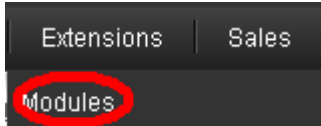
9. Category Slider Show

Solution guide for navigating through the Modules Tab of the Catalog CMS

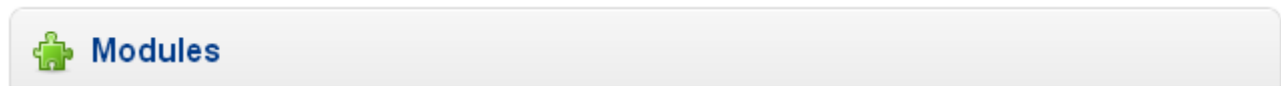
This section will teach you how to navigate through the Modules Tab of the Catalog CMS.

When you are using the Catalog CMS:

Navigate to Extensions ---> Modules.



Upon click the **Modules** tab, it will be directed to the following page as shown below.



Module Name	Action
Account	[Edit] [Uninstall]
Category slider show	[Edit] [Uninstall]

9.1 Editing the Category Slider Show



Action
[Edit] [Uninstall]
[Edit] [Uninstall]
[Edit] [Uninstall]

Under Category Slider Show

 **Category slider show** **Save** **Cancel**

Image (W x H):	Layout:	Category:	Position:	Status:	Limit:	Sort Order:	
<input type="text" value="150"/> <input type="text" value="230"/>	<input type="text" value="Men City"/>	<input type="text" value="Men > City"/>	<input type="text" value="Content Top"/>	<input type="text" value="Enabled"/>	<input type="text" value="3"/>	<input type="text"/>	Remove 7
1	2	3	4	5	6		Add Module 8

1. The image width and height is preset from the back end. Please copy and paste the width and height used.
2. Select the layout for the category.
3. Select the category that is related to the layout. (e.g Men>City Category for Men City Layout)
4. Select the position of the category slider show.
5. Select **Enabled** status to show or **Disabled** to hide.
6. The limit is preset from the back end. Please copy and paste the limit used.
7. Click the **Remove** button to remove a category from the slider show.
8. Click the **Add Module** button to add another category to the slider show.

Click the **Save** button.



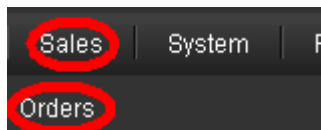
Solution guide for navigating through the Orders Tab of the Catalog CMS

This section will teach you how to navigate through the Orders Tab of the Catalog CMS.

When you are using the Catalog CMS:

10. Sales Orders

Navigate to Sales ---> Orders.



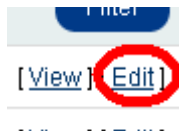
The Sales Orders will be shown as following.

<input type="checkbox"/>	Order ID ▾	Customer	Status	Total	Date Added	Date Modified	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Filter"/>
<input type="checkbox"/>	30	Joel Chow	Pending	SGD \$681.30	24/04/2014	24/04/2014	[View] [Edit]
<input type="checkbox"/>	29	Joel Chow	Pending	SGD \$317.50	24/04/2014	24/04/2014	[View] [Edit]
<input type="checkbox"/>	28	Joel Chow	Pending	SGD \$977.20	24/04/2014	24/04/2014	[View] [Edit]
<input type="checkbox"/>	27	Joel Chow	Complete	SGD \$240.60	24/04/2014	24/04/2014	[View] [Edit]

The Sales Orders list out customer enquiries. It shows the customer name, sale status, total, date added and date modified.

10.1 Edit Order

Click the **Edit** button.



Under Customers Details Tab

The Order Details tab shows some details of the order. The user can make changes the customer's details here.

Customer Details	Store:	Default ▾	1
Payment Details	Customer:	Joel Chow	2
Delivery/Packing Details	* First Name:	Joel	3
Products	* Last Name:	Chow	4
Totals	* E-Mail:	joel@thewebpeople.co	5
	* Telephone:	6336 2293	6
	Fax:		7

1. Choose the store that the customer is enquiring from.
2. Name of the customer.
3. First name of the customer.
4. Last name of the customer.
5. E-mail of the customer.
6. Customer's Telephone Number
7. Customer's Fax Number.

