

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

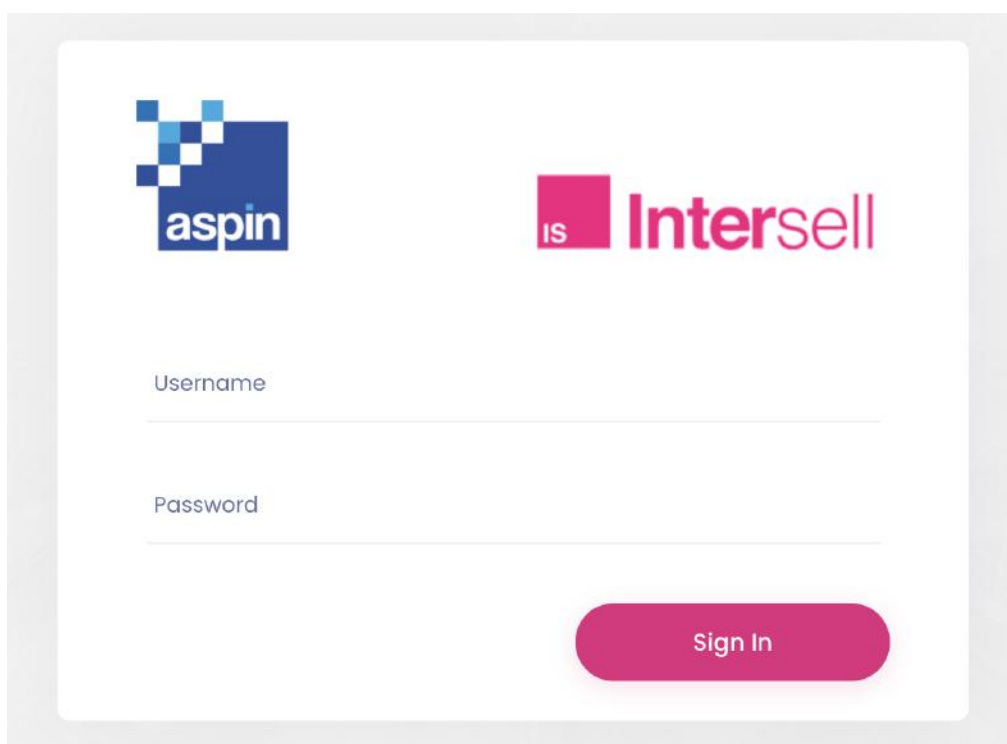
The Admin area is your website's control panel, here you can change almost any aspect of your website's content including adding and editing content items from news, blogs, press releases all the way to videos and downloads.

Logging In

To login to a typical InterSell 3 installation, go to your website and add /admin_is3/ on the end of the domain, as shown in the example below:

https://www.example.com/admin_is3/

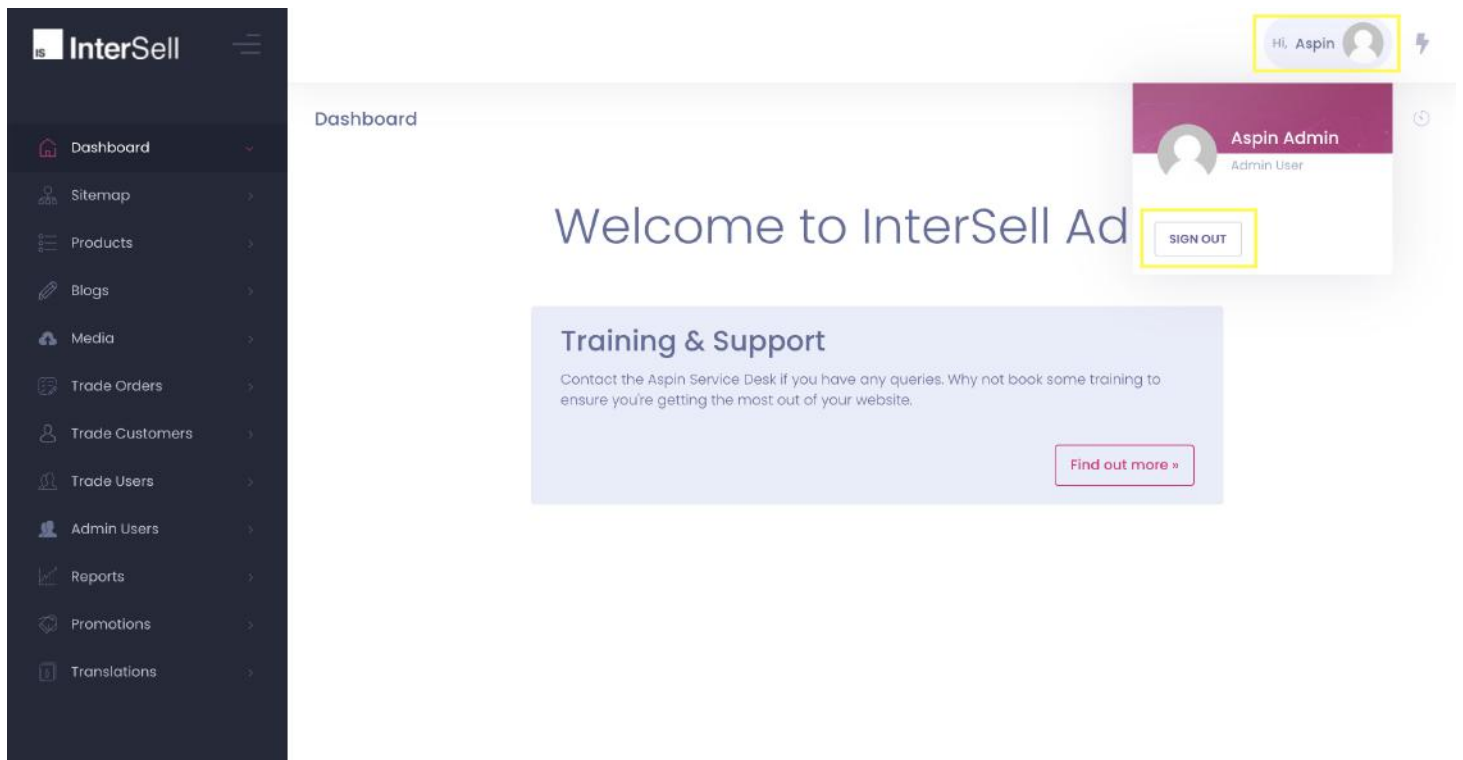
You should be greeted with a login page like the one below:

The image shows a login page for the InterSell system. At the top left is the 'aspin' logo, which consists of a blue square with a white pixelated pattern and the word 'aspin' in white. At the top right is the 'InterSell' logo, featuring a pink square with the letters 'IS' in white, followed by the word 'InterSell' in pink. Below the logos are two input fields: 'Username' and 'Password', each with a horizontal line for text entry. At the bottom right is a pink rounded rectangular button with the text 'Sign In' in white.

Enter your details to login.

Logging Out

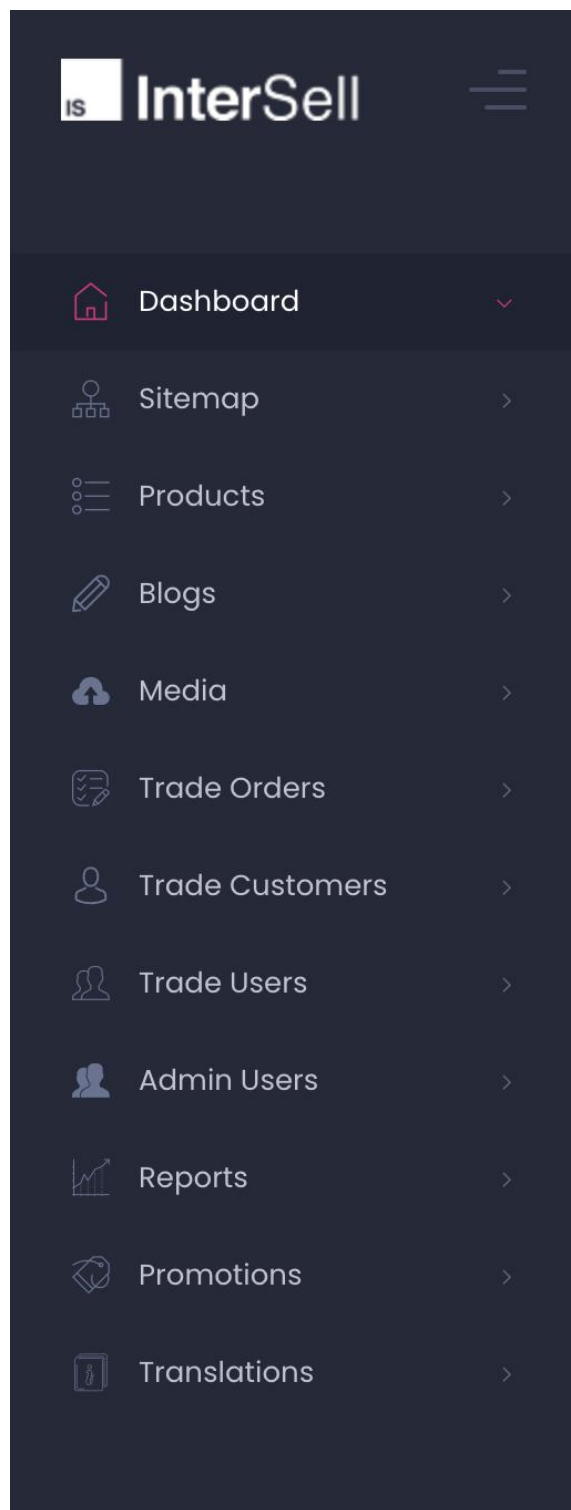
Use this button to securely close your admin session before leaving your computer unattended.



Navigation

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

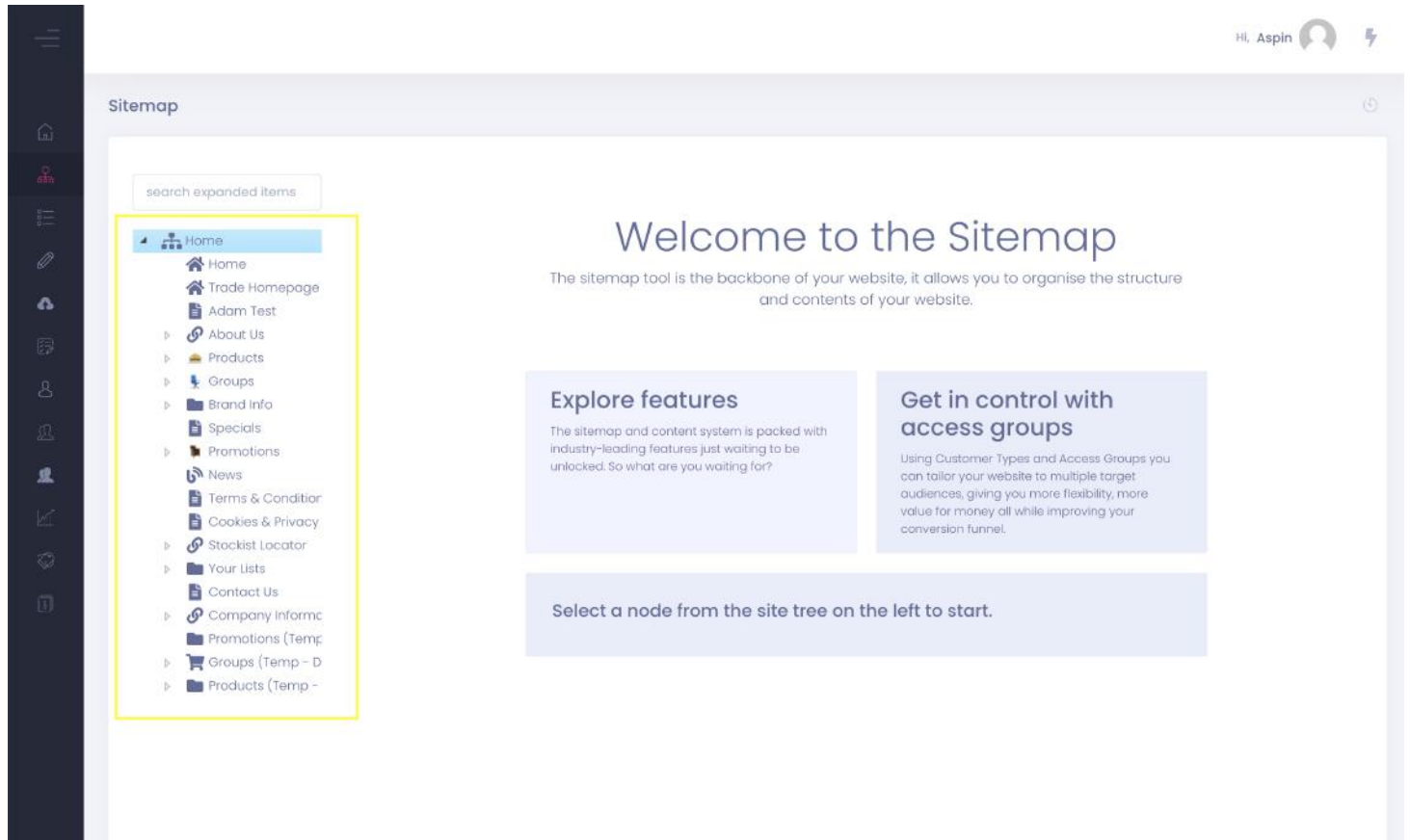
The navigation menu should look something like this:



