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User's Guide
enDiva ME Advanced Server 1.0
MS Jet[®] **(Single Language) Edition**

ENDIVA
enDiva Software, Inc.

enDiva ME 1.0 Advanced Server User's Guide

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Introducing enDiva ME

enDiva ME Advanced Server 1.0 MS Jet (Single Language) Edition

enDiva Software, Inc. provides a complete software solution to enable small and medium sized enterprises (SME) to easily access and conduct e-business on the Internet. enDiva ME is a product line of web-based server applications that allow SME to build powerful and professional websites within minutes. It offers remote customization to web site appearances, user interfaces and backend support without any additional IT resources.

enDiva ME Advanced Server 1.0 is a complete enterprise-wide business operation and support system. With all the features inherited from enDiva ME Professional Server Edition, The Advanced Server Edition is supercharged with end-to-end e-commerce system. It is fully integrated with functions such as secure membership management (with configurable membership type, roles, permission policies, and profiles), search engines, reports, customer relation management (with mailing list, message templates and broadcasting), peer groups, personalization services, e-commerce system (with product catalog, search engine, shopping cart, online payment, inventory control, reports, eCoupon manager, and one-to-one direct marketing tools.)

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Part I — Users

1. 0 Literature

This page allows you to post content data for a single web page.
Please see figure 1-1 to view the web page structure.
There are 4 different types of content building blocks in a web page:

Menu:	It locates in the left hand side of the web page.
It defines a group name for several web pages.	
Category Blocks:	It locates in the right hand side of the web page.
It defines a name of a web page.	
Literature Blocks:	It locates in the middle of the web page
It defines a group name for several literatures content in a web page.	
Content Blocks:	It locates inside of literature block.
It is where the literature content data is posted.	

There is a hierarchical relationship among these 4 content building blocks:
Menu (Highest) --> Literature Category --> Literature Block--> Content Block (Lowest)

- A web site contains many Web Menus.
- A Web Menu contains many Literature Categories.
- A Literature Categories contains many Literature Blocks.
- A Literature Block contains many Content Blocks

For each building block, the following operations can be performed:

- Click 🖉 to edit.
- Click 🗋 to insert.
- Click 🗑 to delete.
- Click ⬆ to move up.
- Click ⬇ to move down.

Click **Add Category** to add a new Category block.
A **Literature Category Form** will pop up on screen to collect category information.
To add a category, please see Adding a Literature Category.
Click **Add Literature** to add a new Literature block.
A **Literature Form** will pop up on screen to collect literature information.
To add a literature, please see Adding a Literature.
Click **Append Content Here** to add a new content Block.
A **Literature Content Form** will pop up on screen to collect content data.
To add a content, please see Adding a Literature Content.
For more information on creating or updating the Web Menu, see Options Menu.
The fields in literature forms can be customized by administrator.
Please see Form Editor for more information.
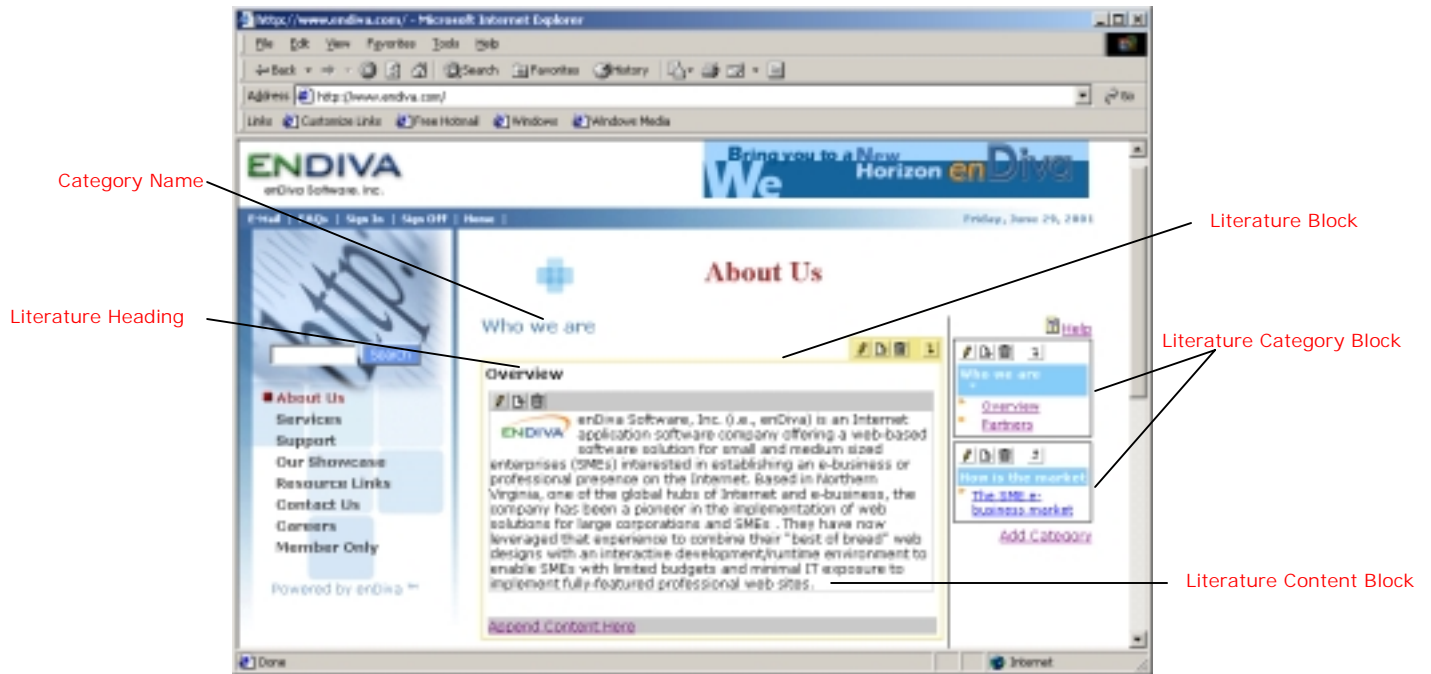
Figure 1-1 Literature Form Screen

1.1 Adding a Category

1. Enter **Category Name**. This field is required.
2. Enter **Category Description**, if any.
3. Make the **Category Name** viewable by checking the **"Display Category Title"** checkbox
4. Make the category and all its literature content viewable to members only by checking the **"Active"** checkbox.
5. Make the category and all its literature content viewable to public (members & non-members) by checking the **"Public viewable"** checkbox.
6. Click **Save** to save the record.
7. Click **Close** to exit the dialog box.
8. A new category block with no content is now displayed in the browser.
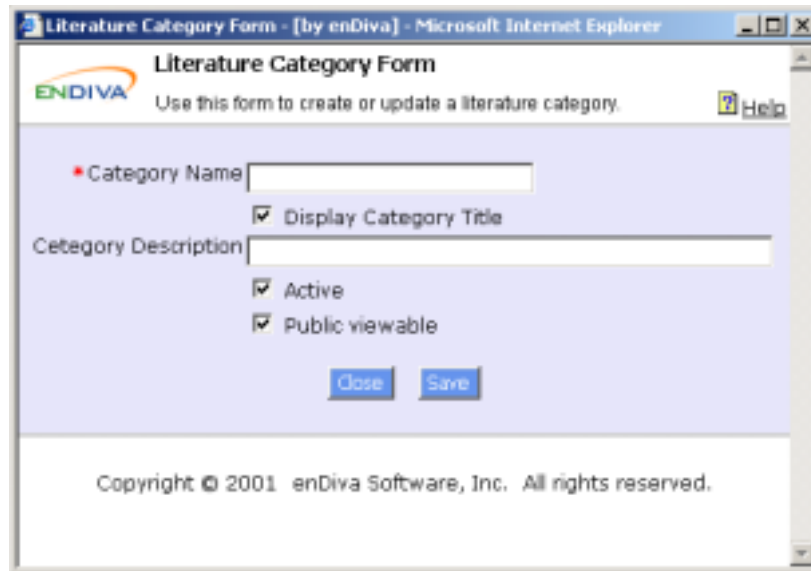
Figure 1-2 Add a Category Screen

1.2 Updating a Category

1. Make the necessary change(s) in the Literature Category Form. Fields with an asterisk (*) are required fields.
2. Click **Category Title Image** to upload image. <u>See</u> Uploading File/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Save** to save the change(s) made.
5. Click **Close** to exit the dialog box.
6. The updated information in category block is now displayed in the browser.

ME-A-AA001-UG   12
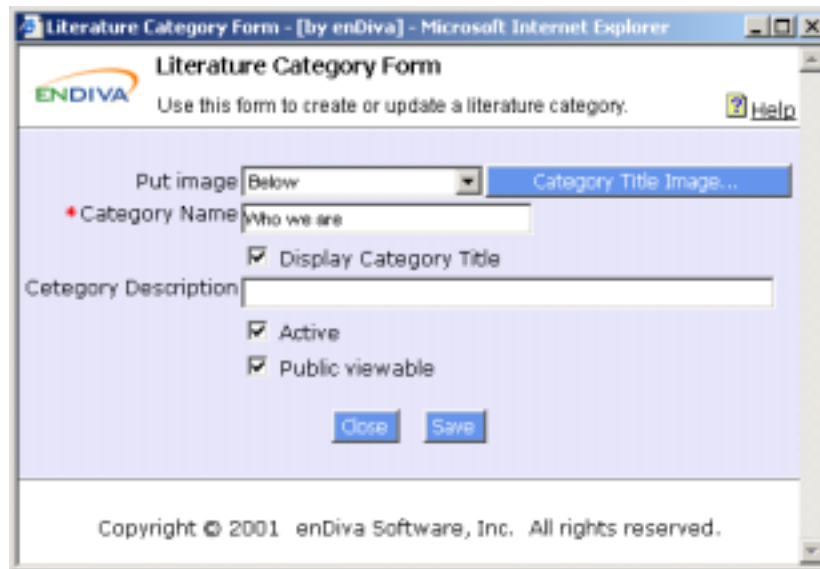
Figure 1-3 Update a Category Screen

1.3 Deleting a Category

1. Click 🗑 in a category block.
2. A delete confirmation window pops up to the screen
3. Click **Yes** to confirm the delete action. Otherwise, click **Cancel**.
4. The category block is deleted from the screen.

Notes:
All deletions are irreversible.
When a category block is deleted, all literature blocks and content blocks under this category will be deleted as well.

1.4 Adding a Literature

1. Enter **Literature Heading**. This field is required.
2. Enter **Literature Sub Heading**, if any.
3. Make the **Literature Heading** viewable by checking the **"Display Heading"** checkbox
4. Make the Literature and its content viewable to the public by checking the **"Active"** checkbox.
5. Enter **Effective Date** and **Expire Date**. The literature and its content will be posted in the web site within this date range.
6. Enter **Content Column**. It defines the column setting for contents under this literature. It can be set from 1 to 3. If nothing is entered, the default setting is 1.
7. Click **Save** to save the record.
8. Click **Close** to exit the dialog box.
9. A new literature block with no content is now displayed in the browser.

Figure 1-5 Add a Literature Screen

1.5 Updating a Literature

1. Make the necessary change(s) in the **Literature Form**. Fields with an asterisk (*) are required fields.
2. Click **Literature Title Image** to upload title image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Save** to save the change(s) made.
5. Click **Close** to exit the dialog box.
6. The updated information in literature block is now displayed in the browser.

Figure 1-6 Update a Literature Screen

1.6 Deleting a Literature

1. Click 🗑in a literature block.
2. A delete confirmation window pops up to the screen.
3. Click **Yes** to confirm the delete action. Otherwise click **Cancel**.
4. The literature block is deleted from the screen.

Notes:
All deletions are irreversible.
When a literature block is deleted, all content blocks under this literature will be deleted as well.

1.7 Adding a Literature Content

1. Enter text in **Content Text**. HTML tags are allowed in this field.
2. Check the **Contain HTML Code** checkbox if the text contains HTML tags.
3. Enter a web site URL in **Make content text a link to URL** if the context text is a link to URL.
4. Click **Save** to save the record.
5. Click **Close** to exit the dialog box.
6. A new content block with content is now displayed in the browser.
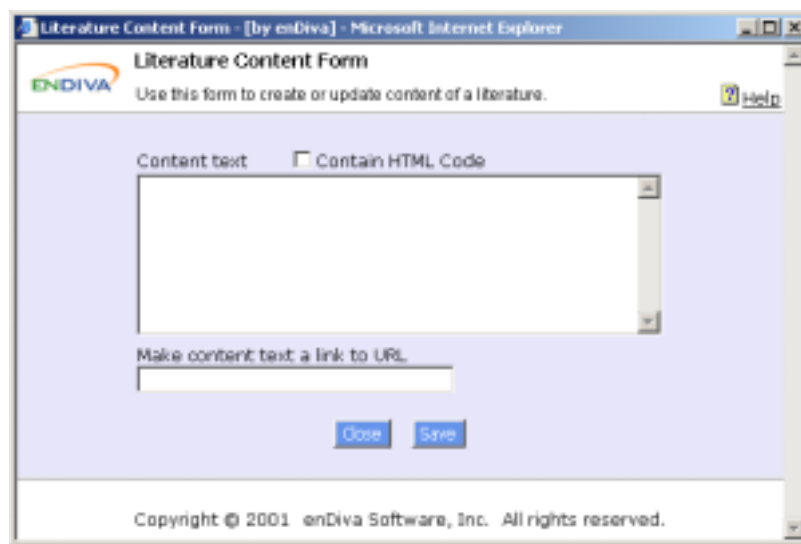
Figure 1-8 Add a Literature Content Screen

1.8 Updating a Literature Content

1. Make the necessary change(s) in the Literature Content Form.
2. Click **Content Image** to upload content image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Attach a File…** to upload title file. See Uploading Files/Images.

5. Enter a web site URL in **Make image a link to URL** if the image is a link to URL.
6. Enter **Caption for Attachment** if a file attachment is available for end users to download. If not entered, the default caption is **View Attached File**.
7. Click **Save** to save the change(s) made.
8. Click **Close** to exit the dialog box.
9. The updated information in content block is now displayed in the browser.

Figure 1-9 Update a Literature Content Screen

1.9 Deleting a Literature

1. Click 🗑 in a content block.
2. A delete confirmation window pops up to the screen.
3. Click **Yes** to confirm the delete action. Otherwise click **Cancel**.
4. The content block is deleted from the screen.

Note:
All deletions are irreversible.

2.0 Events

This page allows you to post events and schedules on a web site.
Please see Figure 2-1 to view the event page structure.
There are 3 different types of content building blocks in an event page:

Event Category Blocks:	It locates in the right hand side of the event page.
It defines a group name of several event pages.	
Event Literature Blocks:	It locates in the middle of the event page
It defines an event title, event date, event location and other event information.	
Event Content Blocks:	It locates inside of the Event literature block.
It is where the event content data is posted.	

There is a hierarchical relationship among these 3 content building blocks:
Event Category (Highest) --> Event Literature --> Event Content (Lowest)

- An Event page contains many Event Categories.
- An Event Category contains many Event Literature Blocks.
- An Event Literature Block contains many Event Content Blocks

A category named **Recent Events** is also displayed in the browser to group and indicate most recent events.
To set the number of recent events to be displayed, please see System Settings to configure recent events.
For each building block, the following operations can be performed:

- Click 🖉 to edit.
- Click 🗎 to insert.
- Click 🗑 to delete.
- Click ↥ to move up.
- Click ↧ to move down.

Click **Add Category** to add a new event Category block.
An **Event Category Form** will pop up in the screen to collect event category information.
To add a category, please see Adding an Event Category.
Click **Add Event** to add a new event Literature block.
An **Event Form** will pop up in the screen to collect event literature information.
To add an event, please see Adding an Event.
Click **Append Content Here** to add a new event Content Block.
An **Event Content Form** will pop up in the screen to collect event content data.
To add a content, please see Adding an Event Content.
Click **List Events** to redirect to an Event Title List page.
Click **Sign me up** to register an event.
An **Event Registration Form** will pop up in the screen to collect event registration information.
Click **View Report**
An **Event Registration Report** will pop up in the screen to display name lists of people who registered for this event.

The fields in **Event Form** and **Event Registration Form** can be customized by administrator.
Please <u>see</u> Form Editor for more information.
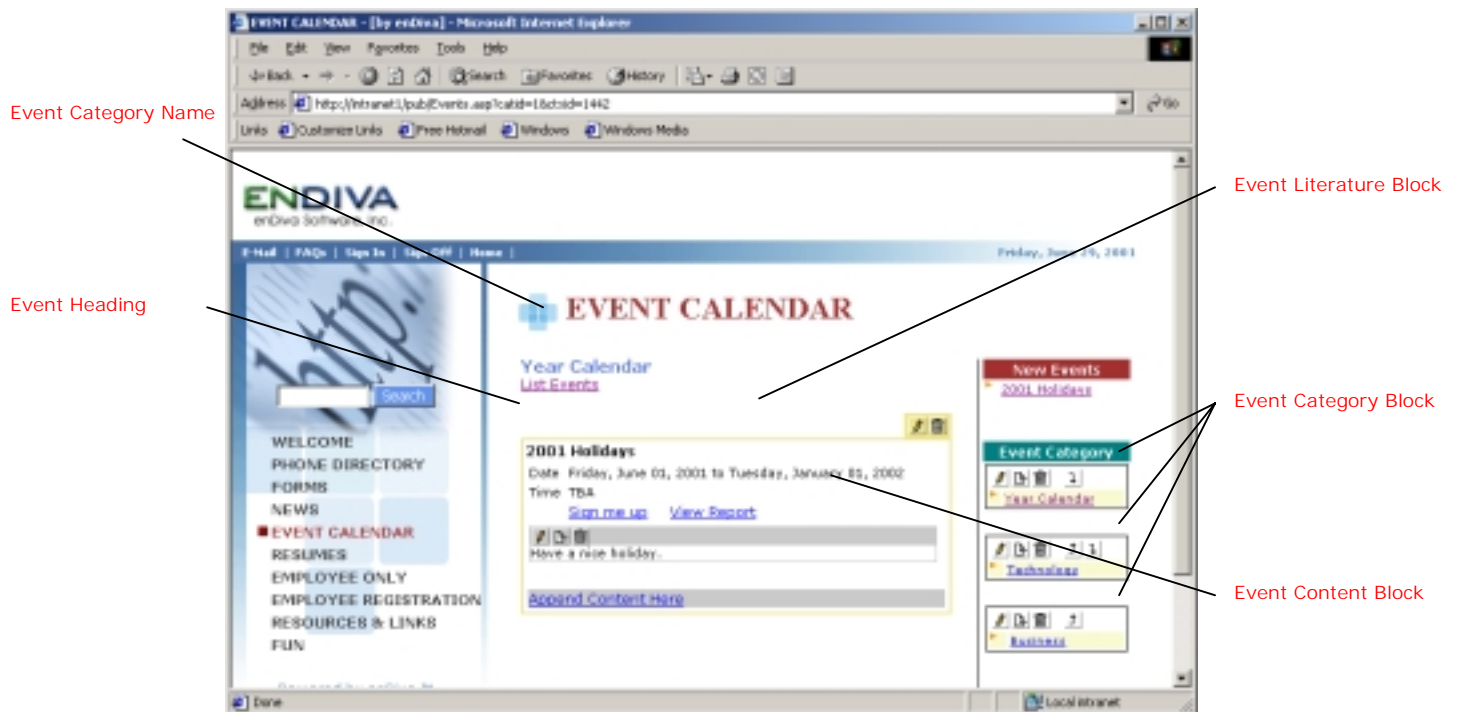
Figure 2-1 Event Literature Form Screen

2.1 Adding an Event Category

1. Enter **Event Category**. This field is required.
2. Enter **Event Category Description**, if any.
3. Make **Event Category Heading** viewable by checking the **"Display Category Title"** checkbox.
4. Make the event category and all its event content viewable to members only by checking the **"Active"** checkbox.
5. Make the event category and all its event content viewable to public (member & non-member) by checking **"Public viewable"** checkbox.
6. Click **Save** to save the record.
7. Click **Close** to exit the dialog box.
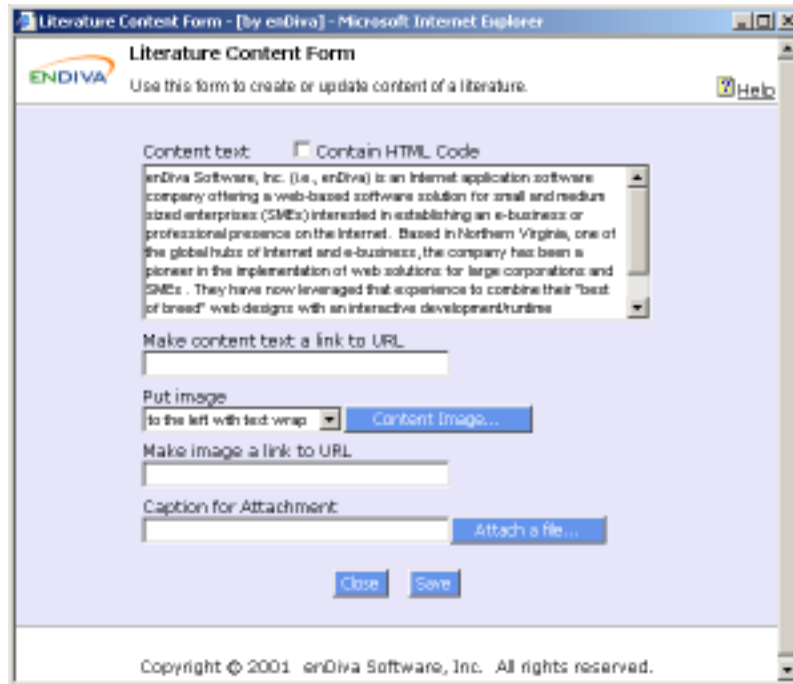8. A new event category block is now displayed in the browser.
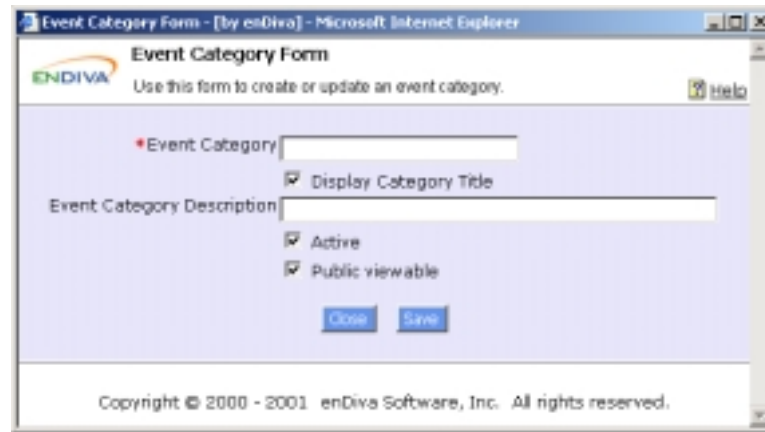
Figure 2-2 Add a Event Category Form Screen

2.2 Updating an Event Category

1. Make the necessary change(s) in the Event Category Form. Fields with an asterisk (*) are required fields.
2. Click **Category Title Image** to upload image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Make the **Category Name** viewable by checking **"Display Category Title"** checkbox.
5. Make the event category and all its event content viewable to members only by checking the **"Active"** checkbox.
6. Make the event category and all its event content viewable to public (members & non-members) by checking the **"Public viewable"** checkbox.
7. Click **Save** to save the change(s) made.
8. Click **Close** to exit the dialog box.
9. The updated information in an event category block is now displayed in the browser.
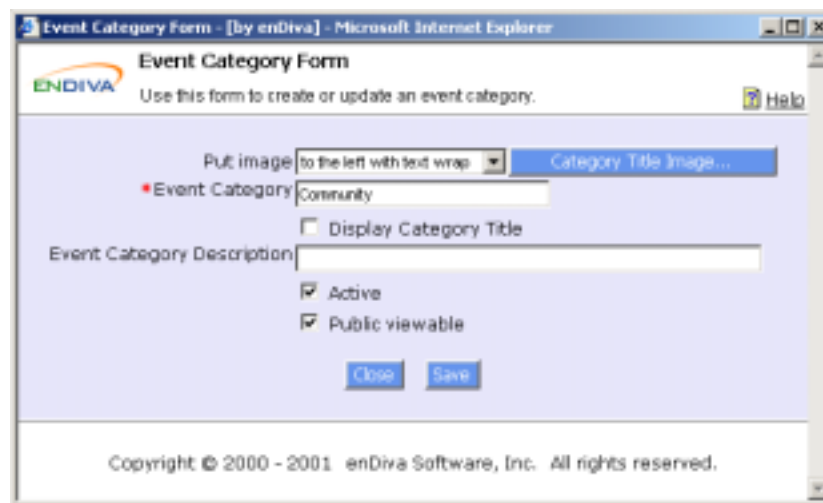
Figure 2-3 Update an Event Category Form Screen

2.3 Deleting an Event Category

1. Click 🗑 in an event category block.
2. A delete confirmation window pops up to the screen
3. Click **Yes** to confirm the delete action. Otherwise, click **Cancel**.
4. The event category block is now deleted from the screen.

