# how to edit/change content using your website's shopping module

**If you loose your copy of this guide, it can also be found online at http://www.goo.net.nz**


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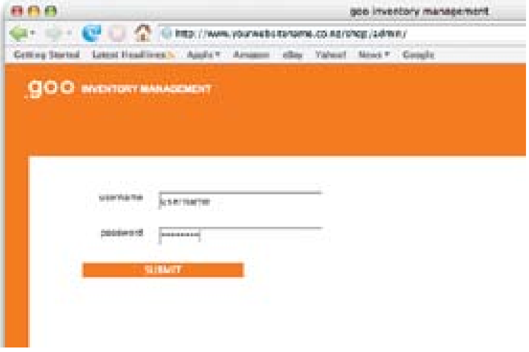
fig 1



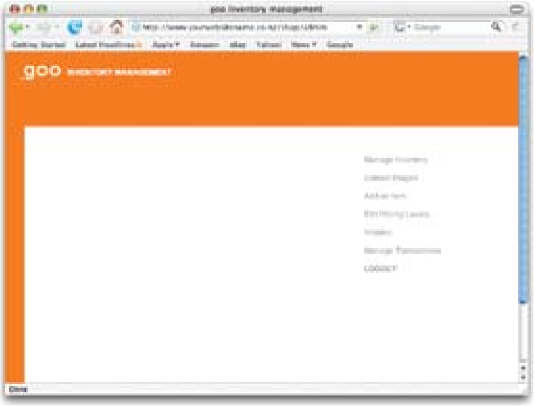

## logging in *fig 1*

To log in to the shopping module administration, go to your website and add '**/shop/admin**' in the address bar after the domain name, i.e. http://www.yourwebsitename.co.nz/shop/admin

Insert the username and password you have been supplied with.

If you have logged in correctly your website will display as is shown left (*fig 2*). If not you may need to click the browsers 'back' button and try again.

fig 2



## managing the inventory *fig 2*

### adding a new item *fig 3*

To add a new item, click '**Add an Item**'. Fill in the fields that appear with the required information for your product. Only the product name, first description and price display on the initial list view page. This first description should just be a brief one line sentence enticing people to view more. The other description fields display further information in the longer product specific pages.

Categories are displayed as links in the shop public navigation bar. This must be entered accurately so the product will appear when its category is selected from the shop navigation, and not cause double ups. To remove a category from the shop public navigation, all products with that category must have their category field changed, blanked and updated.

fig 3

To add images, you will first need to upload them to the site.

All images should also be square shaped at the size specified in the '**Add an Item**' page, *generally* 50x50 pixels for the smaller thumbnails, and 229x229 pixels for the larger images. Try to keep the file size of the image you're uploading small, so that customers will not have to wait while large images download.

Click '**Upload Image…**' to get to the '**browse server**' window (*fig 4*).

Select '**Image**' from the drop down on the top left hand side. Shop images should be placed in the correct folder, i.e. '**shop_images**' for the larger images, or '**shop_thumbs**' for the small list view images. You will need to navigate to the appropriate folder by clicking on it.

fig 4

Click the '**Browse…**' button down near the bottom of the page. Find the file you want to upload on your computer in the window that opens up. Click on it and then click the '**Open**' button. Click the '**Upload**' button to upload the file. The file is now uploaded and will be in the list to select from.

To use an image for the product, click '**Browse**' in the '**Add an Item**' page. This will bring up a list of the images. To choose your image, highlight the file name by clicking and dragging with the mouse. Copy this text using either the edit menu, or using control+c (PC), or command+c (Mac). Click on the field just above this for the images, and paste using the edit menu, or by using control+v (PC), or command+v (Mac).

fig 5

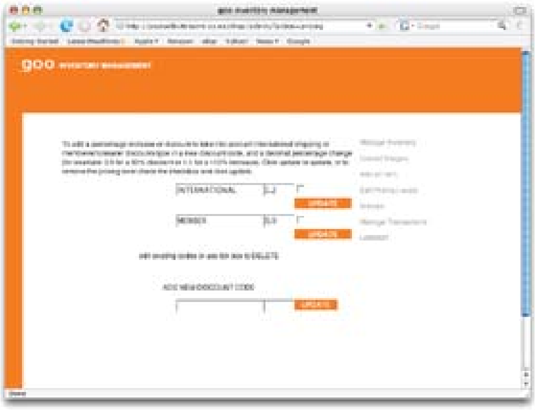


fig 6

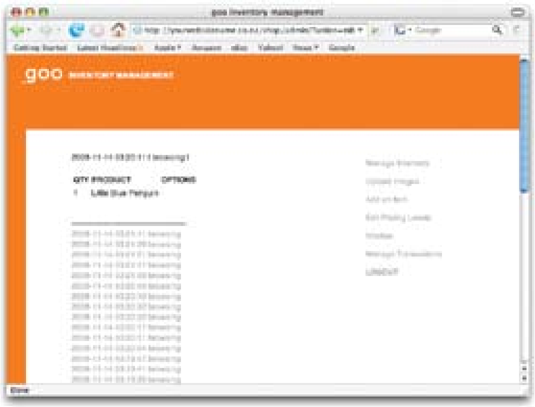


fig 7

An “option” will offer your shop customers a choice between variations of the same single product, i.e. colour, size etc. Each option field will create a new set of options for the site user. For instance, if you wish to create a choice of colour:

IN THE OPTION 1 FIELD: Simply enter the colours available and separate with a comma, i.e. red,yellow,green

If you also wish to create a choice of size for example:

IN THE OPTION 2 FIELD: enter the size options and separate with a comma, i.e. small,medium,large

There is no need for a comma at the end of the list. If an option is no longer available, simply remove it from the appropriate option field – and maintain the single comma between remaining options. Options will ultimately display as “drop box selections” for the customer.

Click ‘SUBMIT’ when you are finished entering all the information.

### editing existing items

To edit existing items, click ‘Manage Inventory’.. To edit an Item click ‘edit this item…’ under the item you want to edit. The procedure is the same as for adding an item.

### editing pricing levels *fig 5*

Click ‘Edit Pricing Levels’ in the right hand menu. To add a percentage increase or discount to take into account international shipping or member/ wholesaler discounts type in a new discount code, and a decimal percentage change (for example: 0.5 for a 50% discount or 1.1 for a 110% increase). Click update to update, or to remove the pricing level check the checkbox and click update.

### nibbles *fig 6*

Nibbles is the area where you can see where a customer has “nibbled” at a product, that is, they may have been browsing the site, or may have added an item to their shopping cart, but they didn’t complete the transaction.

### managing transactions *fig 7*

To manage pending transactions and view completed transactions click ‘Manage Transactions’ in the right hand menu.

Transactions that are pending are transactions that have been paid for by direct credit or cheque. When you have confirmed that to payment has been received, this transaction should be finalised. Enter any additional information you want sent to the customer (if applicable) and click ‘FINALISE ORDER’. This will send an email to the customer confirming their payment has been received. The transaction will move to the completed transactions section.