



ADDITIONAL FEATURES Instruction Guide

Additional Features Guide - 2017

<http://www.homebusinesswebsites.com.au>

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ADDITIONAL FEATURES INFORMATION

The following Additional Features are available as **paid extras** for your website. If you would like to have any additional features installed please [contact us](#) for further information and pricing.



NOTE: You only need to refer to these instructions if you have paid additional features installed on your website.

REWARDS / LOYALTY POINTS SYSTEM

Reward points is a traditional 'loyalty points' system for your customers. Customers accumulate rewards points each time they purchase an item from your store. Rewards points are accumulated and stored in the customer's account and can be redeemed at anytime.

You will need to assign the number of reward points required to obtain each product, and also the number of points that will be given as reward points when buying the product.

Go to: Admin > Catalog > Products

From the Product list, click the Edit icon on the product you wish to add rewards points to.

Image	Product Name	Model	Price	Quantity	Status	Action
	Apple Cinema 30"	Product 15	\$100.0000 \$90.0000	990	Enabled	
	Canon EOS 5D	Product 3	\$100.0000 \$80.0000	7	Enabled	
	HP LP3065	Product 21	100.0000	1000	Enabled	

Reward Points tab:

The screenshot shows the 'Edit Product' interface. At the top, there are tabs for General, Data, Links, Attribute, Option, Recurring, Discount, Special, Image, Reward Points (which is currently selected), and Design. Below the tabs, there's a 'Points' input field containing '5000'. Under the 'Customer Group' heading, there's a table with one row for 'Default', which has 'Reward Points' set to '100'. The top right corner of the interface includes standard edit and save icons.

Points: Enter the number of accrued reward points needed to redeem the product. If you don't want the item to be available using accrued reward points leave this as '0'.

Click the Save icon

In the example above, 5000 accrued reward points is required to redeem the product and 100 reward points will be credited to the customer when the product is purchased.

Repeat the steps to add rewards points to other products if required.

Rewards Points on Orders

On the Order view screen in the top right of each order, under the heading 'Options' you will note a section for Reward Points.

Reward Points is the number of reward points the customer has earned for that order. Click the Plus icon to activate the reward points. These will then be added to the customer's account and will be available to use on any future purchases.

The screenshot shows the 'Orders' interface. It displays an order summary with sections for 'Order Details' (Store: Demo Store, Date: 20/02/2017, Payment Method: Cash On Delivery, Shipping Method: Standard) and 'Customer Details' (Customer: Default, Phone: 8888 8888). In the 'Options' section, 'Reward Points' is listed as 200. Below this, there's a table for 'Order (#9)' with 'Payment Address' and 'Shipping Address' fields. The top right corner features standard edit and save icons.

The Rewards Points icon will change to a red minus sign when points have been added.

Using Rewards Points

When a customer has rewards points in their account, they will have the option to redeem them at the checkout by using the 'Use Rewards Points' field, shown below.

If the customer chooses to Use Rewards Points and clicks on 'Apply Points', the value of the points will then be deducted from their order total.

Shopping Cart (0.00kg)

Image	Product Name	Model	Quantity	Unit Price	Total
	MacBook Reward Points: 1800	Product 16	3  	\$550.00	\$1,650.00

What would you like to do next?

Choose if you have a discount code or reward points you want to use or would like to estimate your delivery cost.

Use Coupon Code ▾
Use Reward Points (Available 1400) ▾
Points to use (Max 1200) <input type="text" value="0"/> Points to use (Max 1200) <input type="button" value="Apply Points"/>
Use Gift Certificate ▾

AFFILIATES

The Affiliate module is a *fantastic* way to get others to promote, advertise and sell your products for you! It allows you to create, track and manage affiliates, and to pay them commissions based on referral/sales sent to your store.

As an example you may choose to pay your affiliates 5% commission.

When an affiliate advertises your website or your products on their own store, and a customer clicks the link resulting in a sale for your business, you would pay the affiliate 5% of the order total (e.g.: Order total \$80.00 - affiliate earns \$4.00).

You only need a few good affiliates with 'high traffic stores' or 'high volume newsletters' to bring lots of additional customers your way.

Admin > System > Settings

Click Edit icon beside your store name

Store Name	Store URL	Action
Your Store (Default)	http://www.hbwdesigns.com/open2/	

Click to select the Option tab

Edit Setting
General Store Local Option Image FTP Mail Server

Scroll down to locate the 'Affiliates' heading and settings

Fill in the form details

Affiliates	
Affiliate Requires Approval <small>(?)</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Automatic Commission <small>(?)</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Affiliate Commission (%) <small>(?)</small>	<input type="text"/>
Affiliate Terms <small>(?)</small>	<input type="text"/>
New Affiliate Alert Mail <small>(?)</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Affiliate Requires Approval: Set to 'Yes' to manually approve Affiliates

Automatic Commission: Be sure to set to 'Yes' so commissions are totaled/added automatically.

Affiliate Commission (%): Set the percentage of each paid order that will be paid to your Affiliates

Affiliate Terms: Select the page that includes your Affiliate Terms. Usually this would be your store 'Terms & Conditions' page or you can create a new information page titled 'Affiliate Terms'

New Affiliate Alert Mail: This option allows you to choose whether you should receive an email when a new Affiliate signs up

Click the Save icon in the top right

Using the Affiliate Program

Now that your Affiliate program is active and configured, your affiliates can sign up directly via your website using the Affiliate Link in the footer.



The following Affiliate Login screen is displayed.

Affiliates can choose to sign up and register as a new affiliate or login using an existing affiliate account.

Affiliate Program

Your Store affiliate program is free and enables members to earn revenue by placing a link or links on their web site which advertises Your Store or specific products on it. Any sales made to customers who have clicked on those links will earn the affiliate commission. The standard commission rate is currently 5%.

For more information, visit our FAQ page or see our Affiliate terms & conditions.

<h3>New Affiliate</h3> <p>I am not currently an affiliate.</p> <p>Click Continue below to create a new affiliate account. Please note that this is not connected in any way to your customer account.</p> <p>Continue</p>	<h3>Affiliate Login</h3> <p>I am a returning affiliate.</p> <p>Affiliate E-Mail <input type="text"/></p> <p>Password <input type="password"/></p> <p>Forgotten Password</p> <p>Login</p>
--	---

Affiliates - Promoting your Store using the Tracking Code / Links

In order for affiliates to get paid, unique tracking codes and links need to be used when promoting your store. These are generated by the 'tracking code' field in each affiliate account.
Affiliates can check their unique tracking code when they login to their affiliate account.

