

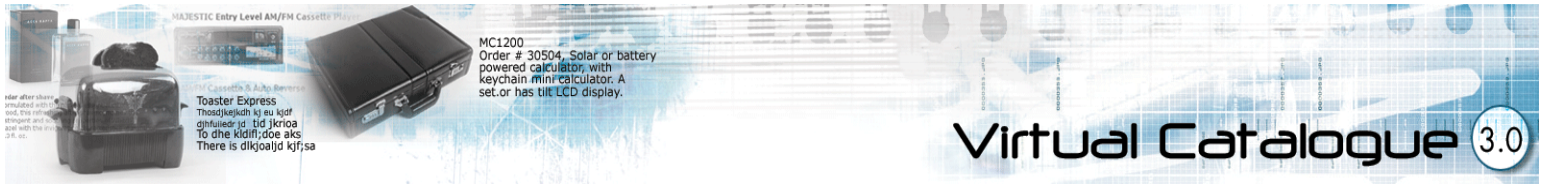


MC1200  
 Order # 30504, Solar or battery  
 powered calculator, with  
 keychain mini calculator. A  
 set or has tilt LCD display.

Toaster Express  
 This is a toaster with  
 a digital display and  
 a timer. It is perfect  
 for the office or home.

# Virtual Catalogue 3.0





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## Thank you for choosing the Virtual Catalogue v3.0!

The Virtual Catalogue (VC) v3.0 is for new or existing sites that want to add product presentation capabilities to their Web presence but do not require the power of an e-commerce solution. Created in ASP.NET and built on the Microsoft SQL Server Platform, the Virtual Catalogue is a powerful product management solution that offers a wide range of out-of-the-box features, and is nimble and flexible enough to be up and running in no time, avoiding the costly development process.

Provide your site visitors and potential customers with product information, including product inventory, pricing, supplier information, and much more! The Virtual Catalogue's Front-End interface, which is what visitors see when they visit your site, can be seamlessly integrated to new or existing sites. The **Administration Panel**, which is only available to you, the site administrator, is easy to learn and provides you with the tools to effectively manage your online inventory.

This user guide will help you through the process of building, editing, and managing your new catalogue through the **Administration Panel**, which has an integrated Site Content Editor (SCE), a powerful Web-authoring tool that lets you manage the content of your Web pages in a WYSIWYG manner.

### CONCIEVE

Build your website with the flexible features of the Virtual Catalogue. Develop relationships with your client base by bringing them the products they need at the click of a button.

### CAPTURE

Turn *browsers* into *buyers* by providing your visitors with comprehensive product information through the catalogue. Combined with the **Search Engine Optimization** (SEO) and **eMarketer** modules, drive the right kind of traffic to your website using the VC v3.0.

### CONNECT

The Virtual Catalogue can help you bridge the gap between your online and offline transactions. Use its product management features to provide visitors with information on the latest products and services your company provides.

## What's New in v3.0?

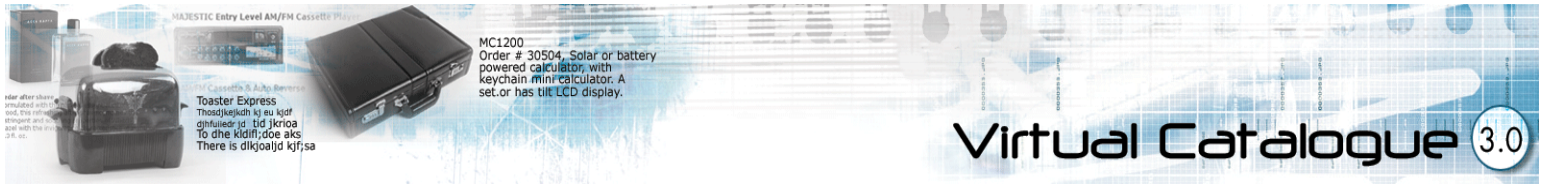
This newly rearchitected solution not only addresses W3C Web Accessibility Guidelines but also includes numerous customer-driven enhancements.



### Our Web Accessibility Initiative

We are concentrating our major efforts on Web accessibility, to allow those with disabilities to effectively receive information from websites. Our **Web Accessibility Initiative** is to convert all Voloper Creations products to be fully compliant with priority **Level 1 and 2 of W3C Web Accessibility Guidelines**. The VC v3.0 is one of the first products launched in compliance to these guidelines.

<sup>1</sup> Content and images you may add within the Virtual Catalogue may or may not be compliant to Web Content Accessibility Guidelines (WCAG) 2.0. To ensure compliance, please refer to Checklist of Checkpoints for WCAG 2.0 at <http://www.w3.org/TR/WCAG20/>. We will be glad to provide you assistance on any Web accessibility compliance and validation issues you may have. Please contact us for details and pricing information.



### Export and Import Functions

The Virtual Catalogue allows you to import and export the product and category databases into your local computer. Keep a backup copy of your online inventory, and upload new products and services instantly!



### Multi-category Products

The new Virtual Catalogue lets you assign products to multiple categories and update product and category databases right away, allowing you to build an online inventory that maximizes up-selling and cross-market techniques.

Once you have created your online store, let us help you promote your site with one of our **Search Engine Optimization (SEO)** and **eMarketer** initiatives. The success of your online business depends on a great product and a company that provides clear-cut solutions focused on catering to your needs. We promise to provide you both. Thank you for choosing us as your Web solutions provider.



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**New!**  
Feature

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**New!**  
Feature

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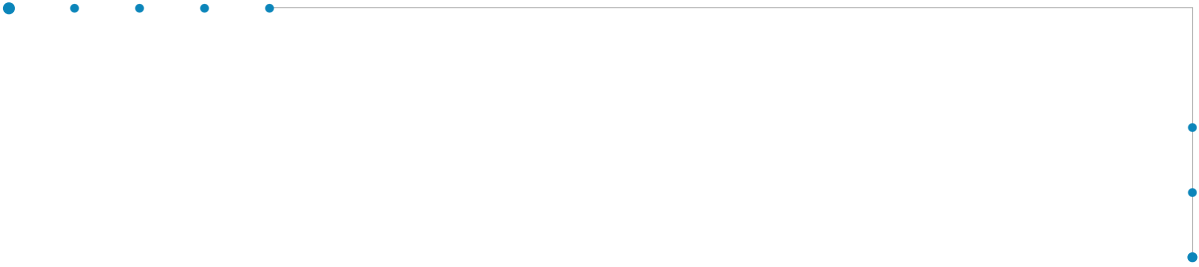
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MAJESTIC Entry Level AM/FM Cassette Player  
MC1200  
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# Virtual Catalogue 3.0





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## Section One: The Virtual Catalogue Front-End Interface

The Virtual Catalogue v3.0 has a graphical interface that is easy to learn and use, offering your site visitors a familiar and consistent environment that allows them to browse and preview products with confidence.

### The Virtual Catalogue

The Virtual Catalogue's main page is an online inventory (*Figure 1-1*) of items for sale offering short descriptions and product images that lead to sub-category and product detail pages (*Figure 1-2*). Potential visitors click on the image or text hyperlinks to view product details and prices.

