

# Installation

## Installing EROL

- Performing a clean install
- Installing EROL 2 over an EROL 2 Demo
- Installing EROL 2 over EROL 1
- Installing EROL 2 over EROL Small Store Edition

# Importing Data

## EROL's Data Import feature

- Overview of Data Import in EROL
- What can be imported

## Preparing your data

- Overview of preparing your data
- What is an ID column
- Creating an ID column for Item Ordering
- Creating an ID column for Product Grouping
- Creating an ID column for Page Grouping
- Preparing your tax field
- Creating a style for your imported store
- CSV text file or Database table

## Importing your data

- Importing a Comma Separated Text file
- Importing an MS Access Database
- Importing an EROL 1 Store
- Importing an EROL Small Store Edition Store
- Importing an EROL Demo
- Importing an Actinic Catalog Store

# Frames

## An Overview of Frames

- Frames and your EROL store
- Setting and adjusting the frames in your store

## The Page (or Main) Frame

- Frame Settings for Pages
- Setting the width of the Pages frame
- Setting the height of the Pages frame
- Creating a fixed width for your entire store

Setting the font styles for all pages appearing in the Pages Frame

## **The Toolbar Frame**

Frame Settings for Toolbars

Setting the height of the Toolbar Frame

Using the default toolbar

Using your own custom toolbar

Creating your own custom toolbar

Assigning a default Toolbar to all new store Pages

No toolbar

## **The Menu Frame**

Frame Settings for Menu

Setting the size of the menu frame

Allowing and disallowing Menu frame scrolling

Positioning your menu

No menu

Building a menu page and assigning it to other pages

## **The Basket Frame**

Frame settings for the Basket

Setting the height of the Basket Frame

Allowing and disallowing Basket frame scrolling

Setting a background image or colour for your basket

Using Basket Cells

Using text in place of a thumbnail product image in the basket

No Basket Frame

# **Pages**

## **An Overview of Pages**

Pages and your EROL store

The difference between a Page and an Item

## **Using Pages**

Adding a page to your store

Creating a tree-structure with pages

Creating sub-pages

Turning existing pages into Child Pages

Deleting a page

## **Types of EROL Pages**

Store Pages

The EROL Home Page

Menu Pages

Toolbar Pages

## **Global Page Settings**

Applying a font style for all pages in your store  
Setting the width of your store pages  
Setting the width of a menu page  
Setting up a default store page

## **Individual Page Settings**

Setting the details and properties for a Page

## **Setting up a Page**

Page Setup options  
Naming the page  
Assigning a menu and a toolbar to a page  
Assigning a Page Loading Message to a page  
Copying the settings from another page to apply to current page

## **Setting the properties of a Page**

Page Properties options  
Setting the background for the Page  
Adding Scripts to your page  
Inserting custom JavaScript onto your page  
Inserting custom VB Script onto your page  
Applying CSS properties to your page  
Applying Meta Tags to your page

## **Advanced control of a Page**

Using the Header & Footer for advanced HTML control  
Adding HTML in the Header and Footer fields

# **Items**

## **An Overview of Items**

Items and your EROL store  
The difference between an Item and a Page

## **Using Items**

Adding an Item to your store  
Deleting an Item

## **Display Items**

What is a Display Item  
Adding a Display Item  
Giving the Display Item a name  
Hiding the Display Item name  
Adding a 'Description' to a Display Item  
Formatting Display Item 'Description'

Adding an image to a Display Item  
Adding an image to a Display Item using the image insertion area  
Adding an image to a Display Item using the EROL HTML Editor  
Selecting a Display Item template  
Setting a default Display Item template  
Previewing your Display Item

## **Link Items**

What is a Link Item  
Adding a Link Item  
Giving the Link Item a name  
Hiding the Link Item name  
Linking the Link Item to a destination  
Linking a Link Item to another Page in the store  
Linking a Link Item to an individual item on a different page  
Linking a Link Item to an individual item on the same page  
Adding 'Description' to a Link Item  
Formatting Display Item 'Description'  
Adding an image to a Link Item  
Creating a rollover image  
Selecting a Link Item template  
Setting a default Link Item template  
Previewing your Link Item

