

Quick Start Guide

CONTENT MANAGEMENT SYSTEM– NM STORE



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Login to the management system

To login to the Content Management System (CMS), go to URL <http://domain.nmlabs.gr/admin/> where the input page is displayed and fill in the credentials you have been given.

! This is a temporary URL!

As soon as the e-Shop is completed and live, the URL will be of the form <https://domain.xx/admin/>

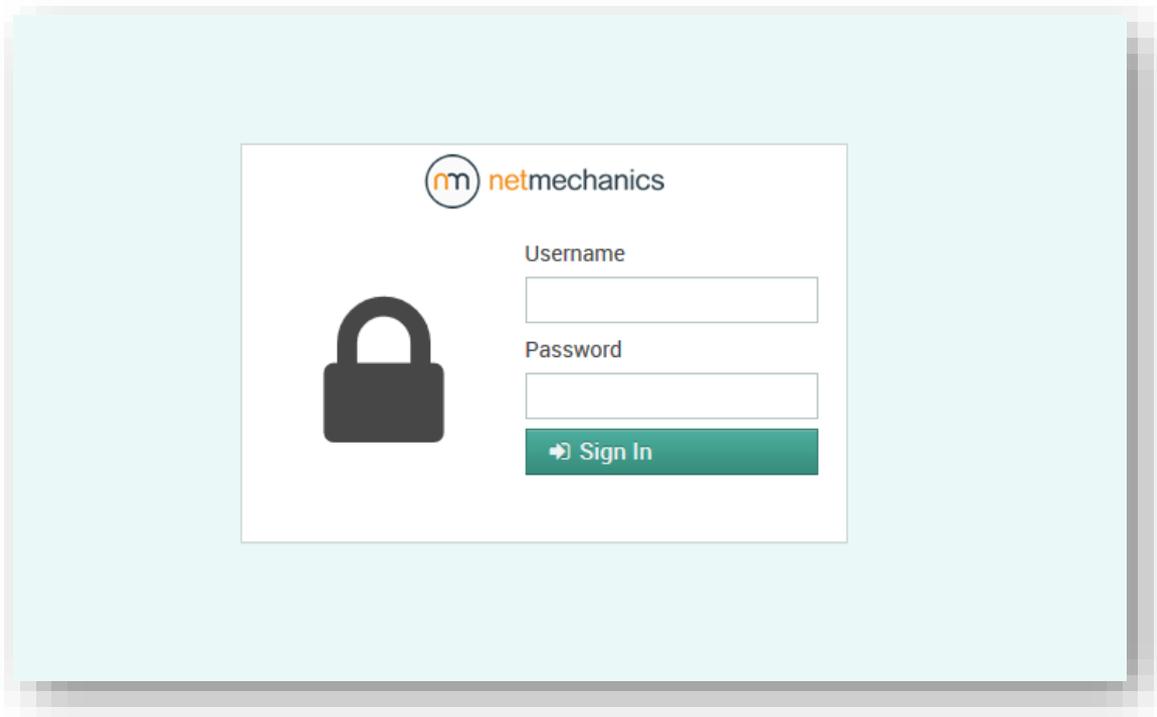


Image 1 – Administrator’s login page

Username:

In this field, fill in the username provided by the system administrator.

Password:

Fill in the password provided by the system administrator. If you forgot the password, please contact the administrator.



Manage pages

To view the content / pages of the website select from the top menu **Content > Pages**.



Image 2 - Pages tree-like table

On your screen you will see the list (hierarchically) with the site's content pages. If a page has subpages, then an arrow pointing to the right (▶) appears on the left of the page before the title. Clicking on the arrow displays the subpages of the corresponding section (▼).

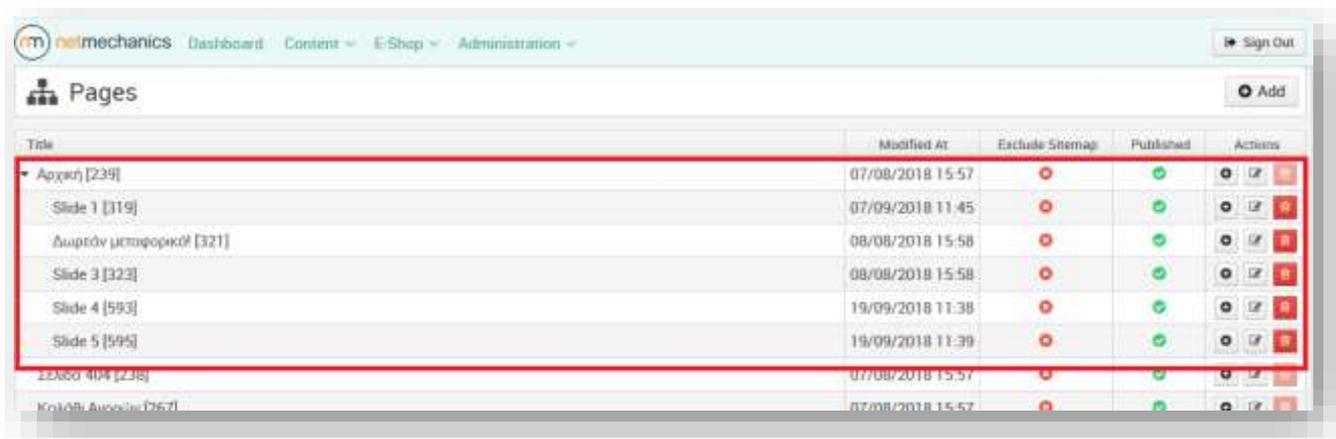


Image 3 - Subpages

From this section you can add and delete pages as well as retrieve information.

More details:

- **Modified At:** Displays the last modified date.
- **Exclude Sitemap:** If the icon is ✔ then this page is excluded from the Sitemap, if it is ⊘ then the page is included in the Sitemap. You can click on the icon to change the status of the page directly.
- **Published:** If the icon is ✔ then this page is published and is displayed in the e-Shop, if it is ⊘ then the page is not published and is not displayed in e-Shop. You can click on the icon to change the status of the page directly.

Actions section:



-> Add subpage



-> Edit Page



-> Delete page



The number displayed next to each page's title (e.g. Terms of Use [283]) is the unique identifier of the page (ID).

Add a new page

To add a new page, click on the button  at the top right of the screen. The page will be added at the end of the list.



Image 4 - Add a new page

To add a page under another, select the icon  from the Actions section on the main page.



Image 5 – Add a subpage

A page consists of the following fields:

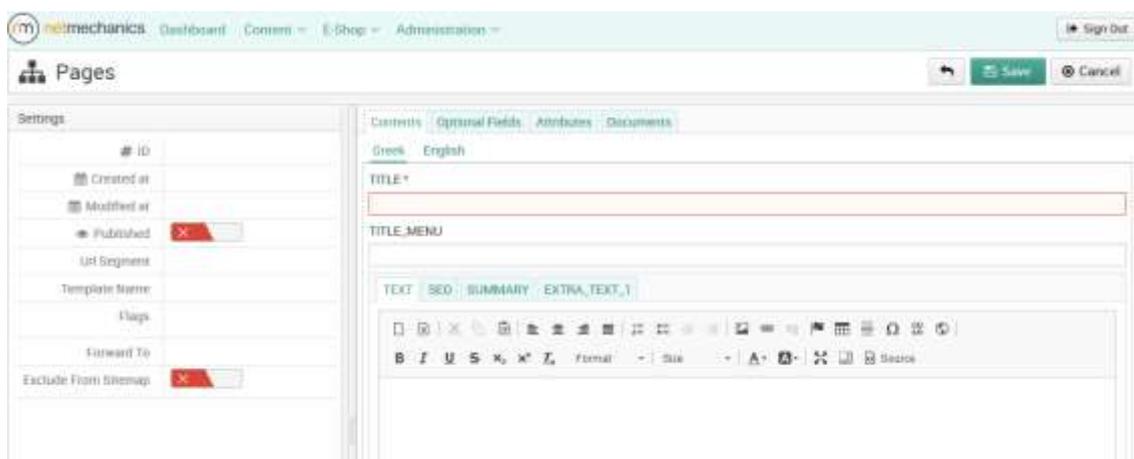


Image 6 - Page Fields

Contents tab



- **TITLE:** the title of the page
- **TITLE_MENU:** the title of the page displayed in the e-Shop menu (e.g. main menu, menu footer)
- **TEXT:** the main text of the page
- **SEO:** data used by search engines e.g. Google
- **SUMMARY:** short description
- **EXTRA_TEXT_1:** additional text

NOTE: Texts should be added in all available languages.

Optional Fields tab:

Optional fields which, depending on the content of the page, contain additional information.

Attributes tab:

Optional features that may be completed depending on the implementation.

Documents Tab:

- **IMAGES:** you can add or remove images with **drag & drop** in the marked box.
- **DOCS:** you can add or remove documents (WORD, PDF) with **drag & drop** in the marked box.

NOTE: Files should be less than 1MB

Settings:

- **Created at:** the date that the page was created
- **Modified at:** the date that the page was modified
- **Published:** the option to publish the page or not in the e-Shop
- **Template name:** this field is filled in with the name of a predefined template when a particular presentation of the information on the page is required

NOTE: Template Name is not essential. To find the correct template name for a new page, check the corresponding field of a similar and identical layer on the page tree that you want to add.

- **Flags:** special flags to format the page if required according to the artwork.
- **Forward To:** you indicate the link to be redirected when this page is selected by entering the url after the language, as the first part of the URL is automatically taken. For example, from <http://domain.nmlabs.gr/en/female-300> just mention the piece after the "el /": **female-300** or directly the page id **300**.
- **Exclude From Sitemap:** excluding the page from the Sitemap

WARNING: If you are not sure which fields to fill in, open a similar page and the same level in the tree, see which fields are filled in and fill in the corresponding page on the new page.

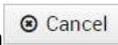


Edit Page

To modify the content of a page, select “**Edit**” () in the **Actions** section.



Image 7 - Page editing

To save the changes, press the button . Otherwise, press the button  to cancel the action and close the window.

Delete page

You can delete a page by selecting the delete button  in the **Actions** section.



Image 8 - Delete a page

Some pages are not allowed to be deleted because they are essential for the proper operation of the e-Shop, for example the **Home Page**.

When you click delete, a new window opens. If you agree to delete, you will choose  otherwise choose .

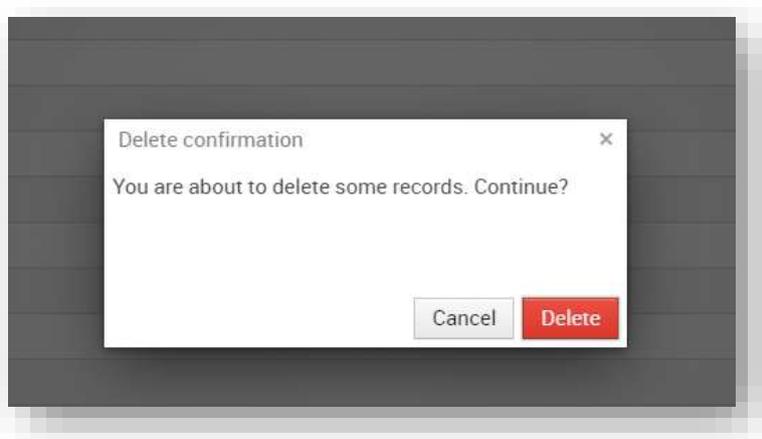


Image 9 - Delete page



NOTE: Suggested management is not to delete the pages but to report them as unpublished to prevent data loss.

Add file to page

- To view the files displayed on a page, select the **Documents** tab on the page.
- To add a new image, **drag & drop** the image in the dotted box below the **Images** field. Correspondingly, you add documents under the **Docs** field.
- To edit a file, select the image editing button (📄), as shown in the following picture.

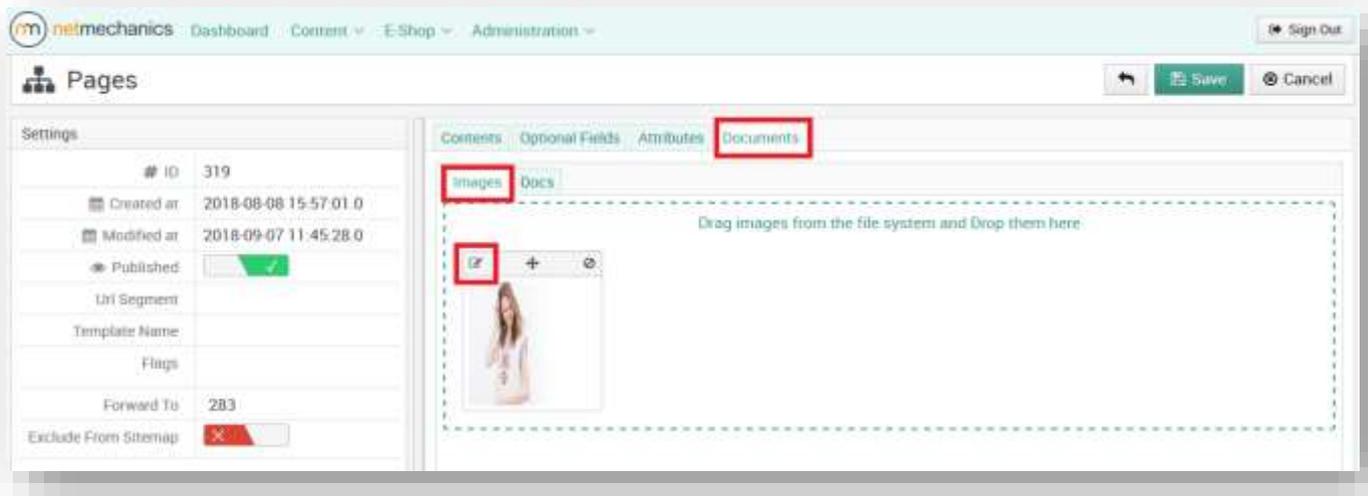


Image 10 - Image editing button

After selecting the button, the edit window appears.

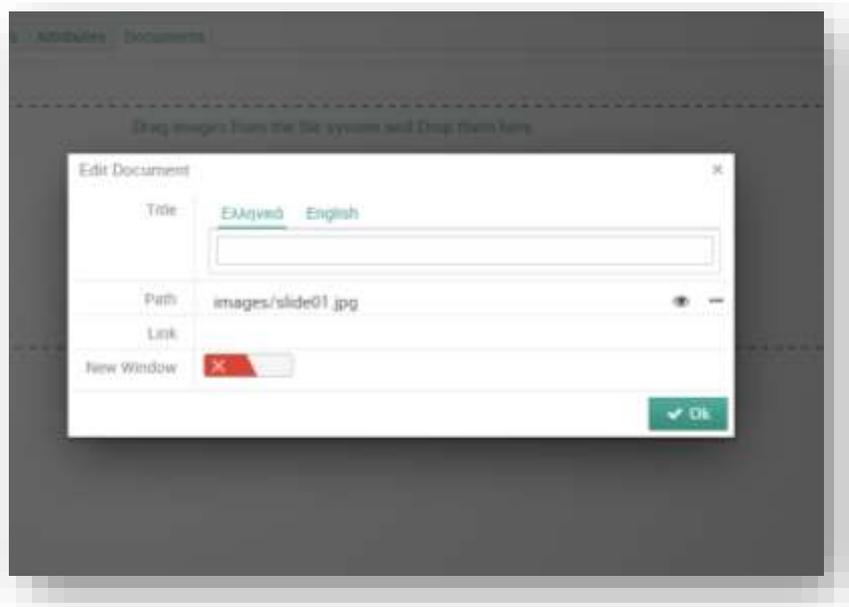


Image 11 - Image editing window



- **Title:** you give a title to the image
- **Path:** indicates the location of the image
 - - preview the image
 - - the management system's file manager opens
- **Link:** you can provide a link for redirection
- **New Window:** the link will open in a new tab

To save your changes to the image, press the "OK" button and then the "Save" button in the page editing window.

