

How to Create Product

1. Open you Internet Explorer and you're your DOMAIN NAME FOLLOW BY /catalog/admin

If your domain is www.encord.com.my THEN TYPE AS BELOW

<http://www.encord.com.my/catalog/admin>

NOTE: YOU WILL BE PROMPT TO LOGIN WITH YOUR USERID AND PASSWORD. KEY-IN YOUR USERID AND PASSWORD OF YOUR CATALOG **USERID AND PASSWORD PROVIDED BY NEXUS. AS ILLUSTRATED IN **FIGURE 1A****

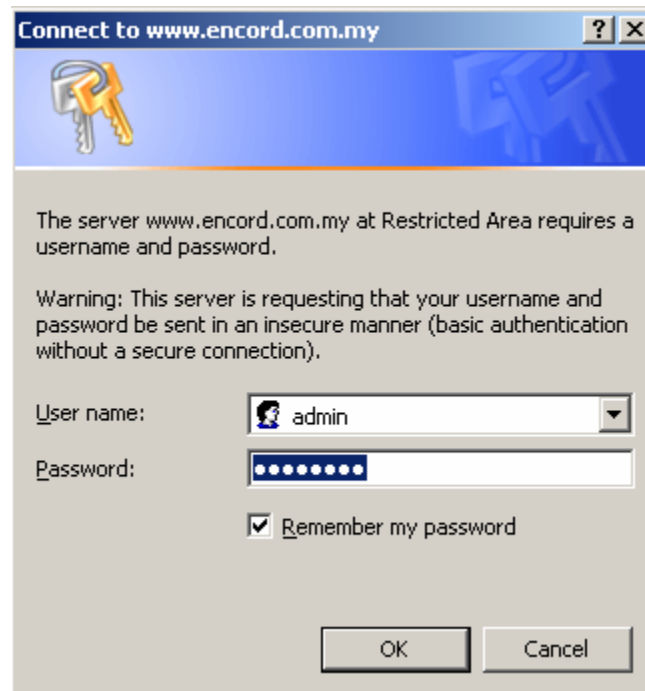


FIGURE 1A

2. One you logged in with correct USERID AND PASSWORD, you will come across the screen below FIGURE 2A.

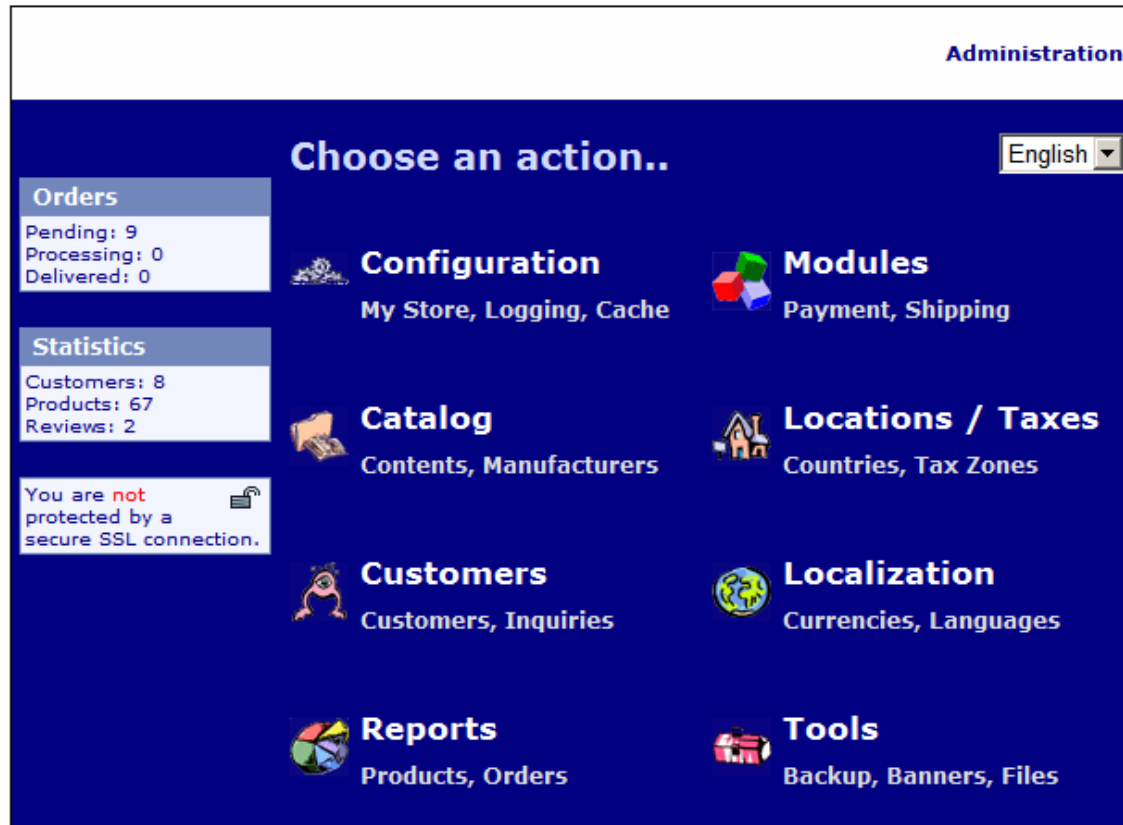


FIGURE 2A

3. CATALOG MANAGEMENT MODULE

PLEASE CLICK ON THE CATALOG MODULE AS PICTURE BELOW FIGURE 3A

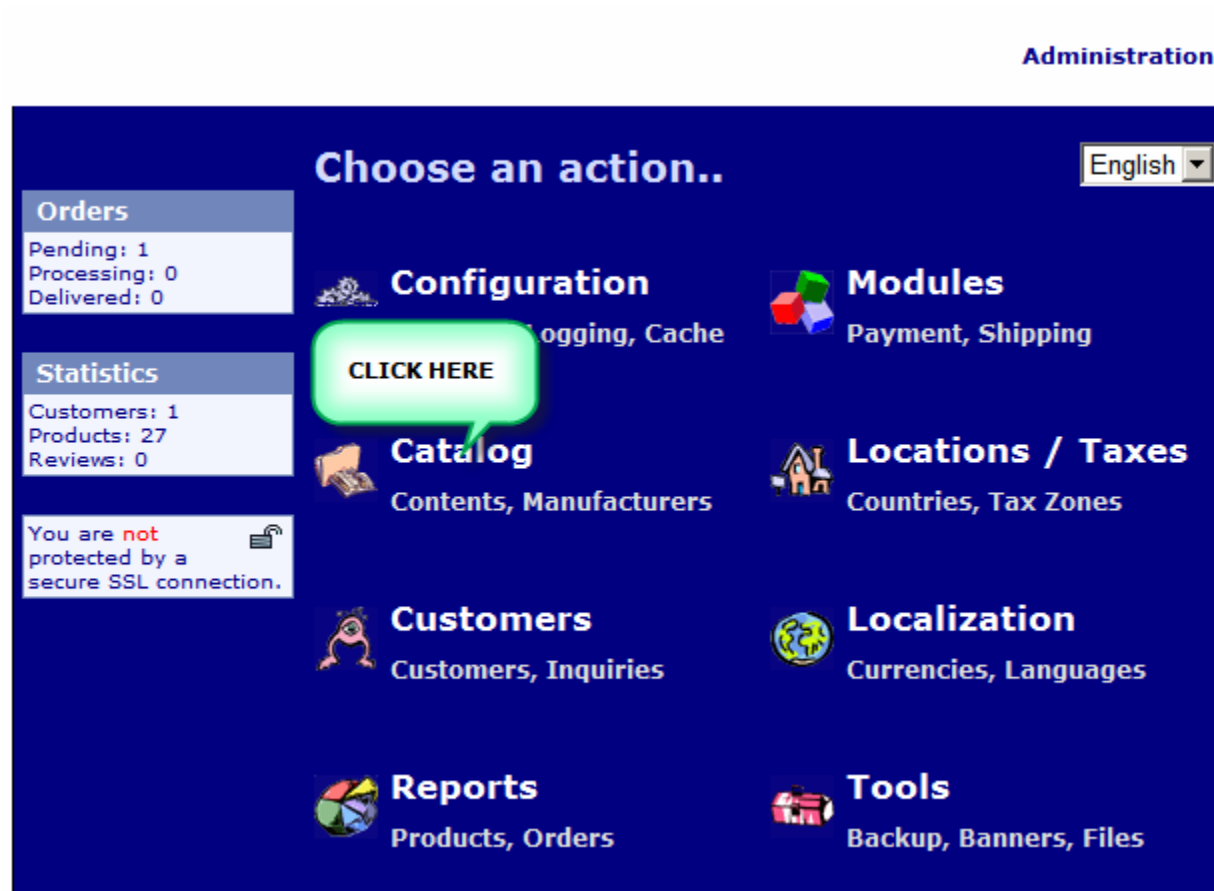


FIGURE 3A

ONCE YOU CLICKED CATALOG AS ILLUSTRATED IN **FIGURE 3A**, YOU WILL THEN COME ACROSS **FIGURE 4A**

 **Admin**
 Online Catalog | Administration

Administration

Configuration

Catalog






- Categories/Products
- Products Attributes
- Manufacturers
- Reviews
- Specials
- Featured Products
- Products Expected
- Define MainPage

Modules

- Customers
- Locations / Taxes
- Localization
- Reports
- Tools
- Header Tags


Categories / Products

Search:
 Go To: Top

Categories / Products	Status	Action
<ul style="list-style-type: none">  Circuit Breakers  Contactors  Overload Relay  Soft Starter 		<div style="text-align: right; margin-bottom: 5px;"> edit delete move </div> <div style="margin-bottom: 5px;">  </div> <div style="margin-bottom: 5px;">  </div> <div style="margin-bottom: 5px;">  </div> <div style="margin-bottom: 5px;"> new category new product </div>