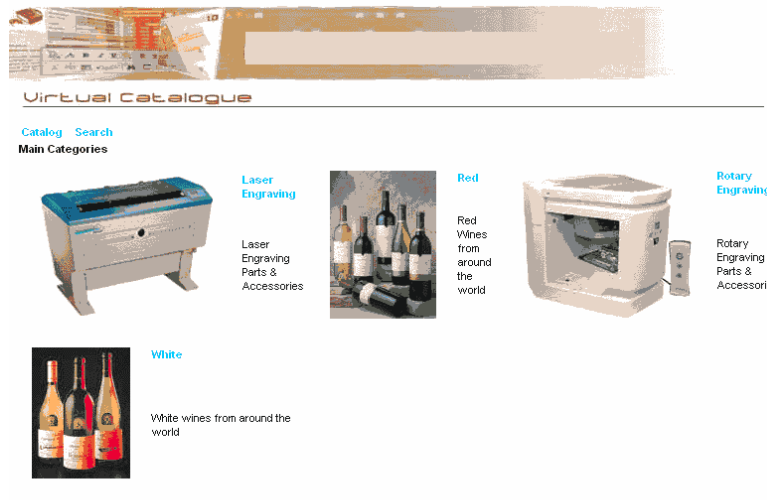


Figure 1-1: The Virtual Catalogue

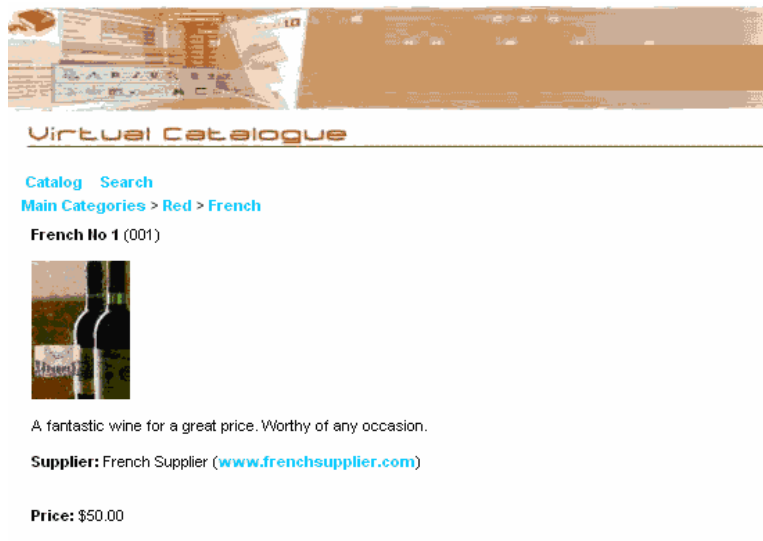
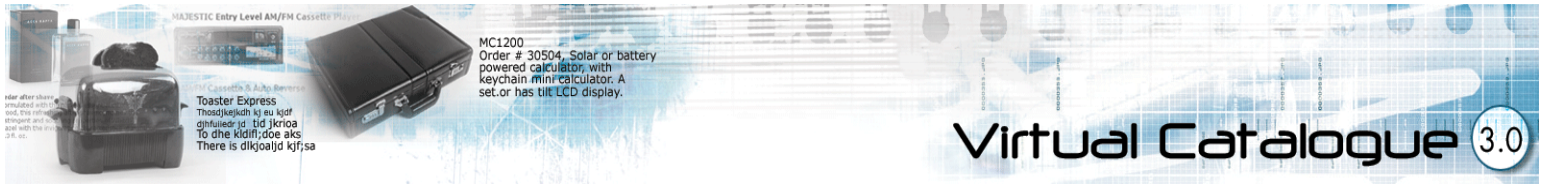


Figure 1-2: The Virtual Catalogue Product Details Page



## Search

Online visitors who already know what they are looking for can use the Virtual Catalogue's **Search Page** (Figure 1-3) to find the products they want by entering one or more search terms into the following product search boxes: **Name**, **Description**, and **Product Code**. Using basic Boolean search operators such as **AND**, **OR**, or **NOT**, site visitors can focus their query to produce more relevant search results.

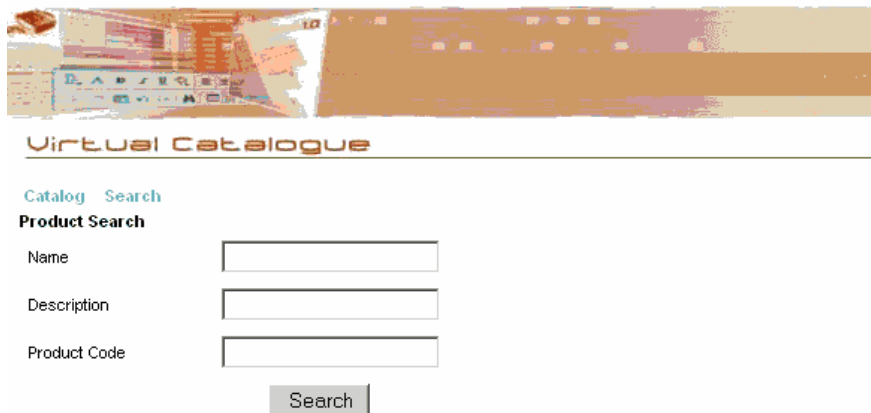
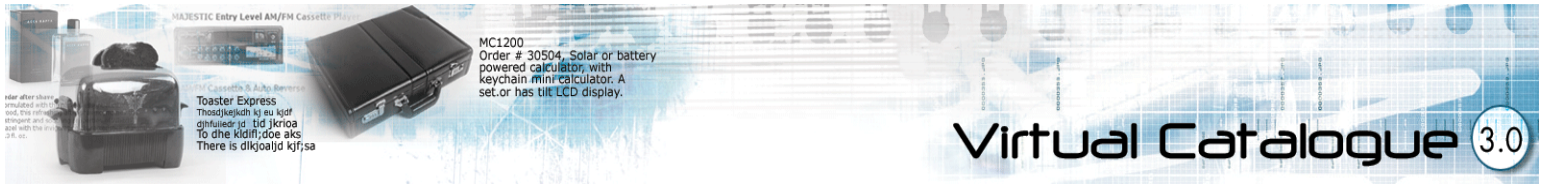


Figure 1-3: The Virtual Catalogue Search Page



## Section Two: Virtual Catalogue Site Configuration

Within the Virtual Catalogue **Main Administration Panel**, the **Site Configuration Menu** allows you to manage site settings such as checkout text, administrator E-mail settings, currency symbols, product and category layout schemes, and express delivery and checkout confirmation messages and more.

### General Settings

In the **General Settings Menu** (Figure 2-1) you can manage settings such as currency symbols, product and category layout schemes, and price information.

#### Setting a Currency Symbol

Set a currency symbol to use when defining prices in the product database. The default is set to dollars, entered as \$. You can also enter a text-based symbol, such as USD. You can also enter other currency symbols such as the British Pound (GBP)(£), the EU Euro (€), and the Japanese yen (¥), to name a few.

#### Displaying Price Information

To display pricing information, select on **Yes**. Select **No** will hide prices in the **Product Details Page**. If online ordering is enabled, prices will be displayed at checkout.

#### Setting Category and Product Layout

To set a limit to the number of products to be displayed on a page, enter a number in the **Maximum Number of Products** field.

To set the number of category and product columns to be displayed on a page, enter a number in their respective textboxes. For example, entering a value of **2** in the **Number of Columns of Categories** field and a value of **3** in the **Number of Columns of Products** field will display two categories per page, with three columns of products each.

Once you have configured general Virtual Catalogue settings, click the **Submit** button. The message **Info Updated Successfully** will be displayed and the changes you have made will be saved.