To save your changes on the image, click the "Save" button below the image, then click the "Save" button in the page editing window. Otherwise, press the "Cancel" button to cancel the action and close the image editing window.

NOTE: Each image should have a unique name, regardless of the page that is added.

Delete file

You can delete a file by selecting the bin icon on the top right of the file frame.

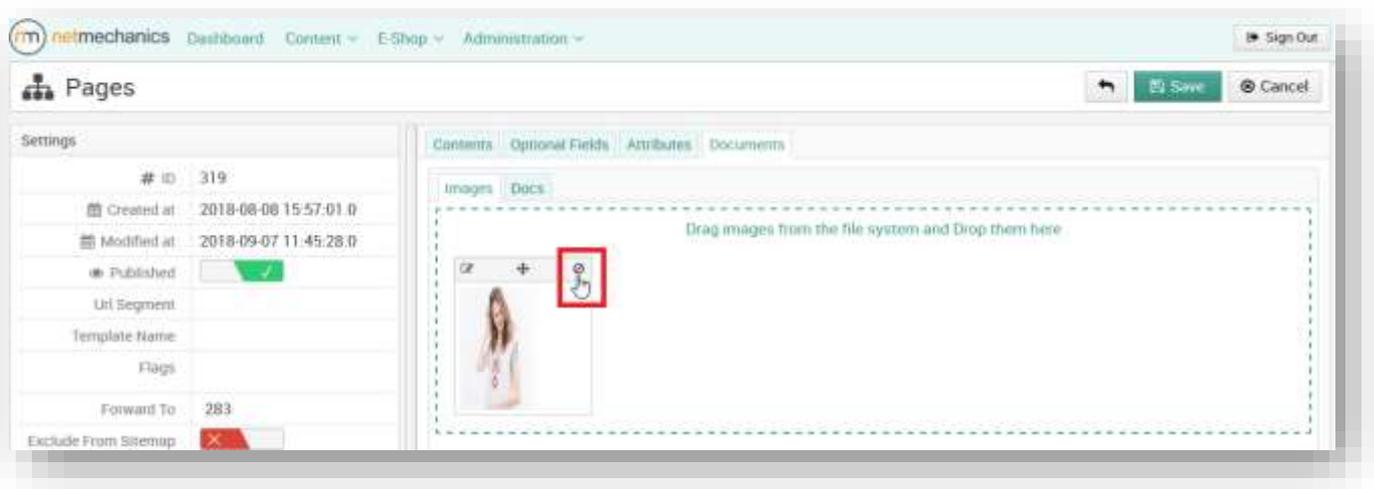


Image 12 - Delete image

NOTE: If you want to upload a new file but with the same name, first delete the file and save the page. Then reopen the page and add the new file.

Add image in the TEXT field

You can add additional images inside the text of the page from the TEXT field.

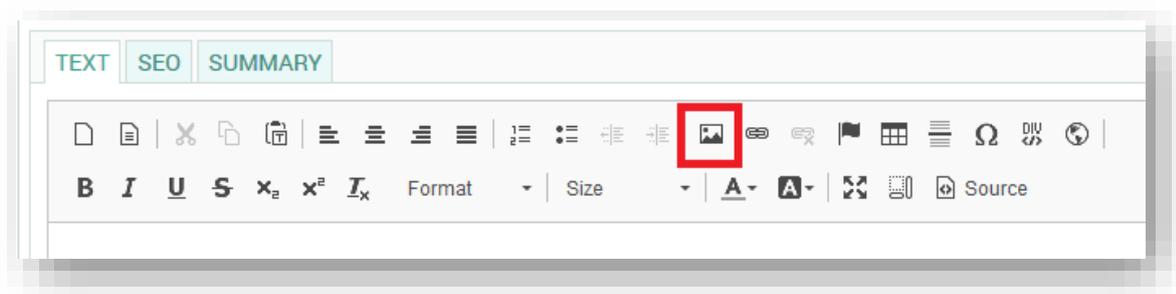


Image 13 - Picture inside the text

In the window that appears, in the first "Image Info" tab, you select the "Browse Server" button and in the new list you select "images". Then, drag n 'drop the image from your computer to the folder and select it.

IMAGE DIMENSIONS: maximum length **790 pixels**, suggested height **280 pixels**.

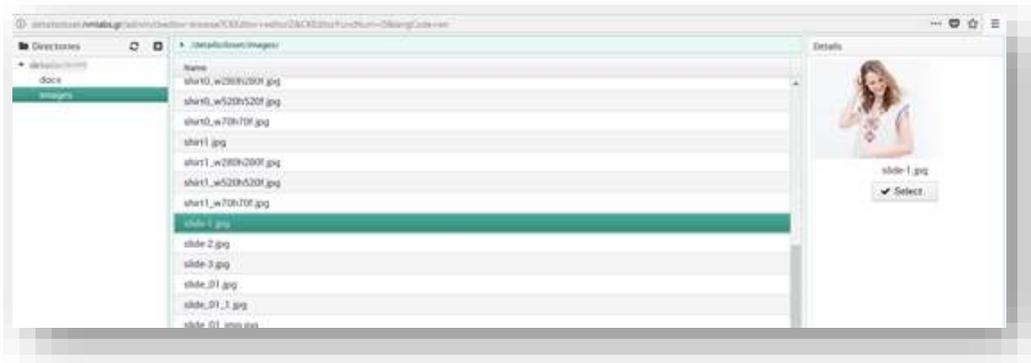


Image 14 - Select image from File manager

The width / height fields in the **Image Info** tab will be filled automatically, but you will need to clear the values. On the **Advanced** tab, fill in the "img-responsive" value in the **Stylesheet Classes** field.

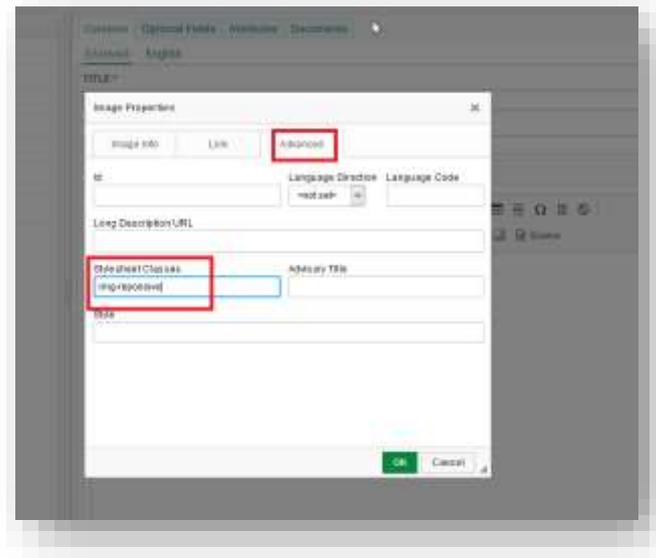


Image 1 - Responsive image

Add video in the TEXT field

You can add a video in the description field (**TEXT**). The video should first be uploaded to an application like **YouTube**. Then copy the **embed code** found in **Share > Embed**:

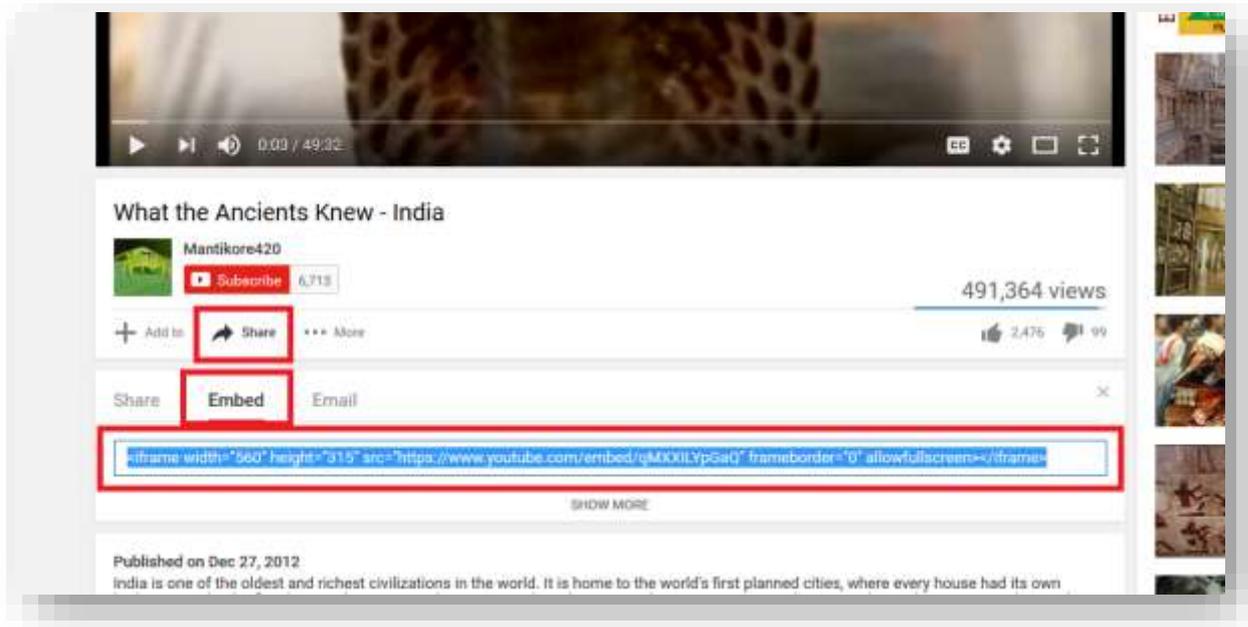


Figure 15 - Download embed code from youtube

In the **TEXT** field, select the **Source** button.

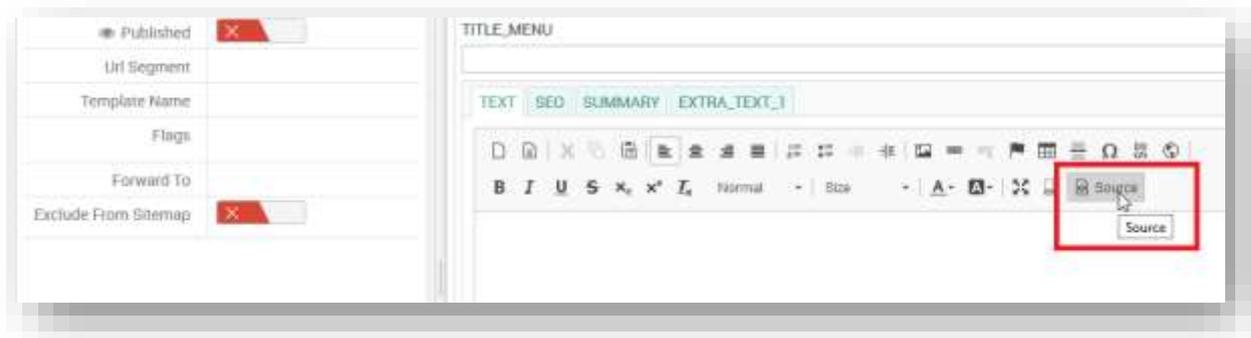


Image 16 - Source selection

Place the cursor where you want to add the video, for example in the next line after the end of the text and paste the code from YouTube.

Then you have to add the following items that are in **bold**: (not in bold is copy-paste from YouTube):

```

<div class="embed-responsive embed-responsive-16by9">
<iframe class="embed-responsive-item" src="https://www.youtube.com/embed/qMXXILYpGaQ"
allowfullscreen>
</iframe>
</div>

```

Finally, select "Save" to save the changes.

Home Page

The home page consists of the following sections:

1. Carousel (See section Add Image to Carousel)
2. NEW ARRIVALS - 4 new products (See Products section)
3. Top Categories (See section Contents Boxes: HOME_FEATURED_PAGES)
4. SPECIAL OFFERS - 16 suggested products (See Products section)
5. SHOP BY BRAND (See section Contents Boxes: HOME_BRANDS)
6. Banner (See section Widgets: Home Bottom Banner)

Add image to Carousel

To see the contents of the home page's carousel, select the arrow on the left of the "Homepage [239]".

▼ Αρχική [239]	07/08/2018 15:57	●	●	●	●	●	●	●
Slide 1 [319]	07/09/2018 11:45	●	●	●	●	●	●	●
Διαբρών μικροσκοπική [321]	08/08/2018 15:58	●	●	●	●	●	●	●
Slide 3 [323]	08/08/2018 15:58	●	●	●	●	●	●	●
Slide 4 [593]	19/09/2018 11:38	●	●	●	●	●	●	●
Slide 5 [595]	19/09/2018 11:39	●	●	●	●	●	●	●

Image 17 - Carousel Pages



Each subpage that appears below the Homepage, as shown in the picture, is a Carousel slide. Carousel can display up to 5 slides. If you want to add a new slide, follow the procedure described in "**Add a New Page**" and then follow these steps:

To change the image in Carousel:

1. Select "**Edit**" in the "**Actions**" section of the slide page you want to modify.
2. From the Documents tab, **drag & drop** the image in the box below the **Images** field. The new image will appear in the preview list to the right of the box. The dimensions of the image must be **1170 x 540 pixels**.

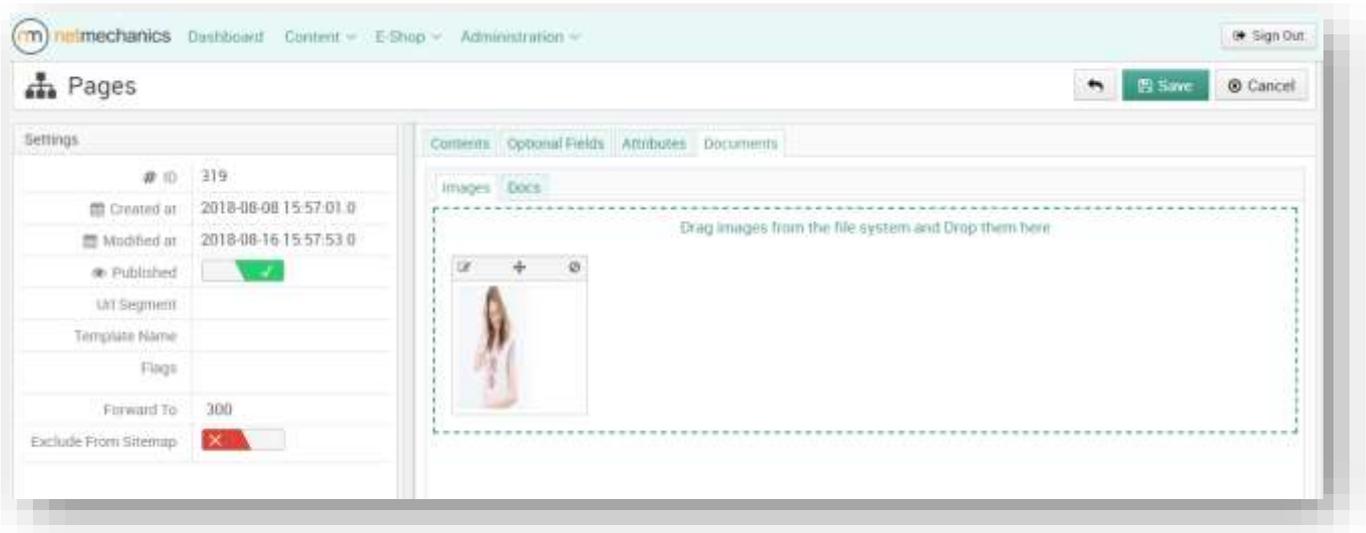


Image 18 - Images tab

3. In the **Forward To** field, fill in the ID of the page you want the image to redirect to.
4. You can fill in the **TEXT** field with a short text that will appear above the image along with the title. In this case, if the **Forward To** field is also filled in, a button will appear to make the redirect.
5. Select the **Published** field if you want the slide to appear on the site.
6. Click the "**Save**" button to save your changes. Otherwise, press the "**Cancel**" button to cancel the action and close the window.

NOTE 1: Each slide always displays an image, regardless of how many are registered. This will always be the first one in the preview list.

