

# eConcept Retail for eCommerce

**Admin Panel Guide  
version 1.31.00**

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## **Login Page**

When the login page appears, enter the username and password that you were given when you first purchased the package.

Once entered, click the Login button to log into the system.

If you have forgotten what these login details are or you are experiencing difficulties in logging in, please contact our support department at [support@eConcept.co.uk](mailto:support@eConcept.co.uk).

## Admin Panel Layout

The Admin panel layout is split into 3 sectors, which are:

- a) The Header sector: this sector provides you with a Home link to the Main Menu, status information of who is logged in, a 'Log out' link to log you out of the system and a set of language links (signified by national flag icons) to enable you to change the language that the Admin panel is displayed in.
- b) The Navigation sector: this sector provides a list of links to enable you to navigate round the entire Admin panel.
- c) The Main Body sector: this sector displays all of the necessary Admin pages to enable you to add, update or remove various aspects of the system.

Please note that in order to use this admin panel you must use an industry-standard web browser such as Internet Explorer, Firefox or Safari and you **must** have JavaScript and Cookies enabled.

## General Setup > Company Details

This section incorporates all of the core setup parameters that you need to setup before you start to populate and use the rest of the system. A breakdown of these parameters is as follows:

**Full Name:** the full name of your company needs to be entered into here.

**Short Name:** a shorter version of your company name can be entered in here.

**Address 1 & 2, Town, County, Postcode and Country:** these fields are for your company's address.

**Tel:** this is for your company's telephone number.

**Email:** this is for the email address that will be used throughout your system, eg customer orders and enquiries will be sent to this email address.

**Fax:** this is for your company's fax number.

**System Type:** this drop-down menu enables you to specify whether you want to run the eConcept system in Retail only mode, Retail and Trade mode or Retail, Trade and Educational mode. Note: this selection affects how the Payment Methods, Pricing and Stock Details sections of the Admin panel will function so please refer to these sections for further details.

**Logo:** this is for your company logo, which will appear at the top-left of each page in your web site. You can specify what your logo is in one of three ways:

- 1) Providing that your logo has already been uploaded via the Media Library > General Pics & Anims section, you can simply enter the filename of this logo picture into the textbox provided. Note: you must enter the exact filename of your picture including the file extension (eg mypic.jpg or mypic.gif) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of pictures that have already been uploaded to the Media Library > General Pics & Anims section. Once you have looked through this list of pictures and have found the appropriate one, simply click on the picture to select it. You will see that the filename for this selection will be automatically entered into the Logo textbox.
- 3) Click on the adjacent 'picture' icon to upload a picture from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > General Pics & Anims section of the system and can be used in various other parts of the system as well.

**Default Currency:** this drop-down menu displays all of the currencies that you can currently use in the system to specify what the default currency will be for your web site.

**Default Language:** this drop-down menu displays all of the languages that you can currently use in the system to specify what the default language will be for your web site.

**Prices Inc VAT:** setting this drop-down menu to Yes will mean that all of your web site's prices will be displaying inclusive of VAT. Setting it to No will mean you're your prices will be displayed exclusive of VAT.

**Stock Control:** setting this drop-down menu to Yes will mean that your web site will be running in Stock Control mode and will perform such tasks as showing current stock levels of your products and will automatically decrease stock levels as goods are ordered. Setting it to No will mean that your web site will not running in Stock Control mode and will not display stock levels or decrease them.

**Shipping Calculated:** this drop-down menu enables you to instruct the system to calculate shipping charges either by order value or by weight. These charges are set up in the Shipping Prices section of the Admin panel.

**Next Account No:** an integer value needs to be entered into this field so that the system knows where you wish your customer account numbers to start from, eg 1, 100 or 1000.

**Next Order No:** an integer value needs to be entered into this field so that the system knows where you wish your customer order numbers to start from, eg 5, 200 or 3000.

**Next Quote No:** an integer value needs to be entered into this field so that the system knows where you wish your customer quote numbers to start from, eg 10, 300 or 5000.

**No. of Quotes:** this drop-down menu enables you to specify how many quotes any one customer can store on their account at any one time.

**Web Title Text:** when a potential customer adds your web site to their Favourites/Bookmarks, the text that is in this field is the text that will be displayed. The text in this field should really be no more than 100 characters long, including spaces and punctuation.

**Meta Description:** the text that is in this field will be embedded into your web site to assist in the promotion of your web site through the search engines. The text in this field should really be no more than 200 characters long, including spaces and punctuation.

**Meta Keywords:** the text that is in this field will be embedded into your web site to assist in the promotion of your web site through the search engines. The text in this field should be no more than 200 characters long and should be a list of alphanumeric keywords (no other characters) separated by commas.

## General Setup > Appearance

This section enables you to stipulate how certain features of the front-end of the system work. A breakdown of the modifiable parameters is as follows:

**Category Header Style:** this drop-down menu enables you to specify the header style for each stock category page in the front-end of the system. For example, setting the style to 'Detailed' will instruct the system to display the relevant stock category picture (if specified) and accompanying description at the top of each category/sub-category page.

**Stock List Style:** this drop-down menu enables you to specify the list style for each stock list page in the front-end of the system. Setting the style to 'Gallery' will instruct the system to display the stock lists in a series of pictures. Setting the style to 'Price List' will display more details such as the manufacturer, prices, quantities in stock, etc. Setting the style to 'Detailed' will display the same details as the 'Price List' style plus the short description of a product.

**News Style:** this drop-down menu enables you to specify how the Latest News module is displayed on the Home Page.

**Summary Style:** this drop-down menu enables you to specify how the summary details (eg basket value, login details, etc) are displayed in the front-end of your eConcept system.

**Thumbnail Width:** if a stock item does not have a specific thumbnail attributed to it then the system will automatically display a stock item's standard picture (if available) in the appropriate pages, eg Hot Offer pages. As the dimensions of these standard pictures may be too large to represent thumbnails in a uniform manner, this 'Thumbnail Width' parameter can be used to set the default width for this representation. Setting this parameter to zero will instruct the system to use the standard pictures' own width dimensions.

**Thumbnail Height:** if a stock item does not have a specific thumbnail attributed to it then the system will automatically display a stock item's standard picture (if available) in the appropriate pages, eg Hot Offer pages. As the dimensions of these standard pictures may be too large to represent thumbnails in a uniform manner, this 'Thumbnail Height' parameter can be used to set the default height for this representation. Setting this parameter to zero will instruct the system to use the standard pictures' own height dimensions.

**Micro Pic Width:** if a stock item does not have a specific micro pic attributed to it then the system will automatically display a stock item's thumbnail picture or if not available a stock item's standard picture in the appropriate pages, eg stock lists pages. As the dimensions of these thumbnails/standard pictures may be too large to represent micro pics in a uniform manner, this 'Micro Pic Width' parameter can be used to set the default width for this representation. Setting this parameter to zero will instruct the system to use the thumbnail or standard pictures' own width dimensions.

**Micro Pic Height:** if a stock item does not have a specific micro pic attributed to it then the system will automatically display a stock item's thumbnail picture or if not available a stock item's standard picture in the appropriate pages, eg stock lists pages. As the dimensions of these thumbnails/standard pictures may be too large to represent micro pics in a uniform manner, this 'Micro Pic Height' parameter can be used to set the default height for this representation. Setting this parameter to zero will instruct the system to use the thumbnail or standard pictures' own height dimensions.

## General Setup > Colours

This section enables you to create a common list of colours so that you can attribute them to your products (via the Stock > Stock Colours section) to enable potential customers to order your products in multiple colours. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg RED, C001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Description:** this is the actual colour that will be displayed on your web site, eg Red, Blue, Green, etc.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the colour that you are creating.

**Comments:** this field is purely for your reference within the Admin panel and is not displayed anywhere on your web site.

## General Setup > Countries

This section enables you to create a list of countries that your web site will trade with. In order to assist, the system already contains the current ISO country list, however you can add, update, disable or remove as many countries as you wish. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg GB, GB01, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Description:** this is the actual name of the country that will be displayed on your web site, eg United Kingdom.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the country you are creating.

**Zone:** this is used in conjunction with the Zone parameter in the General Setup > Shipping Prices section so that you can specify which country (or group of countries) is applicable to which shipping price. By default, United Kingdom is set to Zone 0, European countries are set to Zone 1, Rest of World countries are set to Zone 2 and Zones 3 - 30 are unallocated to enable you to create user-definable zones.

**Tax Area:** this is used to specify how the tax on a sale is calculated for a country or group of countries. The tax calculations for these areas are as follows:

Tax Area 0	Home User Account	Charged at standard Tax rate
Tax Area 0	Business User Account	Charged at standard Tax rate
Tax Area 0	Trade User Account	Charged at standard Tax rate
Tax Area 0	Educational User Account	Charged at standard Tax rate
Tax Area 1	Home User Account	Charged at standard Tax rate
Tax Area 1	Business User Account <b>with</b> valid Tax Code	Not charged Tax
Tax Area 1	Business User Account <b>without</b> valid Tax Code	Charged at standard Tax rate
Tax Area 1	Trade User Account <b>with</b> valid Tax Code	Not charged Tax
Tax Area 1	Trade User Account <b>without</b> valid Tax Code	Charged at standard Tax rate
Tax Area 1	Educational User Account <b>with</b> valid Tax Code	Not charged Tax
Tax Area 1	Educational User Account <b>without</b> valid Tax Code	Charged at standard Tax rate
Tax Area 2	Home User Account	Not charged Tax
Tax Area 2	Business User Account	Not charged Tax
Tax Area 2	Trade User Account	Not charged Tax
Tax Area 2	Educational User Account	Not charged Tax

By default, United Kingdom is set to Tax Area 0, European countries are set to Tax Area 1 and Rest of World countries are set to Tax Area 2.

**Available:** this Yes/No drop-down menu enables you to specify whether or not a country should be displayed and used on your web site.

