



**CreateYourShop.com**  
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## Log In

Use the URL <http://yourdomain/admin> to access the CreateYourShop shop manager. The login screen displays as shown below.



**Log in to your account**

You need to enter your unique user id and password in order to access the feature of your shop manager.

User ID 

Password 

**LOG IN**

1. Enter the user ID and password you defined in the setup process. This is the name and password for the store administrator. Click on “Log In”.
2. The administration interface is displayed.

## Basic Setting

### 1. Change Your Password

To change the password for store administrator, enter new password twice and click on “Submit” button. The password must be 4 ~ 15 characters long.

### 2. Edit Store Info

Edit basic information about your store.

Fields marked with \* are required. When you are finished entering all the information, click the “Edit” button at the bottom of the screen. The system check the data for required field entry. If any information is missing or incorrect, the system will display an error message designating what you need to do to proceed. Please keep this information up to date. The zip code and the city will be used for calculating shipping cost. All of customers question or request will be delivered to the email address specified here.

### 3. Edit Billing Info

Edit billing address where your monthly billing statement will be delivered.

Fields marked with \* are required. When you are finished entering all the information, click the “Edit” button at the bottom of the screen. The system check the data for required field entry. If any information is missing or incorrect, the system will display an error message designating what you need to do to proceed.

### 4. Store Description and Keywords

Edit description and keywords for your store. They will be used in meta tags of your homepage. The meta tag is used by search engines to allow them to more accurately list your site in their indexes. If you register your homepage with a search engine, or a number of search engines, their spider programmes will (eventually) toddle along to your site to index it. (Now, each of the search engines does this slightly differently.) You **may** be able to exert a certain amount of

control over how your site is indexed by the use of the meta tag (please note : not all search engines will use this tag).

## Design Tools

### 1. Change Your Design

Shop administrative panel provides a way that change your store's UI which can greatly affect the appearance of your store.

- a) select the design you want from the left side of the screen. The preview of the design you selected will be displayed with available color schemes at the right side of the screen.
- b) Select the color you want from the color swatch at the top of the screen.
- c) Click the "Select this design and color" button.

### 2. Change Your Logo

After choosing design for your store, you are now ready to add your company logo. You can place your own company logo at the top of each page. A link to the index page of your store will be added to the logo.

- a) Click on the Browse button and navigate to the folder in which you stored the image. Click Open.
- b) Click Upload.

### 3. Upload / Remove Banners

Shop administrative panel allows merchants to create banners that can be linked to other sites.

- a) Enter a link text in the title field.
- b) Enter a link URL for the banner.
- c) Click on the Browse button and navigate to the folder in which you stored the banner. Click Open.
- d) Click Upload.

### 4. Image Manager

If you want to add more images which are not part of the default CreateYourShop User Interface, Createyourshop provides an interface that lets you add images for your store.

The images uploaded here can be added into the messages, product description, and other text boxes that also accept HTML.

- a) click on the Browse button and navigate to the folder in which you stored the image. Click Open
- b) Click Upload.

The image will be uploaded to the <http://www.yourdomain.com/image/> directory. When you display the image (the HTML "img src"), the path for it within CreateYourShop is a "<http://www.yourdomain.com/image/image-file-name>".

### 5. Change Font & Color

CreateYourShop provides an easy way to select your colors from color selector.

However, you may choose to enter the HTML hex value for a color.

- a) Background color
- b) Font
- c) Text color
- d) determine how links in a document should look like
  - Link color
  - Visited Link Color
  - Hover Color : a color when moused over
  - Active Color : a color when clicked on

## 6. Page Design

CreateYourShop allows you to enter text in many places that can help your shoppers navigate through your store, provide complementary information, inform your shoppers or your policies and can help you sell more products.

Text entries are shopping bag, about us, store front welcome, order success page, order mail message, condition of use, privacy policy, help, my account, login, contact us, billing & shipping information input page, payment method page, order receipt and online shop menu page. You can edit these messages using plain text or HTML elements.

## Categories

To get your store front up and running, you will want to add products, and arrange your products by categories. You may also want to have sub categories.

### 1. View all categories

All categories will be displayed. To search a category, enter a word or part of a word and click “search” button. All categories containing the letters you entered are displayed.

### 2. Add a new category

- Enter a category code. (maximum 15 characters)
- Enter a category name.
- Select a parent category (optional). To add a top level category, don't select a parent category.
- Press the “add” button.

### 3. Edit a category

- Enter a category code or category name to edit click the “search” button.
- Enter the new category name and click “edit” button.

### 4. Delete category

Select the category you want to delete and click “Delete” button.  
If there are products in the category, you have to delete the products first.  
Sub categories will be deleted together.

## Products

The reason you set up a store is to sell products. One of the most important task that you have is to add and set up products in your store.

\* You must set up categories first.

### 1. Add products

<Step 1>

- Item code : Enter your product code. This is an alphanumeric field of up to 10 characters.

- Item Name : Input your name for the product. This is also an alphanumeric field of up to 255 characters.
- Category : Select the desired category where the product will be assigned.
- List Price : Enter the retail price for the product.
- Sales Price : Enter the sales price for the products.
- Weight : Assign the weight of your product.
- Description : This is a memo field. You may use text, HTML, or any combination of two.
- Availability : Select availability for the product.
- Taxable : The default value for added products is taxable. If your product should not be taxed, select “No Tax” checkbox.

### <Step 2 - Photos>

Assign images to your product. You can have a full-sized, medium, and thumbnail image for each product.

- Select a image size.
  - small : to be used in product list in a category. (size 100 x 100 recommended)
  - medium : to be used in detailed item information page. (size 200 x any recommended)
  - Large : to be used in enlarged product page. (any size)
- If you know the path, enter the full path and file name to your image.  
If you do not know the full path click the “Browse...” button to locate the image.
- Click the “Upload” button.
- Click the “continue to next step “ button if you want.

### <Step 3 – Additional Display>

- Additional Display allows you to add text that will display above and below your other product data. HTML can be used to format the data.
- Enter text to be displayed in the header and footer of the product.
- Click the “Add” button.
- Click the “continue to next step “ button if you want.

### <Step 4 – Attributes>

A product attribute is a feature of the product. It could be an attribute that is an essential part of the product like color or size. You can add attributes to your products.

- Add the prompt that will appear for the customer in the shopping interface in the “New Attribute” field and click the “Add” button. (e.g.) Size, Choose Your Size...
- Add options for the attribute.
  - Select the attribute where the options to be added.
  - Enter the text to display for the option in the “Option” text field.
  - Click “Add” button.

Click “Finish & Complete” button.

## 2. Modify / delete / view products

After you have entered new products, you may need to edit, view, delete the products.

- Search or browse for the product you want to edit / view /delete.
- To edit, click the “Modify” link.
- To delete, click the “Delete” link.

- To view the product, click on the product code, product name or product thumbnail.

### **3. Manage special products**

You may want to set up categories for the special products like newly arrived products, best sellers, etc...

To create a special categories :

- Enter the category name in the “category” field and click “Create” button.
- If you want to display the products in the category in the store front page, select the “yes” from the mainpage display checkbox and click “Apply” button.
- If you want to delete the category, click on the “remove” button.

Once you have created the category, now you may want to add products into the category.

To add products :

- Select the category where the products will be added into and click “Browse” button.
- Add the item number to add and click “Add” button.
- To delete, click “remove” button.

## **Members**

CreateYourShop allows you to build a customer lists. With this list, you can maintain customer shipping and billing data.

### **1. Members List**

The customer list is displayed. The list has the fields : member id, name, email address, registered date. You can search customers by their name, email address or host ip address.

If you want to delete a member, click the “delete” link next to the member.

If you want to remove the member from a mailing list, click the “unsubscribe” button next to the member.

To view the customer’s information, click the member id.

### **2. Deleted Members**

The deleted customers list is displayed.

### **3. Bulk-Email**

CreateYourShop allows you to send emails to your customers.

\* You can only send just to 50 customers at once due to server overload problem.

- Enter the subject & contents
- Select the customers who will receive the email by clicking the checkbox next to the member id.
- Click the “send” button.

### **4. Edit Store Credit**

You may want to give store credit to your customers.

Click the “Edit” link next to the customer and enter the amount of store credit.

The store credit will be applied automatically when the customer places an order.



## Orders

### 1. All Orders

All orders are displayed. You can search orders by order number, customer's email address, order status or customer name. You can see detailed order information by clicking on the order tracking number.

If you processed and shipped the order, click the "Process" button next to the order and the status of the order will be changed to "Shipped" and shipment confirmation email will be sent to the customer.

### 2. Processing Orders

Only processing orders are displayed.

### 3. Sales Report

CreateYourShop allows you to generate sales report.

For monthly report, select the month and year and click the "submit" button. Or you can specify the term in the "from" and "to" fields.

