

Virtual Office e-CATALOG

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Disclaimer: The screen shots below is for training purposes, it might be not exactly the same as yours.

Chapter 1: Objectives

Nowadays, online purchasing is very common to the world. Today's business has turned into both physically and electronically. There are billions of transactions flew over internet everyday. A lots of manufacturer posted their catalog online for allowing visitors to preview their products and the product details. To maintain and make sure the catalog is up-to-date, you will have to go through some complex task to complete the updating jobs.

Virtual Office e-CATALOG is designed for user to maintain and update their catalog online in a simple and easier way. This is a tool which embedded with a user-friendly interface to allow user update their website and maintain e-commerce activities by simple steps such as: **CLICK, UPLOAD, TYPING** and **UPDATE**.

CLICK: Click on the labeled link and icon or button to lead you to your destination

UPLOAD: You may upload your products' display image

TYPE: Enter the details for your product

UPDATE: Update the changes and your catalog will be up-to-date

In coming chapters, you will learn more about on e-CATALOG.

Chapter 2: Introduction of e-Catalog

Virtual Office e-Catalog is a tool to allow you to update your online product information. You will just have to log in to your Virtual Office > BizApp > e-CATALOG, start to maintain and update your e-commerce activities anywhere, anytime as long as there is internet connection.

Below (figure 2.1) is the default screen for the e-CATALOG:

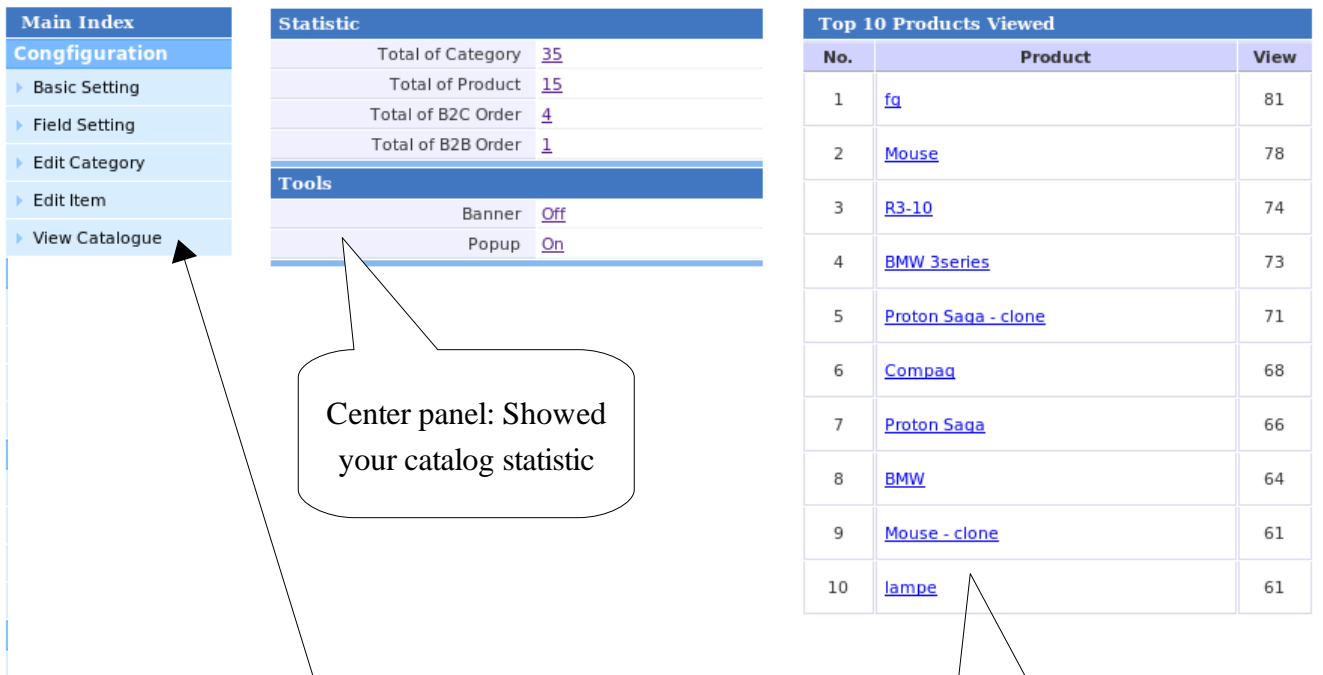


Figure 2.1

You may start with the Configuration of the e-Catalog:

Main Index	<u>Configuration</u>
Configuration	Basic Setting: setting up the layout of the catalog and the data entry page
▶ Basic Setting	Field Setting: This is the additional fields setting for your product/ items
▶ Field Setting	Edit Category: You may Add/ Delete/ Edit/ Manage your category(s) here
▶ Edit Category	Edit Item: You may Add/ Delete/ Edit/ Manage your Items information here
▶ Edit Item	View Catalog: To view how the catalog will be displayed on your web page
▶ View Catalogue	

Figure 2.2

Let's move to Chapter 3 to learn how to set up the preliminary setting for your e-CATALOG.

