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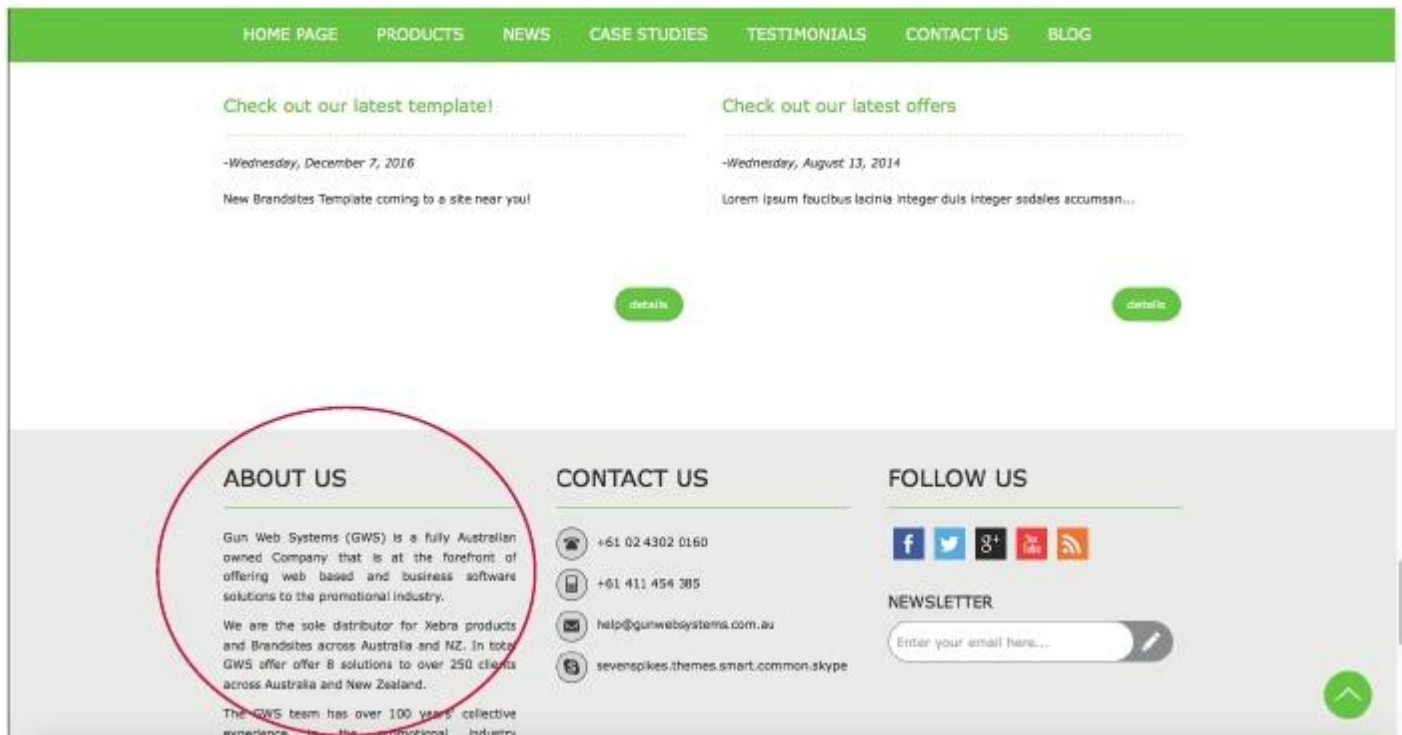
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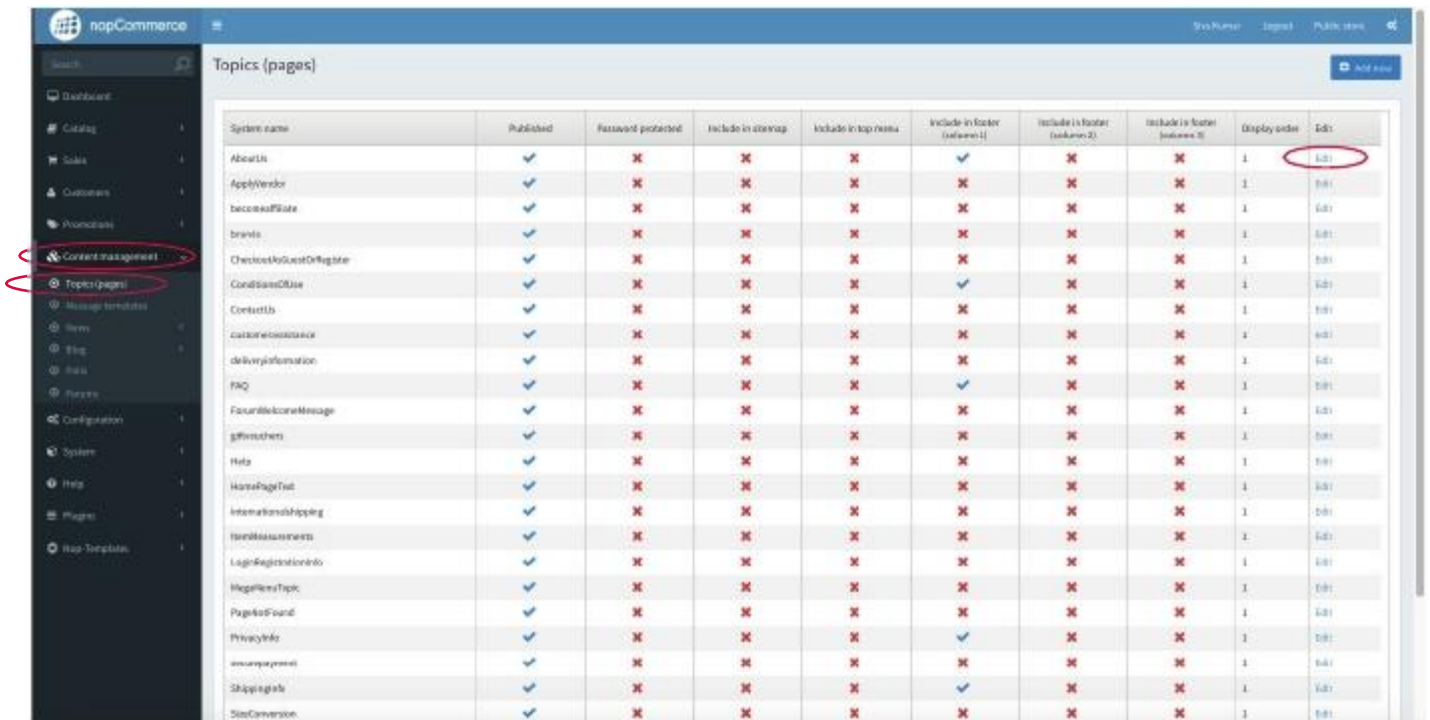
GUNWEB SYSTEMS USER GUIDE

1. HOMEPAGE

1.1 HOME: EDITING THE 'ABOUT US' COPY ON THE HOMEPAGE



Select 'Content management' from the left hand sidebar in the control panel. Select 'Topics (pages)' from the dropdown menu that appears. From the table that appears on the main page, click 'Edit' alongside 'AboutUs'.



You will be taken to the following page where you can add/amend the copy in the page 'Title' and 'Body' copy fields:

Edit topic details - AboutUs [back to topic list](#) Save View and Control in Edit Cancel

Info SEO

Title

Body

File Edit Insert View Format Table Tools

Undo Redo Bold Italic Underline Link Unlink Bulleted List Numbered List Indent Outdent Decrease Indent Increase Indent

Our Web Systems (AWS) is a fully Australian owned Company that is at the forefront of offering web based and business software solutions to the promotional industry. We are a major distributor for Xerox products and brands across Australia and NZ. In total AWS offer IT solutions to over 200 clients across Australia and New Zealand. Our AWS team has over 100 years' collective experience in the promotional industry throughout key areas of technological development, data management, design, marketing and customer relationships. Through our team we have a fundamental understanding of our promotional product client's needs and expectations. Our development team has custom built many solutions in response to industry demands, our suite of MyPromoSource solutions are the industry's leading Web Solutions for Promotional Products Distributors. AWS has relationships and experience with multiple Australian and NZ clients in supplying software and tools for the promotional products industry. The experience, search facilities and technical support we offer has been developed over the last 10 years through direct industry consultation.

System name

URL

Published

Password protected

Include in sitemap

Include in top menu

Include in footer (column 1)

Include in footer (column 2)

Include in footer (column 3)

Limited to customer roles

Limited to stores

Display order

In order to use this functionality you have to disable the following setting: Catalog settings - Ignore ADL rules (show/hide).

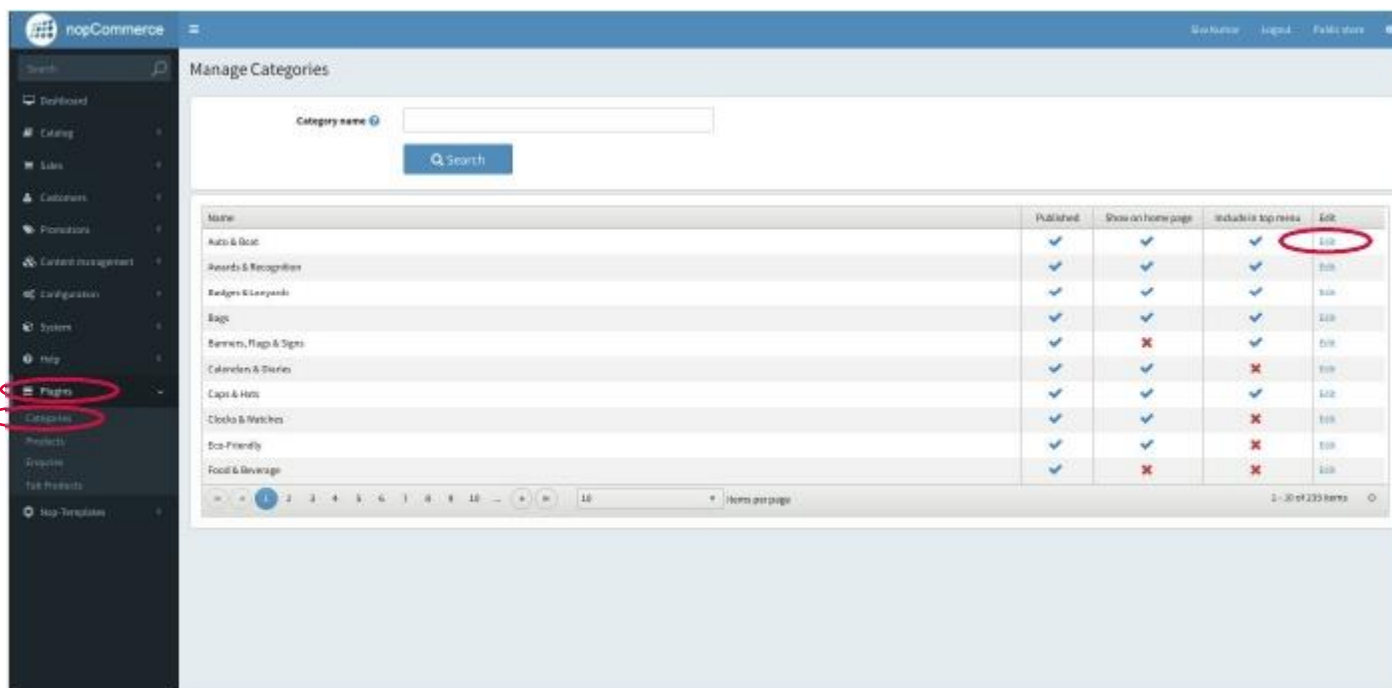
In order to use this functionality you have to disable the following setting: Catalog settings - Ignore "first per store" rules.

.....

