Website Management Training Module

PROJECT HORIZON -GRADUATE CLASS OF 2013

Website training module (English)

11/28/2013
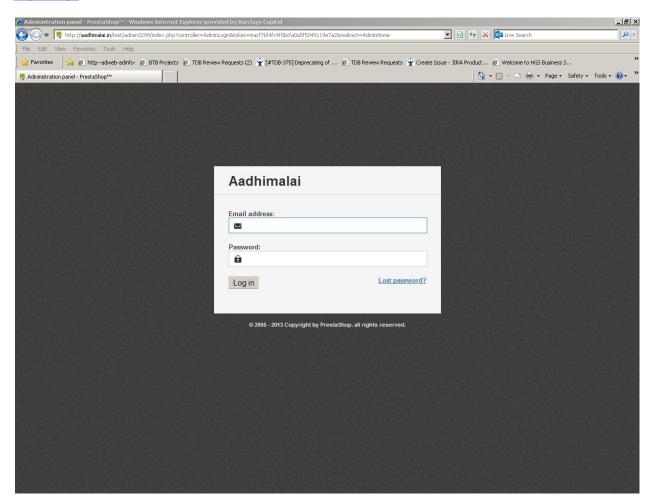
BARCLAYS

Index

For Admin Page:

Link: aadhimalai.in/test/admin3299

Login Page
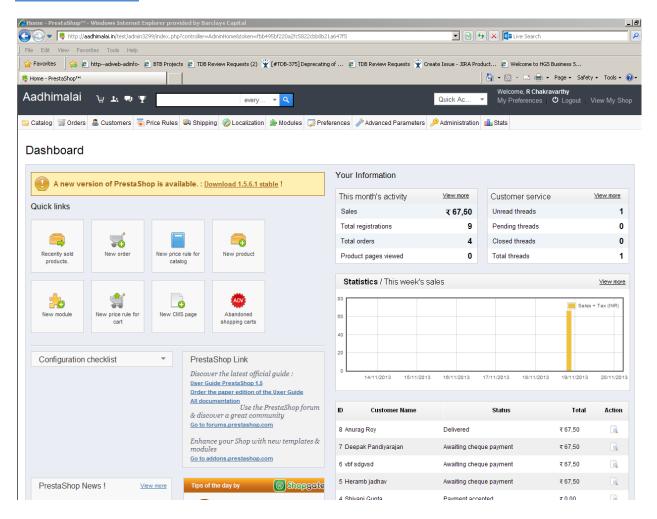
1. **Enter credentials**
2. **Login**

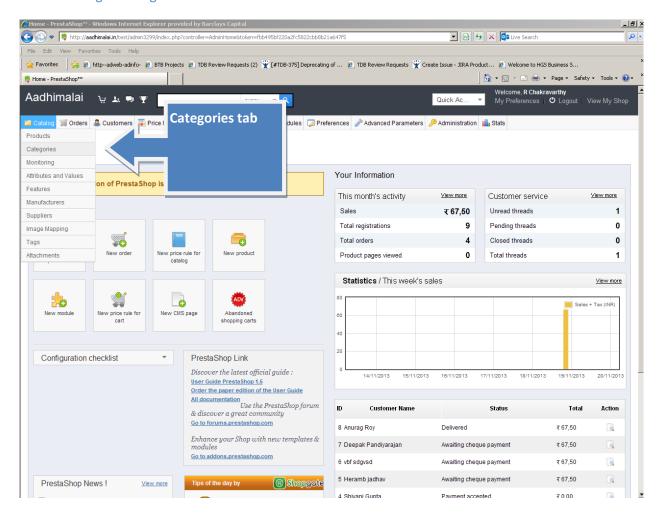   **Email:** rohanc219@gmail.com

   Password: Aadhi201#

ADMIN HOME PAGE
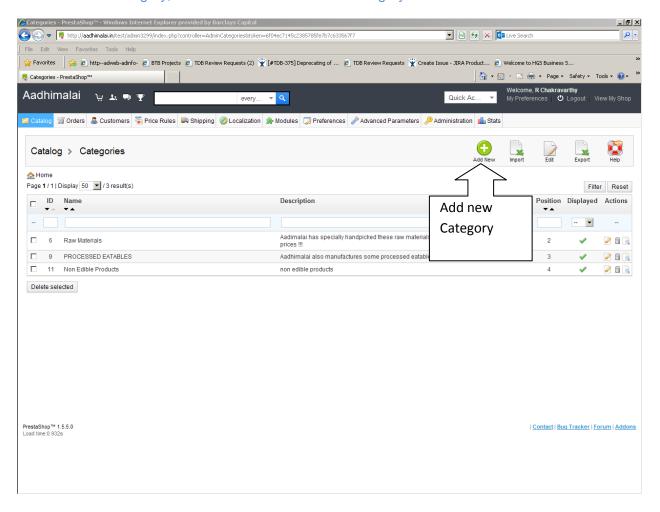
Adding Categories

- ### Categories Page
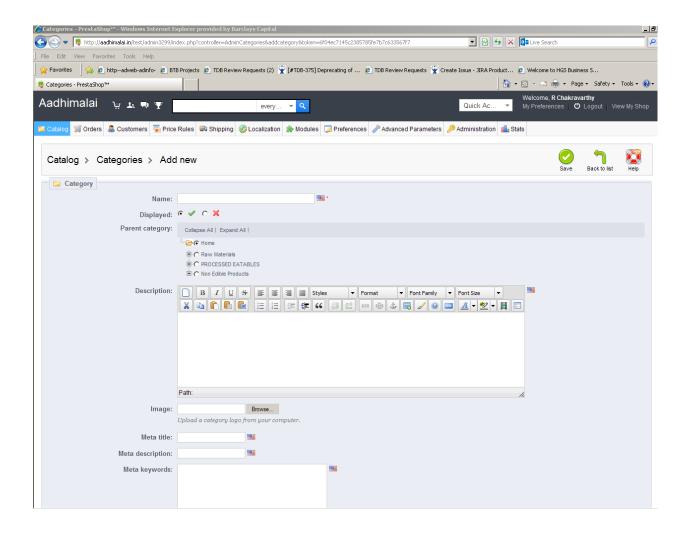
- **Add New Category**
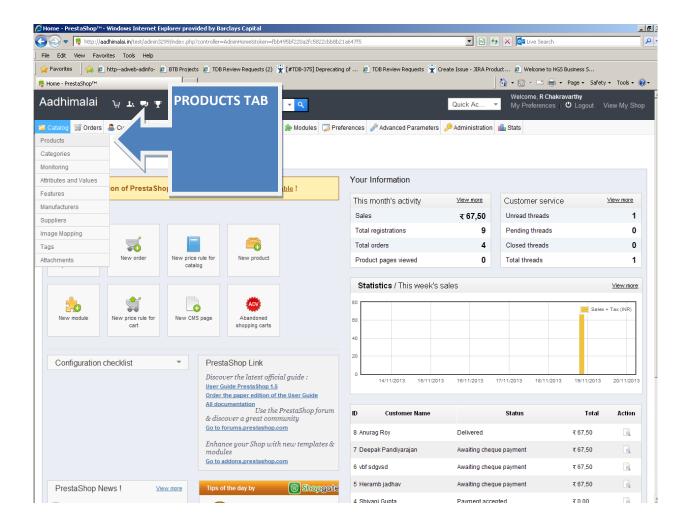
To create a category, click on the "Add a new sub-category" button and fill out the form

