

# **OCTOPUS™ CART QUICK GUIDE**

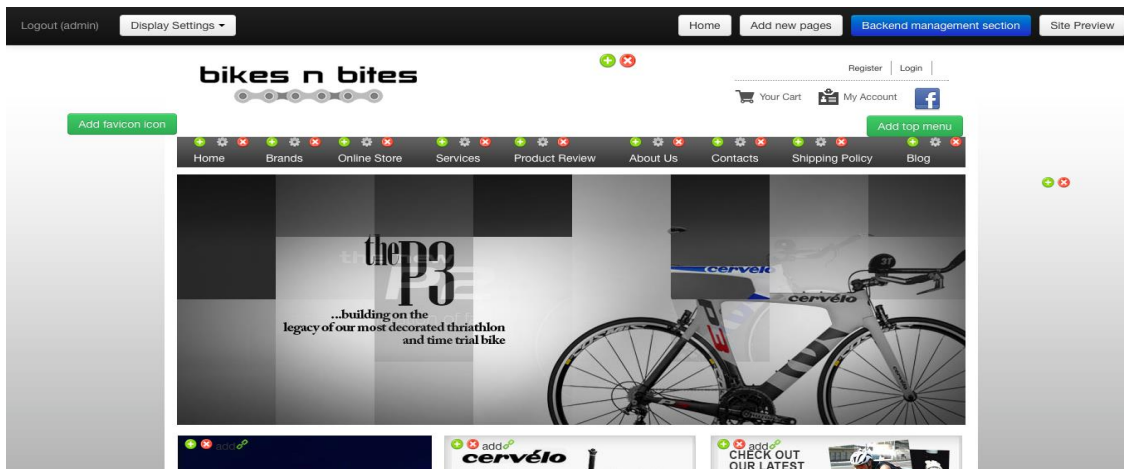
By: ELEOS WEB PTE LTD  
19 KIM KEAT ROAD #04-07 SINGAPORE 328804

# OCTOCART WEB MANAGEMENT BACKEND QUICK GUIDE

## 1.0 INTRODUCTION

Thank you for purchasing Octo cart – a highly templated and user centric software for managing your own ecommerce cart and integrated website.

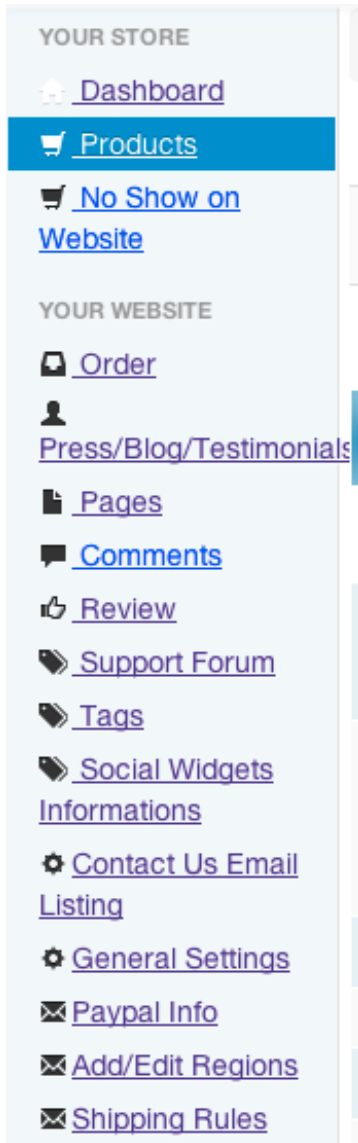
Upon user logging in for the first time, the following is what you will see.



This is the management site for the website layout. It allows the user to be able to

- Add top Menus
- Add/Edit Submenus
- Add New Pages for the web site
- Add/Edit Pictures for the website
- Do a site preview

If the user clicks on the button <Backend Management Sction>, then the user is brought to the following page as shown below.



## 1.1 MAIN FEATURES

In this section, we will expose you briefly to the features of the ecommerce engine accordingly. The backend management section is divided into two main sections – Your store and Your website.

### Under Your store

Under your store, there will be tools for you to manage your website.