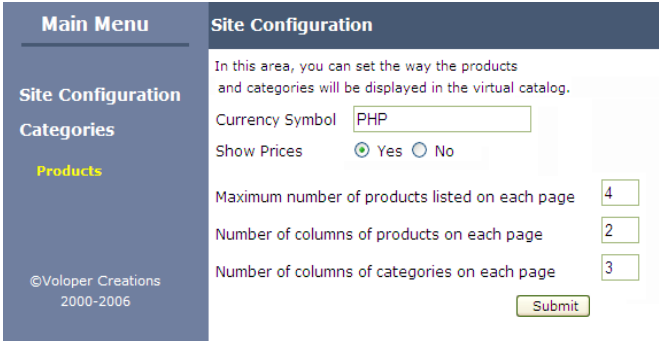


Figure 2-1: The Site Configuration Menu



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## Configuring Styles

The **Style Menu** (Figure 2-2) allows you to create a custom look and feel to the Virtual Catalogue Front-End interface. In this menu, you can specify a background color and font types, sizes, colors, and effects for the Virtual Catalogue module and its individual elements: title page (the horizontal navigation bar), categories, subcategories, documents, and links. Configure the style for the entire module under the **Product Page** section.



**Note:** If you do not specify fonts and styles for the **Virtual Catalogue**, it will follow the styles and fonts specified in your **OpenSites** or **Online Business Solution (OBS)** project.



**Quick Tip:** Within the **Style Menu**, you can click the **Update Info** button at any time to save your selections. To view changes, refresh the browser page displaying the Virtual Catalogue Front-End interface or click **Back to Site**.

### Choosing a Background Color

Background color refers to the background of the Virtual Catalogue module only and is separate from the background color of the page. Keep your backgrounds simple, and select an appropriate color that suits the rest of the site.

- 1) To select a **Background Color**, find the **Product Page** section within the **Style Menu**. In the **Background Color** field, click the **Select Color** button to open the **Color Palette**. Click on a color swatch and click **OK**. Alternatively, you can enter the color's hexadecimal value in the **Color Field**.
- 2) Click the **OK** button. The **Color Palette** will close and your chosen color's hexadecimal value will be displayed in the **Background Color** field.



### Choosing Font Types

Specify a font type for each of the Virtual Catalogue elements by selecting a **Font Type** from the drop-down menu. Virtual Catalogue recommends seven of the most readable and browser-supported fonts for you to use. When choosing font sizes and colors, be sure to select a combination that is easy to read and is suitable to the page background. To keep the **Font Type** setting you have chosen in your **OpenSites** or in your **OBS** project, select the **Blank** option from the drop-down menu.

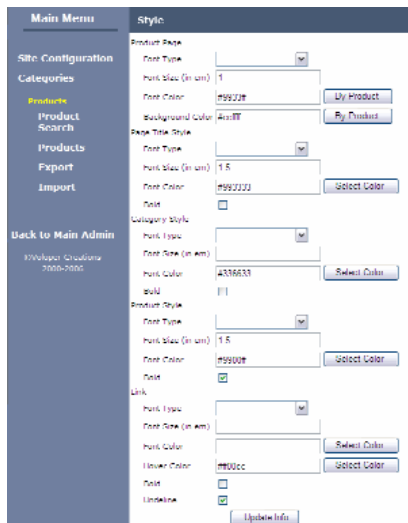


Figure 2-2: Styles Menu

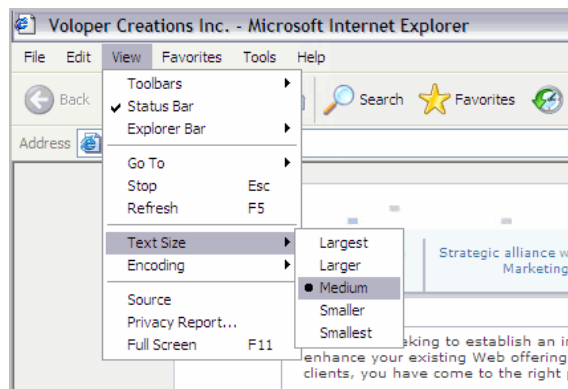


Figure 2-3: Internet Explorer View Menu – Setting Text Sizes



## Choosing Font Sizes

Enter a font size measured in ems in the **Font Size** field. In keeping with the **World Wide Web Consortium (W3C) Worldwide Accessibility Initiative (WAI)**, the default font size unit of measurement for Virtual Catalogue is set in *ems*. According to the W3C, an em is a unit of measurement that refers to the font size of the parent element in a Web page<sup>2</sup>. The parent element is usually the **body text** element. If this is not specified in the Web page's style sheet, the Internet browser looks at the user's preferences to determine font size. In Internet Explorer, this is set in **View >Text Size (Figure 2-3)**, where users can configure their browsers to display fonts in different sizes: **Largest, Larger, Medium, Smaller, and Smallest**. The Internet Explorer default is set to **Medium**.

For example, if you chose Arial as the page font type at 1 em, and the user's text size preference is set to **Medium**, the Virtual Catalogue's fonts will look like this:

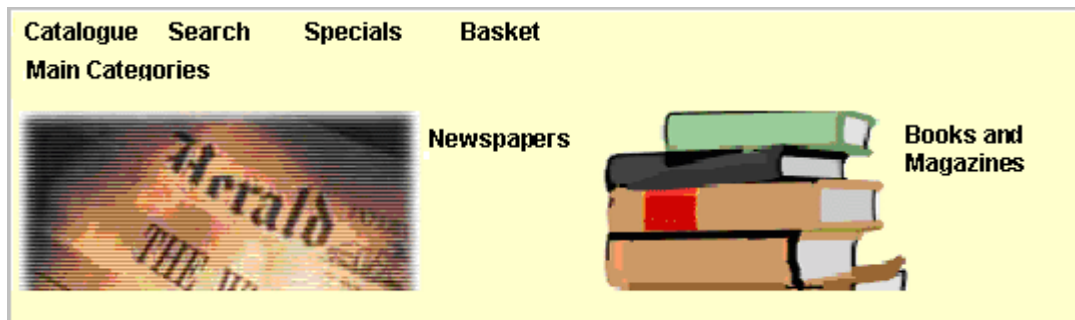


Figure 2-4: Setting Font Sizes-Example 1

However, if you chose the same font settings (Font Type: Arial, Font Size: 1em), and the user's text size preference is set to **Larger**, the Virtual Catalogue's fonts will look like this:



Figure 2-5: Setting Font Sizes-Example 2

<sup>2</sup> World Wide Web Consortium. The Amazing Em Unit and Other Best Practices, 2000.  
< <http://www.w3.org/WAI/GL/css2em.htm> >



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This font conversion chart (*Figure 2-6*) shows how text (no specified font type) would render at 0.8em for all Internet Explorer **Text Size** settings on a PC:

pc ie5.0 medium Text as 0.8em.	pc ie5.5 medium Text as 0.8em.	pc ie6.0 medium Text as 0.8em.
pc ie5.0 smaller Text as 0.8em.	pc ie5.5 smaller Text as 0.8em.	pc ie6.0 smaller Text as 0.8em.
pc ie5.0 smallest Text as 0.8em.	pc ie5.5 smallest Text as 0.8em.	pc ie6.0 smallest Text as 0.8em.
pc ie5.0 larger Text as 0.8em.	pc ie5.5 larger Text as 0.8em.	pc ie6.0 larger Text as 0.8em.
pc ie5.0 largest Text as 0.8em.	pc ie5.5 largest Text as 0.8em.	pc ie6.0 largest Text as 0.8em.