- Add new category details
  - First of all, give your category a name, and then determine if it is "displayed" (i.e. whether or not it will be accessible to your customers). For example, you may want to postpone displaying a new category to your customers because you have not quite completed it.

  - If you wish to create a subcategory belonging to a category other than the home page, choose the category under which it will appear in the drop-down menu "Parent Category." Click on "Browse" to upload an image from your computer which will represent this category.
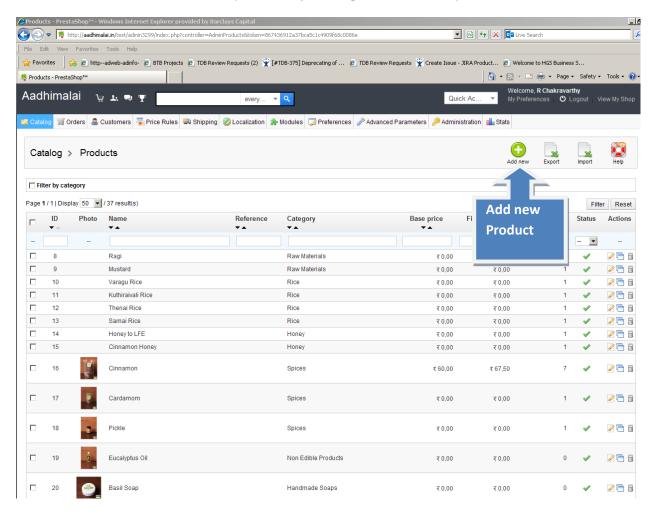
Adding Products
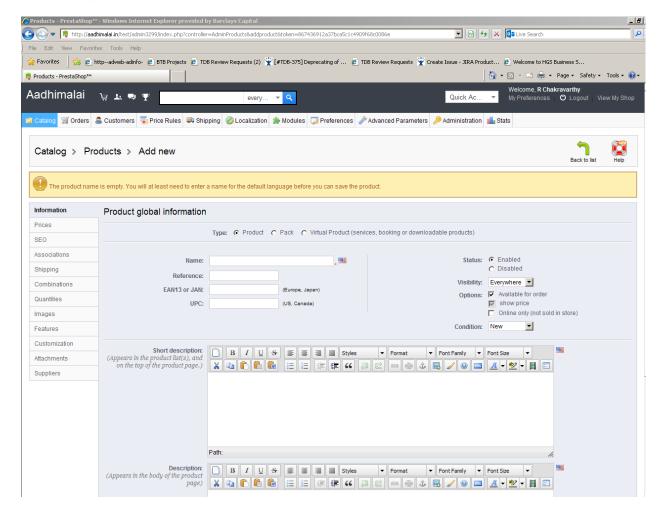
1. Add new Product
   - You will be able to add products by clicking on "Add a new product".

- Add New Product Details

Fill out the general information about your products
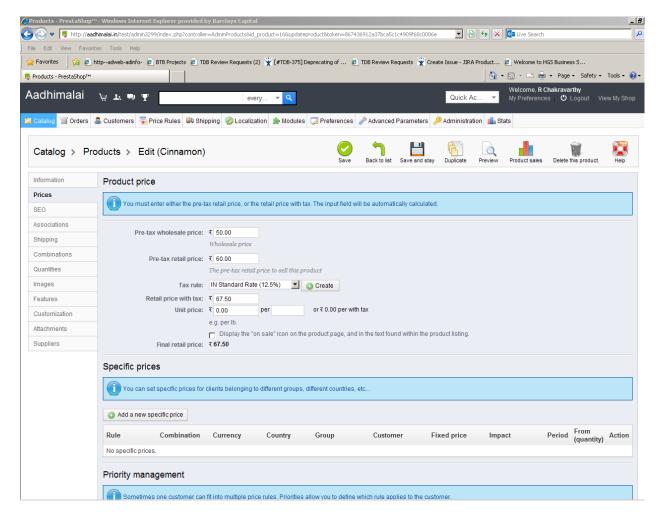
Product Description:

These two fields are here to fill out your product's description.

- The first field enables you to write a short description that will appear in search engines and in the category description for your product. This field is limited to 400 characters, and can only be written in plain text.

- In the second field, you can write a full description of your product, which will appear directly on the product page. The text editor offers a wide range of options for creating visually attractive descriptions (font, size, text color, etc.).
  While the second form has no limits, there is such a thing as too much content: provide the essential information in a compelling way, and your product should be good to go.
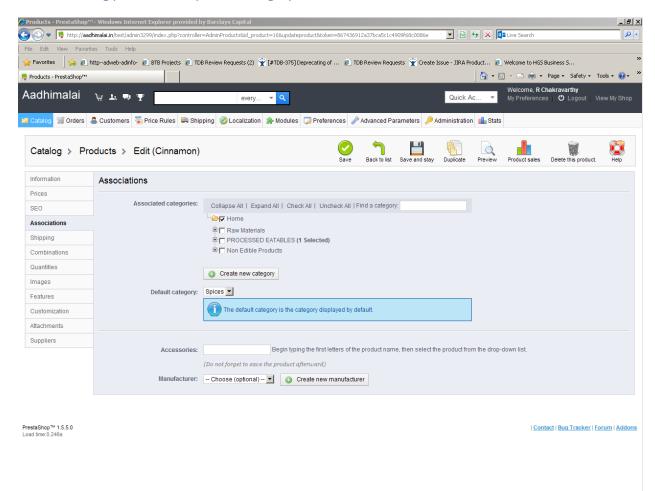
2. Adding Price to a product