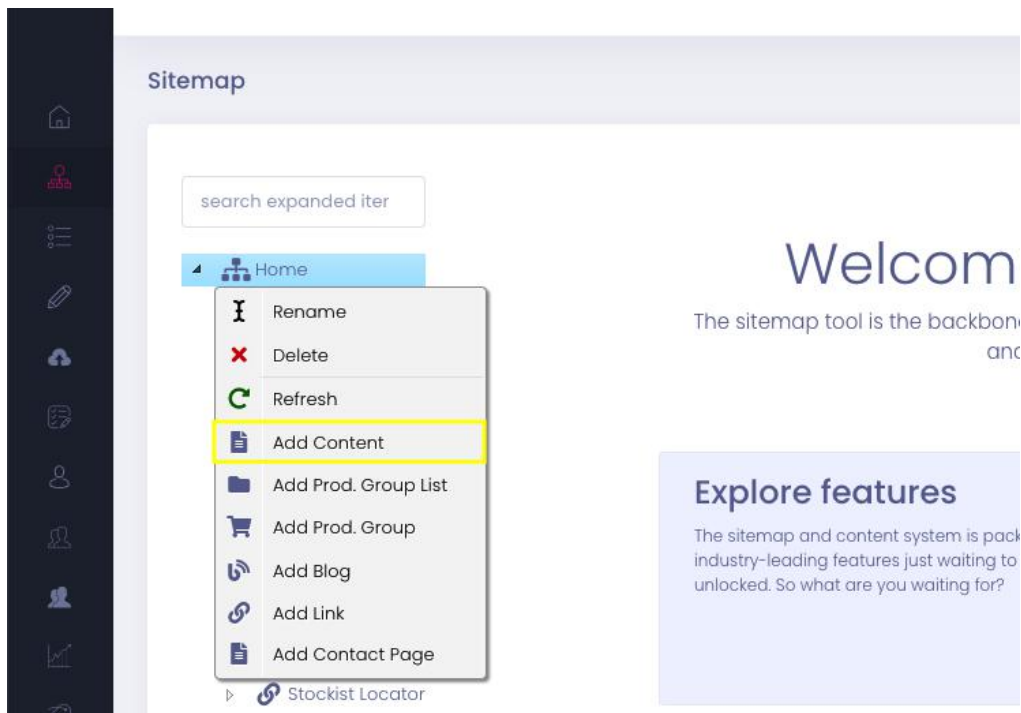
Next we'll take a look at each area of the navigation, starting with the sitemap.

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.



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:

Node Type	Description
Content	For a standard content managed page.
Blog	For listing out blog articles created in the 'Blogs' control in your navigation.

Node Type	Description
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 product groups 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.

SimpleContent - 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:

Sitemap

search expanded items...

Home

Home

Trade Homepage Mock.

About Us

About Aspin

InterSell

Products

Beauty

Christmas

Eyewear

Furniture

Garden and Leisure

Greeting cards

Hardware

Kitchenware

Medical Supplies

Shoes

Stationery

Tableware

Toys

Watches

Groups

Brand Info

Beauty Collection

Christmas Collection

Watches Collection

Specials

Promotions

News

Terms & Conditions

Cookies & Privacy Policy

Stockist Locator

Your Lists

Contact Us

Company Information

Promotions (Temp - Do I

Groups (Temp - Do Not I

Products (Temp - Do No

New [Simple Content Component]

Delete

Cancel

Update

Component Information

Component Title:

The name of the component. This is displayed in page navigation and titles.

Secondary Title:

Link:

Style:

1 Column Layout (Full Width)

Component Edit

Rich View

Source View

Paragraph

B

I

Access Groups

Search...

Access Groups

☒

Everyone

☐

Public

☐

Trade

10

Showing 1 - 3 of 3

Delete

Cancel

Update

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:

Simple Content

1 Col (Full Width)

Clearance

Everyone

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.



SimpleContent – 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 the Aspin Demo about us page:



Home

About Us

Products

Brand Info

Specials

News

Stockist Locator

Contact Us

Home

About Us

About Aspin

About Aspin

InterSell

About Aspin

What We Do

Aspin help distributors take orders more effectively, whether on-the-road, at trade shows or online. Our innovative and user friendly applications allow sales teams, agents, and retailers to place and process orders wherever they are. From 1984 to the present day, our product range has evolved with technology available to our PixSell iPad ordering app and InterSell B2B eCommerce websites. One thing however, has always remained the same; you take orders from your retail customers and Aspin will assist in processing that order with software solutions for distributors.

The Directors



Nathan Aspin

Managing Director

Nathan Aspin joined the business in 1996 as part of the Sales and Marketing team, he now manages day-to-day running of the business from the Romsey office with support from his brother Toby. Nathan lives just outside Romsey - is a keen runner, hockey and cricket player, enjoys perfecting his daal recipe, DIY and spending time with his two lovely daughters, Isabella and Charlotte.



John Aspin

Chairman

John Aspin founded Aspin in 1984, providing originally back office computer processing systems for distribution companies. Today, John resides principally in Nottingham with his wife Judy, and has handed over the daily managing of the business to his eldest son Nathan, together with his younger son Toby. In his spare time, John is enjoying remodelling his home, and when possible has restarted to play his guitars, although as yet he has no plans to release an album.



Toby Aspin

Company Secretary

Toby Aspin joined the family business in 2003 and has assumed many roles across the business including sales, marketing, technical support and most recently Company Secretary. He also supports Nathan with the day-to-day running of the business. Toby enjoys travelling several times a year, keeping fit and is currently working towards his CIMA qualification.

Our team



Home

About Us

About Aspin

Contact us today for all enquiries on +44 (0)1794 500 200 or via info@aspin.co.uk

Company Information

Home

About Us

Contact Us

Where To Buy

Advanced Where To Buy

Terms & Conditions

Login

Brands

Beauty

Christmas

Eyewear

Furniture

Garden and Leisure

Greeting cards

Hardware

Kitchenware

Medical Supplies

Shoes

Stationery

Tableware

Toys

Watches

Connect with us

Facebook

Twitter

Pinterest

Instagram

YouTube

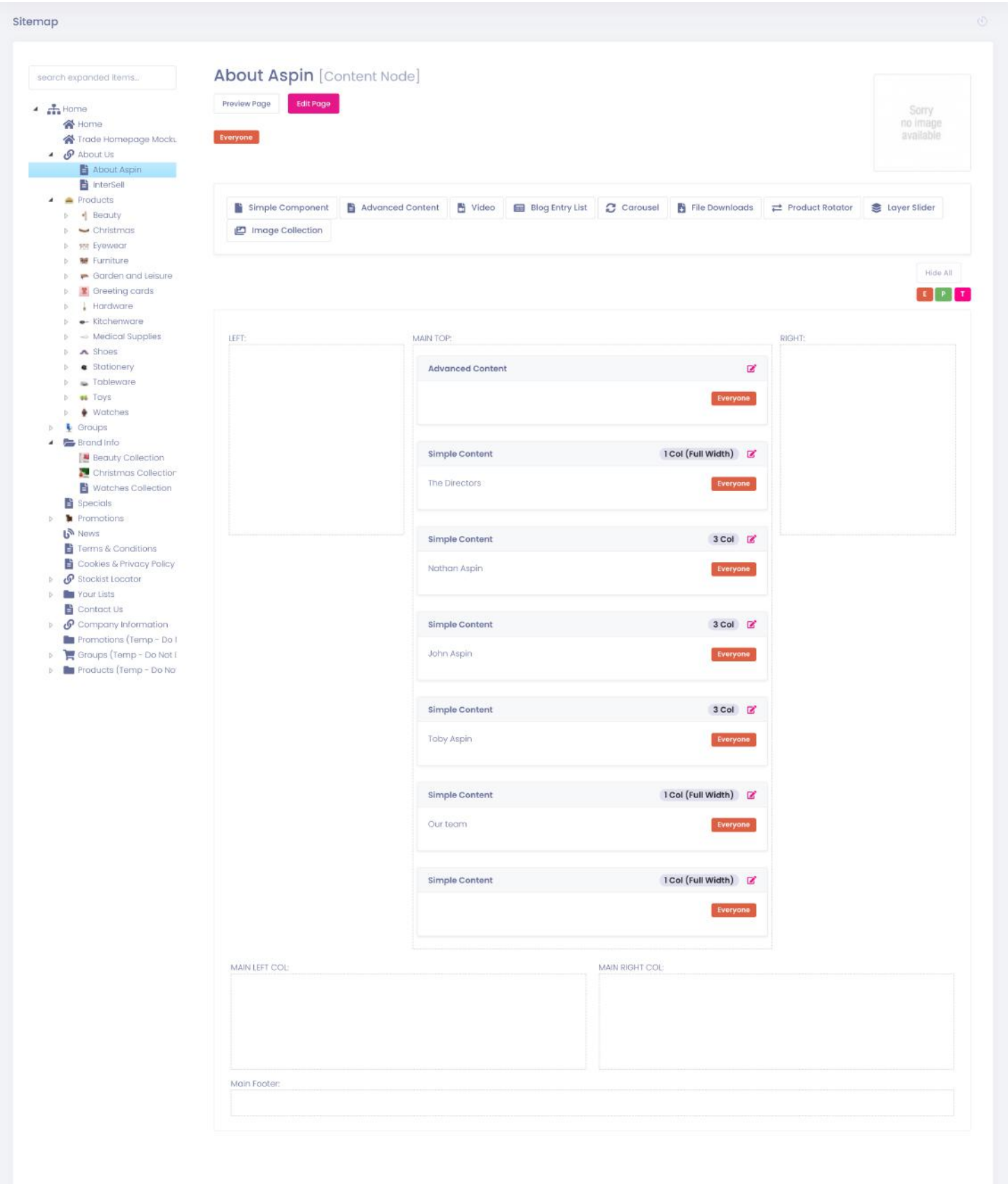


3 Horsefair Mews,
Romsey,
SO51 8JG, UK

Tel: +44 (0)1794 500 200
Email: info@aspin.co.uk

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':

search expanded items...

Home

Home

Trade Homepage Mock

About Us

About Aspin

InterSell

Products

Beauty

Christmas

Eyewear

Furniture

Garden and Leisure

Greeting cards

Hardware

Kitchenware

Medical Supplies

Shoes

Stationery

Tableware

Toys

Watches

Groups

Brand Info

Beauty Collection

Christmas Collection

Watches Collection

Specials

Promotions

News

Terms & Conditions

Cookies & Privacy Policy

Stockist Locator

Your Lists

Contact Us

Company Information

Promotions (Temp - Do Not I

Groups (Temp - Do Not I

Products (Temp - Do No

Nathan Aspin [Simple Content Component]

Delete

Cancel

Update

Component Information

Component Title:

Nathan Aspin


The name of the component. This is displayed in page navigation and titles.

Secondary Title:

Link:

Style:

3 Column Layout



Select Primary Image







☐ Remove Image

Rich View

Source View

Component Edit

Heading 3

B *I*      

Nathan Aspin

Managing Director

Nathan Aspin joined the business in 1996 as part of the Sales and Marketing team, he now manages day-to-day running of the business from the Romsey office with support from his brother Toby. Nathan lives just outside Romsey - is a keen runner, hockey and cricket player, enjoys perfecting his daal recipe, DIY and spending time with his two lovely daughters, Isabella and Charlotte.

Access Groups

Search...

