OCTOPUS ™ CART
QUICK GUIDE

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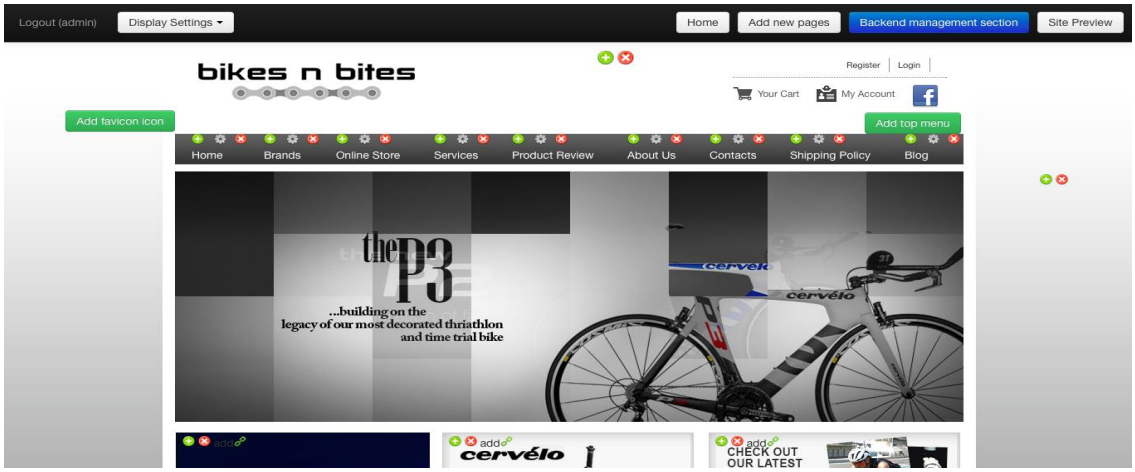
OCTOCART WEB MANAGEMENT BACKEND QUICK GUIDE

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.

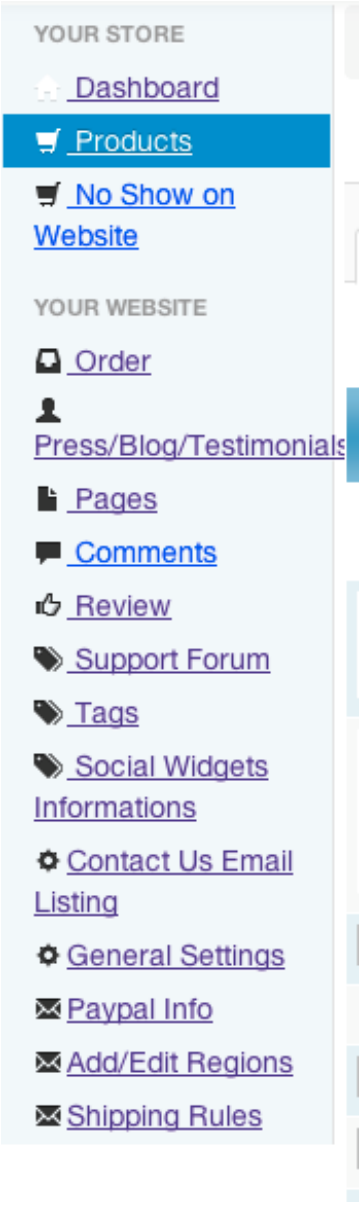
Upon user logging in for the first time, the following is what you will see.



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

a) Add top Menus
b) Add/Edit Submenus
c) Add New Pages for the web site
d) Add/Edit Pictures for the website
e) Do a site preview

If the user clicks on the button <Backend Management Ssction>, 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

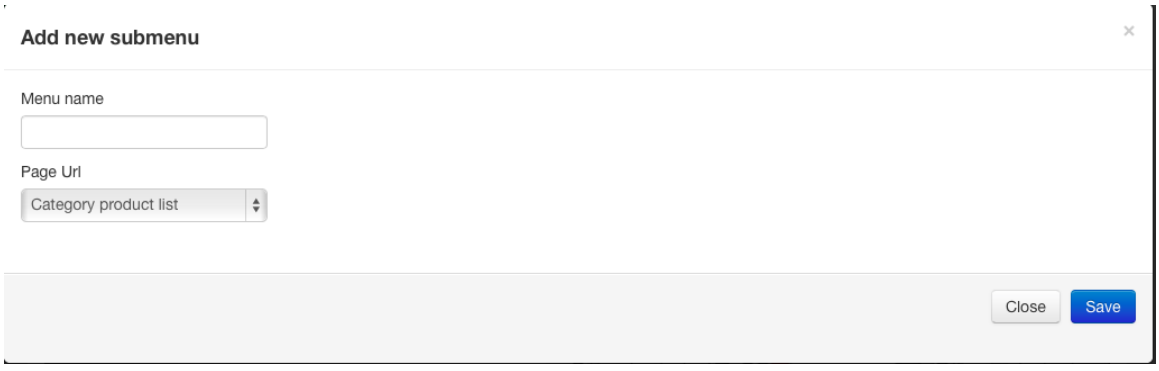
The main dashboard of the of website allows users to do a management setting of the website and manage the pages of the website using a graphical interface.

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

The site has the following options

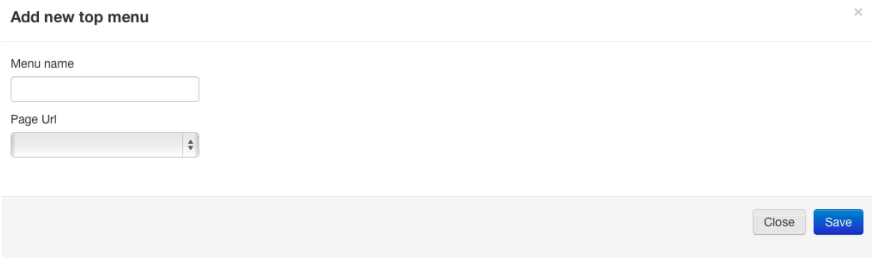
\+ - This allows user to add menus/submenus accordingly

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



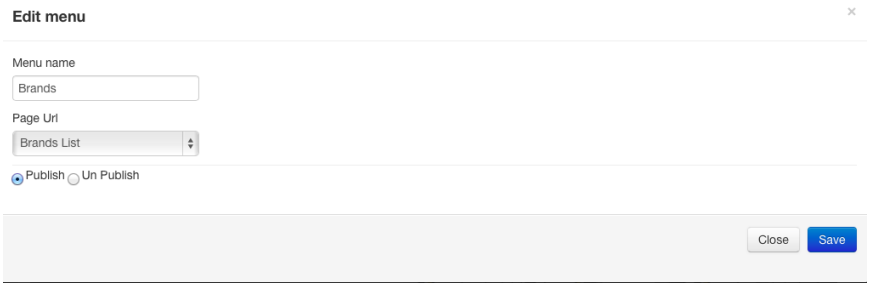
The user can then add a name for the sub menu as well as link it to the desired page.

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



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.

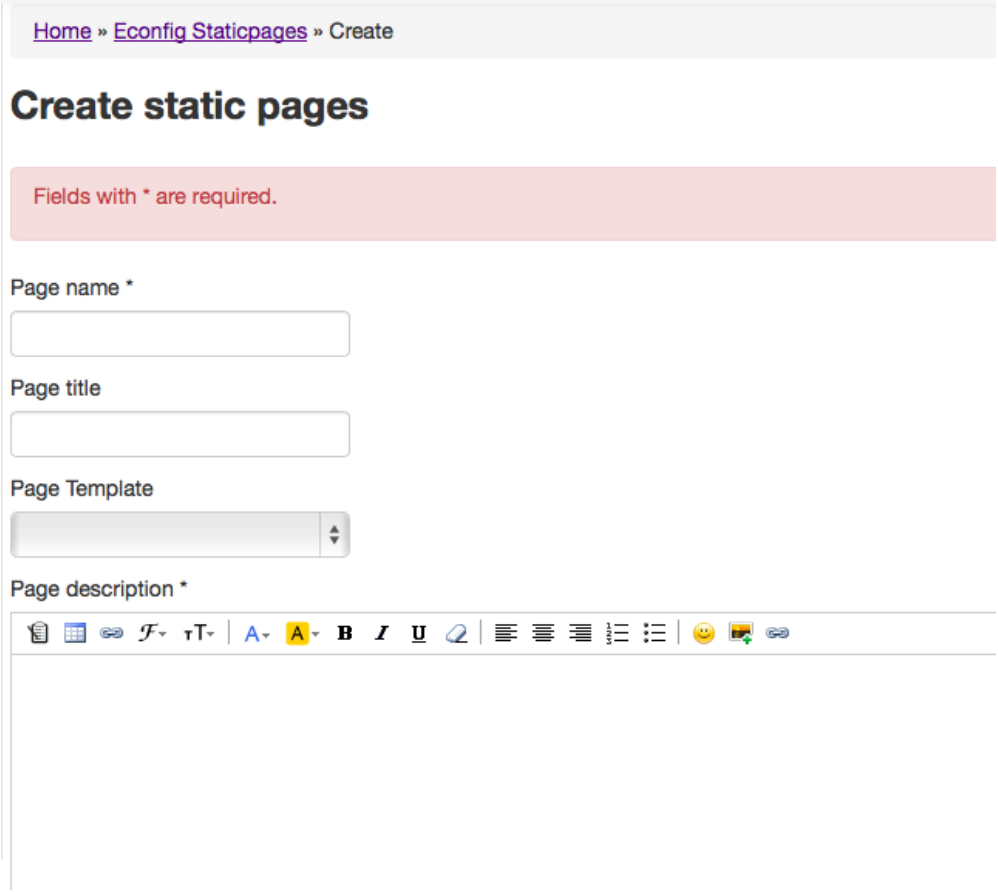
Clicking on the allows the user to edit the menu – whether to publish or unpublish.



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>.



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 >>>???