Set the price that will appear in your store by following the instructions below:
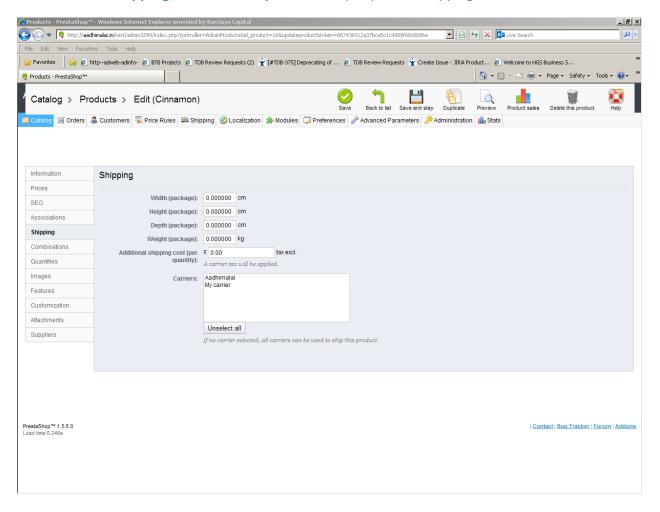
- **Pre-tax wholesale price**. Enables you to instantly know your wholesale, factory price, and thus compare it to your selling price in order to easily calculate your profit.
- **Pre-tax retail price**. The price of your product before taxes.
- **Tax rule**. The tax applicable to the product. Choose between the different rates available.
  To set your tax rates, check out the Taxes section in this guide.
- **Retail Price with tax**. Displays the price of the product with taxes included. You can edit this value, and it will automatically update the "Pre-tax retail price" field according to the tax rule that you chose.
- **Unit price with tax**. Enables you to conform to local legislations that require products to be displayed with their unit price.
  For instance, if you are selling a pack of 6 cans of soda, then you should fill this field with the price per can, and indicate "can" in the second field. The description on the same line will update accordingly. The "per" field can apply to any unit of measurement, the most frequent ones being "liter", "fl oz", "pound", "kilogram", "gallon", etc.

3. Adding product in respective category

4. Adding shipping details

Additional shipping cost. Enables you to add a per-product shipping cost to the final order

5. Adding quantity of a product

Catalog > Products > Edit (Cinnamon)

Save | Back to list | Save and stay | Duplicate | Preview | Product sales | Delete this product. | Help

Information
Prices
SEO
Associations
Shipping
Combinations
Quantities
Images
Features
Customization
Attachments
Suppliers

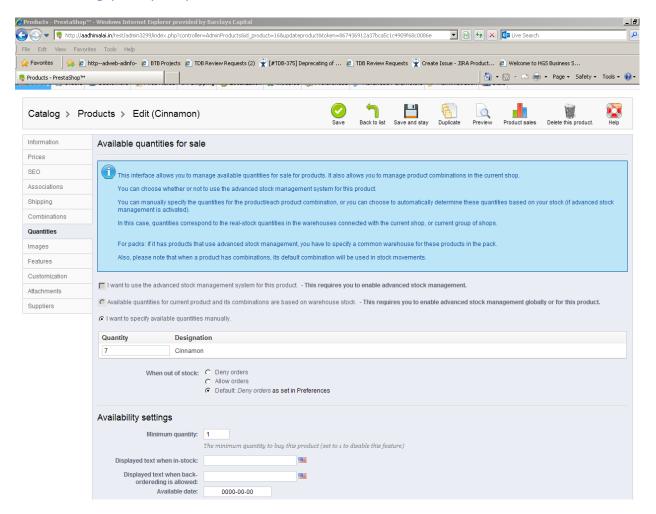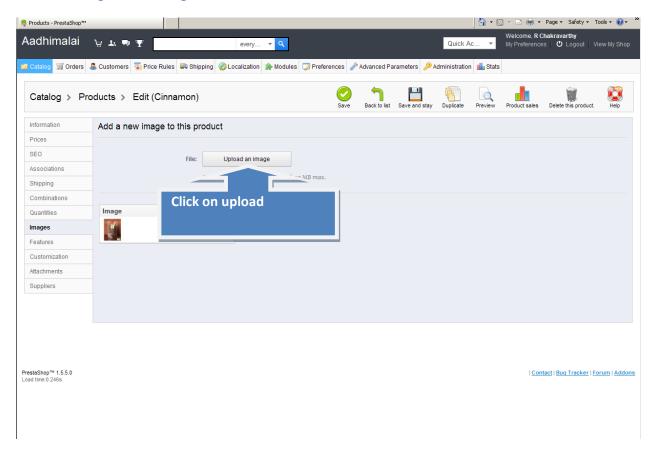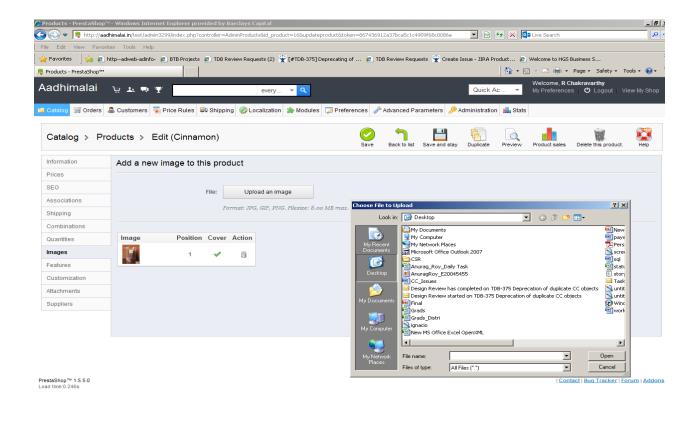### Available quantities for sale

This interface allows you to manage available quantities for sale for products. It also allows you to manage product combinations in the current shop.

You can choose whether or not to use the advanced stock management system for this product.

You can manually specify the quantities for the product/each product combination, or you can choose to automatically determine these quantities based on your stock (if advanced stock management is activated).

In this case, quantities correspond to the real-stock quantities in the warehouses connected with the current shop, or current group of shops.

For packs: If it has products that use advanced stock management, you have to specify a common warehouse for these products in the pack.