☐ Access Groups

☒ Everyone

☐ Public

☐ Trade

10

Showing 1 - 3 of 3

Delete

Cancel

Update

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

The Directors



Nathan Aspin

Managing Director

Nathan Aspin joined the business in 1996 as part of the Sales and Marketing team, he now manages day-to-day running of the business from the Romsey office with support from his brother Toby. Nathan lives just outside Romsey - is a keen runner, hockey and cricket player, enjoys perfecting his daal recipe, DIY and spending time with his two lovely daughters, Isabella and Charlotte.



John Aspin

Chairman

John Aspin founded Aspin in 1984, providing originally back office computer processing systems for distribution companies. Today, John resides principally in Nottingham with his wife Judy, and has handed over the daily managing of the business to his eldest son Nathan, together with his younger son Toby. In his spare time, John is enjoying remodelling his home, and when possible has restarted to play his guitars, although as yet he has no plans to release an album.



Toby Aspin

Company Secretary

Toby Aspin joined the family business in 2003 and has assumed many roles across the business including sales, marketing, technical support and most recently Company Secretary. He also supports Nathan with the day-to-day running of the business. Toby enjoys travelling several times a year, keeping fit and is currently working towards his CIMA qualification.

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. The following layout was produced using simple and advanced components with custom styles.

[Login / Register](#)



[Home](#) [Our Brands](#) [Contact Us](#) [Latest News](#)

No Minimum Order

Free Shipping on Orders Over £350

[Contact Us](#)



Spode®
SINCE 1770

Founded by Josiah Spode in 1770, Spode revolutionised the ceramics industry with the introduction of blue under-glaze transfer printing and the development of a winning formula for fine bone china.

Part of Portmeirion Group since 2009, Spode is synonymous with classic and elegant designs that are timeless and of the highest quality.



Black Italian

Spode's 250th anniversary is celebrated in style with the launch of Black Italian for Spring 2020. A stunning capsule collection that features the original Blue Italian design in a beautiful black and white colourway. A timeless and adored collection reimagined exclusively for the anniversary year.



Blue Italian

Quintessentially English and synonymous with Great British design, Spode's Blue Italian has been in production since 1816 and is just as adored today as it was over 200 years ago.





Morris & Co.

The most wonderful collaboration, Spode has partnered with Morris & Co. to bring its British heritage designs to life in a range of homeware that is perfectly giftable. Utilising some of Morris & Co.'s most iconic designs, Spode has created a collection that sings of Great British style and craftsmanship.



Home & Gifts

Find the perfect present in our Home and Gifts collection, from stunning trinket trays to every day mugs. You will be sure to find everything you need for that special someone.

[Home](#) > [Our Brands](#) > [Spode](#)

Contact us today for all enquiries on +44 (0)1782 744721 or via b2b@portmeiriongroup.com

Company Information

[About Us](#)
[Contact us](#)
[Portmeirion Group Privacy Policy](#)
[Site Terms of Use](#)
[Terms and Conditions of Sale](#)
[Cookie Policy](#)

Useful Links

[Sign Up for an Account](#)
[FAQs / Glossary of Terms](#)
[Packaging Information](#)
[PMGUK Share Site](#)

Social Media

[Facebook](#)
[Twitter](#)
[Instagram](#)
[Pinterest](#)



London Road
Stoke-on-Trent
ST4 7QQ
UK

Tel: +44 (0)1782 744721
Email: b2b@portmeiriongroup.com

Portmeirion Group UK Limited Registered in England No. 417484. Copyright © 2020 Portmeirion Group UK Limited

Powered by **InterSell** eCommerce

New/Edit Advanced Component

search expanded ite

Lorem Ipsum [Advanced Content Component]

Delete

Cancel

Update

Component Information

Component Title:

Lorem Ipsum

The name of the component. This is displayed in page navigation and titles.














Style:


Default

Component Edit

Rich View

Source View

Choose heading ▾ **B** *I*             



Enter image caption

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Click or press enter to start typing.

Access Groups

Search...

☐ Access Groups☒ Everyone☐ Public☐ Trade

10 ▾ Showing 1 - 3 of 3

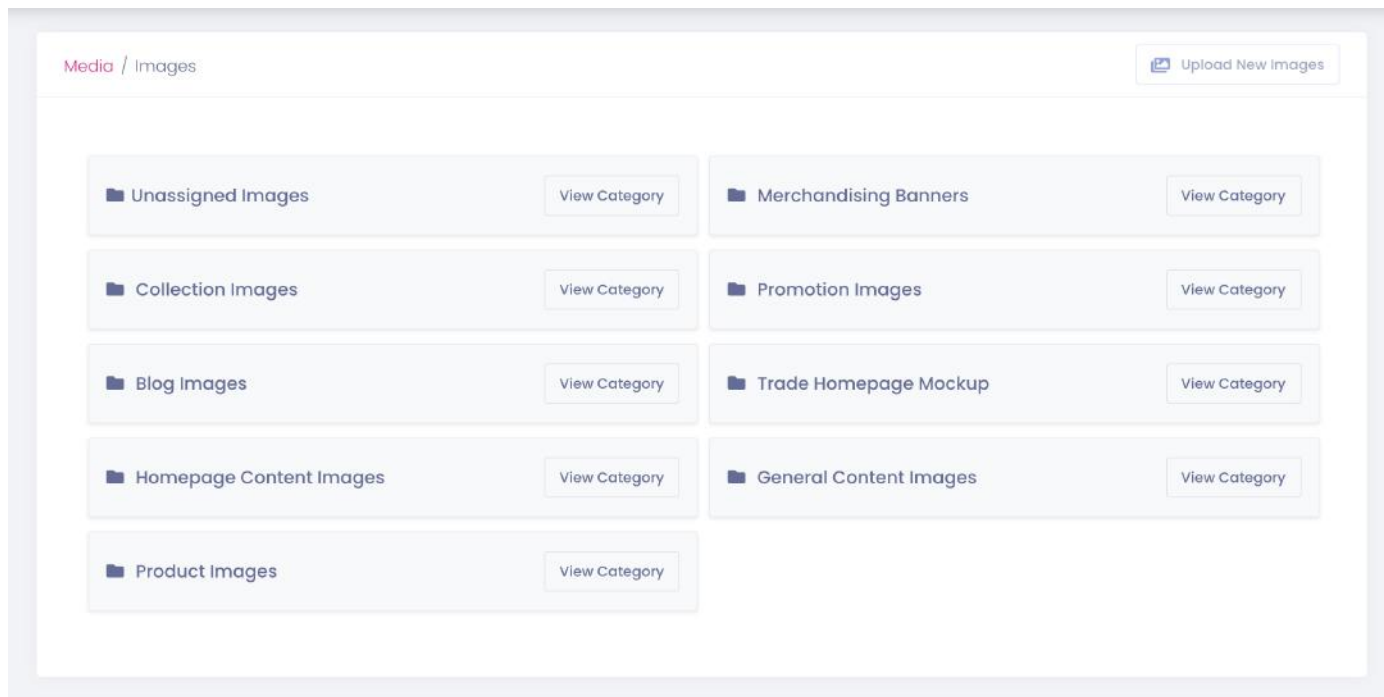
Delete

Cancel

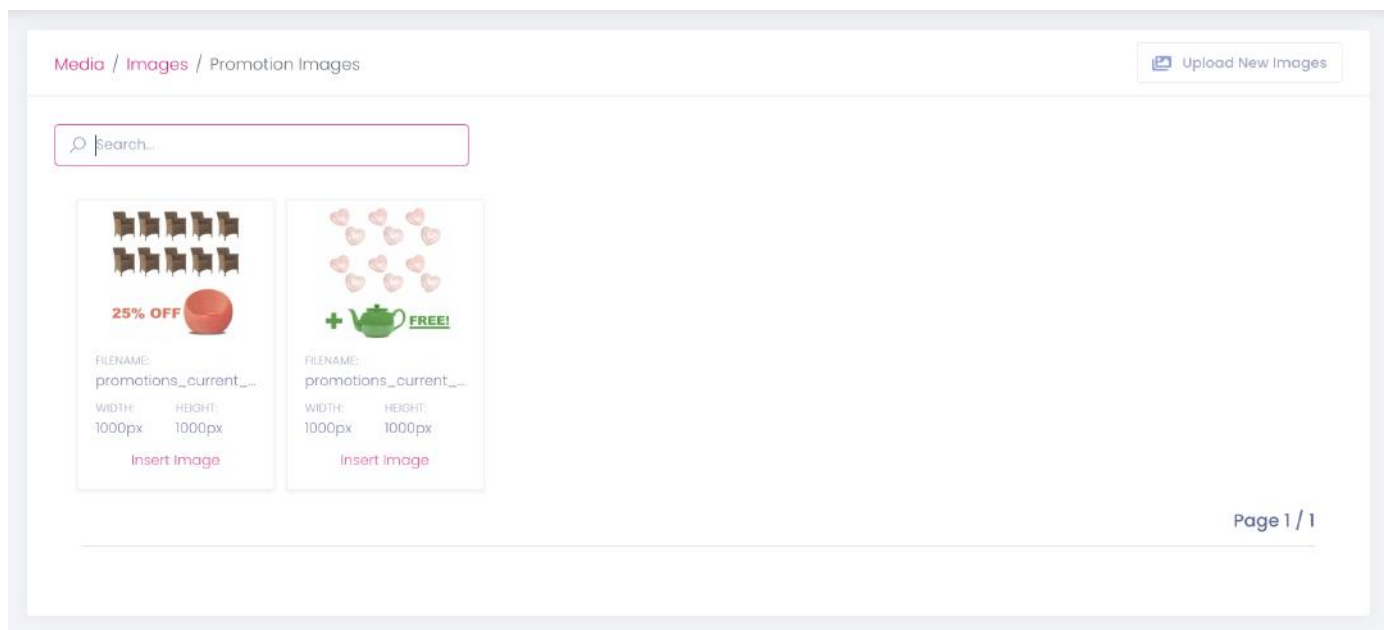
Update

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. Select a category.



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 'Insert Image' button.!

Insert Image



Current size: 1000px x 1000px

Resize Image



1000px

Constraint

Width



25% OFF



Close

Insert Image

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.

More Advanced Content

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 and YouTube Videos

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>
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>
Here is the equivalent but for Twitter, here you can make your twitter feeds and follow buttons.
- Interactive Catalogues
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
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:

Homepage 1

Aspin

ell

y

mas

ar

ure

an and Le

ing cards

ware

anware

al Suppli

i

nery

ware

res

y Collecti

mas Colli

res Colli

Component Title:

Lorem Ipsum

The name of the component. This is displayed in page navigation and titles.

Style:

Default

Component Edit

Rich View

Source View

```
1 <figure class="image"><p><strong>Lorem Ipsum</strong> is simply dummy text of the printing and typesetting industry.
2 <p><strong>Lorem Ipsum</strong> is simply dummy text of the printing and typesetting industry.
3 Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took
4 a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries,
5 but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s
6 with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing
7 software like Aldus PageMaker including versions of Lorem Ipsum.</p></pre>
```

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.

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. 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.

Sitemap

search expanded items...

Home

Home

Trade Homepage Moc

About Us

About Aspin

InterSell

Products

Beauty

Christmas

Eyewear

Furniture

Gorden and Leisun

Greeting cards

Hardware

Kitchenware

Medical Supplies

Shoes

Stationery

Tableware

Toys

Watches

Groups

Brand Info

Beauty Collection

Christmas Collecti

New [Video Component]

Delete

Cancel

Update

Universal Settings

Component Title:

The name of the component. This is displayed in page navigation and titles.

Style:

Default

Width:

0

pixels

Height:

0

pixels

Video Type

YouTube

Vimeo

Youtube Settings

YouTube Video URL:

Sorry no image available

Select Primary Image

- Watches Collector
- Specials
- Promotions
- News
- Terms & Conditions
- Cookies & Privacy Policy
- Stocklist Locator
- Your Lists
- Contact Us
- Company Information
- Promotions (Temp - Do Not)
- Groups (Temp - Do Not)
- Products (Temp - Do Not)

Auto Play:

Automatically play the video when the page loads.

Show Related Videos:

Loads a list of related videos when your video finishes playing.

Show Full Screen Button:

Display the full screen option inside the player.
(Please note the disabling this makes it impossible to view the video in full screen without leaving the page)

Show Info:

Display the video title and author when the video is hovered over.

Auto Hide:

Automatically hide the Play/Pause/Stop & Volume controls when there is no activity within the player.

Remove Youtube Logo (From Controls Bar):

Removes the YouTube logo from the controls.
(Please note the video can still show in places depending on what other settings are changed)

Loop Video:

Loop the video or playlist

Theme:

Change the look of the YouTube player to suit your website.

