

## About eCommerceSoftwareOne

eCommerceSoftwareOne is a sophisticated ecommerce solution chosen by the over 1000 entrepreneurs in Australia and all over the world. This is an online system that can be use by any company to setup their on line store easily and quickly. The primary purpose of this manual is to new merchants to guide them through the store setup process. It'll cover the basics of configuring eCommerceSoftwareOne from default setting to product creation.

## What do you do first?

1. If you haven't done so we recommend login to Demo store and build your own store. You can do so [here](#) at no cost and no obligations.
2. Once you choose the monthly hosted solution that meets your needs you can make a purchase here. If you not satisfied with software we'll give you monthly money back guarantee.
3. You can use your own domain name registration. However we can guide you in getting your domain name if you don't have already one.

If you have any questions regarding the purchase of an online store hosting plan, domain name please feel free to contact one of our expert consultants at

AU Customers: +61 2 8007 7588 (Sydney, NSW, AU)

NZ Customers: +64 3 6670282 (Christchurch, NZ)

Email: [support@ecommercesoftwareone.com](mailto:support@ecommercesoftwareone.com)

Post: PO Box 20080, World Square Sydney, NSW 2002, Australia

We will now guide you 6 basic steps to build your own on line store.

- Step 1 - Design your online store
- Step 2 - Add content to your online store
- Step 3 - Add categories to your online store
- Step 4 - Add items to your online store
- Step 5 - Payment Details
- Step 6 - System

Following figure shows the build site.

The screenshot shows a web page for 'Internet Shopping Company' with the tagline 'Your Logo Here!' and a shopping cart icon. A navigation bar contains links for HOME, ABOUT US, CONTACT US, VIEW CART, and MY ACCOUNT. On the left, there is a search bar and two links: 'Power Tools' and 'Sample Category 1'. The main content area features a welcome message, a paragraph demonstrating HTML formatting (bold and italic), and a note about featured items. On the right, a 'Best Seller' section displays five items, each with a 'SAMPLE' watermark and a link: 'Sample item5', 'Sample Item1', 'Sample item4', 'Sample item6', and 'Sample item5'. A 'New Arrival' section is partially visible below.

By Using default website and configuring Administration, Manage and Order modules user can easily set up his/her online store.

## Manage your Store

The screenshot displays the user interface for managing an online store. At the top right, there is a 'LOGOUT' link. Below this, the 'SITE STATUS' section provides the following information:

- Your internal store domain is: <http://store9087.storeserver-16.com>
- Your store is currently enabled for a maximum of 2000 items.
- You currently have 0 orders that are flagged as new.
- Your site is due to expire on the: Wednesday, March 23, 2011.

The 'CONTROL PANEL' section contains eight icons for various management tasks:

- View your store (Computer monitor icon)
- Manage your store (Paint palette icon)
- Order and reports (Stack of money icon)
- Statistics (3D pie chart icon)
- Search engines (Magnifying glass over document icon)
- Manage emails (Envelope icon)
- Domain names (Globe icon)
- Billing server (Cardboard box with coin icon)

