



Shop Pages

The Shop is an additional feature within Agoria which gives you an opportunity to sell a selection of products to groups of customers that visit your website.

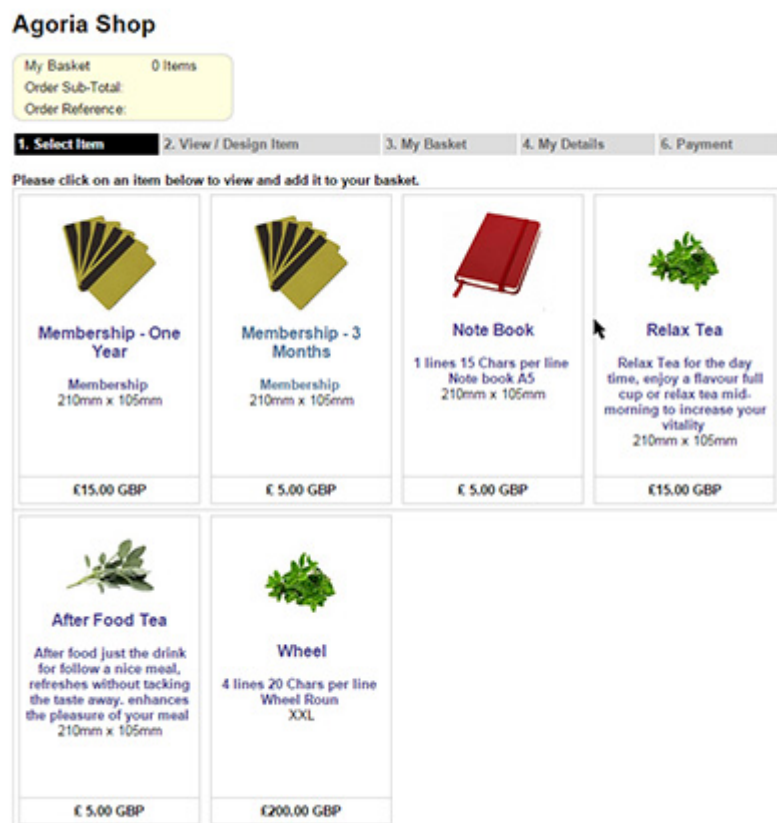
In addition to the standard product display, the Shop gives you the ability to show shop content pages to promote your products and manage their sale.

Important things to remember are:-

- Include VAT and Delivery in your price - the shop does not include either of these items.
- Make your purchase T's and C's clear and easily available.
- Make it easy for customers to take advantage of their rights under the 'distant selling' regulations.
- If you have any problems fulfilling a customer order, you should inform them immediately.
- Some products can have lettering or engraving on them.
- Make sure you have procedures in place to check the text for obscenities or abuse.

Shop Home

The shop has a home page (call it anything you like, but this is home to the shop) and the first page may look like this:-









Agoria Shop

My Basket 0 Items
Order Sub-Total:
Order Reference:

1. Select Item 2. View / Design Item 3. My Basket 4. My Details 5. Payment

Please click on an item below to view and add it to your basket.

 Membership - One Year Membership 210mm x 105mm £15.00 GBP	 Membership - 3 Months Membership 210mm x 105mm £ 5.00 GBP	 Note Book 1 lines 15 Chars per line Note book A5 210mm x 105mm £ 5.00 GBP	 Relax Tea Relax Tea for the day time, enjoy a flavour full cup or relax tea mid-morning to increase your vitality 210mm x 105mm £15.00 GBP
 After Food Tea After food just the drink for follow a nice meal, refreshes without tacking the taste away, enhances the pleasure of your meal 210mm x 105mm £ 5.00 GBP	 Wheel 4 lines 20 Chars per line Wheel Roun XXL £200.00 GBP		

Your customer simply clicks on the item to open up the Selection Page. To select a quantity, add text or notes and once this is complete they click 'Add to Basket'.



In this example, there are comments on the purchase entered by the purchaser.

These can be requests for action by the seller such as packing or notes about collection. The seller should ensure they have processes in place for these requests.

In this example, you can have the note book embossed with the name of the recipient. In other cases it could be some words on the T-shirt or a message engraved on an object such as Tankard or Brick.