NOTE 2: To display the new slide you added, you need to register it in the appropriate content box. (See Contents Boxes: CAROUSEL_HOME).

Add shared image

On the **Homepage [239]** you can add a photo that will be used by the social media as default when the page you are sharing does not have a photo. The suggested dimensions are **1200 x 630 pixels**.



Contact page

The contact page consists of the contact form as well as the information for the user to contact you. In the **TEXT** field of the [Contact page](#) [291], fill in the contact information. To update the pin on the map you should input the coordinates in the fields:

Optional Fields Tab:

- **String Field1:** latitude
- **String Field2:** longitude

Contents Boxes

Content boxes are specific areas on the website where you can declare their content, pages or categories. To view the available content boxes, navigate from the main menu in the section **Content > Contents Boxes**.



Image 20 - Displaying a Content Box edit box "CATALOG"

Some content boxes display titles, for example, in the footer columns corresponding to "FOOTER_MENU_COL_1-2-3". These titles can be changed from the **TITLE** field of the corresponding content box.

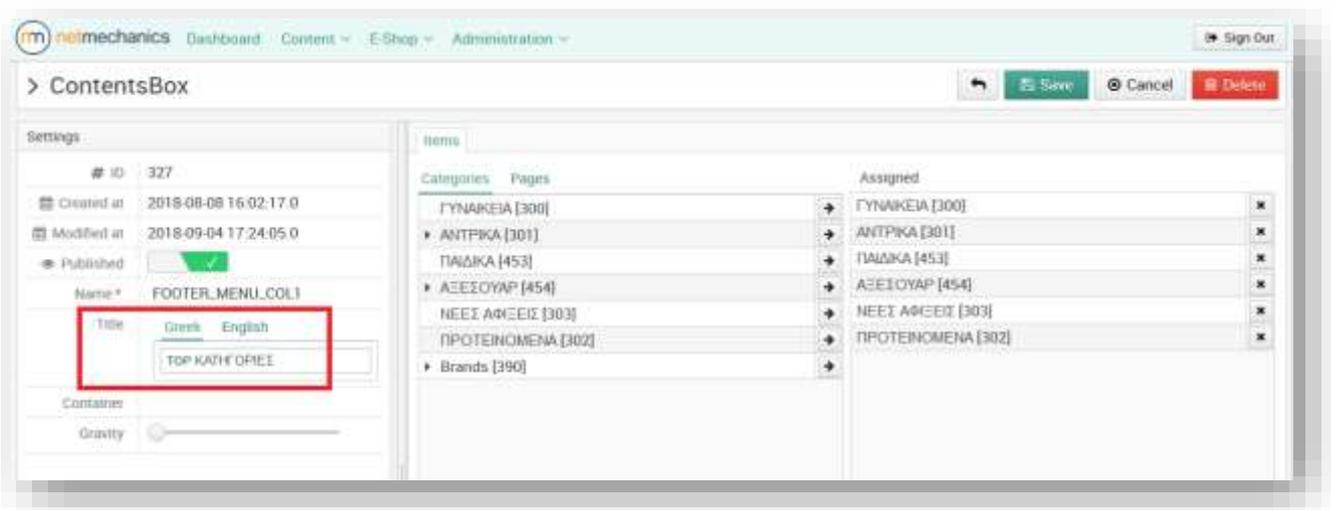
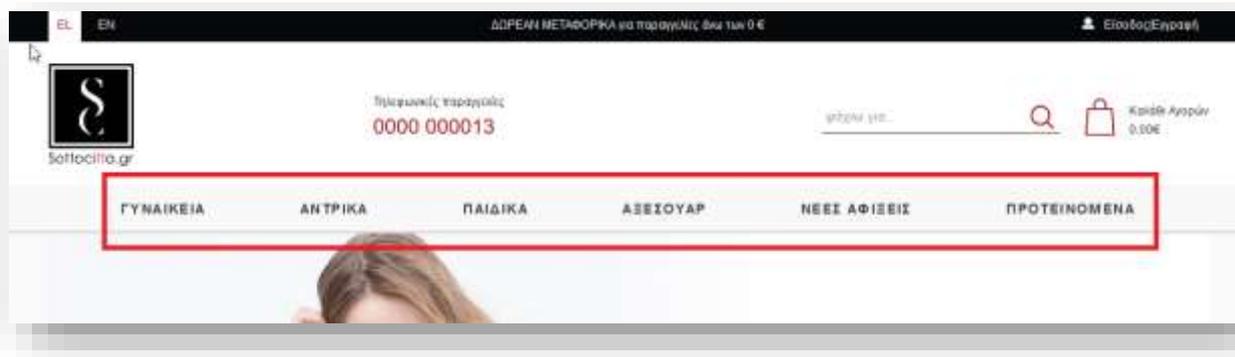


Image 21 - Add title to content box



Available Content Boxes

CATALOG → This box contains the categories displayed in the e-Shop main menu.



2 Image 22 – Content Box: CATALOG

CAROUSEL_HOME → This box contains the carousel slides of the Homepage.

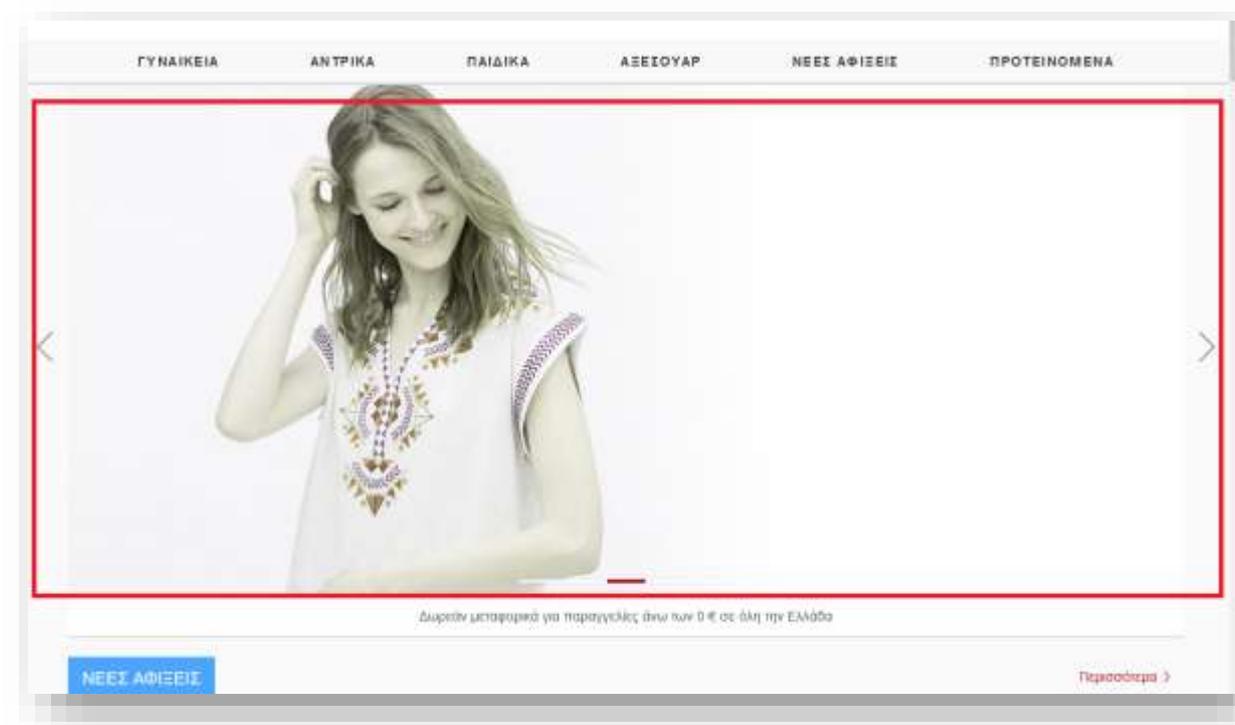


Image 23 - Content Box: CAROUSEL_HOME



HOME_FEATURED_PAGES → This box contains the two categories that appear below the New Arrivals section on the homepage.



Image 24 – Content Box: HOME_FEATURED_PAGES

FOOTER_MENU_COL1 → This box contains the product categories shown on the footer of the website in the first column.

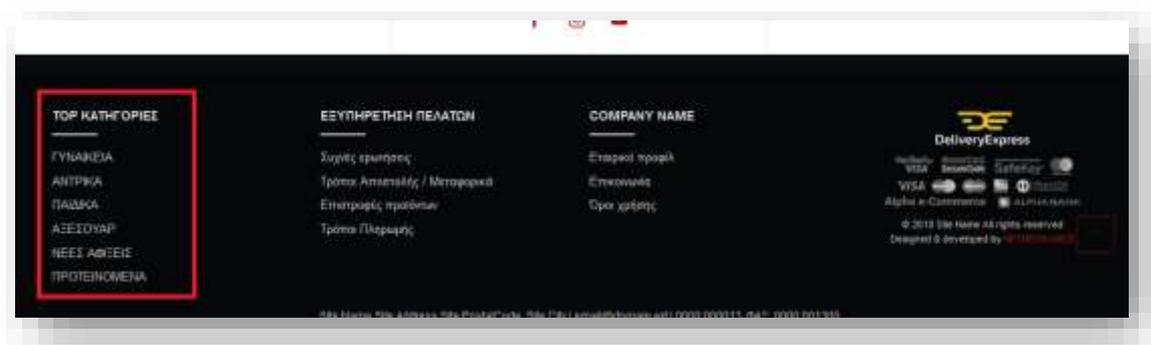


Image 25 – Content Box: FOOTER_MENU_COL1

FOOTER_MENU_COL2 → This box contains the pages that appear in the second column of the footer and have to do with the Customer Service (e.g., FAQs, Payment Methods).

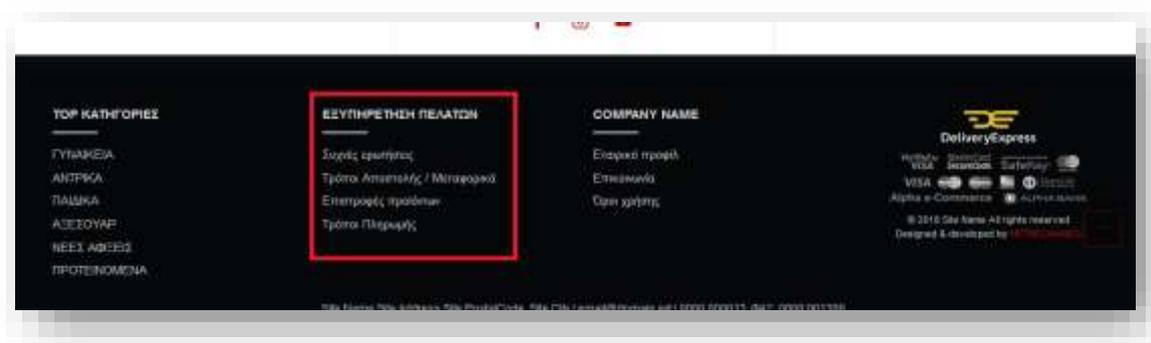
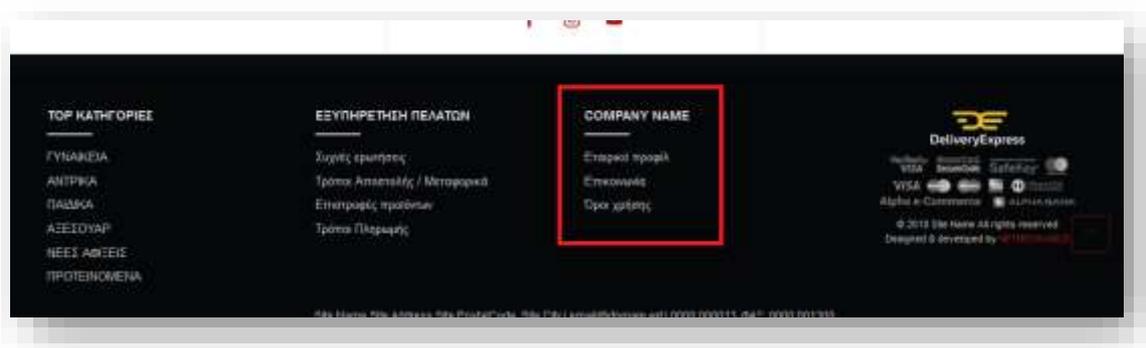


Image 26 – Content Box: FOOTER_MENU_COL2



FOOTER_MENU_COL3 → Contains the pages that appear in the third column of the footer.



3 Image 27 – Content Box: FOOTER_MENU_COL3

HOME_BRANDS → This box contains the TOP BRANDS that appear on the home page. Brands are categories and are selected from **Items > Categories**.

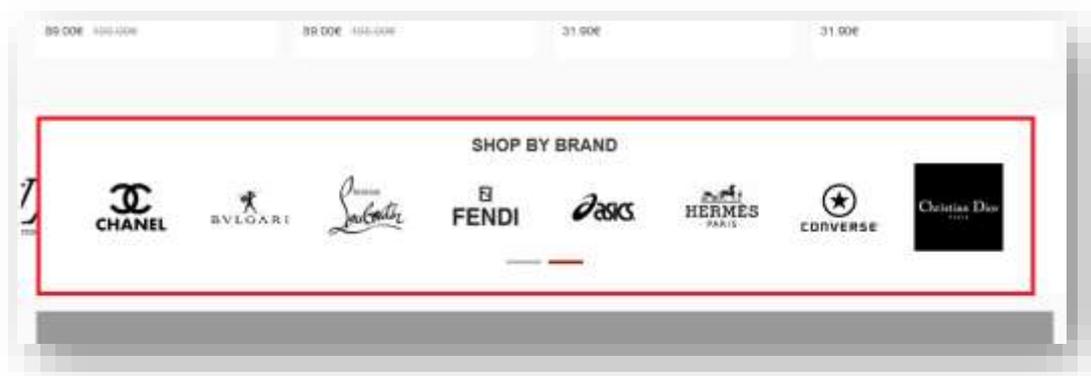


Image 28 – Content Box: HOME_BRANDS

Widget / Banners

To view the banners appearing on the e-shop pages, navigate from the main menu in the section **Content > Widgets**.

