



aspin

Guide To

InterSell3

VERSION 1.1.4

Contents

Contents	2
Getting Started With InterSell.....	3
What InterSell retail eCommerce gives you:	3
What InterSell trade gives your stockists and dealers	3
Feature Highlights	3
Admin Area	4
Logging In.....	4
Navigation.....	5
Using the Sitemap	20
What is a node?	21
Node Types	21
Managing Content Items	22
Permissions	22
Page Editor.....	22
Simple Content Module	24
Advanced Content Module	27
More Advanced Content Food:	33
Advanced, Advanced Content Modules	35
Video Module.....	37
Blog Entry List Module	39
Carousel Module	40
File Download Module	41
Product Rotator Module	42
Trade Customers.....	43
View or test the website as a trade customer	43

Getting Started With InterSell

An InterSell eCommerce website is built upon a solid foundation of technology designed for high-demand web applications. Our systems contain all the necessary features to attract customers, and make their ordering experience easy, secure and one they will want to return to.

What InterSell retail eCommerce gives you:

- Maintenance of the shopper experience.
- A robust order taking and payment system that is easy to use.
- Brand promotion tools.
- Merchandising and incentive services.
- Sales activity control.
- Customer services management.
- Full integration with ERP and other back office data sources.
- Multimedia reach content management.
- Sell physical product or digital downloads.
- Shipping management.

What InterSell trade gives your stockists and dealers

- High volume order taking
- Specific customer pricing, discounts, quantity breaks
- Ordering by carton qty, outers, minimum multiples, pallets
- Customer group discounts and promotions
- Head office and sub account setup
- Licensing exclusion management
- Automation of order processing
- Business Intelligence reporting

Feature Highlights

- Web-based customer and order management - from any location in the world
- Easy to use website administration tools
- Sophisticated payment and fraud prevention services
- Customer self-service for both retailers, stockist and dealers
- Integration with leading ERP and accounting systems
- Integrating with a wide variety of accounting, CRM and ERP system, InterSell can be implemented to extend your existing investments and add value to your established sales channels.

Admin Area


The Admin area is your website's control panel, here you can change almost any aspect of your website's content including adding and editing content items from news, blogs, press releases all the way to videos and downloads.

Logging In

To login to a typical InterSell3 installation, go to your website and add /admin_is3/ on the end of the domain, as shown in the example below:

http://www.example.com/admin_is3/

You should be greeted with a login page like the one below:



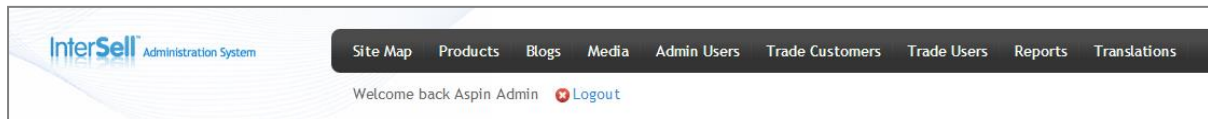
The image shows the login page for the InterSell Administration System. The page has a light blue background with a subtle wave pattern. In the top left corner, the 'InterSell' logo is displayed in blue, with 'Administration System' in a smaller font below it. In the top right corner, there is a small blue square logo with the word 'aspin' in white. The main content area features a large blue circle containing the word 'Login' in bold. Below this, a smaller line of text says 'Please enter your customer login details below.' There are two input fields: one for 'Username' and one for 'Password'. To the right of these fields is a black circular button with the word 'GO' in white. At the bottom of the page, there is a footer with the text '© 2013 Aspin Interactive Limited | FAQ | Customer Support' on the left and 'aspin INTERACTIVE' on the right.

You should now login to the admin area.

Navigation


Once you're logged in you will be brought to a blank page with a menu across the top of the screen. This is essentially the homepage of the admin area, from here you can choose any of the options from the above menu to choose what it is you want to edit.

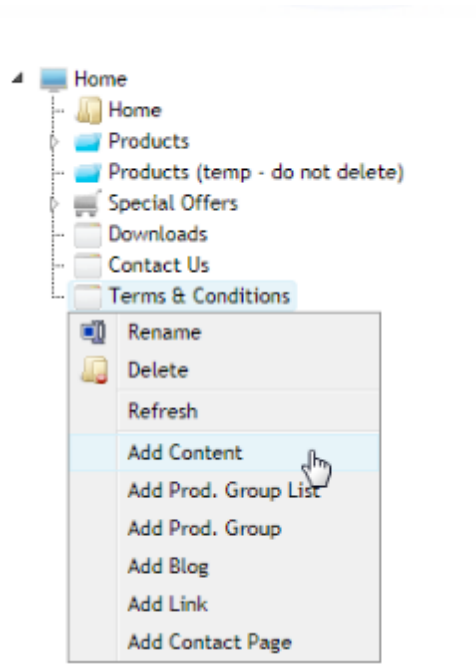
The bar should look something like this:



Sitemap

The sitemap lets you create, edit, rename and delete content pages, product groups, product lists, external links and contact pages, as well as allowing you to view the website structure. This is the first step you take in managing your website's content which we'll cover in the next section.

Within the sitemap tree you can also drag and drop content items to re-arrange them. To create a new page at the root of your website, right click on the initial  Home sitemap item. In most cases you would be looking to use the "Add Content" option.



Products

This is the hub of your product management. Here you can **view**, **create**, **edit** and **delete** any product on your site in addition to managing your **merchandising banners**. You find any of your products by searching the SKU or Title using the **Quick Search** bar.

The screenshot shows the InterSell Administration System interface. The top navigation bar includes links for Site Map, Products (highlighted), Blogs, Media, Admin Users, Trade Customers, Trade Users, Reports, and Translations. Below the navigation bar, the 'Products' section is active. On the left, there is a 'Quick search' bar with the text 'Enter SKU / Title:' and a search input field containing '997'. Below the search bar, a list of search results is displayed, including items like '997000 (Girls Vampire Queen Costume...)' and '997001 (Girls Vampire Queen Costume...)'. On the right, there are two columns of product listings: 'Recently Created' and 'Recently Edited'. Each listing includes a product name, SKU, and date. For example, '997154 Disney Sofia the First Add an Age Letter Banner - 6 PKG' is listed under 'Recently Created' with a date of 'Oct 9, 2013'.

Advanced Search

This is what the **advanced search** looks like:

The screenshot shows the InterSell Administration System interface with the 'Advanced search' tab selected. The search form includes a 'Title' dropdown, a 'Contains' dropdown, and an 'Add' button. Below the search form, there is a 'Reset Advanced Search >>' link. At the bottom, there are two buttons: 'SKU Contains 977 REMOVE' and 'Using a broad search (OR) produces 28 results. Display these results >>'.

This is a really effective way of finding a select group of products. You enter your search term in the **search condition box**, and then click add. It will add it to a **list of the current rules**. You can then choose whether you want to **perform a broad or narrow search** for those parameters and the system will tell you how many for each it has found.

Merchandising Banners

On this tab you can **create**, **view**, **edit** and **re-order** merchandising banners to promote your products.

Title	Start Date	End Date	Edit
New	01/01/2011	01/01/2020	Edit
Non Amscan Packaging	02/05/2013	01/01/2014	Edit
30%	09/11/2012	31/12/2020	Edit
New Pack Size	15/07/2013	31/12/2013	Edit
80%	26/07/2012	31/12/2020	Edit
75%	26/07/2012	31/12/2020	Edit
70%	26/07/2012	31/12/2020	Edit
60%	26/07/2012	31/12/2020	Edit
50%	18/09/2012	31/12/2020	Edit
40%	18/09/2012	31/12/2020	Edit
CutOff date	09/05/2012	09/10/2012	Edit
Best Seller	19/04/2012	16/06/2012	Edit
Sold Out	27/03/2012	30/11/2012	Edit
Pre-Order Now	27/03/2012	01/10/2012	Edit
Eco Party	21/03/2012	30/06/2014	Edit
Limited Stock	13/03/2012	13/09/2012	Edit
Available from our Continental European Warehouse in Germany	01/01/2012	01/01/2025	Edit

Creating/Editing a Merchandising Banner

Merchandising banners are really easy to create, just click the above “Create Merchandising Banner” enter your **title**, **start & end dates**, and **upload (or remove)** an image.

InterSell Administration System

Site Map Products Blogs Media Admin Users Trade Customers Trade Users Reports Translations

Welcome back Aspin Admin Logout

// Edit Merchandising

Save Cancel Delete

Start Date: October 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

End Date: October 2013

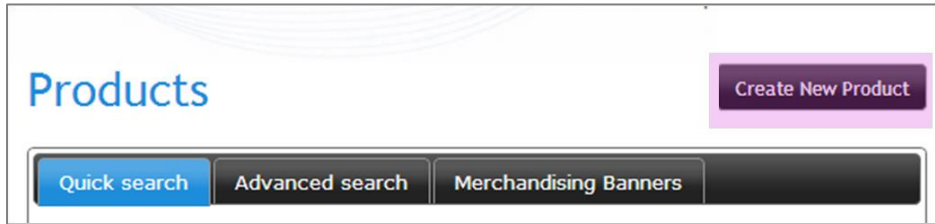
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sorry no image available

Edit image remove image

Creating/Editing a Product (at last!)

To start, click 'Create New Button':



You will be brought to a page like this one below, define your **product title & SKU**, add a **product image**, and add in your **product details**. You can adjust your pricing options on the pricing tab (next to 'Product Details'. When you're ready to proceed, click 'Create' and the product will be saved and added to your 'Products' section.

InterSell Administration System

Site Map Products Blogs Media Admin Users Trade Customers Trade Users Reports Translations

Welcome back Aspin Admin Logout

Product Title // SKU // New Product

Create Cancel

Sorry no image available

Edit Image

Product Details Pricing

Expand All Tabs Close All Tabs

Description / Keywords

Short Description

Description

Meta Keywords

Product Delivery

Product Comment

Stock Availability

Allow for Sale ☐

Not searchable ☐

Stock Level

Stock Buffer Level

Range

Measurement / Unit Information

Size

Depth

Width

Height

Measurement Unit

Weight

Colour

Bin Number

Barcode

Supplier

Unit of Sale

Pack Quantity

Case Quantity

Additional Files

PDF Current PDF: No PDF selected

To add/change the PDF click the link below and select the file

Select File

Primary Sound File Current Sound: No Sound selected

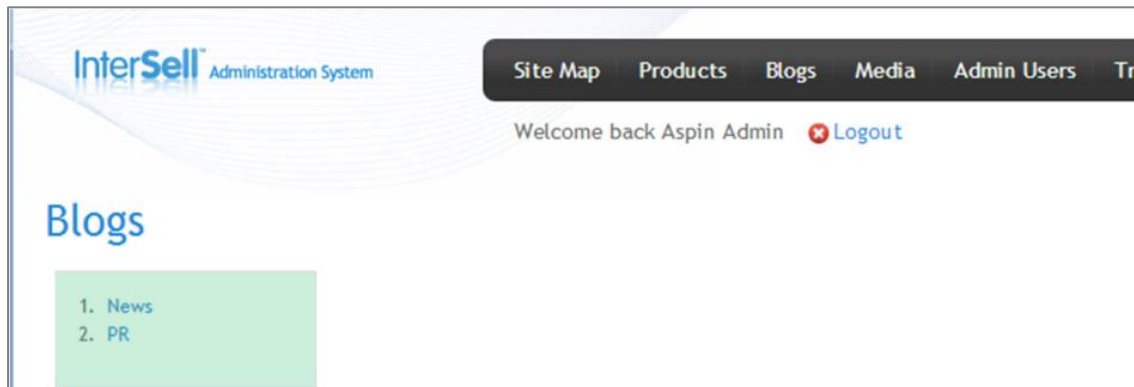
To add/change the Sound click the link below and select the file

Select File

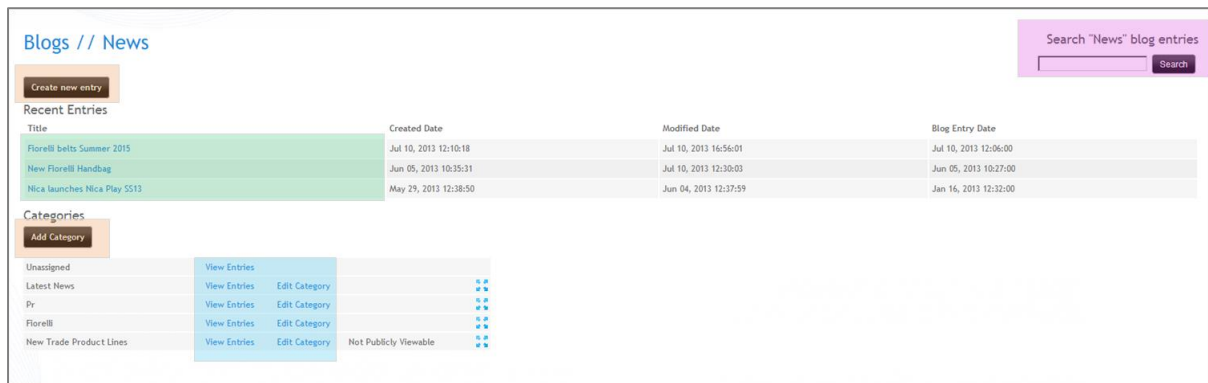
Create Cancel

Blogs

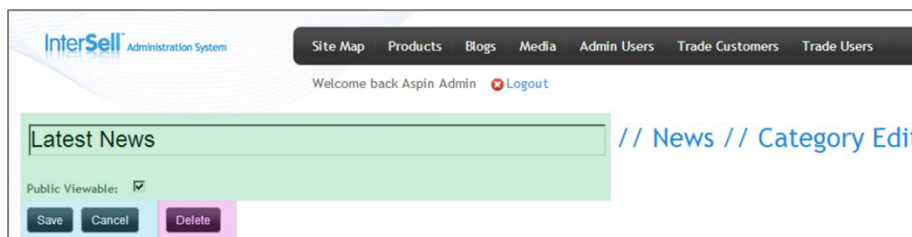
Getting to grips with the blogging engine is easier than it looks. When you click the 'Blogs' link on the navigation bar you will be brought to a screen like the one below. Here you will see a **list of your blog categories**. You can use blog categories to group your posts together. So in this example you can see the website has a 'News' category and a 'PR' category.



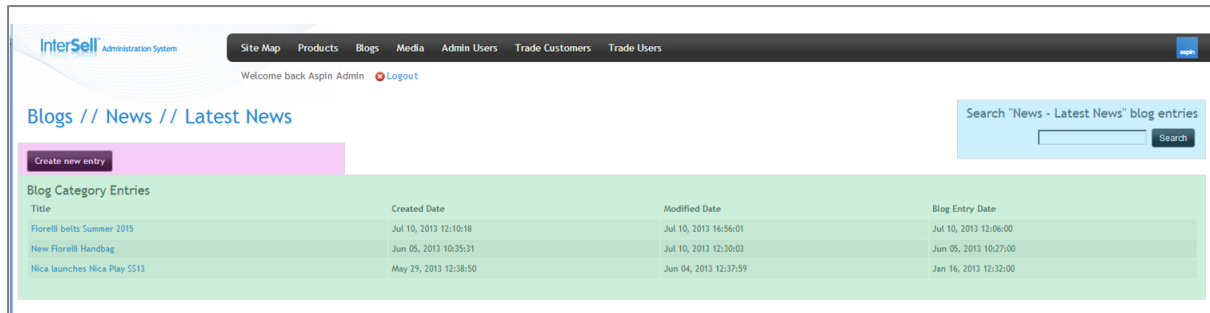
Click on a category and you will see a screen like the one below, here you can **search, create & edit** blog posts and categories in addition to viewing **a list of all the blog posts and categories** you've got.