### Under your Website

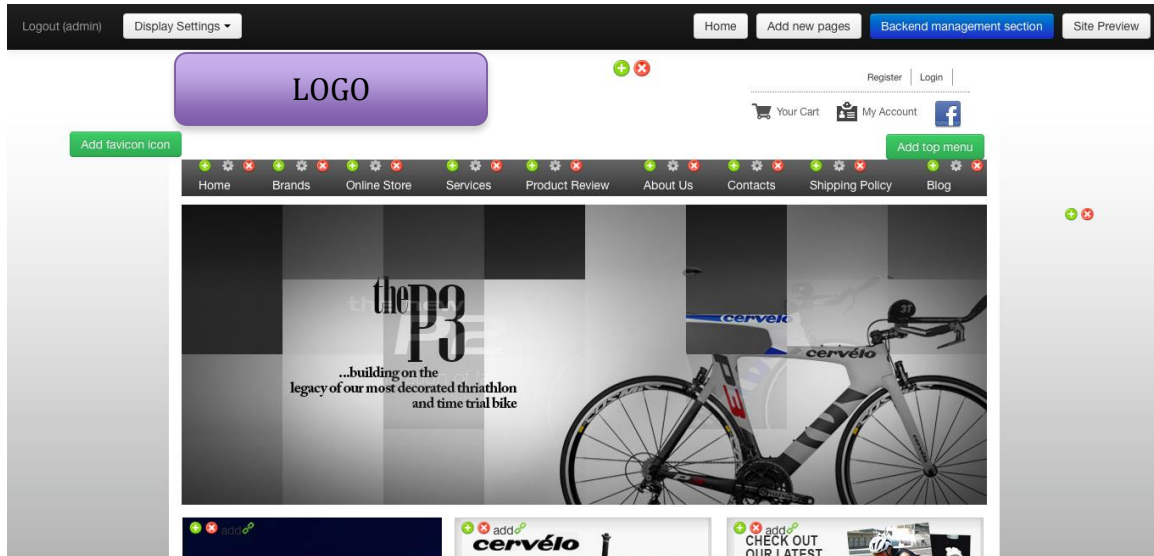
Under your website, there will be different pages/functions that support the operations of the website.

This will be the main control panel.

## 1.2 YOUR STORE -> DASHBOARD

The main dashboard of the website allows users to do a management setting of the website and manage the pages of the website using a graphical interface.

Clicking on the dashboard brings up the website in management mode.



The site has the following options



+ - This allows user to add menus/submenus accordingly

For instance, if the user clicks on the  for the top menu bar, the user is brought to the following page.

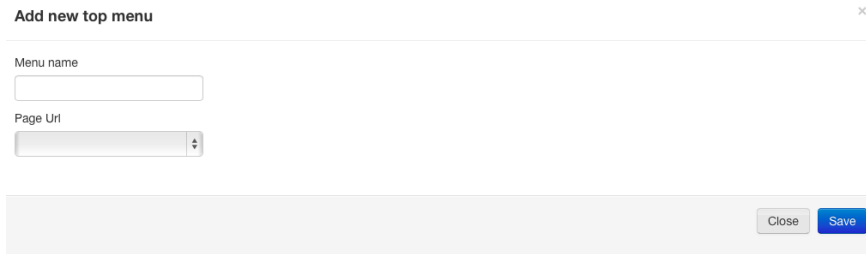
### Add new submenu ✕

Menu name

Page Url


The user can then add a name for the sub menu as well as link it to the desired page.

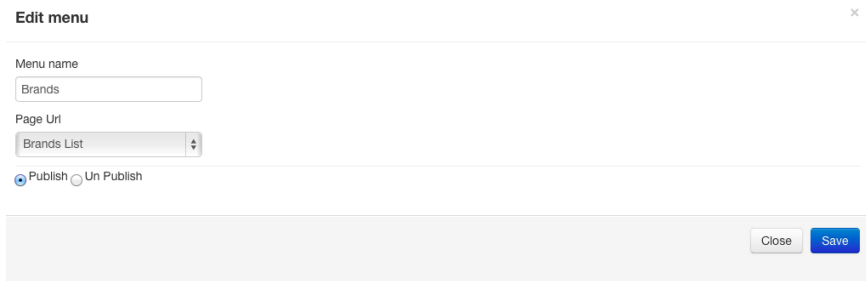
User can also add a top menu page by clicking on the button called <Add Top Menu>.




The screenshot shows a dialog box titled "Add new top menu" with a close button (X) in the top right corner. It contains two input fields: "Menu name" with an empty text box, and "Page Url" with a dropdown menu. At the bottom right, there are two buttons: "Close" and "Save".

User can add in a menu name and link it to a specific URL(Universal Resource Locator) and a new top menu will be created.

Clicking on the  allows the user to edit the menu – whether to publish or unpublish.



The screenshot shows a dialog box titled "Edit menu" with a close button (X) in the top right corner. It contains three input fields: "Menu name" with the text "Brands", "Page Url" with a dropdown menu showing "Brands List", and a radio button selection for "Publish" (selected) and "Un Publish". At the bottom right, there are two buttons: "Close" and "Save".

Clicking on the  then allows to remove the desired menu/sub menu.

## Adding a Static Page

User can also add a static page that can be linked to the entire site. A static page such as contact us or about us can be added manually by any user. This section is covered in greater detail in section 1.6

To do so, click on the button <Add New Pages>.

Home » Econfig Staticpages » Create

### Create static pages

Fields with \* are required.

Page name \*

Page title

Page Template

Page description \*

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, List, Smiley, Image, Link

As shown above, simply fill in the desired name for the page, page title and select the appropriate template and enter in the html codes for the page description.

## Display Settings

This function allows the user to display hidden components . What is this >>>???

**Navicon Icon >>> ? What is this?**

### 1.3 YOUR STORE -> PRODUCTS

This section allows users to view existing products as well as create new products.

If you already have Octopus™ Point of Sales(iPad, Desktop, Tablet), all the products will be linked via cloud automatically.

