



IRUN Build Manual

IRUN Drupal 7 E-Commerce

Date: **May 2013**

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This document has been compiled using a variety of online tools and our own experience of search engine optimisation techniques. The findings presented are based on the analysis conducted in the timeframe directly prior to the publication of this report. Due to the continually changing nature of individual website and search engine methodology we cannot be held responsible for management decisions taken by the client in light of these findings.

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IRUN Standard V2 Drupal – Site Build

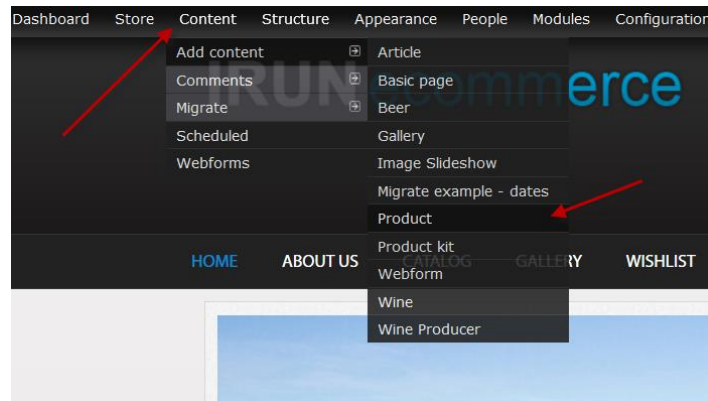
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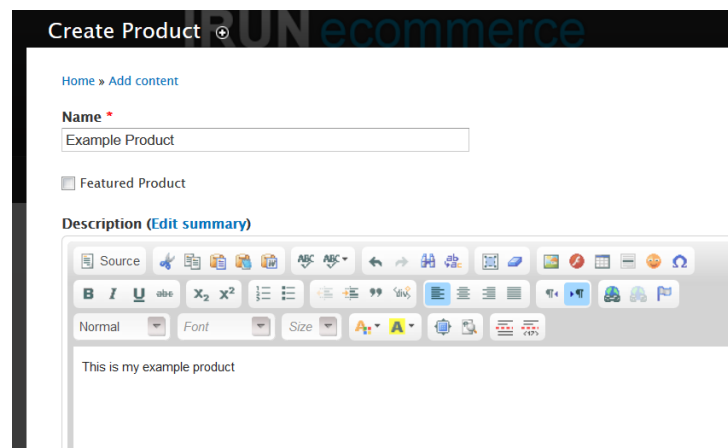
E-Commerce

How to add new products

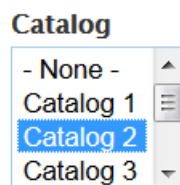
1. Login to the website – by putting /user at the end of your URL and entering your login credentials
2. Go to 'Content' -> 'Add Content' -> 'Product'



3. Fill in the name of your product and enter your product description



4. Select which 'Catalog' or category your product belongs to



- To add images to your product, click on 'Browse' to locate the file on your computer, and then click 'Upload'

IMAGE

Add a new file

No file selected.

Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.

- Scroll down and you'll see the 'Product information'. You firstly need to enter an SKU number – this is a unique number for each product that can be used to easily identify them with, if you don't use these internally, just enter any number

Enter the price under 'Sell price' and if applicable, enter the weight and dimensions of your product

SKU *

Product SKU/model.

List price **Cost** **Sell price ***

£ £ £

The listed MSRP. Your store's cost. Customer purchase price.

Product is shippable.

Weight **Units**

Length **Width** **Height** **Units**

- Using the information on screen as a guide, fill in the maximum package quantity and default quantity fields.

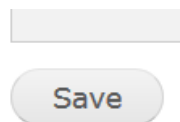
Maximum package quantity *

At most, how many of these items can fit in your largest box? Orders that exceed this value will be split into multiple packages when retrieving shipping quotes.