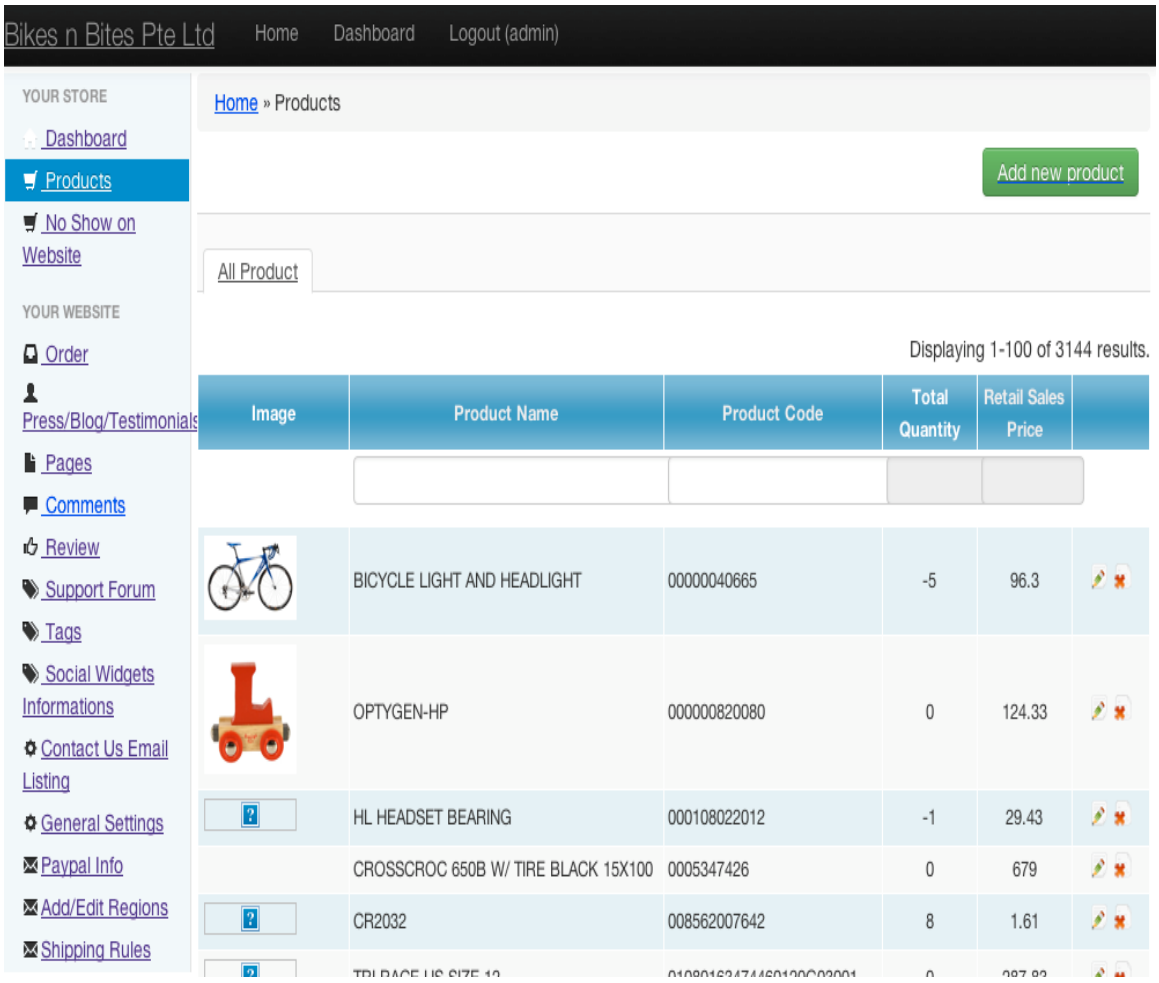
Navicon Icon >>> ? What is this?

1.3 YOUR STORE -> PRODUCTS

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

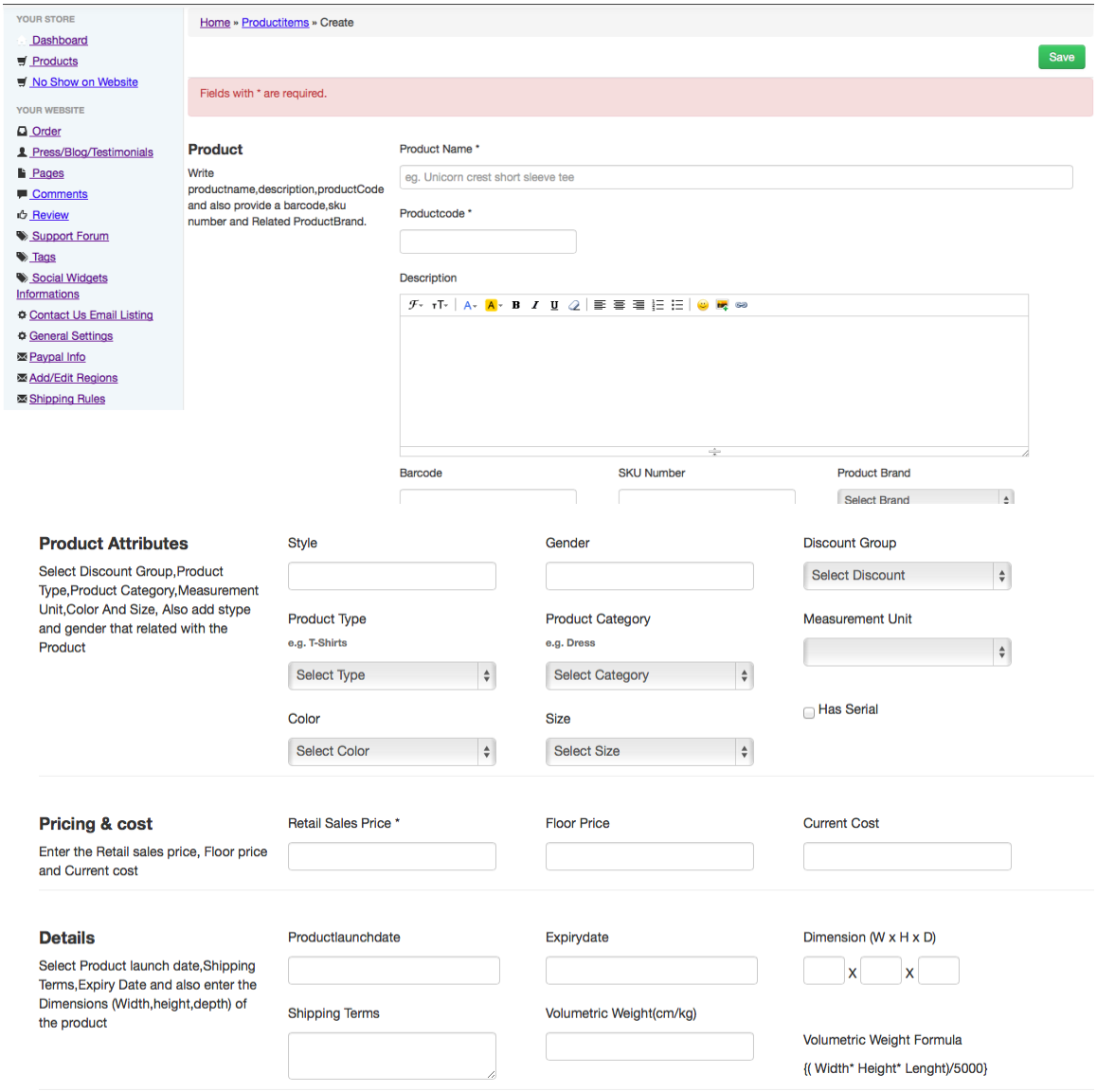
If you already have Octopus™ Point of Sales(iPad, Desktop, Tablet), all the products will be linked via cloud automatically.

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



Add New Product

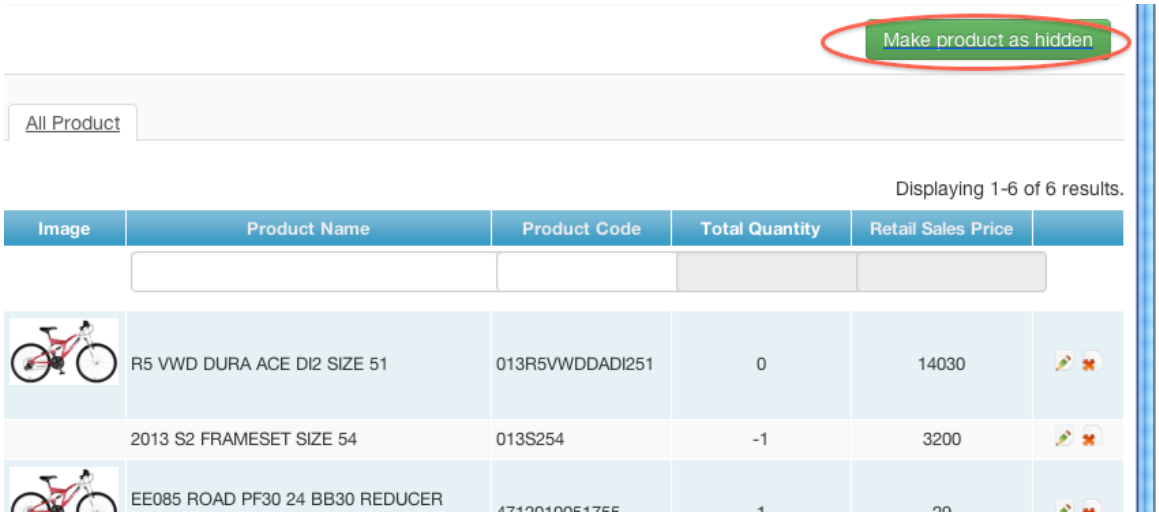
User can click on the top right hand button to create new products. Once created, these products will also be visible on the ecommerce site as well as on the ipad/desktop.



