



ADMINISTRATION CONSOLE GUIDE

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THE ADMIN


How to access the admin

Automatic login

How to manage admin users and groups

The website administration backend is accessed at <http://admin.webmercs.com> . It will switch to https (secure / encrypted) when you log in. Login information consists of company name, username and password. If you want to avoid writing all the information every time, you can check the box for Automatic Login. This will place a cookie on your computer and automatically log you in when you access the login page.

The screenshot shows a login form with the following fields and options:

- Company:** Text input field
- Login:** Text input field
- Password:** Text input field
- Automatic login
- Company = Login = Password = "demo"
-  **LOG IN** button

Once you are logged in, the menu looks like this:

The screenshot shows a navigation menu with the following items:

Orders	Statistics	Catalog	Price matrixes	Customer management	RMA	Configuration	Configurators					
General Settings	Countries	User Management	Front Page	Shipping	Front specials	News	Warehouses	Payment methods	Leasing	Text editor	Articles	Help

THE ADMIN

The dealer will be given one initial username and password. Additional users are created by accessing Configuration/User Management in the main menu. See previous image for the main menu

Users [User Groups](#) [Sections](#) [Pages](#)

Add new OPEN

UPDATE

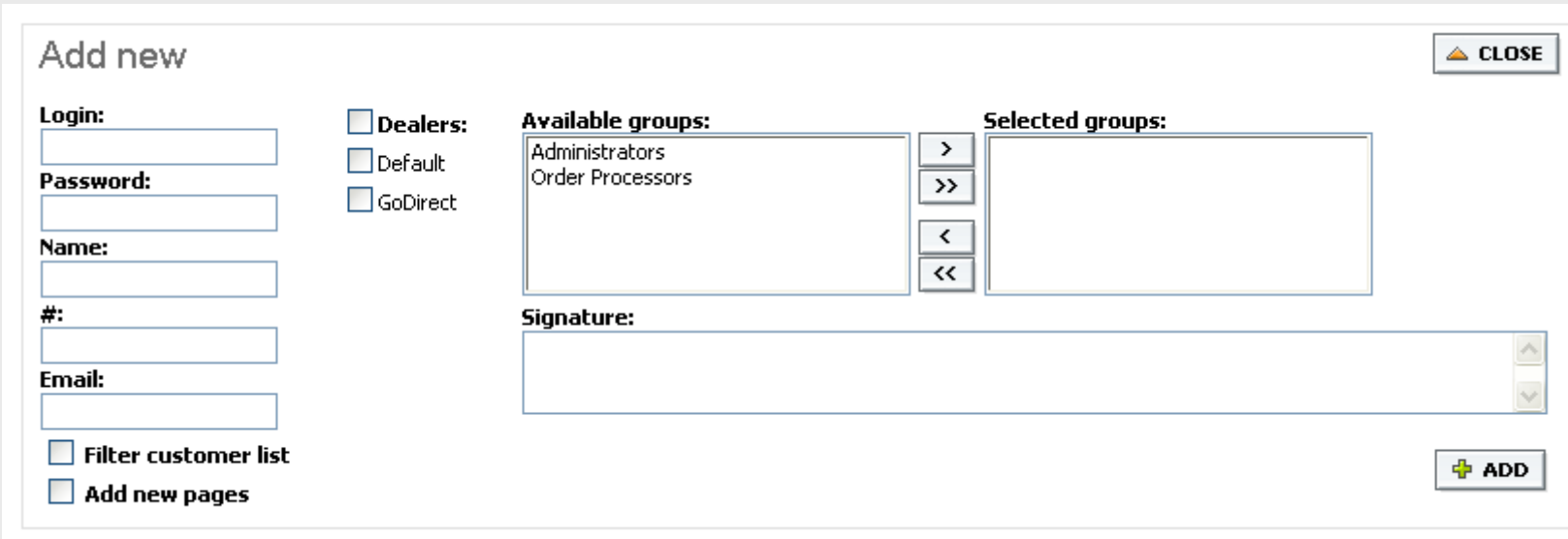
	Name	Login	Password	Email	#	Groups	Default page	Act	[X]
14	Leo Leong	leo	<input type="password"/> Dept.: <input type="text"/>	leo@pcmicrostore.c <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Order Processors	New orders <input type="button" value="v"/> <input type="checkbox"/> Filter customer list <input checked="" type="checkbox"/> Add new pages	<input checked="" type="checkbox"/>	
12	PCMICRO	Kevin	<input type="password"/> Dept.: <input type="text"/>	kevin@pcmicrostore <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Order Processors	New orders <input type="button" value="v"/> <input type="checkbox"/> Filter customer list <input checked="" type="checkbox"/> Add new pages	<input checked="" type="checkbox"/>	
15	pcmicro	andrew	<input type="password"/> Dept.: <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Administrators <input checked="" type="checkbox"/> Order Processors	Order from ven <input type="button" value="v"/> <input type="checkbox"/> Filter customer list <input type="checkbox"/> Add new pages	<input checked="" type="checkbox"/>	
13	warren liu	warren	<input type="password"/> Dept.: <input type="text"/>	warren@pcmicrostc <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Order Processors	New orders <input type="button" value="v"/> <input type="checkbox"/> Filter customer list <input checked="" type="checkbox"/> Add new pages	<input checked="" type="checkbox"/>	

UPDATE

THE ADMIN

How to create a new admin user:

Click on OPEN to show the Add new box. Here you enter login (username), Password, Name, email address, # (your internal userID, if you use this in for instance an accounting system). Filter customer list option means that this user can only see his own customers and orders. Add new pages option means that this user will automatically get access to new menu items that we might add. You can select an admin access group for the new user.



The screenshot shows a web form titled "Add new" with a "CLOSE" button in the top right corner. The form is organized into several sections:

- Form Fields:** "Login:", "Password:", "Name:", "#:", and "Email:" each followed by a text input field.
- Dealers:** A section with a "Dealers:" label and three checkboxes: "Default" and "GoDirect" (both unchecked), and "Filter customer list" (checked).
- Groups:** Two list boxes, "Available groups:" and "Selected groups:", with four arrow buttons (>, >>, <, <<) between them. The "Available groups:" list contains "Administrators" and "Order Processors".
- Signature:** A large text area with a "Signature:" label and vertical scroll arrows on the right side.
- Buttons:** An "ADD" button with a plus sign icon is located in the bottom right corner.

Admin users can belong to different admin groups. Each admin group can have access rights to different menu items. By default, an administrator group with access to everything is created.

The option for multiple dealers means that you can control several separate frontends from one administration console, and give different users the right to control one or more frontends.

THE ADMIN

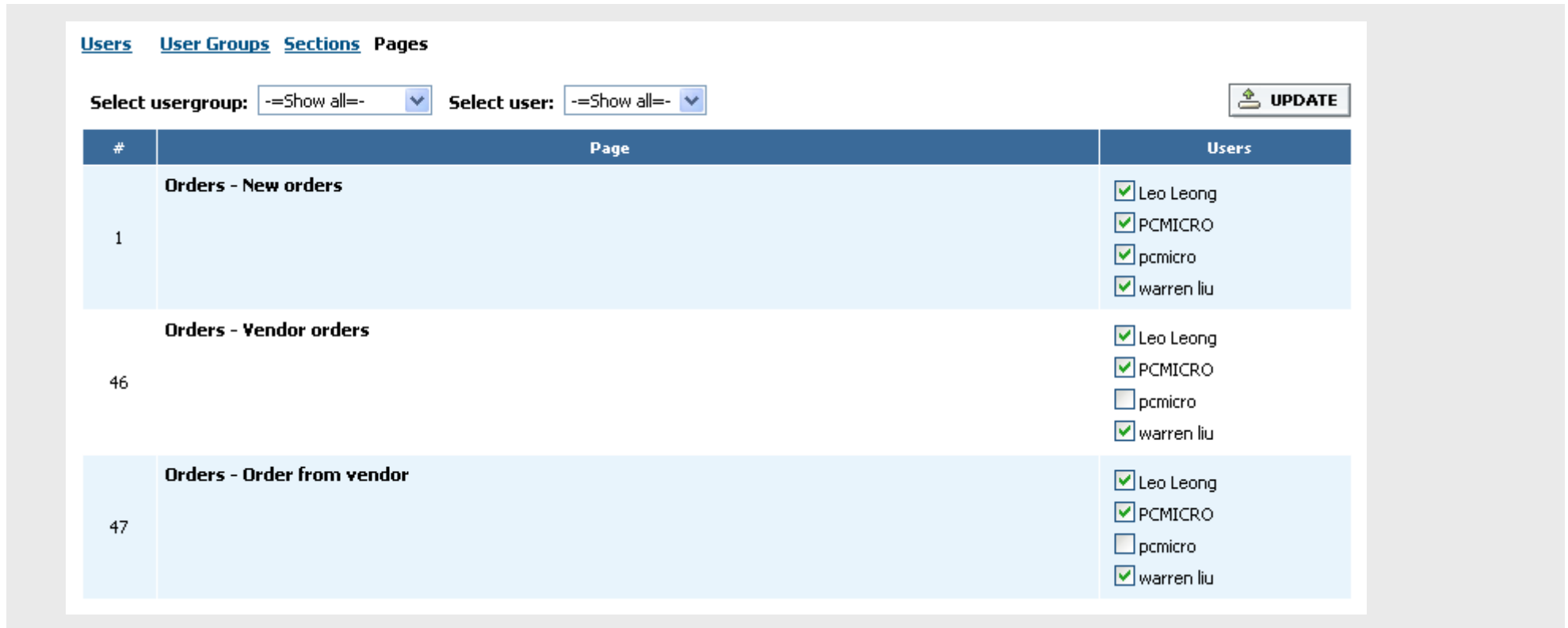
How to create a new admin group:

Inside Configuration/User Management, click on User groups. Here you see a list of the existing groups, and you can modify the settings of, or delete a group. Expand the Add new box by clicking on the OPEN button. You enter a Group Name and optionally select users from the list and click the ADD button. The new group will be added to the list. You can set which users belong to a group, which main menu sections they should have access to, and what the default menu item should be.

The screenshot shows the 'Add new' form for creating a user group. At the top, there are navigation links: [Users](#), [User Groups](#), [Sections](#), and [Pages](#). The form is titled 'Add new' and has a 'CLOSE' button in the top right corner. It is divided into three main sections: 'Group Name:', 'Available users:', and 'Selected users:'. The 'Group Name:' section contains a text input field. The 'Available users:' section contains a list of users: Leo Leong, PCMICRO, pcmicro, and warren liu. The 'Selected users:' section is currently empty. Between the 'Available users:' and 'Selected users:' sections are four buttons: '>', '>>', '<', and '<<'. At the bottom right of the form is an 'ADD' button with a plus sign icon.

THE ADMIN

In some cases you may want to limit access to a certain submenu item within a section, for instance allowing a user access to Configuration/Front Specials, but not to Configuration/User Management. This is done in the section Pages, under Configuration/User Management. When you have modified the access list, click on UPDATE.



The screenshot shows the 'Users' management interface. At the top, there are navigation links for 'Users', 'User Groups', 'Sections', and 'Pages'. Below these are two dropdown menus: 'Select usergroup: ==Show all==' and 'Select user: ==Show all=='. To the right is an 'UPDATE' button with a green arrow icon. The main content is a table with three columns: '#', 'Page', and 'Users'.

#	Page	Users
1	Orders - New orders	<input checked="" type="checkbox"/> Leo Leong <input checked="" type="checkbox"/> PCMICRO <input checked="" type="checkbox"/> pcmicro <input checked="" type="checkbox"/> warren liu
46	Orders - Vendor orders	<input checked="" type="checkbox"/> Leo Leong <input checked="" type="checkbox"/> PCMICRO <input type="checkbox"/> pcmicro <input checked="" type="checkbox"/> warren liu
47	Orders - Order from vendor	<input checked="" type="checkbox"/> Leo Leong <input checked="" type="checkbox"/> PCMICRO <input type="checkbox"/> pcmicro <input checked="" type="checkbox"/> warren liu

Optional features:

- One admin can be expanded to control several frontends.
- The signature for an admin user can be added to emails or used as a greeting when a customer that belongs to this user logs on, etc.

ORDER PROCESSING

Listing all the orders

Accessing orders details

Finalizing orders and placing them with distributors

The menu item Orders/All orders is the first step for processing orders. You can use the filter above the list to select by order details or status. Orders/New orders show orders with status In process and Paid/Net, while Orders/All orders show all except with status deleted. The Paid/NET order status means that the order has been paid, or the customer has credit (net terms).