Login using Affiliate account, then select: Custom Affiliate Tracking Code from the menu

The screenshot shows a navigation bar with a house icon and the word 'Account'. Below it, there's a sidebar with 'My Account', 'Edit Account', 'Password', 'Payment Options', 'Affiliate Tracking', 'Transactions', and 'Logout'. The main content area has sections for 'My Affiliate Account' (with links to edit account info, change password, and payment preferences), 'My Tracking Information' (with a highlighted 'Custom Affiliate Tracking Code' button), and 'My Transactions' (with a link to view transaction history).

The entry_site tracking code is shown below:-

Affiliate Tracking

To make sure you get paid for referrals you send to us we need to track the referral by placing a tracking code in the URL's linking to us. You can use the tools below to generate links to the Your Store web site.

entry_site	<input type="text" value="http://www.yourdomain.com?tracking=57833eb353616"/>	My Account
Your Tracking Code	<input type="text" value="57833eb353616"/>	Edit Account
Tracking Link Generator	<input type="button" value="Tracking Link Generator"/>	Password
Tracking Link	<input type="text" value="http://www.yourdomain.com?tracking=57833eb353616"/>	Payment Options
		Affiliate Tracking
		Transactions
		Logout

Affiliates would login and copy their unique 'entry_site tracking code'
 When promoting your store, affiliates would use their entry_site URL tracking code;-
 e.g.: <http://www.yourdomain.com?tracking=57833eb353616>

Affiliates can manage their affiliate accounts and transactions via the affiliate menu.

The following menu options are available:

- | | |
|---------------------|---|
| Edit Account: | edit Affiliate account details |
| Password: | change Affiliate password |
| Payment Options: | change payments options (PayPal, Bank Deposit etc.) |
| Affiliate Tracking: | view entry_site URL tracking code |
| Transactions: | view transactions and commissions |
| Logout: | logout of Affiliate menu |

Any sales activity generated from the entry_site tracking code will be recorded automatically in your Admin dashboard.

Managing Affiliates

To manage existing store Affiliates

Admin > Marketing > Affiliates

Here you can add a new affiliate by using the Add icon at the top right corner of the screen.
Or you can edit an existing affiliate by clicking the Edit icon

Fill in the form details on the General Tab

General		Payment Details
Affiliate Details		
* First Name	Home Business	
* Last Name	Websites	
* E-Mail	sales@homebusinesswebsites.com.au	
* Telephone	1300655970	
Fax	Fax	
* Tracking Code <small>(?)</small>	57833eb353616	
Password	*****	
Confirm	*****	
Status	Enabled	

Fill in the Affiliate personal information and all mandatory fields.

When you have all personal details filled in, make sure that the Affiliate status is set to Enabled.



NOTE: A tracking code will be generated automatically for your Affiliate. This code is used to track your Affiliate sales.

Next click on Payment Details Tab

Fill in the payment details including the commission (%) that you will pay your Affiliate

Affiliates Home / Affiliates

Add Affiliate

General Payment Details

Commission (%) 5

Tax ID

Payment Method

- Cheque
- PayPal
- Bank Transfer

* PayPal Email Account sales@homebusinesswebsites.com.au

Click the Save icon in the top right of the screen



TIP: Affiliates will generally create their own affiliate account using the Affiliate link in the footer of your store.

Affiliate Payments

Sales activity generated from entry_site tracking codes will be recorded automatically in your Admin dashboard.

Affiliate sales activity can be viewed in Admin > Marketing > Affiliates

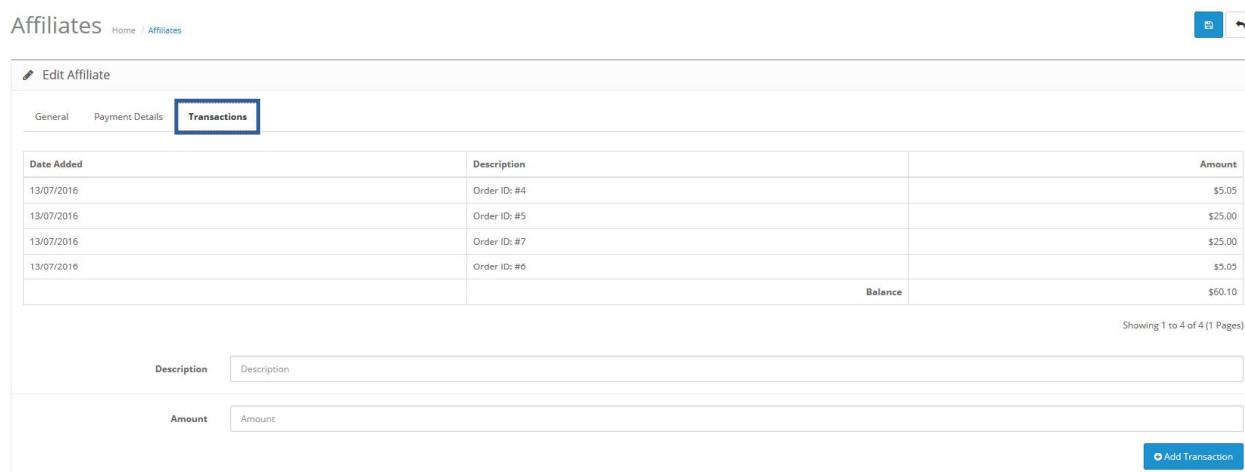
Click the Edit icon beside the affiliate

Affiliate Name	E-Mail	Balance	Status	Date Added	
Home Business Websites	sales@homebusinesswebsites.com.au	\$60.10	Enabled	11/07/2016	

Via the Affiliate Configuration page you can modify both the personal and payment settings for the affiliate as well as review all transactions generated for this affiliate via the Transactions tab.

Additionally, you may manually add a transaction to a specific affiliate if required.

To view transactions click the Transactions tab:



The screenshot shows the Admin interface with the 'Affiliates' page selected. The top navigation bar includes links for Home, Affiliates, and other Admin sections. Below the navigation is a search bar and a toolbar with icons for Add, Edit, and Delete. The main content area displays a table of affiliates with columns for Affiliate Name, E-Mail, Balance, Status, and Date Added. A single row is selected for 'Home Business Websites'. At the bottom of the table is an 'Edit' button with a blue border. Below the table, a message states 'Showing 1 to 4 of 4 (1 Pages)'. The 'Transactions' tab is highlighted in blue. Underneath, there's a table showing transaction details with columns for Date Added, Description, and Amount. The table lists four transactions with amounts of \$5.05, \$25.00, \$25.00, and \$5.05, totaling a balance of \$60.10. At the bottom of this section are input fields for 'Description' and 'Amount', and a blue 'Add Transaction' button.



TIP: We recommend making commission payments at the end of each month. This makes it easier to keep track of dates, and what has been paid etc. E.g.: at the end of May you make and process all commission payments for the month of May.