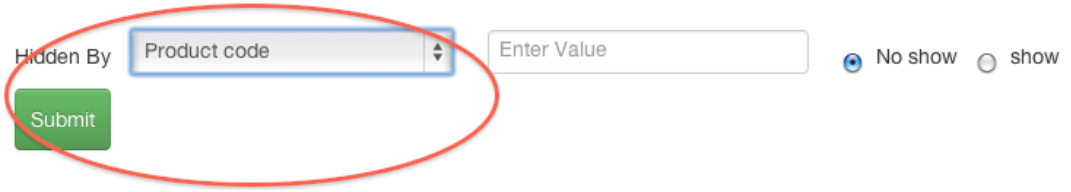
1.3 YOUR STORE -> NO SHOW ON WEBSITE

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

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



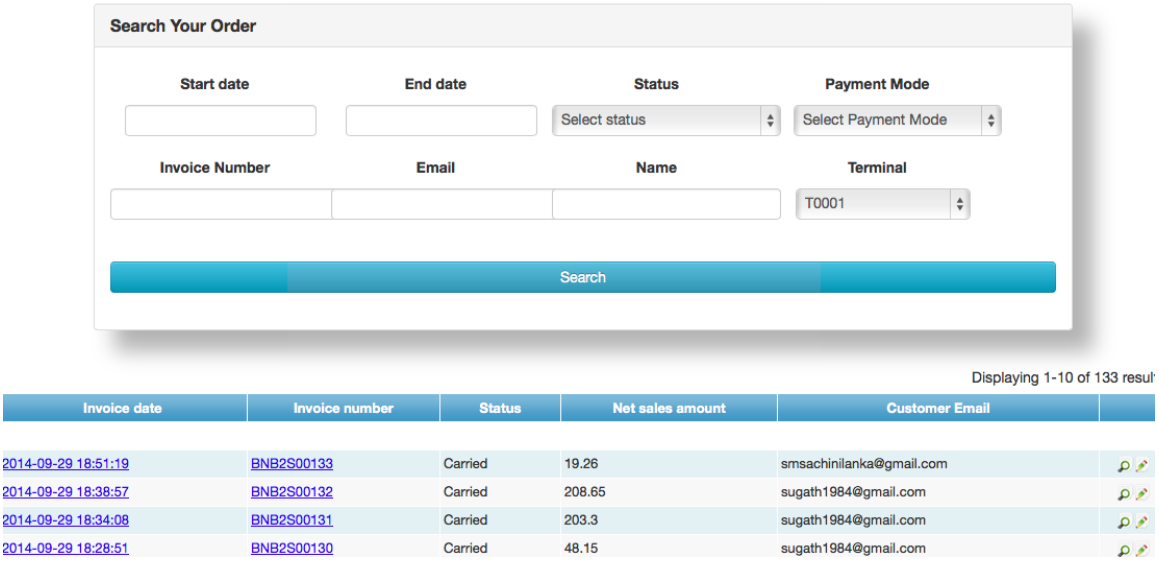
Step 2- Search the product to be hidden and Click submit . Selected products will not be shown on the website.



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



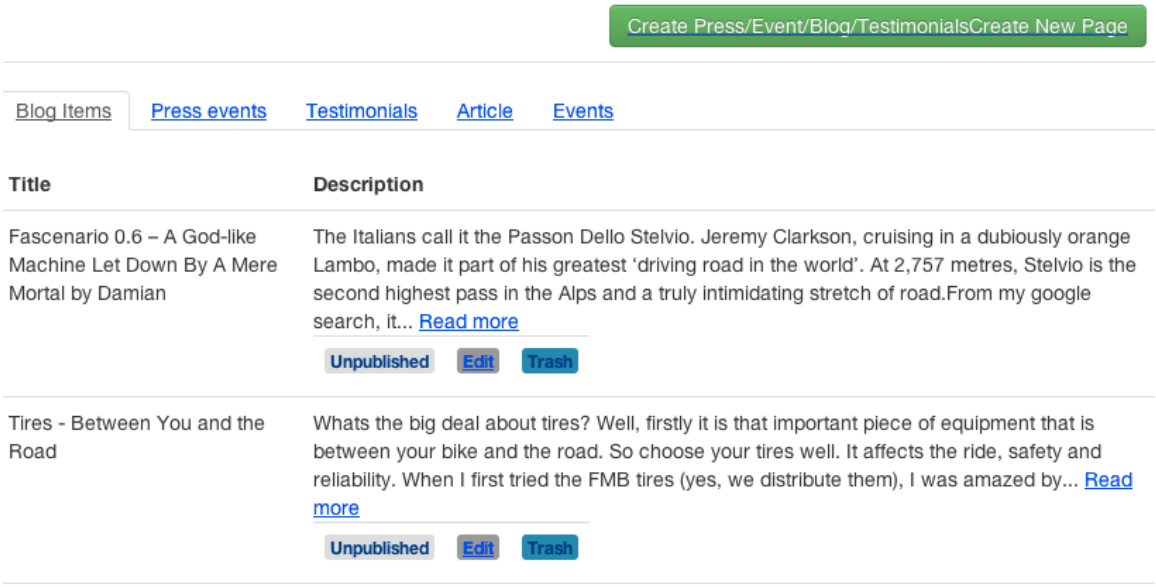
Displaying 1-10 of 133 resul

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

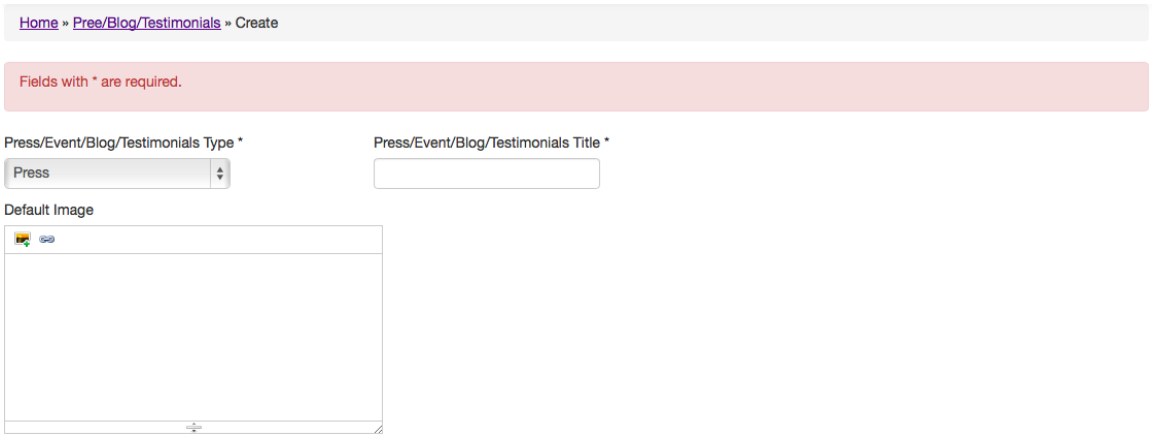
Users will be able to manage blogs, articles and testimonials using this feature. The user will be able to filter the desired content and decide whether to publish/edit or to trash the content.

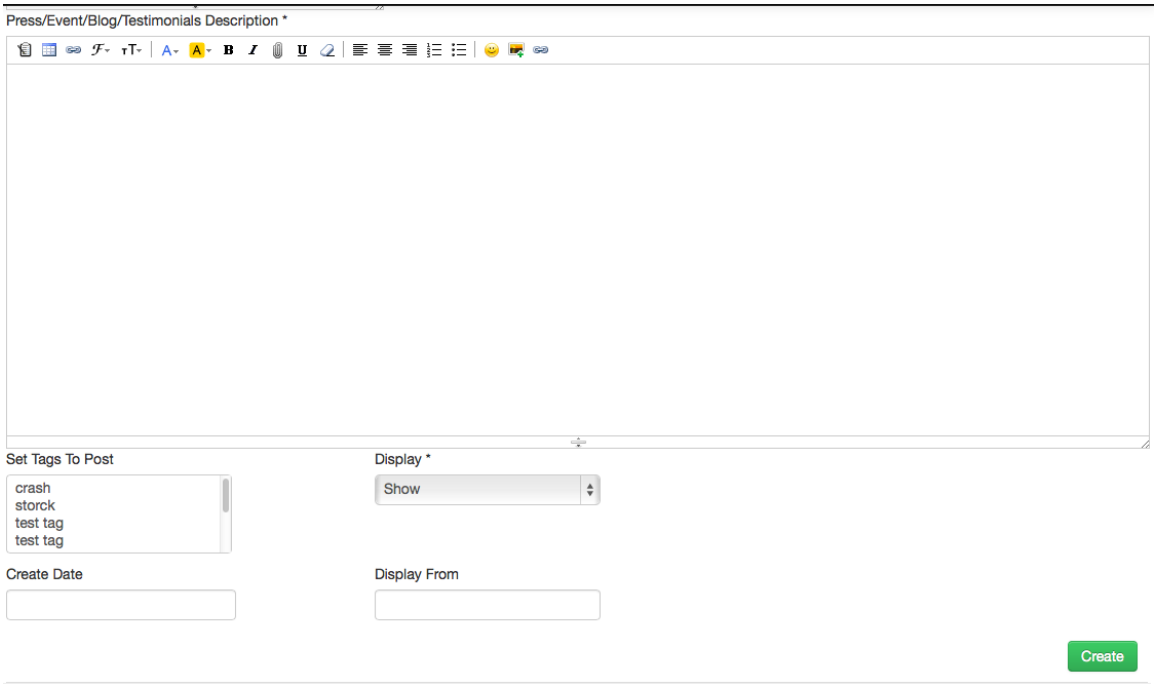


To manage, navigate to desired section such as Blog Items. Select the desired item to manage and execute the appropriate action accordingly. To publish a blog item, simply click on the Unpublished link and the blog item will change it's status to published.

Creating Content

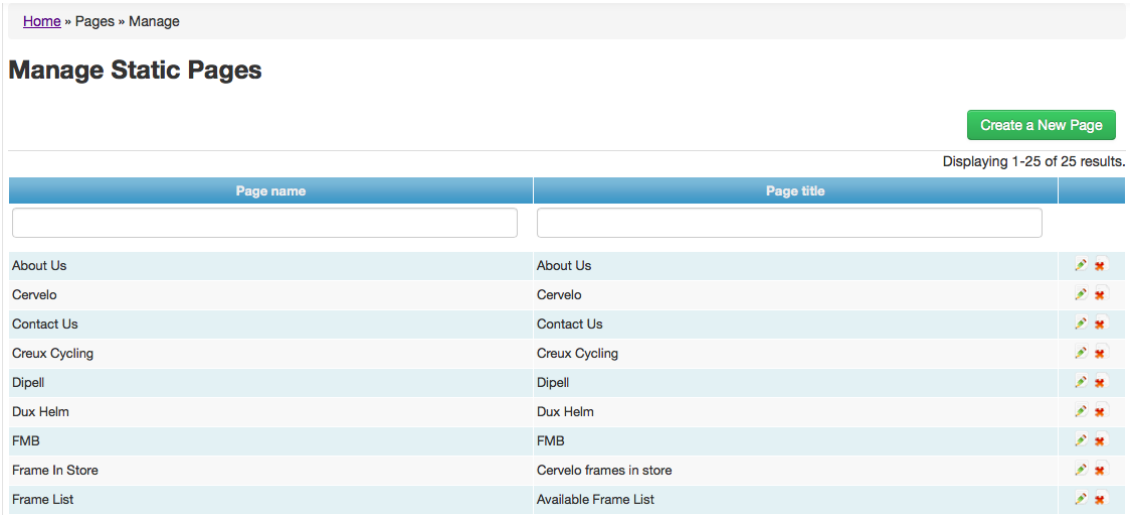
Users will be able to create content such as creating blogs, articles or testimonials by clicking on the button <Create Press/Event/Blog/Testimonials>





