




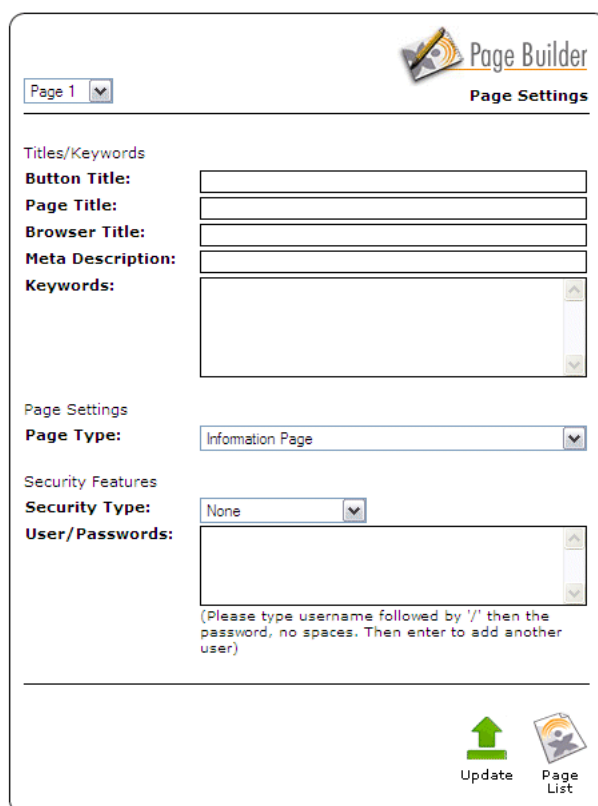
Stock Pages

Stock Pages

This section will be a step by step tutorial on how to build a **Stock Page**.

Click **Settings** for the page you want to have as a **Stock Page**: 

The **Page Settings** page:



The screenshot shows the 'Page Builder' interface for 'Page Settings'. At the top, there's a 'Page 1' dropdown and the 'Page Builder' logo. The form is divided into three main sections: 'Titles/Keywords', 'Page Settings', and 'Security Features'. The 'Titles/Keywords' section includes fields for 'Button Title', 'Page Title', 'Browser Title', 'Meta Description', and 'Keywords'. The 'Page Settings' section has a 'Page Type' dropdown set to 'Information Page'. The 'Security Features' section has a 'Security Type' dropdown set to 'None' and a 'User/Passwords' text area with a note: '(Please type username followed by '/' then the password, no spaces. Then enter to add another user)'. At the bottom right, there are two buttons: 'Update' (with a green up arrow icon) and 'Page List' (with a document icon).

Fill out as much information as possible:

Button Title:	The title or name of your button for your stock page
Page Title:	The title sits at the top of your webpage, use your wording constructively as the title is also used by Search Engines to list your web page.
Browser Title:	This does not appear on your web page but sits in the head section of the html code which is very important for indexing you web page within Search Engines.
Meta Description:	This also does not appear on the web page but sits in the code of your web page and is also vital for search engines as it describes your webpage.
Keywords:	As mentioned previous in the manual keywords are also needed by the Search Engines but only use keywords or key phrases that you are going to use in the text on your web page.

Page Type: The default settings is set as an information page so we need to change the setting to a **Stock** page.

There are 4 Stock Page options to choose from the drop down list:

Stock Page

Basic Stock Page for none ecommerce websites (no buy options available).

Stock Page with Search

Same as above (no buy option) but with Search button on page for searching through stock items.

Stock Page with Shopping Cart

Purchase option enabled on the stock page.

Stock Page with Shopping Cart and Search

Purchase option enabled with Search button.

For this tutorial choose **Stock Page with Shopping Cart and Search** as this contains all the available options.