Displayed below is the default page that a user will see when the **products** link is clicked.

Bikes n Bites Pte Ltd    Home    Dashboard    Logout (admin)

YOUR STORE

- Dashboard
- Products**
- No Show on Website

YOUR WEBSITE


















- Order
- Press/Blog/Testimonials
- Pages
- Comments
- Review
- Support Forum
- Tags
- Social Widgets
- Informations
- Contact Us Email Listing
- General Settings
- Paypal Info
- Add/Edit Regions
- Shipping Rules

Home » Products

[Add new product](#)

All Product

Displaying 1-100 of 3144 results.

Image	Product Name	Product Code	Total Quantity	Retail Sales Price	
	BICYCLE LIGHT AND HEADLIGHT	00000040665	-5	96.3	 
	OPTYGEN-HP	000000820080	0	124.33	 
	HL HEADSET BEARING	000108022012	-1	29.43	 
	CROSSCROC 650B W/ TIRE BLACK 15X100	0005347426	0	679	 
	CR2032	008562007642	8	1.61	 
	TBI RACE HS SIZE 12	010801624744801000000001	0	287.89	 

## Add New Product

User can click on the top right hand button to create new products. Once created, these products will also be visible on the ecommerce site as well as on the ipad/desktop.

YOUR STORE

- Dashboard
- Products
- No Show on Website

YOUR WEBSITE

- Order
- Press/Blog/Testimonials
- Pages
- Comments
- Review
- Support Forum
- Tags
- Social Widgets
- Informations
- Contact Us Email Listing
- General Settings
- Paypal Info
- Add/Edit Regions
- Shipping Rules

Home » ProductItems » Create

Save

Fields with \* are required.

**Product**

Write productname,description,productCode and also provide a barcode,sku number and Related ProductBrand.

Product Name \*

Productcode \*

Description

Barcode  SKU Number  Product Brand

**Product Attributes**

Select Discount Group,Product Type,Product Category,Measurement Unit,Color And Size, Also add stype and gender that related with the Product

Style

Gender

Discount Group

Product Type  e.g. T-Shirts

Product Category  e.g. Dress

Measurement Unit

Color

Size

Has Serial

**Pricing & cost**

Enter the Retail sales price, Floor price and Current cost

Retail Sales Price \*

Floor Price

Current Cost

**Details**

Select Product launch date,Shipping Terms,Expiry Date and also enter the Dimensions (Width,height,depth) of the product

Productlaunchdate

Expirydate

Dimension (W x H x D)  x  x

Shipping Terms

Volumetric Weight(cm/kg)

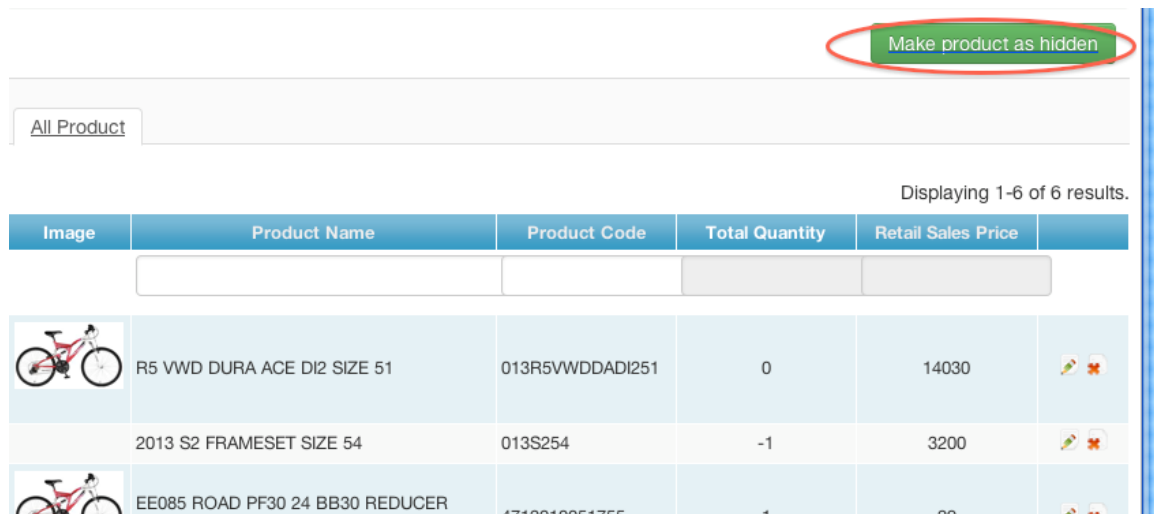
Volumetric Weight Formula  
{( Width\* Height\* Lenght)/5000}











### 1.3 YOUR STORE -> NO SHOW ON WEBSITE

This particular feature allows users to hide certain products from the website.