You can tailor your offers to the customer to make your group shop more attractive.

BASKET

Once you have clicked on **Add to Basket**, the basket is displayed with the order or orders. At this stage you can cancel the order or amend an order item. If there is more than one item in the order, you can delete the items from the order until there is only one item left - at which point you can cancel your order.

Agoria Shop

My Basket 0 Items
Order Sub-Total:
Order Reference:

1. Select Item 2. **View / Design Item** 3. My Basket 4. My Details 6. Payment

Note Book

Note book A5

My Comments:

Please gift wrap and send to
W.R.Churchil
12 Whitehall
London SW1

(Add any special comments or instructions with regards to this item)

You have chosen an item that allows you one line of text with a maximum of 15 characters including spaces and punctuation on each line.

Please enter the text you would like to appear on this item Your text will be centred automatically - there is no need for you to add spaces.

Example

Line 1: John Smith
Line 2: Happy Birthday

Only use alphanumeric or the special characters & , ' . - / \ ! ? * + ()

ENTER HERE:



210mm x 105mm
(15 Characters per line)

Price: £5.00 GBP

Qty: 1

W.R.Churchill

Entry Confirmation

1: W . R . C h u r c h i l l

Delivery: Does not apply to this item, or is included in the price.

Add To Basket Continue Shopping Cancel Order

Agoria Shop

View My Basket 1 Items
Order Sub-Total: £5.00
Order Reference: 1177

1. Select Item 2. View / Design Item 3. **My Basket** 4. My Details 6. Payment

Product	Inscription/Description	Unit Price	Qty	Delivery	Line Total
Note Book	W.R.Churchill	£ 5.00	1	-	£ 5.00
Total:	Item(s) total =			-	£ 5.00
	Order Total =				£ 5.00
	BALANCE DUE =				£ 5.00

Proceed to My Details Continue Shopping Cancel Order



Your Details

These are added on this page and there are some mandatory items indicated by the black box.

Agoria Shop

View My Basket 1 Items
 Order Sub-Total: £5.00
 Order Reference: 1177

1. Select Item
2. View / Design Item
3. My Basket
4. My Details
6. Payment

Create My Details

NOTE: Deliveries can only be made to the address entered below.

■ These items in **bold** are required contact details

Delivery Method Ship Collect

Gift Aid I am a basic rate taxpayer and would like the Active Hampshire to claim gift aid on my donation. I confirm that the amount of tax I pay is more than the amount claimed against this donation, so there

Title Mr, Mrs, etc: ■

First Name: ■

Last Name ■

Email: ■

Confirm e-mail: ■

Phone:

Address 1: ■

Address 2:

Address 3:

Town / City: ■

Country / State:

Country:

Post / Zip Code: ■ (Please include any spaces in the standard Post / Zip Code format)

Save My Details And Pay
Continue Shopping
Cancel Order

Deliveries are normally only made to the purchaser. They could also include details about collection, which would normally mean collection from their local group meeting place

Those items which relate to fees for membership attendance at events or for items which are purchased as donations for Charities, are not delivered or collected.

In this case, give particular attention to the Gift Aid set up of your group. Charities can make claims for Gift Aid and Agoria has special features which make it easier to complete the process.

Payments

Payments can be made by many different methods these days, but there are still several traditional ways. You can accept cheques, cash, postal orders, tokens and vouchers. In this example, the customer is expected to make a bank transfer.

In a situation where there isn't a PayPal account or similar and the customer wants to pay their fees with online banking, you can ask the customer to make a payment and provide them with your banking details and an order reference to include with their payment.

We have included this feature at the request of a number of customers.

Agoria Shop

View My Basket 1 Items
 Order Sub-Total: £5.00
 Order Reference: 1177

1. Select Item
2. View / Design Item
3. My Basket
4. My Details
6. Payment

Product	Inscription/Description	Unit Price	Qty	Delivery	Line Total
Note Book	W.R.Churchill	£ 5.00	1	-	£ 5.00
Total:		Item(s) total =		-	£ 5.00
		Order Total =			£ 5.00
		BALANCE DUE =			£ 5.00

Pay By Bank Transfer
Continue Shopping
Cancel Order



Payment

Thanks for your order.