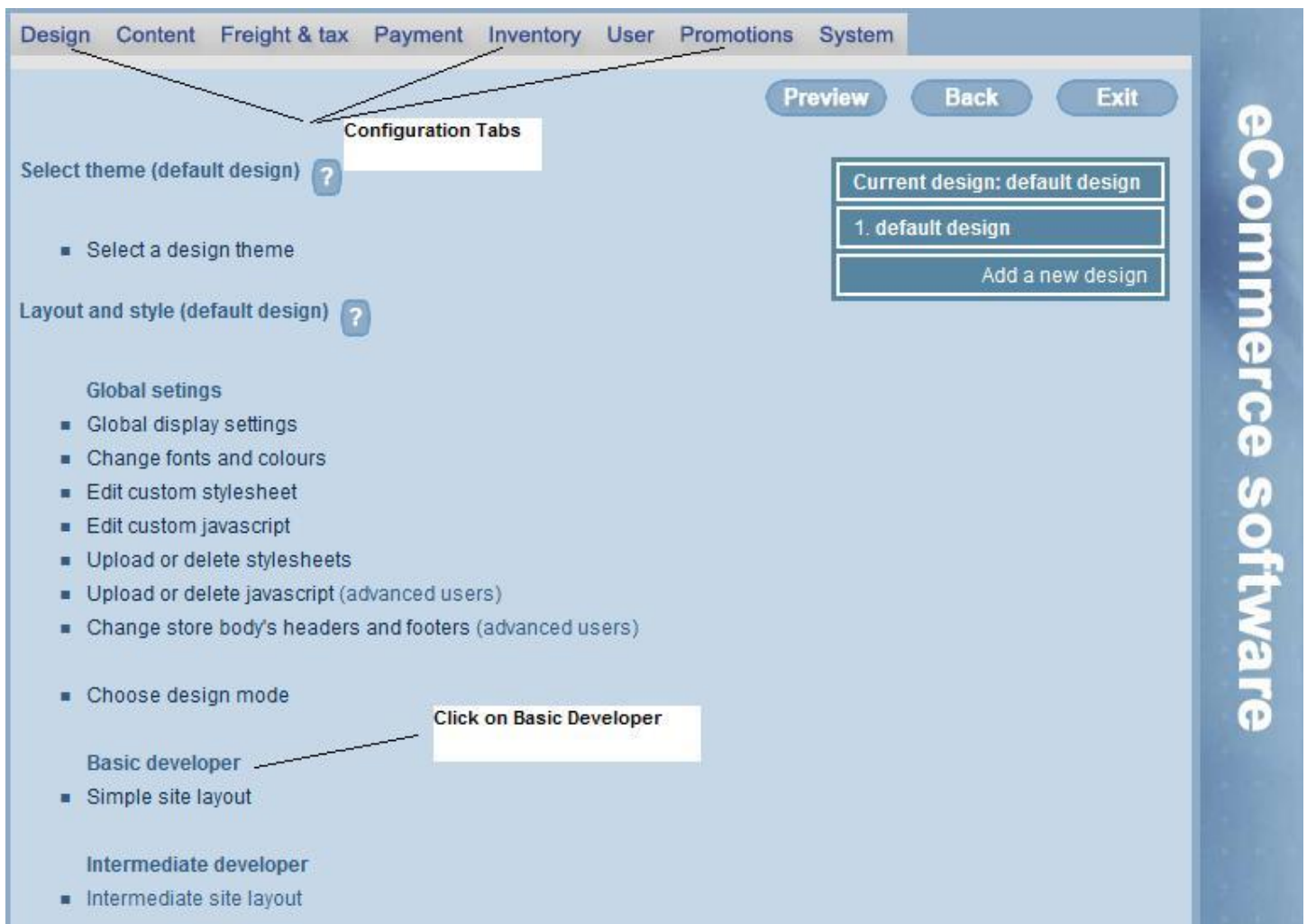
A vertical banner on the right side of the interface reads 'eCommerce software'.

Go to Control Panel and click Manage your store. This module will guide you to build an on line store. There are 8 tabs on the top of the page. First click the Design Tab. Under Design user can select mode of the design (See below image)

- Basic developer(Simple site layout)
- Intermediate developer(Intermediate site layout)
- Advanced developer(Advanced site layout)

If you are new to web development and HTML we recommend you to build site using Basic Developer.

## Step 1



As shown in the above image we will now add information's to Design, Content, Inventory, Payments and System tabs.

## Design Tab

The screenshot shows the 'Design Tab' configuration interface. At the top, there is a navigation bar with tabs: Design, Content, Freight & tax, Payment, Inventory, User, Promotions, and System. Below the navigation bar are three buttons: Preview, Back, and Exit. The main content area is titled 'Simple site layout setup (default design)'. It contains several sections of configuration options:

- How would you like your customers to be able to search your site?**
  - Display a simple search box
  - Display none

If you would like to display search button, please go to content tab -- menu management -- search page, and enable show link
- Where would you like to display the main navigation buttons?**
  - On the left side of the screen
  - On the top of the screen
  - Don't show them
- Would you like to center this site?**
  - Yes, center it
  - No, don't center it
- Do you want to display new arrival on front page?**  ?
  - if yes, please select number of items you want to display:
  - Display new arrival
  - Do not display new arrival