## General Setup > Currencies

This section enables you to modify various parameters of the currencies that are currently available in the system. A breakdown of these modifiable parameters is as follows:

**Exchange Rate:** this field is for specifying the applicable exchange rate of this particular currency against your default currency, eg 1.578. Note for your default currency the exchange rate should be set to 1.

**Comments:** this field is purely for your reference within the Admin panel and is not displayed anywhere on your web site.

**Available:** this Yes/No drop-down menu enables you to specify whether or not a currency should be displayed and used on your web site.

## General Setup > Events

This section enables you to create a list of events in the 'Events' section of your web site, which can be used to detail any special events that are coming up in your calendar. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg EV01, E001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the Events entry that you are creating.

**Title:** this is for the title of your event, eg Showroom Open Day.

**Event Date:** this series of drop-down menus enables you to specify the displayed date for this event.

**Description:** this is for the actual event details, eg Please visit our showroom to see our Open Day offers. Doors open at 10.00am.

**Sort Order:** this drop-down menu enables you to specify the sort order of how these events should be displayed on your web site. As an example, to display a Showroom Sale event above say an Open Day event the Sort Order field value for the Showroom Sale would have to be a lesser integer value than the Sort Order field value for the Open Day event, eg sort order number for Showroom Sale could be 3 and sort order number for Open Day could be 5.

**Display:** this Yes/No drop-down menu allows you to show or hide an event from your web site.

Note: the events that are created in this section are only displayed if the appropriate command is specified in the Events template. Please refer to the Templates > Events section for more details.

## General Setup > Jargon Buster

This section enables you to create a list of explanations in the 'Jargon Buster' section of your web site, which can be used to explain what certain words or phrases mean in other areas of your web site. A breakdown of the creation parameters is as follows:

**Keyword:** this field is for the actual word or phrase that you are going to explain what it means.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the Jargon entry that you are creating.

**Definition:** this field is for the actual explanation of what the word or phrase means.

## General Setup > Languages

This section enables you to modify various parameters of the languages that are currently available in the system. A breakdown of these modifiable parameters is as follows:

**Comments:** this field is purely for your reference within the Admin panel and is not displayed anywhere on your web site.

**Available:** this Yes/No drop-down menu enables you to specify whether or not a language should be displayed and used on your web site.

## General Setup > Latest News

This section enables you to create mini-adverts of your latest news and offers. These mini-adverts are displayed on the right-hand side of your Home page to obtain the maximum effect. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg ADV01, N001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the Latest News entry that you are creating.

**Title:** this is for the title of your news, eg Latest Widgets Now Available.

**Article:** this is for the actual news bite, eg We have all of the latest cartridges available.

**Valid Until:** this series of drop-down menus enables you to specify how long the news advert will be shown before it automatically expires. This is an ideal feature if you want to advertise products or services for a time limited period and you don't want to keep going back into the system to remove these adverts when they are set to expire.

**Display:** this Yes/No drop-down menu allows you to show or hide a news advert from your web site.

## General Setup > Linked Sites

This section enables you to create a list of web site entries in the 'Linked Sites' section of your web site, which can be used to show web site addresses of friends and associates. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg EV01, E001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the Linked Sites entry that you are creating.

**Title:** this is for the title of your web site link, eg eConcept Web Solutions.

**URL:** this is for the actual web site link. Note: you do not have to enter 'http://' in this field as the system will automatically prefix your web site links with this text.

**Description:** this is to display a brief description of what this web site link is about, eg for all your eCommerce shopping cart and web hosting needs.

**Sort Order:** this drop-down menu enables you to specify the sort order of how these web site links should be displayed on your web site. As an example, to display eConcept Web Solutions above Astra Accounts the Sort Order field value for eConcept Web Solutions would have to be a lesser integer value than the Sort Order field value for Astra Accounts, eg sort order number for eConcept Web Solutions could be 3 and sort order number for Astra Accounts could be 5.

**Display:** this Yes/No drop-down menu allows you to show or hide a web site link from your web site.

## General Setup > Menu Items

This section enables you to show or hide various sections and facilities of the front-end of the system. A breakdown of the modifiable parameters is as follows:

**URL:** this field is currently only used by the 'External Site' Menu Item so that you can specify what web site address a visitor will go to when they click on the 'Site Home' link on the front-end of the system.

This powerful linking feature enables you to use the eConcept system purely as the eCommerce part of your existing web site rather than it encompassing the whole web site.

**Section:** this drop-down menu is applicable to page links on the front-end of the system, eg About us, and enables you to specify whether a page link should be displayed in the header, footer or both.

**Display:** this Yes/No drop-down menu enables you to specify whether or not a Menu Item should be displayed and used on your web site.

## General Setup > Payment Methods

This section enables you to create a list of payment methods that your web site can accept. In order to assist, the system already contains a general list of these payment methods, however you can add, update, disable or remove as many payment methods as you wish. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg VISA, PM01, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language:** this is set to your default language by default. If you wish to create foreign language versions of these payment methods then please click on the 'Add Foreign Description' link, which is under the Payment Methods section on the Navigation sector.

**Description:** this is the actual name of the payment method that will be displayed on your web site, eg MasterCard.

**Type:** this drop-down menu enables you to specify what type of payment method you are wishing to create.

**Sort Order:** this drop-down menu enables you to specify the sort order of how these payment methods should be displayed on your web site. As an example, to display Visa above MasterCard the Sort Order field value for Visa would have to be a lesser integer value than the Sort Order field value for MasterCard, eg sort order number for Visa could be 3 and sort order number for MasterCard could be 5.

**Home User:** this Yes/No drop-down menu enables you to specify whether or not a payment method should be available when a potential customer is using a Home User account on your web site. For example, you may not wish to provide an 'on Account' payment method to home user customers, but you may want to do this for your business customers.

**Business User:** this Yes/No drop-down menu enables you to specify whether or not a payment method should be available when a potential customer is using a Business User account on your web site. For example, you may not wish to provide an 'on Account' payment method to home user customers, but you may want to do this for your business customers.

**Trade User:** this Yes/No drop-down menu enables you to specify whether or not a payment method should be available when a potential customer is using a Trade User account on your web site. For example, you may not wish to provide an 'on Account' payment method to home user customers, but you may want to do this for your trade customers.

**Educational User:** this Yes/No drop-down menu enables you to specify whether or not a payment method should be available when a potential customer is using an Educational User account on your web site. For example, you may not wish to provide

an 'on Account' payment method to home user customers, but you may want to do this for your educational customers.

**PayPal URL:** if you wish to create and use a PayPal payment method so that customers can pay you via your PayPal account, this field enables you to specify the direct PayPal web site address so that your customers will be automatically taken to the appropriate PayPal payment page after they have placed an order with you.

**Your PayPal Email:** if you wish to create and use a PayPal payment method so that customers can pay you via your PayPal account, this field enables you to specify what your PayPal email address is so that your customers will know what email address they should make their payment out to when they are taken to the appropriate PayPal payment page.

**Comment:** this field is purely for your reference within the Admin panel and is not displayed anywhere on your web site.

As well as the standard creation parameters for a payment method, there is also an 'Add Foreign Description' sub-section that allows you to create foreign language descriptions of your payment methods. This sub-section consists of the following parameters:

**Code:** this drop-down menu contains all of the payment methods that you currently have. In order for you to create a foreign description for one of your payment methods you need to specify which payment method you wish to use.

**Language:** this drop-down menu contains all of the languages that are available to you so that you can choose which foreign language description you wish to create.

**Description:** this field is for you to enter the foreign language description.

## General Setup > Price Bands

This section enables you to create a list of price bands that your web site will display on such as the Detailed Search page. These price bands will enable the potential customer to define a start and end price range to search on your products. In order to assist, the system already contains a general list of these price bands, however you can add, update, disable or remove as many price bands as you wish. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg PB001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Price Band:** this field is for your price band, eg 2000, 10, 35.00, etc

## General Setup > Pricing

As the merchant, this section enables you to specify which user accounts can be created by visitors, eg if you flag all of the 'Educational user' parameters to No then a visitor cannot create an educational account, and which prices from this matrix of options each individual user account can see. A breakdown of the setup parameters is as follows:

### Display Retail prices to:

**Guest:** this Yes/No drop-down menu enables you to specify whether or not retail prices should be displayed to a guest user, ie a visitor to your web site that hasn't created and logged into their user account.

**Home user:** this Yes/No drop-down menu enables you to specify whether or not retail prices should be displayed to a logged-in Home user, ie a visitor to your web site who has created and logged into their Home user account.

**Business user:** this Yes/No drop-down menu enables you to specify whether or not retail prices should be displayed to a logged-in Business user, ie a visitor to your web site who has created and logged into their Business user account.

**Trade user:** this Yes/No drop-down menu enables you to specify whether or not retail prices should be displayed to a logged-in Trade user, ie a visitor to your web site who has created and logged into their Trade user account.

**Educational user:** this Yes/No drop-down menu enables you to specify whether or not retail prices should be displayed to a logged-in Educational user, ie a visitor to your web site who has created and logged into their Educational user account.

### Display Trade prices to:

**Guest:** this Yes/No drop-down menu enables you to specify whether or not trade prices should be displayed to a guest user, ie a visitor to your web site that hasn't created and logged into their user account.

**Home user:** this Yes/No drop-down menu enables you to specify whether or not trade prices should be displayed to a logged-in Home user, ie a visitor to your web site who has created and logged into their Home user account.

**Business user:** this Yes/No drop-down menu enables you to specify whether or not trade prices should be displayed to a logged-in Business user, ie a visitor to your web site who has created and logged into their Business user account.

**Trade user:** this Yes/No drop-down menu enables you to specify whether or not trade prices should be displayed to a logged-in Trade user, ie a visitor to your web site who has created and logged into their Trade user account.

