



Redback Solutions

Product Catalogue Manual

Updated 12/11/2012



Copyright © 2012 Redback Solutions Pty Ltd. All rights reserved.

The Visionscape Content Management System (CMS) may not be copied, reproduced or duplicated for use on other systems / websites that are not part of the website that has been provided by Redback Solutions Pty Ltd., without the expressed permission of Redback Solutions Pty Ltd.

Terms & Conditions

Redback Solutions is a provider of high quality internet and marketing solutions, aimed at growing your brand in the marketplace, growing your enquiries and growing your sales.

1. The CMS has been tailored to work only with the website it has been provided with, and no alterations must be made to the functioning of the CMS without the consent of Redback Solutions.
2. Redback Solutions Pty Ltd accepts no responsibility for the inappropriate use of the CMS, including the following:
 - Unauthorised access to the CMS
 - Unauthorised updating of information through the CMS or any other channels where updating of the website could occur
 - All editable content accessible by the CMS is the responsibility of the website owner.
3. Any additions to the functionality of the CMS will be charged at a standard hourly rate.

Redback Solutions Pty Ltd

Address:

Unit 2, 28 Denison Street
Newcastle West, NSW 2302
p: 02 4962 2236
f: 02 4961 0606
e: support@rb.com.au

Contents

Product Catalogue	1
Accessing the Product Catalogue	1
Product Categories	2
Adding a New Category	3
Editing an Existing Category	4
Deleting an Existing Category	6
Adding a Product	7
Editing a Product	11
Deleting a Product	12
Product Variations	13
Managing Variation Types	13
To add a new variation type:	13
To edit an existing variation type:	14
To delete an existing variation type:	15
Creating a Product Variation	17
Editing a Product Variation	19
Deleting a Product Variation	20
Featured Products	21
Creating Featured Products	21
Featured Product Checkbox	21
Manage Featured Products	22
Removing Featured Products	24
Featured Product Checkbox	24
Manage Featured Products	24
Importing Products	26
Importing Product Variations	28
Applying Surcharges & Discounts	30
Creating Surcharges & Discounts	30
Editing Surcharges & Discounts	35
Deleting Surcharges & Discounts	36
Creating Vouchers	37
Creating Vouchers	37
Editing Vouchers	39
Deleting Vouchers	41

Suppliers	42
Adding Suppliers	42
Assigning Suppliers to Products.....	44
Editing Supplier Details	44
Deleting Suppliers	46
Shipping Details.....	47
Adding Shipping Details	47
Editing Shipping Details.....	48
Deleting Shipping Details	50

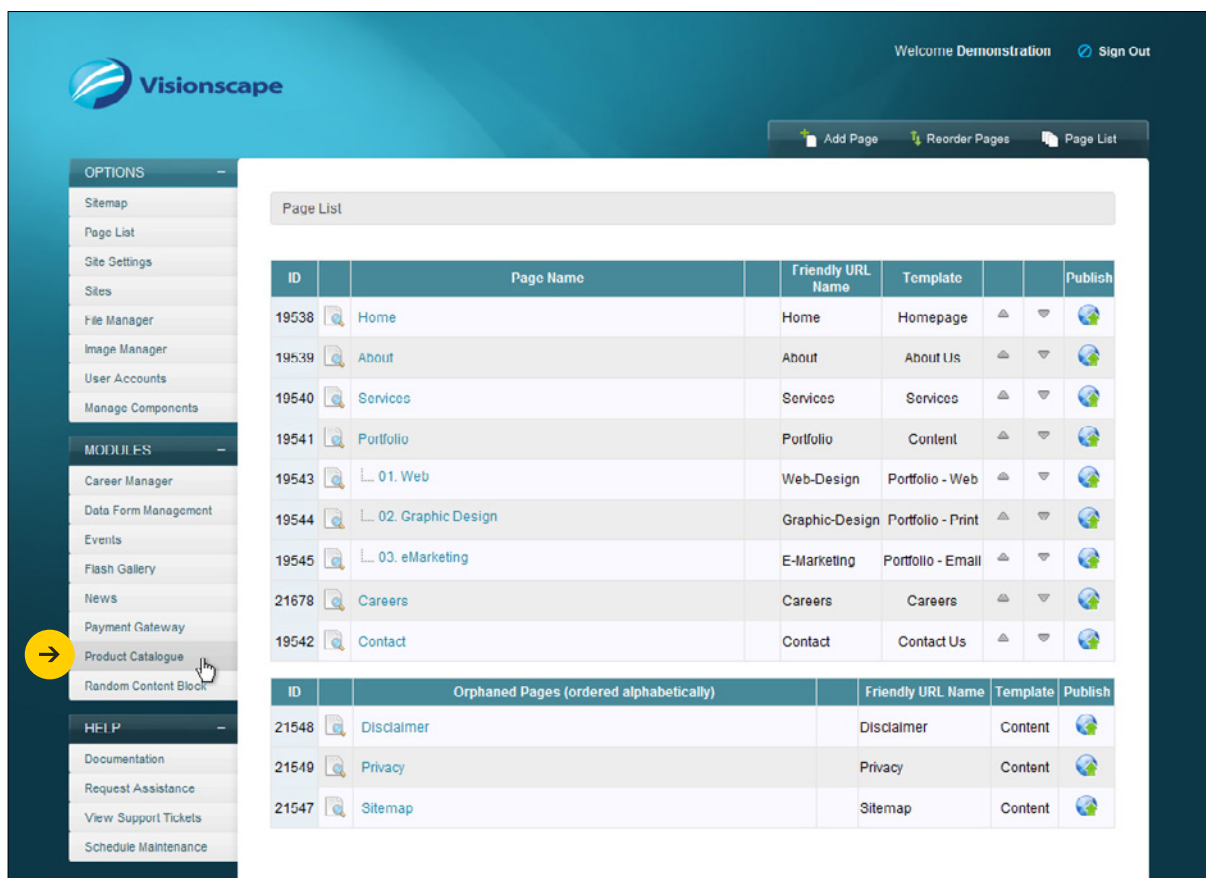
Product Catalogue

If your website contains the Product Catalogue module you can rest assure that the Redback Team has already performed the initial configuration and your site has been populated with some products. The following instructions will assist you in managing your products after your site has launched.

Please note the Product Catalogue is an optional module and does not come packaged with every Visionscape site. If you are interested in having this module added to your website please contact the Redback Solutions office on (02) 4962 2236.

Accessing the Product Catalogue

The Product Catalogue may be accessed from the left hand menu of the main Visionscape page underneath the heading 'Modules' (if you cannot see anything under 'Modules' you may need to expand the list by clicking on the word 'Modules'). Once clicked, you will be redirected to the Product Management page.



The screenshot shows the Visionscape dashboard interface. The top navigation bar includes the Visionscape logo, a 'Welcome Demonstration' message, and a 'Sign Out' link. Below the navigation bar are three buttons: 'Add Page', 'Reorder Pages', and 'Page List'. The left-hand menu is divided into three sections: 'OPTIONS', 'MODULES', and 'HELP'. The 'MODULES' section is expanded, and the 'Product Catalogue' option is highlighted with a yellow circle and an arrow. The main content area displays a 'Page List' table with columns for ID, Page Name, Friendly URL Name, Template, and Publish status. Below this is an 'Orphaned Pages (ordered alphabetically)' table with columns for ID, Page Name, Friendly URL Name, Template, and Publish status.

ID	Page Name	Friendly URL Name	Template	Publish
19538	Home	Home	Homepage	
19539	About	About	About Us	
19540	Services	Services	Services	
19541	Portfolio	Portfolio	Content	
19543	01. Web	Web-Design	Portfolio - Web	
19544	02. Graphic Design	Graphic-Design	Portfolio - Print	
19545	03. eMarketing	E-Marketing	Portfolio - Email	
21678	Careers	Careers	Careers	
19542	Contact	Contact	Contact Us	

ID	Orphaned Pages (ordered alphabetically)	Friendly URL Name	Template	Publish
21548	Disclaimer	Disclaimer	Content	
21549	Privacy	Privacy	Content	
21547	Sitemap	Sitemap	Content	

Figure 1 - Accessing the Product Catalogue

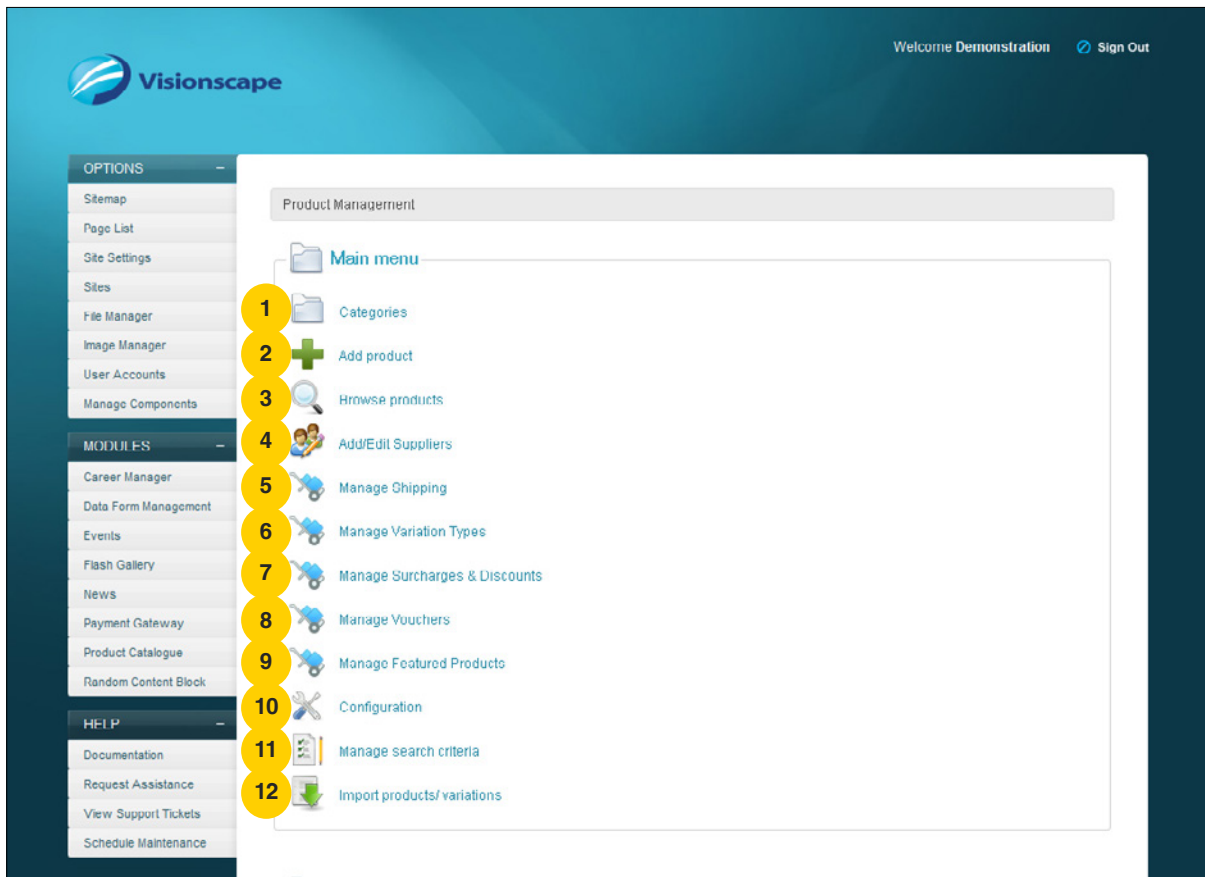


Figure 2 - Product Catalogue Main Page

- | | |
|----------------------------|-----------------------------------|
| 1 - Categories | 7 - Manage Surcharges & Discounts |
| 2 - Add Product | 8 - Manage Vouchers |
| 3 - Browse Products | 9 - Manage Featured Products |
| 4 - Add/Edit Suppliers | 10 - Configuration |
| 5 - Manage Shipping | 11 - Manage Search Criteria |
| 6 - Manage Variation Types | 12 - Import Products/Variations |

Product Categories

During the configuration process the Redback Team will have added at least one category to your product catalogue (it may have been more depending on your particular business and how your products were supplied to us).

As you continue to manage your products, you may wish to either create additional categories, or edit (or delete) existing categories.

Adding a New Category

1. From the Main Menu (the main page) of the Product Catalogue, select the first item '**Categories**' (see **figure 2**).

You will see a page which has two sections – **Add/Modify Categories** and **Modify/Delete existing Categories** (see **figure 3**). You will also be able to see a table of any existing categories.

Product Management - Categories

Product main menu

+ Add/Modify Categories

Name:

Code:

External Link: (include http://www.)

Parent Category:

Product List Page: used to override the return product page

Image: No file chosen

Description:

✂ Modify/Delete existing Categories

Name	Code				Delete <input type="checkbox"/>
Test Category 1		<input type="button" value="Edit"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="checkbox"/>
Test Category 2		<input type="button" value="Edit"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="checkbox"/>

Figure 3 - Product Management - Categories Page

2. In the top section '**Add/Modify Categories**' enter the details relating to your new category (see **figure 3**). (Note: At the minimum, you only need to enter a name for your category).
- **Name:** The name you wish to call your new category – this name will display on your website for all viewers to see.
 - **External Link:** You can use this field to direct your users to an external website. When they click on the category in your shop area, instead of being directed to a page on your

site listing products from your product catalogue they will be directed to the external link.

- **Parent Category:** Selecting a category from the drop down list will position this new category as a 'sub-category' underneath the selected category. Eg in a clothing store, you may have 'Men' as a parent category and then sub-categories for 'pants', 'shirts', 'shoes etc.
 - **Image:** This image will display along with the category name however your site may not be styled to have this image displayed. You will know whether you need to add an Image by looking at your website and seeing whether the existing categories are shown with an image.
 - **Description:** Here you can add a short description on what viewers may find if they click on this category. Similar to the Image, your site may not be configured to show this description. Refer to previous categories to see whether a description accompanies the category name on your website.
3. Once you've added the necessary details, click on the **Add** button. The page will refresh, displaying a success message to indicate the category has been successfully added (see **figure 4**). You will also be able to see this new category in the table underneath **Modify/Delete existing Categories**.

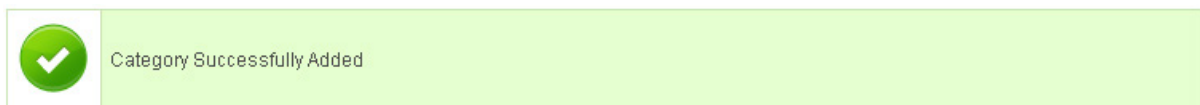


Figure 4 - Adding a New Category - 'Category Successfully Added'

Editing an Existing Category

1. Select **Categories** from the main menu of Product Catalogue (see **figure 2**).
2. Scroll to the section labelled **Modify/Delete existing Categories** where you should see a table listing the categories currently setup in your website (see **figure 5**).
3. Click on the **Edit** link corresponding to the category you wish to edit – placing your cursor over a table row will turn it blue, allowing you to easily match up the correct edit button (see **figure 5**).

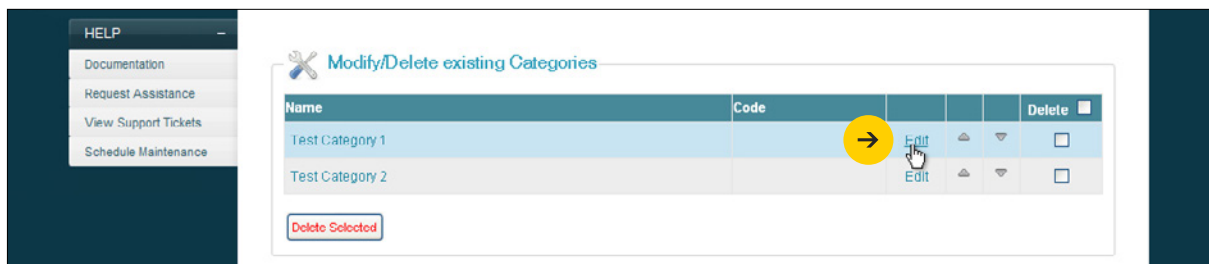


Figure 5 - Editing an Existing Category

- When you have selected the edit button, the page will reload displaying corresponding details for the selected category in the fields at the top of the page in the **Add/Modify Categories** section (see **figure 6**).

Product Management - Categories

Product main menu

Add/Modify Categories

Name:

Code:

External Link: (include http://www.)

Parent Category:

Product List Page: used to override the return product page

Image: No file chosen

Description:

Modify/Delete existing Categories

Name	Code				Delete
Test Category 1		Edit			<input type="checkbox"/>
Test Category 2		Edit			<input type="checkbox"/>

Figure 6 - Details Reloaded - Ready for Editing

- Make the changes to the Categories details that you wish to make and then press **Update**. You will be presented with a success message to say the category has been updated (see **figure 7**).

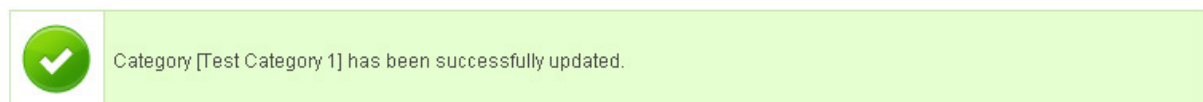


Figure 7 - Editing an Existing Category - 'Category has been successfully updated'

Deleting an Existing Category

1. Select Categories from the main menu of Product Catalogue (see **figure 2**).
2. Scroll to the section labelled **Modify/Delete existing Categories** where you should see a table listing the categories currently setup in your website (see **figure 8**).
3. Tick the checkbox matching the category you wish to delete. If you wish to delete all categories at once, select the single checkbox next to the word 'delete'. Any categories you have selected to delete will have their row turn red to indicate clearly you are about to remove those items (see **figure 8**).

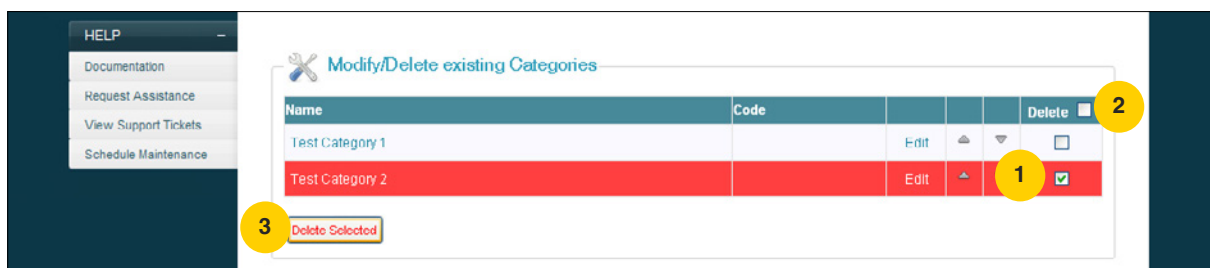


Figure 8 - Deleting an Existing Category

- 1 - Delete Checkbox for Single Category
- 2 - Checkbox to Delete All Categories
- 3 - Delete Selected Button

4. Once you have made your selections press the **Delete Selected** button underneath the table (see **figure 8**). A warning message will appear. Read the message and then confirm whether you still wish to delete the selected categories (see **figure 9**).

WARNING: It is extremely important to note that **any products associated with a category will also be deleted if their category is removed.**

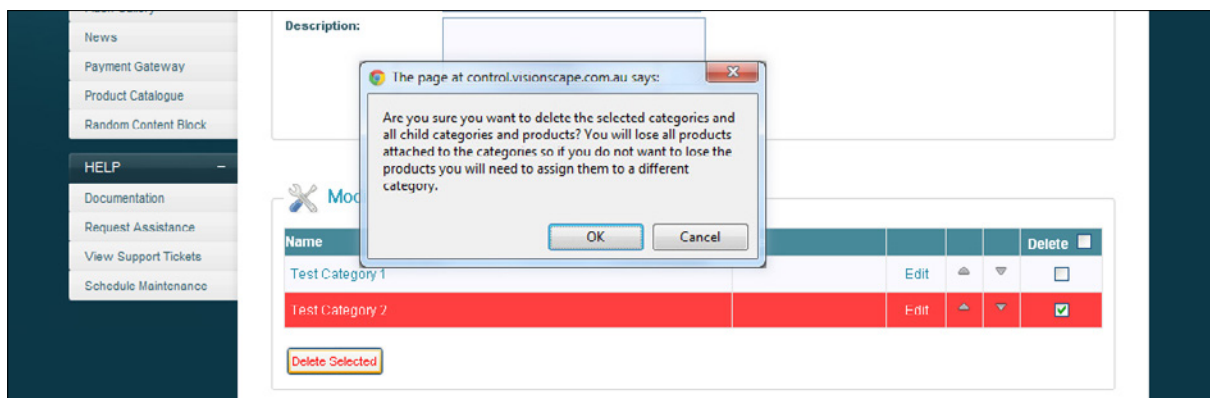


Figure 9 - Deleting an Existing Category - 'Are you sure...?' Confirmation Message

Adding a Product

Adding a new product is a two (2) step process as the system needs to have a record of the product saved before it will allow you to add product images/files or product variations (see 'Product Variations' for more information).

Step 1:

1. Click **Add product** from the Product Catalogue main menu (see **figure 2**). This will take you to the **Product List – Add New Product** page (see **figure 10**).

Visionscape

Welcome Demonstration Sign Out

OPTIONS

- Sitemap
- Page List
- Site Settings
- Sites
- File Manager
- Image Manager
- User Accounts
- Manage Components

MODULES

- Career Manager
- Data Form Management
- Events
- Flash Gallery
- News
- Payment Gateway
- Product Catalogue
- Random Content Block

HELP

- Documentation
- Request Assistance
- View Support Tickets
- Schedule Maintenance

Product List - Add New Product

Product main menu Back Create Product 6

General Product Details

(*) Indicates Required Fields

Product Name: * 1 Test Product

Product Code: 2

Category: * 3 Test Category 1 (Add new Category)

Supplier: (Add new Supplier)

Show Supplier on Website: ☒

Featured Product: ☒

In Stock: ☐

Quantity In Stock: 0

Product Cost:

Price (AUD): 4 100.00

Special Price (AUD): 0.00

Recommended Retail Price (AUD): 0.00

VIP Price (AUD): 0.00

VIP Special Price (AUD): 0.00

Product Specifications:

Height (cm): 0

Width (cm): 0

Depth (cm): 0

Weight (kg): 0

Search Criteria

Add/Edit product search Criteria

Description Short

Downloadable File

Choose File No file chosen

5

Figure 10 - Product List - Add New Product Page

- | | |
|------------------|--|
| 1 - Product Name | 4 - Price |
| 2 - Product Code | 5 - Long Description (near the bottom of the page) |
| 3 - Category | 6 - Create Product Button |

2. Enter the details of your product.

In most cases, you may only need to add a product name, category, cost and description (long) however we would recommend referring to existing products on your website to see what other information is displayed to your customers.

Note: Although a Product Code may not appear on your website, it will show up on order forms to assist you in assembling orders.

Step 2:

1. Now that you have created the product in the system, to add images and/or files and to create relationships between similar products, click on the **Browse products** link from main menu of Product Catalogue (see **figure 2**).
2. This will take you to a Select Category page (see **figure 11**). You will need to select the category(s) which you added the product to. Once you have navigated to the correct category, you will see a table of existing products (see **figure 12**).

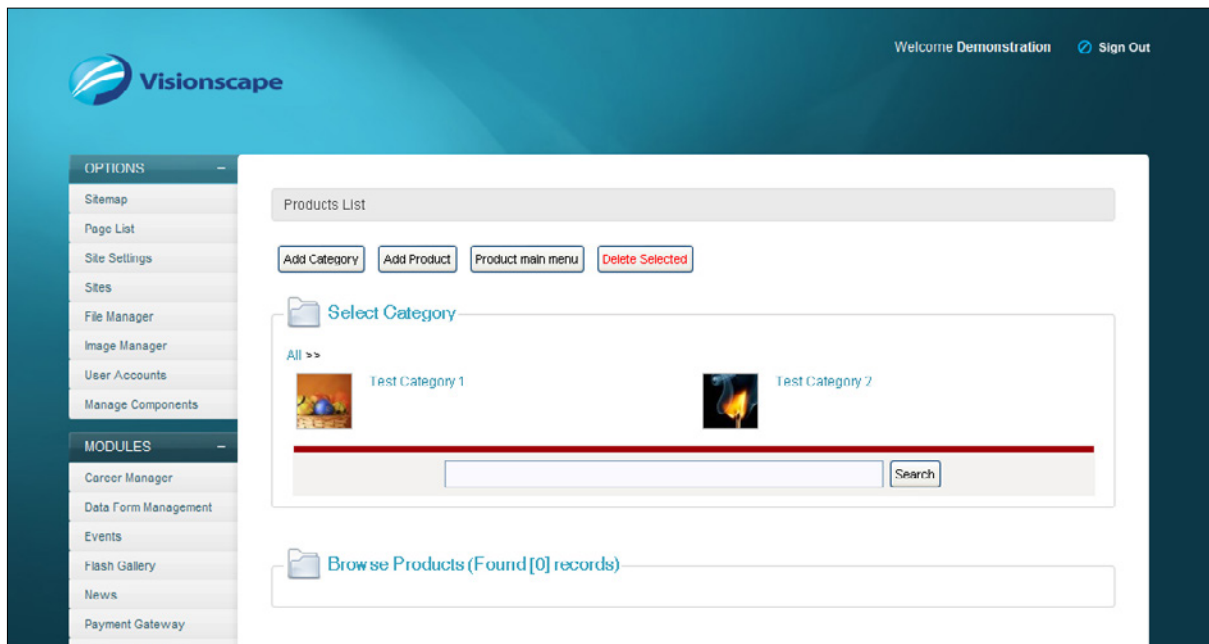


Figure 11 - Select Category Page

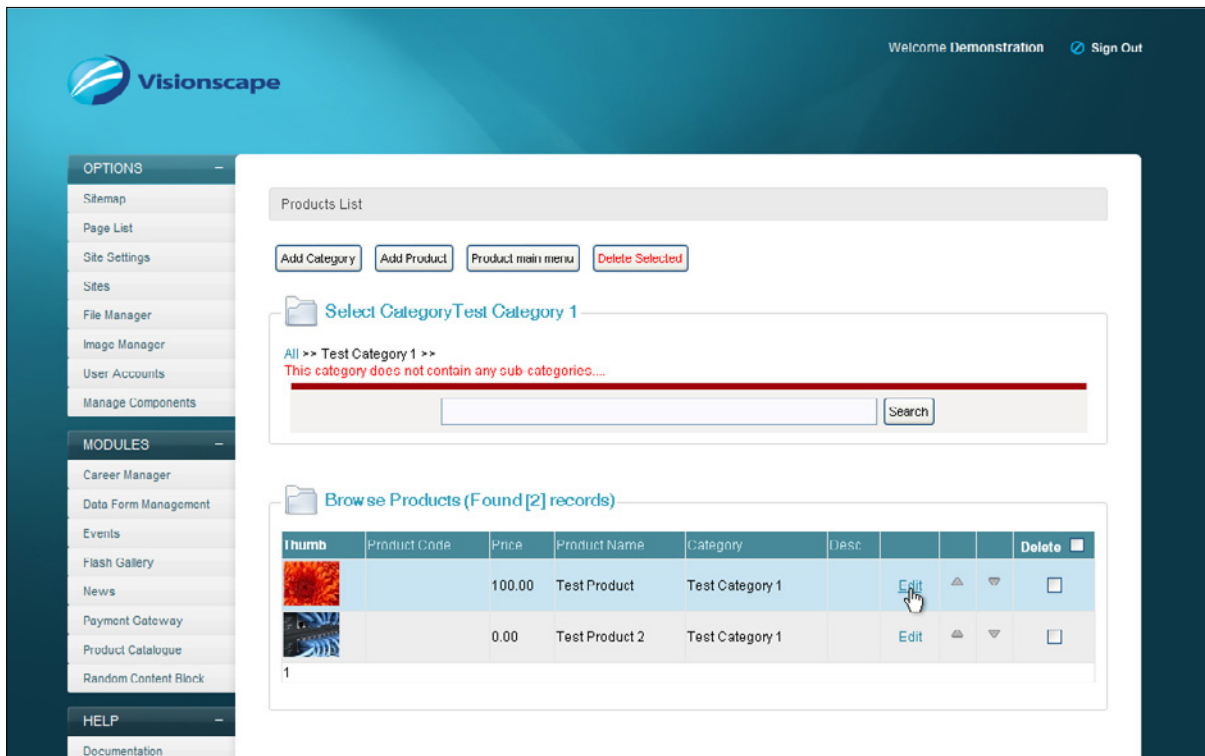


Figure 12 - Existing Product Page - Edit an Existing Product

3. Select the **Edit** link corresponding to the product you need to add images/files to (see **figure 12**). This will take you to the Product Details page (the same page you will have seen when you added the product initially).
4. You will notice that there are now two extra areas for **Similar Products** and **Files** (see **figure 13** and **figure 14**).
 - a. If your product relates to another product (particularly useful if it is part of a set) you can select the similar product from the drop down menu in the **Similar Product** section and create a relationship between the two. Make sure you select the **Add Similar Product** button in order to save the relationship. You may add as many (or as little) similar products as necessary.

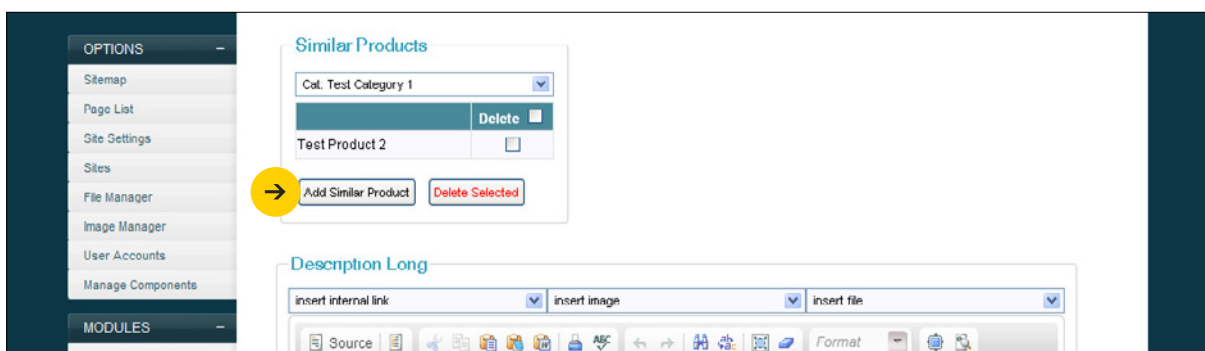


Figure 13 - Similar Products - Add Similar Products Button

- b. You may add any relevant PDF files, image files or even YouTube videos to your product in the **Files** section (located underneath the Long Description area - see **figure 14**).

In order to upload an image, select the **Browse/Choose File** button and browse your computer to select the file. Once selected, click **Upload Image**. The page will reload and you should see a success message appear.

Follow this same process to upload any files.

The screenshot displays the 'Files' section of a web application. At the top, there's a 'Description Long' area with a rich text editor containing the text 'This is a test product.' Below this, the 'Files' section is divided into three parts: 'Images', 'PDFs', and 'Youtube Videos'. The 'Images' section has a 'Choose File' button (labeled 1), an 'Upload Image' button, and a 'Delete Selected' button. Below these is a table with one row showing an image named '17484_Chrysanthemum.jpg'. The 'PDFs' section has a 'Choose File' button (labeled 2), an 'Upload PDF' button, and a 'Delete Selected' button. The 'Youtube Videos' section has 'Title' and 'Url' input fields, an 'Add Video' button, and is labeled with a yellow circle 3.

Figure 14 - Files Section

- 1 - Uploading an Image
- 2 - Uploading a PDF
- 3 - Adding a YouTube Video

5. Ensure you click the **Update** button at the top once you've finished.

Editing a Product

If a product has already been entered into the website, you can edit the product's details, including associated images and costs. To do this:

1. Click on the **Browse products** link from the main page (see **figure 2**).

You will be directed to a page that will display the categories in your shop. You may only have one category that acts as a default category, or you may have several different categories depending on how many products you sell and how your shop is configured to display on your website.

2. Click on the category that contains the product you wish to edit (see **figure 11**). You will either see another page displaying categories – the sub categories of the category you just clicked – or you will see a table listing all the products associated with that particular category. If you see another page listing sub categories, click on the categories until you come to a page which lists the products.
3. Each product will be listed on a new row, and in the seventh column (on the right hand side) you will see an **Edit** link associated with each product. Locate the product you wish to edit and click the corresponding **Edit** link (when you hover over a row it will change to a blue colour so that you can easily identify the correct edit link - see **figure 12**).
4. Clicking the **Edit** link will take you to a Product Details page where you will see a number of text boxes that are prefilled with any information that has previously been entered about that particular product.
5. Go ahead and change any information that you need – not all textboxes are turned on to display on your website so we would advise sticking to just the fields that currently have information in them – or you can open your website in another window/tab and compare what information is shown.
6. When you've made the changes, click the **Update** button at the top of the page. If you refresh your browser, you should see the change take place.

Deleting a Product

To delete a product:

1. Click on the **Browse products** link from the Product Catalogue main menu (see **figure 2**).
2. Browse through the categories until you locate the product you wish to delete.
3. Tick the checkbox in the last column of the row corresponding to the product (the row will turn red to indicate that product is about to be deleted - see **figure 15**).
4. Click the **Delete Selected** button at the top of the page (see **figure 15**). A confirmation box will appear (see **figure 16**). Once you have confirmed the deletion, a message will appear to say the selected products have been successfully deleted (see **figure 17**).

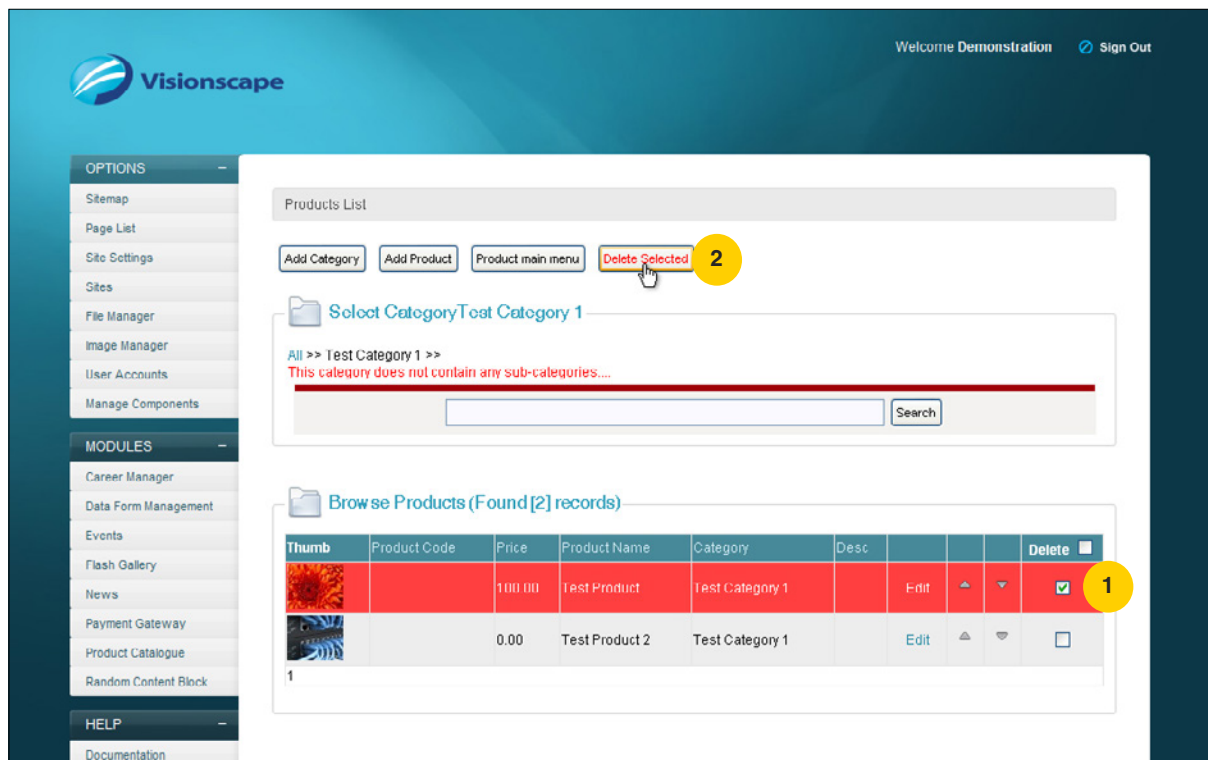


Figure 15 - Deleting a Product

- 1 - Delete Checkbox
- 2 - Delete Selected Button

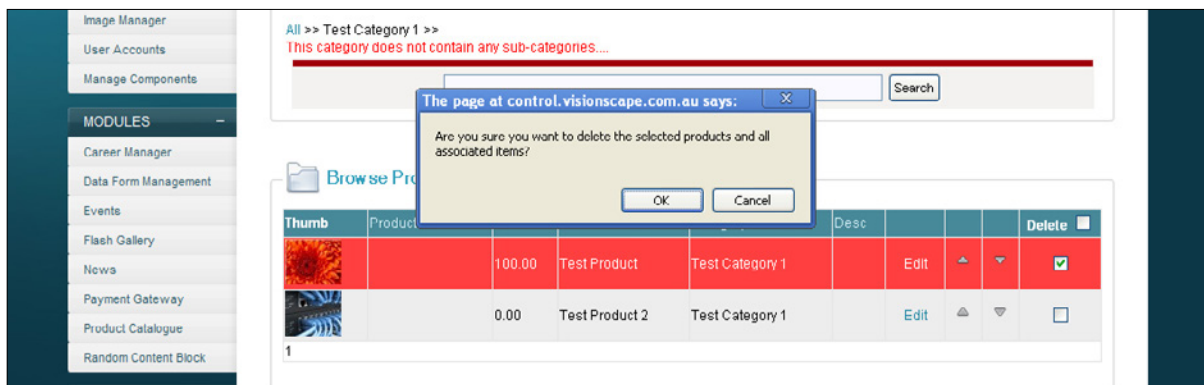


Figure 16 - Deleting a Product - 'Are you sure...?' Confirmation Message

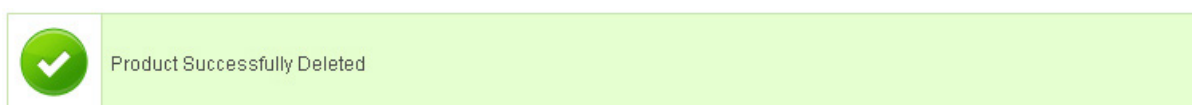


Figure 17 - Deleting a Product - 'Product Successfully Deleted'

Product Variations

Product Variations are used where the same product is available with a slight difference such as where a product is available in different sizes or colours or a product is available individually or as part of a set.

If your site uses variations you will only need to create 1 main product and then add the different variations. For example, you would add a product called 'Plastic Bowl' (following the instructions in Adding a Product) and then add variations for 'Small', 'Medium', 'Large'. Variations can have different product codes and different prices.

Managing Variation Types

In most cases, variation types will have been configured when the Redback Team initially configured your Product Catalogue. However you may wish to add additional variations or edit/remove existing ones.

To add a new variation type:

1. Select **Manage Variation Types** from the Product Catalogue main menu (see **figure 2**).
2. Enter a name for your new variation on the Variation Details page (see **figure 18**).
3. Click the **Add** button (see **figure 18**). Your variation will be added to a table on the same page and a message will appear to say the Variation Type was successfully added (see **figure 19**).

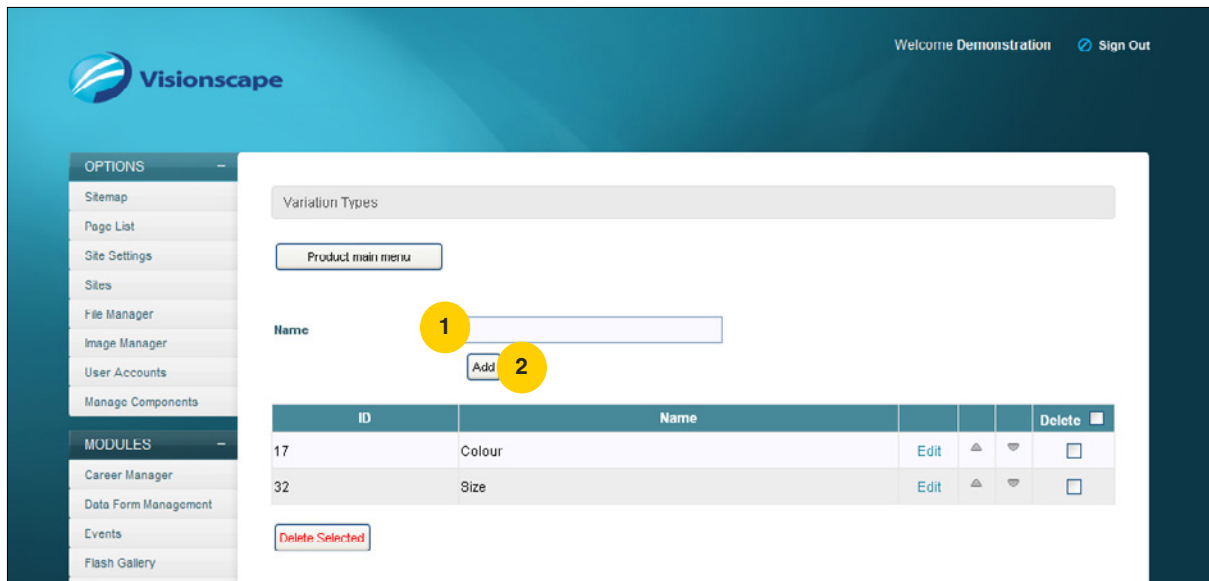


Figure 18 - Variation Details Page

- 1 - Variation Name Field
- 2 - Add Button

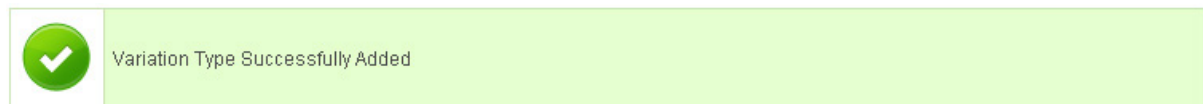


Figure 19 - Adding a Variation Type - 'Variation Type Successfully Added'

To edit an existing variation type:

1. Select **Manage Variation Types** from the Product Catalogue main menu (see **figure 2**).
2. Select the appropriate **Edit** link from the Variation Type table (see **figure 20**). The page will reload and the field above the table will be populated with the name of the variation type you are editing.
3. Make the necessary change and press **Update**. You will see a success message and the variation type will have been updated in the table (see **figure 21**).

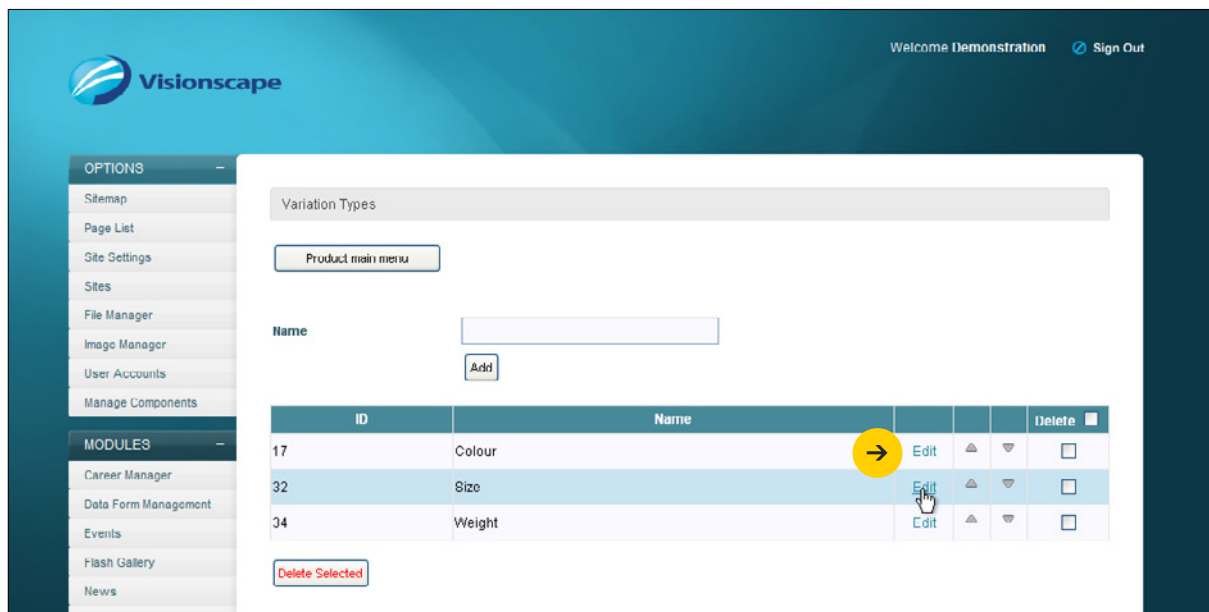


Figure 20 - Variation Types - Editing an Existing Variation

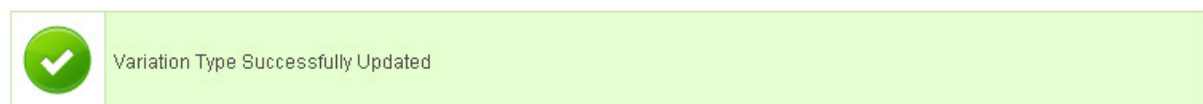


Figure 21 - Editing an Existing Variation - 'Variation Successfully Added'

To delete an existing variation type:

1. Select **Manage Variation Types** from the Product Catalogue main menu (see **figure 2**).
2. Tick the checkbox corresponding to the variation type you wish to delete and press **Delete Selected** (see **figure 22**).
3. A confirmation box will appear (see **figure 23**). Once confirmed, a message will appear to indicate the variation type has been deleted (see **figure 24**), and it will have been removed from the Variation Type table.

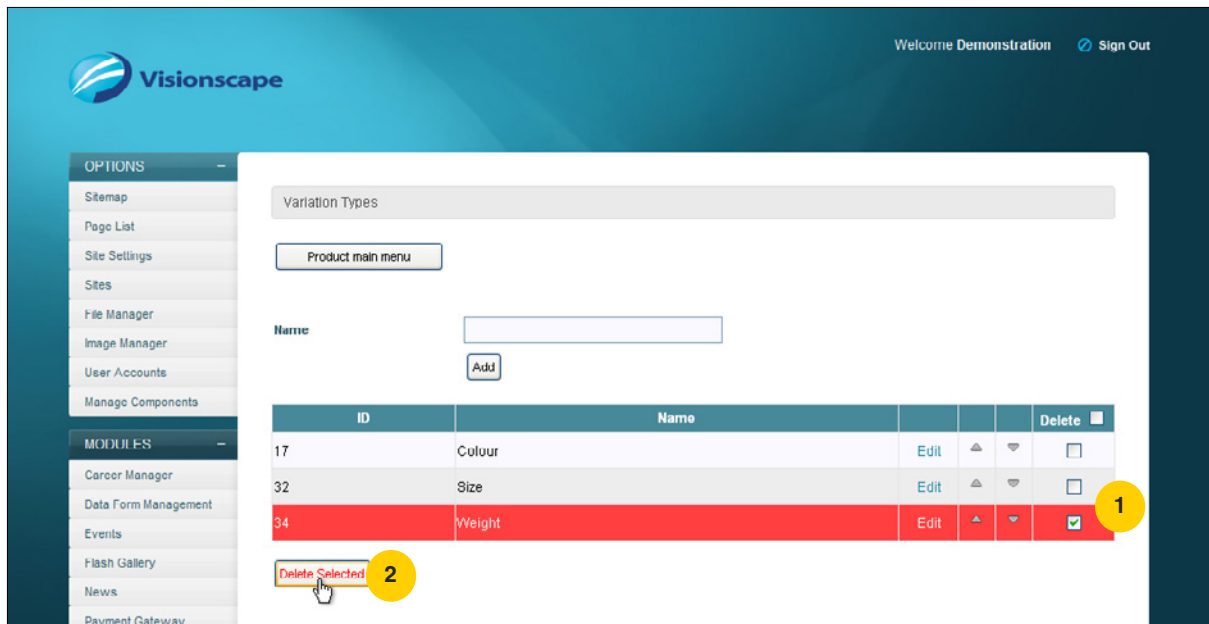


Figure 22 - Variation Types - Deleting an Existing Variation Type

- 1 - Delete Checkbox
- 2 - Delete Selected Button

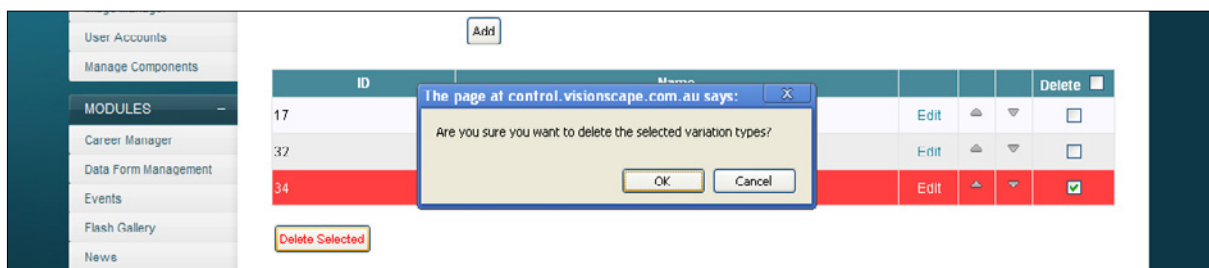


Figure 23 - Deleting an Existing Variation Type - 'Are you sure...?' Confirmation Message

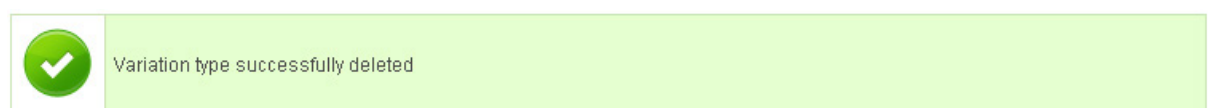


Figure 24 - Deleting an Existing Variation Type - 'Variation Type Successfully Deleted'

Creating a Product Variation

To create a product variation:

1. Click on the **Browse products** link from the main page (see **figure 2**).
2. Browse to the product you are adding variations to and click the **Edit** link (see **figure 12**).
3. Once on the Product Details/Editing page, select the **Create Product Variation** button at the top of the page (see **figure 25**). This will take you to a new page titled 'Variation Details' (see **figure 26**).

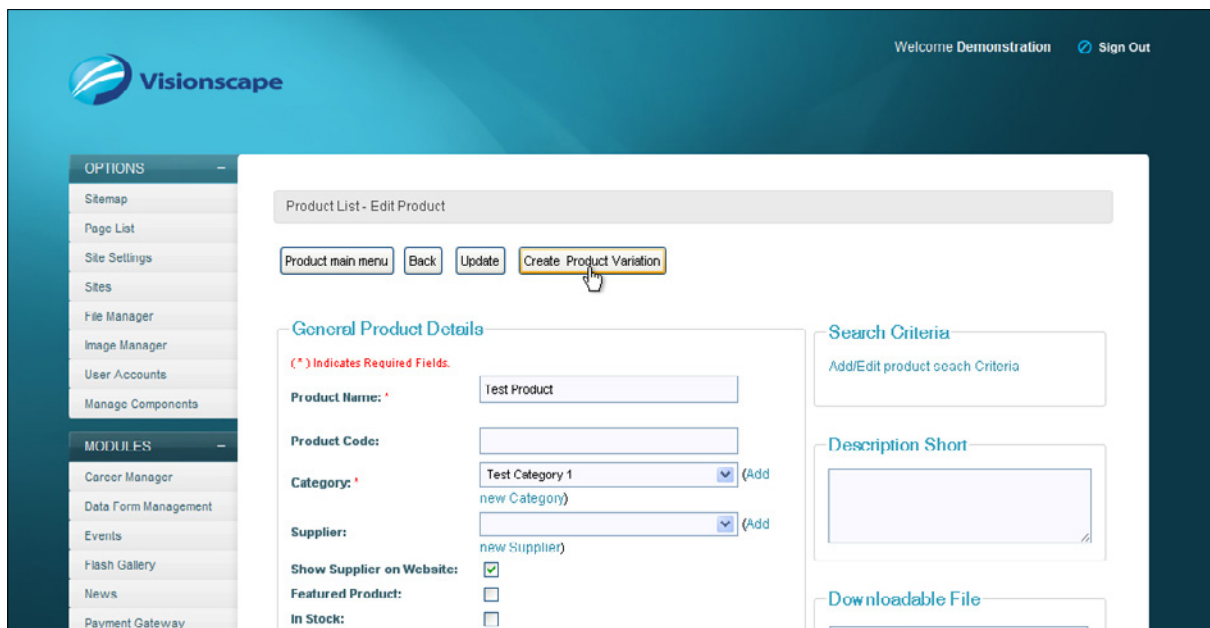


Figure 25 - Create Product Variation Button

4. Enter any information that you need, remembering to select the appropriate Variation Type and a Product Price (each variation of a product must have a cost associated with it).
5. Click the **Add** button at the top of the page (see **figure 26**). You will be directed back to the Edit Product page and a message will display to indicate the Variation has been successfully added (see **figure 27**). You will also be able to notice a new section titled **Product Variation Details** located just above the **Description Long** area (see **figure 28**).

Visionscape

Welcome **Demonstration** [Sign Out](#)

OPTIONS

- Sitemap
- Page List
- Site Settings
- Sites
- File Manager
- Image Manager
- User Accounts
- Manage Components


MODULES

- Career Manager
- Data Form Management
- Events
- Flash Gallery
- News
- Payment Gateway
- Product Catalogue
- Random Content Block

HELP

- Documentation
- Request Assistance
- View Support Tickets
- Schedule Maintenance

Variation Details

[Back](#) [Add](#) 

Name

Product Code

Variation Type

In Stock ☐

Price

Special Price

VIP Price

VIP Special Price

Height

Width

Depth

Weight

Box Quantity

Search Tags

Competitive Product Tags

Figure 26 - Variation Details Page - Add Button

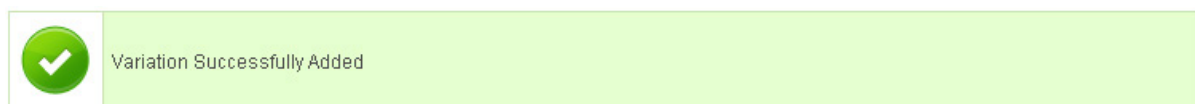


Figure 27 - Create a Product Variation - 'Variation Successfully Added'

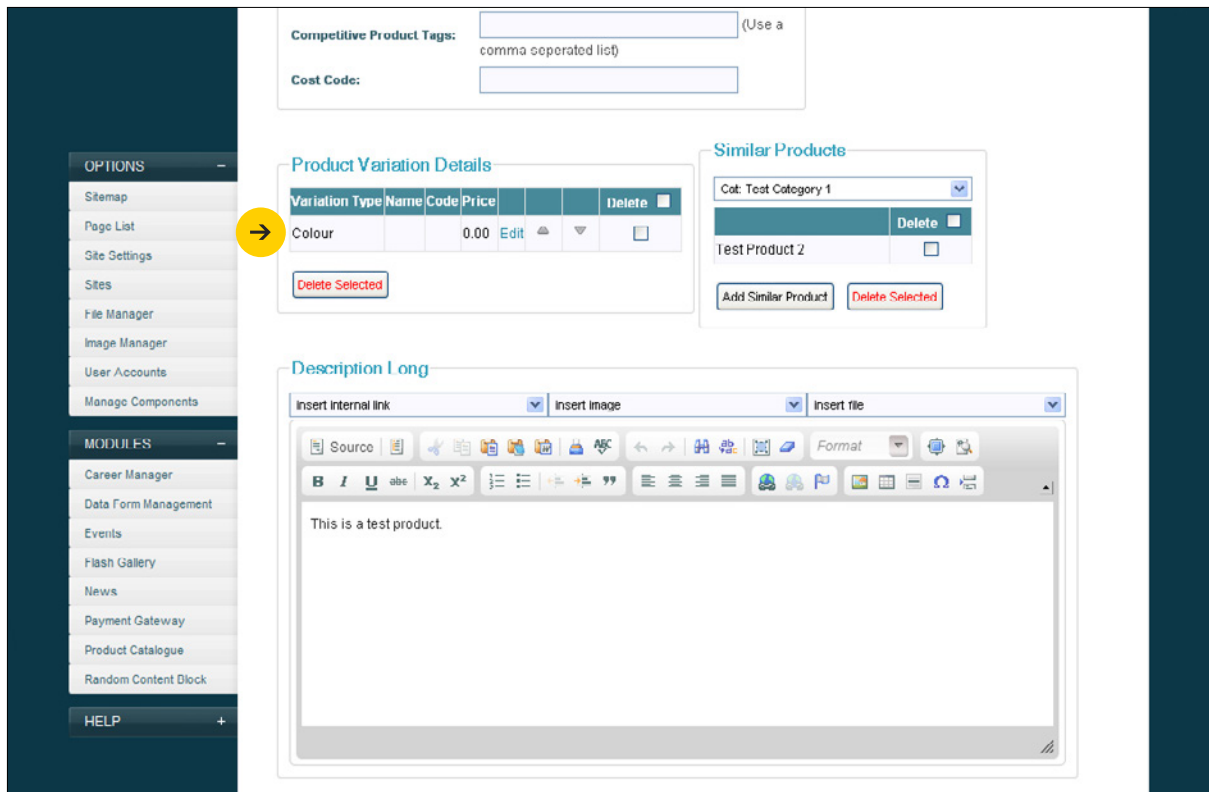


Figure 28 - Product Variation Details Section

Editing a Product Variation

If you need to edit the details (such as cost, product code etc) of a product variation that has already been created:

1. Navigate to the Product Details/Editing page of the main product.
2. Scroll to the **Product Variation Details** and select the **Edit** link corresponding to the variation you wish to edit (see **figure 29**). This will direct you to the Variation Details page where you originally created the Variation (see **figure 26**). The fields will be populated with the data you entered previously.

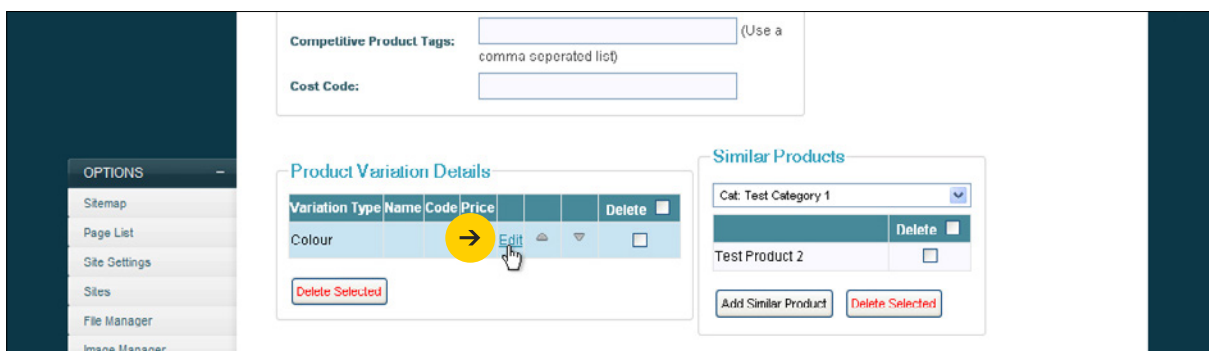


Figure 29 - Editing a Product Variation - Edit Link

3. Make the necessary edits and then click the **Update** button. You will be taken back to the Product Detail/Editing page where you will see an updated successfully message (see **figure 30**).

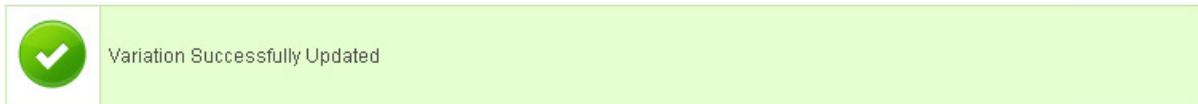


Figure 30 - Editing a Product Variation - 'Variation Successfully Updated'

Deleting a Product Variation

If you need to delete an existing product variation:

1. Navigate to the Product Details/Editing page of the main product.
2. In the Variation Table, tick the checkbox corresponding to the variation you wish to delete. The row will turn red (see **figure 31**).

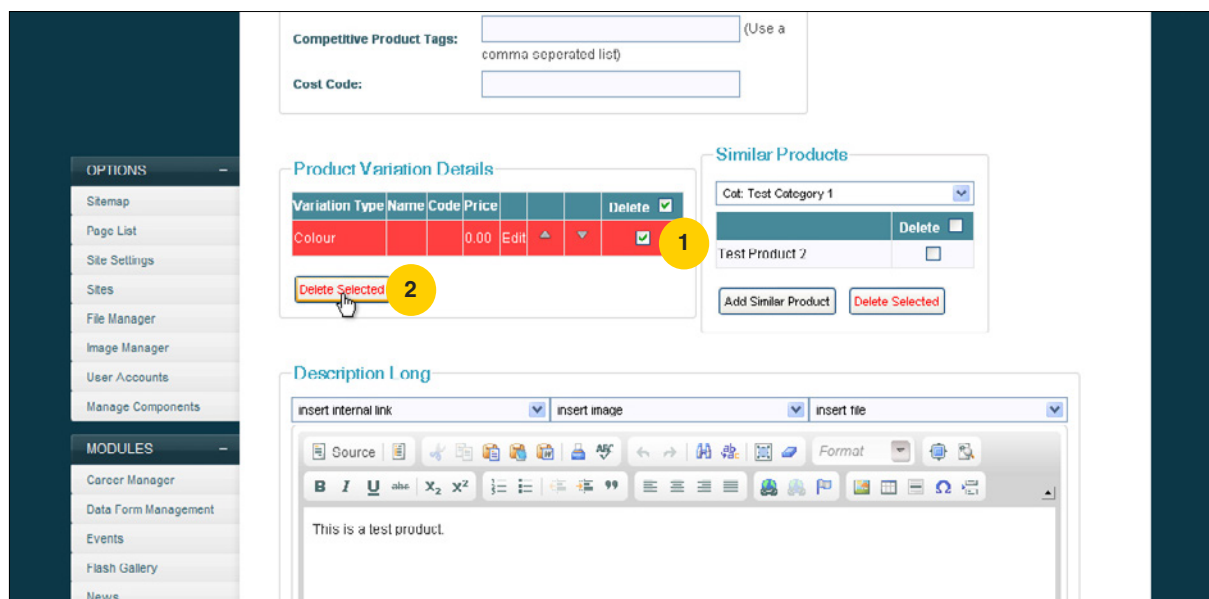


Figure 31 - Deleting a Product Variation

- 1 - Delete Checkbox
- 2 - Delete Selected Button

3. Select the **Delete Selected** button located just below the Variation table (see **figure 31**). A confirmation message will appear (see **figure 32**).

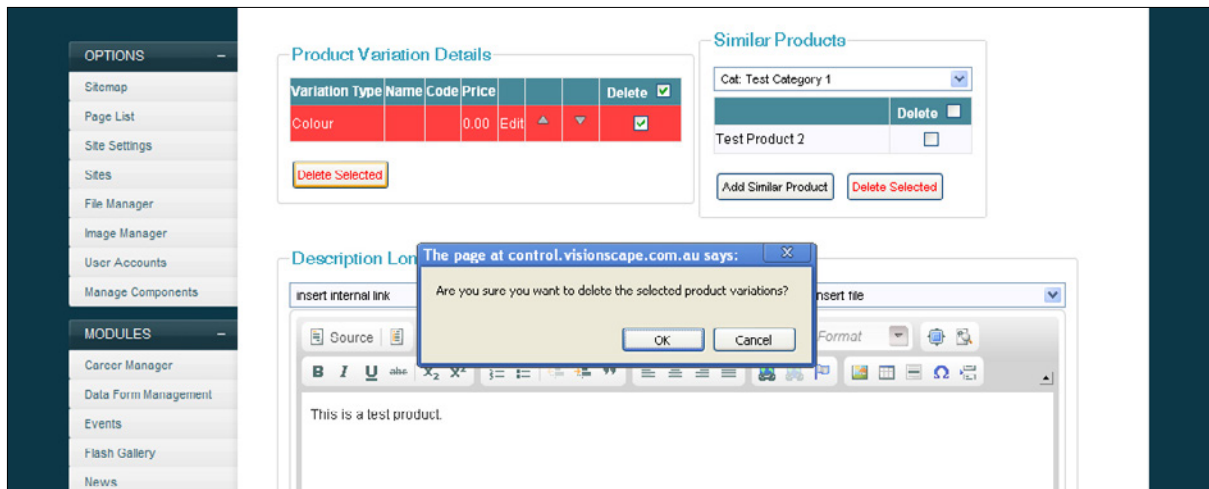


Figure 32 - Deleting a Product Variation - 'Are you sure...?' Confirmation Message

4. Once confirmed, you will see a message confirming the variation was successfully deleted. You will also see this change reflected in the Variation table.

Note: If you deleted the only variation for that product, the entire Product Variation section will have been removed from the Product Details/Editing page.

Featured Products

Redback clients may have one of two options setup for displaying featured products:

1. A featured products scroller (for example see the Mystic Boarding home page: mysticboarding.com.au)
2. A featured products page

If your existing website does not have a featured products area you will need to contact the Redback Team to discuss options for setting up a featured products scroller or featured products page on your site (call (02) 4962 2236 or email support@rb.com.au).

The featured product scroller is an excellent way to showcase new or popular products on the home page of your site. Simply check a box in the product module and the product will automatically appear in the scroller.

Creating Featured Products

There are two ways to add featured products to your featured product area:

Featured Product Checkbox

1. Navigate to the Product Details/Editing page of the product(s) you want to feature.

2. Beneath the Product Name, Product Code, Category and Supplier fields you will notice three checkboxes. Tick the **Featured Product** checkbox (see **figure 33**).
3. If you are editing an existing product hit the **Update** button at the top of the page.
(Alternatively if you are creating a new product that you want to be shown as a featured product hit the **Create Product** button - see **figure 10**.)

The screenshot shows the 'Product List - Edit Product' page in the Visionscape system. The sidebar on the left contains 'OPTIONS' (Sitemap, Page List, Site Settings, Sites, File Manager, Image Manager, User Accounts, Manage Components) and 'MODULES' (Career Manager, Data Form Management, Events, Flash Gallery, News, Payment Gateway, Product Catalogue, Random Content Block). The main form area has a title bar with 'Product List - Edit Product' and buttons for 'Product main menu', 'Back', 'Update', and 'Create Product Variation'. Below this is the 'General Product Details' section with a red note: '(*) Indicates Required Fields'. The fields are: Product Name (Test Product 2), Product Code (empty), Category (Test Category 1 with a dropdown arrow and '(Add new Category)' link), Supplier (empty with a dropdown arrow and '(Add new Supplier)' link), Show Supplier on Website (checked), Featured Product (checked, highlighted with a red circle and a yellow arrow), In Stock (unchecked), Quantity In Stock (0), and Product Cost (0.00). To the right are sections for 'Search Criteria' (Add/Edit product search Criteria), 'Description Short' (empty text area), and 'Downloadable File' (Choose File button, No file chosen).

Figure 33 - Featured Product Checkbox on the Product List Page

Manage Featured Products

1. Navigate to the Product Management/Product Catalogue main page and select **Manage Featured Products** (see **figure 2**).
2. You will now see the **Featured Products** page displayed (see **figure 34**). This will list any products that you have already selected as featured products.
3. Using the **Product dropdown list** you will now be able to select one product at a time (see **figure 35**). Select a product that you would like to feature and then hit the **Mark as Featured** button at the top of the page (see **figure 34**).
4. The page will reload and you will see a message confirming that the product has been successfully marked as a feature product (see **figure 36**).
5. If there are multiple products that you would like to feature repeat step 3 for each of the products that you have in mind.

Note: You cannot select an entire product category using the Product dropdown list. You must select one product at a time to mark as featured.

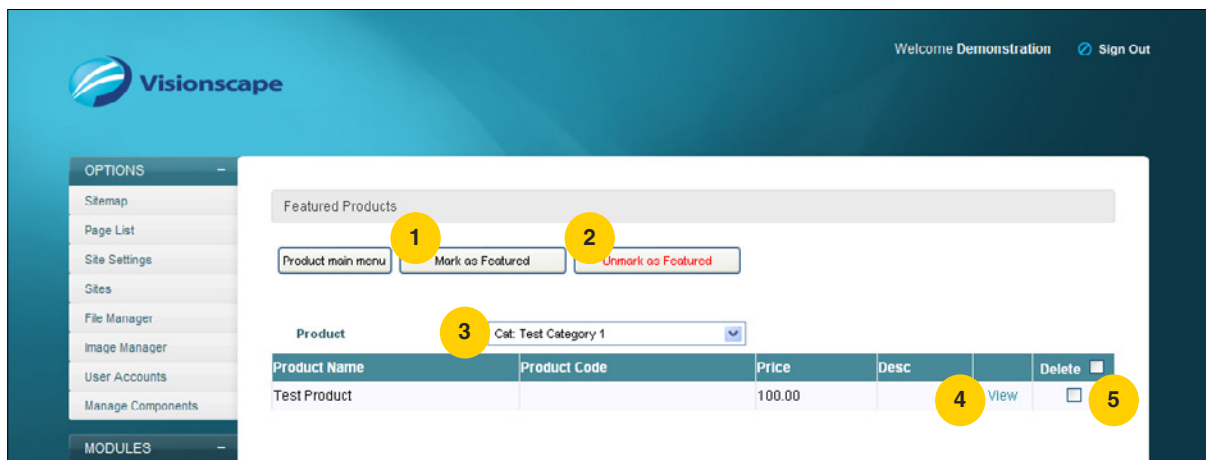


Figure 34 - Featured Products Page

- 1 - Mark as Featured Button
- 2 - Unmark as Featured Button
- 3 - Product Dropdown List
- 4 - View Product Details Link
- 5 - Delete Checkbox for Unmarking as Featured

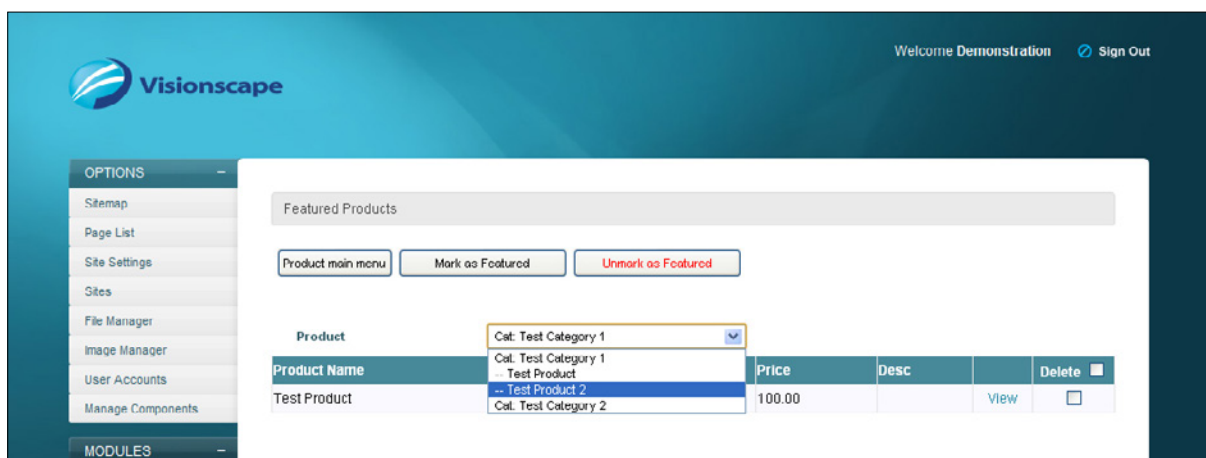


Figure 35 - Featured Products Page - Product Dropdown List



Figure 36 - Creating a Featured Product - 'Product successfully marked as a featured product'

Removing Featured Products

Just as there are two ways to create featured products there are two ways to remove featured products. If you are removing more than one product at a time from the feature product area we would recommend using the second method on the 'Manage Featured Products' page.

Featured Product Checkbox

1. Navigate to the Product Details/Editing page of the product(s) you want to remove from your featured product area.
2. Beneath the Product Name, Product Code, Category and Supplier fields you will notice three checkboxes. Tick the **Featured Product** checkbox so that it now appears unmarked (see **figure 37**).
3. Hit the **Update** button at the top of the page.

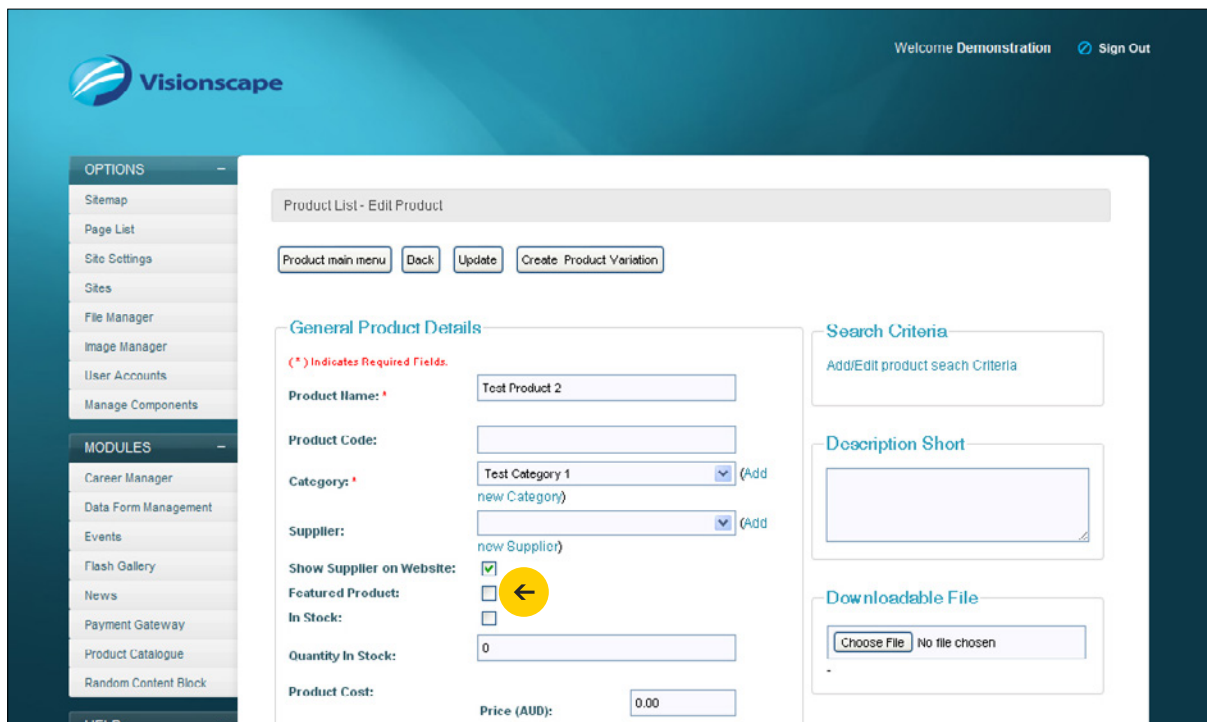
The screenshot shows the 'Product List - Edit Product' page in the Visionscape system. On the left is a sidebar with 'OPTIONS' (Site map, Page List, Site Settings, Sites, File Manager, Image Manager, User Accounts, Manage Components) and 'MODULES' (Career Manager, Data Form Management, Events, Flash Gallery, News, Payment Gateway, Product Catalogue, Random Content Block). The main content area has a header 'Product List - Edit Product' with buttons for 'Product main menu', 'Back', 'Update', and 'Create Product Variation'. Below this is the 'General Product Details' section. It includes fields for 'Product Name' (Test Product 2), 'Product Code', 'Category' (Test Category 1), and 'Supplier'. There are three checkboxes: 'Show Supplier on Website' (checked), 'Featured Product' (unchecked), and 'In Stock' (unchecked). A yellow circle with a left-pointing arrow highlights the 'Featured Product' checkbox. Other fields include 'Quantity In Stock' (0) and 'Product Cost' (0.00). On the right, there are sections for 'Search Criteria', 'Description Short', and 'Downloadable File'.

Figure 37 - Featured Product Checkbox on the Product List Page - Unmarked

Manage Featured Products

1. Navigate to the Product Management/Product Catalogue main page and select **Manage Featured Products** (see **figure 2**).
2. You will now see the **Featured Products** page displayed (see **figure 34**). This will list any products that you have already selected as featured products.

3. In the Featured Product table, tick the **Delete Checkbox** corresponding to each of the products that you would like to remove from your featured product area. The row will turn red for each product selected (see **figure 38**).

This method allows you to remove as many featured products as you would like at the one time. You can hit the delete checkbox at the top of the 'Delete' column to select all products in the table if you would like to remove them all from your featured product area.

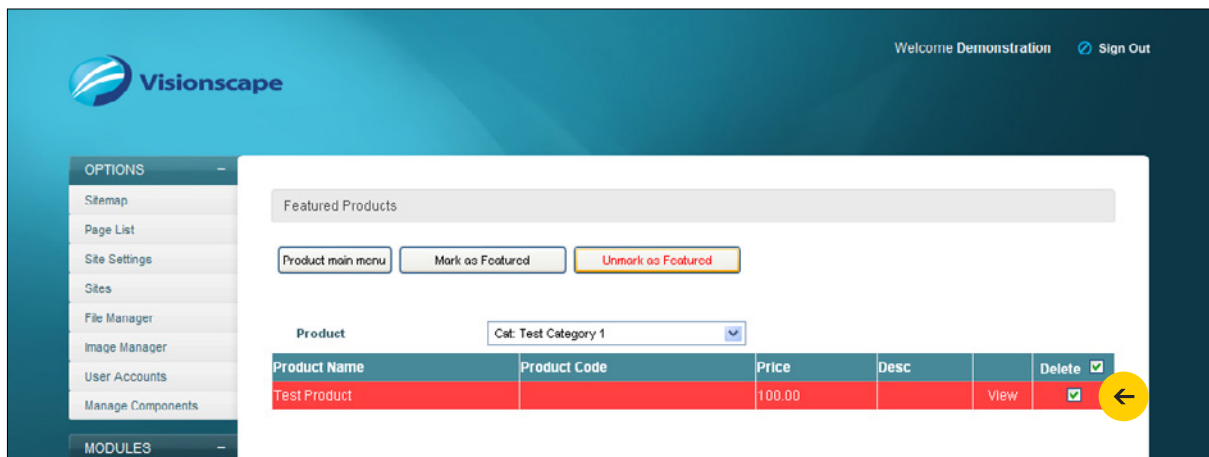


Figure 38 - Featured Products Page - Product Dropdown List

4. Click the **Unmark as Featured** button at the top of the page. A confirmation box will appear (see **figure 38**). Once confirmed, a message will appear saying that the products have been been deleted (see **figure 39**), and it will have been removed from the Featured Product table.

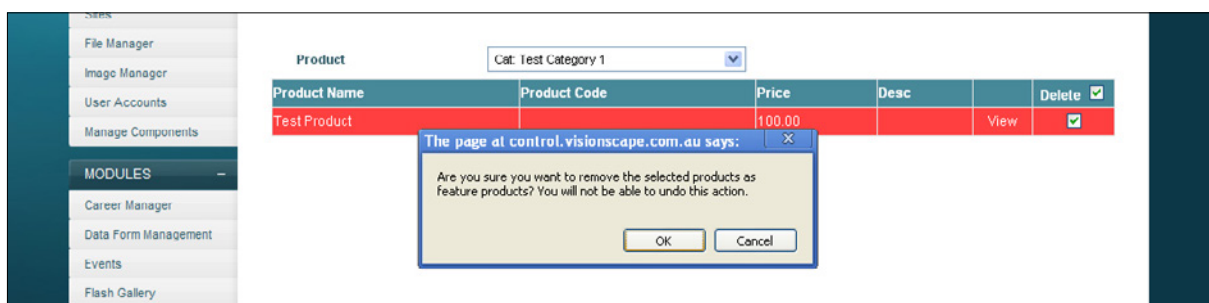


Figure 38 - Removing a Featured Product - 'Are you sure...?' Confirmation Message



Figure 39 - Removing a Featured Product - 'Select products successfully removed as featured products!'

Importing Products

You can import product details for a large volume of products (one category at a time) by uploading a Microsoft Excel spreadsheet. In order to do this your Excel file will need to be formatted correctly (see **step 3** below for more information).

1. Select **Import Products/Variations** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Product Management - Product Import** page with an Import Utility area (see **figure 40**).

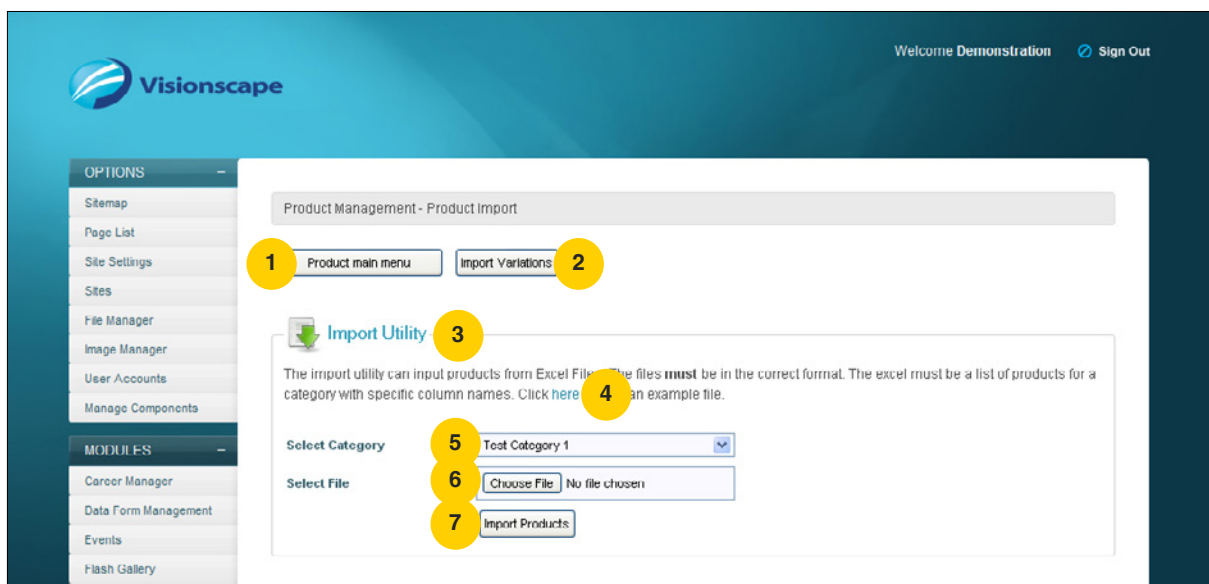
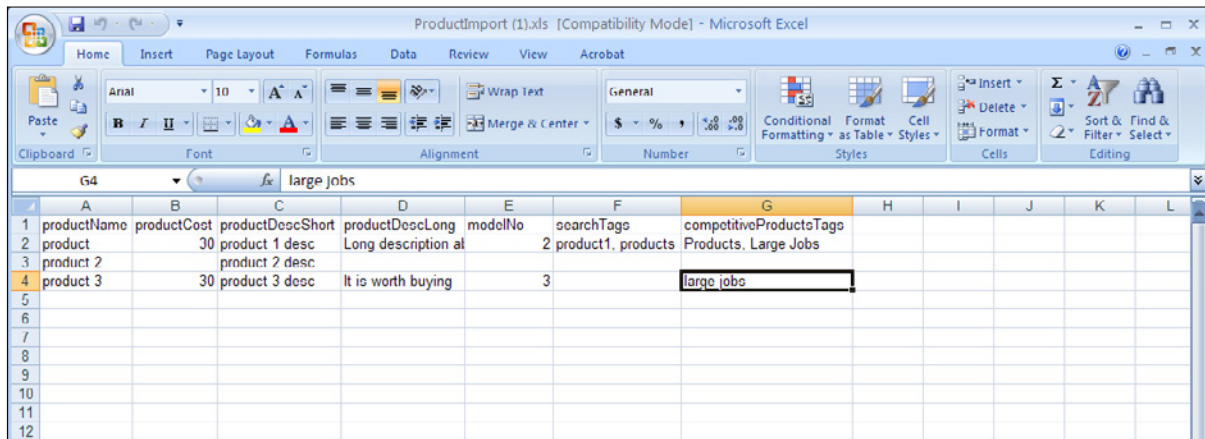


Figure 40 - Product Management - Product Import Page

- | | |
|------------------------------|-----------------------------------|
| 1 - Product Main Menu Button | 5 - Select Category Dropdown List |
| 2 - Import Variations Button | 6 - Choose File Button |
| 3 - Import Utility Area | 7 - Import Products Button |
| 4 - Example File Link | |

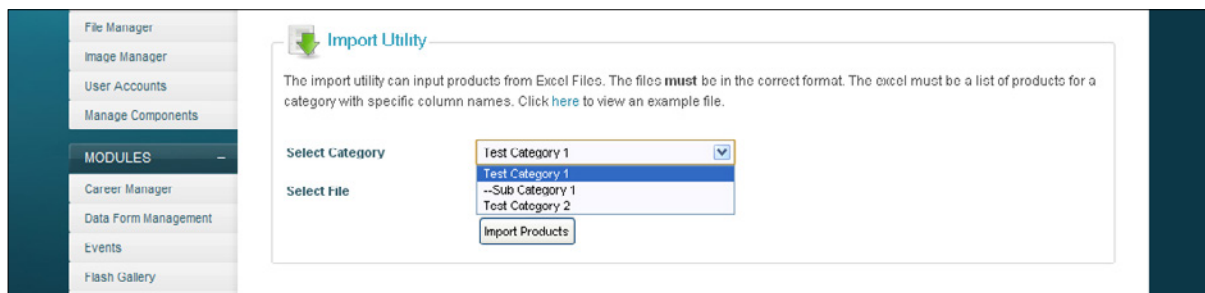
3. Your Excel file will need to be formatted in the correct format with a list of products for a single category with specific column names. Click the **example file link** (see **figure 40**) to view a sample Excel file (see **figure 41**). You can use this file as a template to enter in your own product details or alternatively format your existing Excel files to match.
4. Using the **Select Category Dropdown List** choose the appropriate category or sub category to which you would like to upload products (see **figure 42**).
5. Hit the **Choose File** button to browse your computer for your Excel file (see **figure 43**). Locate your Excel file, hit **Open** and then hit the **Import Products** button.

6. You will now see a message confirming that product import was successful (see **figure 44**).



	A	B	C	D	E	F	G	H	I	J	K	L
1	productName	productCost	productDescShort	productDescLong	modelNo	searchTags	competitiveProductsTags					
2	product	30	product 1 desc	Long description al		2 product1, products	Products, Large Jobs					
3	product 2		product 2 desc									
4	product 3	30	product 3 desc	It is worth buying		3	large jobs					
5												
6												
7												
8												
9												
10												
11												
12												

Figure 41 - Example Product Import Excel File



File Manager
Image Manager
User Accounts
Manage Components

MODULES

Career Manager
Data Form Management
Events
Flash Gallery

Import Utility

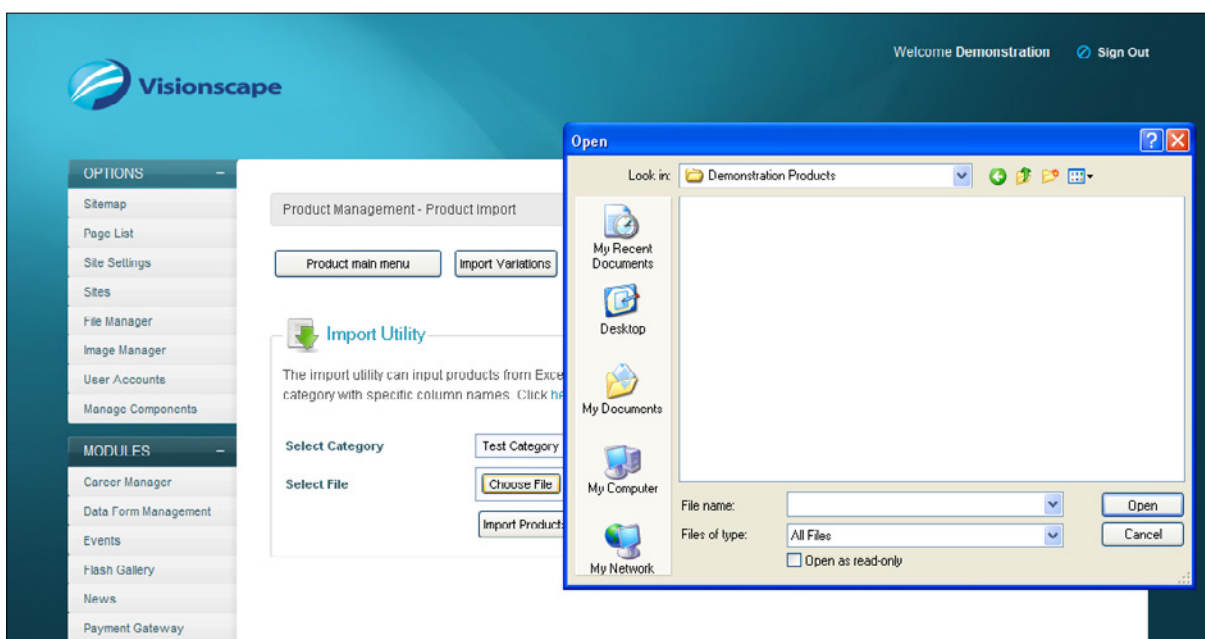
The import utility can input products from Excel Files. The files **must** be in the correct format. The excel must be a list of products for a category with specific column names. Click [here](#) to view an example file.

Select Category: Test Category 1
Test Category 1
~Sub Category 1
Test Category 2

Select File

Import Products

Figure 42 - Product Management - Product Import Page - Select Category Dropdown List



Visionscape

Welcome Demonstration Sign Out

OPTIONS

Sitemap
Page List
Site Settings
Sites
File Manager
Image Manager
User Accounts
Manage Components

MODULES

Career Manager
Data Form Management
Events
Flash Gallery
News
Payment Gateway

Product Management - Product Import

Product main menu Import Variations

Import Utility

The import utility can input products from Excel category with specific column names. Click [here](#) to view an example file.

Select Category: Test Category

Select File: Choose File

Import Products

Open

Look in: Demonstration Products

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name:

Files of type: All Files

Open as read-only ☐

Open Cancel

Figure 43 - Product Management - Product Import Page - Choosing Your File

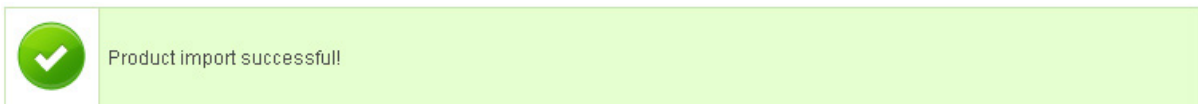


Figure 44 - Importing Products - 'Product import successful!'

Importing Product Variations

You can also import product variation details (for one variation type at a time) by uploading a Microsoft Excel spreadsheet. In order to do this you need to have already setup variation types (see **Managing Variation Types**). Your Excel file will also need to be formatted correctly (see **step 3** below for more information).

1. Select **Import Products/Variations** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Product Management - Product Import** page (see **figure 40**).
3. Click on the Import Variations button towards the top of the page (see **figure 40**).
4. You will now see displayed the **Product Management - Product Variation Import** page with an Import Utility area (see **figure 45**).

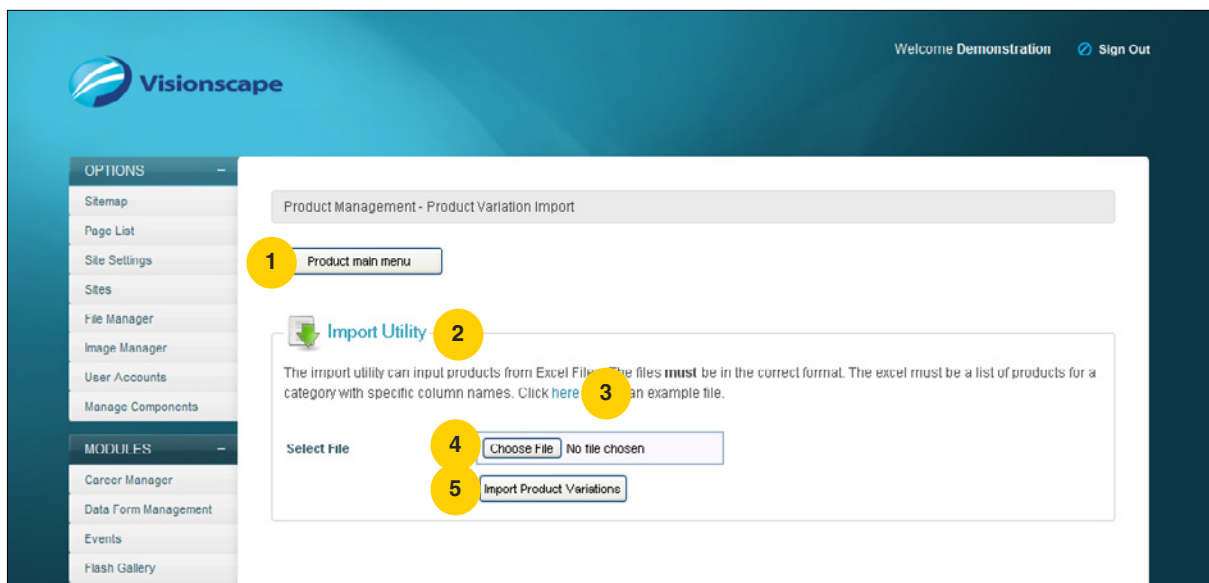
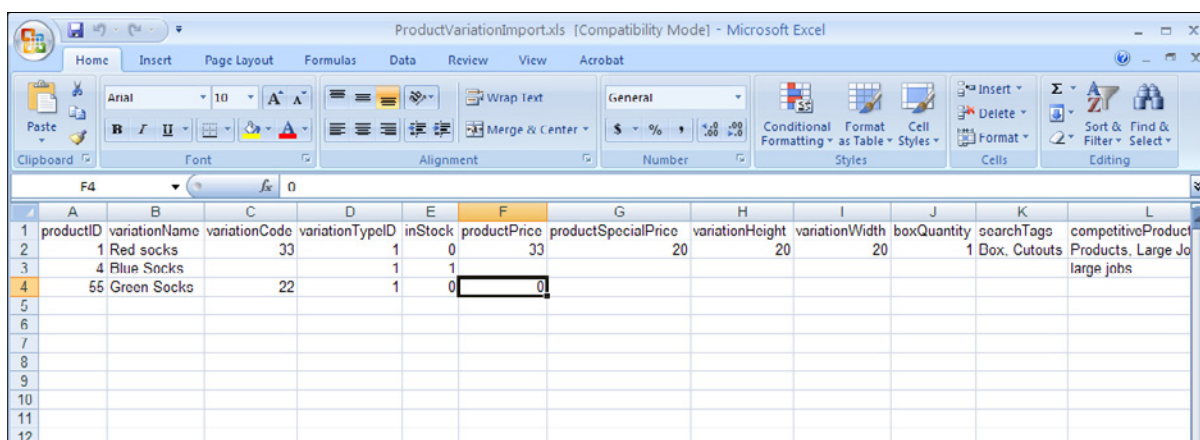


Figure 45 - Product Management - Product Variation Import Page

- | | |
|------------------------------|--------------------------------------|
| 1 - Product Main Menu Button | 4 - Choose File Button |
| 2 - Import Utility Area | 5 - Import Product Variations Button |
| 3 - Example File Link | |

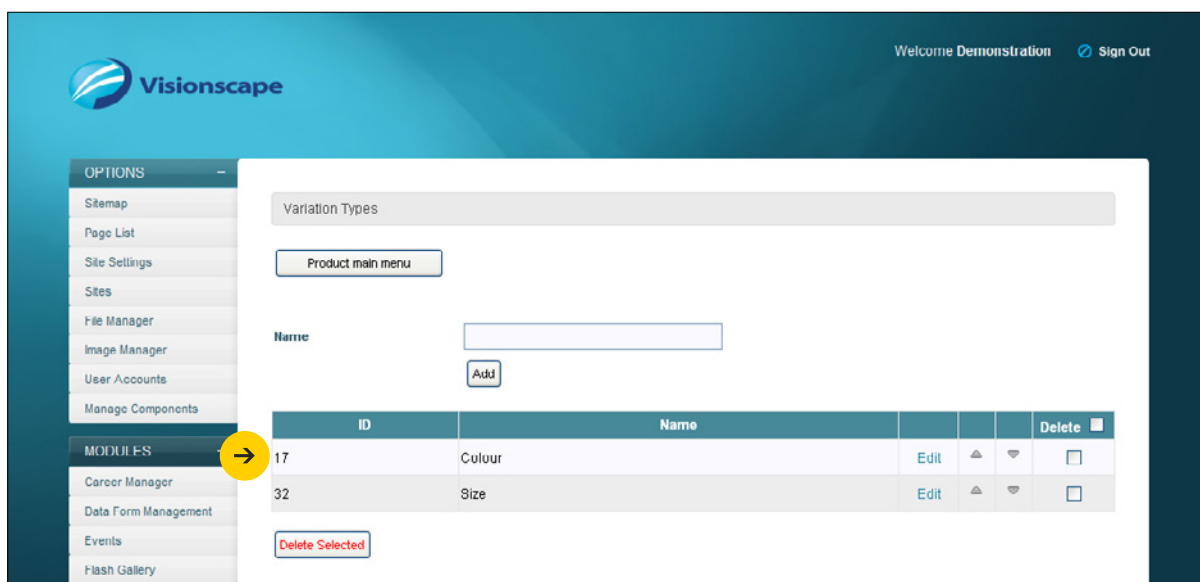
- Your Excel file will need to be formatted in the correct format with a list of variations for a particular variation type with specific column names. Click the **example file link** (see **figure 45**) to view a sample Excel file (see **figure 46**). You can use this file as a template to enter in your own product details or alternatively format your existing Excel files to match.

It is important that the **variationTypeID** matches the corresponding ID number on the **Variations Type** page for that particular variation type (see **figure 47**). For example if the ID for colour is '17' in the left-hand column of the Variation Types table and you are wanting to upload colour variations in your Excel file the variationTypeID column will need to be '17' for all the different colours listed.



	A	B	C	D	E	F	G	H	I	J	K	L
	productID	variationName	variationCode	variationTypeID	inStock	productPrice	productSpecialPrice	variationHeight	variationWidth	boxQuantity	searchTags	competitiveProduct
1		1 Red socks	33	1	0	33	20	20	20	1	Box, Cutouts	Products, Large Jo
2		4 Blue Socks		1	1							large jobs
3		55 Green Socks	22	1	0	0						
4												
5												
6												
7												
8												
9												
10												
11												
12												

Figure 46 - Example Product Variation Import Excel File



ID	Name	Edit	Delete
17	Colour	Edit	<input type="checkbox"/>
32	Size	Edit	<input type="checkbox"/>

Figure 47 - Variation Types Page - ID Number for Each Variation Type

6. Hit the **Choose File** button to browse your computer for your Excel file (see **figure 48**). Locate your Excel file, hit **Open** and then hit the **Import Product Variations** button.
7. You will now see a message confirming that product import was successful (see **figure 49**).

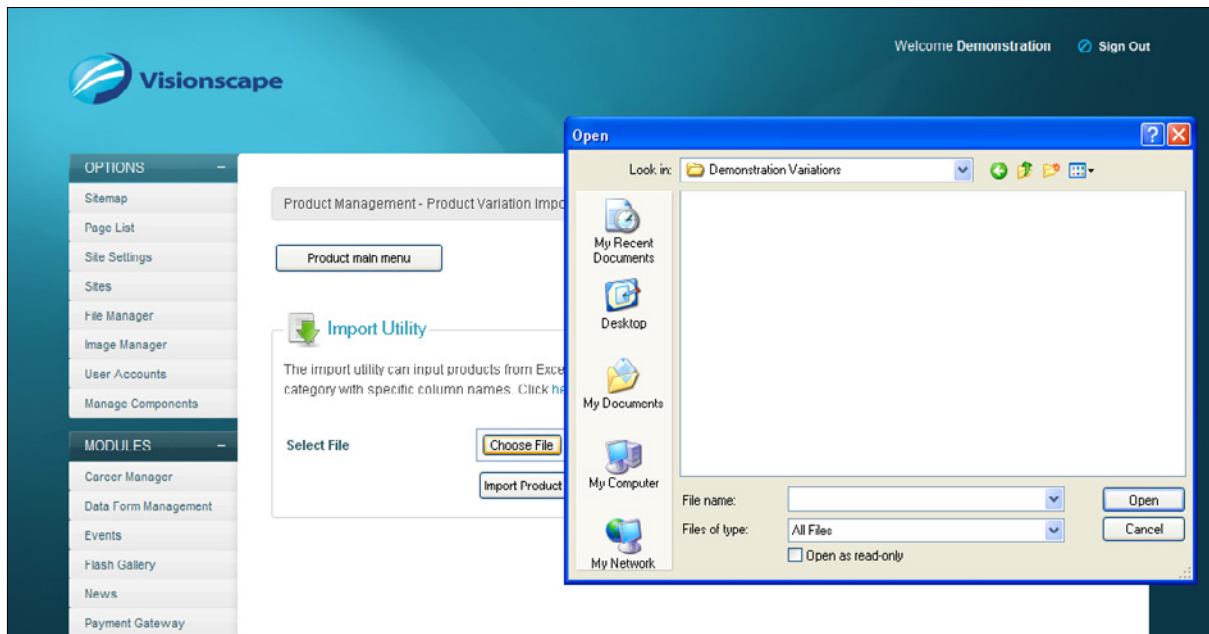


Figure 48 - Product Management - Product Variation Import Page - Choosing Your File

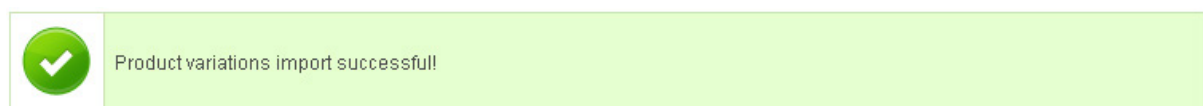


Figure 49 - Importing Product Variations - 'Product variation import successful!'

Applying Surcharges & Discounts

The Visionscape Product Catalogue allows you to setup surcharges and discounts with a whole range of options for how they are applied. The following is an explanation of the process and various options along the way.

Creating Surcharges & Discounts

1. Select **Manage Surcharges & Discounts** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the first **Surcharge Details** page (see **figure 50**). If this is the first time that you have accessed the surcharges and discounts area the page will appear blank with the exception of two buttons: Product main menu and Add (see **figure 50**).

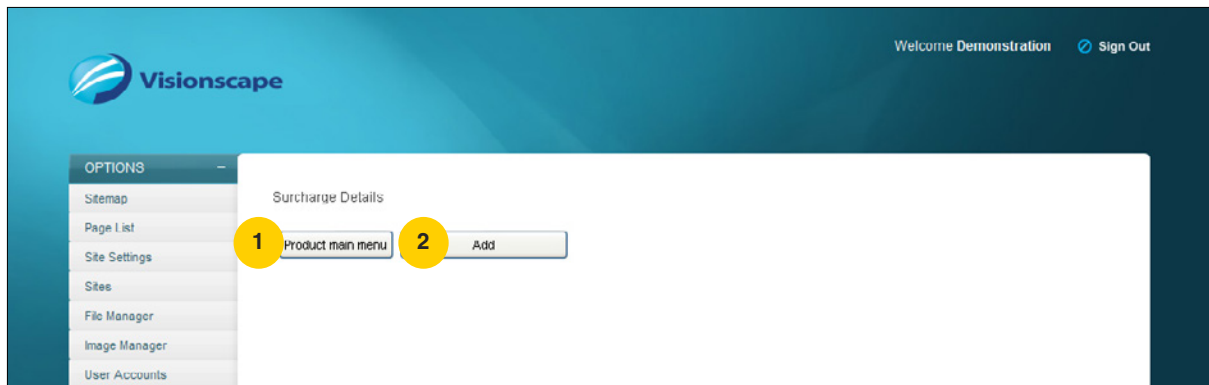


Figure 50 - Surcharge Details - Initial Page

1 - Product Main Menu Button

2 - Add Button

3. Click the **Add** button to add a new surcharge or discount.
4. You will now see the Surcharge Details entry page (see **figure 51**). Complete the details of the surcharge or discount that you would like to apply:

Name: enter your preferred name for the surcharge/discount.

Amount: enter the amount of the surcharge/discount (the type below will determine whether this is a fixed amount or a percentage).

Type: from the dropdown list select whether you want a fixed amount surcharge, percentage surcharge, a fixed amount discount or a percentage based discount (see **figure 52**).

For example, if you enter 5.00 as the amount and select fixed amount discount this will enable customers to receive a \$5.00 discount (whether this is per item or per order is determined towards the bottom of the page). If you enter 5.00 as the amount and then choose a percentage discount customers will receive 5.00% off.

Start Date & End Date: these fields allow you to select a fixed period to run your surcharge/discount for. Visionscape will apply your surcharge/discount automatically on the start date and remove it on the end date.

Unlimited Discount/Surcharge: select this checkbox if you don't want start and end dates for your surcharge/discount but would rather have it applied continuously. (le you may want to do this if you have VIP members and want to offer them a consistent discount).

Shipping Included: if you select this checkbox the surcharge/discount will be apply to shipping costs as well.

Figure 51 - Surcharge Details - Entry Page

- | | |
|---|---|
| 1 - Product Main Menu Button | 10 - Shipping Included Checkbox |
| 2 - Add Button | 11 - Optional Discount/Surcharge Checkbox |
| 3 - Back Button | 12 - Client Membership Requirement
Dropdown List |
| 4 - Name Field | 13 - Apply to Payment Type Checkboxes |
| 5 - Amount Field | 14 - Apply to Line Item Type Checkboxes |
| 6 - Type Dropdown List | 15 - When to Apply Dropdown List |
| 7 - Start Date Field | 16 - Parameter for Above Rule Field |
| 8 - End Date Field | |
| 9 - Unlimited Discount/Surcharge Checkbox | |

Optional Discount/Surcharge: ticking this checkbox will allow customers to apply the surcharge that you are setting up for a specific benefit, such as shipping insurance. Whether or not the surcharge is applied to the customer's order will depend on if they select this further option.

By selecting this option the surcharge will ignore payment types. Instead it will apply to any payment type solely on the basis of whether or not the customer selects the further option you are offering.

Client Membership Requirement: from the dropdown list select whether you would like the discount/surcharge applied to all members, only to VIP members or non-VIP members only (see **figure 53**). In this way you could offer VIP members a special discount. Similarly you could apply a surcharge for those who are not VIP members.

Apply Discount/Surcharge To Payment Types: these options allow you to determine which payments will have the discount/surcharge applied to them. You can select all payments, in which case the discount/surcharge will be applied to customers' orders before they proceed through the checkout process. Selecting the other options will allow apply the discount/surcharge during the checkout process.

Apply Discount/Surcharge To Line Item Types: selecting one or more of these checkboxes will determine which type of orders/items will have the discount/surcharge applied to them. By selecting Siteadmin you would allow staff to submit orders through the payment gateway with the discount/surcharge applied. You would tick the other checkboxes if you wanted to apply it to products, donations, events and/or event extras if these are part of your website.

When To Apply Or Permit The Discount/Surcharge: from the dropdown list select whether you would like the discount/surcharge applied once to the total of a customer's order ('Every Order') or whether you like to apply a rule for a particular number of items ordered by a customer to trigger the discount/surcharge ('Total Number of Line Items' - see **figure 54**).

For example if you wanted to apply a discount/surcharge to every item a customer orders you would select 'Total Number of Line Items' and in the parameters field below enter 1 (ie applied to every single product ordered). If you wanted to apply a discount to someone ordering 12 or more of a particular product you would select 'Total Number of Line Items' and in the parameters field below enter 12.

Parameter For Above Rule: if you have selected 'Total Number of Line Items' above you need to indicate the number of products ordered by the customer in order to apply the discount (see above example). If you have selected 'Every Order' leave this field blank.

6. Hit the **Add** button at the top of the page (see **figure 51**) to apply this discount/surcharge across your website.
7. You will now see a message confirming that your surcharge/discount has been successfully added (see **figure 55**). It will now be listed in a table on the initial Surcharge Details page.

Figure 52 - Surcharge Details - Type Dropdown List

Figure 53 - Surcharge Details - Client Membership Requirement Dropdown List

Figure 54 - Surcharge Details - When to Apply or Permit the Discount/Surcharge Dropdown List



Figure 55 - Creating a Surcharge/Discount - 'Surcharge successfully added!'

Editing Surcharges & Discounts

If you need to edit the details of a surcharge/discount that has already been created:

1. Select **Manage Surcharges & Discounts** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the first **Surcharge Details** page with a list of existing surcharges/discounts (see **figure 56**).
3. Hit the **Edit** link for the surcharge/discount that you would like to edit (see **figure 56**). This will direct you to the Surcharge Details page where you originally created the surcharge/discount. The fields will be populated with the data you entered previously (see **figure 57**).
4. Edit the details you wish to change and then hit the **Save Changes** button at the top of the page to make them active (see **figure 57**).

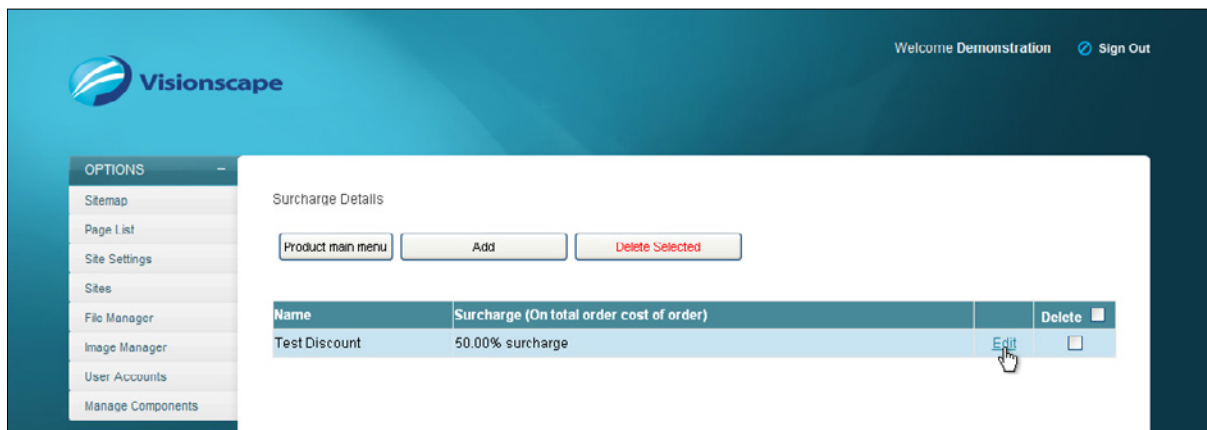


Figure 56 - Editing Surcharge Details - Edit Link

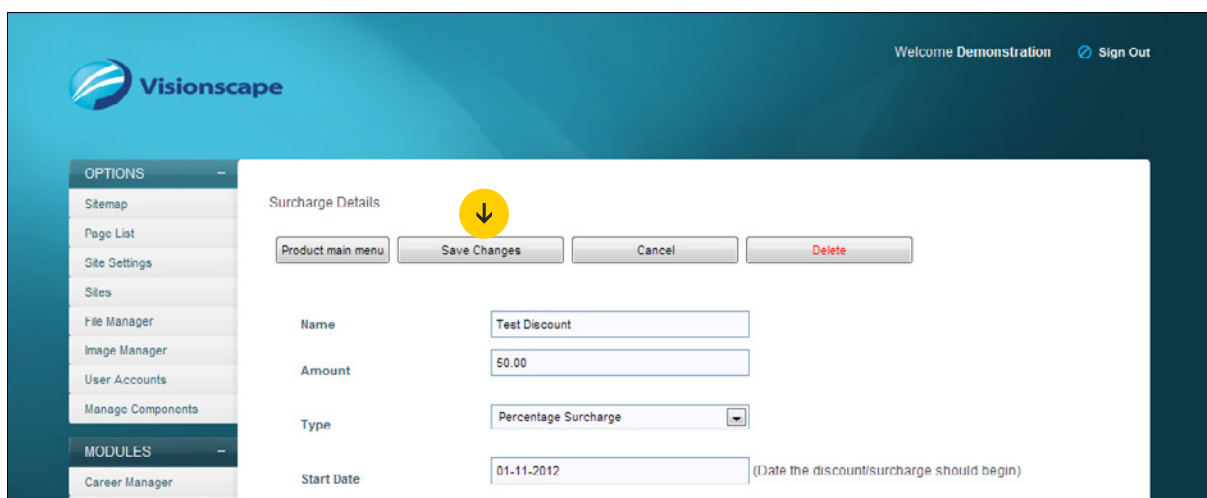


Figure 57 - Editing Surcharge Details - Save Changes Button

5. You will now see a message confirming that the surcharge/discount has been successfully updated (see **figure 58**).

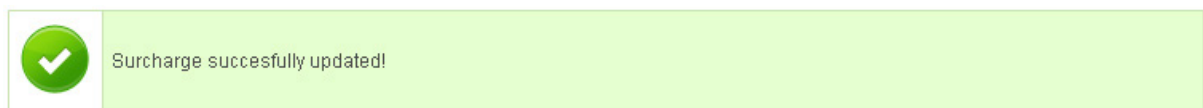


Figure 58 - Editing a Surcharge/Discount - 'Surcharge successfully updated!'

Deleting Surcharges & Discounts

If you would like to delete an existing surcharge/discount that you have created:

1. Select **Manage Surcharges & Discounts** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the first **Surcharge Details** page with a list of existing surcharges/discounts (see **figure 56**).
3. In the Surcharge Details table, tick the **Delete** checkbox corresponding to each of the surcharges/discounts that you would like to remove. The row will turn red for each surcharge/discount selected (see **figure 59**).

This method allows you to remove as many surcharges/discounts as you would like at the one time. If you would like to remove all the existing surcharges/discounts you can hit the delete checkbox at the top of the 'Delete' column to select all items in the table.

4. Click the **Delete Selected** button at the top of the page (see **figure 59**). A confirmation box will appear (see **figure 60**). Once you hit OK, a message will appear confirming that the surcharge/discount has been deleted (see **figure 61**), and it will have been removed from the Surcharge Details table.

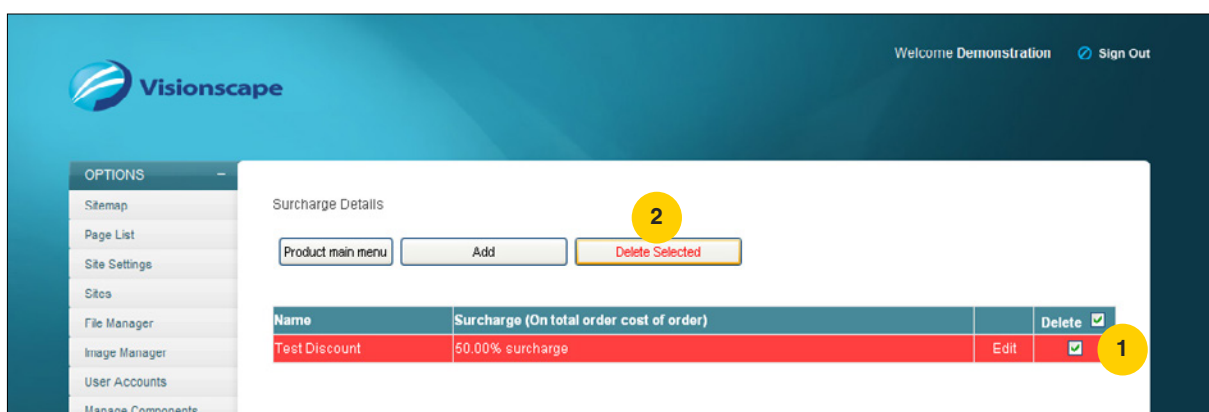


Figure 59 - Deleting a Surcharge/Discount

1 - Delete Checkbox

2 - Delete Selected Button

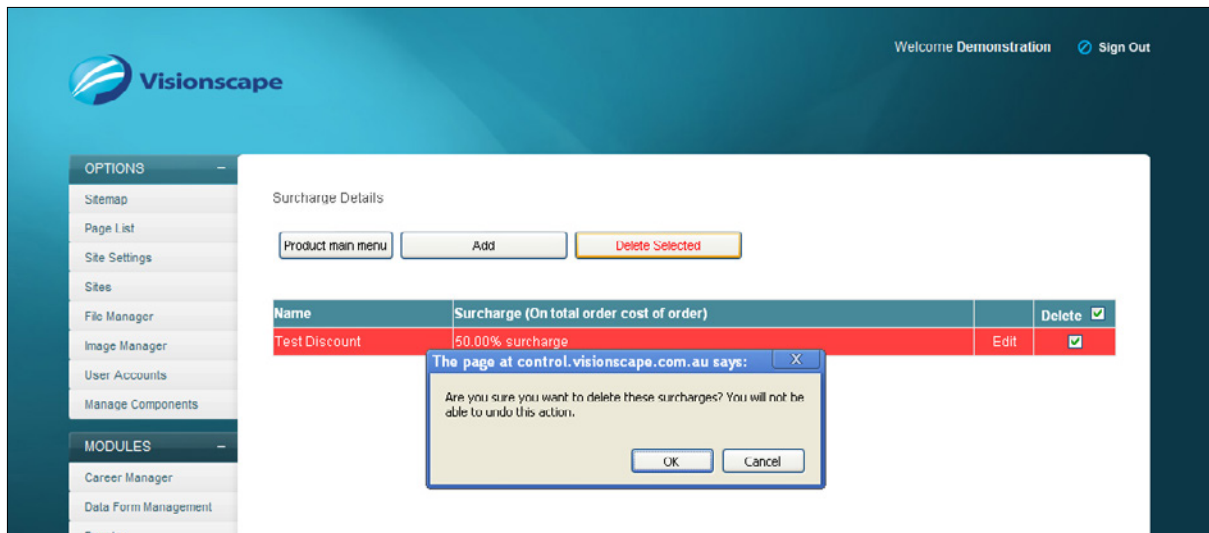


Figure 59 - Deleting a Surcharge/Discount - 'Are you sure...?' Confirmation Message

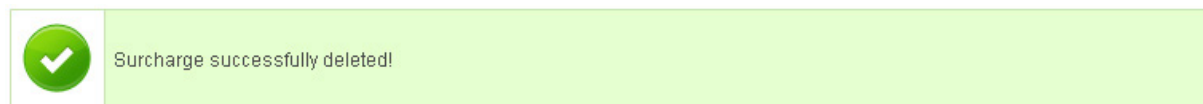


Figure 60 - Editing a Surcharge/Discount - 'Surcharge successfully deleted!'

Creating Vouchers

The Visionscape Product Catalogue allows you to create vouchers with voucher code which provides associated discounts for your customers during the checkout process. Unlike surcharges/discounts you cannot apply a voucher to particular member groups (eg VIP members only). There are a number of options for the voucher can be applied. Below is an explanation of what is involved.

Creating Vouchers

1. Select **Manage Vouchers** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the first **Voucher Details** page (see **figure 61**). If this is the first time that you have accessed the vouchers area the page will appear blank with the exception of two buttons: Product main menu and Add (see **figure 61**).
3. Click the **Add** button to create a new voucher.
4. You will now see the Voucher Details entry page (see **figure 62**). Complete the details of the voucher that you would like to apply:

Name: enter your preferred name for your voucher.

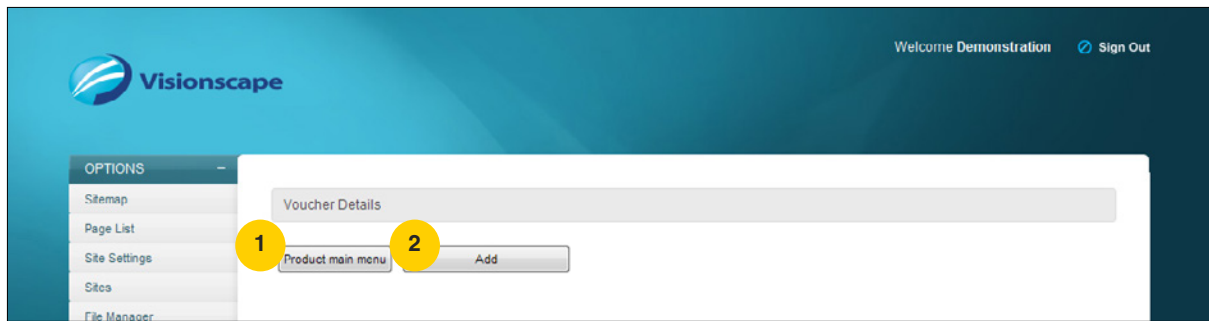


Figure 61 - Voucher Details

1 - Product Main Menu Button

2 - Add Button

Figure 62 - Voucher Details - Entry Page

1 - Product Main Menu Button

2 - Add Button

3 - Name Field

4 - Code

5 - Amount Field

6 - Type Dropdown List

7 - Start Date Field

8 - End Date Field

9 - Unlimited Voucher Checkbox

10 - Shipping Included Checkbox

Code: enter the voucher code. This is the code your customers will need to enter during the checkout process in order to receive the discount you are offering. **Please note:** this code is **case sensitive**.

Amount: enter the amount of the discount applied by the voucher (the type below will determine whether this is a fixed amount or a percentage).

Type: from the dropdown list select whether you want a fixed amount discount or a percentage based discount.

For example, if you enter 5.00 as the amount and select fixed amount this will enable customers to receive a \$5.00 discount off their total order cost. If you enter 5.00 as the amount and then choose a percentage discount customers will receive 5.00% off their total order cost.

Start Date & End Date: these fields allow you to select a fixed period to run your discount voucher for. Visionscape will apply your discount automatically on the start date and remove it on the end date.

Unlimited Voucher: select this checkbox if you don't want start and end dates for your discount voucher but would rather have it applied continuously.

Shipping Included: if you select this checkbox the discount voucher (if a percentage based discount) will be applied to shipping costs as well.

5. Hit the **Add** button at the top of the page (see **figure 62**) to activate this voucher code across your website.
6. You will now see a message confirming that your voucher has been successfully added (see **figure 63**). It will now be listed in a table on the initial Voucher Details page.

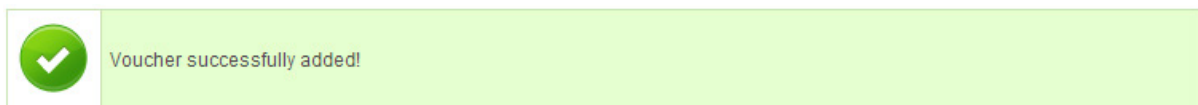


Figure 63 - Creating a Voucher - 'Voucher successfully added!'

Editing Vouchers

If you need to edit the details of an existing voucher:

1. Select **Manage Vouchers** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the first **Voucher Details** page with a list of existing vouchers.
3. Hit the **Edit** link for the discount that you would like to edit (see **figure 64**). This will direct you to the Voucher Details page where you originally created the voucher. The fields will be populated with the data you entered previously (see **figure 65**).
4. Edit the details you wish to change and then hit the **Save Changes** button at the top of the page to make them active (see **figure 65**).
5. You will now see a message confirming that the voucher has been successfully updated (see **figure 66**).

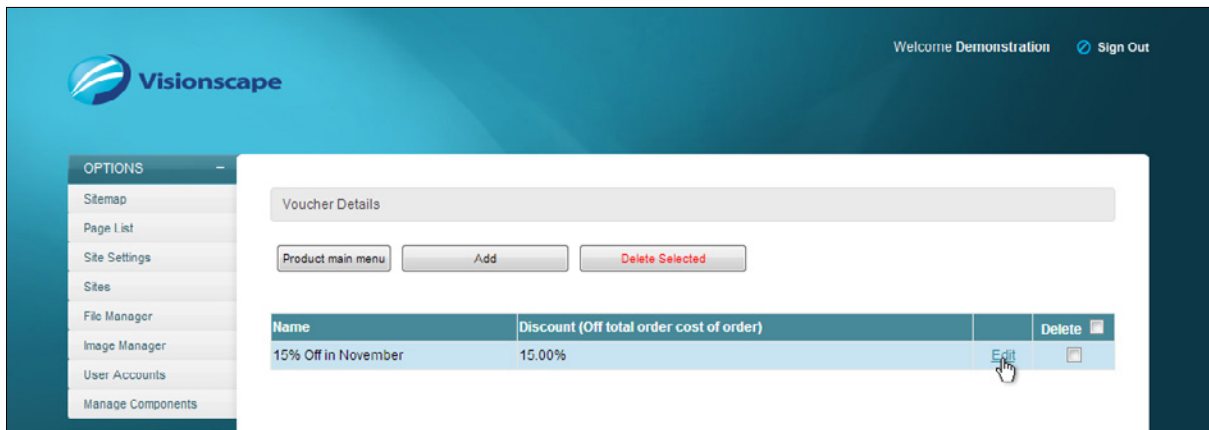


Figure 64 - Editing Voucher Details - Edit Link

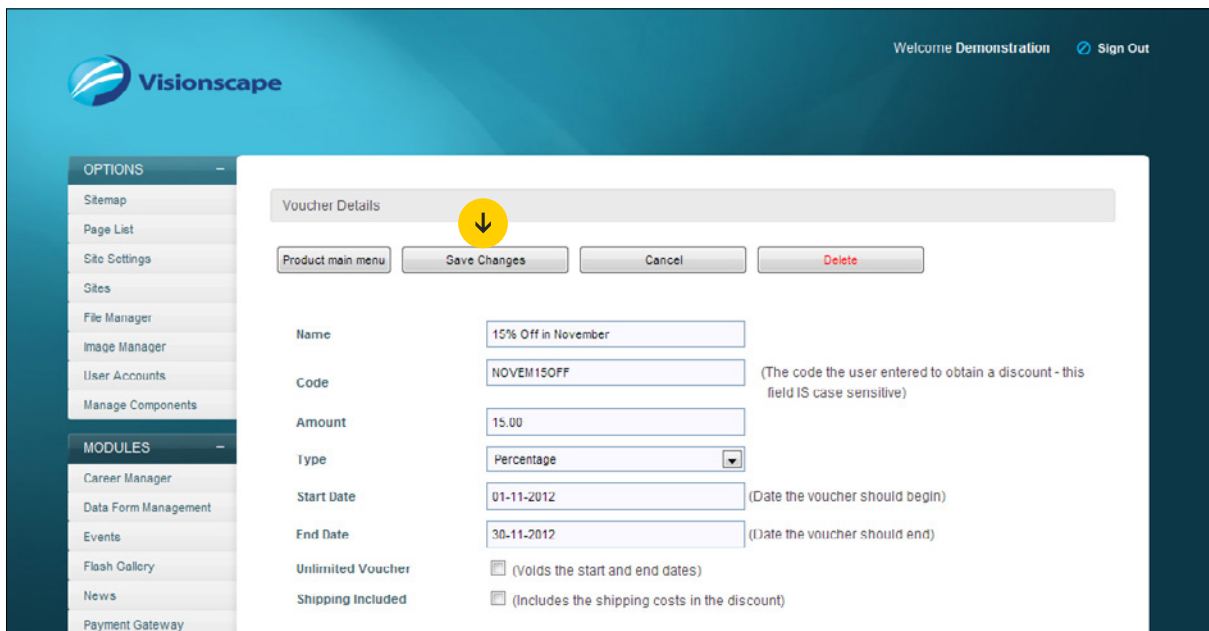


Figure 65 - Editing Voucher Details - Save Changes Button

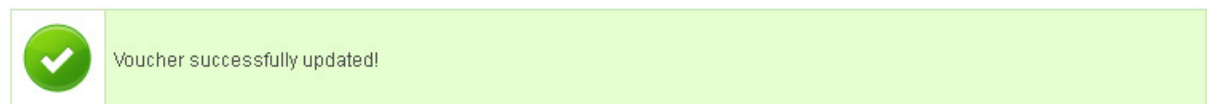


Figure 66 - Editing a Voucher - 'Voucher successfully updated!'

Deleting Vouchers

If you would like to delete an existing voucher that you have created:

1. Select **Manage Vouchers** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the first **Voucher Details** page with a list of existing vouchers.
3. In the Voucher Details table, tick the **Delete** checkbox corresponding to each of the vouchers that you would like to remove. The row will turn red for each voucher selected (see **figure 67**).

This method allows you to remove as many vouchers as you would like at the one time. If you would like to remove all the existing vouchers you can hit the delete checkbox at the top of the 'Delete' column to select all vouchers in the table.

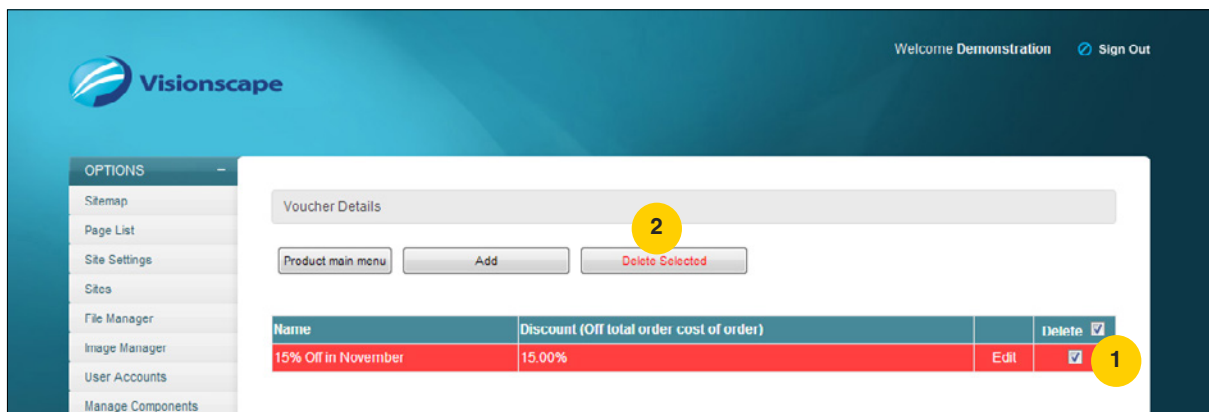


Figure 67 - Deleting a Voucher

1 - Delete Checkbox

2 - Delete Selected Button

4. Click the **Delete Selected** button at the top of the page (see **figure 67**). A confirmation box will appear (see **figure 68**). Once you hit OK, a message will appear confirming that the voucher has been deleted (see **figure 69**), and it will have been removed from the Voucher Details table.

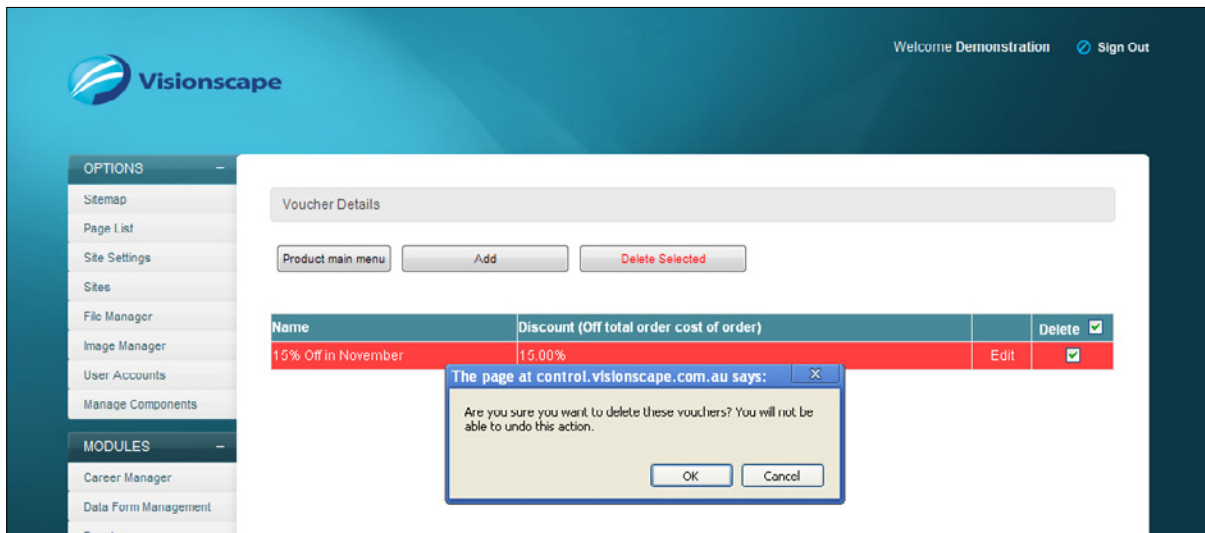


Figure 68 - Deleting a Voucher - 'Are you sure...?' Confirmation Message

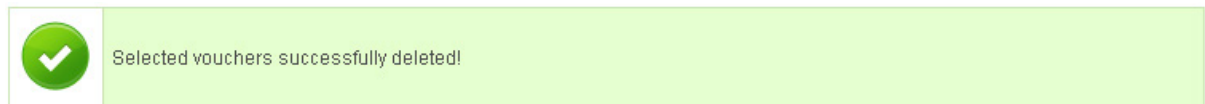


Figure 69 - Deleting a Voucher - 'Selected vouchers successfully deleted!'

Suppliers

In Visionscape's Product Catalogue you can include supplier names and logos.

Whether or not supplier names and logos display on your website will depend on how your original website was configured by Redback. If your existing website does not display this supplier information you will need to contact the Redback Team to discuss options for setting this up on your site (call (02) 4962 2236 or email support@rb.com.au).

Adding Suppliers

1. Select **Add/Edit Suppliers** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Suppliers** page (see **figure 70**).
3. To add a supplier enter the supplier's name (see **figure 70**). If you would like to upload the supplier's logo hit the **Choose File** button. Locate the logo file on your computer and hit **Open** (see **figure 71**).
4. Hit the **Add** button. The page will now reload and you will now see a message confirming that the supplier has been successfully added (see **figure 72**) and the supplier will appear in the table below (see **figure 73**).

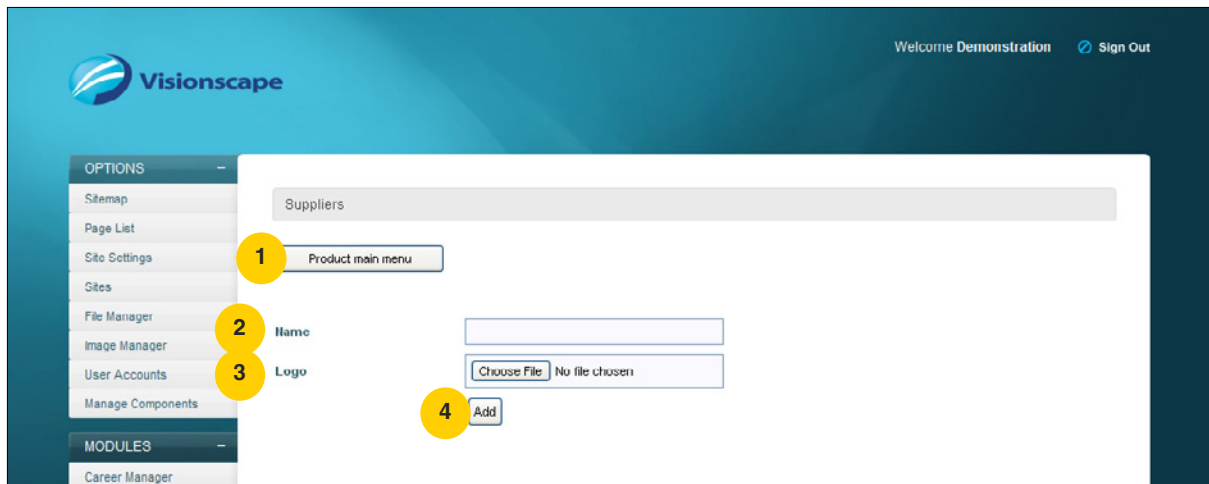


Figure 70 - Suppliers Page

1 - Product Main Menu Button
2 - Name Field

3 - Logo - Choose File Button
4 - Add Button

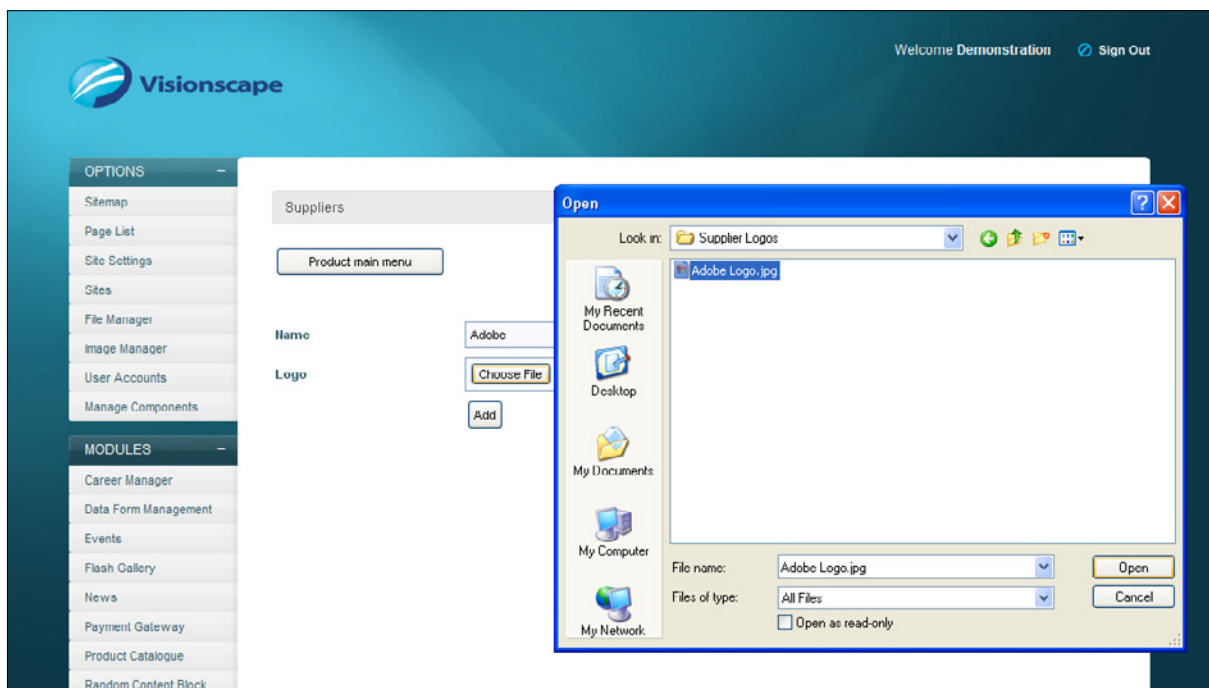


Figure 71 - Suppliers Page - Choosing a Logo File

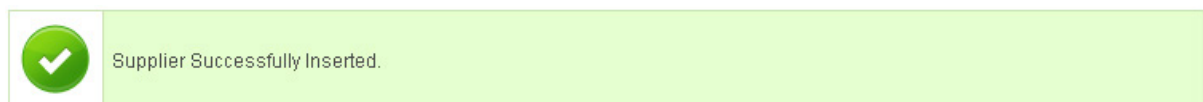


Figure 72 - Adding a Supplier - 'Supplier Successfully Inserted.'

Assigning Suppliers to Products

Now that you have uploaded your full range of suppliers you can now assign products to suppliers.

1. Navigate to the particular Product Details pages of the products that you would like to assign suppliers to (Product Catalogue > Browse Products > Select Category > Hit the Edit link for each product).
2. You will see a number of text boxes that are prefilled with any information that has previously been entered about that particular product (see **figure 73**).
3. Beneath the Product Name, Product Code Fields and the Category dropdown list you will see the Supplier **dropdown list**. Select the supplier corresponding to that particular product.
4. Hit the **Update** button and to save the changes you have made.

Figure 73 - Editing Product Details - Supplier Dropdown List

Editing Supplier Details

1. Select **Add/Edit Suppliers** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Suppliers** page with a table containing your list of suppliers.

3. Click the **Edit** link corresponding to the supplier details that you would like to edit (see **figure 74**). The page will reload with the supplier name and logo file displayed towards the top of the page (see **figure 75**).
4. Make the necessary changes and click the **Update** button (see **figure 75**). You will see a message confirming that the supplier details have been updated successfully (see **figure 76**).

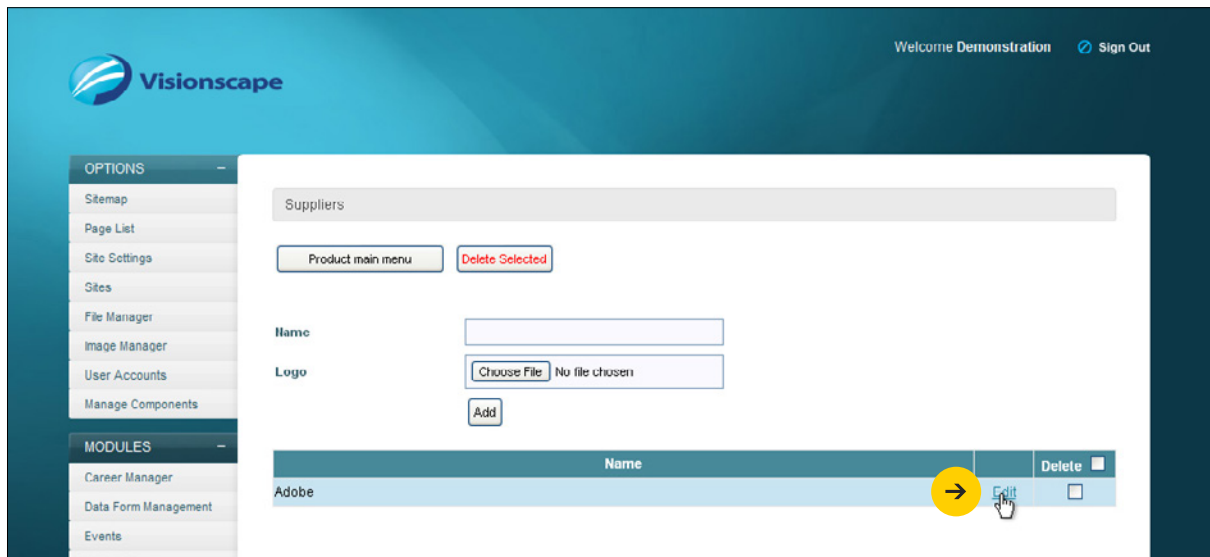


Figure 74 - Suppliers Page - Edit Link

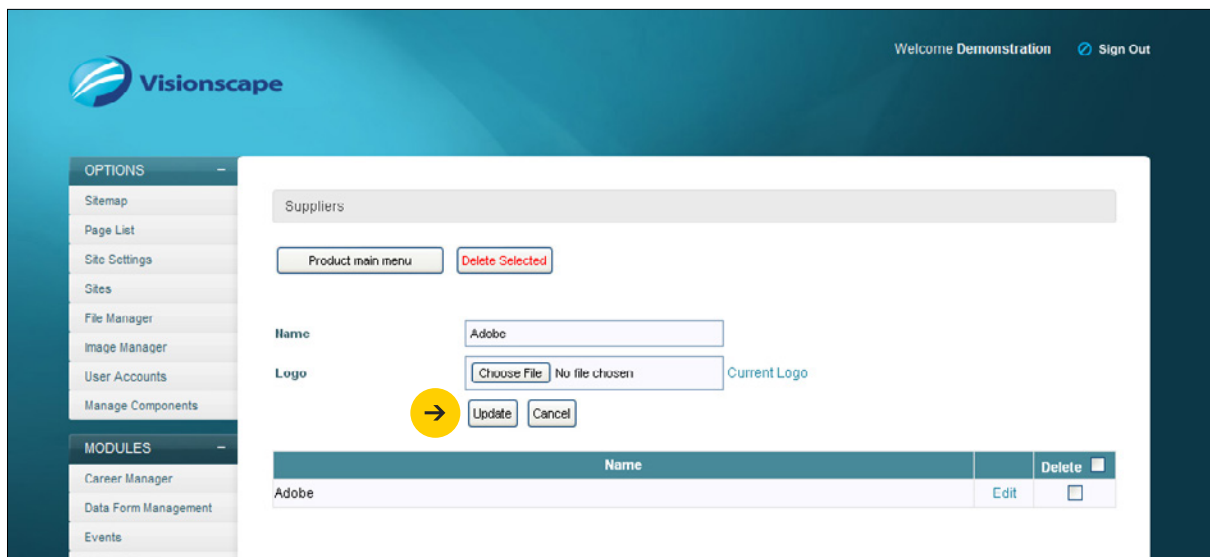


Figure 75 - Editing Supplier Details - Update Button

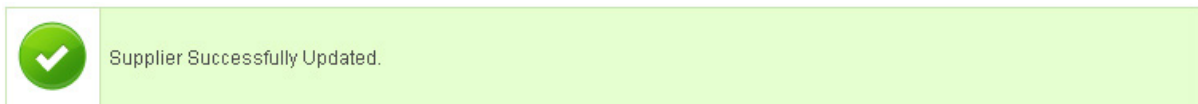


Figure 76 - Editing Supplier Details - 'Supplier Successfully Updated.'

Deleting Suppliers

1. Select **Add/Edit Suppliers** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Suppliers** page with a table containing your list of suppliers.
3. In the Suppliers table, tick the **Delete** checkbox corresponding to each of the suppliers that you would like to remove. The row will turn red for each supplier selected (see **figure 77**).

This method allows you to remove as many suppliers as you would like at the one time. If you would like to remove all the existing suppliers you can hit the delete checkbox at the top of the 'Delete' column to select all suppliers in the table.