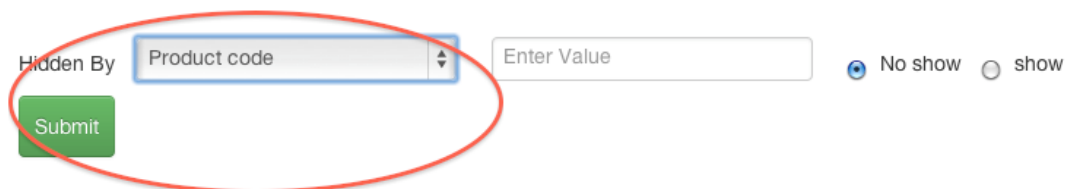
**Step 1-** To hide a product, click 'Make Product as hidden'



The screenshot shows a product list interface. At the top right, there is a green button labeled "Make product as hidden" which is circled in red. Below this is a search bar containing the text "All Product". The text "Displaying 1-6 of 6 results." is centered below the search bar. A table with the following columns is displayed: "Image", "Product Name", "Product Code", "Total Quantity", and "Retail Sales Price". The table contains three rows of product data, each with a bicycle icon in the "Image" column and a small icon in the final column.

Image	Product Name	Product Code	Total Quantity	Retail Sales Price	
	R5 VWD DURA ACE DI2 SIZE 51	013R5VWDDADI251	0	14030	 
	2013 S2 FRAMESET SIZE 54	013S254	-1	3200	 
	EE085 ROAD PF30 24 BB30 REDUCER	4710010051755	1	20	 

**Step 2-** Search the product to be hidden and Click submit . Selected products will not be shown on the website.



The screenshot shows a search form. On the left, the text "Hidden By" is followed by a dropdown menu currently set to "Product code". To the right of the dropdown is a text input field with the placeholder text "Enter Value". Below the dropdown and input field is a green button labeled "Submit", which is circled in red. To the right of the input field are two radio buttons: "No show" (which is selected) and "show".

## 1.4 YOUR WEBSITE -> ORDER

This feature allows users to check customer orders, process and update the order status





- i) Paid
- ii) Delivered
- iii) Void

**Search Your Order**

Start date	End date	Status	Payment Mode
<input type="text"/>	<input type="text"/>	Select status	Select Payment Mode
Invoice Number	Email	Name	Terminal
<input type="text"/>	<input type="text"/>	<input type="text"/>	T0001

Search

Displaying 1-10 of 133 results

Invoice date	Invoice number	Status	Net sales amount	Customer Email	
<a href="#">2014-09-29 18:51:19</a>	<a href="#">BNB2S00133</a>	Carried	19.26	smsachinilanka@gmail.com	 
<a href="#">2014-09-29 18:38:57</a>	<a href="#">BNB2S00132</a>	Carried	208.65	sugath1984@gmail.com	 
<a href="#">2014-09-29 18:34:08</a>	<a href="#">BNB2S00131</a>	Carried	203.3	sugath1984@gmail.com	 
<a href="#">2014-09-29 18:28:51</a>	<a href="#">BNB2S00130</a>	Carried	48.15	sugath1984@gmail.com	 

Users can filter and search the desired records and update the status of the invoices accordingly.

## 1.5 YOUR WEBSITE -> PRESS/BLOG/TESTIMONIALS

Users will be able to manage blogs, articles and testimonials using this feature. The user will be able to filter the desired content and decide whether to publish/edit or to trash the content.

[Create Press/Event/Blog/Testimonials](#) [Create New Page](#)

---

Blog Items[Press events](#)[Testimonials](#)[Article](#)[Events](#)

---

Title	Description
Fascenario 0.6 – A God-like Machine Let Down By A Mere Mortal by Damian	The Italians call it the Passon Dello Stelvio. Jeremy Clarkson, cruising in a dubiously orange Lambo, made it part of his greatest 'driving road in the world'. At 2,757 metres, Stelvio is the second highest pass in the Alps and a truly intimidating stretch of road. From my google search, it... <a href="#">Read more</a>
<span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Unpublished</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Edit</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Trash</span>	
Tires - Between You and the Road	Whats the big deal about tires? Well, firstly it is that important piece of equipment that is between your bike and the road. So choose your tires well. It affects the ride, safety and reliability. When I first tried the FMB tires (yes, we distribute them), I was amazed by... <a href="#">Read more</a>
<span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Unpublished</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Edit</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Trash</span>	

To manage, navigate to desired section such as Blog Items. Select the desired item to manage and execute the appropriate action accordingly. To publish a blog item, simply click on the Unpublished link and the blog item will change it's status to published.

### Creating Content

Users will be able to create content such as creating blogs, articles or testimonials by clicking on the button <Create Press/Event/Blog/Testimonials>

[Home](#) > [Pree/Blog/Testimonials](#) > Create

Fields with \* are required.

<b>Press/Event/Blog/Testimonials Type *</b> <input type="text" value="Press"/>	<b>Press/Event/Blog/Testimonials Title *</b> <input type="text"/>
<b>Default Image</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%; margin-top: 5px;"></div>	

Press/Event/Blog/Testimonials Description \*

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and others.

**Set Tags To Post**

crash  
storck  
test tag  
test tag

Create Date

**Display \***

Show

Display From

[Create](#)

## 1.6 YOUR WEBSITE -> PAGES

In this feature, users are able to manage the static pages of the website, including creating, editing and publishing.