Circuit Breakers

Date Added: 04/11/2007



blank.gif

Subcategories: 0
Products: 6

FIGURE 4A

3.1 CREATE CATEGORY

Please click the **NEW CATEGORY** BUTTON/TAB and you will come across the screen below **FIGURE 5A**.

The screenshot shows the 'New Category' form in an administration interface. The form is titled 'New Category' and contains the following fields and controls:

- Category Name:** A text input field with a small flag icon to its left.
- Category Image:** A text input field with a 'Browse...' button to its right.
- Sort Order:** A text input field.
- Header Tags Category Title:** A text input field with a small flag icon to its left.
- Header Tags Category Description:** A text input field with a small flag icon to its left.
- Header Tags Category Keywords:** A text input field with a small flag icon to its left.
- Header Tags Categories Description:** A text area with a small flag icon to its left.
- Buttons:** 'save' and 'cancel' buttons at the bottom right.

A green callout box with a white background and a green border contains the following instructions:

INSTRUCTION
1. TYPE IN CATEGORY NAME (CATEGORY NAME MUST BE UNIQUE)
2. SELECT AN IMAGE AND THE IMAGE SIZE OF CATEGORY SHOULD BE A BLANK IMAGE (PER ATTACHED WITH THIS FILE). PLEASE BROWSE AND UPLOAD THE FILE
