

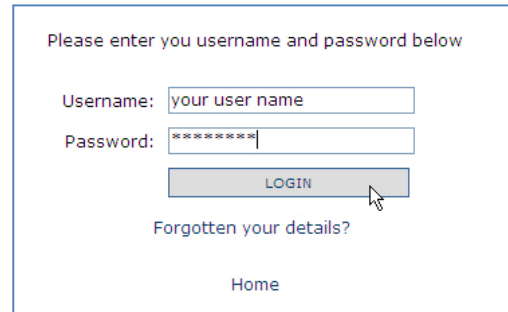
BizBoost CMS – Online Store

Content Managers Guide

1. Login

Login to the Content Management Area by going to www.yourwebsite.com/admin

Type in your “Username” and “Password” and click “Login”. These details have been provided on the first page of this manual.



Please enter your username and password below

Username:

Password:

[Forgotten your details?](#)

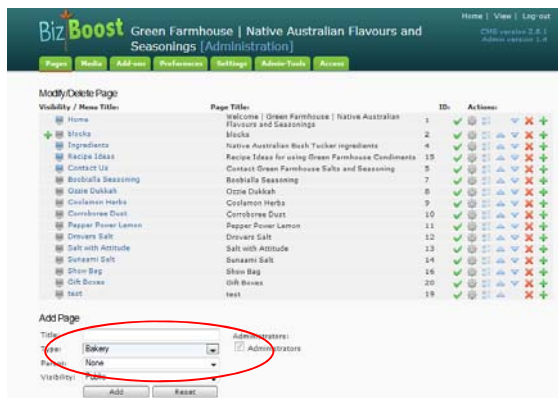
[Home](#)

2. Store Setup

First step is to think about the various product categories of your store. You then need to create a store page for each of these categories.

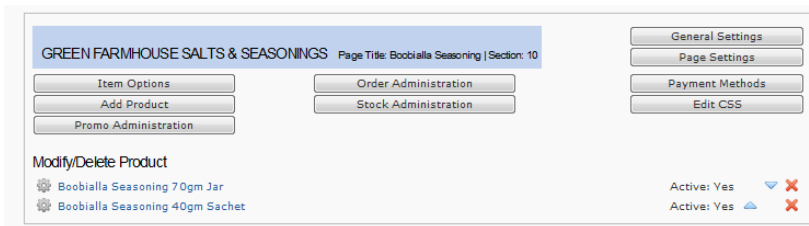
You may even have sub-categories. So you need to use the ‘Parent:’ field of the new store pages to create to organise your store.

Eg: Salts & Seasonings
Boobialla Seasoning
Drovers Salt



*** important to select ‘Bakery’ as the page type for your online store pages

3. Managing the Online Store Settings



These online store modules are setup for all of the categories (store pages) of your online store. BizBoost will help you setup all the General Settings, Page Settings, Payment Methods so that all you will need to do is Add Products and Item Options.

4. Item Options

These include such things as size, colour, type, flavourings etc.

These extra options can be added as you add products – in part 4 of the Add Product process (see Step 7 below). All the various options that you create for all the products in your store will be listed in a drop down list – so they need to be added using logical names and details.

If an option incurs an extra cost, then that additional cost needs to be added as well.

5. Before you add your products:

For each product you want to add to your store you will need:

- a photo (the CMS system will automatically resize your image to the size and resolution we need)
- a name
- a product code
- a price for the item
- a short and a full description of the product – all its specs
- any extra options that are needed to be included.

6. Add Product

Type in the name of your product

A short description

Add Product Code in the SKU field if needed and Price

Make sure you select the 'Yes' radio button to make the product ACTIVE – otherwise it will not appear in your store (you can leave it inactive if you are still working on the details of this product and don't; wish it to go 'live' yet)

More details can be placed in the Full description box.

Tick the image resize and leave it at 400 Width and 300 height and JPG quality 75

Browse your computer for the photos of the product and then **SAVE**

Then you need to modify the product to make sure the image of the product appears (see 7 below).

You also need to add the relevant 'Item Options' by selecting them from the dropdown and clicking Add.

PLEASE NOTE: if there are no Item Options in the list then see

**Item Options below for initial set up

**Add Item Options

First you need to create the Options list.

Go back to the setting page & click 'Item Options'

First name the option you want to create – eg size, colour, flavour... Click Add

Then create the various attributes - eg 8, 10, 12 for size

7. Select the Main Image

The screenshot shows the '2. Product Images' section with a table containing one image: 'boobialla_jar.jpg'. The 'Main Image' radio button is selected. Below this is the '3. Add Images' section, which includes an 'Image Re-size' panel with input fields for width (400), height (300), and quality (75). There is also a 'Browse...' button and an 'Add' button. At the bottom, there are 'Save', 'Save & Back', and 'Cancel' buttons.

Click the radio button “Main Image” next to the image you want to use as the main image (you can include extra images that will appear on the Full Description page)

SAVE

8. Modify, Hide or Delete a Product

The screenshot shows the 'GREEN FARMHOUSE SALTS & SEASONINGS' product management page. It features a navigation menu with buttons for 'General Settings', 'Page Settings', 'Payment Methods', 'Edit CSS', 'Item Options', 'Order Administration', 'Add Product', 'Stock Administration', and 'Promo Administration'. The 'Modify/Delete Product' section lists two products: 'Boobialla Seasoning 70gm Jar' and 'Boobialla Seasoning 40gm Sachet'. Each product has an 'Active' status indicator with a dropdown arrow and a red 'X' icon for deletion.

Click on the product you wish to **modify**
Then save, to keep your changes.

Click on the product you wish to **hide**, then next the field ‘Active’ click no.

Click the little cross icon on the right hand side if you wish to **delete** a product.

9. Order of products on a page

This screenshot is identical to the one in section 8, showing the 'Modify/Delete Product' section with two products: 'Boobialla Seasoning 70gm Jar' and 'Boobialla Seasoning 40gm Sachet'. Each product has an 'Active' status indicator with a dropdown arrow and a red 'X' icon for deletion.

Use the arrows on the right had side to change the order that the products are listed on your store page.

10. View and check

Always make sure you view what you have done on the actual website to make sure all is appearing as you want it to.