

## Easy-E-commerce user guide

This document is a user guide for EMS Internet Easy-E-commerce (information about Easy-E-commerce: <http://ems-internet.co.uk/easy-ecommerce-website-design>) administration for web shops, e-commerce websites. It explains how to access, view, modify, add items (products) to your web shop.

### Access

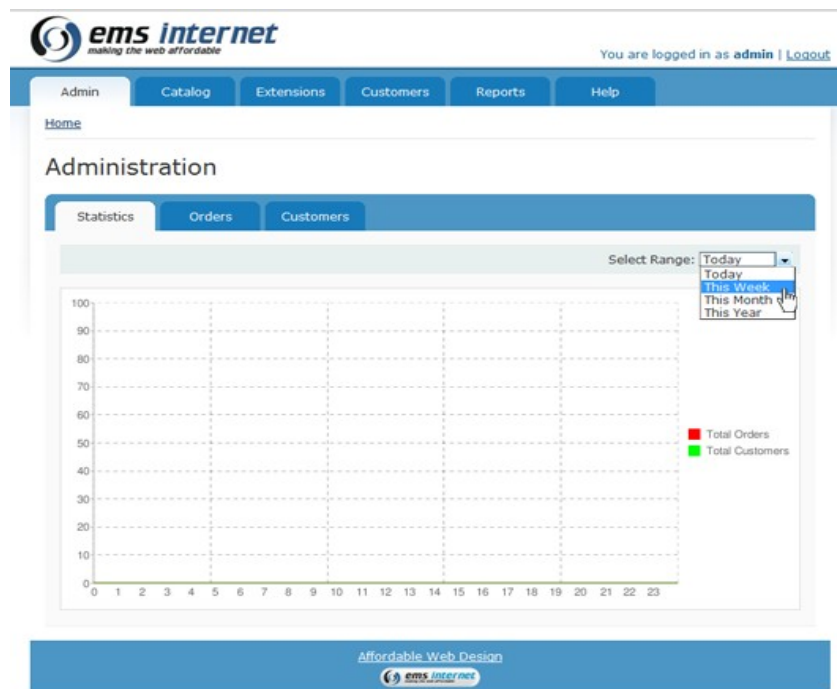
You can find your administration panel on **[yourdomain.co.uk/admin](http://yourdomain.co.uk/admin)** where **yourdomain** is your domain name.

Remember, if you have any difficulty you can call our technical support team who will be happy to help on:

**Tel: 0905 105 0895.**

Lines are open 9:30am – 5:30pm.  
Calls cost £1 per minute at all times.

## First screen



### Statistics

This page shows the Order and Customer activity within the selected range (Today, This Week, This Month, This Year).

### Orders

This tab show a list of orders made most recently.

### Customers

This tab show a list of customer with most recent activity.

## Admin menu



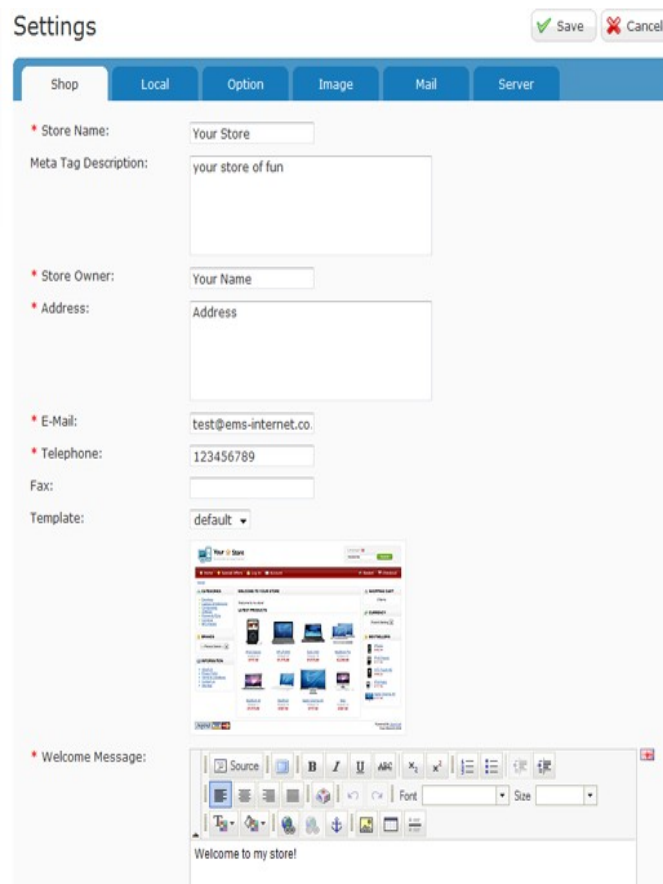
### **Admin>Home**

This item points to the home page of the administration screen.

### **Admin>Online Shop**

This item points to your shop as your customers will see it.

