



B2CPrintShop v5.0

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Initial settings ([main menu](#))

Add a graphic engine at homepage

When you wish to add a new product at your homepage, you should find the empty spot at the bottom of the "Edit graphic engine(s) data" page ([?](#)). There you can define the engine's name, description, status and its preview picture/position at the homepage

Replace website's header

When you wish to replace the website's header you will find the option to upload a new one at the "Replace website header" page ([?](#))

Replace website's banners

When you wish to replace an existing banner on the homepage (if previously uploaded) you will find the option to upload a new one at the "Replace website banner" page ([?](#))

Create a new administrator for the Management system

When you wish to add a new administrator to your website (management system user) you should define its username, password and permissions at the "Create a new admin" page ([?](#))

Manage the design toolbar's color palette

When you wish to manage the color palette at the design studio (used for the text color selection that customer can choose from), go to "Manage colors palette for the design toolbar" page ([?](#))

Products manager ([main menu](#))

Define a new product

When you wish to define a new product at your website, go to "Edit product categories data" page ([?](#)) where you can also view and edit the existing categories and their parameters. At the bottom of the page you will find the "Add new" button where you can define a new product and its parameters

Define a new icon gallery

When you wish to define a new icon gallery for the customer's usage on the design studio, type in its name at the "Product manager" main page ([?](#)) and save. When you wish to update/upload a new artwork to an icon gallery, enter the gallery and view the icon selection at the gallery page ([?](#)). Click on the "Upload new file" link to upload new icons.

Define a group of products

When you wish to define/update a new group of products (will be presented when a customer purchases one of the defined products) go to "Define a new product group set"/ "Update an existing group set" page ([?](#)) and choose the products you wish to set as a group

Upload new backgrounds (graphic templates)

When you wish to upload new graphic template to a product, choose the product gallery you wish to handle at the "Product manager" main page ([?](#)), view the selection of templates at the "Edit graphics" page ([?](#)) and click on the "Upload new graphics" link to enter the "upload" page ([?](#))

Define a graphic template's properties

When you wish to define a graphic template's properties, choose the template you wish to handle at the "Edit graphics" page ([?](#)). Click on the template to enter the template's properties page ([?](#))

Pricing manager ([main menu](#))

Define a product's pricelist

When you wish to define/edit a product's pricelist, choose the product from the drop down list to view its pricing table page ([?](#)), along with add-ons and shipment rates). To change an add-on name, click on its title. To copy the price list to another product, click the "copy list" button on the bottom of the page and a list of product with identical parameters will open up for your selection.

Define shipment options/prices

When you wish to define your shipment options go to "update shipment"/"add new shipment" page ([?](#)), insert the shipment name and its basic price. When a shipment of a specific product is higher due to a size/weight, the "shipment addon" you defined at the product's price list page ([?](#)) will be added to the shipment basic price

Define discount coupons

When you wish to define a new generic coupon, go to "Add a new coupon" page ([?](#)), insert its name, choose the discount percentage, and click save

Define discount tables

When you wish to define a discount table by products, go to "products in cart" discount table page ([?](#)), select the products that will be discounted, select the discount rate and the text that will appear at the shopping cart. When you wish to define a discount table by the amount of purchase, go to "total value of cart" discount table page ([?](#)), define the price range to receive a discount, the discount rate and the text that will appear at the shopping cart.

Content manager ([main menu](#))

Edit a text informative page

When you wish to edit a page text, choose the page from the drop down list at the content manager main page ([?](#)) to enter the page's editor ([?](#))

Edit website's title/description/keywords

When you wish to define the website's title ([?](#))/keywords ([?](#))/description ([?](#)), go to content manager main page ([?](#)). If you wish to define a specific page's title/keywords/description, choose the page from the drop down list at the content manager main page ([?](#)) to enter the page's editor ([?](#))

Control news roller

When you wish to define a "news" item to display at the homepage news roller, go to content manager main page ([?](#)) then choose the item you wish to edit or add a new one, manage its name and its content at "Edit news item" page ([?](#))

Orders manager ([main menu](#))

View incoming orders by date/status

When you wish to view the incoming orders, go to "Orders manager" main page ([?](#)), choose the range of dates, order's status/type of customers and click the "search" button.