3. PLEASE FILL IN THE HEADER TAGS. YOU CAN SKIP THIS STEP IF YOU WANT TO (CAN HELP YOUR SEARCH ENGINE IMPROVEMENT!!!)
4. CLICK SAVE

FIGURE 5A

3.2 TO CREATE A NEW PRODUCT

- ✓ You will need to select the Categories and Click the Folder as illustrated in **FIGURE 6A (PICTURE BELOW)**

The screenshot shows an administration interface for 'Categories / Products'. The page title is 'Categories / Products'. On the left is a navigation menu with sections: Configuration, Catalog, Modules, Customers, Locations / Taxes, Localization, Reports, Tools, and Header Tags. The 'Catalog' section is expanded to show 'Categories/Products', 'Products Attributes', 'Manufacturers', 'Reviews', 'Specials', 'Featured Products', 'Products Expected', and 'Define MainPage'. The main content area displays a table with columns 'Categories / Products', 'Status', and 'Action'. The table lists four categories: 'Circuit Breakers', 'Contactors', 'Overload Relay', and 'Soft Starter'. Each category has a yellow folder icon. A green callout box with a red border points to the 'Overload Relay' folder icon, containing the text: 'Select and CLICK THE FOLDER ICON (YELLOW ICON)'. Below the table are buttons for 'new category' and 'new product'. On the right side, there is a search bar, a 'Go To: Top' dropdown, and a detailed view for the 'Circuit Breakers' category, including 'edit', 'delete', and 'move' buttons, a 'Date Added: 04/11/2007' field, a 'blank.gif' image, and statistics: 'Subcategories: 0' and 'Products: 6'.