1.6 YOUR WEBSITE -> PAGES

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



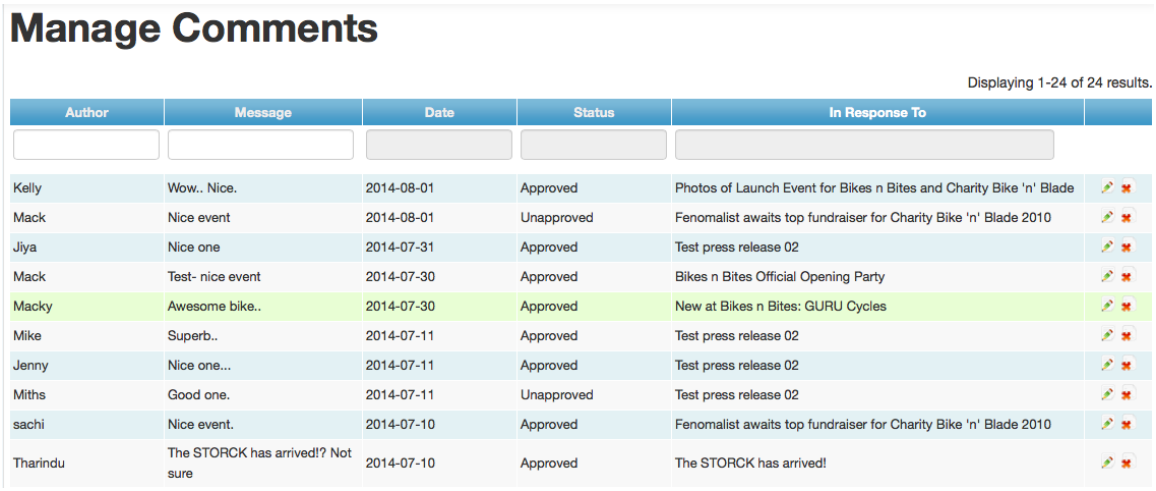
In the above diagram, the user is presented with a list of all the static pages in the current website. User can edit or remove the specificed page.

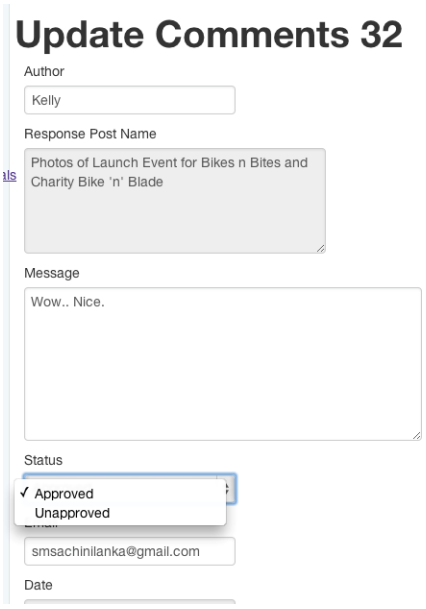
By clicking on the top right button <Create Static Page>, user can create the content for a new page.

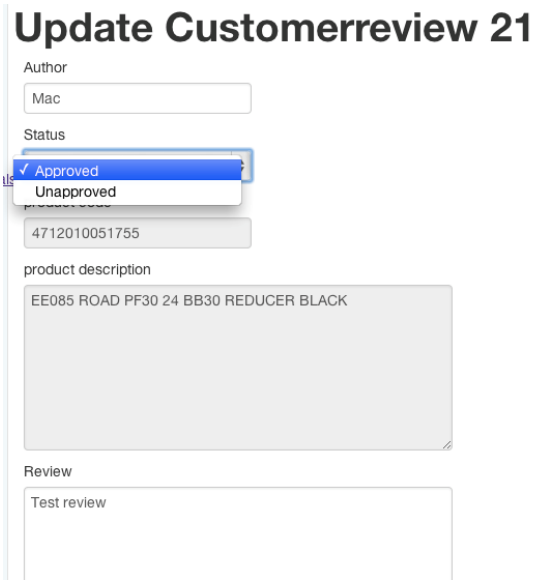
This is already explained section 1.2.

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.

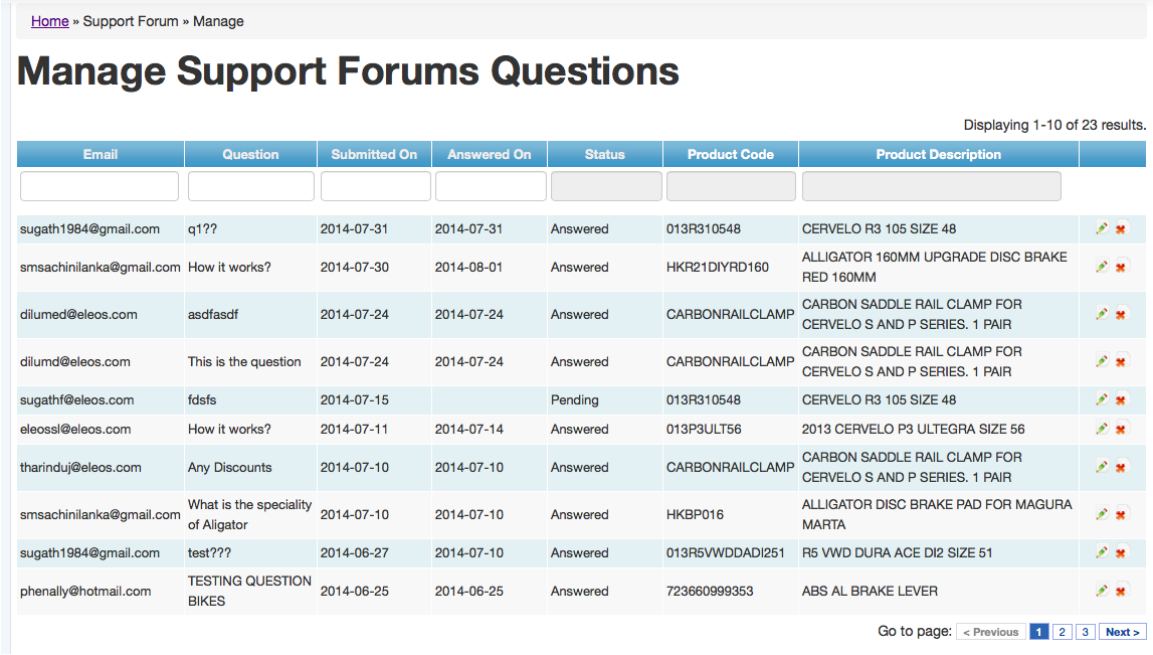






1.8 YOUR WEBSITE -> FORUM

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

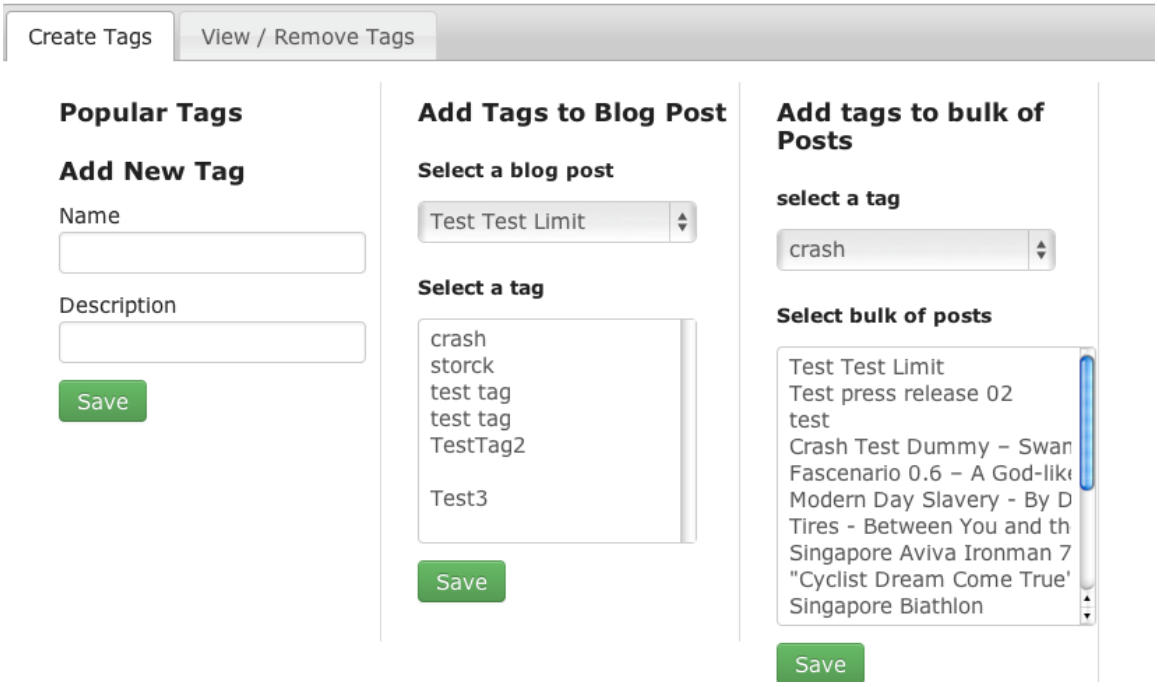
Displaying 1-10 of 23 results.