An email has been sent to you confirming the details of your order below and how to pay by Bank Transfer (if applicable). Please take the time to confirm that the details of the order are correct and print this page.

Once we have reviewed the order, you may receive a follow on email concerning instructions for the shipping / collection of your item(s).

 [Print Page](#)

Order Number: **1177**
 Order Date: **22/Apr/2015 at 11:13**
 Customer: **M J Soame**

Product	Inscription/Description	Unit Price	Qty	Delivery	Line Total
Note Book	W.R.Churchill	£ 5.00	1	-	£ 5.00
Total:		Item(s) total =			£ 5.00
		Order Total =			£ 5.00
		AMOUNT DUE =			£ 5.00

This will complete the order processing within the system, at which point an email with the Bank and amount details, will be sent to the purchaser. The merchant is also sent an email to confirm the purchase so they can track the receipt of the payment.

Using the Order Number and Name Details, you can examine your bank account to see if the payment has been received, then notify the buyer of delivery or collection. Orders paid for in this way are listed in the 'Shop Manager in Awaiting Payment' section.

Awaiting Payment

Shop Manager > Awaiting Payment

Search:
 Enter an Order Ref or part of a name.

The following shows a list of orders that are awaiting payment

Click on a column header to sort by the column. Click the column header again to reverse the order of the sort.

Date	Order Ref	Name	Pay By	Pay Status	Action
22/Apr/2015	1177	M J Soame	TFR	Await Payment	[View]
19/Mar/2015	1175	Bill Brewer	TFR	Await Payment	[View]
18/Mar/2015	1173	PETER DAVEY 18	TFR	Await Payment	[View]
15/Mar/2015	1168	Jan Sewer	TFR	Await Payment	[View]
05/Mar/2015	1162	Jan Sewer	TFR	Await Payment	[View]

[\[Prev\]](#) 1 to 5 [\[Next\]](#) of 5

Once you see the payment in your bank, you clear the item in the 'Awaiting Payment' by clicking on 'View'.



Payment Process

If the payment received is in full, simply click the **Add Payment** button and the system will record the payment for you. If it's a part payment, enter the amount in the amount paid and set the status to **Awaiting Payment**.

Shop Manager > Awaiting Payment > View

Enter Payment for this Order	
Order Ref	1177
Order Date	22/Apr/2015 at 10:35:31
Customer Name	Mrs M J Soame
Address	11 Whitehall Gardens, Whitehall,
Email Address	Soames@btconnect.com
Data Entry Method	Web Site
Transaction Ref	9751-59-1177-E09E1B9B-F
Pay Method	Bank Transfer
Order Total	5.00 GBP
GiftAid Claim	No
Export Batch	
Export Date	
Order Status	Awaiting Payment
Sale Notes	Online Order

Order Status:	<input checked="" type="radio"/> Paid In Full <input type="radio"/> Awaiting Payment <input type="radio"/> Cancelled
Order Type:	Donation ▲ Event Booking Facility Booking Goods/Services ▼
Order Ref:	Order: 1177
Amount Paid:	5.00 GBP
Payment Notes:	Bank Transfer
<input type="button" value="Add Payment"/> <input type="button" value="Cancel"/>	

Order Items				
Item: 1 - Item ID: 1602				
Description	Text	Price	Net Value	VAT
Note Book	W.R.Churchill	£5.00	£5.00	0.0%
Item Notes				
Please gift wrap and send to W.R.Churchil 12 Whitehall London SW1				
			Item total =	£5.00
			ORDER TOTAL =	£5.00
			VAT (included) =	£0.00
			Discount Given =	£0.00

Once the payment has been processed by you, the **Awaiting Payment** screen is displayed again. You will notice the order you were processing is no longer visible. When you have finished on this screen, go to the **Order Shipping** menu link.



Order Shipping

When you are ready to ship, you go to this page to enter the shipping date and the method.

Shop Manager > Order Shipping

The Order Shipping facility updates the shipping date on each order item to indicate when it was processed. It also produces as a Comma Separated Values (CSV) file of selected order items that can be loaded into Microsoft Excel or similar spreadsheet software.