Chapter 3: Preliminary Settings

Go to Virtual Office > BizApp > e-CATALOG > Basic Settings

Setting	
Columns per row (sub Category)	5 a
Rows per Page (sub Category)	30 b
Category selection mode	ComboBox c
Columns per row (Item View)	2 d
Rows per Page (Item View)	5 e
Line number per page (All listing)	10 f
Page number listed	5 g
Default category	undefined h
Category list refresh time (seconds)	10 i
Admin Email To	avomaster@lookafter.com j
Admin Email From	avomaster@lookafter.com k
Company Name	lookafter.com l

Update **Cancel** **Reset**

Figure 3.1

- a. To determine the columns for a single row for Sub Category.
- b. To determine the number of rows for a page for Sub Category.

For example (figure 3.2): if you apply 3 columns and 10 rows, your item will be displayed as below:

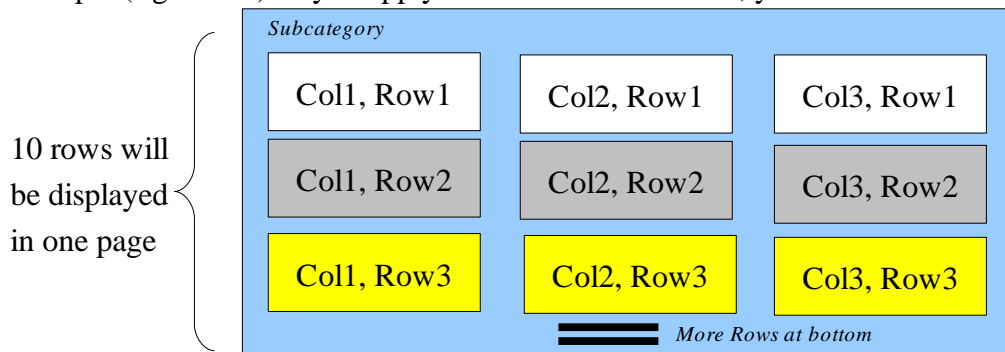


Figure 3.2

c. You have two options for this settings: ComboBox & PopUp

This is the setting for you to choose a category in Edit Item, either you want to work with a pop up windows or a drop down combo box (figure 3.3).

Category 1- ComboBox

Category 2 - Popup:

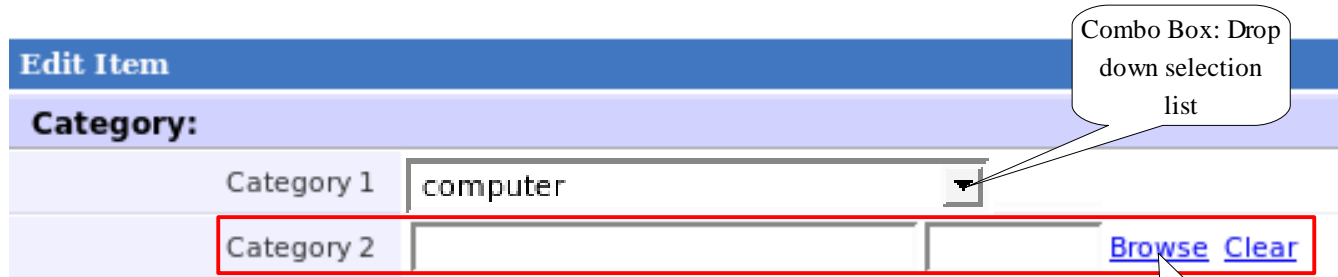


Figure 3.3

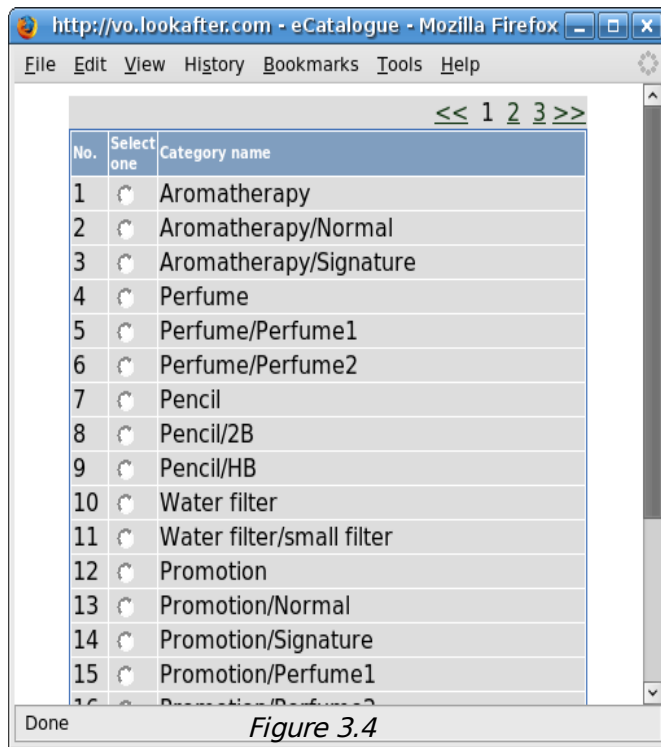
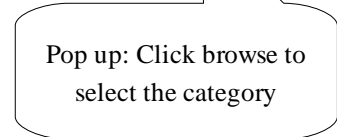


Figure 3.4

When clicked on Browse, a windows with the category name will **POP UP** (as displayed in figure 3.4)

d. To determine Columns per row for Main Category.

e. to determine Rows per page for Main Category.

This setting is similar with the setting in (a) and (b). The different between (a) & (b) and (d) & (e) is,

(a) & (b) is for sub categories but (d) & (e) is for your item. *(Directly affect the layout of the web page)*

f. Line number per page (All listing) This is a feature to allow you to customize the **edit item** page. The user will be the one to decide how many lines of item to be displayed.

For example, if e-Catalog Admin set the line number to 15, on the **Edit Item** page, on 15 items will be display on one page.

g. Page number listed This feature allows you to customize the page number listed on each page. i.e., if you have 50 pages of products and only wish to display the numbering from 1 to 10 on each page and choose to represent the rest of the pages with symbols like ... , > or more etc.

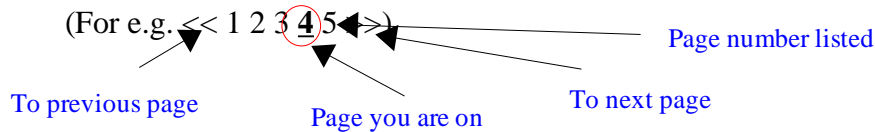
Bellow is the illustration for (f) and (g):

Please notice the top left of each page. Lets assume you have 100 of categories.

Line number per page: 10

Page number listed: 5

With the above settings, your categories are going to be displayed in 10 pages, the numbering will be shown on the top right and bottom right of each page.



h. Default category You may define a default category for your catalog

For example: Computer. If you set Computer as your default, the default category on the combo box will display Computer



It will be great to set default category. Normally, most of the companies will set their core business product's category as the default category. When a customer log on to your e-Catalog web page, your default category page will display at first.

Category list refresh time (second) Auto refresh time for your category. If you set 60 second for this, your category menu will be refresh in every 60 second.

Note: if your company update the selling price or other details very often, it will be great to have this setting. The web page will load the updated information and display on your e-Catalog web page when it refreshed itself. Therefore, customer are able to obtain the latest and updated details.

j & k. Admin Email To/ From this setting is for the user to set a default email address used to send out and/or receive email

l. Company name As per it's name, for displaying your company name.

Field Setting

Field Setting						
No.	Field Name	Data Type	List Value	Default Value	Length	Action
1	Image	Image Text				Delete
2	Icon	Image Text				Delete
3	Price	Price		-		Delete
4	Price1	Price		-		Delete
5	Code no	Text Box				Delete
6	Country	Text Box		-		Delete
7	Description	Text Box				Delete
8	Model	Text Box				Delete
9	Price2	Price				Delete
10	Price3	Price				Delete
11	Price4	Price				Delete
12	Price5	Price				Delete

List Value - The options for pop up, radio button and check box. Place a comma between two options

Default Value - What is the default value to be show

Length - What is the length for text box and text area

Figure 3.5

Tips 

For List Value & Default Value Let assume there is an option call **Gender**. You may enter **Male** follow by a comma(,) then **Female**. When entering information for an item, user will be able to find an option called **Gender** and there are 2 choices which stated **Male & Female**. If the **Default Value** set as **Male**, **Male** will be preselected.

