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Logging In

Click on Contact Us tab. Enter your Heartfelt email address and web password. This will activate the administrative options on each page.

Setting Up Other Administrative Users

Administrative users need to be set up by Igniting Business. To create a support ticket to ask that a new user be created, go to <http://apps.ignitingbusiness.com/support-requests>.

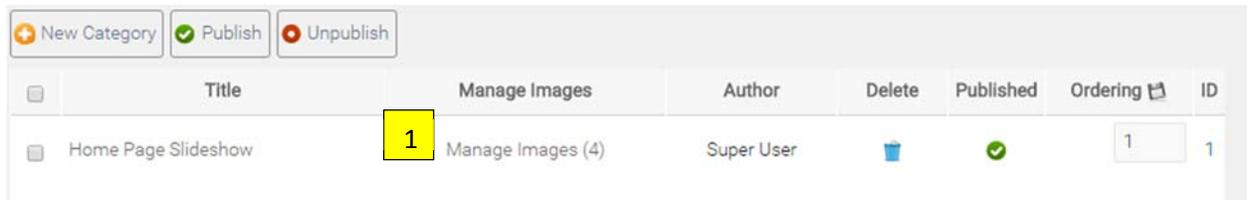
MANAGING THE MAIN SITE

Editing the Home Page

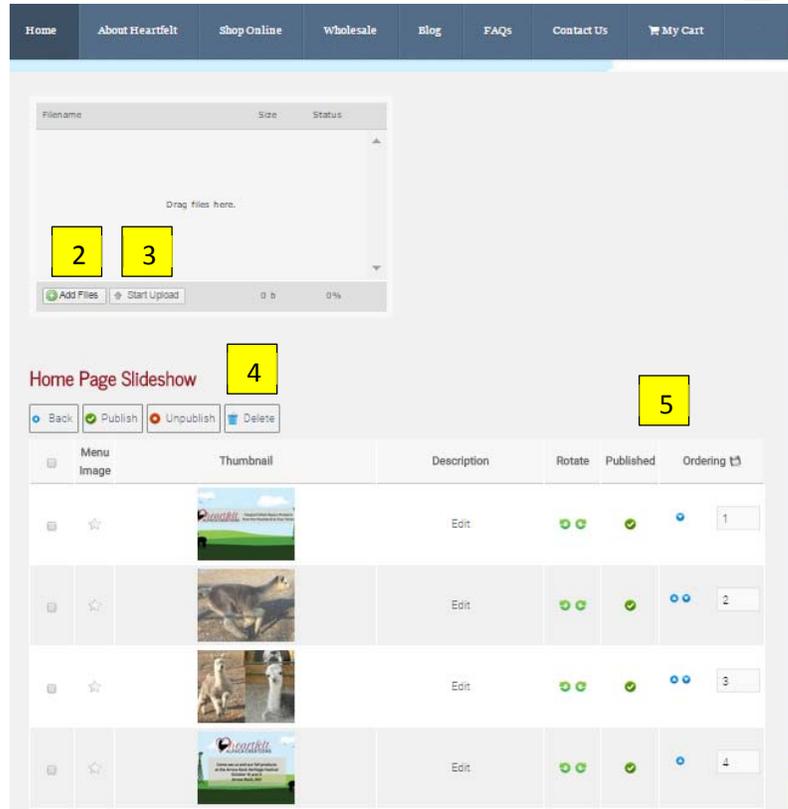
Top Slider Images

The optimum image size is 480 x 315 pixels, but it doesn't have to be exact. The image handler automatically adjusts the image to fit. A ratio of 2x3 is technically what its dimensions support. To edit this slider, login as an administrator, then navigate to the home page and hover the mouse over the "Home" menu item. Click "Edit Homepage Slideshow."

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1. In the Home Page Slideshow editing menu, click “Manage Images” in the row for the Home Page Slideshow. The trash can icon under the delete column will delete the whole slideshow.
2. Once the Image Manager page appears, you can now click “Add Files” or simply drag new images to the grey box at the top.
3. When the images you want are listed, click “Start Upload.”
4. Images can be deleted by clicking the box on the far left side of the row with the image to be deleted and then clicking the Delete button.
5. Image(s) can be unpublished, and the sequence in which the images will appear can be re-ordered using the last two columns on the right for each image.



Blog Highlights

The blog highlights on the home page appear automatically and are not user editable.

Featured Products Carousel

The carousel images of “featured products” can be changed by navigating from Shop Online>Manage Store>Extensions>Modifications>Modules. Click the blue pencil edit icon, and the Products section will show which items are already featured. To add a new item, type the title of the product in the Products field (the field that looks like the title box). As you start typing, the search will create a drop-down with matching products. Select the product you want to add. Click Save to save your changes.

Note that the home page carousel only supports four featured items, so best practice is to swap out of replace the existing items that are there. You can do this by clicking the minus/delete button next to the product name in the list of currently featured products. The number of items can be adjusted, but it may require additional coding to make the design look right.

Heartfelt Alpaca Creations Text

To edit the “Heartfelt Alpaca Creations” text at the bottom of the page, scroll to the bottom left corner of the text block and click the Edit button - . This will open a window with various editing

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functions. For details about the options for editing text and adding or deleting images, see those sections of this manual.

Editing the About Heartfelt, Wholesale, and FAQ Pages

Login to the website and open the page you want to edit. Scroll to the bottom of the text box that you want to edit and find the edit button in the lower left corner. It looks like this . Click the edit button. This will open a window with various editing functions. For details about the options for editing text and adding or deleting images, see those sections of this manual.

Editing Text

The text editor opens once you click the edit button  at the bottom left corner of the text box you want to edit. Many of the editor functions are similar to those in Microsoft Word, although there are some significant differences. The numbered buttons in Figure 1 correspond to the numbered list of explanations below the figure. In addition, the text editor has a row of rectangular buttons below the text window. These have been auto-formatted with the proper content and should not be needed unless special circumstances arise.

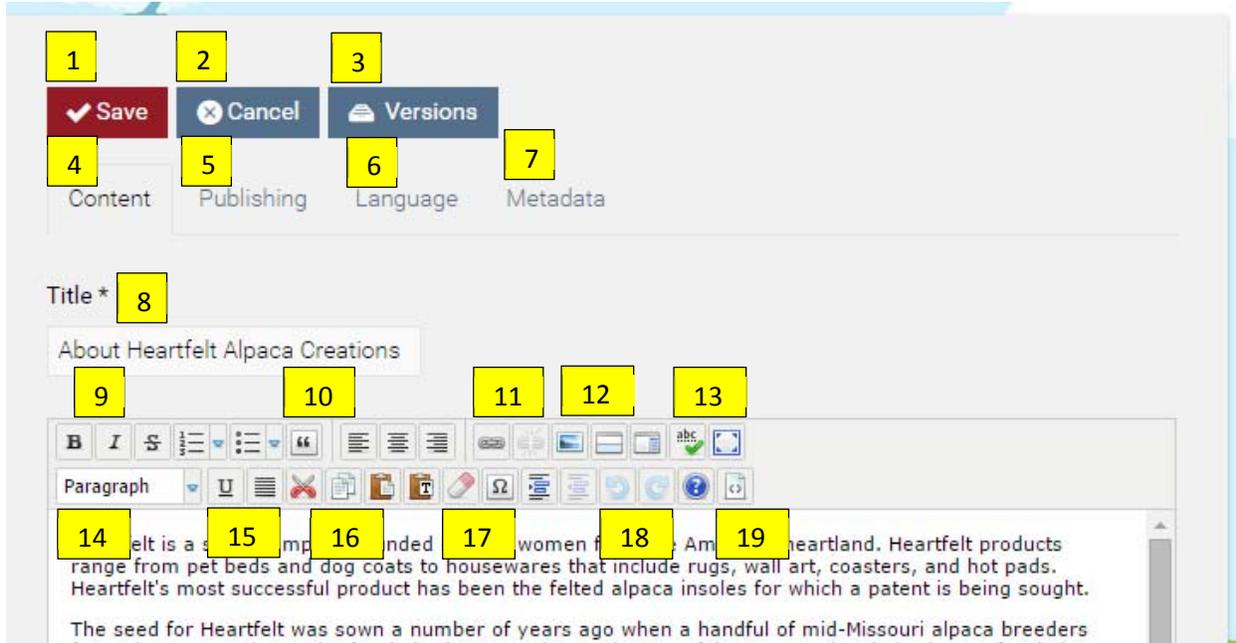
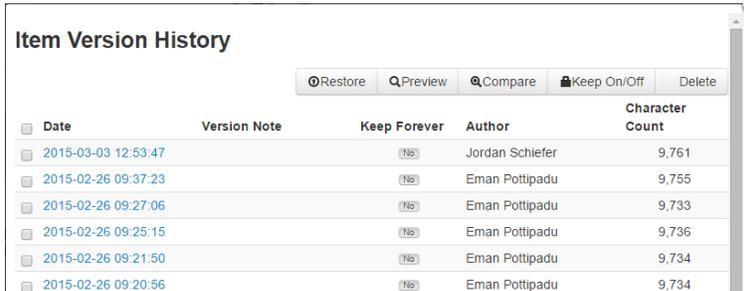


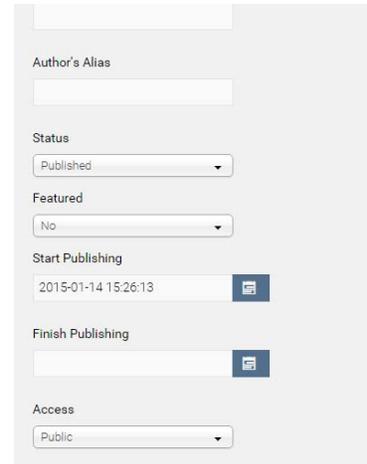
Figure 1. Text Editor.

1. When you are satisfied with your changes, click Save to save the page.
2. If you decide not to save your changes, do not just close the window. Instead, click the Cancel button so that the changes are discarded properly.
3. The Versions button (Figure 2) shows the various versions of the page that are stored in the system and allows you to go back to an earlier version.



Date	Version Note	Keep Forever	Author	Character Count
2015-03-03 12:53:47		No	Jordan Schiefer	9,761
2015-02-26 09:37:23		No	Eman Pottipadu	9,755
2015-02-26 09:27:06		No	Eman Pottipadu	9,733
2015-02-26 09:25:15		No	Eman Pottipadu	9,736
2015-02-26 09:21:50		No	Eman Pottipadu	9,734
2015-02-26 09:20:56		No	Eman Pottipadu	9,734

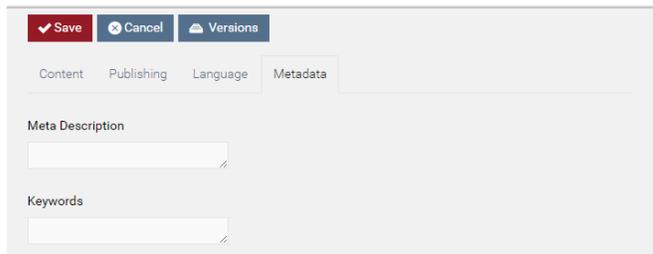
Figure 2. Versions History.



Author's Alias
Status: Published
Featured: No
Start Publishing: 2015-01-14 15:26:13
Finish Publishing
Access: Public

Figure 3. Publishing Options.

- The Content tab opens by default and allows you to edit the content of the page. This is the screen shown in Figure 1 above.
- The Publishing tab (Figure 3) allows you to set the date when your page will go live and to restrict access to the page to certain groups of users.
- The Language tab defaults to “All” and probably shouldn’t be changed.
- The Metadata tab allows you to associate meta tags and keywords with the page or text box you are editing (Figure 4).



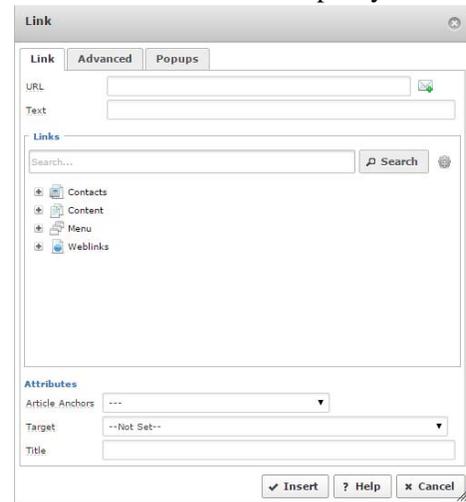
Save Cancel Versions
Content Publishing Language Metadata
Meta Description
Keywords

Figure 4. Meta Tab

- The title of the page is the heading that will display at the top of the page or text box.
- The formatting buttons for bold, italic, strikethrough, numbered, and bulleted text function pretty much as they do in a normal word processor like Microsoft Word.
- The button with the quotation marks is for block quotes. To use this, select a block of text, then click the block quote button. The text will be indented, bolded, and set off from the rest of the text.

The three buttons to the right of the block quote button set the text to right, centered, or left justification as they would in a word processing application.

- The two buttons with the icons that look like an intact chain and a broken chain are for linking text to another place such as another web page, an email address, or a document for downloading (Figure 5). To delete a link, just highlight the



Link Advanced Popups
URL
Text
Links
Attributes
Article Anchors
Target: --Not Set--
Title
Insert Help Cancel

Figure 5. Links Dialogue Box.

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text that has a link and click the broken chain button. To add a link, highlight the text that you want to link to and then click the intact chain. You should type or paste the URL for a web page into the URL box for links to web pages. For links to email, click the envelope icon on the right side of the URL box to open the email dialogue box and fill in the email address. The Text box on the main Links dialogue box will automatically have the text that you highlighted before you clicked the link button.

To link to a document for downloading, you can use the window with the folders to navigate to the document. This means that you have to have uploaded the document before you can link to it. The next section of this manual describes the process for uploading a document.

12. Moving right along the top row of icons, the next three have to do with inserting images, “read more,” and page breaks into your text (Figure 6). To insert an image, place the cursor at the location where the image should be inserted.

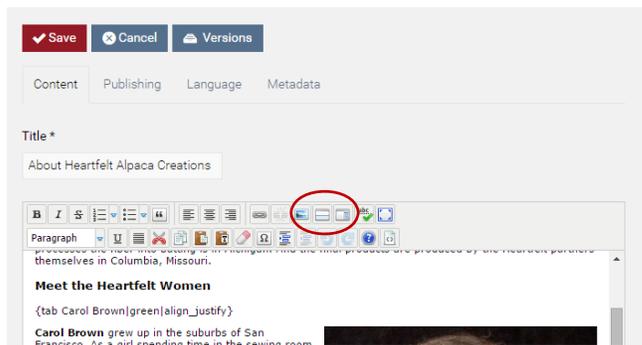


Figure 6. Insertion Icons

Click the icon for inserting an image to open the Image Manager dialogue box (Figure 7). The Alignment options determine where the image will display relative to the text. You can use the Dimensions to size the image, but it may be easier to resize it by dragging the “handles” of the image after it has been placed in the text. Navigate to the folder and click on the file that you want to insert. The preview column in the upper right corner shows you how your image will appear relative to text based upon your selections.

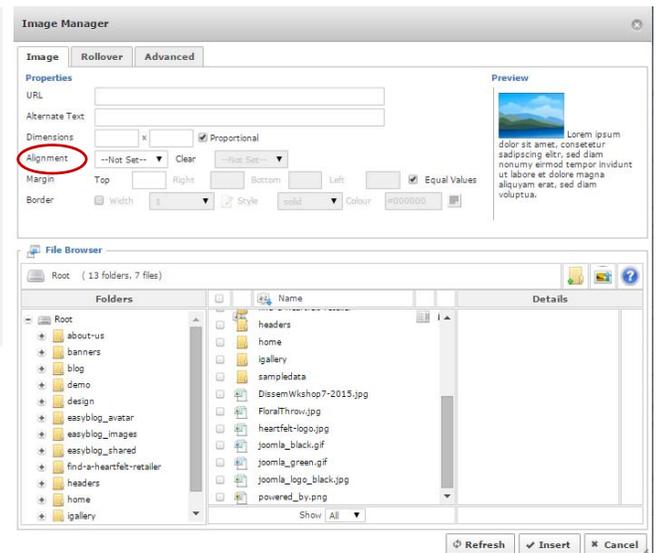


Figure 7. Image Manager

Click the Insert button in the bottom right corner to insert the image. If you change your mind, be sure to click Cancel rather than closing the window so that change are properly discarded.

To insert “read more” or a page break, place the cursor in the text where you want the insertion and then click the relevant icon.

13. The last two icons in the top row are for check the spelling of your text and displaying the editor window as a full screen. Clicking these icons toggle the features on and off.
14. The drop-down box on the left end of the bottom row of editor icons is roughly comparable to the “styles” settings in word processing programs—it applies pre-programmed formatting to selected text. These options control font size and Search Engine Optimization codes. The default is Paragraph, and this should be used for all basic text. Headings are used to emphasize content sections.
15. The next two buttons go with the formatting buttons in the row above them—the “U” underlines selected text, and the next button sets texts to full (both left and right) justification.

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16. The four buttons over number 16 are cut, copy, paste, and paste as plain text. These function largely as they do in word processors. Note, however, that when copying and pasting, the paste button should be used rather than right clicking or using Control-V. Clicking the paste button will launch a dialog box in which you can paste your content. Once you confirm your content, the dialogue box will clean it of any conflicting code and formatting in order to match your website’s formatting.

If you are copying and pasting from Word, be sure to click the down arrow to the right of the paste button to select “Paste from Word.” Word has a significant amount of invisible code that often causes potential problems when pasting to the online environment.

17. The next four buttons are to remove formatting, insert special characters, indent, and outdent selected text.

18. The circular arrow buttons are to undo or re-do your most recent action.

19. The last two buttons in this row take you to the help files and open the source code editor.

Organizing Text

In addition to the text editing controls above the text window, there are seven blue buttons below the text window (Figure 8), most of which have to do with organizing the text.



Figure 8. Text Editors controls below the text window.

1. Gallery—Our consultants recommend against using this feature.
2. Tabs are displayed horizontally across the page (Figure 9).

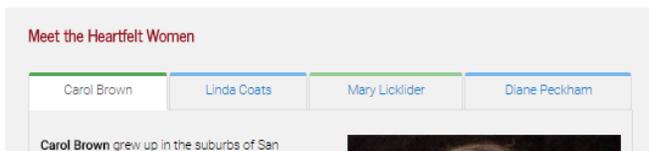
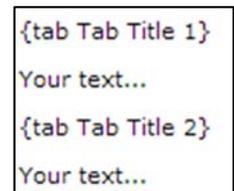


Figure 9. Sample tabs

Begin by navigating to the tab section you would like to modify, and select the edit button to open the Text Editor. Scroll the bottom of the content within the text window. Click Enter to allow some spacing after the previous tab.

Click the Insert Tabs button, and the text should appear as shown at right.

Where “Tab Title #” is displayed, highlight that portion of the text (do not highlight the brackets or the word “tab”), and enter the title you wish to be displayed on the tab.



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Where “Your text...” is displayed, highlight, and enter the actual text you wish to have displayed on opening the tab.

To customize the color of each tab, insert “[colorname]” after the Tab title. Color options include blue, green, orange, red, and grey. The color name must be all lowercase as in the example below:

```
{tab Promote Products in SharedDeal|orange }
```

Be sure to save your changes at the bottom of the page.

3. Sliders are displayed vertically down the page (Figure 10).



Figure 10. Sliders are displayed vertically down the page.

Begin by navigating to the slider section you would like to modify, and select the edit button to open the Text Editor. Scroll the bottom of the content within the text window. Click Enter to allow some spacing after the previous slider.



Click the Insert Slider button, and the text should appear as shown at right.

Where “Slider Title #” is displayed, highlight that portion of the text (do not highlight the brackets or the word “slider”), and enter the title you wish to be displayed on the slider.

Where “Your text...” is displayed, highlight, and enter the actual text you wish to have displayed on opening the slider.

To customize the color of each tab, insert “[colorname]” after the Slider title. Color options include blue, green, orange, red, and grey. The color name must be all lowercase as in the example below:

```
{tab Promote Products in SharedDeal|orange }
```

Be sure to save your changes at the bottom of the page.

4. Article—Our consultants recommend against using this feature.
5. Image—Our consultants recommend against using this feature.
6. Page Break—Our consultants recommend against using this feature.
7. Read More—Our consultants recommend against using this feature.

Uploading Images

Begin by logging in as an administrator. Navigate to the page where you want to insert an image, and place the cursor at the location where the image should be inserted. Navigate to the article that you would like to edit, and click the icon for inserting an image to open the Image Manager (Figures 6 and 7).

Once the Image Manager dialogue box appears (Figure 11), click the upload button (#1).

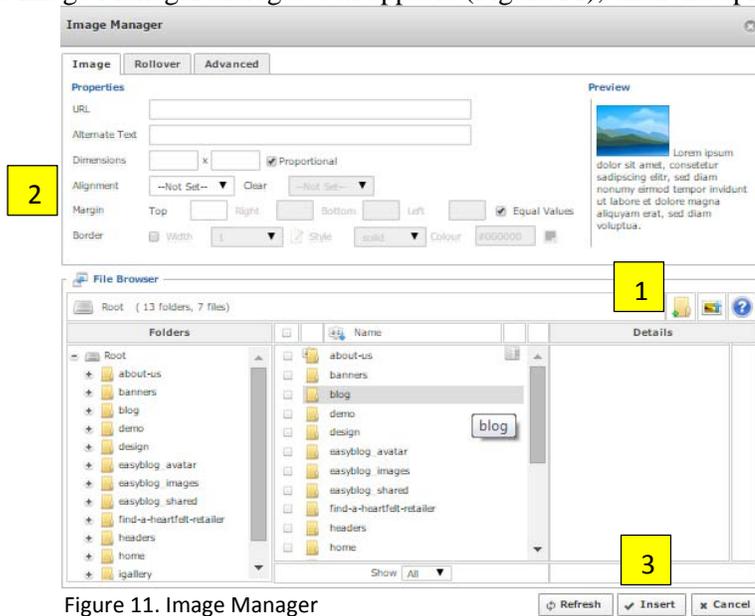


Figure 11. Image Manager

Drag and drop your image(s) to the Upload box that appears or select Browse, and click Upload when you are ready. The images will upload, and the system will close the upload dialogue box.

You will now see your uploaded images in the file explorer. Double click your image name to select it for inserting.

Once your formatting is completed using the Alignment, Margin, and Border settings (#2), click Insert (#3).

Uploading Documents for User Downloads

This process is almost the same as the process for uploading images. The biggest difference is that instead of just clicking the Insert Image icon, you will also use the Insert Link icon (Figure 1) to get to the Links dialogue box (Figure 5). Begin by clicking the Insert Image icon. Follow the steps for uploading images to navigate to the file you want to upload, upload the file, and then click Cancel to leave the Image Manager dialogue box.

Next select the text that you want the user to click to get to the file that you uploaded. Then click the Link icon. At the top of the Links dialogue box, the first icon to the right of the URL field is the Browse icon. Click this, select the file you want users to see, and then click Insert in the lower right corner of the dialogue box.

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Managing the Blog

Begin by logging in as an administrator and navigating to the Blog page.

Create a New Post

Click Edit/New Article Icon from the blog toolbar. 



Figure 12. Blog Edit/New Article icon.

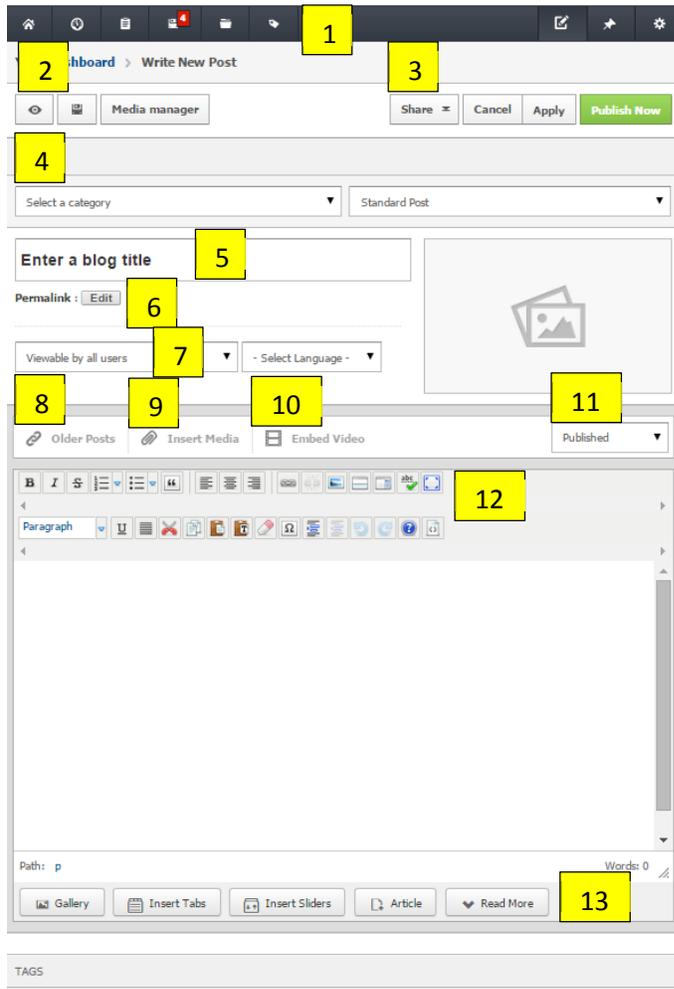
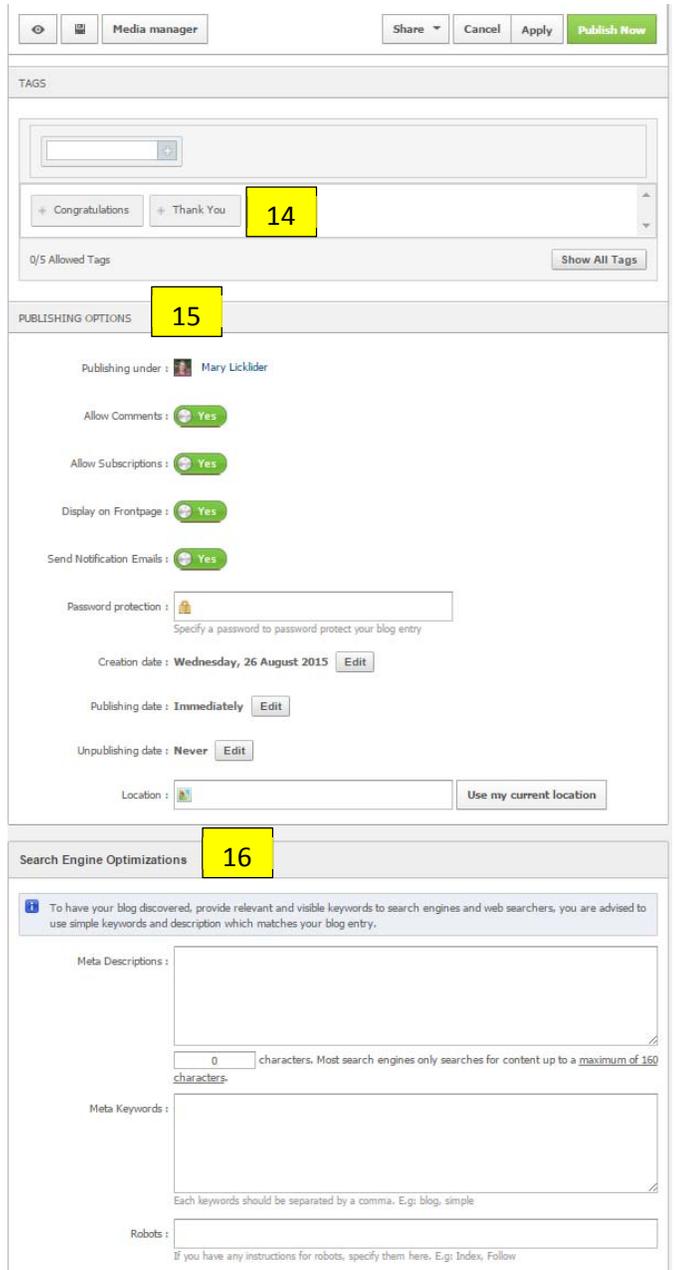


Figure 13. Blog Editor. Note that this is a very long window that is displayed here in two parts.



1. The top row of icons allow you to move around within the Blog Manager.

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Home–This icon takes you out of the Blog Editor and back to the main Blog page.

Overview–This icon takes you to summary statistics for your blog (Figure 14).

List–This third icon takes you to a listing of all the blog posts (Figure 15).

Folder–The fourth icon allows you to manage the blog categories you have created or to create new categories.

Tags–Similarly, the last of the icons on the left side of the bar allows you to manage any tags you have created.

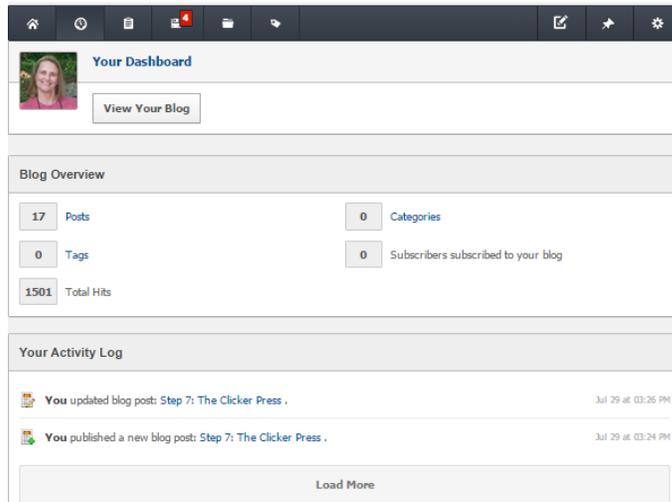


Figure 14. Blog Overview

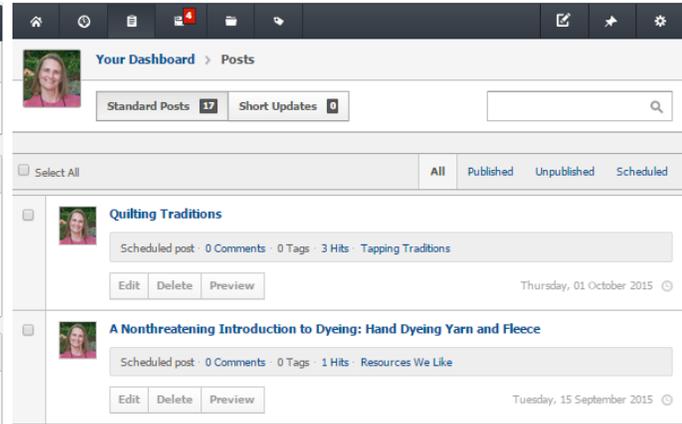


Figure 15. Blog Post List

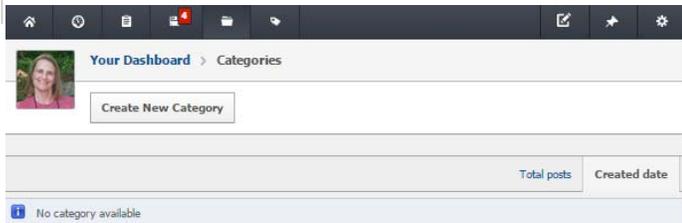


Figure 16. Blog Category Manager

The first icon on the right side of the bar opens the Blog Editor so that you can write a new post.

Thumbtack–This icon allows you to make a quick update to the Blog.

Gear–The last icon shows who is logged in and allows you to log out of the Blog.

2. The first icon allows you to preview what your post will look like on the blog.

The second icon allows you to save the post as a draft if you haven't finished working on it yet.

The third button, Media Manager, is not in use on our site.

3. Share is not in use on our site.

Cancel–Be sure to use this if you decide to get rid of what you've done so that the system deletes the changes or new content appropriately.

Apply–This applies any changes you've made and allows you to continue to work.

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Publish Now—When you finish your post, select **Publish Now**, and your blog will be posted on the date you set as the **Publication Date**. Or click **Save as Draft** and come back to edit the blog later.

4. **Categories**—This drop-down displays the categories created with the button in the top (black) menu bar (see item #1 above). It's a good idea to assign a category to each post to make them easier to find for the users.
5. The title you enter here will appear as the heading for the post.
6. The system will create a **permalink**, which is a URL for this specific blog post. You can manually write this link if you like, but you must do so prior to publishing the blog.
7. Use the drop-down arrow for this box to set the group(s) of viewers who will be able to see this post.
8. **Older Posts**—Clicking this button opens a search box so that you can search for an older post and insert a link to it in the current post you are creating.
9. Use the **Insert Media** button or the standard image manager which is used for the rest of the site to add images to your post. We recommend using the **Media Manager** so that the blog files are separate from the static pages on the rest of the website.
10. **Embed Video**—This button allows you to insert links to external videos (like YouTube) into your post. With YouTube, be sure to use the URL that links to the video itself rather than to a YouTube channel. Be careful not to change the code snippet that is created for the embedded video.
11. **Published** – This box simply shows whether or not the post has been published or not.
12. Refer to the **Editing Text** section above for explanations of the text editing icons.
13. Refer to the **Organizing Text** section above for explanations of the **Gallery**, **Insert Tabs**, **Insert Sliders**, **Article**, and **Read More** buttons.
14. **Congratulations and Thank You**—Our consultants recommend against using this feature.
15. Use the **Publishing Options** to specify any special details such as post scheduling, publishing under another authors name if you are publishing on someone else's behalf. Note that the date of the post that displays on the blog is the **Creation Date**, so you will probably want to set this to the same date as the **Publishing Date**.
16. You can enter a **META Description** if you want a certain sentence or two to be displayed on Google searches underneath the blog post title. Otherwise Google will use its best judgment based upon the content of the article. **Keywords** and **Robots** should be left blank as these are auto-generated.

Editing an Existing Post

To edit a post, go to the listing of posts (see item 1 under **Creating a New Blog Post**). Find the post that you want to edit, and click the **Edit** button at the bottom of the entry for that post (see Figure 15)

When you are finished editing, click **Update Post**, or if you want to discard your changes, click **Cancel** to be sure that the changes are properly discarded in the system.

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MANAGING THE STORE

Logging In

Click on Contact Us tab. Enter your Heartfelt email address and web password. This will activate the administrative options on each page.

Navigate to the Shop Online tab and select Manage Store.

Categories

Before any products are added, it is important to create a few categories. It is not required to assign products to categories, but it is good practice to do so. To add a category, click on Catalog and then Categories (Figure 17 #1). At the top-right of the page, click + sign (Figure 17 #2) to insert a new category.

The screenshot shows the MijoShop v3.0.9 administrative interface. The left sidebar contains a menu with 'Categories' highlighted by a yellow box labeled '1'. The top navigation bar includes a search bar and user information for 'Mary Licklider'. The main content area is titled 'Categories' and features a '+ sign' highlighted by a yellow box labeled '2'. Below the title is a 'Category List' section with a search filter and a table of categories. The table has columns for 'Category Name', 'Status', 'Sort Order', and 'Action'. The categories listed are 'Housewares', 'Insoles and Fingerless Gloves', and 'Pet Products', all with 'Enabled' status and '0' sort order. Each row has a pencil icon in the 'Action' column. At the bottom right, it says 'Showing 1 to 3 of 3 (1 Pages)'.

Figure 17: Categories

Editing an Existing Category

Click the pencil to the right side of the category row to open the tabs for the category you want to edit (Figure 17). These are described below in the section on creating a new category.

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Creating a New Category

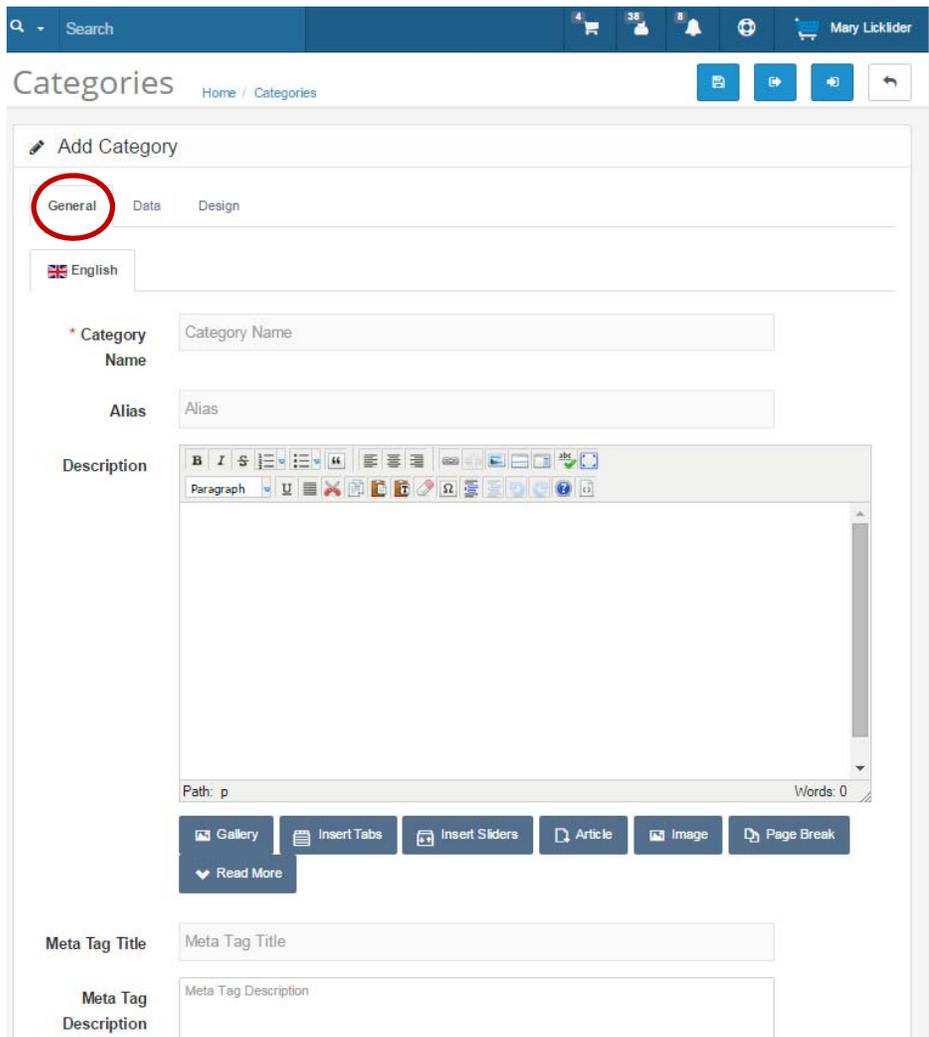
The image shows a screenshot of a web application interface for adding a new category. At the top, there is a navigation bar with a search icon and the text 'Search', and a user profile icon with the name 'Mary Licklider'. Below this, the page title is 'Categories' with a breadcrumb 'Home / Categories'. The main content area is titled 'Add Category' and has three tabs: 'General', 'Data', and 'Design'. The 'General' tab is selected and circled in red. Underneath the tabs, there is a language selector set to 'English'. The form fields include: 'Category Name' (required, with an asterisk), 'Alias', and a rich text editor for 'Description' with a toolbar and a 'Words: 0' counter. Below the description field are buttons for 'Gallery', 'Insert Tabs', 'Insert Sliders', 'Article', 'Image', and 'Page Break', along with a 'Read More' button. At the bottom, there are fields for 'Meta Tag Title' and 'Meta Tag Description'.

Figure 18. Add Categories: General Tab.

General tab (Figure 18)—Enter the Category Name. The Alias field is only for search engines and will not be seen by any customers. Type the category name with all lowercase letters, and replace spaces with dashes. For example, the proper alias for “Photo Prints” is “photo-prints.” The Description is text that will be visible on the Categories page of the store to help customers know more about the products included in each category.

Data tab (Figure 19 below)—

Parent – If you are creating a subcategory, make sure to enter the parent category here. If there is no parent category, choose None.

Stores – Make sure Default is checked.

Image – Click the cart icon and then the pencil icon to choose an image to represent this category. You can use images that are already there, or upload new images as described in the Uploading Images section above.

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The screenshot shows the 'Add Category' form in the 'Data' tab. The form is divided into several sections: 'Parent' with a text input field containing 'Parent'; 'Filters' with a text input field containing 'Filters'; 'Stores' with a checked checkbox for 'Default'; 'Image' with a shopping cart icon; 'Top' with an unchecked checkbox; 'Columns' with a text input field containing '1'; and 'Sort Order' with a text input field containing '0'. In the top right corner of the form, there are three buttons: a blue 'Save' button (circled in red), a blue 'Cancel' button, and a blue 'Back' button. The top navigation bar includes a search bar, a shopping cart icon, a user profile icon, and the name 'Mary Licklider'.

Figure 19: Add Category: Data Tab

Status – This toggles between Enabled and Disabled and determines whether or not the category will be displayed in the store.

After you have filled out the General and Data tab information, click the Save button (circled at the top of Figure 19).

Products

Once the categories are in place, you can start entering products. To add a product, click Catalog, then Products (Figure 20 #1), then the + sign (Figure 20 #2) to add a new product. To edit an existing product, click the pencil on the right side of the row for the product to be edited.

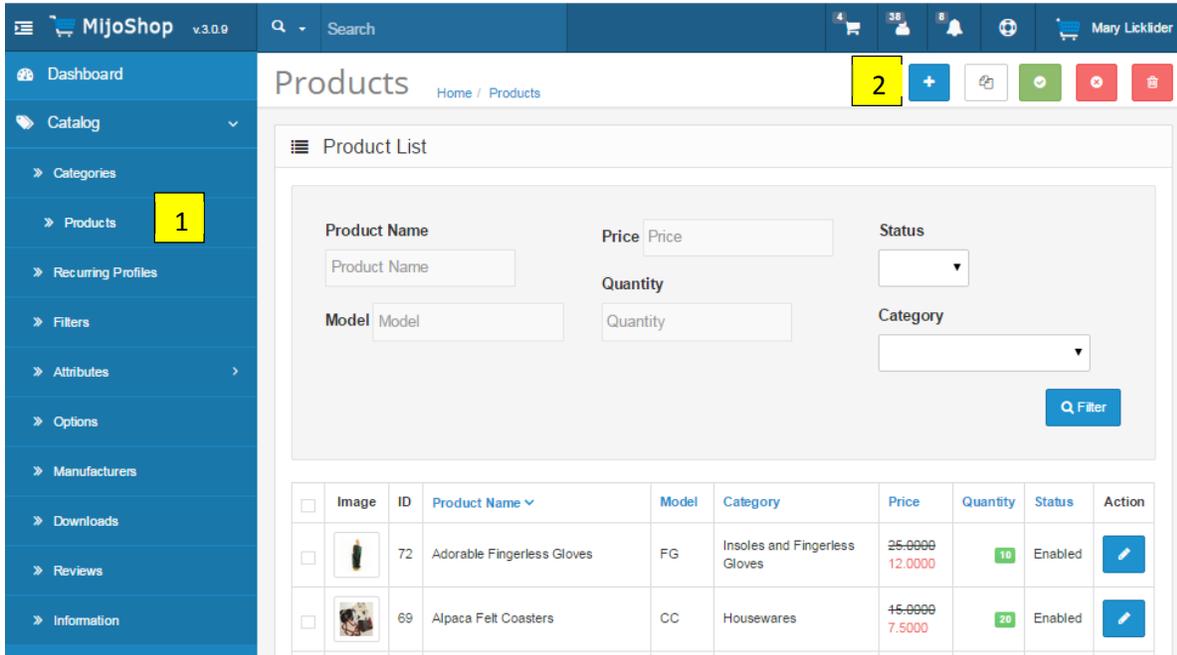


Figure 20. Product List

General Tab (Figure 21)

Product Name – Enter the name the customer will see.

Alias - this is only for search engines, and will not be seen by any customers. Enter the product name with all lowercase letters, and replace spaces with dashes. For example, the proper alias for “Love Your Mother Wall Hanging” is “love-your-mother-wall-hanging.”

Description – This will be visible on the product page to help customers know more about the product.

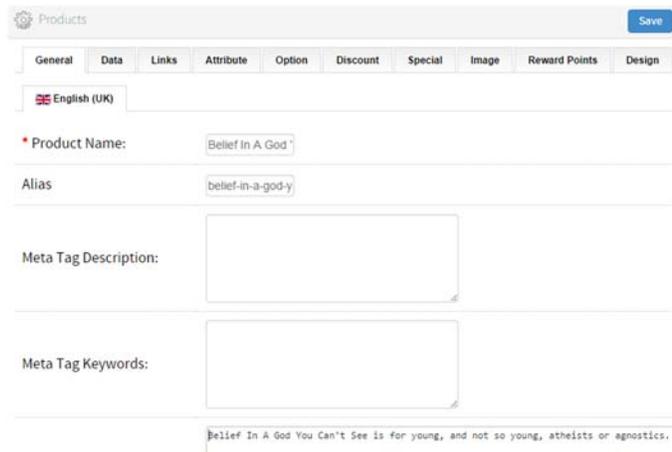


Figure 21. Insert Products: General Tab

Data Tab (Figure 22)

Image - Click the cart icon and then the pencil icon to choose an image for the product. You can use images that are already there, or upload new images as described in the Uploading Images section above. The image that was added in the Data tab will be the main product image

Model – If there is no model number for a product, enter in a code that uniquely identifies the product (i.e. BK3, 4H7R, MACH59)

Price – Enter the price. Do not enter a dollar sign! Examples would be 35.99, 45.00, 3.50.

The screenshot shows the 'Add Product' form in the 'Data' tab. The form is organized into several sections. At the top, there is an 'Image' field with a shopping cart icon. Below this are several input fields for identification numbers: Model, SKU, UPC, EAN, JAN, ISBN, and MPN. There is also a 'Location' field and a 'Price' field. A 'Tax Class' dropdown menu is set to '--- None ---'. The 'Quantity' field is set to '1', and the 'Minimum Quantity' field is also set to '1'. The 'Subtract Stock' dropdown is set to 'Yes', and the 'Out Of Stock Status' dropdown is set to '2-3 Days'. The 'Requires Shipping' section has radio buttons for 'Yes' (selected) and 'No'. The 'Date Available' field is set to '2015-09-02' with a calendar icon. The 'Dimensions (L x W x H)' section has three input fields for Length, Width, and Height. Below these are dropdown menus for 'Length Class' (set to 'Inch'), 'Weight' (set to 'Weight'), and 'Weight Class' (set to 'Pound'). The 'Status' dropdown is set to 'Enabled', and the 'Sort Order' field is set to '1'. The top of the page shows the 'Products' header and navigation icons.

Figure 21. Add Products: Data Tab

Tax Class – Choose Taxable Goods.

Quantity – Enter the number of a product you have to sell. If there is no limit, enter 999999.

Minimum Quantity – Here you can force a customer to buy a certain amount of a product. By default this is set to 1.

Subtract Stock – If the quantity of a product is not important, you can set this product to never subtract stock by choosing No. Otherwise, select Yes.

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Requires Shipping – Set to Yes for all Heartfelt products.

Date Available – If you want to have a product available at a later date, you can choose the day. The default is the day the product is created.

Status – This toggles whether or not the product will be displayed in the store.

Links Tab

Categories – here you can assign a product to one or more categories

Store – make sure *Default* is checked

Related Products – here you can choose other products to be associated with this product. They will appear under the related products tab on the product page.

Attribute Tab

This is a special part of a product and is discussed in its own section below.

Option Tab

This is a special part of a product and is discussed in its own section below.

Image Tab

Use this tab if you have additional images for the product. The image that was added in the Data tab will be the main product image.

Saving Your Changes/Additions

After you have filled out all the information, click the Save & Close (Figure 22 #1). If you are adding a lot of products, you can click Save & New (Figure 22, #2) to save your changes and open a new Add Product form.

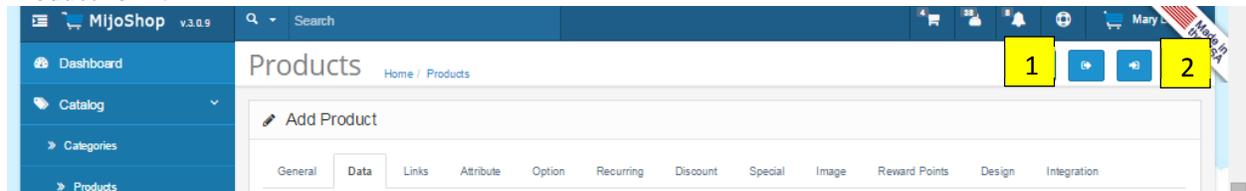


Figure 22. Add Products: Saving Changes/Additions

Attributes

Attributes are similar to additional features of a product. This is most often utilized when highlighting the specifications of a particular product. For example, if you wanted to emphasize the size of a certain poster or maybe the design of a photo print.

In order to create an attribute, first you need to create an attribute group. To do this, click *Catalog*. From the *Attributes* submenu you should see *Attribute Groups*. Click the *Insert* button at the top-right of the page. The only piece

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of information that you need to enter is the **Attribute Group Name**. Click **Save** when finished.

Once there is an attribute group, you can start creating individual attributes. From the **Attributes** submenu you should see **Attributes**. Click the **Insert** button at the top-right of the page. Enter an **Attribute Name** and choose an **Attribute Group**. Click **Save** when finished.

Options

This is how you can have customers choose colors, sizes, or anything else when it comes to products. Before you can assign an option to a product, you first need to create that option. Click **Catalog** and choose **Options**. Click the **Insert** button in the top-right of the page. Here what you need to fill out:

Option Name – enter a name for the option

Type – below are the most common option types

Select – Dropdown of two or more choices

Radio – same as select, but with radio buttons

Checkbox – customers can select more than one option

Text – a box where customers can type

Option Value Name – when you click **Add Option Value**, you can enter a choice for the user. If you continue to click **Add Option Value**, you can keep adding different options.

Once you are finished, click **Save**.

Now that the option has been created, you can assign it to a product. When you are creating or editing a product, find the **Options** tab. Here are the steps to assigning an option:

Type the name of the option in the box on the left-hand side. Select your option.

Click the **Add Option Value** button to add all the option values that you want for the product

You can choose the quantity and stock type of the individual option values.

The price category is how much price you want to add or subtract to the original value of the product

Click **Save** when finished

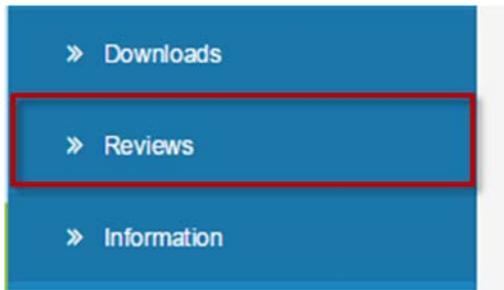
The screenshot shows a web form titled "Options" with a header bar containing "Options" and four buttons: "Save", "Save & Close", "Save & New", and "Cancel". The form has three main sections:

- Option Name:** A text input field with a small flag icon to its right.
- Type:** A dropdown menu currently showing "Select".
- Sort Order:** A small square input field.

Below these fields is a table with three columns: "Option Value Name", "Image", and "Sort Order". The "Option Value Name" column has a red asterisk. At the bottom right of the table is a blue button labeled "Add Option Value".

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Customer Reviews



To manage customer reviews, click *Catalog* and select *Reviews*. Here you will see all the reviews that have been submitted by customers. Reviews will need your approval, so it is important to enable reviews if you think they should be displayed. To edit a review, click the *Edit* link associated with a review. If you need to add a review over the phone, you can click the *Insert* button. Enter in the author, text, and the rating. Finally, you can also delete reviews by selecting one or more customer reviews and clicking *Delete*.

Orders and Invoices

Click Sales and then Orders. You will see a list of sales. You can easily get a printable invoice by selecting an order and clicking the Print Invoice button.