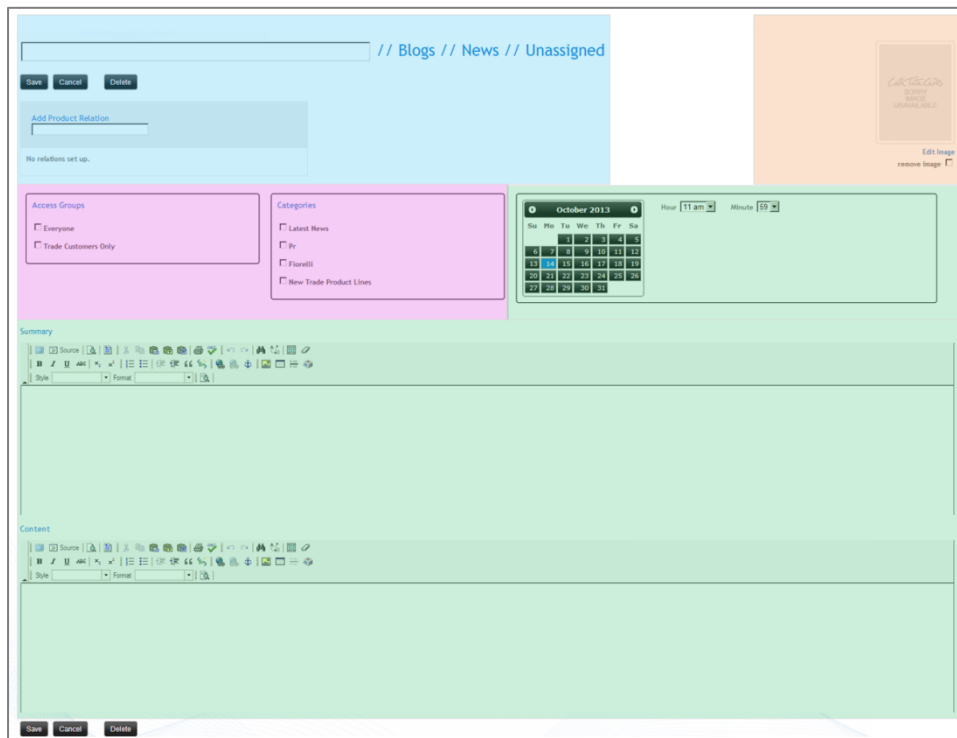
If you click to edit a blog category you should see something similar to the below, here you can adjust the **category name**, **delete** the category, **save your changes**, or **cancel without saving any changes**.



If you click on a category name from the categories list, you will see an interface like the following, here you can create a new blog inside that category, search blogs in that category or just view the list of all blogs in that category.

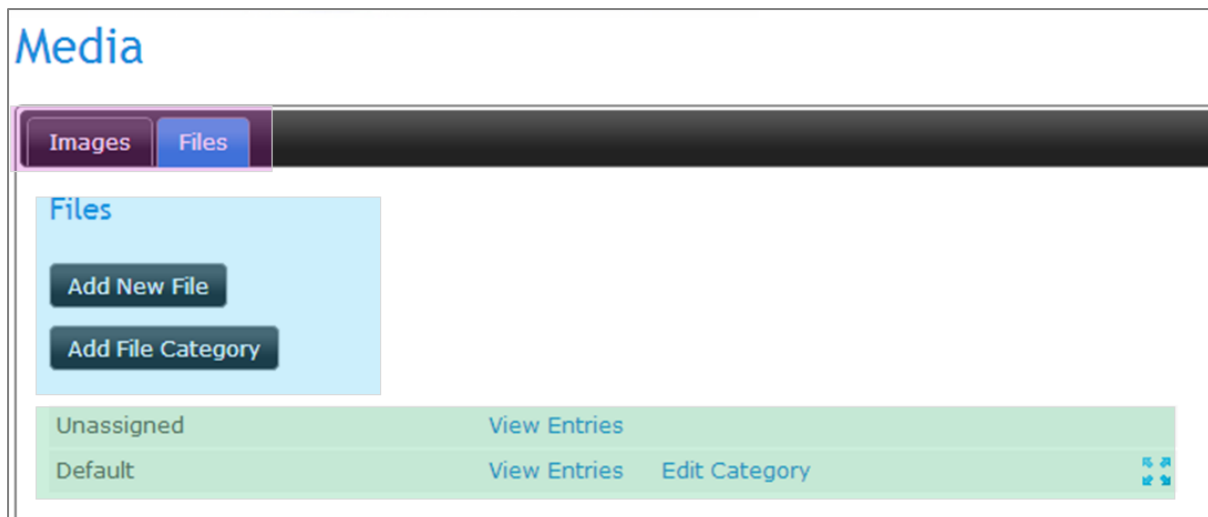
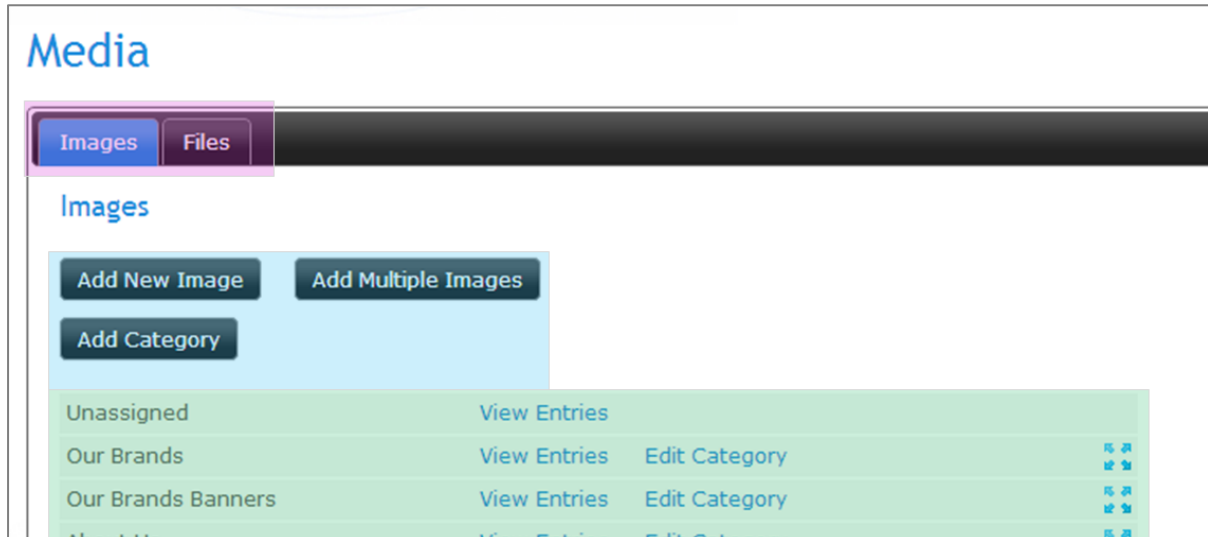


When you click on a blog name to edit, or start to create a new blog, you are able to give it a **title**, **related products**, **access levels and categories**. You will notice you can actually assign one blog to more than one category, so if you wanted to make a blog post about a new product, you could make it show up on both your News and PR feed, for example. Here you can **edit the blog's main image** (which in some sites will be displayed with the listing) and you can **edit the blogs long and short content fields**:

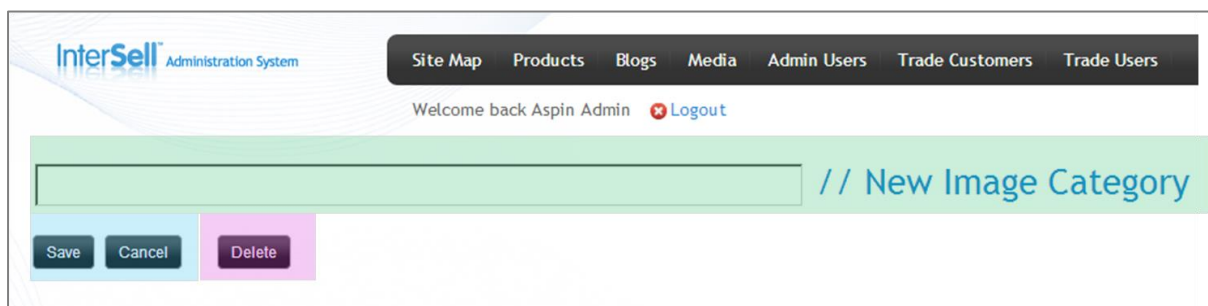


Media

When you click on the media link, you will be greeted with an interface similar to the below, here you can choose what **type of upload (Images or Files)**, you can **add/edit images, files and categories** and **view the contents of categories**. By default if you upload a new file and don't assign a category it will show up in the "Unassigned" category in the list below.



When you add or edit a category for images or files you will get a screen similar to this one below, on this screen you can **set the title** for the category, **delete the category**, **save your changes** or **cancel without saving changes**.



When you add/edit a file, you will be brought to a screen similar to one of the two below, below is a screenshot of a single image upload (which is almost identical to the file upload) and a multi-image download (not the extra box for listing files to upload), which is designed to save time when uploading a lot of images to the website.

With these you can **upload files/images** with ease and **assign them to a category**. Once you have chosen your file(s) for upload and checked a category, just click "Save" to upload, or if you are editing and want to remove a file, click delete to remove.

Edit Image

To add / change the product image simply browse below and click save

No file chosen
Select exisiting image

Categories

- ☐ Our Brands
- ☐ Our Brands Banners
- ☐ About Us
- ☐ Ethics
- ☐ Pr And News
- ☐ Careers
- ☐ Product Images
- ☐ Product Group Images
- ☐ Product Group Listing Images
- ☐ Product Group Listing Banners
- ☐ Content Page Images
- ☐ Content Page Banners
- ☐ Homepage Rotator Image
- ☐ Homepage Banner Image

Multi Image Upload

No file chosen

Categories

- ☐ Our Brands
- ☐ Our Brands Banners
- ☐ About Us
- ☐ Ethics
- ☐ Pr And News
- ☐ Careers
- ☐ Product Images
- ☐ Product Group Images
- ☐ Product Group Listing Images
- ☐ Product Group Listing Banners
- ☐ Content Page Images
- ☐ Content Page Banners
- ☐ Homepage Rotator Image
- ☐ Homepage Banner Image

Admin Users

Admin users will give you a list page like this, from here you can **view and edit**, or **create a new user**.

Users				
Add User				
User Name	User Type	Forename	Surname	Last Modified
aspin_admin	Master Admin	Aspin	Admin	Nov 30, 1999 00:00:00

This is your interface for creating, editing and deleting a user. Here you can set the user's **username**, fill out their details including user type, **save the user** or **cancel without saving**, or **delete** an existing user.

[User Name] // [Add User](#)

Forename :

Surname :

Email :

User Type :

Password :

[Save](#) [Cancel](#) [Delete](#)

Trade Customers

When you click Trade Customers you are brought to a search interface which allows you to **search** for trade customers in your database.

Trade Customers

Quick search

Search by Account Number or Name

GO

When you type a query into the **search box** and click 'GO' you are brought to a list page, this **list page** will show you all of the customers that it found containing the word or account number you searched. Once on this page you can **Login** to your website as that customer using the 'Login as' link.

Trade Customers

Quick search

Search by Account Number or Name

a GO

	Account Number	Name	Address
Login as	CAP003EUR	!!!! CAP NORD	3 RUE PEYROLIERE, 3 RUE PEYROLIERE, ALBI, 81000
Login as	ZMAI002	!!!! MAITE	BORTIERLAAN 1, BORTIERLAAN 1, DE PANNE, 8660
Login as	BAG024EUR	!!!!!! BAGEBO.DE	HESSENALLEE 4, HESSENALLEE 4, 34613 SCHWALMSTADT,
Login as	ZBLU003	!!!!!! BLUE BAG	266 ELIZABETH STREET, 266 ELIZABETH STREET, NEW YORK, NY, 10012
Login as	BLU004GBP	!!!!!! BLUE BAG	266 ELIZABETH STREET, 266 ELIZABETH STREET, NEW YORK, 10012
Login as	STI004EUR	!!!!!!STIEFELKÄ-NIG SCHUHHANDELS GMBH	WEINZÄ-TTLSTR. 16, WEINZÄ-TTLSTR. 16, GRAZ, 8045
Login as	7TR001EUR	!!!!!!7-TRENDS-ENAMORA GMBH	USEDOMER STR. 4, USEDOMER STR. 4, BERLIN, 13355
Login as	HAR002EUR	!!!!!!HARMONIA-C. KFT	SZECHENYI U.46, MISKOLG, 3525
Login as	LAN003EUR	!!!!!!EUROSTYLE/ EMIL KREHER GMBH & CO KG	DIESELSTR. 5, DIESELSTR. 5, BAYREUTH, 95448
Login as	SCH077EUR	!!!!!!SCHLUGA KOFFER UND TASCHEN GMBH	BERGGASSE 8, BERGGASSE 8, ST. VEIT / GLAN, A - 9300
Login as	WOO003EUR	!!!!!!WOONKADO DISCOVERY	VAN LENNEPWEG 153, VAN LENNEPWEG 153, ZANDVOORT, 2041 LM
Login as	FRA006EUR	!!!!FRAGIADAKI ANNA T/A CAROUZOU	ANDROGEO 11, HERAKLION, CRETE, TK 71202
Login as	PAL005EUR	!!!!PALERMO	A.JUOZA PAVICIAUS STR. 10, A.JUOZA PAVICIAUS STR. 10, VILNIUS, LT-09311
Login as	SCH082EUR	!!!!SCHUH - UND TASCHENBOUTIQUE ELEGANT	LUDWIGSBURGER STRASSE 24, LUDWIGSBURGER STRASSE 24, LEIPZIG, 04209

Trade Users

In the same way as with Trade Customers, Trade Users greets you with a **search** option that will accept all or part of a username or account number.

The image shows a 'User Search' interface. At the top, there's a 'Quick search' button. Below it, a green box contains the text 'Please Enter Account number or User Name'. Underneath this text is a text input field and a 'GO' button.

When you complete your search you are given a **list of matching results**, here you can **click to edit or delete the user**.

User Search

Quick search			Aspin Sales Demo - Rep Users	
Please Enter Account number or User Name				
<input type="text" value="a"/>	<input type="button" value="GO"/>			
Name	Dealer	Address	Edit	Delete
a a				
Marcus Pullen	TESTA MADDALENA	VIA DELLA LIBERTA 23, VIA DELLA LIBERTA 23, PASTEL MADEMA, 00024	Edit	Delete

You will notice on in the top right of the interface there is a sales rep button, when you click on this you will get a list of sales rep users and the option to **add a new user**, as shown in the image below.