Disable Keyboard Shortcuts:

Removes the ability to use the keyboard to control the video.

Show Controls:

Show/hide the control bar at the bottom of the video player

Bar Colour:

Toggle the colour of the loading bar.

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: <https://www.youtube.com/watch?v=Cb0m095jr84>

Set Quality:

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

Access Groups

<input type="checkbox"/>	Access Groups
<input type="checkbox"/>	Everyone
<input type="checkbox"/>	Public
<input type="checkbox"/>	Trade

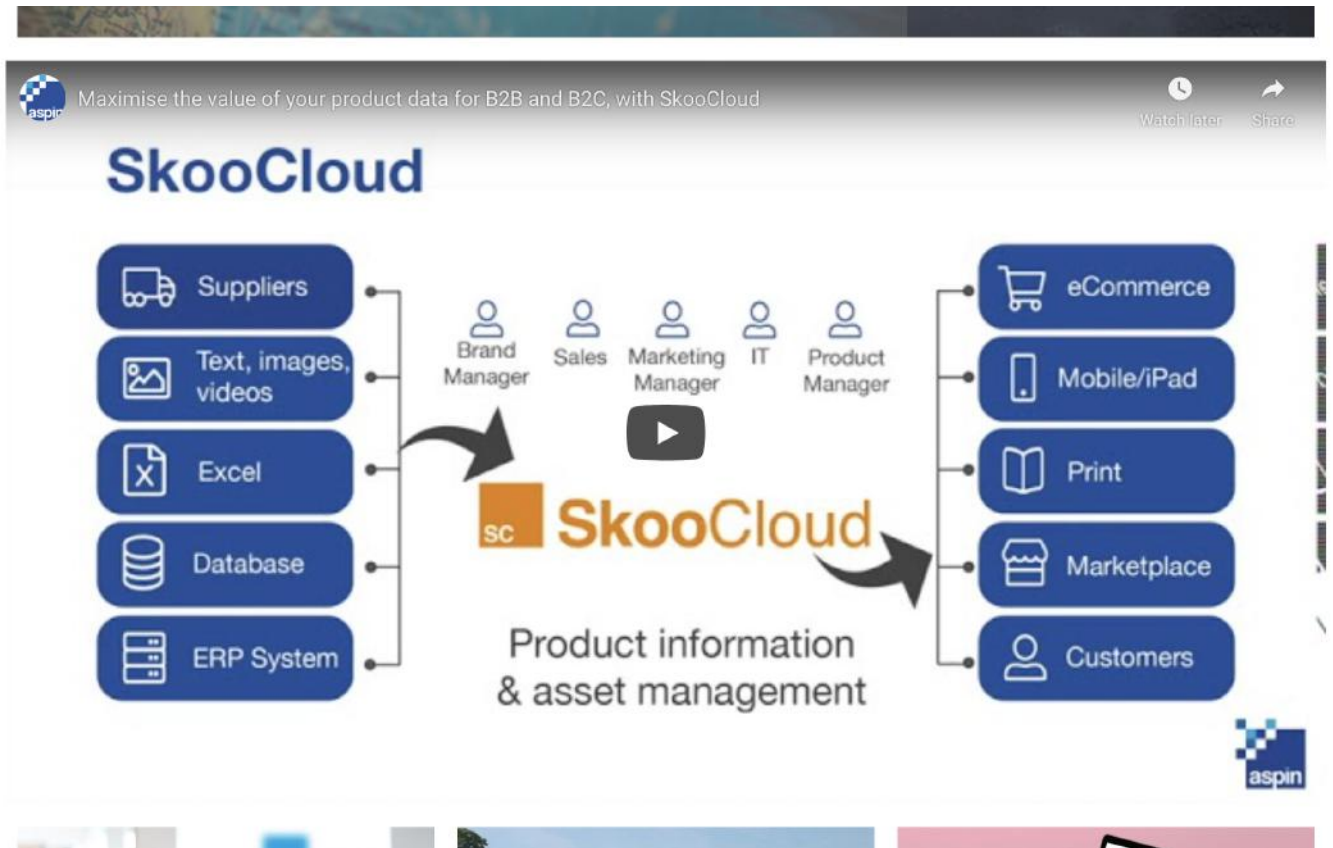
10 Showing 1 - 3 of 3

Delete Cancel Update

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!

A video displaying in a full screen container will display like this:



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. Using the Aspin Demo as an example...

Sitemap

search expanded items...

- Home
 - Home
 - Trade Homepage Moc
- About Us
 - About Aspin
 - InterSell
- Products
 - Beauty
 - Christmas
 - Eyewear
 - Furniture
 - Garden and Leisure
 - Greeting cards
 - Hardware
 - Kitchenware
 - Medical Supplies
 - Shoes
 - Stationery
 - Tableware
 - Toys
 - Watches
- Groups
- Brand Info
 - Beauty Collection
 - Christmas Collecti
 - Watches Collection
- Specials
- Promotions
- News
 - Terms & Conditions
 - Cookies & Privacy Polic
- Stockist Locator
- Your Lists
- Contact Us
- Company Information
- Promotions (Temp - Do
- Groups (Temp - Do No
- Products (Temp - Do N

New [Blog Entry List Component]

Delete Cancel Update

Component Information

Component Title:

The name of the component. This is displayed in page navigation and titles.

Intro:

Style:

Default

Blog Information

Blog Feed:

News

Latest News

Modules

Sort by:

Creation Date (Latest First)

Entries to Display:

1

Access Groups

Search...

<input type="checkbox"/>	Access Groups
<input type="checkbox"/>	Everyone
<input type="checkbox"/>	Public
<input type="checkbox"/>	Trade

10 Showing 1 - 3 of 3

Delete Cancel Update

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 lines:



Aspin confirm April East Midlands workshop

We are pleased to announce our second B2B eCommerce workshop of 2018. Thanks to high demand, the workshop will be held in Derby on April 24, offering Aspin customers in the Midlands and the North an opportunity to attend with a shorter commute. We look forward to welcoming existing InterSell users and those that are interested in how it would impact their business....

[Read More](#)

2018 at Aspin - what do we have planned?

February 4th marks the start of Spring Fair 2018 – the UK's biggest annual gift show. This show is significant to our business, with many customers exhibiting and the opportunity for us to meet with them all. So why wouldn't we be exhibiting in 2018? Read on to find out...

[Read More](#)

Aspin's Activity Tracker

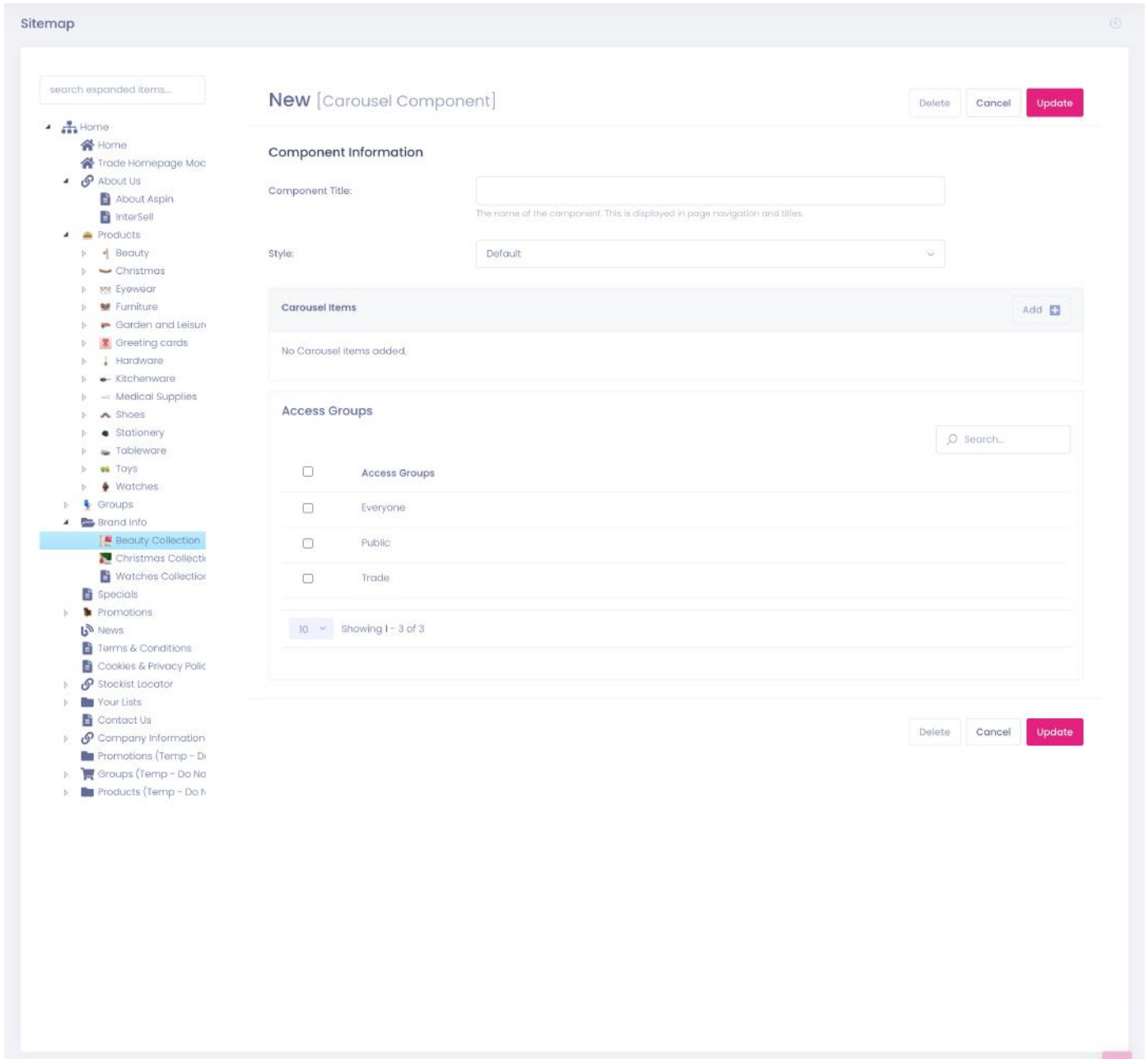
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam purus enim, cursus ac suscipit sed, ultricies ut diam. Etiam egestas finibus tortor quis fringilla. Vestibulum dapibus mauris eget rutrum sollicitudin. Integer non ex ut quam imperdiet faucibus. Proin sollicitudin est nisi, sit amet posuere lacus eleifend in. Sed metus erat, rutrum vel pulvinar quis, venenatis fringilla lectus. Phasellus sed felis gravida, interdum purus eget, viverra nisi. Aliquam dapibus velit vitae mi consectetur, ut mollis ipsum lacinia. Donec quis mattis dui, non efficitur libero.

Quisque non augue finibus elit varius semper. Pellentesque habitant morbi tristique....