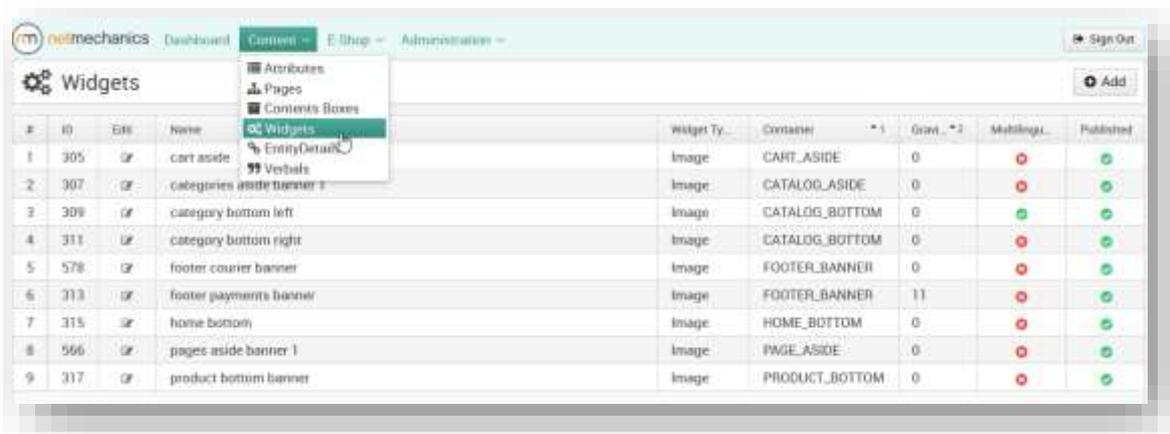


Image 29 - Selecting Widgets Menu



In detail, the banners present in the e-Shop are:

Cart aside: The banner that appears on the side of the shopping cart. Dimensions: **210 x 63 pixels**

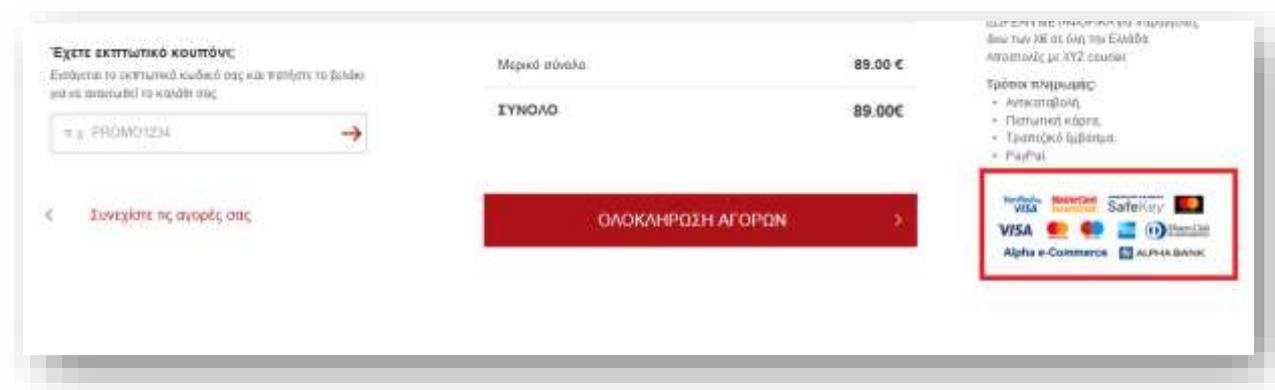


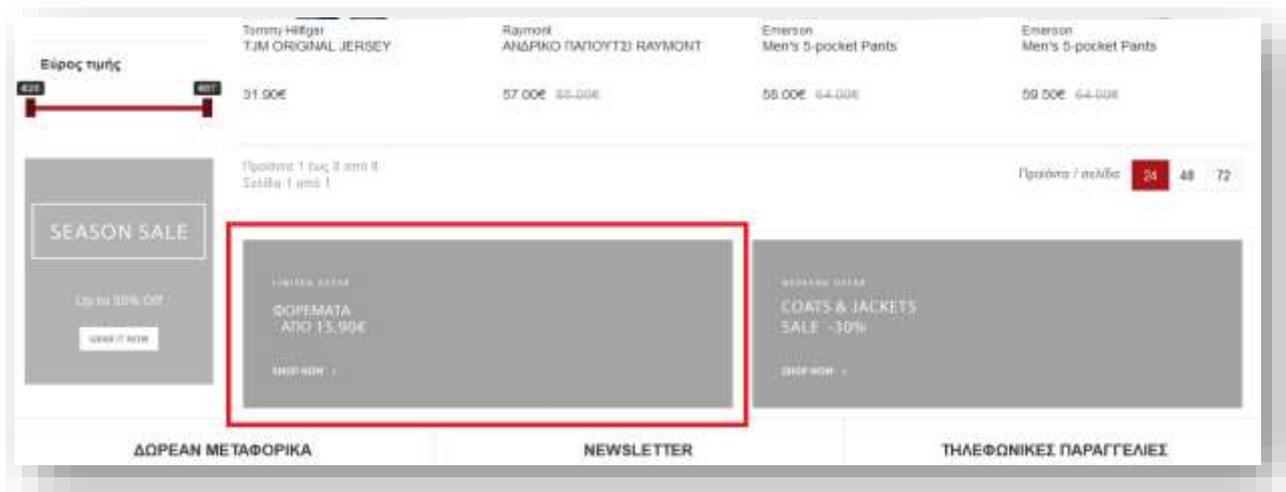
Image 30 - Cart aside banner

Categories aside banner 1: It is the banner that appears next to the product categories of the e-Shop. Dimensions: **240 x 300 pixels**



Image 31 - Categories aside banner 1

Category bottom left banner: The banner that appears at the end of the e-Shop product categories on the left. Dimensions: **588 x 210 pixels**



4 Image 32 - Category bottom left banner

Category bottom right banner: The banner that appears at the end of the e-Shop product categories on the right. Dimensions: **588 x 210 pixels**

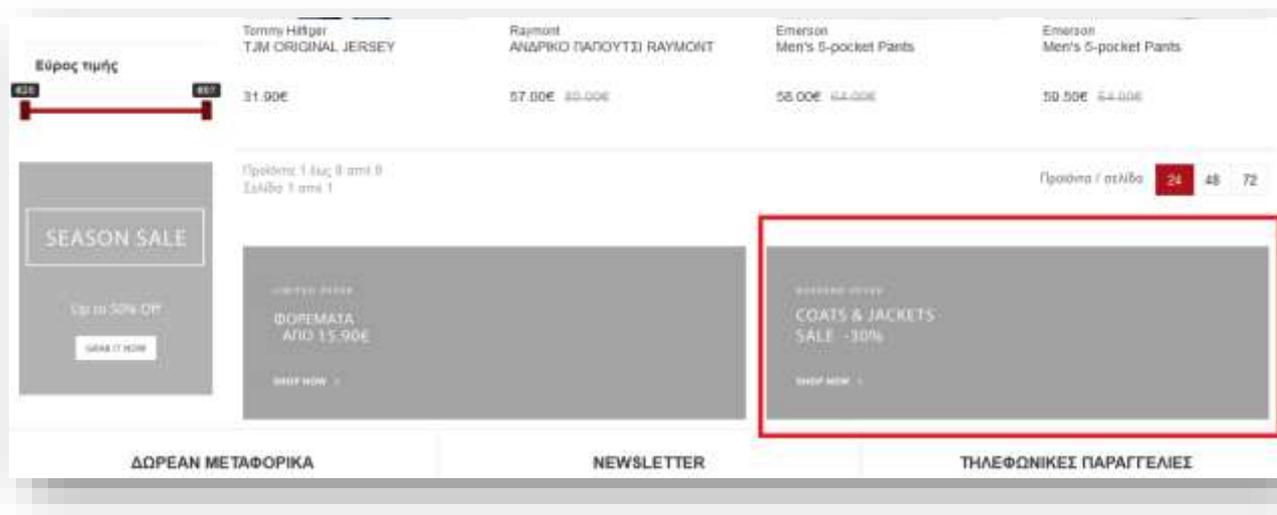


Image 33 - Category bottom right banner

Footer courier banner: The banner that appears on the footer and displays the accepted payment cards. Dimensions: **112 x 43 pixels**



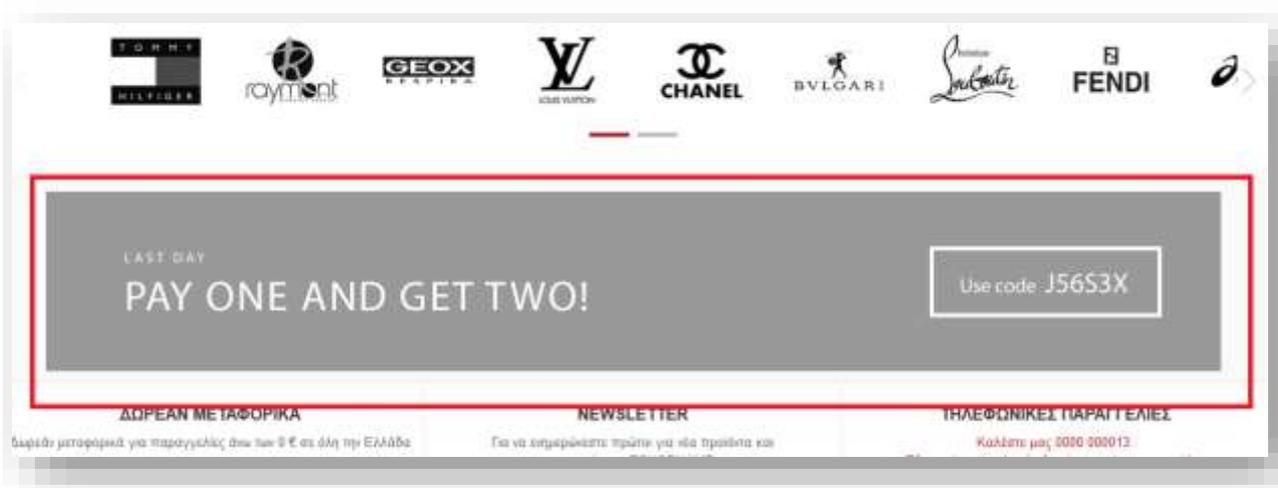
Image 34 – Footer courier banner

Footer payments banner: The banner that appears on the footer and displays the accepted payment cards. Dimensions: **218 x 58 pixels**



Image 35 – Footer payments

Home bottom banner: The banner that appears at the bottom of the home page. Dimensions: **1170 x 180 pixels**



5 Image 36– home bottom banner



Pages aside banner 1: The banner that appears on the right column of the internal e-Shop text pages, such as Terms of Use, Frequently Asked Questions. Dimensions: **240 x 300 pixels**

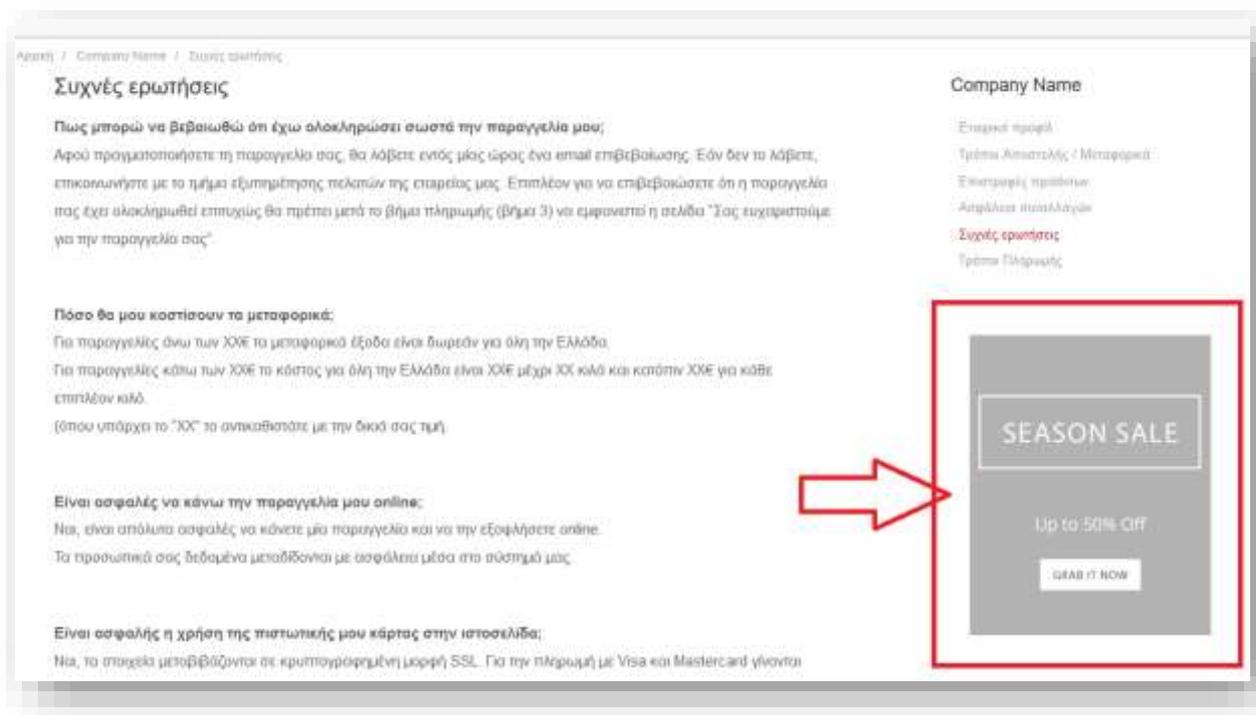


Image 37– Page aside banner

Product bottom banner: It appears at the end of the product pages. Dimensions: **1170 x 180 pixels**

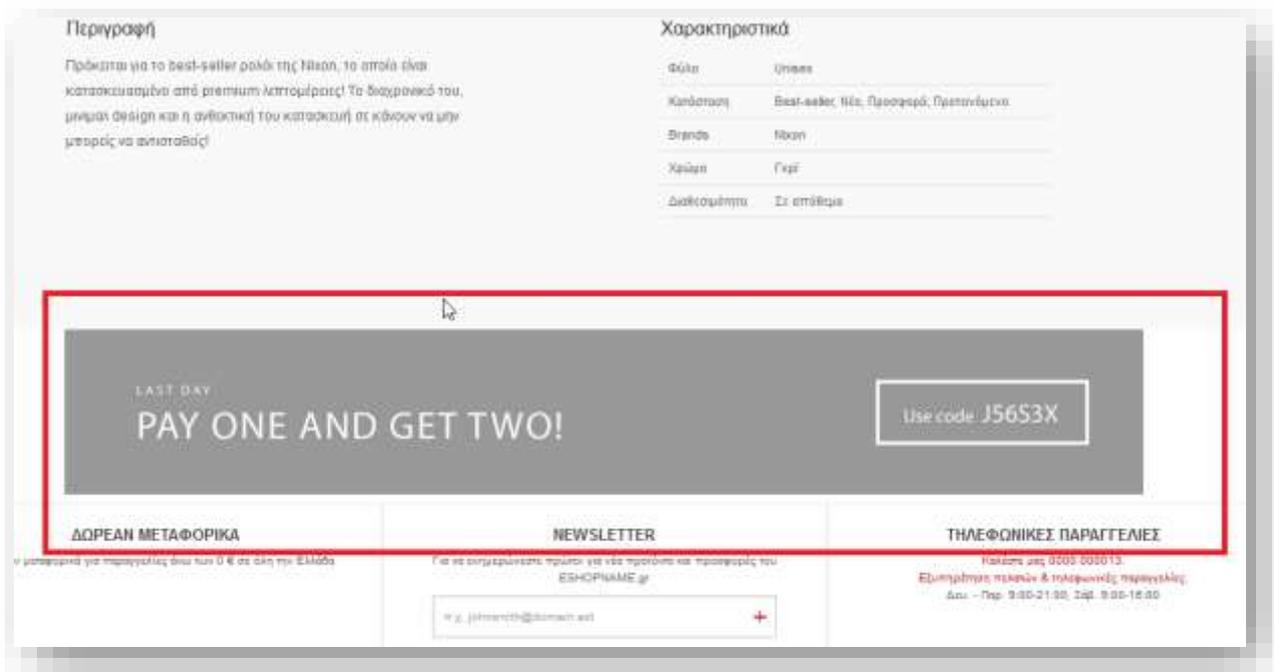


Image 38 – Product bottom banner

Add new banner

To add a new banner, follow these steps:

1. From the main menu select the section **Content > Widgets**.
2. Press the button  **Add** at the top right of the screen.

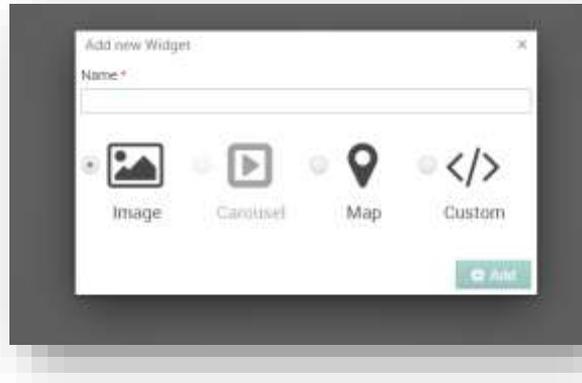


Image 39 – Add new widget window

3. On the screen that appears, select **"Image"** type.
4. Type a name in the Name field (eg "aside banner xx") and click **Add**.
5. On the new screen, type in the **Container** field the name of the container you want your banner to contain (eg "PAGE_ASIDE"). Available Containers are displayed in the list of widgets in the Container column.