TIP: We recommend making commission payments to each of your Affiliates using PayPal. Login to your PayPal account and choose 'Send money' to make affiliate payments.



TIP: Your website does not keep a record of payments made to affiliates (affiliate payments are made externally). Your PayPal account would keep the history of payments made to affiliates.

Affiliate Commissions on Orders

Affiliate Commissions can also be viewed and managed through customer orders.

Admin > Sales > Orders

Click the View icon beside an order to see the order details

Order ID	Customer	Status	Total	Date Added	Date Modified	Action
7	testing2 testing2	Pending	\$550.00	12/07/2016	12/07/2016	
6	testing2 testing2	Pending	\$117.10	12/07/2016	12/07/2016	
5	Home Business Websites	Pending	\$500.00	12/07/2016	12/07/2016	
4	Home Business Websites	Pending	\$117.10	11/07/2016	11/07/2016	
3	Home Business Websites	Pending	\$500.00	11/07/2016	11/07/2016	

On the top of each order you will note a section titled 'Affiliate'

Orders

[Home](#) / [Orders](#)



Order Details

- Demo Store
- 20/02/2017
- Cash On Delivery
- Standard

Customer Details

- Default
- 8888 8888

Options

- Invoice
- Reward Points 600
- Affiliate (Home Business Websites) \$9.00

Order (#9)

Payment Address	Shipping Address
-----------------	------------------

Affiliate Commissions will be visible if the customer clicked on an Affiliate Tracking code link. The amount shown beside Affiliate is the amount of commission that the affiliate should be paid for that order (for referring the customer to your store via their Affiliate Tracking link)

If the icon is showing a green plus icon, you should click it to activate the Affiliate amount. The amount will then be added to the customer's Affiliate account and the payment can be processed and paid by you (via PayPal) at the end of each month. When the icon is showing a red minus sign - this means the amount has already been added to the Affiliate account.



NOTE: Affiliate amounts should be added to Affiliate Accounts Automatically, provided you have set 'Automatic Commission' to 'Yes'. Refer back to beginning of this [Affiliate Section / System Setting](#)

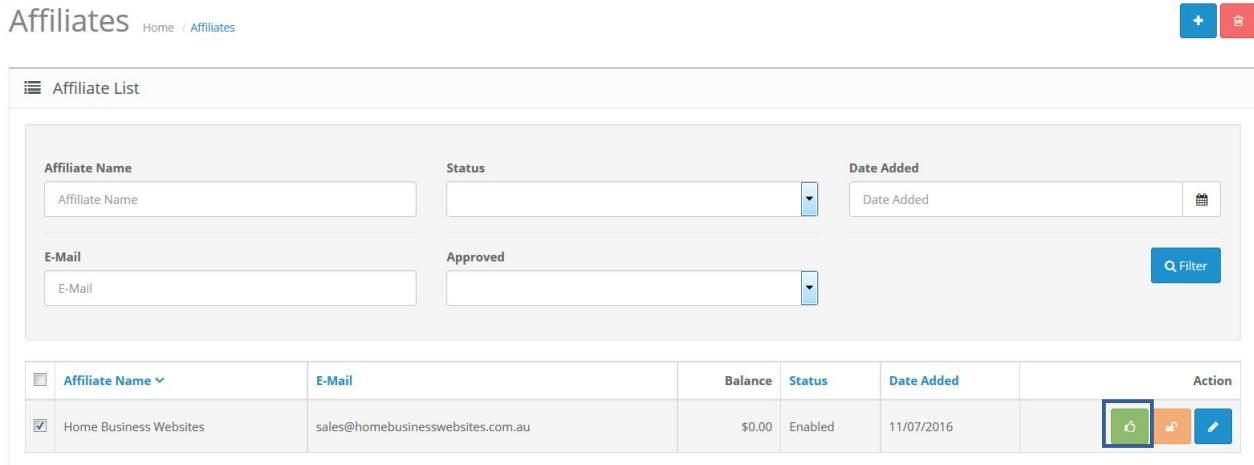
Approving Affiliates

Affiliates may need to be 'approved' before they can login and access new affiliate accounts.

To Approve Affiliates

Admin > Marketing > Affiliates

Click on the green thumbs up 'Approve' icon to approve and activate the affiliate account



The screenshot shows the 'Affiliate List' page. At the top, there are search fields for 'Affiliate Name', 'Status', and 'Date Added', along with a 'Filter' button. Below the search area is a table with columns: 'Affiliate Name', 'E-Mail', 'Balance', 'Status', 'Date Added', and 'Action'. A single row is selected, showing 'Home Business Websites' as the affiliate name, 'sales@homebusinesswebsites.com.au' as the email, '\$0.00' as the balance, 'Enabled' as the status, '11/07/2016' as the date added, and three action buttons in the 'Action' column. The 'Approve' button (green) is highlighted.



NOTE: Approving affiliates manually is dependent upon 'Affiliate Requires Approval' setting. Refer back to beginning of this [Affiliate Section / System Setting](#)

Affiliate Reports

Affiliate Reports are also available and can be viewed in;-

Admin > Reports > Affiliates

Admin > Reports > Affiliate Activity

Finding Affiliates

You can approach other high traffic websites and ask them to join your affiliate program.

Provide them with the details of how it works, how to sign up and most importantly the commissions that you are offering.

You could create an email and send it out to multiple stores/other online businesses each week.

You could also include details of your program on Blogs and Forum sites.

Give the link to friends and family to use on their Facebook and Social Media pages.

Advertise your affiliate program on Facebook.

Ask customers to join your Affiliate program to make extra income!

Don't forget to create an information page on your website titled 'Affiliate Program' or similar. Include all the details of your Affiliate program offerings and commission payments on the page.

GIFT REGISTRY

Having a Gift Registry available on your website allows your customers to create their own Gift Registry for any up and coming event or celebration.

They can then add products from your store, to their Gift Registry and send the details to all of their friends. They can even post the event and Gift Registry details on Facebook!

This makes gift selection and gift buying 'easy' for anyone attending their event.

Gift Registries are fantastic for Birthdays, Weddings, Engagements, Baby Showers and any other event where a gift is usually given.

Gift Registries are also fantastic for you as a store owner, as anyone that creates a Gift Registry will be sending all of their family and friends directly to your store to make a purchase!

As the store owner you can access and view Gift Registries in:

Admin > Sales > Events

Click Edit or View

The screenshot shows a web-based application interface for managing events. At the top, there are search fields for 'Event ID', 'Title', and 'Email', along with a 'Customer:' dropdown and a 'Name:' input field. A blue 'Filter' button is located to the right of the search fields. Below the search area is a table with the following columns: Event ID, Customer Name, Title, Name, Email, Type, Status, Start Date, End Date, and Action. The table contains one row of data: Event ID 2, Customer Name testing2 testing2, Title Jenny's 21st Birthday, Name Jenny Biggs, Email jennybiggs@mail.com, Type Private, Status Enabled, Start Date 22/05/2017, End Date 02/06/2017, and Action buttons for [Edit] and [View].