### **Admin>Configuration>Settings**



The screenshot shows the Settings page with the following fields and options:

- Store Name: Your Store
- Meta Tag Description: your store of fun
- Store Owner: Your Name
- Address: Address
- E-Mail: test@ems-internet.co
- Telephone: 123456789
- Fax:
- Template: default
- Welcome Message: Welcome to my store!

The page includes a Save button and a Cancel button. The Settings page is divided into sections: Shop, Local, Option, Image, Mail, and Server.



***Shop tab***

**Store Name**

The name of your store.

**Meta Tag Description**

Meta Tag Descriptions are used by search engines to describe the content of your web site.

**Store Logo**

Your Store Logo. Make sure it is the correct size to fit into your design as no automatic resizing is done.

**Store Owner**

The store owner's name, or can also be the name of the store. This value will be in the "from" field of any email that is sent from the website.

**Address**

The address of your store. This will be displayed on the contact page.

**E-Mail**

The store general email address. This should be a SINGLE email address only.

**Telephone**

The contact telephone number of your store. This will be displayed on your contact page.

**Fax**

The contact fax number of your store. This will be displayed on your contact page.

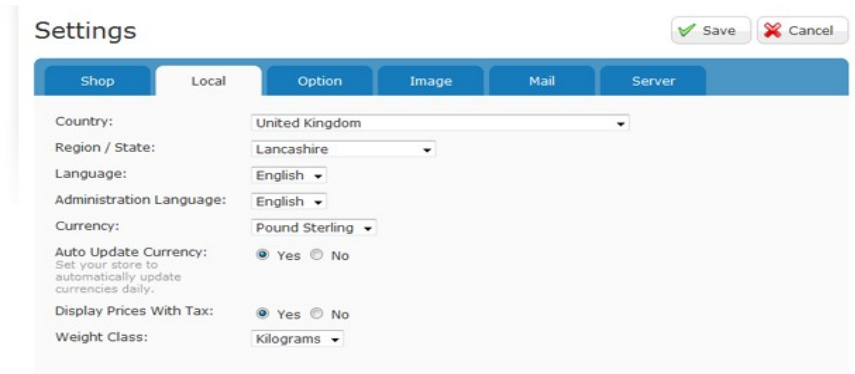
**Template**

The template your store uses.

**Welcome Message**

The welcome message that appears on the front of your store.

## Local tab



The screenshot shows the 'Settings' window with the 'Local' tab selected. The settings are as follows:

Setting	Value
Country:	United Kingdom
Region / State:	Lancashire
Language:	English
Administration Language:	English
Currency:	Pound Sterling
Auto Update Currency:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Prices With Tax:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Weight Class:	Kilograms

### Country

The default country your store is located in.

### Region / State

The region or state your store is located in. This will be used to decide via geo zones if taxes should be added to your products.

### Language

The default language your store uses if other languages are installed.

### Administration Language

The default language your administration uses if other languages are installed.

### Currency

The default currency your store uses if other currencies are installed.

### Auto Update Currency

If set to yes your store will automatically get currency rates and update the values daily. Applies only when multiple currencies are set.

### Display Prices With Tax

Display the prices with tax on the front of your site. If set to no then taxes will be included in the order totals on the checkout confirmation page.

### Weight Class

The default weight class your store uses.

### **Option tab**

#### Alert Mail

If set to yes then your store will send a email to the store owner when a new order is created.

#### Account Terms

Forces people to agree to terms before an account can be created.

#### Checkout Terms

Forces people to agree to terms and conditions before a customer can checkout.

#### Show Out Of Stock

Display out of stock message on the shopping cart page if a product is out of stock.

#### Stock Checkout

Allow customers to still checkout if the products they are ordering are not in stock.

#### Stock Subtract

Subtract product quantity when an order is processed.

#### Order Status

Set the default order status when an order is processed.

#### Stock Status

Set the default stock status when an order is processed.

#### Allow Downloads

Set your store to allow downloads. If customers orders a product with downloadable products this setting will stop them from being able to access their downloads.

#### Download Order Status

Set which order status must be reached before the customers are allowed to access their downloads.

### **Image tab**

Here you can change the store logo, the Icon of the page (favicon), and set the size of images used by your site.