Figure 2-6: Font Conversion Chart<sup>3</sup>

Actual font sizes may vary depending on which font you choose.



**Note:** The default font size unit of measurement is set in ems. To use a different font size unit of measurement, such as points or pixels, enter a font size in the **Font Size** field followed by the unit of measurement you wish to use, i.e., enter **10 pt** for 10 points, **10 px** for 10 pixels.

### Choosing Font Colors

When choosing font colors, consider the page's font size and background color and be sure to select a combination that is easily readable and suitable to the rest of the site.

- 1) To select a font color, click the **Select Color** button to open the **Color Palette**.
- 2) Click on a color swatch and click the **OK** button. Alternatively, you can enter the color's hexadecimal value in the **Color Field**.
- 3) Click the **OK** button. The **Color Palette** will close and your chosen color's hexadecimal value will be displayed in the **Font Color** field.

### Choosing a Hyperlink Hover Color

In the **Links** section, you can select a hover color for Virtual Catalogue hyperlinks.



**Note:** **Hover Color** refers to the color change that occurs when you position your cursor over a link.

- 1) To select a **Hover Color**, click the **Select Color** button to open the **Color Palette** in the **Hover Color** field.
- 2) Click on a color swatch and click the **OK** button. Alternatively, you can enter the color's hexadecimal value in the **Color Field**.
- 3) Click the **OK** button. The **Color Palette** will close and your chosen color's hexadecimal value will be displayed in the **Font Color** field.

### Choosing Font Effects

You can choose to add **Bold** or **Underline** to each of the Virtual Catalogue elements by clicking their respective **Bold** or **Underline** checkbox. Uncheck a checkbox to remove a font effect.

<sup>3</sup> Briggs, Owen. Text Sizing Methods By Browser, 1999.

<[http://www.thenoodleincident.com/tutorials/box\\_lesson/font/browser.html](http://www.thenoodleincident.com/tutorials/box_lesson/font/browser.html)>

## Section Three: Building the Virtual Catalogue

After configuring general settings, you can now start building your store catalogue. Build a list of categories and sub-categories, and add a list of products within those categories through the **Categories** and **Products Menus**.

### Managing Categories

Create groups of similar products in your online catalogue by building categories and sub-categories. Categories provide structure and help your site visitors find what they are looking for. Within the **Category Browser** (Figure 3-1), you can create, edit, and delete categories and manage category levels.

#### Adding a new category

- 1) From the **Category Browser** (Figure 3-1), click **Add New Category**. The **Category Details Page** (Figure 3-2) will open.

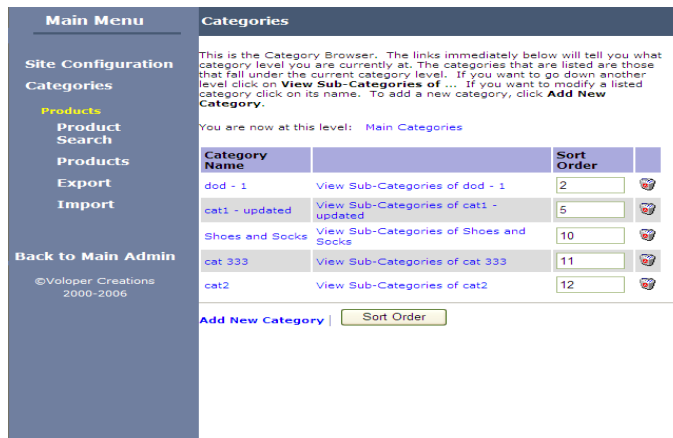


Figure 3-1: The Category Browser

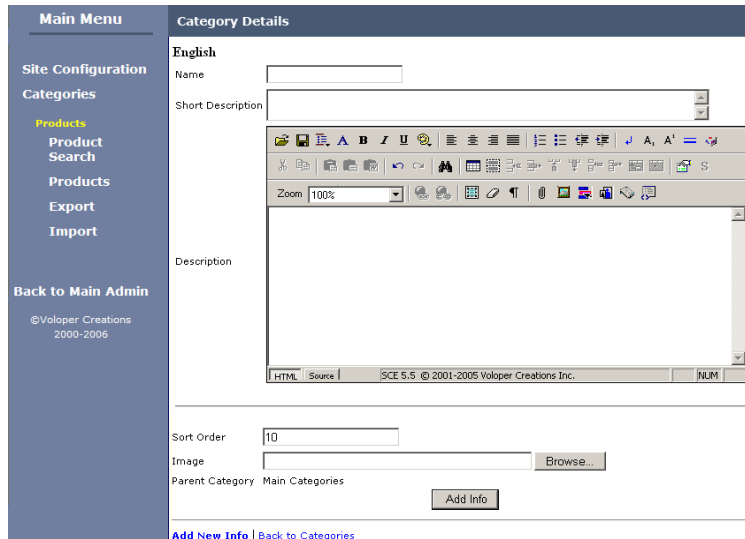


Figure 3-2: The Category Details page



MC1200  
Order # 30504. Solar or battery  
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keychain mini calculator. A  
set, or has tilt LCD display.

2) Enter the information needed in the following fields:


<b>Name</b>	Enter a category name. Text in this field will be displayed as a hyperlink in the Front-End interface opening to the <b>Category Page</b> .
<b>Short Description</b>	Create a short category description to appear under the <b>Category Name</b> hyperlink.
<b>Description</b>	Create a category description to appear within the <b>Category Page</b> . Use the <b>Site Content Editor</b> (SCE) tool to format layout and appearance.
<b>Sort Order</b>	Establish a sort order for a category by entering a numeric value in this field. A sort order value of <b>1</b> will place the category as first in the list; a sort order value of <b>2</b> will place that category second, and so on.
<b>Image</b>	<p>You can upload an image for a category by browsing to the folder where the image file is located. Select the file and click the <b>Open</b> button. This image will be displayed with the <b>Category Name</b> and will be a hyperlink leading to the <b>Category Page</b> on the Front-End interface.</p> <p> <b>Note:</b> At any time, you can delete an existing category image by checking the <b>Delete Image</b> checkbox and clicking the <b>Update Info</b> button.</p>

Table 3-1: Category Detail Fields


3) Click the **Update Info** button. The message **Info Updated Successfully** will appear on top of the page and the newly-created category will be displayed in the **Category Browser Menu**.

If you have configured your website to display in multiple languages in OpenSites (**OpenSites>Website Setup**) or in your **OBS** project, the **Category Details Menu** will display the **Name**, **Short Description**, and **Description** fields in each language.

### Editing a category


To edit a category, click on the category name in the **Category Browser** (Figure 3-1) to open the **Category Details Page** (Figure 3-2). Edit the necessary fields (See **Table 3-1**) and click the **Update Info** button. The message **Info Updated Successfully** will be displayed and the changes you have made will be saved.

### Deleting a category

- 1) From the Main Menu, click **Categories**.
- 2) Find the category name in the **Category List** and click the **Delete** icon  assigned to it. A confirmation window will appear.
- 3) Click the **OK** button. The selected category will be deleted from the list.

Categories that contain subcategories or products will not be deleted automatically. You can do one of two things: delete the contents of the category entirely or move the contents into a different category (Figure 3-3).

### Deleting category contents

- 1) To delete the category's contents, find the sub-category or product you would like to delete. Click the **Delete** icon  assigned to it (Figure 3-3).
- 2) Click the **Apply** button. The sub-category (or product) will be automatically deleted. You will be redirected to the updated **Category List Menu**, confirming that the category has been deleted.