Also, please note that when a product has combinations, its default combination will be used in stock movements.

☐ I want to use the advanced stock management system for this product. - **This requires you to enable advanced stock management.**

◉ Available quantities for current product and its combinations are based on warehouse stock. - **This requires you to enable advanced stock management globally or for this product.**

◉ I want to specify available quantities manually.

Quantity	Designation
7	Cinnamon

When out of stock:
○ Deny orders
○ Allow orders
◉ Default: *Deny orders* as set in Preferences

Availability settings

Minimum quantity: 1
The minimum quantity to buy this product (set to 1 to disable this feature)

Displayed text when in-stock:

Displayed text when back-ordereding is allowed:

Available date: 0000-00-00
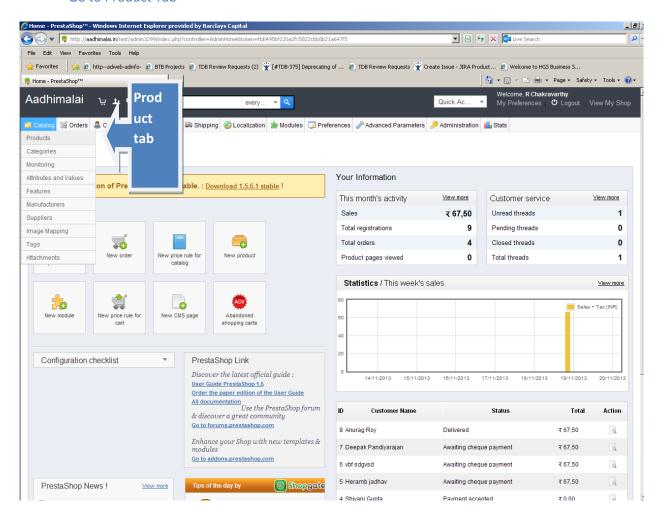
6. Adding Product Image

- To add one or more images to your product click the "Browse" button and then select a photo from your computer to upload.
- Write a file name in the "Caption" field once you have uploaded the image.
  This is the name that search engines will use to reference your product. You must thus give it a name that corresponds to the product description. This way, your product will appear with ease in search engine results.
- Check the box that says "Cover" if you want this uploaded image to be used as the default image, and appear automatically on the product page of your shop.
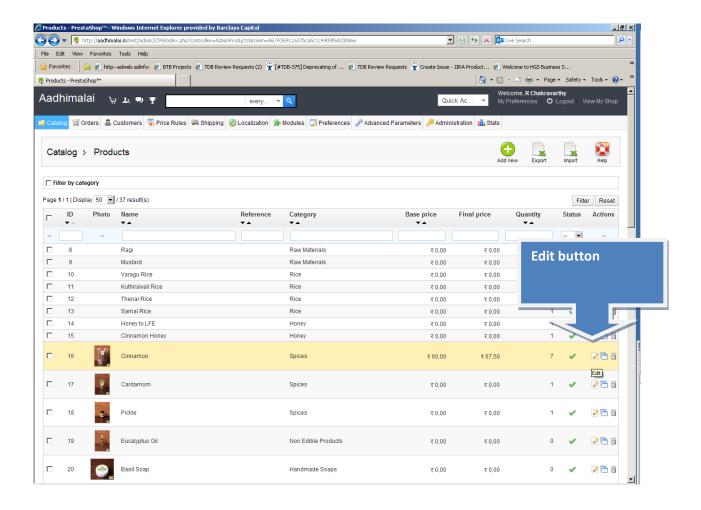
  Once you have uploaded several images, you can choose to modify the image order by clicking on the arrows in the "position" column and define a different cover image by clicking on the icons under the "cover image" column
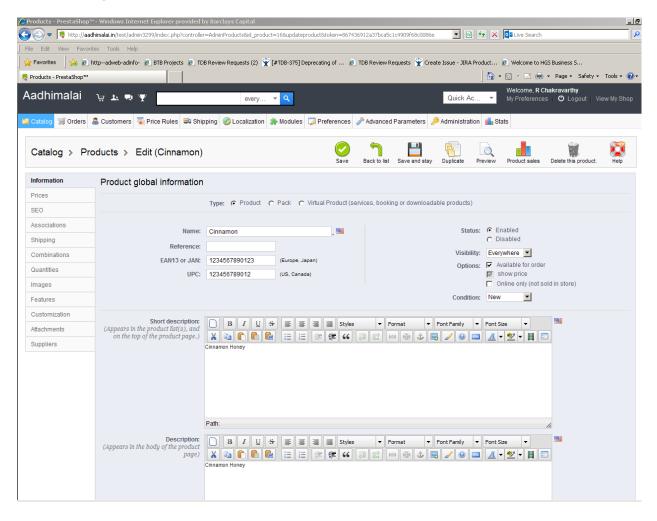
Editing an existing product
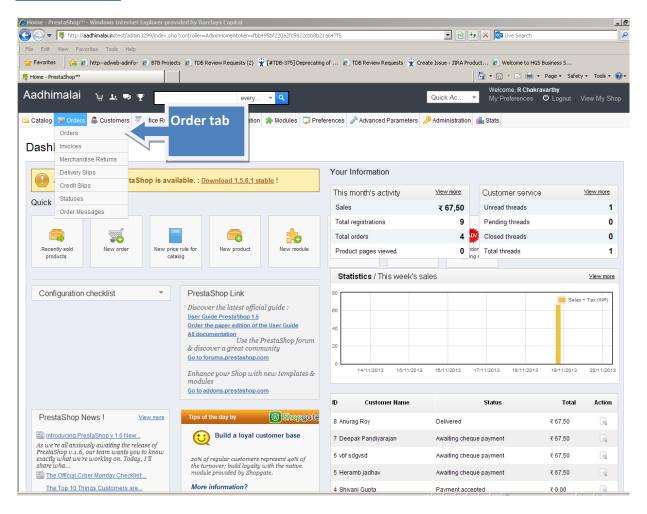
- Go to Product Tab
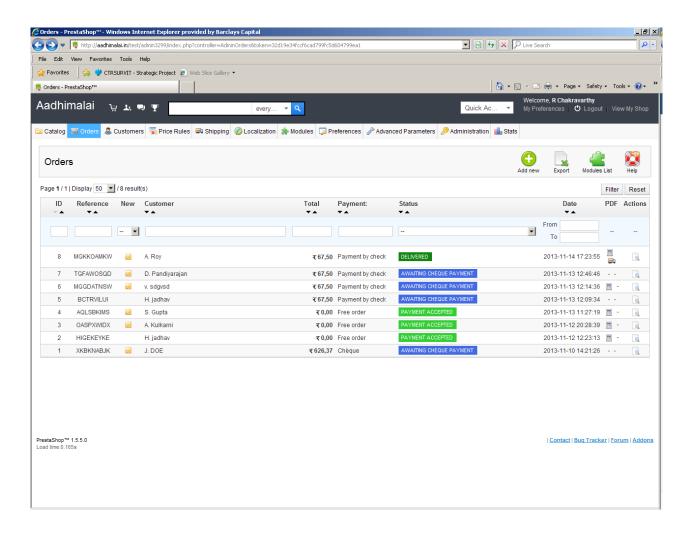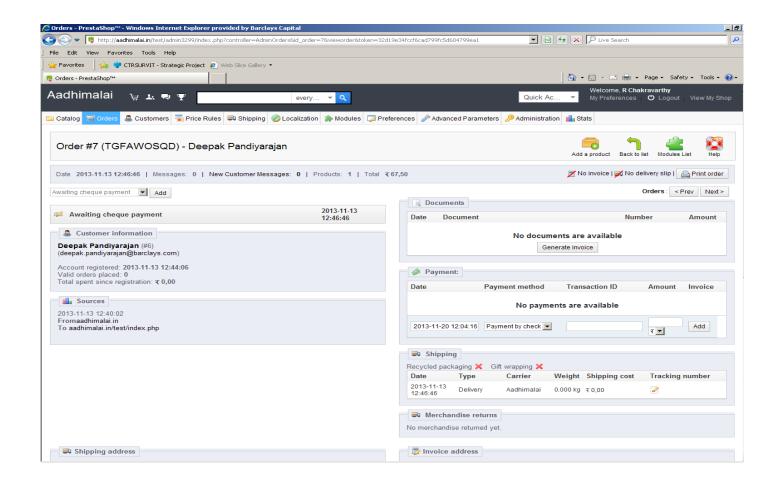
- Click on Edit Button

