

Administration guide



PRISMAdirect

Web shop editor



A CANON COMPANY

Canon

Production Systems - Cutsheet

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Software version

This documentation describes the functionality of PRISMAdirect v1.2.

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Chapter 1

Introduction

Introduction

You can create and configure web shops with the workspace [Web shop editor]. You can create themes for the web shops. You can create product catalogs for the web shops. A product catalog contains one or more products. Each product catalog can be assigned to one or more user groups. The users can create orders using the products of the assigned product catalog.

When you enable anonymous access to a web shop, you allow anonymous customers to browse the web shop. Anonymous customers cannot order from the web shop. Customers have to log in to the web shop to order products. You can enable anonymous access in [Web shop settings] - [General settings]. You can assign a dedicated product catalog for guests to the web shop.

The application offers one default web shop: [Default]. You cannot change the name of the default web shop.

Chapter 2

Design

Create a theme

Introduction

You can create themes for your web shops. Each theme consists of a layout, a skin and a number of widgets.

Procedure

1. Select the web shop.
The theme will be assigned to the selected web shop. You can assign any theme to any web shop afterwards.
2. Type a name for the theme. You can use the characters: 'a. - z.', 'A. - Z.', '0. - 9.', '_'. Spaces are not allowed. The name must be unique. You can change the name of the theme afterwards.
3. Choose your layout.
4. Choose your skin.
You can configure the font and the colors of the skin when the [Appearance & content] option is selected.
5. Use the available widgets.
You can drag and drop the widgets into the layout of the web shop. You can drag the widgets to the desired positions. You have to use the mandatory widgets, else you cannot save the theme. The mandatory widgets are colored red.
Click the delete icon of the widget to delete the widget from the layout of the web shop. The icon appears when you hover the mouse pointer over a widget. The widget becomes available in section [Available widgets].
Each widget can contain several elements. Each element appears as a dashed line when you hover the mouse pointer over the widget. Left-click an element to configure the font and the border of the element.
You can edit the [Custom CSS settings] to configure the style sheet directly. You can correct any settings in the style sheet by selecting the proper values in the regular configuration settings.
6. Click [Save].
You have to use the mandatory widgets, else you cannot save the theme.

Delete a theme

Procedure

1. Open the drop-down list of the [Theme name]option.
All available themes are shown.
2. Click the delete icon of the theme. The icon appears when you hover the mouse pointer over a theme.



NOTE

A theme that is assigned to a web shop cannot be deleted. The default theme cannot be deleted.

3. The theme is deleted permanently when you confirm that you want to delete the theme.

Export themes

Introduction

The exported themes are stored in a zip file.

Procedure

1. You can export the themes. Click [Options] - [Export themes].
The zip file is stored in the [Downloads] folder.

Import themes

Procedure

1. You can import the themes. Click [Options] - [Import themes].
2. Browse to the folder where the zip file is located. The exported themes are stored in a zip file.
3. Click [Open].
The themes are being uploaded to the server and they become available in the [Web shop editor].

Chapter 3

Products

Sort the products

Introduction

You can sort the list of products.

Procedure

1. Click the column header to apply ascending sorting or descending sorting.
You can use any column header to sort the products.

Create a new product catalog

Introduction

You can create product catalogs for the web shops. A product catalog contains one or more products. Each product catalog can be assigned to one or more user groups. The users can create orders using the products of the assigned product catalog.

Procedure

1. Select the web shop.
The product catalog will be assigned to the selected web shop. You can assign any product catalog to any web shop afterwards.
2. Click [Create product catalogue].
3. Define the product catalog name. You can use the characters: 'a. - z.', 'A. - Z.', '0. - 9.', '_'. Spaces are not allowed. The name must be unique. The product catalog name can be changed afterwards.
4. Click [OK].
The new product catalog is added to the list of product catalogs. The list is on the left of option [Create product catalogue].
5. You can now edit the product catalog.
See [Edit a product catalog on page 16](#).

Edit a product catalog

Introduction

You can change the caption of the product catalog for each language. You can add and remove languages using workspace [Configuration] - [Web shop settings].

You can add one or more products in the product catalog to the promotion box of the web shop. The promotion box displays the selected products to the customer.

You can add or delete products from a product catalog.

Procedure

1. Select the product catalog from the list.
The list is on the left of option [Create product catalogue].
2. You can change the caption of the product catalog.
 1. Click the pencil icon to edit the caption. The icon appears when you hover the mouse pointer over a product catalog.
 2. Edit the caption. The caption is the displayed name of the product catalog.
You can use the characters: 'a. - z.', 'A. - Z.', '0. - 9.', '_'. Spaces are allowed for the caption.
The default language for the item is displayed in the top of section [Captions]. You can define a caption for each language.
 3. Click [OK].
3. You can add or delete products from a product catalog.
 1. Select the product catalog you want to edit.
The product catalog opens.
 2. Click the pencil icon of the category that you want to edit. The category is expanded.
 3. Drag a product into the category of the product catalog to add a product.
Click the delete icon on the product to delete a product. The icon appears when you hover the mouse pointer over a product in the product catalog.



NOTE

The product is removed from this product catalog, but it is still present in the list of products.