**Educational user:** this Yes/No drop-down menu enables you to specify whether or not trade prices should be displayed to a logged-in Educational user, ie a visitor to your web site who has created and logged into their Educational user account.

## **Display Educational prices to:**

**Guest:** this Yes/No drop-down menu enables you to specify whether or not educational prices should be displayed to a guest user, ie a visitor to your web site that hasn't created and logged into their user account.

**Home user:** this Yes/No drop-down menu enables you to specify whether or not educational prices should be displayed to a logged-in Home user, ie a visitor to your web site who has created and logged into their Home user account.

**Business user:** this Yes/No drop-down menu enables you to specify whether or not educational prices should be displayed to a logged-in Business user, ie a visitor to your web site who has created and logged into their Business user account.

**Trade user:** this Yes/No drop-down menu enables you to specify whether or not educational prices should be displayed to a logged-in Trade user, ie a visitor to your web site who has created and logged into their Trade user account.

**Educational user:** this Yes/No drop-down menu enables you to specify whether or not educational prices should be displayed to a logged-in Educational user, ie a visitor to your web site who has created and logged into their Educational user account.

Note: if you downgrade the System Type (in General Setup > Company Details) at any point, eg change Retail/Trade/Educational to Retail/Trade or Retail, then this particular action will automatically flag all of the unused user account parameters to 'No' so there is nothing for you to change in the Pricing section.

However if you then decide to upgrade back to say a Retail/Trade/Educational System Type, you must go back into the Pricing section and configure these user account parameters appropriately.

## General Setup > Sizes

This section enables you to create a common list of sizes so that you can attribute them to your products (via the Stock > Stock Sizes section) to enable potential customers to order your products in multiple sizes. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg MEDIUM, 512MB, S001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Description:** this is the actual size that will be displayed on your web site, eg Large, 64MB, 32L, etc.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the size that you are creating.

**Comments:** this field is purely for your reference within the Admin panel and is not displayed anywhere on your web site.

## General Setup > Tax Rates

This section enables you to create a list of tax rates that your web site uses. In order to assist, the system already contains a general list of these tax rates, however you can add, update, disable or remove as many payment methods as you wish. A breakdown of the creation parameters is as follows:

**Code:** this is for the Tax rate code, eg S, Z, C, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Description:** this is for a description of the Tax rate and is purely for your reference within the Admin panel.

**Rate:** this field is for you to specify the rate, eg 17.50, 0.00, etc. Note: there is no need to enter a percentage character in this field, as the system knows this is a percentage rate.

**Comment:** this field is purely for your reference within the Admin panel and is not displayed anywhere on your web site.

**Default Rate:** this Yes/No drop-down menu enables you to specify what your default Tax rate is so that other sections such as the Stock Details section will automatically use this rate as the default selection in the relevant drop-down menus. Note: this saves time when creating such as new stock items, but this is not fixed and can still be altered to another rate at the point of entry.

## General Setup > Web Site Prompts

This section enables you to modify certain prompts that are used on the front-end of the system. A breakdown of the modification parameters is as follows:

**Web Site Text:** this field contains the current web site prompt, which you can change to suit your requirements, eg change the Manufacturers prompt to Stockists.

Note: the web site prompts that you enter for the front-end **must** be unique entries so you may find from time to time that when you change a particular prompt to something else, this new change already exists in the front-end and therefore the system will ask you to enter an alternative.

## **Skins > Skins Setup**

This section enables you to specify which web site ‘skins’ folders will be used for the front-end and back-end of your eConcept system. A breakdown of the modification parameters is as follows:

**Front End Skin:** this drop-down menu enables you to specify which web site ‘skins’ folder will be used for the front-end of your eConcept system.

**Back End Skin:** this drop-down menu enables you to specify which web site ‘skins’ folder will be used for the back-end of your eConcept system.

## **Skins > Manage Skins Folders**

This section allows you to manage the front-end web 'skins' folders in your eConcept system. Using the 'Clone Skins Folder' facility, you can create a number of bespoke web 'skins' and then display your entire eConcept system in these various 'skins' at the click of a button. An example of different skin types is that you might want to give your web site a colourful, vibrant look in summer and then give it a yuletide feel in winter. A breakdown of the clone parameters is as follows:

**Clone this Skin:** this drop-down menu enables you to specify which web site 'skins' folder you would like to clone.

**New Skin Name:** this textbox allows you to enter a suitable name for your new web site 'skin'.

## **Skins > Manage Skins Files**

This section allows you to manage the individual files that make up the web ‘skins’ folders in your eConcept system. From within this section you can download the individual files, modify them and then upload the modified files via the ‘Upload Skins Files’ facility.

## **Skins > Edit Stylesheets**

This section allows you to specifically manage the stylesheet (CSS) files that reside within the web 'skins' folders in your eConcept system. A breakdown of the clone parameters is as follows:

**Content:** this large textarea enables you to edit the 'raw' CSS data in real-time so that quick modifications to the style of the front-end skins can be done swiftly.

NOTE 1: Each web 'skins' folder consists of two stylesheets per language. The 'iestyle.css' stylesheet is for Internet Explorer driven web browsers and the 'minstyle.css' stylesheet currently supports all of the other forms of browsers, eg Firefox or Safari.

NOTE 2: The stylesheet (CSS) files can also be downloaded to your computer via the Skins > Manage Skins Files section. This enables you to edit/archive the stylesheet files locally before uploading the updated versions back to your eConcept system via the 'Upload Stylesheets' facility in this 'Edit Stylesheets' section.

## Shipping Prices > By Weight

This section enables you to create weight-based price bands to form your own shipping price structure. For your reference, the bands are based on a breakpoint algorithm, which means that a lesser weight band will take precedence over a higher weight band. For example:

Weight Band 'A' is 5  
Weight Band 'B' is 20

If the total order weight is up to 5 then the price defined for Weight Band A is applied as the applicable shipping charge.

If the total order weight is 6 to 20 then the price defined for Weight Band B is applied as the applicable shipping charge.

Note: if the total weight of the customer's order is more than your highest weight band, eg total weight is 30 and highest created weight band is 20, then the price of the highest weight band is used.

A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg BAND01, SP001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Description:** this is only displayed in the Admin panel and is purely for your reference.

**Zone:** this is used in conjunction with the Zone parameter in General Setup > Countries so that multiple shipping price bands can be created for different geographical zones.

**Band:** this is for the weight band that you wish to create.

**Net Amount:** this is the Net figure (ie excluding Tax) of the shipping price. Please note that the system can automatically calculate this Net amount and the Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Tax Amount:** this is the Tax figure (ie Tax only) of the shipping price. Please note that the system can automatically calculate the Net amount and this Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Tax Code:** this drop-down menu enables you to select the appropriate Tax rate for this shipping price and can be used in conjunction with the Total Amount field and Recalculate button to automatically specify the Net and Tax amounts.

**Total Amount:** this field enables you to enter the total amount of the shipping price and can be used in conjunction with the Tax Code drop-down menu and Recalculate button to automatically specify the Net and Tax amounts.

Note: if you need the system to calculate shipping costs by weight you must specify this in the General Setup > Company Details section of the Admin panel.

## Shipping Prices > By Order Value

This section enables you to create order value-based price bands to form your own shipping price structure. For your reference, the bands are based on a breakpoint algorithm, which means that a lesser order value band will take precedence over a higher order value band. For example:

Order Value Band 'A' is 25.95 (ex tax)

Order Value Band 'B' is 50.00 (ex tax)

If the total order value (ex tax) is up to 25.95 then the price defined for Order Value Band A is applied as the applicable shipping charge.

If the total order weight is 25.96 to 50.00 then the price defined for Order Value Band B is applied as the applicable shipping charge.

Note: if the customer's total order value is more than your highest order value band, eg total order value is 90.00 and highest created order value band is 50.00, then the price of the highest order value band is used.

A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg BAND01, SP001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Description:** this is only displayed in the Admin panel and is purely for your reference.

**Zone:** this is used in conjunction with the Zone parameter in General Setup > Countries so that multiple shipping price bands can be created for different geographical zones.

**Band:** this is for the order value band that you wish to create.

**Net Amount:** this is the Net figure (ie excluding Tax) of the shipping price. Please note that the system can automatically calculate this Net amount and the Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Tax Amount:** this is the Tax figure (ie Tax only) of the shipping price. Please note that the system can automatically calculate the Net amount and this Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Tax Code:** this drop-down menu enables you to select the appropriate Tax rate for this shipping price and can be used in conjunction with the Total Amount field and Recalculate button to automatically specify the Net and Tax amounts.

**Total Amount:** this field enables you to enter the total amount of the shipping price and can be used in conjunction with the Tax Code drop-down menu and Recalculate button to automatically specify the Net and Tax amounts.

Note: if you need the system to calculate shipping costs by order value you must specify this in the General Setup > Company Details section of the Admin panel.

## Shipping Prices > Fixed Price

This section enables you to create specific shipping prices for specific stock items.

Note: these fixed shipping prices can be attributed to any of your stock items and overrule any weight or order value bands created via the other Shipping Prices methods.

A breakdown of the modification parameters is as follows:

**Code:** this field displays the stock code that you are updating and is for reference only.

**Description:** this field displays the stock description that you are currently updating and is for reference only.

**Net Amount:** this is the Net figure (ie excluding Tax) of the shipping price. Please note that the system can automatically calculate this Net amount and the Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Tax Amount:** this is the Tax figure (ie Tax only) of the shipping price. Please note that the system can automatically calculate the Net amount and this Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Tax Code:** this drop-down menu enables you to select the appropriate Tax rate for this shipping price and can be used in conjunction with the Total Amount field and Recalculate button to automatically specify the Net and Tax amounts.

**Total Amount:** this field enables you to enter the total amount of the shipping price and can be used in conjunction with the Tax Code drop-down menu and Recalculate button to automatically specify the Net and Tax amounts.