[Home](#) » [Pages](#) » [Manage](#)

### Manage Static Pages

[Create a New Page](#)

Displaying 1-25 of 25 results.

Page name	Page title	
<input type="text"/>	<input type="text"/>	
About Us	About Us	
Cervelo	Cervelo	
Contact Us	Contact Us	
Creux Cycling	Creux Cycling	
Dipell	Dipell	
Dux Helm	Dux Helm	
FMB	FMB	
Frame In Store	Cervelo frames in store	
Frame List	Available Frame List	

In the above diagram, the user is presented with a list of all the static pages in the current website. User can edit or remove the specified page.

By clicking on the top right button <Create Static Page>, user can create the content for a new page.

This is already explained section 1.2.

## 1.7 YOUR WEBSITE -> COMMENTS + REVIEW

This section allows users to manage the comments + reviews on the websites. Users can select the desired comment and review and decide whether to approve/disapprove accordingly.

### Manage Comments

Displaying 1-24 of 24 results.

Author	Message	Date	Status	In Response To	
Kelly	Wow.. Nice.	2014-08-01	Approved	Photos of Launch Event for Bikes n Bites and Charity Bike 'n' Blade	
Mack	Nice event	2014-08-01	Unapproved	Fenomalist awaits top fundraiser for Charity Bike 'n' Blade 2010	
Jiya	Nice one	2014-07-31	Approved	Test press release 02	
Mack	Test- nice event	2014-07-30	Approved	Bikes n Bites Official Opening Party	
Macky	Awesome bike..	2014-07-30	Approved	New at Bikes n Bites: GURU Cycles	
Mike	Superb..	2014-07-11	Approved	Test press release 02	
Jenny	Nice one...	2014-07-11	Approved	Test press release 02	
Miths	Good one.	2014-07-11	Unapproved	Test press release 02	
sachi	Nice event.	2014-07-10	Approved	Fenomalist awaits top fundraiser for Charity Bike 'n' Blade 2010	
Tharindu	The STORCK has arrived!? Not sure	2014-07-10	Approved	The STORCK has arrived!	

### Update Comments 32

Author

Response Post Name

Message

Status  
 Approved  
 Unapproved

Date

### Update Customerreview 21

Author

Status  
 Approved  
 Unapproved

product description

Review



## 1.8 YOUR WEBSITE -> FORUM

This feature allows the user to manage the list of questions and replies to any forum that has been setup.

[Home](#) » [Support Forum](#) » [Manage](#)

### Manage Support Forums Questions

Displaying 1-10 of 23 results.

Email	Question	Submitted On	Answered On	Status	Product Code	Product Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
sugath1984@gmail.com	q1???	2014-07-31	2014-07-31	Answered	013R310548	CERVELO R3 105 SIZE 48	
smsachinilanka@gmail.com	How it works?	2014-07-30	2014-08-01	Answered	HKR21DIYRD160	ALLIGATOR 160MM UPGRADE DISC BRAKE RED 160MM	
dilumed@eleos.com	asdfasdf	2014-07-24	2014-07-24	Answered	CARBONRAILCLAMP	CARBON SADDLE RAIL CLAMP FOR CERVELO S AND P SERIES. 1 PAIR	
dilumd@eleos.com	This is the question	2014-07-24	2014-07-24	Answered	CARBONRAILCLAMP	CARBON SADDLE RAIL CLAMP FOR CERVELO S AND P SERIES. 1 PAIR	
sugathf@eleos.com	fdsfs	2014-07-15		Pending	013R310548	CERVELO R3 105 SIZE 48	
eleosli@eleos.com	How it works?	2014-07-11	2014-07-14	Answered	013P3ULT56	2013 CERVELO P3 ULTEGRA SIZE 56	
tharinduj@eleos.com	Any Discounts	2014-07-10	2014-07-10	Answered	CARBONRAILCLAMP	CARBON SADDLE RAIL CLAMP FOR CERVELO S AND P SERIES. 1 PAIR	
smsachinilanka@gmail.com	What is the speciality of Alligator	2014-07-10	2014-07-10	Answered	HKBP016	ALLIGATOR DISC BRAKE PAD FOR MAGURA MARTA	
sugath1984@gmail.com	test????	2014-06-27	2014-07-10	Answered	013R5VWDDADI251	R5 VWD DURA ACE DI2 SIZE 51	
phenaly@hotmail.com	TESTING QUESTION BIKES	2014-06-25	2014-06-25	Answered	723660999353	ABS AL BRAKE LEVER	

Go to page: [< Previous](#) [1](#) [2](#) [3](#) [Next >](#)

## 1.9 YOUR WEBSITE ->TAGS

Tags are keywords are linked to the relevant blogs and is to enable seay searching of the blogs.