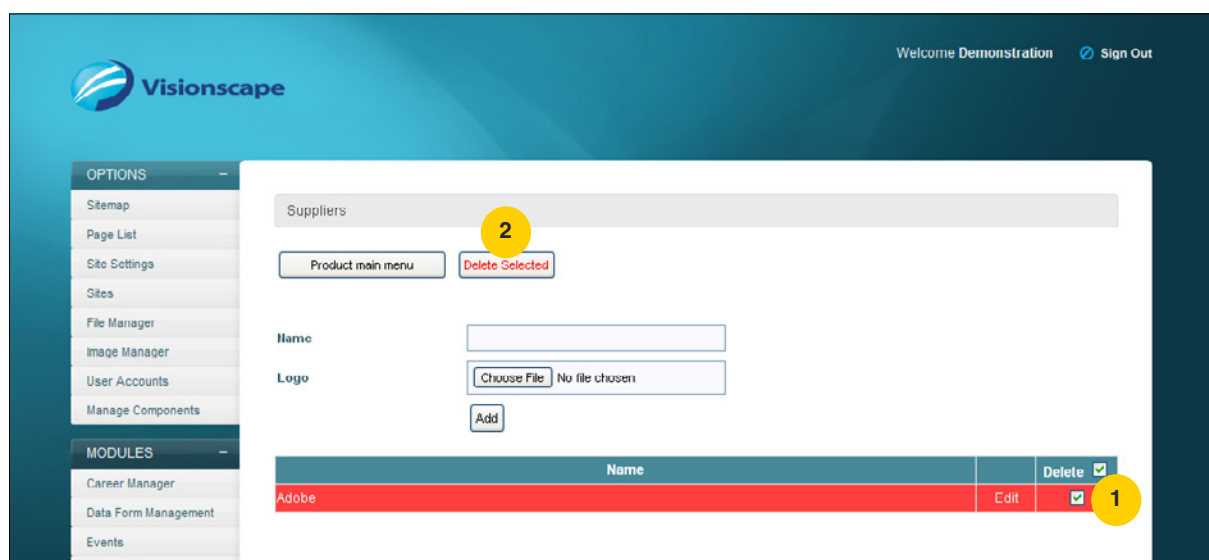


Figure 77 - Deleting Suppliers

- 1 - Delete Checkbox
- 2 - Delete Selected Button

4. Click the **Delete Selected** button at the top of the page (see **figure 77**). A confirmation box will appear (see **figure 78**). Once you hit OK, a message will appear confirming that the supplier has been deleted (see **figure 79**), and it will have been removed from the Suppliers table.

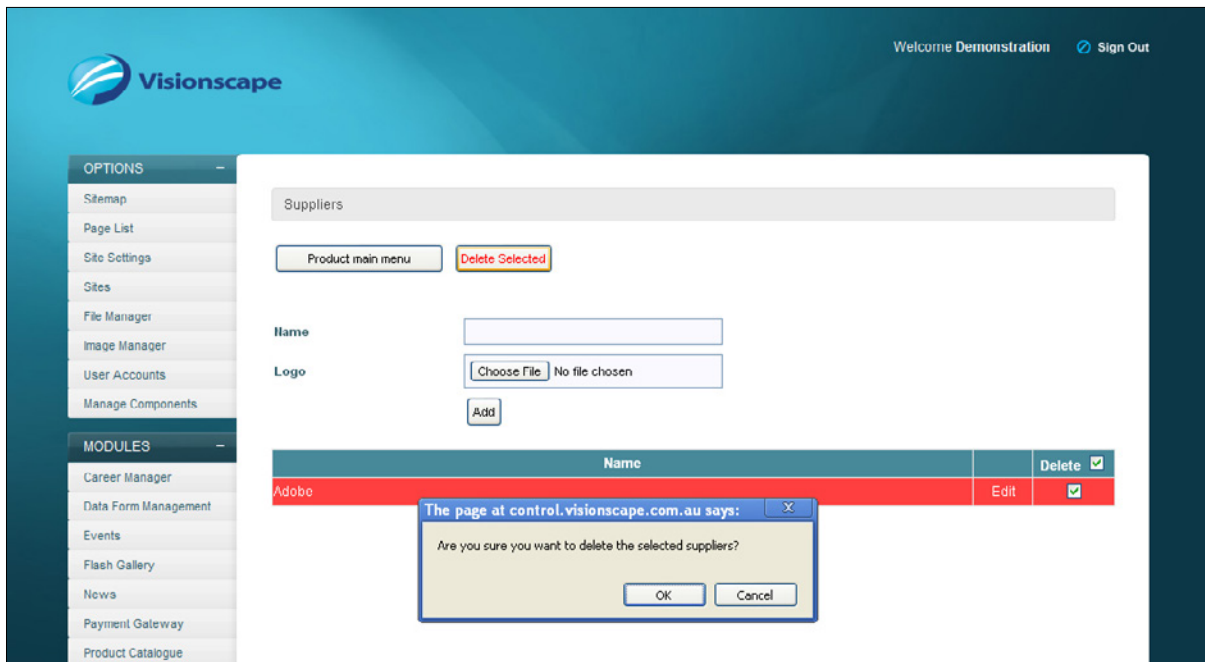


Figure 78 - Deleting Suppliers - 'Are you sure...?' Confirmation Message

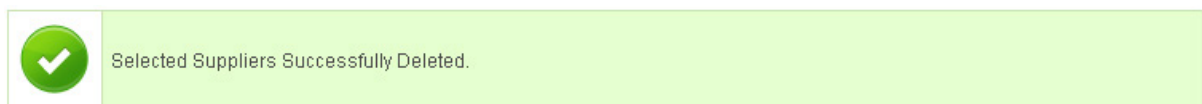


Figure 79 - Deleting Suppliers - 'Selected Suppliers Successfully Deleted.'

Shipping Details

You can edit the shipping location and cost details in Visionscape's Product Catalogue. Please note: you will need to contact Redback if you would like to setup custom shipping costs (call (02) 4962 2236 or email support@rb.com.au).

Adding Shipping Details

1. Select **Manage Shipping** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Shipping Details** page (see **figure 80**).
3. Enter the name and cost of the particular shipping option that you would like to add.
4. Hit the **Add** button.
5. The page will now reload showing a message confirming that the shipping details have been added successfully (see **figure 81**) and they will now appear in the table beneath the Location and Cost fields.

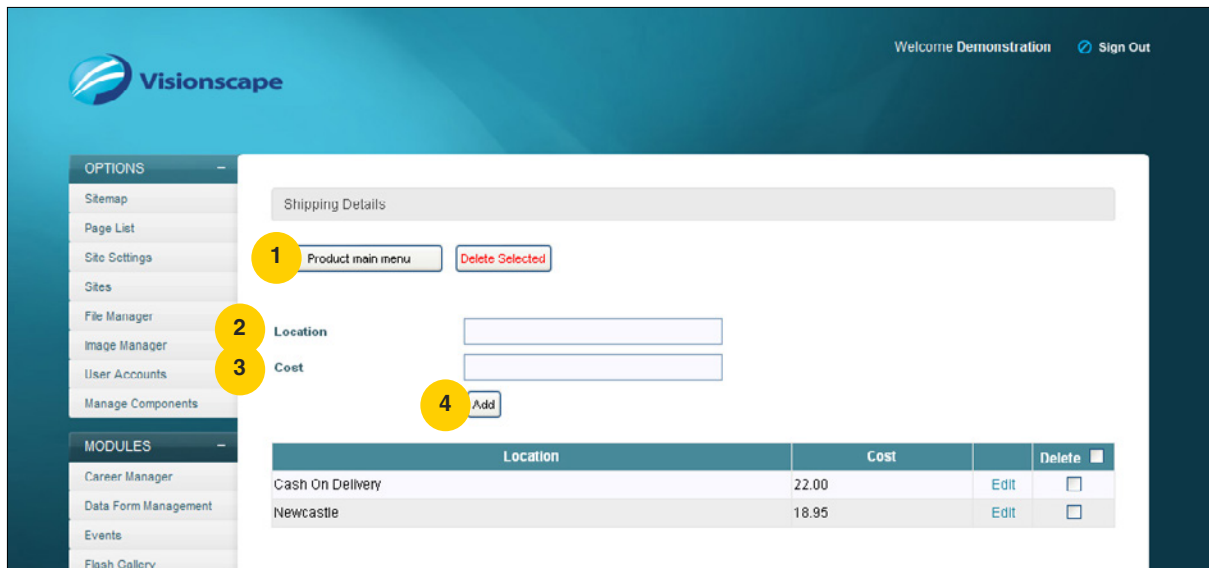


Figure 80 - Shipping Details Page

1 - Product Main Menu Button
2 - Location Field

3 - Cost Field
4 - Add Button

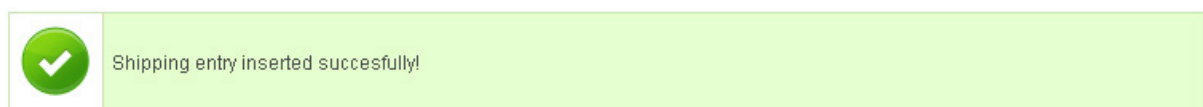


Figure 81 - Adding Shipping Details - 'Shipping entry inserted successfully!'

Editing Shipping Details

1. Select **Manage Shipping** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Shipping Details** page (see **figure 80**).
3. Click the **Edit** link corresponding to the shipping details that you would like to edit (see **figure 82**). The page will reload with the shipping location and cost fields loaded with the existing details (see **figure 83**).
4. Make the necessary changes to these fields and click the **Update** button (see **figure 83**). You will see a message confirming that the supplier details have been updated successfully (see **figure 84**).

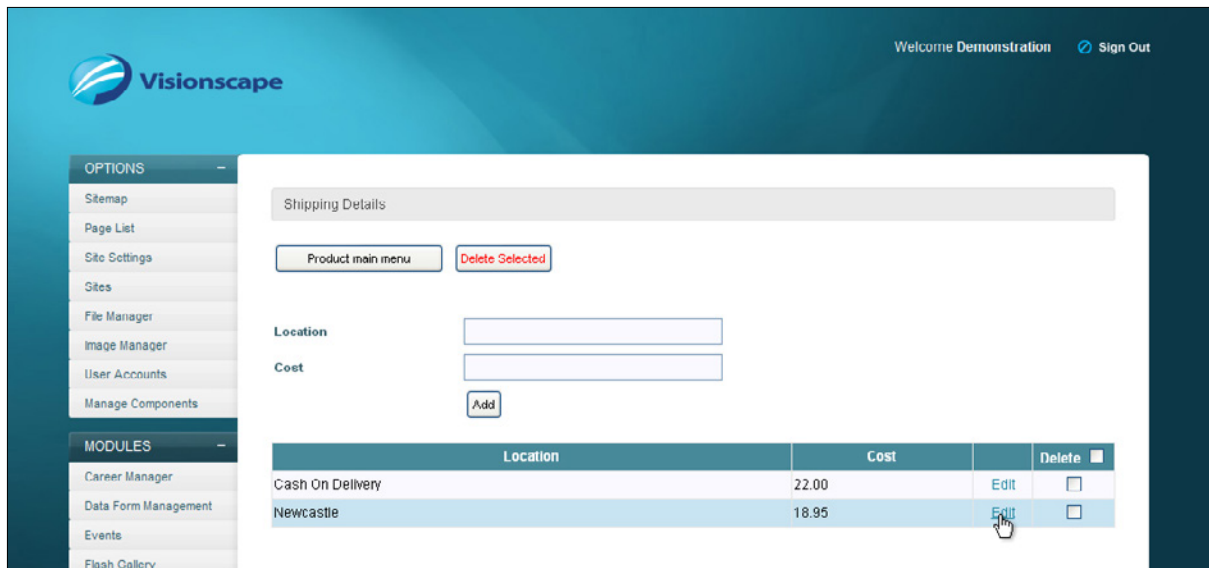


Figure 82 - Shipping Details Page - Edit Link

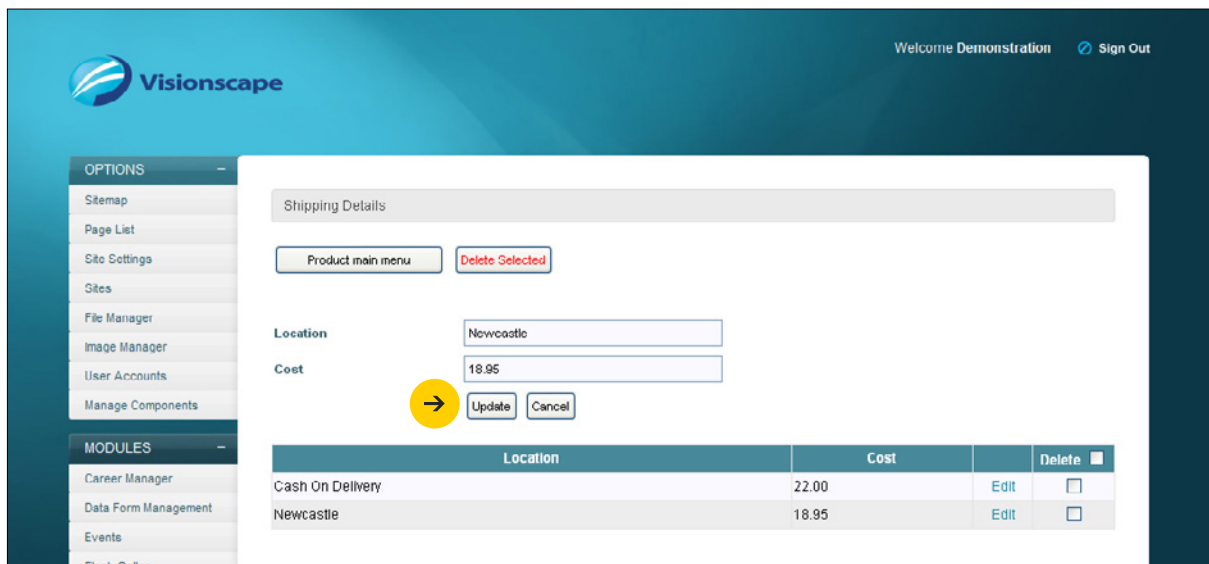


Figure 83 - Shipping Details Page - Update Button

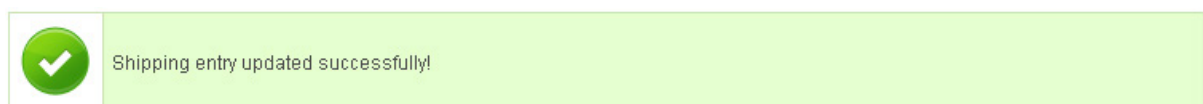


Figure 84 - Editing Shipping Details - 'Shipping entry updated successfully!'

Deleting Shipping Details

1. Select **Manage Shipping** from the Product Catalogue main menu (see **figure 2**).
2. You will now see displayed the **Shipping Details** page (see **figure 80**).
3. In the Shipping Details table, tick the **Delete** checkbox corresponding to each of the shipping entries that you would like to remove. The row will turn red for each supplier selected (see **figure 85**).

This method allows you to remove as many suppliers as you would like at the one time. If you would like to remove all the existing suppliers you can hit the delete checkbox at the top of the 'Delete' column to select all suppliers in the table.

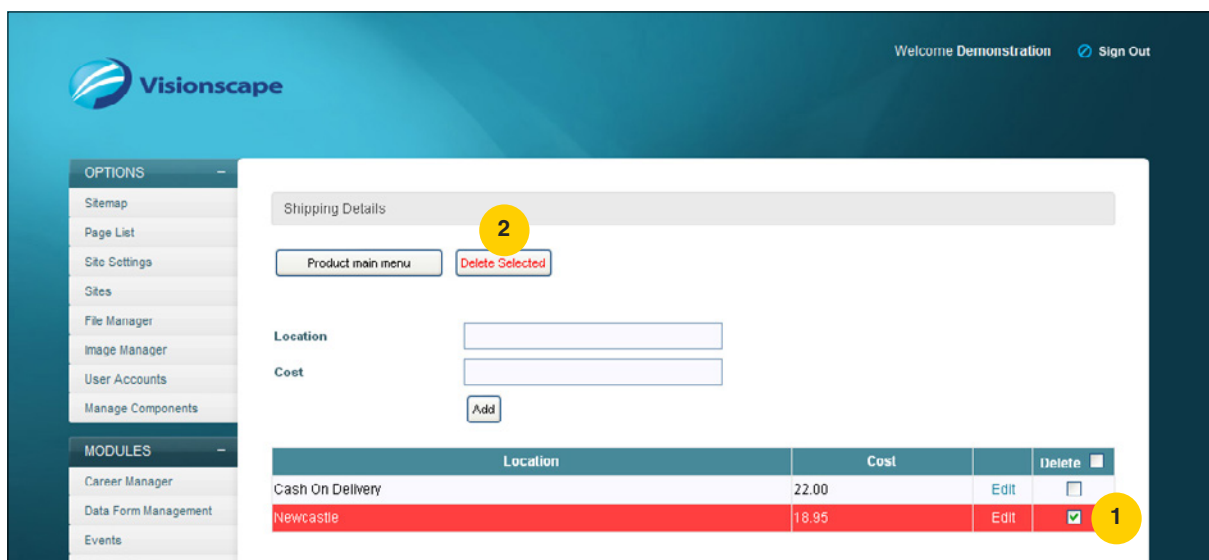


Figure 85 - Deleting Shipping Details

- 1 - Delete Checkbox
- 2 - Delete Selected Button

4. Click the **Delete Selected** button at the top of the page (see **figure 85**). A confirmation box will appear (see **figure 86**). Once you hit OK, a message will appear confirming that the supplier has been deleted (see **figure 87**), and it will have been removed from the Shipping Details table.

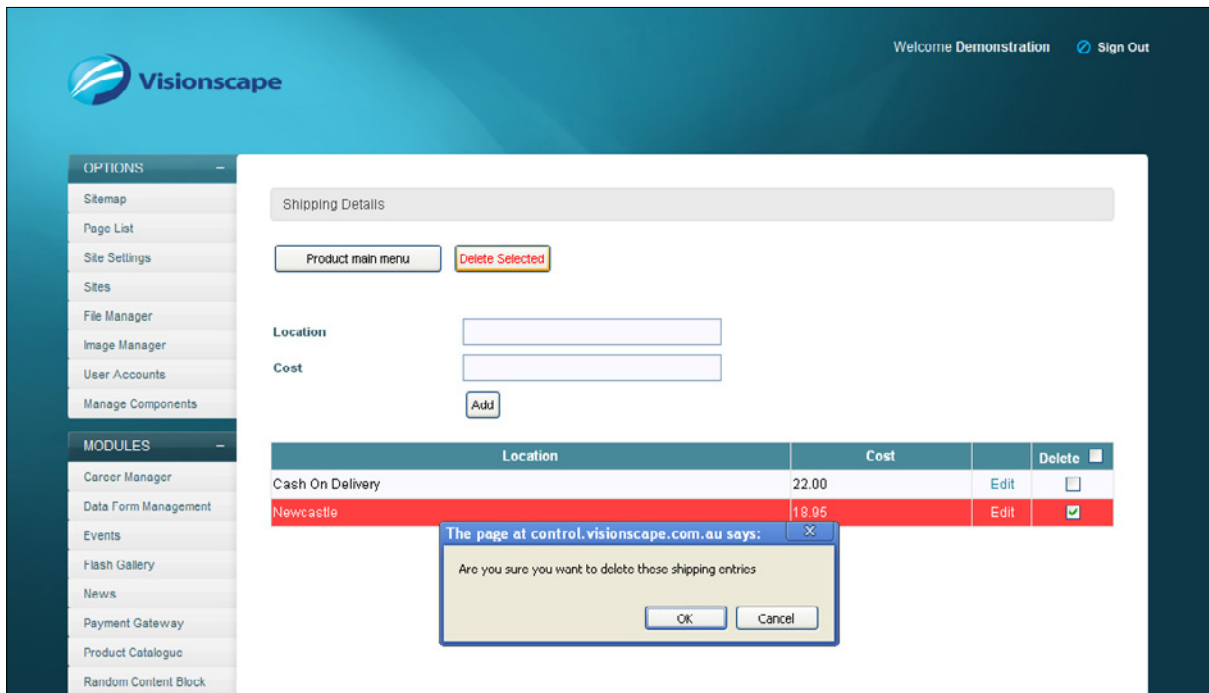


Figure 86 - Deleting Shipping Details - 'Are you sure...?' Confirmation Message

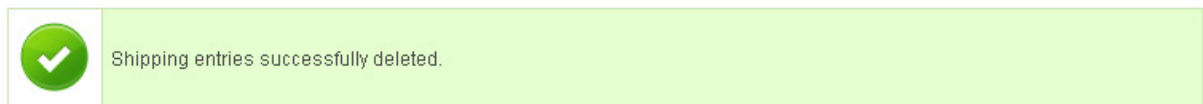


Figure 87 - Deleting Shipping Details - 'Shipping entry successfully deleted.'