

# Administration guide



## PRISMAdirect

Web shop editor



A CANON COMPANY

**Canon**

Production Systems - Cutsheet

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## Language

Translation of the original instructions that are in British English.

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# Contents

## Chapter 1

<b>Introduction</b> .....	<b>5</b>
Software version.....	6
Introduction.....	7
The toolbar.....	8
Manage your profile.....	9

## Chapter 2

<b>Web shop</b> .....	<b>11</b>
Create a web shop.....	12
Copy a web shop.....	13
Delete a web shop.....	14

## Chapter 3

<b>Products</b> .....	<b>15</b>
Sort the products.....	16
Create a new product catalog.....	17
Edit a product catalog.....	18
Select the product catalog for guests.....	19
Assign a product catalog to one or more user groups.....	20
Copy a product catalog.....	21
Delete a product catalog.....	22

<b>Index</b> .....	<b>23</b>
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# **Chapter 1**

## Introduction

# Software version

This documentation describes the functionality of PRISMAdirect v1.4.0.

# Introduction

You can create and configure web shops in the workspace [Web shop editor]. For each web shop, you have to assign:

1. One or more product catalogs.

You can create product catalogs for the web shops in this workspace. 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] - [General settings]. You can assign a dedicated product catalog for guests to the web shop.

2. A theme.

You can create the themes for the web shops in workspace [Theme editor].

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

# The toolbar

## Introduction

The following buttons are available to you in the application. Not all buttons are available in all dialogs.

Button	Description
	[Add] Add a new item. An item can be an order, ticket item, etc.
	[Edit] Make changes to the selected item.
	[Save] Save your changes.
	[Delete] Delete the selected item.
	[Cancel] Discard your changes.
	[Default] The default web shop and/or product catalog.
	[Product catalog for guests] Guests can use this product catalog when anonymous access is enabled.
	[Copy] Make a copy of the selected item.

## Manage your profile

When you log on for the first time, the [Edit profile] dialog will appear. You must define your profile settings before you can continue. The email address is mandatory.

The profile data of users can be stored on an LDAP server. For these users, the profile settings are automatically filled in with profile data from the LDAP server. These users cannot change their profile settings.

1. Click the pencil icon to edit your profile settings. The icon appears when you hover the mouse pointer over your username in the top-right corner of the workspace.
2. Change your profile.
3. Click [Save].



# **Chapter 2**

## Web shop

# Create a web shop

## Introduction

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. Click [OK].  
You cannot change the name after you create the web shop.
3. Click the save icon. The save icon appears when any changes are made in the web shop editor. The web shop is added to the drop-down list in the upper-left corner.
4. Define the default web shop.
  1. Click the drop-down list in the upper-left corner.  
The default web shop displays the [Default] icon in front of its name. The icon appears when you hover the mouse pointer over the web shop name.
  2. Click the [Default web shop] icon behind a web shop name to set a new default web shop.  
The icon appears when you hover the mouse pointer over the web shop name.

# Copy a web shop

## Procedure

1. Click the drop-down list in the upper-left corner and select a web shop.
2. Click the copy icon. The icon appears when you hover the mouse pointer over the web shop name.
3. Type the name. You can use the characters: 'a - z', 'A - Z', '0 - 9', '\_' . Spaces are not allowed. Click [OK].  
You cannot change the name after you create the web shop.
4. Click the save icon. The save icon appears when any changes are made in the web shop editor. The web shop is added to the drop-down list in the upper-left corner.

# Delete a web shop

## Procedure

1. Click the drop-down list in the upper-left corner.
2. Click the delete icon. The icon appears when you hover the mouse pointer over the web shop name.
3. The web shop is deleted permanently when you confirm that you want to delete the web shop.

# **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 a web shop from the drop-down list in the upper-left corner.  
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.
5. You can now edit the product catalog.  
See [Edit a product catalog on page 18](#).

# Edit a product catalog

## Introduction

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 as a slideshow to the customer.

You can add or delete products from a product catalog.

## Procedure

1. Add or delete products from a product catalog.
  1. Select the product catalog you want to edit.
  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.

2. Add one or more categories to a product catalog.
  1. Select the product catalog you want to edit.
  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 and description. The caption is the displayed name of the category. Click a language to type a caption and description in that language. The available languages are displayed just above the text field.  
Define the image for this category. If the image path is empty, the custom image of the category is used.
  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.
3. 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.
  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.  
The promotion box displays the selected products as a slideshow to the customer.
4. Add the products from the product catalog for guests.
  1. Select the product catalog you want to edit.
  2. Enable option [Include products from the 'Product catalog for guests'] in the title bar of the product catalog.  
All products from the product catalog for guests are added to the selected product catalog.
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.

# Select 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] - [General settings]. You can select a dedicated product catalog for guests of the web shop.

## Procedure

1. Select a web shop from the drop-down list in the upper-left corner.
2. Select a product catalog and click icon [Set as 'Product catalog for guests']. The icon appears when you hover the mouse pointer over the product catalog.  
The product catalog is displayed to guests of the web shop. The guests see only the products of this product catalog.
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.

# 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 a product catalog.
2. Click option [Assigned to] in the title bar 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.
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 18](#).

# Delete a product catalog

## Procedure

1. Select the product catalog.
2. Click the delete icon. The icon appears when you hover the mouse pointer over a product catalog. You cannot delete a product catalog that is set as default, or that is used as product catalog for guests. 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.

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# Index

## A

Assigned to..... 20

## C

Copy product catalog..... 21

Copy web shop..... 13

## D

Default web shop..... 12

Delete product catalog..... 22

Delete web shop..... 14

## G

Guests..... 19

## P

Product catalog..... 17

Product catalog for guests..... 19

Profile..... 9

Promotion box..... 18

## S

Sort products..... 16

## U

User group..... 20





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