1.2 PRODUCTS: EDITING THE PRODUCT CATEGORIES THAT APPEAR IN THE DROP DOWN MENU UNDER 'PRODUCTS'

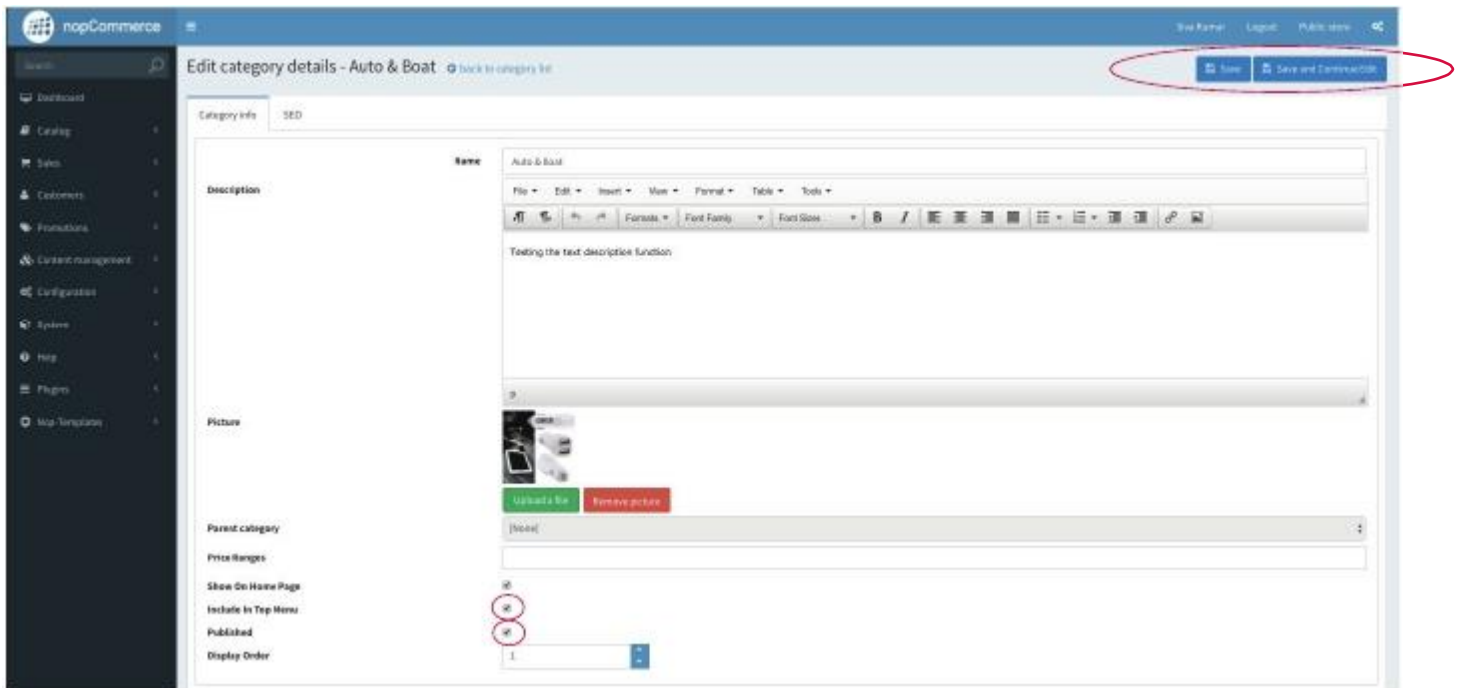


When a user clicks on 'Products' in the top nav, a sub menu opens containing a number of product categories. To select the product categories to appear in this sub menu, select 'Plugins' from the left hand side bar then select 'Categories' from the drop down menu that appears - you will see a table entitled, 'Manage Categories' appear on the main page. Click 'edit' next to the category you would like to appear in the sub menu.



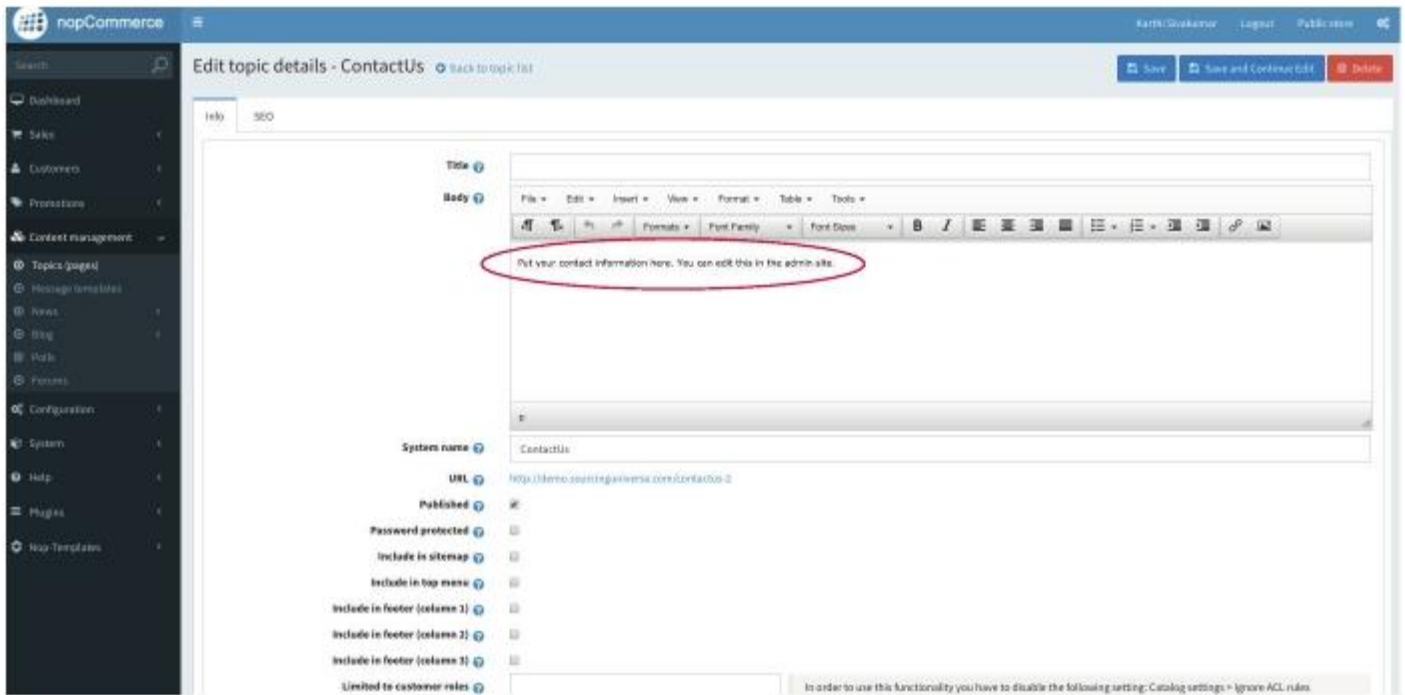
You will see the page below appear.

Ensure the boxes next to 'Include in top menu' and 'Published' are ticked. Click on the 'Save' button or the 'Save and Continue Edit' button in the top right hand corner of the page.



.....

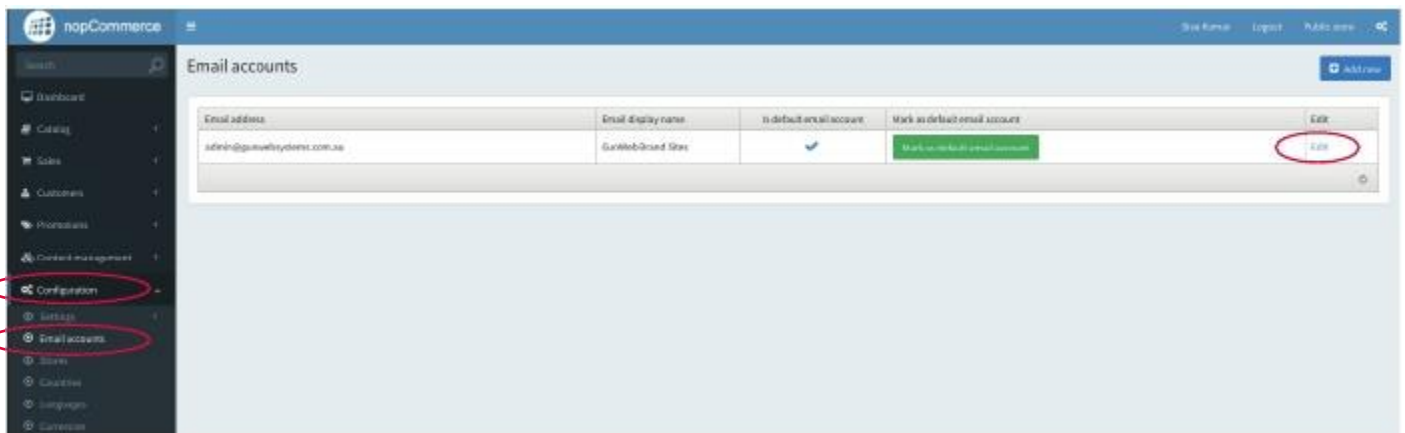
You will then be able to edit the text that appears on the 'Contact Us' page here before clicking on the 'Save' button to retain your changes.



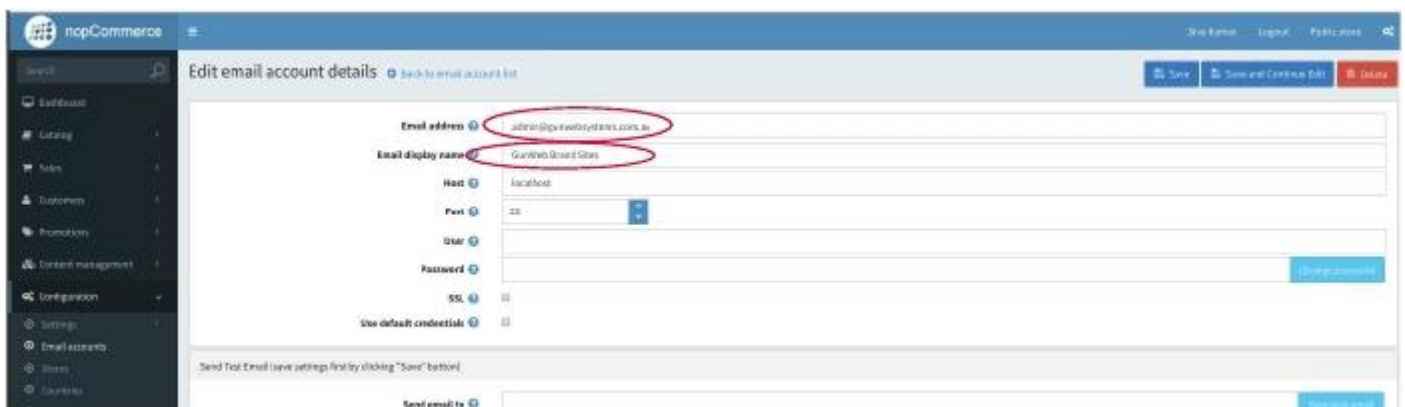
1.3 CONTACT US

1.3.2 EDITING THE EMAIL ADDRESS IN THE CONTACT US FORM

To edit the email address in the 'Contact Us' form (i.e. the email address that customer enquiries will be sent to), select 'Configuration' then 'Email accounts' from the left hand side bar. From the main page, click 'Edit' alongside the existing email address:



Enter the correct email address into the 'Email address' field and 'Email display name' field (this is how it will display on the page). Then click on the 'Save' button or the 'Save and Continue Edit' button in the top right hand corner of the page.



