

Created: 4/15/2010

Using Your Commerce Backend - 101

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V. I. LOGGING IN:

In your web browser, type in the following URL:

Web address: <http://www.champagnetaste.com/admin/login.php>

Username: admin

Password: blueshell3

This gives you access to your dashboard, notice the green navigational buttons that run horizontally across the top.

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Go to Store Manager to Reset the Admin Activity Log

Thu, 15 Apr 2010 14:18:16 -0700GMT [70.166.83.186] Admin Home | Online Catalog | Support Site | Version | Logoff

Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons | Extras

Statistics		New customers:		New orders:	
Hit Counter Started:	11/10/2009	Test Site	02/12/2010	Daddy Graef	\$18.55
Hit Counter:	9202	Hands O'Dial	02/11/2010	Daddy Graef	
Customers:	3	Daddy Graef	02/11/2010	Daddy Graef	\$19.54
Products:	32				
Products deactivated:	2				
Reviews:	0				

Counter History for last 10 recorded days		Session - Total
04/15/2010		48 - 62
04/14/2010		70 - 78

You will be interested in only two choices. First we are going to start off with adding new products and editing existing products.

II. ADDING A MANUFACTURER:

You may decide to associate your products with a manufacturer. From the navigation - hover over CATALOG, and click Manufacturers from this list - as shown below.



Fri, 16 Apr 2010 10:46:59 -0700GMT [70.166.83.186] Admin

Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | G

PRODUCT IN CATEGORIES

- Categories/Products
- Product Types
- Products Price Manager
- Option Name Manager
- Option Value Manager
- Attributes Controller
- Downloads Manager
- Option Name Sorter
- Option Value Sorter
- Manufacturers**
- Reviews
- Specials
- Featured Products
- SaleMaker
- Products Expected

Product Master Category: **NOTE: Master Category product category**

Products Status: In Stock Out of Stock

Date Available: (YYYY-MM-DD)

Products Manufacturer: **ID# 23 Candles**

Products Name: **by purposes where the linked products, example: Sales**

Product is Free: Yes No

Product is Call for Price: Yes No

Product Priced by Attributes: Yes No

You can edit or delete using the buttons on the right side of the screen, you can add new manufacturer by clicking the INSERT button as shown at the bottom of the screen below.



Check for Updates

MANUFACTURERS

Manufacturers	Action	Archipelago
Archipelago		<input type="button" value="edit"/> <input type="button" value="delete"/>
Deglingos		
Illume		Date Added: 11/17/2009
Little Giraffe		IMAGE DOES NOT EXIST
Mistral		
Robeez		Products: 0
Sonoma Lavender		
Surfer Baby		
Ugly Dolls		
Very Excellent Baby		
Zutano		