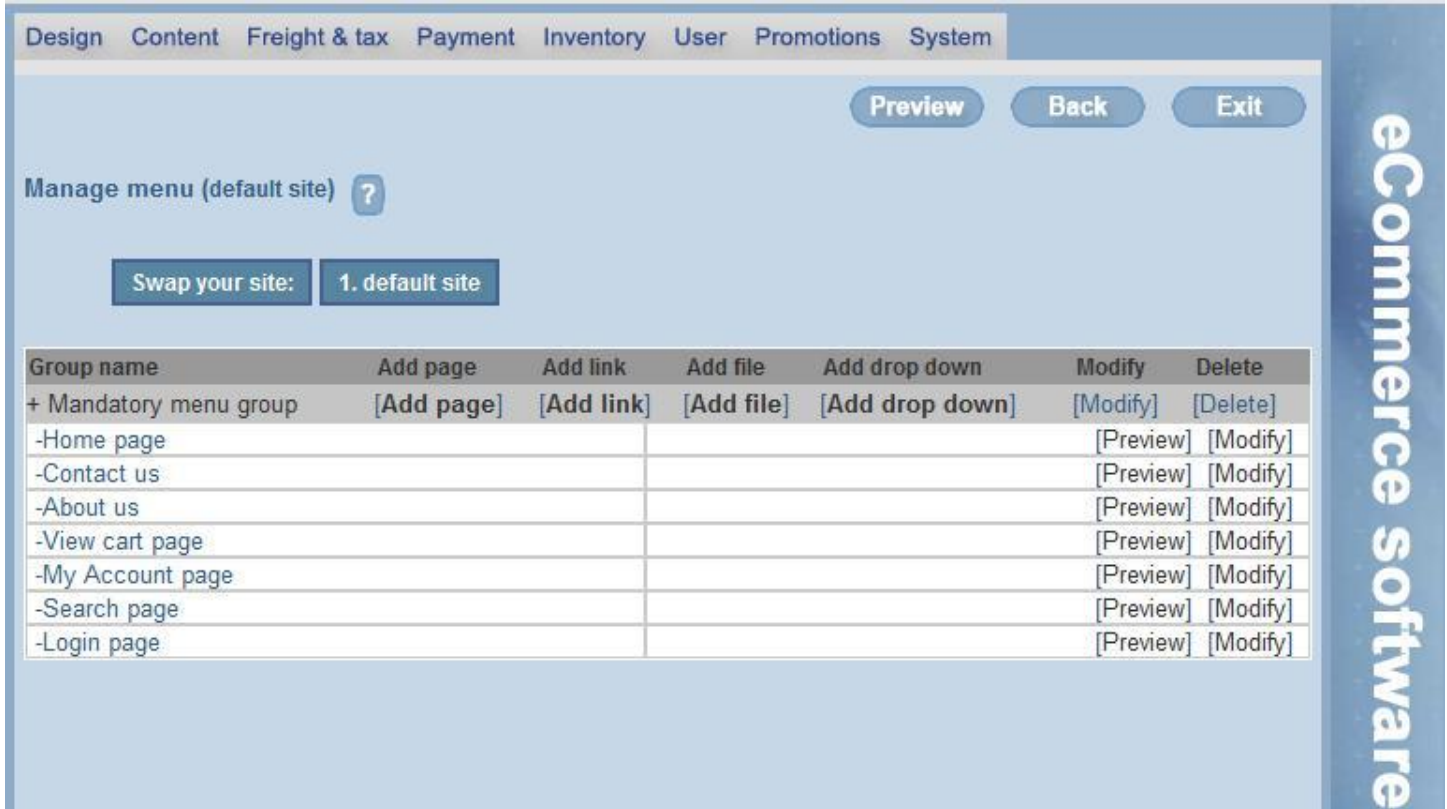
On the right side of the interface, there is a vertical banner that reads 'eCommerce software'.

- Set the search engine facility for customers on your site
- Set the navigation position of the site
- Site position of the webpage
- Set the display of New arrivals on front page
- Set the display on special items on front page
- Set the display Best seller items on front page and item numbers(0-10)W
- Set the method of display Main Categories in front page(Ex Hyperlink, Buttons.. etc)
- Set the display of your company logo

Completing each options user can Preview the web site by clicking Preview Button.

## Step 2 Content Tab

### 1) Menu Management



As shown in above figure user can add/modify content each web page. In addition those users can add their own content page.

- a) Add content to home page  
Click on Modify Button right side of the Manage menu page. It appears Home page HTML content editor. User can type home page details in the editor. Using basic HTML tags there is a facility to change fonts.
- b) Similarly you can Add content to Contact Us page
- c) About us page
- d) View Cart page
- e) My Account Page
- f) Search Page
- g) Login Page

After complete each page he/she can view the Page by clicking Preview Button.