How It Works for your Customer

Create A Gift Registry And Event

Your customer needs to login to their account or register for a new account

The screenshot shows a registration/login page. At the top, there are links for 'ACCOUNT' and 'LOGIN'. Below that is a section titled 'ACCOUNT LOGIN / NEWSLETTER SIGN UP' with two options: 'NEW CUSTOMER' and 'RETURNING CUSTOMER'. The 'NEW CUSTOMER' section includes a 'Register Account' link and a note about the benefits of creating an account. The 'RETURNING CUSTOMER' section includes a 'I am a returning customer' link, an 'E-Mail Address' input field, a 'Password' input field, and a 'Forgotten Password' link. At the bottom of the page are 'CONTINUE' and 'LOGIN' buttons.

From My Account

Click Modify your Events

MY ACCOUNT

Edit your account information

Change your password

Modify your address book entries

Modify your wish list

Modify your Events

Click Add New Event button

EVENTS

Add New Event

Your Events list is Empty, click the add button to start creating one.

Add a New Event

ADD NEW EVENT

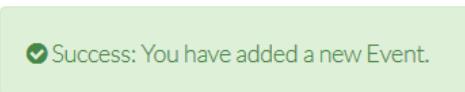
* Event Title	Jenny's 21st Birthday
* Name	Jenny Biggs
* Your Email Address	jennybiggs@mail.com
* Start Date	2017-05-22
* End Date	2017-06-02
Event Type	Private
Status	Enabled
Your Message	<p>I'm having a 21st Birthday on 2nd June and you're invited!</p> <p>To make it easier to buy for me, I have created a Gift Registry.</p> <p>It's easy to create an account and click to buy any gift that I have added to my registry.</p> <p>I look forward to seeing you there on the night!</p>

Start Date: Date range the Gift Registry will start
 End Date: Date range the Gift Registry will end
 Event Type: Select 'Private' - recommended
 Status: Enabled

Click to Add Invitees

Invitees	
Name	Email Address
Sam Smith	samsmith@hotmail.com
David Jones	davidjones@gmail.com
<input type="button" value="Save and Continue"/> <input type="button" value="Cancel / Exit"/>	

Click Save and Continue button



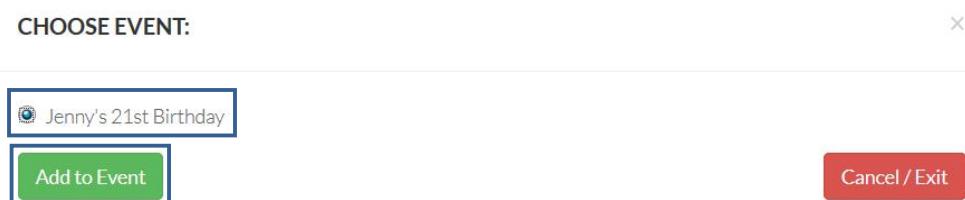
Adding Products To The Registry

Your customer can now browse your store to add products to their registry.

By simply clicking on any product to view further details, they can then click the Add to Event button.



They then need to select the event from the Choose Event list and click the Add to Event button.



The product is now added to their Event/Registry

Notifications

Your customer can send a notification of the Gift Registry to their guests by either email or by sharing a link on social media e.g. Twitter and Facebook

From My Account

Click Modify your Events

The screenshot shows the 'MY ACCOUNT' section of a website. It includes links for editing account information, changing password, modifying address book entries, and modifying wish lists. The 'Modify your Events' link is specifically highlighted with a blue rectangular border around its text.

Click Edit to go into the event details

You can now add products to your event by browsing our store and adding products by using the 'Add to Event' link which is now available on the product pages.

	Title	Start Date	End Date	Status	Type	Action
✗	Jenny's 21st Birthday	2017-05-22	2017-06-02	Enabled	Private	<button>Edit</button>

Continue

Email:

Click the Notifications tab

The screenshot shows the 'EDITING EVENT: JENNY'S 21ST BIRTHDAY' page. The 'Notifications' tab is active. A message box displays the text 'Your invitation is 'in the mail''. Below this, a table lists a guest named 'Sam Smith' with the email 'samsmith@hotmail.com'. At the bottom, a green button labeled 'Send Notifications to Selected' is highlighted with a blue rectangular border.

Your Message: Include the message e.g. Your invitation is 'in the mail'. Look forward to seeing you on the night.

Select guests from the list by clicking the tick box
Click Send Notifications to Selected

Share the Link on Social Media (optional):

Click the Sharing tab

EDITING EVENT: JENNY'S 21ST BIRTHDAY

General Products Notifications **Sharing** Event Notes RSVP

Here is the link to your event for if you want to send or share it yourself:

http://www.homebusinesswebsites.com/index.php?route=events/events_view&event_id=2&akey=9dc4b069a854c4276ca60acafdda0713

SHARE THE LINK

To share the link to your Event on Facebook or Twitter, just click the buttons below (confirmation opens in new window):



Click Twitter or Facebook or manually copy and paste the link to your social media page

FACEBOOK STORE

All products on your website will be automatically synched with your Facebook Store.

Facebook Store - Adding Categories

You can add and remove categories on the Facebook store.

Go to Admin > Extensions > Modules > Facebook Store

Click Edit

FacebookStore 2.5.5

Home / Modules / FacebookStore

Edit FacebookStore Module

Control Panel Support

FacebookStore Module Name:
Set the name of the FacebookStore module.

Page:
This is a list of all your Facebook pages. Select which one to apply a FacebookStore to.

Page Tab Name:
Set the name for the tab of your Facebook page.
 View your Facebook store

Position:
Set the position of your FacebookStore tab in your Facebook page.

Categories to show:
Select the categories you want to display on your FacebookStore. If left empty, all categories will be available on your store.

 Enter category
 Camping
 Outdoor
 Survival

Product limit on page:
Choose the number of products to be shown on each category page.

Product image width:
Set the product image width.
 px

Product image height:
Set the product image height.
 px

Categories to show:

Select the categories to display on your Facebook Store

Click the Save icon in the top right of the screen

BLOG, NEWS, ARTICLES, ANNOUNCEMENTS

Content, Content, Content!