Notes:
All deletions are irreversible.
When an event category block is deleted, all event literature blocks and event content blocks under this event category will be deleted as well.

2.4 Adding an Event

1. Enter **Event Title**. This field is required.
2. Enter **Event Subtitle**, if any.
3. Enter **Subtitle Link To URL**, if the subtitle is a link points to URL.
4. Make the **Event Title** viewable by checking the **"Display Title"** checkbox
5. Make the event and its contents viewable to public by checking the **"Active"** checkbox.
6. Enter **Start Date** (required) and **End Date**. This is the event start and end date.
7. Enter **Location** and **Contact info**, if any.
8. Enter **Effective Date** and **Expire Date**. The event and its contents will be posted on the web site within this date range.
9. Check **Require Registration** checkbox. It allows members to register this event online.
10. Enter **Content Column**. It defines the column setting for contents under this event. It can be set from 1 to 3. If not entered, the default setting is 1.
11. Click **Save** to save the record.
12. Click **Close** to exit the dialog box.
13. A new Event Title Link and Event Date are now displayed in the browser.

Figure 2-5 Add an Event Screen

2.5 Updating an Event

1. Make the necessary change(s) in the **Event Form**. Fields with an asterisk (*) are required fields.
2. Click **Title Image** to upload a new title image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Save** to save the change(s) made.
5. Click **Close** to exit the dialog box.
6. The updated information in event literature block is now displayed in the browser.

Figure 2-6 Update an Event Screen

2.6 Deleting an Event

1. Click 🗑in an event literature block.
2. A delete confirmation window pops up to the screen.
3. Click **Yes** to confirm the delete action. Otherwise click **Cancel**.
4. The event literature block is deleted from the screen.

Notes:
All deletions are irreversible.
When an event literature block is deleted, all event content blocks under this event literature will be deleted as well.

2.7 Adding an Event Content

1. Enter text in **Content Text**. HTML tags are allowed in this field.
2. Check the **Contain HTML Code** checkbox if the text contains HTML tags.
3. Enter a web site URL in **Make content text a link to URL** if the context text is a link to URL.
4. Click **Save** to save the record.
5. Click **Close** to exit the dialog box.
6. A new event content block with content is now displayed in the browser.
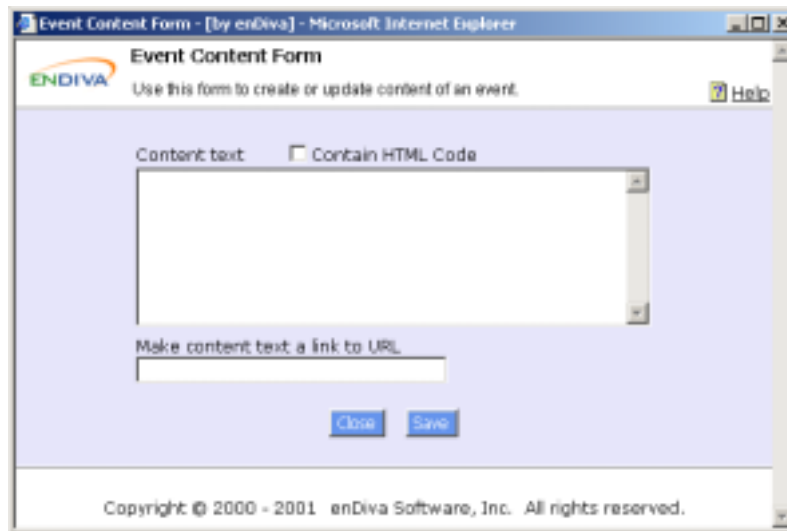
Figure 2-8 an Event Content Screen

2.8 Updating an Event Content

1. Make the necessary change(s) in the Event Content Form.
2. Click **Content Image** to upload content image. <u>See</u> Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Attach a File...** to upload title file. <u>See</u> Uploading Files/Images.
5. Enter a web site URL in **Make image a link to URL** if the image is a link to URL.
6. Enter **Caption for Attachment** if a file attachment is available for end users to download. If not entered, the default caption is **View Attached File**.
7. Click **Save** to save the change(s) made.
8. Click **Close** to exit the dialog box.
9. The updated information in event content block is now displayed in the browser.

Figure 2-9 Update an Event Screen

2.9 Deleting an Event Content

1. Click 🗑 in an event content block.
2. A delete confirmation window pops up to the screen.
3. Click **Yes** to confirm the delete action. Otherwise click **Cancel**.
4. The event content block is deleted from the screen.

Note:
All deletions are irreversible.

2.10 Online Event Registration

Event Registration Form allows end users to sign up an event online.

2.10.1 Registering an Event Online

1. Enter all necessary information. Fields with an asterisk (*) are required.
2. Check **I'm a member** if you have already signed up as member and have created an account with userid and password.
3. Click **Submit** to submit the Form.
4. Click **Close** to close the Form.
5. After registration, the user's name and contact information should be on the name list when clicking on **View Report**.
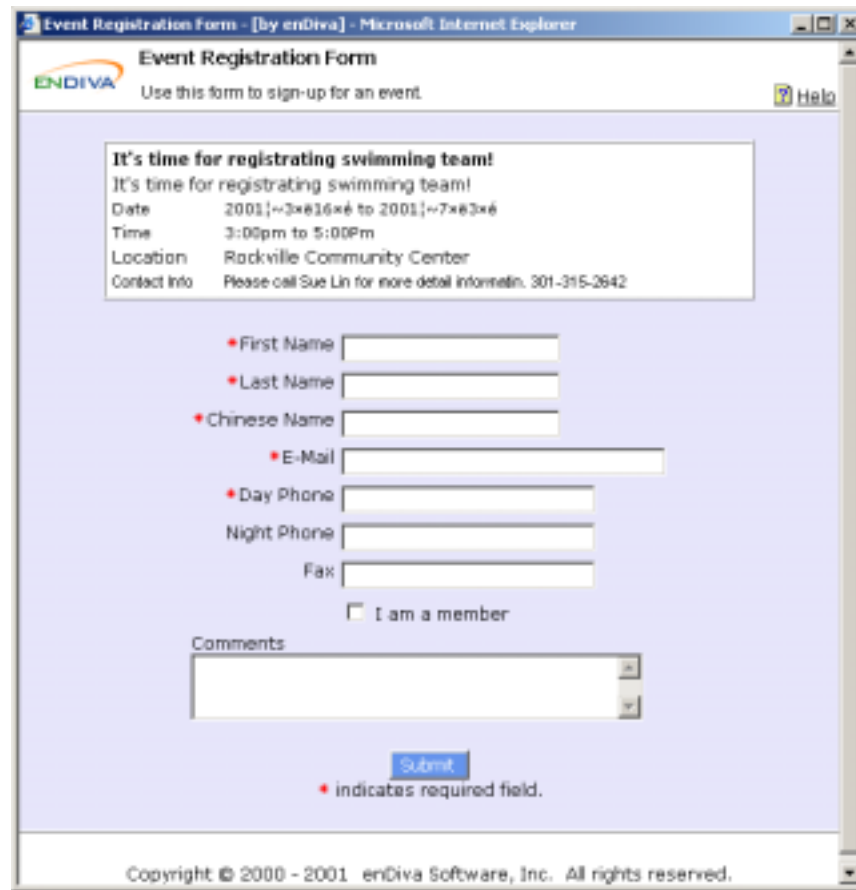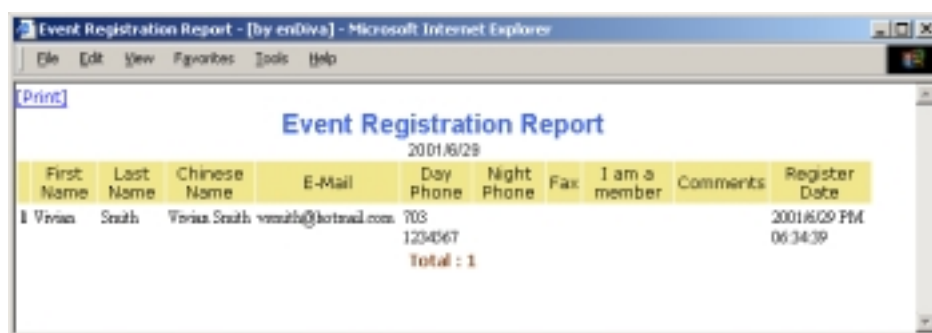
Figure 2-11 Event Registration Form Screen

2.10.2 Viewing Event Registration Report

Event Registration Report allows end users to access the event registrant's name and contact information.
Click **[Print]** to print out this report.

Figure 2-12 Event Registration Report Screen

3.0 News

This page allows you to post news and announcements for a web site.
Please see figure 3-1 to view the news page structure.
There are 3 different types of content building blocks in a news page:

News Category Blocks:	It locates in the right hand side of the news page.
It defines a group name of several news pages.	
News Literature Blocks:	It locates in the middle of the news page
It defines a News title and News date.	
Content Blocks:	It locates inside of News literature block.
It is where the news content data is posted.	

There is a hierarchical relationship among these 3 content building blocks:
News Category (Highest) --> News Literature --> News Content (Lowest)

- A News page contains many News Categories.
- A News Category contains many News Literature Blocks.
- A News Literature Block contains many News Content Blocks

A category named **Recent News** is also displayed on the browser to group and indicate most recent news.
To set the number of recent news to be displayed, please see System Settings to configure recent news.
For each building block, the following operations can be performed:

- Click ✎ to edit.
- Click ⊞ to insert.
- Click 🗑 to delete.
- Click ⬆ to move up.
- Click ⬇ to move down.

Click News Title Link to view news's literature block.
Click **Add Category** to add a new news Category block.
A **News Category Form** will pop up on screen to collect news category information.
To add a category, please see Adding a News Category.
Click **Add News** to add a new news Literature block.
A **News Form** will pop up on screen to collect news literature information.
To add a news, please see Adding a News.
Click **Append Content Here** to add a new news content Block.
A **News Content Form** will pop up on screen to collect news content data.
To add a content, please see Adding a News Content.
Click **List News** to redirect to a News Title List page.
The fields in **News Form** can be customized by administrator.
Please see Form Editor for more information.
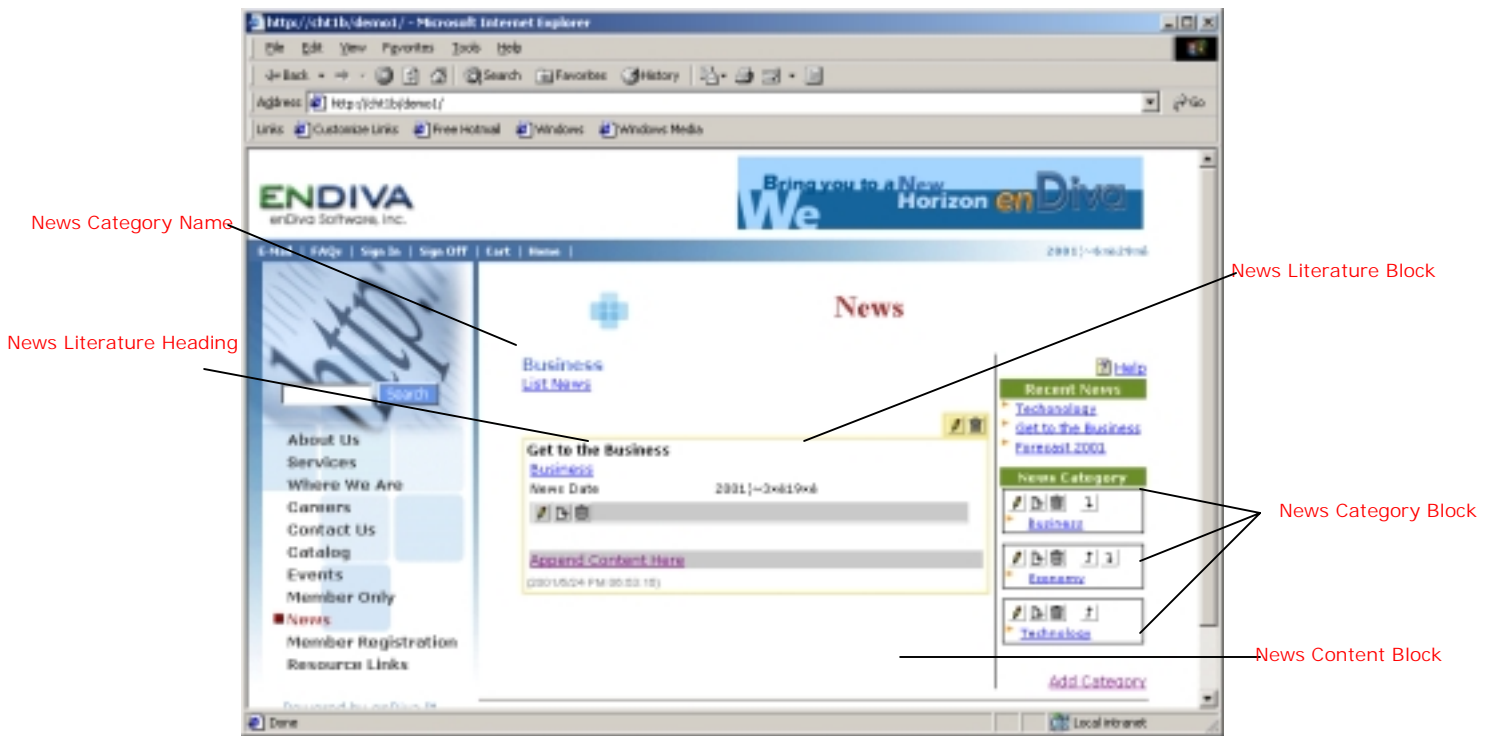
Figure 3-1 News Screen

3.1 Adding a News Category

1. Enter **News Category**. This field is required.
2. Enter **News Category Description**, if any.
3. Make the **News Category Heading** viewable by checking the **"Display Category Title"** checkbox
4. Make the news category and all its news literature content viewable to members only by checking the **"Active"** checkbox.
5. Make the news category and all its news literature content viewable to public (member & non-member) by checking the **"Public viewable"** checkbox.
6. Click **Save** to save the record.
7. Click **Close** to exit the dialog box.
8. A new news category block is displayed on the browser.
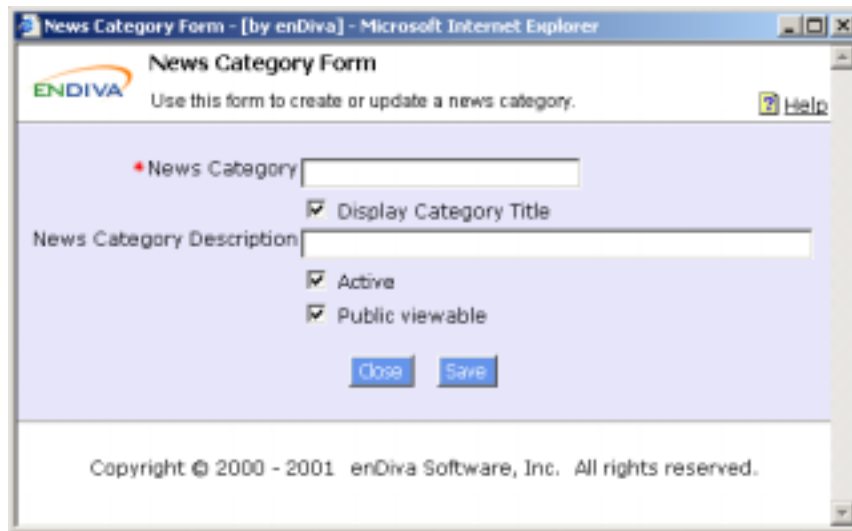
**Figure 3-2 Add a News Category Screen**

3.2 Updating a News Category

1. Make the necessary change(s) in the News Category Form. Fields with an asterisk (*) are required fields.
2. Click **Category Title Image** to upload image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Save** to save the change(s) made.
5. Click **Close** to exit the dialog box.
6. The updated information in a news category block is displayed on the browser.
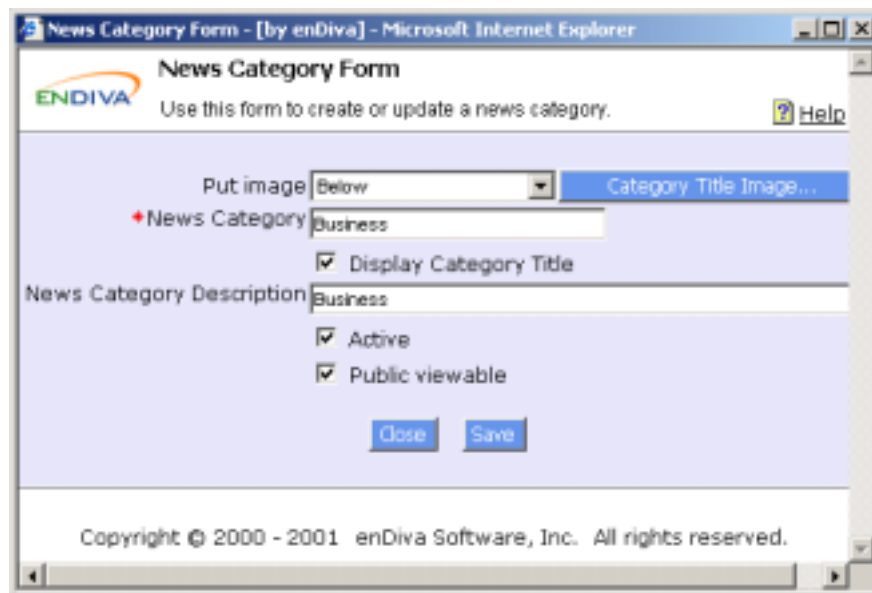
Figure 3-3 Update a News Category Screen

3.3 Deleting a News Category

1. Click 🗑 in a news category block.
2. A delete confirmation window pops up to the screen
3. Click **Yes** to confirm the delete action. Otherwise, click **Cancel**.
4. The news category block is deleted from the screen.

Notes:
All deletions are irreversible.
When a news category block is deleted, all news literature blocks and news content blocks under this news category will be deleted as well.

3.4 Adding a News

1. Enter **News Title**. This field is required.
2. Enter **News Subtitle**, if any.
3. Enter **Subtitle Link To URL**, if the subtitle is a link points to URL.
4. Make the **News Title** viewable by checking the **"Display Title"** checkbox
5. Make the news and its content viewable to the public by checking the **"Active"** checkbox.
6. Enter **News Date**. This is the news posted date.
7. Enter **Effective Date** and **Expire Date**. The news and its content will be posted in the web site within this date range.
8. Enter **Content Column**. It defines the column setting for contents under this news. It can be set from 1 to 3. If nothing is entered, the default setting is 1.
9. Click **Save** to save the record.
10. Click **Close** to exit the dialog box.
11. A new News Title Link and News Date are displayed on the browser.

Figure 3-5 Add a News Screen

3.5 Updating a News

1. Make the necessary change(s) in the **News Form**. Fields with an asterisk (*) are required fields.
2. Click **Title Image** to upload news title image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Save** to save the change(s) made.
5. Click **Close** to exit the dialog box.
6. The updated information in news literature block is displayed on the browser.

Figure 3-6 Update a News Screen

3.6 Deleting a News

1. Click 🗑 in a news literature block.
2. A delete confirmation window pops up to the screen.
3. Click **Yes** to confirm the delete action. Otherwise click **Cancel**.
4. The news literature block is deleted from the screen.

Notes:
All deletions are irreversible.
When a news literature block is deleted, all news content blocks under this news literature will be deleted as well.

3.7 Adding a News Content

1. Enter text in **Content Text**. HTML tags are allowed in this field.
2. Check **Contain HTML Code** checkbox if the text contains HTML tags.

3. Enter a web site URL in **Make content text a link to URL** if the context text is a link to URL.
4. Click **Save** to save the record.
5. Click **Close** to exit the dialog box.
6. A new news content block with content is displayed on the browser.

Figure 3-8 Add a News Content Screen

3.8 Updating a News Content

1. Make the necessary change(s) in the News Content Form.
2. Click **Content Image** to upload content image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Attach a File…** to upload title file. See Uploading Files/Images.
5. Enter a web site URL in **Make image a link to URL** if the image is a link to URL.
6. Enter **Caption for Attachment** if a file attachment is available for end users to download. If not entered, the default caption is **View Attached File**.
7. Click **Save** to save the change(s) made.
8. Click **Close** to exit the dialog box.
9. The updated information in news content block is displayed on the browser.

Figure 3-9 Update a News Content Screen

3.9 Deleting a News Content

1. Click 🗑 in a news content block.
2. A delete confirmation window pops up to the screen.
3. Click **Yes** to confirm the delete action. Otherwise click **Cancel**.
4. The news content block is deleted from the screen.

Note:
All deletions are irreversible.

4.0 Resource Links

This page allows you to post resource links on a web site.
Please see figure 4-1 to view the link page structure.
There are 2 different types of content building blocks in a link page:

Link Category Blocks:	It locates in the right hand side of the link page.
It defines a group name of several resource links.	
Link Content Blocks:	It locates in the middle of the link page
It defines a link title, link URL and link description.	