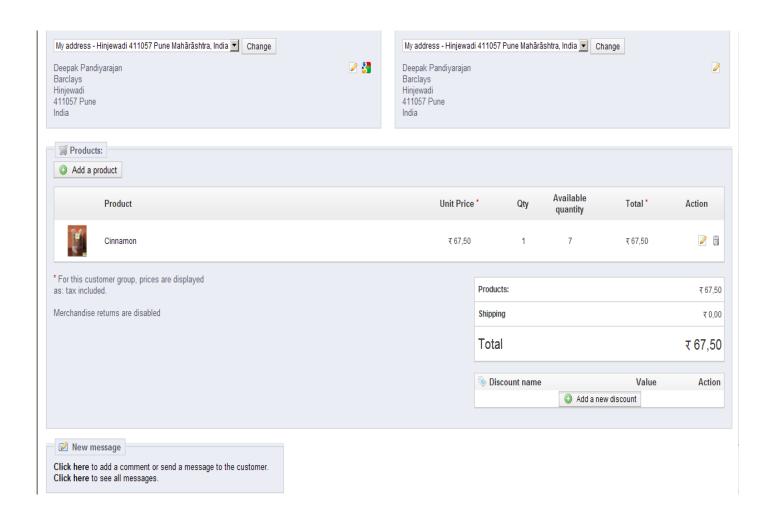- Editing the information

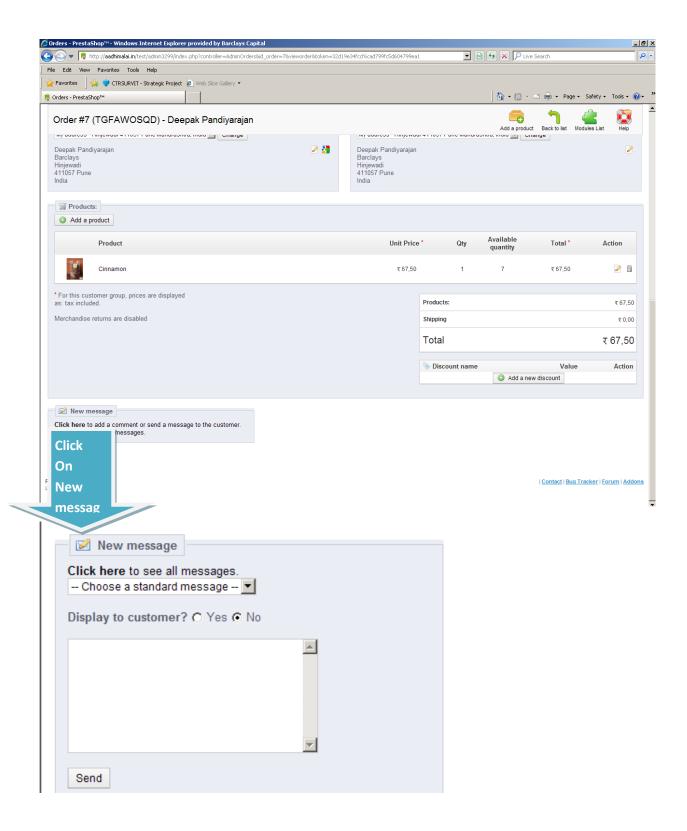## Managing Orders

1. View Order Details

In order to process the orders you receive, you have to view the information they contain. Click on the line containing the order, or click on the button to the right of the order.
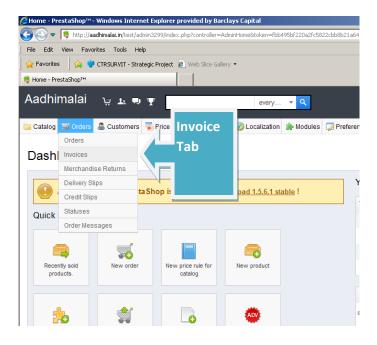
http://aadhimalai.in/test/admin3299/index.php?controller=AdminOrders&id_order=7&vieworder&token=32d19e34fccf6cad799fc5d604799ea1   Live Search