### Moving contents into a different category

- 1) To move the category's contents, find the sub-category or product you would like to move and select the destination category from the drop-down list (Figure 3-3).
- 2) Click the **Apply** button. The sub-category (or product) will be automatically moved. You will be redirected to the updated **Category List Menu**, confirming that the category has been deleted.

### Adding Sub-category Details

- 1) To create a new sub-category, find the category name you would like the subcategory to belong from the **Main Category Browser**. Click **View Sub-categories**. The contents of the category will be displayed in a new **Category List Menu**.



**Quick Tip:** Use the horizontal navigation bar to navigate between category and sub-category levels within the **Categories Menu**.

- 2) Click **Add New Category**. The **Sub-category Details Menu** will be displayed, with fields identical to the **Category Details Page** (Figure 3-2). Enter the information needed in the following fields:














<b>Main Menu</b>  Site Configuration Categories Products Product Search Products Export Import  Back to Main Admin	<b>Category Details</b>															
	This category cannot be deleted because it contains subcategories and/or products.  <b>Shoes and Socks</b>  To <b>move</b> a subcategory to a new category, select from the respective dropdown list. Click  to delete a subcategory.  <b>Subcategories: 2</b>															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 15%;">Category Name</th> <th style="width: 45%;">Move to another category</th> <th style="width: 10%;">Products</th> <th style="width: 10%;">Subcategories</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Shoes</td> <td>Shoes and Socks </td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;"></td> </tr> <tr> <td>Socks</td> <td>Shoes and Socks </td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;"></td> </tr> </tbody> </table>	Category Name	Move to another category	Products	Subcategories		Shoes	Shoes and Socks 	0	0		Socks	Shoes and Socks 	0	0	
Category Name	Move to another category	Products	Subcategories													
Shoes	Shoes and Socks 	0	0													
Socks	Shoes and Socks 	0	0													
	<input type="button" value="Apply"/>															

Figure 3-3: Deleting Category Contents





<b>Name</b>	Enter a sub-category name. Text in this field will be displayed as a hyperlink in the Front-End interface opening to the <b>Sub-category Page</b> .
<b>Short Description</b>	Create a short sub-category description to appear under the <b>Sub-category Name</b> hyperlink.
<b>Description</b>	Create a subcategory description to appear within the Front-End <b>Category Page</b> . Use the <b>Site Content Editor (SCE)</b> tool to format layout and appearance.
<b>Sort Order</b>	Establish a sort order for a sub-category by entering a numeric value in this field. A sort order value of <b>1</b> will place the sub-category as first in the list; a sort order value of <b>2</b> will place the sub-category second, and so on.
<b>Image</b>	<p>You can upload an image for a sub-category by browsing to the folder where the image file is located. Select the file and click the <b>Open</b> button. This image will be displayed with the sub-category name and will be a hyperlink leading to the <b>Category Page</b> on the Front-End interface.</p> <p> <b>Note:</b> At any time, you can delete an existing category image by checking the <b>Delete Image</b> checkbox and clicking the <b>Update Info</b> button.</p>

Table 3-2: Sub-category Detail Fields

### Editing a Sub-category

To edit a sub-category, click on the sub-category name in the **Sub-category List Menu** to open the **Sub-category Details Page** (Figure 3-2). Edit the necessary fields (See **Table 3-2**), and click the **Update Info** button. The message **Info Updated Successfully** will be displayed.

### Deleting a Sub-category

- 1) From the Main Menu, click **Categories**.
- 2) Find the sub-category name in the **Category List Menu** and click the **Delete** icon  assigned to it. A confirmation window will appear.
- 3) Click the **OK** button. The selected sub-category will be deleted.



**Quick Tip:** Use the horizontal navigation bar to navigate easily between category and sub-category levels within the **Categories Menu**.

## Managing Products

After creating a category tree structure, you can now assign products to categories and sub-categories. You can add, edit and remove product details, upload product images, and provide supplier information to your online catalogue.

Browse through categories of products within the **Products Browser**. (**Main Menu > Products > Products Browser**). From this menu, you can view a list of categories, and an expanded category view displaying sub-categories and products. Navigate through category and sub-category levels by using the horizontal navigation bar. Click **View All Products** to display a complete product list.



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Toaster Express  
Thosdijekich kj au kjof  
dihfulaedr id tid jkrioa  
To dhe kldit,yoee aks  
There is dikgoaljd kjf,sa

## Adding a New Product

- 1) From the **Products** drop-down menu in the Admin Panel, select **Products**. The **Products Browser** (Figure 3-4) will be displayed, listing products by category and sub-category.
- 2) Find the category you would like the product to belong to and click the **View Product List** hyperlink assigned to it. The category's **Product List** will be displayed, showing all the products belonging to that category.
- 3) Click **Add New Product**. The **Product Details Page** (Figure 3-5) will be displayed.

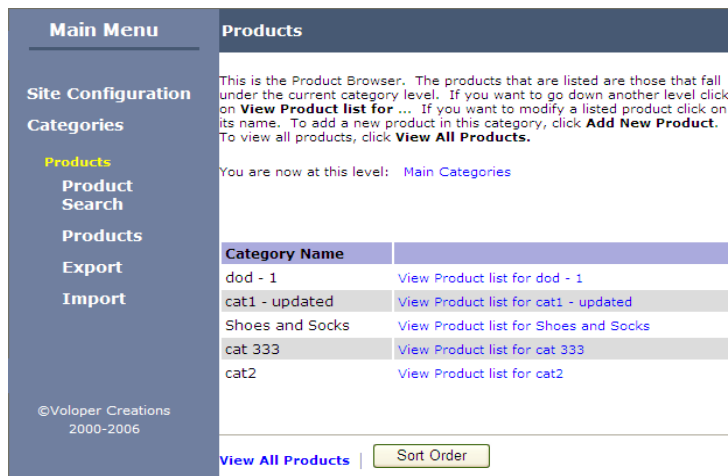


Figure 3-4: The Products Browser

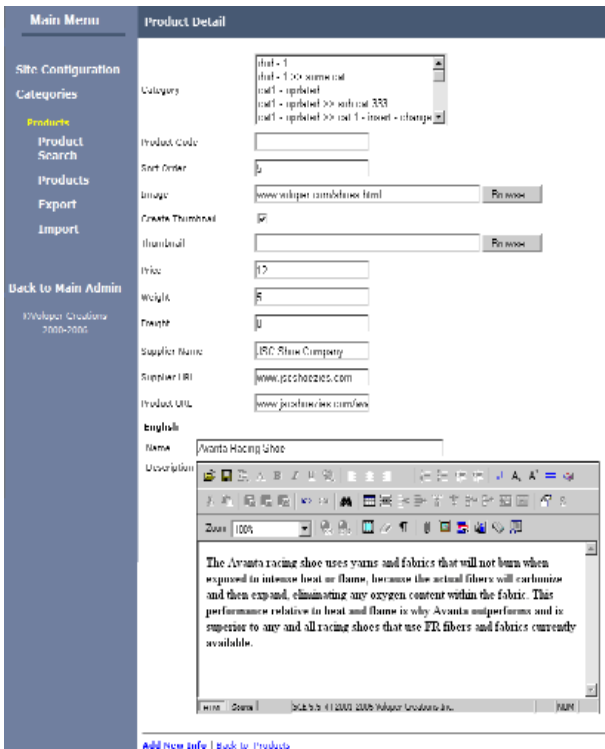


Figure 3-5: The Product Details Page



MC1200  
Order # 30504. Solar or battery  
powered calculator, with  
keychain mini calculator. A  
set.or has tilt LCD display.