There is a hierarchical relationship between these 2 content building blocks:
Link Category (Highest) --> Link Content (Lowest)

- A Link Page contains many Link Categories.
- A Link Category contains many Link Content Blocks

A category named **New Links** is also displayed in the browser to group and indicate most recent links.
To set the number of recent links to be displayed, please see System Settings to configure recent links.
For each building block, the following operations can be performed:

- Click ✏️ to edit.
- Click 🖬 to insert.
- Click 🗑️ to delete.
- Click ⬆️ to move up.
- Click ⬇️ to move down.

Click **Add Category** to add a new link Category block.
A **Resource Link Category Form** will pop up on screen to collect link category information.
To add a category, please see Adding a Link Category.
Click **Append Content Here** to add a new link Content block.
A **Resource Link Item Form** will pop up on screen to collect link content data.
To add a link and its content, please see Adding a Link.
The fields in forms can be customized by administrator.
Please see Form Editor for more information.
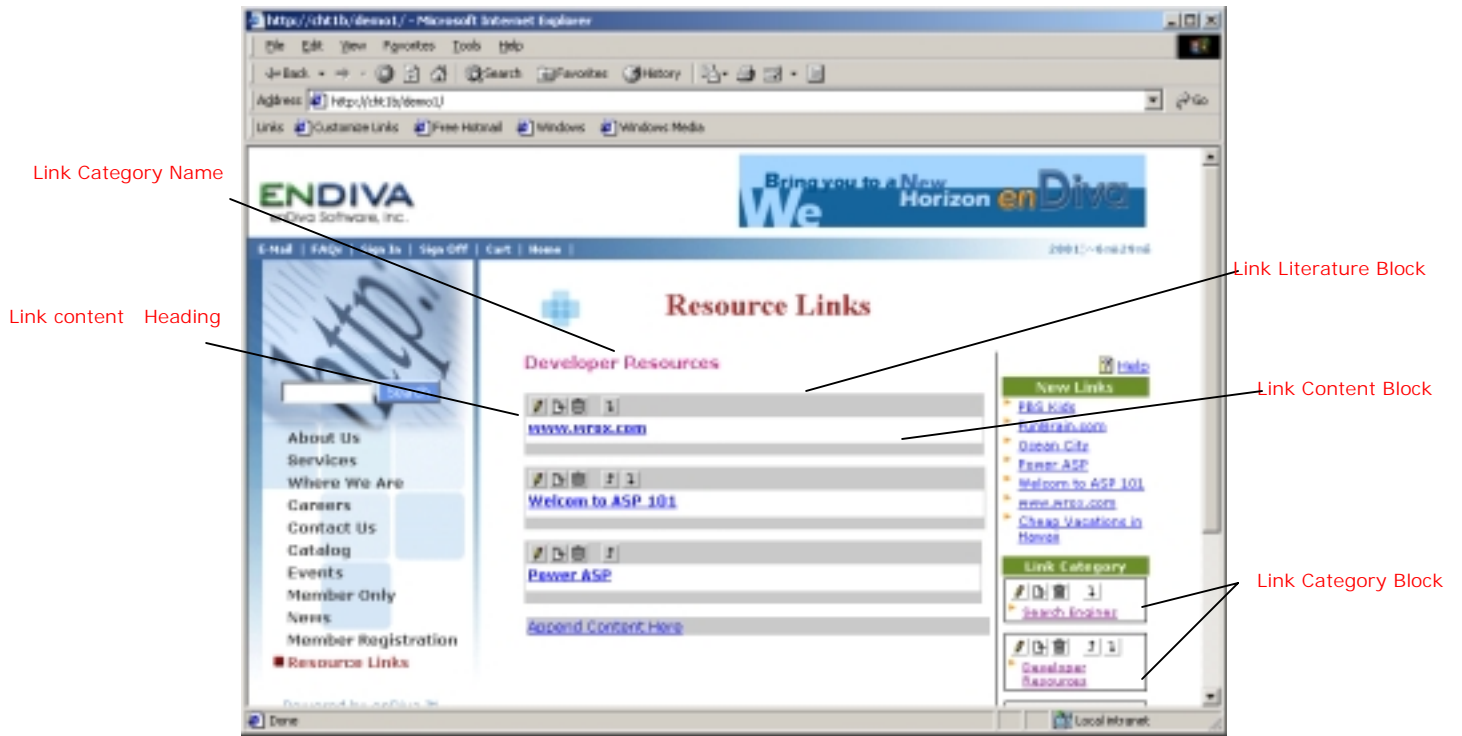
Figure 4-1 Links Screen

4.1 Adding a Link Category

1. Enter **Link Category Name**. This field is required.
2. Enter **Link Category Description**, if any.
3. Make the **Link Category Name** viewable by checking the **"Display Category Title"** checkbox
4. Make the Link category and all its link content viewable to members only by checking the **"Active"** checkbox.
5. Make the Links category and all its Link content viewable to public (member & non-member) by checking the **"Public viewable"** checkbox.
6. Click **Save** to save the record.
7. Click **Close** to exit the dialog box.
8. A new link category block is now displayed in the browser.
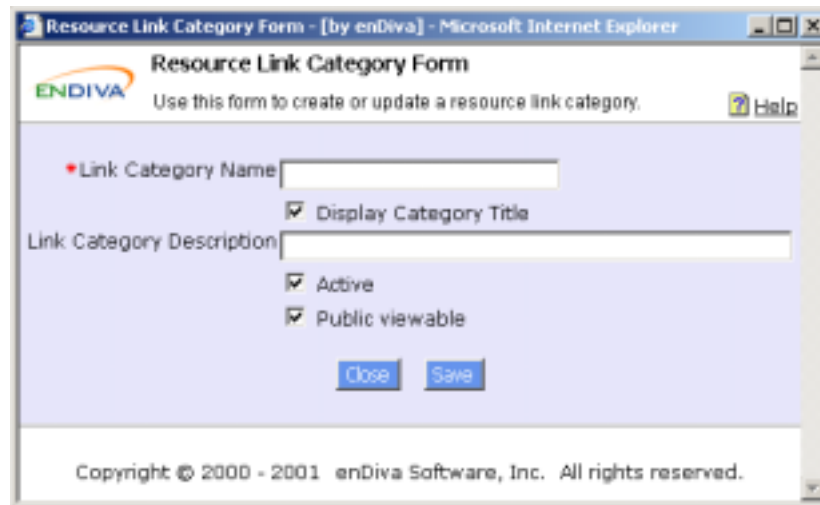
Figure 4-2 Add a Link Category Screen

4.2 Updating a Link Category

1. Make the necessary change(s) in the Resource Link Category Form. Fields with an asterisk (*) are required fields.
2. Click **Category Title Image** to upload image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Save** to save the change(s) made.
5. Click **Close** to exit the dialog box.
6. The updated information in a link category block is now displayed in the browser.
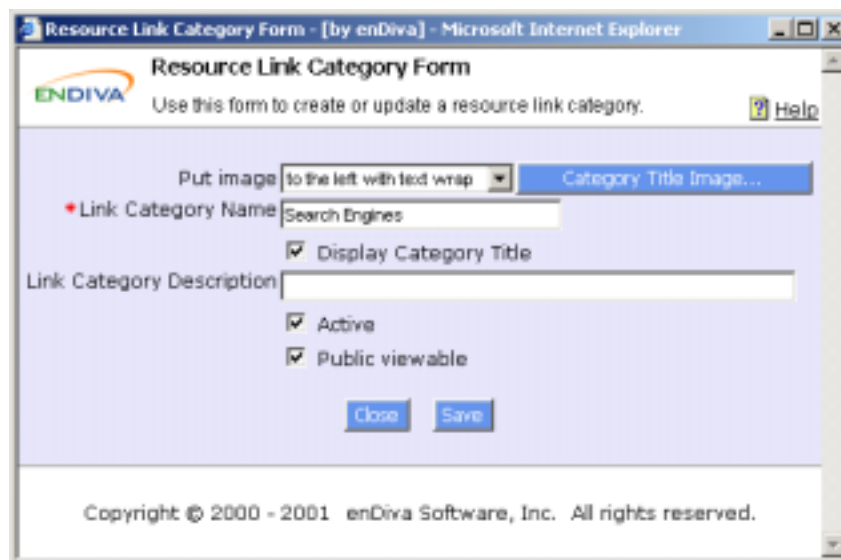
Figure 4-3 Update a Link Category Screen

4.3 Deleting a Link Category

1. Click 🗑in a link category block.
2. A delete confirmation window pops up to the screen
3. Click **Yes** to confirm the delete action. Otherwise, click **Cancel**.
4. The link category block is deleted from the screen.

Notes:
All deletions are irreversible.
When a link category block is deleted, all link content blocks under this link category will be deleted as well.

4.4 Adding a Link

1. Enter **Link Title**. This is a required field.
2. Enter a web site URL in **Link title to URL**. This is a required field.
3. Enter text in **Link Description**. This field allows HTML tags.
4. Check **Contain HTML Code** checkbox if the text contains HTML tags.
5. Click **Save** to save the record.
6. Click **Close** to exit the dialog box.
7. A new link content block with content is now displayed in the browser.
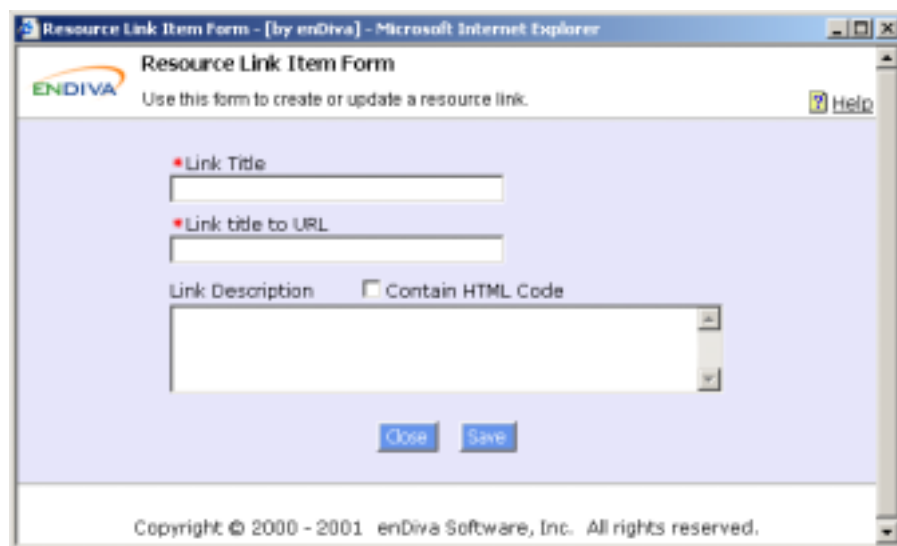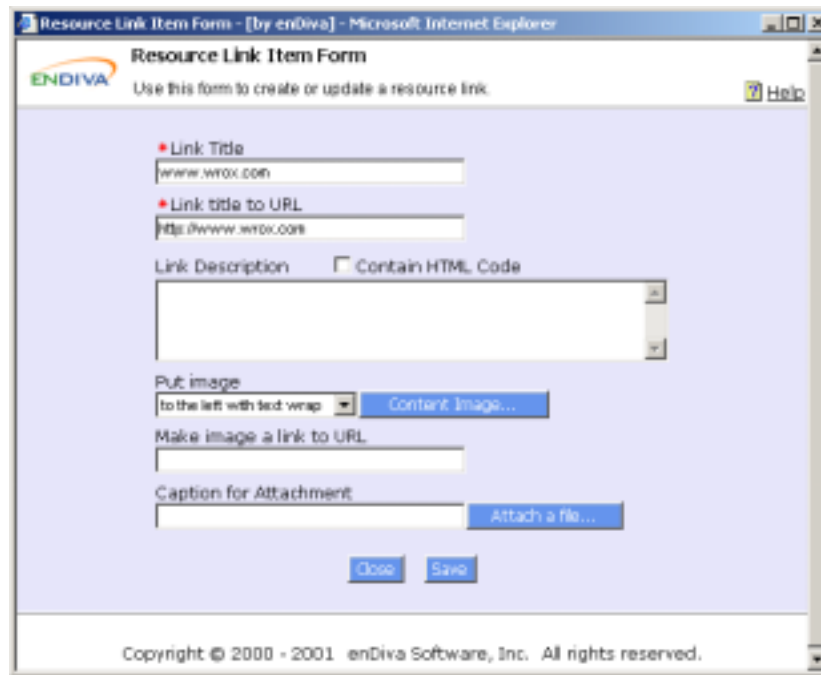
Figure 4-5 Add a Link Screen

4.5 Updating a Link

1. Make the necessary change(s) in the **Resource Link Item Form**.
2. Click **Content Image** to upload content image. See Uploading Files/Images.
3. Select a position from **Put image**. It defines the position and alignment of an image posted.
4. Click **Attach a File…** to upload title file. See Uploading Files/Images.
5. Enter a web site URL in **Make image a link to URL** if the image is a link to URL.
6. Enter **Caption for Attachment** if a file attachment is available for end users to download. If not entered, the default caption is **View Attached File**.

7. Click **Save** to save the change(s) made.
8. Click **Close** to exit the dialog box.
9. The updated information in links content block is now displayed in the browser.

Figure 4-6 Update a Link Screen

4.6 Deleting a Link

1. Click 🗑 in a link content block.
2. A delete confirmation window pops up to the screen.
3. Click **Yes** to confirm the delete action. Otherwise click **Cancel**.
4. The link content block is deleted from the screen.

Note:
All deletions are irreversible.

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5.0 Uploading File/Images

5.1 About File Uploading

File Upload Form allows file attachments to be posted on the web site. A hyperlink to this file is displayed on the browser and the end users can download it by clicking on it. If a file exists, the message **"file attached"** is displayed in the form. Otherwise, the message **"No file available at this time."** is displayed. You may delete the existing file by clicking **Delete File**.
Notes:
Make sure the file has a valid extension and the file size is under **150 KB**.
File with extensions: **.exe, .bat, .com, .vbs, and .js** will not be allowed to upload.
If the file size is bigger than 150 KB, please see System Settings upload to adjust the maximum file upload size.

5.1.1 Steps To Upload File

1. Click **Browse** to explore the local drive and locate the file.
2. Select the file by clicking on it. Click **Open** when the file name is displayed in the **File name** field.
3. After clicking **Open**, the file is selected and its file name appears on **Image File** text field.
4. Click **Upload Image** to start the upload.
5. After the upload succeeds, the message **"View Attached File"** will be displayed in the Upload Form.
6. Click **Close** to exit
7. A hyperlink to download the file is displayed in the browser.
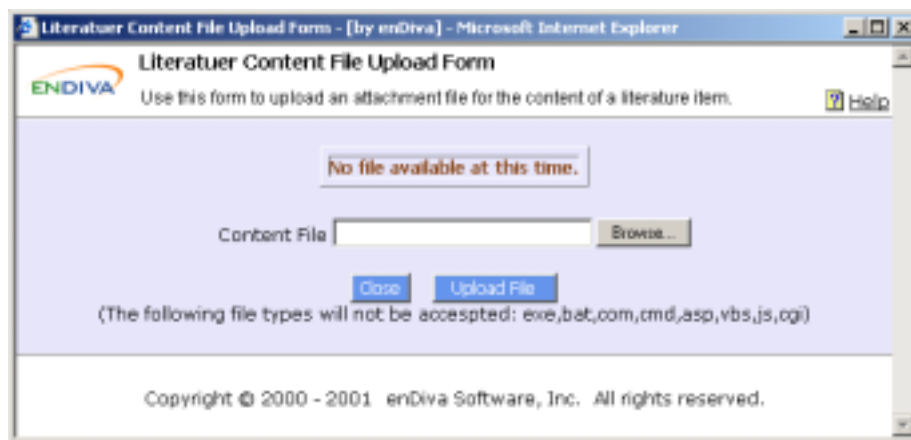
Figure 5-1 Upload File Screen

5.2 About Image Uploading

Image Upload Form allows graphics and images to be posted on the web site. If an image exists, it is displayed in the form. Otherwise, **"No image available at this time."** is displayed. You may delete the existing image by clicking **Delete Image**.

Notes:

Make sure the file has a valid extension and the file size is under **150 KB**.

File with extensions: **.exe, .bat, .com, .vbs, and .js** will not be allowed to upload.

If the file size is bigger than 150 KB, please <u>see</u> System Settings upload to adjust the maximum file upload size.

5.2.1 Steps To Upload Image

1. Click **Browse** to explore the local drive and locate the image file.
2. Select the image file by clicking on it. Click **Open** when the file name is displayed in **File name** field.
3. After clicking **Open**, the image file is selected and its file name appears on **Image File** text field.
4. Click **Upload Image** to start the upload.
5. After the upload succeeds, the image will be displayed in the Upload Form.
6. Click **Close** to exit
7. The image is displayed in the browser.
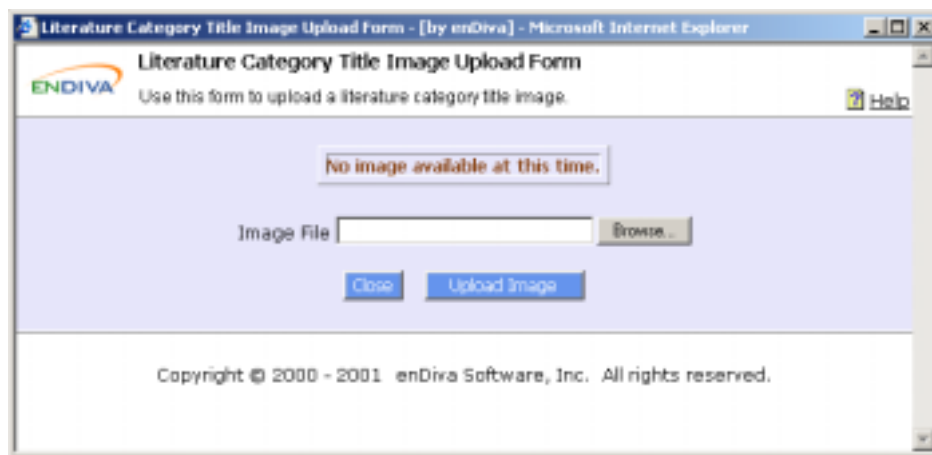
Figure 5-2 Upload Image Screen

6.0 Member Only

6.1 Member Login

This page allows existing members to sign in.

- Enter **Member ID**.
- Enter **Password**.
- Click **Login** to sign in.
- You will be directed to **My Menu** in **Member Only** after sign in successfully.
- You will see an error message on the screen if the sign in attempt fails.

If you have a problem to sign in such as forget the Member ID or Password,
click on **Get My Password** to retrieve the sign in information.

6.2 Request Login Password

This page allows members to retrieve their login password.

6.2.1 Get Password

1. Enter **Email Address**.
2. The email address entered must be the one registered with the web site.
3. Click **Submit** to submit the request.

The password will be sent to the email address shortly.

6.3 My Menu

This page is directed to a member once he/she signs in.
It contains the following links:

- Click **Change my password** to change sign in password.
- Click **Administrative Tools** to go to the administration menu screen. Not all members have this privilege.

6.3.1 Member Change Password

This page allows members to change password.

6.3.2 Change Password

1. **Member ID** is not editable.
2. Enter **Old Password**.
3. Enter **New Password**.
4. Enter new password again in **Confirm Password**.
5. Click **OK** to submit the password change request.
6. After the update succeeds, you will be directed to login screen in Member Only Page.

You should login with your new password.

Figure 6-1 Member only –My Menu Screen

6.4 Member Update

This page allows members to update their profiles and contact information.

6.4.1 Steps To Update Member Profile

1. Fill in **My personal information**. Fields with an asterisk (*) are required.
2. Fill in **My billing/contact information**. Fields with an asterisk (*) are required.
3. Click **OK** to submit the form.

After the update succeeds, you will be directed to menu screen in the Member Only Page.
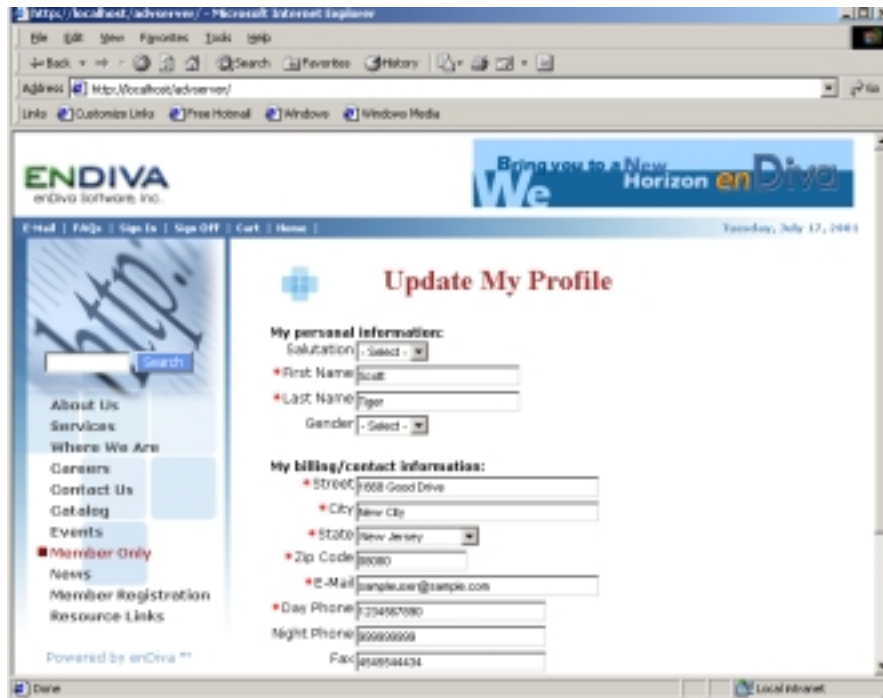
Figure 6-2 Update Profile Screen

6.5 News Subscription

This page allows members to select and subscribe to certain news groups. They will be able to view the news to which they subscribed on the web site.