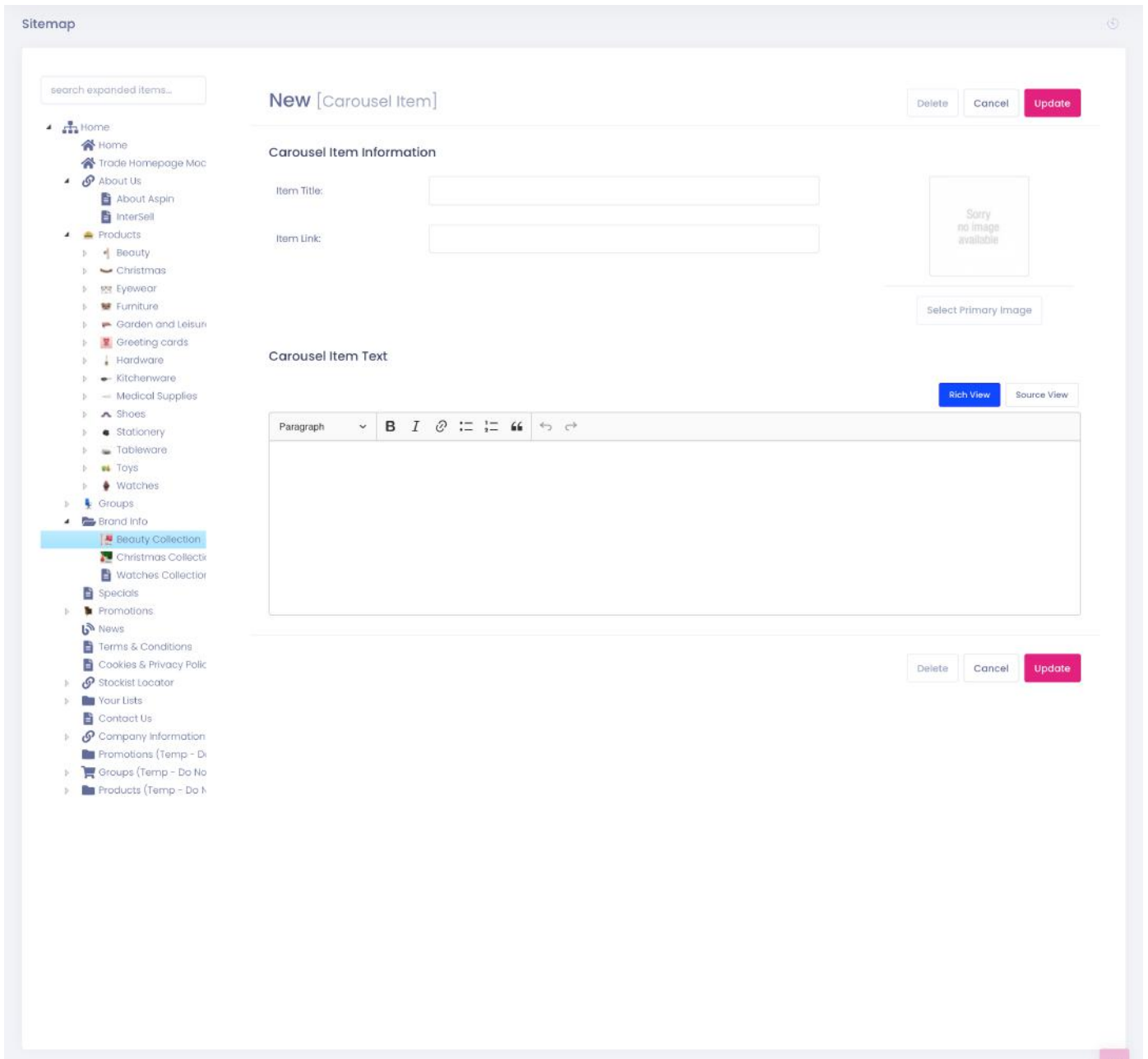
[Read More](#)

Carousel Module

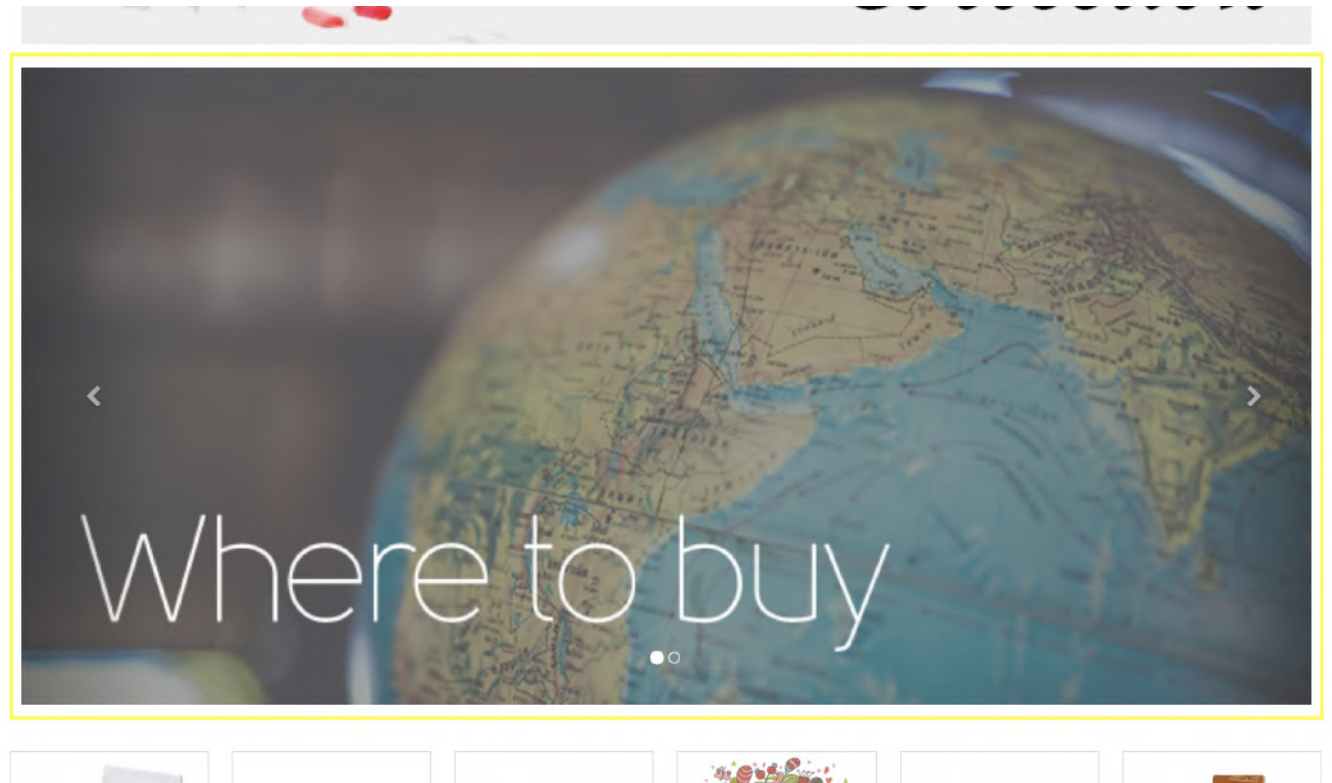
1. Setting up a carousel is a breeze. Drag the item in and click the edit button.
2. Once you're in, set the title if applicable and the access group.



3. Click on "Add Carousel Item"



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.

Sitemap

search expanded items...

Home

Trade Homepage Mock

About Us

About Aspin

InterSell

Products

Beauty

Christmas

Eyewear

Furniture

Garden and Leisure

Greeting cards

Hardware

Kitchenware

Medical Supplies

Shoes

Stationery

Tableware

Toys

Watches

Groups

Brand Info

Beauty Collection

Christmas Collection

Watches Collection

Specials

Promotions

News

Terms & Conditions

Cookies & Privacy Policy

Stockist Locator

Your Lists

Contact Us

Company Information

Promotions (Temp - Do Not)

Groups (Temp - Do Not)

Products (Temp - Do Not)

New [File Download Component]

Delete Cancel Update

Component Information

Component Title:

The name of the component. This is displayed in page navigation and titles.

Style:

Add File Download:

aspin_brand_guidelines_st4

Access Groups

Search...

☐ Access Groups

☒ Everyone

☐ Public

☐ Trade

10 Showing 1 - 3 of 3

Delete Cancel Update

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:

Assorted Coloured Plasticine	Dyers	Foggy Birthday	Director's Chair	Aurelia	Vintage Dining Chair
TOY0014	EW0012	BD0018	GL0010	EW0023	CHA0022
RRP £3.99	RRP £160.00	RRP £1.99	RRP £16.99	RRP £45.99	RRP £69.99
Details	Details	Details	Details	Details	Details

Filename	Format	
aspin brand guidelines st4	.PDF	Click to download

Home > Brand Info > Beauty Collection

Contact us today for all enquiries on +44 (0)1794 500 200 or via info@aspin.co.uk

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.

The screenshot shows the Sitemap editor interface. On the left is a sidebar with a search bar and a tree view of site pages. The 'Products' category is expanded, showing various sub-categories like Beauty, Christmas, Eyewear, Furniture, etc. The 'Beauty Collection' is highlighted. The main area displays the 'New [Product Rotator Component]' form. The form has a title 'New [Product Rotator Component]' and buttons for 'Delete', 'Cancel', and 'Update'. Below the title is the 'Component Information' section, which includes fields for 'Component Title', 'Style' (set to 'Default'), 'Number to show' (set to '0'), and 'Add Product'. The 'Add Product' field is a dropdown menu with a search bar and a list of products. The 'Access Groups' section has checkboxes for 'Access Group', 'Everyone', 'Public', and 'Trade'. At the bottom, there is a pagination bar showing '10' and 'Showing 1 - 3 of 3'. The 'Add Product' dropdown menu is open, showing a search bar and a list of products: EW0014 - Aurora, EW0023 - Aurelia, GL0005 - Aqua Round Wicker Chair, KW0023 - Apple Shaped Serving Dish, TOY0014 - Assorted Coloured Plasticine, TOY0017 - Alphabet Building Blocks, and TOY0021 - Assorted Coloured Wooden Rings.

3. Set title and access groups.
4. Type in the number of products you want to show.
5. Start typing a product's 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:



					
Director's Chair	Aurelia	Vintage Dining Chair	Assorted Coloured Plasticine	Dyers	Foggy Birthday
GL0010	EW0023	CHA0022	TOY0014	EW0012	BD0018
RRP £16.99	Details	RRP £45.99	Details	RRP £69.99	Details
RRP £16.99	Details	RRP £45.99	Details	RRP £3.99	Details
RRP £16.99	Details	RRP £69.99	Details	RRP £160.00	Details
RRP £16.99	Details	RRP £69.99	Details	RRP £160.00	Details

[Home](#) > [Brand Info](#) > [Beauty Collection](#)

Contact us today for all enquiries on +44 (0)1794 500 200 or via info@aspin.co.uk

Company Information

[Home](#)

[About Us](#)

Brands

[Beauty](#)

[Christmas](#)

Connect with us

[Facebook](#)

[Twitter](#)



3 Horsefair Mews.

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. Edit the product by clicking on the sku or edit button, or view the product page.

IMPORTANT

Sites with automated imports will overwrite some of this data, please contact the [Aspin Service Desk](#) for more information.

Product Search Merchandising Banners Products with missing images

Filter

All

20 Showing 1 - 20 of 437

<<

<

1

2

3

4

5

>

>>

Product Code/SKU	Product Title	Created	Updated	Allowed For Sale ↓	Actions
BD0001	Happy Birthday Tight Rope Girl	14-10-2020 23:23	23-04-2018 14:46	Active	
BD0002	Happy Birthday Giraffe	14-10-2020 23:23	23-04-2018 14:47	Active	
BD0003	Happy Birthday Bears	14-10-2020 23:23	23-04-2018 14:47	Active	
BD0004	Happy Birthday Big Bear	14-10-2020 23:23	23-04-2018 14:47	Active	
BD0005	Happy Birthday Air Balloon	14-10-2020 23:23	23-04-2018 14:47	Active	
BD0006	1st Birthday Girl	14-10-2020 23:23	23-04-2018 14:48	Active	
BD0007	2nd Birthday Girl	14-10-2020 23:23	23-04-2018 14:48	Active	
BD0008	3rd Birthday Girl	14-10-2020 23:23	23-04-2018 14:48	Active	
BD0009	4th Birthday Girl	14-10-2020 23:23	23-04-2018 14:48	Active	
BD0010	5th Birthday Girl	14-10-2020 23:23	23-04-2018 14:49	Active	
BD0011	6th Birthday Girl	14-10-2020 23:23	23-04-2018 14:49	Active	
BD0012	7th Birthday Girl	14-10-2020 23:23	23-04-2018 14:49	Active	
BD0013	8th Birthday Girl	14-10-2020 23:23	08-01-2018 13:21	Active	
BD0014	9th Birthday Girl	14-10-2020 23:23	08-01-2018 13:21	Active	
BD0015	Happy Birthday Mr Chips	14-10-2020 23:23	08-01-2018 13:21	Active	
BD0016	Happy Birthday Alien	14-10-2020 23:23	08-01-2018 13:21	Active	
BD0017	Happy Birthday 3 Eyed Alien	14-10-2020 23:23	08-01-2018 13:21	Active	
BD0018	Foggy Birthday	14-10-2020 23:23	08-01-2018 13:21	Active	
BD0019	Hippo Happy Burpday	14-10-2020 23:23	08-01-2018 13:21	Active	
BD0020	Happy Birthday To You	14-10-2020 23:23	08-01-2018 13:21	Active	

20 Showing 1 - 20 of 437

<<

<

1

2

3

4

5

>

>>

Merchandising Banners

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

Products

Product Search

Merchandising Banners

Products with missing images

Search...

Image	ID	Title	Start Date	End Date	Actions
New	1	New	06-09-2017	01-01-2099	
Offer	2	Offer	06-09-2017	01-01-2099	
Sale	3	Sale	06-09-2017	01-01-2099	

20

Showing 1 - 3 of 3

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.

Edit Merchandising Banner New

Cancel

Delete

Save

Name

New

Start Date

06/09/2017

Format: dd/mm/yyyy, click icon to select

End Date

01/01/2099

Format: dd/mm/yyyy, click icon to select

New

Edit Image

remove image

Editing a Product

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.