1.4 BLOG: EDITING AND ADDING ITEMS TO THE BLOG

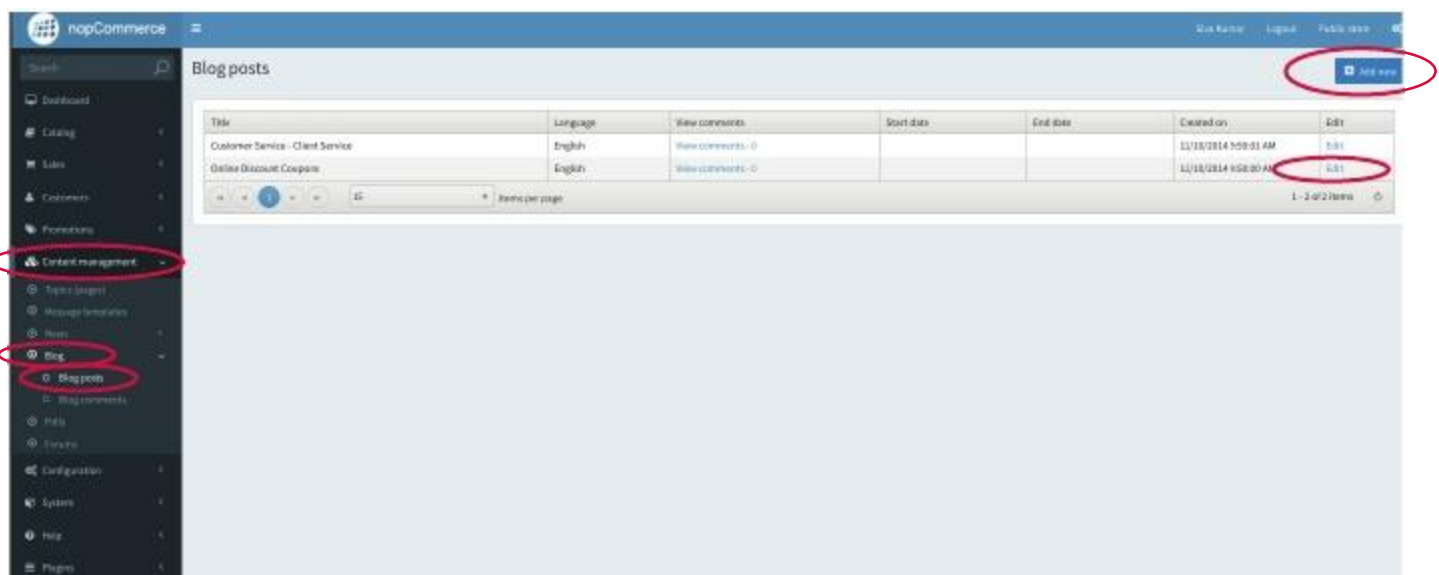


When a user clicks on 'Blog' in the top nav, the following page appears showing the latest blog post. Users can scroll down the page to see previous blog posts or select from the menu on the left hand side.

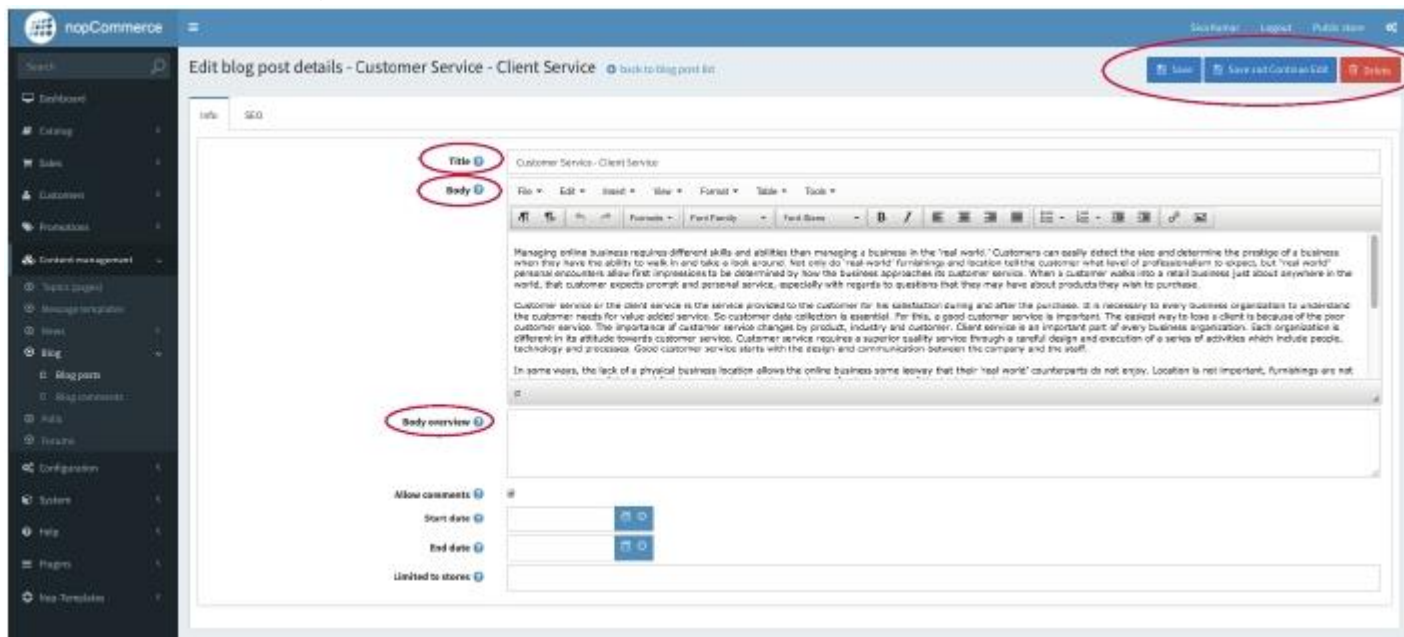


To edit existing blog posts or add new ones, click 'Content management' then 'Blog' and 'Blog posts' from the left hand menu. On the main page you can either:

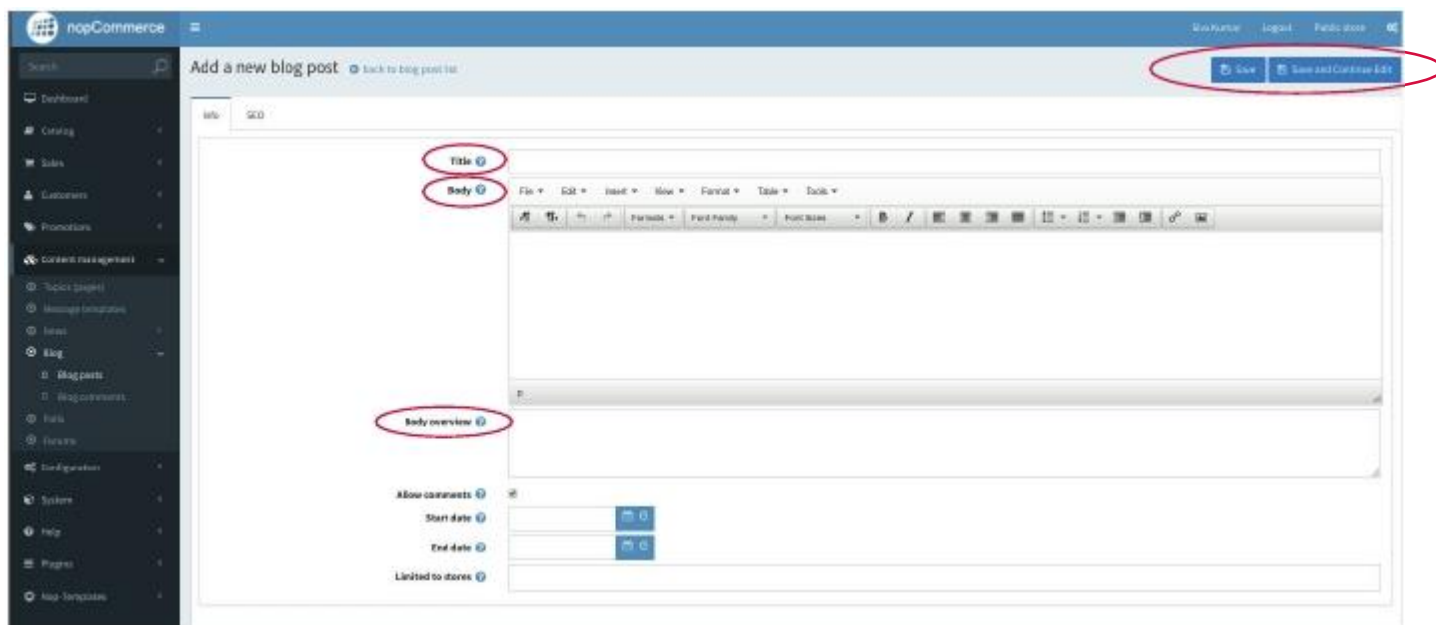
- edit an existing post by clicking on 'Edit' alongside the blog post you wish to change.
- add a new blog post by clicking on the 'Add new' button in the top right hand corner of the page.



When you select 'Edit' against an existing post, the following page will appear where you can edit the 'Title', 'Body' (copy) and 'Body overview' before clicking on the 'Save' button in the top right hand corner of the page.



When you click on the 'Add new' button, the following page appears and you can create a new blog post by adding text into the 'Title', 'Body' and 'Body overview' fields before clicking on the 'Save' button in the top right hand corner of the page.

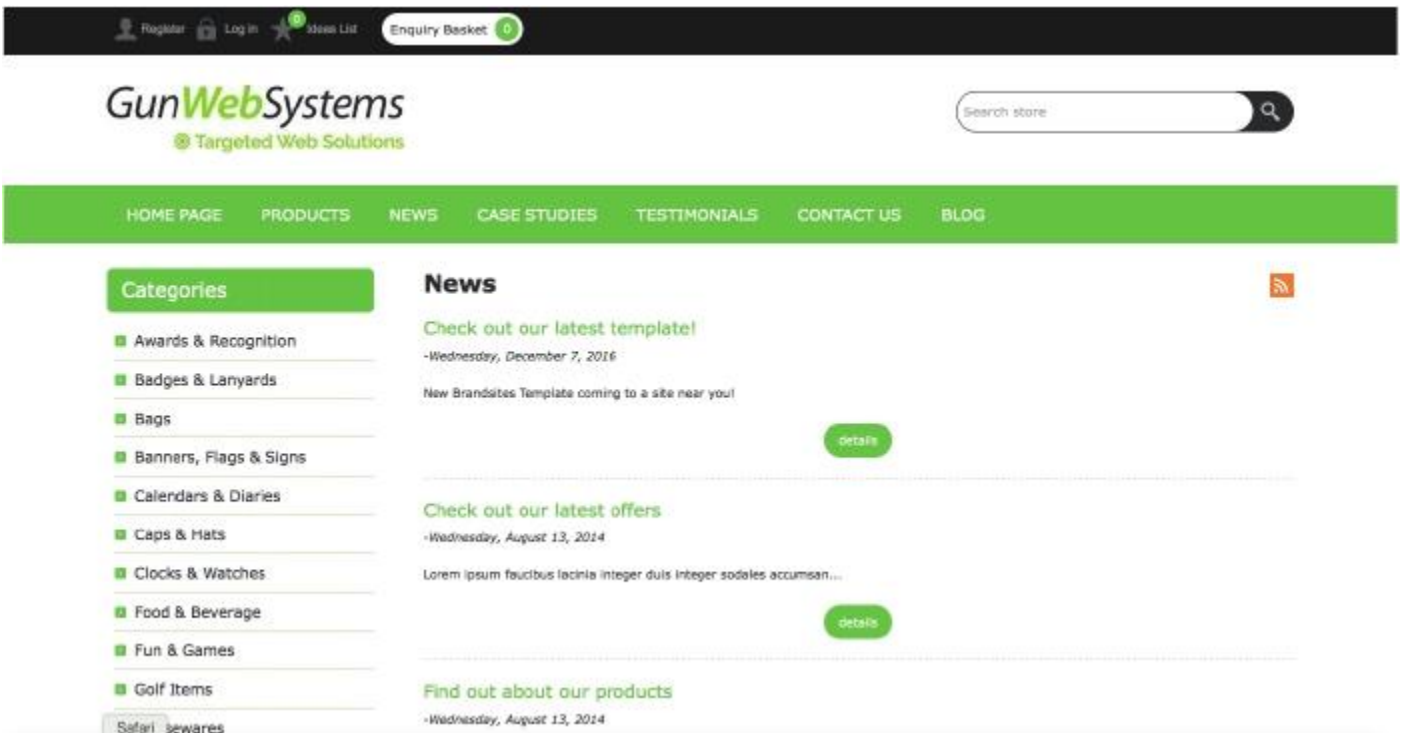


.....

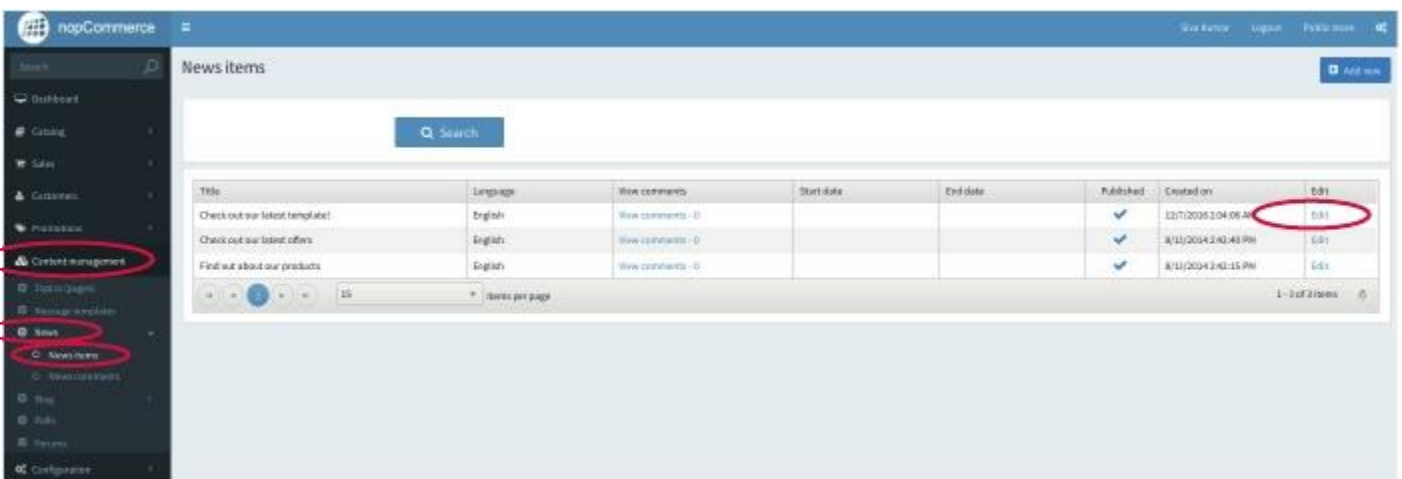
1.5 NEWS: EDITING AND ADDING NEWS ITEMS



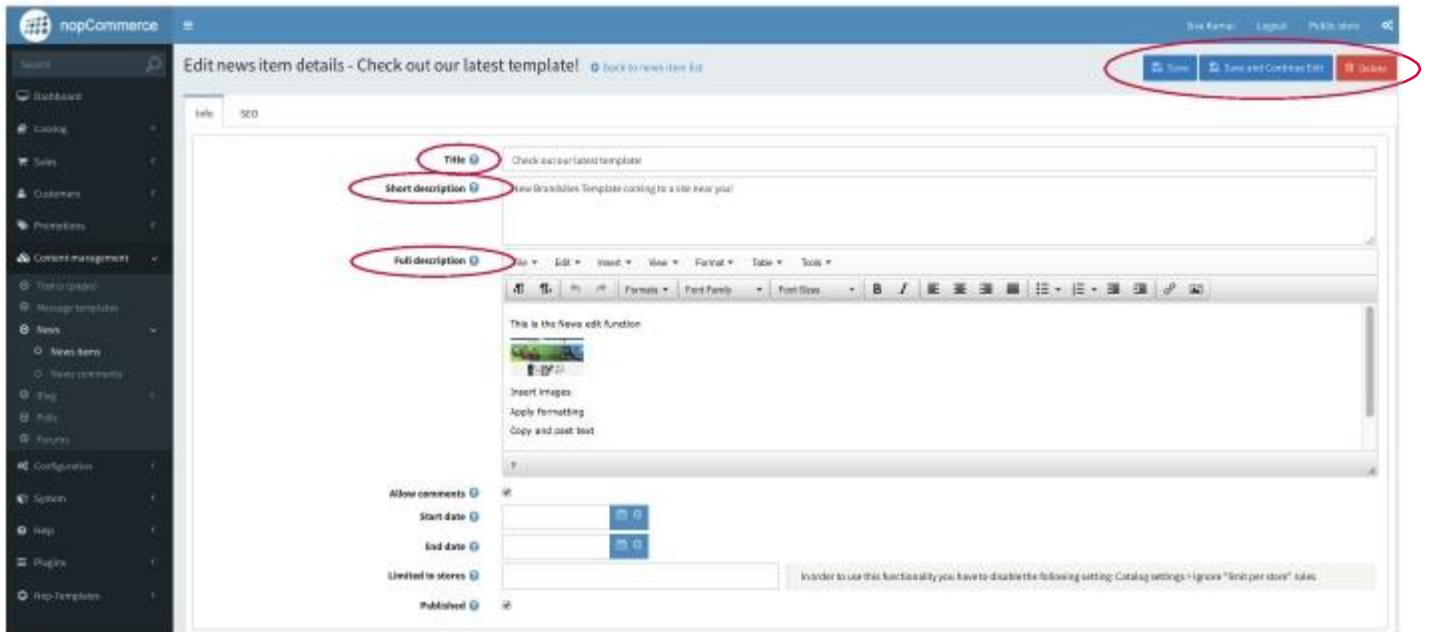
When a user clicks on 'News' in the top nav, the following page appears and you can edit and add to the news stories that appear here:



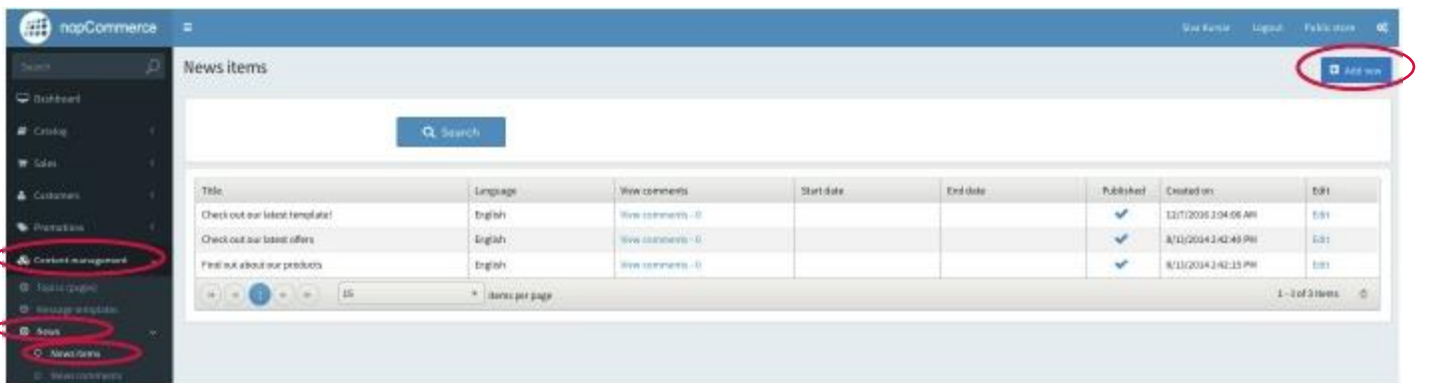
To edit a news item, select, 'Content Management' then 'News' from the drop down menu that appears, followed by 'News Items'. Then from the table that appears on the main page, click on 'Edit' in the final column against the news item you wish to edit.



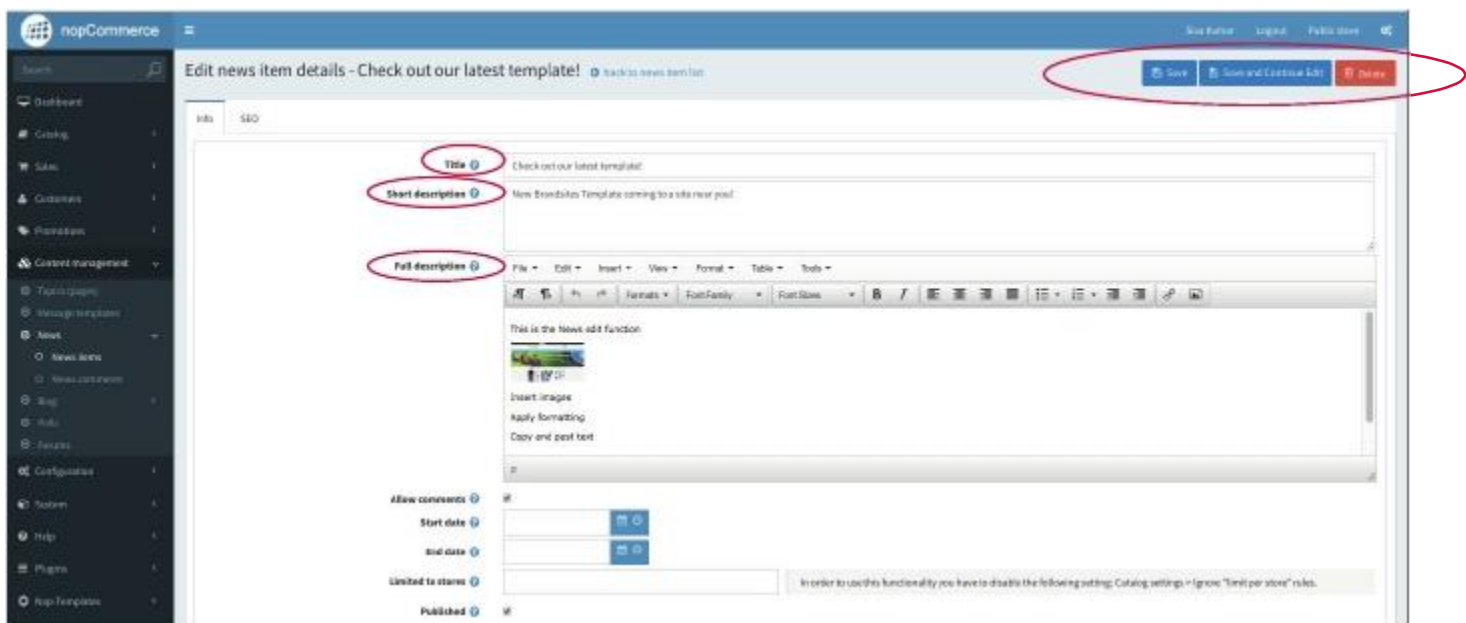
You will then be able to edit the text in the 'Title', 'Short Description' and 'Full description' before clicking on the 'Save' button in the top right hand corner:



To add another news item, click on 'Content Management' followed by 'News' and 'News Items' in the left hand menu. On the main page, click on the 'Add new' button in the top right hand corner.