6.5.1 Steps To Personalize My News

- View different news categories and their descriptions from the table.
- Subscribe to a news group by putting a check mark in **Subscribe** Checkbox.
- Click **Subscribe** to submit the subscription.
- Subscribing to more than one news group is allowed.
- After the subscription succeeds, you will be directed to Menu screen in Member Only Page.
- To Unsubscribe from a news group, just uncheck the **Subscribe** Checkbox for a selected news group.
- Unsubscribe from more than one news group is allowed.
- Click **Subscribe** to submit the subscription.
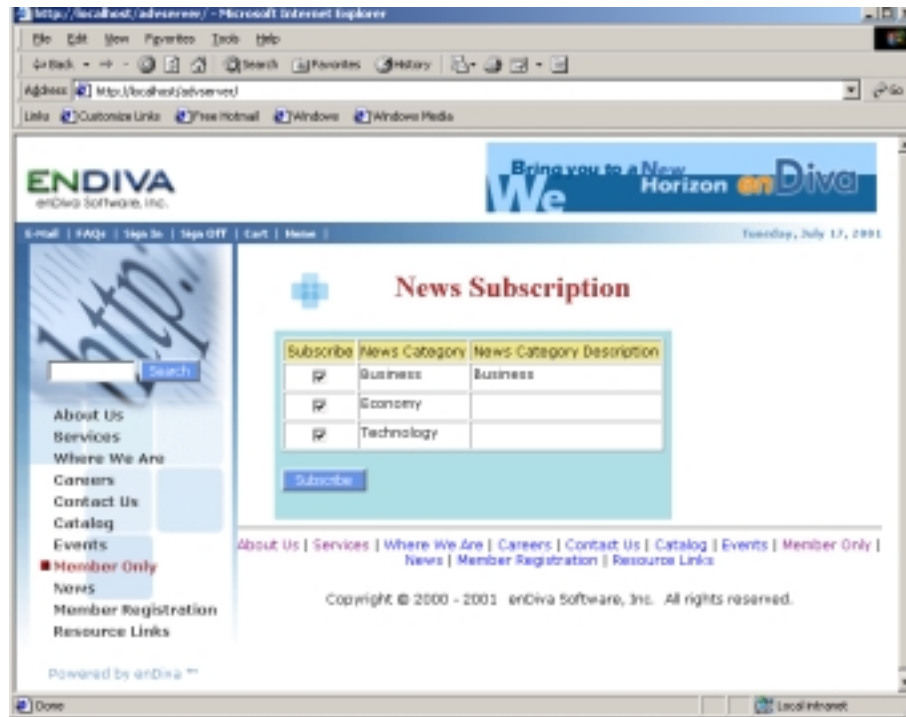
Figure 6-3 News Subscription Screen

6.6 Events Subscription

This page allows members to select and subscribe to certain event groups. They will be able to view and register the events to which they subscribed on the web site.

6.6.1 Steps To Personalize My Events

- View different event categories and their descriptions from the table.
- Subscribe to an event group by putting a check mark in the **Subscribe** Checkbox.
- Subscribing to more than one event group is allowed.
- Click **Subscribe** to submit the subscription.
- After the subscription succeeds, you will be directed to the Menu screen in Only Page.
- To Unsubscribe from an event group, just uncheck the **Subscribe** Checkbox for a selected event group.
- Unsubscribe from more than one event group is allowed.
- Click **Subscribe** to submit the subscription.
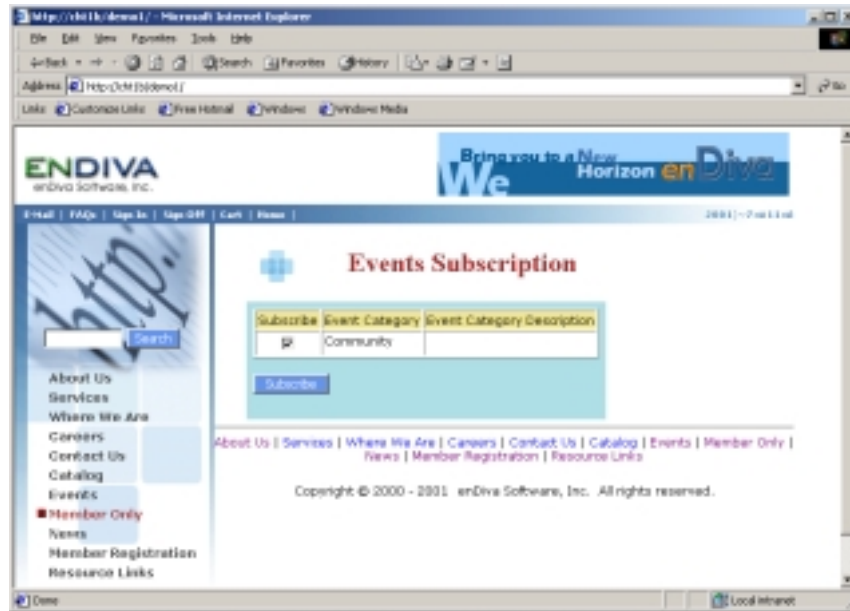
Figure 6-4 Events Subscription Screen

6.7 Resource Links Subscription

This page allows members to select and subscribe to certain resource link groups. They will be able to view the resource links to which they subscribed on the web site.

6.7.1 Steps To Personalize My Resource Links

- View different resource link categories and their descriptions from the table.
- Subscribe to a resource link group by putting a check mark in the **Subscribe** Checkbox.
- Click **Subscribe** to submit the subscription.
- Subscribing to more than one resource link group is allowed.
- After the subscription succeeds, you will be directed to the Menu screen in the Member Only page.
- To Unsubscribe from a resource link group, just uncheck the **Subscribe** Checkbox for a selected resource link group.
- Unsubscribe from more than one resource link group is allowed.

Click **Subscribe** to submit the subscription.
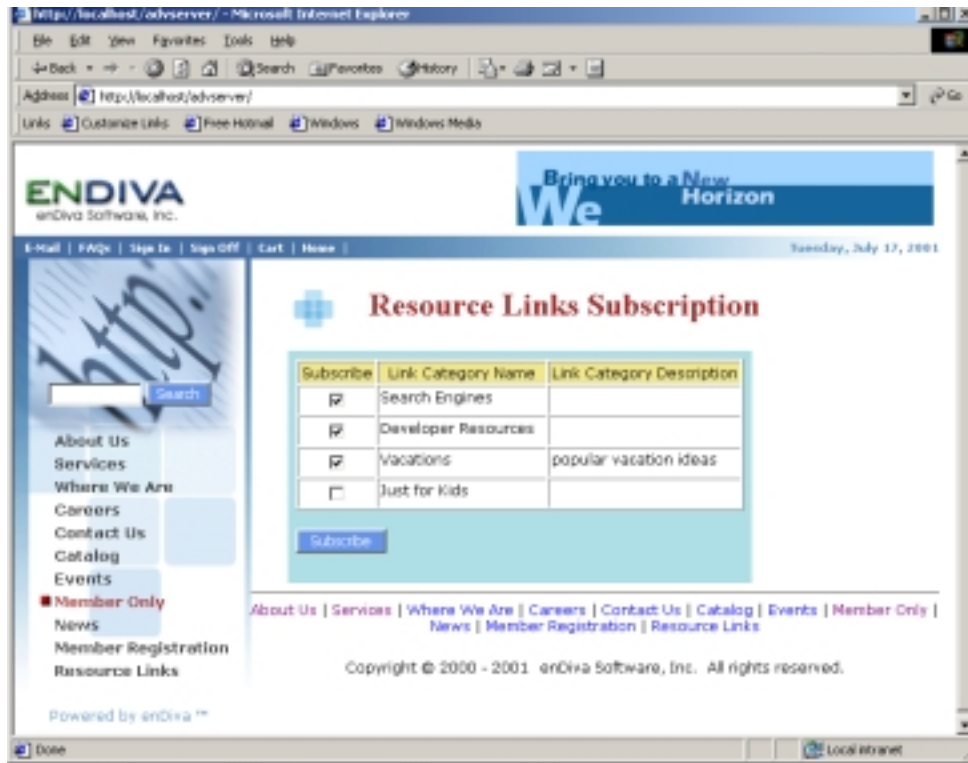
Figure 6-5 Links Subscription Screen

6.8 Order Status

This page allows members to view their order history and the detail information of current and previous orders.

6.8.1 Order History List

- A list of previous and current orders is displayed.
- Click the order number link to view the order detail information.
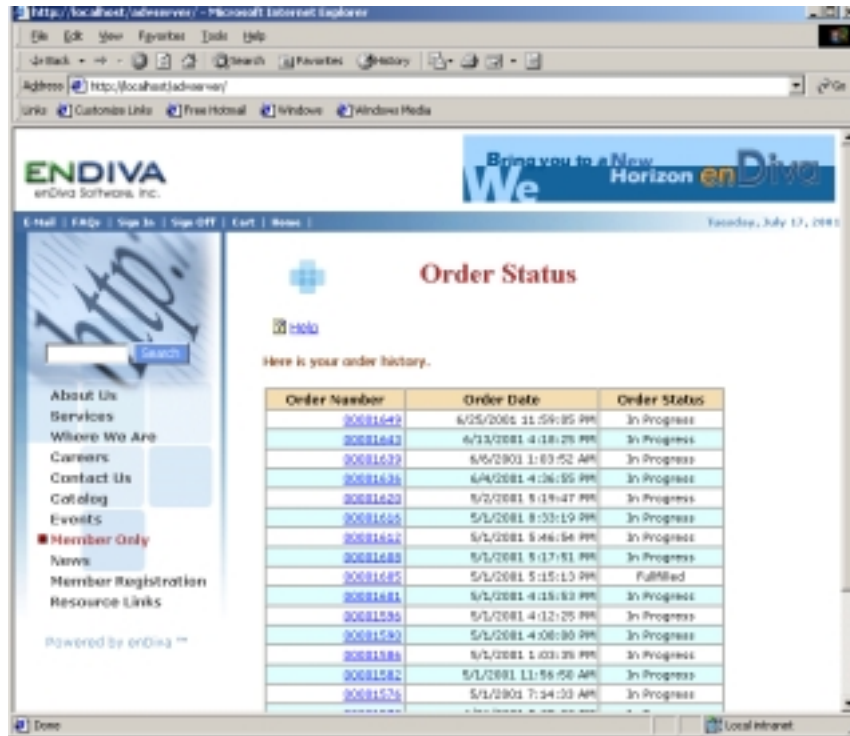
Figure 6-6 Order History List Screen

6.8.2 Order Detail

- Order detail and status information is displayed.

Click **My other order history** to go back to the order history list.
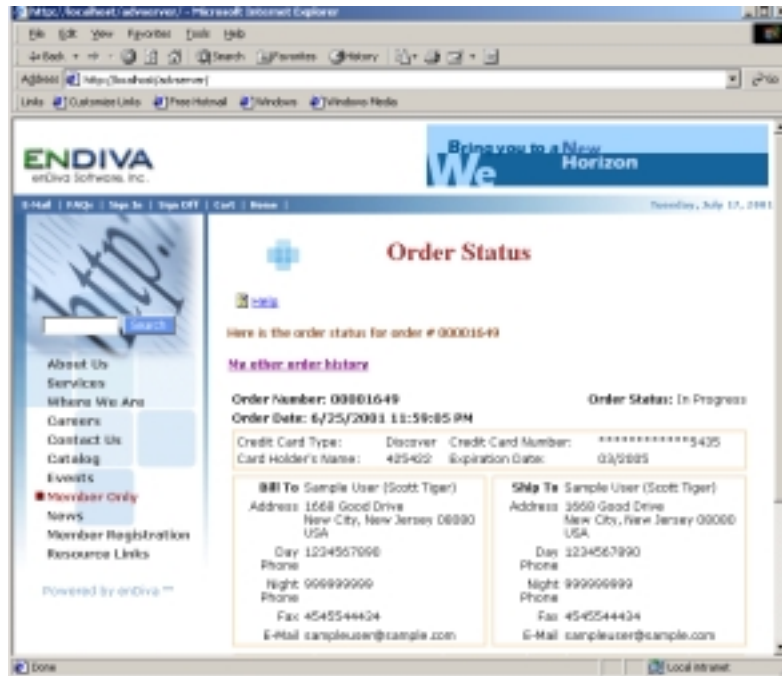
Figure 6-7 Order Detail Screen

6.9 Administrative Tools

Please see Part II Administrative Tools.

6.10 Member Directory

This page allows members to look for member's personal and contact information. It has a search engine with filtering and sorting functions to assist members to search information easily. It also provides an interface for members to compose and send email message to other members. For certain members, they are granted privileges to generate mailing lists.

6.10.1 Searching For a Member

1. Search filter(s) and/or a search keyword can be defined before doing a search.
2. To define a search filter, select an item from a filter drop down box. If not selected, the default setting is **ANY**
3. Selecting from more than one filter drop down box is allowed.
4. Enter a keyword in **Search Keyword** and select a search criteria for the keyword entered. If not selected, the default setting is **ALL**.
5. Select a number from the **Show results per page** to define how many records to be displayed on each page.
6. Click **Search**.
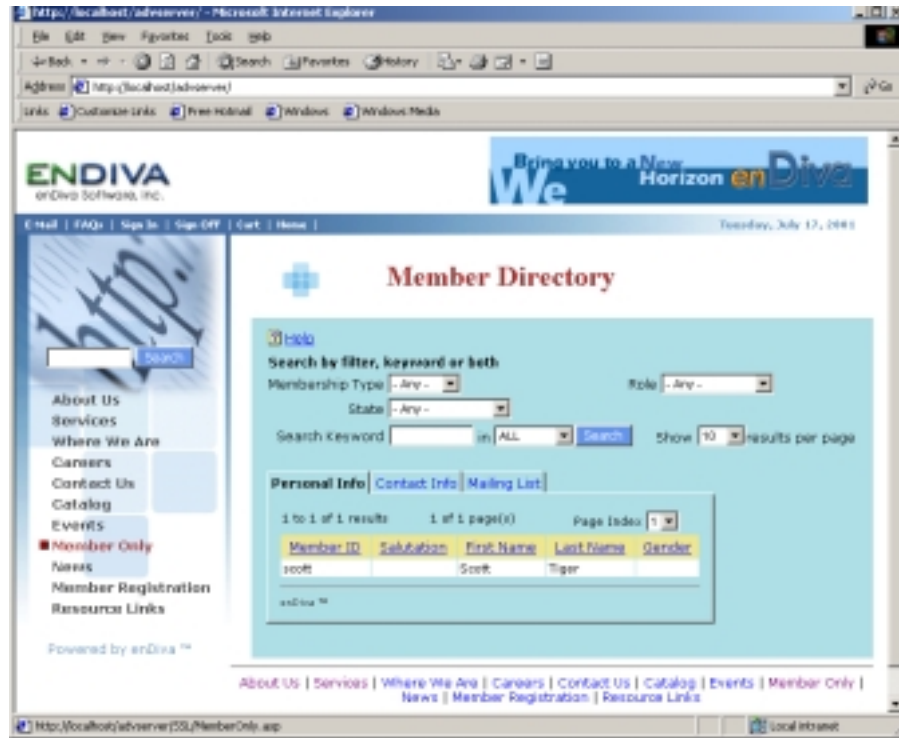
Figure 6-8 Member Directory Screen

6.10.2 Member List

1. A list of search results on members will be displayed underneath.
2. Click on Tabs: **Personal Info**, **Contact Info**, **and Mailing List** for a corresponding view.
3. Select a page number from the **Page Index** drop down box to jump to a page selected.
4. Click **Next** to go to next page. Click on **Previous** to go to previous page.
5. Click on a column title in the result table to sort the records based on the column selected.
6. Icon ▲indicates ascending order.
7. Icon ▼indicates descending order.

6.10.3 Member Mailing List

1. Select a mailing list if you wish to see who is in the list.
2. Click the checkbox for a particular member to receive the email. You may select more than one member to receive the email.
3. Click **Check All Box** for all members in the list to receive the email.
4. Click **Compose Message** and you will be directed to **Compose Member Message Form**.

Related Resources:
See help on **Compose Email Message**
See Help on **Mailing List**

6.11 Broadcast Message Form

This page allows a member to broadcast messages for members in selected mailing list.

6.11.1 Steps to Broadcast Message

1. The sender's email address is listed in **Send From**.
2. Select **Mailing List** from the drop down box. All members in the mailing list will receive the message.
3. Select a **Message Template** that is applicable for this message.
4. Enter **Subject** and **Message**.
5. Click **Send** when done.
6. A message: **"Your email message has been sent"** appears after the message is sent.
7. Click **Close** to close the dialog box.

Related Resources:
See help on **Mailing List**.
See help on **Message Template**.
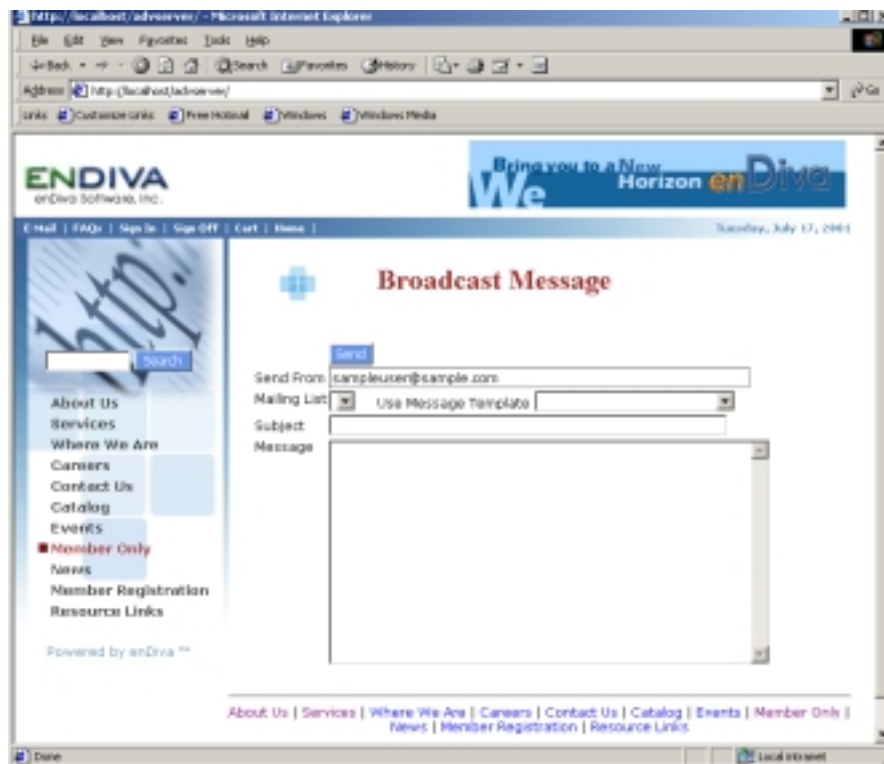
Figure 6-10 Broadcast Message Screen

7.0 Member Registration

This page allows end user to sign up new membership, create login ID and password.

7.1 Sign up a New Membership

1. Select **Membership Type**.
2. Click **Continue** to proceed to next step.
3. Fill in **My personal information**. Fields with an asterisk (*) are required.
4. Fill in **My billing/contact information**. Fields with an asterisk (*) are required.
5. Fill in **My Login Information**. Fields with an asterisk (*) are required.
6. Click **Join** to submit the form.
7. After the registration succeeds, you will be directed to Welcome screen in the Member Only Page.

Figure 7-1 Member Registration Screen

8.0 Member Email Message Form

This page allows a member to compose email message for selected members

8.1 Compose Member Message Form

- The sender's email address is in **Send From**.
- The receipt's email addresses are in **Send To**.
- Select a **Message Template** that is applicable for this message.
- Enter **Subject** and **Message**.
- Click **Send** when done.
- A message:" **Your email message has been sent."** appears after the message is sent.
- Click **Close** to close the dialog box.

Figure 8-1 Member Message Form Screen

Please see **Message Template** for more information on creating the form.

9.0 Product Catalog

This page allows members to look for product information and to place online orders. It has a search engine with filtering and sorting functions to assist members to search for products easily.

9.1 Searching For a Product

1. Select a product category from the **Category** drop down box. If nothing is selected, the default setting is **ANY**
2. Enter a keyword in **Search Keyword** and select a search criteria for the keyword entered. If not selected, the default setting is **ALL**.
3. Select a number from **Show results per page** to define how many records to be displayed on each page.
4. Click **Search**.

9.2 Product List (In List View)

1. A list of search results on products will be displayed underneath.
2. Select a page number from the **Page Index** drop down box to jump to a page selected.
3. Click **Next** to go to next page. Click **Previous** to go to previous page.
4. Click on a column title in the result table to sort the records based on the column selected.
5. Icon ▲ indicates ascending order.
6. Icon ▼ indicates descending order.
7. Click on a product name link to view product detail and image.
8. Click on **Add to cart** to place an order and to put this product in shopping cart.

9.3 Product List (In Thumbnail View)

1. A list of search results on products will be displayed underneath.
2. Select a page number from the **Page Index** drop down box to jump to a page selected.
3. Click **Next** to go to next page. Click **Previous** to go to previous page.
4. Click on a product name link or thumbnail to view product detail and image.
5. Click **Add to cart** to place an order and to put this product to shopping cart.

Related Resources:
See help on **Shopping Cart**.

10.0 Shopping Cart

When members are shopping online, they can place the merchandise they wish to purchase to the shopping cart. The shopping cart displays the merchandise, order quantity, the extended price, tax, shipping cost, and the order total. It also allows members to review and make change(s) if necessary before checkout.

10.1 Shopping Cart List

- A text: **Your shopping cart is empty** is displayed when there is no merchandise placed in the cart.
- Click **Add to Cart** in **Catalog** to place a merchandise in the **Shopping Cart**.
- **Item Number**, **Product name**, **Unit Price**, **Quantity**, and **Extended Price** are displayed in the cart.

10.2 Continue Shopping

- Click **Continue Shopping** to continue shopping and order more merchandises.

10.3 Updating Shopping Cart

- The quantity of merchandise placed in the cart can be changed.
- Edit number in **QTY** to adjust the quantity of merchandise you wish to order.
- Click **Update Shopping Cart** when the edit finished.
- The shopping cart is refreshed. Notice the quantity of merchandise is updated and the order total is adjusted.
- Check **Remove** checkbox to remove merchandise from the cart, or
- Enter **"0"** in **Qty** to remove merchandise from the cart.
- Click **Update Shopping Cart** when the edit finished.
- The shopping cart is refreshed. Notice the merchandise deleted is removed from the cart and the order total is adjusted.

10.4 Proceed to Checkout

- Click **Checkout** to proceed to submit payment and shipping information when the shopping is done.

11.0 Checkout

This page allows members to make a final review of the shopping cart, to make change(s) if necessary, and to submit shipping and payment information.

11.1 Reviewing and Modifying Shopping Cart

- A list of merchandise on order is displayed. Please review if the order total is correct.
- Click **Modify Shopping Cart** to make change(s) and update the shopping cart.

11.2 Billing Information

- Billing information must be the same address as shown on your credit card statement.
- Click **Update My Billing Address** to make change(s) and update credit card billing information.

11.3 Shipping Information

- Check the **Same as Billing** checkbox if the merchandise ordered will be sent to the billing address.
- Leave the **Same as Billing** checkbox empty and enter the shipping address information underneath if the merchandise is sent to an address other than the billing address.
- Fields with an asterisk (*) are required.

11.4 Payment Information

- Submit credit card payment information.
- Fields with an asterisk (*) are required.
- Click **Confirm Order** to confirm and submit the order.

11.5 Order Confirmation

- An email of order confirmation will be sent to a customer's email account.

12.0 Index Search

This page displays the search results from a web site index search and provides link navigations directly to the results found.

12.1 Search Result

- A list of results that match the search keyword is displayed.
- Select a page number from the **Page Index** drop down box to jump to a page selected.
- Click on description link to jump to the page with matching result.

Part II – Administrative Tools

1.0 Administrative Tools

Control Panel for building and administrating the web site.

- Click on the **Administrative Tools** link at **My Menu** in **Member Only** page.