Extra options become available after you click on **Stock Page with Shopping Cart and Search**:

Page Settings

Page Type: Stock Page with Search & Shopping Cart

Paging: None

More Info: No

Stock Page Style: Traditional Layout

Page Sort By: Product ID

Category Options

Categories: Off

Categories Style: Catalogue

Paging: Choose how many stock items are displayed per page (Selecting **None** will display all items on the page at once). If you have many items on this page then it would be best to select a limit to the amount displayed at once, this will then create sub pages within this stock page which can be browsed through to view the rest of the items.

More Info: Selecting this option will add an extra information field named **Intro** to the stock items you add to this page. This **Intro** information will be displayed when visitors initially view your **Stock** page and there will be a **More Info** button in the stock item they can click to view extra information about the item.


Stock Page Style: There are 4 layouts of stock page to choose from. Choose **Catalogue** Layout for the purpose of this tutorial.

Page Sort By: This option lets you set how the stock items are ordered when viewed on your website. Choose and option.

Categories: Categories is an option you can enable only on a stock page. Categories allow you to split a stock page into sub categories.
For example: a car sales business may sell many types of cars and may wish to have a stock page for Ford cars, but have sub categories for 'New' Ford Cars, 'Secondhand' Ford Cars and 'Special Offer' Ford cars.
Choose **On** from the category menu.

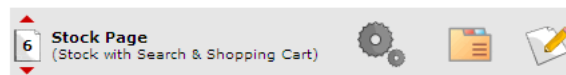
Security Type: You can have two types of **Stock** page **public** or **private** at default the drop down box is set at **None** this means that everyone can view your **Stock** page, but if you wish to password protect your **Stock** page choose **Page** from the dropdown menu. Your **Stock** page then will only show with a login screen where you can only gain access by entering a username and password. For this tutorial leave the **Stock** page set to **None**.

User/Passwords: To allocate usernames and passwords to your visitors so they can gain access to your secure information page type:
username followed by / then the password, no spaces. Then enter to add another user on a separate line.

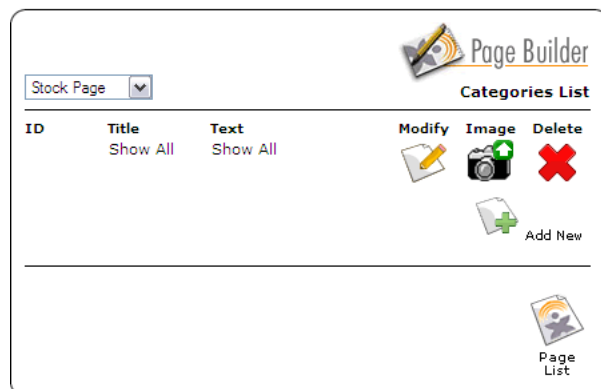
Click the **Update** icon to save your changes: 
Update

Now click the **Page List** icon: 
Page List

There should now be an orange folder to the right of your new **Stock** page:

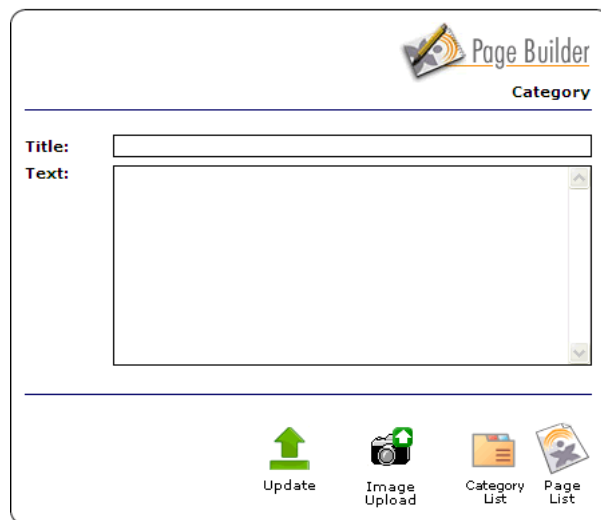


Click the folder icon, the **Categories List** page:



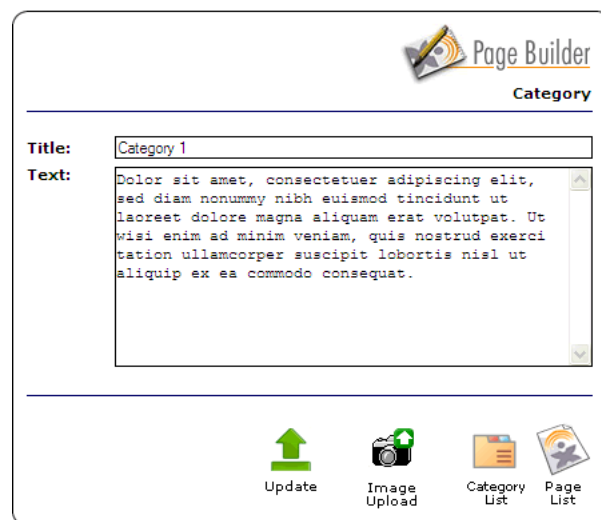
Click the **Add New** icon: 
Add New

The **Category** screen:



The screenshot shows the 'Page Builder' interface for the 'Category' screen. At the top right is the 'Page Builder' logo. Below it, the word 'Category' is centered. The main area contains two input fields: 'Title:' with an empty text box, and 'Text:' with a large text area. At the bottom, there are four icons: 'Update' (a green up arrow), 'Image Upload' (a camera icon), 'Category List' (a folder icon), and 'Page List' (a document icon).

For demonstration purposes enter a dummy heading and some text like the screen shot below:



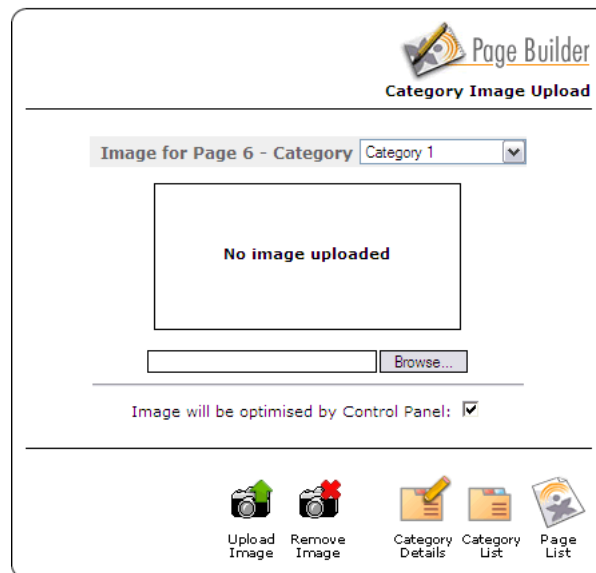
This screenshot shows the 'Page Builder' interface with dummy data entered. The 'Title' field contains 'Category 1'. The 'Text' field contains a block of Lorem Ipsum text: 'Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.' The bottom navigation bar with icons remains the same.

Next, click the **Update** icon to save your information:

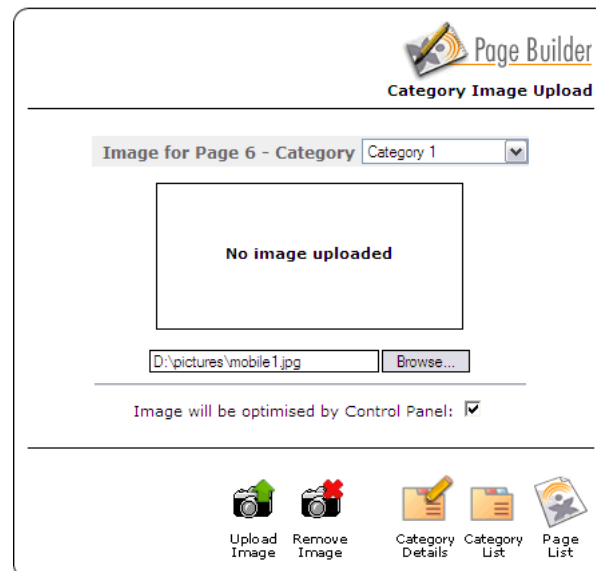


Click the **Image Upload** icon: 