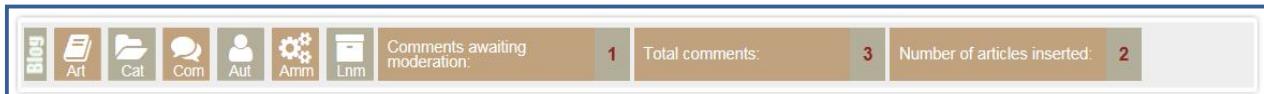
Adding 'content' to your website by way of; News, Blogs, Articles, Announcements etc. is the best way to improve your search engine listings and Google ranking. Google loves content and the more fresh content you have the better!

Adding content to your website allows you to use 'keywords' and 'meta tag descriptions' for each piece of content that you include on your website. Adding content also keeps your customers engaged and coming back to your website. You can provide your customers with quality and useful information about areas of interest related to your store and the products you sell.

Customers can easily share posts and articles on social media, which is fantastic free advertising for your business! They can also participate by commenting on posts and articles, just like a forum.

Blog/News menu can be accessed from your Admin Dashboard.

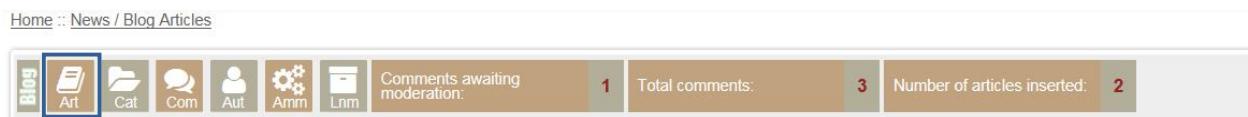
Admin > Dashboard



Hover your mouse over each icon in the Blog toolbar for a description of what it does.

Creating Blog Articles

Locate on the Art module in the Blog Menu



News/Blog Articles, click Insert

The screenshot shows the "News / Blog Articles" list page. At the top, there is a toolbar with icons for Blog, Art, Cat, Com, Aut, Amm, Lnm. To the right of the toolbar, there are three status indicators: "Comments awaiting moderation: 1", "Total comments: 3", and "Number of articles inserted: 2". Below the toolbar, the page title "News / Blog Articles" is displayed, along with "Insert", "Copy", and "Delete" buttons. The main area contains a table with two rows of data:

	Headline	Author	Status	Action
<input type="checkbox"/>	Opening times	No author	Enabled	<button>Edit</button>
<input type="checkbox"/>	Your Opinion	No author	Enabled	<button>Edit</button>

General tab:

Insert / Edit Article

General **Seo Related** **Customization** **Settings** **Related** **Youtube Videos** **Gallery** **Layout Override** **Save** **Cancel**

English

* Headline:

Rich Text Editor

* Main Story:
Our new retail store is open from 9.00am till 5.00pm.
You can find us at Miranda Fair.

Add a custom short description

Image: 

Browse Files **Clear Image**

Status: **Enabled**

Author: **none**

Headline:

Enter the headline for the Article or Blog post

Main Story:

Type in the Article or Blog text

Image:

Upload an image using Image Manager, this will appear in the post

Status:

Set to Enabled

Author:

Select to display the Author of the article, or set to 'None'

SEO Related tab:

Insert / Edit Article

General **Seo Related** **Customization** **Settings** **Related** **Youtube Videos** **Gallery** **Layout Override**

SEO Keyword:

English

Custom Page title:

Meta Tag description:

Meta Tag keywords:

Tags: Separated by comma

Save **Cancel**

Custom Page title:

Enter the title of the Page/Article/Blog

Meta Tag Description:

Describe the content. This is used by Search Engines when indexing the page

Meta Tag keywords:

Words your customers may use in Search Engines to find the page

Tags:

Used by your website when a customer performs a search

Settings tab:

Insert / Edit Article

General **Seo Related** **Customization** **Settings** **Related** **Youtube Videos** **Gallery** **Layout Override**

Allow comments for this article?

Sort Order:

Category: New Products
 New Retail Store

Select All / Unselect All

Store (Default)

Save **Cancel**

Allow comments for this article:

Set to Enabled or Disabled. Set to Enabled if you want customers to be able to leave comments.

Category:

Select a Category. Note: Categories need to be setup using Add/Edit Categories. See following page for further instructions.

Click the Save button

Related tab:

You can use the 'Related' tab to select related Blog posts/Articles/News.

Setup Blog/News/Article Categories

Locate on the Cat module in the Blog Menu

Home :: News / Blog Articles

Comments awaiting moderation: 1 | Total comments: 3 | Number of articles inserted: 2

News/Blog Categories, click Insert

Home :: News / Blog Categories

Category Name	Sort Order	Action
New Products	0	Edit

Insert | Delete | Edit

General tab:

The screenshot shows the 'News / Blog Categories' configuration page. At the top, there are tabs for 'General', 'Data', and 'Design'. The 'General' tab is selected. In the top right corner are 'Save' and 'Cancel' buttons. Below the tabs, there's a language selector showing 'English'. The main area contains the following fields:

- * Category Name:** New Retail Store
- Meta Tag Description:** New retail store opening at Miranda.
- Meta Tag Keywords:** retail store, opening times, new store, Miranda fair
- Description:** type details of new retail store here

Below the description field is a rich text editor toolbar with various formatting options like bold, italic, underline, and alignment.

Category Name:

Mega Tag Description:

Meta Tag Keywords:

Description:

Click the Save icon

Enter the name of the new Category

Describe the content. This is used by Search Engines when indexing the page

Words your customers may use in Search Engines to find the page

Enter details of the Category

Data tab:

News / Blog Categories

General **Data** **Design**

Parent Category:	-- None --
Stores:	<input checked="" type="checkbox"/> Default
SEO Keyword: This must be globally unique.	new-store
Image:	 Browse Files Clear Image
Display articles in 2 columns: If thicked, in this specific category listing , the articles will be displayed in 2 columns.	<input checked="" type="checkbox"/>
Article limit per page: Number of articles displayed on page in this category.	10
Sort Order:	2
Status:	Enabled

Save **Cancel**

SEO Keyword: Must be unique to all other keywords used on your website and separated by a hyphen (no spaces)

Image: Upload a Category image - optional

Status: Set to Enabled

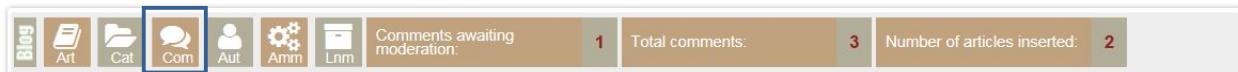
Click the Save button

Comments Moderation

Com (Comments Moderation) is where you view and moderate Blog/News/Article Comments that customers submit to your website.

Locate the Com module in the Blog Menu

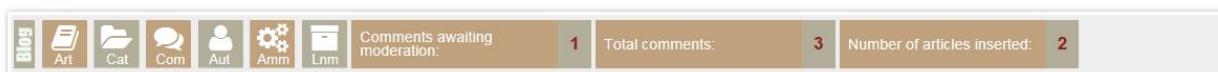
Home :: News / Blog Articles



Listed in News Comments are customer comments left in response to your Blog/News/Articles. By default, the Status is set to 'Disabled'. You will need to check each comment and change the Status to 'Enabled' for it to be displayed on your website.

To edit/moderate a comment, click Edit

Home :: News Comments



News Comments					Insert	Delete
	Article	Author	Status	Date Added		Action
<input type="checkbox"/>	Your Opinion	test	Enabled	05/12/2014		<button>Edit</button>
<input type="checkbox"/>	Opening times	Sarah	Disabled	08/01/2015		<button>Edit</button>
<input type="checkbox"/>	Opening times	donna	Enabled	08/01/2015		<button>Edit</button>

News Comments

News Comments		Save	Cancel
* Author:	Donna		
Article:	Opening times		
* Text:	can't wait to visit the new store!		
Status:	Enabled		

Text: Check the text content

Status: Set to 'Enabled'

Click the Save button

The comment will now be displayed within your website's Blog/News/Article.

Articles Menu

- > Headlines
- > New Products
- > New Retail Store

Article Search

Keyword **SEARCH**

Home > Headlines > Opening times

Opening times

Posted on 05 December 2014 | Updated on 07 January 2015 | Added in New Retail Store

[Facebook](#) [Twitter](#) [LinkedIn](#) [Google+](#) [Pinterest](#)

Our new retail store is open from 9.00am till 5.00pm.
You can find us at Miranda Fair.

Tags: [miranda fair](#) [new store](#) [opening times](#)



1 Comments To "Opening times"

 donna On 08 Jan 2015
can't wait to visit the new store!! [Reply to this comment](#)

Showing 1 to 1 of 1 (1 Pages)

 Write a comment

Your Name:

Enter the code in the box below:

 09ab1f

Your Comment:
Note: HTML is not translated!

POST COMMENT



TIP: If Comment fields are not showing on a Blog/News/Article, check that you have set the Blog/News/Article Comments to 'Enabled' on the Settings tab in Add/Edit Articles

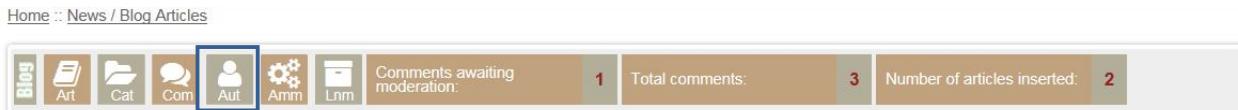


TIP: If a particular comment left by a customer is not displaying on your website, check that you have 'Enabled' the comment in Comments Moderation.

Adding/Editing Authors

In this section you can add or edit Author details. This is optional.

Locate the 'Aut' module in the Blog Menu



Click 'Insert' to add or 'Edit' to update an Author

Home :: News / Blog Authors

Author Name	Action
Sarah McDonough	Edit

General tab:

News / Blog Authors

Save Cancel

General

* Author Name:	<input type="text" value="Sarah McDonough"/>
SEO Keyword: Do not use spaces instead replace spaces with - and make sure the keyword is globally unique.	<input type="text" value="home-business-websit"/>
Avatar:	 Browse Clear
Admin Id: username of the admin account - see documentation	<input type="text" value="0"/>

Add/Edit Author details

- Author Name: Enter Author's name
- SEO Keyword: Must be unique to all other keywords used on your website and separated by a hyphen (no spaces)
- Avatar: Upload an author avatar (image). This is optional.
- Admin Id: For ease of use, we recommend only having one author on your website, therefore leave the Admin Id as '0'

Other options allow you to also add Meta Tags, a Custom Title and a Description for the Author page.

Click the Save icon

ABANDONED CART REPORT

Admin > Abandoned Carts > Abandoned Carts tab

This displays the abandoned carts report.



NOTE: An abandoned cart is determined to be 'any customer that adds items to their shopping cart, and proceeds to checkout/payment page' then abandons the transaction (e.g.: does not proceed to make payment).

AbandonedCarts 5.3.4 Home / Modules / AbandonedCarts Your Store (Default) ▾

ID	Customer Info	Shopping Cart	Date & Time	Last Visited Page	IP	Status & Actions
1000	↗ (not provided) ☰ (not provided) ↕ (not provided) 📱 Language: en 🏷 Guest customer	iPhone x 1 \$101.00 Total: x 1 \$101.00	First Visit: 2017-02-07 19:22:16 Last Visit: 2017-02-07 19:22:16 Time Spent: 00:00:00	...ex.php?route=checkout/cart/add	151.249.129.122	<input type="checkbox"/> Send reminder <input type="button" value="Check IP"/> <input type="button" value="Remove"/> Status: Notified -> No Ordered ->No
998	↗ (not provided) ☰ (not provided) ↕ (not provided) 📸 Language: en 🏷 Guest customer	Canon EOS 5D - Select Blue x 1 \$80.00 Total: x 1 \$80.00	First Visit: 2017-02-06 20:52:01 Last Visit: 2017-02-06 20:52:20 Time Spent: 00:00:19	...ex.php?route=checkout/checkout	24.22.11.180	<input type="checkbox"/> Send reminder <input type="button" value="Check IP"/> <input type="button" value="Remove"/> Status: Notified -> No Ordered ->No

Control Panel **Abandoned Carts** Mail Template Scheduled Tasks Statistics Coupons ▾ Support Save Changes Cancel

Default (not notified) Already notified (at least once) Ordered

Click on 'Send reminder' to send a reminder email, offer the client a discount etc.



NOTE: Scheduled Tasks and Sending of automated/timed emails are not supported by your host. Reminders need to be sent using the 'Send Reminder' button.

Mail Template

Abandoned Carts > Mail Template tab:

Edit the Email reminder text that you want to send to customers.

Template 3 status:
① Create or disable the selected mail template configuration.

Template 3 name:
② Set the name of the template which will show up on the left column.

Send After:
③ Define after how many days to send the email.
NOTE: If you set the delay to 0, the email will be sent immediately after you run the cron job and if the conditions are met.

Type of Discount:
④ If you choose the option 'No discount', you will have to remove the following codes from the mail template: {discount_code}, {discount_value}, {total_amount} and {date_end}.

Product Image Dimensions:
⑤ Define the width and height of the product images in the email which the customers will receive from this template.

Message to the Customer:
⑥ Use the following shortcodes:

Subject:
{firstname} - First name
{lastname} - Last name

Template:
{firstname} - First name
{lastname} - Last name
{cart_content} - Cart content
{discount_code} - Discount code
{discount_value} - Discount value
{total_amount} - Total amount
{date_end} - End date of coupon validity
{unsubscribe_link} - Link for unsubscribe

Template Subject:

Hello {firstname} {lastname},
We noticed that during your last visit to our store you placed the following products to your shopping cart and proceeded through checkout, but for some reason you did not complete the order:
{cart_content}
We do not know why you decided not to purchase this time, but we want to give you a special discount code - **{discount_code}** - which gives you **{discount_value}% OFF**. The code applies after you spent **\${total_amount}**. This promotion is just for you and expires on **{date_end}**.
Kind Regards,
YourStore
<http://www.example.com> (change to your store name)

{unsubscribe_link}

If you are not offering a discount, the text in red should be removed from the mail template.

Hello {firstname} {lastname},
We noticed that during your last visit to our store you placed the following products to your shopping cart and proceeded through checkout, but for some reason you did not complete the order:
{cart_content}
We do not know why you decided not to purchase this time, but we want to give you a special discount code - **{discount_code}** - which gives you **{discount_value}% OFF**. The code applies after you spent **\${total_amount}**. This promotion is just for you and expires on **{date_end}**.
Kind Regards,
YourStore
<http://www.example.com> (change to your store name)

{unsubscribe_link}

Text inside brackets e.g.: {firstname} {lastname} are filled in automatically by your website.
Replace: <http://www.example.com> with your website name.

Include details of an optional discount.

Click to select Type of Discount: Percentage, Fixed or None

Type of Discount:	Percentage
If you choose the option 'No discount', you will have to remove the following codes from the mail template: {discount_code}, {discount_value}, {total_amount} and {date_end}.	
Discount:	10 %
Total amount:	20 USD
The total amount that must reached before the coupon is valid	

Click the Save icon

Other Abandoned Cart Tabs

Abandoned Carts > Scheduled Tasks tab:
This option is not used or supported

Abandoned Carts > Statistics:
View statistics of coupons, carts etc

Abandoned Carts > Coupons:
Details of coupons used, given etc

Abandoned Carts > Support:
Should you require assistance or support please use the ticket system on the Support tab.

ADVANCED PRODUCT SLIDER

If your website is displaying 'sliding products' in place of banner images you will see something similar to the following.

Product Slider displays selected products from your website and animates them in a slideshow. It will display product images, prices and a description of the product.



To add products to the product slider or change the products being displayed

Admin > Extensions > Modules

Locate Advanced Product Slider

- Home Page Product Slider

Click the Edit icon

Advanced Product Slider	
- Home Page Product Slider	



Important: Do not change any of the settings on this screen

Listed below are 'Slides' you will see with the details of the products being displayed

<input type="checkbox"/> Edit the module - OR -		Go to Settings Panel	Go to Color Schemes	Module Documentation
Module Name:	Home Page Product Slider			
Slider name in frontend:				
Slider size (W x H):	1140	px	500	px
Slider Specifics:	Speed 500	Pause 6000	Slider Layout Default	
Status:	Enabled	Disabled		
Slide Name	Slide Type	Slide Content	Order	
	Product Slide	Select Product Acer Touch Screen Notebook	0	
	Image Slide	Advanced Slide Settings		
	Composed Slide			
Slide Name	Slide Type	Slide Content	Order	
	Product Slide	Select Product Canon PowerShot Digital Camera	0	
	Image Slide	Advanced Slide Settings		
	Composed Slide			
Slide Name	Slide Type	Slide Content	Order	
	Product Slide	Select Product Wireless WiFi HD Home Cinema Projector	0	
	Image Slide	Advanced Slide Settings		
	Composed Slide			

To edit or add a product, click beside any of the Select Product fields and start typing the name of the new product.

Click to select it from the list

Slide Name	Slide Type	Slide Content	Order	
	Product Slide	Select Product b	0	
	Image Slide	Advanced Slide Settings		
	Composed Slide			
Slide Name	Slide Type	Slide Content	Order	
	Product Slide	Select Product Canon PowerShot Digital Camera	0	
	Image Slide	Advanced Slide Settings		
	Composed Slide			

Home Business Websites - Additional Features Guide

To add additional products to the Product Slider, click on the green Plus button in the bottom right of the screen.

Slides			
Slide Name	Slide Type	Slide Content	Order
	Product Slide	Select Product: Belkin Cooling Pad Advanced Slide Settings	0 -
	Image Slide		
	Composed Slide		
Slide Name	Slide Type	Slide Content	Order
	Product Slide	Select Product: Canon PowerShot Digital Camera Advanced Slide Settings	0 -
	Image Slide		
	Composed Slide		
Slide Name	Slide Type	Slide Content	Order
	Product Slide	Select Product: Wireless WiFi HD Home Cinema Projector Advanced Slide Settings	0 -
	Image Slide		
	Composed Slide		
Slide Name	Slide Type	Slide Content	Order
	Product Slide	Select Product: Advanced Slide Settings	0 -
	Image Slide	Acer Touch Screen Notebook Aluminum Alloy Bluetooth 3.0 Stand Keyboard For iPad 2 3 4 Apple iPod Touch 32GB Space Grey Apple iPod Touch 4th Generation 64GB Apple TV	0 -
	Composed Slide		+

Start typing the name of the new product

Click to select it from the list

To keep the same formatting for all newly added slides, click 'Advanced Slide Settings'

Slide Name: Slide Type: Product Slide

Slide Content: Select Product: Baked Clay Chimenia Order: 0 -

Advanced Slide Settings

Custom Item Image: Item Image Size (W x H): X

Click to select the same Colour Scheme and settings as used on existing slides.
You can get this information by opening and checking an existing slide.

Auto Description Character limit: 250

Custom Item Button Action: Link Add to Cart

Custom Item Action Button Text:

Open item link: Same browser window New browser window

Display CountDown if Special: Yes No

Special Badge Position: Not Displayed Top Left Top Right Bottom Left Bottom Right

Slide Title Position: Not Displayed Top Left Top Right Bottom Left Bottom Right

Color Scheme: Scheme3



Note: Copy any other settings that are used on existing slides

Click Save



TIP: To remove a product from the Product Slider, click on the red Minus icon and then click Save.

Check your website to view the newly added Slides.



TIP: If for any reason a product image is not positioned correctly in the Slider (e.g. is covered by the price, is too small for the space etc.), the easiest solution is to choose another product that does display correctly. Alternatively you would need to edit the product image, resizing it/ cropping it and/or adding additional white background space as required until it fits the space. You can use any photo editing software to do this.



NOTE: It is much easier to simply choose another product, where the image fits the space automatically without the need for cropping and resizing.