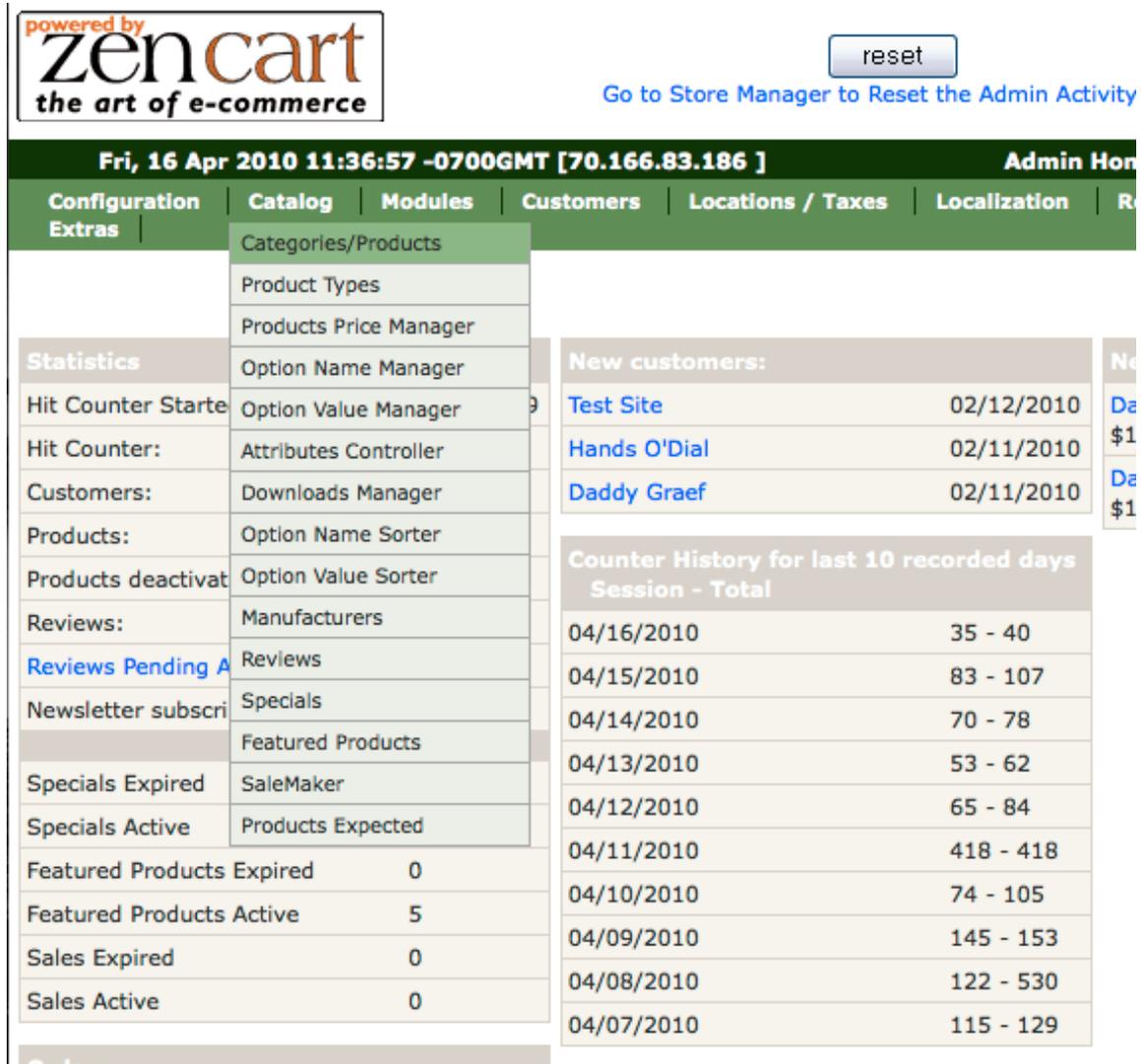
Displaying 1 to 11 (of 11 manufacturers)

Page 1 of 1

III. CATEGORIES

1. ADDING A NEW CATEGORY

From the navigation - hover over CATALOG, and click CATEGORIES/PRODUCTS from this list - as shown below.



The screenshot shows the Zen Cart admin interface. At the top left is the Zen Cart logo with the tagline 'the art of e-commerce'. To the right is a 'reset' button and a link: 'Go to Store Manager to Reset the Admin Activity'. Below this is a green navigation bar with the date and time 'Fri, 16 Apr 2010 11:36:57 -0700GMT [70.166.83.186]' and the user 'Admin Hon'. The main navigation menu includes 'Configuration Extras', 'Catalog', 'Modules', 'Customers', 'Locations / Taxes', 'Localization', and 'Reports'. The 'Catalog' menu is expanded, showing 'Categories/Products' (highlighted), 'Product Types', 'Products Price Manager', 'Option Name Manager', 'Option Value Manager', 'Attributes Controller', 'Downloads Manager', 'Option Name Sorter', 'Option Value Sorter', 'Manufacturers', 'Reviews', 'Specials', 'Featured Products', 'SaleMaker', and 'Products Expected'. On the right side, there are two tables: 'New customers:' and 'Counter History for last 10 recorded days Session - Total'.