File   Edit   View   Favorites   Tools   Help

Favorites   CTRSURVIT - Strategic Project   Web Slice Gallery ▾

Orders - PrestaShop™

🏠 ▾ 🔊 ▾ 🖃 🖶 ▾ Page ▾ Safety ▾ Tools ▾ 🔞 ▾

Aadhimalai   🛒 👤 💬 🏆   every… ▾ 🔍

Welcome, R Chakravarthy
My Preferences | ⏻ Logout | View My Shop

Quick Ac… ▾

Catalog | Orders | Customers | Price Rules | Shipping | Localization | Modules | Preferences | Advanced Parameters | Administration | Stats

Order #7 (TGFAWOSQD) - Deepak Pandiyarajan

Add a product   Back to list   Modules List   Help

Date 2013-11-13 12:46:46 | Messages: 0 | New Customer Messages: 0 | Products: 1 | Total ₹ 67,50

📝 No invoice | 📝 No delivery slip | 🖶 Print order

Awaiting cheque payment ▾   Add

Orders : < Prev   Next >

| Awaiting cheque payment | 2013-11-13 12:46:46 |

👤 Customer information

Deepak Pandiyarajan (#6)
(deepak.pandiyarajan@barclays.com)

Account registered: **2013-11-13 12:44:06**
Valid orders placed: **0**
Total spent since registration: ₹ **0,00**

📊 Sources

2013-11-13 12:40:02
From aadhimalai.in
To aadhimalai.in/test/index.php

🔍 Documents

Date	Document	Number	Amount

No documents are available

Generate invoice

💲 Payment:

Date	Payment method	Transaction ID	Amount	Invoice

No payments are available

| 2013-11-20 12:04:16 | Payment by check ▾ | | ₹ ▾ | Add |

🚚 Shipping

Recycled packaging ❌   Gift wrapping ❌

Date	Type	Carrier	Weight	Shipping cost	Tracking number
2013-11-13 12:46:46	Delivery	Aadhimalai	0.000 kg	₹ 0,00	📝

🚚 Merchandise returns

No merchandise returned yet.

🏠 Shipping address

🏠 Invoice address

My address - Hinjewadi 411057 Pune Mahārāshtra, India ▾ [Change]   My address - Hinjewadi 411057 Pune Mahārāshtra, India ▾ [Change]

Deepak Pandiyarajan   ✎ 📇   Deepak Pandiyarajan   ✎
Barclays   Barclays
Hinjewadi   Hinjewadi
411057 Pune   411057 Pune
India   India

🛒 Products:

[⊕ Add a product]

	Product	Unit Price *	Qty	Available quantity	Total *	Action
	Cinnamon	₹ 67,50	1	7	₹ 67,50	✎ 🗑

* For this customer group, prices are displayed
as: tax included.

Merchandise returns are disabled

Products:	₹ 67,50
Shipping	₹ 0,00
Total	**₹ 67,50**

🏷 Discount name	Value	Action
	[⊕ Add a new discount]	

☑ New message

Click here to add a comment or send a message to the customer.
Click here to see all messages.

2. Sending Message to Customer
   In the "New Message" section, at the bottom of the page, you can send a message to your customer to give him information concerning the order, a delay

3. Generating Invoice

Each time an order from your store is validated, an invoice is sent out to the customer. If there are no problems, the order status will read "OK" or "Payment accepted." You can download it directly from the order summary by clicking the "Invoice" section in the top right-hand corner of the page.
The customer will be able to access the invoice by going to his account.
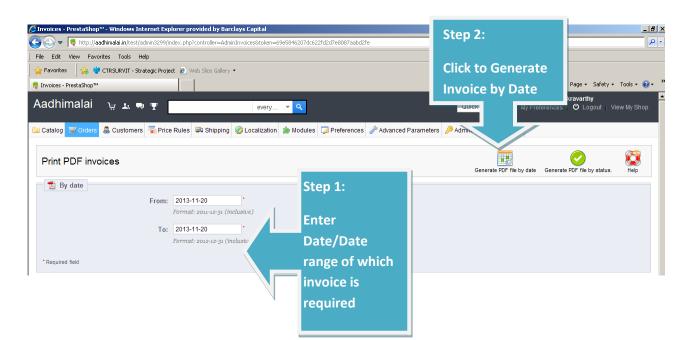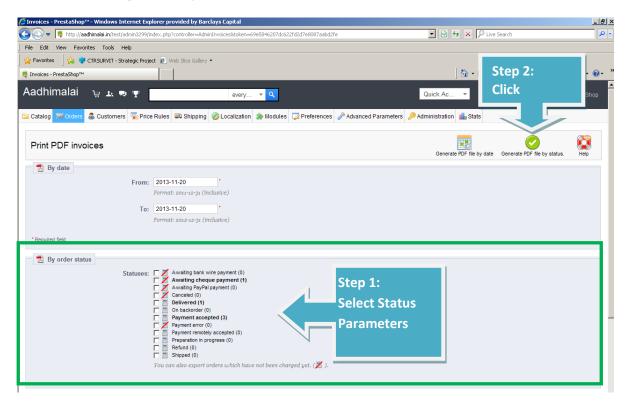
- Generating Invoices by Date

If you want to print several invoices at the same time, head to the sub-tab "Invoices" under the "Orders" tab. The invoice interface will appear.
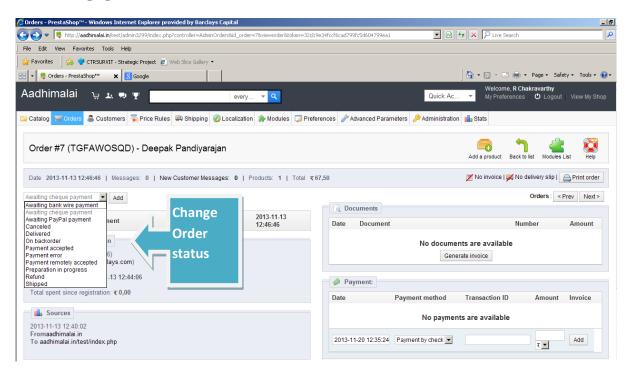
In order to print several invoices, fill in the date range in the "From" and "To" fields in the "Print PDF invoices" section and create PDFs by clicking on "Generate PDF file."