Create Tags View / Remove Tags

**Popular Tags**

**Add New Tag**

Name

Description

Save

**Add Tags to Blog Post**

Select a blog post

Test Test Limit

Select a tag

crash  
storck  
test tag  
TestTag2  
Test3

Save

**Add tags to bulk of Posts**

select a tag

crash

Select bulk of posts

Test Test Limit  
Test press release 02  
test  
Crash Test Dummy - Swan Fascenario 0.6 - A God-like  
Modern Day Slavery - By D  
Tires - Between You and th  
Singapore Aviva Ironman 7  
"Cyclist Dream Come True"  
Singapore Biathlon

Save

User can add new tags, and attach them to specific blogs as well as enable the deletion of the tags that are no longer relevant.

Create Tags View / Remove Tags

**All Blog post**

New test Article 2  
Test Blog Post 1  
Test Blog Post 2  
New test Article 1  
Test Test Limit  
Test press release 02  
New at Bikes n Bites: GURU Cycles  
Solestar Insoles  
Cobb Saddles now available!  
2014 Cervelo R3 105 Review

**All Tags**

crash

Save

Click the 'X' to delete tag



## 2.0 YOUR WEBSITE ->SOCIAL WIDGET INFORMATION






This section covers the aspect of linking your website to your existing social media via the widgets that are provided by the social media.

Listde below is the list of social media and their 'LINK' information.

[Home](#) » [Social Widget Info](#) » [Manage](#)

### Manage Social Widgets Info

Displaying 1-6 of 6 results.

name	value	
<input type="text"/>	<input type="text"/>	
Add This Widget Id	ra-53eb2815090fb98f	
Facebook Page Url	https://www.facebook.com/bikesnbites?v=wall	
Pinterest Url		
Twitter Url		
Instagram Url		
Facebook Like Button Code		







Users can simply edit and add in the URL links accordingly.

## 2.1 YOUR WEBSITE ->CONTACT INFORMATION

This section allows the website administrator to access all customers that have left messages at the Contact Us Page.

### Manage Contact Us Emails

Displaying 1-3 of 3 results.

Customer Name	Customer Email	Customer Message	Subject	Status	Send Date	
sachi						
sachi	smsachinilanka@gmail.com	Passony bikes	Passony bikes	Answered	2014-08-11	 
sachi	smsachinilanka@gmail.com	Guru bikes	Guru Bikes	Answered	2014-08-08	 
sachi	smsachinilanka@gmail.com	test	test	Pending	2014-06-10	 

## 2.2 YOUR WEBSITE ->GENERAL SETTING

This page allows the website administrators to do the general settings for the website.

The screenshot shows the 'General Settings' page for 'Bikes n Bites Pte Ltd'. The page is divided into two main sections: 'YOUR STORE' and 'YOUR WEBSITE'. The 'YOUR STORE' section includes links for Dashboard, Products, No Show on Website, and Order. The 'YOUR WEBSITE' section includes links for Press/Blog/Testimonials, Pages, Comments, Review, Support Forum, Tags, Social Widgets, Informations, Contact Us Email Listing, General Settings (highlighted), Paypal Info, Add/Edit Regions, and Shipping Rules. The 'General Settings' page has a breadcrumb trail: Home » General Settings. The settings are as follows:

Setting	Value	Action
Site Shutdown	Shutdown Site <input type="radio"/> Resume Site <input type="radio"/>	
Comments Notification	sugath1984@gmail.com	Save
Image cache refresh :	Refresh	
Cc Field for purchased items/customer registration	sugath1984@gmail.com	Save
Company Name	Bikes n Bites Pte Ltd	Save
Company Email	dilumd@eleos.com	Save
Site Name	bikesnbites	Save
Phone	6469 9964	Save

**Site Shutdown:** To allow the continuity/discontinuity of the site

**Comments Notification:** Whenever there is a comment from customer on the website, the selected user will get notified by receiving a notification from the website.

**Image Cache Refresh:** This feature will refresh all the images that are stored in the temporary folder.

**Cc Field for purchased items/customer registration :** If there is registration of customer or item purchased, a copy will be sent to secondary recipient.

**Company Name:** Enter the name of user's company

**Company Email:** Enter the email address of company. This email addressee will receive the notification of customer registration and item purchased.

**Site Name:** Enter the name of the company.

**Phone:** Enter the phone number of the company.

<b>Tax setting</b>	Exclusive	Save
<b>Tax Percentage</b>	7	Save
<b>Default Cashier</b>	admin	Save
<b>Outlet Address</b>	3791 Jalan Bukit Merah, #01-08 E-Centre@Redhill,	Save
<b>Select Promotion</b>	Select Promotion	Save
<b>Invoice Footer Message</b>		Save
<b>Google Analytic Tracking Code</b>		Save

**Tax Setting:** Setting to control the price is inclusive tax or exclusive tax.

**Tax Percentage:** Percentage of the tax amount.

**Default Cashier:** Primary role that in-charge of financial transactions.

**Outlet Address:** Enter the address of a store.

**Select Promotion:** Select what is the product that being promoted.

**Invoice Footer Message:** Message that placed at the end of the a page for identification.

**Google Analytic Code:** Google Analytics is a service offered by Google that generates statistics about a website's traffic. It can track visitors from all referrers, including search engines and social networks. It also tracks display advertising, pay-per-click networks, email marketing and digital collateral such as links within PDF documents.