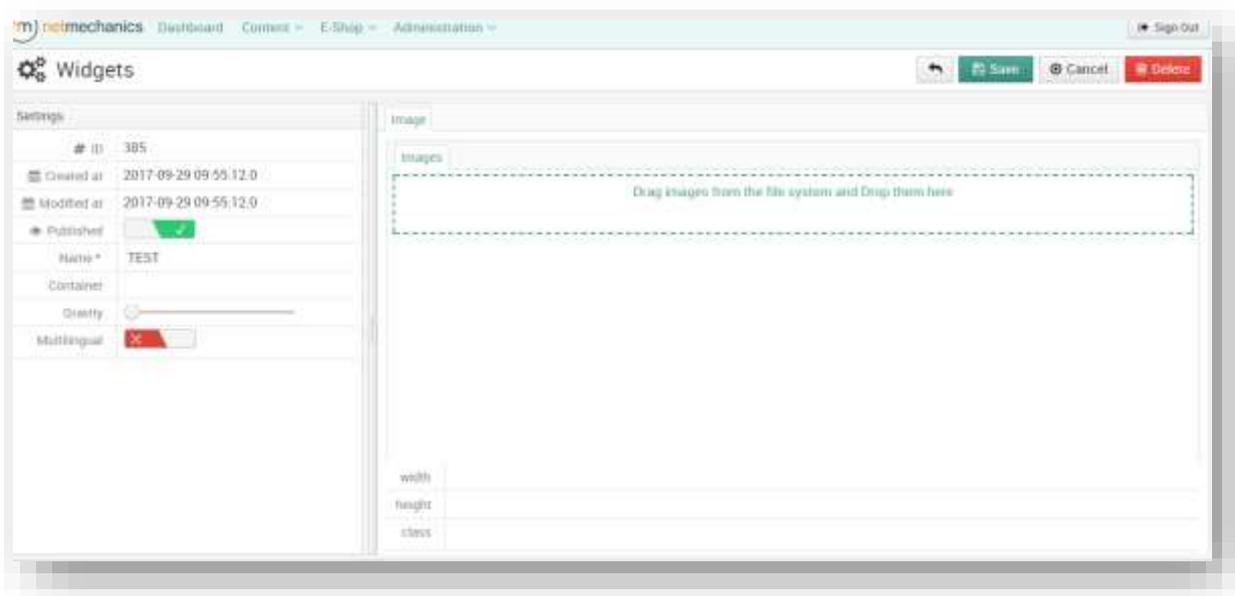


Image 40 - New Widget Fill in Window

6. Upload the desired image in the **Images** field with drag n 'drop.
7. In the Publish field, select  to publish it.



8. Select  to save or  to return to the menu without saving.

Edit banner

To edit the contents or properties of a banner, select the edit button () to the left of the name to open the editing page shown in the image.

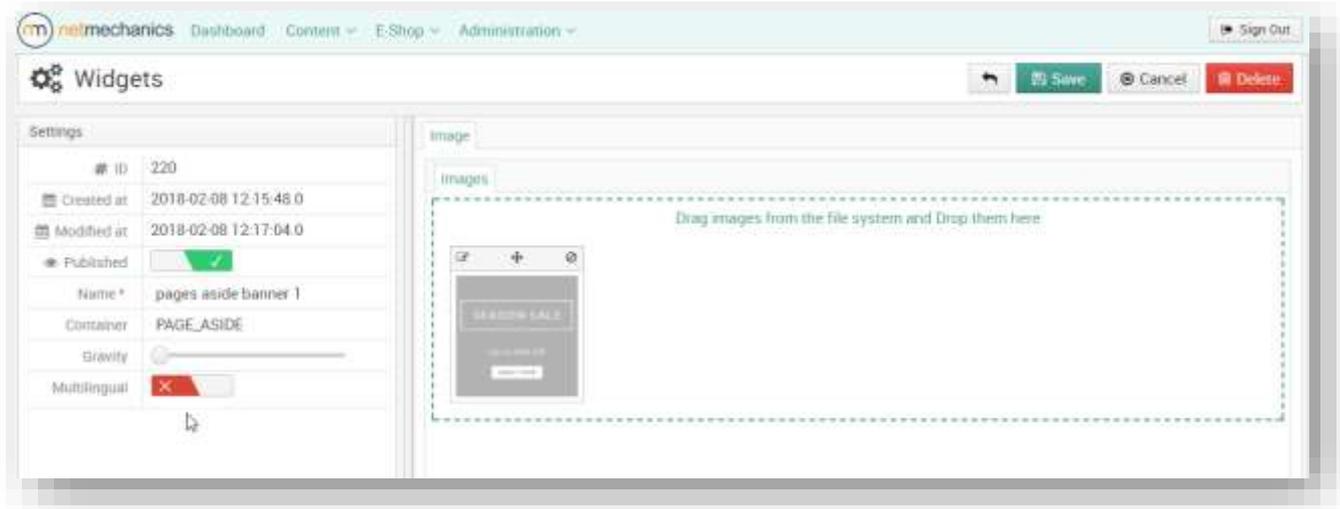


Image 41- Widget edit screen

1. **To delete the image**, click on the icon  at the top right of the image.
2. **To add an image**, drag & drop the image in the box below the **Images** field. To the right of the box, you see a preview of the image you've added to that banner.
3. **To add a link to the image**, select the edit button () and add the URL in the Link field. If you want Link to open in a new window from the "**New Window**" field, select "Yes".
4. **To change the order of appearance** in relation to the other banners belonging to the same container, move the **Gravity** field bar. The lower the price, the higher the priority.

After making the modifications you want, select the button  to save your changes. **Otherwise**, press the button  to cancel the action and close the window.

Delete banner

To delete a banner, edit the banner you want to delete to open the banner page. Click  on the top right of the screen.

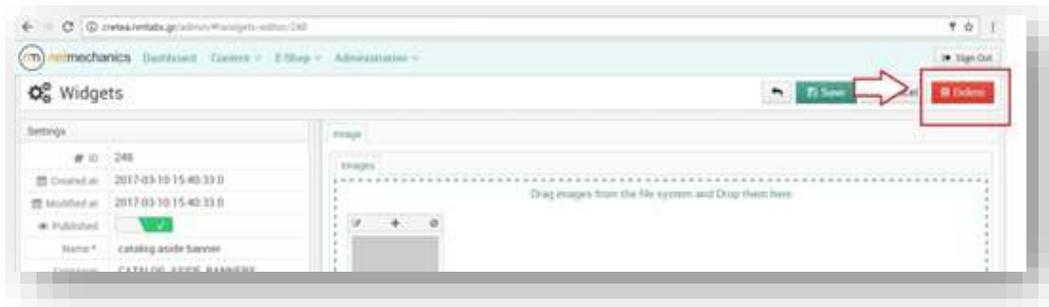


Image 42 - Delete banner

Add Multilingual banner

Multilingual banners are banners that change according to the language chosen by the user. For the appearance of a Multilingual banner, firstly three separate images have to be created which will be of the same format (eg .jpg). Names must be the same with the suffix:

- **_el** for the banner (image) displayed in the Greek language
- **_en** for the banner (image) displayed in the English language
- and an image with the same name but without the language extension

For example, it will be of the form **image_name_el.jpg**, **image_name_en.jpg** and **image_name.jpg**.

Photos must be uploaded to the File Manager, so you create a new page from **Content> Pages** and upload the two images with the language extension (eg image_name_el.jpg, image_name_en.jpg) from the **Documents> Images**.

Then go to **Content> Widgets** and edit the banner you want to be multilingual. In the **Images** field, you upload the image that has no language extension (image_name.jpg) and select the **Multilingual** field.

Finally, click **Save** to save the changes.

Verbals

Throughout the website there are individual words or phrases that can be edited from **Content> Verbals**.



Image 43 - Verbals Menu Selection



Examples of verbals that appear are:

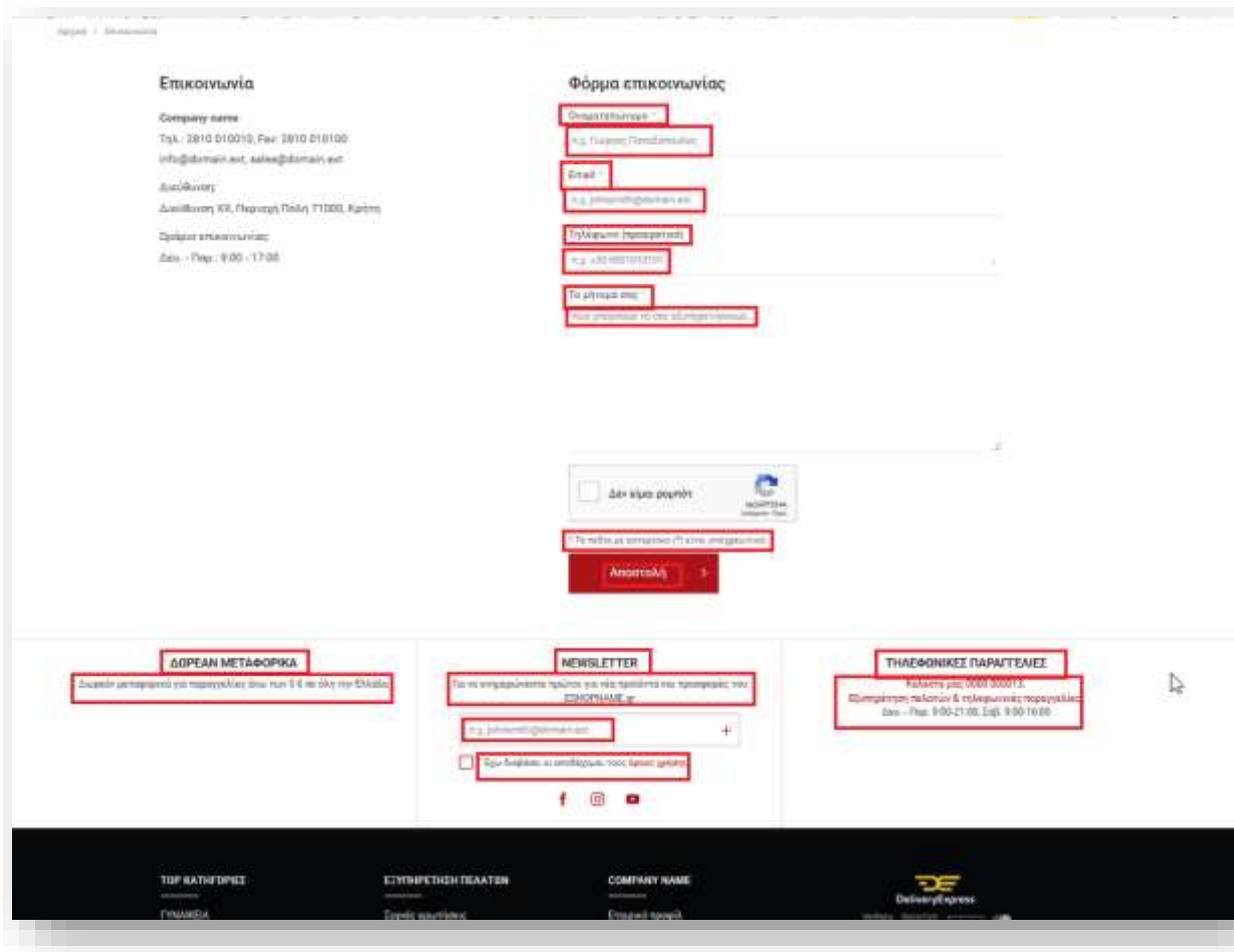


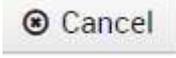
Image 44- Examples of Verbals

To edit the text contained in a verbal, click on the edit button (✎) on the left of the **Key** field.



Image 45 - Word Processing Page

After making the modifications you want, press the button  to save your changes.

Otherwise, press the button  to cancel the action and close the window.



WARNING : Do not change the contents of the "Key" field.

Basic text formatting commands

`
`: new line

`text`: Displays the text in bold

Attributes

Attributes are the characteristics of products and categories. To see the available attributes, navigate from the main menu in the section **Content> Attributes**.

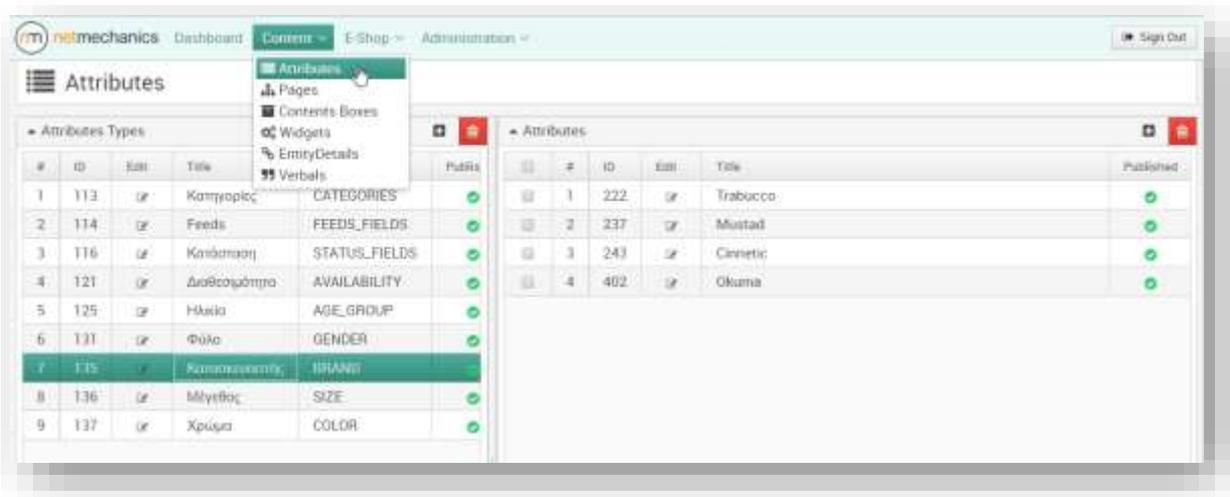


Image 46 - Selecting Attributes Menu

When clicking a button, the Attributes window appears, and clicking on the title of an Attributes Type displays its entries.

Add attribute type

Attribute types are groups of characteristics, for example Color, Size. Adding a new attribute type can be done by the Add button on the left column as shown in the figure below.