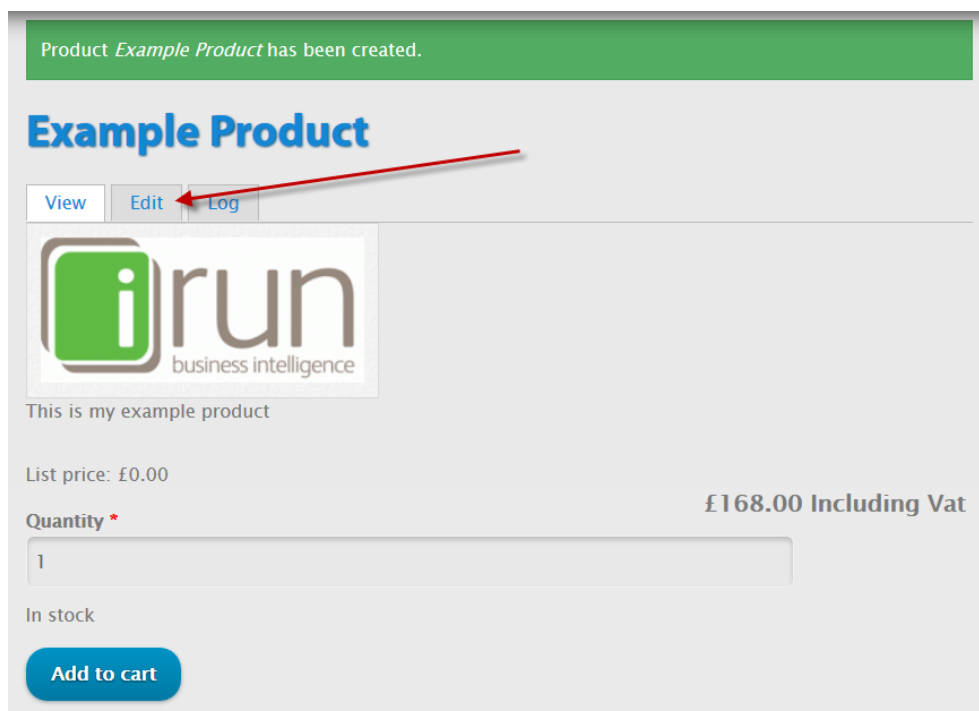
Default quantity to add to cart *

Use 0 to disable the quantity field next to the add to cart button.

- Once you've finished editing, click on 'SAVE' at the bottom of the page




- You'll then be redirected to the completely products page with a message to confirm it has been successfully created. If you'd like to make any changes, click on 'Edit'



Product *Example Product* has been created.

Example Product

[View](#) [Edit](#) [Log](#)



This is my example product

List price: £0.00

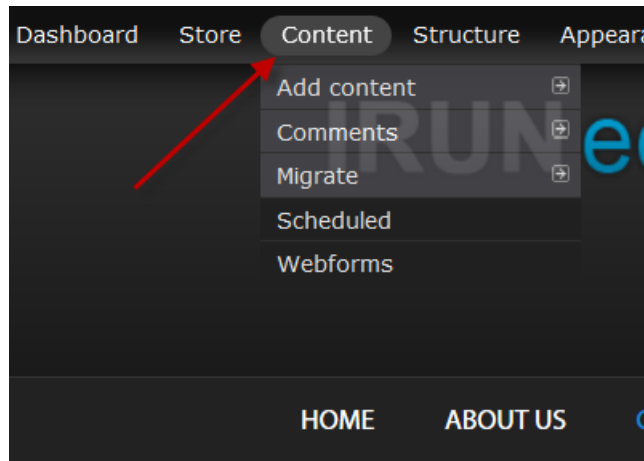
Quantity * **£168.00 Including Vat**

In stock

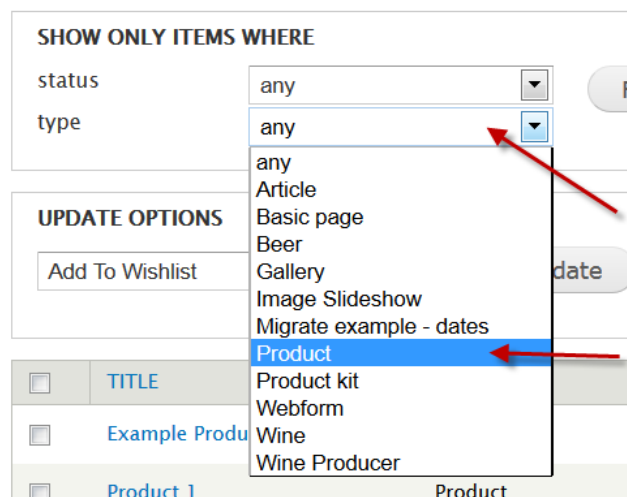
[Add to cart](#)