Click the button below to download your list of order items not yet shipped (pending) for customers in this shop.

dateRequired SHIPPING STATUS

All

Shipping Date Required (?)

Shipping Date Added

Order Item Shipped (✓)

Order Item Invoiced

ORDER STATUS

All

Payment Awaited

Payment Received

PRODUCT

--- All products ---

MEM1Y - Membership - One Year

MEM3M - Membership - 3 Months

NB01 - Note Book

RT02 - Relax Tea

TE2 - After Food Tea

wh - Wheel

multi-select - press ctrl key and click

ORDER TYPE

All

Gift Voucher

Promo Discount

Gift Box

Click on the background of a line to show or hide the product details for the order item

Shipping Update	Order No	Item No	Paid?	Date	Name	Shipping Date	Shipped	Invoice Date
	1161	1585	Y	-	Bill Brewer	?	-	-
	1176	1601	Y	-	Bill Brewer	?	-	-

Click on the process cog wheel to display the details of the customer order.

Shop Admin

Use this form to enter the shipping date, the shipping method, confirmation of shipment and the date it was billed.

Invoice Number	1161-SHPE97936A6-D	Notes <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Payment received and goods shipped </div>
Item ID	1585	
Date	05/Mar/2015 at 10:26:50	
Name	Bill Brewer	
Product	MEM1Y	
Description	Membership - One Year	
Qty	1	
Invoice Date	<input type="text" value="05/Apr/2015"/>	
Shipping Date	<input type="text" value="22/Apr/2015"/>	
Shipping By	<input type="text" value="Parcel Post"/>	
Shipped	<input checked="" type="checkbox"/>	



Management

Order Reports

Select the options you wish to search on and select **refresh**. If you change the options, select refresh again and the listing will reflect the changes.

Shop Manager > Order Reports

Select the report type and click the "Download" button to download your detailed Sales Report as a Comma Separated Values (CSV) file into Microsoft Excel or similar spreadsheet package.

<p>ORDER STATUS</p> <p><input type="radio"/> Abandoned (@ Order Entry)</p> <p><input type="radio"/> Abandoned (@ Customer Entry)</p> <p><input type="radio"/> Awaiting Payment</p> <p><input checked="" type="radio"/> Paid (Completed Payment)</p> <p><input type="radio"/> Cancelled Orders</p> <p>SHIPPING STATUS</p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> Shipping Date Required (?)</p> <p><input type="radio"/> Shipping Date Added (📅)</p> <p><input type="radio"/> Order Item Shipped (✓)</p> <p><input type="radio"/> Order Item Billed (💰)</p>	<p>PRODUCT</p> <p>--- All products ---</p> <p>MEM1Y - Membership - One Year</p> <p>MEM3M - Membership - 3 Months</p> <p>NB01 - Note Book</p> <p>RT02 - Relax Tea</p> <p>TE2 - After Food Tea</p> <p>wh - Wheel</p> <p>multi-select - press ctrl key and click</p>	<p>ORDER TYPE</p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> Gift Voucher</p> <p><input type="radio"/> Promo Discount</p> <p><input type="radio"/> Gift Box</p> <p><input type="button" value="Refresh"/></p>
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Order Status

Abandoned (@ Order Entry)

These are orders which were abandoned in the order processing and remain incomplete. These should be investigated and either completed or deleted.

Abandoned (@ Customer Entry)

These are orders that have been left by the customer during their entry. Again examine the order and delete where appropriate.

Awaiting Payment

These orders can be of two types. Either you are waiting for payment by funds transfer or a card transaction failed. When a card transaction fails to complete, it can be for a number of reasons:

- The customer has simply abandoned the transaction and the system received no notification.
- The card is rejected for anyone of a number of reasons.
- The network fails to deliver a confirmation message back to the server.

Where the network fails to confirm the transaction, the card payment may have completed but the shop may NOT have received the confirmation. In this case, you should check your payment providers dashboard and determine whether payment has been processed, and where that is the case, complete the transaction in your shop system.

Paid (Completed Payment)

Everything is tickity boo and you can complete the order.

Cancelled orders

These are orders that have been cancelled by the customer or your own staff. Orders cancelled by you should ensure there are no payments in the processing cycle.