The **Category Image Upload** screen:



Click the **Browse** button to locate the image you want to upload to your category:



The check box below the **Browse** button is ticked at default, which means the image you are about to upload will be automatically resized by the Control Panel. If you wish to upload the image and keep it's original size uncheck the box.

Click the **Upload Image** icon:



Image uploaded:



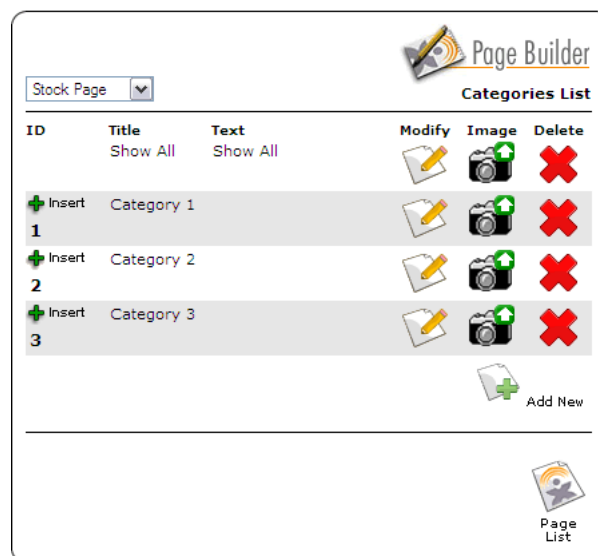
To edit the category click on the **Category Details** icon:



To add more **Categories**, **Modify** or **Delete** click on the **Category List** icon:



The **Category List** screen:



We have added some more **Categories**, you can add as many as you like by clicking on the **Add New** icon. You can also insert categories between other categories by pressing on the **Insert** icon:

Please note: a **Category** is automatically added when you activate the categories called **Show All**. This category allows you to see all individual categories together.

Next, click the **Page List** icon:



You will be taken to the main **Page List** screen.

To view the changes you have made click the **View Site** icon:



Next, click on the **Stock** page you have created, your page should look something like this:

My very first stock page

Quick Jump

Please click one of the images, for items within this category



Category 1



Category 2



Category 3



Show All

When you have finished click on the **Website Control Panel** bar in the top right corner of your browser window to return back to the Control Panel:



Click the **Edit** icon for your new **Stock** page:



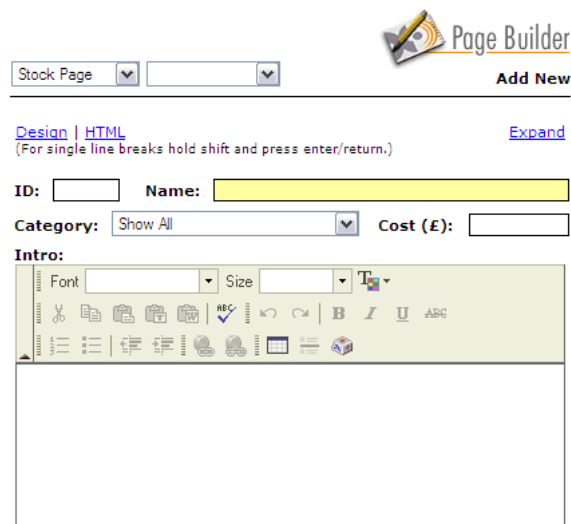
The **Page Contents** screen:

The **Filter by Category** box is set at default to **Show All** which means all stock items will show on the **Page Contents** screen. If your stock page has many items you can use the **Filter by Category** box and only view items by category.