The image shows the 'Aspin Rep Users' interface. At the top, there's a 'Rep Users' button. Below it, there's a link 'Back to User Search | Add New Rep User'. Below this is a table with columns: Username, Name, Sales Rep Code, Edit, and Delete.

Username	Name	Sales Rep Code	Edit	Delete
1. Biondini	1. Biondini	616	Edit	Delete
2. Biondini	2. Biondini	630	Edit	Delete
3. Biondini	3. Biondini	632	Edit	Delete
4. Biondini	4. Biondini	634	Edit	Delete

Sales Rep?

For trade, each customer account is normally assigned their own Rep. A rep typically looks after a region of the country and might be linked to 30 or so accounts. When a Rep logs in to InterSell they see their customer accounts and can then log in as any one of them in a similar way to how the admin user can.

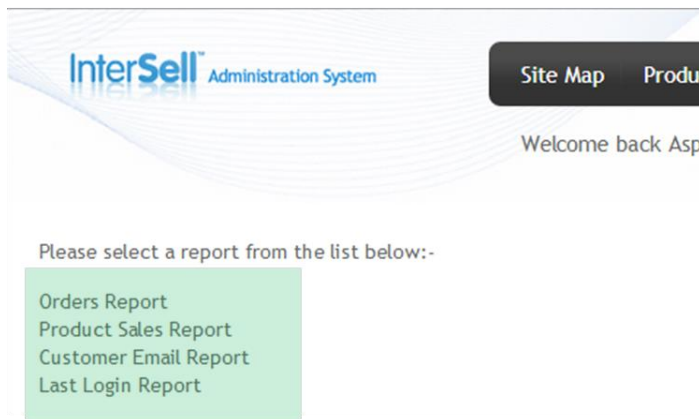
When you edit a user, you will be shown a screen similar to this, this **displays all the information stored for that customer** and where they can place orders for, for example if one of your stockists has a lot of branches, you might not want the managers of those branches ordering stock to other branches. You can use the below interface to **update/save** an existing customer or **cancel without saving**.

Edit User

Account Number	ZTES002
Username	<input type="text" value="marcusp"/>
Password	<input type="password" value="....."/>
Forename	<input type="text" value="Marcus"/>
Surname	<input type="text" value="Pullen"/>
Email Address	<input type="text" value="marcusp@aspin.co.uk"/>
Type of Access	TRADER
Can place orders for	<input type="text" value="ALL ADDRESSES"/>

Reports - *Not included by default*

If your website has reporting enabled, you will see a reports link in your top navigation, when you click it you should see a list of your custom reports, similar to the one below:



Just click on a report and you'll be brought to a page like this, from here you **can change the view, download a spreadsheet with the report contents or change the report**. You can also **move forwards and backwards through your selection**, e.g. in the example below you are viewing by day, so you can **move to the next or previous day**, the same applies when you view by week or month.

InterSell™ Administration System

Site Map Products Blogs Media Admin Users Trade Cu

Welcome back Aspin Admin Logout













By Day By Week By Month Custom Date Range Download Spreadsheet Change Report

Previous day Tue 15/10/2013 (Today) Next day

Order Id	Account No.	Rep.	Customer	Value	Currency	Date
0000074203	R0198	230	Bourne Leisure (Haven) Limited	174.31	GBP	15/10/2013
0000074211	E0280	130	Party Savvy Ltd	397.85	GBP	15/10/2013
0000074219	J0346	230	Justin Jay Ltd	185.17	GBP	15/10/2013
0000074220	V0126	130	Virgo Distribution Ltd	403.85	GBP	15/10/2013
0000074223	D17824	646	Onlinehandel Marcus Liebecke	111.40	EUR	15/10/2013
0000074224	S0638	650	LIRAGRAM S.L.L	198.62	EUR	15/10/2013
0000074226	S0961	654	Shoppartners BV	369.05	EUR	15/10/2013
0000074227	P1361	130	Planning Parties Ltd	100.44	GBP	15/10/2013
0000074228	G0552	240	Gadget Express Ltd	493.20	GBP	15/10/2013
0000074229	M0531	110	Messages of Herts Ltd	401.97	GBP	15/10/2013
0000074230	P0737	240	PARTY DELIGHTS LIMITED	4,498.44	GBP	15/10/2013
0000074232	C0552	703	CARD & PARTY STORE	1,220.07	GBP	15/10/2013
0000074233	M0684	110	Missy Moo Ltd	210.51	GBP	15/10/2013
0000074234	D0851	711	Dazzle	1,302.51	GBP	15/10/2013
0000074235	D0851	711	Dazzle	330.05	GBP	15/10/2013

Translations - Not included by default

If your site is built to serve multiple languages, you will have a translations link in your top navigation, on this page you can provide **translations** for your **key phrases** into **various different languages**. When you have made a change, a button appears asking you to save your changes.

Translations	
Add me to your favourites [ignore]	
Ajouter à mes favoris	
Zu den Favoriten hinzufügen	
Available from our European Warehouse in Germany. [ignore]	
Disponible depuis notre entrepot continental en Allemagne.	
Erhältlich ab Lager Deutschland.	
Available in certain countries only. Please ask to your sales representative or your customer service for more information. [ignore]	
Ce produit n'est pas disponible dans tous les pays. Merci de contacter votre chargé de compte ou notre service client pour plus d'informations.	
Nicht in allen Ländern erhältlich. Für weitere Informationen wenden Sie sich bitte an unseren Kundenservice.	
FAQ [ignore]	
Réponses aux questions les plus courantes.	
FAQ	
My Favourites [ignore]	
Mes favoris	
Favoriten	
Product Sound [ignore]	
Son du produit	
Produktsound	

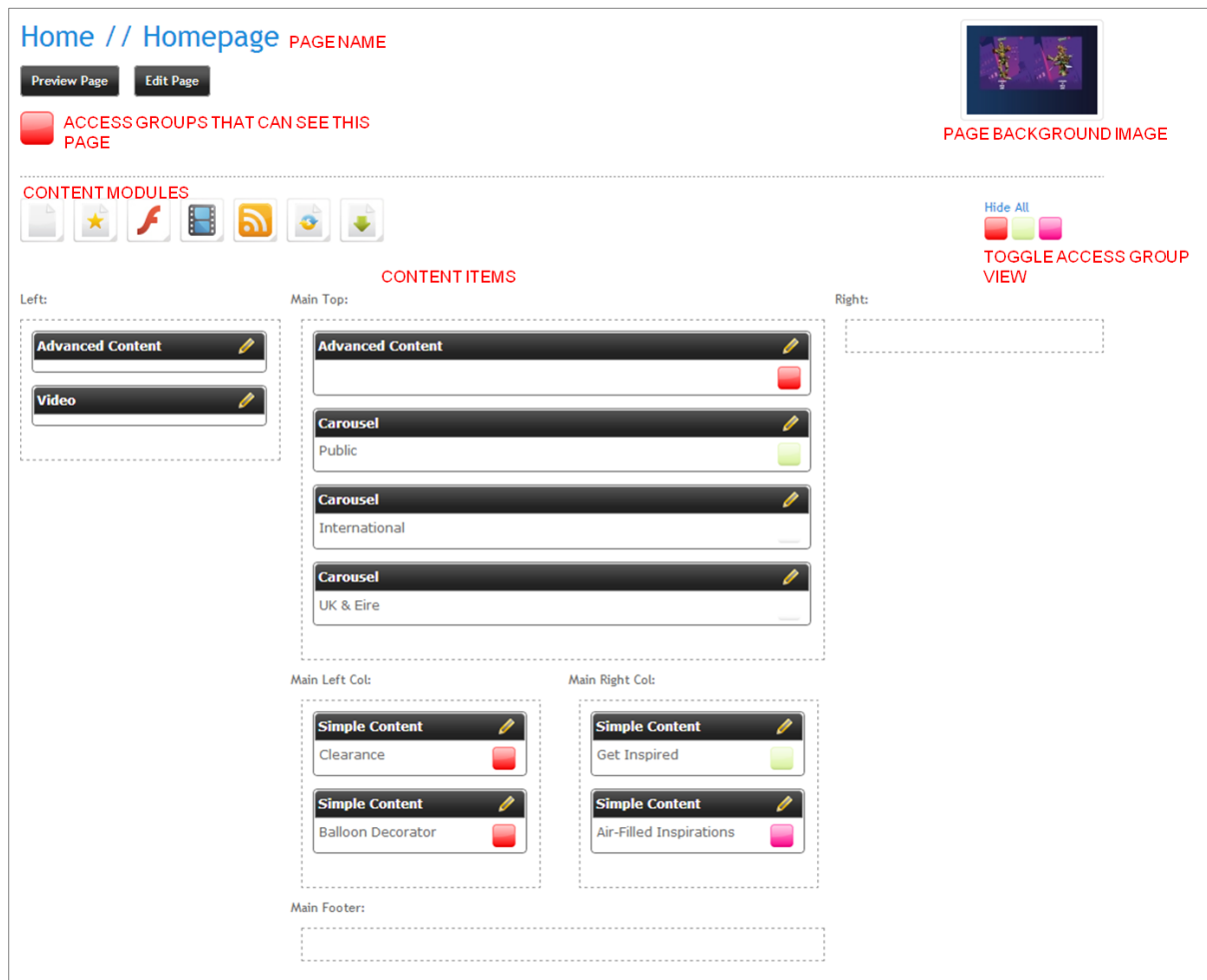
Logout

Use this button to securely close your admin session before leaving your computer unattended.



Using the Sitemap

Using the sitemap is very straight forward; all of your page editing is done through 'nodes'. When you click on a node you will be brought to the page editor control which looks like this:



With this page layout, you can add new content modules, edit existing content modules and drag content modules to various different layout positions. More information on what these modules are and how they work is covered in the next section. More information on nodes is detailed in the headings below:

What is a node?

A node is the name we give to every individual item in your sitemap. These nodes are the backbone of your website's navigation and are what defines what the page content will contain.


Node Types

The node-type can vary depending on any custom modules you might have bolted-on to your IS3 installation; in most cases you will just have these default node types:

- Content
 - For a standard content managed page.
- Blog
 - For listing out blog articles created in the 'Blogs' control in your navigation.
- Product Group List
 - This is used to list out product groups from a certain category. (In most cases this is automatically generated into the product group from an import script)
- Product Group
 - This is used to list out groups of products from a certain category. (In most cases this is automatically generated into the product group from an import script)
- Product
 - For displaying a single product page. (In most cases this is automatically generated into the product group from an import script)
- Link Nodes
 - This is used for external links.
- Contact Page
 - This is used to generate a contact page.

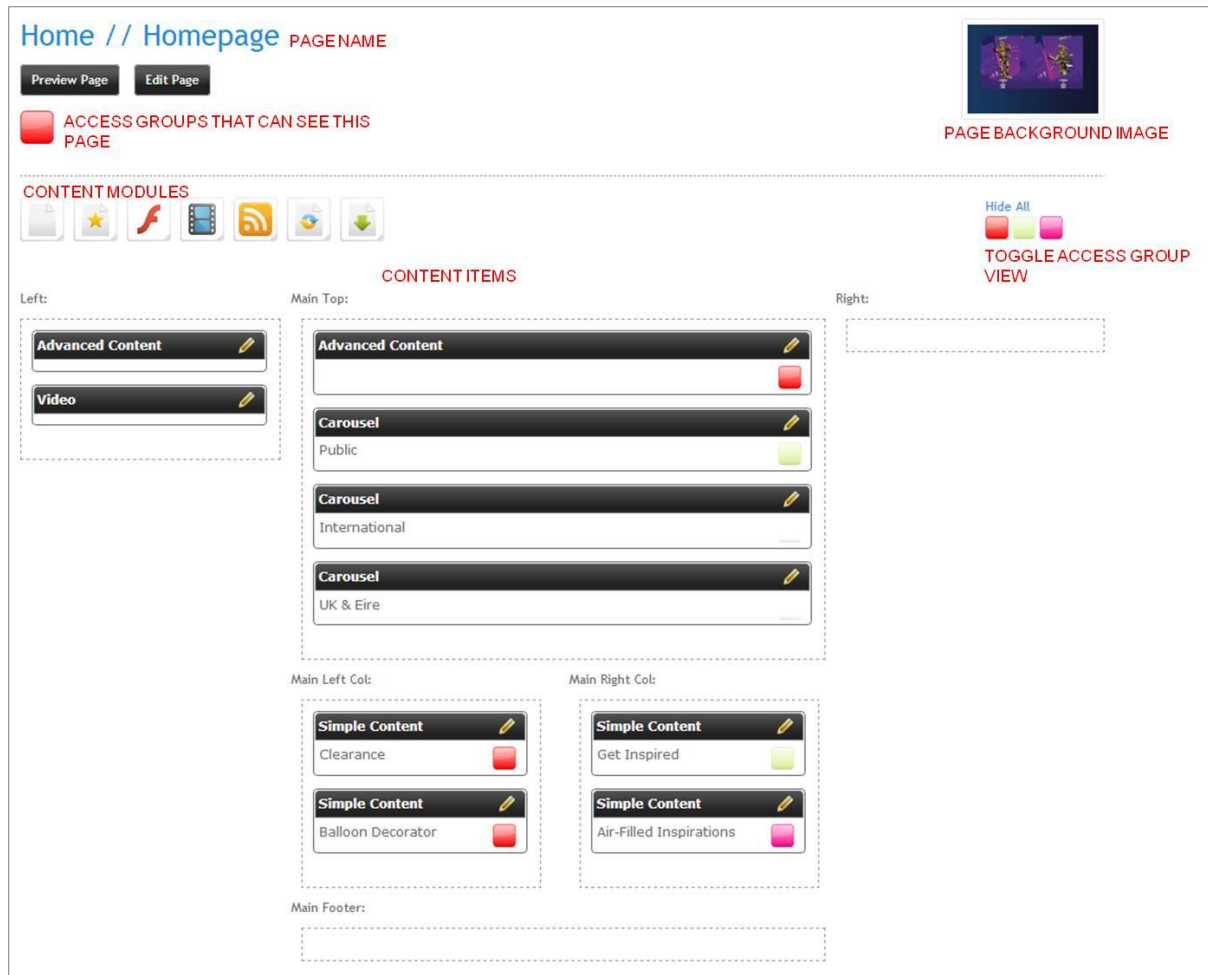
Managing Content Items

Permissions

Permissions in InterSell 3 are controlled by Access Groups, these are identified by coloured square icons like this: .

Page Editor

Your webpage editor should look something like this.



You can change the page name/title along with the page access group permissions with the “Edit Page” option at the top.

You can toggle what access groups will see when they view the page with the “Toggle Access Groups” buttons on the top right of the page canvas.

Note how the above page layout directly reflects the layout on your website, in this case see the Amscan website below:



Simple Content Module



A simple content module does pretty much what it says on the tin, allows you to place simple content. So your basic, text and/or image.

To use it, just drag it into one of the panels on your page editor screen.