4) Enter the information needed in the following fields:


<b>Category</b>	Select product's category from the <b>Category List</b> . To select more than one category, hold the <b>CTRL</b> key and click to highlight and select the category name(s).
<b>Product Code</b>	Assign an alphanumeric code to the product.
<b>Sort Order</b>	Establish a sort order for a product by entering a numeric value in this field. A sort order value of <b>1</b> will place the product as first in the products list; a sort order value of <b>2</b> will place the product second, and so on.
<b>Image</b>	You can upload an image for a product by browsing to the folder where the image file is located. Select the file and click the <b>Open</b> button. This image will be displayed in the <b>Product Detail Page</b> on the Front-End interface.  <b>Note:</b> At any time, you can delete an existing product image by checking the <b>Delete Image</b> checkbox and pressing <b>Update Info</b> .
<b>Create Thumbnail</b>	Enable this field if you would like a thumbnail image created from image file you have uploaded. This thumbnail image will be displayed with the <b>Product Name</b> and will be a hyperlink leading to the <b>Product Detail Page</b> on the Front-End interface.
<b>Thumbnail</b>	You can upload a thumbnail image of the product by browsing to the folder where the image file is located. Select the file and click the <b>Open</b> button. This image will be displayed with the <b>Product Name</b> as a hyperlink leading to the <b>Product Detail Page</b> on the Front-End interface.
<b>Price</b>	Enter a price for the product.
<b>Weight</b>	Enter the product weight.
<b>Supplier Name</b>	This field is optional. Enter a supplier name for the product in this field to be displayed in the <b>Product Detail Page</b> .
<b>Supplier URL</b>	This field is optional. Enter a supplier Web address in this field, to be displayed in the <b>Product Detail Page</b> .
<b>Product URL</b>	This field is optional. To provide more information about the product, enter a product Web address, to be displayed in the <b>Product Detail Page</b> .
<b>Name</b>	Enter the product name.
<b>Description</b>	Create a product description to appear in the <b>Product Detail Page</b> . Use the <b>Site Content Editor (SCE)</b> tool to format layout and appearance.

Table 3-3: Product Detail Fields



MC1200  
Order # 30504. Solar or battery  
powered calculator, with  
keychain mini calculator. A  
set.or has tilt LCD display.

- Click the **Update Info** button. The message **Info Updated Successfully** will appear on top of the page and the newly-created product will be displayed within the category's **Product List Menu**.

If you have configured your website to display in multiple languages in **OpenSites (OpenSites>Website Setup)** or in your **OBS** project, the **Product Details Page** will display the **Name** and **Description** fields in each language.



**Note:** Once you have created a **Product List**, you can sort through the list of products by clicking the following column headings: **Product Name**, **Category Name**, and **Sort Order**.

### Editing Product Details

To edit product details, click on the product name in the **Product List Menu** to open the **Product Details Page (Figure 3-5)**. Edit the necessary fields, and click the **Update Info** button.



**Quick Tip:** Use the horizontal navigation bar to navigate easily between category and sub-category levels within the **Products Menu**.



### Adding/Dropping Categories

Products can belong to more than one category. Select the categories a product belongs to by accessing **Add/Drop Categories** in the **Product List Menu**.

- To select the categories where a product belongs, find the product from the **Products List** and click the **Add/Drop Categories** link assigned to it. A list of all categories will be displayed (**Figure 3-6**).

Main Menu	Categories
Site Configuration	<b>long name</b> Select categories where the product belongs lick to top checkbox to select or deselect all categories
Categories	
Products	<input type="checkbox"/> <b>Category Name</b>
Product Search	<input checked="" type="checkbox"/> dod - 1
Products	<input type="checkbox"/> dod - 1 >> some cat
Export	<input type="checkbox"/> cat1 - updated
Import	<input type="checkbox"/> cat1 - updated >> sub cat 333
	<input type="checkbox"/> cat1 - updated >> cat 1 - insert - change
	<input type="checkbox"/> cat1 - updated >> sub cat 2
	<input type="checkbox"/> cat1 - updated >> cat 1 - insert 2
	<input type="checkbox"/> cat1 - updated >> sub cat 11
	<input type="checkbox"/> cat1 - updated >> sub cat 1
	<input type="checkbox"/> Shoes and Socks
	<input type="checkbox"/> Shoes and Socks >> Shoes
	<input type="checkbox"/> Shoes and Socks >> Socks
	<input type="checkbox"/> cat 333
	<input type="checkbox"/> cat 333 >> subcat 2
	<input type="checkbox"/> cat 333 >> sub cat 1
	<input type="checkbox"/> cat2
	<input type="button" value="Update Info"/>
Back to Main Admin	<a href="#">Back to Products</a>
©Voloper Creations 2000-2006	

Figure 3-6: Add/Drop Categories Menu

- 2) Check the categories the product belongs to from the list. To select all categories, select the top checkbox named **Category Name**. Alternatively, to remove the product from categories it does not belong to, uncheck the assigned category checkbox.
- 3) Click the **Update Info** button. The specified changes will have taken effect.

### Product Search

To search for a specific product, go to the **Products Search** (Figure 3-7) menu and enter a product name, description or a product code in the following fields:

- Name**
- Description**
- Product Code**

Leaving all the fields blank will generate the complete **Products List**.



Figure 3-7: The Product Search Screen



## Section Four: Import and Export

The Virtual Catalogue allows you to import and export the product and category databases into and from a Microsoft Excel spreadsheet. This is helpful if you have an extensive product list, and if you want to keep an offline copy of the catalogue's list of products and categories for backup purposes.

### Exporting Products and Categories

Use the export function to create a backup copy of your online store's list of products and categories. You can view the exported tables as a Microsoft Excel file or you can view them as tables within the **Admin Panel**.

- 1) To export the database of products and categories, go to **Products > Export** in the **Main Menu**. The following list of tables for export will be displayed: **Category**, **Category Detail**, **Product**, **Product Detail**, and **Category Product Link** (Figure 4-1).
- 2) Select the tables to be exported.
- 3) Click the **Export** button. Once the export process is finished, the message **Process Completed** will be displayed on top of the page.
- 4) Click on the link to download the exported file. A **File Download** dialog box will open.
- 5) Click the **Open** button to display the tables on the page or click the **Save** button to save the **shop\_export.xls** file to your computer. See the **Table Details List** below for more information on the exported spreadsheet's contents.

### Importing Products and Categories

If your online catalogue has an extensive product list, you can use the import function to upload products and categories to the Virtual Catalogue. You can upload a Microsoft Excel file containing category and product information through the **Import** function instead of creating categories and products one by one. Refer to the **Table Details List** below for more information on table contents.

- 1) Export all of the tables in the export list. (See **Exporting Products and Categories** above). Save the **shop\_export.xls** files to your computer.