Email	Question	Submitted On	Answered On	Status	Product Code	Product Description	
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	
eleossl@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 Aligator	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	
phenally@hotmail.com	TESTING QUESTION BIKES	2014-06-25	2014-06-25	Answered	723660999353	ABS AL BRAKE LEVER	

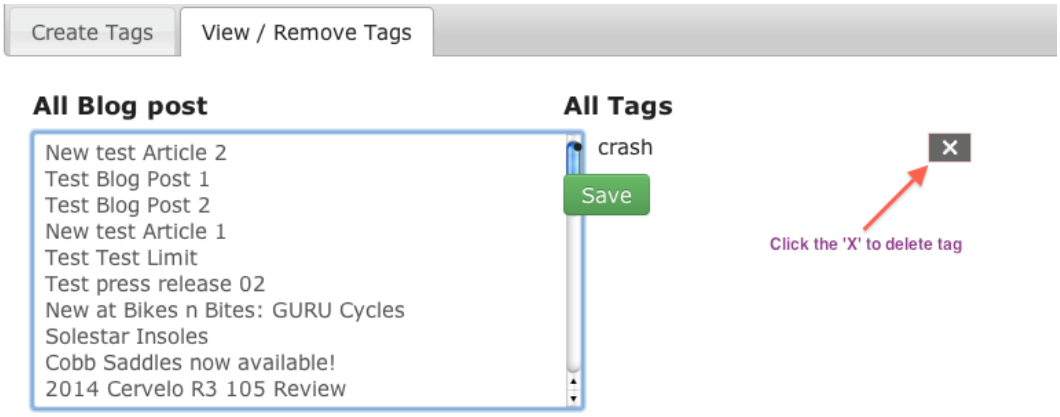
Go to page: < Previous 1 2 3 Next >

1.9 YOUR WEBSITE ->TAGS

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



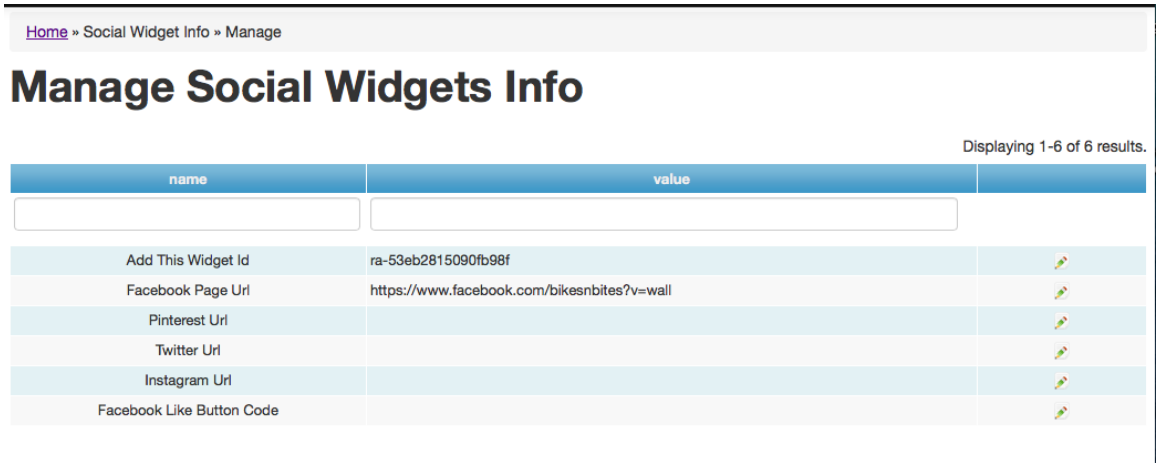
User can add new tags, and attach them to specific blogs as well as enable the deletion of the tags that are no longer relevant.



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.

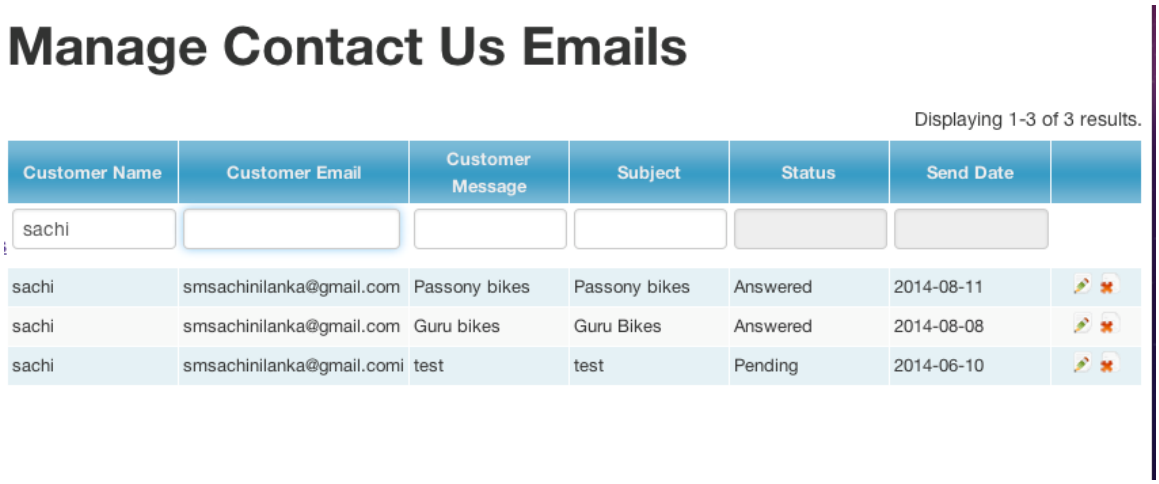
Listde below is the list of social media and their 'LINK' information.



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

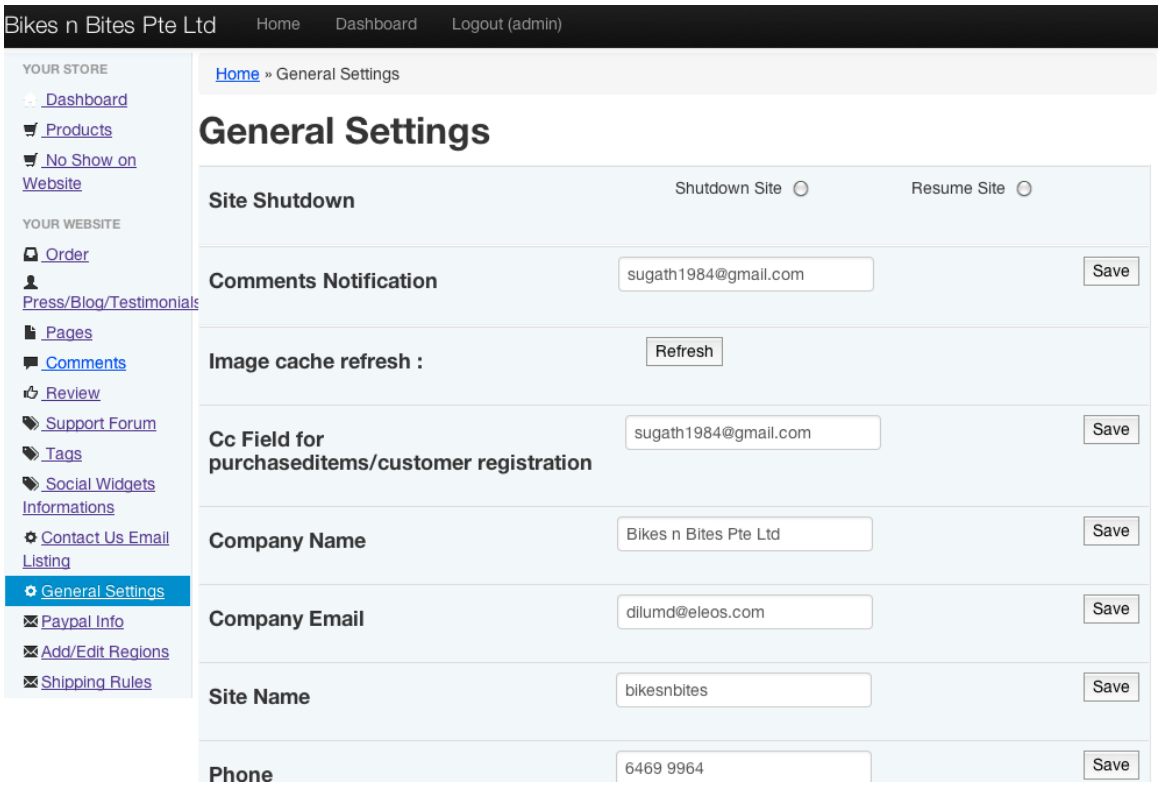
2.1 YOUR WEBSITE ->CONTACT INFORMATION

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



2.2 YOUR WEBSITE ->GENERAL SETTING

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



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

Comments Notification: Wherever 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.

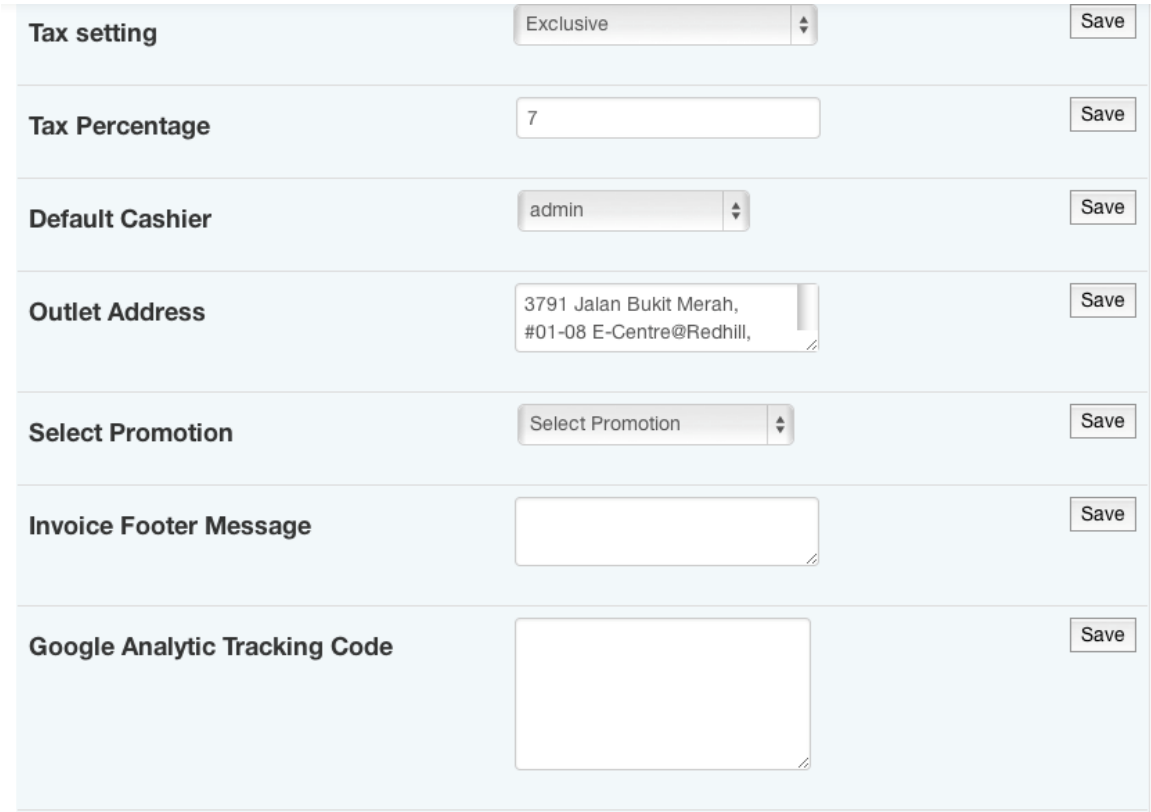
Cc Field for purchased items/customer registration : If there is registration of customer or item purchased, a copy will be sent to secondary receipient.

