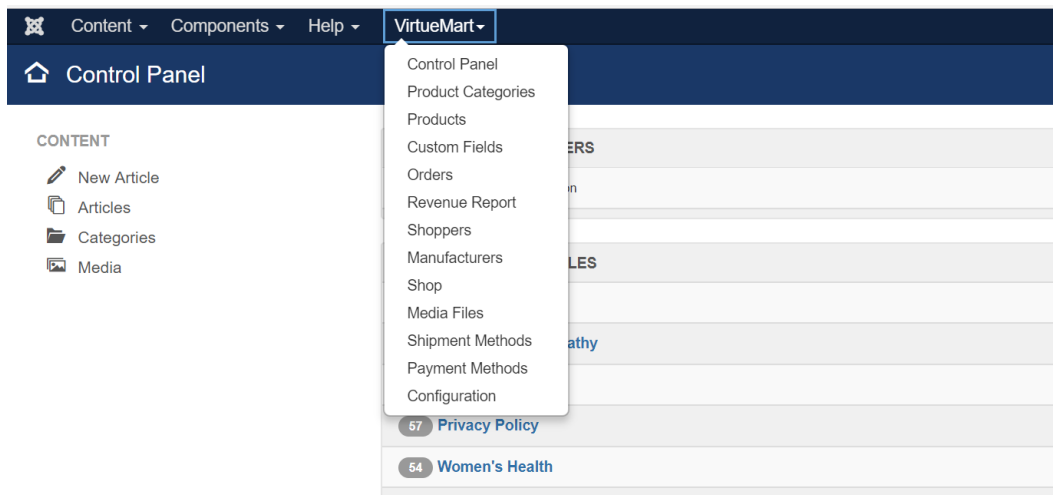


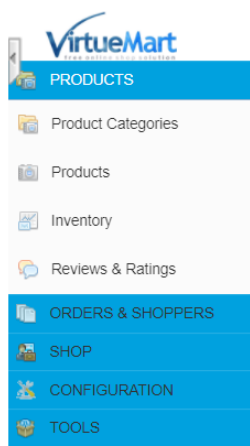
Virtuemart - Joomla

Virtuemart is a shopping cart which integrates with Joomla.

Access Virtuemart from either the Components menu or the Virtuemart Menu in your admin panel.



When you go to the Control Panel you will see a menu on the left hand side.

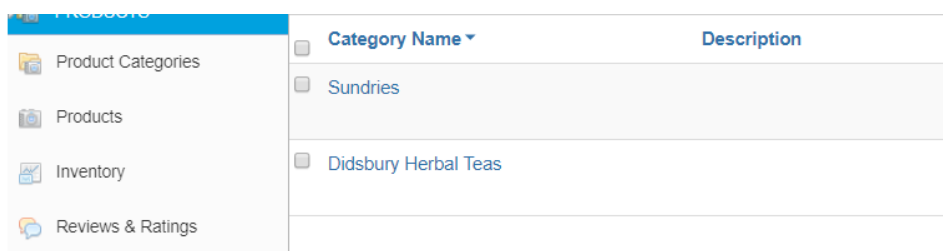


From this menu you can access products, orders, shop details and orders and shipping.

Note that some options may be disabled including the global config – please discuss with Arctic Bee if you require greater access to the configuration options for Virtuemart.