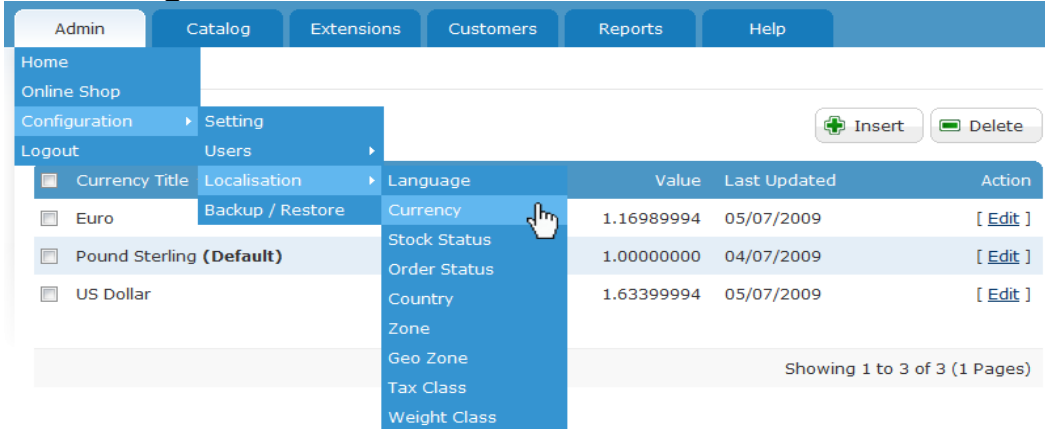
### **Mail tab**

Internal use

### **Server tab**

Internal use

## Admin>Configuration>Localisation



Currency Title	Localisation	Language	Value	Last Updated	Action
<input type="checkbox"/> Euro	Backup / Restore	Currency	1.16989994	05/07/2009	[ Edit ]
<input type="checkbox"/> Pound Sterling (Default)		Stock Status	1.00000000	04/07/2009	[ Edit ]
<input type="checkbox"/> US Dollar		Order Status	1.63399994	05/07/2009	[ Edit ]
		Country			
		Zone			
		Geo Zone			
		Tax Class			
		Weight Class			

Showing 1 to 3 of 3 (1 Pages)

## Admin>Configuration>Localisation>Currencies

### Currency Name

Name of the currency.

### Code

Name of the currency. You can find a list of codes here. All currency codes must be in upper-case.

### Symbol Left

The left currency symbol if the currency has one. An example would be the pound sign (£) for pound sterling.

### Symbol Right

The right currency symbol if the currency has one. An example would be the euro sign (€).

### Decimal Places

The number of decimal places used for a particular currency. Some currencies use more than 2 decimal places such as the Kuwaiti Dinar.

### Value

The currency value compared to your default currency. If the currency you are entering is going to be your default currency you should set the value to 1.00000. The currency value will change automatically if you have auto update currency set to yes.

### Status

Currency status will determine if the currency is displayed on the front of site.

### Currency

General	
* Currency Title:	<input type="text" value="Euro"/>
* Code:	<input type="text" value="EUR"/>
Symbol Left:	<input type="text"/>
Symbol Right:	<input type="text" value="€"/>
Decimal Places:	<input type="text" value="2"/>
Value:	<input type="text" value="1.16989994"/>
Status:	<input type="text" value="Enabled"/>

## Admin>Configuration>Localisation>Stock Status

### Stock Status Name

Name of the stock status.

A stock status is the status that will be displayed when a product runs out. You can assign a stock status to individual products. You might want to assign a stock status of 1 - 2 days if you have stock for a particular product arriving in the next 1 - 2 days.

Geo Zones ✓ Save ✗ Cancel

General

\* Geo Zone Name:

\* Description:

Country:  Remove

Zone:

+ Add Geo Zone

## Admin>Configuration>Localisation>Geo Zones

### Geo Zone Name

Name of the geo zone. You can define this as anything you like.

### Description

Description of the geo zone. You can define this as anything you like.

### **Adding Geo Zones**

Geo zones can be set up for taxes, shipping methods and payment methods. To cover the whole of the UK with the UK's 15% VAT rate you would do this:

Geo Zone Name: UK VAT Zone

Description: UK VAT

Country: United Kingdom

Zone: All Zones

For the Royal Mail shipping zones:

Geo Zone Name: UK Royal Mail

Description: UK Royal Mail Shipping Zones

Country: United Kingdom

Zone: Aberdeen

Country: United Kingdom

Zone: Aberdeenshire

Country: United Kingdom

Zone: etc..

You might not want to include all zones as some UK zones maybe offshore and require a higher shipping rate.

## Admin>Configuration>Localisation>Tax Classes

### Tax Class Title

Title of the tax class. This will be used when choosing the tax class for products and shipping.

### Description

Description of the tax class.

## Adding Tax Rates

Tax Class

**General**

\* Tax Class Title:

\* Description:

Geo Zone:	* Description:	* Tax Rate:	* Priority:	
UK VAT Zone	VAT 15%	15.0000	1	<input type="button" value="Remove"/>

### Geo Zone

Set the geo zone tax rate will be active in.

### Description

Set the description of the tax rate. This will be used in order totals.