The screenshot displays the 'Orders' section of the WebMercs Administration Console. At the top, there is a navigation bar with tabs for 'Orders', 'Statistics', 'Catalog', 'Price matrixes', 'Customer management', 'RMA', 'Configuration', and 'Configurators'. Below this, a sub-menu is visible with options: 'New orders', 'All orders' (selected), 'Vendor orders', 'Combined orders', and 'Lisenses'. The main content area is titled 'Search orders' and features a search filter section. This section includes a table with columns for 'Order', 'Product', 'Vendor', 'Zipcode', 'Date', and 'Customer'. Below the table, there are input fields for 'Order #' and 'Transaction ID', and a 'Payment method' dropdown menu currently set to '[Show all]'. To the right of the search fields, there are several status checkboxes: 'In process' (checked), 'Paid/NET' (checked), 'Ordered' (checked), 'Shipped' (checked), 'Canceled' (checked), and 'Deleted' (unchecked). A 'SHOW ORDERS' button is located at the bottom right of the search filter section.

ORDER PROCESSING

Orderlist (In process, Shipped, Deleted, Pending, Paid/NET, Ordered)

All items ▼
 PRINT
 DELETE

#	Vendor#	Customer	Order date	Shipping method	Payment method	Status	Order amount	Profit		<input type="checkbox"/>	
27036		pampis meyer	18.07.2006 14:39	Posten Hämtar i butiken	Forhåndsbetaling	Slettet	17 389:-	0:-	<input type="checkbox"/>	<input type="checkbox"/>	
27035		Carina Pettersson	18.07.2006 10:38	Posten Hämtar i butiken	Forhåndsbetaling	Slettet	7 695:-	0:-	<input type="checkbox"/>	<input type="checkbox"/>	
27034		Anton Meyer	14.07.2006 13:31	Posten Hämtar i butiken	Forhåndsbetaling	Slettet	1 995:-	0:-	<input type="checkbox"/>	<input type="checkbox"/>	
27031		TEST	13.07.2006 10:06	Posten Hämtar i butiken	Netbank Finans	Slettet	4 324:-	0:-	<input type="checkbox"/>	<input type="checkbox"/>	
27029		Liontech	12.07.2006 15:16	Posten Hämtar i butiken	Netbank Finans	Slettet	5 413.80:-	0:-	<input type="checkbox"/>	<input type="checkbox"/>	
27028		Liontech	12.07.2006 14:45	Posten Standard	Postoppkrav	Slettet	6 591.60:-	0:-	<input type="checkbox"/>	<input type="checkbox"/>	
Sales tax: 21767 SEK			Subtotal: 87064 SEK		Total: 108830 SEK		Profit: 0 SEK		All orders: 17		

Order detail is accessed by clicking on the order number.

Each order line shows basic info about the order. You can print or delete multiple orders by selecting the checkbox and clicking the respective buttons. An icon will show if the order has been printed. Clicking on the head-icon opens a new window where you are logged in on the website frontend as the customer that placed the order. You need to allow popups from our admin for this function to work. If the customer name is a link, you can click on it to get to the customer detail pages. The presence of admin or customer comments for an order will be indicated by yellow and red exclamation marks on each order line.

ORDER PROCESSING

There are four sections (tabs) in the order detail:

General info.



Contains typical order header information. Before the order is processed you can change the information. You can enter admin comments (not visible for the customer) at any time.




Order #194597 (8/20/2006 6:14:32 AM / \$39.93) Status: In process Customer PO:

General info	Order contents	Orders/RMA	External operations
<p>Order status: <input type="text" value="In process"/> Type: <input type="text" value="Complete order"/></p> <p>Payment method: <input type="text" value="Credit card"/> CC type: <input type="text" value="Master Card"/></p> <p>Payment method: Private</p> <p>Name on CC: <input type="text" value="Jon W Blackwelder"/></p> <div style="border: 1px solid #ccc; padding: 5px;"><p>CC number: <input type="text" value="5490"/> - <input type="text" value="9989"/> - <input type="text" value="3624"/> - <input type="text" value="9078"/> Card ID: <input type="text" value="993"/></p><p>Exp. date: <input type="text" value="07"/> / <input type="text" value="2009"/> <input type="button" value="AUTHORISE"/> <input type="button" value="CHARGE"/></p></div>			<p>Login: t25jon@hotmail.com </p> <p>All orders: 5 (\$239.65)</p> <p>Shipped on: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="TODAY"/></p> <p>Shipping method: USPS Mail (PO Box, APO/FPO)</p> <p>IP: 10.0.0.2</p> <p>Referer: www.techbargains.com</p>
<p>Admin's comment: <input type="text"/></p>			

Image continues on the next page.

ORDER PROCESSING

Billing info		Shipping info	
Company:	<input type="text"/>	Company:	<input type="text"/>
First name:	<input type="text" value="Jon"/>	First name:	<input type="text" value="Jon"/>
Last name:	<input type="text" value="Blackwelder"/>	Last name:	<input type="text" value="Blackwelder"/>
Dept.:	<input type="text"/>	Dept.:	<input type="text"/>
Address:	<input type="text" value="4231 Eve Drive East"/>	Address:	<input type="text" value="4231 Eve Drive East"/>
City:	<input type="text" value="JACKSONVILLE, FL"/>	City:	<input type="text" value="JACKSONVILLE, FL"/>
Zipcode:	<input type="text" value="32246"/>	Zipcode:	<input type="text" value="32246"/>
Phone:	<input type="text" value="304-642-5617"/> 	Phone:	<input type="text" value="304-642-5617"/> 
Company phone:	<input type="text" value="904-307-0799"/>		
Customer number:	<input type="text"/>		
Invoice customer#:	<input type="text"/>		

Order printed  **PRINT**  **EMAIL ORDER**  **UPDATE**

ORDER PROCESSING

Order contents.

You may modify each order line, add or remove products, and select which vendor to order from. Customer comments are shown in this section. The claim# field is for indicating why the cost price was changed (typically contains bid/opg number). Not all vendors support this feature. Adding a new product can be done by filling out the Add new (SKU) field and clicking on the icon behind the field. If there are multiple possible products, a list of products will be shown. Email Order button will send a new order confirmation to the customer.

Order #194597 (8/20/2006 6:14:32 AM / \$39.93) Status: In process Customer PO:

General info		Order contents		Orders/RMA	External operations			
Add to order	Product	Vendor	Cost	Qty	Price	Total		
<input checked="" type="checkbox"/>	I-ROCKS AC TO USB POWER CHARGER FOR IPOD MP3 PLAYER / SONY PSP / DIGITAL CAMERAS (IR-1050)	PCMicro IR-1050 [\$6.00, 145]	<input type="text"/>	1	8.99	8.99		
	Claim#: <input type="text"/>							
<input checked="" type="checkbox"/>	OK GEAR SATA II 10IN STRAIGHT 180 TO 180 STRAIGHT W/ METAL LATCH - COMPATIBLE SATA OR SATA II ~ (UV BLUE) (GC10AUBM)	PCMicro GC10AUBM [\$1.00, 474]	<input type="text"/>	2	2.99	5.98		
	Claim#: <input type="text"/>							
Add new (SKU): <input type="text"/>						Subtotal:	\$39.93	
						Sales tax:	<input type="text" value="0"/>	
<input type="checkbox"/> Rush order	Shipping method <input type="text" value="USPS Mail (PO Box, APO/FPO)"/>					<input type="text" value="0"/>		
						Total with sales tax:	\$39.93	

Order printed

ORDER PROCESSING

Orders/RMA.

This tab shows a list of other orders and merchandise return for this customer.

Order #194597 (8/20/2006 6:14:32 AM / \$39.93) Status: In process Customer PO:

General info	Order contents	Orders/RMA	External operations	
Login: t25jon@hotmail.com		All orders: 5 Order amount: \$239.65		
#	Date	Amount	Status	Merge
177108	5/24/2006 3:00:00 PM	\$24.95	Shipped	
118622	9/11/2005 3:00:00 PM	\$110.35	Shipped	
115663	8/28/2005 3:00:00 PM	\$47.93	Shipped	
113780	8/16/2005 3:00:00 PM	\$16.49	Shipped	

Order printed PRINT EMAIL ORDER UPDATE



When the order is the way you want it, you can click on the ORDER button in the bottom right corner to place the order with the vendors selected for each of the order lines.

ORDER PROCESSING

General info Order contents **Orders/RMA** External operations

Credit card operations

Auth. code	Transaction type	Approved	Transaction date	Amount	
				39.93	AUTHORISE CHARGE

Fraud check results

IP	IP/CUSTOMER DISTANCE	IP COUNTRY	IP CITY	FREE EMAIL	ANONYMOUS PROXY	ESTIMATED PROXY	ESTIMATED SPAM
10.0.0.2	0			Yes	No	0.00	0.00

CREDIT CARD COUNTRY	ISSUER	ISSUER PHONE	RISK FACTOR
UNITED STATES			5.00

Order printed PRINT EMAIL ORDER UPDATE

External operations.

Contains a list of all credit card operations, purchase orders with vendors, fraud check results, and more, depending on activated features.

Optional features:

- Multiple order credit card processing and shipping label printing (for those that ship orders from their own warehouse)
- Advanced fraud protection for credit cards (IP Location and proxy detection)
- Automatic credit card processing, leasing and other payment/finance methods
- Shipping label creation for different carriers
- Automatic transfer of sales and purchase order information to accounting system
- Customers may have hierarchy of order approval within their organizations
- Orders may be placed electronically from purchasing/procurement portals in addition to the regular website.
- Automatic bid/opg pricing

PRODUCT MANAGEMENT

Searching for products, adding to buffer

Adding your own information

Creating your own products

Creating product bundles

You search for particular products by selecting Catalog/Product management in the main menu. On the left hand side you can select which category tree you want to use. Clicking on a subcategory link in the tree will instantly bring up a list of products in that category. Instead of clicking on one category you may select several (checkbox), and fill in the fields and checkboxes/dropdowns in the filter. The ID field only searches the website, vendor or manufacturer part number, while the Product field searches all ID fields as well as the brand and product name strings. If you want to add a product to the buffer, you mark the checkbox on the product line and click the ADD TO BUFFER button.

The screenshot displays the Product Management interface. At the top, there is a navigation menu with tabs: Orders, Statistics, **Catalog**, Price matrixes, Customer management, RMA, Configuration, and Configurators. Below this, there is a sub-menu with tabs: **Product management**, New product, Bundles, New bundle, Vendors prices, Pricefiles, Virtual shops, Vendors, Auctions, and Stock display.

On the left side, there is an 'Admin tree' dropdown set to 'Case/Acc.' and a 'Clear selection' button. Below it, there is a 'Communications' section with a tree view containing the following items:

- Accessories - Network
- Cisco
- GPS
- Hubs
- Modem/ISDN Cards
- NAS

The main search area contains the following fields and controls:

- ID/SKU/Prod#:** [Text input field]
- Vendor:** [All] (dropdown)
- Brand:** [All brands] (dropdown)
- Product:** [Text input field]
- Added:** [All] (dropdown)
- Status:** Active (dropdown)
- Filters: In stock, W/o weight, With picture, With description, With alias
- SEARCH** button
- Sort by:** Category (dropdown)
- Page navigation: 1-100 | 101-153 | >
- Items per page: 100 items per page (dropdown)
- + ADD TO BUFFER** button

Below the search area is a table with the following data:

Productname	Stock	Cost			[X]
ACTIONTEC 54Mbps USB Ethernet DSL Modem GEU003AD3A-0 1-pt Retail (GT701A)	0	49.50			<input type="checkbox"/>
ACTIONTEC 56K External V.92 Serial Modem EXV9212-01 Retail (EXV9212-01)	0	37.50			<input type="checkbox"/>

PRODUCT MANAGEMENT

Product details is accessed by clicking on the product name. There are several sections/tabs in product details, and the important ones are:

General info.

Basic product info and a few important features. Hide price option lets you hide the price for a product in the website frontend. If you don't want to show a product at all you can set status to Deleted instead of Active. If a product is specific to one customer or pricegroup, you can unselect the checkbox called Add to new pricematrixes. If you are unhappy with the product information that we provide (this includes product name, description and image), mark the Own info checkbox and save changes. When the page refreshes you will have access to upload your own images on the Pictures tab and HTML-edit the description on the Product description tab. The product name can be changed on the General info tab.

Product# 411806 (CN5614XR-4) ADD SIMILAR PREVIEW

General info	Prices	Dependencies	Related products	Pictures	Product description	Uploads
(*) Category: Modem/ISDN Cards <input type="text"/>						
MFG#: CN5614XR-4						
Brand: CNET <input type="text"/>						
<input type="radio"/> New brand: <input type="text"/>						
Productname: 56K V.90 EXT DFV MODEM MULTIPACK RETAIL 4PK <input type="text"/>						
Weight (kg): 8.8 <input type="text"/>						
Ship. markup: 0.00 % (leave empty for free shipping) <input type="text"/>						
<input type="checkbox"/> Use one box for shipping						
Status: Active <input type="text"/>						
<input type="checkbox"/> Hide price <input checked="" type="checkbox"/> Add to new pricematrixes <input type="checkbox"/> Own info						
Added: 9/30/2003 5:43:26 PM						
Auction this part NB!: All fields marked with * must be filled out.						

ADD TO BUFFER SAVE CHANGES



PRODUCT MANAGEMENT

Prices.

A list of all the vendors, their part numbers, prices and stock, and all the price matrices (pricegroups). If you want to set a specific markup for a product you can do so, and if you want to remove a product from a price matrix you can uncheck the active checkbox. You can set price and stock for local warehouse or vendors that are not automatically updated.

Product# 411806 (CN5614XR-4) ADD SIMILAR PREVIEW

General info | **Prices** | Dependencies | Related products | Pictures | Product description | Uploads

Vendor	SKU	Cost	In stock	ETA	
US Micro Lab					
TechData	130043	128.22	0		 

Price matrixes Markup Profit

Price matrix	Cost	General %	Profit	Price	Rebate	Active
Default	128.22	10.00		142.47		<input checked="" type="checkbox"/>

Price break
Qty: Price:

Special shipping prices

Shipping method	Price
FedEx 2 Day Air	<input type="text"/>
FedEx Express Saver	<input type="text"/>

ADD TO BUFFER SAVE CHANGES

PRODUCT MANAGEMENT

Catalog/New product gives you an empty product detail page. To create your own product you first select the category and wait for screen refresh, before you enter brand and other details. You can create a new brand inside product detail, if necessary. When all the information is entered you click the ADD button. After you add the new product you will see more options (tabs).

New product

General info	Prices	Product description	
(*) Category: [Select category] <input type="button" value="v"/>	<input checked="" type="radio"/> (*) Brand: [Select brand] <input type="button" value="v"/>	<input type="checkbox"/> Show all	
(*) MFG#: <input type="text"/>	<input type="radio"/> (*) New brand: <input type="text"/>		
(*) Productname: <input type="text"/>			
A-Tec	(*) Cost: <input type="text"/>	(*) In stock: <input type="text"/>	ETA: <input type="text"/>
Blue Diamond System	Cost: <input type="text"/>	In stock: <input type="text"/>	ETA: <input type="text"/>
Bytecc	Cost: <input type="text"/>	In stock: <input type="text"/>	ETA: <input type="text"/>
Evertex	Cost: <input type="text"/>	In stock: <input type="text"/>	ETA: <input type="text"/>
PCMicroStore	Cost: <input type="text"/>	In stock: <input type="text"/>	ETA: <input type="text"/>
PQI	Cost: <input type="text"/>	In stock: <input type="text"/>	ETA: <input type="text"/>
US Micro Lab	Cost: <input type="text"/>	In stock: <input type="text"/>	ETA: <input type="text"/>
Weight (kg): <input type="text" value="0.0"/>	Ship. markup: <input type="text" value="0.00"/> % (leave empty for free shipping)	<input type="checkbox"/> Use one box for shipping	Status: Active <input type="button" value="v"/>
NB! All fields marked with * must be filled out.			
<input type="button" value="✖ DELETE"/>		<input type="button" value="+ ADD"/>	

PRODUCT MANAGEMENT

Creating a bundle.

After you have added products to the buffer you can create a bundle by selecting Catalog/New bundle. You give the bundle a name and select products from the list (the buffer products are shown automatically) and click the ADD button.

New bundle

General info	Contents	Pictures	Description	
--------------	----------	----------	-------------	--

Bundle name: Use one box for shipping Active

Price matrix	Markup	Rebate	Active
Default	<input type="text" value="100"/>	<input type="text"/>	<input type="checkbox"/>

You must have parts in the buffer for creating a new bundle

Products in buffer

MFG#	Category	Productname	Qty	
91.AC001.281	Modem/ISDN Cards	AOPEN FM56-SVW 56K V92 PCI WIN MODEM CONEXANT	<input type="text" value="1"/>	<input type="checkbox"/>
M9573LL/A	Modem/ISDN Cards	APPLE AIRPORT EXPRESS STEREO CONN KIT	<input type="text" value="1"/>	<input type="checkbox"/>
CN5614XR-1	Modem/ISDN Cards	CNET 56K V.90 EXT DFV MODEM MULTIPAK AVAILABLE	<input type="text" value="1"/>	<input type="checkbox"/>

+ ADD

PRODUCT MANAGEMENT

After adding products to a bundle you can specify if they should be listed separately on the website. If not, the products will only be available in the bundle, and the customer will not see the individual price for the product or be able to purchase it alone. The Primary checkbox indicates which product is the main product. For instance, for a bundle with a notebook, a docking station and extra memory, the notebook will normally be the primary product, and we will automatically show image and information for this product when we show the contents of the bundle. You can also upload your own image and description on separate tabs inside the new bundle interface. A markup of 100% indicates that the customer price for the bundle gives the same profit as if the products were sold separately. 0% would mean the bundle is sold at cost. The active checkbox next to the pricematrix indicates whether the bundle will be shown for a customer with a given price matrix. At the top of the page you can select which category you want the bundle to appear in.

Bundle# 10502872

Default (default) ▼

Choose tree: Admin tree ▼
Add to category: [Select category] ▼
+ ADD

General info		Contents	Pictures	Description		
Vendor: N/A ▼						
MFG#	Category	Productname	List separate	Primary	Qty	
ADA3000AXOEM	Processors	AMD ATHLON 64 3000 2GHZ L2-512KB SOCKET 754 - OEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 30px;" type="text" value="1"/>	<input checked="" type="checkbox"/>
K85-MX	Mainboards	ASUS UATX SIS760GX 800FSB VGA SHARE64M AGP8X RAID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 30px;" type="text" value="1"/>	<input checked="" type="checkbox"/>
AT859-BK	Cases	A-TOP X-BLADE 10-BAY ATX MID TOWER W/SIDE WINDOW 450W - BLACK (Not active)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input style="width: 30px;" type="text" value="1"/>	<input checked="" type="checkbox"/>
13G0252	SATA hard drives	HITACHI 80GB SATA 7200 RPM 8MB CACHE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 30px;" type="text" value="1"/>	<input checked="" type="checkbox"/>
OCZ400512PDC-K	DDR Memory	OCZ PREMIER SERIES 512MB (256X2) PC-3200 CL2.5 400MHZ 184PIN DDR DUAL CHANNEL KIT (Not active)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 30px;" type="text" value="1"/>	<input checked="" type="checkbox"/>
A1838	CPU Cooling fans	THERMALTAKE Thermaltake P/N:A1838 Silient Boostcopper heat sink w/fan cooler for AMD K8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 30px;" type="text" value="1"/>	<input checked="" type="checkbox"/>

SAVE CHANGES
+ ADD TO BUFFER

PRODUCT MANAGEMENT

Catalog/Bundles shows a list of all the bundles. Use the filter to select bundles for a specific price matrix. You can set some basic info, delete the bundle, and also access the bundle details by clicking on the ID-link.

Search bundles(applied)

Name: Status: Active In matrix: Active Product: SKU:

Default (default)

Sort by Bundle 1 - 6

#	Bundle	Cost	Qty	Profit %	Rebate	Price	Activ	
10502036	ALL-IN-ONE USB 2.0 EXTERNAL STORAGE TANK + LG 16X (BLACK) D	184.00	3	<input type="text" value="40.00"/>	<input type="text" value="0.00"/>	196.17	<input checked="" type="checkbox"/>	<input type="button" value="trash"/>
10502872	ALTHLON 64 BAREBONE KIT - ATHLON 64 3000 2.0 GHZ + OCZ 512M	340.00	6	<input type="text" value="85.00"/>	<input type="text" value="0.00"/>	380.79	<input checked="" type="checkbox"/>	<input type="button" value="trash"/>
10503323	AS8 865PE LGA775 MAX-4GB DDR ATX AGP8X MOTHERBOARD / INTE	100.00	2	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>	185.00	<input checked="" type="checkbox"/>	<input type="button" value="trash"/>
10502254	ATHLON 64 3000+ SOCKET 754 CPU + GIGABYTE NVIDIA 5940 GA-K	259.00	3	<input type="text" value="80.00"/>	<input type="text" value="0.00"/>	302.03	<input checked="" type="checkbox"/>	<input type="button" value="trash"/>
10502253	ATHLON64 3000+ 939 PN PIB CPU + MSI NFORCE3 ULTRA K8N NEO	359.00	3	<input type="text" value="75.00"/>	<input type="text" value="0.00"/>	375.07	<input checked="" type="checkbox"/>	<input type="button" value="trash"/>
10502788	CELERON 2.7GHZ 400FSB 128K L2 5478 CPU - OEM + SPEEZE / MAS	42.40	2	<input type="text" value="69.00"/>	<input type="text" value="0.00"/>	68.34	<input checked="" type="checkbox"/>	<input type="button" value="trash"/>

Sort by Bundle 1 - 6

PRICING

Create and maintain price matrices

Freight charges

Vendor ranking

Specials brands for categories

Special product promotions for categories

The Price matrices/Price matrices menu item shows all the current price matrices (price groups) and this is where you create new price matrices. A price matrix is both for setting prices and for choosing active products. In other words, a price matrix is also a product matrix.

The screenshot displays the 'Price matrices' section of the WebMERCs Administration Console. At the top, there is a navigation bar with tabs for Orders, Statistics, Catalog, Price matrices (selected), Customer management, RMA, Configuration, and Configurators. Below this, a sub-menu for 'Price matrices' includes Price management, Categories, Brands, Category tree, and Custom categories. The main interface features two radio buttons for 'Markup' and 'Profit', with 'Profit' selected. A 'SAVE CHANGES' button is located to the right. Below this, a table lists existing price matrices. The table has columns for #, Price matrix, Parent matrix, Category tree, Profit, Rebate, and Default. One matrix is listed with ID 39, name 'Default', parent '[N/A]', category 'Admin tree', profit of 20.00, and rebate of 0.00. A 'Create empty' checkbox is also present. A second 'SAVE CHANGES' button is at the bottom right.

#	Price matrix	Parent matrix	Category tree	Profit	Rebate	Default
39	Default	[N/A]	Admin tree	20.00	0.00	<input checked="" type="radio"/>

PRICING

The price matrix listing has 9 columns: Price matrix ID, icon (click it for showing all the customers using a specific matrix), matrix name/description, parent matrix (more on that below), category tree (the category tree that this matrix refers to for inheritance), markup/profit (showing the overall markup), rebate (rebates are seldom used, you can probably disregard this field), default (indicates if a particular matrix is the default matrix or not), trashcan (for deleting a matrix, if there are customers attached to a matrix you delete they will be transferred to the default matrix). The price matrix section is extremely important – this is how all prices are set for all customers. Setting the correct category tree for a matrix is necessary because we need to know which folder(s) a specific product belongs to in order to inherit pricing that is set higher up in the hierarchy.

Let's start from the beginning:

Creating a new price matrix

At the top of the list there is a price matrix name field. Fill it out with a logical name for your matrix (this can be something like “local government pricing” or “Some Company Inc.”). Then you have an option to create empty matrix – this is seldom used, but convenient in some cases. Checking it will create a price matrix where all parts are inactive. If a company has an approved product list you would go to the <Prices> section to indicate which parts should be active. Then you have a dropdown list called parent matrix. A parent matrix is regular matrix. When a matrix is used as a parent matrix the product settings (active / not active) override the settings in the matrix, while the price settings in a parent matrix are only used if there are no price settings for a particular product in the matrix. A parent matrix is often used to set which products / brands are active for the whole firm, so that you don't have to think about this when you create price matrices (as long as you indicate the parent matrix). The markup/profit field indicates an overall markup for the matrix, and the rebate field an overall rebate. You can also set that the new matrix will be the default matrix. The default matrix is the matrix used when the customer does not belong to another specific matrix (such as if the customer is not logged in).

Building the price matrix

We give you full freedom for creating a price matrix the way you want. The main principle behind the price matrix is that prices set on a more detailed level override those on a less detailed level. For instance, setting 10% markup on a specific product will override the setting of for instance 8% for the category this product belongs to. Here is the order in which the prices are set:

- 1) The product itself**
- 2) Brand in a certain category**
- 3) A specific brand**
- 4) A category**
- 5) A folder**
- 6) Price range**
- 7) Overall markup**
- 8) Parent matrix**

PRICING

1) The product itself. You can set the markup for a specific product either on the product detail page, explained in the product management section or under Price matrices/Price management. Since setting individual markups for many products will be difficult to maintain, we recommend that you do NOT do this, but instead use specials pricing for frontend or sales campaigns. You search for products in Price matrices/Price management the same way as in Catalog/Product management. Before you start setting prices, make sure the correct price matrix is selected (right under the filter). When you select a new price matrix the page will refresh automatically. You can set profit/markup in % or specify a selling price, which will be converted to profit/markup. The checkbox on each product line indicates whether the product is active in the given matrix. You cannot set a fixed price in this interface since it would be too hard to maintain. Use campaigns with specific expiration date for this purpose.

The screenshot displays the 'Price matrices' section of a web application. At the top, there are navigation tabs: Orders, Statistics, Catalog, Price matrices (selected), Customer management, RMA, Configuration, and Configurators. Below these are sub-tabs for Price matrices, Price management, Categories, Brands, Category tree, and Custom categories.

On the left side, there is an 'Admin tree' with a dropdown menu and a 'Clear selection' link. The tree is expanded to show 'Case/Acc.' and 'Communications'. Under 'Communications', several categories are listed with checkboxes: Accessories - Network, Cisco, GPS, Hubs, Modem/ISDN Cards (checked), NAS, Network cards, Networked Storage, and Routers & Firewalls. Below this are sections for 'Data Storage', 'Games Hardware & Software', and 'PC Accessories'.

The main content area features a search filter with the following fields: ID/SKU/Prod#, Vendor: [All], Brand: [All brands], Product, Added: [All], and Status: Active. There are also checkboxes for 'In stock', 'W/o weight', 'With picture', 'With description', and 'With alias', along with a 'SEARCH' button.

Below the search filter, there are options for 'Default (default)', 'Markup', and 'Profit' (selected). A 'SAVE CHANGES' button is also present.

The table below shows a list of products with columns for Productname, Cost, A-Tec Cost/Stock, Now, Profit, Price, and Act. The products listed are:

Productname	Cost	A-Tec Cost/Stock	Now	Profit	Price	Act
ACTIONTEC 54Mbps USB Ethernet DSL Modem GEU 1-pt Retail (GEU003AD3A-01(GT701A))	49.50		20.00		61.88	<input checked="" type="checkbox"/>
ACTIONTEC 56K External V.92 Serial Modem EXV921 01)	37.50		20.00		46.88	<input checked="" type="checkbox"/>
APC DATA DISTRIBUTION 2U PANEL HOLD 8 DATA OF 48 PORT (AR8452)	33.26		20.00		41.58	<input checked="" type="checkbox"/>
AOPEN EXTERNAL MODEM?FM56-USB2 V.92	31.02		15.00		36.50	<input checked="" type="checkbox"/>

At the bottom of the interface, there are controls for 'Sort by' (set to Category), a page indicator '1-100 | 101-153 | >', and a '100 items per page' dropdown menu.

PRICING

2) Brand in a certain category. You can set the markup for a specific brand in a specific category. For instance, you can set that that all HP Notebooks should have a specific markup. To do this, go to Price matrices/Categories. Select the category tree you will work with and find the correct subcategory. Click on the icon next to the folder to expand the subcategories. Click on a category to go to the category detail page.

Inside the category detail page you click on the brands tab to see a list of the brands in this category. Clicking on the icon next to the brand opens up a list of all the price matrices, and you can set a specific markup/profit and indicate whether the brand should be active for this category and matrix. On this page you can also indicate, via the special brand checkbox, whether this brand should be promoted when users click on the category on the website frontend. The order field lets you enter the order in which these special brands should be shown. If you add at least one special brand, the frontend customers will get a page with 5 (can be changed) products for each special brand, when they access this category. There is a button on the page for showing all products, and also for showing all products within one brand, for this category.

PCs/Monitors - Notebooks

Markup Profit

General info Brands Specials

Collapse/Expand	Name	Special brand	Order		
Expand all		<input type="checkbox"/>			
	ACER	<input type="checkbox"/>	<input type="text"/>		
	APPLE	<input type="checkbox"/>	<input type="text"/>		
	HP	<input type="checkbox"/>	<input type="text"/>		
Price matrix	Profit	Active	Price matrix	Profit	Active
Default	<input type="text"/>	<input checked="" type="checkbox"/>	PROCEEDO	<input type="text"/>	<input checked="" type="checkbox"/>
			test	<input type="text"/>	<input checked="" type="checkbox"/>
	IBM	<input type="checkbox"/>	<input type="text"/>		
	LENOVO	<input type="checkbox"/>	<input type="text"/>		
	TOSHIBA	<input type="checkbox"/>	<input type="text"/>		

PRICING

3) A specific brand. You can set the markup for brands under Price matrices/Brands. Remember to select the price matrix you are working with. The page automatically refresh when you change the price matrix. In addition to changing the profit/markup for a given brand, you can indicate if it should be active (checkbox) in this matrix. You can also edit the name for the brand, and if you show a listing of recommended brands you can add/remove a brand by checking on main page checkbox.

Search brands

Brand: Status: Active Status in matrix: [All] On main page Have products

Liontech Standard prismatrix (default) [Select category]

Markup Profit

1-100 | [101-200](#) | [201-300](#) | [301-406](#) | [≥](#) | [>>](#)

Brand	Short name	On main page	Picture	Profit	Active
3COM	<input type="text" value="3COM"/>	<input checked="" type="checkbox"/>	Yes	<input type="text" value="10"/>	<input checked="" type="checkbox"/>
3M	<input type="text" value="3M"/>	<input type="checkbox"/>	Yes	<input type="text" value="10"/>	<input checked="" type="checkbox"/>
A FORCE TECHNOLOGY	<input type="text" value="A FORCE TECH"/>	<input type="checkbox"/>	No	<input type="text"/>	<input type="checkbox"/>
Acer	<input type="text" value="ACER"/>	<input checked="" type="checkbox"/>	Yes	<input type="text"/>	<input checked="" type="checkbox"/>
Acousti Products	<input type="text" value="ACOUSTI"/>	<input type="checkbox"/>	No	<input type="text" value="10"/>	<input checked="" type="checkbox"/>
Activision	<input type="text" value="ACTIVISION"/>	<input type="checkbox"/>	Yes	<input type="text" value="10"/>	<input checked="" type="checkbox"/>

PRICING

4) A category. You can set the markup for a category by following what you did in step 2, but instead of the brands tab, click on General info. Here you can set the profit/markup for all the matrices and indicate whether the category is active in a matrix. The HTML editor allows you to specify information that will be shown on the top of the category page in the frontend. The leasing checkbox is used to indicate whether products in this category are available for leasing (if leasing is enabled), and the special tax option is for use when a category contains products that don't have the standard tax (In Norway, for instance, books don't have sales tax).

General info				Brands				Specials			
Name:	<input type="text" value="Notebooks"/>	Type:	Product Type	<input checked="" type="checkbox"/> Leasing	Special tax:	<input type="text"/>	Est.weight:	<input type="text" value="10,0"/>			
<p>Arial 1 (8 pt) B <i>I</i> <u>U</u> [List Icons] [Color Picker] [Link] [Image] [Code] [Fullscreen] [Info]</p>											
Price matrix	Profit	Rebate	Active	Price matrix	Profit	Rebate	Active				
Default	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	PROCEEDO	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>				
				test	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>				

SAVE CHANGES

PRICING

While you are in category details, you can also set promotional products for a category. To access this feature, click on the Specials tab. You can create a new specials list of parts or use an existing one. Randomize means to show the products in no particular order, while the In stock option only shows products that are in stock. You can also set a start and end date for the promotion.

General info		Brands			Specials					
Specials group	Start date	End date	Default	Randomize	In stock only					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Back to school specials	15	Aug	2005	01	Sep	2005	<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Clicking on the name for the specials list takes you to the detail section. You can add or remove customers on the General info tab, and add or remove products on the specials tab. If you have products in the buffer you use those, or you can use the Add new field and click on the icon to search for products. If multiple matches, a list will be created. Special prices can be set for these products if you check the Activate special prices checkbox. The last field is for indicating the order in which the products are shown.

General info		Specials		
Add new (SKU): <input type="text"/>		<input type="checkbox"/> Activate special prices		
	HP Sound Blaster X-Fi lydkort (EA326AA)	2 909,-	<input type="text" value="1"/>	
	<input type="text"/>	Special: <input type="text"/>		
	LENOVO THINKVISION USB SOUNDBAR IN (40Y7616)	482,-	<input type="text" value="2"/>	
	<input type="text"/>	Special: <input type="text"/>		

PRICING

5) A folder. A folder is category that contains other categories (and no parts). You set folder markups by going to Price matrices/Categories and selecting the category tree you want to work with. Click on the folder you want to set markup/profit for. You can also activate/deactivate the folder.

PCs/Monitors Markup Profit

Name: Type: Folder

Arial 1 (8 pt) **B** *I* U [List icons] [Text color] [Background color] [Link] [Image] [Table] [Code] [Link icon] [Info icon]

Price matrix	Profit	Rebate	Active	Price matrix	Profit	Rebate	Active
Default	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	test	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

6) Price range. You can set markup based on the cost of a product, for instance that products costing from \$10 to \$20 should have 17% markup. Go to Price matrices/Price matrices and then click on a price matrix you have created. On the markup/profit tab you can write a minimum price and a maximum price and the profit for the range of prices. Create as many price ranges you want by pressing SAVE CHANGES button each time. Please remember to make overlapping prices. If you have a range of 10 to 20, then the next should be 20 to 30, not 21 to 30, in order to make sure that products with prices between 20 and 21 are included as well. Some of our clients use nothing but price ranges.

Markup/Profit **General info** **Customers** **Report**

Markups

Markup Profit Markup: Rebate:

Min.price	Max.price	Markup	Rebate	[X]
<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="15,00"/>	<input type="text"/>	
<input type="text" value="1000"/>	<input type="text" value="5000"/>	<input type="text" value="10,00"/>	<input type="text"/>	
<input type="text" value="5000"/>	<input type="text" value="10000"/>	<input type="text" value="8,00"/>	<input type="text"/>	

PRICING

7) Overall markup. You can set a flat markup for the whole matrix. This is the lowest priority level for the matrix. You do this either on the page where you create the matrix, or on the same page as in 6.

8) Parent matrix. If you have set a parent matrix, the same steps 1..7 will be done in the parent matrix as well.

Important:

Please remember that for prices to be taken from a parent matrix, there cannot be any prices set for a particular product in your matrix. This includes the overall markup in step 7. If an overall markup is set in step 7 it will never reach step 8. The same goes for all the steps, of course, but is easy to forget for step 7. Also keep in mind that 0% is a valid setting – if you want to not set anything for a particular step you leave the space EMPTY.

Exceptions:

Special prices/campaigns will override the matrix prices (regardless of whether they are higher or lower). If you have set a special price for a product that appears in the frontend, the matrix will not be used to set the price for this product. Bid prices from manufacturers will override the matrix prices only if they are lower.

PRICING

Report.

To see a report of the specific settings for a given price matrix, go to Price matrices/Price matrices, click on a matrix, and then select the Report tab.

Markup/Profit	General info	Customers	Report
General info			
Profit: 8,00			
Ranges			
Min.price	Max.price	Profit	
0	1000	13,04	
1000	5000	9,09	
15000	1000000	5,66	
Categories			
Name			Profit
Graphics & Sound - Speakers & Microphones			4,00
Brands in categories			
Name			Profit
Graphics & Sound - Speakers & Microphones - APPLE			4,00
Graphics & Sound - Speakers & Microphones - ALTEC LANSING			4,00
Memory - DDR Memory - KINGSTON			2,00
Memory - DDR Memory - OEM			2,00

PRICING

The Catalog/Vendors page shows when the prices were last updated for this each vendor, and you can rank them according to priority. When one product is available from many vendors the system will normally (if the priority is the same) pick the lowest priced vendor that has a particular product in stock. If you change the priority on Priority field under Catalog/Vendors the system will always pick the vendor with the lowest number first, regardless of price and stock. Same price priority is used if the prices are identical from several vendors, and Priority cost range indicates a loyalty band for a specific vendor. For instance, if the priority cost range is 1% for vendor A and nothing for vendor B, it means that if price from vendor A is 1% higher than vendor B we would consider them to have the same price. Shipping markup makes it possible for you to add a certain % to the prices from one vendor when comparing to other vendors.

Name	Short name	Priority	Same price priority	Priority cost range	Ship. markup	Active parts/Stock	Ordered	Login	Password	Ordering	Last update	
<input type="text" value="DEMO"/> Parent vendor: <input type="text" value="Ingram Micro"/>	DEMO	1	1	%	0 %	6/5	2			None		
Ingram Micro	IM	10	1	%	0 %	30791/4009	13			None	18.07.2006 03:59:17	
<input type="text" value="scribona"/> Parent vendor: <input type="text" value="Ingram Micro"/>	scp	1	1	%	0 %	1/1	0			None		
<input type="text" value="V"/> Parent vendor: <input type="text" value="N/A"/>	VC	1	1	%	0 %	0/0	0			None		
							39745/4835	15				











If necessary, you can create your own vendors (this can be your local warehouse, or vendors that we don't upload information from automatically) using the Catalog/Vendors menu item. Open the Add new box and enter at least a name and short name for the vendor or warehouse before saving changes.

One product can be available from many vendors at different cost prices. We have six options for calculating prices: Using the highest price, average price or lowest price for a product, and the same three options, but only using the vendors that have that specific product in stock. Default is to use average cost price based on the vendors that have the product in stock.

PRICING

Freight prices

The Configuration/Shipping page lets you set a freight charge based on % of the order and a minimum cost regardless of the order. You can also set a different freight charge when the order reaches a certain amount. Freight charges can be based on zip code. You also have the option to base it on weight and have us upload a freight matrix based on weight and location. This, however, may not work well in all cases because we don't have weight for all the products and estimate it based on category.

Zone/ Zipcode ranges	Min freight cost	Freight cost	Order amount (2nd level)	Min freight cost (2nd level)	Freight cost (2nd level)	Min freight cost (express)	Freight cost (express)	[X]						
Default	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %							
 1	<input type="text" value="85"/>	<input type="text" value="1,1"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text" value="0"/>	<input type="text" value="0"/> %							
<table border="1"><thead><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td>0</td><td>1499</td></tr><tr><td>1900</td><td>2099</td></tr></tbody></table>									From	To	0	1499	1900	2099
From	To													
0	1499													
1900	2099													
 2	<input type="text" value="95"/>	<input type="text" value="1,15"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text" value="0"/>	<input type="text" value="0"/> %							
 3	<input type="text" value="105"/>	<input type="text" value="1,2"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text" value="0"/>	<input type="text" value="0"/> %							
 4	<input type="text" value="110"/>	<input type="text" value="1,25"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text" value="0"/>	<input type="text" value="0"/> %							
 5	<input type="text" value="125"/>	<input type="text" value="1,3"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text" value="0"/>	<input type="text" value="0"/> %							

CATEGORY TREES

- Create new tree
- Modify existing tree
- Create own categories
- Assign trees to clients

Most likely you have tens of thousands of products in your catalog. Arranging products into the correct categories is a tedious and difficult job. The vendors do not have a common standard and there are no 1-to-1 relationships in categories. One vendor may have hard drives in a hard drive category, another one may have some hard drives in IBM accessories, while a third one splits it according to size, regardless of interface, and so on. We may choose to split it in IDE, SATA, SCSI, etc. Placing so many products in the right categories is a huge job, and for the most part we recommend using the categories that we have created. Creating your own categories may be useful, but only for smaller trees unless you want to make it a fulltime maintenance job.

CATEGORY TREES

The Price matrices/Category page is used for creating new trees, and changing the order or editing the names of folders and categories for existing trees.

The screenshot displays the 'Category tree' administration interface. At the top, there is a dropdown menu for 'Category tree' set to 'Admin tree', and buttons for 'DELETE TREE', 'Save as new tree:', 'CREATE', and 'CREATE EMPTY'. Below this, there are buttons for 'ADD NEW FOLDER' and 'ADD NEW CATEGORY'. The main area shows a tree structure starting with 'Root', followed by 'Case/Acc.', 'Case, Power & Input Devices' (highlighted), 'Cables & Consumables', 'Communications', 'Data Storage', 'PC Components', 'PCs/Monitors', 'Print/Scan/Photo', and 'Software'. At the bottom left, there are buttons for 'REMOVE CHECKED' and 'MOVE CHECKED'. On the right side, there is an 'Edit' form for the selected category. The form includes fields for 'Tree name' (Admin tree), 'Tree Language' (en, with a link to English), and a table for editing the category's details.

Edit		Add existing
Original name [ID: 100008]		Related name [ID: 1918]
en	Case, Power & Input Devices	
Order:	1	1
<input type="checkbox"/> Has parts		<input checked="" type="checkbox"/> Is main
<input checked="" type="checkbox"/> Is active		<input type="checkbox"/> Is last
		<input checked="" type="checkbox"/> Skip

At the bottom right of the edit form, there is a 'SAVE CHANGES TO SERVER' button.

CATEGORY TREES

In the top left dropdown list you select the tree that you are working with. The tree will be shown below. You can save a new tree based on the selected tree by entering a name in the save as new tree field and pressing the create button. If you want to change the name of the selected tree you can edit the name in the Tree name field and pressing save changes to server in the bottom right corner. If your webshop has options for several languages you choose which language you are working on with Tree language.

Selecting a folder/category means to click on the name of the category. The selected category will have the name inverted, on dark background.

Moving folders/categories

You can move a folder or category to a different folder: This is done by checking the box next to one or several folders or categories, selecting a folder, and then clicking on the move checked button. Changes are saved when you press the save changes to server button.



Removing folders/categories

Check the box next to one or several folders and click on the remove checked button. Changes are saved when you press the save changes to server button.



Specific settings of folders/categories

Select a folder or category. On the right hand side you can now change the name or indicate the order in which it should be shown (the Edit tab). For categories with the same order we sort the alphabetically. Is active means that the category is shown in the frontend. Is last is used to combine categories. Create a folder, set Is last, and place the categories you want to combine in this folder. The folder will then be shown as a single category with products from all the categories. Skip is used to indicate that the categories under a given folder are shown instead of the folder (basically, skipping a level).

A screenshot of a web interface for editing a category. At the top, there is a text field for 'Tree name:' containing 'Admin tree'. Below it, 'Tree Language:' is set to 'en', with a link to 'English' (indicated by a UK flag icon). The main form has two tabs: 'Edit' (selected) and 'Add existing'. The 'Edit' tab contains two columns: 'Original name [ID: 100008]' and 'Related name [ID: 1918]'. The 'Original name' field contains 'Case, Power & Input Devices'. Below these are 'Order:' fields, both set to '1'. There are several checkboxes: 'Has parts' (unchecked), 'Is active' (checked), 'Is main' (checked), 'Is last' (unchecked), and 'Skip' (checked). At the bottom right of the form is a button labeled 'SAVE CHANGES TO SERVER' with a server icon.

CATEGORY TREES

Add existing categories to a tree

On the right hand side you have a tab called add existing. This is used to select one or several folders categories in one tree and by pressing the << link adding them to the tree you are working with on the left hand side.

The screenshot displays the 'Admin tree' interface. At the top, there is a 'Category tree:' dropdown menu set to 'Admin tree', followed by a 'DELETE TREE' button, a 'Save as new tree:' input field, a 'CREATE' button, and a 'CREATE EMPTY' button. Below this, there are two buttons: 'ADD NEW FOLDER' and 'ADD NEW CATEGORY'. The main area is divided into two panes. The left pane shows a tree structure starting with 'Root' and containing folders like 'Case/Accessories', 'Case, Power & Input Devices', 'Cables & Consumables', 'Communications', 'Data Storage', 'PC Components', 'PCs/Monitors', 'Print/Scan/Photo', '100004', 'Games Hardware & Software', and 'Service & Support'. The right pane is titled 'Add existing' and contains a 'Category tree:' dropdown set to 'Admin tree' and a list of folders: 'Case/Acc.', 'Communications', 'Data Storage', 'PC Components', 'PCs/Monitors', and 'Print/Scan/Photo'. A '<<' button is positioned to the left of this list, indicating the action to add the selected categories to the main tree.

CATEGORY TREES

Change names or orders of categories

Select any folder or category and change the name by writing a new name in both the Original name and Related name fields on the Edit tab to the right. If you want to change the order, enter a new number in both order fields. Lower numbers are placed higher. Same order means it is done alphabetically.

The screenshot displays the 'Admin tree' management interface. At the top, there are buttons for 'DELETE TREE', 'CREATE', and 'CREATE EMPTY'. Below these are 'ADD NEW FOLDER' and 'ADD NEW CATEGORY' buttons. The tree view on the left shows a hierarchy starting from 'Root' with folders such as 'Case/Accessories', 'Case, Power & Input Devices', 'Cables & Consumables' (selected), 'Communications', 'Data Storage', 'PC Components', 'PCs/Monitors', 'Print/Scan/Photo', '100004', 'Games Hardware & Software', and 'Service & Support'. The 'Edit' form on the right shows the following details for the selected category:

- Tree name:** Admin tree
- Tree Language:** "en". Change to: Norwegian, English
- Original name [ID: 100012]:** Supplies
- Related name [ID: 1919]:** (empty)
- Order:** 1
- Has parts
- Is active
- Is main
- Is last
- Skip

Important

You can move categories around, rename them, change the order, place them in new folders that you make yourself, etc and the products will still go to the correct category. However, if you make NEW categories the system will not know what products to put in these categories. To tell the system which products should be in which categories you use Price matrices/Custom categories. Keep in mind that a product can only be in one category in the same tree, but you can add custom categories to any tree you like, or create a tree that only has custom categories if you want.

CATEGORY TREES

Price matrices/Custom categories gives you a list of available category trees. Click on the tree that has categories created by you.



#	Name
10	Admin tree
1	Customer tree

CATEGORY TREES

After you have selected a tree you have to upload products. You can do this one by one, or using a file. Enter a manufacturer part number in the SKU field and press the upload button, or select upload from file and browse for the file before pressing the upload button. If you select the delete products checkbox, all the products that were already there will be removed, and only the new ones added. If some of the products used to be there, they will automatically be put in the same category as before. The file is a simple text file with one part number per line. Newly added products are listed first, with choose category indicated in the category list. Select which category to place the products in and save your changes.

Opplast produkter fra CSV

SKU: Opplast produkter fra CSV: Delete products

Kategori: ID/SKU/Prod#:

1-100 | [101-200](#) | [201-300](#) | [301-400](#) | [401-519](#) | [≥](#) | [≥≥](#)

#	Kategori	Navn	<input type="checkbox"/>
830817	<input type="text" value="--Choose category--"/>	LENOVO TS THINKPAD Z60M PM760-2.0G 100GB 1024MB 15 MULTI WXPB NO (UH3FJNO)	<input type="checkbox"/>
935442	<input type="text" value="--Choose category--"/>	OEM HDMI kabel A - A (19 pin), HQ 10 meter High Quality, gold plated (AK627-10-HQ)	<input type="checkbox"/>
935443	<input type="text" value="--Choose category--"/>	OEM HDMI kabel A - A (19 pin), HQ 15 meter High Quality, gold plated (AK627-15-HQ)	<input type="checkbox"/>
935232	<input type="text" value="--Choose category--"/>	OEM HDMI kabel A han - DVI-D han, 2 meter (AK639)	<input type="checkbox"/>
935328	<input type="text" value="--Choose category--"/>	OEM HDMI kabel A han - DVI-D han, 3 meter (AK639-3)	<input type="checkbox"/>

You can assign one or two category trees to a customer. It is very common to make a second tree that contains the key products that a specific customer buys, often based on a bid or a longterm contract, making the second tree a subset of the regular category tree.

Category tree

Primary: Secondary:

CUSTOMER MANAGEMENT

- Customer list
- Customer details
- Customer requests
- Mailing list
- Virtual customers
- Customer specials/quotes (frontend)

Customer management/Customers gives you a list of all the customers; with basic statistics, and you can search for a particular customer by using the filter. Clicking on the head-icon will log you in on the website as this customer, and clicking on the customer name will take you to the customer detail page

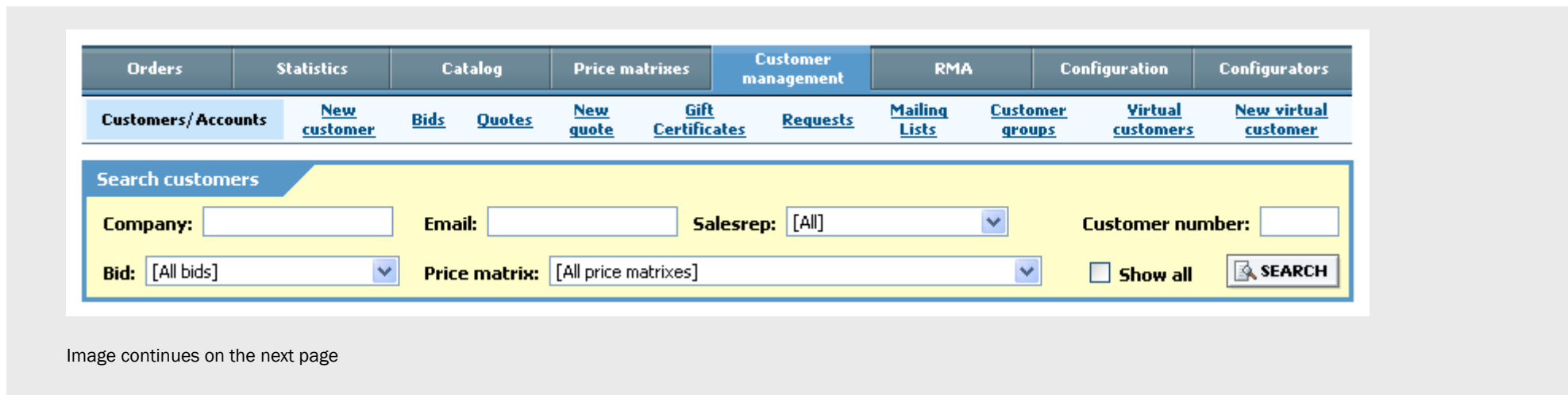










Image continues on the next page

CUSTOMER MANAGEMENT

Customers: [ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

 DELETE

All items

#	Customer number	Company	Name	Logins	Orders	Logins count	Last login	Bids		<input type="checkbox"/>
884	N/A	Aaron Youmans	Aaron Youmans	1	<u>1</u>	0	N/A	0		<input type="checkbox"/>
1256	N/A	AARP TAX AIDE	SID DONALDSON	1	<u>3</u>	2	8/25/2005 5:02:40 PM	0		<input type="checkbox"/>
722	N/A	Abbey Martin	Abbey Martin	1	<u>1</u>	0	N/A	0		<input type="checkbox"/>
538	N/A	Accounts Payable	Accounts Payable	1	<u>1</u>	2	7/12/2004 8:55:00 AM	0		<input type="checkbox"/>
1205	N/A	Acme Digital Design	Gary Arnett	1	<u>1</u>	2	7/18/2006 9:17:32 AM	0		<input type="checkbox"/>
1206	N/A	Acme Digital Design	Gary Arnett	1	<u>1</u>	6	5/23/2006 10:02:50 AM	0		<input type="checkbox"/>

There are two types of “customers”:

- **standard customers.** Private customers typically fall under this category. These have no separate customer cards in admin, and use the standard settings for prices, payment methods, etc
- **special customers.** Corporate/government customers often need to have accounts where you can place them in specific, non-standard price groups, give them access to bid prices, set credit terms, give them their own category trees, etc.

Keep in mind that all customers, regardless of type, have a login and password to check orders.

There are several reasons for separating the customers like this: Private customers that pay with credit card will not be invoiced, and the orders may not need to be transferred to an erp-system on separate accounts. If you sell to both private and corporate customers, having 5000 private customers clutter the customer list makes it so much harder to find the 500 corporate customers you do give special attention to. For the solution itself it is obviously faster to search in a list of 500 clients than 5500, and since we cache prices and other things it is good to have a big group of standard customers that don't require separate consideration.

CUSTOMER MANAGEMENT

The customer list itself is split in the starting character of the customer name, from 1..9, A..Z. There are eleven columns:

- 1. Internal customer ID.** The number we have given to the customer in our database. There is no use for this number in our solution. We recommend that you work with the customer on customer name / email address basis instead of a number that is easily forgotten.
- 2. Customer number.** This is the main customer number that you have given this customer in your own accounting / erp-system (not required, and may be empty - but usually the key when we transfer data to your erp-system).
- 3. Company name.** This is also a link to the customer detail page.
- 4. Name.** This is the person responsible for the account for the given company (attn.:)
- 5. Logins.** How many different logins (users) this company has.
- 6. Orders.** How many orders this company has placed. This is a link that when clicked will bring you the order list with all the orders for this company.
- 7. Logins count.** The number of times anybody from this company has logged on to the webshop.
- 8. Last login.** When somebody from this company logged in last. Logins by admin are not counted.
- 9. Bids.** The number of bids (special case pricing) that are applied to this customer.
- 10. Icon of a head.** Clicking on this head logs you - as admin - in as this customer. Since the customer may have many users/logins, when clicking on this head in the customer list we pick the first master account on the account.
- 11. Checkbox for selecting a customer.** Today there is one use for it - deleting the customer, using the "delete" button above the list.

Above the customer list there is a filter where you can search in the list based on different criteria: Company name, email address (of user/login), the salesrep, customer number, applied bid, price group (price matrix). For showing the deleted customers you can select "show all".

CUSTOMER MANAGEMENT

The customer detail page contains settings for a specific customer. After the initial setup you will use this page mainly to create new users/logins, and maybe change the price group.

General info	Logo	Bids & price matrixes	Logins	Contact info		
All orders						
Master login info						
First name:	Alan	Last name:	Semenov	Email:	alan@webmercs.com	
Phone:	12345678	Company:	WEBMERCs	Organization Reg#:		
<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> HTML emails	Address:	test	Zipcode:	0355	
<input type="checkbox"/> Create pricefile	<input checked="" type="checkbox"/> Show configurators	Customer number:		Virtual shop:		
<input type="checkbox"/> Show warehouses	<input type="checkbox"/> Show costs	<input type="checkbox"/> PO is required				
Payment info						
Credit terms:	Faktura	15	days	Max credit:		
Freight info						
Freight cost:	0	% of order	Order amount (2nd level):	Freight cost (2nd level):		% of order
Min freight cost:	0	NOK		Min freight cost (2nd level):		NOK
Extra charge:		NOK for handling orders below		NOK		

CUSTOMER MANAGEMENT

Express Freight info

Freight cost (express): % of order Min freight cost (express): NOK

Category tree

Primary: Secondary:

Salesrep


Available salesreps		Assigned salesreps
Aasmund Lund	>	
CPJ	>>	
Jørgen	<	
MARIUS TEST	<<	

Send email confirmation

Licenses tree

Licenses tree: [Test tree](#) [Contracts information](#) [Services](#)

Admin's comment



General info is the main tab. The top part has fields for company information (the first/lastname that is referred to is the contact person). The phone number and organization number fields may have lookup functionality in online databases depending on your localization. We look up zipcode, so there's no field for city/place. The following fields require special consideration:

- **Active.** If you don't want the customer to be allowed to place orders, log in, etc - uncheck this box.
- **HTML emails.** Default is ON. Order confirmation is sent via HTML email. You can turn this off for those customers that prefer (or require) text messages.
- **Create pricefile.** This setting makes it possible for the customer to download a complete pricefile from their account pages. Mainly used for distributors.
- **Direct ordering.** Ability to place orders directly with vendors without admin approving the orders first. Use this setting carefully. If set, the system will automatically pick the lowest priced parts that are in stock and place orders for the products directly with the selected vendors.
- **Show configurators.** Default is ON. This setting decides whether the memory and accessories configurators are shown for the customers in the frontend.

CUSTOMER MANAGEMENT

- **Show warehouses.** This will show stock for the different vendors of a product in frontend when this customer is logged in.
- **Show costs.** This will show the cost for different vendors of a product in frontend when this customer is logged in. It can be used for internal accounts, and we have seen it being used for certain government agencies that would like to have a live audit of their purchase agreement at all times.
- **PO is required.** When set ON, this setting doesn't let the customer place an order unless the reference / purchase order field is filled out.
- **Customer number.** This is the customer number in a corresponding program, such as the ERP-system. For companies with several branches, you can override this setting in a given invoice address. If the customer number for an invoice address is empty we use the setting here on the general info page.
- **Virtual shop.** You can set a name for a virtual shop where the customers can use a link to get the same prices, bids, etc as this customer account - without login. Typical use for this is sales to groups of people that should all create their own accounts, but at the same time should not have the standard pricing (and maybe the standard setup doesn't allow for purchases by non-logged customers). If you for instance called the virtual shop "test", the the link to access this shop is www.yourshopdomain.com/test.shop . We automatically add the .shop. The logo of the virtual customer will be shown in the heading (frontend), but the customer will not be logged in.

Payment info contains information about the payment method that is approved for this customer. Typical options are credit card and invoice. For invoice it is required to enter number of days. The credit line field may or may not be used. For this to have any effect we need to know which orders are paid, which requires either entry of this in the solution, or two-way communication with an erp-system.

Freight info lets you override the standard settings for freight cost for this customer. You enter this as percent of order amount and a minimum value. This goes for order amount equal zero. You can do the same for a 2nd level, giving different freight cost when the customer has reached a certain level. You then enter this level (such as \$5000) in the order amount (2nd level) field and specify the % and minimum again. Express freight info is not used today. Admin fee can automatically be applied to orders under a certain amount.

In the category tree section you set which category tree the customer should see when he logs in. You can also specify a second tree. The second tree is what will be shown first when the customer logs in, but he can access both trees. The secondary tree is typically used to give the customer a tree that makes it easy for him to purchase certain items. Many dealers choose to make a special tree for bids or cases, or maybe just the main items that a customer normally buys to make the process even simpler for him.

You can assign as many salesreps as you want to one customer. Select on the left hand side and click the button to move to the right. The checkbox for sending email confirmation will, when ON, send email confirmation to the sales rep when the customer places an order.

The admin comment in customer details is added to the admin comment of every order placed by this customer, so that you won't miss it (exclamation mark in order list).

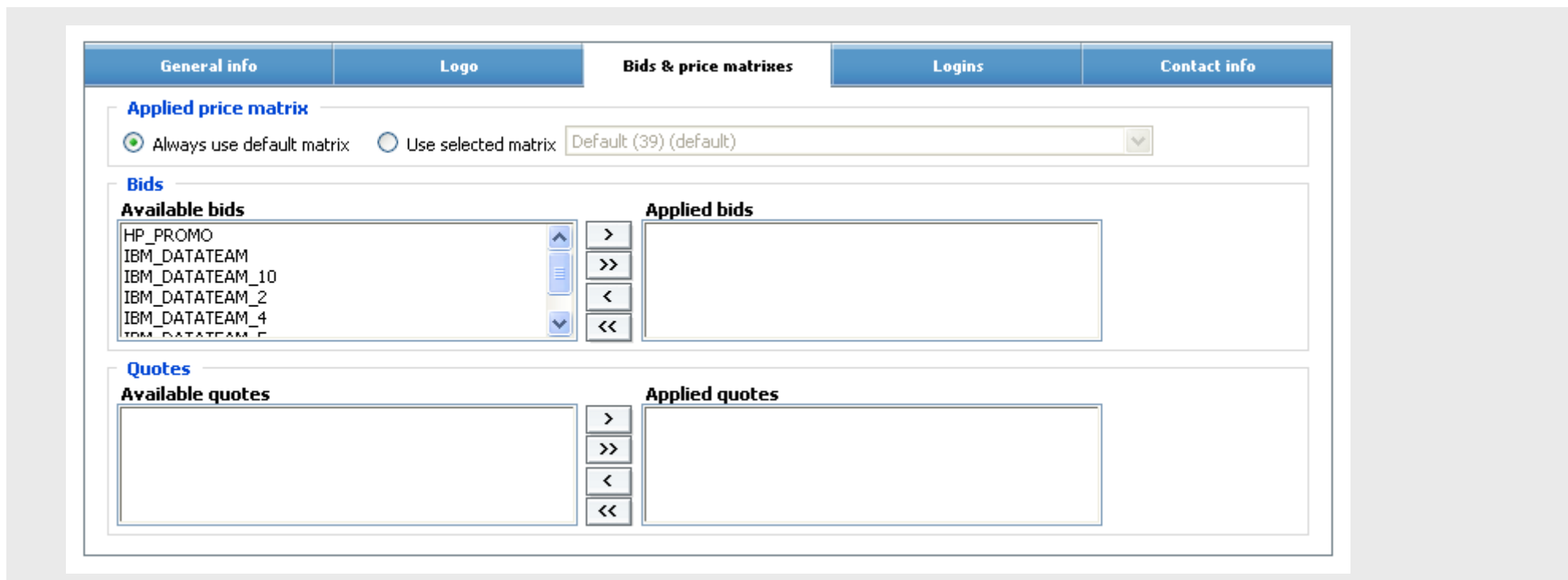
CUSTOMER MANAGEMENT

The logo tab in customer details is for uploading customer logo. Depending on the website design, this logo will be shown in the heading when the customer logs in.



The screenshot shows the 'Logo' tab selected in a customer management interface. The interface has a top navigation bar with tabs: 'General info', 'Logo', 'Bids & price matrixes', 'Logins', and 'Contact info'. The 'Logo' tab is active. On the left, there is a circular logo for 'WEBMERC'S' with 'BY PARTNER DESIGNED' below it. To the right of the logo, the text 'Upload image from disk' is displayed. Below this text is a large text input field. To the right of the input field is a 'Browse...' button. Below the input field and 'Browse...' button is an 'UPLOAD IMAGE' button with a small image icon to its left. In the top right corner of the tab area, there is a link labeled 'All orders'.

Bids & price matrixes tab lets you select the correct price matrix for the customer, and assign bids and quotes.







The screenshot shows the 'Bids & price matrixes' tab selected in the customer management interface. The interface has a top navigation bar with tabs: 'General info', 'Logo', 'Bids & price matrixes', 'Logins', and 'Contact info'. The 'Bids & price matrixes' tab is active. The main content area is divided into several sections. At the top, there is a section titled 'Applied price matrix' with two radio buttons: 'Always use default matrix' (which is selected) and 'Use selected matrix'. To the right of these radio buttons is a dropdown menu showing 'Default (39) (default)'. Below this is a section titled 'Bids' which is further divided into 'Available bids' and 'Applied bids'. The 'Available bids' list includes 'HP_PROMO', 'IBM_DATATEAM', 'IBM_DATATEAM_10', 'IBM_DATATEAM_2', 'IBM_DATATEAM_4', and 'IBM_DATATEAM_5'. There are navigation arrows between the 'Available bids' and 'Applied bids' boxes. Below the 'Bids' section is a section titled 'Quotes' which is further divided into 'Available quotes' and 'Applied quotes'. There are also navigation arrows between the 'Available quotes' and 'Applied quotes' boxes.

CUSTOMER MANAGEMENT

Logins tab is used to create logins (username, password) for this customer. Email address is always used as username. You select if this login is private, corporate or government, which decides the payment methods that are made available in the front. If change shipping info is set, this user can create new delivery addresses. Master means that this user can create and manage users under "my account" in the frontend. Approver means that this user can approve orders for other users. When there is at least one approver, you can set the order amount and select approver for any user. If you set the amount 15000 and select an approver, it means that this user needs approval from the other user if the order amount exceeds 15000. Active means that the login can be used. Send email confirmation field should only be used if you want to send order confirmations to somebody other than the user itself. Separate emails by semicolon. The head-icon logs you in in frontend as this user. The email-icon sends login info to this users email (convenient if you created the account for him or changed the password). The paper icon takes you to the contact info tab with this user selected.

Abbey Martin (#722)

General info	Logo	Bids & price matrixes	Logins				Contact info	
							All orders	
Email	Password	Payment tab	Change shipping info	Master	Apprv.	Active	Send email confirmation	
<input type="text"/>	<input type="text"/>	--Not set-- <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/> Create billing profile								
summer_g@excite.com	●●●●●●●●	--Not set-- <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	  
								 SAVE CHANGES

CUSTOMER MANAGEMENT

The Contact info tab shows you all the billing and shipping profiles for this customer. Select a user from the available logins dropdown. If you want many users to share a profile (so that you don't have to write it several times), select the "common" checkbox. You can create new profile by selecting "new profile" in the dropdown menu.

Abbey Martin (#722)

General info	Logo	Bids & price matrixes	Logins	Contact info
Available logins: <input type="text" value="sumner_g@excite.com (master)"/>				
Billing profile:		Shipping profile:		
<input type="text" value="Martin, 4906 Silver Bow Dr"/>		<input type="text" value="Martin, 4906 Silver Bow Dr"/>		
Active: <input checked="" type="checkbox"/> Common: <input type="checkbox"/>		Active: <input checked="" type="checkbox"/> Common: <input type="checkbox"/>		
Company:	<input type="text"/>	<input type="text"/>		
First name:	<input type="text" value="Abbey"/>	<input type="text" value="Abbey"/>		
Last name:	<input type="text" value="Martin"/>	<input type="text" value="Martin"/>		
Customer number:	<input type="text"/>	<input type="text"/>		
Invoice customer#:	<input type="text"/>	<input type="text"/>		
Dept.:	<input type="text"/>	<input type="text"/>		
Phone:	<input type="text" value="6147775029"/> (only digits allowed)	<input type="text" value="6147775029"/> (only digits allowed)		
Address:	<input type="text" value="4906 Silver Bow Dr"/>	<input type="text" value="4906 Silver Bow Dr"/>		
City:	<input type="text" value="HILLIARD"/>	<input type="text" value="HILLIARD"/>		
Zipcode:	<input type="text" value="43026"/>	<input type="text" value="43026"/>		
<input type="button" value="✘ DELETE"/>		<input type="button" value="📄 USE BILLING INFO"/>		<input type="button" value="✘ DELETE"/>
<input type="button" value="💾 SAVE CHANGES"/>				

CUSTOMER MANAGEMENT

Customer requests

Even if you allow placing orders for new customers, new corporate customers would probably like to set up an account before placing the first order to get correct prices and credit terms. The requests from the frontend website ends up in Customer management/Requests. To approve the request and create the customer, click on the green V, otherwise decline by clicking on the red X. [show picture of Customer management/requests with some requests in it]


Frontend

One of the most useful customer management features is the ability to log in to the frontend website as this customer (using the head-icon described several times in this documentation).

The screenshot shows a web interface for customer management. At the top, there are five tabs: "General info", "Logo", "Bids & price matrixes", "Logins", and "Contact info". Below the tabs is a table with columns: "Email", "Password", "Payment tab", "Change shipping info", "Master", "Apprv.", "Active", "Send email confirmation", "Approve by", "Approve after", and an empty column. The first row is partially filled with empty text boxes and a dropdown menu set to "--Not set=-". The second row is filled with "ag@wj.no", a masked password, "Bedrift", and several checkboxes (checked for "Change shipping info", "Active", and "Apprv.", unchecked for "Master"). The "Approve by" column contains a dropdown menu and a text input field. The "Approve after" column contains a numeric input field set to "0". A "Create billing profile" checkbox is located below the first row. In the top right corner of the table area, there is a link "All orders". In the bottom right corner of the second row, there are icons for a user, a document, and an envelope.

CUSTOMER MANAGEMENT

Being logged in as the customer you see exactly what the customer sees; correct prices, bids, his favorites, shopping lists, etc. You also see all the cost prices and stock for separate vendors (while the customers only see combined stock).




HP Compaq t5520 Via Eden 800 MHz 64M Flash Rom 128M DDR SDRAM Windows CE Net Thin Client

Price: **\$367.86**

SKU# PY356AA#ABA

Rating: ☆☆☆☆☆
([Write a review](#))





Vendor/BID	Stock	Price
TechData	120	\$333.95
Ingram Micro	100	\$325.54


CUSTOMER MANAGEMENT



When placing order for the customer you can change both the selling price and the cost price. Please keep in mind that not all vendors support changing the costprice.

SHOPPING CART Always show shopping cart when adding something to the cart

Use coupon #: 



Delivery date: 17 Delivery type: Complete order 




Ship to: [Customer] 

Product name	Quantity	Cost	Price	Total	
HP iPAQ hx2490 Pocket PC Intel 520MHz 64 M 3.5" QVGA TFT 240x320 W Mobile™ 5.0 Premium Edition (FA675B#ABA)	<input type="text" value="1"/>	<input type="text"/>	428.95	\$428.95	
Claim #: <input type="text"/>					
HP LaserJet 1022 Printer (Q5912A#ABA)	<input type="text" value="1"/>	<input type="text"/>	208.18	\$208.18	
Claim #: <input type="text"/>					
Subtotal:				\$637.13	
Shipping:				<input type="text"/>	
Insurance:				\$3.00	
Total (incl. salestax):				\$640.13	

Admin comment:

Products that are not in stock may have 1-4 weeks extra delivery time, depending on manufacturer and market situation.

 **SHOPPING LIST**  **UPDATE**

 **BACK TO SHOPPING**  **SHOPPING LIST**  **PROCEED TO CHECKOUT**

CUSTOMER MANAGEMENT

The easiest way to create customer quotes is also in the frontend. Put the products in the shopping cart and press the shopping list button. You can now change the selling prices and email it to the customer. The customer can easily find it in his shopping list and add it to the cart with one click.

Name	Date	Use	Overwrite	Add to	E-mail	Delete
<input type="text"/>	<input checked="" type="checkbox"/> Save for ALL users in this company					
test (2 products)	8/20/2006 5:16:00 PM					
Subject: <input type="text" value="Tilbud fra PCMicroStore"/>						
Comment: <input type="text"/>						
Product name	Quantity	Cost	Price	Total		
HP LaserJet 1022 Printer (Q5912A#ABA)	<input type="text" value="1"/>	184.20	208.18	\$208.18		
Claim #: <input type="text"/>						
HP iPAQ hx2490 Pocket PC Intel 520MHz 64 M 3.5" QVGA TFT 240x320 W Mobile™ 5.0 Premium Edition (FA675B#ABA)	<input type="text" value="1"/>	379.60	428.95	\$428.95		
Claim #: <input type="text"/>						
<input type="button" value="UPDATE"/>						

FRONTEND MODIFICATIONS

Frontpage specials

Modifying banners / information spots / information pages

System settings

The main page of your shop has some elements that can be changed. A typical site has super specials (larger promo product sections), specials (product placement on the front page), banner or information spots.

FRONTEND MODIFICATIONS

TIL FORSIDEN | [KONTAKT OS](#) | [DIN SIDE](#) | [INDKØBSKURV](#) | [HP KONFIGURATOR](#)


Kategorier | **Producenter**

- PC'er og workstations
- Bærbare og tablet PC'er
- Håndholdte og lommeregner
- Skærme og projektorer
 - Business skærme
 - Skærme til hjemmebrug og hjemmekontorer
- Print og multifunktionsprodukter
- Scannere
- Digital billedbehandling
- Video Collaboration
- Softwareprodukter
- Tilbehør og forbrugsvarer
- Servere
- Storage
- Netværk

Beskyt dine data når du er på farten.
HP Compaq nc2400 Business Notebook
Intel® Centrino® Mobil Teknologi


Banner

» Få mere at vide






THE COMPUTER IS PERSONAL AGAIN.

Super specials

 <p>9 325,- <input type="button" value="KØB"/></p> <p>14 564,- inkl. moms ✓ På lager</p> <p>HP PAVILION A1310Y DESKTOP</p>	 <p>9 325,- <input type="button" value="KØB"/></p> <p>14 564,- inkl. moms ✓ På lager</p> <p>HP DV5000 SERIES NOTEBOOK</p>
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Specials

 <p>9 325,- <input type="button" value="KØB"/></p> <p>14 564,- inkl. moms ✓ På lager</p> <p>HP VS15 15-INCH FLAT-PANEL</p>	 <p>3 325,- <input type="button" value="KØB"/></p> <p>14 564,- inkl. moms ✓ På lager</p> <p>M7300E SERIES DESKTOP</p>	 <p>525,- <input type="button" value="KØB"/></p> <p>14 564,- inkl. moms ✓ På lager</p> <p>HP PSC 1410 ALL-IN-ONE</p>
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HP vs15 15-inch Flat-Pa...

HP dv5000 series noteb...

Sum: 2254,-

HP XW4300 WORKSTATION OG STOR 19" SKÆRM

Banner

KUN 2.999,-
» SE TILBUD OG KØB NU

THE COMPUTER IS PERSONAL AGAIN.

FRONTEND MODIFICATIONS

Configuration/Front specials is the interface for setting up product lists for campaigns, super specials, specials and clearance. The clearance section is often used for clearance products, hence the name, but can in reality be called anything in the frontend (bestsellers, recommended products, etc). Front specials can be assigned to individual customers, and given a start and end date. Campaigns can be shown in the frontend as lists of products, such as “recommended digital cameras”, “HP hot buys”, etc. How to display these lists can be adjusted according to your needs. For specials and super specials you may want to use the randomize and in-stock-only functions.

Orders Statistics Catalog Price matrixes Customer management RMA Configuration Configurators

[General Settings](#) [Countries](#) [User Management](#) [Front Page](#) [Shipping](#) **Front specials** [News](#) [Warehouses](#) [Payment methods](#) [Leasing](#) [Text editor](#) [Articles](#) [Help](#)

Virtual shops: **DEFAULT** [HP](#) **SAVE CHANGES**


Campaign	Clearance	Specials	Super Specials			
Specials group	Start date	End date	Default	Randomize	In stock only	
	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specials	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Sort by: Name **SAVE CHANGES**







FRONTEND MODIFICATIONS


Adding or removing products to specials is done by clicking on the name to enter the details page. You can change the product name and add a promotional text (HTML). By checking Activate special prices you can set fixed prices for the products. The trashcan removes products, and if you don't use randomize, the order can be changed. Adding products is done by entering a manufacturer part number in the Add new field, and clicking on the icon. Multiple matches will be shown in a list. You can also add parts that are already in the buffer.