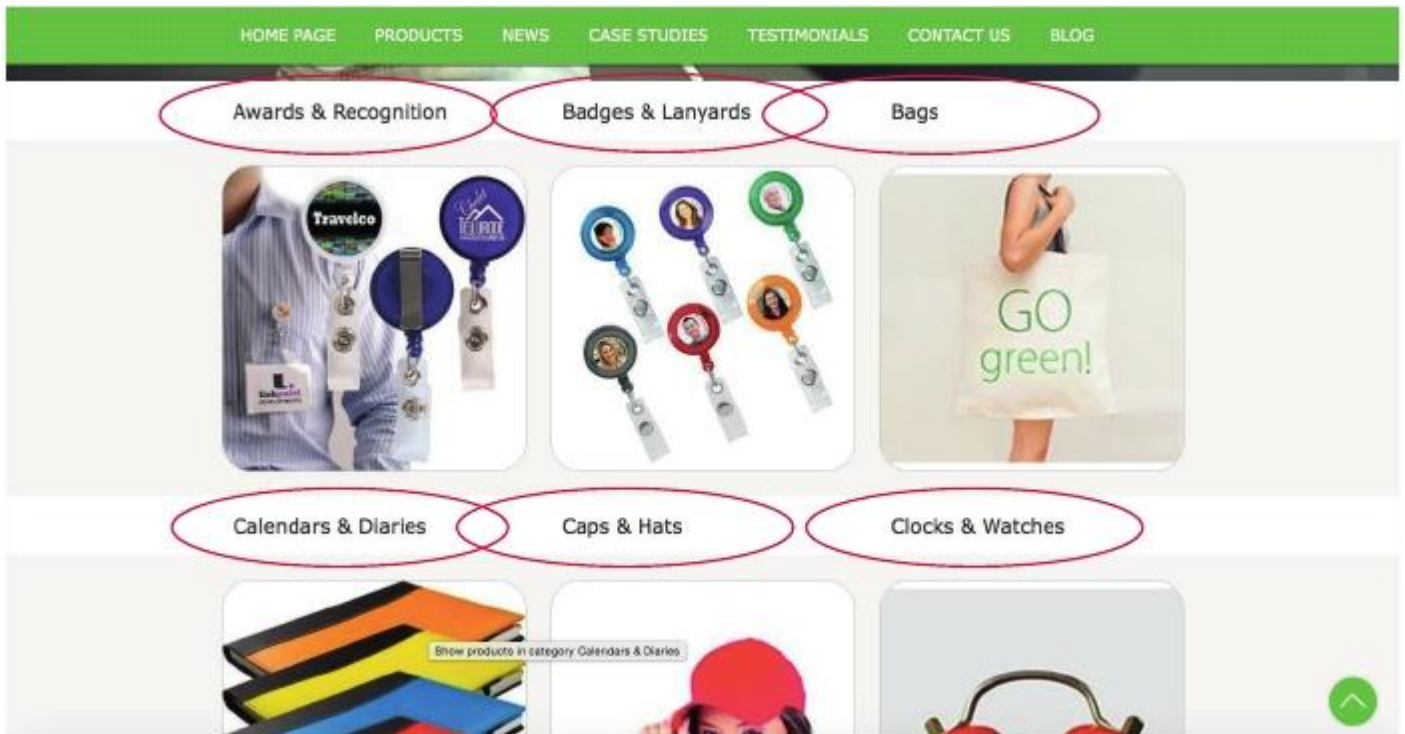
To add another news item, click on 'Content Management' followed by 'News' and 'News Items' in the left hand menu. On the main page, click on the 'Add new' button in the top right hand corner. You will then be taken to the following page where you can add a 'Title', 'Short description' and 'Full description' before clicking on the save button in the top right hand corner of the page.



2 HOMEPAGE

2.1 EDITING THE CATEGORIES THAT APPEAR VISUALLY ON THE HOMEPAGE

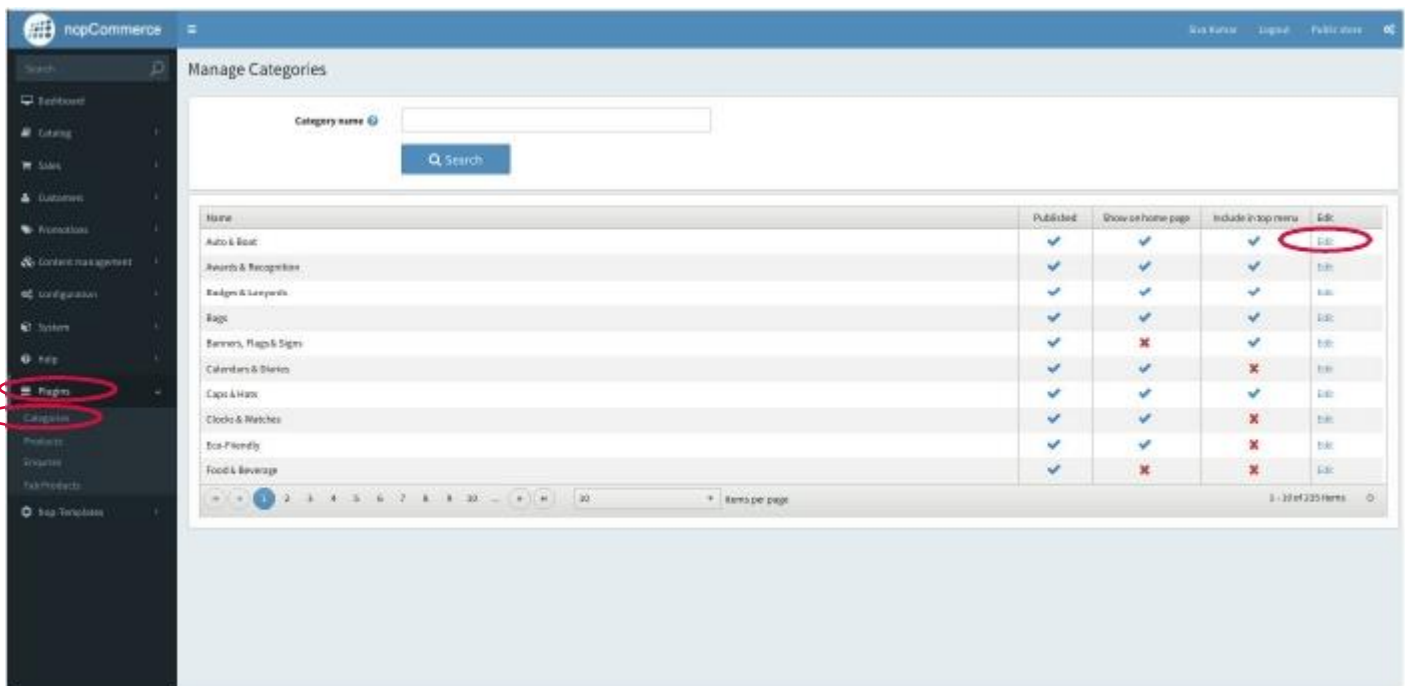
You can choose to display certain categories visually on the homepage.



In order to select which products you would like to appear here, select 'Plugins' from the left hand side bar.

Then select 'Categories' from the drop down menu that appears - you will see a table entitled, 'Manage Categories' appear on the main page.

Click 'edit' next to the category you would like to appear visually on the homepage.

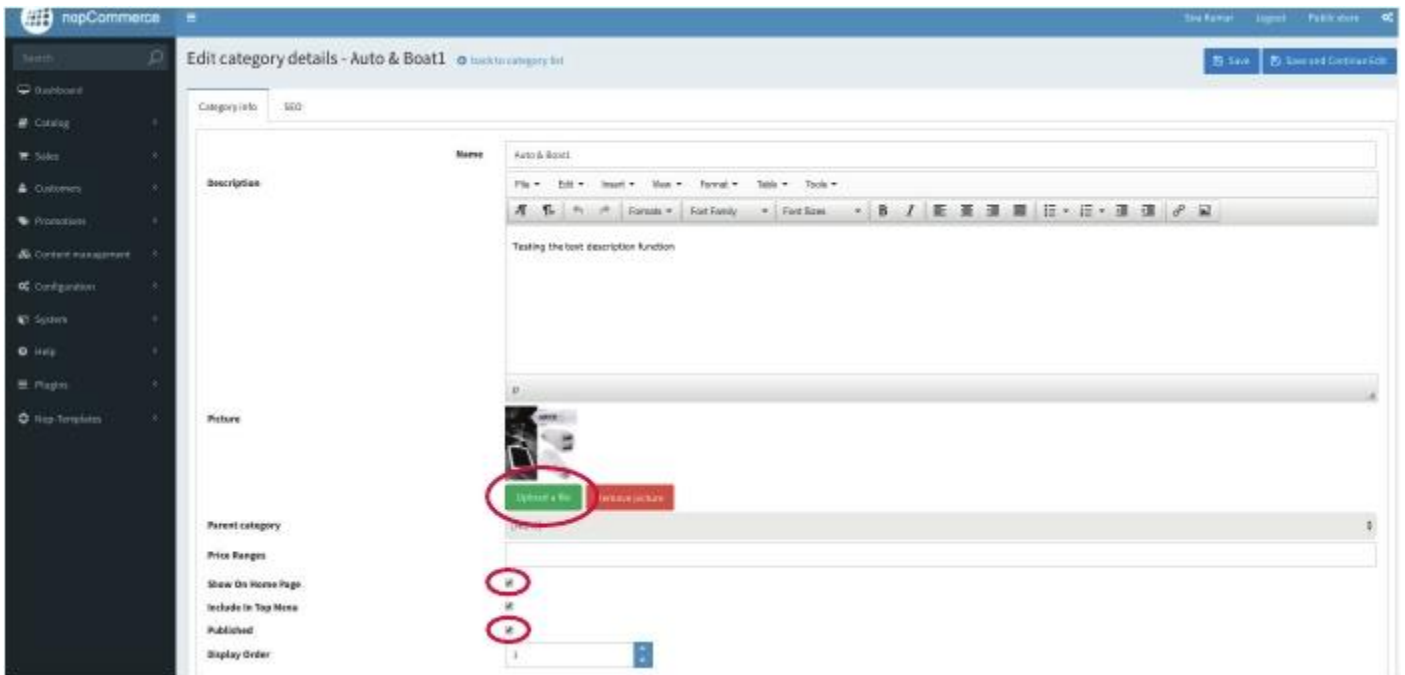


You will see the page below appear.

To upload an image to represent the category on the homepage, click on the 'Upload a file' button and then select the file from where it is saved on your machine.

Ensure the boxes next to 'Show on Home Page' and 'Published' are ticked.

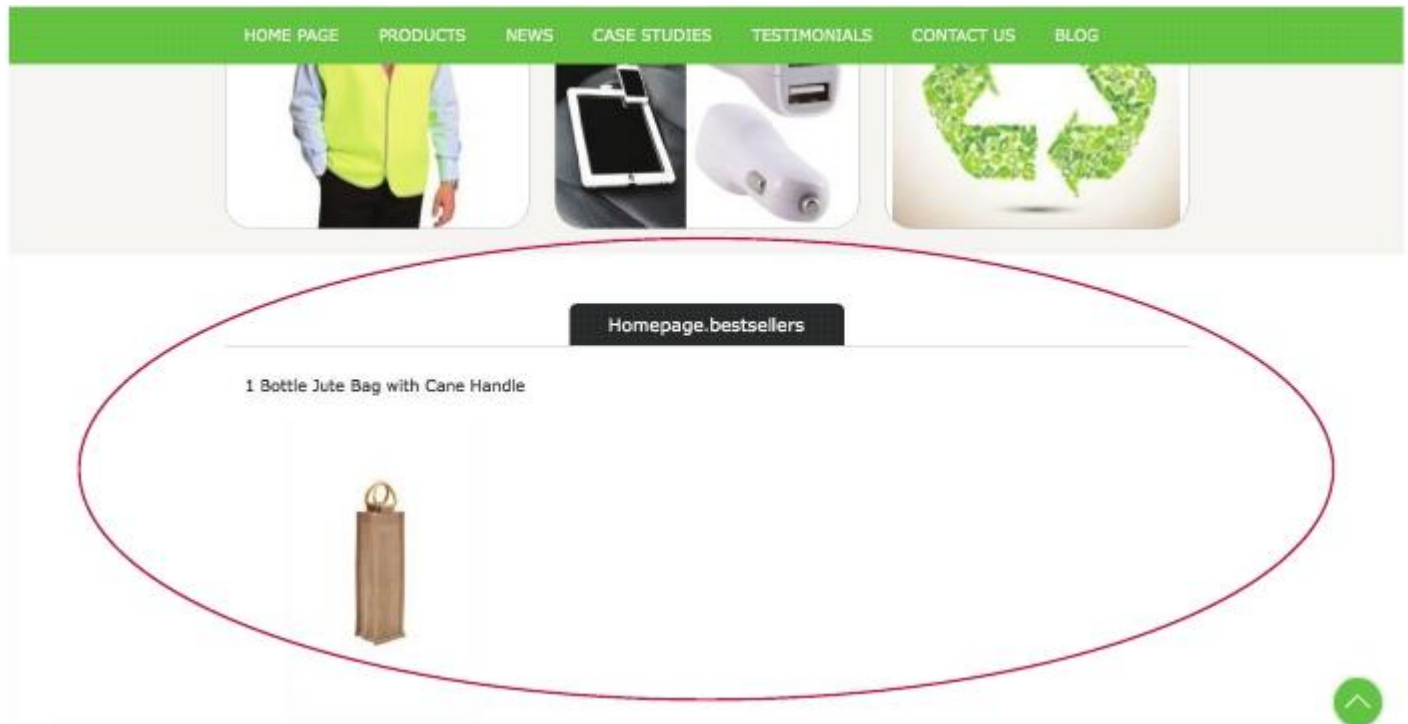
Click on the 'Save' button or the 'Save and Continue Edit' button in the top right hand corner of the page.