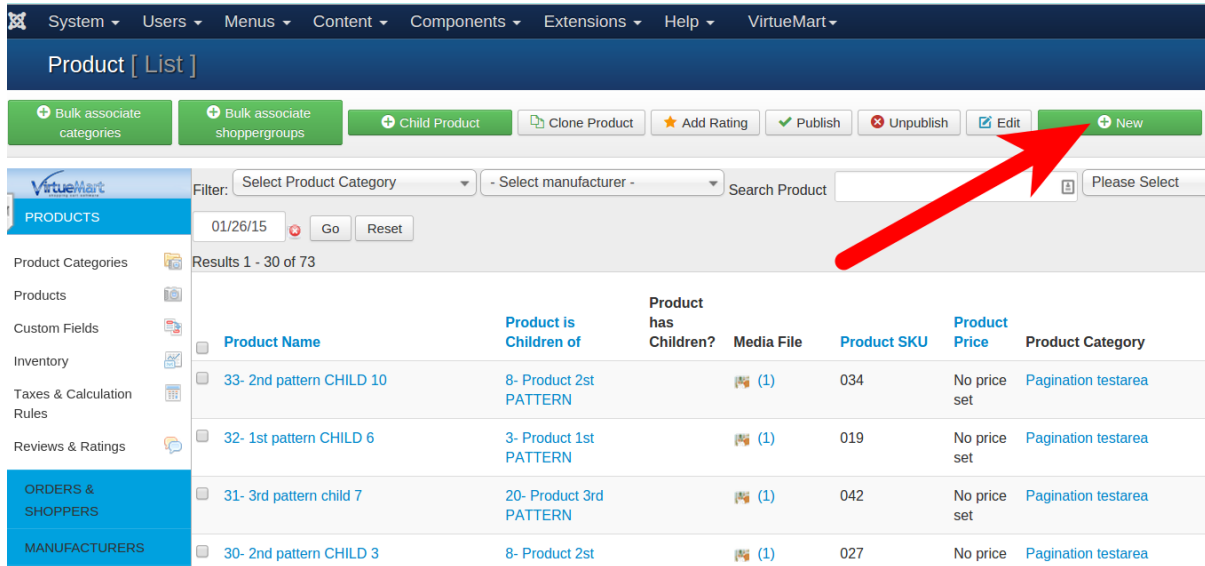
PRODUCTS

Click on categories and you can add categories of product here.



To edit a category click on the name of the category. You can also add new categories for your products here.

To add new products click Products and then on New.



You can then enter data in the following fields. Note – some fields can be left blank and we will not cover those not relevant here.

Option	Description
Product Name	Enter the name of your product in this field.

Option	Description
Product Description	On this page, you can enter a <i>Short Description</i> , along with a full <i>Product description</i> .

Option	Description
SKU	Unique ID number for your product -

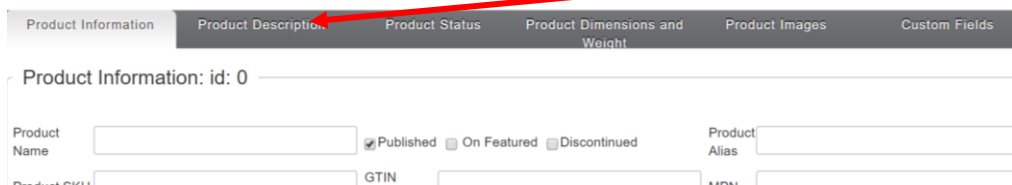
Option	Description
SKU	Unique ID number for your product-

Option	Description
Product Categories	Select a category for your product

Option	Description
Cost Price Final price	These may be the same – if final price is different from cost price then Virtuemart will calculate the difference

Option	Description
Product Categories	Select a category for your product

Once you have entered these fields, click on the next tab – Product Description.



Product Information | **Product Description** | Product Status | Product Dimensions and Weight | Product Images | Custom Fields

Product Information: id: 0

Product Name Published On Featured Discontinued Product Alias

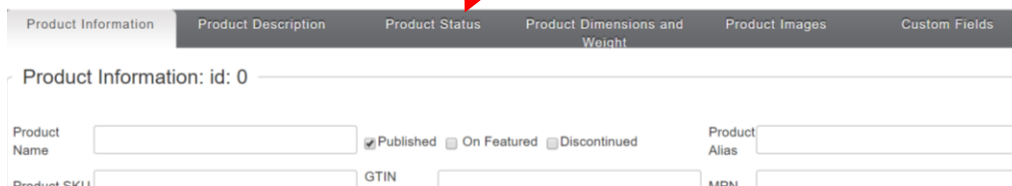
Product SKI GTIN MDN

Then enter the following

Option	Description
Short Description	A short description for your product which will show from the categories page or shop front before customers click through to your product. Check the front end of your site to see how this displays as each website configuration will be different

Option	Description
Product Description	Enter a fuller description for your product here – again check on other products and copy the format of these for consistency and check the front end to see how the description displays

Now click on the next tab, Product Status



Option	Description
Stock Control	Enter your stock level here

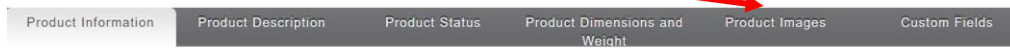
The other fields are optional

Now go to product Dimensions and Weight



Enter any of these fields – again they are optional

Now let's add product images.