Search for an order by number/customer's name

When you wish to search for an order by number/customer's name, go to "Orders manager" main page ([?](#)) and type in the order's number or the customer's name at the search box on the bottom of the page.

Recreate a prepress PDF file of an incoming order

When you wish to recreate a prepress file, go to the orders list page ([?](#)) and click on the thumbnail to enlarge the image, and then click on "create PDF" button to recreate the file

Member's accounts [\(main menu\)](#)

View member's details

When you wish to view a registered customer's information [\(?\)](#)/orders [\(?\)](#)/personal graphics [\(?\)](#)/activity statistics [\(?\)](#), go to "members account" main page [\(?\)](#). Use the search box to locate the customer or choose from the member's list page [\(?\)](#).

Register a new customer

When you wish to register a new customer, go to member's account main page [\(?\)](#), click the "register a new customer" button, and fill up the details.

Export registered customer's data into a CSV file

When you wish to export a registered customer's information, go to "members account" main page [\(?\)](#) and click the "export customer data to CSV file" button

Business account [\(main menu\)](#)

Create a new business account

When you wish to create a new business account, go to "business account" main page [\(?\)](#) and click on "Create a new business (B2B) account", fill in the details under "customer info" page [\(?\)](#), define users under "user manager" page [\(?\)](#), define its products under "product manager" page [\(?\)](#), and view its statistics under "activity statistics" page [\(?\)](#).

Manage an existing business account

When you wish to manage an existing business account, go to "business account" main page [\(?\)](#) then use the search box or the "manage B2B customers" button to view a list of business customers [\(?\)](#), click on customer's name to enter its account.

Define users for a business account

When you wish to add users for a business account, go to "user manager" page [\(?\)](#) at customer's account. Type in the company's users and define their level (Manager/Normal). You can also enable a "Manager" level to add users for the account.

Define products for a business account

When you wish to define products for a business account, go to "products manager" page [\(?\)](#) at customer's account. Define its categories [\(?\)](#)/upload new graphic templates [\(?\)](#)/edit templates [\(?\)](#) and set up the prices [\(?\)](#).

Handle a business account's orders

When you wish to view a business account's orders, go to "orders manager" page [\(?\)](#) at customer's account or search for its orders at the websites "Order manager" page [\(?\)](#).

Affiliate program [\(main menu\)](#)

Register a new affiliate

When you wish to register a new affiliate yourself, go to "register a new affiliate" page [\(?\)](#) at the "affiliate program" main page [\(?\)](#) and fill up its details.

Manage a new affiliate application

When you wish to manage/approve a new affiliate application, click the "manage new partner application" button to view the "New applications list" page [\(?\)](#) then change its status to "active"

Setup a banner for affiliates

When you wish to setup a new promotional banner for affiliate's usage, go to "setup a new promotional banner" page [\(?\)](#) and choose the kind of banner you wish to upload (graphic/textual hyper-link banner)

View/handle affiliate's reports and payments

When you wish to view/handle an affiliate, choose affiliate from "Affiliates list" page [\(?\)](#). For login and basic information go to affiliate's main information page [\(?\)](#). For traffic information, go to "URL manager" page [\(?\)](#). To view orders and commission owed to affiliate, go to "orders manager" page [\(?\)](#). To manage payments made to affiliate, go to "payment details" page [\(?\)](#).

Statistics and reports [\(main menu\)](#)

View page counters

When you wish to view a list of the pages at your website and their traffic go to counters page [\(?\)](#)

View IP logged

When you wish to view the website's traffic's origin, go to "view IP logged data" page [\(?\)](#)

Price quote/calculator Manager [\(main menu\)](#)

Edit/create a new price quote/calculator form at the website

When you wish to edit/create a new price quote form at your website, choose the price quote page [\(?\)](#) you wish to handle then select its specifications and click on add on icon to edit its price table [\(?\)](#)

Handle price quotes that were submitted at the website

When you wish to handle a price quote submitted at the website by a customer, go to "orders manager" page [\(?\)](#)