Amending and Deleting Products

1. If you'd like to amend or delete a product, click on 'Content'



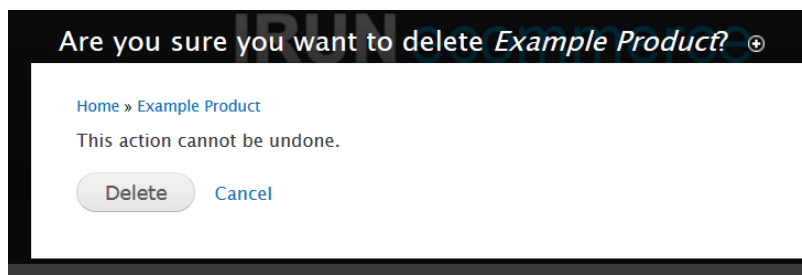
2. Click on the drop-down next to 'Type' and select 'Product'



3. Scroll through the list to find the product you wish to edit/ delete. Once found, if you'd like to remove this product, click on 'Delete' to the right-hand side

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Example Product	Product	admin	published	09/18/2013 - 14:30	edit delete
<input type="checkbox"/>	Product 1	Product	Anonymous (not verified)	published	09/16/2013 - 17:01	edit delete
<input type="checkbox"/>	Product 5	Product	Anonymous (not verified)	published	07/09/2013 - 10:55	edit delete
<input type="checkbox"/>	Product 201	Product	Anonymous (not verified)	published	06/26/2013 - 15:38	edit delete
<input type="checkbox"/>	Product 203	Product	Anonymous (not verified)	published	06/26/2013 - 15:38	edit delete
<input type="checkbox"/>	Product 208	Product	Anonymous (not verified)	published	06/14/2013 - 14:41	edit delete

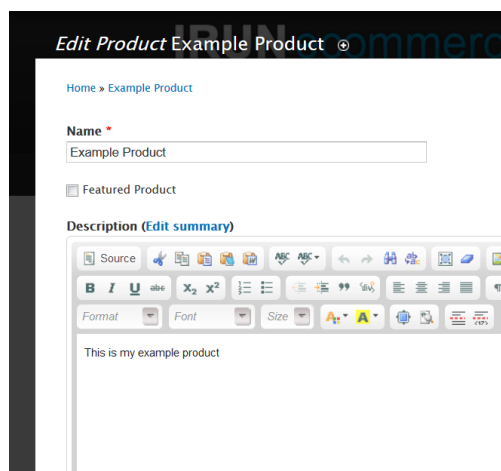
- You'll be asked to confirm you wish to delete (this cannot be undone), click 'Delete' to continue, or 'Cancel' to return to the previous menu



- If you'd like to edit the product instead of deleting, click on 'Edit'

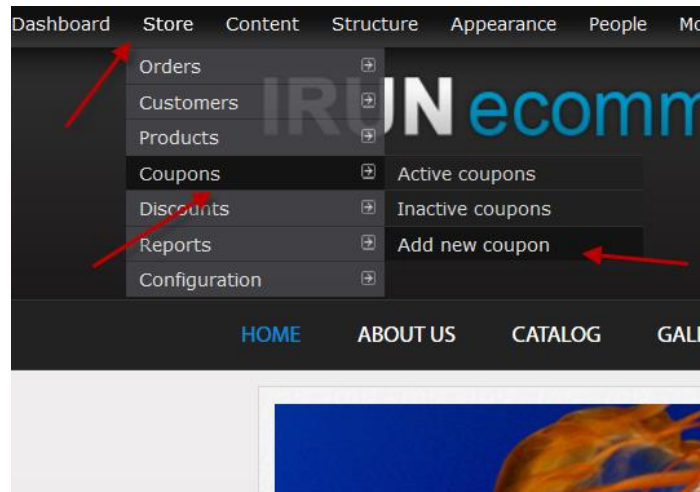
<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Example Product	Product	admin	published	09/18/2013 - 14:30	edit delete
<input type="checkbox"/>	Product 1	Product	Anonymous (not verified)	published	09/16/2013 - 17:01	edit delete
<input type="checkbox"/>	Product 5	Product	Anonymous (not verified)	published	07/09/2013 - 10:55	edit delete