Simple Content – As Image

For example if you are looking to add or edit an image to your homepage, your simple content module might have something like this:

The screenshot shows the InterSell Administration System interface. The main content area is titled 'Simple Content Edit' and contains a form for editing a content module. The form includes a title field with the text 'Clearance', a link field with the URL 'http://www.amscan.co.uk/products/clearance_uk_only/', and a style dropdown menu set to 'Homepage Small Banner'. There is also an image upload area with a preview of a red banner. The 'Access Groups' section shows 'Everyone' selected, with 'Public Only' and 'Trade Only' options available. The sidebar on the left contains various navigation links including Home, About Us, Products, Catalogues, News & Events, Partyzone, Media, Cookies, Contact Us, Customer Services, Help, Trade, Facebook, Party Force, Pride Passion Party, Flickr, Twitter, LinkedIn, YouTube, FB1, FB2, FB3, FB4, Terms and Conditions, Privacy Policy & Cookies, and Springfield.

So your page has a **title** “Clearance”, a **link** has been assigned to it so when it’s clicked it will take the user to the URL define. It has an **Access Group** assigned to it and it also has an **Image** set which has been uploaded to the website. Now when you save you should see something like this:

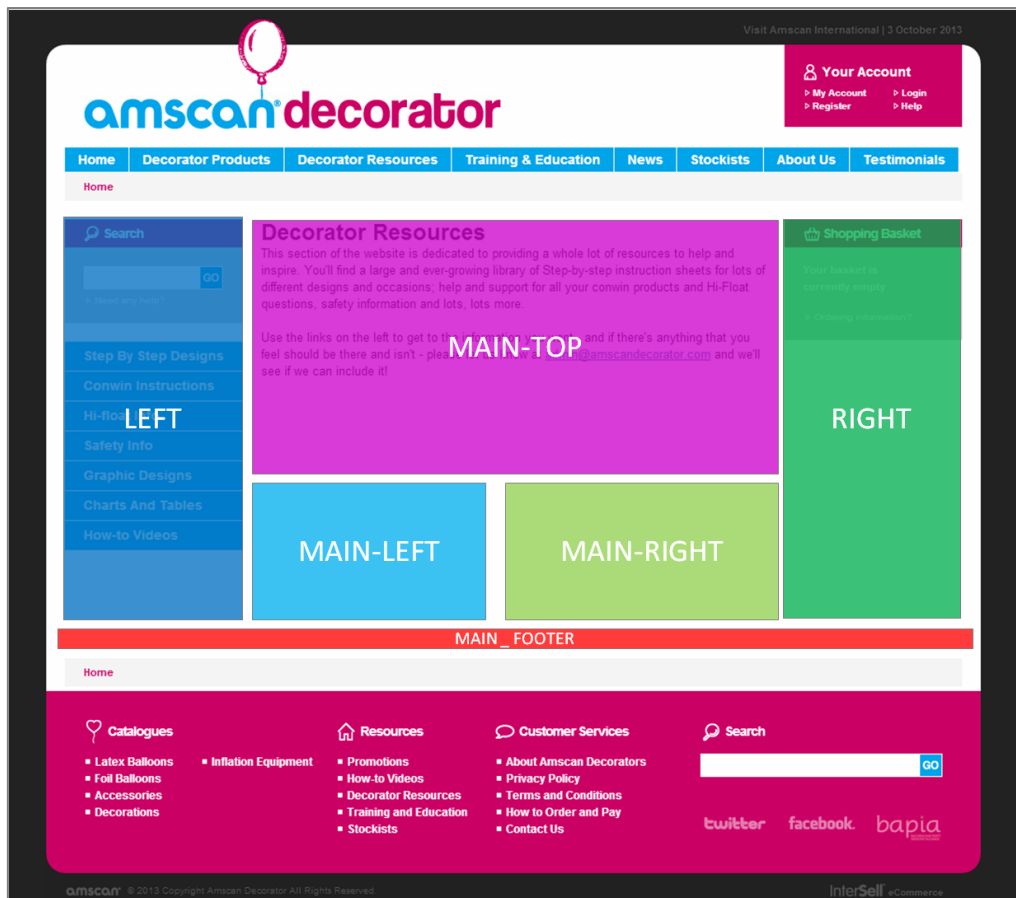
The screenshot shows a 'Main Left Col:' area with a 'Simple Content' module. The module has a title 'Clearance' and a red square icon. The module is highlighted with a dashed border.

Notice that it tells you, it is a simple content item, its title is ‘Clearance’ and it is part of the ‘Everyone’ Access Group. Now when you view the live website you should see the module you created or edited inside the main-left content area as highlighted below.



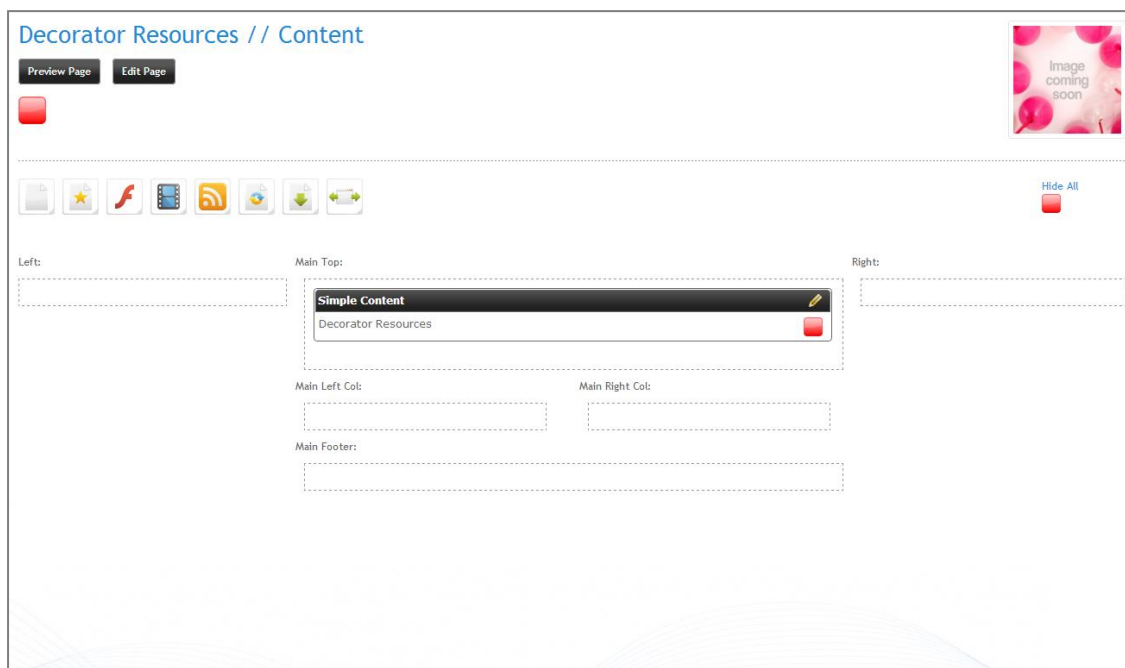
Simple Content – As Text

So you want a text module instead? That's fine. Using it for text is exactly the same, you just enter text into the WYSIWYG (What You See Is What You Get) editor the text you want to display, and it outputs it onto the page. Let's put it into practice. Let's look at Amscan Decorator for example:



This is a great example because it can directly relate to the layout shown in the intersell page editor as it uses all of the layout options.

So if we take a look there now, if this was a new module you would drag the simple content module into the 'main top' container as shown below:

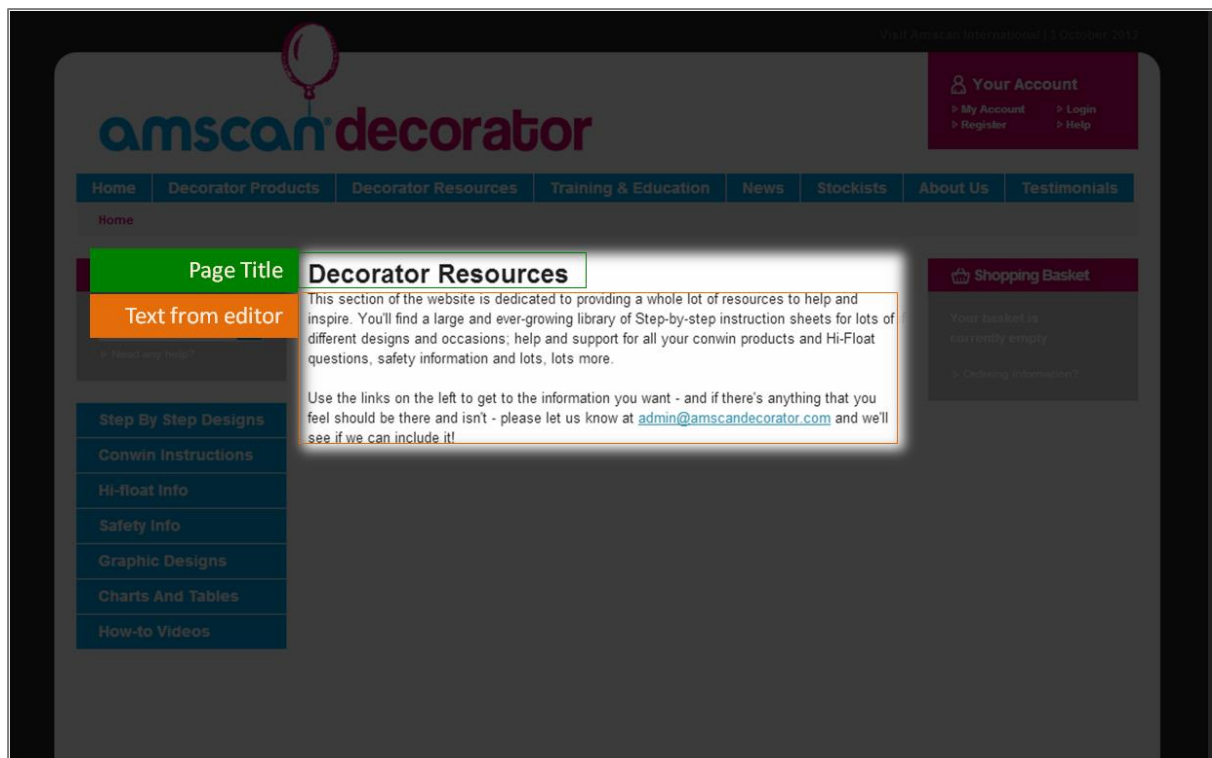


When you edit your module you'll see in the centre of the screen is a large **text box** (this is the **WYSIWYG** editor), this is where you can place your simple content, for a content page like this you can ignore the "Secondary Title" and "Link" fields as, unlike the last example this will not act as a link to a content page.

So all you need to do is enter your **page title**, your page content and ensure you set the correct **access groups** and then you're ready to '**Update**':

The screenshot shows the 'Simple Content Edit' interface for a module titled 'Decorator Resources'. At the top, there are buttons for 'Update', 'Cancel', and 'Delete'. Below these are input fields for 'Secondary Title', 'Link', and a 'Style' dropdown menu set to 'Default'. The main content area is a large text box containing the following text: 'This section of the website is dedicated to providing a whole lot of resources to help and inspire. You'll find a large and ever-growing library of Step-by-step instruction sheets for lots of different designs and occasions; help and support for all your conwin products and Hi-Float questions, safety information and lots, lots more. Use the links on the left to get to the information you want - and if there's anything that you feel should be there and isn't - please let us know at admin@amscandecorator.com and we'll see if we can include it!'. Below the text box is a section for 'Access Groups' with a checkbox for 'Everyone' which is checked. At the bottom, there are again 'Update', 'Cancel', and 'Delete' buttons.

And the result should look something along these lines but in your website's styling:



That concludes demonstration of how to use Simple Content Modules.

Advanced Content Module



Let's take it to the next step. Although simple content modules are good for slotting text and images into areas of your website that are made for an content-managed image or piece of text to sit in, when it comes to making your content stand out you need to make it "advanced".

This option basically gives you more power over what you want to put on the page, so rather than just text and an image, you can add in your own custom headers, inline images, interactive catalogues, facebook/twitter feeds, the works!

And the best part is once you've used the simple content module, it's not actually that much different you get almost an identical interface, just a few more options.

In most cases the advanced content module will be used for multiple inline images and text. For example, Fab N' Fix use it on their homepage in their main-right content placeholder, as you'll see on the next page.

The screenshot displays the Fab & Fix website homepage. The header includes the company logo, contact information (phone number 02476 585 785, date OCT 04 2013), and a search bar. The main navigation menu lists: Home, Products, About Us, News, Downloads, Case Studies, Help, Contact Us, and Login.

The main content area features a large featured product section for "The Connoisseur Window Handle". This section includes a detailed image of the handle and a list of features:

- Inline, Offset or Cranked
- Secure lock and key
- Available in a range of finishes
- Durable and robust
- Fits a range of profiles

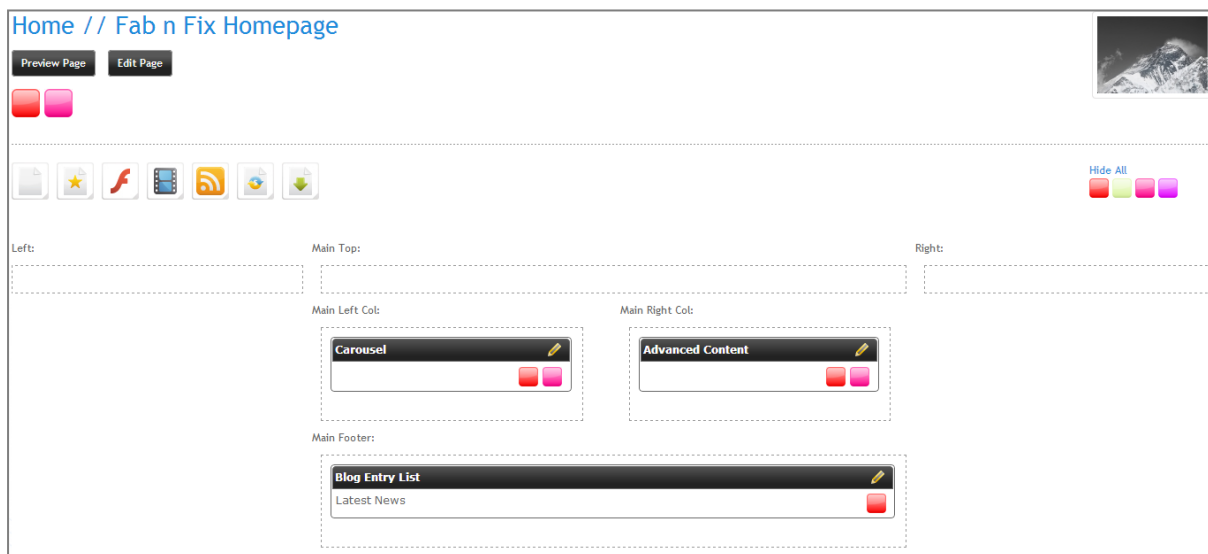
Below the handle image are three circular icons representing "30000 50000", "10 yr", and "480 hrs". To the right of the main image are three small thumbnail images: "Monkey Tail Hardware", "The S Series", and "Nu Mail Edge".