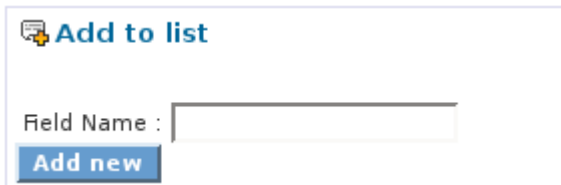


Figure 3.6

How to add a new field?

Step 1: Enter a field name into the column above (figure 3.6). You will be able to locate this **Add to List** column at the bottom left of the field setting page.

Step 2: Click **Add New** to add the new field

How to configure the setting for each field?

Step 1: Select the desired field

Step 2: Set the Data type

Note: Data type is use to determine the type of information (For e.g. Price, telephone & etc.)

Step 3: Fill up **List Value**, **Default Value** and **Length** (refer back to figure 3.5)

Step 4: Click update to save the changes

Note: This is the additional fields for additional information of your items. You may add any additional information to any item through here. After setting up the additional fields, please kindly contact support@afteroffice.com/service@afteroffice.com if you wish to have all the additional fields to display on your e-Catalog web page.

Let's proceed to Chapter 4 to learn how to manage your items and categories.

Chapter 4: Categories and Items Settings

4.1: Categories

Before you upload the items onto your e-CATALOG, you must create your items/products categories. Categories is use to classify your products into different groups for easier management purposes. Go to: Virtual Office > BizApp > e-CATALOG > Edit Category (figure 4.1)

Icon	Sort Order	Category Name	Products	Subcategories	Action
	1	Aromatherapy	1	2	Modify Delete
Perfume	1	Perfume	0	2	Modify Delete
	1	Pencil	3	2	Modify Delete

[New Category](#) [Settingsize](#)

Click here to add new category

Click the category name to view the sub category

Edit the information of the category

Delete the category

Figure 4.1

Click the **New Category** button at the bottom, page below (figure 4.2) will be open.

The screenshot shows the 'Edit Category' form with the following fields and callouts:

- a**: Points to the 'Category Name' text input field.
- b**: Points to the 'Sort Order' text input field.
- c**: Points to the 'Browse' button next to the 'Icon' field.
- d**: Points to the 'Browse' button next to the 'Image' field.
- e**: Points to the 'Short description' text area.

At the bottom of the form are three buttons: **Update**, **Cancel**, and **Reset**.

Click update button for saving your changes/add a new category

Figure 4.2

a. Enter Your Category's Name

b. Enter the order to be display (default is 100)

Note: *Sort Order* The lesser amount entered, the higher priority the item have. For example, value number 1 have the higher sort order than value number 100

c. Enter the link of the picture which going to display

Note: When click on **Browse** link, it will open up your **Virtual Office Storage Company Homepage** folder (All of your Icon file must be already uploaded to your Virtual Office Storage)

d. Enter the link of the picture which going to display

Note: When click on **Browse** link, it will open up your **Virtual Office Storage Company Homepage** folder (All of your Image file must be already uploaded to your Virtual Office Storage)

e. Enter any description for your Category

4.2: Items

For Add/ Delete/ Modify/ Manage an item from your e-CATALOG, you may go to:
Virtual Office > BizApp > e-CATALOG > Edit Items

When you open your Item page (as per figure 4.3), a list of your items will be displayed.

The screenshot shows the 'Edit Item' interface. At the top is a blue header with the text 'Edit Item'. Below it is a search section with a magnifying glass icon and the word 'Search'. The search form includes fields for 'ID', 'Product name', and 'In category' (set to 'All'), along with a 'Search' button. A red oval highlights the search fields, and a callout bubble points to it with the text 'You may conduct a search for your item here'. Below the search form is a table with the following data:

No.	ID	Products	Sort Order	Show	Last modified	Action
1	#1	Mouse	100	Yes	2007-05-23	Modify Delete Clone
2	#3	Compaq	100	Yes	2007-03-13	Modify Delete Clone

Below the table is a 'New Item' button. A callout bubble points to it with the text 'Click here to add new item'. Another callout bubble points to the 'Mouse' link in the table with the text 'Click on item name to view the item info/ edit the item info'. A third callout bubble points to the 'Modify | Delete | Clone' links in the second row of the table with the text 'Click here to perform Delete, Modify and Clone (copy)'. The 'Action' column links in the second row are circled in red.

