

How to get started

(Step by step manual)

Introduction

Your account is set up instantly. The sub domain you have chosen will be available within 4 days. That period you may use to add products to your new e-shop.

You may own as many shops as you want under one account at LiveShop.info.

The Admin tool

The Admin tool is located at <http://www.liveshop.info/cgi-bin/eshop/login.cgi>

At the first page after logging in you'll see the list of your shops and the profile/account settings. If you click on the link "settings" which is the next to the shop name you'll see the "General Settings".

General Settings

Domain – the URL of your shop. You can see available URLs above the table there.

Shop Title – it will be in the header of your shop.

Company Name – it will be in the footer of your shop. Copyright © Your Company Name.

Shop Description – shop description is shown in the list of shops at LiveShop near by the shop title.

Email Address – you will be notified about purchases. The "Contact Us" form is sent to that e-mail address as well.

Topic – the topic/category where your shop is listed at LiveShop.

Template – the template/design you wish to use with the shop. There are some ready made templates but you may use your custom template.

Notify the Chief Owner – "yes" if you want to get extra e-mail notification about new purchases. It would be sent to the e-mail address provided in "Your profile".

Display Quantity – "yes" if you want the quantity left in your stock to be displayed at the products details pages.

Display Manufacturer - "yes" if you want the manufacturer to be displayed at the products details pages.

Main /Second Currency – the currencies which should be acceptable in your shop.

Custom Currency Abbreviation – you may use the currency which is not in the list.

Multiple Currency – "yes" if you wish to use "Second Currency".

Weight Measures – it is used to calculate the delivery price.

Display "NEW"/ "Best Sellers"/ "Specials" – "yes" if you want them to be displayed at the front page of your shop.

Make the Shop Live – your shop and products are not visible at the LiveShop listing and search results. Switch it to “yes” when you add all products into the stock.

Front Page Text – the text in the front page.

"About Us" Page Text – the text in the “About Us” page.

Navigation Bar is a tool to manage the navigation bar at your shop.

Manufacturers is a tool to manage the manufacturers list. This list is useful when you add new products.

Products Options/Attributes is a tool to manage all options for all your products. You will have just to check the checkboxes at the “Add new products” form to attach the chosen option for that product. First of all click on “New Option/Attribute” and fill the form. It is the name of the option. Then click on the image of directory. Here you can add the values for that option.

Categories is a tool to manage the categories/topics for your shop.

Products. You can add new, modify, and delete products there.

You may add files there which the buyers could download after they purchased the products. The link buyers get will be valid within 12 days.

Payment Methods. You may choose the billing systems you want to use.

Delivery Taxes\Tax Zones. This tool is used to calculate the delivery price and with “Payment Methods”. You may provide different delivery taxes and payment methods for different locations.

Ex.: You wish to accept PayPal payments only and the delivery available in Florida and Virginia. The delivery is \$3 per 1 pound.

1. Click on “New Zone”.
2. You may enter whatever you want in “Zone Name” field but we recommend you to enter something like “Florida & Virginia”. The country should be “United states”. Select “Florida” in “Zone”. “Delivery Price ...” is 3. One in “Minimum Weight” means the minimum delivery price must be at least for 1 pound (if the total weight is 0,7 pounds the delivery price will be \$3 anyway). Click on “Save”.
3. Click on the image of directory next to the “Florida & Virginia”. Then click on “New Tax Zone to Florida & Virginia”.
4. The country should be “United states”. Select “Virginia” in “Zone”. Click on “Save”.
5. Modify the PayPal settings at “Payment Methods”.

If somebody from another state or country will try to purchase something he will get “Sorry, no payment methods are available”.

“Check for Duplicates” function will show you if you have any duplicate countries or zones.

Tools\Banner manager. You may organize banner rotator for your shop here.

Tools\File Manager. You may upload your custom template here or other files you need.