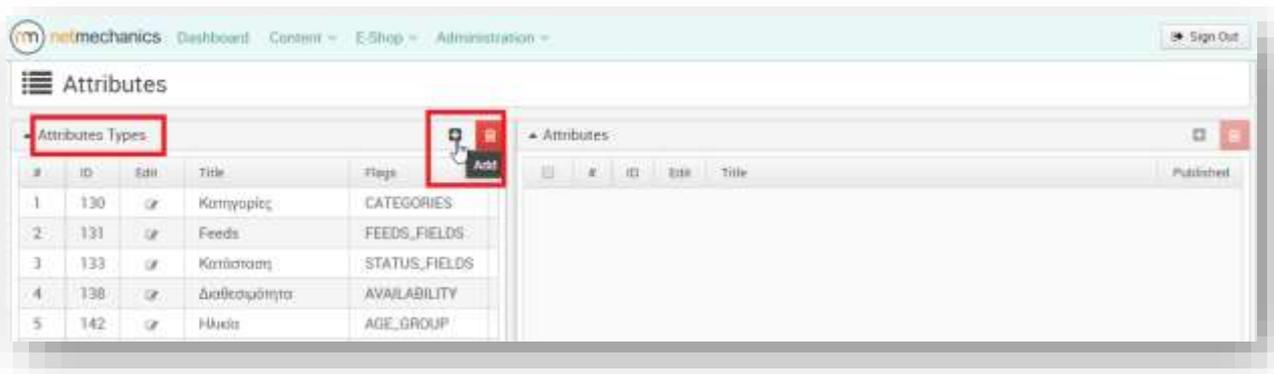


Image 47 - Add Attribute type

The information to be filled in is:

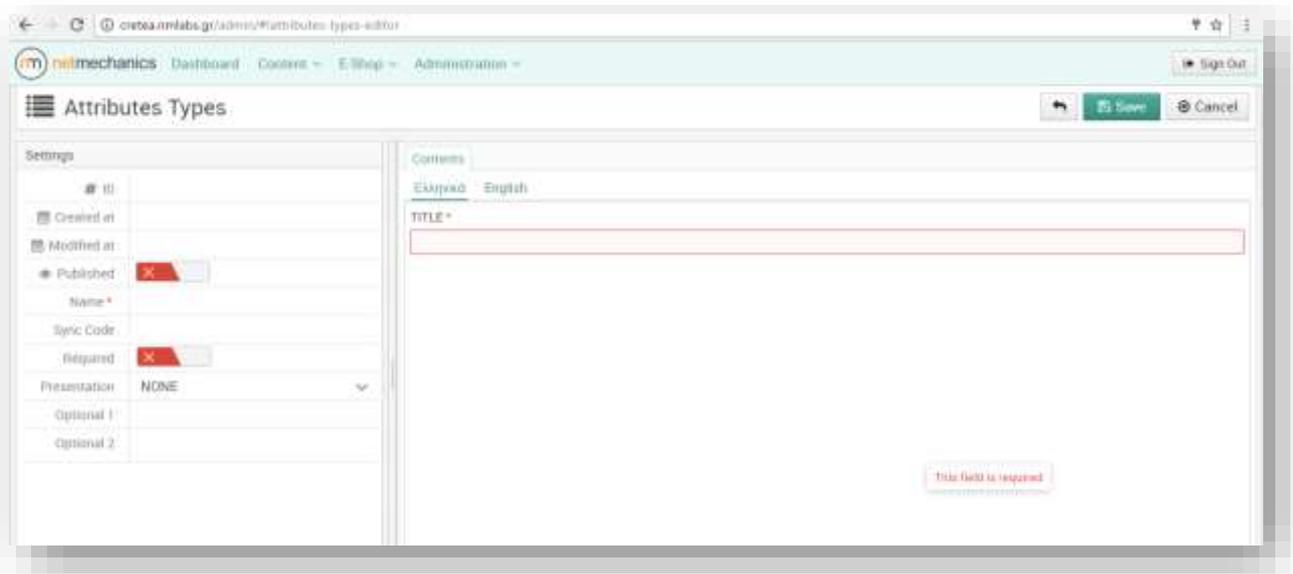


Image 48 - Attribute type edit window

Contents:

- **TITLE** – The title of the attribute type that will be displayed in the e-Shop in all languages.

Settings:

Name – Attribute name of the attribute type in Latin characters.

- **Presentation:** you indicate how many values a product can get in that attribute type:
 - **None:** no value, will not be displayed at all
 - **Single:** only one value
 - **Multiple:** multiple values
 - **Single var:** has a single value
- **Required:** You choose if it should be mandatory to complete it.
- **Published:** You choose to be published and used in the e-Shop.

NOTE: You must at least fill in the title filed of the attribute type



Add new attribute

Attributes are the values of Attribute types. To add a new Attribute, first select the Attribute Type to which you want to add a new attribute and press the button  above the Attributes table.

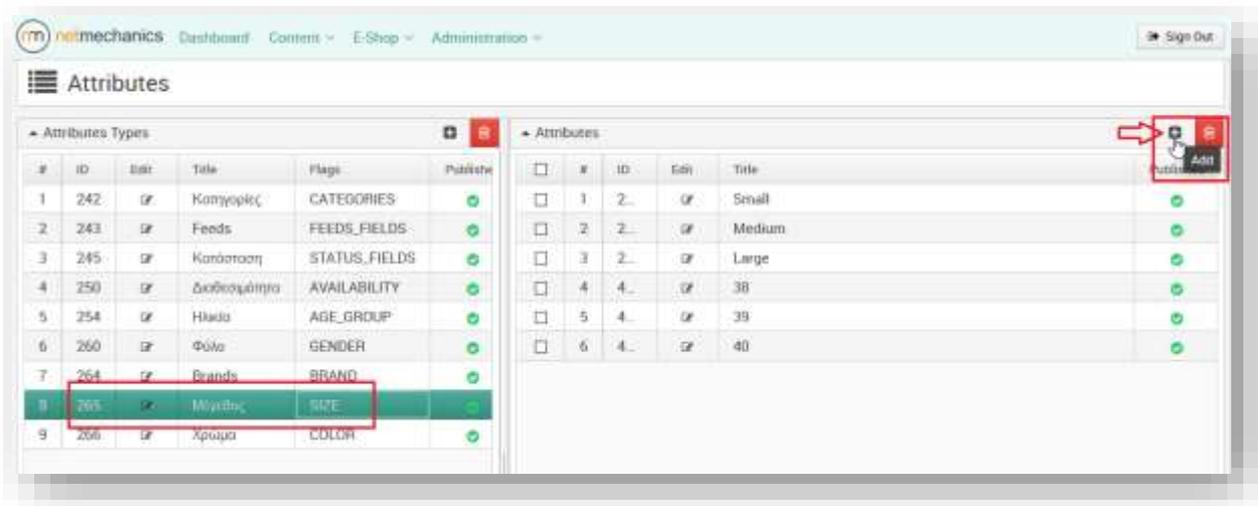


Image 49 - Add an attribute to Attribute type "Size"

The fields you need to fill are:

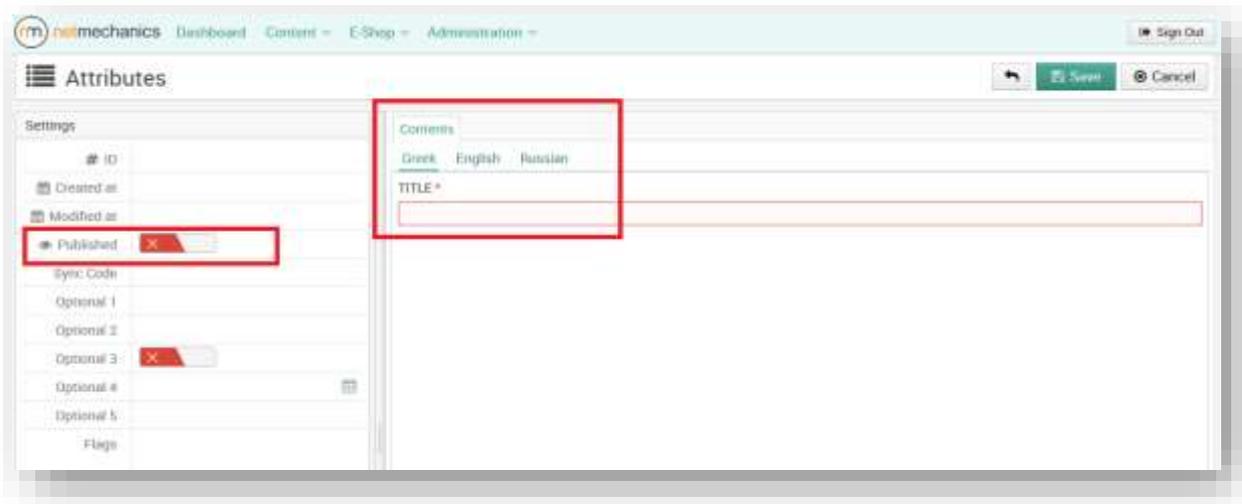


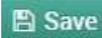
Image 50 - Attribute Fields

Contents:

- TITLE:** The title of the attribute that will be displayed in e-Shop in all languages.

Settings:

- Published:** You choose for the attribute to be published and used in e-Shop.

Then press the button  to save your changes, otherwise press the button  to cancel the action and close the window.



Edit attribute

By clicking **Edit** in the title of an Attribute Type or Attribute you have already created, you can edit it by opening the corresponding edit window.

Delete attribute

To delete an attribute, select the checkbox on the left of the attribute, and then select the delete button as shown in the image below.

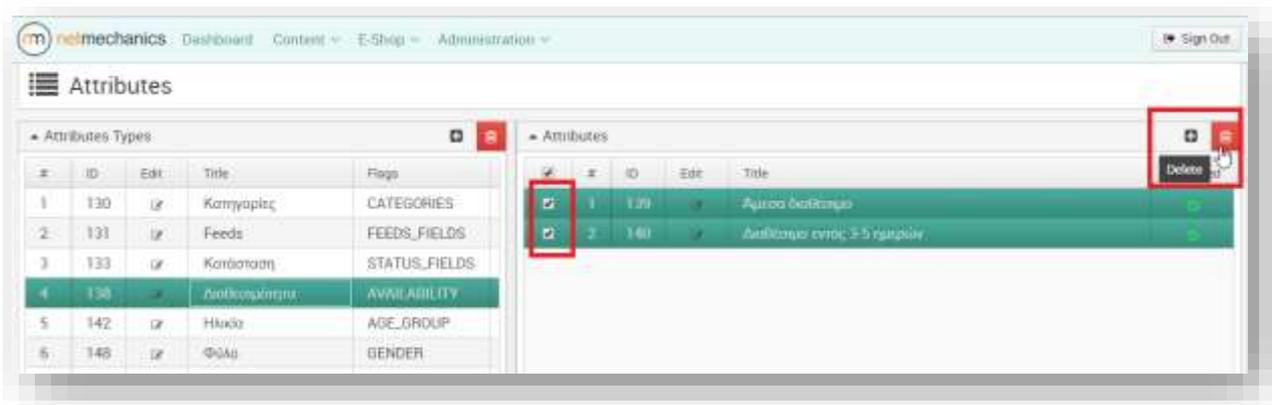


Image 51 - Delete Attribute

WARNING: If you delete an Attribute Type, all attributes belonging to it are deleted. If you do not want a group of attributes to appear on the website, instead of deleting it, it is recommended that the field **Published** is changed to "No".



Categories

To view the categories, select **E-Shop > Categories**.

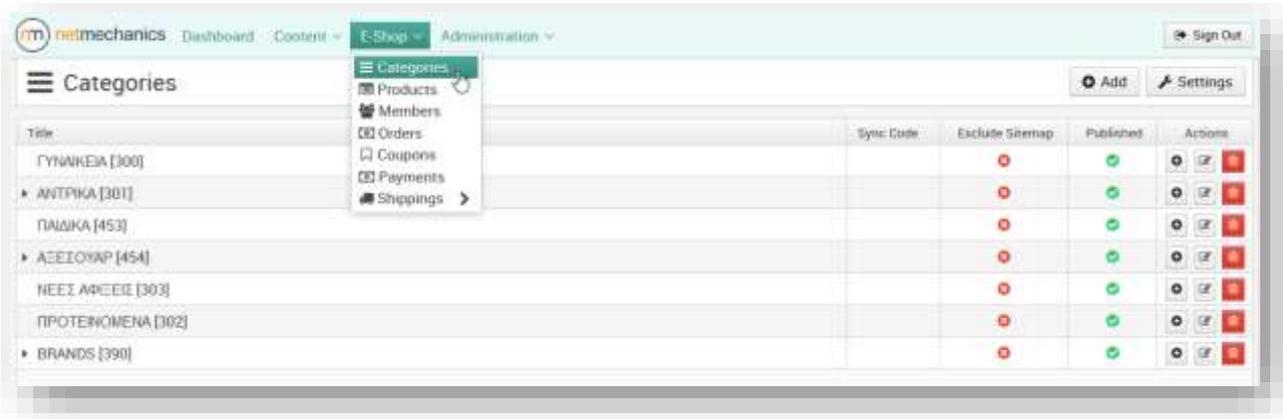


Image 52 - Categories

To edit an existing category, select the edit button and open the window as shown in the image below:

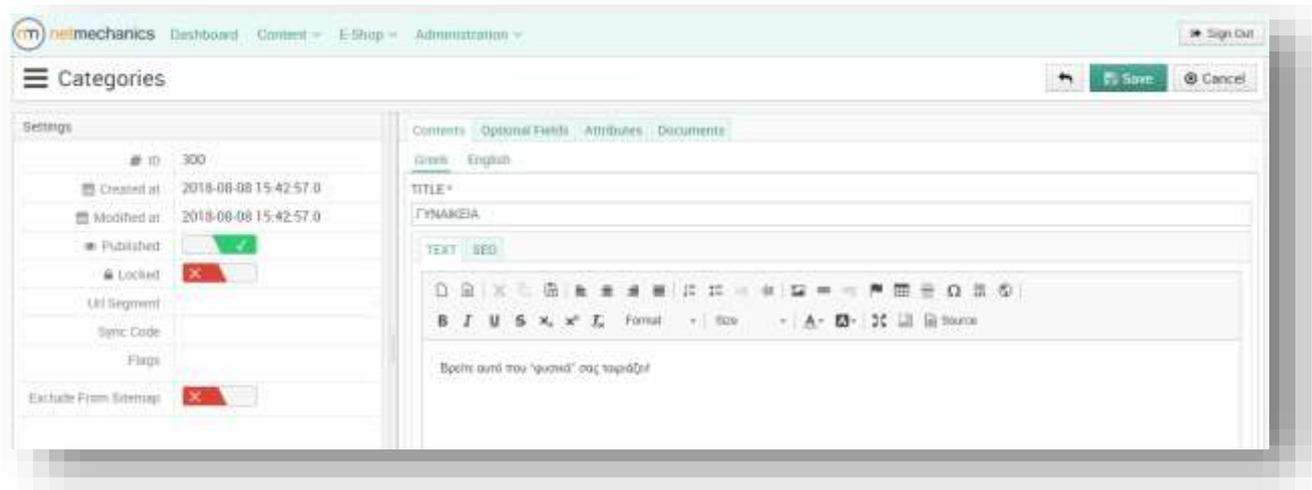


Image 53 - Category Edit

To add a new category you select  on the top right, it will appear at the end of the list.



Image 54 - Adding a New Category



To add a subcategory, select the add button (+) in the category you want to add.

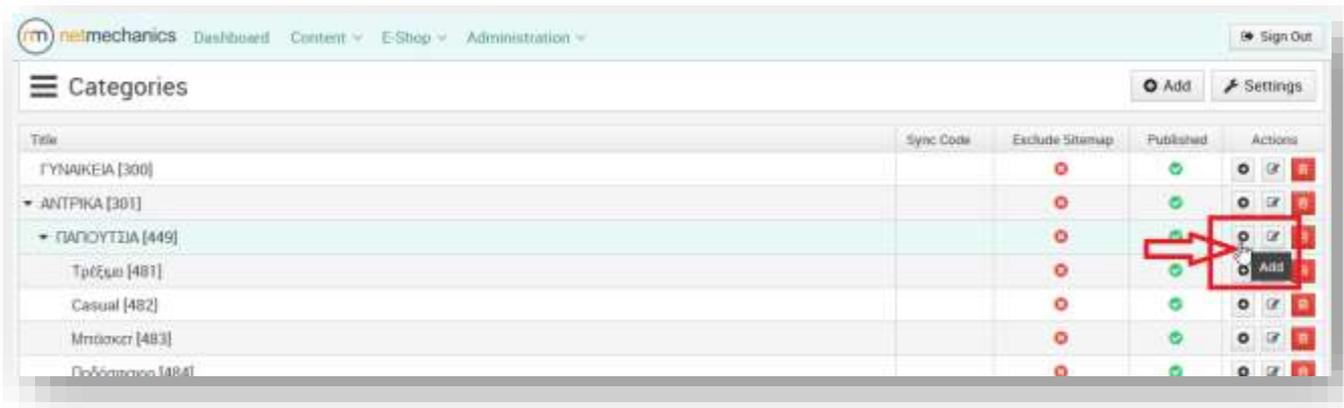


Image 55 - Add subcategory

The information that must be filled in is:

Contents tab:

- **TITLE:** category name
- **TITLE_MENU:** the category name as will be displayed in the menu
- **TEXT:** a brief text that will be displayed on the page of the corresponding category
- **SEO:** information used by the search engines eg. Google

Attributes tab: Fill in the attribute values that the products should have to appear in that category

Example 1: In the **Women** category we want all women's products to appear, so in the "Gender" attribute we select the "Women" value. In this way, the category will display all products that have the "Women" value in the "Gender" attribute.