- You'll then be taken into the editor and can make any changes to the product. (The options are the same as when you created the product)



Creating Coupon Codes and Discounts

1. If you would like to create a new coupon code for your website, go to 'Store' -> 'Coupons' -> 'Add new coupon'



2. Fill in the coupon name (your reference) and the coupon code (what buyers will enter at the checkout). Make sure you tick the 'Coupon is active' box, otherwise it will not be valid at checkout

Coupon name *

Coupon code *

Coupon codes cannot be changed once they have been used in an order.

▶ BULK COUPON CODES

▶ COUPON PURCHASE OPTIONS

Coupon is active.

Only active coupons can be used at checkout.

Only inactive coupons can be selected as the base for a purchased coupon, subsequent purchased coupons will automatically be activated.

3. Following the instructions and guide on screen, fill in the details of your coupon code. You have different configuration options, depending on what type of discount you wish to offer, on which products, max number of uses etc.

Discount *£

Three discount types are possible:

- Fixed value discount; enter "15" for £15.00 off.
- Percentage discount; enter "15%" for 15% off.
- Set product price; enter "=15" to make all matching products £15.00 after discount.

Apply discount to

- Order subtotal
- Total of matching product(s)
- All matching product(s)
- The cheapest matching product(s)
- The most expensive matching product(s)

Coupons with no restrictions will match all products.

- Require all products to match

If checked, the coupon will be rejected if an order contains any non-applicable products as configured below.

Date restrictions

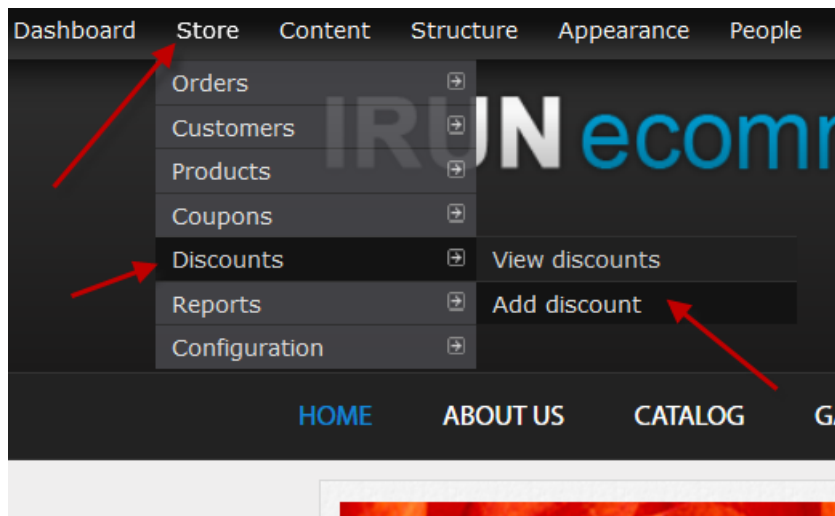
- Restrict coupon by date.

Maximum number of redemptions (per code)

If set, the coupon can only be used this number of times. For bulk coupons, this applies to each available code.

4. Once you have finished configuring your coupon, click on 'Save coupon' at the bottom of the page

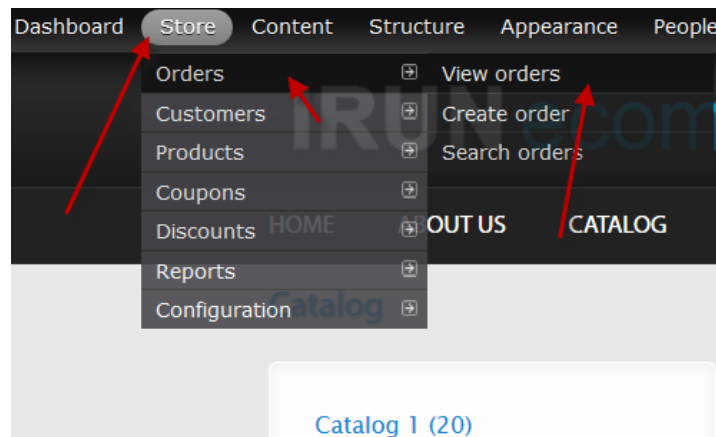
-
5. To add a Voucher – go to ‘Store’ -> ‘Discounts’ -> ‘Add discount’