Below the main featured section are four smaller content blocks:

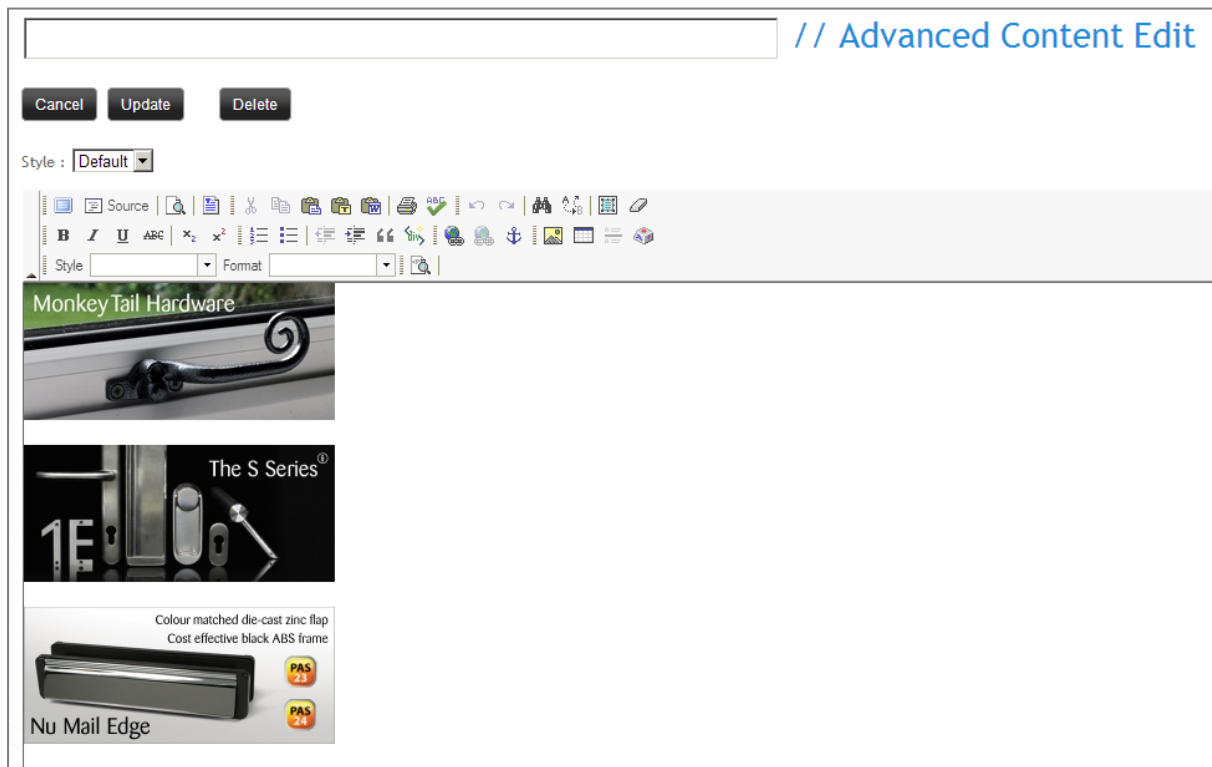
- DOOR HINGE EXCEEDS 1,000,000 CYCLE TEST:** Includes an image of a hinge and the date 2/07/2013. Text: "Exhaustive testing by Architectural & Metal Systems confirms that the Anchorage".
- ANTIQUE BLACK HERITAGE RANGE NOW AVAILABLE:** Includes an image of a handle with "Black Hammered Finish" and "480 hrs" icon. Date: 20/06/2013. Text: "We are excited to launch our Antique Black Heritage window and door hardware".
- FIT SHOW:** Includes a red "FIT SHOW 2013" logo. Date: 19/04/2013. Text: "Thank you to everyone who visited us at the FIT show.".
- THE ULTIMATE DRIVER CHALLENGE - LAP TIMES:** Includes an image of a race track. Date: 9/04/2013. Text: "Check out the fastest lap times set on our F1 simulator at the FIT show.".




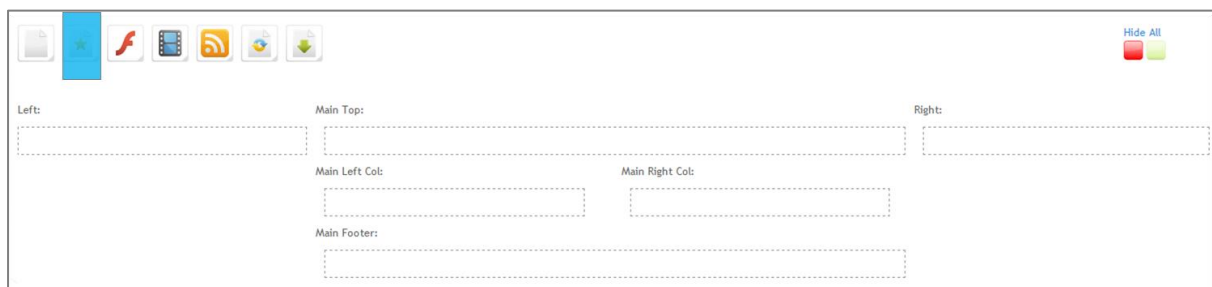
So you should be able to see the resemblance between the screenshot above of their website and the screenshot of the page editor below.




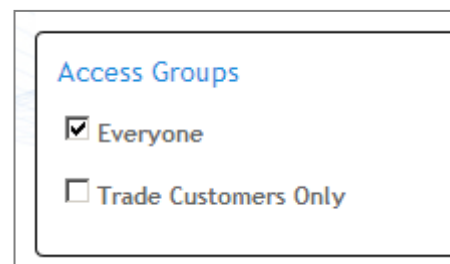
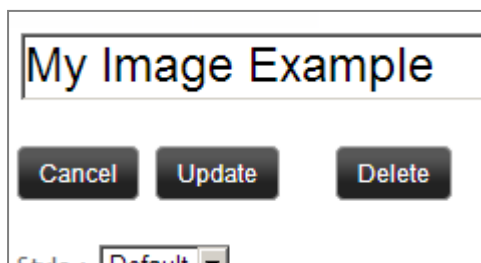
So let's take a look at what they've actually done...




You will see from the example above there are far more controls for you to use. What this user has done is inserted three images and added hyperlinks to them. To do this you need to use the image button (). Let's do that now.

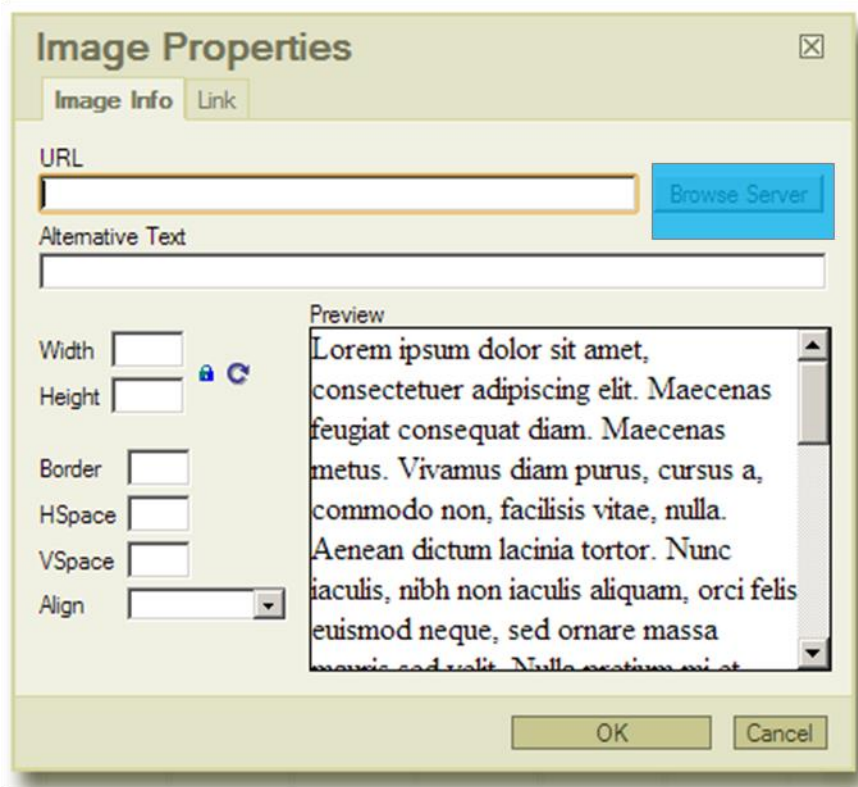


1. Drag the 'Advanced Content' module icon into a container and click the edit button. 
2. Set a title to remind you what the content item contains, and set the access groups.

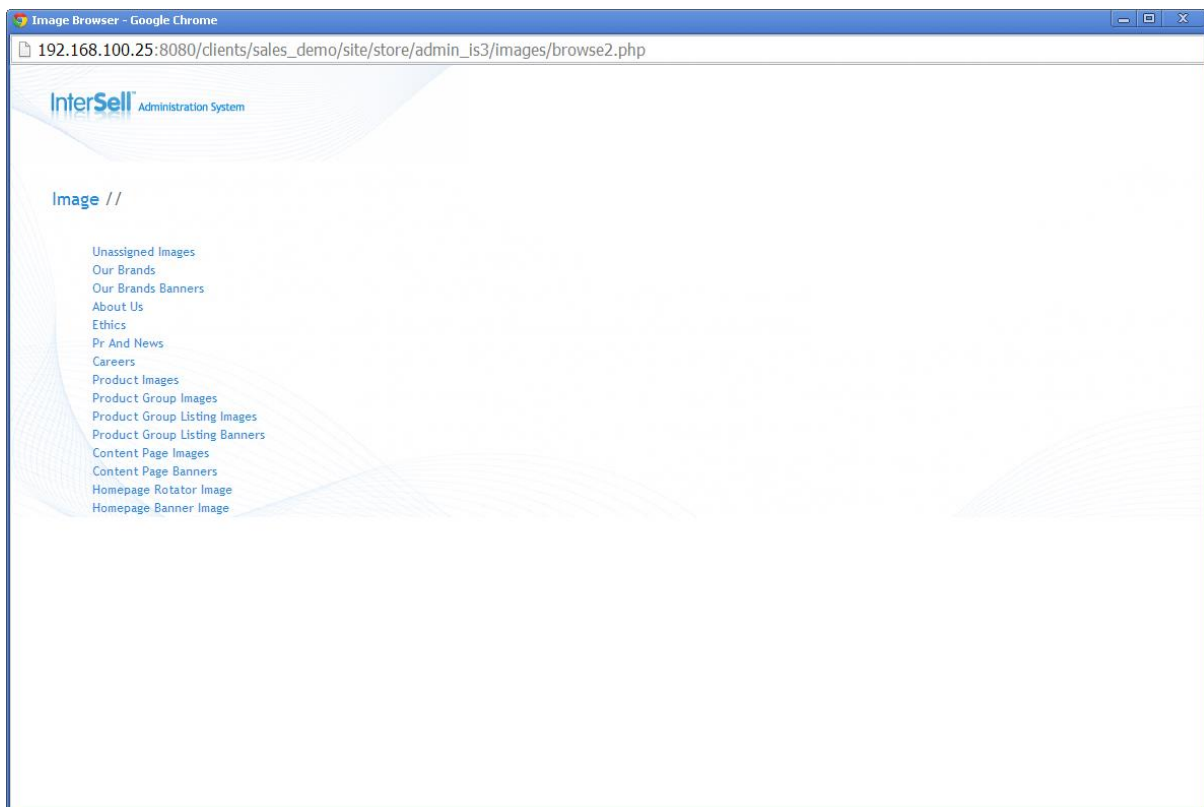


3. Click the image icon on the WYSIWYG editor. 

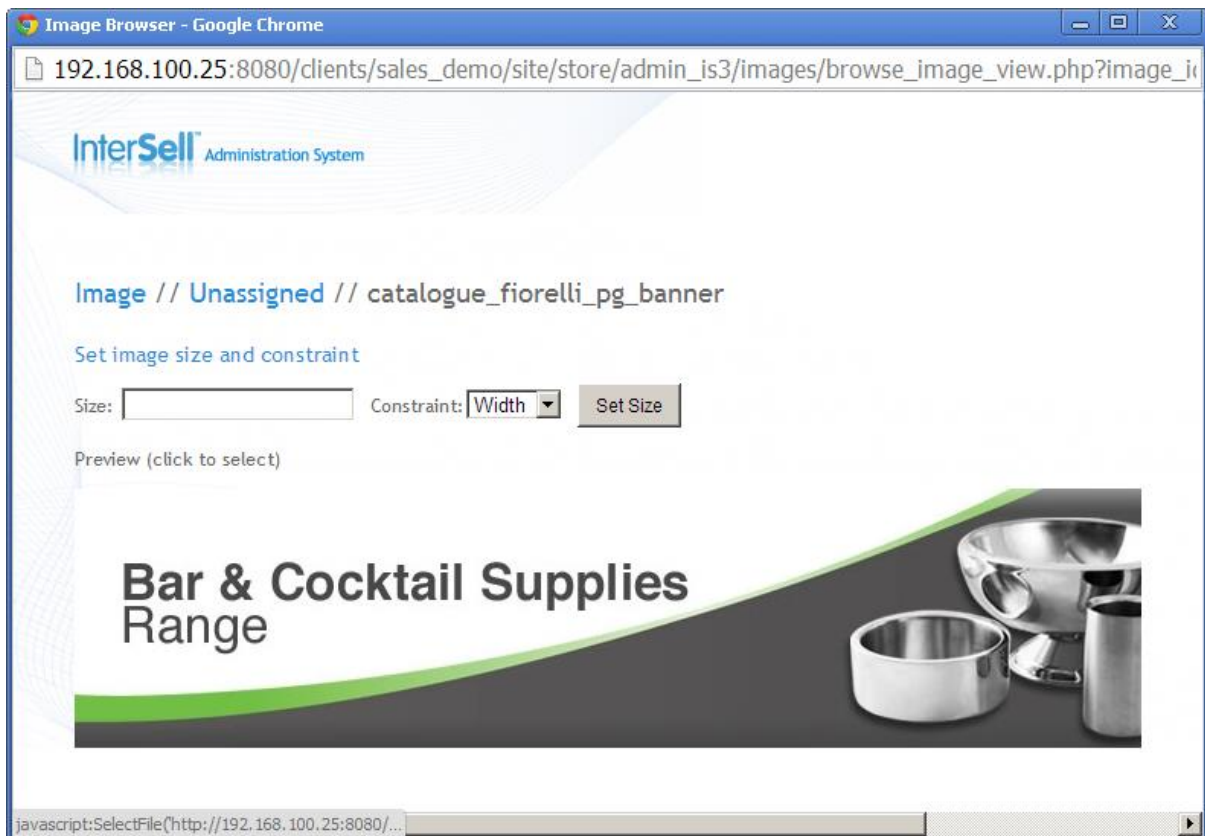
4. Click Browse Server.



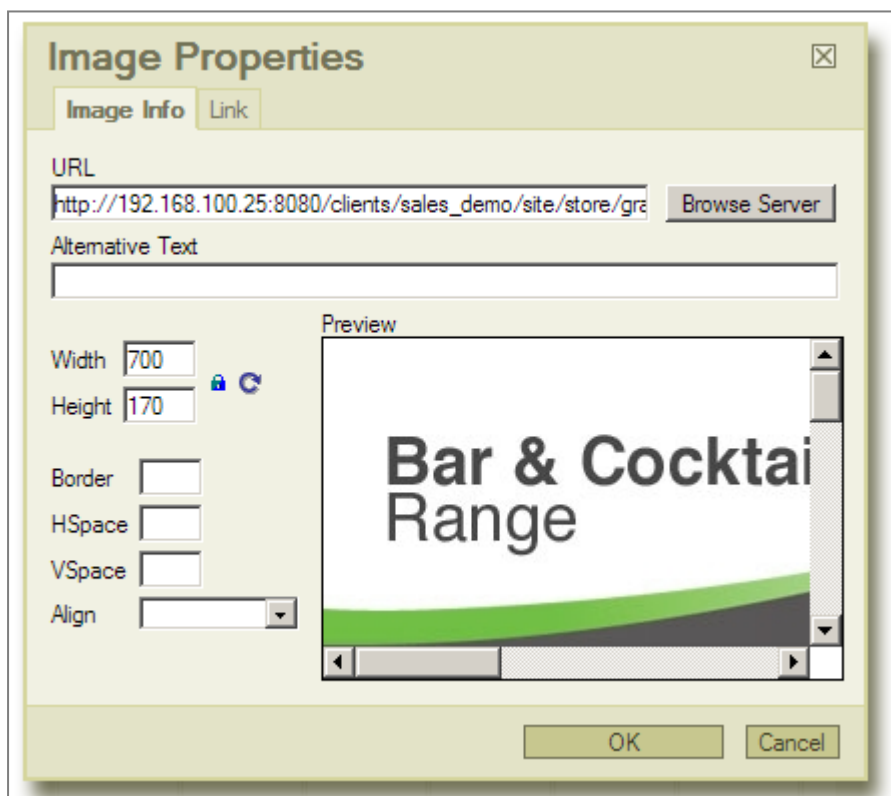
5. Use the image manager to choose an image you want to use:



6. Once you've found one you want. Set a size (if you want a smaller version) and then click the image to insert.

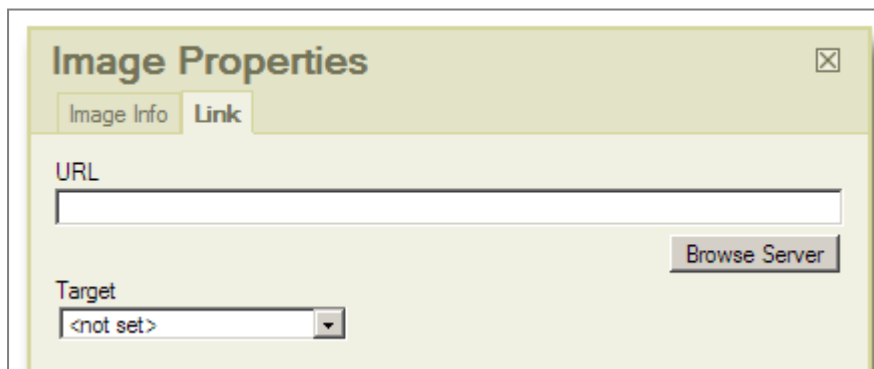


You should now have a window looking something like this with a preview of the image you have chosen in the preview window:



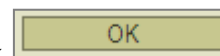
Here you can adjust some advanced settings and you can also tweak the width and height further in addition to choosing if you want it to be aligned left or right.

7. If you want the image to link to a url, click the link tab.

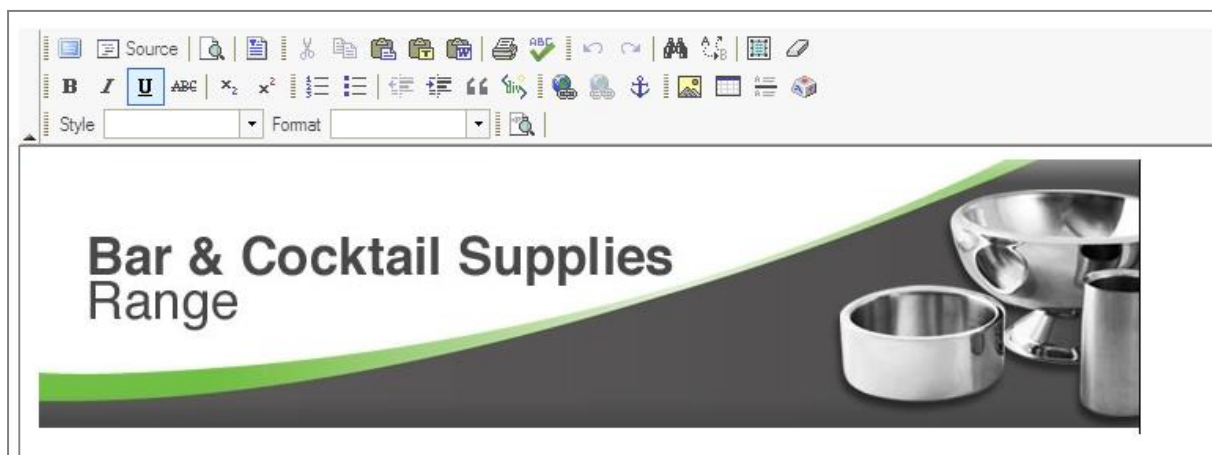



8. From this screen you can either enter the URL of a web page to link the image to (so when a user on your site clicks on the image it takes them to that page) or you can browse the server again but this time for files that are uploaded and managed in your 'Media' page. So for example you might want a catalogue download.

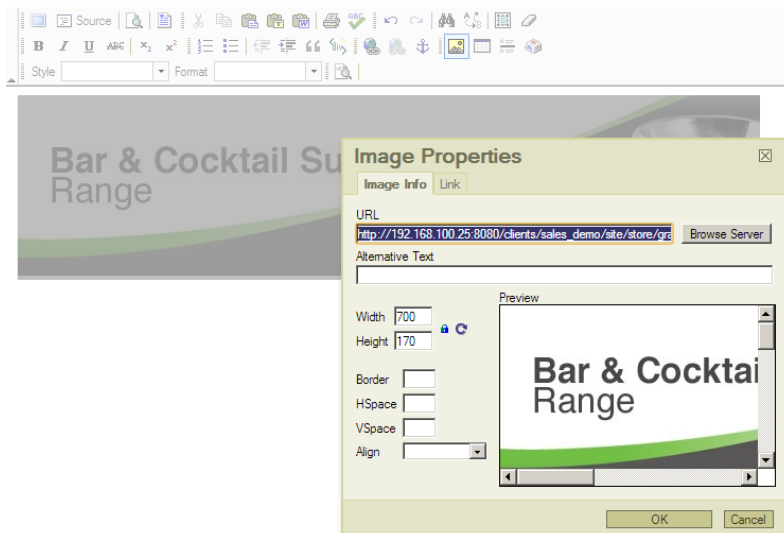
9. When you have entered a link (if you want it to link to something) just click



10. You should now see your image in the editor, and you can repeat this step for any amount of images you require on one page.



Tip: You can also edit the image's properties and add links by clicking on the image and then clicking the image button again. 




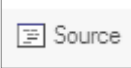
More Advanced Content Food:

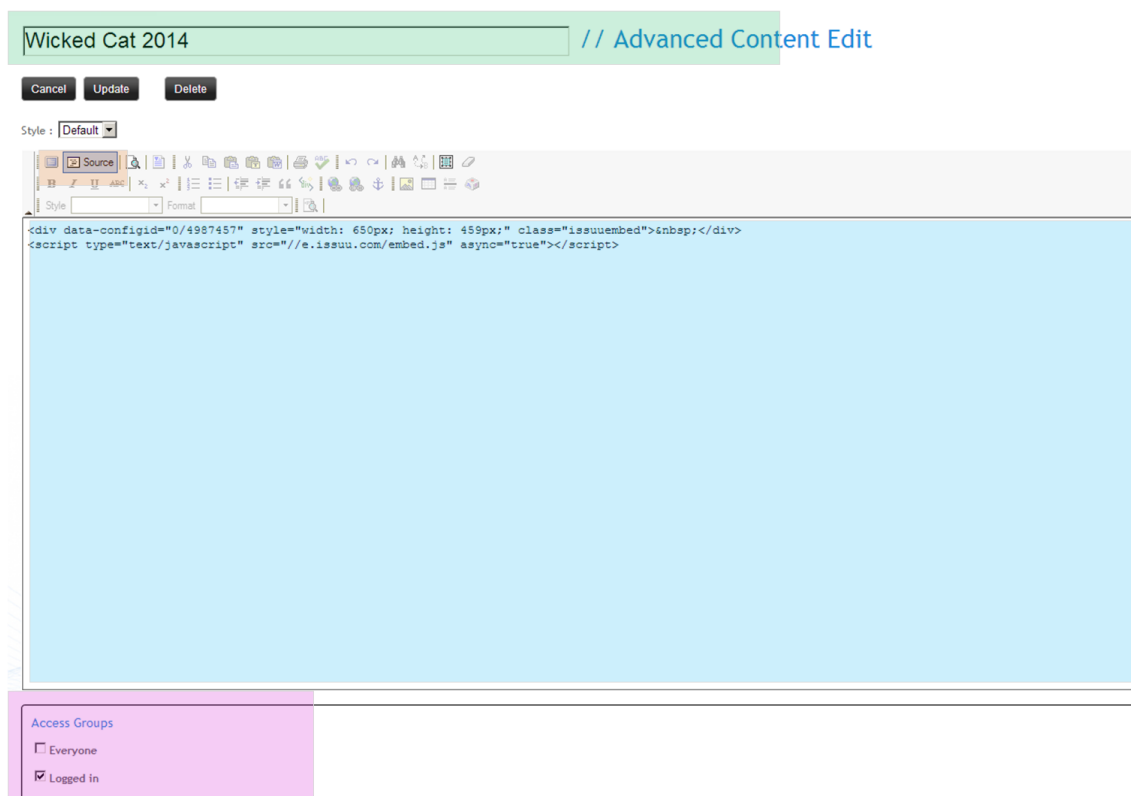
Here's a few more things to try when you're working on your advanced content. These are all things you might want to do in the future with advanced content.

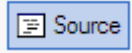
Embedding Facebook Feeds, Twitter Feeds, Interactive Catalogues, YouTube videos and MORE!

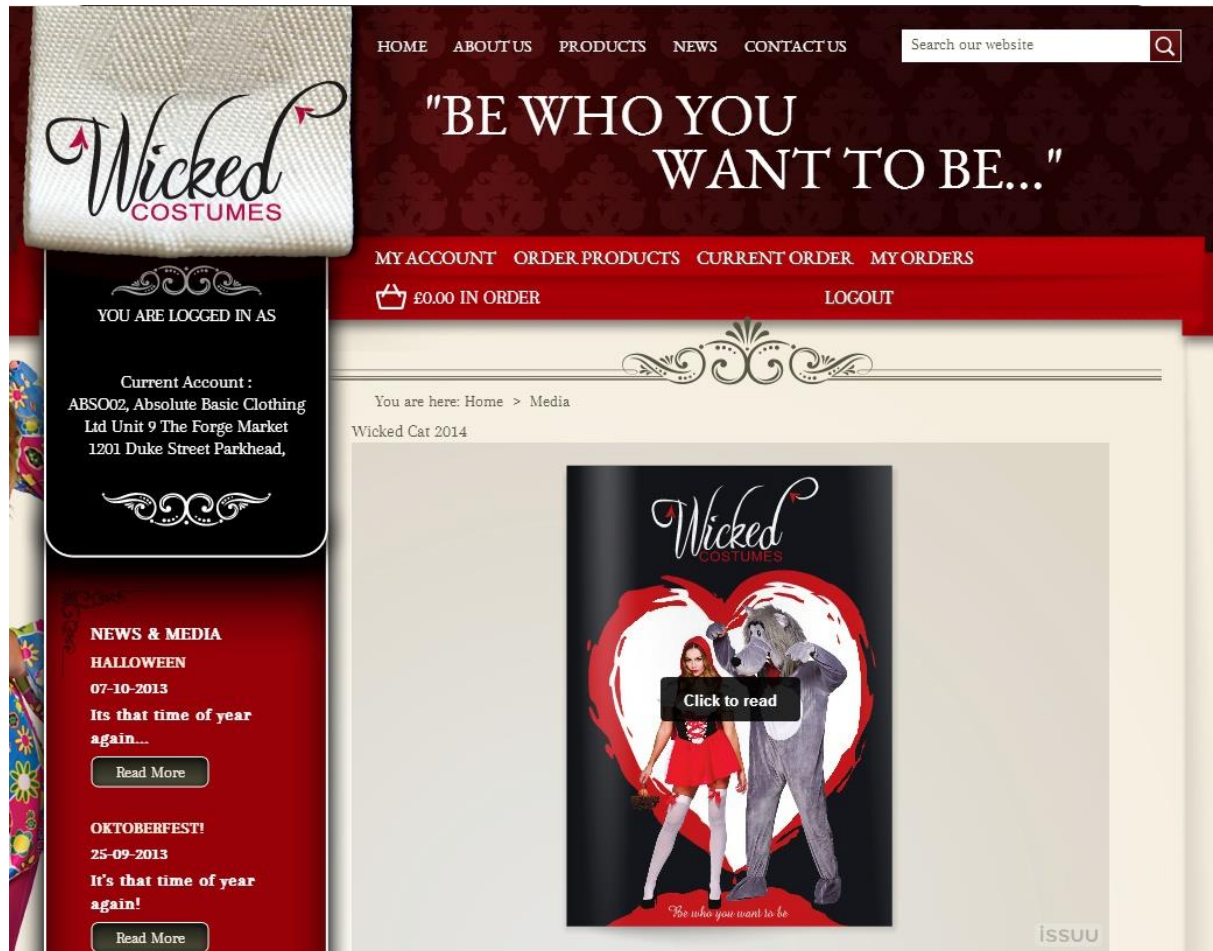
Now this may seem like a lot of things that don't have a lot in common but actually they are all added to a website in the same way, using their embed code. This may already sound pretty advanced but take a look at the guide below to see just how easy it is:

1. You need to get the embed code from a website, you can find various embed codes here:
 - Facebook Feed: <http://developers.facebook.com>
 - i. Here you can find plenty of widgets to embed on your site from like buttons to activity feeds.
 - Twitter Feed: <https://twitter.com/settings/widgets>
 - i. Here is the equivalent but for Twitter, here you can make your twitter feeds and follow buttons.
 - Interactive Catalogues
 - i. These can vary, a lot of our customers use the service <http://issuu.com/> to host their online catalogues, all you need to do is create an account, make your catalogue and it will have an option for getting the embed code.
 - Youtube
 - i. Any YouTube video will have the embed code accessible in most cases you can actually right click on the video and select the "copy embed code" option from the menu.
2. Once you've got your embed code, login to InterSell and drag in an advanced content module.
3. Start editing the module using the edit button: .
4. Once you're editing, don't forget to set **title** and **access groups**. When you have done that

select the **source**  option on your WYSIWYG editor.



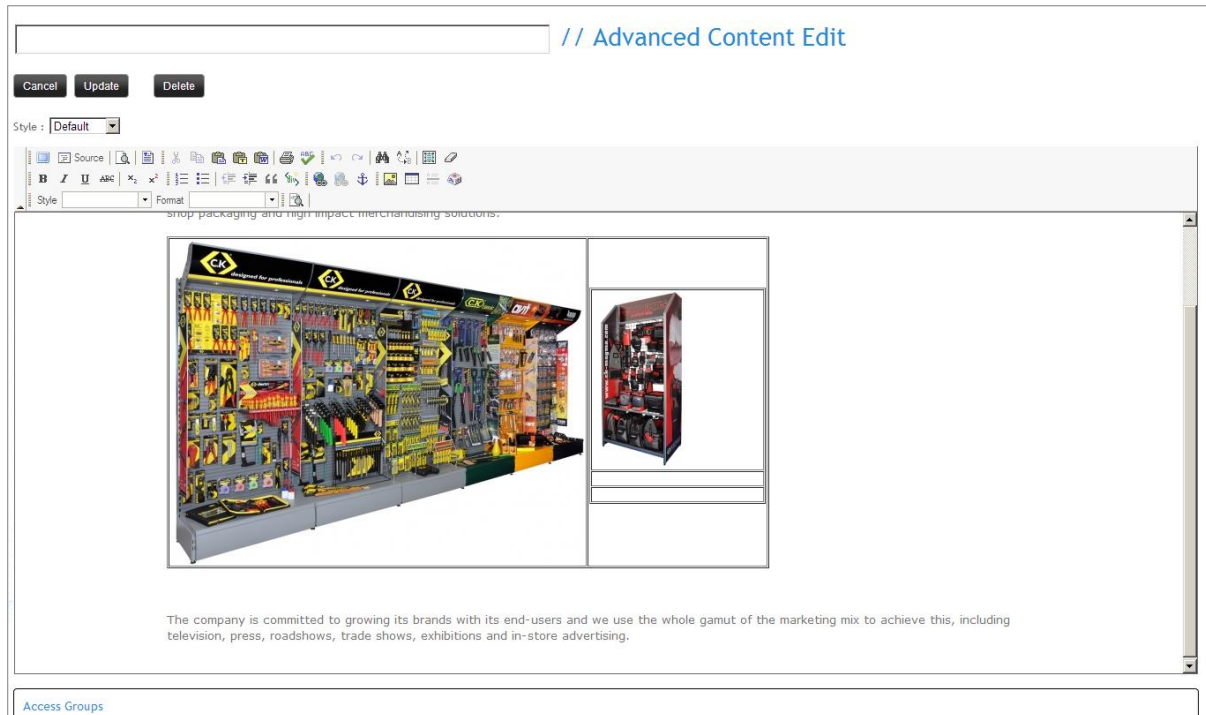
5. The source button should now be highlighted with a blue background like this: 
6. Paste your embed code into the WYSIWYG editor and click Update.
7. You may not see anything in the non-source view, but if you preview the page you should see the results, In this example I have used an online catalogue, but this process works the same for twitter feeds, Facebook feeds and YouTube videos among other embeddable widgets.




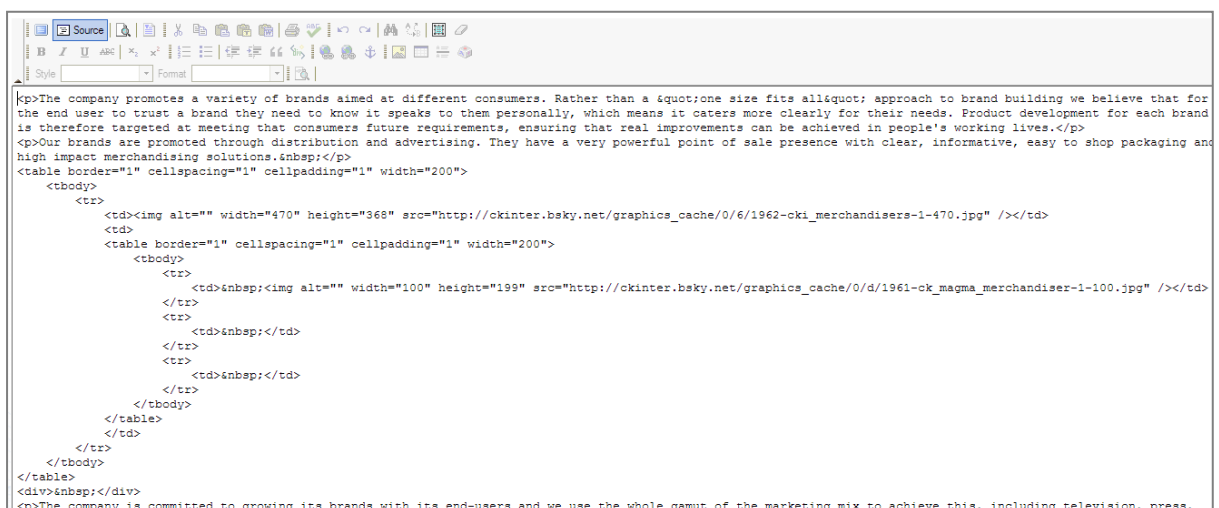
Advanced, Advanced Content Modules

There are tones of features with advanced content modules, its essentially like using an online word processing application, you can make lists, links, tables, change headings, change styles, format quotes, and so much more.

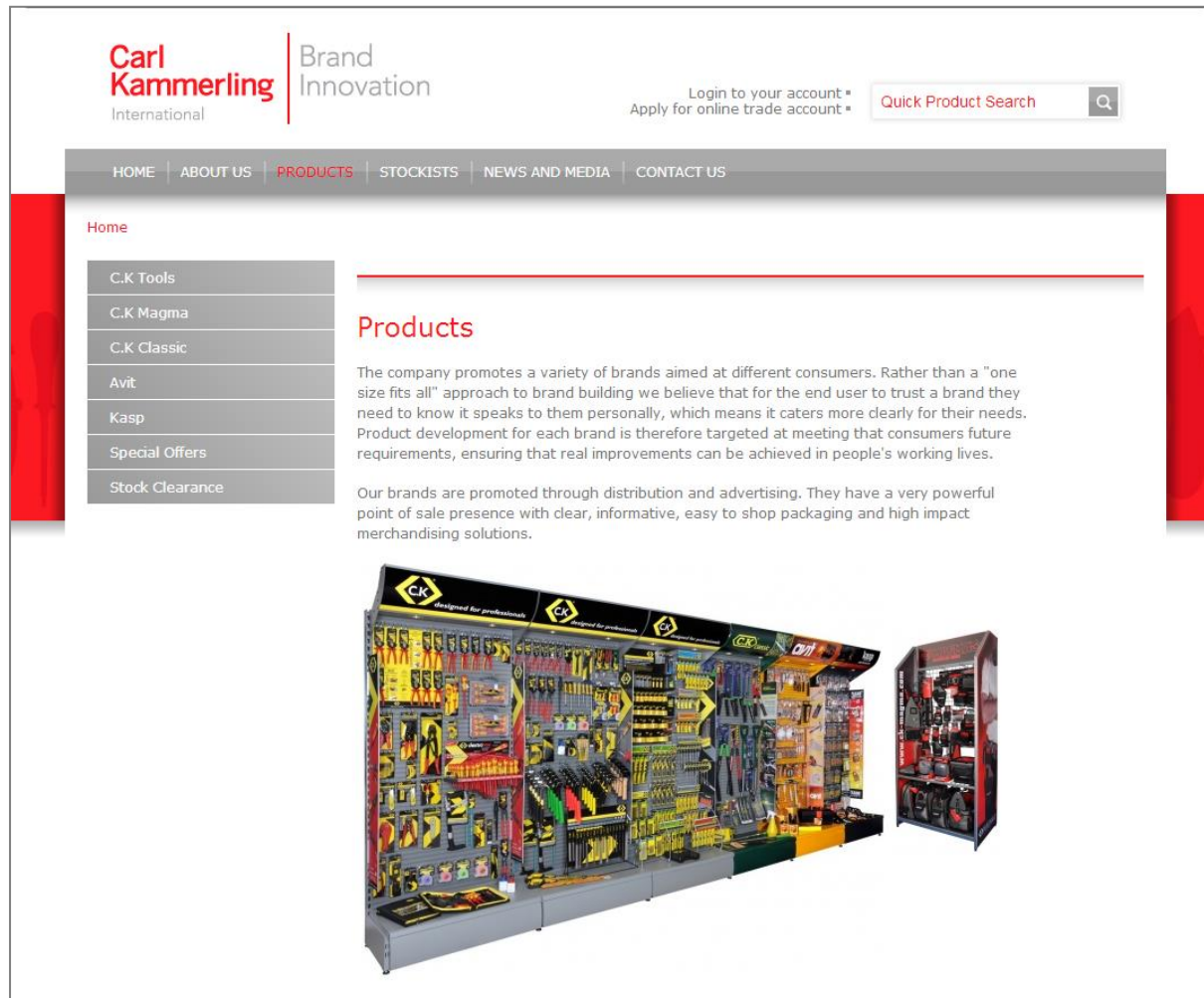
Now we know how to add images, here's a quick look at a slightly more advanced usage of the advanced content module.



What this user has done is added in an html table  to change the way the images are laid out. Something which adds so much more to the page, but isn't difficult to do at all. Another feature of the advanced content is that you can toggle between the standard view and the source code view, meaning for advanced users, HTML can be edited too (and you can insert youtube videos, interactive catalogues, social network elements and so on).





So once you've made the changes you want to make to your advanced content, you can preview the page and see just how much more powerful it is v.s. the simple content module...



Video Module



Adding videos is a breeze! To get started, drag in the video component , click the edit button  type the **title** and set the access group ☒ **Everyone**. If your video requires a certain width or height, you can define that under '**Universal Settings**'. choose your **video type** (Youtube or Vimeo).

Once you know what video type you require, you can **enter the video URL** under the **Youtube/Vimeo settings header**.

Both services have special settings (e.g. autoplay, themes, video quality) all of which you can configure in the '**Advanced Video Options**' area.

Once you have followed these steps, you're done. Just hit save!

Customers Using MiniSell by Aspin at the Spring Fair 20 // Video Edit

Update Cancel Delete

Access Groups

☒ Everyone

☐ Trade Customers Only

Universal Settings

Style: Default

Video Size

SET THE WIDTH AND HEIGHT TO '0' TO SIZE THE PLAYER AUTOMATICALLY

Width: 0 Height: 0

Youtube Settings

Youtube Video URL: <http://www.youtube.com/watch?v=Cb0m09SjrR4>

Video Type

CHOOSE THE VIDEO SERVICE YOU WANT TO USE TO EMBED YOUR VIDEO

YouTube Vimeo

Advanced Video Options

1 AUTOMATICALLY PLAY THE VIDEO WHEN THE PAGE LOADS

No Auto Play

2 LOAD A LIST OF RELATED VIDEOS WHEN YOUR VIDEO FINISHES PLAYING

Yes Show Related Videos

3 DISPLAY THE FULL SCREEN OPTION INSIDE THE PLAYER. (PLEASE NOTE THIS MAKES IT IMPOSSIBLE TO VIEW THE VIDEO IN FULL SCREEN WITHOUT LEAVING THE PAGE.)

No Show Full Screen Button

4 DISPLAY THE VIDEO TITLE AND AUTHOR WHEN THE VIDEO IS HOVERED OVER.

Yes Show Info

5 AUTOMATICALLY HIDE THE PLAY/PAUSE/STOP & VOLUME CONTROLS WHEN THERE IS NO ACTIVITY WITH THE PLAYER.

Yes Auto Hide Controls

6 REMOVES THE YOUTUBE LOGO FROM THE CONTROLS. (PLEASE NOTE THE LOGO CAN STILL SHOW IN PLACES DEPENDING ON WHAT OTHER SETTINGS ARE CHANGED)

No Remove YouTube Logo (From Controls Bar)

7 LOOP THE VIDEO OR PLAYLIST.

No Loop Video

8 CHANGE THE LOOK OF THE YOUTUBE PLAYER TO SUIT YOUR WEBSITE'S LOOK. DARK (DEFAULT) OR LIGHT

dark Theme

9 DISABLE KEYBOARD SHORTCUTS

No Disable Keyboard Shortcuts

10 SHOW/HIDE THE CONTROL BAR AT THE BOTTOM OF THE VIDEO PLAYER.

Yes Show Controls

11 TOGGLE THE COLOUR OF THE LOADING BAR, RED/WHITE.

red Bar Colour

12 CHOOSE WHAT VIDEOS TO PLAY AFTER YOUR PRIMARY VIDEO IS DEFINED.

Playlist:

- To make a playlist, please provide a comma separated list of youtube video_ids to play next.

- This is what a youtube id looks like: <http://www.youtube.com/watch?v=Cb0m09SjrR4>.

1 YOU CAN FORCE THE VIDEO TO DISPLAY IN A HIGHER OR LOWER RESOLUTION THAN THE DEFAULT.

Set Quality: DEFAULT - YouTube selects the appropriate playback quality

- If a quality isn't available for your video, it will be set to the next highest quality setting automatically.

Update Cancel Delete

A video in the 'Main Top' layout area will look something like this:

Youtube



A video in a small area such as 'Main Left Col' will appear like this and open in a lightbox.



(A thumbnail is used for small videos)



(Opens in Lightbox when clicked)

Blog Entry List Module



The blog entry list module displays chosen number of most recently published blog entries from a chosen blog category in a feed on the page, allowing you to create for example, a news feed. A great example of this in action is on the FabNFix website. Let's take a look at what they've got...