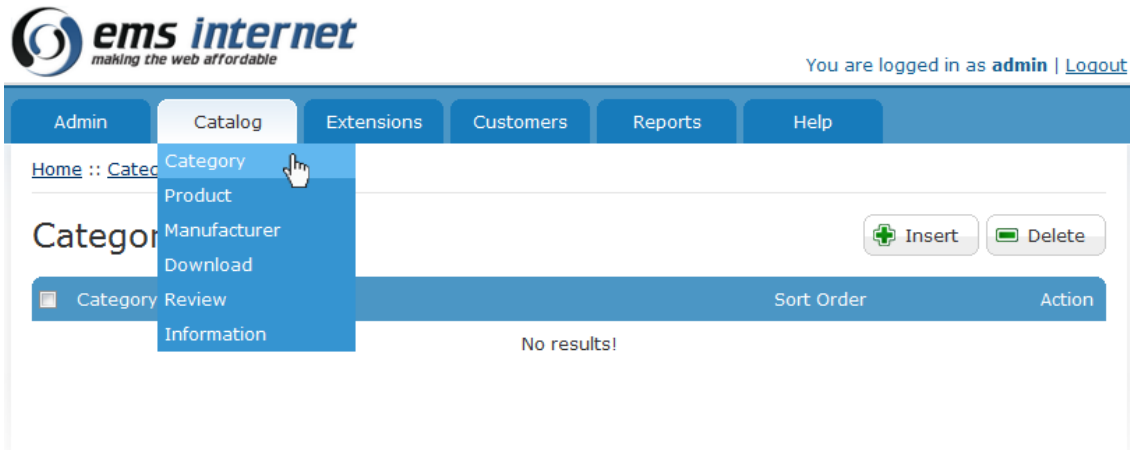
### Priority

Set the priority of the tax rate. This will determine which tax rate will be used if tax rate geo zones overlap each other.

## Admin>Configuration>Localisation>Weight Classes

You can set weight classes used by your shop. This option is necessary if price or shipping cost is calculated regards weight.

## Catalog>Categories



### Category Name

Name of the category.

### SEO Keyword

The keyword used for search engine optimization.

### Meta Tag Description

Meta Tag Descriptions are used by search engines to describe the content of your web site.

### Description

The category description.

Category Save Cancel


General Data

\* Category Name:

SEO Keyword:

Meta Tag Description:

Description: 



Data tab

### Parent Category

Sets the parent category.

### Image

Sets the image to use for the category.

### Sort Order


Sort order determines what order the categories are displayed in.

Category Save Cancel

General Data

Parent Category:

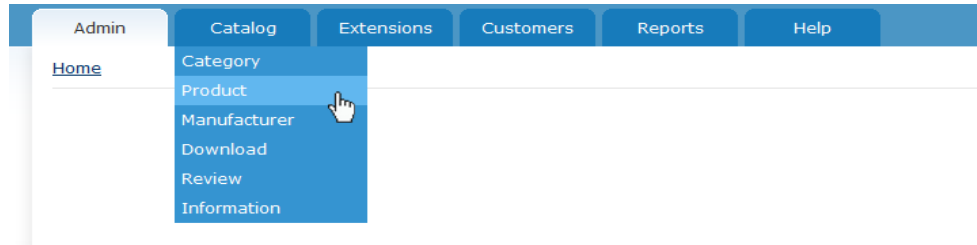
Image:  Browse...



Sort Order:

## Catalog>Products

This part explains about fields when adding a new product.



### General

#### Product Name

Name of the product.

#### SEO Keyword

The keyword used for search engine optimization.

#### Meta Tag Description

Meta Tag Descriptions are used by search engines to describe the content of your web site.

#### Description

The product description.

### Data

#### Model

The unique model number or sku of the product.

#### Image

Sets the image to use for the product.

#### Manufacturer

Sets the manufacturer of the product.

#### Requires Shipping

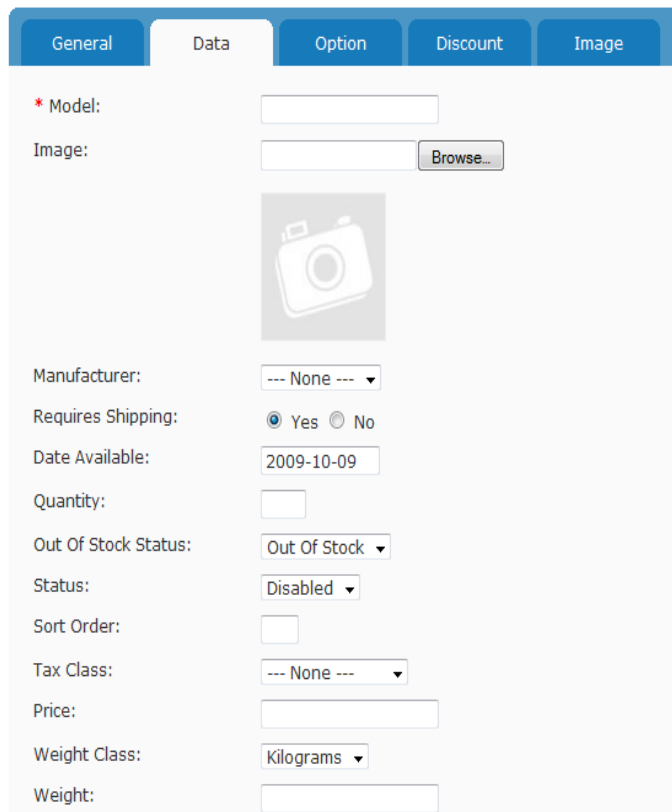
Sets if the product requires shipping. Set to no if the product is downloadable.