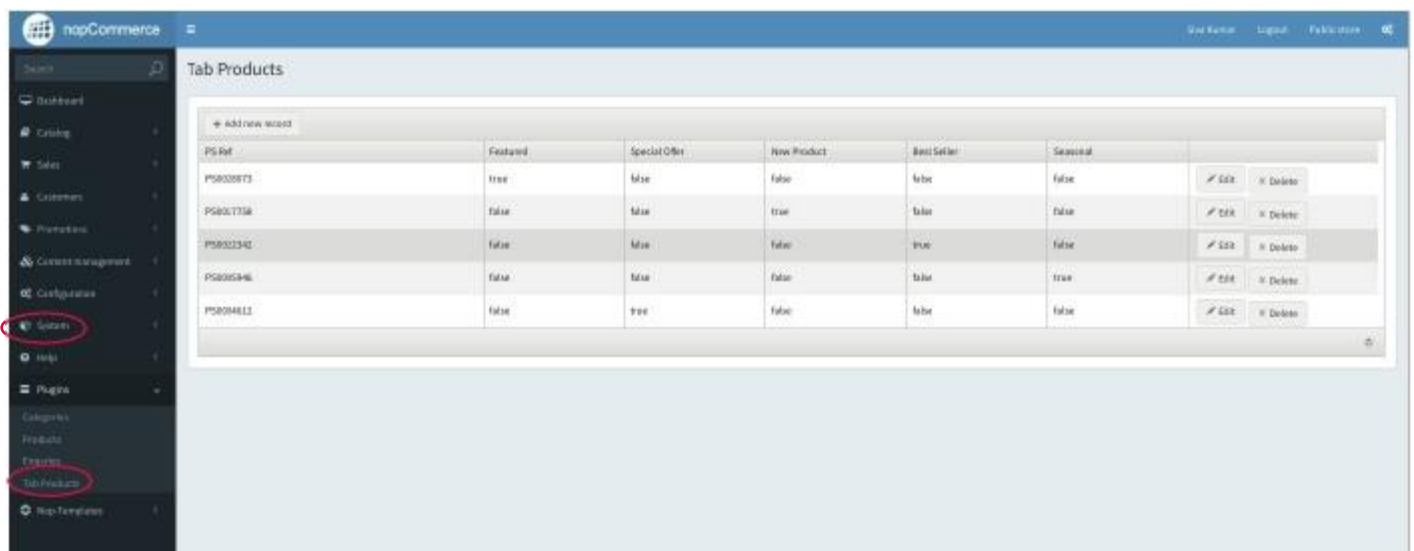
.....

2.2 HOMEPAGE: SELECTING PRODUCT TO APPEAR IN 'FEATURED PRODUCTS' / 'BEST-SELLERS' / 'NEW PRODUCTS' / SPECIAL OFFERS

Products can be selected to appear under the 'Featured Products' / 'Bestsellers' / 'New Products' / 'Special Offers' tabs on the homepage here:



To select the products you wish to feature in these homepage sections, select 'Plugins' then 'Tab Products' from the drop down menu - you will see a table entitled, 'Tab Products' appear on the main page.



In the 'Tab Products' table you can add a new product by clicking on the 'Add new record' button. A box will appear where you should enter the product reference code. Then use the tick boxes to determine where you want the product to appear (i.e. in 'Featured' / 'Special Offer' / 'New Product' / 'Best Seller' / 'Seasonal') before clicking on the 'Update' button at the end of the row.

To change the categories that an existing product is showing in, find which line the correct product reference is on and click on the 'Edit' button at the end of the same line. Use the check boxes to select the promotions you would like the product to appear in, then click on the update button at the end of the line:

nopCommerce

Dashboard Logout Profile

Search

Dashboard

Catalog

Sales

Customers

Promotions

Content management

Configuration

System

Help

Plugins

Categories

Products

Tab Products

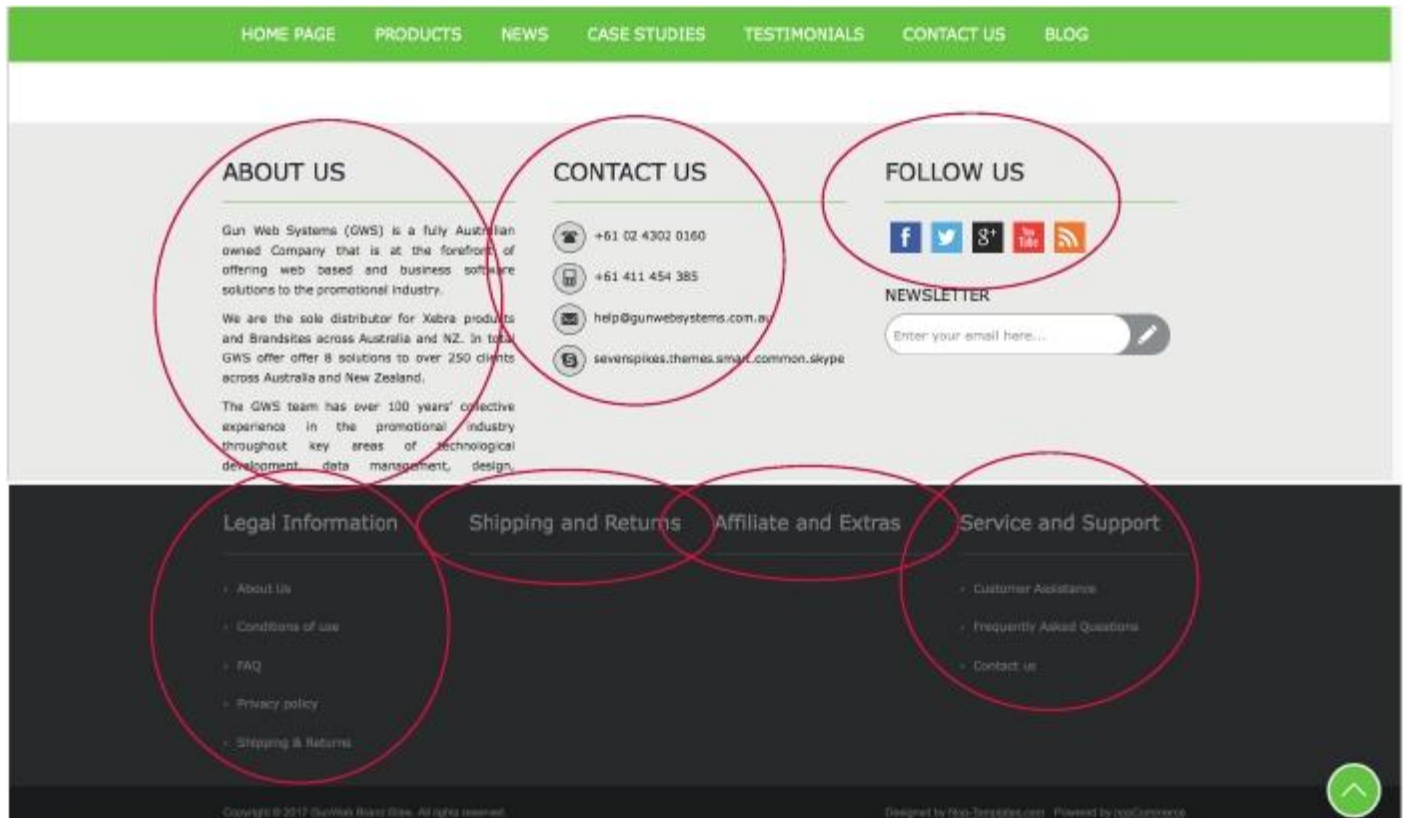
+ Add new record

Ref	Featured	Special Offer	New Product	Best Seller	Seasonal	
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Update <input type="checkbox"/> Cancel
PS0028033	true	false	false	false	false	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete
PS0017758	false	false	true	false	false	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete
PS0022342	false	false	false	true	false	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete
PS000946	false	false	false	false	true	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete
PS004612	false	true	false	false	false	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete

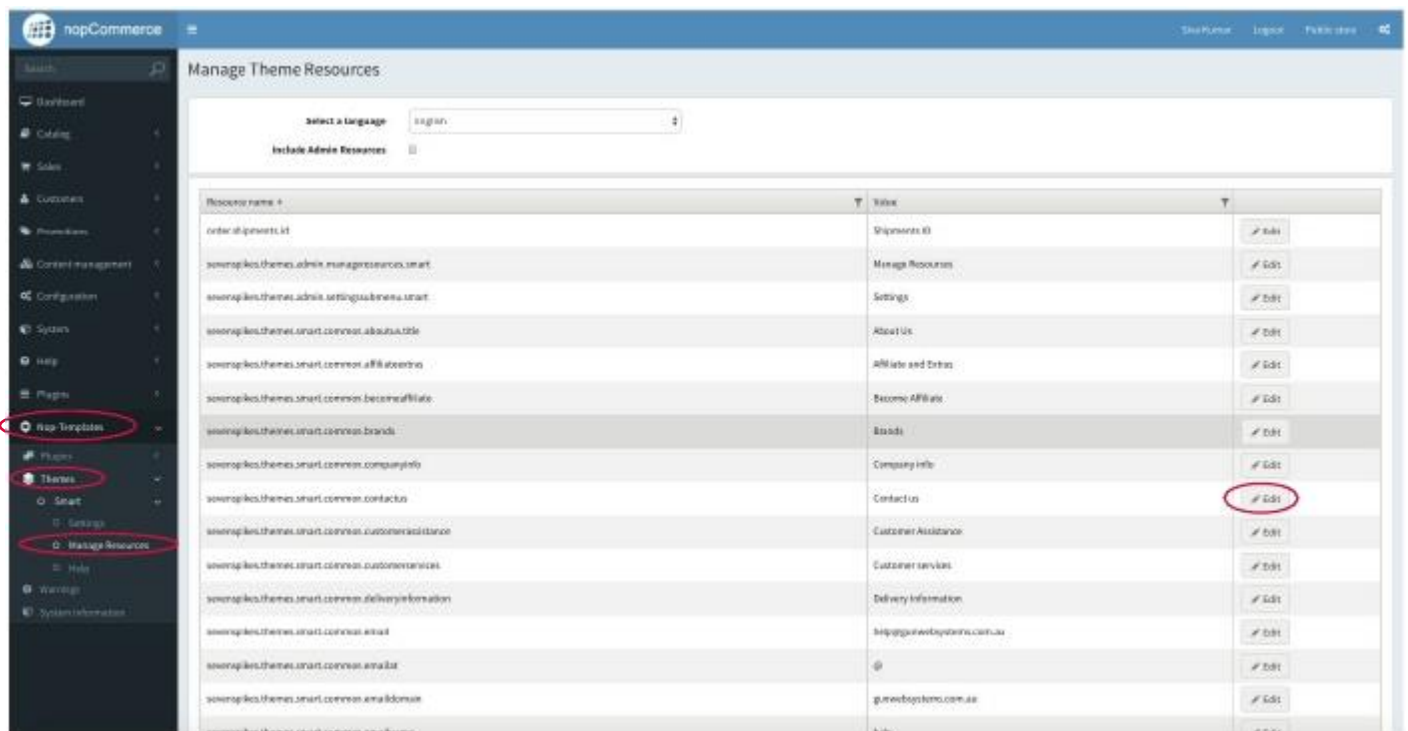
.....