Example 2: In **Men> Shoes** we want men's shoes to appear, so in the attributes we fill the "Men" attribute in the "Gender" attribute and in the "Category" attribute the "Shoes" value.

Documents Tab:

- **Images** – category image, dimensions: **574 x 280 pixels**

Settings:

- **Published** – select  for the category to be published



Brands categories

Product brands (manufacturers) are declared as categories from **E-shop > Categories** under the **BRANDS** main category. The information to be filled in is:

Contents tab:

- **TITLE** – manufacturer name
- **TEXT** – short text

Attributes tab: select the corresponding name in the attribute type "Manufacturer"

Documents tab:

- **Images:** manufacturer image, dimensions **100 x 100 pixels**

Settings:

- **Published:** select to publish the category

Filters in the product list

To define the filters in the product list, from the **E-shop > Categories** section select the **Settings** button.



Image 56 - Defining filters

In the window that appears, in the **"Filters"** field are declares the attributes that will be used as filters in the list of items displayed in the e-shop when a category is selected.

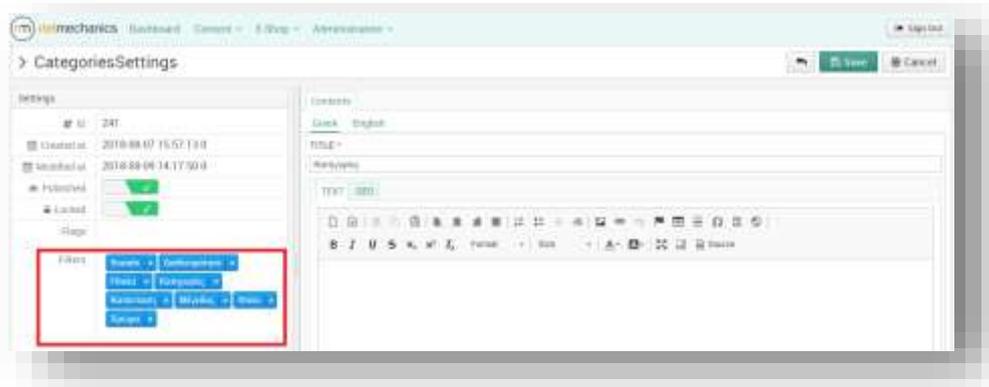


Image 57 - Listing attributes as filters

The order that are added is also the order that will be displayed in e-Shop. Depending on the category selected, only the corresponding attributes of products belonging to that category appear as filters. **To change**



the order displayed, select the attribute you want to move with drag & drop and leave it in the desired position.

Products

Products are added in e-Shop from **E-shop> Products**.

To add a new product, click the button  on the top right of the page.

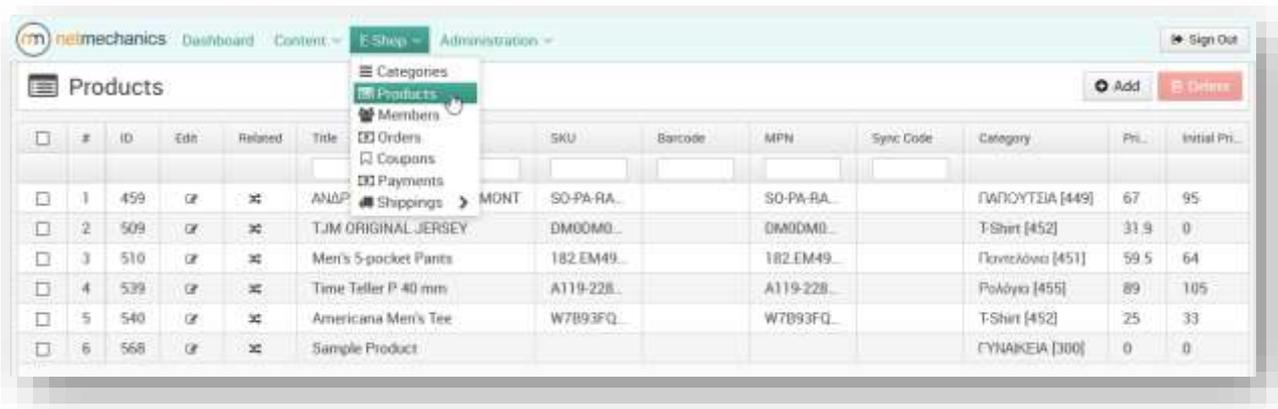


Image 58 - Products

Product import

The fields you fill in are:

Contents tab:

- **TITLE** – product name
It must not have the manufacturer, colour, code or any other information that exists in other fields. It must have symbols and capitals only at the beginning (or at the beginning of each word if it is a noun and a name), unless given in a specific way by the manufacturer.
- **TEXT** – product description
It needs to be plain text structured in sentences, with proper lowercase / uppercase that refers to the product. It must not be codes, the title to be repeated, the attributes and so on. Also, it must not contain information about the site (transport, offers and so on).
- **SEO** – information used by the search engines.
- **SUMMARY** – short description

Optional Fields Tab:

- **String Field1** - you give the ID of a video you've uploaded to youtube to appear on the product page:
Example: <https://www.youtube.com/watch?v=qnWQIeTDSVM> you must fill in the String Field1 field with the code after the =, ie **qnWQIeTDSVM**

Attributes tab: product attributes

Documents Tab:

- **Images:** product image, dimensions **1000 x 1000 pixels**

Variations tab: Product variations, see Add Variations section

- **Settings:**
 - **ID** – Unique product ID that is added automatically during the creation
 - **Created at** – The date that the product was created (updated automatically)
 - **Modified at** – The date that the product was modified (updated automatically)



- **Published** – to publish the product choose 
- **Category** – basic category that defines the type of the product

If the product does **not have variations**, please fill in the following **Settings**:

- **Price:** Product price
- **Initial Price:** Initial product price in case of discount
- **Discount:** Discount price, automatically fills the price field if no price is declared based on the initial price
- **SKU:** unique product code
- **MPN:** Model Part Number given to the product by the manufacturer
- **Barcode:** The barcode given by the manufacturer to the product

One of the UPC, EAN, GTIN-12, GTIN-13, GTIN-8, GTIN-14, JAN, ISBN (ISBN-13, ISBN-10), ITF-14. Almost always is the barcode present in the majority of products.

Add variations

Product variations are added from the **Variations** tab of the product page.

The attributes with which the variations are created are **Color** and **Size**.

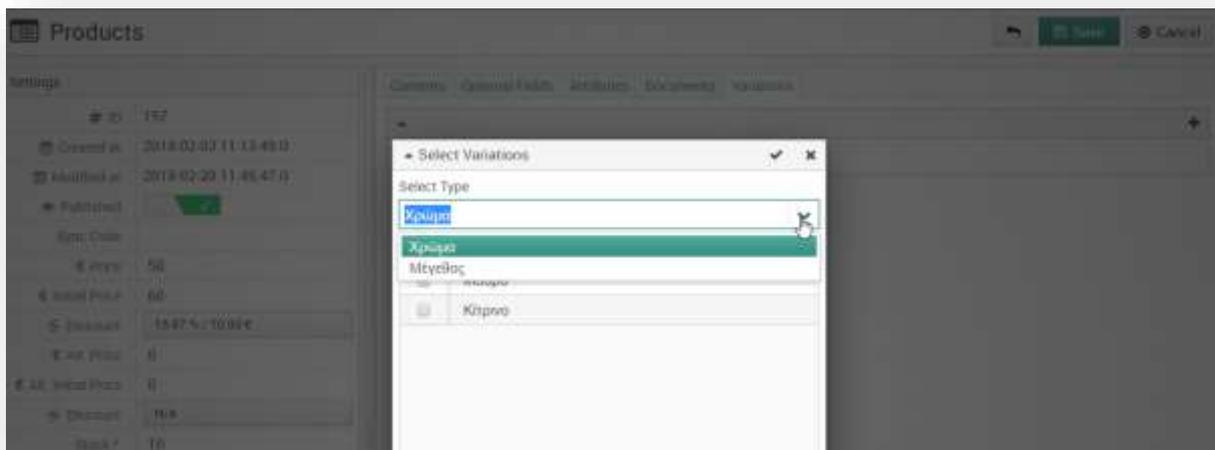


Image 59 - Choice variation

If you want to have two levels of variations, firstly you add variations based on Color and then add the available sizes in each color.

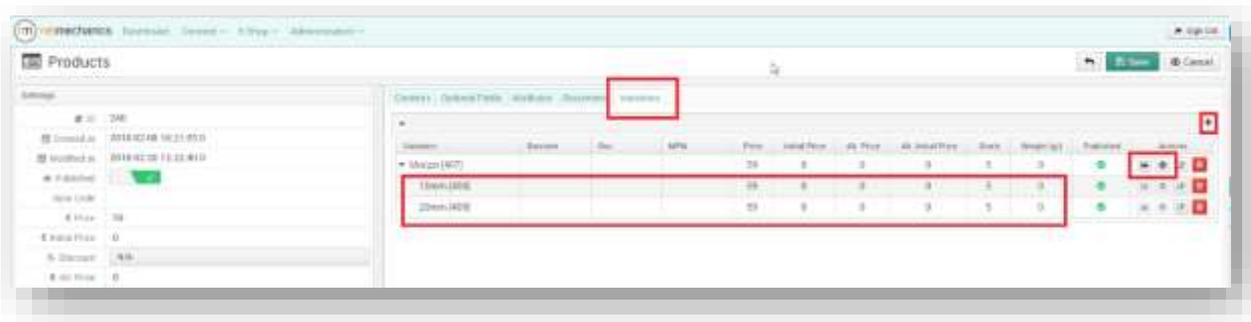


Image 60 - Add variations

The values to be filled in are:

- **Barcode:** Barcode given by the manufacturer to the product
- **SKU:** Unique product code
- **MPN:** Model Part Number given by the manufacturer to the product
- **Price:** Product price
- **Initial Price:** Initial product price
- **Published:** To publish the product, click on the red icon to be changed to green
- **Stock:** The stock of the product. If the stock is 0, the product will not appear in the e-Shop.

NOTE: Values filled in the Settings are ignored and the values of the variations are applied.

Members

To view the details of the users who have been registered in the e-shop or have placed an order as guests, select **E-Shop> Members** from the main menu.

By selecting the edit button in a member, you can view its information and its orders that has placed. By clicking on the order number, you can view the information of that order.

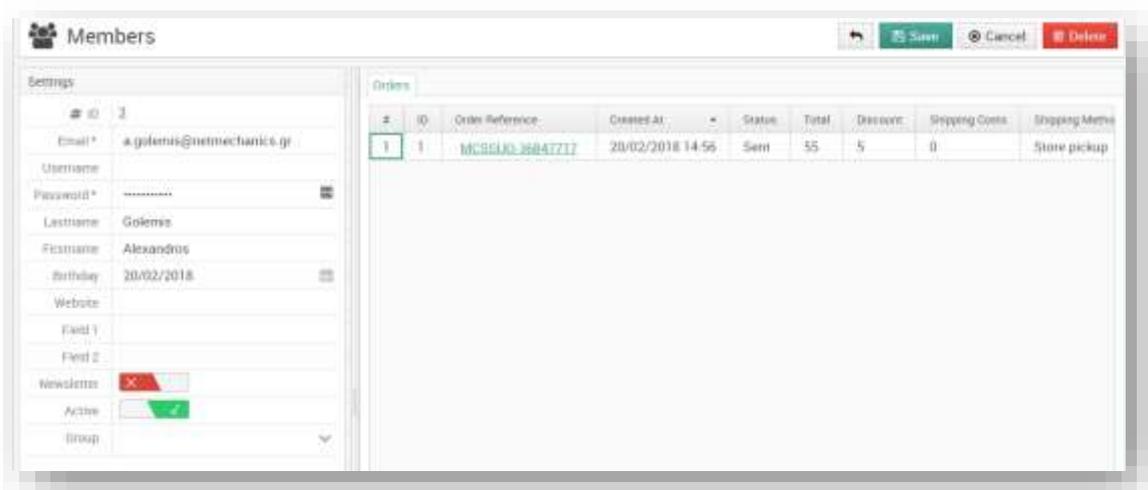


Image 61 - Membership details



Orders

Orders placed in the e-Shop are displayed in the section **E-Shop > Orders**.

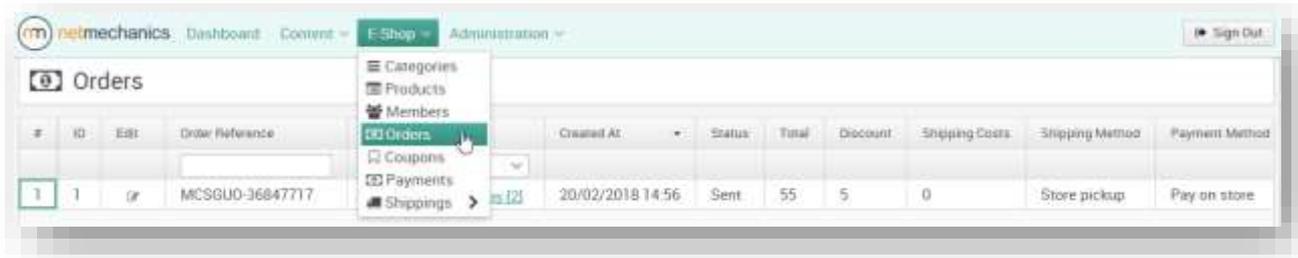


Image 62 - Orders

By selecting the edit button of an order, you can see its details.

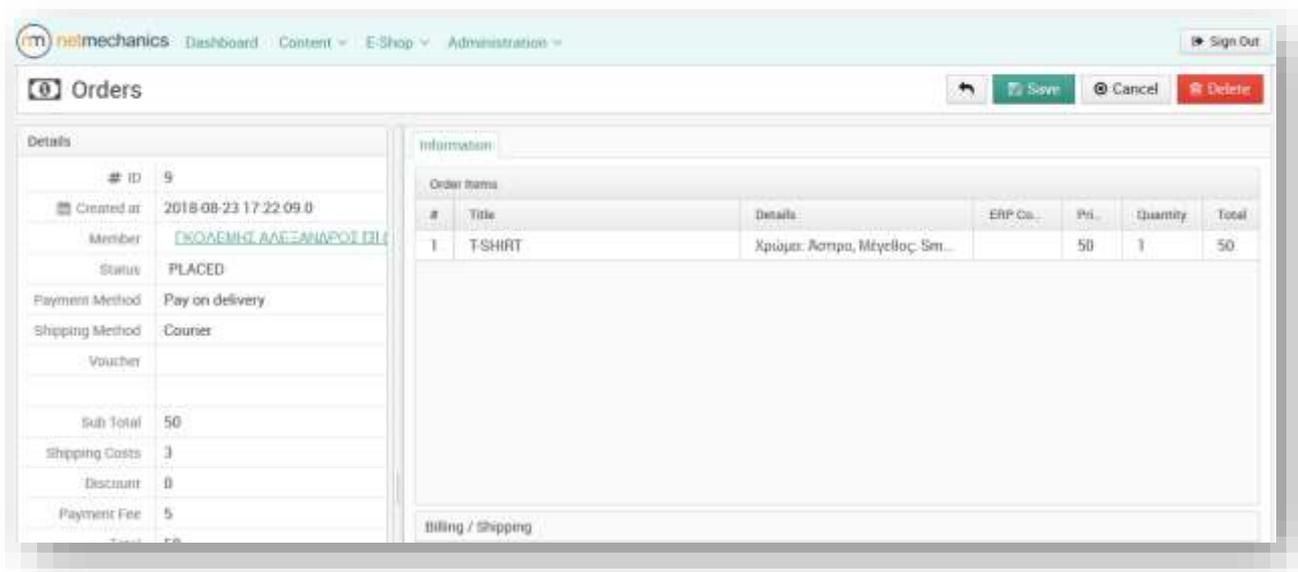


Image 63 - Order details

You can change the status of the order to **SENT** or **CANCELED** and after saving you will get a message to send an informative email to the customer. In addition, by updating the **Voucher** field with the shipping code, it will be added to the email.