New customers:	
Test Site	02/12/2010
Hands O'Dial	02/11/2010
Daddy Graef	02/11/2010

Counter History for last 10 recorded days Session - Total	
04/16/2010	35 - 40
04/15/2010	83 - 107
04/14/2010	70 - 78
04/13/2010	53 - 62
04/12/2010	65 - 84
04/11/2010	418 - 418
04/10/2010	74 - 105
04/09/2010	145 - 153
04/08/2010	122 - 530
04/07/2010	115 - 129

The system will automatically take you to your list of categories as shown below:

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Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons | Extras

LEGEND: Status OFF (red dot) Status ON (green dot) Linked Product (yellow dot) Meta Tags Defined: Yes No (radio buttons)

Text Editor: Plain Text

Categories/Product Display Order: Categories Sort Order, Categories Name

Search:

Go To: Top

CATEGORIES / PRODUCTS - TOP

ID	Categories / Products	Model	Price/Special/Sale	Quantity	Status	Sort	Action
26	Aromatherapy			3 of 3 active		0	
55	Baby			4 of 4 active		0	
23	Candles			4 of 4 active		0	
27	Clearance			0 of 0 active		0	
40	Stuffed Animals			10 of 10 active		0	
1	Body Products			11 of 13 active		1	
4	Books			0 of 0 active		4	

Categories: 7
Products: 0

NOTE: Category has SubCategories
Products cannot be added

From here you can choose the New Category button to add a new category, or edit an existing category using the buttons to the right (it's the green e - see **Understanding Your Action Choices** below.).

The system will ask you to add the Category Name and Category Description. You can also add an image, but it appears rather small and awkwardly, so I recommend leaving it off for now.

You can choose a sort order if desired. Otherwise they will appear in the order that they were added.

2. CREATING A SUB-CATEGORY

You can also create subcategories. Once you have created your new category as shown above. Go back into your list. Then, as you view your list - you will see ACTION items that appear all the way to the right of the category name - as shown below. You want to choose the purple M - this is the Move function. Click it.

Quantity	Status	Sort	Action
4 of 4 active		0	
0 of 0 active		0	

Next, you will be taken a new screen (shown below); a dropdown menu includes all of the categories and sub-categories you have created for your store. Choose the category that you want to move your new category into. For example, below you can move your category into Baby, or even Baby Accessories, once you have chosen the category, click move. There is no limit to the number of sub-categories you can create.

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Check for Updates

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Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons | Extras

CATEGORIES / PRODUCTS - BABY Search: X Go To:

Move Category
Please select which category you wish **Baby Accessories** to reside in

Move **Baby Accessories** to:

- Baby
- Top
- Aromatherapy
- Baby
- Baby Accessories
- Burpies
- Pee-pee Tee-pee™
- Receiving Blankets
- Security Blankies
- Baby Clothes
- Hats
- Onesies
- Pants
- Shirts
- Shoes
- Candles
- Clearance
- Stuffed Animals
- Sonoma Lavender
- Ugly Dolls
- Body Products

move cancel

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E-Commerce Engine Copyright © 2003-2010 Zen Cart™
Zen Cart v1.3.8a/v1.3.8

3. Understanding Your Action Choices

For every Category that you add to your store, you have five important tools at your disposal.

Quantity	Status	Sort	Action			
4 of 4 active		0				
0 of 0 active		0				

A. Status - the green box (shown above) notes that this item is active and appears in your store. You can deactivate a category or item by simply clicking the Status box. It will then take you to a new screen where you click Update to finalize the action.



B. Click the e to edit the category.

C. Click the red X to delete.

D. Click the purple M to move to a new category or sub-category.

E. The final item allows you to add keywords and meta data (this is the stuff that is

searchable by Google) 

III. PRODUCTS

1. Adding an New Product

From the navigation - hover over CATALOG, and click CATEGORIES/PRODUCTS from this list - as shown below.