## Shipping Configuration

To configure shipping method and price, follow the following steps in order.

### 1. Shipping module and international shipping

One of the most important tasks you have in fulfilling your customers orders is to ship your products to them. CreateYourShop provide a number of shipping option.

International shipping :

- US Only
- US + Canada Only
- US + WorldWide

Select the shipping module :

- UPS Shipping Rates
- Quantity based
- Weight Table based
- Price Table based

### 2. Add a handling charge

You can define a handling charge for the shipping method. This is handy when you need to add a charge to cover the cost of packaging.

### 3. Add a shipping method

Select a destination and enter the name of shipping method for the selected destination and click the "add" button.

#### **4. Change shipping price**

##### 1) Quantity Based

- a. Select a destination from the select box and click the “change destination” button.
- b. Enter the highest number of products that will fall into the range. For example, if you charge \$5.00 for orders up to 10 products, then the ceiling for the first row is 10.

##### 2) Weight Table Based

- a. Select a destination from the select box and click the “change destination” button.
- b. Enter the highest weight that will fall into the range. For example, if you charge \$5.00 for orders up to 10 lbs, then the ceiling for the first row is 10.

##### 3) Price Table Based

- a. Select a destination from the select box and click the “change destination” button.
- b. Enter the highest price that will fall into the range. For example, if you charge \$5.00 for orders up to \$10.00, then the ceiling for the first row is 10.

#### **5. UPS shipping cost calculator**

This type of shipping accesses the UPS database and calculates UPS shipping cost. In obtaining UPS rates, CreateYourShop assumes you will provide your own packaging for all shipments. Additionally, CreateYourShop does not allow for dimensional weight package calculations at this time. Therefore, actual UPS rates may vary.

### **Payment & Merchant Configuration**

#### **1. Payment Gateway**

Your store must have a way for customers pay for your products. CreateYourShop accepts payment information from your customers using a payment module. Payment modules support services offered by a third-party payment processing company. The payment gateways allow your store to process credit card transactions. The following procedure is used to configure a payment module for payment gateways.

- 1) Get a merchant account with your financial institute.
- 2) Visit the payment gateway websites and select one you will use for your store.
- 3) Select your payment gateway vendor from the selection box.

#### **2. Merchant Account Setting**

Once you get a merchant account with your financial institute. You'll get your merchant login id. Enter your merchant login id in the text box and click “submit” button. If you use offline card processing module, you don't need to enter this information.

#### **3. Merchant Login Page**

It links to your payment gateway vendor homepage.

## 4. Manual Link

It provides links to the payment gateway user manual.

## 5. Payment Methods

Configure the payment methods you'll accept from your store.

- Visa
- Master
- American Express
- Discover
- DinersClub
- JCB
- Check
- Money Order

## Statistics

CreateYourShop uses Webalizer as a log file analysis program.

The Webalizer is a fast, free web server log file anylisis program. It produces highly detailed, easily confiturable usage reports in HTML format, for viewing with a standard web browser.

For more information, please visit the following link :

<http://www.webalizer.com>

## Email

You can add POP3 emails. Just enter email address and password and click the "Add a new email account" button. The "remove" link will remove the account. If you want to change password for the account, you need to remove the account and add again as a new account.

How to setup your email address in MS Outlook Express :

1. On the tools menu, click "Accounts".
2. In the internet account dialog box, click "Add".
3. Select "Mail...".
4. Internet Connection Wizard pops up. Enter your information as follows :
  - a. Display Name : When you send an email, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.
  - b. Email Address : Your email address is the address other people use to send email messages to you.
  - c. Email Server Names :
    - i. Incoming mail server type : POP3
    - ii. Incoming mail server : *mail.yourdomain.com*  
e.g) If your domain name is createyourshop.com, it will be mail.createyourshop.com. If your domain name is createyourshop.net it will be mail.createyourshop.net.
    - iii. Outgoing (SMTP) mail server : Ask your ISP (Internet Service Provider) for this information.

- d. Internet Mail Logon :
  - i. Account Name : *Your createyourshop login ID\_Email Account Name*  
If your login ID id createyourshop and your email account name is info,  
Your account name is createyourshop\_info.  
\* Please refer the account name fields in the POP3 email lists.
  - ii. Password : Enter the password you set for the account.
- e. Click "Finish" button.

## **Sales Tax**

CreateYourShop provides State-based sales tax calculation.  
Edit the sales tax and click "change" button.