- Generating Invoice by status
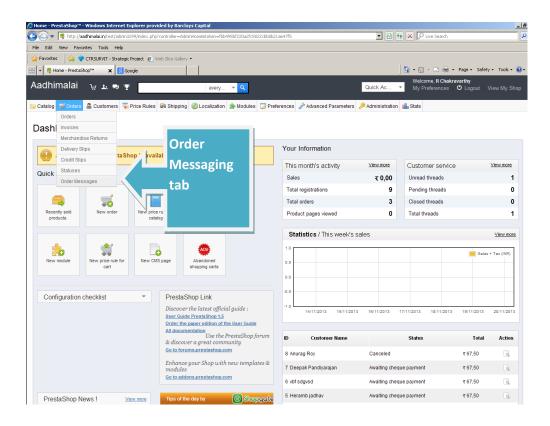
4. Changing Order status
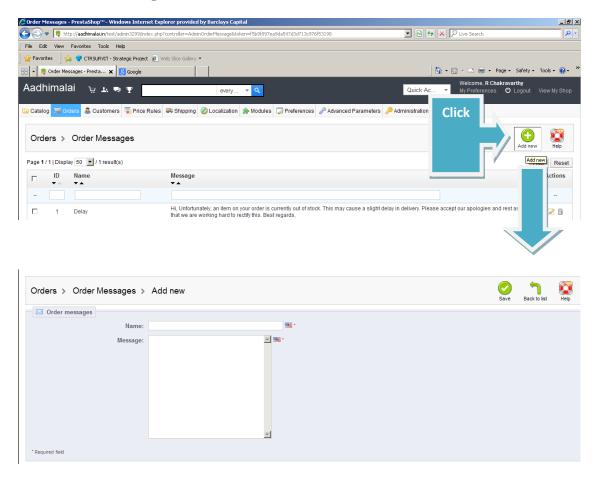
5. Pre Witten Messages

When you have to send a message to your customers, you can choose to save this message in order to send it out again to other customers with similar questions, comments, or concerns.

To do this, go to the "Order Messages" sub-tab under the "Orders" tab. One default message is already saved: "Delay". To add others, click on the "Add New" button. You can also edit the default message.

Add New Order Message

- In the "Name" field, give your message a descriptive name so that you can easily find it again later.
- In the "Message" field, write out the content that you wish to send to your customers.

  Once done, click on "Save".

  You can create as many messages as you want.
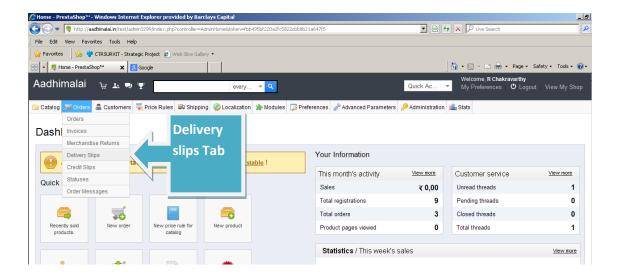
  You can send these messages by going directly into a customer's order:

- Select the pre-written message.
- Edit it if needed.
- Click "Send."
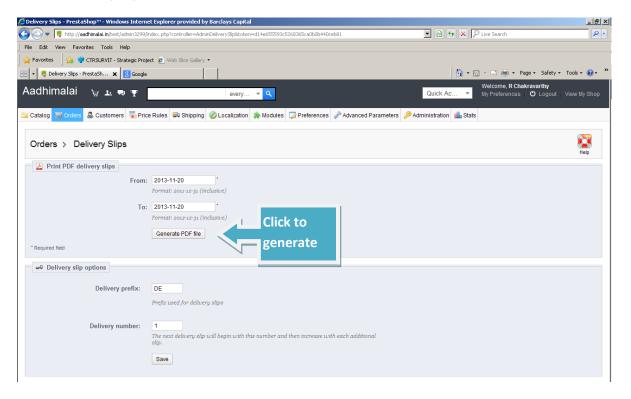
  Your customer will receive the message on the email address associated with this account.