Administrative Tools containing the following Menu and each Menu has different operations:

Go Home	Go to the default page of the web site. The web page will be in editing environment.
- To post literature content. - To post news. - To post events. - To post resource links.	
Company Administration	Manage Company Information.
- Post Company Information. - Upload Company Logo Image. - Post Company's Administrative Contact Information.	
Web Master	Control look-and-feel of the web site.
- Select a template for page layout. - Select a color theme to personalize the web site. - Customize font attributes for web site contents.	
Web Site Access Options	Configure web site menu options.
- Define web site menu options settings. - Define a default page for the web site.	
Member Group Management	Manage membership types, user role, and permission.
- Define membership types for the web site. - Define user role for the web site. - Assign permissions to user role.	
Member Profile	Member management and communication for the web site.
- Manage member profile. - Generate member report. - Generate member mailing list. - Broadcast email message to member.	
Banner Manager	Manage banner for the web site.
Upload banner to the web site.	
System Settings	Configure web site system settings.
- Configure contact email. - Configure language setting. - Configure maximum upload file size. - Configure support prepaid membership license. - Configure new events. - Configure new links.	

• Configure recent news.	
Dictionary Manager	Customize/translate system wording which were predefined on the web site.
• Customize the wording of all predefined words in the web site. • Translate the predefined words to different languages.	
Form Editor	Customize field properties for the entry forms.
• Customize the form field properties in the user entry forms.	
About Product	Display web site's system information.
• Contain the web server's license information, product information, host and IP information.	
Sign Off	Logoff and terminate the current user's session.
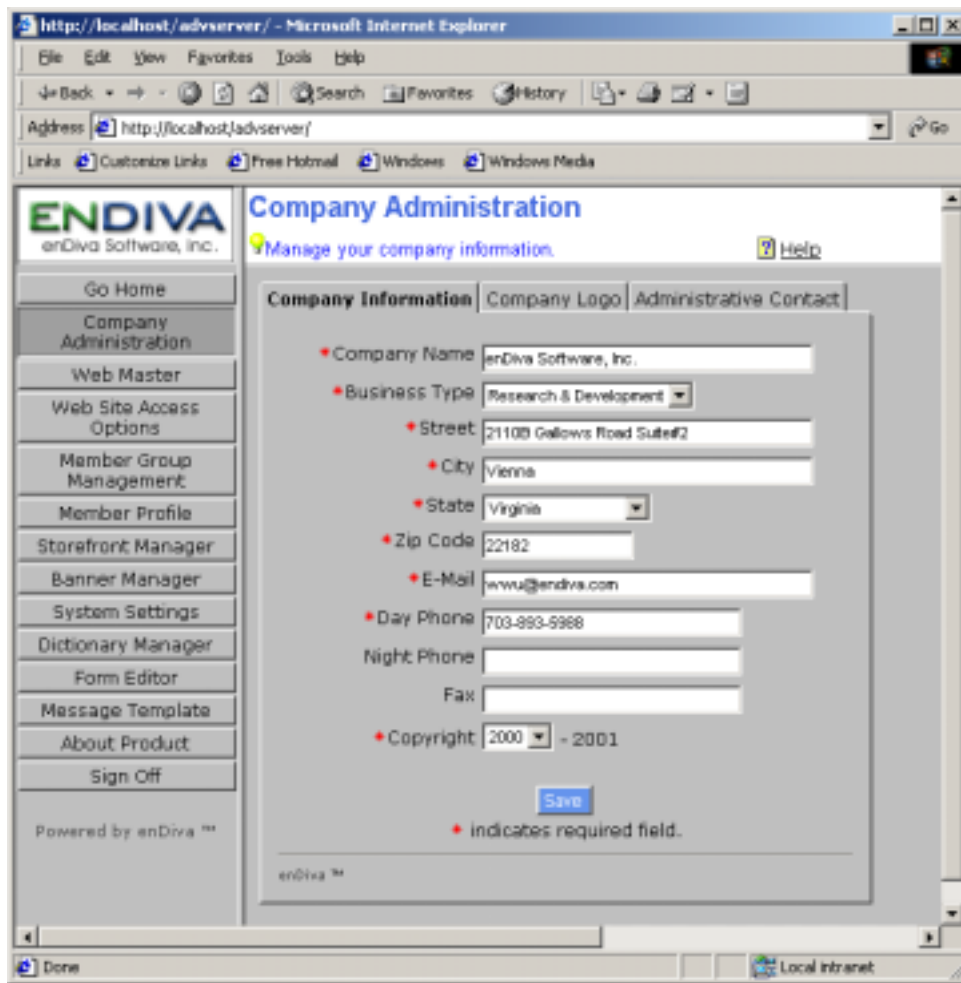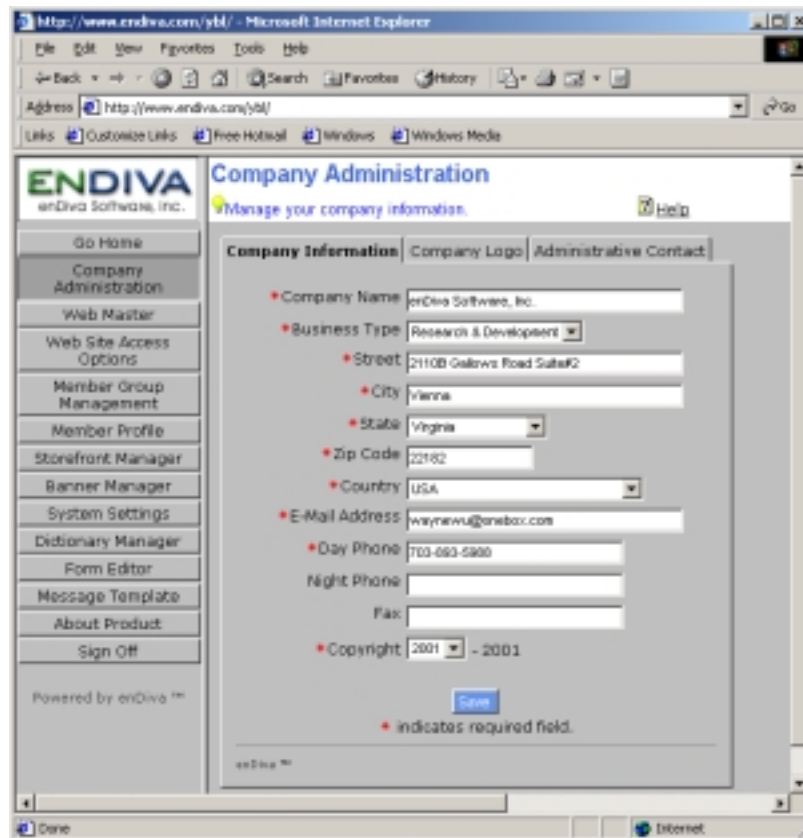
Figure 1-1 Administrative Tools Menu Screen

2.0 Company Administration

2.1 Company Information

This page manages the company's information such as address, phone number, business type. etc.

1. Enter necessary information. Fields with an asterisk (*) are required.
2. Click **Save** to save the information.

Figure 2-1 Company Information Screen

2.2 Company Logo

This page manages the company's logo image.

Notes:
Make sure the file has a valid extension and the file size is under **150 KB**.
File with extensions: **.exe, .bat, .com, .vbs, and .js** will not be allowed to upload.
If the file size is bigger than 150 KB, click here.

2.2.1 Upload Company Logo

1. Click **Upload Image** to upload logo image.
2. Click **Browse** to explore the local drive and locate the image file.
3. Select the image file by clicking on it. Click **Open** when the file name is displayed in the **File name** field.
4. After clicking **Open**, the image file is selected and its file name appears in the **Image File** text field.
5. Click **Upload Image** to start the upload.
6. After the upload succeeds, the logo image will be displayed in the Logo Upload Form.

2.2.2 Delete Company Logo

1. The existing company logo is displayed in the upload form.
2. Click **Delete Image** to delete existing company logo.

Figure 2-2 Company Logo Screen

2.3 Company Contact

This page manages the company's administrative contact person.

1. Enter necessary information. Fields with an asterisk (*) are required.
2. Click **Save** to save the information.
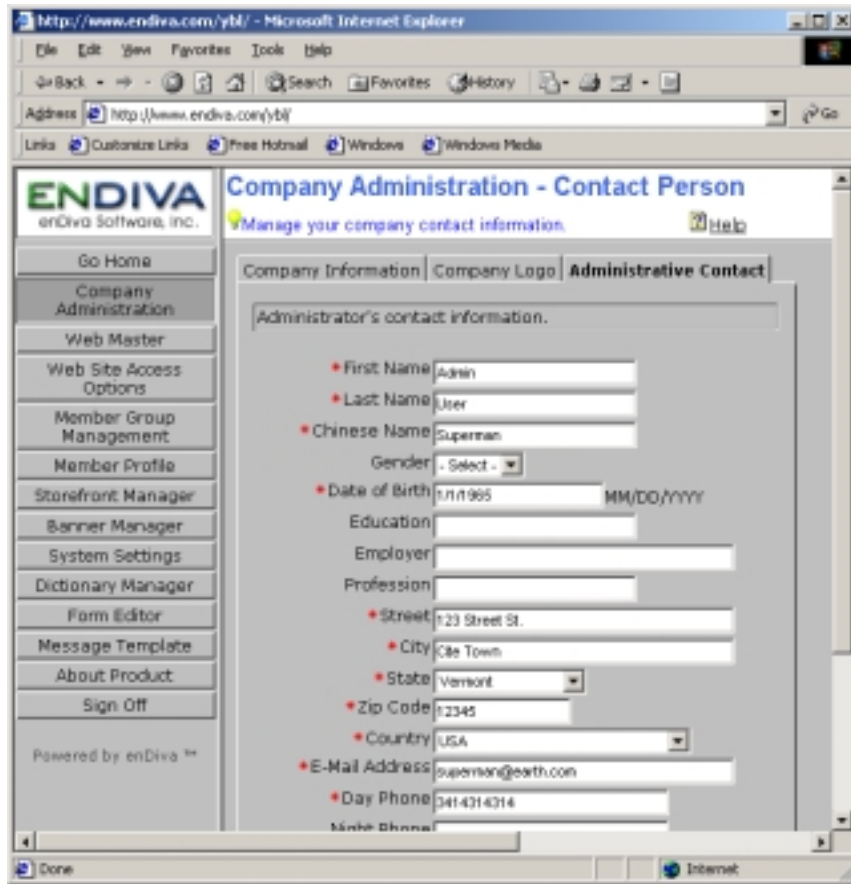
Figure 2-3 Company Contact Screen

3.0 Web Master

3.1 Selecting a Template

Select a template for page layout on the web site.

1. Click **Select Template** tab.
2. Thumbnails of all template and the template names are displayed in the top frame.

Click on a thumbnail to select a template.
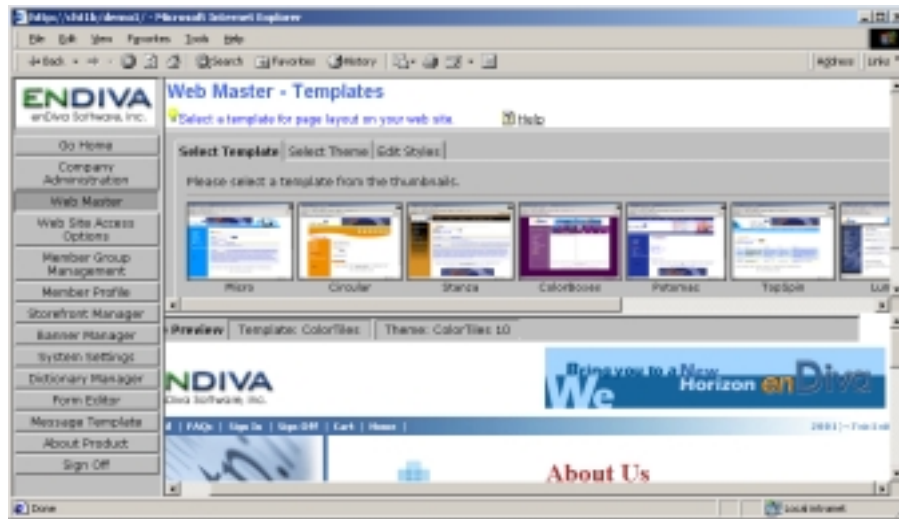
Figure 3-1 Select a Template Screen

3.2 Selecting a Theme

Select a theme to personalize the web site.

1. Click **Select Theme** tab.
2. Thumbnails of all color themes of a selected template and the theme names are displayed in the top frame.
3. Select a theme by clicking on a color theme thumbnail.
4. The preview of the web page with the template and theme selected is displayed in the **Style Preview** located at the bottom frame.
5. Click **Save Theme** to save the template and theme.
6. The template and theme of the web site are updated.
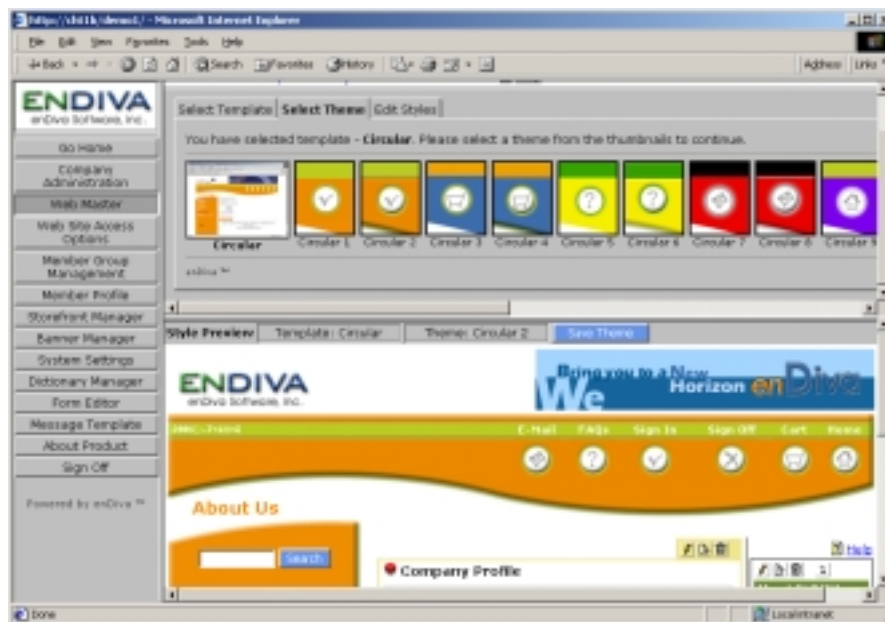
Figure 3-2 Select a Theme Screen

3.3 Editing styles

Customize font attributes for contents in the web site.

1. Click **Edit Style** tab.
2. Select a **Style Category** from a drop down box.
3. **Style classes** under a selected category are displayed in **Style Class** drop down box.
4. Select a style class to be edited from the drop down box.
5. The style attributes of a selected style class are displayed in the corresponding attribute drop down box.
6. The style attributes include: **font size, font style, font face, font weight, color, background color, and text decoration.**
7. Make necessary changes by selecting a value in each attribute drop down box.
8. Click **Preview** to preview the web site content with the style selected.
9. Click **Save Style** to save the style selected.
10. The web site content style is updated.

3.4 About Style Class Editor

- About Style Category and Style Classes
- About Style Attributes
- Edit Style

3.4.1 Style Category and Style Classes

There are **8 Style Categories** and each of the category contains the corresponding **Style Classes**.

Style Category	Description
Admin Tools	To customize content styles in Administrative Page, Report Page, Product Catalog Category page.
Catalog	To customize content styles in Product Catalog Page.
Events	To customize content styles in Events Page.
General	To customize general web site styles such as MouseOver Hover, URL Link, Field Label, Button, etc.
Resource Links	To customize content styles in Resources Links Page.
Literature	To customize content styles in Literature Pages.
News	To customize content styles in News Page.
Shopping	To customize content styles in Shopping Page and Ordering Page.

3.4.2 Style Attribute

For each style class, it contains **7 Style Attributes** and each attribute can be customized and updated.

Style Attribute	Description
Font Face	To change the font type of the text, click a font type name in the **Font Face** box
Font Style	To change the font style of the text, click a style name in the **Font Style** box
Font Size	To change the font size of the text, click a number in the **Font Size** box
Font Weight	To change the font weight of the text, click a weight name in the **Font Weight** box
Color	To change the font color of the text, click a color name in the **Font Color** box
Background Color	To change the background color of the text, click a color name in the **Background Color** box
Text Decoration	To change the line style of an anchor link, click a decoration name in the **Text Decoration** box

3.4.3 Editing styles

Customize font attributes for contents in the web site.

- Click **Edit Style** tab.
- Select a **Style Category** from a drop down box.
- Style classes under a selected category are displayed in **Style Class** drop down box.
- Select a style class to be edited from the drop down box.
- The style attributes of a selected style class are displayed in the corresponding attribute drop down box.

- The style attributes include: **font size, font style, font face, font weight, color, background color, and text decoration.**
- To make changes, click on an arrow of an attribute drop down box and select a value.
- If not selected, the default setting for the attribute drop down box is **default**.
- Click **Preview** to preview the web site content with the style selected.
- Click **Save Style** to save the style selected.
- The browser is refreshed and the web site content style is updated.
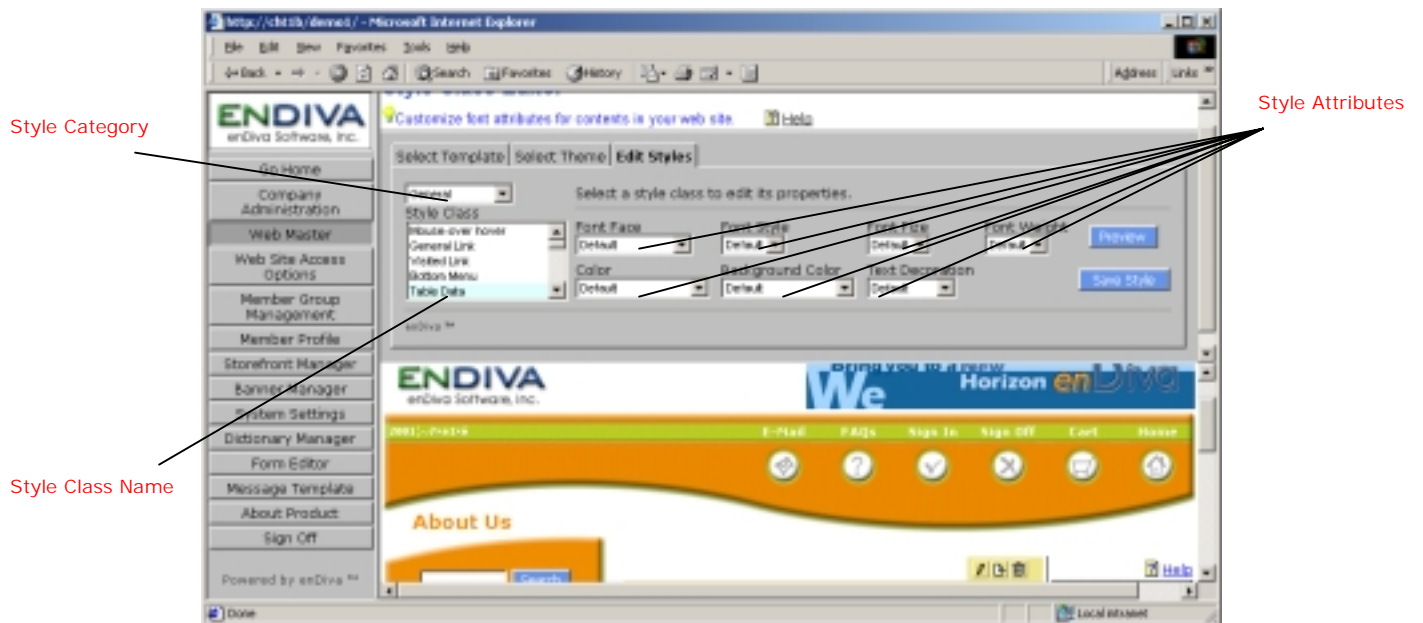
Figure 3-3 Edit Styles Screen

4.0 Web Site Access Options

4.1 Menu Options

Configure menu options for the web site.

4.1.1. About Menu Options

The menu options define the web menu to be displayed in the web site. They include the following settings that can be configured by administrator.

Active	To activate or deactivate a web menu with all of its literature content.
Display Order	To define a display order of a web menu.
Menu Caption	To define the name of a web menu.
Menu Option Description	To define the description of a web menu

4.1.2. Activating/Deactivating a Web Menu

1. Place a check mark on **Active** checkbox to activate a Web Menu.
2. Alternatively, un-check the **Active** checkbox to deactivate a Web Menu.
3. Click **Save** to save the settings.
4. Web Menu that is activated will be displayed in the web site.

4.1.3 Moving the Display Order of a Web Menu

1. Current display order for each Web Menu is listed in ascending order.
2. Click on an arrow button in **Display Order** list box and select a number from the box.
3. The number selected is a new display order for the web page.
4. The browser is refreshed and the display order for each Web Menu is changed.
5. Click **Save** to save the settings.

4.1.4 Changing the text of Menu Caption

1. Select a Web Menu and click on to edit a Menu Caption.
2. A **Dictionary Editor Form** screen pops up to the screen.
3. Edit the text value. Field with an asterisk (*) is required.
4. The text value can be reset to a default setting by clicking on **Reset to Default Value**.
5. Click **Save** to save the change made.
6. Click **Close** to close the **Dictionary Editor Form** screen.
7. The browser is refreshed and the Menu Caption setting is updated.

4.1.5 Changing the text of Menu Option Description

1. Select a Web Menu Description and click on to edit a Menu Option Description.
2. A **Dictionary Editor Form** screen pops up to the screen.

3. Edit the text value. Field with an asterisk (*) is required.
4. The text value can be reset to a default setting by clicking on **Reset to Default Value**.
5. Click **Save** to save the change made.
6. Click **Close** to close the **Dictionary Editor Form** screen.
7. The browser is refreshed and the Menu Option Description setting is updated.
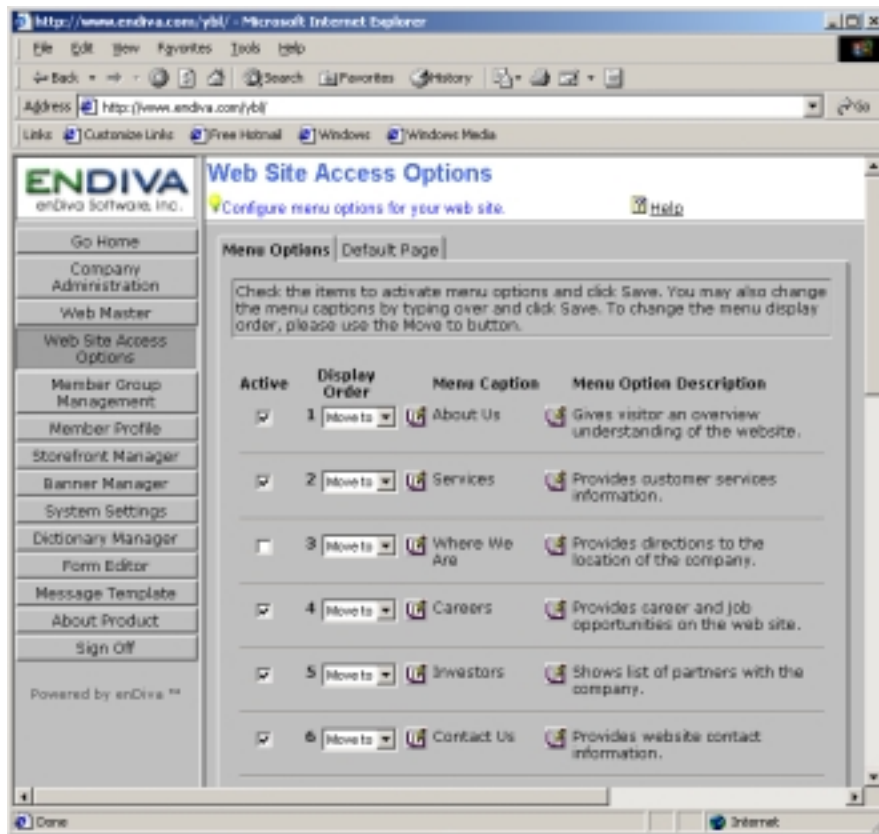
Figure 4-1 Menu Options Screen

4.2 Web Site Default Page

Configure default page for the web site.