#### Date Available

Sets when you want the product to show on the front of your site.

#### Quantity

Sets the product quantity. If you have set in the settings to subtract stock then the quantity will decrease after each purchase.



The screenshot shows the 'Data' tab of a product form. The fields and their values are as follows:

- \* Model: [Empty text input]
- Image: [Empty text input] with a 'Browse...' button
- Image preview: [Image of a camera]
- Manufacturer: [--- None ---] (dropdown)
- Requires Shipping:  Yes  No
- Date Available: [2009-10-09] (text input)
- Quantity: [Empty text input]
- Out Of Stock Status: [Out Of Stock] (dropdown)
- Status: [Disabled] (dropdown)
- Sort Order: [Empty text input]
- Tax Class: [--- None ---] (dropdown)
- Price: [Empty text input]
- Weight Class: [Kilograms] (dropdown)
- Weight: [Empty text input]



### Out Of Stock Status

Sets the stock status when the stock quantity reaches 0. Please read the stock statuses section in the documentation for more information.

### Status

Product status will determine if the product is displayed on the front of site.

### Sort Order

Sort order determines what order the products are displayed in.

### Tax Class

Sets the products tax class. Set to none if you don't want the product to have any taxes applied. Please read the tax classes section in the documentation for more information.

### Price

Sets the price of the product. The price on the front of the store will be different depending on which taxes and discounts are applied.

### Weight Class

Sets the weight class of the product. Please read the weight classes section in the documentation for more information.

### Weight

Sets the weight of the product. Setting the correct weight is important when it is used to determine the price of shipping.

### Categories

Choose which categories you want your product to appear in.

### Downloads

Choose which downloads you want to attach to your product. You can make your product just downloadable by setting requires shipping to "No" or you can attach downloads such as user guides etc.

### Related Products

Choose products which maybe related to the one you are currently setting up. These products will appear in the related products tab when viewing the product information.

General	Data	Option	Discount	Image
Option:		Sort Order:		Remove
Option Value:		Price:	Prefix:	Sort Order:
			+	
				Add Option Value
				Add Option

### ***Option tab***

#### Option

Name of the option.

#### Sort Order

Sort order determines what order the options are displayed in.

#### Option Value

Name of the option value.

#### Price

Option value price. This will be added or subtracted depending on which prefix is chosen.

#### Prefix

Prefix determines the option value price is added or subtracted from the main price.

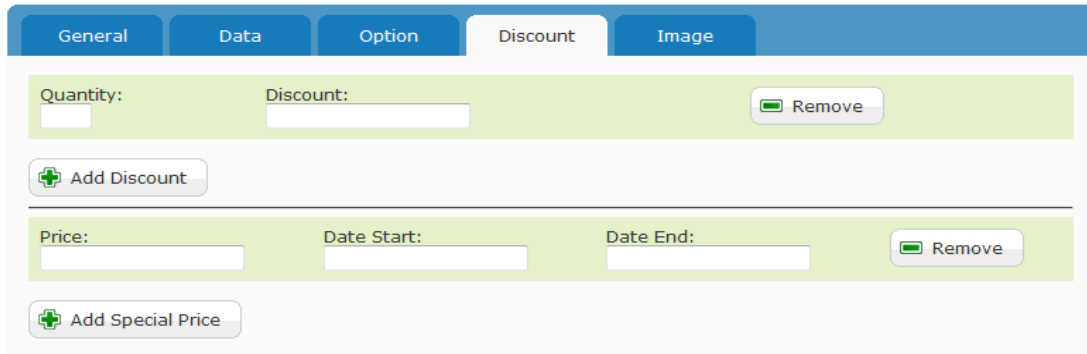
#### Sort Order

Sort order determines what order the option values are displayed in.

General	Data	Option	Discount	Image
Option:		Sort Order:		Remove
Size		1		
Option Value:		Price:	Prefix:	Sort Order:
Small			+	1
Medium		10	+	2
Large		20	+	3
				Add Option Value
				Add Option

The above image show an example of Option “Size”, with values “Small”, “Medium”, “Large”, with price modifications.

## Discount



General Data Option **Discount** Image

Quantity:  Discount:

---

Price:  Date Start:  Date End:

There are two types of discounts, quantity price breaks and special prices. Both discounts can be applied together.

### Quantity Price Breaks

Quantity price breaks works by changing the price depending on quantity ordered.

Example:

Price: 100.00

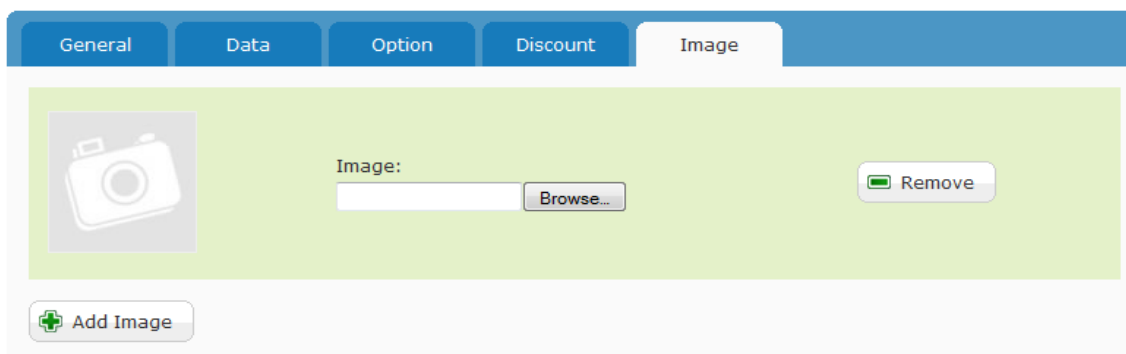
Quantity: 5

Discount: 10


New Price: 90.00

### Special Price

Special prices change the value of the main price to the new special price. You can set the start date and end date of the special price.



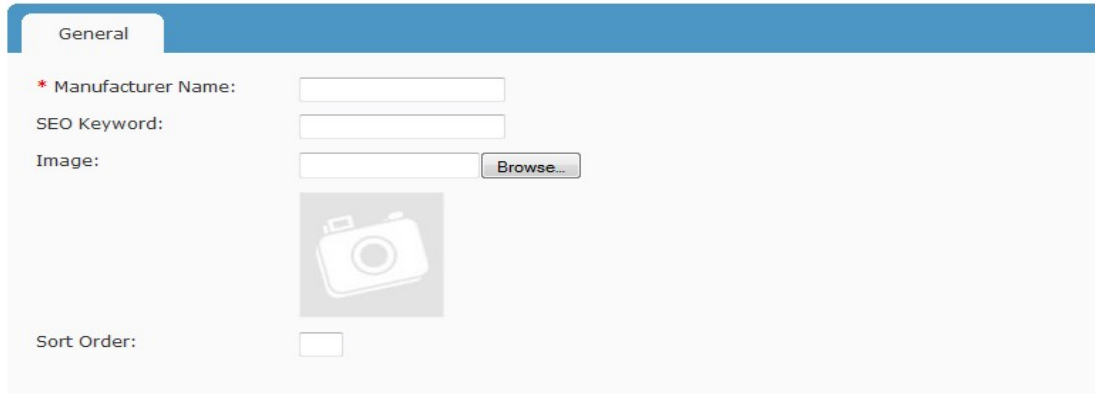
General Data Option Discount **Image**

 Image:

## Image

You can add additional images here. These images will appear in the image products tab when viewing the product information.

## Catalog>Manufacturers



The screenshot shows a 'General' tab for a manufacturer. It contains the following fields: 'Manufacturer Name' (required, with an asterisk), 'SEO Keyword', 'Image' (with a 'Browse...' button and a camera icon), and 'Sort Order' (a small input box).

### Manufacturer Name

Name of the manufacturer.

### SEO Keyword

The keyword used for search engine optimization.

### Image

Sets the image to use for the manufacturer.

### Sort Order

Sort order determines what order the manufacturers are displayed in.

## Catalog>Downloads

### Download Name

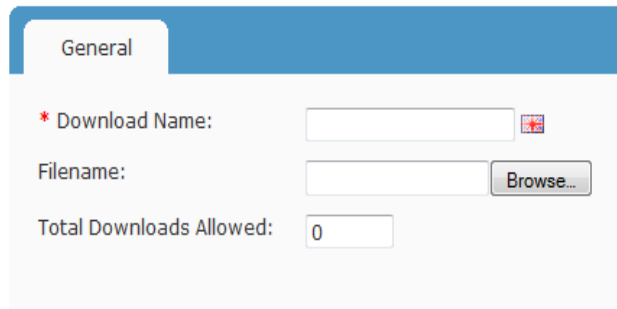
Name of the download. The download name is displayed to customers when choosing a download.

### Filename

Select the file for customers to download. Multiple files should be in zip format.