7. Delivery Slips

Printing a delivery slip is exactly like printing an invoice. Select the dates, as well as the options you would like, and then confirm them to create your documents.
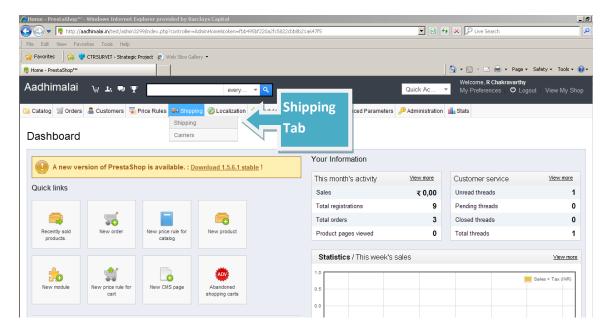
- Delivery Slip Generation
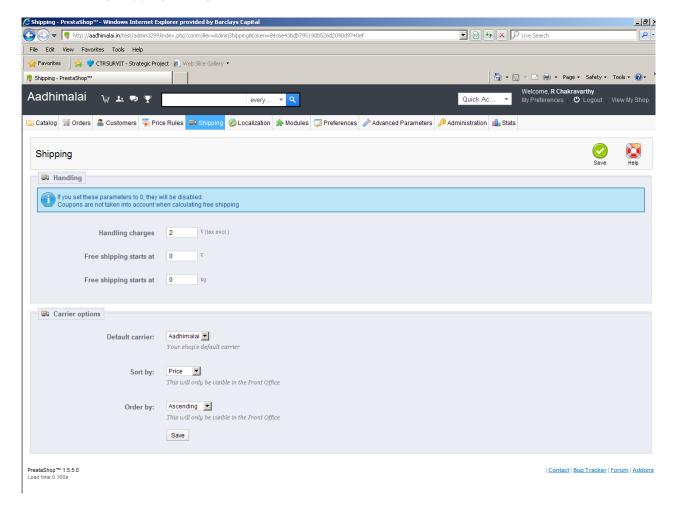
8. Managing Shipping
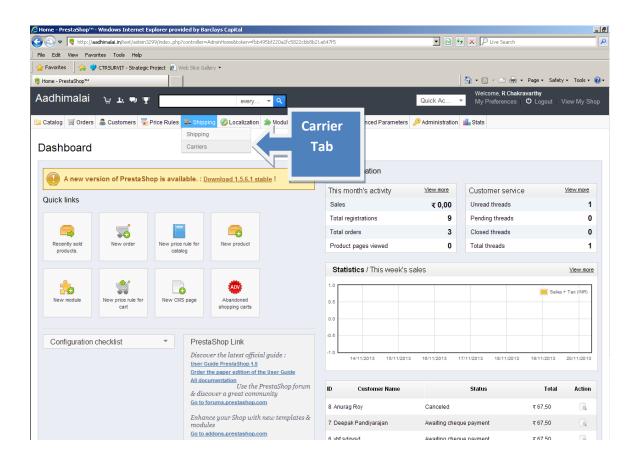
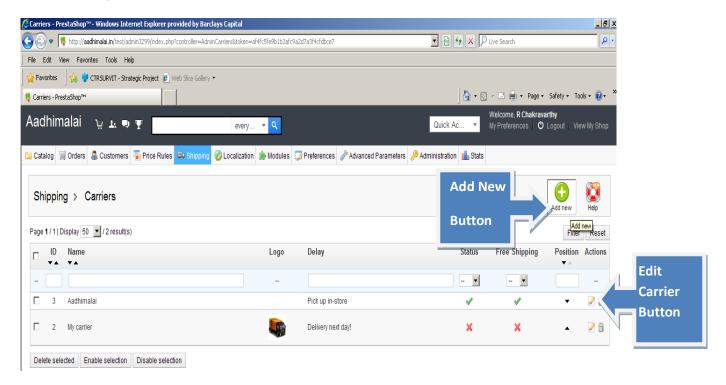To configure your shop's shipping, head to the "Shipping" tab of your Back Office
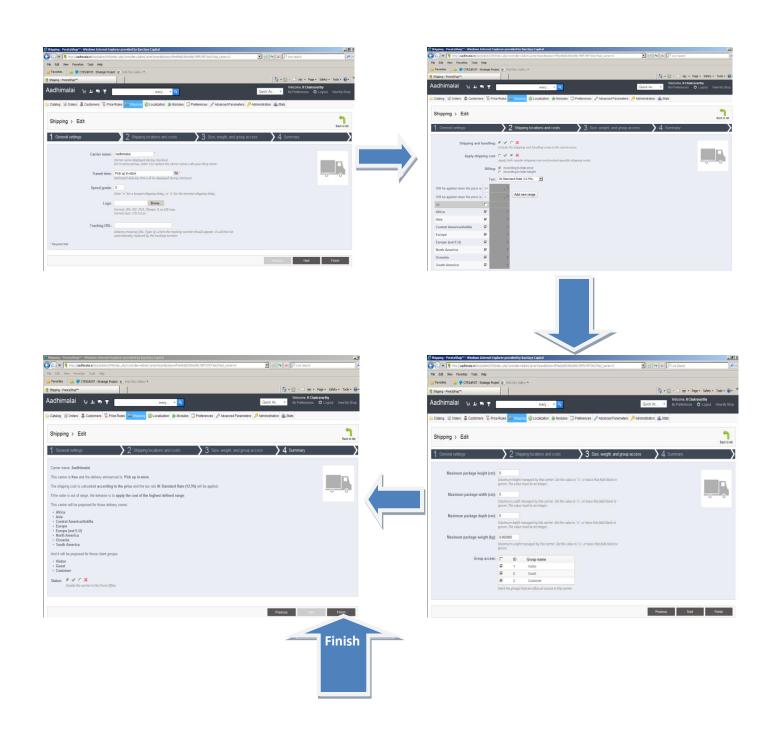
- Editing Shipping Settings

9. Editing Carrier Details
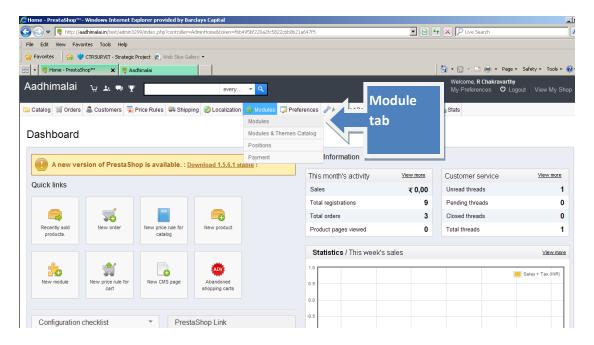   Click on the "Carriers" sub-tab, and click on the "Add New" button.

- Adding New Carrier
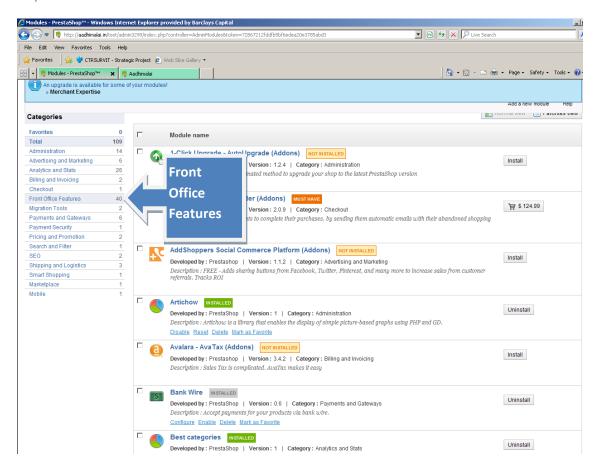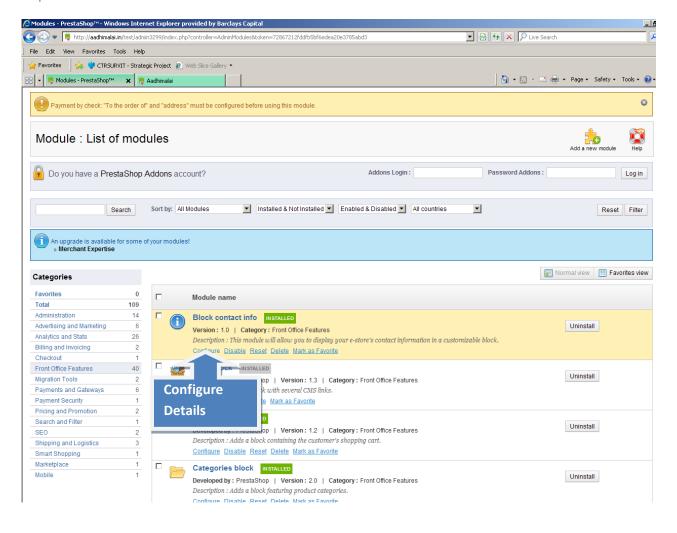
Module Customization

To Edit the Contact Details on Home page

Step1:

Step 2:

Step 3: