

# African Grace Vendor Tutorial

## Login Details:

You will receive login details from Maurice.

## Logging in:

Click on “Login” on the top-right corner of the website. Put your logging details you received and hit “Log In”.

Once you’ve logged in there are a number of things you will be able to do including:

- 1) Add and/or Remove Products
- 2) Edit Products/ Update Product details and photos
- 3) View and Edit Orders sent to you as well as sending an invoice.
- 4) Adding a shop assistant

To access your Vendor Dashboard, click on the “African Grace” link on the top black menu bar. (See screenshot below.)

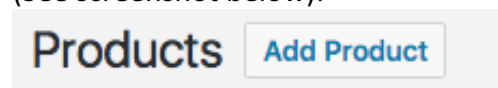


From the Vendor Dashboard you will be able to manage everything in your shop.

## 1) Add and/or Remove Products

Once you are in your Vendor Dashboard, click on “Products” on the left menu.

Here you can Add a product by clicking on the “Add Product” button at the top of the page (See screenshot below):



- Add Title (product name) for your product.
- In the block underneath that you can add a description for your product.
- On the right menu bar, you’ll see “Product Categories” where you can assign a category to your product. Very Important: If the product is not associated with a category it will not be displayed in any section on the website.
- Underneath the “Product Categories” block, you will see a “Vendor” block. Select your Brand name.
- Further down on the right menu bar you will see “Product Image”, click on “set your product image”. This will take you to a pop up block where you can either upload images from the “Upload Files” tab or choose images you have already uploaded from the “Media Library” tab.
- Once you have selected your image it will ask you for a Title and Description on the right hand side of the block. You can give your image a title if you want. You don’t

have to give the image a description at this point. Once you have given your image a title click on the “Set Product Image” button.

- Once the image is there it will take you back to the product page. Further down (below the initial description you added) you will see “Product Data” (see screenshot below)

The screenshot shows the 'Product Data' tab for a 'Simple product'. The interface includes a sidebar with navigation links: General, Inventory, Shipping, Linked Products, Attributes, Advanced, Commission, and Product Add-Ons. The main content area contains the following fields:

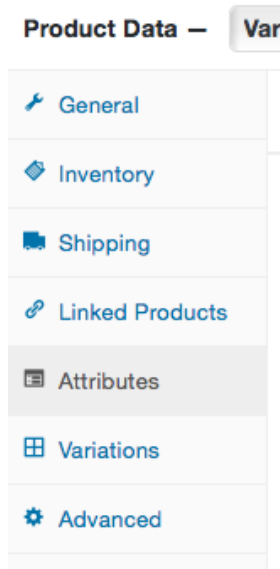
- Regular price (R)**: A text input field.
- Sale price (R)**: A text input field with a [Schedule](#) link.
- Tax status**: A dropdown menu set to 'Taxable'.
- Tax class**: A dropdown menu set to 'Standard'.

- A) To add a **single product** that has no choices/variations associated with it, select the “**Simple product**” from the drop down menu next to the Product Data heading
- Add the Price (no currency necessary, only numerical and decimal).
  - Leave Sale price blank.
  - Leave Tax blank.
  - Leave Tax class blank.
  - Below this block add a shorter description of the product also known as a Teaser text.
  - Scroll back to the top of the page. On the right menu bar you can click on “Publish”.
- B) To add a product with variations like different colours of the same product. Select “**Variable product**” from the drop down menu next to the Product Data heading (see screenshot below):

The screenshot shows the 'Product Data' tab for a 'Variable product'. The interface includes a sidebar with navigation links: General, Inventory, Shipping, Linked Products, Attributes, Advanced, Commission, and Product Add-Ons. The main content area contains the following fields:

- Custom product attribute**: A dropdown menu.
- Add**: A button.

- Underneath the Product Data heading there is a small grey menu bar on the left with the words “General”, “Inventory” “Shipping” etc. (see screenshot below), select “Attributes”



- Click “Add” next to “Custom product attribute” dropdown menu. If you click on the dropdown menu you will be able to select previously created product variations other vendors have created. If there isn’t one that works for you, select “Custom product attribute” and click the “Add” button.
- In the Name, type the name for your variations like “Colour” or “Size”
- In the Values type in the different values like:  
Red|Blue|Gold|Black  
Or if your choice is Gold for instance you’ll type:  
14 carat|18 carat|20 carat  
In the Values you have to separate your values with a pipe character, this is the button with the \ and | on your keyboard. You have to use the pipe character |.
- Leave the “Visible on the product page” block ticked.
- Tick the “Used for variations” block
- Click “Save attributes”

Product Data — Variable product

- General
- Inventory
- Shipping
- Linked Products
- Attributes
- Variations
- Advanced
- Commission
- Product Add-Ons

Custom product attribute Add Expand / Close

**Colour**

Name: Value(s):

Colour Red|Blue|Gold|Black

☒ Visible on the product page

☒ Used for variations

Save attributes Expand / Close

- On the small grey left menu bar, select “Variations”
- In the dropdown menu that comes up, select “**Create variations from all attributes**” and click “Go”

Product Data — Variable product

- General
- Inventory
- Shipping
- Linked Products
- Attributes

Default Form Values: No default Colour...

Create variations from all attributes Go 3 variations (Expand / Close)


-1

Save changes Cancel 3 variations (Expand / Close)

- Click OK on the next to dialog box that pops up, it will ask you if you are sure you want to add all variations.
- Click on the “Expand/Close” link on the right to open up all the settings and variations (see screenshot below).

4 variations (Expand / Close)

- You’ll see all the variations expanded.

General	Default Form Values:  No default Colour...
Inventory	Add variation <input type="button" value="Go"/> 4 variations <a href="#">Expand</a> / <a href="#">Close</a>
Shipping	#2879 <input type="text" value="Red"/>
Linked Products	
Attributes	 <div>SKU </div> <input type="text"/>
Variations	<input checked="" type="checkbox"/> Enabled <input type="checkbox"/> Downloadable <input type="checkbox"/> Virtual
Advanced	<div>             Regular price (R) <input type="text" value="Variation price (required)"/> </div> <div>             Sale price (R) <a href="#">Schedule</a> </div>
Commission	Stock status <input type="text" value="In stock"/>
Product Add-Ons	

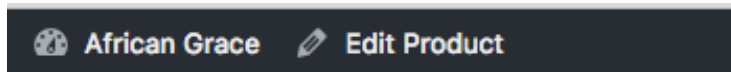
- In the SKU field, type in a SKU that you'll understand when you get a quote request. For example, it could be 18-carat-necklace-brown. If your internal stock control system uses a product code, then use that as the SKU. The SKU is your identifier when you receive a quote.
- You **must** add a price for each variation, otherwise the variation will not show when someone searches for that product. The reason for the price for every variation for example can be that a gold chain is more expensive than a silver chain and an XXL shirt might be more expensive than a small shirt.
- If you want to add a photo for a specific variation click on the blue icon to the left of the SKU. This can be helpful to the product with a variation. For example you can show your red shirt.
- To summarise: In this variation section, you can add a photo (if you want), you have to add the SKU and you **have to** add the price. Do that for each variation that you want to add, scroll down and click "Save changes" at the bottom.
- It is recommended that you add a short description of the product in the "Product Short Description" section. This description is shown in the product teaser views.
- Then scroll back up - on the right menu bar you can click on "Publish" and your product is added.

To **remove a product**, you simple need to go back to the Dashboard (top black menu bar) and click on Products on the left black bar. You will see a list of all your products on the right hand side. Hover over the product name and click "Trash".





## 2) Editing Products

There are a few ways to edit a product.

- The first way is to browse in the shop for your product and click on it. Then at the top of the page on the black menu bar you can click on the “Edit Product” (see screenshot)



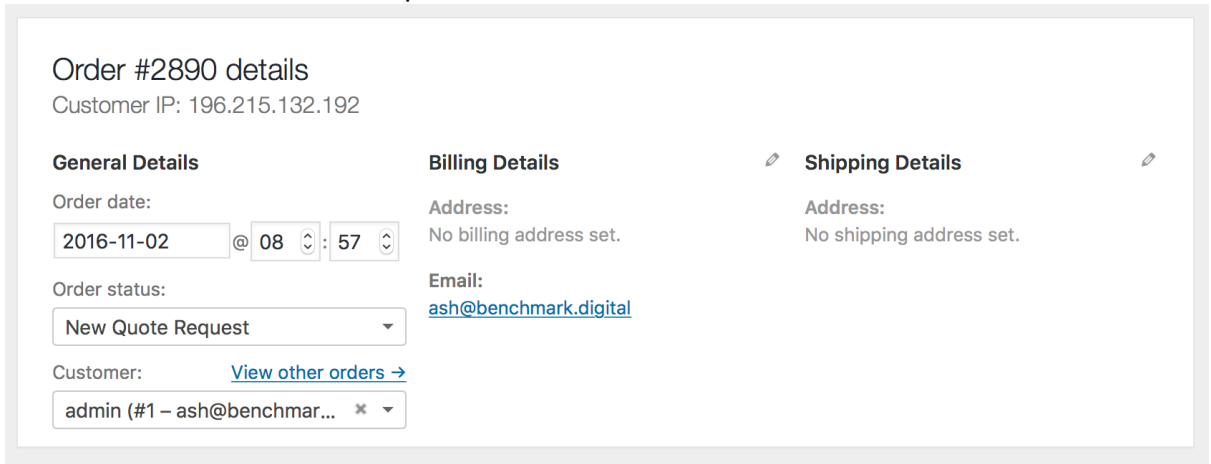
- The second way is to go into your Vendor Dashboard from the top menu bar (when you click on the words African Grace) and then clicking on Products on the left side menu. Hover over the name of the product you want to edit and click on “Edit”.
- The third way is to click on “Bulk Product Editing” on the left side menu when you are in your dashboard. Here you can click on the different fields like the name or the image and edit it right there. If there is no image, click on the blank space and add the image there.

<input type="checkbox"/>	 Title	Image	Description	Regular Price	Categories	Tags
<input type="checkbox"/>	 Test2					
<input type="checkbox"/>	 test gold product newest name			R100.00 - R200.00	Jewellery	

If you are editing a product that has variations, click on the eye next to the product title and it will take you to the edit page, which is the same page you used when you added the product.

### 3) View Orders sent to you

- In your dashboard, click on “Orders” on the left menu bar. Here you will see all the request for quotes that you have received. It’s called Orders here but it comes from the Request a Quote system in the front end of the website.
- To see the detail of a specific Order, hover over the Order and click on “Edit”.
- To mark the order as complete on your Orders page as well as Maurice’s Order page, click on the “Order Status” dropdown menu:



Order #2890 details  
Customer IP: 196.215.132.192

General Details	Billing Details	Shipping Details
Order date: 2016-11-02 @ 08 : 57	Address: No billing address set.	Address: No shipping address set.
Order status: New Quote Request	Email: <a href="mailto:ash@benchmark.digital">ash@benchmark.digital</a>	
Customer: admin (#1 – ash@benchmar... x	<a href="#">View other orders →</a>	

- Select “Completed”.
- Click on the “Save Order” on the right hand side menu in the block called “Order Actions”

Now this order will be shown as completed both on your Orders page as well as Maurice’s Order page.

### 4) Adding a shop assistant

If you want to add another user to manage your shop, you can add someone as your assistant.

- The person will register on the website by clicking on the “Register” on the top right corner of the website.
- Once they have registered, you need to email Maurice your assistant’s email address that they used for the registration. Then Maurice will add this person as your shop’s assistant and they will be able to add and edit products on your shop.

**For more information or if you have any questions, please contact Maurice.**