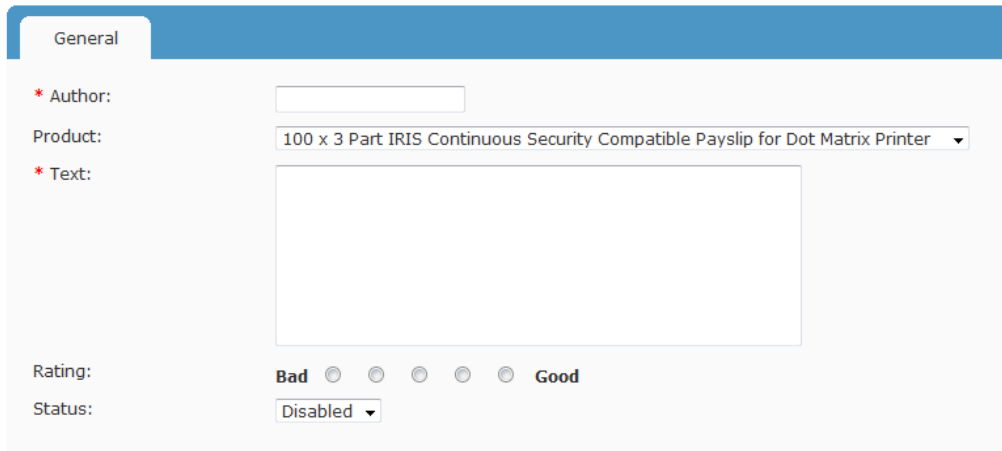
### Total Downloads Allowed

Set the number of downloads a customer is allowed on a single order. If more than one order is made or the quantity of a downloadable product is higher than one then the number of downloads will be added together.



The screenshot shows a 'General' tab for a download. It contains the following fields: 'Download Name' (required, with an asterisk), 'Filename' (with a 'Browse...' button), and 'Total Downloads Allowed' (with the value '0' entered).

## Catalog>Reviews



The screenshot shows a web form for adding a review. It has a blue header with the word 'General' in white. Below the header, there are several fields: a text input for 'Author', a dropdown menu for 'Product' with the selected value '100 x 3 Part IRIS Continuous Security Compatible Payslip for Dot Matrix Printer', a large text area for 'Text', a rating section with five radio buttons labeled 'Bad' and 'Good', and a dropdown menu for 'Status' with 'Disabled' selected.

### Author

Author of the review.

### Product

Select the product the review is about.

### Text

The review text.

### Rating

The the review rating.

### Status

Review status will determine if the review is displayed or not. Default status is disabled so administrators get can review the review before it is made public.

## Catalog>Information

### Information Title

The title of the information page.

### SEO Keyword

The keyword used for search engine optimization.

### Description

The information page content.

### Sort Order

Sort order determines what order the information pages are displayed in.

## Extensions>Modules

Modules typically have position, status and sort order fields, and are typically for internal use.

### Position

Position the module will appear. This should be either the left or right column.

### Status

Module status will determine if the module is displayed on the front of site.

### Sort Order

Sort order determines what order the modules are displayed in.



## Extensions>Shipping

Shipping extensions typically have cost or rate, tax class, geo zone, status and sort order fields. There may be additional fields depending on the functionality of the shipping extension.

### Cost

The cost of the shipping.

### Rates

Enter values up to 5,2 decimal places. (12345.67) Example: .1:1,.25:1.27 - Weights less than or equal to 0.1Kg would cost 1.00, Weights less than or equal to 0.25g but more than 0.1Kg will cost 1.27. Do not enter KG or any symbols.

These are the rates for royal mail standard shipping:

10:15.99,12:19.99,14:20.99,16:21.99,18:21.99,20:21.99,22:26.99,24:30.99,  
26:34.99,28:38.99,30:42.99,35:52.99,40:62.99,45:72.99,50:82.99,55:92.99,  
60:102.99,65:112.99,70:122.99,75:132.99,80:142.99,85:152.99,90:162.99,  
95:172.99,100:182.99

The order is: weight:cost,weight:cost, etc..

### Tax Class

Sets the shipping extension tax class. Set to none if you don't want the shipping extension to have any taxes applied. Please read the tax classes section in the documentation for more information.

### Geo Zone

Set the geo zone the shipping extension will be active in. Please read the geo zones section in the documentation for more information.

### Status

Shipping status will determine if the shipping extension is displayed when checking out.

### Sort Order

Sort order determines what order the shipping extensions are displayed in.

## Extensions>Payments

Payment extensions typically have order status, geo zone, status and sort order fields. There may be additional fields depending on the functionality of the shipping extension.

### Order Status

Set the order status when using the payment extension. Some payment modules will only set the selected order status when the payment has been confirmed by the payment gateway callback method. Please read the order statuses section in the documentation for more information.

### Geo Zone

Set the geo zone the payment extension will be active in. Please read the geo zones section in the documentation for more information.



### Status

Payment status will determine if the payment extension is displayed when checking out.

### Sort Order

Sort order determines what order the payment extensions are displayed in.

## **Extensions>Order Totals**

Order Total extensions typically have status and sort order fields. There may be additional fields depending on the functionality of the order total extension.

### Status

Order total status will determine if the order total extension is displayed when checking out.