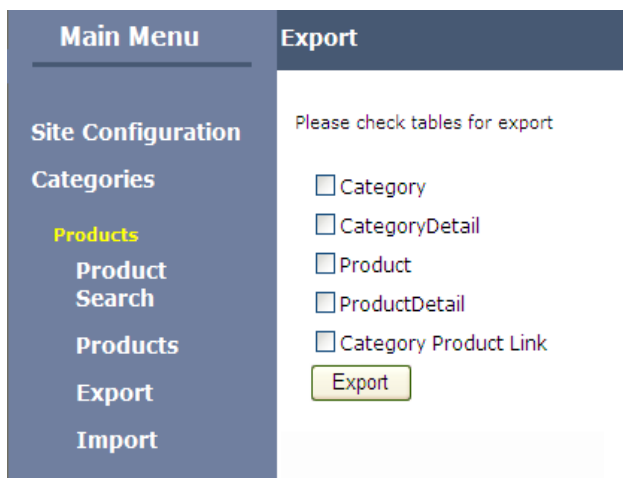


Figure 4-1: The Export Menu

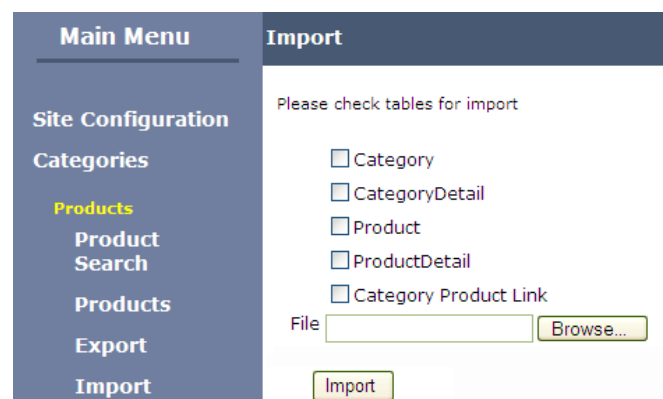


Figure 4-2: The Import Menu



MC1200  
Order # 30504. Solar or battery  
powered calculator, with  
keychain mini calculator. A  
set.or has tilt LCD display.

- 2) Locate and open the **shop\_export.xls** file. This is an empty Microsoft Excel file that contains all the spreadsheet table headings.
- 3) Enter the necessary table information for each table heading. Refer to the **Table Details List** below for more information on table contents.
- 4) After completing the all required fields in the Excel file, go to **Products > Import** in the **Main Menu** (Figure 4-2). Select the tables to be imported.
- 5) Click the **Browse** button and locate the folder where **shop\_export.xls** is located. Select the file and click **Open**.
- 6) Click the **Import** button. Once the import process is finished, the message **Process Completed** will be displayed on top of the page.



**Quick Tip:** When importing from Microsoft Excel into the Virtual Catalogue, import each main table with its associated detail table, For example, the **Product Table** should be imported along with the **Product Details Table**.

## Table Details List

The following tables provide information on each of the headings in the **shop\_export.xls** file.

### Category

The **Category Table** in **shop\_export.xls** to specifies category details and image information.

<b>Category (cat_id)</b>	A unique number automatically generated and assigned to a category. On import: Required field. Assign a unique number for each category.
<b>Category Image (cat_image)</b>	Category picture. Enter an image file name, for example, book.jpg. On import: Optional field. Enter the image file name.
<b>Parent</b>	A category can have a parent category. This field refers to the parent category's unique ID. If the parent number is <b>0</b> , it is classified as a main category. On Import: Required field. Enter a valid parent number (positive integer).
<b>Sort Order</b>	A sort order value of <b>1</b> will place the category first in the list; a sort order value of <b>2</b> will place that category second, and so on. On Import: Required field. Enter a positive integer.

Table 4-1: Category Table

### Category Detail

The **Category Detail Table** in **shop\_export.xls** specifies category names and descriptions in the language(s) used in your site. Contact us if you would like to have your site displayed in multiple languages.

<b>Category Detail ID (cat_detail_id)</b>	A unique number automatically generated and assigned to a <b>Category Detail Page</b> . On import: Required field. Assign a unique number for each <b>Category Detail Page</b> .
<b>Category Id (catid)</b>	A unique number automatically generated and assigned to a category. On import: Required field. Assign a unique number for each category. Ensure that these correspond to the numbers assigned in the <b>Category cat_id</b> .



<b>Language ID (lang_id)</b>	A number automatically generated and assigned to the language(s) used in the <b>Category Detail Page</b> . 1= site first language, 2= site second language, etc. Please contact us if you would like your site to be displayed in multiple languages. On Import: Required field. Enter a positive integer.
<b>Category Name (cat_name)</b>	Enter a category name. Text in this field will be displayed as a link in the Front-End interface opening to the <b>Category Page</b> . On Import: Required field.
<b>Category Description (cat_desc)</b>	Enter a category description to appear within the Front-End <b>Category Page</b> . On Import: Optional field.
<b>Short Description (short_desc)</b>	Enter a short category description to appear under the <b>Category Name</b> hyperlink. On Import: Optional field.

Table 4-2: Category Detail Table

## Product

The **Product Table** in **shop\_export.xls** specifies product pricing and supplier information.

<b>Product Id (pid)</b>	A unique number automatically generated and assigned to a product. On import: Required field. Assign a unique number for each product.
<b>Product Code (code)</b>	Product code number. On import: Optional field. Enter an alphanumeric value.
<b>Category Id (catid)</b>	This field is not in use. On import: Enter <b>0</b> .
<b>Product Image (pic_image)</b>	Product picture. Enter an image file name, e.g., book.jpg. On import: Optional field. Enter the image file name.
<b>Price</b>	Cost of the product. On import: Required field. Do not use a currency symbol.
<b>Freight</b>	This field is not used. On import: Enter <b>0</b> .
<b>Charge Freight</b>	This field reserved for future use. On import: Enter <b>FALSE</b> .
<b>Special</b>	This field is not used. On import: Enter <b>FALSE</b> .
<b>Thumbnail</b>	Product thumbnail. Enter an image file name, e.g., book.jpg. On import: Optional field. Enter the image file name.
<b>Supplier Name</b>	Product supplier name. On Import: Optional.
<b>Supplier URL</b>	Supplier Web address. On Import: Optional.
<b>Product URL (prod_url)</b>	Product Web address. On Import: Optional.
<b>Active</b>	This field specifies active and inactive products. On Import: Required. Enter <b>TRUE</b> if the product is active and for sale. Products marked <b>FALSE</b> are products that have been deleted.



<b>File Name</b>	This field is not used. On import: Leave blank.
<b>Download-on-Demand (isDOD)</b>	This field is not used. On import: Enter <b>FALSE</b> .
<b>Sort Order</b>	A sort order value of <b>1</b> will place the category as first in the list; a sort order value of <b>2</b> will place that category second, and so on. On import: Required. Enter a positive integer.
<b>Taxable</b>	This field is not used. On import: Enter <b>FALSE</b> .
<b>Weight</b>	Product weight. On import: Optional. Enter a positive integer for product weight.

Table 4-3: Product Table

### Product Detail

The **Product Detail Table** in **shop\_export.xls** specifies product names and descriptions in the language(s) used in your site. Contact us if you would like to have your site displayed in multiple languages.

<b>Product Detail ID (prod_detail_id)</b>	A unique number automatically generated and assigned to the <b>Product Detail Page</b> . On import: Required field. Assign a unique number for each page.
<b>Product Id (pid)</b>	A unique number automatically generated and assigned to a product. On import: Required field. Assign a unique number for each product.
<b>Language ID (lang_id)</b>	A number automatically generated and assigned to the language(s) used in the <b>Category Detail Page</b> . 1= site first language, 2= site second language, etc. Please contact us if you would like your site to be displayed in multiple languages. On Import: Required field. Enter a positive integer.
<b>Product Name (prod_name)</b>	Enter a product name. Text in this field will be displayed as a link in the Front-End interface opening to the <b>Product Detail Page</b> . On Import: Required field.
<b>Product Description (prod_desc)</b>	Enter a product description to appear within the <b>Product Detail Page</b> . On Import: Optional field.