Happy Birthday Tight Rope Girl [SKU - BD0001]

Delete

Cancel

Update

Last Update: 23-04-2018 14:46:40

Product Information

Product Title:

Happy Birthday Tight Rope Girl

Product Images



Select Primary Image

☐ Remove Image

- Product Details
- Pricing
- Related Products
- Related Blog Entries
- Related Media
- Merchandising

Description / Keywords

Short Description

<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam finibus fringilla laoreet. Integer accumsan dui mollis urna suscipit, in convallis nibh vehicula. Fusce aliquam, augue ut efficitur eleifend.</p><p>Augue dolor dictum diam, vitae mattis libero nunc vel leo. Vestibulum tristique dolor</p></p>

Description

Rich View

Source View

Paragraph

B

I

@

≡

≡

“

↶

↷

Warranty

rn

- 1 year lorem ipsum dolor sit amet, consectetur adipiscing elit.

rn

rn

rn

Key Features

rn

- Quisque blandit magna ac tellus porta, eu sagittis leo laoreet.
- Nam vel lacus a elit cursus tincidunt eleifend nec sapien.
- Integer aliquet erat at velit tempor blandit.

rn

rn

Suitable for children aged 5+

rn

- Donec et ipsum vehicula ligula viverra tempor.
- Pellentesque vel magna in ante luctus dictum quis venenatis enim.
- Suspendisse dignissim orci non sem blandit, ac pretium purus ultricies.
- Fusce sollicitudin est sed diam ornare tincidunt.

rn

rn

Technical specs

rn

- Nunc blandit nisl vel bibendum dignissim.
- Sed tempor erat aliquam lorem ultrices blandit.
- Duis aliquam urna vel eleifend volutpat.
- Nulla vehicula mi nec bibendum vulputate.

Stock Availability

Allow for Sale



Not Searchable



Stock Level

0



Stock Buffer Level

0



Measurement / Unit Information

Size

Everyday

Depth

0.00



Width

0.00



Height

0.00



Measurement Unit

cm



Weight

0.0000



Colour

Present Time

Bin Number

Barcode

Unit of Sale

1



Pack Quantity

1



Case Quantity

1



- Duis ut enim in lacus efficitur vestibulum.

m

m

Prerequisites

m

- Curabitur sit amet ex malesuada, placerat nibh ut, consectetur magna.
- Pellentesque sed lectus vitae dolor pretium euismod at ac diam.
- Nulla commodo leo non ex ornare, et mollis dolor lacinia.
- Sed tempus arcu vitae leo bibendum congue.

m

Meta Keywords

Product Delivery

Rich View

Source View

Paragraph



B

I

Product Comment

Rich View

Source View

Paragraph

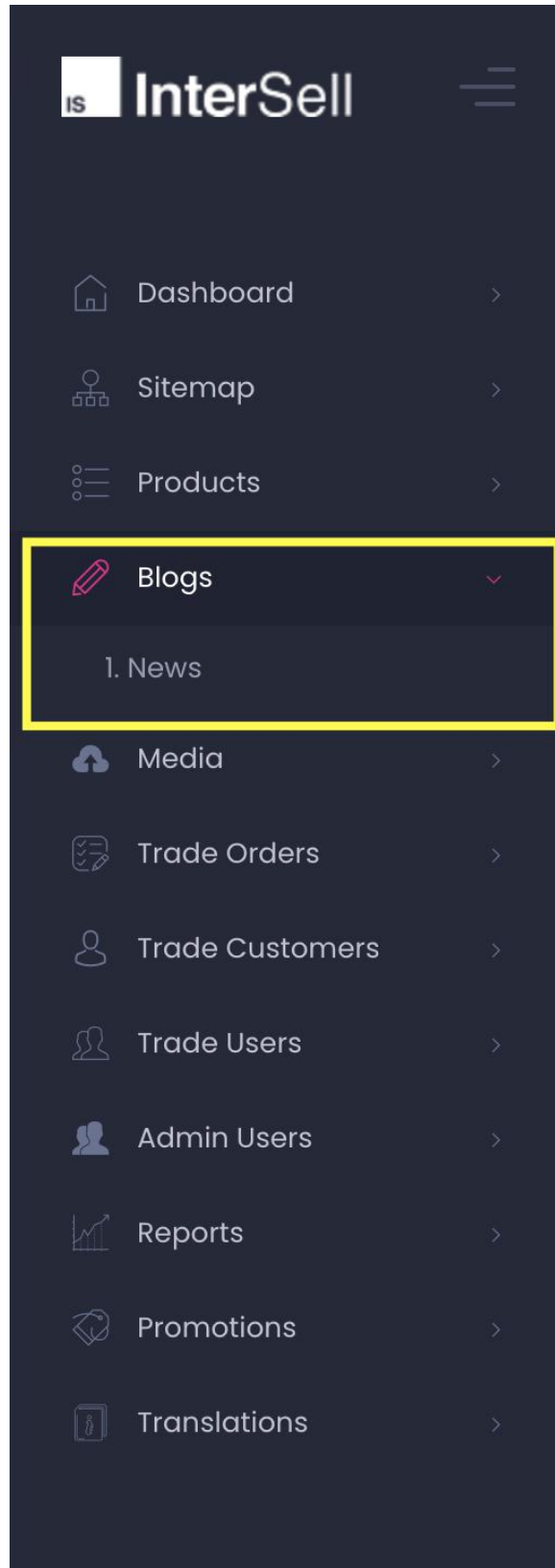


B

I

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.



Blog & Category List

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.

Blogs

Blogs / News

Search

Recent Entries

Create new entry

Title	Created Date	Modified Date	Blog Entry Date
Aspin confirm April East Midlands workshop	20-02-2018 16:12	05-03-2018 15:42	20-02-2018 16:12
2018 at Aspin - what do we have planned?	20-02-2018 18:12	20-02-2018 18:48	20-02-2018 18:11
Aspin's Activity Tracker	09-01-2018 09:57	20-02-2018 18:51	15-11-2017 09:56

Categories

Add category

Category	Actions	Re-order
Unassigned Entries	View Entries	
Visible Latest News	View Entries 3 Edit Category	≡
Visible Modules	View Entries 1 Edit Category	≡

Edit Blog Category

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.

Blogs / News / Category Edit

Delete

Cancel

Save

Category Name:

Please enter a name for your category

☒ Public Viewable:

This category is assigned to 3 entries.

Cancel

Save

Category Entries

Drawn by illustrator Jo Burrows this range pairing famous faces with humorous captions hit the ground running when it launched in 2019. In 2020 we've added 6 new icons to the range: David Attenborough, Queen Elizabeth II, Stormzy, Greta Thunberg, Oasis and Jarvis Cocker. See the new additions below, or [check out the entire range here](#).



Floodlight

Our Wonder Woman greeting Floodlight card has been walking off the shelves so we thought it was high time to recognise the dads. In 2020 they get their own superhero card, perfect for Father's Day. We've also added a thank you card, a thank you teacher and friendship cards to the colourful and embossed Floodlight range. See the new additions below, or [check out the entire range here](#).



Hurrah for Gin

More new designs from the mind of the ever-popular mum blogger, Katie Kirby, including another Mother's Day card for the range. Katie draws the happy, the sad, the good and the bad in everyday situations so we can all feel a bit better about ourselves. See the new additions below, or [check out the entire range here](#).

All new designs are available to order now for both trade and retail customers.

Click or press enter to start typing.

Access Groups

Search...

☐ Access Groups

☐ Everyone

☐ Public

☐ Trade

☐ Guest (retail)

☐ Retail

10 Showing 1 - 5 of 5

Add Product Relation

Enter Product Title or SKU

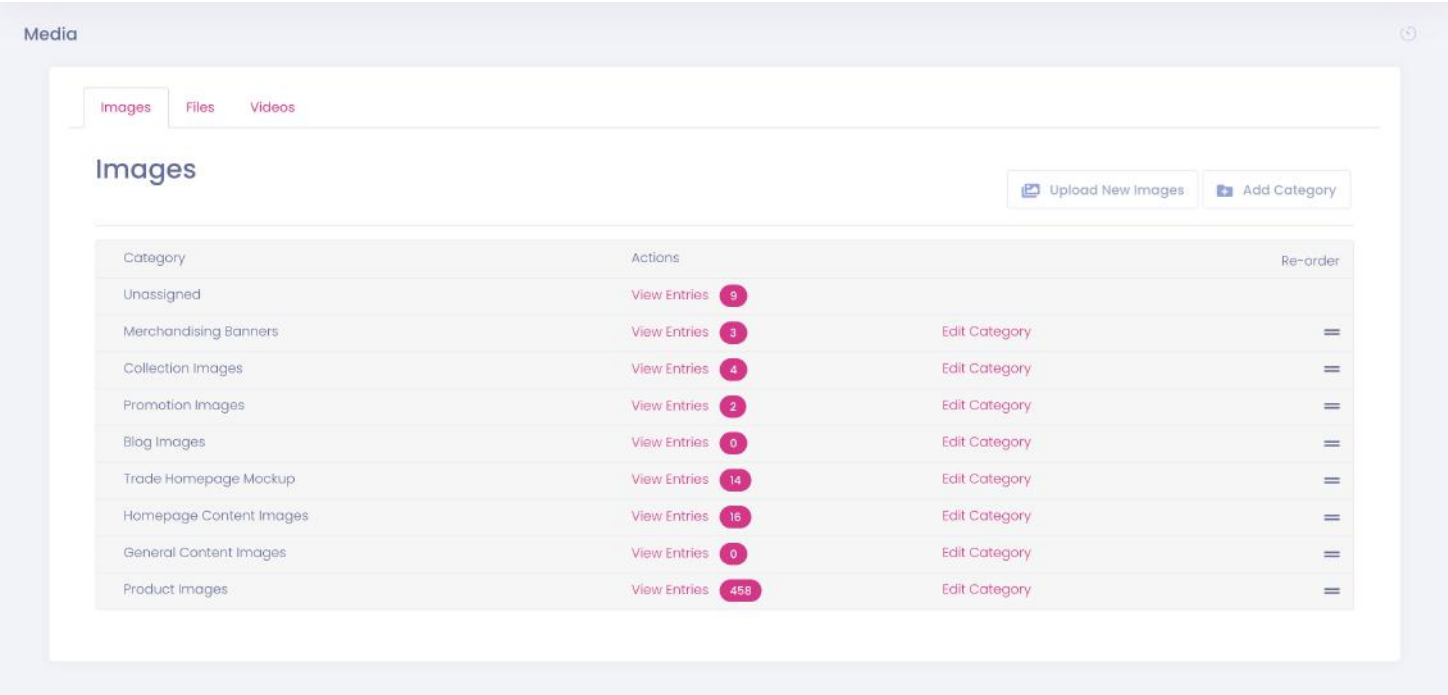
No relations set up.

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.

Images



The screenshot displays the 'Media' management interface. At the top, there are tabs for 'Images', 'Files', and 'Videos'. The 'Images' tab is active. Below the tabs, there's a section titled 'Images' with two buttons: 'Upload New Images' and 'Add Category'. A table lists various image categories with their respective entry counts and actions.

Category	Actions	Re-order
Unassigned	View Entries: 9	
Merchandising Banners	View Entries: 3	Edit Category
Collection Images	View Entries: 4	Edit Category
Promotion Images	View Entries: 2	Edit Category
Blog Images	View Entries: 0	Edit Category
Trade Homepage Mockup	View Entries: 14	Edit Category
Homepage Content Images	View Entries: 16	Edit Category
General Content Images	View Entries: 0	Edit Category
Product Images	View Entries: 458	Edit Category

New/Edit Category

Click the 'Edit Category' button and you will see 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.

New Image Category

Category Name:

Please enter a name for your category

Cancel

Save

Category Images

Click 'View Entries' to see the images assigned to a category.

Media


Media / Images / Unassigned

Upload New Images

9 images found across 1 page(s)

Search...


Negative



FILENAME:
watch_collection...

WIDTH: 1120px HEIGHT: 350px


Edit Image



FILENAME:
pixsellactivitymon...

WIDTH: 800px HEIGHT: 480px


Edit Image



FILENAME:
aspinteam.jpg

WIDTH: 800px HEIGHT: 480px


Edit Image



FILENAME:
workshoplogo800...

WIDTH: 800px HEIGHT: 480px


Edit Image



FILENAME:
intersellenescoba...

WIDTH: 1908px HEIGHT: 800px


Edit Image



FILENAME:
final.jpg

WIDTH: 1366px HEIGHT: 634px


Edit Image



FILENAME:
toby.jpg

WIDTH: 350px HEIGHT: 350px


Edit Image



FILENAME:
jaspinpreview.jpg

WIDTH: 350px HEIGHT: 350px

Edit Image



FILENAME:
nathanaspin350x...

WIDTH: 350px HEIGHT: 350px

Edit Image

Page 1 / 1

Edit Image

Click the 'Edit Image' button to bring up the edit screen. Make your required changes and click the 'Save' button.

Media

Media / Images / Unassigned / Edit Image / workshoplogo800x480.jpg

View Original

Preview Background

Save




Image Details

Filename:

workshoplogo800x480

.jpg

Mime-Type:

image/jpeg

Width:

800px

Height:

480px

Created:

Tuesday, February 20, 2018 - 18:32:31

Modified:

Tuesday, February 20, 2018 - 18:32:31

Direct Link:

https://demotestintersell.cloud/graphics_cache/d/b/476-workshoplogo800x480-1--.jpg

Copy to clipboard

Replace Image

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

Choose File

no file selected

Image Category

Search...

☐ Image Category

☐ Merchandising Banners

☐ Collection Images

☐ Promotion Images

☐ Blog Images

☐ Trade Homepage Mockup

☐ Homepage Content Images

☐ General Content Images

☐ Product Images

10

Showing 1 - 8 of 8

Delete Image

Cancel

Save

Upload Images

Click the 'Upload New Images' button and you will be brought to a screen similar to the one below, designed to save time when uploading a lot of images to the website. You can click the drop area to select or drag images in from you File Explorer/Finder window. Once the images show on the screen, assign a category and click the 'Upload All' button.

Media

Media / Images / Image File Upload

Drop files here or click to upload.

Only image files are allowed for upload

Image Category

Search...

☐ Image Category

☐ Merchandising Banners

☐ Collection Images

☐ Promotion Images

☐ Blog Images

☐ Trade Homepage Mockup

☐ Homepage Content Images

☐ General Content Images

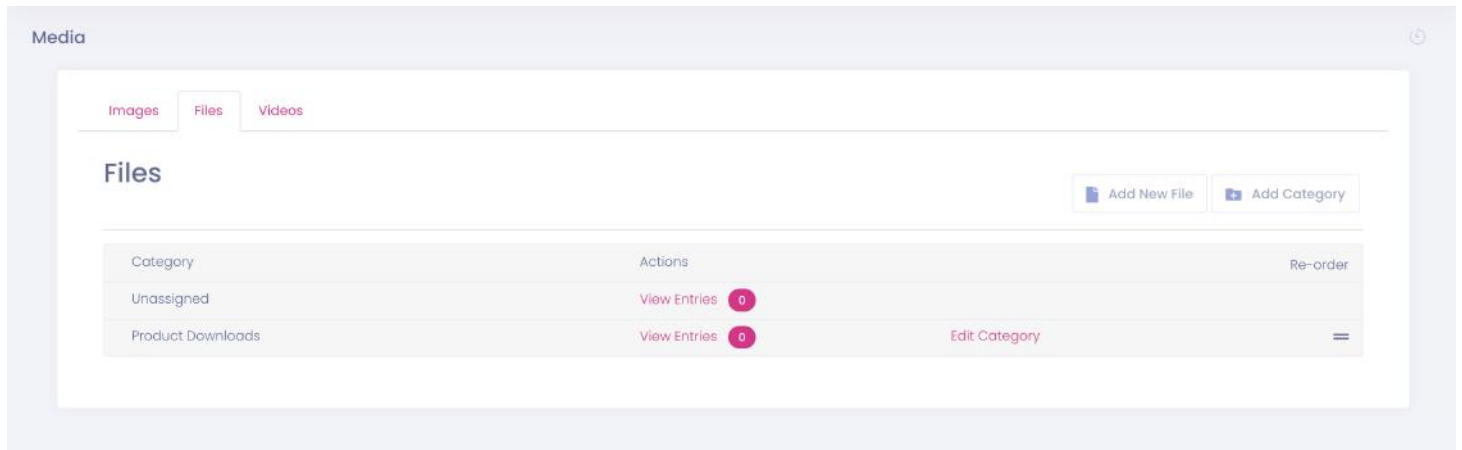
☐ Product Images

10

Showing 1 - 8 of 8

Upload All

Files



Upload Files

Click the 'Add New File' button to choose your file(s) for upload. Check a category, click 'Save' to upload, or if you are editing and want to remove a file, click delete to remove.

Add New File

To add / change the file simply browse below and click save:

Choose File no file selected

File Categories

☐

File Categories

☐

Product Downloads

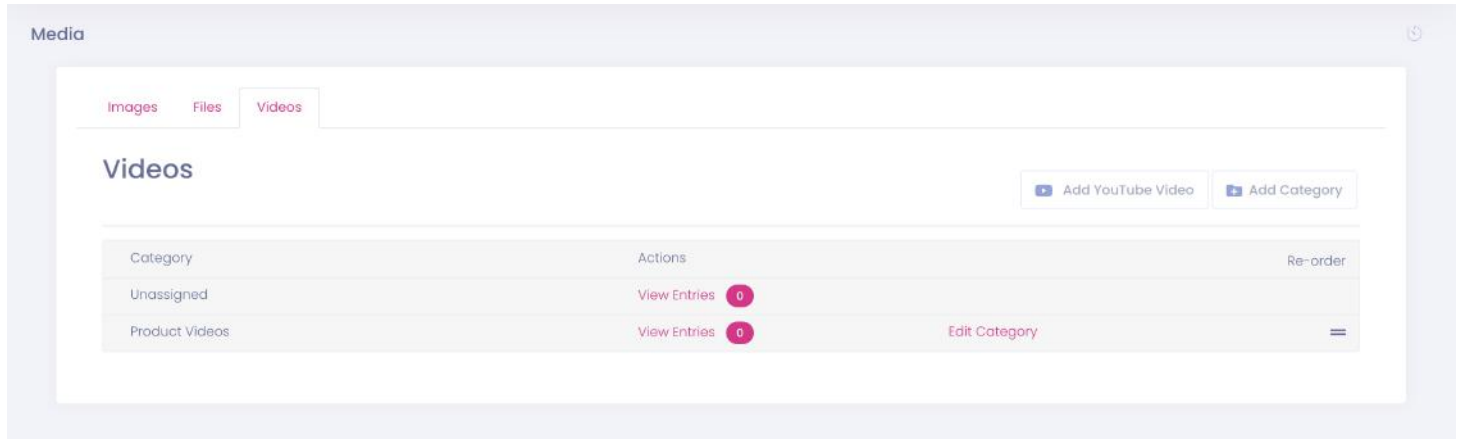
10

▼

Showing 1 – 1 of 1

Cancel

Save



Add Videos

For a video to be assigned it first must be uploaded to Youtube and its URL known. Complete the title, url and category of the video and click the 'Save' button.

Add New Video

Video Title:

Enter video title

Please enter a title for your video

YouTube URL:

https://www.youtube.com/watch?v=XXXXXXX

Please enter a YouTube video URL

YouTube Preview:

Video Categories

 Search...

☐

Video Categories

☐

Product Videos

10



Showing 1 - 1 of 1

Cancel

Save

Trade Customers

A list of trade customers will be shown. You can search for a particular customer or sort by clicking the column headers. You can click to login to the trade site as this customer or edit trade users,.

Search the customer database

Currency: All

20 Showing 1 - 20 of 50




« < 1 2 3 > »

	Account Number	Company	Address	Sales Rep	Currency	Actions
	A0001	Alexander Stores Ltd	3 Washington Towers	PX1	GBP	
	A0002	Alexander Stores Ltd	102 Eastgate	PX7	GBP	
	A0003	Sofia Arts Centre	122 High Street	PX2	GBP	
	A0004	Blackcurrent Gift Store	14 Fore Street	PX1	GBP	
	A0005	Beanstalk Stores Ltd.	16 Grange Road	PX2	GBP	
	A0006	Bentham Supplies Ltd	25 George Street	PX1	EUR	
	A0007	Horizon Retail	16 Sandford Avenue	PX4	GBP	
	A0008	Ginger Trading	17 Molesham Road	PX1	GBP	
	A0009	Props Ltd.	Unit 27	PX4	GBP	
	A0010	Chains Etc.	25 Sherbrooke Road	PX4	GBP	
	A0011	Smith Baxter Ltd	12 Brownton Road	PX4	EUR	
	A0012	Homestyle	25b Commercial Street	PX1	GBP	
	A0013	East Brothers	3 Market Street	PX1	GBP	
	A0014	Farthing Store	3 Summerfield Road	PX7	GBP	
	A0015	First Gifts	33 Market Street	PX1	GBP	
	A0016	Joe Pop	16 Collier road	PX2	USD	
	A0017	Vertigo	325 High Street	PX7	GBP	
	A0018	Jesters	27 Ecclesall Road	PX7	EUR	
	A0019	Sandford Trading	7 Chapel Street	PX1	GBP	
	A0020	Spa Distribution	Byram Arcade	PX1	USD	










20 Showing 1 - 20 of 50

« < 1 2 3 > »

You can drill down by clicking the arrow in the first column of each row, displaying recent orders from the customer.

Account Number ↑	Company	Address	Sales Rep	Currency	Actions
 A0001	Alexander Stores Ltd	3 Washington Towers	PX1	GBP	 




Order # ↑	Customer Account #	Order Submitted	Status	Last Exported	Re-queue for Export
WS0000000001	A0001	2019-05-21 12:21:04	Pending Export	0000-00-00 00:00:00	
WS0000000004	A0001	2019-05-21 12:28:16	Pending Export	0000-00-00 00:00:00	
WS0000000005	A0001	2019-12-06 11:33:20	Pending Export	0000-00-00 00:00:00	

 A0002	Alexander Stores Ltd	102 Eastgate	PX7	GBP	 
 A0003	Sofia Arts Centre	122 High Street	PX2	GBP	 
 A0004	Blackburn Gift Store	14 Fane Street	PX1	GBP	 

Login as Trade Customer

To get started, click the "Trade Customers" link in the navigation and search for your desired customer.

From here, you can use the "Login as" option on the right of the trade customer table to view or test the site as the trade user. Repeat the process above to test another account.

 A0001	Alexander Stores Ltd	3 Washington Towers	PX1	GBP	 
---	----------------------	---------------------	-----	-----	---

Order # ↑	Customer Account #	Order Submitted	Status	Last Exported	Re-queue for Export
WS0000000001	A0001	2019-05-21 12:21:04	Pending Export	0000-00-00 00:00:00	

Trade Users

A list of trade users will be shown. You can search for a particular user or sort by clicking the column headers. You can click to edit or delete the user.

Trade Users

Manage users

MANAGE SALES REPS

+ ADD NEW TRADE USER

Search...

Rep: All

20

Showing 1 – 8 of 8

Username	Account Number	Name	Sales Rep	Last Password Change	Actions
▶ allsorted_proforma	A0013	Allsorted Ltd. Proforma	PX1	06-03-2018 00:00	
▶ allsorted_tradeuser	A0001	Allsorted Ltd. Trade	PX1	05-04-2018 00:00	
▶ andyc	A0005	Andy Carter	PX2	n/a	
▶ andy_carter	A0004	Andy Carter	PX1	n/a	
▶ proforma	A0013	Proforma User	PX1	06-03-2018 00:00	
▶ quantock	A0001	Quantock Design	PX1	05-04-2018 00:00	
▶ rossmurray	A0002	Ross Murray	PX7	n/a	
▶ tradeuser	A0001	Trade User	PX1	05-04-2018 00:00	

20

Showing 1 – 8 of 8

New/Edit User

Update the fields you require to change and click the 'Update' button.

Edit User [East Brothers]

Delete User

Account Number:

A0013

Username:

allsorted_proforma

Please enter a username

Password:

New Password

Forename:

Allsorted Ltd.

The user's first name

Surname:

Proforma

The user's last name

Email address:

proforma@aspin.co.uk

Please enter a valid email address

Type of Access:

TRADER

Need more Access Types?

Can place orders for:

ALL ADDRESSES

Select an address form the list to limit this user's orders to a single address

Cancel

Update

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.

Sales Reps

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.

Create New User

Username:

Please enter a username

Password:

New Password

Forename:

The user's first name

Surname:

The user's last name

Email address:

Please enter a valid email address

Type of Access:

SALES REP

Rep Code:

PXI

Assign this rep to a corresponding rep code

Cancel

Create

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.