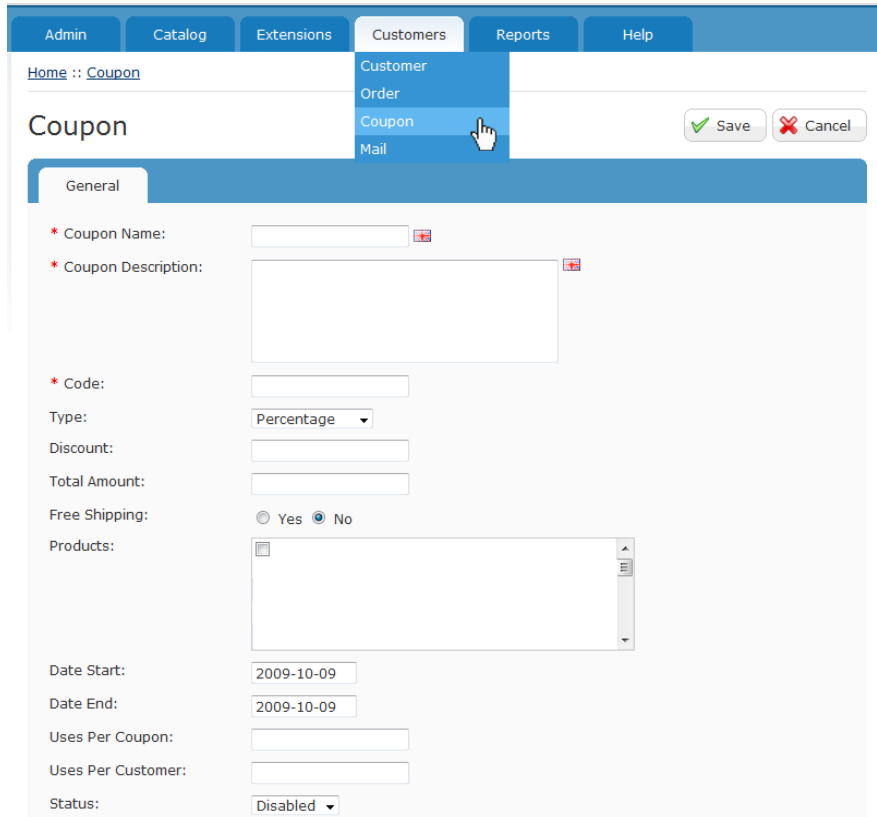
### Sort Order

Sort order determines what order the order total extensions are displayed in.

### Sub-Total

The sub total of the order is the sum of the price of the product of each order item, each respectively multiplied by the quantity/count value of the order item. The sum is basically the total amount of the order before the shipping charges, discounts, taxes and other relevant values are calculated. Sub-Total is nearly always on the top so the sort order should be the set to the lowest number.

## Extensions>Coupons



The screenshot shows the 'Coupon' management page in the EMS Internet system. The navigation menu includes Admin, Catalog, Extensions, Customers, Reports, and Help. The 'Customers' menu is open, showing options for Customer, Order, Coupon, and Mail. The 'Coupon' option is selected. The main content area is titled 'Coupon' and contains a 'General' tab. The form fields are as follows:

- \* Coupon Name: [Text input field]
- \* Coupon Description: [Text area]
- \* Code: [Text input field]
- Type: [Dropdown menu, currently set to 'Percentage']
- Discount: [Text input field]
- Total Amount: [Text input field]
- Free Shipping: [Radio buttons, 'Yes' and 'No', with 'No' selected]
- Products: [List box]
- Date Start: [Text input field, value: 2009-10-09]
- Date End: [Text input field, value: 2009-10-09]
- Uses Per Coupon: [Text input field]
- Uses Per Customer: [Text input field]
- Status: [Dropdown menu, currently set to 'Disabled']

Buttons for 'Save' and 'Cancel' are located in the top right corner of the form area.

With the discount coupons feature enabled and active discount coupons in your database, a user might apply a discount to an order which will be deducted from the sub total of the order. This field tells you what the total amount of discount is which has been applied for the specified order.

### Coupon Name

Name of the coupon. This will be displayed in the order totals.

### Coupon Description

Description of coupon. This is used for administrator records.

### Code

Coupon Code. This is the code you give to the customers so when they enter the code on the checkout confirmation page the discount will be added.

### Type

Coupon type. Sets the type of discount given. It can be either a percentage discount or fixed amount off.



Discount

Coupon discount amount. If you set the type to percentage then it would minus the percentage amount from the sub-total. If the type is set to a fixed amount then the fixed amount will be deducted from the sub-total.

Free Shipping

Set the coupon amount to give free shipping.

Products

Set which products you want to apply the discount amount to. If none are selected then the discount amount will apply to all products.

Date Start

Set the start date for when you want the coupon to be start.

Date End

Set the end date for when you want the coupon to expire.

Uses Per Coupon

Set the number of times a coupon can be used.

Uses Per Customer

Set the number of times a coupon can be used.

Status

Coupon status will determine if the coupon can be used or not.