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.



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

Tax Percentage: Percentage of the tax amount.

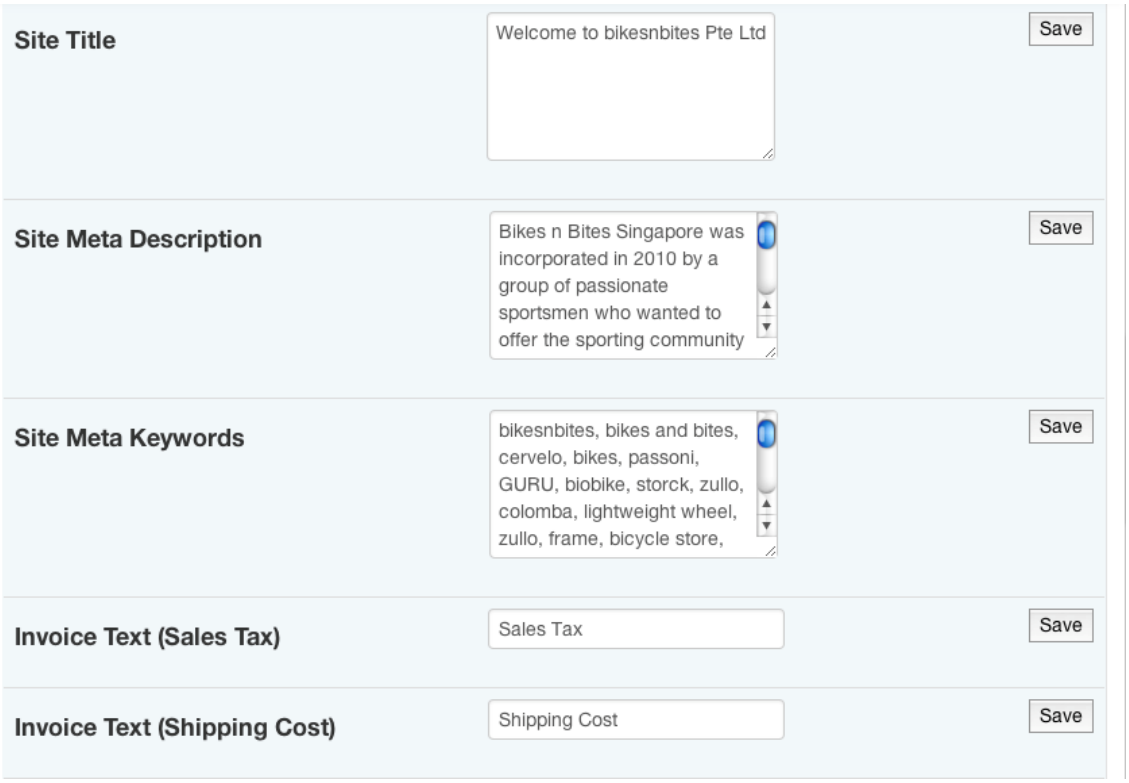
Default Cashier: Primary role that in-charge of financial transactions.

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.



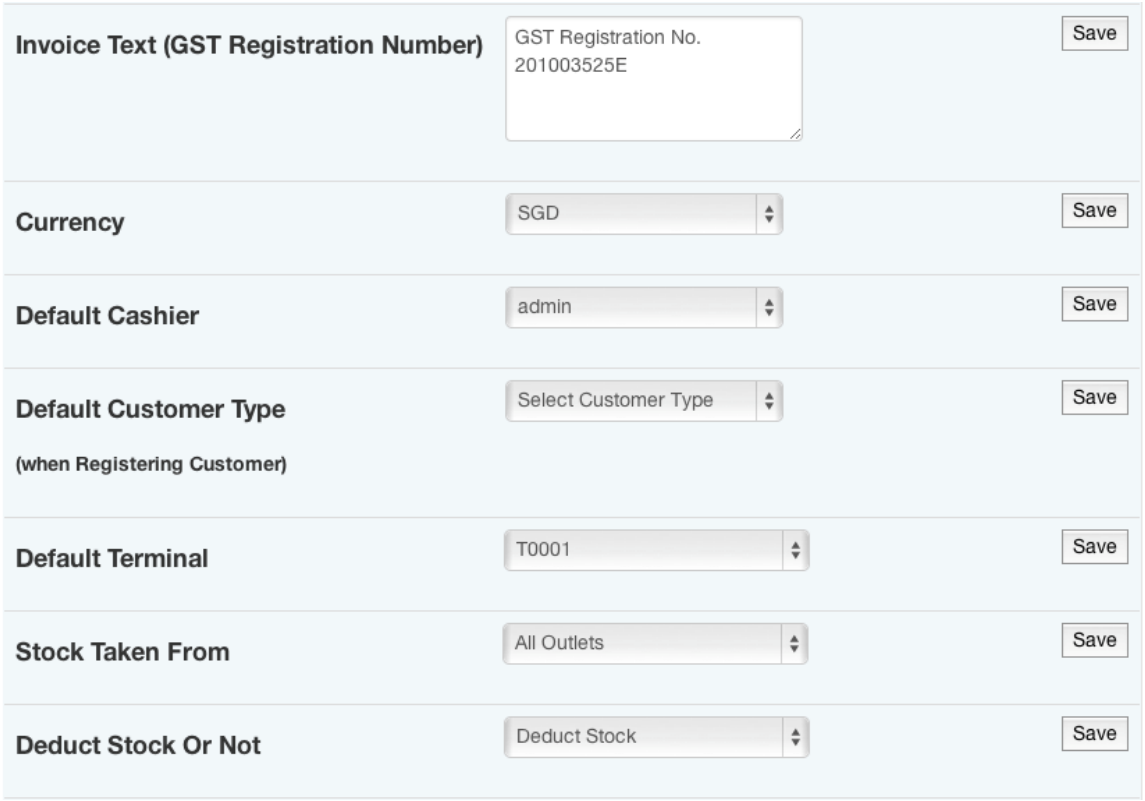
Site Title: Enter the title name of the site. This will be displayed at the top of every page.

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



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

Currency: Finance currency that used in the transactions.

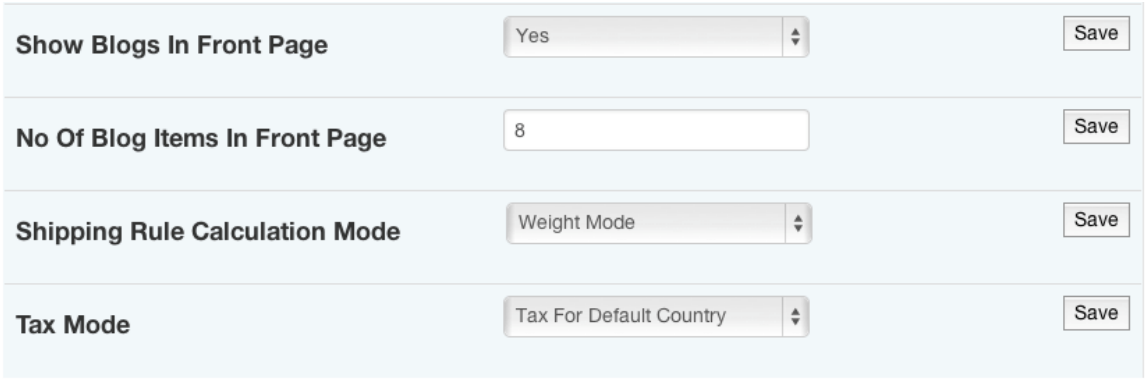
Default Cashier: This is tagged to an existing user of the database, normally the administrative personnel.

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.



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

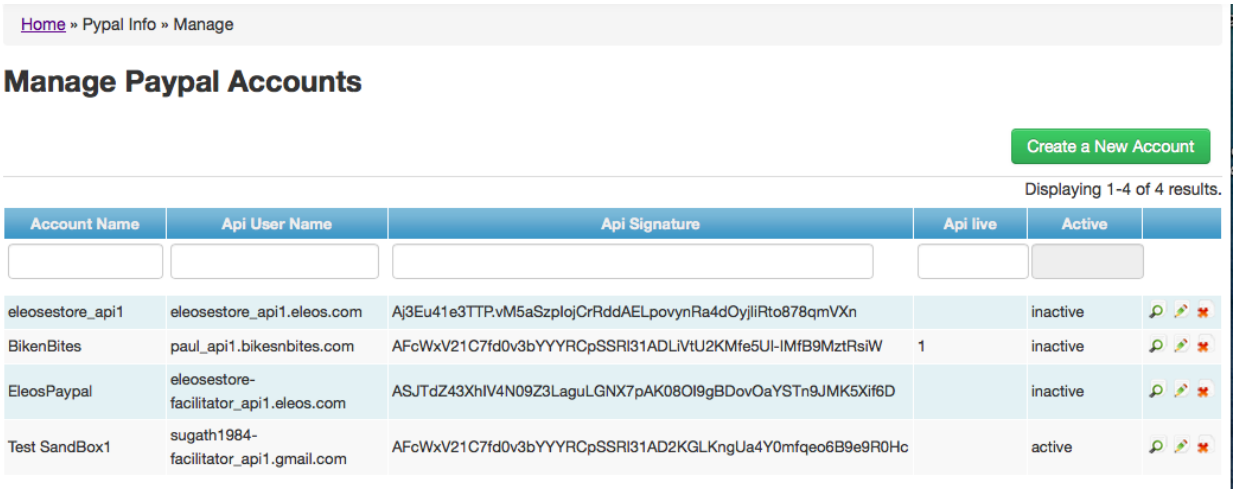
No of Blog Items in Front Page: Number of products to be displayed on main page.