General info Specials

Add new (SKU): 

Activate special prices

	GECUBE Radeon X300 128MB PCIE DDR HyperMemory 512M Edition Video Card (GC-HM300L3-C) <input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	Special: \$35 <input type="text" value="19"/> 
	PCMS IDE TO USB 2.0 DRIVE 2.5"/3.5"/5.25" ADAPTER PC/MAC (PCMS-IDE2USB) <input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	Special: \$7 <input type="text" value="20"/> 
	YOUNG MICRO USB 2.0 TO (SATA & IDE) COMBO 2.5" / 3.5" / 5.25" MULTI-PURPOSE EXTERNAL DRIVE <input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	Special: \$11 <input type="text" value="21"/> 

 **SAVE CHANGES**

FRONTEND MODIFICATIONS

Configuration/Text editor lets you modify the standard texts, such as terms and conditions, company info, and also the banner and information spots.

Add new custom section OPEN

Sections

#	Type	Name	[X]
#1	InfoCompany	InfoCompany	
#2	InfoContact	InfoContact	
#3	InfoNewCustomer	InfoNewCustomer	
#4	InfoPrivacy	InfoPrivacy	
#5	InfoTerms	InfoTerms	
#6	InfoLoginHelp	InfoLoginHelp	
#7	InfoMainPageBanner	InfoMainPageBanner	
#12	Custom section	123	
#13	Custom section	Acer Service	

Article can be accessed at `/Info.aspx?q=sk:Article#`

FRONTEND MODIFICATIONS

Clicking on the article number to the left brings you to the detail page. You can modify or add text and upload images using the HTML editor, or by clicking on Source, writing HTML code yourself.

The screenshot displays the 'Text editor' configuration page within the WebMercs Administration Console. At the top, there is a navigation menu with tabs for Orders, Statistics, Catalog, Price matrixes, Customer management, RMA, Configuration, and Configurators. The 'Configuration' tab is active, and the 'Text editor' sub-tab is selected. Below the navigation menu, there is a 'Name:' label followed by an empty text input field. The 'Contents:' section features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, indentation, bulleted and numbered lists, link insertion, unlink, image insertion, and source code view. Below the toolbar, there are dropdown menus for 'Style' and 'Format', and input fields for 'Font' (set to 'Times New Ro...') and 'Size' (set to 'small'). The main content area contains two paragraphs of text. The first paragraph discusses 'Freight info' settings, explaining how to override standard freight cost settings for a customer based on order amount and a minimum value. The second paragraph discusses the 'category tree' section, explaining how to set which category tree a customer should see when they log in, and how a secondary tree can be used to facilitate purchasing certain items. At the bottom right of the page, there is a 'SAVE CHANGES' button with a floppy disk icon.

FRONTEND MODIFICATIONS

If you want to show stock differently, you can do so with Catalog/Stock display. Enter min and max stock levels and the text you want to show instead. Stock levels that are not included will be shown the way it is shown today. For instance, you can set minimum to 1 and maximum to 9, with a text of 1+, and min = 10 and max = 1000 with a text of 10+, and min = 0 and max = 0 and a text saying “special order”.

The screenshot shows the 'Stock display' configuration page. At the top, there is a navigation menu with the following items: Orders, Statistics, Catalog, Price matrixes, Customer management, RMA, Configuration, and Configurators. Below this, a sub-menu is visible with: Product management, New product, Bundles, New bundle, Vendors prices, Pricefiles, Virtual shops, Vendors, Auctions, and Stock display. The 'Stock display' sub-menu item is highlighted. Below the navigation is a 'SAVE CHANGES' button with a floppy disk icon. The main content area is a table with three columns: 'Min.stock', 'Max.stock', and 'Description'. The 'Min.stock' column has an input field with the value '25'. The 'Max.stock' column has an input field with the value '9999'. The 'Description' column has an input field with the value '25+'. To the right of the 'Description' column is a '[X]' button. Below the table is a trash can icon and another 'SAVE CHANGES' button with a floppy disk icon.

Min.stock	Max.stock	Description	[X]
<input type="text" value="25"/>	<input type="text" value="9999"/>	<input type="text" value="25+"/>	<input type="button" value="[X]"/>

FRONTEND MODIFICATIONS

Configuration/General settings contain many settings that determine how the front looks like or behaves.

Settings

General	
Allow usage of gift certificates	<input type="checkbox"/>
Allow purchase for not logged user	<input checked="" type="checkbox"/>
Allow customer to change billing information	<input type="checkbox"/>
Allow ordering by individuals	<input checked="" type="checkbox"/>
Default restocking fee (%)	<input type="text" value="15"/>
Days for delivery ETA	<input type="text" value="7"/>
AUCTION_BID_PAY_TIMEOUT_HRS	<input type="text" value="24"/>
RMA_REPLACEMENT_DAYS	<input type="text" value="365"/>
RMA_CREDIT_DAYS	<input type="text" value="30"/>
RMA_RESTOCKING_FEE	<input type="text" value="15"/>
VIEW_AUCTION_BID_PRICE	<input checked="" type="checkbox"/>
Default net payment days	<input type="text" value="30"/>
Default instant shopping cart	<input checked="" type="checkbox"/>
RoundPricesInAdmin	<input type="checkbox"/>
Default subject of user cart email	<input type="text" value="Tilbud fra PCMicroStore"/>

Checkout	
Allow shopping cart saving	<input checked="" type="checkbox"/>
Allow shipping postbox	<input checked="" type="checkbox"/>
Require warehouse selection	<input type="checkbox"/>
ALLOW_FAKTURA_FOR_NEW_CUSTOMERS	<input checked="" type="checkbox"/>
REMIND_APPROVE_ORDER_HRS	<input type="text"/>
HTML order confirmations	<input checked="" type="checkbox"/>
Authorise credit cards in checkout	<input type="checkbox"/>
Automatic charge of credit card after order creation	<input type="checkbox"/>
Create backorder for out of stock parts	<input type="checkbox"/>

Shipping	
Calculation of shipping rates	<input checked="" type="checkbox"/>
Source ZIP code for shipping rates calculation	<input type="text" value="91789"/>

FRONTEND MODIFICATIONS

Pricing	
Catalog_ShowHomePagePrices	<input checked="" type="checkbox"/>
Labor cost	<input type="text" value="1"/>
Cost calculation algorithm	<input type="text" value="MIN_STOCK"/> ▾
InsureOrder	<input checked="" type="checkbox"/>
Round prices	<input type="checkbox"/>
Calculate tax on freight	<input type="checkbox"/>
Sales tax (%)	<input type="text" value="8.25"/>
Product listing	
Show field for multiple purchasing	<input type="checkbox"/>
Show pictures in parts listing by default	<input checked="" type="checkbox"/>
Max number of specials per row	<input type="text" value="8"/>
Text for empty price	<input type="text" value="N/A"/>
Show out of stock parts	<input type="checkbox"/>
Show out of stock parts with ETA	<input type="checkbox"/>
Show parts w/o an image	<input checked="" type="checkbox"/>
Show parts w/o a description	<input checked="" type="checkbox"/>
SearchOneFoundRedirect	<input type="checkbox"/>
Max number of specials on the main page	<input type="text" value="0"/>
Product count for each brand on category main page	<input type="text" value="5"/>
Contact info	
Our account	<input type="text"/>
Owner org#	<input type="text"/>
Site Owner Primary address	<input type="text" value="PC Micro Store, Inc"/>
Site Owner Secondary addr	<input type="text" value="839 Lawson St. City of Il"/>
Site owner phone	<input type="text" value="866-686-1800"/>
Site owner fax	<input type="text"/>
Email addresses	
Email of sales dept.	<input type="text" value="sales@pcmicrostore.com"/>
Email of support dept.	<input type="text" value="support@pcmicrostore.c"/>
Admin email for confirmation of order	<input type="text" value="sales@pcmicrostore.com"/>
RMA_MANAGER_EMAIL	<input type="text" value="sales@pcmicrostore.com"/>
Send copy to customer when admin places an order	<input checked="" type="checkbox"/>
Receive orderconfirmations from customers with salesreps	<input checked="" type="checkbox"/>
Receive confirmations of pending orders	<input type="checkbox"/>
Admin settings	
Profit mode	<input checked="" type="checkbox"/>
Enable web ordering	<input type="checkbox"/>
System settings	
FRONTEND_AUTOMATIC_LOGIN_URL	<input type="text" value="http://www.pcmicrostore"/>
SMTP server	<input type="text" value="ASPMAIL"/>

FRONTEND MODIFICATIONS

Allow gift certificates

Gift certificates, rebate codes and coupons are disabled by default. Activate if you want to use it.

Allow purchase for non-logged user

If this is not set, visitors will not see prices and buy buttons unless they are logged in.

Allow customers to change billing information

This is only for existing customers. New customers need to enter their billing information, of course (although you may have turned off sales to non-logged customers anyway). Most of our clients use this function to make sure that the billing address is the same address that they approved credit for.

Allow ordering by individuals/private orders

If you only sell to businesses; corporate/government, keep this one OFF.

Default instant shopping cart

Will show the shopping cart every time the customer buys a product. If it is off, the shopping cart is not shown. It is faster for the customer if he buys many things to not have to go to the shopping cart every time, but it can be confusing for new customers. The design of the shop should also be done so that the customer knows (easily notices) that he added something to the shopping cart. The customer can turn this on and off inside the shopping cart.

Catalog_ShowHomePagePrices

If you do not allow sales to non-logged customers you can enable prices on the frontpage so that everybody can see what your promotional prices are.

FRONTEND MODIFICATIONS

Cost calculation algorithm

There are six options. MIN_STOCK, AVG_STOCK, MAX_STOCK, MIN, MAX, AVG. This setting determines the cost price basis for the selling price. Many vendors can carry one product. If vendor A has it for 100 but doesn't have it in stock, vendor B has it for 105 and vendor C has it for 125, both with stock, the following would be true, shown as option(costprice): MIN(100), AVG(110), MAX(125), MIN_STOCK(105), AVG_STOCK(115), MAX_STOCK(125). Regardless of what you charge your customer you would probably buy the products from vendor B at the lowest price in stock, or even from vendor A, if the customer can wait.

Round prices

If this is not set, prices will be shown with two decimals.

Show pictures in part listing by default

The pages load faster if this is off, but speed is generally not a problem for the customers anymore. The customers can turn this on and off in frontend product listing anyway

Show out of stock parts

You will display parts that are out of stock in the frontend. Some customer prefer not to, but especially accessories will get removed if this is OFF.

Show out of stock parts with ETA

Should probably be ON, unless you want to make sure you only show products that that can be shipped the same day.

Show parts without image

Not all parts have images, but removing parts without image is a bad idea, since it's often accessories or newly added products that are missing images.

FRONTEND MODIFICATIONS

Show parts without description

Like the previous one, should always be ON.

Max number of specials on the main page

If this is not set, we will always show all the products in ConfigurationFront specials/Specials on the main page. If you limit this to for instance 6, set specials to randomize, and add 30 parts to the specials list, you will get a main page that changes products all the time. We always fill up a complete row of products. If one row consists of 4 products, we show multiples of 4. If you have 7 products under specials, we will show only 4 of them.

Product count for each brand on category main page

If you mark specials brands on the category details page in Price matrices/Categories we will show a page with a certain number of parts for each special brand when you click on a category in the tree. The number of parts is specified in this option.

Calculation of shipping rates

If you want shipping rates to be determined by weight and zipcode instead of percent of purchase amount, set this option on. Please notify us so that we can upload the correct freight charge matrix for weight and zipcode according to how much you want to charge your customers.

Contact info and email address section

Enter your company information. Used in order confirmations and other user communication.

Profit mode

Makes it default that customer prices are calculated by dividing by $(1-x\%)$ instead of multiplying by $(1+x\%)$.

HP SPECIFIC FEATURES

HP Provisioner content

Complete product information, specs, images, and related accessories are uploaded directly from HP for virtually all HP products in the catalog.

HP category tree structure

HP products can be divided in the same category tree that HP splits their products in. This is much more detailed than our general catalog, but will obviously only work for HP products.

HP Sales tags / EZBuy

We have implemented the tracking routines required for EZBuy participation.

HP SmartChoice System configurator

Customers can configure their own HP computers directly on your website, and add them to the shopping cart together with the rest of their orders.

HP Channel Promotion

You can enable your site to automatically display promotional information, campaigns and special offers that HP provides. This ensures that you always promote the right products, and saves you time since your site will dynamically change by itself.

OTHER FEATURES

There is a lot of functionality that has been implemented for one or several of our clients that can be enabled and/or explained if necessary. Some of them are:

- Auctions
- System configurators
- Mobile phone and subscription configurators
- Gift certificates / rebate codes / coupons
- Statistics / reports
- Leasing
- Mailing lists
- Credit card payments
- Product returns
- Creation of pricefiles/banners for promotion
- Custom linking to accounting systems
- Virtual shops
- Wizards for accessories/memory/software
- More vendor catalogs