## Media Library > General Pics & Anims

This section enables you to upload any number of pictures, Flash animations and favicon.ico icon files to the Admin Panel so that you can use them in various areas of your web site, eg for your company logo. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture, Flash animation or favicon.ico to upload. Please note the following comments with regard to creating your pictures, animations and favicon.ico files for use with this system:

- a) Pictures – your pictures for the General Pics & Anims section should really have a display size of no more than 300 x 400 pixels and a physical size of no more than 50KB.

Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

Although various utilities can be downloaded from the Internet to automatically re-size your pictures to the desired dimensions, a popular and free image resizing utility from Microsoft can be found at:

[www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.mspx](http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.mspx)

- b) Animations – your animations for the General Pics & Anims section should really have a display size of no more than 350 x 350 pixels and a physical size of no more than 450KB.

Again, the size stipulations are not a limitation of the system, more a guide on how to present your animations correctly and provide your potential customers with quicker site access.

- c) Favicons - your favicon file for the General Pics & Anims section must be named favicon.ico and be a valid icon file. Various details regarding the creation of this kind of file can be found at [www.google.co.uk/search?q=favicon](http://www.google.co.uk/search?q=favicon).

Note: If you are one of our premium users and you are using the mass picture upload feature that our support team can provide via FTP, then you can use the 'Re-Index Library' facility to synchronise your eConcept system with the mass of files that you have uploaded.

## Media Library > Stock Manufacturer Pics

This section enables you to upload any number of pictures to the Admin Panel so that you can use them to display a representation of your manufacturers, eg company logo. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that your pictures for the Manufacturer Pics section should really have a display size of no more than 200 x 100 pixels and a physical size of no more than 40KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

Please see the Media Library > General Pics & Anims section for details on what utilities you can use to automatically resize your pictures to suit.

Note: If you are one of our premium users and you are using the mass picture upload feature that our support team can provide via FTP, then you can use the 'Re-Index Library' facility to synchronise your eConcept system with the mass of files that you have uploaded.

## Media Library > Stock Category Pics

This section enables you to upload any number of pictures, pics, to the Admin Panel so that you can use them to display a representation of your stock categories. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that your pictures for the Stock Category Pics section should really have a display size of no more than 200 x 100 pixels and a physical size of no more than 40KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

Please see the Media Library > General Pics & Anims section for details on what utilities you can use to automatically resize your pictures to suit.

Note: If you are one of our premium users and you are using the mass picture upload feature that our support team can provide via FTP, then you can use the 'Re-Index Library' facility to synchronise your eConcept system with the mass of files that you have uploaded.

## Media Library > Stock Pics

This section enables you to upload any number of pictures to the Admin Panel so that you can use them to display a standard representation of your products and/or services. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that your pictures for the Stock Pics section should have a display size of no more than 200 x 300 pixels and a physical size of no more than 40KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

Please see the Media Library > General Pics & Anims section for details on what utilities you can use to automatically resize your pictures to suit.

Note: If you are one of our premium users and you are using the mass picture upload feature that our support team can provide via FTP, then you can use the 'Re-Index Library' facility to synchronise your eConcept system with the mass of files that you have uploaded.

## Media Library > Stock Thumbnails

This section enables you to upload any number of thumbnail pictures to the Admin Panel so that you can use them to display a smaller representation of your products and/or services on such as the Hot Offer pages. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that your pictures for the Stock Thumbnails section should have a display size of no more than 100 x 100 pixels and a physical size of no more than 40KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

Please see the Media Library > General Pics & Anims section for details on what utilities you can use to automatically resize your pictures to suit.

Note: If you are one of our premium users and you are using the mass picture upload feature that our support team can provide via FTP, then you can use the 'Re-Index Library' facility to synchronise your eConcept system with the mass of files that you have uploaded.

## **Media Library > Stock Micro Pics**

This section enables you to upload any number of micro pictures to the Admin Panel so that you can use them to display an even smaller representation of your products and/or services on such as the stock list pages. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that your pictures for the Stock Micro Pics section should really have a display size of no more than 30 x 30 pixels and a physical size of no more than 40KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

Please see the Media Library > General Pics & Anims section for details on what utilities you can use to automatically resize your pictures to suit.

Note: If you are one of our premium users and you are using the mass picture upload feature that our support team can provide via FTP, then you can use the 'Re-Index Library' facility to synchronise your eConcept system with the mass of files that you have uploaded.

## Media Library > Image Gallery

This section enables you to upload any number of pictures to the Admin Panel so that you can use them to display an image gallery of your products and/or services on the product detail pages. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that your pictures for the Image Gallery section should really have a display size of no more than 200 x 200 pixels and a physical size of no more than 40KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

Please see the Media Library > General Pics & Anims section for details on what utilities you can use to automatically resize your pictures to suit.

Note: If you are one of our premium users and you are using the mass picture upload feature that our support team can provide via FTP, then you can use the 'Re-Index Library' facility to synchronise your eConcept system with the mass of files that you have uploaded.

## **Media Library > MultiMedia**

This section enables you to upload any number of Audio Video Interleave (.avi), Word Document (.doc), Quicktime Movie (.mov), MPEG Movie (.mpg), MPEG Audio Layer 3 (.mp3), Portable Document Format (.pdf), Shockwave Flash (.swf), Excel Document (.xls) or Windows Media Audio (.wma) files to the Admin Panel so that you can use them to display a list of associated multimedia files for your products and/or services on the product detail pages. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that your multimedia files for the Multimedia section should really have a physical size of no more than 500KB. Please note that this size stipulation is not a limitation of the system, more a guide on how to store your files efficiently and provide your potential customers with quicker downloads.

## Stock > Stock Categories

This section enables you to create a list of stock categories so that you can categorise your products and services. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg SC001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language:** this is set to your default language by default. If you wish to create foreign language versions of these stock categories then please click on the 'Add Foreign Description' link, which is under the Stock Categories section on the Navigation sector.

**Name:** this is the actual name of the stock category that will be displayed on your web site, eg PC Hardware.

**Description:** this enables you to enter a short description of the stock category, which will be displayed if the 'Category Header Style' is activated in the General Setup > Appearance section.

**Web Page Title:** this feature should be used to specify a more 'wordy' key phrases title of the stock category, as it will be used as the page title for said category and therefore will be used when a visitor bookmarks the page or a search engine indexes the page.

**Level:** this drop-down menu enables you to specify whether the stock category you are creating is a '<root level>' category or a sub-category of another category. For your reference, root level categories are displayed on the left-hand side of your web site.

**Heading Picture:** providing that you have stipulated that the stock category you are entering is a main/root category and not a sub-category, this feature enables you to display a sort of headline picture for the stock category chosen. It works in conjunction with the 'Description' field to provide a more graphical and explanatory look to the stock category sections of the front-end. You can specify what your Heading Picture is in one of three ways:

- 1) Providing that your picture has already been uploaded via the Media Library > Stock Categories section, you can simply enter the filename of this picture into the textbox provided. Note: you must enter the exact filename of your picture including the file extension (eg mypic.jpg or mypic.gif) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of pictures that have already been uploaded to the Media Library > Stock Categories section. Once you have looked through this list of pictures and have found the appropriate one, simply click on the picture to select it. You will see that the filename for this selection will be automatically entered into the Heading Picture textbox.
- 3) Click on the adjacent 'picture' icon to upload a picture from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > Stock Categories section of the system.

Note: The 'Category Header Style' in the General Setup > Appearance section has to be activated before this picture will be displayed in the front-end of your eConcept system.

**List/Search Picture:** providing that you have stipulated that the stock category you are entering is a sub-category and not a main/root category, this feature allows you to display a picture of this sub-category in the sub-categories section that adorns each categories page in the front-end. You can specify what your List/Search Picture is in one of three ways:

- 1) Providing that your picture has already been uploaded via the Media Library > Stock Categories section, you can simply enter the filename of this picture into the textbox provided. Note: you must enter the exact filename of your picture including the file extension (eg mypic.jpg or mypic.gif) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of pictures that have already been uploaded to the Media Library > Stock Categories section. Once you have looked through this list of pictures and have found the appropriate one, simply click on the picture to select it. You will see that the filename for this selection will be automatically entered into the List/Search textbox.
- 3) Click on the adjacent 'picture' icon to upload a picture from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > Stock Categories section of the system.

**Sort Order:** providing that you have stipulated that the stock category you are entering is a main/root category and not a sub-category, this drop-down menu enables you to specify the sort order of how these stock categories should be displayed on your web site. As an example, to display Software above Hardware the Sort Order field value for Software would have to be a lesser integer value than the Sort Order field value for Hardware, eg sort order number for Software could be 3 and sort order number for Hardware could be 5.

**Active:** this Yes/No drop-down menu allows you to show or hide a stock category and all of it's subsidiary components such as associated sub-categories and stock items from your web site.

As well as the standard creation parameters for a stock category, there is also an 'Add Foreign Description' sub-section that allows you to create foreign language descriptions of your payment methods. This sub-section consists of the following parameters:

**Code:** this drop-down menu contains all of the stock categories that you currently have. In order for you to create a foreign description for one of your stock categories you need to specify which stock category you wish to use.

**Language:** this drop-down menu contains all of the languages that are available to you so that you can choose which foreign language description you wish to create.

**Name:** this field is for you to enter the foreign language name.

**Description:** this field is for you to enter the foreign language description.

## Stock > Stock Manufacturers

This section enables you to create a list of stock manufacturers so that you can attribute your products and services to the relevant manufacturers. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg SM001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Name:** this is the actual name of the stock manufacturer that will be displayed on your web site, eg Microsoft.

**Web Page Title:** this feature should be used to specify a more 'wordy' key phrases title of the stock manufacturer, as it will be used as the page title for said manufacturer and therefore will be used when a visitor bookmarks the page or a search engine indexes the page.