## 2) System Page

The screenshot shows the 'System' page in the eCommerceSoftwareOne application. At the top, there is a navigation menu with the following items: Design, Content, Freight & tax, Payment, Inventory, User, Promotions, and System. Below the menu, there are three buttons: Preview, Back, and Exit. The main content area is divided into two sections: 'Manage content (default site)' and 'System pages (default site)'. The 'Manage content' section includes a list of actions: Menu management (edit website pages), Add a new content group, Add a new content page, and Edit or delete content pages, links, extra files. The 'System pages' section includes a list of pages: Home page, Company details, Order page, Order confirmation page, Order thank you page, and Order confirmation email. A callout box points to 'Company details' with the text 'Click on Company Details'. On the right side of the page, there is a vertical sidebar with the text 'eCommerce software'. A table on the right side of the main content area shows the current site and a list of sites.

Design Content Freight & tax Payment Inventory User Promotions System

Preview Back Exit

Manage content (default site) ?

- Menu management (edit website pages)
- Add a new content group
- Add a new content page
- Edit or delete content pages, links, extra files

System pages (default site) ?

- Home page
- Company details ————— Click on Company Details
- Order page
- Order confirmation page
- Order thank you page
- Order confirmation email

Current site: default site
1. default site
Add a new site

eCommerce software

Add content to company Details Page.

Design Content Freight & tax Payment Inventory User Promotions System

Preview Back Exit

Contact us (default site) ?

Company Name:  Disable title prefix

Phone:

Fax:

Email:

Address:

City:

State:

Post Code/Zip:

Country:

Company number:

Company number name:  e.g. ABN, GST No., VAT No., etc.