In a similar way to coupons, follow the steps on screen and select the options you wish to use for your discount, once done – remember to click SAVE at the bottom





































Managing Orders

1. After you have received notification of an order, log into the website and go to Store-Orders – View orders












2. You'll then be able to see a list of all orders received, their ID, the customer's name, total price, purchase date and status.

View order number View by status Active

ACTIONS	ORDER ID	CUSTOMER	TOTAL	PURCHASE DATE	STATUS
   	35	Stephen Darnell	£6.20	07/12/2013	Payment received
   	33	Stephen Darnell	£6.20	07/09/2013	Payment received
   	31	Stephen Darnell	£6.20	07/09/2013	Payment received
   	23	BRUSH BRUSH	£7.71	06/13/2013	Pending
   	22	APPLE APPLE	£18.59	06/13/2013	Pending
   	20	BRUSH BRUSH	£140.60	06/13/2013	Pending
   	19	Test Test	£43.50	06/12/2013	Pending
   	18	test test	£90.01	06/10/2013	Pending
   	16	Ashely Smith	£10.88	06/10/2013	Processing

3. To view an order, click on the icon in the far-right (hovering over each icon will tell you what they are)

ACTIONS	ORDER ID
   	35
 View order 35.	33
   	31

4. Scroll down and you'll see 'Update order'. Click on 'Add an order comment' to reveal the text box – this is where you can write an update to send to the customer. After updating, click on 'Send e-mail notification on update' and 'Update' to email the customer

Update order:

▼ [ADD AN ORDER COMMENT](#)

Order comments are used primarily to communicate with the customer.

▶ [ADD AN ADMIN COMMENT](#)

Order status Payment received Send e-mail notification on update. Update

5. You can also add an admin comment, which will only be viewable by site administrators (remember not to leave the e-mail notification box ticked for this, otherwise customers will receive your internal update)

Update order:

▼ [ADD AN ORDER COMMENT](#)

Order comments are used primarily to communicate with the customer.

▶ [ADD AN ADMIN COMMENT](#)

Order status Payment received Send e-mail notification on update. Update

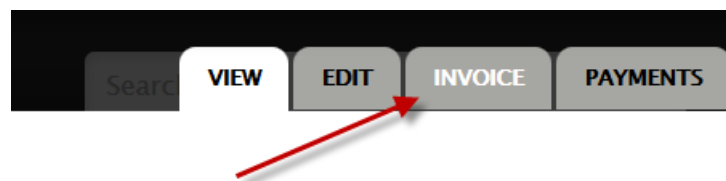
6. If you wish to manually update the status of an order, simply click on the 'Order Status' drop-down menu and choose which option you'd like. Then click 'Update' – tick the email notification box if you wish to notify customer of this change

Admin com... pre administrators.

- Abandoned
- Canceled
- In checkout
- In Google Checkout
- Pending
- Chargeable
- Processing
- PayPal pending
- Payment received
- Completed**

Order status: Payment received Send e-mail notification on update. Update

7. To view the invoice, scroll to the top of the page and click on 'Invoice'



8. You'll see a copy of the invoice and have the options to either print or email

Order 35

View Edit Invoice Payments Log

View invoice Printable invoice Mail invoice

IRUN ecommerce		IRUN Ecommerce	IRUN Ecommerce
Purchasing Information:			
E-mail Address: ashley.smith@irunsolutions.co.uk			
Billing Address: STEPHEN DARNELL TEST ACCOUNTS@IRUNLTD.CO.UK TEST TEST TEST		Shipping Address: IRUN LIMITED TEST 42-45 BOSTON HOUSE GROVE TECHNOLOGY PARK WANTAGE OX14 1FF	
Billing Phone: test		Shipping Phone: test	
Order Grand Total:	£6.20		
Payment Method:	PayPal		

If you need any help or additional support, please call IRUN on 01865 920 003