Shipping Status

All

Lists all the orders awaiting shipment.

Shipping date required

Basically the order is waiting for a delivery date from a supplier or perhaps a date for packing goods. Either way - a date in the future to tell the customer when shipping is expected.

Shipping date Added

Shipping dates refer to dates when they are either available for sending to your customer or collection by the customer.

Order Item Shipped

Packed and shipped or ready for collection.

Order Item Billed

This is the date that an invoice (before payment) or bill of sale (after payment) was raised.

Product

This lists the orders by product in your Shop.

Order Type

All

List all orders - or by category.



Order Update

In this screen you can locate and update orders as you wish; it provides a search box.

Shop Manager > Order Update

ORDER SELECTION OPTIONS

Order Status:

- All Orders
- Abandoned Orders
- Pre-Pay Orders
- Paid Orders
- Cancelled Orders
- Exported Orders

Process Batch:

Search Text: Enter an Order Ref or part of a name.

ORDER STATUS NOTES:

"Pre-Pay Order" - an order that did not complete the payment received process in the shop.
 "Paid Order" - an order that completed the payment received process and is awaiting export.
 "Exported Order" - an order exported for processing, so only the comments can be edited.

Click on the "Date", "Order Ref" or "Name" column header to sort by the column. Clicking again will reverse the sort order.

Date	Order No	Name	Status	Action
22/Apr/2015	1177	M J Soame	Paid Order	[View]
19/Mar/2015	1176	Bill Brewer	Paid Order	[View]
19/Mar/2015	1175	Bill Brewer	Paid Order	[View]
16/Mar/2015	1169	peter urney 2	Paid Order	[View]
15/Mar/2015	1167	bill brewer	Paid Order	[View]

You can add sale notes to the various orders on these screens

Shop Manager > Order Update > View

Sale Ref	1176
Sale Date	19/Mar/2015 at 13:32:32
Purchaser	Mr Bill Brewer
Address	11 woodcote, Maidenhead, Berks, SL6 4DU
Phone	+441628623730
Email Address	roger@activityforum.co.uk
Payment Reference	9742-59-1176-323C8AD8-A
Currency	GBP
Pay Method	Bank Transfer
GiftAid Claim	No
Process Batch	
Process Date	
Order Status	Paid Order
Sale Notes	Online Order 19/Mar/2015 @ 14:20 (Mr Bill Brewer): Bank Transfer 09090 784748937

Item: 1 - Item ID: 1601				
Description	Text	Price	Net Value	VAT
After Food Tea		£5.00	£5.00	20.0%
			Item total (including VAT) =	£5.00
			ORDER TOTAL (including VAT) =	£5.00
			VAT (included) =	£0.83
			Discount Given =	£0.00

Sale Notes

Online Order
 24/Apr/2015 @ 10:45 (): Update
 24/Apr/2015 @ 10:46 (): Update
 24/Apr/2015 @ 10:47 (Mr Bill Brewer): Bank Transfer

Add Sale Note



Gift Aid

Please read the GiftAid guide in ActivityForum before following this guide.




Shop Details

Site Details

There are a number of tabs to be completed before your Shop can become active.

Shop Manager > Shop Details

Items in UPPER CASE and marked with a ■ are mandatory
The Save button will update the details for all the tabs.

Site Details	Shop Options	Payment Provider	Page Headers
ActivityForum Group Name	Active Hampshire		
SHOP NAME	Active Hampshire ■		
Shop Description	Active Hampshire		
Launch date	<input type="text"/> 		
Allow Activations	<input type="radio"/> Yes (Allow Activations as part payment) <input checked="" type="radio"/> No		
Allow Promo Codes	<input type="radio"/> Yes (Allow promo codes for discounts) <input checked="" type="radio"/> No		
Project Title	Active Hampshire		
Project Web Address	test.agoria.co.uk		
Shop Currency	GBP - GB Pounds ▼		
Modified By	bob006		
Modified Date/Time	16/Mar/2015 @ 18:56:54		

Shop Name

Choose the name of your shop to appear on the details page.

Launch Date

This is an optional field that can be left blank.