Latest News
[// Blog Entry List Edit](#)

Update Cancel Delete

Intro :

You have 255 characters remaining

Style : Default

Blog feed :

News
Latest News

Access Groups

☒ Everyone
☐ Hardex
☐ FabnFix
☐ Public Only

Display Options

Sort by:
Creation Date (Latest First)

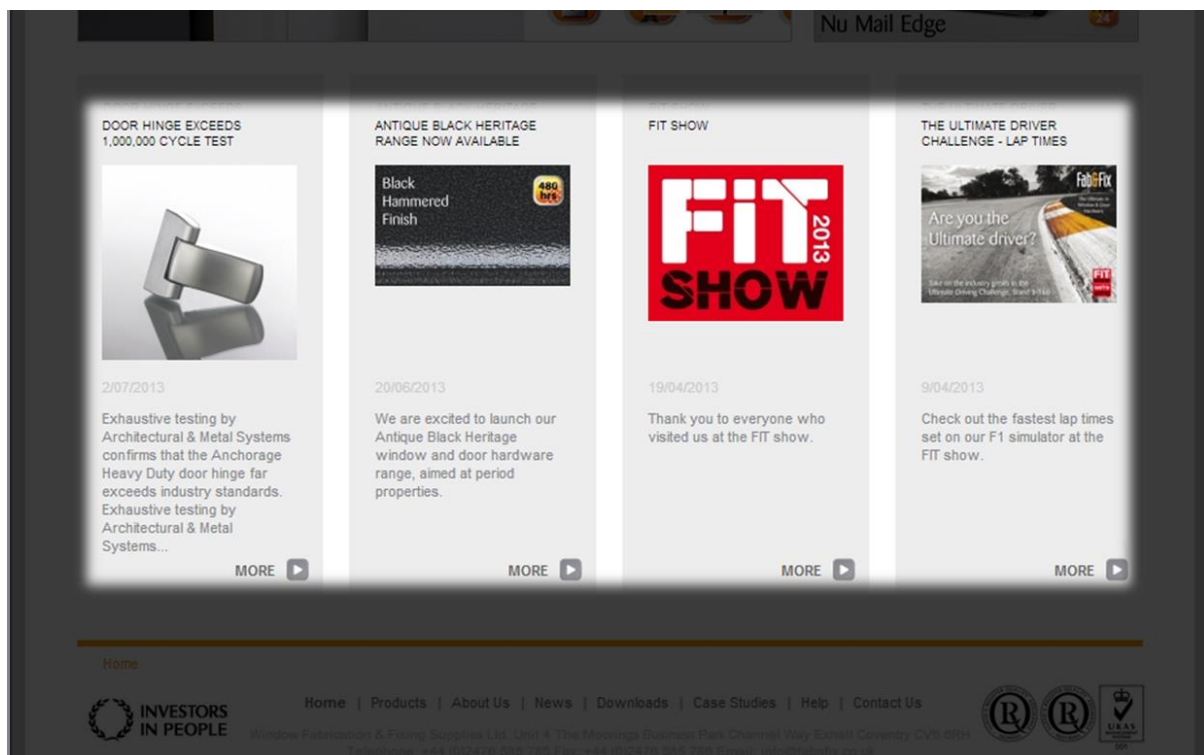
Entries to Display:
4

Update Cancel Delete

The modules allows you to adjust

- **Blog Feed** – the category of blog entries you want to display.
- **Access Groups** – who can see it.
- **Sort By** – Creation Date (Latest First) or Entry Date.
- **Entries to Display** – how many items you want in the feed.

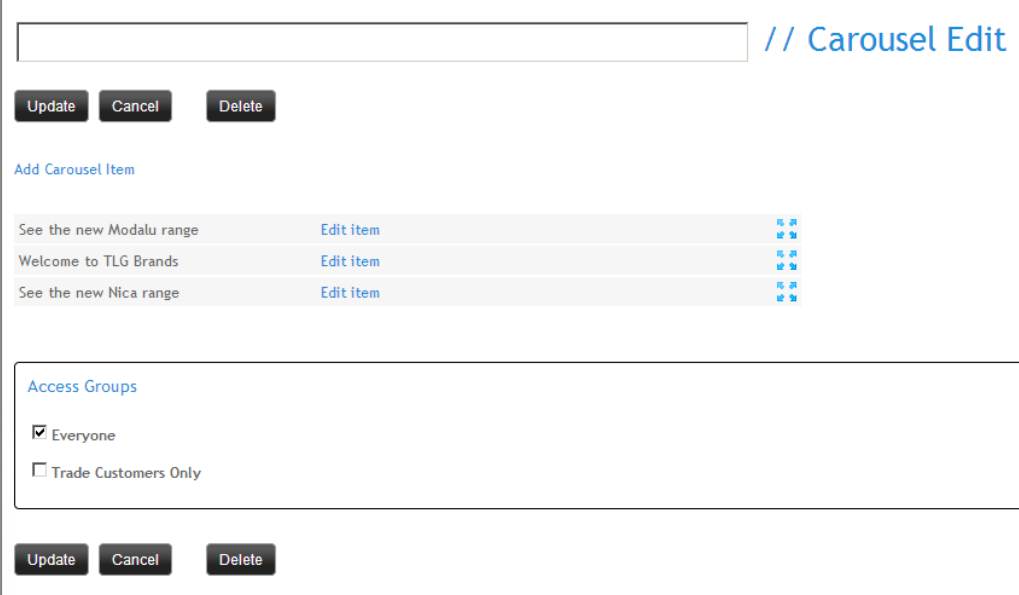
Once this is saved, depending on the area of your site you use it you should see something along these lines:



Carousel Module





1. Setting up a carousel is a breeze. Drag the item in and click the edit button. 



// Carousel Edit

Update Cancel Delete

Add Carousel Item

See the new Modalu range	Edit item	
Welcome to TLG Brands	Edit item	
See the new Nica range	Edit item	

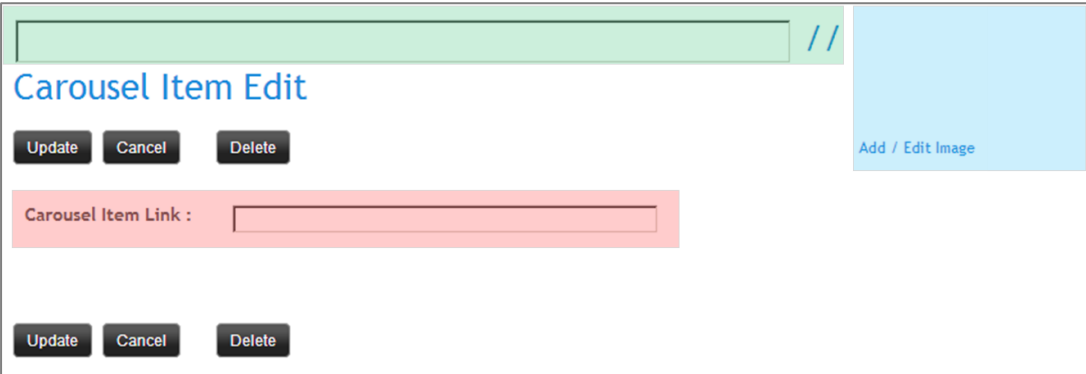
Access Groups

☒ Everyone

☐ Trade Customers Only

Update Cancel Delete

2. Once you're in, set the title if applicable and the access group.
3. Click on "Add Carousel Item"



//

Carousel Item Edit

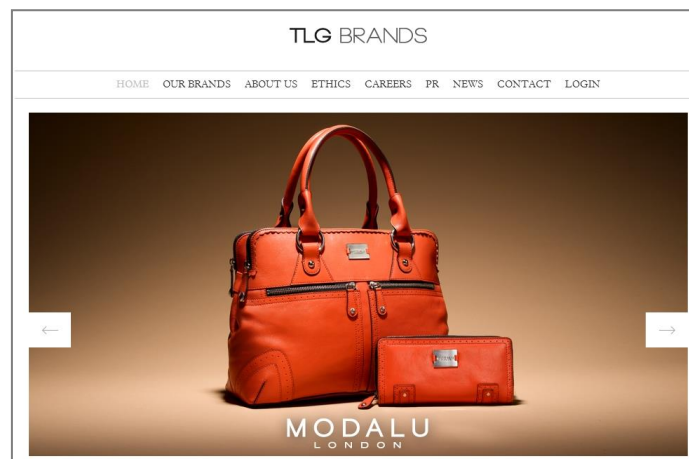
Update Cancel Delete

Carousel Item Link :

Update Cancel Delete

Add / Edit Image


4. Set your Carousel **item title**, the **link** you want the user to be taken to when clicked on (if you don't want it to be a link just leave this blank) and then select the image you want to display using 'Add/Edit Image'.
5. Repeat for all the sliders you want, and your done. You should end up with something like this:



File Download Module



The file download module is exactly as it sounds, it allows your users to download a whole group of files (or just a single file) from your website with ease! And it's so simple to set up too!

1. Drag the module into your page editor.
2. Click the edit button 

File Downloads

Edit

Update Cancel Delete

Add File Download

0 results found

Current File Downloads

amscan_distributors_@_wholesalers.xls	application/octet-stream	REMOVE
---------------------------------------	--------------------------	--------

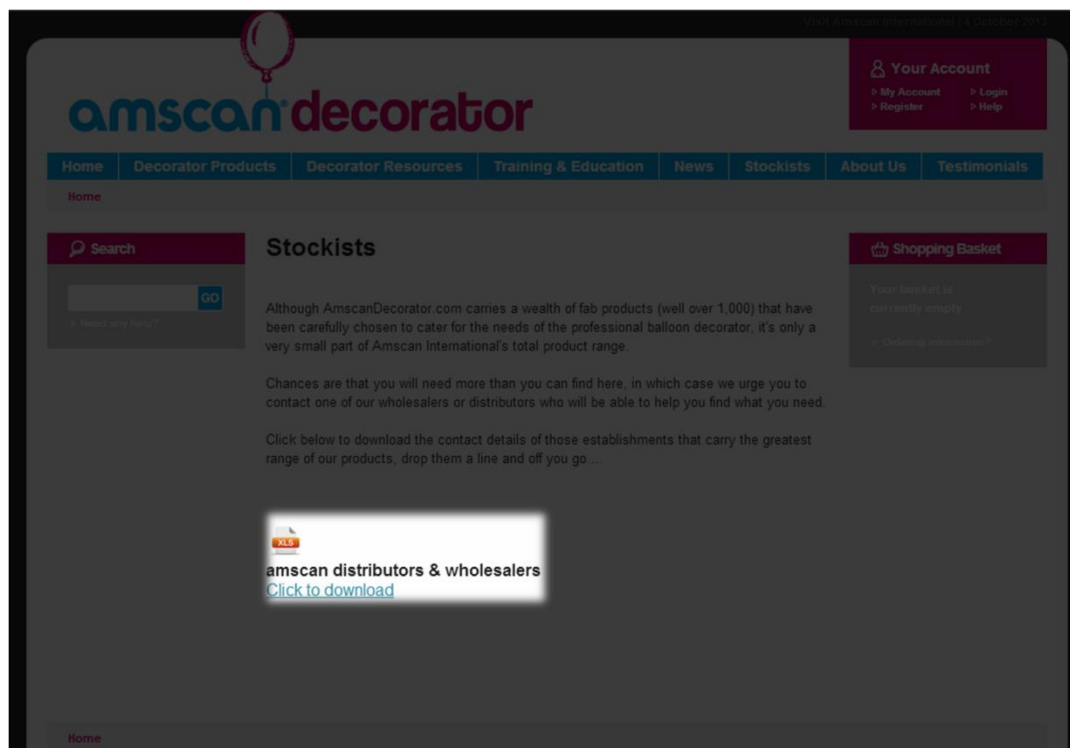
Access Groups

☒ Everyone

Update Cancel Delete

3. Set **title** and **access groups**.
4. Type in the **file name or extension** to add it to your '**Current File Downloads**'

Then you're done, the end result should look something along these lines:



Product Rotator Module



The Product Rotator module is a powerful way of displaying a number of pre-selected products to the users of your website. Essentially you choose a list of products you want it to show, choose how many it can show at one time and it will rotate the products round.

1. Drag the product rotator module in to a content panel in your page editor.
2. Click the edit button.

// Product Rotator Edit

Update
Cancel
Delete

Number to show :

Add Product

Associated Products

HAIR CLIPS (GOLD, 10PCS) SSP £0.99	FT-1015	REMOVE
ABSORBENT COTTON WOOL BP/100G SSP £2.49	CW-100	REMOVE
EXTRA HAND BATH SPONGE SSP £3.99	BM-70107	REMOVE
DISPLAY STAND FOR GEL COOLING SHEETS	FT-549	REMOVE
ABS. PERFORATED DRESSING / PLASTIC FILM (S-M) SSP £1.39	FT-055	REMOVE
PALM SUPPORT / LGE - LEFT SSP £5.49	FT-014	REMOVE
ELASTIC COHESIVE BANDAGE/5CM X 4.5M SSP £3.19	FT-001	REMOVE
NEOPRENE WRIST SPLINT / MED. - LEFT SSP £12.99	FT-006	REMOVE
CANE LOOP SSP £2.29	FT-550	REMOVE
ELASTICATED KNEE SUPPORT (XL) SSP £5.49	FT-1000-XL	REMOVE
HAIR CLIPS (BLK, GOLD, MAT GOLD, 10PCS) SSP £0.99	FT-1014	REMOVE

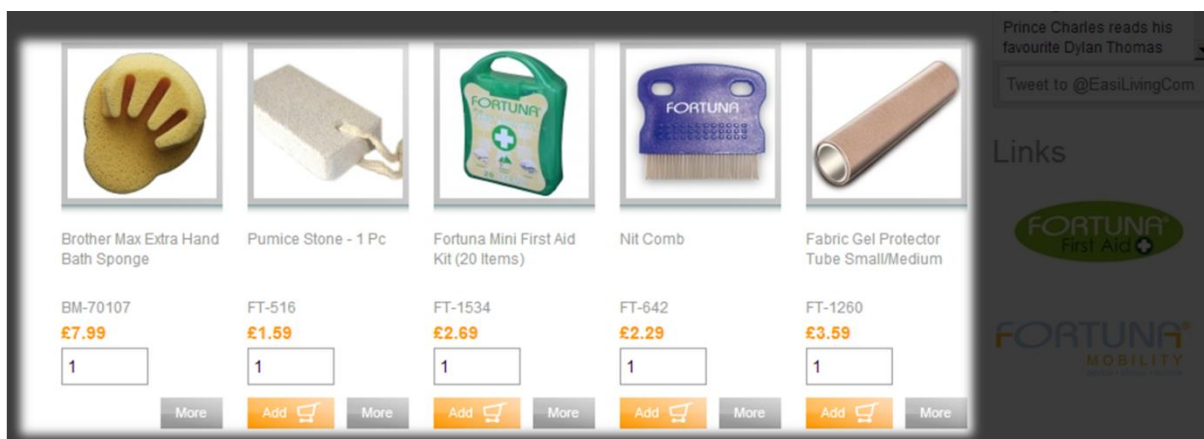
Access Groups

☒ Everyone

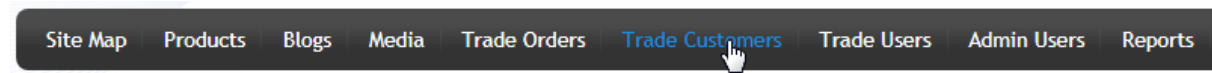
Update
Cancel
Delete

3. Set **title** and **access groups**.
4. Type in the **number** of products you want **to show**.
5. Start typing a products name or code to **add** it to your **associated products** (the products you will show)

Then you're all done and should have something like this:



Trade Customers



Without a doubt the most important section of your InterSell B2B website is the Trade Customers area. Here you can view, manage and login as your Trade Customer accounts.

View or test the website as a trade customer

To get started, click the “Trade Customers” link in the navigation (as shown in the above screenshot) and search for your desired customer:

Trade Customers

Quick search			
Search by Account Number or Name			
<input type="text" value="Test"/> <input type="button" value="GO"/>			
	Account Number	Name	Address
Login as			
Login as			
Login as			
Login as			
Login as			
Login as			
Login as		test	
Login as		test	
Login as		TEST ACCOUNT	

From here, you can use the “Login as” option on the left of the Trade Customer table to view or test the site as the trade user. Repeat the process above to test another account.