## **Product Items**

What is a Product Item  
Adding a Product Item  
Giving the Product Item a name  
Hiding the Product Item name  
The difference between Normal View and Expanded View  
Letting the customer purchase from the normal view only  
Letting the customer purchase from the normal view but also have an expanded view  
Letting the customer purchase from the expanded view only  
Letting the customer purchase from the normal view and the expanded view  
Adding 'Description' to a Product Item (Normal View)  
Formatting Product Item 'Description' (Normal View)  
Adding a Product Item image (Normal View)  
Optimum size for a Product Image (Normal View)  
Adding a 'Description' to a Product Item (Expanded View)  
Formatting the Product Item 'Description' (Expanded View)  
Adding a Product Item image (Expanded View)  
Optimum size for a Product image (Expanded View)

## **Pricing**

Adding Pricing details to your Product Item  
Primary Options and Secondary Options  
Primary Options  
Inserting a product code  
Inserting a 'Product Description'

- Inserting a retail price
- Displaying your prices with or without tax
- Inserting a product weight
- Inserting an Alt (alternative) Price
- Displaying the Alt Price
- How the Primary Options are displayed in the store
- Adding multiple Primary (price dependent) options
- Secondary Options
- How the Secondary Options are displayed in the store
- Individual pricing settings for each product

## **Individual Product Item Settings**

- Overriding global Product Item settings
- Altering General Settings on an individual product
- Allowing fractional quantities
- Setting a minimum quantity
- Setting measurement units for a product
- Altering Tax Settings on an individual product
- Applying a Tax Group to a product
- Displaying your prices with or without tax
- Setting individual Product Discounts
- Altering Shipment Settings on an individual product
- Applying a flat rate shipment charge for an individual product
- Adding Product Selectors to your Product Item
- Labelling your Product Selectors
- Adding a Custom Field to your Product Item
- Selecting a Product Item template (for Normal View and Expanded View)
- Previewing your Product Item
- Setting a default Product Item template

## **Adding an image to an Item**

- Images and your store
- Inserting an image for an item
- Zoom to Fit Window
- Height and Width
- Putting H Space and V Space on an image
- The difference between the main image insertion area and an image added in the HTML editor
- Recommended size for images
- Recommended format for images
- Naming conventions for images
- Importing images into the EROL images folder

## **Item Templates**

- Why use Item Templates
- What is an Item Template
- Selecting an existing Template for an Item
- Selecting default Templates for your store
- Creating a new Item Template
- The Template Editor options pop-up

Selecting an option for editing or creating a new template  
Creating a brand new template  
Modifying an existing template  
Modifying the template for one particular item only

## **The EROL Template Builder**

Formatting a new template  
The Toggle Buttons  
The HTML Buttons  
The Insert Custom HTML Button  
Modifying or re-editing existing HTML  
Moving Placeholders and HTML Elements around the Building Area  
Deleting and Renaming Templates

# **The Tree View and List View**

## **The Tree View**

What is the Tree View  
Pages tab (Tree View)  
Menus tab (Tree View)  
Toolbars tab (Tree View)  
Basket tab (Tree View)  
Moving Pages around the Tree Views  
Moving Pages within the same Tree View tab  
Moving Pages across Tree View tabs

## **The List View**

What is the List View  
Moving Items and Layout Tables within the same List View tab  
Moving Items and Layout Tables across List View tabs

# **The EROL HTML Editor**

## **Using the HTML Editor**

What is the EROL HTML Editor  
Launching the HTML Editor  
Build area and Preview area  
Using the HTML tools  
Inserting a Currency Selector dropdown  
Inserting a Search field  
Inserting a Form Field  
Creating a Navigation Dropdown