Figure 4.3

Click on **New Item** button at the bottom to add a new item. A page as below will be open (figure 4.4).

Edit Item	
Category:	
Category 1	<input type="text" value="undefined"/>
Category 2	<input type="text" value="undefined"/>
Category 3	<input type="text" value="undefined"/>
Category 4	<input type="text" value="undefined"/>
Detail :- english	
Product Name	<input type="text"/>
Product Description	<input type="text"/>
KeyWord	<input type="text"/>
Show	<input checked="" type="radio"/> Yes <input type="radio"/> No
Sort Order	<input type="text" value="100"/>
Other:	
Image	<input type="text"/> Browse
Icon	<input type="text"/> Browse
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

Figure 4.4

Click Update to save the changes or add a new item

You may customize this part at Virtual Office > BizApp > e-CATALOG > Field Settings

** When click on browse for browsing the picture to be uploaded, you will be lead directly to the folder where you have stored your images on the Storage Company Homepage, **Virtual Office > Storage > Company Homepage > Image or Icon** folder. All you need to do is to select the correct picture for the product and upload.*

- a. Enter the product name
- b. Enter any description for this particular product
- c. Enter a key word for searching purpose
- d. The visibility of the product on e-Catalog web page
- e. please refer to figure 4.2, session (b)

Icon and Image files

Icon is the smaller picture display on the catalog

Image is the enlarge picture of the product

The size for your image and icon depends on your preference. Please make sure you have uploaded all your items' pictures in both the Icon and Image folder which located in the Company Homepage folder under Storage.

To store your pictures, simply create a folder for *Image* and another for *Icon* in your **Virtual Office > Storage > Company Homepage > Image/ Icon**. Upload all your product pictures to one folder, then duplicate a set to another folder.

Once this is set, you may go the the e-Catalog Admin page to set your preferred size for both the Icon and Image and then proceed to browse the Icon and Image from the respective folder in order to get them displayed on your e-Catalog.

Below are the sample of the e-Catalog page:



Figure 4.5

Figure 4.5 is the main page of e-Catalog

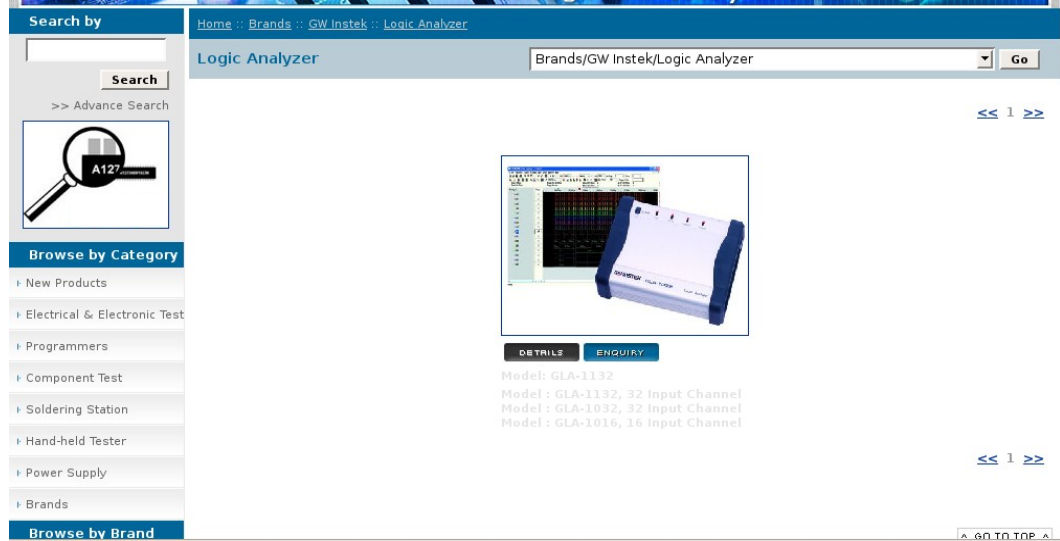


Figure 4.6

Figure 4.6 is the category page under e-Catalog



Figure 4.7 is the product's details page

Figure 4.7

Your e-Catalog page is working now!