**Picture:** this enables you to display a picture of the manufacturer, eg their company logo, throughout various areas of the web site. You can specify what your picture should be in one of three ways:

- 1) Providing that your picture has already been uploaded via the Media Library > Stock Manufacturers section, you can simply enter the filename of this picture into the textbox provided. Note: you must enter the exact filename of your picture including the file extension (eg mypic.jpg or mypic.gif) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of pictures that have already been uploaded to the Media Library > Stock Manufacturers section. Once you have looked through this list of pictures and have found the appropriate one, simply click on the picture to select it. You will see that the filename for this selection will be automatically entered into the Picture textbox.
- 3) Click on the adjacent 'picture' icon to upload a picture from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > Stock Manufacturers section of the system.

**Web Site:** this field enables you to enter your manufacturer's web site address.

**Email:** this field enables you to enter your manufacturer's email address.

**Tel:** this field enables you to enter your manufacturer's contact telephone number.

**Sort Order:** this drop-down menu enables you to specify the sort order of how these stock manufacturers should be displayed on your web site. As an example, to display Supake Ltd above eConcept the Sort Order field value for Supake Ltd would have to be a lesser integer value than the Sort Order field value for eConcept, eg sort order number for Supake Ltd could be 3 and sort order number for eConcept could be 5.

**Available:** this Yes/No drop-down menu allows you to show or hide a manufacturer and all of its subsidiary components such as associated stock items from your web site.

## Stock > Stock Comments

This section enables you to create a list of generic stock comments so that you can attribute them to certain products and services via the Stock > Stock Details section. For your reference, these comments will appear on the Detailed Information page on your web site. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg COM01, SC001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the Latest News entry that you are creating.

**Comment:** this field is for the actual comment that will be displayed in the Detailed Information page on your web site.

## Stock > Stock Details

This section enables you to create the products and services that you wish to sell on your web site. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg X5773, AB75C, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language:** this is set to your default language by default. If you wish to create foreign language versions of these stock details then please click on the 'Add Foreign Description' link, which is under the Stock Details section on the Navigation sector.

**Stock Name:** this is for the name of your product or service and will be displayed in various areas of your web site.

**Stock Description:** this is for a full description of your product or service and will be displayed in such as the Detailed Information section of your web site.

**Hot Offer Description:** this is for a short description of your product or service and will be displayed in such as the Hot Offers section of your web site.

**Comment 1:** this drop-down menu contains all of the stock comments that you have created via the Stock > Stock Comments section. Selecting one of these comments will ensure that this comment is displayed in the Detailed Information section for this product or service.

**Comment 2:** this drop-down menu provides the same functionality as Comment 1 and is used purely to provide you with an option to display a secondary comment in the Detailed Information section for this product or service.

**Stock Category:** this drop-down menu contains all of the stock categories that you have created via the Stock > Stock Categories section. Selecting one of these categories will ensure that this product or service is attributed to and displayed under this category.

**Stock Manufacturer:** this drop-down menu contains all of the stock manufacturers that you have created via the Stock > Stock Manufacturers section. Selecting one of these manufacturers will ensure that this product or service is attributed to and displayed under this manufacturer.

**Picture:** this enables you to display a picture of your product or service throughout various areas of the web site. You can specify what your picture should be in one of three ways:

- 1) Providing that your picture has already been uploaded via the Media Library > Stock Pics section, you can simply enter the filename of this picture into the textbox provided. Note: you must enter the exact filename of your picture including the file extension (eg mypic.jpg or mypic.gif) for this to work.

- 2) Click on the adjacent 'folder' icon to see a list of pictures that have already been uploaded to the Media Library > Stock Pics section. Once you have looked through this list of pictures and have found the appropriate one, simply click on the picture to select it. You will see that the filename for this selection will be automatically entered into the Picture textbox.
- 3) Click on the adjacent 'picture' icon to upload a picture from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > Stock Pics section of the system.

**Thumbnail:** this enables you to display a thumbnail picture of your product or service throughout various areas of the web site. You can specify what your thumbnail should be in one of three ways:

- 1) Providing that your thumbnail has already been uploaded via the Media Library > Stock Thumbnails section, you can simply enter the filename of this thumbnail into the textbox provided. Note: you must enter the exact filename of your thumbnail including the file extension (eg mypic.jpg or mypic.gif) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of thumbnails that have already been uploaded to the Media Library > Stock Thumbnails section. Once you have looked through this list of thumbnails and have found the appropriate one, simply click on the thumbnail to select it. You will see that the filename for this selection will be automatically entered into the Thumbnail textbox.
- 3) Click on the adjacent 'picture' icon to upload a thumbnail from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > Stock Thumbnails section of the system.

Note: you do not have to upload/enter a thumbnail into the system to show thumbnails of your products and services. If you leave the Thumbnail textbox blank then the system will automatically create a thumbnail based on your Stock Pic.

**Micro Pic:** this enables you to display a micro picture of your product or service throughout various areas of the web site. You can specify what your micro picture should be in one of three ways:

- 1) Providing that your micro picture has already been uploaded via the Media Library > Stock Micro Pics section, you can simply enter the filename of this picture into the textbox provided. Note: you must enter the exact filename of your picture including the file extension (eg mypic.jpg or mypic.gif) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of micro pictures that have already been uploaded to the Media Library > Stock Micro Pics section. Once you have looked through this list of micro pictures and have found the appropriate one, simply click on the micro picture to select it. You will see that the filename for this selection will be automatically entered into the Micro Pics textbox.

- 3) Click on the adjacent 'picture' icon to upload a micro picture from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > Stock Micro Pics section of the system.

Note: you do not have to upload/enter a micro picture into the system to show micro pictures of your products and services. If you leave the Micro Pic textbox blank then the system will automatically create a micro picture based on your Stock Pic.

**Unit:** this is for the unit of measure for this product or service.

**Location:** this is for the location of this product, eg warehouse 1, bin 36, shelf C, etc.

**Weight:** this field requires a numeric value for the weight of this product. If this is a service or a product with a negligible weight then simply enter 0 (zero) into this field.

**DPs in Qty:** this field enables you to specify how many decimal places a customer can enter when ordering a particular stock item. This 'per stock item' feature enables you to sell products either as whole units (eg 1, 20, 150) or as fractions of units (eg 1.50, 2.675, 0.75).

**Qty in Stock:** If the Stock Control feature is enabled in General Setup > Company Details then the opening stock level for this product should be entered into this field. If the Stock Control feature is disabled or the actual stock item is a non-tangible item such as a service then enter 0 (zero) into this field.

**Suggested function** - the Suggested feature enables you to show a suggested price for a product as a comparative price against the actual price of your product, which may be somewhat cheaper. If you do not wish to use this Suggested function then simply leave the Suggested Net Amount, Suggested VAT Amount and Suggested Total Amount at zero.

**Suggested Net Amount:** this is the Net figure (ie excluding Tax) of the Suggested price. Please note that the system can automatically calculate this Net amount and the Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Suggested Tax Amount:** this is the Tax figure (ie Tax only) of the Suggested price. Please note that the system can automatically calculate the Net amount and this Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Suggested Tax Code:** this drop-down menu enables you to select the appropriate Tax rate for this Suggested price and can be used in conjunction with the Total Amount field and Recalculate button to automatically specify the Net and Tax amounts.

**Suggested Total Amount:** this field enables you to enter the total amount of the Suggested price and can be used in conjunction with the Tax Code drop-down menu and Recalculate button to automatically specify the Net and Tax amounts.

**Retail, Trade & Educational pricing functions** – the eConcept system enables merchants to choose which type of customers they wish to sell their products and services to and also enables the merchant to specify different prices for these customer types. If some of the below pricing fields are not available to you then you will need to go into General Setup > Company Details to specify your preferred System Type and then go into General Setup > Pricing to configure how you wish the pricing types to work.

**Retail Net Amount:** this is the Net figure (ie excluding Tax) of the actual selling price to retail customers. Please note that the system can automatically calculate this Net amount and the Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Retail Tax Amount:** this is the Tax figure (ie Tax only) of the actual selling price to retail customers. Please note that the system can automatically calculate the Net amount and this Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Retail Tax Code:** this drop-down menu enables you to select the appropriate Tax rate for this actual selling price to retail customers and can be used in conjunction with the Total Amount field and Recalculate button to automatically specify the Net and Tax amounts.

**Retail Total Amount:** this field enables you to enter the total amount of the actual selling price to retail customers and can be used in conjunction with the Tax Code drop-down menu and Recalculate button to automatically specify the Net and Tax amounts.

**Trade Net Amount:** this is the Net figure (ie excluding Tax) of the actual selling price to trade customers. Please note that the system can automatically calculate this Net amount and the Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Trade Tax Amount:** this is the Tax figure (ie Tax only) of the actual selling price to trade customers. Please note that the system can automatically calculate the Net amount and this Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Trade Tax Code:** this drop-down menu enables you to select the appropriate Tax rate for this actual selling price to trade customers and can be used in conjunction with the Total Amount field and Recalculate button to automatically specify the Net and Tax amounts.

**Trade Total Amount:** this field enables you to enter the total amount of the actual selling price to trade customers and can be used in conjunction with the Tax Code drop-down menu and Recalculate button to automatically specify the Net and Tax amounts.

**Educational Net Amount:** this is the Net figure (ie excluding Tax) of the actual selling price to educational customers. Please note that the system can automatically calculate this Net amount and the Tax amount for you, providing that you select the applicable

Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Educational Tax Amount:** this is the Tax figure (ie Tax only) of the actual selling price to educational customers. Please note that the system can automatically calculate the Net amount and this Tax amount for you, providing that you select the applicable Tax Code, enter a Total Amount and click the Recalculate button at the bottom of the form.

**Educational Tax Code:** this drop-down menu enables you to select the appropriate Tax rate for this actual selling price to educational customers and can be used in conjunction with the Total Amount field and Recalculate button to automatically specify the Net and Tax amounts.