Allow Activation Codes

Set this if you want to use gift cards or similar that have an Activation Code; codes have to be generated by you and loaded up to the shop Activation Code database. See user guide ([link to user guide](#))

You should use Activation Codes with purchase of items such as gift cards.

Promo Codes

Promotional codes are normally used to give your customer a discount and are normally limited in terms of time.

Project Title

This can be used to hold the name of the project the shop supports.

Project Web Address

Website address



Shop Currency
These are Sterling (GBP£), US Dollar (US\$) Euro (€)

Shop Options

Shop Manager > Shop Details

Items in UPPER CASE and marked with a ■ are mandatory
The Save button will update the details for all the tabs.

Site Details	Shop Options	Payment Provider	Page Headers
Max per page	10 ▼ (Max items to display per page)		
Text Case	AS EntEred ▼ (Case for item optional text)		
Shop Type	<input type="text"/> (Engraved Bricks, Fashion, Video etc)		
Country	United Kingdom ▼		
Gift Aid	<input type="radio"/> Yes <input checked="" type="radio"/> No (Gift aid on contact screen)		
Gift Aid Statement	I am a basic rate taxpayer and would like the Active Hampshire to claim gift aid on my donation. I confirm that the amount of tax I pay is more than the amount claimed against this donation. so there		
Update Statement	<input type="text" value="I am a basic rate taxpayer and would like the Active Hampshire to claim gift aid on my donation. I confirm that the amount of tax I pay is more than the amount claimed against"/>		
Files for this shop must be uploaded using the File Manager to the folder: /group/59/shop/			
Email Header	<input type="text" value="emailHeader.txt"/>	(txt - Plain text file name)	
Email Footer	<input type="text" value="emailFooter.txt"/>	(txt - Plain text file name)	
Order Form	<input type="text" value="orderA.pdf"/>	(pdf file name)	
Certificate File	<input type="text" value="certificateA.jpg"/>	(jpg image file name)	
Certificate Style (Number placement)	<input checked="" type="radio"/> Number under the inscription (Default) <input type="radio"/> Number in top left corner		

Text case

Either Capitalised Text as Entered, or Upper Case, make it clear on the item - or your site - what you permit together with the preferred font.

Shop Type

An optional general description of the type of products sold in the shop (can be left blank).

Country

Normally UK

Gift Aid

If you are a registered Charity, you can collect GiftAid from some forms of transaction. Make sure you set the item as being qualified for GiftAid and the item details likewise. Also set the GiftAid dates for the customer.

THE FOLLOWING ALL USE THE CONTENT MANAGER. THE GROUP ID TO BE USED IS THE GROUP ID FROM THE FILE MANAGER PAGE

Email Header & Footer

These are short pieces of text which precede the acknowledgement of the customer order. Include in the footer your shop contact details such as address, phone and email to comply with the distance selling regulations.

Order form

A pdf for an order form to be downloaded by the customer and returned to you - normally with a payment.



Certificate File

This is the layout of a blank page which can be generated and sent to the purchaser with some text and a certification number - under an inscription. There are two locations for the certificate number, under the inscription or in the top left hand corner.

The size is A4 and is normally printed on a colour printer which will have a border. Bear these sizes in mind when you design your document.



Payment Provider

Shop Manager > Shop Details

Items in UPPER CASE and marked with a ■ are mandatory
The Save button will update the details for all the tabs.

Site Details	Shop Options	Payment Provider	Page Headers
Method / Provider <input type="text" value="Cash / Cheque"/> Name of the online payment provider			
Merchant ID <input type="text"/> Merchant account number applies to ALL Payment Providers.			
Payment Instructions <input type="text" value="-- Content Page to add --"/> For Cash/Cheque method, the Content Page with payment instructions			
Payment Provider ID <input type="text"/> The ID used to identify the merchant to the Payment Provider (e.g. Installation ID at WorldPay)			
ST Callback ID <input type="text" value="0 (Not Applicable)"/> The ID used for the project Callback by Secure Trading (1 - 99).			
Payment Provider Key <input type="text" value="mySecret"/> The key used to identify the merchant or encrypt data for the Payment Provider (used by Realex)			
Test Mode <input checked="" type="radio"/> Use Payment Simulator <input type="radio"/> Use Payment Provider This option is used to set whether tests use the payment simulator or send data to the payment provider servers:			
WP Test Mode <input checked="" type="radio"/> Test Mode (Success) <input type="radio"/> Test Mode (Failure) <input type="radio"/> Live Bank Account NOTE: This option only applies to Worldpay			
Testing payments with the Worldpay servers: Ensure the testing mode above is set to one of the options below: "Test Mode (Success)" - to test successful payments response "Test Mode (Failure)" - to test failed payments response			
Response Email <input type="text"/> Email address to be set at payment provider for payment email responses			

Method / Provider

Payment for goods can be Cash or Cheque, or by selecting the card processor in the drop down payment providers.

Merchant ID

This is the ID number provided to you by your Payment Service Provider

Payment Instructions

This is a document you have stored in the File Manager in Agoria. This is for cash, cheque or funds transfer payments. Here you tell your customer how to transfer money or where to come and collect.

Payment Provider ID (used by WorldPay)

You obtain this from your payment provider

ST Callback (used by Secure Trading)

Secure Trading Callback (only used with the payment provider "Secure Trading")

Payment Provider Key (used by Realex)

Key supplied by Realex

Test Mode

Set the mode of the system for your testing



WP test Mode

The WorldPay system can test in success or failure to ensure the correct follow up in your system

Response Email

This is the e-mail address you wish to use to receive alerts from your payment provider. Set this first and check it before setting the Payment Provider system address.



Shop Manager > Shop Details

Items in UPPER CASE and marked with a ■ are mandatory
The Save button will update the details for all the tabs.

Site Details Shop Options **Payment Provider** Page Headers

Use the drop down lists to select an Agoria **Content Page** to be included in each of the shop pages as indicated below.


Select Item	<input type="text" value="--- Content Page to add ---"/>
	Content page inserted at top of the Select Item page
Payment Confirm	<input type="text" value="--- Content Page to add ---"/>
	Content page inserted at top of Payment Confirmation page













These are pages that should be 800 wide where you don't have any content to the left of the page and 700 if you have content to the left of the page. Create the pages in the normal way in the content creation section.



Items and products

Shop Manager > Items & Products

 Add Product

Actions	Description	Code	Price	Currency	PageID	Custom	Hidden
	 After Food Tea	TE2	5.00	GBP	79	-	-
	 Membership - 3 Months	MEM3M	5.00	GBP	-	-	-
	 Membership - One Year	MEM1Y	15.00	GBP	-	-	-
	 Note Book	NB01	5.00	GBP	-	1 Lines	-
	 Relax Tea	RT02	15.00	GBP	78	-	-
	 Wheel	wh	200.00	GBP	-	4 Lines	-

This is the display of all your items in the shop; you can add and hide items on this page. (hide instead of delete)

You can also View, Edit and Copy.

The description is the product description; Code is product code, Price and Currency.

You can add additional pages to the product description - the Page ID is that content page, Custom is the number of lines you can have embossed or written on your product. Hidden is the same as DELETE.



Add Item/Product

Shop Manager > Items & Products > Add Item/Product

Product Details	
Description	<input type="text"/>
Short Code	<input type="text"/> (Max 5 chars)
Stock Unit ID (SKU)	<input type="text"/> (Max 50 chars)
Supplier Product ID	<input type="text"/> (Max 50 chars)
Product Details	<input type="text"/> (Max 255 characters)
Gift Box	<input checked="" type="radio"/> No - Standard product <input type="radio"/> Yes - Gift Box with Activation Pack
Pricing Options	
Sales Price	<input type="text"/> 0.00
VAT Rate	<input type="text"/> Export / Exempt (0 %) (VAT rate included in the sales price)
Currency	<input type="text"/> GBP - GB Pounds
Giftaid Allowed	<input type="radio"/> Yes <input checked="" type="radio"/> No (Donation related products may be eligible for Gift Aid)

Product Details

Product Name

Short Code to be used in all your reports.

Stock **Unit ID**

Optional

Supplier Product ID

Optional

Product Description

Your carefully crafted sales pitch if no content page is associated with the product.