FIGURE 6A

- ✓ Once Selected and Click The Folder, you will come across a NEW WONDOW / SCREEN as illustrated in **FIGURE 7A (PICTURE BELOW)**

The screenshot shows an administration interface for 'Categories / Products'. On the left is a navigation menu with sections: Configuration, Catalog, Modules, Customers, Locations / Taxes, Localization, Reports, Tools, and Header Tags. The main area displays a table of categories and a detailed view for 'Contactors S00'.

Categories / Products	Status	Action
Contactors S00	● ●	▶ edit delete move copy to
Contactors S2	● ●	ⓘ
Contactors S3	● ●	ⓘ
Contactors S0	● ●	ⓘ
Siemens 4-pole Contactors	● ●	ⓘ
Siemens AC-1 Contactors	● ●	ⓘ
Siemens Capacitor Contactors	● ●	ⓘ
Siemens Contactor Relays	● ●	ⓘ
Siemens Vacuum Contactors	● ●	ⓘ

Summary: Categories: 0, Products: 9


Buttons: back, new category, new product

Search: Go To:

Contactors S00

edit delete move copy to

Date Added: 04/16/2007
Last Modified: 04/16/2007



contactor/contactor02.gif

Price: \$0.00
Quantity: 0
Average Rating: 0.00%

FIGURE 7A

✓ Then **CLICK ON THE NEW PRODUCT TAB** to create new product as illustrated in **FIGURE 8A**

The screenshot shows an administration interface for 'Categories / Products'. On the left is a navigation menu with sections: Configuration, Catalog, Modules, Customers, Locations / Taxes, Localization, Reports, Tools, and Header Tags. The main content area is titled 'Categories / Products' and contains a table of products. A callout bubble points to the 'new product' button at the bottom of the table.

Categories / Products	Status	Action
Contactors S00	● ●	edit delete move copy to
Contactors S2	● ●	ⓘ
Contactors S3	● ●	ⓘ
Contactors S0	● ●	ⓘ
Siemens 4-pole Contactors	● ●	ⓘ
Siemens AC-1 Contactors	● ●	ⓘ
Siemens Capacitor Contactors	● ●	ⓘ
Siemens Contactor Relays	● ●	ⓘ
Siemens Vacuum Contactors	● ●	ⓘ

Categories: 0
Products: 9

Buttons: back, new category, new product

Product details for 'Contactors 500':
Date Added: 04/16/2007
Last Modified: 04/16/2007
Image: contactor/contactor02.gif
Price: \$0.00
Quantity: 0
Average Rating: 0.00%

FIGURE 8A

- ✓ Once you click on the **NEW PRODUCT TAB**, YOU WILL COME ACROSS THE SCREEN AS ILLUSTRATED IN FIGURE 9A (SCREEN BELOW)

Administration Admin
Online Catalog | Administration

New Product in "Contactors"

Configuration
Catalog
Categories/Products
Products Attributes
Manufacturers
Review
Specials
Featured Products
Products Expected
Define MainPage
Modules
Customers
Locations / Taxes
Localization
Reports
Tools
Header Tags

Products Status: In Stock Out of Stock

Date Available: (YYYY-MM-DD)

Products Manufacturer: --none--

Products Name: **Fill in Product Name. Each Product Name must be unique.**

Tax Class: --none--

Products Price (Net):

Products Price (Gross):

Products Description: **Then Fill in the Description of the product**

Meta Tag Information

Product Title Tag: **You can fill in Product Title Tag, Description Tag, Keyword Tag OR CHOOSE NOT TO FILL IN ANY.**

Product Description Tag:

Product Keywords Tag:

Products Quantity:

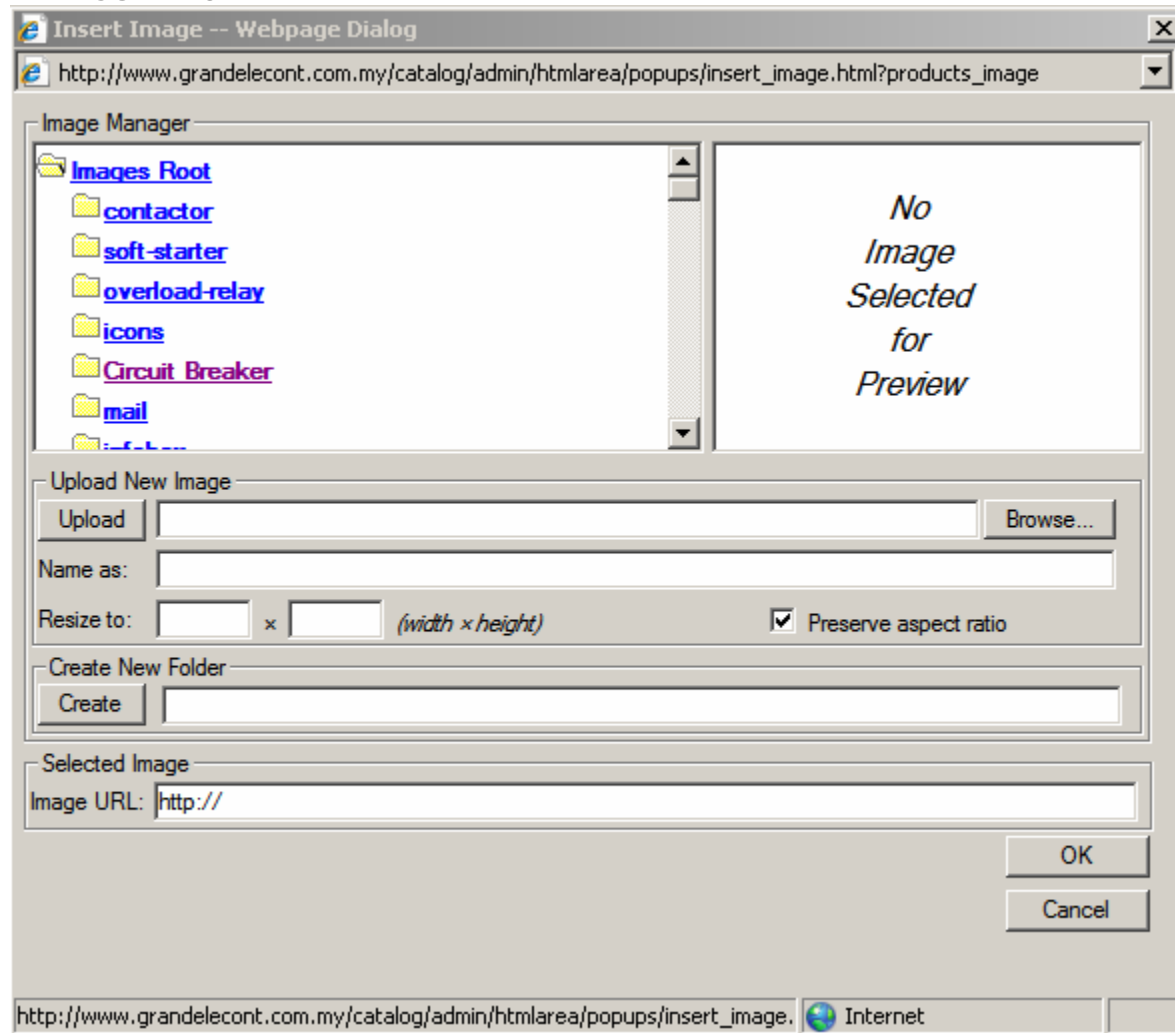
Products Model:

Products Image: **Then Click on the PICTURE FRAME ICON TO SELECT PICTURE IMAGE TO BE UPLOADED**

Products URL: (without http://)

Products Weight:

- ✓ **After you click on the PICTURE FRAME ICON, a new SCREEN Pop Up like the SCREEN Below FIGURE 10A**



- ✓ **THEN select the folder where you want to store your image or **CLICK CREATE NEW FOLDER** (if you decide to create a new folder by giving a new name)**
- ✓ **THEN BROWSE** for picture and select the picture and click **UPLOAD TAB**