4.2.1 About Web site Default Page

The Web Site Default Page defines the web site's default page. Default page can be the home page or an index page containing a site navigation listing.

4.2.2 Enabling a Default Page

1. Click on **Default Page** tag.
2. A list of Web Menu for the web site are displayed in the order in which defined in **Menu Options.**
3. Click on a Web Menu to set it as a default page.

4. Click **Save** to save the settings.
5. A Web Menu that is defined as default page is highlighted.
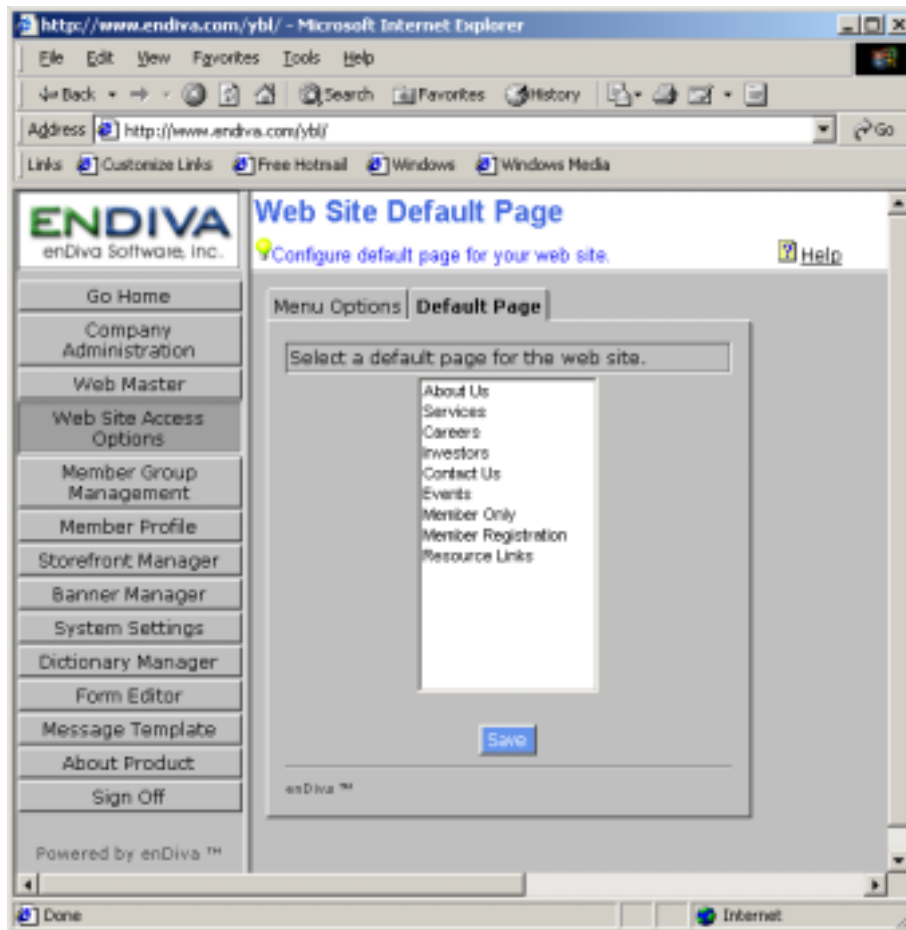
Figure 4-2 Default Page Screen

5.0 Member Group Management

Member Group Management allows the administrator to manage

- the types of membership,
- the roles for the member groups
- and permissions allowed for each member group.

5.1 Membership Types

Manage membership types

1. Click **Membership Type** tab.
2. The existing membership types for the web site are displayed in **Membership Type** selection box.

5.1.1 Creating a New Membership Type

1. Click **New** in the membership types form.
2. Enter necessary information. Fields with an asterisk (*) are required fields.
3. Click **Save** to save the new membership type.
4. The membership type form is refreshed and the new membership type is displayed in **Membership Type** selection box.

5.1.2 Updating an Existing Membership Type

1. Select an existing membership type from the **Membership Type** selection box.
2. The record for a selected membership type is displayed in the form.
3. Edit or modify information. Fields with an asterisk (*) are required fields.
4. Click **Save** to save the change(s) made.

5.1.3 Deleting an Existing Membership Type

1. Select an existing membership type from the **Membership Type** selection box.
2. The record for a selected membership type is displayed in the form.
3. Click **Delete** to delete the selected membership type.
4. Click **OK** to confirm the deletion. Otherwise, click **Cancel**.
5. In the event that the existing membership type has associated members for the membership type, click **OK** to continue the deletion.
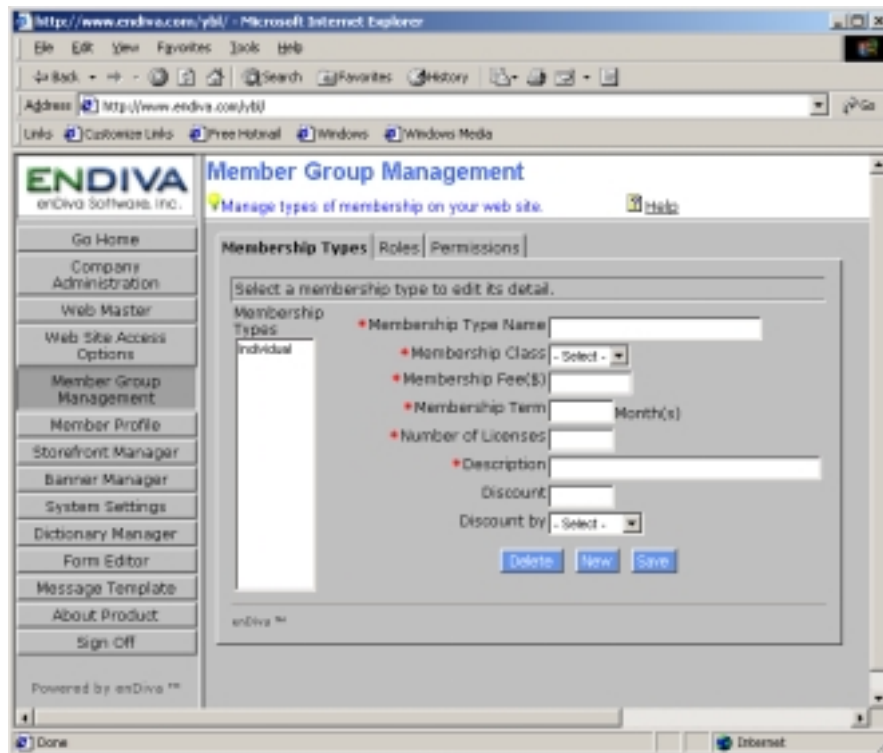
Figure 5-1 Member Group Management – Membership Type Screen

5.2 Roles

Manage roles for member groups on the web site.

1. Click on the **Roles** tab.
2. The existing member roles for the web site are displayed in the **Roles** selection box.

5.2.1 Creating a New Role

1. Click **New** in the roles form
2. Enter the role name.
3. Click **Save** to save the new role.
4. The roles form is refreshed and the new role is displayed in the **Roles** selection box.

5.2.2 Updating an Existing Role

1. Select an existing role from the **Roles** list box.
2. The role name for the selected role type is displayed in the form.
3. Edit the role name.
4. Click **Save** to save the change(s) made.
5. The roles form is refreshed and the updated role name is displayed in the **Roles** selection box.

5.2.3 Deleting an Existing Role

1. Select an existing role from the **Roles** selection box.
2. The role name for the selected role type is displayed in the form.
3. Click **Delete** to delete the selected role.
4. Click **OK** to confirm the deletion. Otherwise, click on **Cancel**.
5. In the event that the existing role has associated members for the role, click on **OK** to continue the deletion.
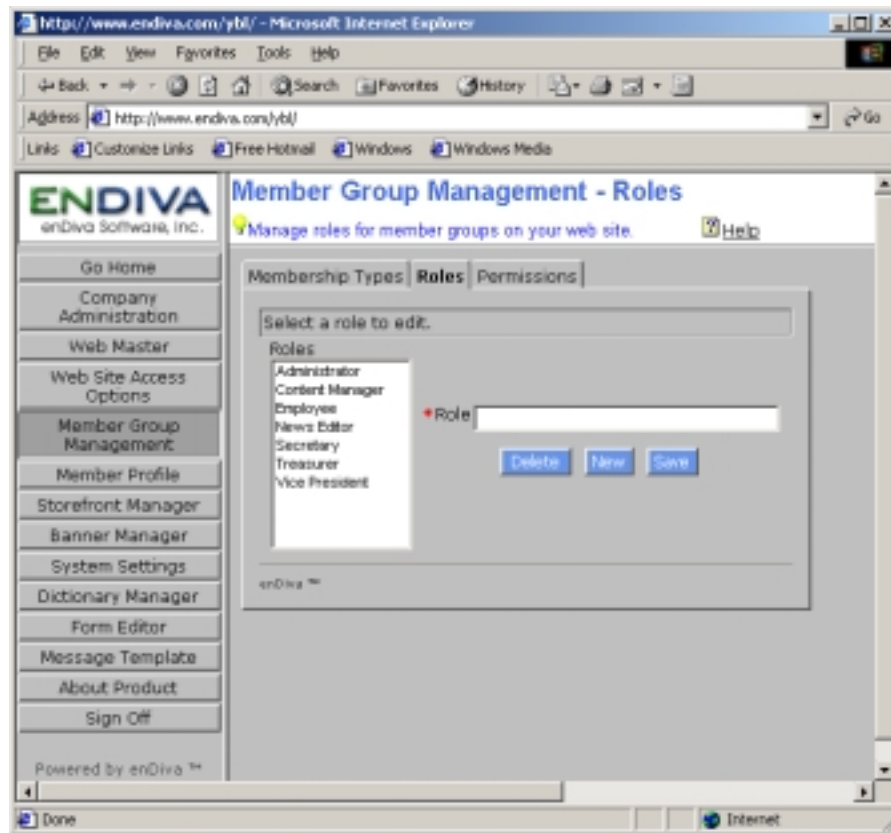
Figure 5-2 Member Group Management – Roles Screen

5.3 Permission

Manage permissions for member groups on your web site.

1. Click **Permissions** tab.
2. The existing member roles for the web site are displayed in **Roles** selection box.
3. The existing permissions for all roles are displayed in **Permissions** selection box.

5.3.1 Assigning Permissions(s) to a Role

1. Select an existing role from **Role** selection box.

2. The permission form is refreshed and a list of permissions assigned for a selected role is displayed in the **Permission** selection box.
3. Permissions assigned to a selected role are highlighted in the selection box.
4. To assign a new permission, press down the **CTRL** key and use mouse to **left click** on the permission that is <u>not highlighted</u>.
5. To assign multiple permissions, press down the **CTRL** key and use mouse to **left click** on the additional permissions that are <u>not highlighted</u>.
6. Click **Save** to save the updated permissions.
7. In case of making a mistake, click **Reset** to restore the permissions to default setting.

5.3.2 Removing Permission(s) from a Role

1. Select an existing role from **Role** selection box.
2. The permission form is refreshed and a list of permissions assigned for a selected role is displayed in the **Permission** selection box.
3. Permissions assigned to a selected role are highlighted in the selection box.
4. To remove a permission, press down the **CTRL** key and use mouse to **left click** on the permission that is <u>highlighted</u>.
5. To remove multiple permissions, press down the **CTRL** key and use mouse to **left click** on the additional permissions that are <u>highlighted</u>.
6. Click **Save** to save the updated permissions.
7. In case of making a mistake, click **Reset** to restore the permissions to default setting.
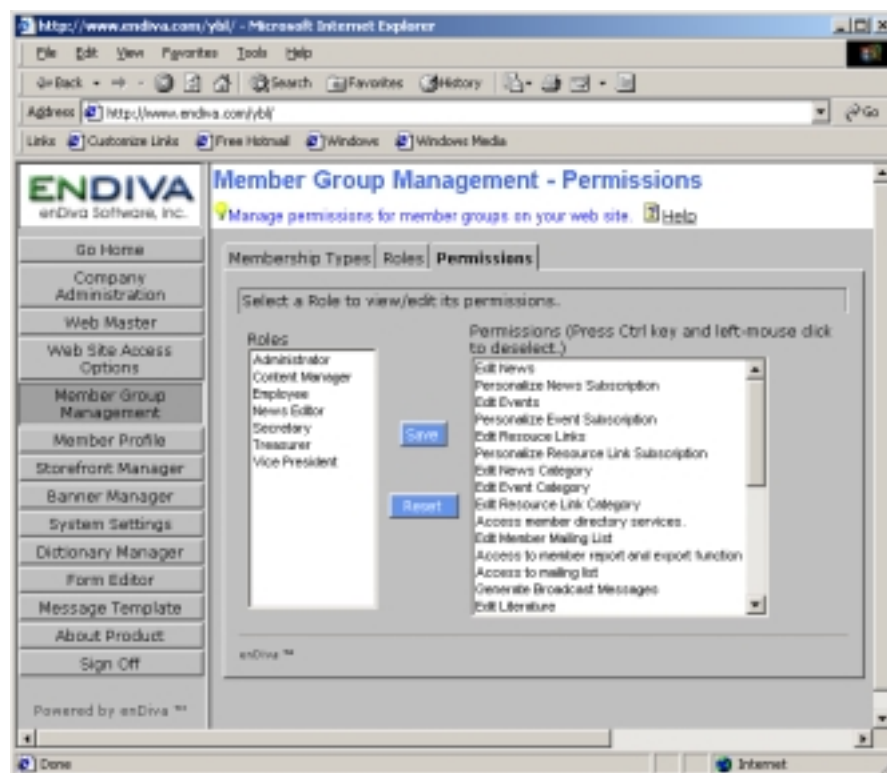
Figure 5-3 Member Group Management – Permissions Screen

6.0 Member Profile

Member management and communication for the web site.
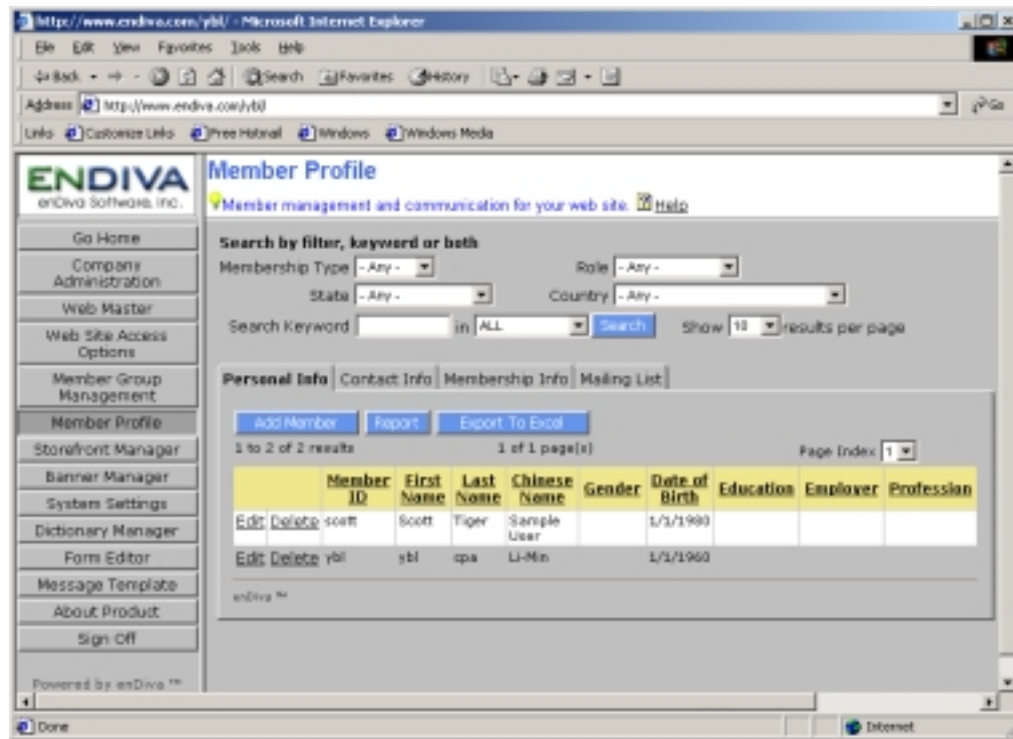
Figure 6-1 Member Profile Screen

6.1 Searching For a Member

1. A search filter(s) and/or a search keyword can be defined before doing a search.
2. To define a search filter, select an item from the filter drop down box. If not selected, the default setting is **ANY**
3. Selecting from more than one filter drop down box is allowed.
4. Enter a keyword in **Search Keyword** and select a search criteria for the keyword entered. If not selected, the default setting is **ALL**.
5. Select a number from **Show results per page** to define how many records are to be displayed on each page.
6. Click **Search**.

6.2 Member List

1. A list of search results on members will be displayed underneath.
2. Click on Tabs: **Personal Info**, **Contact Info**, **Membership Info**, **and Mailing List** for a corresponding view.
3. Select a page number from the **Page Index** drop down box to jump to a page selected.
4. Click **Next** to go to next page. Click on **Previous** to go to previous page.

5. Click on a column title in the result table to sort the records based on the column selected.
6. Icon ▲ indicates ascending order.
7. Icon ▼ indicates descending order.

6.3 Personal Info

1. **Personal Info** displays the personal profile of a member.
2. This includes member id, salutation, last name, first name, and employer.

6.4 Contact Info

1. **Contact Info** displays the contact information of a member.
2. This includes member id, address, phone, fax, and email address.

6.5 Membership Info

1. **Membership Info** displays the membership information of a member.
2. This includes member id, membership type, role, membership status, payment status, register date, and last visit date.

6.5.1 Adding a New Member

1. A blank **Member Editor Form** pops up on the screen to collect membership information.
2. Select a **Membership Type** and a **Role** for the new member.
3. Place a check mark in **Paid** checkbox if the member already paid the membership fee.
4. Enter login information, personal profile, and contact information. Fields with an asterisk (*) are required fields.
5. Click **Save** to save the new member record.
6. Click **Close** to close the form.
7. The browser is refreshed and the new member is added.

6.5.2 Updating an Existing Member

1. A **Member Editor Form** with a record of selected member pops up on the screen.
2. Change the **Membership Type** and a **Role** if necessary.
3. Place a check mark in **Paid** checkbox if the member already paid the membership fee.
4. Make necessary change(s) in the form. Fields with an asterisk (*) are required fields.
5. Click **Save** to save the updated member record.
6. Click **Close** to close the form.

6.5.3 Deleting an Existing Member

1. Click **Delete** to delete a record of a selected member.

2. A delete confirmation screen pops up.
3. Click **OK** to confirm the deletion. Otherwise, click **Cancel**.
4. The member list is refreshed and the deleted record has been removed from the list.

6.5.4 Generating a Member Profile Report (HTML Format)

1. Click **Report** to generate a member profile report.
2. A **Member Profile Report** pops up to the screen.
3. The report contains the personal info, contact info, and membership info for all members.
4. Click **[Print]** to print the report.

6.5.5 Exporting the Existing Member Profile to an Excel Spreadsheet

1. Click **Export to Excel** to generate an excel report.
2. An **Excel Spreadsheet** pops up to a screen.
3. The spreadsheet contains the personal info, contact info, and membership info for all members.
4. Click **File** and then **Print** from the tool bar to print the report.
5. Click **File** and then **Save As** from the tool bar to save a copy of the report to local computer.

6.5.6 Activating an Existing Member *(Only applicable to Membership Info view)*

1. Select a member to be activated by checking the checkbox.
2. Click **Activate** to activate a selected member.
3. The member list is refreshed and indicates the member has been activated.

6.5.7 Deactivating an Existing Member *(Only applicable to Membership Info view)*

1. Select a member to be deactivated by checking the checkbox.
2. Click **Deactivate** to deactivate a selected member.
3. The member list is refreshed and indicates the member has been deactivated.

6.6 Member Mailing List

1. Select a mailing list if to find out who are in the list.
2. Click the checkbox for a particular member to receive the email. You may select more than one member to receive the email.
3. Click **Check All Box** for all members in the list to receive the email.
4. Click 0**Compose Message** and you will be directed to **Compose Member Message Form**.

Related Resources:
See Help on **Membership Types**
See Help on **Roles**
See help on **Compose Email Message**

6.7 Mailing List Form

This page allows a member to create and update the member mailing list if he/she is granted the privilege to do so.

6.7.1 Different Operations in Mailing List:

- **Refresh** - Refresh the mailing list.
- **Save As** - Add a mailing list.
- **Save** - Edit a mailing list.
- **Delete** - Delete a mailing list.

6.7.2 Adding a Member Mailing List

1. Select member(s) to be added to the mailing list by checking the checkbox in the result table.
2. Click **Save As** and a **Member Mailing List Form** will pop up on the screen.
3. Enter **Mailing List Title**. This is a required field.
4. Enter **Mailing List Description**, if any.
5. Check on **Active** to activate the mailing list.
6. Check on **Shared** to allow other members to use the mailing list.
7. Click **Save** to save when done.
8. Click **Close** to close the dialog box after the save succeeds.
9. Click **Refresh** to refresh the browser.
10. The newly created mailing list should be in the drop down box.
11. A list of members is displayed when the new mailing list is selected.

6.7.3 Updating a Mailing List

1. Select different or same member(s) that to be added to the mailing list by checking the checkbox in the result table.
2. Select a **Mailing List** to be updated from the drop down box.
3. Click **Save As** and a **Member Mailing List Form** will pop up on the screen.
4. Make necessary changes, and the fields with an asterisk (*) are required.
5. Click **Save** to save when done.
6. Click **Close** to close the dialog box after the save succeeds.
7. Click **Refresh** to refresh the browser and the newly created mailing list should be in the **Mailing List** drop down box.
8. A list of members is displayed when the updated mailing list is selected.

6.7.4 Deleting a Mailing List

1. Select a **Mailing List** to be deleted from the drop down box.
2. Click **Delete**.
3. Click **OK** to confirm the delete action. Otherwise, click **Cancel**.
4. The deleted mailing list is removed from the drop down box.

7.0 Storefront Manager

7.1 Catalog Admin

Product catalog management for the web site.