4. You can add one or more categories to a product catalog.
 1. Select the product catalog you want to edit.
The product catalog opens.
 2. Click the plus icon to add a category.
You can add a maximum of three sub-categories to a category.
 3. Type the name. You can use the characters: 'a. - z.', 'A. - Z.', '0. - 9.', '_'. Spaces are not allowed. You cannot change the name after you create the category.
 4. Click [OK].
The category is expanded. Define the caption. The caption is the displayed name of the category. Define the image for this category. If the image path is empty, the custom image of the category is used. Select a color for the category.
 5. Drag a product into the category of the product catalog to add a product.
Click the delete icon on a category to delete the category. The icon appears when you hover the mouse pointer over a category.
5. You can add one or more products in the product catalog to the promotion box of the web shop.
 1. Select the product catalog you want to edit.
The product catalog opens.
 2. Click the pencil icon of the category that you want to edit. The category is expanded.
 3. Enable the [Add to promotion box] option for each product that you want promote to the customer.

6. You can add the products from the product catalog for guests.
 1. Select the product catalog you want to edit.
The product catalog opens.
 2. Enable the option to include the product catalog for guests.
All products are added to the selected product catalog.
7. Click the [Save] icon. The [Save] icon appears when any changes are made to the web shop.
Saving could take some time. The status bar indicates the progress.

Assign a product catalog to one or more user groups

Introduction

A product catalog contains one or more products. Each product catalog can be assigned to one or more user groups. The users can create orders using the products of the assigned product catalog.

Procedure

1. Select the product catalog from the list.
The list is on the left of option [Create product catalogue].
2. Click option [Assigned to] of the product catalog.
The list of available user groups appears.
3. Select to which user group you want to assign the product catalog. You can assign the product catalog to multiple user groups.
4. Click outside the list of user groups to close the list.
5. Click the [Save] icon. The [Save] icon appears when any changes are made to the web shop. Saving could take some time. The status bar indicates the progress.

Copy a product catalog

Introduction

You can create a new product catalog by copying an existing product catalog.

Procedure

1. Select the product catalog.
The product catalog opens.
2. Click the copy icon. The icon appears when you hover the mouse pointer over a product catalog.
3. Define the product catalog name. You can use the characters: 'a. - z.', 'A. - Z.', '0. - 9.', '_'. Spaces are not allowed. The name must be unique. The product catalog name can be changed afterwards.
4. You can now edit the product catalog.
See [Edit a product catalog on page 16](#).

Delete a product catalog

Procedure

1. Select the product catalog.
The product catalog opens.
2. Click the delete icon. The icon appears when you hover the mouse pointer over a product catalog.

If the product catalog is added to a user group, you must confirm that you want to delete the product catalog. Then the product catalog will be removed from the user group too.

3. Click the [Save] icon. The [Save] icon appears when any changes are made to the web shop. Saving could take some time. The status bar indicates the progress.

Chapter 4

Web shop

Configure a web shop

Introduction

You can create and configure web shops with the workspace [Web shop editor]. You can create themes for the web shops. You can create product catalogues for the web shops. A product catalog contains one or more products. Each product catalog can be assigned to one or more user groups. The users can create orders using the products of the assigned product catalog.

When you enable anonymous access to a web shop, you allow anonymous customers to browse the web shop. Anonymous customers cannot order from the web shop. Customers have to log in to the web shop to order products. You can enable anonymous access in [Web shop settings] - [General settings]. You can assign a dedicated product catalog for guests to the web shop.

The application offers one default web shop: [Default]. You cannot change the name of the default web shop.

Procedure

1. Click [New web shop].
2. Type the name. You can use the characters: 'a. - z.', 'A. - Z.', '0. - 9.', '_'. Spaces are not allowed. You cannot change the name after you create the web shop.
3. Assign a theme to the web shop.
Select a theme in the [Theme name] option in the [Design] tab. When you want to create a new theme, see [Create a theme on page 10](#).
4. Assign a default product catalog to the web shop.
Select a [Default product catalog] in tab [Products]. When you want to create a new product catalog, see [Create a new product catalog on page 15](#).
5. Assign a product catalog for guests to the web shop.
Use the [Set as 'Product catalog for guests'] option in the [Products] tab. When you want to create a new product catalog for guests, see [Create a new product catalog on page 15](#).
6. Click the [Save] icon. The [Save] icon appears when any changes are made to the web shop. Saving could take some time. The status bar indicates the progress.

Assign the product catalog for guests

Introduction

When you enable anonymous access to a web shop, you allow anonymous customers to browse the web shop. Anonymous customers cannot order from the web shop. Customers have to log in to the web shop to order products. You can enable anonymous access in [Web shop settings] - [General settings].

You can assign a dedicated product catalog for guests to the web shop.

Procedure

1. Select the web shop.
2. Select a product catalog from the drop-down list of the [Set as 'Product catalog for guests']option.
The product catalog will be assigned as dedicated product catalog for guests to the web shop. You can assign any product catalog to any web shop afterwards.
3. Click the [Save] icon. The [Save] icon appears when any changes are made to the web shop. Saving could take some time. The status bar indicates the progress.

Copy a web shop

Procedure

1. Click [Options] - [Copy].
2. Type the name. You can use the characters: 'a. - z.', 'A. - Z.', '0. - 9.', '_'. Spaces are not allowed. You cannot change the name after you create the web shop. Click [OK].
3. Click the [Save] icon. The [Save] icon appears when any changes are made to the web shop. Saving could take some time. The status bar indicates the progress.

Delete a web shop

Procedure

1. Click [Options] - [Delete].
2. The web shop is deleted permanently when you confirm that you want to delete the web shop.

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