Admin Users

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

Admin Users

Manage users

+ NEW ADMIN USER

Search...

	Username ↕	Name	User Type	Email	Last Password Update	Actions
1	aspin_admin	Aspin Admin	Master Admin	aisupport@aspin.co.uk	n/a	
2	aspin_sales	Aspin Sales	Master Admin	sales@aspin.co.uk	30-04-2018 11:16	
3	dolores	Dolores O'Connor	Master Admin	dolores@demo.intersell.c...	21-05-2018 07:43	
4	sharon	Sharon Freeman	Master Admin	sharon@demo.intersell.cl...	24-05-2018 11:58	

20

Showing 1 - 4 of 4

New/Edit Admin User

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.

Admin Users

Add User

Username:

Please enter a username

Forename:

The user's first name

Surname:

The user's last name

Email address:

Please enter a valid email address.

User Type:

Select User Type

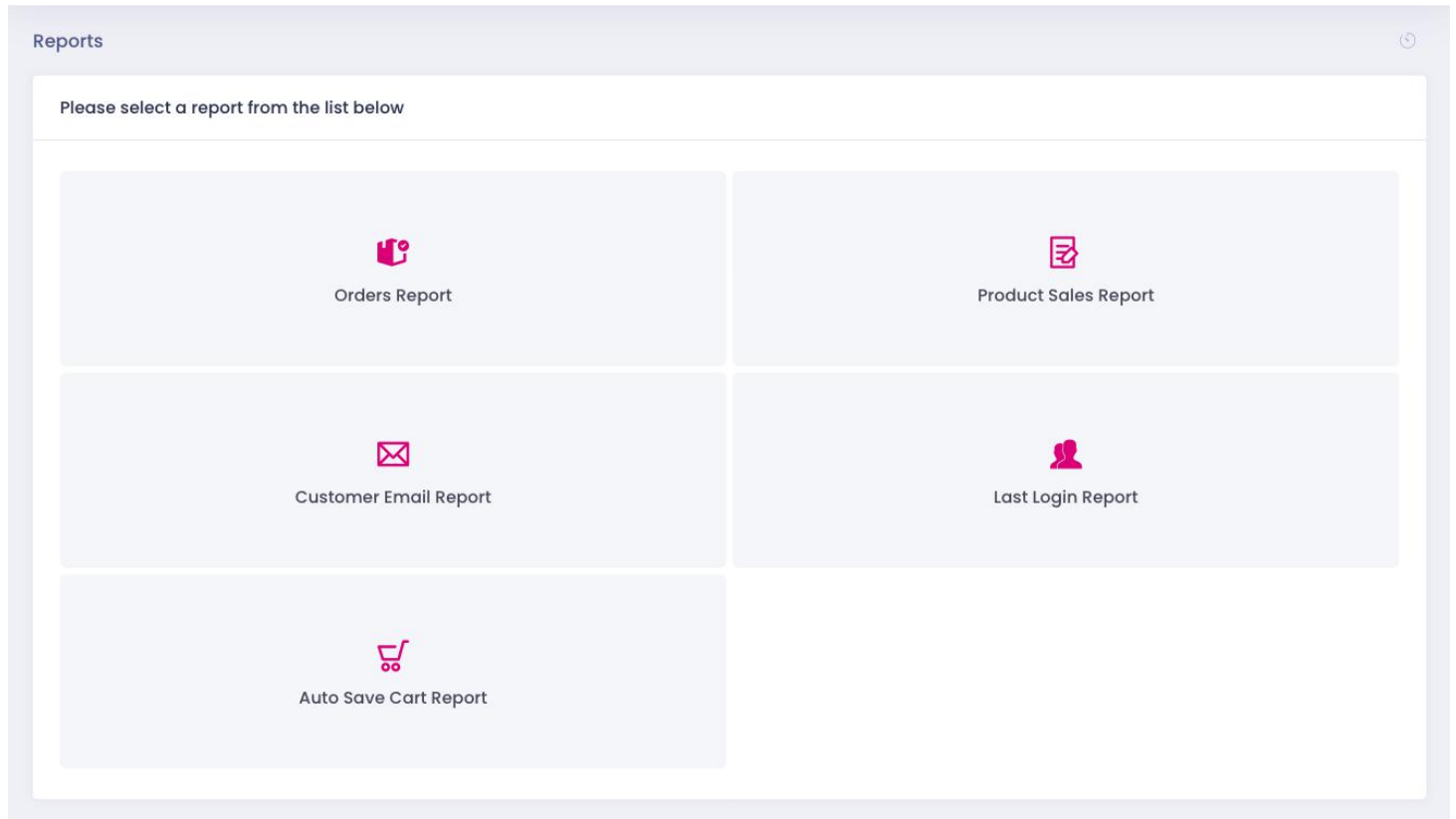
Password:

Cancel

Save

Reports

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



View Reports

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.

View orders

[← BACK TO REPORTS](#)[📄 DOWNLOAD](#)

By Day

By Week

By Month

[📅 Custom Date Range](#)

Fri 01/01/2016 - Fri 01/01/2021

Order id	Account No.	Rep.	Customer	Value	Currency	Date	Last Updated
0000000001	A0001	PXI	Alexander Stores Ltd	345.53		21/05/2019	21/05/2019 12:21
0000000004	A0001	PXI	Alexander Stores Ltd	523.51		21/05/2019	21/05/2019 12:28
0000000005	A0001	PXI	Alexander Stores Ltd	42.76		06/12/2019	06/12/2019 11:33
0000000006	A0007	PX4	Horizon Retail	219.00		03/07/2020	03/07/2020 14:17
0000000007	A0007	PX4	Horizon Retail	46.00		06/07/2020	06/07/2020 14:34
0000000008	A0011	PX4	Smith Baxter Ltd	1,291.00		27/07/2020	27/07/2020 14:31
0000000009	A0011	PX4	Smith Baxter Ltd	651.00		27/07/2020	27/07/2020 15:06
0000000010	A0011	PX4	Smith Baxter Ltd	301.00		27/07/2020	27/07/2020 15:20

Change Date Range

Click on the required date range type to open the date range selection page.



Select the day/week/month/range and click the 'Use Selected Date' button.

Change Date Range

Select the required day

[← BACK TO REPORTS](#)[📄 DOWNLOAD](#)

01/01/2016



Format dd/mm/yyyy, click icon to select

[Back to Report](#)[Use Selected Date](#)




Promotions

If your website has promotions enabled, you will see a Promotions link in your side navigation, when you click it you should see a list of your promotions, similar to the one below:

Promotions

Manage promotions

+ CREATE NEW PROMOTION

Name ↗	Description	Status	Actions
Aspin Demo Promotion	A promotion for the aspin demo!	Live	
Product Promotion	Test to show discounts on multiple products added to order when code is submitted and the order total is over £50.	Live	
Total Order Promotion	Show discounts on order when code is submitted and the order total is over £75.	Live	

20 ▾

Showing 1 - 3 of 3

New/Edit Promotions

Click the 'Create New Promotion' or click the name of the promotion in the table and the following screen will be displayed.

Promotion Details

Create

Cancel

Promotion Details

Status:

Type:

Price List

Name

Description

Discount Type

☐ Use Price

☐ Use Percentage

Apply Promotion

Break Value

0,00

Promotion Period

☒ Anytime

☐ By Date / Time

Make your changes and click the 'Create/Save' button.


Translations

If your site is built to serve multiple languages, you will have a translations link in your side navigation, on this page you can provide translations for your key phrases into various different languages. Click the arrow on each phrase to see its translations.

Manage translations























 RUN SEARCH

 CREATE PO FILE

 Search...

20 ▾ Showing 81 - 100 of 1016

« < 1 2 3 4 5 > »

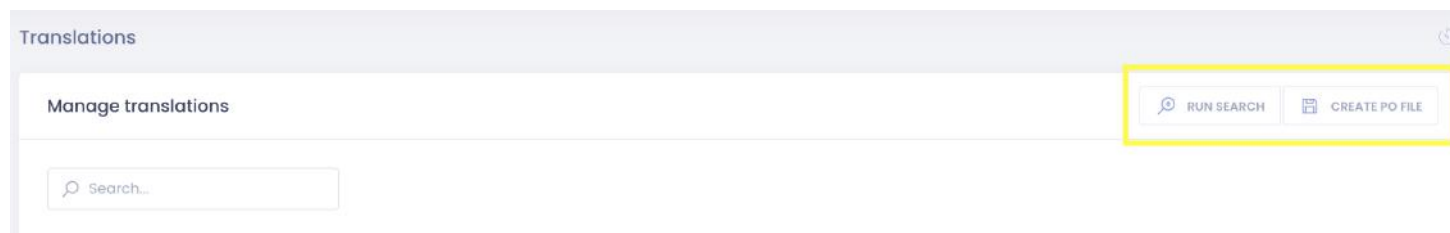
Translations	English ↕	Actions
▼	Back To School	 Edit
<div><div>Language</div><div>Translation</div></div> <div><div></div><div>Zurueck Zur Schule</div></div>		
▶	Back to	 Edit
▼	Bag Accessories	 Edit
<div><div>Language</div><div>Translation</div></div> <div><div></div><div>Taschenzubehoer</div></div>		
▶	Bags	 Edit
▶	Balance	 Edit
▶	Bambi Characters	 Edit
▶	Bamboo	 Edit
▶	Barbara Lund	 Edit
▶	Barcode	 Edit
▶	Barcodes	 Edit
▶	Barcodes (PDF)	 Edit
▶	Basket	 Edit
▶	Bathroom Accessory	 Edit
▶	Bears	 Edit
▶	Beauty & the Beast	 Edit
▶	Beer glasses	 Edit
▶	Before travelling we strongly advise that you contact your selected retailer to check stock availability, to avoid disappointment.	 Edit
▶	Below you can view, but not alter, any of your previous placed orders.	 Edit
▶	Bereavement	 Edit
▶	Berlin	 Edit

20 ▾ Showing 81 - 100 of 1016

« < 1 2 3 4 5 > »

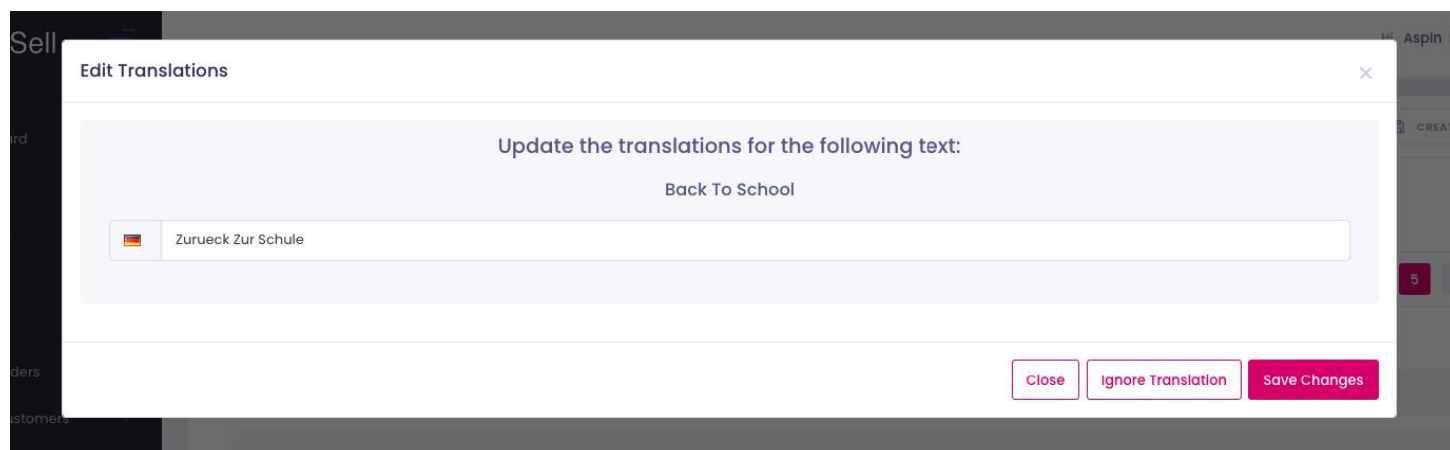
Get New Translations

To search the site for new translations, click the 'Run Search' button in the header.



Edit Translations

Click on the edit icon against the translation you wish to edit and a modal will display with an input. Enter your new translation and click the 'Save Changes' button.



If you wish to ignore this translation so it no longer displays in the table, click the 'Ignore Translation' button.

Write Translations

To force updated translations to display on the site without waiting for the automated process to run, you can click the 'Create PO File' button in the header.