**Educational Total Amount:** this field enables you to enter the total amount of the actual selling price to educational customers and can be used in conjunction with the Tax Code drop-down menu and Recalculate button to automatically specify the Net and Tax amounts.

**New Stock:** setting this drop-down menu to Yes will instruct the system to display this product or service in the New Products window for all new visitors to the web site. This New Products window is displayed on the right-hand side of the Home page.

This 'New Stock' function also works in conjunction with the 'Last Update' function to provide a more up-to-date new product list for visitors who have previously visited the web site. See the 'Last Update' explanation for more details.

**Discontinued:** setting this drop-down menu to Yes will instruct the system to hide this product or service from the web site.

**Home Page Hot Offer:** setting this drop-down menu to Yes will instruct the system to display this product or service in the Hot Offers section of your web site's Home Page.

**Cat/Manu Hot Offer:** setting this drop-down menu to Yes will instruct the system to display this product or service in the Categories and Manufacturers' Hot Offers sections of your web site.

**Info Only:** setting this drop-down menu to Yes will instruct the system to display this product or service in your web site as normal, but the end user will not be able to order the product or service.

**Info Only Text:** this feature works in conjunction with the 'Info Only' drop-down menu. If the 'Info Only' drop-down is set to Yes and a value is specified in this 'Info Only Text' field then this field value will be displayed on the product's detailed information page.

**Last Update:** this function works in conjunction with the New Stock function. If a potential customer has previously visited the web site then the system will cross-check their last visiting date with this Last Update date and display all new products that have a 'Last Update' date later than the visitor's last visit.

As well as the standard creation parameters for a stock item, there is also an 'Add Foreign Description' sub-section that allows you to create foreign language descriptions of your products and services. This sub-section consists of the following parameters:

**Code:** this drop-down menu contains all of the stock items that you currently have. In order for you to create a foreign description for one of your stock items you need to specify which stock item you wish to use.

**Language:** this drop-down menu contains all of the languages that are available to you so that you can choose which foreign language description you wish to create.

**Stock Name:** this field is for you to enter the foreign language description of this stock item's name.

**Stock Description:** this field is for you to enter the foreign language description of this stock item's full description.

**Hot Offer Description:** this field is for you to enter the foreign language description of this stock item's Hot Offer description.

**Comment 1:** this drop-down menu is for you to select a foreign language comment for this stock item.

**Comment 2:** this drop-down menu has the same functionality as Comment 1, but enables you to display a secondary comment.

## **Stock > Stock Alternatives**

This section enables you to attribute alternative or related products or services to a product or service. These alternative or related items will then be displayed in the Detailed Information section of the web site. A breakdown of the creation parameters is as follows:

**Code:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that will have alternatives attributed to it.

**Alternative:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that you wish to attribute to a stock item as an alternative.

## **Stock > Stock Colours**

This section enables you to attribute a selection of colours to a product or service. This list of colours will then be displayed in the Detailed Information section of the web site for potential customers to select and order. A breakdown of the creation parameters is as follows:

**Code:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that will have colours attributed to it.

**Colour:** this drop-down menu contains all of the colours that you currently have in General Setup > Colours. The selection in this drop-down menu is the colour that you wish to attribute to a stock item.

## Stock > Stock Finance

This section enables you to set up a finance plan for a product or service. This finance plan will then be displayed in the Detailed Information section of the web site. A breakdown of the creation parameters is as follows:

**Finance Code:** this can be any unique alphanumeric code that you wish to use, eg FIN001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Stock Code:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that will have this finance plan.

**Period:** this is the monthly period in which the finance plan will run, eg 12, 24, 48.

**Rate:** this is the percentage rate used for this finance plan, eg 5, 7.5, 12.5. Note: there is no need to enter a percentage sign (%) as the system will know that this is a percentage rate.

**Period Payment:** this is for the monthly payment for each period, eg 25.00, 120.50.

**Total Payment:** this is what the total payment will equate to for this finance plan, eg 500.00, 1375.98.

## **Stock > Stock Sizes**

This section enables you to attribute a selection of sizes to a product or service. This list of sizes will then be displayed in the Detailed Information section of the web site for potential customers to select and order. A breakdown of the creation parameters is as follows:

**Code:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that will have sizes attributed to it.

**Size:** this drop-down menu contains all of the sizes that you currently have in General Setup > Sizes. The selection in this drop-down menu is the size that you wish to attribute to a stock item.

## Stock > Stock Specifications

This section enables you to attribute a unique specification list to a product or service. This list will then be displayed in the Detailed Information section of the web site. A breakdown of the creation parameters is as follows:

**Code:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that will have specifications attributed to it.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the specification entry that you are creating.

**Specification:** this is for the actual specification, eg CD-ROM, Wheels, etc.

**Detail:** this is for the initial detail of the specification, eg LaCie 16x CD-RW, Alloy Wheels, etc.

**Comments:** this is for a more detailed explanation of the specification so as to expand on the 'Detail' value if required.

## Stock > Stock Image Gallery

This section enables you to attribute a number of images to a product or service so that you can put together an image gallery. This gallery will then be displayed in the Detailed Information section of the web site. A breakdown of the creation parameters is as follows:

**Stock Code:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that will have images attributed to it.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the image gallery entry that you are creating.

**Filename:** this enables you to attribute a particular image to your product or service so that it will show up in the image gallery for this item. You can specify what your picture should be in one of three ways:

- 1) Providing that your picture has already been uploaded via the Media Library > Image Gallery section, you can simply enter the filename of this picture into the textbox provided. Note: you must enter the exact filename of your picture including the file extension (eg mypic.jpg or mypic.gif) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of pictures that have already been uploaded to the Media Library > Image Gallery section. Once you have looked through this list of pictures and have found the appropriate one, simply click on the picture to select it. You will see that the filename for this selection will be automatically entered into the Filename textbox.
- 3) Click on the adjacent 'picture' icon to upload a picture from your computer to your eConcept system. Note: when you upload a picture via this method it will be automatically stored in the Media Library > Image Gallery section of the system.

**Description:** this enables you to enter a short description, which will accompany the image in the gallery.

## Stock > Stock Multimedia

This section enables you to attribute a number of multimedia files (eg movies, sound clips, documents, etc) to a product or service so that you can provide the end user with a mix of audio/visual experiences relating to this item. This multimedia section will then be displayed in the Detailed Information section of the web site. A breakdown of the creation parameters is as follows:

**Stock Code:** this drop-down menu contains all of the stock items that you currently have. The selection in this drop-down menu is the stock item that will have multimedia attributed to it.

**Language:** if you are using the multiple language feature of the web site then you can use this drop-down menu to specify which language is applicable to the multimedia entry that you are creating.

**Title:** this enables you to enter a title for this multimedia file.

**Type:** this drop-down menu enables you to specify what kind of multimedia file you are attributing to this product or service.

**Filename:** this enables you to attribute a particular multimedia file to your product or service so that it will show up in the multimedia section for this item. You can specify what your multimedia file should be in one of three ways:

- 1) Providing that your multimedia file has already been uploaded via the Media Library > Multimedia section, you can simply enter the filename of this multimedia file into the textbox provided. Note: you must enter the exact filename of your multimedia file including the file extension (eg mypic.mp3 or mypic.pdf) for this to work.
- 2) Click on the adjacent 'folder' icon to see a list of multimedia files that have already been uploaded to the Media Library > Multimedia section. Once you have looked through this list of multimedia files and have found the appropriate one, simply click on the multimedia file to select it. You will see that the filename for this selection will be automatically entered into the Filename textbox.
- 3) Click on the adjacent 'picture' icon to upload a multimedia file from your computer to your eConcept system. Note: when you upload a multimedia file via this method it will be automatically stored in the Media Library > Multimedia section of the system.

**Description:** this enables you to enter a short description, which will accompany the image in the gallery.

## Stock > Stock Import

This section enables you to upload a stock import file to the Admin Panel so that you can add and/or update stock items en masse. A breakdown of the upload parameters is as follows:

**Upload File:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate import file to upload.

Please note that your stock import file should be a standard tab-delimited text file named **stockimport.txt** and should contain your import data in the accepted eConcept import format. A breakdown of this eConcept import format is as follows:

**Code (data field 1):** this can be any unique alphanumeric code that you wish to use, eg X5773, AB75C, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Language (data field 2):** this must be the default language code, which you will find in the General Setup > Company Details section of the Admin panel. If you wish to create foreign language descriptions for these stock details you must do this from within the Stock > Stock Details section of the Admin panel.

**Stock Name (data field 3):** this is for the name of your product or service and will be displayed in various areas of your web site.

**Stock Description (data field 4):** this is for a full description of your product or service and will be displayed in such as the Detailed Information section of your web site.

**Hot Offers Description (data field 5):** this is for a Hot Offers description of your product or service and will be displayed in such as the Hot Offers section of your web site.

**Comment 1 (data field 6):** if you wish to import this particular data you must first create the stock comment in the Stock > Stock Comments section of the Admin panel and then specify the stock comment code in this data field. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Comment 2 (data field 7):** if you wish to import this particular data you must first create the stock comment in the Stock > Stock Comments section of the Admin panel and then specify the stock comment code in this data field. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Stock Category (data field 8):** if you wish to import this particular data you must first create the stock category in the Stock > Stock Categories section of the Admin panel and then specify the stock category code in this data field. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Stock Manufacturer (data field 9):** if you wish to import this particular data you must first create the manufacturer in the Stock > Stock Manufacturers section of the Admin

panel and then specify the stock manufacturer code in this data field. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Picture (data field 10):** this is for the actual filename of the stock picture. Please note that if you wish to import this particular data you must also remember to upload the picture via the Media Library > Stock Pics section of the Admin panel. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Thumbnail (data field 11):** this is for the actual filename of the stock thumbnail picture. Please note that if you wish to import this particular data you must also remember to upload the picture via the Media Library > Stock Thumbnails section of the Admin panel. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Micro Pic (data field 12):** this is for the actual filename of the stock micro picture. Please note that if you wish to import this particular data you must also remember to upload the picture via the Media Library > Stock Micro Pics section of the Admin panel. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Unit (data field 13):** this is for the unit of measure for this product or service. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Location (data field 14):** this is for the location of this product or service. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Weight (data field 15):** this field requires a numeric value for the weight of this product. If this is a product or service with a negligible or non-existent weight then simply enter 0 (zero) into this field.