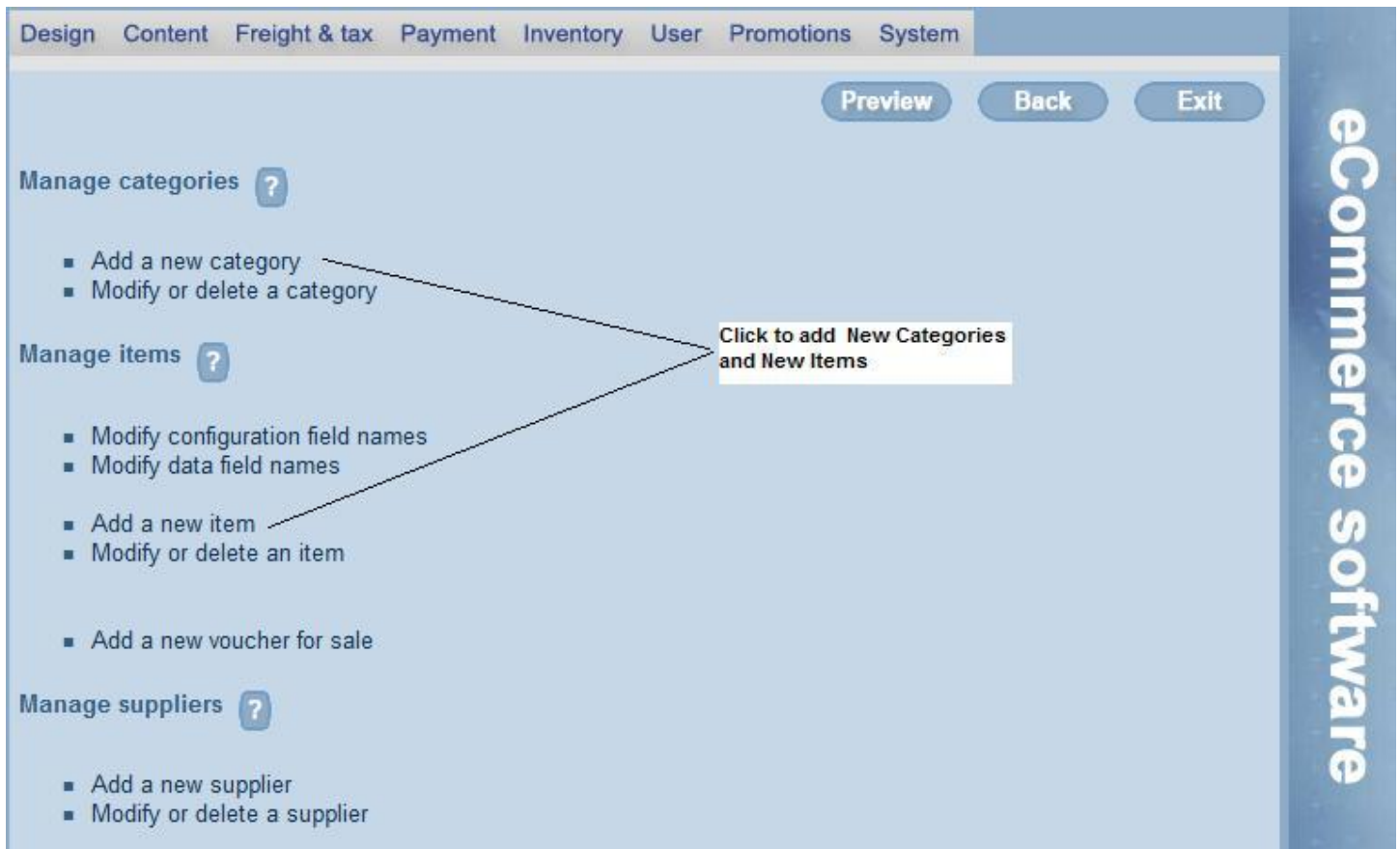
Save

eCommerce software



## Inventory Tab

Click on Inventory tab to add/delete/modify Product Categories and products to the system.



### Step 3

#### Manage Categories (Add/Delete/Modify)

Using this page user can Add, Delete, Modify Categories to on line store. Following features are included

- a) Set Category name
- b) Set Category Description
- c) Set Category Availability
- d) Set Category Image
- e) Set Thumbnail

Design Content Freight & tax Payment Inventory User Promotions System

Preview Back Exit

Modify category ?

**Modify category:**

Category name: Power Tools -

Make this category a sub category of: - Top Level -

URL name:

Keywords:

Description: **HTML**

Long category Description

Brief Description: **HTML**

Short category Description

Order: 0 (order in which categories are sorted)

Enable:  yes  no

**Images:**

Graphic: C:\ecommerce software\Product

Thumbnail: C:\ecommerce software\Product

Upload Images from local computer

eCommerce software

## Step 4

### Manage Items (Add/Delete/Modify)

This page user can Add, Delete and Modify items to store. Following functionalities can be implement in this page

- Set Item Details and availability
- Insert Item Image
- Set Promotional Details
- Set Product code

**Item Category:**  
Category:  **Select a Category**

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**Item Details:**

Name:

Keywords:

URL name:

Description:   **Add Item Details**

Brief Description:

Product Code:  eg: EAN or ISBN number.

Weight:  grams used for weight based freight method.

Enable/Disable: Yes  No

Sort Order:  determines the position on the list page.

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**Digital download url:** **Upload Images from local computer**

URL:

Download login:  Download password:

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**Images:**

Thumbnail 1:    view image  Delete existing thumbnail **?**

Graphic:    view image  Delete existing graphic **?**

Thumbnail 2:   **?**

Graphic 2:   **?**

**Note:**

You can't see the category in the webpage until you add items to particular category

