

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