**DPs in Qty (data field 16):** this field enables you to specify how many decimal places a customer can enter when ordering a particular stock item. You must specify a value from 0 to 6.

**Qty in Stock (data field 17):** if the Stock Control feature is enabled in the General Setup > Company Details section of the Admin panel then the opening stock level for this product should be entered into this field. If the Stock Control feature is disabled or the actual stock item is a non-tangible item such as a service then enter 0 (zero) into this field.

**Home Del Net Amount (data field 18):** this is the Net figure (ie excluding Tax) of the fixed shipping price for this product or service. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Home Del Tax Amount (data field 19):** this is the Tax figure (ie Tax only) of the fixed shipping price for this product or service. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Suggested Net Amount (data field 20):** this is the Net figure (ie excluding Tax) of the Suggested price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Suggested Tax Amount (data field 21):** this is the Tax figure (ie Tax only) of the Suggested price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Retail Net Amount (data field 22):** this is the Net figure (ie excluding Tax) of the Retail price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Retail Tax Amount (data field 23):** this is the Tax figure (ie Tax only) of the Retail price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Trade Net Amount (data field 24):** this is the Net figure (ie excluding Tax) of the Trade price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Trade Tax Amount (data field 25):** this is the Tax figure (ie Tax only) of the Trade price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Educational Net Amount (data field 26):** this is the Net figure (ie excluding Tax) of the Educational price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**Educational Tax Amount (data field 27):** this is the Tax figure (ie Tax only) of the Educational price. If you do not wish to use this feature then simply enter 0 (zero) into this field.

**New Stock (data field 28):** you must set this data field to 1 if you wish the stock item to be flagged as a New Stock item or 0 (zero) if you do not wish to flag it as New Stock item.

**Discontinued (data field 29):** you must set this data field to 1 if you wish the stock item to be flagged as a Discontinued stock item or 0 (zero) if you do not wish to flag it as Discontinued stock item.

**Home Page Hot Offer (data field 30):** you must set this data field to 1 if you wish the stock item to be flagged as a Home Page Hot Offer stock item or 0 (zero) if you do not wish to flag it as Home Page Hot Offer stock item.

**Cat/Manu Hot Offer (data field 31):** you must set this data field to 1 if you wish the stock item to be flagged as a Cat/Manu Hot Offer stock item or 0 (zero) if you do not wish to flag it as Cat/Manu Hot Offer stock item.

**Info Only (data field 32):** you must set this data field to 1 if you wish the stock item to be flagged as an info only stock item or 0 (zero) if you do not wish to flag it as an info only stock item.

**Info Only Text (data field 33):** this is for the ‘info only’ text prompt of this product or service. If you do not wish to import this particular data at this stage then simply leave this field blank.

**Last Update (data field 34):** if you wish to use the New Stock feature of the system then you must specify a valid date in this data field. Please note that the date format should be dd-mm-yyyy, eg 01-01-2006.

**Tax Rate (data field 35):** you must specify the tax rate of the product or service. Please note that this tax rate should be entered in decimal format, eg 17.5% should be entered as 17.5 (no percentage character).

Please note that sample export files and query files (for automatically extracting the relevant data out of standard accounting packages such as **ASTRA** Millennium) can be supplied on request and at no additional charge. Please email [support@eConcept.co.uk](mailto:support@eConcept.co.uk) for details.

Once you have uploaded a valid stock import file, you can simply click the import data link to instruct the eConcept system to automatically add new stock items and/or update existing ones from the data you have supplied. You do not have to segregate your new or existing stock items into separate import files. The system will do this for you.

## Templates > Welcome

This section enables you to construct the Welcome page (ie the section at the top-middle of the Home Page) on the web site.

Note: you can now choose between a standard (text-based) editor and a new HTML-based editor to create your template pages. Due to the multitude of features in the latter editor, we would suggest that if your browser is able to use this new editor then look at using this one over the standard editor.

A breakdown of the creation parameters is as follows:

**Subject/Title:** this field is purely for reference and is not displayed on the web site.

**Content:** this is for the actual content of the template page.

Using the standard (text-based) editor, you can enter text and the following special commands:

`<B>`this is some text`</B>` - encapsulating text within the `<B>` and `</B>` commands will make the text bold.

`<I>`this is some text`</I>` - encapsulating text within the `<I>` and `</I>` commands will make the text italic.

`<U>`this is some text`</U>` - encapsulating text within the `<U>` and `</U>` commands will make the text underline.

[PIC1] – using the picture filename specified in the below ‘Picture 1’ field, this command displays the picture at the specified location in the text content.

[PIC2] – using the picture filename specified in the below ‘Picture 2’ field, this command displays the picture at the specified location in the text content.

Using the HTML-based editor, you have the following features available to you via the toolbar (left to right starting from the first row):

*Bold*

*Underline*

*Italic*

*Left Justify*

*Centre Justify*

*Right Justify*

*Numbered List*

*Bullet List*

*Undo*

*Redo*

*Font Text Colour*  
*Font Background Colour*

*Add Hyperlink*  
*View Hyperlink*  
*Remove Hyperlink*

2nd row of toolbar (left to right)

*Insert Table*  
*Insert/Delete Table Rows*  
*Insert/Delete Table Columns*

*Insert Image*  
*Insert Flash file*  
*Insert Google Earth placeholder (see parameters later)*  
*Insert Horizontal Line*

*Font Style*  
*Font Size*

**Picture 1 (standard editor only):** this field enables you to enter a picture filename (one that has already been uploaded via the Media Library > General Pics & Anims section), which in turn will instruct the system to display this picture in the template section of the web site.

**Picture 2 (standard editor only):** this field enables you to enter a second picture filename (one that has already been uploaded via the Media Library > General Pics & Anims section), which in turn will instruct the system to display this picture in the template section of the web site.

**Google Map Key:** this field enables you to enter your web site's approved Google Map Key so that you can use Google's Map API in your template page.

**Google Map Latitude:** this field enables you to enter the appropriate latitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

**Google Map Longitude:** this field enables you to enter the appropriate longitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

## Templates > About us

This section enables you to construct the About us page on the web site.

Note: you can now choose between a standard (text-based) editor and a new HTML-based editor to create your template pages. Due to the multitude of features in the latter editor, we would suggest that if your browser is able to use this new editor then look at using this one over the standard editor.

A breakdown of the creation parameters is as follows:

**Subject/Title:** this field is purely for reference and is not displayed on the web site.

**Content:** this is for the actual content of the template page.

Using the standard (text-based) editor, you can enter text and the following special commands:

`<B>`this is some text`</B>` - encapsulating text within the `<B>` and `</B>` commands will make the text bold.

`<I>`this is some text`</I>` - encapsulating text within the `<I>` and `</I>` commands will make the text italic.

`<U>`this is some text`</U>` - encapsulating text within the `<U>` and `</U>` commands will make the text underline.

[PIC1] – using the picture filename specified in the below ‘Picture 1’ field, this command displays the picture at the specified location in the text content.

[PIC2] – using the picture filename specified in the below ‘Picture 2’ field, this command displays the picture at the specified location in the text content.

Using the HTML-based editor, you have the following features available to you via the toolbar (left to right starting from the first row):

*Bold*

*Underline*

*Italic*

*Left Justify*

*Centre Justify*

*Right Justify*

*Numbered List*

*Bullet List*

*Undo*

*Redo*

*Font Text Colour*  
*Font Background Colour*

*Add Hyperlink*  
*View Hyperlink*  
*Remove Hyperlink*

2nd row of toolbar (left to right)

*Insert Table*  
*Insert/Delete Table Rows*  
*Insert/Delete Table Columns*

*Insert Image*  
*Insert Flash file*  
*Insert Google Earth placeholder (see parameters later)*  
*Insert Horizontal Line*

*Font Style*  
*Font Size*

**Picture 1 (standard editor only):** this field enables you to enter a picture filename (one that has already been uploaded via the Media Library > General Pics & Anims section), which in turn will instruct the system to display this picture in the template section of the web site.

**Picture 2 (standard editor only):** this field enables you to enter a second picture filename (one that has already been uploaded via the Media Library > General Pics & Anims section), which in turn will instruct the system to display this picture in the template section of the web site.

**Google Map Key:** this field enables you to enter your web site's approved Google Map Key so that you can use Google's Map API in your template page.

**Google Map Latitude:** this field enables you to enter the appropriate latitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

**Google Map Longitude:** this field enables you to enter the appropriate longitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

## Templates > Events

This section enables you to construct the Events page on the web site.

Note: you can now choose between a standard (text-based) editor and a new HTML-based editor to create your template pages. Due to the multitude of features in the latter editor, we would suggest that if your browser is able to use this new editor then look at using this one over the standard editor.

A breakdown of the creation parameters is as follows:

**Subject/Title:** this field is purely for reference and is not displayed on the web site.

**Content:** this is for the actual content of the template page.

Using the standard (text-based) editor, you can enter text and the following special commands:

`<B>`this is some text`</B>` - encapsulating text within the `<B>` and `</B>` commands will make the text bold.

`<I>`this is some text`</I>` - encapsulating text within the `<I>` and `</I>` commands will make the text italic.

`<U>`this is some text`</U>` - encapsulating text within the `<U>` and `</U>` commands will make the text underline.