7.1.1 Searching For a Product in Catalog

1. A category search filter and/or a search keyword can be defined before doing a search.
2. To define a search category filter, select a category from the **Category** drop down box. If not selected, the default setting is **ANY**
3. Enter a keyword in **Search Keyword** and select a search criteria for the keyword entered. If not selected, the default setting is **ALL**.
4. Select a number from **Show results per page** to define how many records are to be displayed on each page.
5. Click **Search**.
6. A list of search results on products will be displayed underneath.

7.1.2 About Category Tree Navigation

- A tree navigation of all existing product categories is displayed.
- A category can contain many subcategories
- A subcategory itself can contain many subcategories.
- Before product can be added, a category or subcategory must be created first.
- A text: **My Catalog > [Some Category] > [Some Subcategory]** shown to indicate the current category where the products belong to.

7.1.3 Using Category Tree Navigation to search a product

1. Click on Category Name Link or icon to expand the category to view its subcategories.
2. Click on a category or subcategory and all the products inside the selected category or subcategory are displayed in the list.
3. An icon: in the navigation tree also shown to indicate the current category where the products belong to.

7.1.4 Product List

1. Select a page number from the **Page Index** drop down box to jump to a page selected.
2. Click **Next** to go to next page. Click on **Previous** to go to previous page.
3. Click on a column title in the result table to sort the records based on the column selected.
4. Icon ▲ indicates ascending order.
5. Icon ▼ indicates descending order.

7.1.5 Show Long List

1. Click on ▶ to display the detailed product list.

7.1.6 Show Short List

1. Click on ◀ to display the short product list.

7.1.7 Adding a New Category

1. A blank **Product Category Editor Form** pops up on the screen to collect information.
2. To add a new category, Enter **Category Name**. This field is required.
3. Enter description for the new category, if any.
4. Check **Active** checkbox to allow this category is viewable in web site.
5. Click **Save** to save the new catalog.
6. Click **Close** to close the form.
7. The browser is refreshed and the new category is created.

7.1.8 Updating an Existing Catalog

1. A **Product Category Editor Form** with a record of selected category pops up on the screen.
2. To update a category, make the change in the **Category Name**.
3. Check **Active** checkbox to allow this category is viewable in web site.
4. Click **Save** to save the change.
5. The browser is refreshed and the category has is updated.

7.1.9 Deleting an Existing Catalog

1. Select a category to be deleted by clicking on category name in navigation tree.
2. Click **Delete Category** to update a record of a selected category.
3. Click **OK** to confirm the deletion. Otherwise, click **Cancel**.
4. The browser is refreshed and the deleted category has been removed from the navigation tree.

7.1.10 Adding a New Product

1. A blank **Product Data Editor Form** pops up on the screen to collect product information.
2. To add a new product, enter the product information, inventory information, and shipping information. Fields with an asterisk (*) are required fields.
3. Place a check mark in **Active** checkbox to put the product to storefront.
4. Place a check mark in **Use inventory control** to activate inventory control for the product.
5. Place a check mark in **Allow back order** to allow back order for the product.
6. Click **Save** to save the new product record.
7. Click **Close** to close the form.
8. The browser is refreshed and the new product is added.

7.1.11 Uploading a Product Image

1. Click **Product Name link** to upload an image for the newly added product.
2. A **Product Image Upload Form** pops up on the screen.
3. Click here for **"How to Upload Image"**.

7.1.12 Updating an Existing Product

1. A **Product Data Edit Form** with a record of selected product pops up on the screen.
2. To update product information, make necessary change(s) in the form. Fields with an asterisk (*) are required fields.
3. Place a check mark in **Active** checkbox to put the product to storefront.
4. Place a check mark in **Use inventory control** to activate inventory control for the product.
5. Place a check mark in **Allow back order** to allow back order for the product.
6. Click **Save** to save the updated record.
7. Click **Close** to close the form.

7.1.13 Updating a Product Image

1. Click **Product Name link** to upload an image for the selected product.
2. A **Product Image Upload Form** pops up on the screen.
3. The existing product image is displayed in the Upload Form.
4. Click **Delete Image** to delete the existing product image.

Follow steps in "How to Upload Image" to upload a product image.

7.1.14 Deleting an Existing Product

1. Click **Delete** link to update a record of a selected product.
2. A **Product Data Edit Form** with the record of a selected product pops up on the screen.
3. Make necessary change(s) in the form. Fields with an asterisk (*) are required fields.
4. Click **Save** to save the updated record.
5. Click **Close** to close the form.
6. The browser is refreshed and the updated product is displayed in product list.

7.1.15 Generating a Product Catalog Report (HTML Format)

1. Click **Report** to generate a product detail report.
2. A **Catalog Report** pops up to the screen.
3. The report contains the product detail information.
4. Click **[Print]** to print the report.

7.1.16 Exporting the Existing Product Catalog Report to an Excel Spreadsheet

1. Click **Export to Excel** to generate an excel report.
2. An **Excel Spreadsheet** pops up to a screen.

3. The spreadsheet contains the product detail information.
4. Click **File** and then **Print** from the tool bar to print the report.
5. Click **File** and then **Save As** from the tool bar to save a copy of the report to local computer.
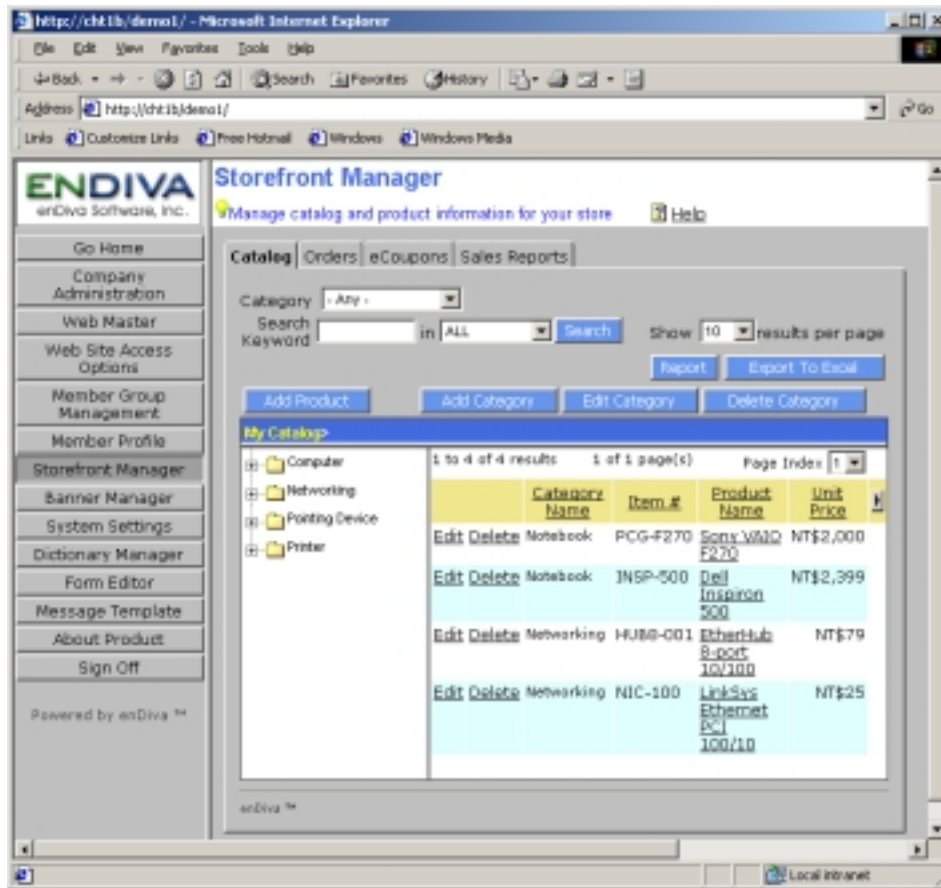
Figure 7-1 Storefront Manager – Catalog Admin Screen

7.2 Order Process

Process online order fulfillment.

7.2.1 Searching For a Order Received

1. A search filter and/or a search keyword can be defined before doing a search.
2. To define a search filter, select a status from the **Order Status** drop down box. If not selected, the default setting is **ANY**
3. Enter a value in **Order Number** and/or in **Member ID** to search an order.
4. Select a number from **Show results per page** to define how many records are to be displayed on each page.
5. Click **Search**.
6. A list of search results on orders received will be displayed underneath.

7.2.2 Order List

1. Select a page number from the **Page Index** drop down box to jump to a page selected.
2. Click **Next** to go to next page. Click on **Previous** to go to previous page.
3. Order information including **Order Number**, **Order Date**, **Order Status**, **Member ID**, **Total Amount**, **Process Date** is displayed in the list.

7.2.3 Process Order

1. Click on Order Number Link to process a selected order.
2. An **Order Process Form** with the record of a selected order up on the screen.
3. To process an order, click on arrow button in **Order Status** for down box and select a status for the selected order.
4. Click **OK** to save the record.
5. The updated status and process date are displayed in the order list.

Figure 7-2 Storefront Manager – Order Process Screen

7.3 eCoupon Manager

Manage e-coupon and customize distribution for customers of the web site.

1. Click on the **eCoupons** tab.
2. The existing eCoupons for the storefront are displayed in the **eCoupons** selection box.

There are three types of eCoupon:

By Percentage	To set the discount by the percentage, e.g. 5 % off.
By Amount	To set the discount by the amount, e.g. $5 off.
Product Reward	To get a product reward by presenting the coupon.

7.3.1 Creating a New eCoupons

1. Click **New** in the eCoupon form.
2. Select an eCoupon type and enter necessary information. Fields with an asterisk (*) are required.
3. Place a check mark in **Active** checkbox to activate the eCoupon.
4. Place a check mark in **Allow Combined Discount** to allow the eCoupon can be used with other eCoupon (???).
5. Click **Save** to save the new eCoupon.
6. The eCoupon form is refreshed and the new eCoupon is displayed in the **eCoupons** selection box.

7.3.2 Updating an Existing eCoupons

1. Select an existing eCoupon from the **eCoupons** selection box.
2. The record for the eCoupon selected is displayed in the form.
3. Make necessary change(s). Fields with an asterisk (*) are required.
4. Click **Save** to save the change(s) made.
5. The eCoupon form is refreshed and the updated eCoupon is displayed in the **eCoupons** selection box.

7.3.3 Deleting an Existing eCoupons

1. Select an existing eCoupon from the **eCoupons** selection box.
2. The record for the eCoupon selected is displayed in the form.
3. Click **Delete** to delete the selected eCoupon.
4. Click **OK** to confirm the deletion. Otherwise, click on **Cancel**.

7.3.4 Sending an Existing eCoupons

1. Select an existing eCoupon from the **eCoupons** selection box.
2. The record for the eCoupon selected is displayed in the form.
3. Click **Send** to send the eCoupon selected to email accounts of all registered members.
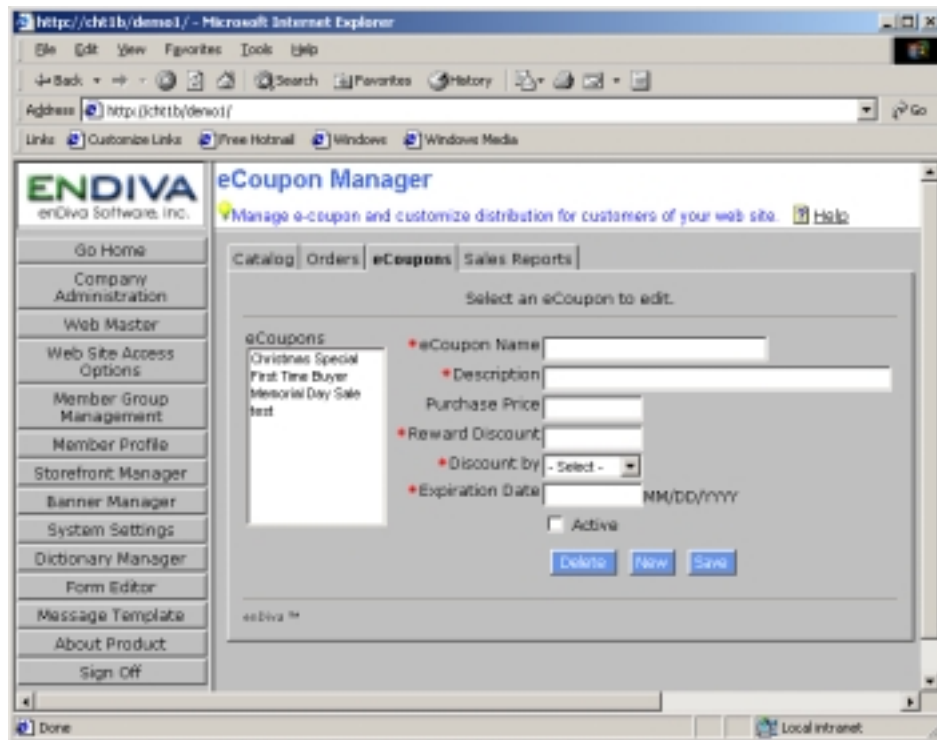
Figure 7-3 Storefront Manager — eCoupon Manager Screen

7.4 Sales Report

Generate quick reports for sales and marketing

- Click on the **Sales Report** tab.
- The existing report selections for the storefront are displayed in the **Report Selections** selection box.

7.4.1 About Sales Report

The sales reports provide information for conducting marketing, product promotion, and inventory control.
There are five types of **Sales Report**:

Best Sellers	Report on top sales merchandises.
Worst Sellers	Report on worst sales merchandises.
Top Customer By Purchase Frequency	Report on top customers who shop very often.
Customer By Purchase Amount	Report on top customers who spend the most.
Infrequent Customer	Report on customers who don't shop very often.

7.4.2 Generating a Sales Report

1. Select a Sales Report by clicking a sales report type from **Sales Report** selection box.
2. The sales report selected will be highlighted.
3. To define a **Date Range** for the sales report selected, select a number value in each of the following drop down boxes: **From [Month]**, **From [Year]**, **To [Month]**, **To [Year]**.
4. Select a number range from **Retrieve Results** to define how many records are to be displayed in the sales report.
5. Click **OK** to generate the sales report.
6. A sales report will pop up to the screen.
7. Click **[Print]** to print the report.
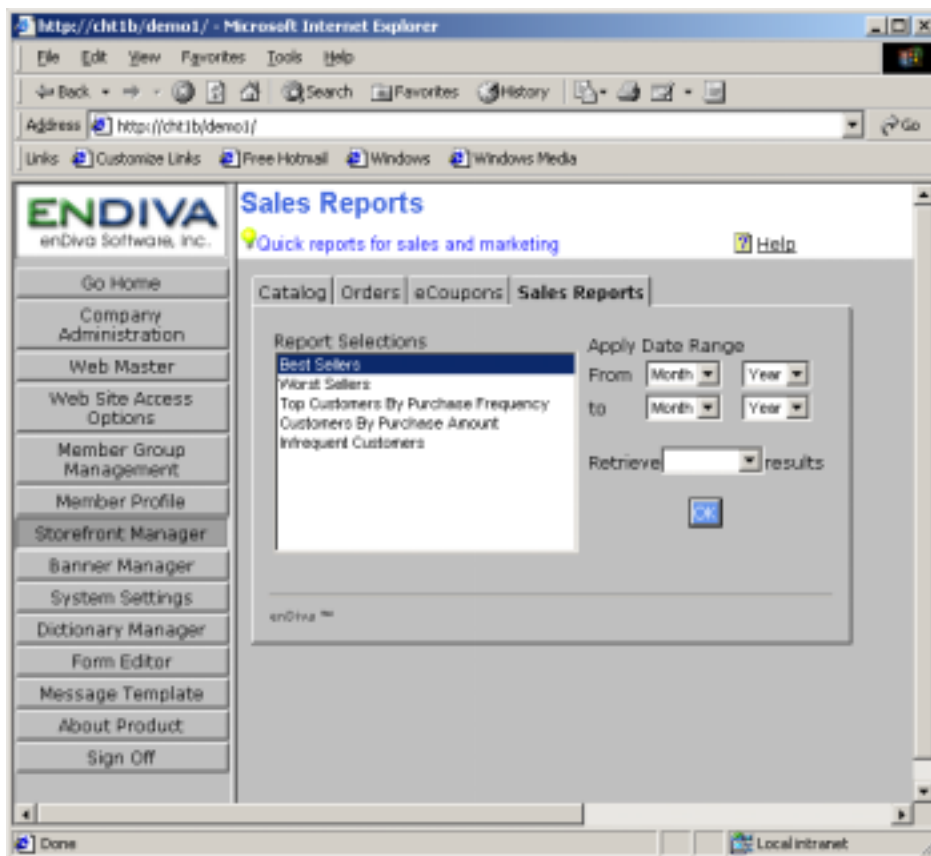
Figure 7-4 Storefront Manager – Sales Reports Screen

8.0 Banner Manager

The Banner Manager sets up and manages the company's advertising banner.

Notes:
Make sure the image file has a valid extension and the file size is under 150 KB.
File with extensions: .exe, .bat, .com, .vbs, and .js will not be allowed to upload.
If the file size is bigger than 150 KB, please see System Settings upload to adjust the
maximum file upload size.

8.1 Upload Company Banner

1. Click Upload Image to upload banner image.
2. Click Browse to explore the local drive and locate the image file.
3. Select the image file by clicking on it. Click Open when the file name is displayed in the File name field.
4. After clicking Open, the image file is selected and its file name appears in the Image File text field.
5. Click Upload Image to start the upload.
6. After the upload succeeds, the image will be displayed in the Banner Upload Form.

8.2 Delete Company Banner

1. The existing company banner is displayed in the banner upload form.

Click **Delete Image** to delete existing company banner.

Figure 8-1 Banner Manager Screen

9.0 System Settings

Configure system settings for your web site.

9.1 About System Settings

The web site system settings contain the following settings and allow administrator to configure each setting.

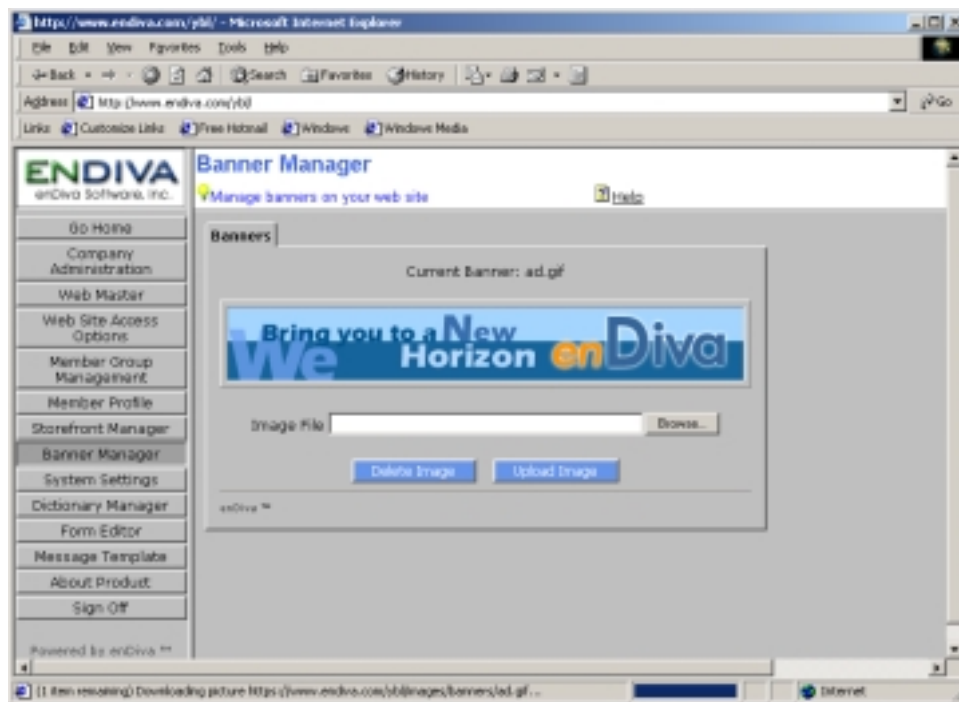| Contact Email	To define a contact email for the web site.
Language	To define the language for the web site.
Maximum Upload File Size	To define the maximum upload file size for uploading image and attachment file to the web site.
New Events	To define maximum number of new events displayed in **New Events** category on event page.
New Links	To define maximum number of new links displayed in **New links** category on resource links page.
Recent News	To define maximum number of new events displayed in **New Events** category on news page.

9.2 Configuring Contact Email Settings

1. Select **Contact Email** from **System Settings** Selection box.
2. The value for settings is displayed in the **Value** field.
3. Enter email address in the **Value** field.
4. Click **Save** to save the setting.

9.3 Configuring Language Settings

1. Select **Language** from **System Settings** Selection box.
2. The value for settings is displayed in the **Value** list box.
3. Select a language from the **Value** list box.
4. Click **Save** to save the setting.

9.4 Configuring Upload File Size

1. Select **Maximum Upload File Size** from **System Settings** Selection box.
2. The value for settings in <u>bytes</u> is displayed in the **Value** field.
3. Enter the maximum upload file size in the **Value** field.
4. Click **Save** to save the setting.

9.5 Configuring New Events

1. Select **New Events** from **System Settings** Selection box.
2. The value for settings is displayed in the **Value** list box.
3. Select a number ranged 0-15 from the **Value** list box.
4. Click **Save** to save the setting.

9.6 Configuring New Links

1. Select **New Links** from **System Settings** Selection box.
2. The value for settings is displayed in the **Value** list box.
3. Select a number ranged 0-15 from the **Value** list box.
4. Click **Save** to save the setting.

9.7 Configuring Recent News

1. Select **Recent News** from **System Settings** Selection box.
2. The value for settings is displayed in the **Value** list box.
3. Select a number ranged 0-15 from the **Value** list box.
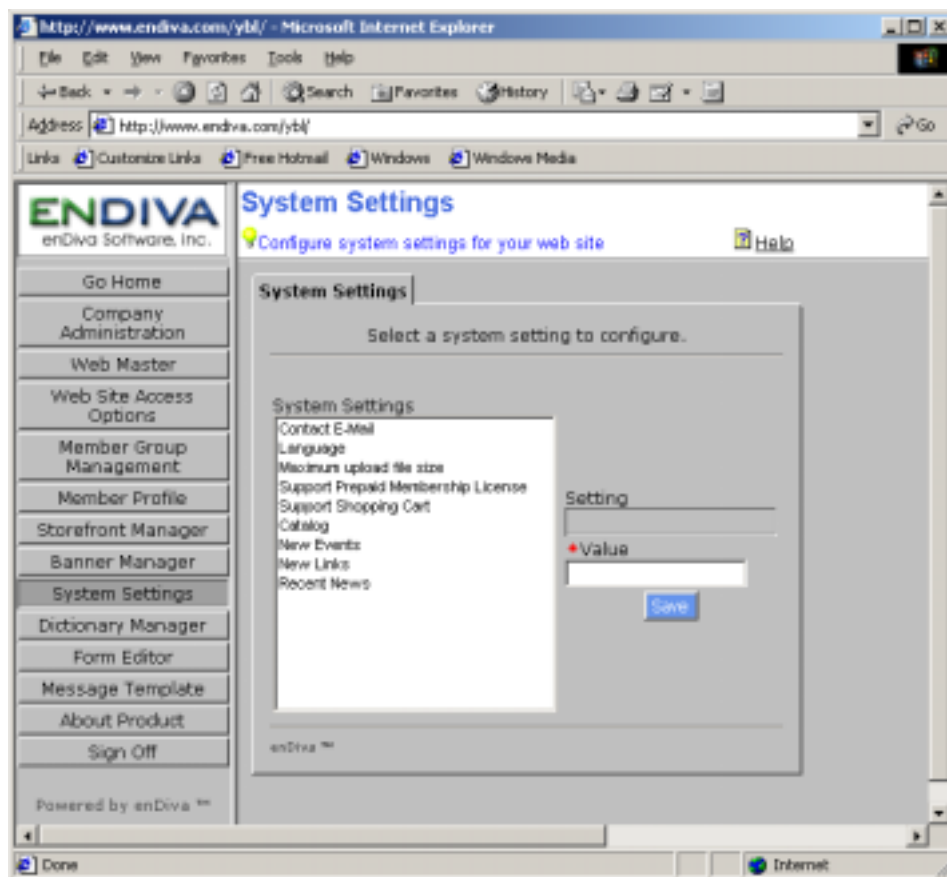4. Click **Save** to save the setting.