**Up Sell Products:**  
Categories:  ?   
Products:

**Supplier Details:**  
Available stock:  ? On backorder:  ?  
Supplier:  ? Stock rule:  ?

**Recommended Retail Price (optional)**  
RRP: Ex Tax\$  Inc Tax\$  ?  
 Auto calculate Tax (at  %)

**User group: [Public]**  
Display Item? Yes  No  ?  
Price: Ex Tax\$  Inc Tax\$   
 Auto calculate Tax (at  %)

**User group: [Supplier]**  
Display Item? Yes  No  ?  
Price: Ex Tax\$  Inc Tax\$   
 Auto calculate Tax (at  %)

**User group: [Affiliate]**  
Display Item? Yes  No  ?  
Price: Ex Tax\$  Inc Tax\$   
 Auto calculate Tax (at  %)

**User group: [Admin]**  
Display Item? Yes  No  ?  
Price: Ex Tax\$  Inc Tax\$   
 Auto calculate Tax (at  %)

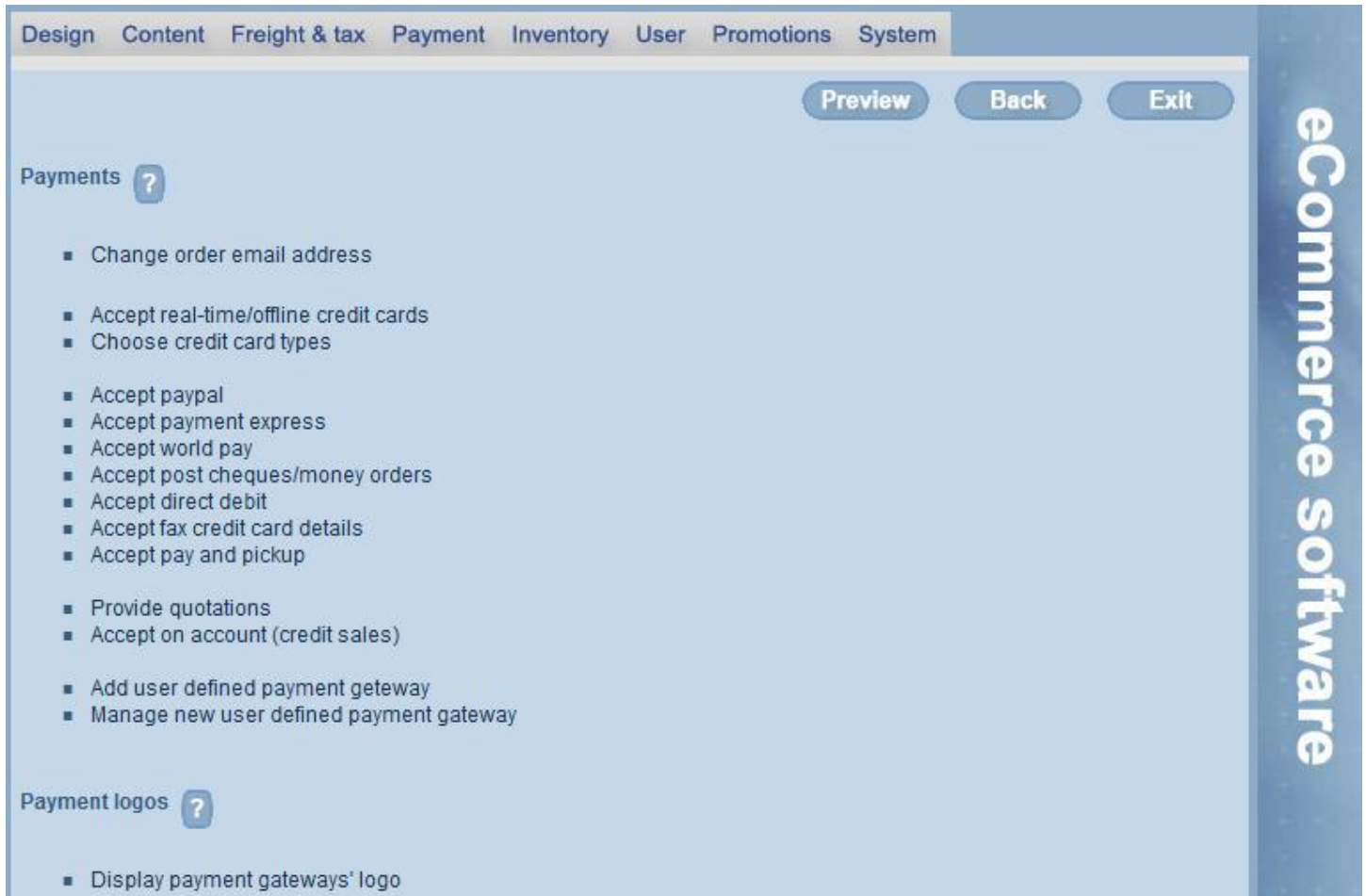
**Note:**

There are various Item Price and Tax fields available in the Item page depending on your requirements. But you have to add at least one Item Price and Tax for User Group Public.

**Step 5**

**Payments Tab**

User can configure payment options in this page



## Step 6

### System Tab

Under system tab users can managed Domain Administration. Users can use their own domain name registration. However we can guide you in getting your domain name. Clicking the 'Domain names' Button on the man switchboard in your control panel takes you to the window which enables you to register your own domain name, transfer or renew your domains, configure URL Forwarding which points your domain name to your website and implement Email Forwarding which allows you to forward emails sent to your domain name, to your existing email address.

After configuring above page, site is now complete with basic functionalities to run on your online store.