2.3 HOMEPAGE: SELECTING PRODUCT TO APPEAR ON THE HOMEPAGE AND IN THE FOOTER

You can edit the details in, 'About Us', 'Contact Us', 'Follow Us', 'Legal Information', 'Shipping and Returns', 'Affiliate and Extras' and 'Service and Support' at the bottom of the page:



To edit the titles such as 'Contact Us', 'Shipping and Returns', 'Affiliate and Extras', 'Service and Support' click on 'Nop-Templates' in the sidebar menu followed by 'Themes', then the theme name, then 'Manage Resources'. Scroll down the main page and click the 'Edit' button on the same line as 'Contactus'. You will then see a field appear where you can edit the title if you wish.



To add links to pages under the various headings in the footer, click on 'Content Management' in the sidebar menu followed by 'Topics (pages)' and a table containing a list of pages will appear in the main page:

System name	Published	Password protected	Include in sitemap	Include in top menu	Include in footer (Columns 1)	Include in footer (Columns 2)	Include in footer (Columns 3)	Display order	URL
AboutUs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
ApplyWebSite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
SecureAffiliate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Checkout/AdvancedOrdering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Cart/OrderOfUse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
ContactUs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
customerassistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
deliveryinformation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
FAQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
ForceWelcomeMessage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
@/vouchers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
HomePage/Hot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
internationalshipping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
ItemMeasurements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Login/register/infos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Magazine/Topic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Pages/NotFound	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
PrivacyInfo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
securepayment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
ShippingInfo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01
Store/Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0.01

To make a page appear in the footer, click 'Edit' at the end of the relevant line and the following page will open where you can edit the page copy and use the tick boxes to determine where links to this page will appear i.e. 'include in footer' before clicking the 'Save' button in the top right hand corner.

Edit topic details - FAQ [back to topic list](#) Save Save and Continue Edit Edit

Title

body

System name

URL

Published

Password protected

Include in sitemap

Include in top menu

Include in footer (columns 1)

Include in footer (columns 2)

Include in footer (columns 3)

Limited to customer roles

Limited to stores

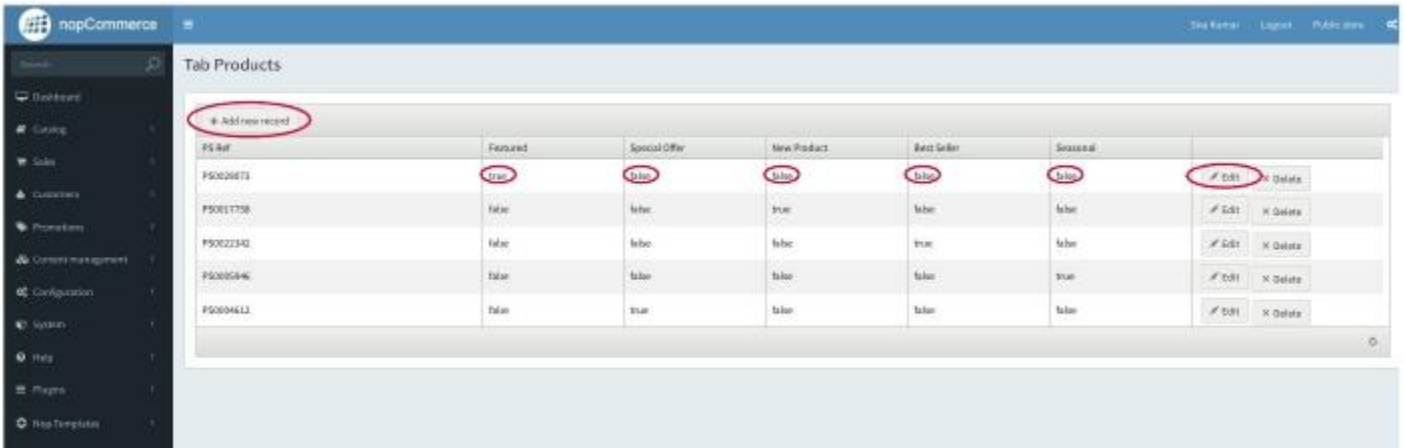
Display order

Accessible when store closed

In order to use this functionality you have to disable the following setting: Catalog settings > ignore ACL rules (storewide).

In order to use this functionality you have to disable the following setting: Catalog settings > ignore "limit per store" rules.

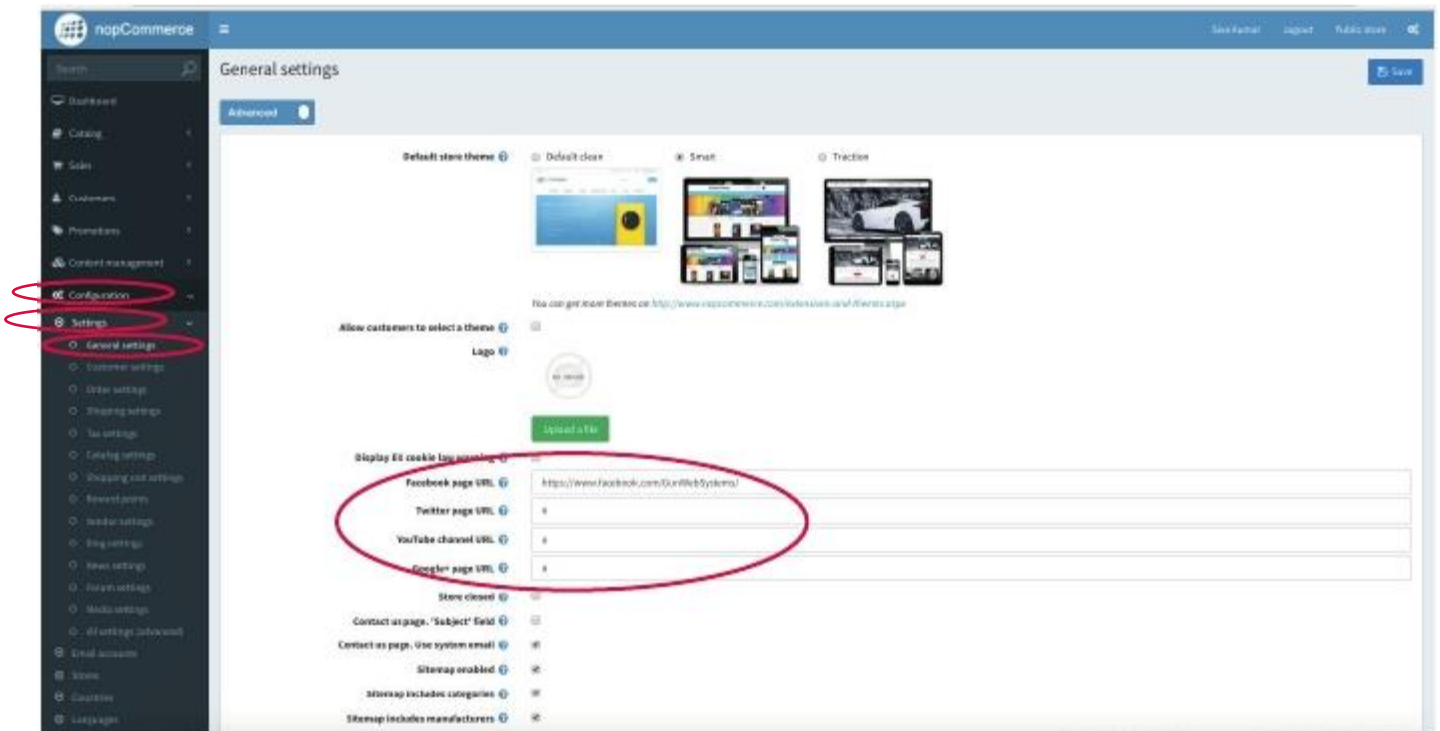
To make a product appear under the 'New Products' heading, click on 'Plugins' in the sidebar menu and then select 'tab products':



In the 'Tab Products' table you can add a new product by clicking on the 'Add new record' button. A box will appear where you should enter the product reference code. Then use the tick boxes to determine where you want the product to appear (i.e. in 'Featured' / 'Special Offer' / 'New Product' / 'Best Seller' / 'Seasonal' before clicking on the 'Update' button at the end of the row.

To change the categories that an existing product is showing in, find which line the correct product reference is on and click on the 'Edit' button at the end of the same line. Use the check boxes to select the promotions you would like the product to appear in, then click on the update button at the end of the line.

To add links to your social media in the footer, click on 'Configuration' followed by, 'Settings' then 'General settings' and add links to your social media channels as below:

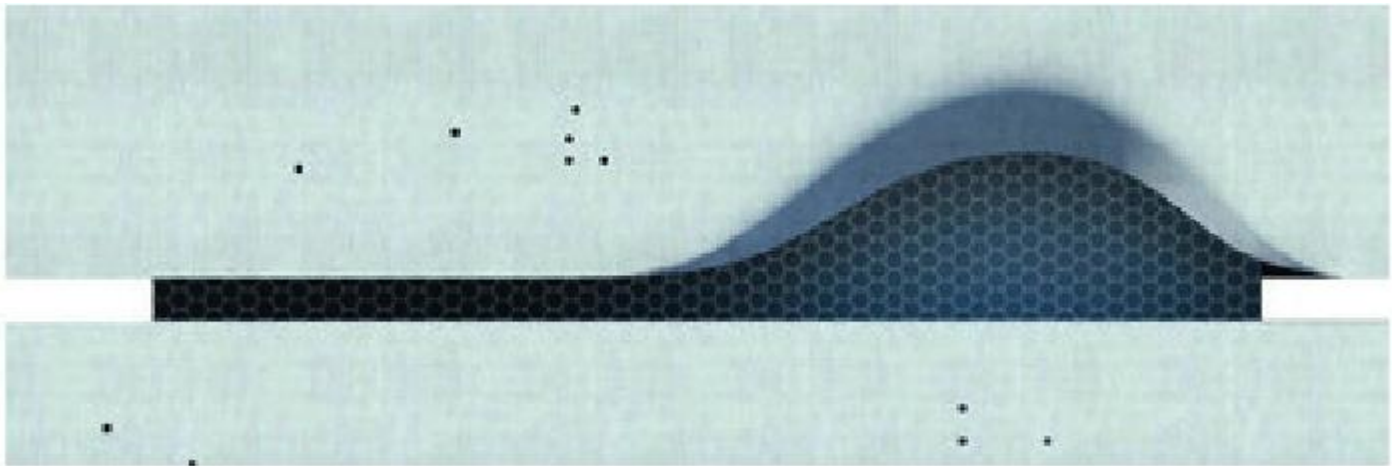


.....