Figure 9-1 System Settings Screen

10.0 Dictionary Manager

Customize/translate languages that are predefined on the web site.

10.1 About Dictionary Manager

The **Dictionary Manager** allows the administrator to customize the wording of all predefined words in the web site.
It also allows the administrator to translate the predefined words to different languages.
The predefined word has the following settings:

Original Value	To display the original text value for a predefined word. All predefined words can be reset to their original text value.
Value in [Local Language]	To allows the editing of text value for a predefined word. The local language depends on the language settings of enDiva Server. It can be English, Chinese, Japanese, Spanish, etc. See System Settings Language for more on **Language Settings**

10.2 Sorting the Words

1. Click on **Original Value** link to sort the original text value in ascending order.
2. Click on **Value in [Language]** link to sort the customized text value in ascending order.

10.3 Updating a Word

1. Select a word to be updated by clicking on a word link under **Value in [Local Language]** column.
2. A **Dictionary Editor Form** pops up to the screen.
3. The text value of a word is displayed in **Value in [Local Language]** field.
4. Edit the text value in local language. This field is required.
5. The text value can be reset to a default setting by clicking on **Reset to Default Value**.
6. Click **Save** to save the change(s) made.
7. Click **Close** to close **Dictionary Editor Form**.
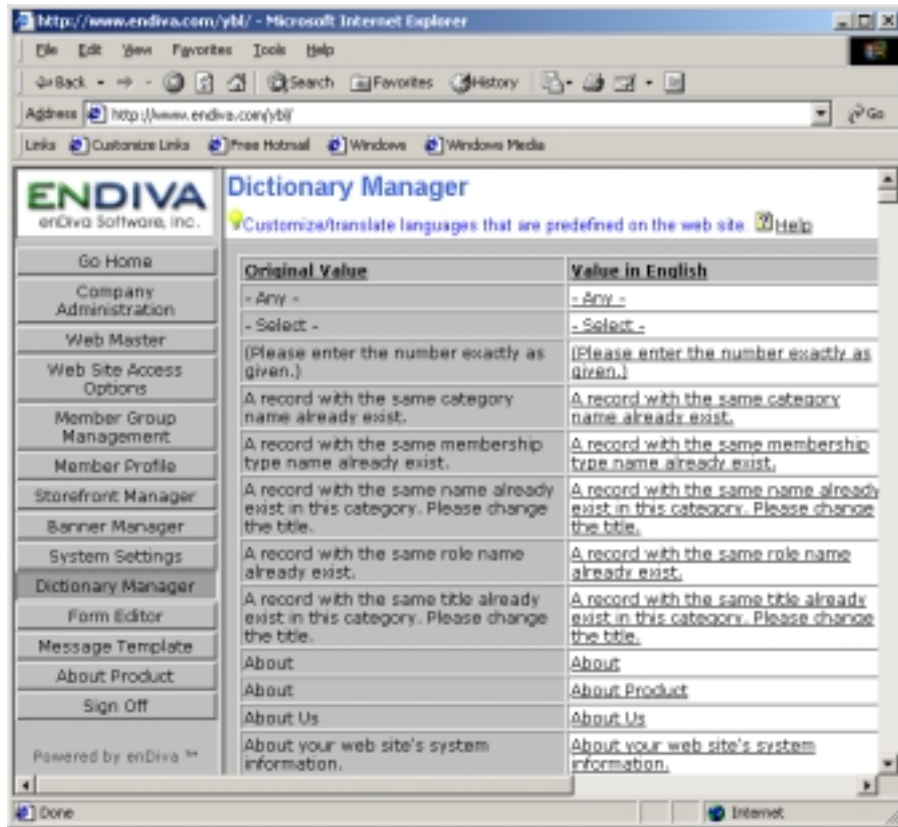8. The browser is refreshed and the word setting is updated.

Figure 10-1 Dictionary Manager Screen

11.0 Form Editor

Customize field properties for the entry forms.

11.1 About Form Editor

Form Editor allows administrator to customize the form field properties in the user entry forms.
The following **Form Objects** can be customized by using **Form Editor**:

Address Form	Form that collects member's contact information.
Event Form	Form that collects post event information.
Event Registration Form	Form that collects event registration information.
Literature Form	Form that collects web site literature content.
News Form	Form that collects post news information.
Person Form	Form that collects member's personal profile.
Product Form	Form that collect online store product information.

For each **Form Object**, the form field has the following settings:

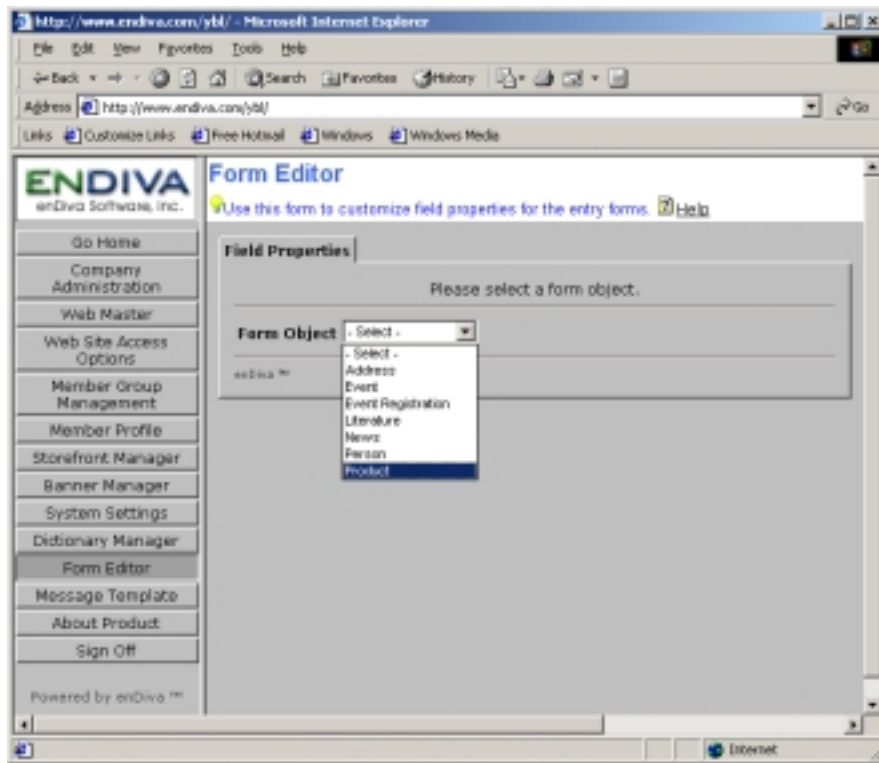|	
Field Name	To define a name for the message template.
Display Order	To define the field's display order.
Active	To activate/deactivate a field.
Required Field	To set the field as required field.
Edit Field Value	To define the value inside a selection field. (Not all fields have this setting.)

Figure 11-1 Form Editor Screen

11.2 Selecting a Field Object

1. Click on an arrow button in **Form Object** list box and select a form from the box.
2. All the fields of the form selected are displayed underneath.
3. There are also few user defined fields in each form. These fields and their properties can be customized by users.

11.3 Editing a Field Name

1. Click on **New** to add a message template.
2. A **Dictionary Editor Form** screen pops up to the screen.
3. Edit the text value. This field is required.
4. The text value can be reset to a default setting by clicking on **Reset to Default Value**.
5. Click **Save** to save the change made.
6. Click **Close** to close the **Dictionary Editor Form** screen.
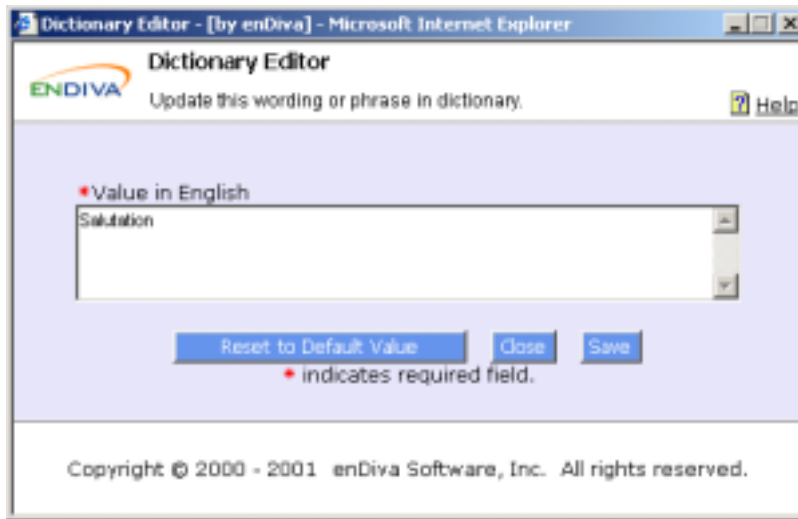7. The browser is refreshed and the Field Name setting is updated.

Figure 11-2 Field Value Screen

11.4 Moving the Display Order of a Field

1. Current display order for each field of a form is listed in ascending order.
2. Click on an arrow button in **Display Order** list box and select a number from the box.
3. The number selected is a new display order for the Field.
4. The browser is refreshed and the display order for each Field is changed.
5. Click **Save** to save the settings.

11.5 Activating/Deactivating a Field

1. Place a check mark on **Active** checkbox to activate a Field.
2. Alternatively, un-check the **Active** checkbox to deactivate a Field.
3. Click **Save** to save the settings.
4. Field that is activated will appear in the form to collect information.

11.6 Setting a Required Field

1. Place a check mark on **Required** checkbox to turn an Optional Field into Required Field.
2. Alternatively, un-check the **Required** checkbox to turn a Required into an Optional Field.
3. Click **Save** to save the settings.
4. In the form, each Required Field has an asterisk (*) next to it.

11.7 Customize Values in Selection Field

- A field such as selection field has multiple values. For example, a field Marital Status has values of "Single" and "Married".
- **Field Value Editor** provides interface to customize a selection field's values.

- Click on to edit the field values.
- A **Field Value Editor Form** pops up to the screen to collect the information.
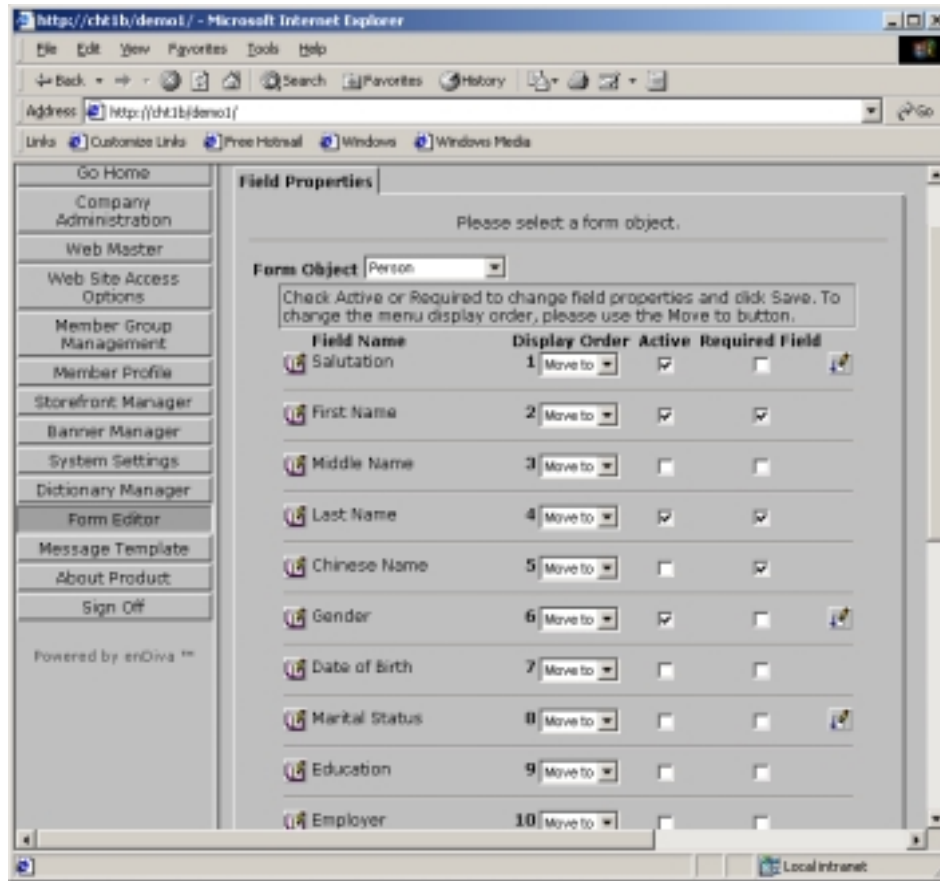

Figure 11-3 Field Properties Screen

11.8 Field Value Editor

Create or update selected field values of a form.

11.8.1 About Field Value Editor

A field such as selection field has multiple values. For example, a field Marital Status has values of "Single" and "Married".

Field Value Editor provides interface to customize a selection field's values. A list of available values for the field selected is displayed in **Available Values** list box.

11.8.2 Adding a Field Value

1. Click **New** to add a new value.
2. Enter a text value in **Field Value**. This field is required.
3. Click **Save** to save the value.

4. The new value added is displayed in **Available Values** list box.

11.8.3 Updating a Field Value

1. To update a field value, select a field value by click on a value in **Available Values** list box.
2. The text value for the field value selected is displayed in the **Field Value**.
3. Make necessary change to text value.
4. Click **Save** to save the change made.
5. The browser is refreshed and the updated value is displayed in the **Available Values** list box.

11.8.4 Deleting a Field Value

1. To delete a field value, select a field value by click on a value in **Available Values** list box.
2. The text value for the field value selected is displayed in the **Field Value**.
3. Click **Delete** to delete the field value selected.
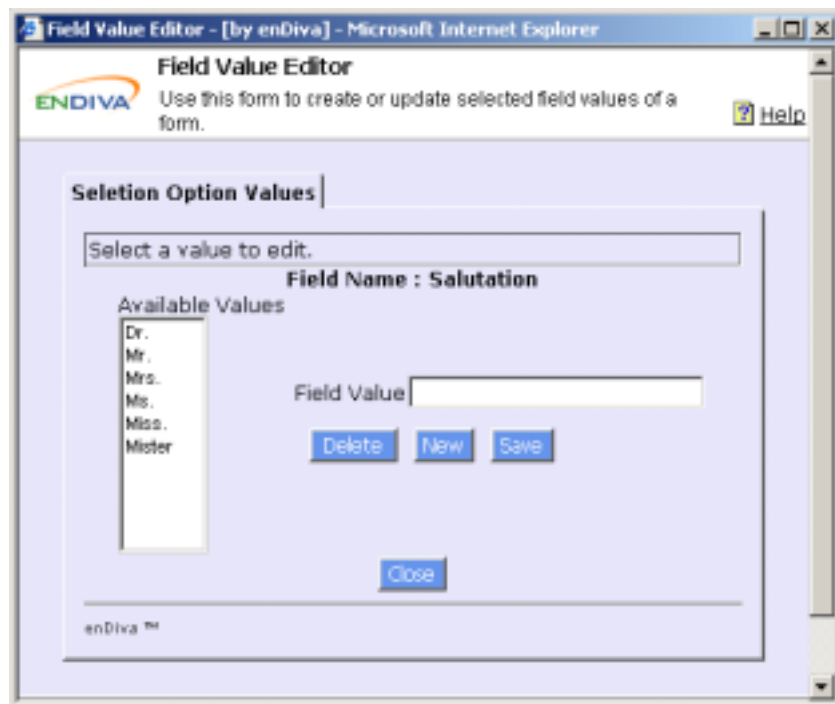4. The browser is refreshed and the value deleted is removed from the **Available Values** list box.

Figure 11-4 Field Value Editor Screen

12.0 Message Template

Customize message header and footer

12.1 About Web site Default Page

Message Template Form allows administrator to create template and customize email message header and footer for the template.

Each **Message Template** contains the following settings:

Message Template Name	To define a name for the message template.
Message Template Subject	To define the message subject.
Message Header	To define the message header.
Message Footer	To define the message footer.

12.2 Adding a message template

1. Click **New** to add a message template.
2. Enter necessary setting information. Field with an asterisk (*****) is required.
3. Click **Save** to save the record.
4. The new message template added is displayed in **Message Template** list box.

12.3 Updating a message template

1. A list of existing message template is displayed in **Message Template** list box.
2. To select a message template, click on a message template from **Message Template** list box.
3. The settings for the message template selected are displayed in the setting fields.
4. Make necessary change(s) on settings. Field with an asterisk (*****) is required.
5. Click **Save** to save the change(s) made.

12.4 Deleting a message template

1. A list of existing message template is displayed in **Message Template** list box.
2. To select a message template, click on a message template from **Message Template** list box.
3. The settings for the message template selected are displayed in the setting fields.
4. Click **Delete** to delete the message template selected.
5. The message template deleted is removed from **Message Template** list box.
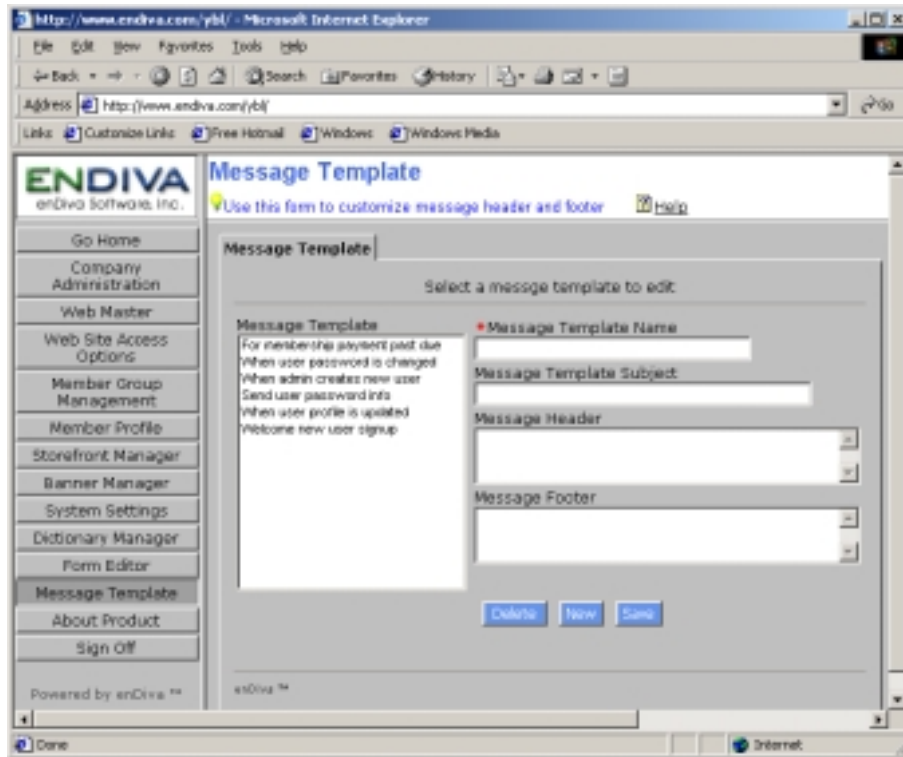
Figure 12-1 Message Template Screen

13.0 About Product

- The **About Product Main Menu** pops up to the screen.

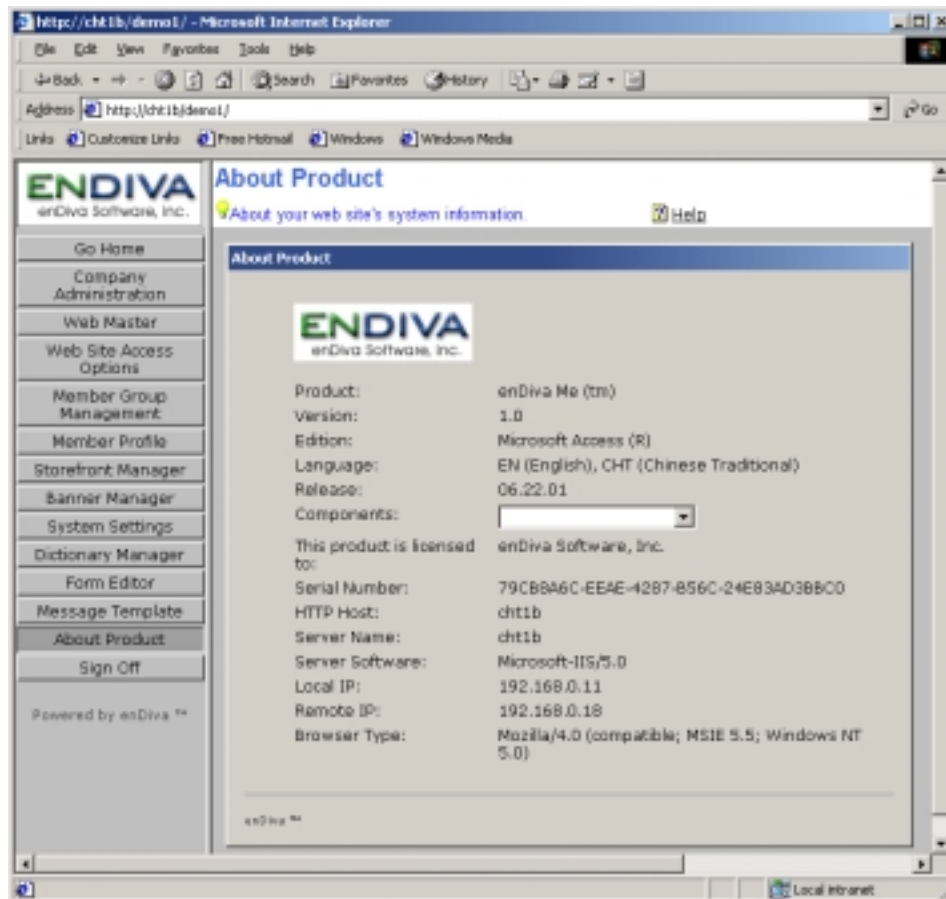 It contains the web server's license information, component information, product information, host and IP information.

Figure 13-1 About Product Screen