<b>Site Title</b>	<input type="text" value="Welcome to bikesnbites Pte Ltd"/>	<input type="button" value="Save"/>
<b>Site Meta Description</b>	<input type="text" value="Bikes n Bites Singapore was incorporated in 2010 by a group of passionate sportsmen who wanted to offer the sporting community"/>	<input type="button" value="Save"/>
<b>Site Meta Keywords</b>	<input type="text" value="bikesnbites, bikes and bites, cervelo, bikes, passoni, GURU, biobike, storck, zullo, colomba, lightweight wheel, zullo, frame, bicycle store,"/>	<input type="button" value="Save"/>
<b>Invoice Text (Sales Tax)</b>	<input type="text" value="Sales Tax"/>	<input type="button" value="Save"/>
<b>Invoice Text (Shipping Cost)</b>	<input type="text" value="Shipping Cost"/>	<input type="button" value="Save"/>

**Site Title:** Enter the title name of the site. This will be displayed at the top of every page.

**Site Meta Description:** is a summary of the site and will appear on the result pages of search engines.

**Site Meta Keywords:** allows user to specify the keywords that are linked with your website.

**Invoice Text (Sales Tax):** Invoice Title

**Invoice text (Shipping Cost):** Invoice Title

<b>Invoice Text (GST Registration Number)</b>	GST Registration No. 201003525E	Save
<b>Currency</b>	SGD	Save
<b>Default Cashier</b>	admin	Save
<b>Default Customer Type</b> (when Registering Customer)	Select Customer Type	Save
<b>Default Terminal</b>	T0001	Save
<b>Stock Taken From</b>	All Outlets	Save
<b>Deduct Stock Or Not</b>	Deduct Stock	Save

**Invoice Text (GST Registration Number):** Enter the number of business registration.

**Currency:** Finance currency that used in the transactions.

**Default Cashier:** This is tagged to an existing user of the database, normally the administrative personnel.

**Default Customer Type:** defines the type of the customer when a online customer registers.

**Default Terminal:** Default values.

**Stock Taken From:** Sets where the stock should be taken from.

**Deduct Stock:** To determine whether the stock to be deducted when the transaction is done.

<b>Show Blogs In Front Page</b>	<input type="text" value="Yes"/>	<input type="button" value="Save"/>
<b>No Of Blog Items In Front Page</b>	<input type="text" value="8"/>	<input type="button" value="Save"/>
<b>Shipping Rule Calculation Mode</b>	<input type="text" value="Weight Mode"/>	<input type="button" value="Save"/>
<b>Tax Mode</b>	<input type="text" value="Tax For Default Country"/>	<input type="button" value="Save"/>

**Show Blogs in Front Page:** To determine whether blogs to be shown on main page.

**No of Blog Items in Front Page:** Number of products to be displayed on main page.

**Shipping Rule Calculation Mode:** To determine what is the shipping rule to be used in shipping.

**Tax Mode:** User defines the tax rules that is applied for ecommerce.

## 2.3 YOUR WEBSITE ->PAYPAL INFO









This session is to manage paypal account. Listed below is the lists of the paypal accounts that users can create.

[Home](#) » [Pypal Info](#) » [Manage](#)

### Manage Paypal Accounts

[Create a New Account](#)

Displaying 1-4 of 4 results.

Account Name	Api User Name	Api Signature	Api live	Active	
eleosestore_api1	eleosestore_api1.eleos.com	Aj3Eu41e3TTP.vM5aSzplojCrRddAELpovynRa4dOyjllRto878qmVXn		inactive	  
BikenBites	paul_api1.bikesnbites.com	AFcWxV21C7fd0v3bYYRYRCpSSRI31ADLIVtU2KMfe5UI-IMFB9MztRsiW	1	inactive	  
EleosPaypal	eleosestore-facilitator_api1.eleos.com	ASJTdZ43XhIV4N09Z3LaguLGNX7pAK08OI9gBDovOaYSTn9JMK5Xif6D		inactive	  
Test SandBox1	sugath1984-facilitator_api1.gmail.com	AFcWxV21C7fd0v3bYYRYRCpSSRI31AD2KGLKngUa4Y0mfqeo6B9e9R0Hc		active	  

Clicking on the <Create a New Account> will allow users to accept payments via paypal accounts.

### Create New Paypal Account

Fields with \* are required.

Account Name \*

Api User Name \*

Api Password \*

Api Signature \*

Api live \*

Active \*

[Create](#)



## 2.4 YOUR WEBSITE ->ADD/EDIT REGION

This tool allows user to define a region and to decide which countries are in the region for the purpose of defining a rate for the shipping.

The screenshot displays the 'Manage Regions' page in an admin dashboard. The top navigation bar includes 'Company', 'Home', 'Dashboard', and 'Logout (admin)'. The left sidebar lists various website management options, with 'Add/Edit Regions' highlighted. The main content area features a 'Create New Region' button and a table of existing regions.

Name	Countries In The Region	
Zone A	Singapore, Malaysia	
Zone C	Not Assigned Yet	
Zone D	Not Assigned Yet	
Zone E	Not Assigned Yet	
Zone F	Not Assigned Yet	
Zone B	Hong Kong, Brunei, Indonesia, Philippines, South Korea, Taiwan, Thailand	

1. [Add/Edit Regions](#)

[Manage Regions](#)

- YOUR STORE**
- [Dashboard](#)
  - [Products](#)
  - [No Show on Website](#)
- YOUR WEBSITE**
- [Order](#)
  - [Press/Blog/Testimonials](#)
  - [Pages](#)
  - [Comments](#)
  - [Review](#)
  - [Support Forum](#)
  - [Tags](#)
  - [Social Widgets Informations](#)
  - [Contact Us Email Listing](#)
  - [General Settings](#)
  - [Paypal Info](#)
  - [Add/Edit Regions](#)
  - [Shipping Rules](#)

[Home](#) » [Regions](#) » Update

# Update EstoreRegions 1

Fields with \* are required.

Name \*

1. Give a Name to the Region

- Countries
- Botswana
  - Bouvet Island
  - Brazil
  - British Antarctic Territory
  - British Indian Ocean Territory
  - British Virgin Islands
  - Brunei**
  - Bulgaria
  - Burkina Faso
  - Burundi
  - Cambodia
  -

2. Select the countries for this Name

Save

Manage Regions





- YOUR STORE
  - [Dashboard](#)
  - [Products](#)
  - [No Show on Website](#)
- YOUR WEBSITE
  - [Order](#)
  - [Press/Blog/Testimonials](#)
  - [Pages](#)
  - [Comments](#)
  - [Review](#)
  - [Support Forum](#)
  - [Tags](#)

[Home](#) » [Regions](#) » Manage

## Manage Regions

[Create New Regions](#)

Displaying 1-2 of 2 results.

Name	Countries In The Region	
Zone 2	Japan,Cambodia,Indonesia,Macau,Philippines,South Korea,Taiwan,Thailand,Vietnam	 
Zone 1	Malaysia,Brunei	 

You have now setup the region

Manage Regions

## 2.4 YOUR WEBSITE ->SHIPPING RULE

YOUR STORE

- [Dashboard](#)
- [Products](#)
- [No Show on Website](#)

YOUR WEBSITE

- [Order](#)
- [Press/Blog/Testimonials](#)
- [Pages](#)
- [Comments](#)
- [Review](#)
- [Support Forum](#)
- [Tags](#)
- [Social Widgets Informations](#)
- [Contact Us](#)
- [Email Listing](#)
- [General Settings](#)
- [Paypal Info](#)
- [Add/Edit Regions](#)
- [Shipping Rules](#)

Home » [ShippingRules](#) » Manage

### Manage Shipping Rules

Set Default Country

2. Create New Shipping Rule?

View Shipping Rule types

Displaying 1-1 of 1 result.

Country/Region	WeightFrom	WeightTo	Price	Remark	Enabled	
Zone 1	0	0.5	27.3		Yes	

1. Click on Shipping rule?

Manage Shipping Rules?

## Manage Shipping Rules

Set Default Country

Singapore

Save

Create New Shipping Rule

View  
Shipping  
Rule  
types

Volumetric Weight Rule  
✓ Country Minimum Rule  
Region Minimum Rule  
Postal Code Rule (Default Country)  
Country Flat Rate  
Region Flat Rate

Country	Price	Remark	Enabled
---------	-------	--------	---------

No results found.

- a) Volumetric Weight Rule
  - set the price for different weight for each different country
  - reflect the density of the package (formula calculated)
  - cm/kg or inches/poundeg,  $(L \times W \times H) / 5000$  ;  $(L \times W \times H) / 139$
- b) Country / Region Minimum Rule  
eg, purchase minimum amount for free shipping
- c) Postal Code Rule (default country)
  - set the price for a distance (from a postal code to another postal code) in default country
- d) Country / Region Flat Rate
  - charge a standard rate for all shipping for different country.

Home » Shipping Rules » Create New Shipping Rule

## Create New Shipping Rules



Select Shipping Rule type: Volumetric Weight Rule

Select Country/Region: **1. Select Region** Select Region **2. Select the Region created earlier** Zone 1  
Zone 2

WeightFrom:  WeightTo:  Remark:  Price:

### Current Volumetric Rules

Displaying 1-1 of 1 result.

Country/Region	WeightFrom	WeightTo	Price	Remark	Enabled	
Zone 1	0	0.5	27.3		Yes	 

## Manage Shipping Rules





Home » ShippingRules » Manage

## Manage Shipping Rules

Set Default Country: Singapore

View Shipping Rule types: Volumetric Weight Rule

Displaying 1-2 of 2 results.

Country/Region	WeightFrom	WeightTo	Price	Remark	Enabled	
Zone 1	0	0.5	27.3		Yes	 
Zone 1	0.5	1	31.75		Yes	 

**You have now Setup the Shipping Rules**

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## Manage Shipping Rules