Scroll to the bottom of this window to upload an image.



NOTE – PLEASE CHECK YOUR WEBSITE CAREFULLY, UPLOAD THE SAME SIZED IMAGE FOR YOUR MAIN AND THUMBNAIL IMAGE AS THE REST OF YOUR PRODUCTS WITHIN EACH CATEGORY.

You can resize images in Photoshop or Gimp.

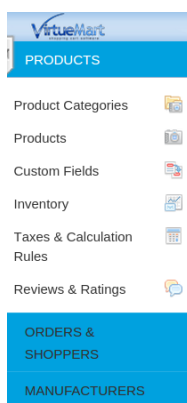
Once your product image has been uploaded, complete the following field.

Option	Description
Image Alt-Text	Enter a description of your image here – this should describe your image to anybody using accessibility software who may struggle to see the image

Now save your product and view it on the front end.



If it doesn't look right, go back in and check your settings or ring Arctic Bee for help!



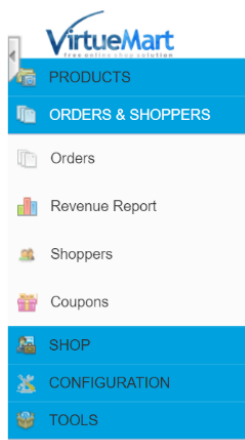
Now look at the rest of the menu – you can keep an eye on stock under 'Inventory' and if your site uses Tax then edit information here.

You can check and manage 'Reviews and Ratings' using the following:



Simply tick a box next to the review and publish or unpublish it, edit it or delete it. Be careful, as this may affect any reviews shown on the front end of your website.

ORDERS & CUSTOMERS

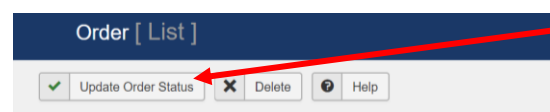


Now let's look at the Orders and Shoppers Section.

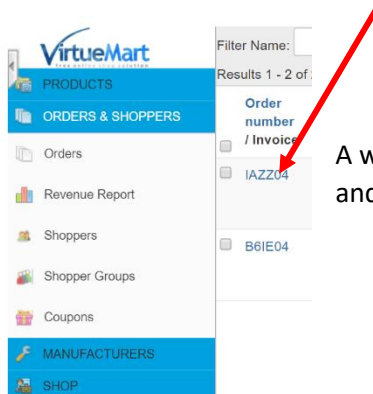
Here you can look at orders. Note whether or not the customer has paid – if somebody has not completed the checkout processes then the order will show as unpaid so you can either delete this or contact the customer to ask them if they wish to purchase the product.

You can change the status of the order by using the Order Status drop down option.

Once you have changed the order status, click on Update Order Status.



Shoppers will show you a customer list of all customers, past and present. To view the details of an order click on the order number:



A window will open with shipping details of who to send the product to and other vital contact information for the customer.

To create Coupons, click on Coupon Code and enter the following

Option	Description
Coupon	Enter the coupon code your customer will need to enter. This should contain no gaps e.g. DISCOUNT

Option	Description
Published	Is the coupon live or not?

Option	Description
Value	Enter a value for your coupon in numbers (no currency needed). Then select whether this an amount or percentage of the total to be discounted

Option	Description
Value	Enter a value for your coupon in numbers (no currency needed). Then select whether this an amount or percentage of the total to be discounted

Option	Description
Maximum Allowable Coupon Usage per Use	Enter a maximum numbers of coupons per customer – important if a one off offer

The other fields are optional – set a minimum or maximum order value for your discount to be applied and a start or end date for your coupon.

We do not recommend editing Shop, Tools or Configuration without support from Arctic Bee.