- ✓ Once uploaded the file, **YOU MUST CLICK ON THE FILE AND THE IMAGE WILL BE SHOWN ON THE TOP RIGHT BOX AS ILLUSTRATED IN FIGURE 11A (PICTURE BELOW)**

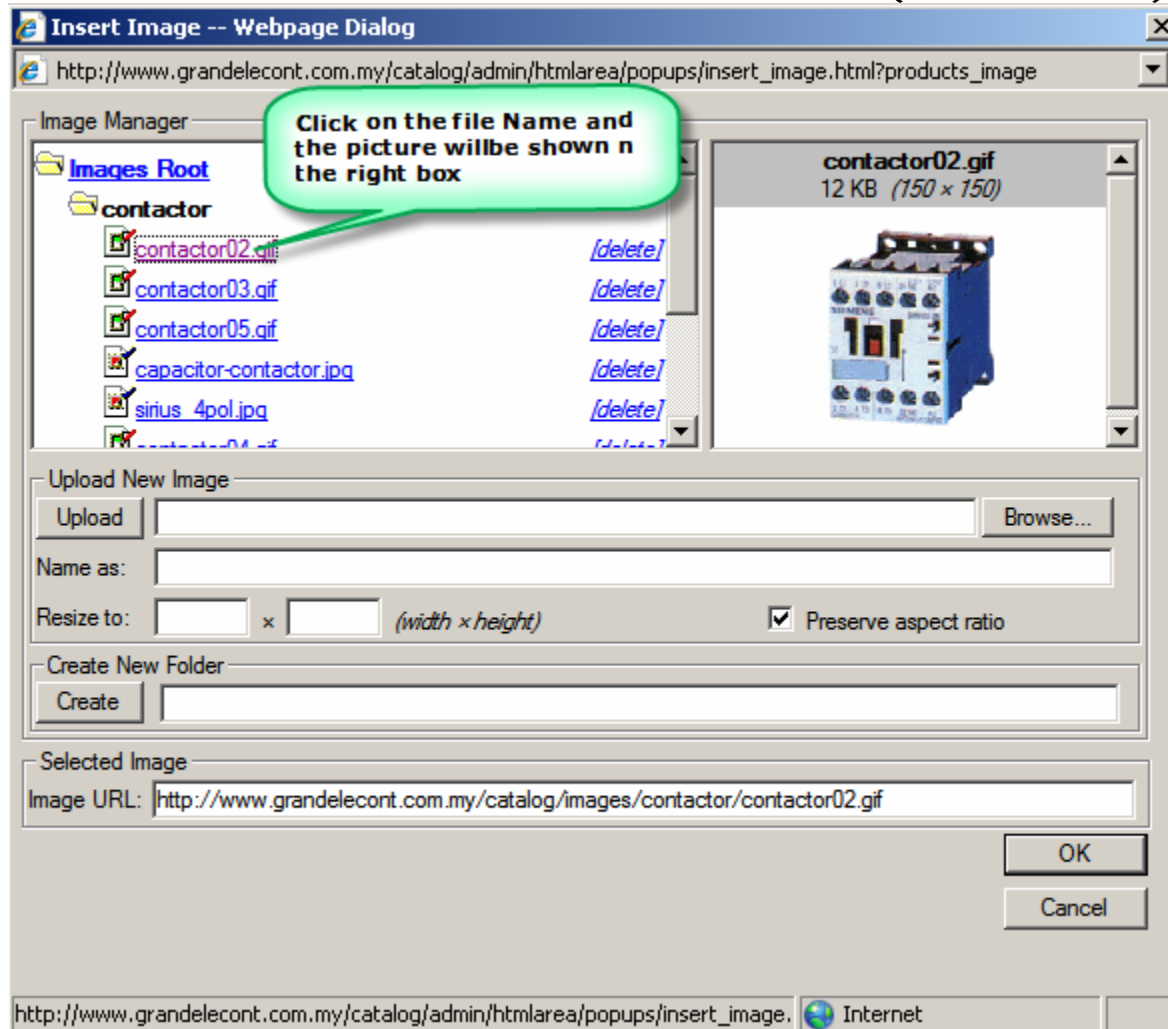


FIGURE 11A

- ✓ THEN CLICK **OK**, FOLLOW BY **PREVIEW** AND THEN **INSERT**