# Laying out and positioning Items on the page

## Using Pre-Built pages

Why use pre-built pages

Applying a Pre-built Page to your store

## Manually laying out pages

How Manual Layout works

Setting initial table settings

Setting the number of Items per row

Aligning the Items in the table cells

Setting the colours of the table

Creating spaces between items in the table

Adding horizontal lines between rows of Items

Inserting a new Layout Table

Positioning a new Layout Table

Adding Header and Footer HTML to a new table

Setting a default Layout Table

# Buttons, Labels and Messages

## Altering Buttons, Labels and Messages

Why alter Buttons, Labels and Messages

Changing HTML buttons to your own graphical buttons

Re-labelling buttons

Changing the labels on the Order Form

Re-wording the warning and pop-up messages

# Setting Defaults

## An overview of Defaults

What are Defaults

## Setting up and applying Defaults

Accessing the Defaults setup area

Page Defaults

Product Item Defaults

Layout Table Defaults

Template Defaults

# Search Engine

## **An overview of the EROL Search Engine**

What is the EROL Search Engine

## **Creating a Search Engine for your store**

Inserting a search box

Laying out your results page

# The Order Form

## **An Overview of the Order Form**

The EROL order form

Accessing the order form

Allowing users to jump straight to the order form

Customising the setup of the Order Form

## **Laying out the Order Form**

Controlling the layout of the order form

Limitations on order form layout

Changing the font style and size of all text in the order form

Setting the colours for the various parts of the order form

Inserting custom fields onto the order form

Selecting fields to be present in the order form

The difference between Required | Included | Not Included

Laying out and ordering the fields on the page

What are Order Notes

Editing and laying out the order notes

What should be included in the order notes

Advanced layout control over the Order Form

Adding your own scripts to the Order Form

Inserting custom JavaScript onto your Order Form

Inserting custom VB Script onto your Order Form

Applying CSS styles to your Order Form

Adding pre- and post- HTML formatting to the Order Form

## **Security**

An overview of EROL order security

Security at the point of purchase

Preventing tampering and verifying orders



# Currency

## An Overview of Currency

Note about currency and e-commerce

## Setting Currency(s)

Selecting a base currency for your store

Offering additional currencies

Using static exchange rates for additional currencies

Using live exchange rate feed for additional currencies

How customers select their currency of choice

How EROL Order Form deals with currency

# Shipment

## An Overview of Shipment

Shipment and e-commerce

How EROL deals with shipment

## Setting up Couriers

Choosing a default courier service

Applying specific courier services to specific countries

Setting up courier options

What is a courier

Adding a courier

Setting a custom shipment method

What is a zone

Adding a zone

What is a class

Adding a class

Setting shipment costs according to the weight of the order

Setting shipment costs according to the quantity ordered

Setting shipment costs according to total order value

Setting shipment costs at a flat rate

How users select their choice of shipment

Ensuring customers are where they say they are

Applying a shipment cost for an individual item only

# Tax

## An Overview of Tax

Note about tax and e-commerce

## **Setting a Local Tax Rate**

Applying a local tax to your store  
Applying a local tax to your store if you are in the US  
Applying a local tax to your store if you are in Canada  
Applying tax to shipment costs  
How EROL calculates shipment tax  
Including local tax in the price of products on display  
Showing prices with tax and without tax on each item  
How EROL calculates local taxes  
How EROL calculates United States local taxes

## **Setting Global Tax Rate(s)**

Setting a tax rate for all countries other than your own  
Setting a tax rate for individual countries other than your own  
How EROL calculates global taxes

## **Tax Groups**

What are Tax Groups  
Creating different tax groups  
Creating different tax groups if you are in the United States  
Creating different tax groups if you are in Canada  
Applying a tax group to an individual product  
Zero Rated products

## **Nexus**

What is Nexus  
Creating different tax groups  
Creating different Nexus if you are in the United States  
Creating different Nexus if you are in Canada

# **Discounts**

## **Applying Discounts in your Store**

An overview of discounts  
Applying a global discount  
Applying individual discounts

# **Setting up Payment Gateways**

## **Using DataCash as a Payment Service Provider**

What is on the EROL CD for DataCash  
The default DataCash HTML pages  
Customising the HTML pages  
Setting up your EROL/DataCash Account  
Going Live

## **Using Secure Trading as a Payment Service Provider**

What is on the EROL CD for Secure Trading  
The default Secure Trading files  
Customising the HTML pages  
Testing your EROL store before going live  
Setting up your EROL/Secure Trading Account  
Testing your EROL store before going live  
Going Live

## **Using Worldpay as a Payment Service Provider**

What is on the EROL CD for Worldpay  
The default Worldpay HTML pages  
Customising the HTML pages  
Testing your EROL store before going live  
Setting up EROL for your Worldpay Account  
Using the Worldpay Administration area  
How to change the fields for EROL  
Enabling the five compulsory fields  
Testing your EROL store before going live  
E-mail 'receipts' for you and your customer  
Going Live

# **Uploading your Store**

## **Publishing your store to the web**

How EROL publishes to the web  
Setting your host details  
The different publishing options  
Collating and FTP'ing the files  
Losing a connection during upload  
Manually publishing your store to the web

## **Publishing your store to CD-Rom**

An overview of CD-Rom publication  
Publishing your store onto a CD-Rom  
Alert customers to price changes

# **Backing Up**

## **Making Backups**

Backing up your EROL store  
Reverting to your backup data