Click the **Add New** icon:



The **Add New** screen:



The screenshot shows the 'Add New' screen in the Page Builder interface. At the top right is the 'Page Builder' logo. Below it, there's a 'Stock Page' dropdown menu and an 'Add New' button. The main form has fields for 'ID:', 'Name:', 'Category:', and 'Cost (£):'. The 'Name' field is highlighted in yellow. Below these fields is an 'Intro:' section with a rich text editor toolbar and a large text area. The toolbar includes options for font, size, bold, italic, underline, and text color. The 'Category' dropdown is set to 'Show All'.

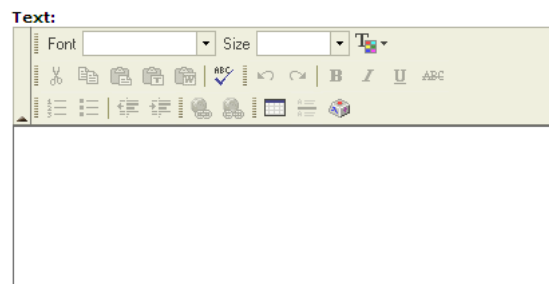
Give your stock item a unique **ID** code, only use characters and numbers.

Title your stock item in the **Name** box and choose a **Category** from the drop down box. If you choose **Show All** the stock item will only be able to be viewed in the **Show All** category, then enter the **Cost** for that item.


Please note: V.A.T., Currency, Orders and Postage and Packaging are explained in the Webstore Section of the manual.

Enter a description for your stock item in the **Intro** box. To learn more about the text box or **Wysiwyg Tool** go to that section.

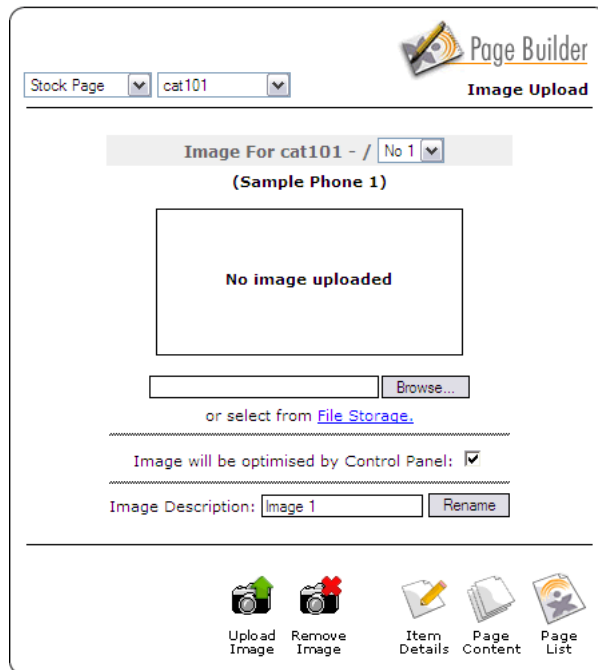
Next, add some text in the **Text** box provided telling your potential customer all about your product item:



The screenshot shows the 'Text' box in the Page Builder interface. It features a rich text editor toolbar with options for font, size, bold, italic, underline, and text color. Below the toolbar is a large text area for entering the product description.