[PIC1] – using the picture filename specified in the below ‘Picture 1’ field, this command displays the picture at the specified location in the text content.

[PIC2] – using the picture filename specified in the below ‘Picture 2’ field, this command displays the picture at the specified location in the text content.

[EVENTS] – this command displays the events that were entered in General Setup > Events at the specified location in the text content.

Using the HTML-based editor, you have the following features available to you via the toolbar (left to right starting from the first row):

*Bold*

*Underline*

*Italic*

*Left Justify*

*Centre Justify*

*Right Justify*

*Numbered List*

*Bullet List*

*Undo*  
*Redo*

*Font Text Colour*  
*Font Background Colour*

*Add Hyperlink*  
*View Hyperlink*  
Remove Hyperlink

2nd row of toolbar (left to right)

*Insert Table*  
*Insert/Delete Table Rows*  
*Insert/Delete Table Columns*

*Insert Image*  
*Insert Flash file*  
*Insert Google Earth placeholder (see parameters later)*  
*Insert Horizontal Line*

*Font Style*  
*Font Size*

**Picture 1 (standard editor only):** this field enables you to enter a picture filename (one that has already been uploaded via the Media Library > General Pics & Anims section), which in turn will instruct the system to display this picture in the template section of the web site.

**Picture 2 (standard editor only):** this field enables you to enter a second picture filename (one that has already been uploaded via the Media Library > General Pics & Anims section), which in turn will instruct the system to display this picture in the template section of the web site.

**Google Map Key:** this field enables you to enter your web site's approved Google Map Key so that you can use Google's Map API in your template page.

**Google Map Latitude:** this field enables you to enter the appropriate latitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

**Google Map Longitude:** this field enables you to enter the appropriate longitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

## Templates > Our Terms

This section enables you to construct the Our Terms page on the web site.

Note: you can now choose between a standard (text-based) editor and a new HTML-based editor to create your template pages. Due to the multitude of features in the latter editor, we would suggest that if your browser is able to use this new editor then look at using this one over the standard editor.

A breakdown of the creation parameters is as follows:

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**Content:** this is for the actual content of the template page.

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*Bullet List*

*Undo*

*Redo*

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*Font Background Colour*

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**Google Map Longitude:** this field enables you to enter the appropriate longitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

## Templates > Privacy Statement

This section enables you to construct the Privacy Statement page on the web site.

Note: you can now choose between a standard (text-based) editor and a new HTML-based editor to create your template pages. Due to the multitude of features in the latter editor, we would suggest that if your browser is able to use this new editor then look at using this one over the standard editor.

A breakdown of the creation parameters is as follows:

**Subject/Title:** this field is purely for reference and is not displayed on the web site.

**Content:** this is for the actual content of the template page.

Using the standard (text-based) editor, you can enter text and the following special commands:

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Using the HTML-based editor, you have the following features available to you via the toolbar (left to right starting from the first row):

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**Google Map Longitude:** this field enables you to enter the appropriate longitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

## Templates > Contact/Order Forms, Emails

This section currently consists of 10 main email templates, which are:

**Contact us form (Customer):** this is the email template that will be sent to the customer when they have submitted an enquiry via the Contact us page.

**Contact us form (Merchant):** this is the email template that will be sent to the merchant when a customer has submitted an enquiry via the Contact us page.

**Order form (Customer):** this is the email template that will be sent to the customer when they have submitted an order via the shopping cart.

**Order form (Merchant):** this is the email template that will be sent to the merchant when a customer has submitted an order via the shopping cart.

**Send Login Details form (Customer):** this is the email template that will be sent to the customer when they have requested their account login details.

**Send Login Details form (Merchant):** this is the email template that will be sent to the merchant when a customer has requested their account login details.

**Account Created form (Merchant):** this is the email template that will be sent to the merchant when a customer has created an account on-line.

**Account Accepted form (Customer):** this is the email template that will be sent to the customer when the merchant has accepted the customer request to make their on-line account a Trade or Educational account.

**Account Declined form (Customer):** this is the email template that will be sent to the customer when the merchant has declined the customer's request to make their on-line account a Trade or Educational account.

**Account Closed form (Customer):** this is the email template that will be sent to the customer when the merchant has closed their on-line account, irrespective of the type of account.

A breakdown of the general creation parameters for these 6 templates is as follows:

**Subject/Title:** this field will be used as the subject for the email. Note: special tags, which are signified by square brackets eg [ORDERNUM], will automatically insert variable data into the email. For examples, see the 'Content' definition below.

**Content:** this is for the actual content of the email templates. It can contain text and the special tags such as the following:

a) Contact us form (Customer) & Contact us form (Merchant)

[FORM DATA] - this will display the enquiry details that the customer has submitted.

b) Order form (Customer) & Order form (Merchant)

**[MERCHANTNAME]** - this will display the merchant's company name, which has been entered in General Setup > Company Details.

**[ADDRESS1]** - this will display the merchant's address, which has been entered in General Setup > Company Details.

**[ADDRESS2]** - this will display the merchant's address, which has been entered in General Setup > Company Details.

**[TOWN]** - this will display the merchant's town, which has been entered in General Setup > Company Details.

**[COUNTY]** - this will display the merchant's county, which has been entered in General Setup > Company Details.

**[POSTCODE]** - this will display the merchant's postcode, which has been entered in General Setup > Company Details.

**[COUNTRY]** - this will display the merchant's country, which has been entered in General Setup > Company Details.

**[TAXREG]** - this will display the merchant's tax registration code, which has been entered in General Setup > Company Details.

**[TEL]** - this will display the merchant's telephone number, which has been entered in General Setup > Company Details.

**[FAX]** - this will display the merchant's fax number, which has been entered in General Setup > Company Details.

**[EMAIL]** - this will display the merchant's email address, which has been entered in General Setup > Company Details.

**[WWW]** - this will display the merchant's web site address.

**[ORDERNUM]** - this will display the applicable order number.

**[ORDERDATE]** - this will display the applicable order date.

**[ACCOUNTCODE]** - this will display the customer's account code.

**[ACCOUNTNAME]** - this will display the customer's account name.

**[INVADDRESS]** - this will display the customer's invoice address.

**[DELADDRESS]** - this will display the customer's delivery address.

**[GOODS]** - this will display the goods that the customer has ordered.

**[SHIPPINGMATRIX]** - this will display the breakdown of the shipping costs.

**[ITEMTOTAL]** - this will display the total of the goods ordered excluding shipping and tax.

**[SHIPPINGTOTAL]** - this will display the total of the shipping charges excluding tax.

**[SUBTOTAL]** - this will display the total of the goods and shipping charges excluding tax.

**[VATTOTAL]** - this will display the tax total.

**[GRANDTOTAL]** - this will display a grand total of the goods and shipping including tax.

**[PAYMETHOD]** - this will display the customer's chosen payment method.

**[YOURREF]** - this will display the customer's own reference.

**[SHIPPINGCHOICE]** - this will display the customer's preferred shipping choice.

**[TAXCODE]** - this will display the customer's tax code if applicable.

**[COMMENTS]** - this will display any comments that the customer has submitted.

**Picture 1:** this is for a future version of the package.

**Picture 2:** this is for a future version of the package.

c) Account-related forms (both customer and merchant)

**[FORM DATA]** - this will display the enquiry details that the customer has submitted.

**[ACCOUNTCODE]** - this will display the customer's account code.

**[ACCOUNTNAME]** - this will display the customer's account name.

**[ACCOUNTTYPE]** - this will display the customer's account type, eg Trade, Educational, etc.

## Templates > Finance Disclaimer

This section enables you to construct the Finance Disclaimer page on the web site.

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A breakdown of the creation parameters is as follows:

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**Google Map Key:** this field enables you to enter your web site's approved Google Map Key so that you can use Google's Map API in your template page.

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**Google Map Longitude:** this field enables you to enter the appropriate longitude value in your template page so that the Google API can pinpoint the location you are interested in focusing on.

## **Backup/Restore > Create Backup**

This section enables you to create a backup of the data that you have entered into your eConcept system. A breakdown of the entry parameters is as follows:

**Backup Data Now:** click this button to start the backup procedure. Once this procedure has started it will create an on-line backup archive (including timestamp, eg eConBU-010107-2300) and then proceed to save the individual backup files inside this archive.

## **Backup/Restore > View/Download Backups**

This section allows you to manage the available on-line backup archives and download the individual backup files for your own safe keeping.

**IMPORTANT NOTE:** as you may decide to restore your system to a previously saved state at some stage, it is imperative that you download and archive these backup files to your own external backup media.

If you are one of our premium users and you are using the multiple backup file download feature that our support team can provide via FTP, then you can download all of your individual backup files in one go.

## **Backup/Restore > Upload Backups**

This section allows you to upload individual backup files from your computer to the on-line backup archives in your eConcept system. A breakdown of the entry parameters is as follows:

**Backup Archive:** use the drop-down menu to select the backup archive that you wish to upload your backup files to.

**Upload File:** this upload field will enable you to select the appropriate backup file on your computer and upload it to your eConcept system.

## **Backup/Restore > Restore Full Backup**

This section enables you to select the complete backup archive that you wish to restore over the present data. A breakdown of the entry parameters is as follows:

**Backup Archive:** this drop-down menu allows you to select which archive you wish to restore from.

**Restore Backup Now:** click this button to start the restore procedure for the backup archive that you have selected.

## **Backup/Restore > Restore Partial Backup**

This section enables you to select an individual backup file to restore over the present data rather than the whole backup archive. A breakdown of the entry parameters is as follows:

**Backup Archive:** this drop-down menu allows you to select which archive you wish to restore from.

**Backup File:** this drop-down menu allows you to select which particular backup file you wish to restore from.

**Restore Backup Now:** click this button to start the restore procedure for the specific backup file that you have selected.