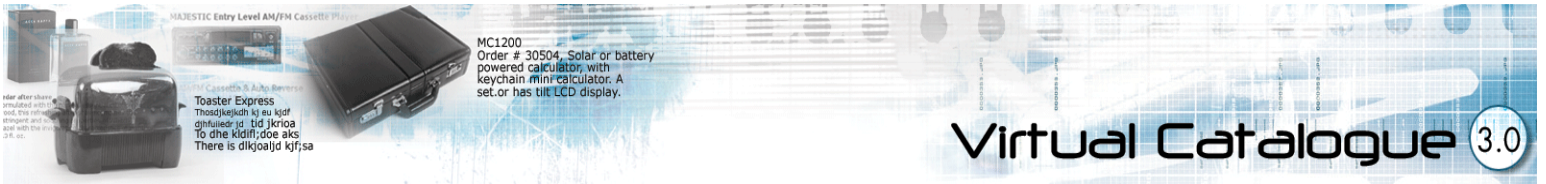
Table 4-4: Product Detail Table

### Category Product Link

The **Category Product Link Table** in **shop\_export.xls** links categories to products.

<b>Category ID (cat_id)</b>	A unique number automatically generated and assigned to a category. On import: Required field. Assign a unique number for each category. Ensure that these correspond to the numbers assigned in the <b>Category cat_id</b> .
<b>Product Id (product_id)</b>	A unique number automatically generated and assigned to a product. On import: Required field. Assign a unique number for each product.
<b>Active</b>	This field specifies active and inactive products. On Import: Required. Enter <b>TRUE</b> if the product is active and for sale. Products marked <b>FALSE</b> are products that have been deleted.

Table 4-5: Category Product Link Table



### Talk to Us

Your feedback is important to us. Whether you'd like to share your opinion about a product, ask a question about one of our services, or comment on our website, we want to hear from you. Please send your feedback and valuable suggestions to us. We look forward to hearing from you.

### Enjoy!



MC1200  
Order # 30504. Solar or battery  
powered calculator, with  
keychain mini calculator. A  
set or has tilt LCD display.

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## Glossary

### Boolean

An adjective referring to the logical system devised by George Boole using the functions AND, OR, and NOT.

### CCV Number

Credit Card Verification Number. A security number on a credit card that some Internet merchants require from customers for added security and to verify the physical possession of the card.

### Checkbox

A checkbox on a Web page is a small square box which displays an **X** when clicked. Users can click on more than one checkbox to specify their choices. To uncheck a box, users must click the checkbox again to remove the **X**.

### Em

An em is a unit of measurement that refers to the font size of the parent element in a Web page<sup>1</sup>.

### Graphical User Interface (GUI)

A computer interface that uses pictures and icons instead of text. Pronounced "goeey".

### Hexadecimal

A numbering system which uses a base of 16. The first ten digits are 0-9 and the next six are AF. Hexadecimal numbers are used to color Web pages. For example, the hexadecimal equivalent for the color white is #FFFFFF<sup>4</sup>.

### Hyperlink

Highlighted graphics or text in a Web page which jumps to a new page or location in the page when clicked. Hyperlinks can also be used to download files.

### Navigation Bar

A list of hyperlinks found at the top, bottom, or left of a Web page that allow users to view the major topic pages of a Web site.

### Placeholder

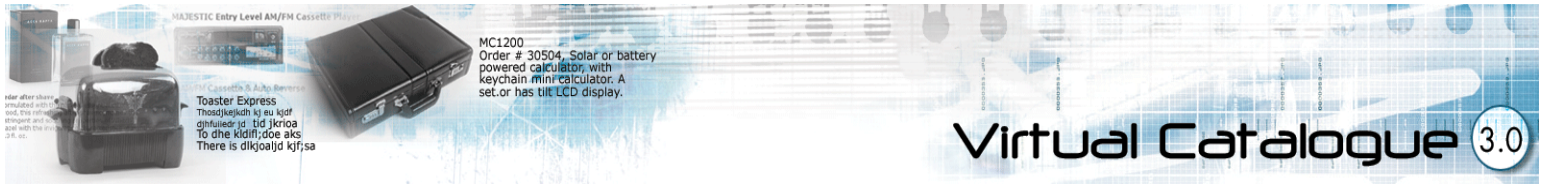
A symbol that will later be replaced by some type of content at a later time, such as text or graphics.

### Spreadsheet

Software that simulates a paper worksheet used to enter, edit, and manipulate structured information, usually text or numbers. Some examples of spreadsheet software are Microsoft Excel, and Corel Quattro Pro.

### Textbox

A small rectangular box in a Web page where users can enter text information to be used by the program.



**Thumbnail**

A small, low resolution version of a graphic image used in Web pages, usually hyperlinked to a larger version.

**TPCCP**

Third-party Credit Card Processor. A company that accepts credit card transactions for other online businesses who usually charge a small fee for the service.

**URL**

Uniform Resource Locator. A Web address, such as <http://www.wsicorporate.com>.

**World Wide Web Consortium (W3C)**

The World Wide Web Consortium is an international consortium where Member organizations, a full-time staff, and the public work together to develop Web standards<sup>5</sup>.

**Worldwide Accessibility Initiative (WAI)**

The Web Accessibility Initiative works with organizations around the world to develop strategies, guidelines, and resources to help make the Web accessible to people with disabilities<sup>6</sup>.

4 Zacs Design. Basic Multimedia Glossary. [http://www.zacsdesign.com/edu/basic\\_multimedia\\_glossary.htm](http://www.zacsdesign.com/edu/basic_multimedia_glossary.htm). 2002

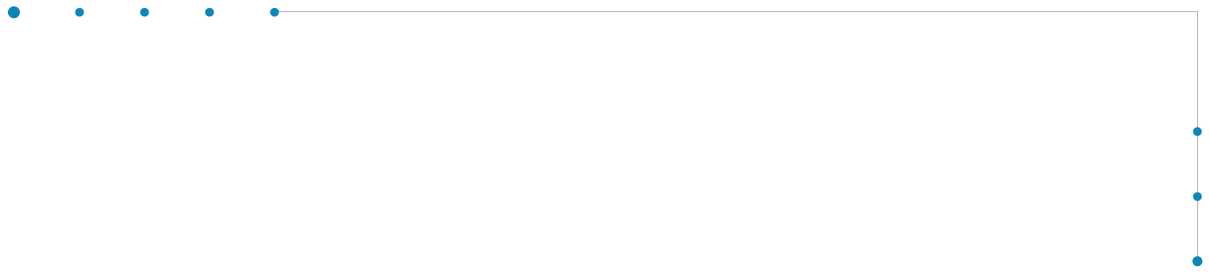
5 World Wide Web Consortium. About the World Wide Web Consortium. <http://www.w3.org/Consortium/Overview>.1999

6 World Wide Web Consortium. About WAI - Links to Documents. <http://www.w3.org/WAI/about-links.html>. 2005



MAJESTIC Entry Level AM/FM Cassette Player  
MC1200  
Order # 30504. Solar or battery powered calculator, with keychain mini calculator. A set.or has tilt LCD display.

# Virtual Catalogue 3.0



Virtual Catalogue (3.0)