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

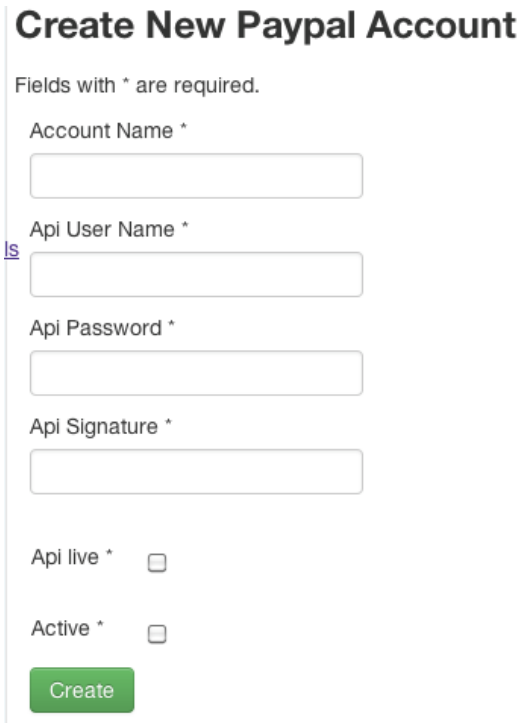
Tax Mode: User defines the tax rules that is applied for ecommerce.

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.

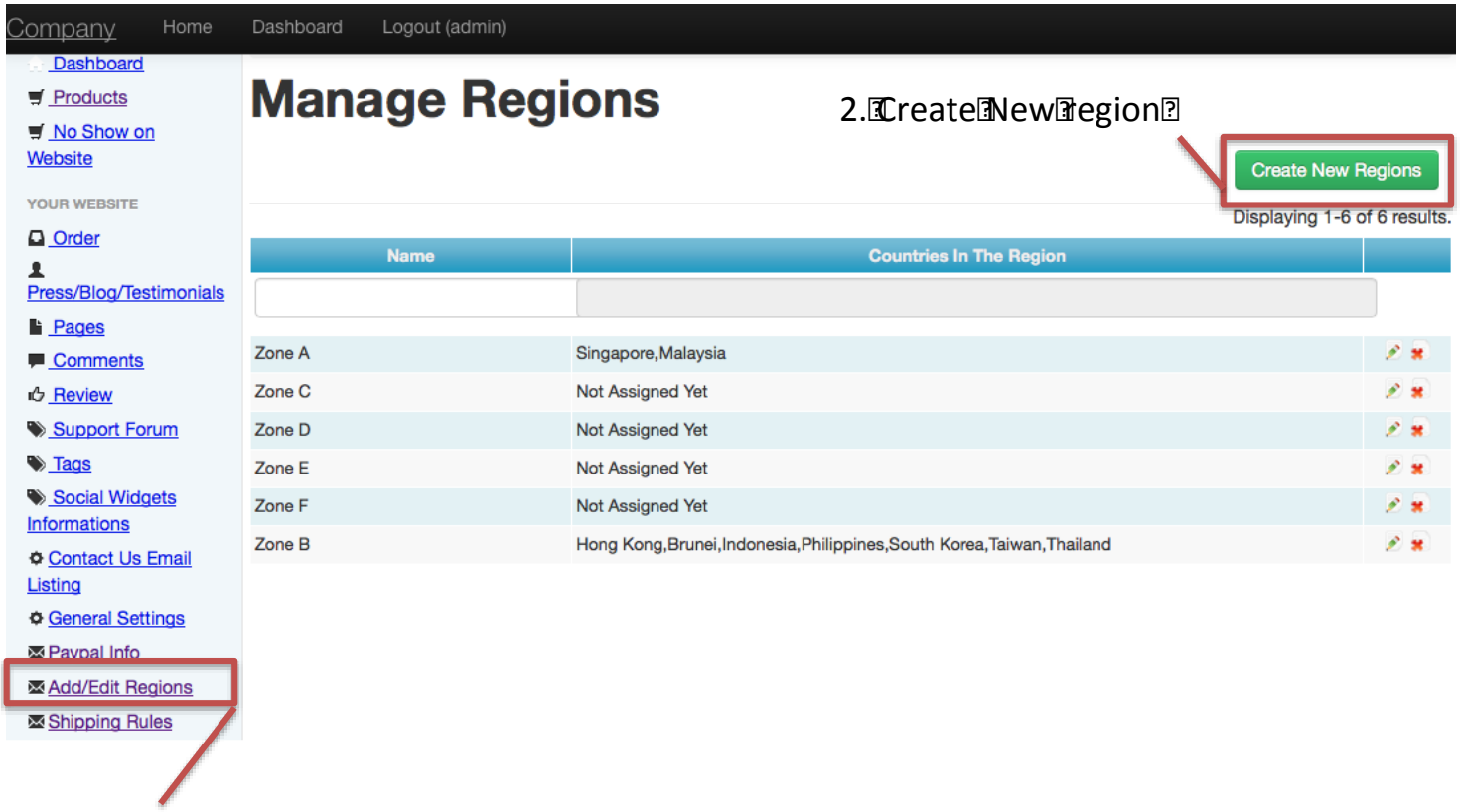


Clicking on the <Create a New Account> will allow users to accept payments via paypal accounts.

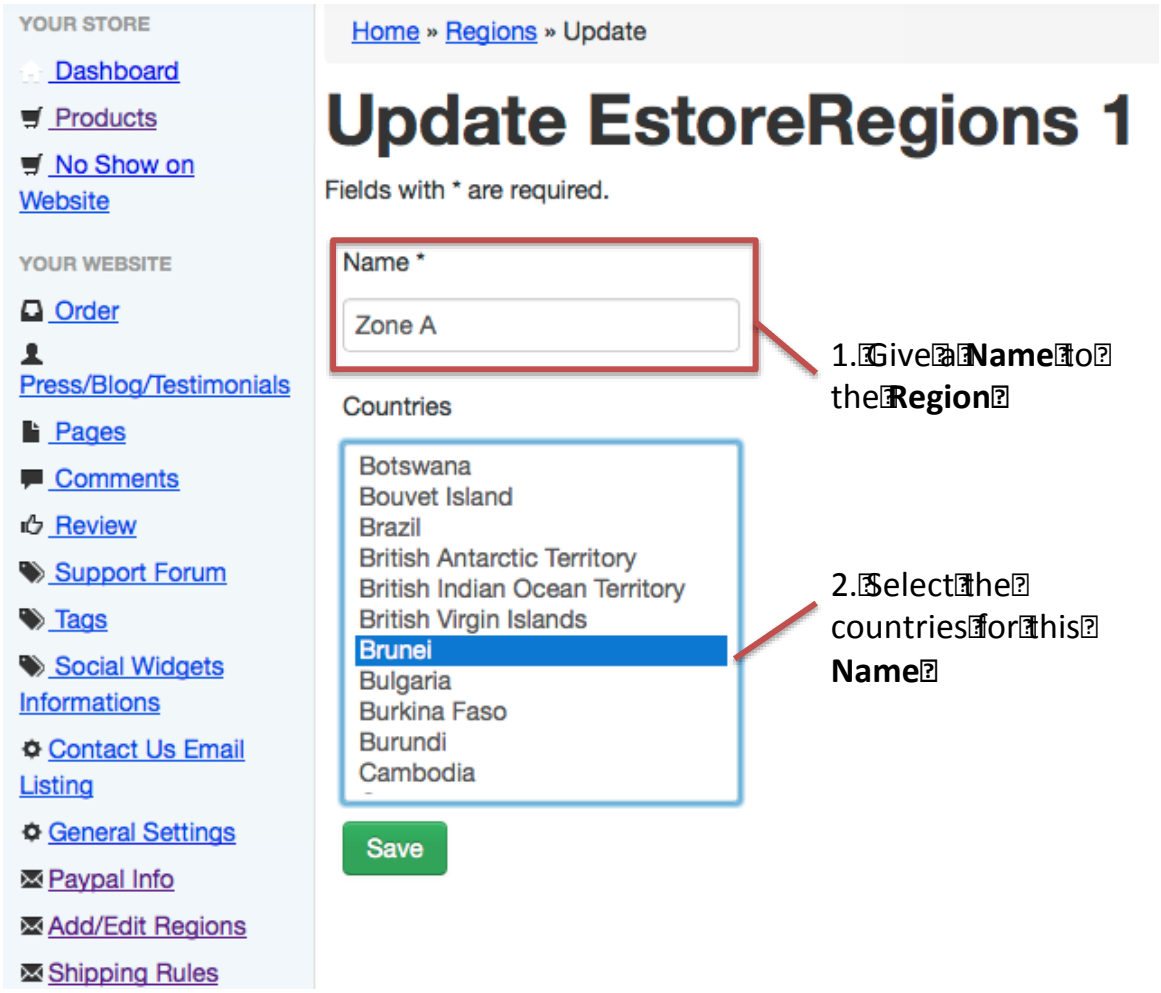


2.4 YOUR WEBSITE ->ADD/EDIT REGION

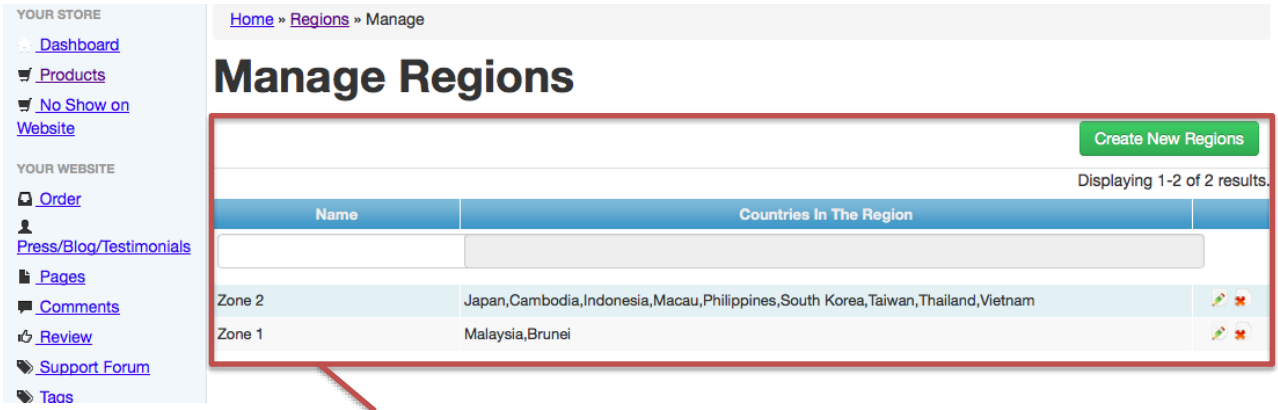
This tool allows user to define a region and to decide which countries are in the region for the purpose of defining a rate for the shipping.