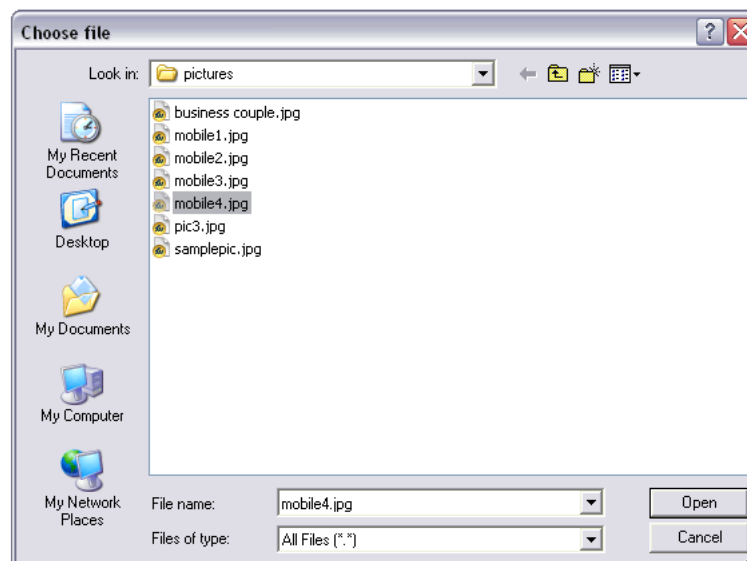
Next, click the **Upload Image** icon to add an image to the stock item: 

The **Image Upload** screen:



The check box below the **Browse** button is ticked at default, which means the image you are about to upload will be automatically resized by the Control Panel. If you wish to upload the image and keep it's original size uncheck the box.

Click the **Browse** button to locate the product image on your computer.

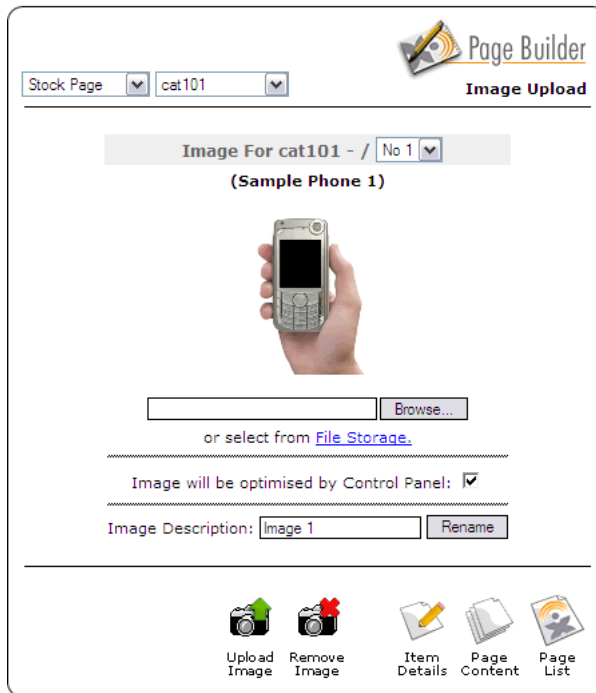


Left click on the image you want to use and click the **Open** button:

Next click the **Upload Image** icon:




The **Image Uploaded** screen:



Enter a description in the **Image Description** box and click the rename button.

Next, click on the **Item Details** icon to return to our **Modify Item Details** screen:



Scroll down to the bottom of the **Modify** page and click on the **Image Align** box: **Image Align:** Left 

Next, click the blue icon for **Stock Items Option:**  **Stock Item Options**

For this tutorial the **Stock Item Options** have been filled in to show you how the options can be used:

Option 1	
Name: <input type="text" value="Color"/>	<div>Red Green Blue Pink Purple Silver Black</div>
Type: Drop Down Box	

Option 2	
Name: <input type="text" value="Free accessory"/>	<div>Carrying Case MP3 Music Maker Bluetooth Headset Extra Memory Card Extra Battery</div>
Type: Drop Down Box	

Option 3	
Name: <input type="text" value="Free Voucher"/>	<div>Smiths Debenhams Boots Tesco's</div>
Type: Drop Down Box	

Next, click the **Update** icon:



A screenshot of how the options look like on the website:

My very first stock page

[Stock Page](#) > Show All

Quick Jump

Sort this list by

Search

ID: cat101

Sample Phone 1

A beautiful and economical sample phone which comes in various colours.



Color:

Free accessory:

Free Voucher:

Price: £90.00 (ex vat) £105.75 (inc vat)