The screenshot shows the ZenCart admin interface. At the top left is the ZenCart logo with the tagline "the art of e-commerce". To the right is a "reset" button and a link: "Go to Store Manager to Reset the Admin Activity". Below this is a green navigation bar with the date and time: "Fri, 16 Apr 2010 11:36:57 -0700GMT [70.166.83.186]" and "Admin Home". The navigation menu includes "Configuration", "Catalog", "Modules", "Customers", "Locations / Taxes", "Localization", and "Reports". The "Catalog" menu is expanded, showing "Categories/Products", "Product Types", "Products Price Manager", "Option Name Manager", "Option Value Manager", "Attributes Controller", "Downloads Manager", "Option Name Sorter", "Option Value Sorter", "Manufacturers", "Reviews", "Specials", "Featured Products", "SaleMaker", and "Products Expected". Below the navigation menu is a table with statistics:

Statistics		
Hit Counter Started		
Hit Counter:		
Customers:		
Products:		
Products deactivated		
Reviews:		
Reviews Pending Approval		
Newsletter subscribers		
Specials Expired		
Specials Active		
Featured Products Expired	0	
Featured Products Active	5	
Sales Expired	0	
Sales Active	0	

On the right side, there is a "New customers:" table:

Test Site	02/12/2010	
Hands O'Dial	02/11/2010	\$1
Daddy Graef	02/11/2010	\$1

Below that is a "Counter History for last 10 recorded days" table:

Session - Total	
04/16/2010	35 - 40
04/15/2010	83 - 107
04/14/2010	70 - 78
04/13/2010	53 - 62
04/12/2010	65 - 84
04/11/2010	418 - 418
04/10/2010	74 - 105
04/09/2010	145 - 153
04/08/2010	122 - 530
04/07/2010	115 - 129

The system will automatically take you to your list of categories; click the category for which you would like to add an item to. Once you click a category, all items within that category will appear.

FYI: Only three products appear a page, you need to go the next page to view additional products (at the bottom of the page, you can either use the arrow or choose the number of the page you would like to view).

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Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons

LEGEND: Status OFF (red dot) Status ON (green dot) Linked Product (yellow dot) Meta Tags Defined: Yes No (radio buttons)

Text Editor: Plain Text

Categories/Product Display Order: Products Sort Order, Products Name

Search: Go To: Candles

CATEGORIES / PRODUCTS - CANDLES

ID	Categories / Products	Model	Price/Special/Sale	Quantity	Status	Sort	Action
92	Illume Pomegranate Classic Jar Candle		\$19.00	6	ON	0	[e] [x] [m] [c] [A] [d]
93	Illume Pomegranate Large Travel Tin Candle		\$17.00	6	ON	0	[e] [x] [m] [c] [A] [d]
94	Illume Valencia Orange - Classic Jar Candle		\$19.00	6	ON	0	[e] [x] [m] [c] [A] [d]

Categories: 0 Products: 3

back new product Product - General

Displaying 1 to 3 (of 4 products)
<< Page 1 of 2 >>

To add a new product, click the button that says NEW PRODUCT. The system will then bring you to a form to fill out. Most are obvious, but I will mention a few here for clarity.

- Be sure to choose a tax class. If the item is taxable, the system will automatically calculate the item price with tax and display it in the Gross Price field. You should enter you price in the Net field.
- If you have a downloadable product, you can indicate it as such by clicking the “Yes, Skip Shipping Address” button [Product is Virtual].
- Product Quantity minimum will help you keep track of which items need to be ordered (before you are completely out of stock).
- You can also track your inventory by adding the Product Quantity.

2. Adding an Image

- When you upload an image, be sure to size your image resolution to 72 dpi before uploading it - otherwise it will load very slowly. You can size, crop and optimize images using this free tool: www.webresizer.com. NOTE: Upload the large image - the system will automatically downsize it to a thumbnail and give people the option of clicking to view larger. The only thing you need to change is the RESOLUTION.

When you are finished adding your item - click the REVIEW button - then click UPDATE to finalize and make live.

3. Editing an existing product

From your product list - click the green  from the right side of the screen under ACTION. You can also double-click the item you want to edit. Simply make your changes, click PREVIEW and then UPDATE to finish.