Manage Regions



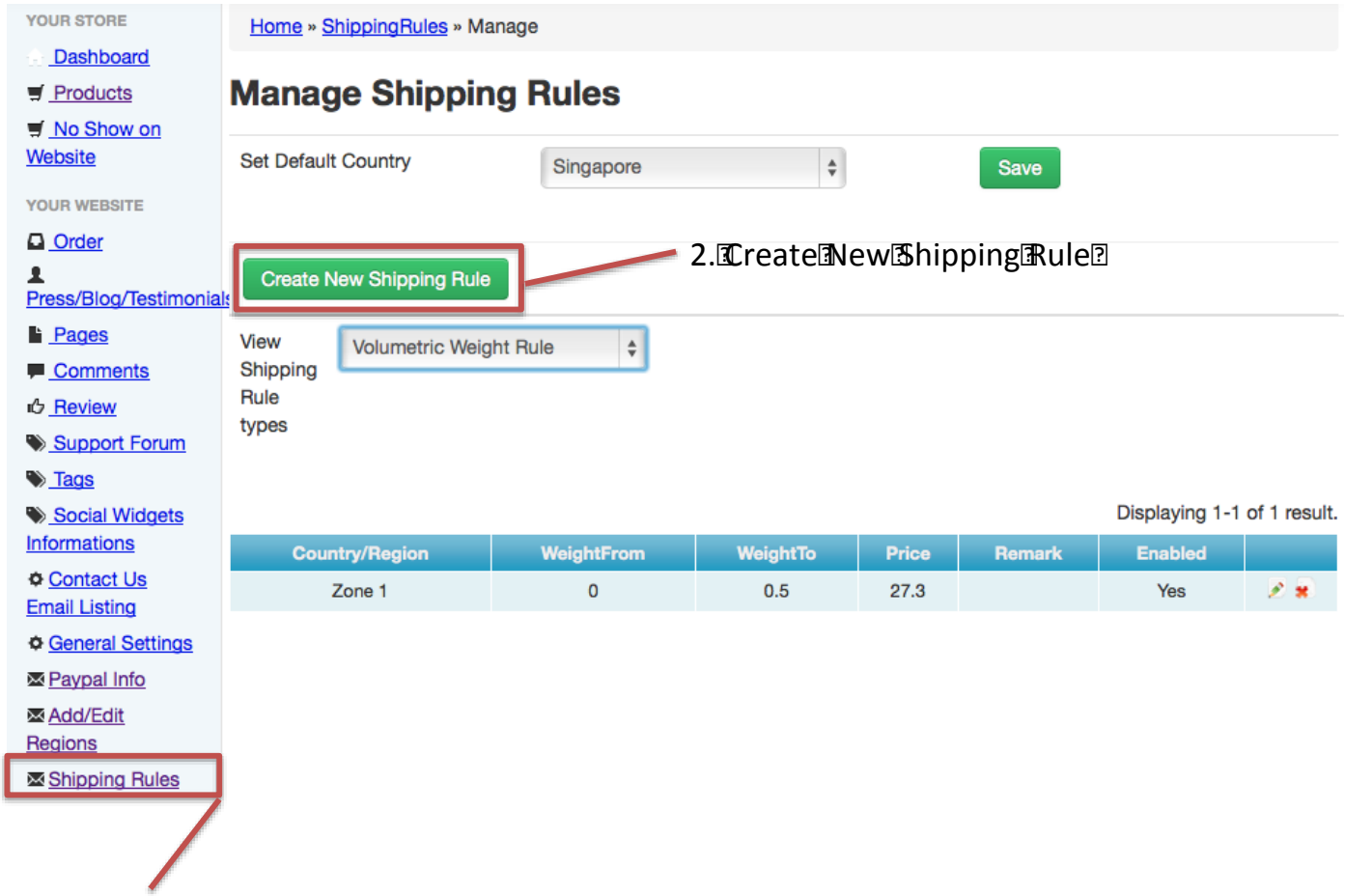
Manage Regions



You have now setup the region

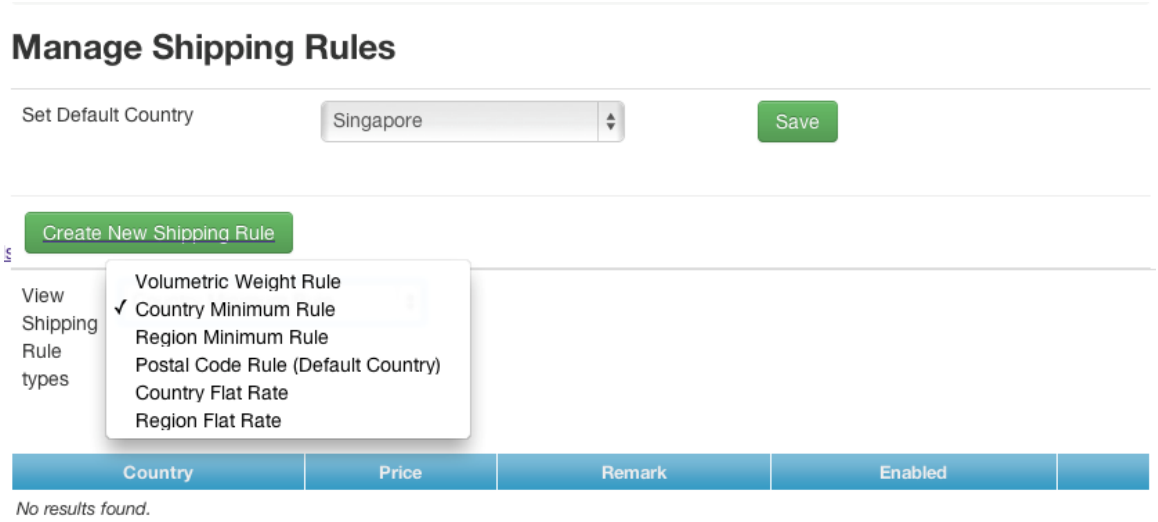
Manage Regions

2.4 YOUR WEBSITE ->SHIPPING RULE



1. Click on Shipping rule

Manage Shipping Rules



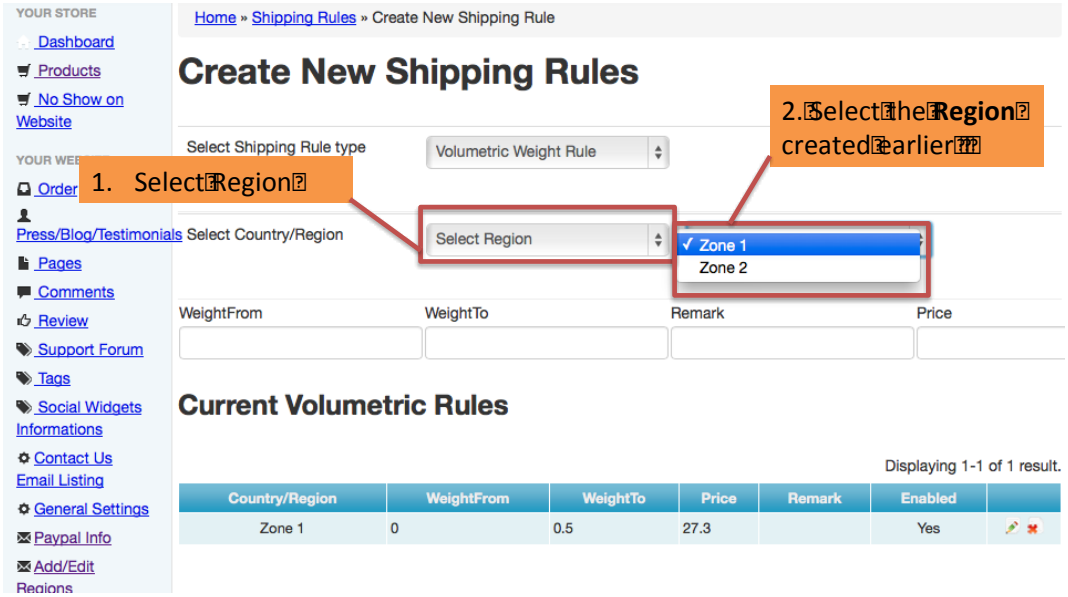
a) Volumetric Weight Rule
- set the price for different weight for each different country
- reflect the density of the package (formula calculated)
- cm/kg or inches/pound

eg, (L x W x H) / 5000 ; (L x W x H) / 139

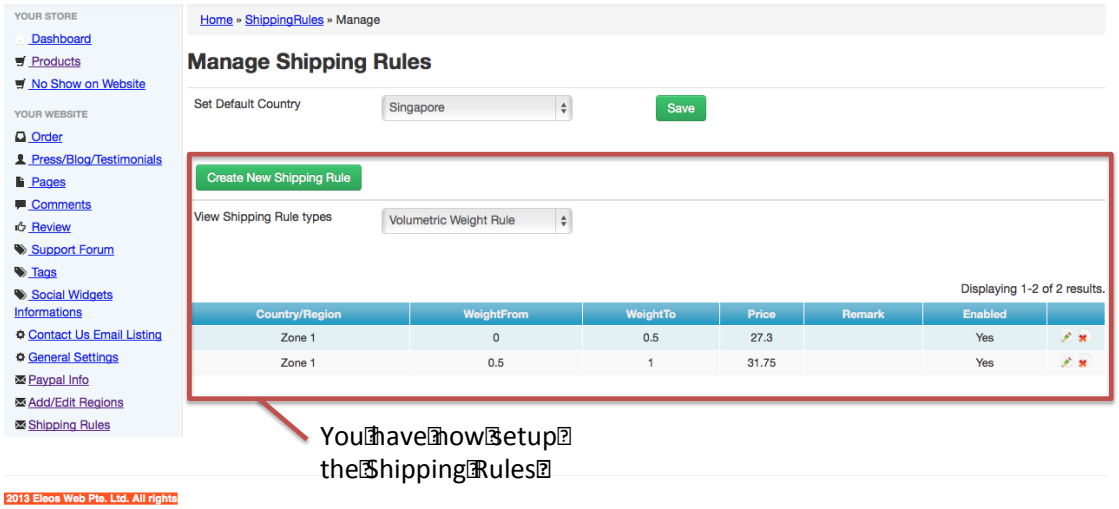
b) Country / Region Minimun Rule
eg, purchase minimun amount for free shipping

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.



Manage Shipping Rules



You have now setup the Shipping Rules

Manage Shipping Rules