Coupon

To add a new coupon, click on the "**Add**" button.



Image 64 - Adding a coupon

A coupon consists of the following elements:

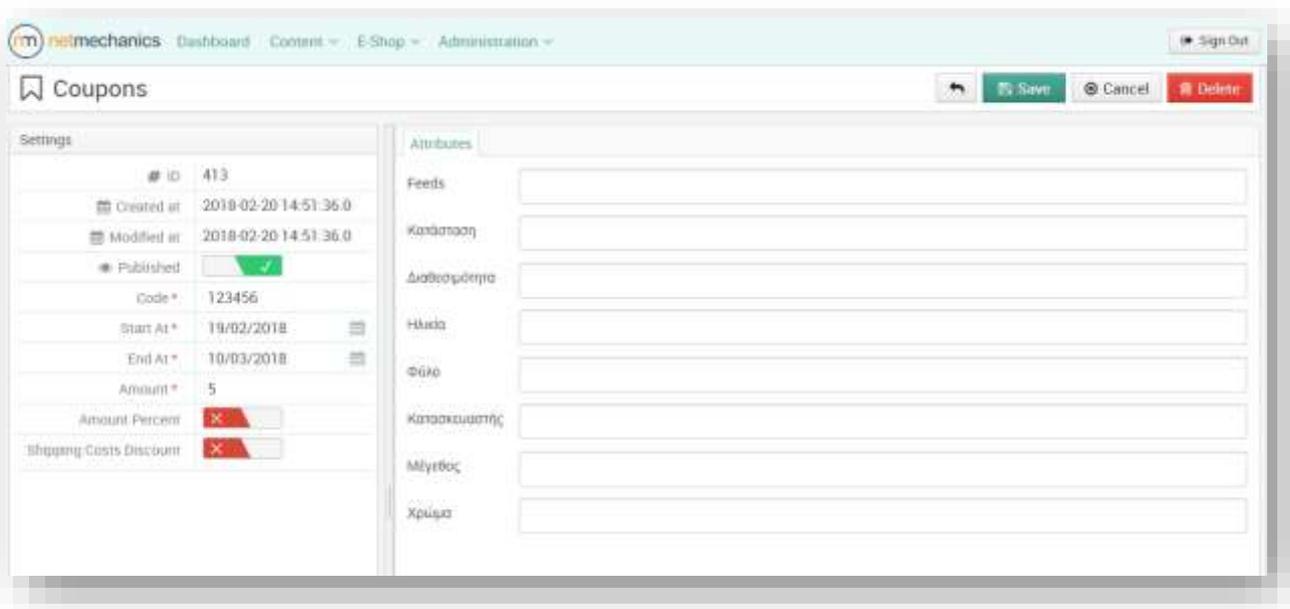


Image 65 - Voucher details

- **Code:** The coupon code that will be given to the customer to use in his purchases.
- **Start At:** Date from which the coupon will be valid.
- **End At:** Date until the coupon is valid.
- **Amount:** The amount of the discount
- **Amount Percent:** If "YES" is selected then the amount declared in the **Amount** field is a percentage discount on the total amount of the basket. If it is "No", then the discount amount is the integer value to be deducted from the basket's total.
- **Shipping Costs Discount:** When the value is "No", the discount is applied in the basket's total, excluding the shipping. If it is a "Yes" then the discount is applied in the shipping costs if there are any.
- **Published:** For the coupon to be active, the value «Yes» must be selected.
- **Attributes:** In the attributes tab, you can declare the characteristics that the products should have in order for the coupon to be valid. If no attribute is declared, then the coupon is valid for all the products in the e-Shop. If the coupon is declared for the shipping costs, then all the attributes are ignored.



Shipping

Shipping rules are declared in the section **E-Shop > Shippings**. Shipping costs are declared per location. For the declaration of locations, go to **E-Shop > Shippings > Locations**.

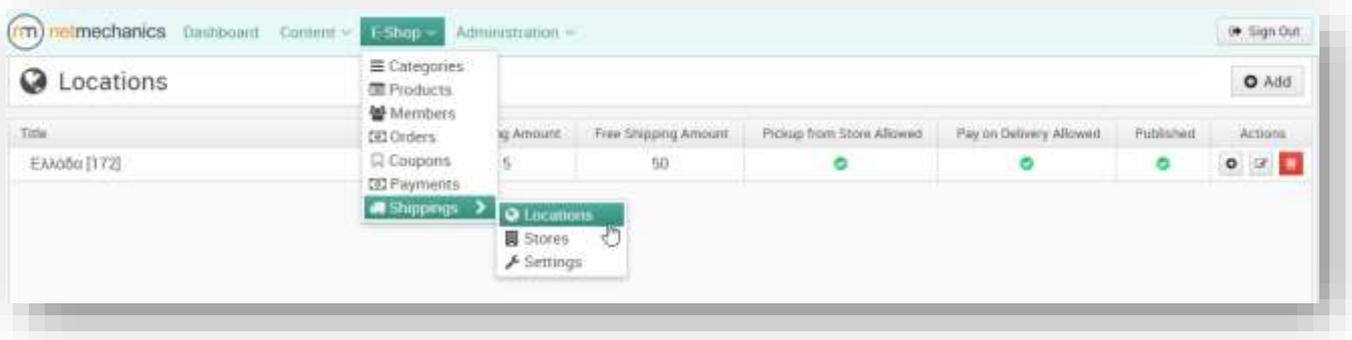


Image 66 - Shippings

To add a new location, select the **Add** button on the top right and fill in the fields:

- **TITLE** – location name.
- **Allow Pickup From Store** – select if you want to be able to pick up an order from a store.
- **Allow Pay On Delivery** – choose if you wish to be able to pay on delivery.
- **Published** – choose to publish the location in the e-Shop

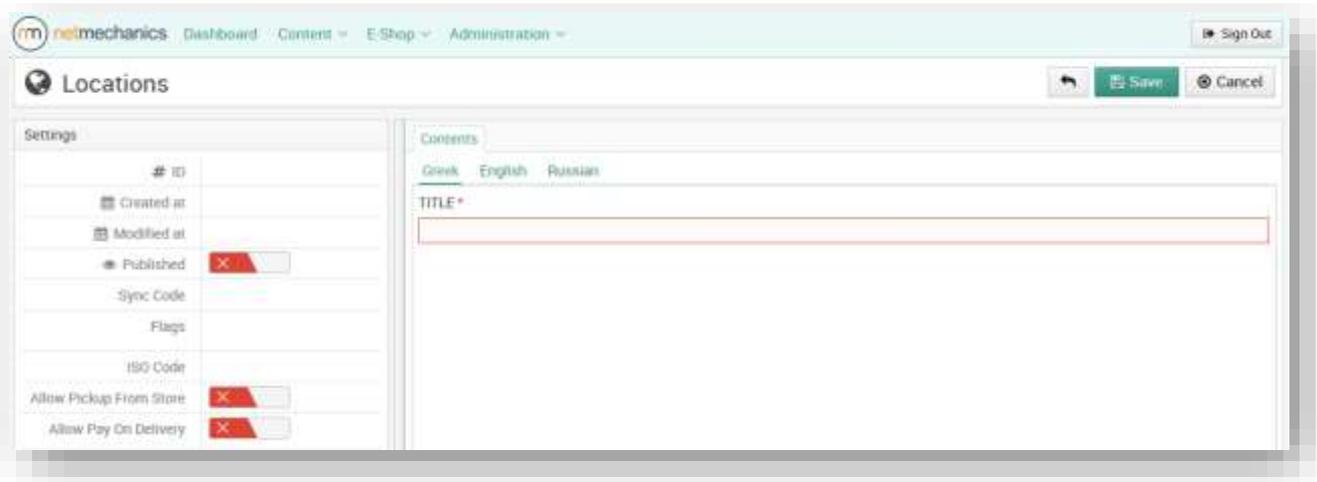


Image 67 - Location

In **Settings**, fill in the fields:

- **Shipping amount**: the shipping cost
- **Free shipping amount**: you fill in the amount from which no shipping costs are charged.\

Users

To view the CMS users, navigate from the main menu in **Administration > Users**.



Image 68 - Users section

To add a new user, select the button . In the window that appears as shown in the image below, select a name and a strong password for the user, fill in the e-mail field with a valid email and select the role of the user.

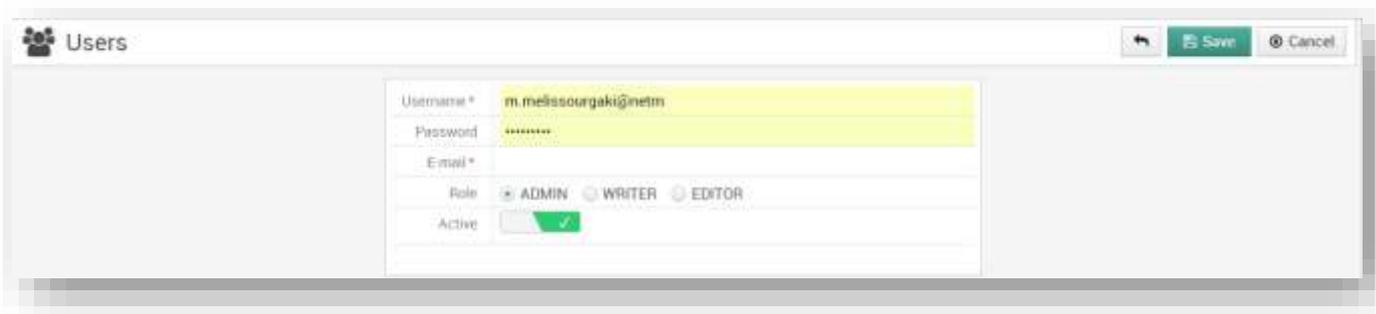
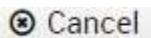


Image 69 – Edit user screen

- **Admin:** can perform all actions in CMS
- **Writer:** can view, add, edit, and delete content, but cannot manage users
- **Editor:** can only view and edit the existing content

Edit user

By clicking the Edit button on a user's record, you can edit the data.

After making the modifications you want, press the button  to save your changes. Otherwise, press the button  to cancel the action and close the window.

Delete user

To delete a user, select the edit button to the left of the name, and on the new screen, select the button

 on the top right of the screen.



Site settings

To modify basic elements of the e-Shop, such as phone, email, social media, select from the main menu **Administration > Settings**.

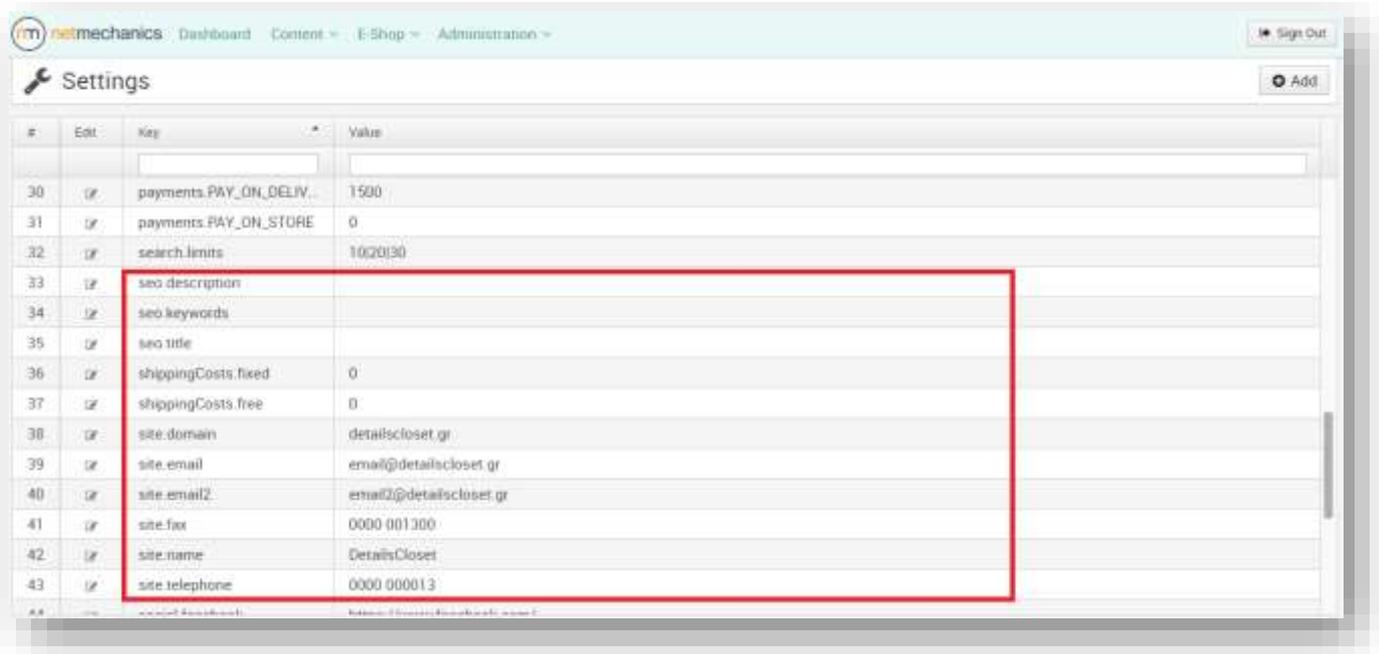


Image 70 - Administration settings

- **site.email:** email account
- **site.fax:** fax
- **site.telephone:** contact phone
- **site.telephone.url:** phone url for direct call
- **social.facebook:** facebook url
- **social.youtube:** youtube url
- **shippingCosts.free:** you give the default price for which is free shipping is applied and is displayed in the informative verbals of the Homepage

The **seo.description**, **seo.keywords**, **seo.title** fields define the default values for description, title and keywords to be used by search engines eg google.

Clicking on the edit button of the field opens its edit page, which is shown in the picture below. From the fields, change only the Value field.



Image 71- Change email



WARNING: Fields not explained in this manual must not undergo the slightest processing. Any change to them may cause a change in the agreed appearance of the e-Shop.

Image guide

HOME PAGE

A/A	Photo	Pixel
1	Carousel Slide	1170 x 540
2	Featured Categories	574 x 280
3.	Top Brands	100 x 100
4	Banner at the bottom of the page	1170 x 180

CATEGORY PAGES

A/A	Photo	Pixel
1	Banner at the top of the page	574 x 280
2	Banner on the side of the page	240 x 300
3.	Banners x 2 at the bottom of the page	240 x 300

CONTENTS PAGE

A/A	Photo	Pixel
1	Image inside the TEXT field	790 x 280
2	Banner on the side of the page	240 x 300

PRODUCT IMAGES

Dimensions	1000 x 1000 pixels
Format	JPEG
Resolution	72dpi
Quality	90%
Optimized	Για WEB
Maximum size	200 KB

(!) Preferably the photos are without background or shadows



Image editing instructions through Photoshop:

1. Optimized images in **Photoshop CC** > File > Export > Save for Web (legacy) > Preset: JPEG, Progressive (checked), Quality: 90, Image size: 100% > SAVE
2. Optimized images in **Photoshop CS** > File > Save for Web > Preset: JPEG, Progressive (checked), Quality: 90, Image size: 100% > SAVE

Name files and files in general:

1. numbers and latin characters
2. lowercase (preferably)
3. without spaces
4. avoid special characters
5. use underscore (_) or dash (-)

System editor options

The following are symbols depicting commands within the administrative system editor.

	Bold	We emphasize the selected text
	Italic	We make the selected letters oblique
	Underline	We add emphasis to the selected text
	Align left	We align the paragraph on the left
	Align center	We align the paragraph in the center
	Align right	We align the paragraph on the right
	Justify	We align the paragraph right and left
	Bullet list	Add a bulleted list
	Numbered list	Add a numbered list
	Text color	Change color in text
	Background color	Change the background color of the text
	Font Size	Specifies the font size
	Paragraph Format	Defines the format of the paragraph
	Table	Import / Edit Table
	Insert/edit link	Add / Edit link
	Insert/edit image	Add / Edit Image
	Insert special character	
	Insert horizontal line	