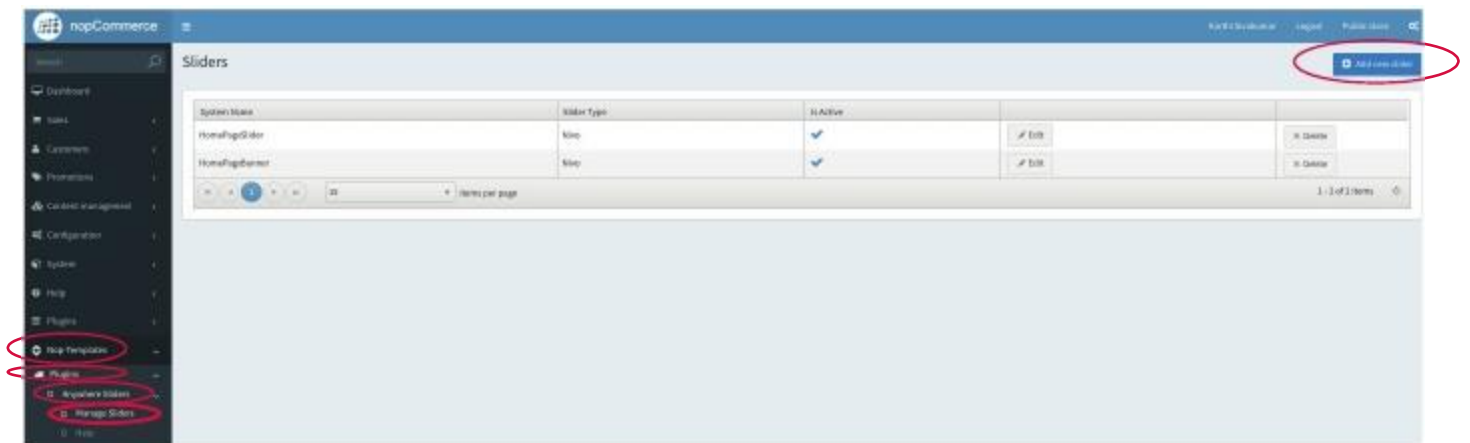
To add links to your social media in the footer, click on 'Configuration' followed by, 'General settings' and add links to your social media channels as below:

2.4 HOMEPAGE: CHANGING THE LARGE SLIDING IMAGES

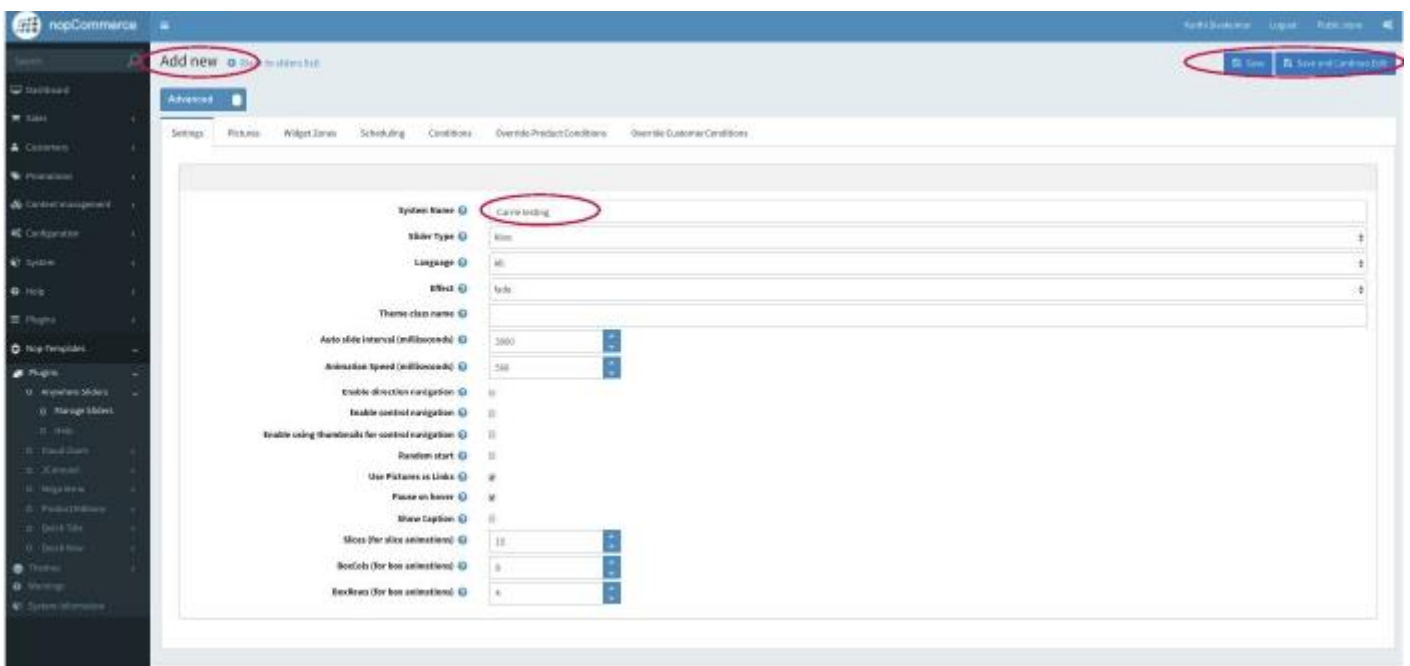
You can add to/replace large images in the image slider on the homepage here:



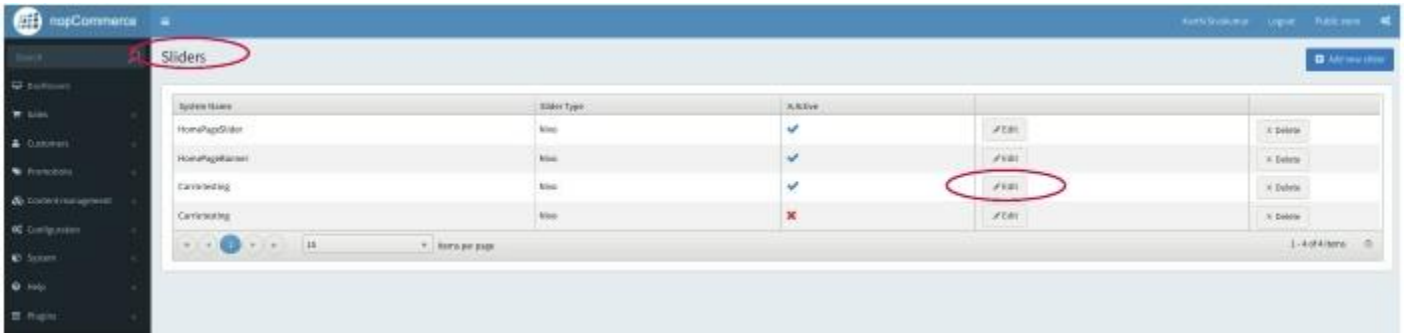
In order to do so, click on Nop-Templates, followed by 'Plugins' then 'Anywhere Sliders' and 'Manage Sliders'; you will see a page called, 'Sliders' appear. Here you can add new slider images by clicking on the 'Add new slider' button in the top right hand corner of the page.



You will see the following page, entitled, 'Add new' where you can create a new slider by adding a name in the 'System Name' field, selecting the required options below and saving it using the button in the top right hand corner of the page.

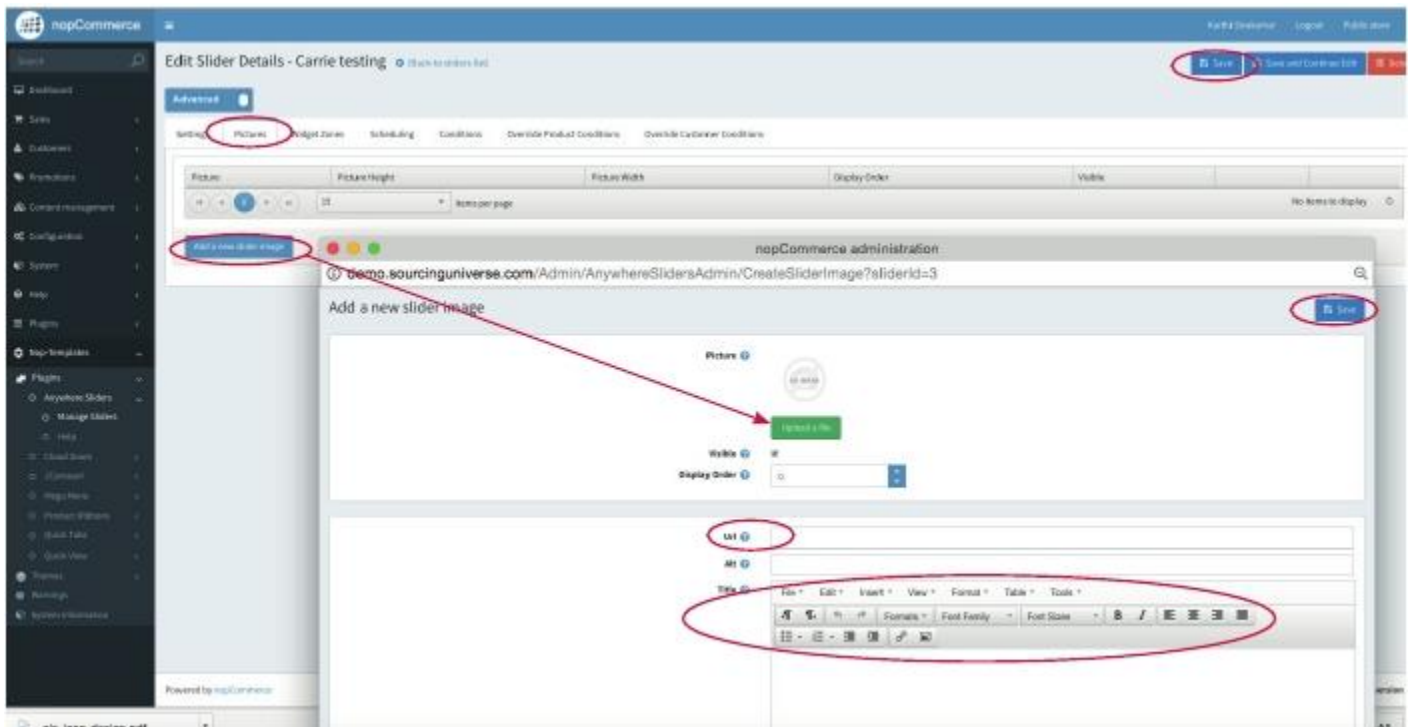


Once you have created a new slider, it will appear in the list on the 'Sliders' page and you can click on the corresponding, 'Edit' button to develop the slider further:



You will be taken to the following page where you should click on the 'Pictures' tab. This will open up another window containing an 'upload a file' button - you should use this to select your new slider image from the correct location on your computer.

You can then add a linking url in the 'Url' field below and you can apply and format text to appear on the new slider using the 'Title' section below before saving with the 'Save' button in the top right hand corner and then saving again with the 'Save' button in the top right of the 'Edit Slider Details'



2.5 Editing the Home page text

Select Content Management-Topics and locate Home page Text

HomePageText	✓	✗	✗	✗	✗	✗	✗	1	Edit
--------------	---	---	---	---	---	---	---	---	------

Select Edit-Add Text including formatting-check Published-Save-Clear Cache

The screenshot shows the Magento CMS editor interface. The main content area displays the text: "Welcome to Gun Web Systems." followed by "Editable Home Page text is now available." and "Please note this site is for Demonstration Purposes only - if you are looking to purchase a promotional product please refer to the [APPA](#) website". A pink arrow points from a box labeled "Add text here" to the main content area. On the left sidebar, the "Published" checkbox is checked, with a pink arrow pointing from a box labeled "Check Published". A blue thought bubble on the right contains the text "Remember to Save and Clear Cache!". At the bottom, there are two informational messages: "In order to use this functionality you have to disable the following setting: Catalog settings > Ignore ACL rules (sitewide)." and "In order to use this functionality you have to disable the following setting: Catalog settings > Ignore 'limit per store' rules."