Gift Box

Gift boxes are for friends to give to each other ... an activation code is sent to the purchaser, who in turn passes this to the receiver of the gift. The receiver then uses the Activation Code in the pack to obtain the product or to purchase something else of the same or higher value.

Pricing Options

Sales Price

The price you sell at including any VAT

VAT Rate

Currency

Normally GBP

Gift Aid Allowed



This item can attract GiftAid (check GiftAid user guide)

Display Options

Display Options	
Hidden on Sales	<input type="text" value="No"/> (Hide product on Sales screens)
Buy Permission	<input type="text" value="Public"/> (Permission required to buy item - Public = Everyone)
Customer Notes	<input checked="" type="radio"/> Yes <input type="radio"/> No (Whether user can add custom notes against an item)
Small image	<input type="button" value="Choose File"/> No file chosen
Large image	<input type="button" value="Choose File"/> No file chosen
View/Design Content	
Content Page	<input type="text" value="--- Content Page to add ---"/> (Content page to include in the View / Design sales page)

Hide on Sales

Three possible reasons for hiding the product:-

1. You are still setting up and have not received all the images, text or pricing
2. The product is no longer for sale
3. It's a seasonal product

Buy permission

Set this for public (anyone) Guest (anyone logged in) Member (your group only)

Customer Notes

Rather depends on your product description for example could have a gift wrap option

Small image

This is the one on the product page size

Large Image

This is the one on the View Item page

View Design Content

Content Page

You can include a content page alongside the product illustration

Relax tea

Relax Tea for the day time, enjoy a flavour full cup or relax tea mid-morning to increase your vitality



TEA 001 Tea is an aromatic beverage commonly prepared by pouring hot or boiling water over cured leaves of the **Camellia sinensis**, an evergreen shrub native to Asia. [3] After water, it is the most widely consumed beverage in the world. [4] Some teas, like Darjeeling and Chinese greens, have a cooling, slightly bitter, and astringent flavour, [5] while others have vastly different profiles that include sweet, nutty, floral, or grassy notes.

Tea originated in China as a medicinal drink. [6] It came to the West via Portuguese priests and merchants introduced to it there during the 16th century. [7] Drinking tea became fashionable among Britons during the 17th century, who introduced the plant to their possessions in India to bypass a Chinese monopoly. [8]

The phrase **herbal tea** usually refers to infusions of fruit or herbs made without the tea plant, such as steeps of rosehip, chamomile, or rooibos. These are also known as *tisanes* or *herbal infusions* to distinguish them from "tea" as it is commonly construed



210mm x 105mm



Price: £15.00 GBP

Qty:



Size options & Design

Size Options	
Product Size	<input type="text" value="210mm x 105mm"/> (Dimensions in mm or general size)
Products Per Unit	<input type="text" value="1"/>
Unit Size	<input type="text" value="1"/> (Size of a unit of products - 20 chars max)
Unit Weight (Kg)	<input type="text" value="0"/> Kg (Numeric weight of a unit of products)

Design Options (for Engraved and Custom Text Products)	
Lettering Color	<input type="text"/> (Color of custom text)
Lines of Text	<input type="text" value="0"/> (Number of lines of custom text a user can add)
Characters per Line	<input type="text" value="15"/> (Number of characters of custom text per line)
Design BG Color	<input type="text"/> <input type="text"/>  <input type="text"/> (Design background color e.g. #CDEF44)
Design Text Color	<input type="text"/> <input type="text"/>  <input type="text"/> (Design text color e.g. #CDEF44)

Product Size

Optional: Select your size

Products per unit

Optional: If you selling eggs etc., or 6pack

Unit Size

Optional: 20 yards of taffeta

Unit Weight

Optional: kilograms ... if you are Dutch, you will know 450gramms is a pound (LBP)

Design options (for engraved and custom text products)

Lettering colour

Mandatory: if you have lettering there is no default give the correct colour eg White Gold

Lines of Text

Mandatory: number of text lines

Characters per Line

Mandatory: Number of characters per line. Make sure this is agreed with your supplier. Characters are centred on the product

Design BG Colour

Mandatory: Default White background - Colour in correct octal format (e.g. #FFFFFF for white)

Design Text Colour

The text as it will appear on the order screen