ULTIMATE SHIPPING

Admin > Extensions > Shipping

Locate Ultimate Shipping and click to edit

Charges tab:

Enter and edit shipping charges e.g.:

Large \$15.00

Medium \$5.00

Small \$3.00

Prices can be 'Per Item' or 'Flat Rate'

The screenshot shows the 'Charges' tab in the Ultimate Shipping extension settings. There are three rules defined:

- Large:** Title: Large Items, Charge: Per Item Charge (\$15.00), Rule: Other Product Data model large.
- Medium:** Title: Medium, Charge: Per Item Charge (\$5.00), Rule: Other Product Data model medium.
- Small:** Title: Small, Charge: Per Item Charge (\$3.00), Rule: Other Product Data model small.

A tooltip 'Choose which database column to use for the comparison.' points to the 'model' dropdown in the rules section.

This shipping will only work and be applied at the checkout when you include an entry in the model field for each product (shown below).

Admin > Products > Data tab:

The screenshot shows the 'Products' page with the 'Data' tab selected. In the 'Edit Product' section, there is a 'Model' field containing the value 'large'.

Model field: Enter 'Small', 'Medium' or 'Large' for all products in your store that you want to apply the shipping rate to.

Click the Save icon

Charges			Charge	Rules
Action	Group	Title		
	A	Medium Items AU	Per Item Charge \$8.00	Other Product Data: ngn Geo Zone: All Zone Add Rule
	A	Medium Items	Per Item Charge \$8.00	Other Product Data: ngn Geo Zone: All Zone Add Rule
	A	Small Items AU	Per Item Charge \$6.00	Other Product Data: ngn Geo Zone: All Zone Add Rule
	A	Small Items	Per Item Charge \$6.00	Other Product Data: ngn Geo Zone: All Zone Add Rule
	A	Large Items AU	Per Item Charge \$9.00	Other Product Data: ngn Geo Zone: All Zone Add Rule
	A	Large Items	Per Item Charge \$9.00	Other Product Data: ngn Geo Zone: All Zone Add Rule
	A	Medium Items INT	Per Item Charge \$6.99	Other Product Data: ngn Geo Zone: Int Zone Add Rule
	A	Medium Items INT	Per Item Charge \$6.99	Other Product Data: ngn Geo Zone: Int Zone Add Rule
	A	Small Items INT	Per Item Charge \$2.99	Other Product Data: ngn Geo Zone: Int Zone Add Rule
	A	Small Items INT	Per Item Charge \$2.99	Other Product Data: ngn Geo Zone: Int Zone Add Rule
	A	Large Items INT	Per Item Charge \$9.99	Other Product Data: ngn Geo Zone: Int Zone Add Rule
	A	Large Items INT	Per Item Charge \$9.99	Other Product Data: ngn Geo Zone: Int Zone Add Rule



NOTE: You can copy and/or edit the rule examples setup in your store.

If you are using zones make sure to enter a Geo Zone (Geo Zone is xx Zone)

As a general rule the more shipping zones (Geo Zones) you use and create, the more complicated your shipping will become.

The more shipping methods you use, (Ultimate, Weight Based, Flat Rate etc) the more complicated your shipping can also become.

WISHLIST REPORT

Admin > Reports > Products > Wishlisted
 Admin > Reports > Customers > Wishlists

Click to view the customer details and details of the Wishlist tab.

MASS DISCOUNT

Admin > Sales > Mass Discount

Apply your chosen settings to the Mass Discount screen

The screenshot shows the 'Apply Mass Discount' page. It includes fields for 'Customer Group' (set to 'Default'), 'Discount Rate (%)' (set to 50), and sections for 'Manufacturers' and 'Categories'. The 'Manufacturers' section lists Apple, Canon, Hewlett-Packard, HTC, Palm, and Sony, with checkboxes for selecting individual manufacturers or combining them. The 'Categories' section lists various product types and sub-categories with checkboxes for selecting individual categories or selecting all. A calendar for January 2015 is shown for setting start and end dates. Red annotations provide instructions: 'Set the mass discount percent' points to the discount rate field; 'You can also select to apply my manufacturer, or combine it also with categories together' points to the manufacturer selection area; 'You can select individual categories for the discount to apply or select / unselect it all at once' points to the category selection area; and 'And set the start and end dates for the period when the discount has to start and end using built in calendar' points to the calendar and date fields. Buttons for 'Select All / Unselect All' are visible in both the manufacturer and category sections.

Click the Save icon

PAYPAL EXPRESS

PayPal Express provides a very fast checkout experience for your customers.

Using PayPal Express, customers are taken directly to PayPal's website to login and make payment before completing checkout on your website. With PayPal Express the customer can pay without having a PayPal account.

PayPal Express is available as a paid additional feature for your store. By default all websites are installed with PayPal Standard.

If you have not paid to have PayPal Express setup, then your website is using PayPal Standard.

Please refer to your Website Instructions START HERE document for setup of PayPal Standard.

If you have paid to have PayPal Express setup as an additional feature on your website - it does need to be configured by our Support Centre before it is active.

Please follow the instructions below to complete setup of PayPal Express.

Once you have created your PayPal account (details in your Website Instructions), please provide the following information to our Support Centre.

Follow these steps:

1. Log in to your PayPal Business account.
2. Click the Profile button (located beside the Log Out button in the top right of the screen.)



Click on Profile and Settings



NOTE: If you haven't already done so, you need to verify your account before requesting API credentials.

3. Click on Selling Tools
4. Click on API access (manage API Credentials) Update
5. Click View API Signature
6. Click to show API Username, API Password and API Signature
7. Copy and paste the details of each field, API Username, API Password, and Signature into an email and forward it to: support@homebusinesswebsites.com.au

Wait for a confirmation email from our Support Centre to confirm that they have configured and tested PayPal Express on your website.

LAY-BUY (through PAYPAL)

Lay-Buy is similar to a traditional in-store layby system. It allows customers to pay for goods in installments.



TIP: LAY-BUY requires PayPal Express to be installed on your website, as it uses PayPal Express Subscriptions.

Admin > Extensions > Payments

Locate Lay-Buy and click the Edit icon



From here you can adjust:

- Minimum Down Payment
- Maximum Down Payment
- Months
- Allowed Categories

Hover your mouse over the blue question mark icons for a description of each field.

Edit Lay-Buy	
Settings	Reports
* Lay-Buys Membership ID ?	Lay-Buys Membership ID
* Secret Token ?	a82242cc47e3813bf17e3cfa81ffd906
Minimum Down Payment (%) ?	20%
Maximum Down Payment (%) ?	50%
Months ?	3
Allowed Categories ?	Allowed Categories

Click the Save icon



NOTE: Do not make changes to any other fields on the above page.