Under Payment Details Tab

The Payment Details tab shows billing information. The user can make changes the customer's billing details here.

Customer Details	Choose Address:	<input type="text" value="--- None ---"/>	1
Payment Details	* First Name:	<input type="text" value="Joel"/>	2
Delivery/Packing Details	* Last Name:	<input type="text" value="Chow"/>	3
Products	* Address 1:	<input type="text" value="02-09, Chye Sing BUild"/>	4
Totals	* City:	<input type="text" value="Singapore"/>	5
	* Postcode:	<input type="text" value="189695"/>	6
	* Country:	<input type="text" value="Singapore"/>	7
	* Region / State:	<input type="text" value="--- Please Select ---"/>	8

1. The recorded address of the person making payment.
2. First Name of the person making payment.
3. Last Name of the person making payment.
4. Address of the person making payment.
5. The City where the person making payment lives in.
6. The Postcode of the area the person making payment lives in.
7. The country where the person making payment lives in.
8. The region or state where the person making payment lives in.

Under Delivery / Packing Details tab



The Delivery / Packing Detail tab shows the delivery information. The user can make changes the customer's delivery details here


Customer Details	Choose Address:	<input type="text" value="--- None ---"/>	1
Payment Details	* First Name:	<input type="text" value="Joel"/>	2
Delivery/Packing Details	* Last Name:	<input type="text" value="Chow"/>	3
Products	* Address 1:	<input type="text" value="02-09, Chye Sing BUild"/>	4
Totals	* City:	<input type="text" value="Singapore"/>	5
	* Postcode:	<input type="text" value="189695"/>	6
	* Country:	<input type="text" value="Singapore"/>	7
	* Region / State:	<input type="text" value="--- Please Select ---"/>	8

1. The recorded address of the person receiving the delivery.
2. First Name of the person receiving the delivery.
3. Last Name of the person receiving the delivery.
4. Address of the delivery location.
5. City of the delivery location.
6. Postcode of the delivery location.
7. Country of the delivery location.
8. Region or state of the delivery location.

Under Products tab

The Products tab shows the products enquired by the customer. The user can remove product enquired or add product enquired. When changes are made, the total amount on the Totals tab will change.

Customer Details	Product	Part No	Quantity	Unit Price	Total
Payment Details	 CXSL15-100	Guide Cylinder	1	317.5000	317.5000
Delivery/Packing Details	 CXSL15-20-Y59AL	CXSL15-20-Y59AL	1	363.8000	363.8000



Products	Add Product(s)	
Totals	Choose Product:	<input type="text"/> 1
	Quantity:	1 <input type="text"/> 2
		

To Add Product(s)

1. Input the product name (a drop down list will appear upon entering of product name)
2. Input the amount of the product to be enquired.

To Remove Product

Click the **Red Minus** button.

Product
 CXSL15-100
 CXSL15-20-Y59AL

Under Total tab

Products	
Totals	
Order Details	
Delivery / Packing Method: 1	Delivery Charges ▼
Payment Method: 2	Cash On Delivery ▼
Order Status: 3	Pending ▼
Comment: 4	<input type="text"/>
	Update Totals

1. The type of Delivery / Packing Method used for the product.
2. The type of Payment Method which was use to enquire or purchase the product.
3. The Order status of the product
4. Comments for the product enquired or purchase.

10.2 View Order

Click the **View** button.



Under Products Tab

	Product	Part No	Quantity	Unit Price	Total
Order Details	CXSL15-100	Guide Cylinder	1	SGD \$317.50	SGD \$317.50
Payment Details	CXSL15-20-Y59AL	CXSL15-20-Y59AL	1	SGD \$363.80	SGD \$363.80
Delivery/Packing Details	Sub-Total:				SGD \$681.30
Products	Delivery Charges :				SGD \$0.00
Order History	Total:				SGD \$681.30

The Products Tab shows the products enquired and the amount the customer have to pay.

Under Order History Tab

	Date Added	Comment	Status	Customer Notified
Order Details	24/04/2014		Pending	Yes
Payment Details				
Delivery/Packing Details				
Products	Showing 1 to 1 of 1 (1 Pages)			
Order History	Order Status:	<input type="text" value="Pending"/>	1	
	Notify Customer:	<input type="checkbox"/>	2	
	Comment:	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	3	
				Add History

The Order History Tab shows the user of the Purchase Status.

1. Order status of the product.
2. Check to Notify Customer of the order status
3. Insert comment which customers will receive by clicking on the **"Add History"** button to notify customer.

10.3 Print Order

Click the **Print Invoice** button to print the respective Sales Order.



Upon clicking the Print Invoice button, it will be redirected to the invoice page.



INVOICE

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http://www.starlit.com.sg

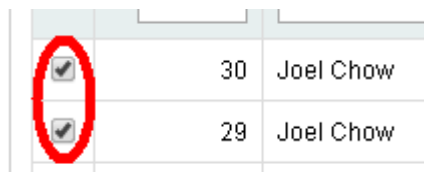
Date Added: 24/04/2014
Order ID: 30
Payment Method: Cash On Delivery
Delivery/Packing Method: Delivery Charges

To	Ship To (if different address)
Joel Chow 02-09, Chye Sing BUilding Singapore 189695 Singapore joel@thewebpeople.com.sg 6336 2293	Joel Chow 02-09, Chye Sing BUilding Singapore 189695 Singapore

Product	Part No	Quantity	Unit Price	Total
CXSL15-100	Guide Cylinder	1	SGD \$317.50	SGD \$317.50
CXSL15-20-Y59AL	CXSL15-20-Y59AL	1	SGD \$363.80	SGD \$363.80
			Sub-Total:	SGD \$681.30
			Delivery Charges :	SGD \$0.00
			Total:	SGD \$681.30

If the user on the Sales Order list and wants to print the invoice of multiple orders.

Select the **check boxes** of orders that is needed to print invoice.



<input type="checkbox"/>	30	Joel Chow
<input checked="" type="checkbox"/>	29	Joel Chow

Click the **Print Invoice** button.



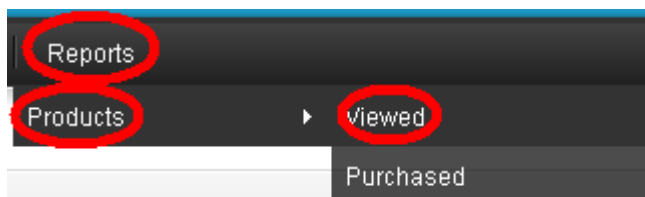
Solution guide for navigating through the Products Tab of the Catalog CMS

This section will teach you how to navigate through the Products Tab of the Catalog CMS.

When you are using the Catalog CMS:

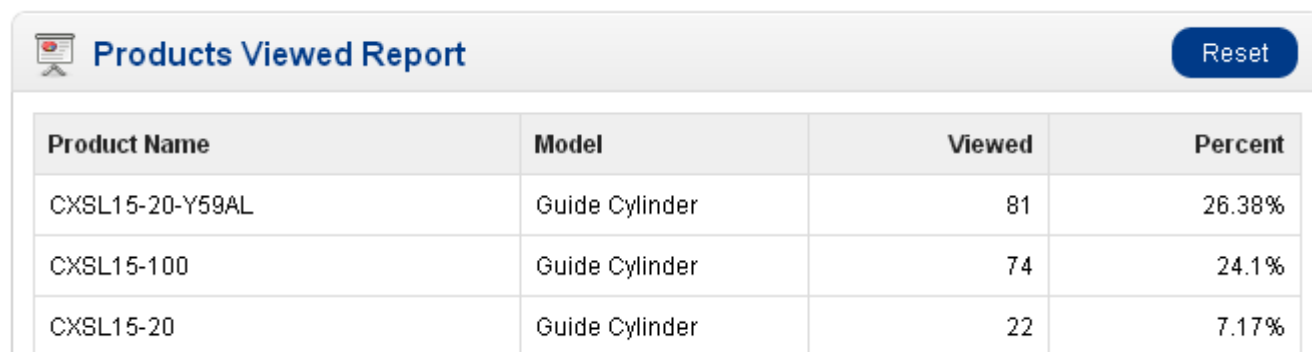
11. View Product Reports

Navigate to Reports ---> Products ---> Viewed.



11.1 Products Viewed Report

The Products Viewed Report is as shown below.



Product Name	Model	Viewed	Percent
CXSL15-20-Y59AL	Guide Cylinder	81	26.38%
CXSL15-100	Guide Cylinder	74	24.1%
CXSL15-20	Guide Cylinder	22	7.17%

This report shows the amount of views each product received and the percentage of it when compared to the total number of views. It is arranged in descending order, from the most to the least.

11. 2 Reset Products Viewed Report

Click the **Reset** button.



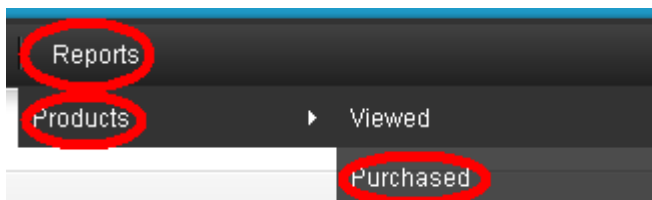
Solution guide for navigating through the Products Tab of the Catalog CMS

This section will teach you how to navigate through the Products Tab of the Catalog CMS.

When you are using the Catalog CMS:

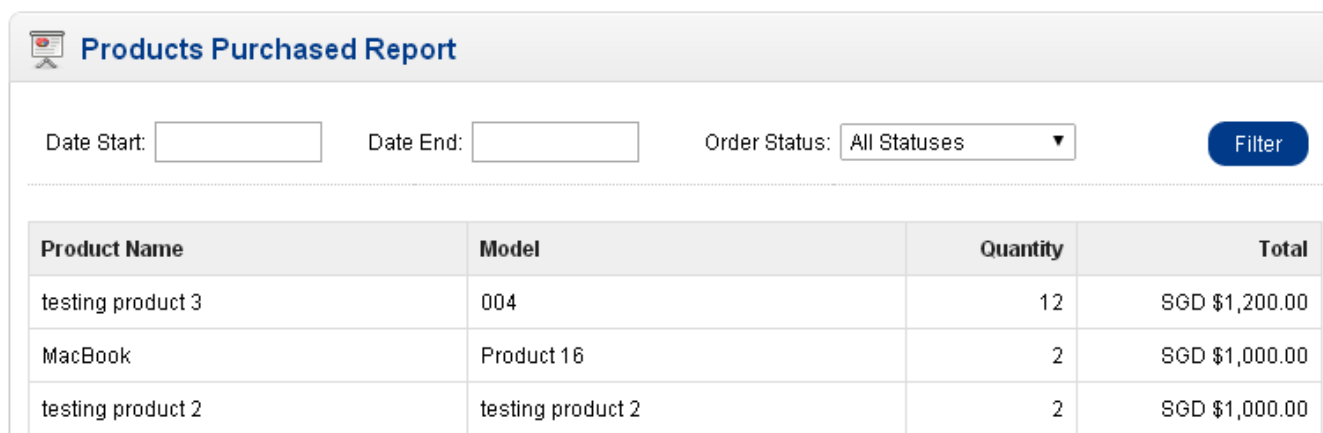
12. View Product Reports

Navigate to Reports ---> Products ---> Purchased.



12.1 Products Purchased Report

The Products Purchased Report is as shown below.



The screenshot shows the 'Products Purchased Report' interface. At the top, there is a title bar with a monitor icon and the text 'Products Purchased Report'. Below the title bar, there are three filter fields: 'Date Start:' followed by an empty text box, 'Date End:' followed by an empty text box, and 'Order Status:' followed by a dropdown menu showing 'All Statuses'. To the right of these filters is a blue 'Filter' button. Below the filters is a table with the following data:

Product Name	Model	Quantity	Total
testing product 3	004	12	SGD \$1,200.00
MacBook	Product 16	2	SGD \$1,000.00
testing product 2	testing product 2	2	SGD \$1,000.00

This report shows the amount of purchase order each product received and the percentage of it when compared to the total number of purchase orders. It is arranged in descending order, from the most to the least.

The user can also filter it through inputting the date start, date end or/and the order status.

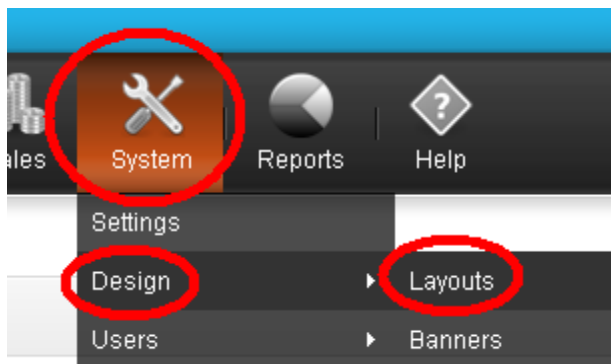
Solution guide for navigating through the System Tab of the Catalog CMS

This section will teach you how to navigate through the System Tab of the Catalog CMS.

When you are using the System CMS:

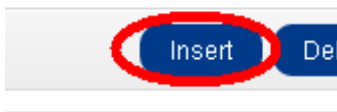
13 Layouts

Navigate to System ---> Design ---> Layouts.

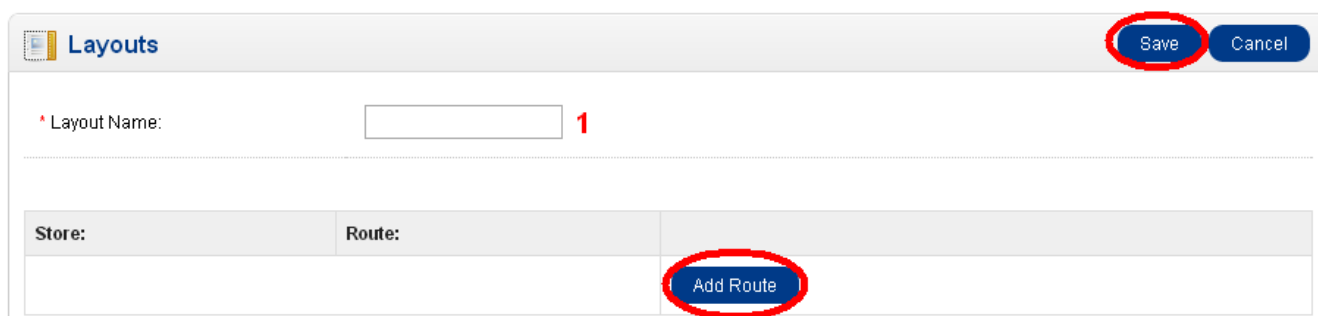


13.1 Inserting Layout

Click the **Insert** button.



Upon clicking the insert button, it will be directed to the page as show below.



The screenshot shows the 'Layouts' page with a 'Layout Name' input field, a 'Store' and 'Route' table, and buttons for 'Save', 'Cancel', and 'Add Route'.

Store:	Route:

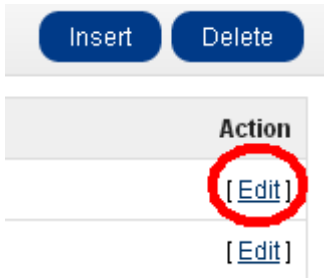
1. Input the Layout Name.

Click the **Add Route** button **once**.

Click the **Save** button.

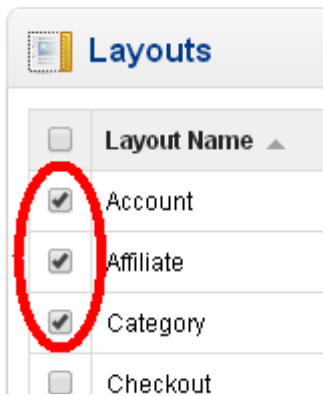
13.2 Editing Layout

Click the **Edit** button.



13.3 Deleting Layout

Select the **check boxes** of the Layout(s) that have to be deleted.



Click the **Delete** button.



Upon clicking the delete button, a pop out notification will appear.

Click the **OK** button.

