



Address: 24 Luna Close Swindon Wiltshire SN25 2LZ UK
Phone: +44 (0) 7792951549
Email: info@holbi.co.uk
Internet: http://www.holbi.co.uk

User's Manual

Project name: TrueLoaded

Module: Specials

Project Leader: Vladislav Malyshev

QA: Eduard Shutenko

Technical Writer: Yana Lovyagina

version 1.2

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Introduction

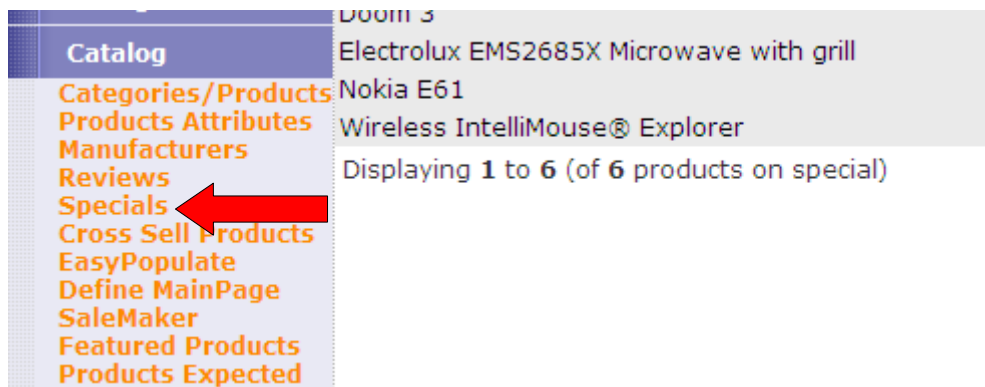
A list of products that are considered "Specials" can be added to the store. These are products that currently exist in the web-store Catalog but show a special price highlighted in red. Special products are also displayed in the "Specials" box on the frontend.

Creating A New Special Product

1. From Admin Panel of the web-store click the **Catalog** link.



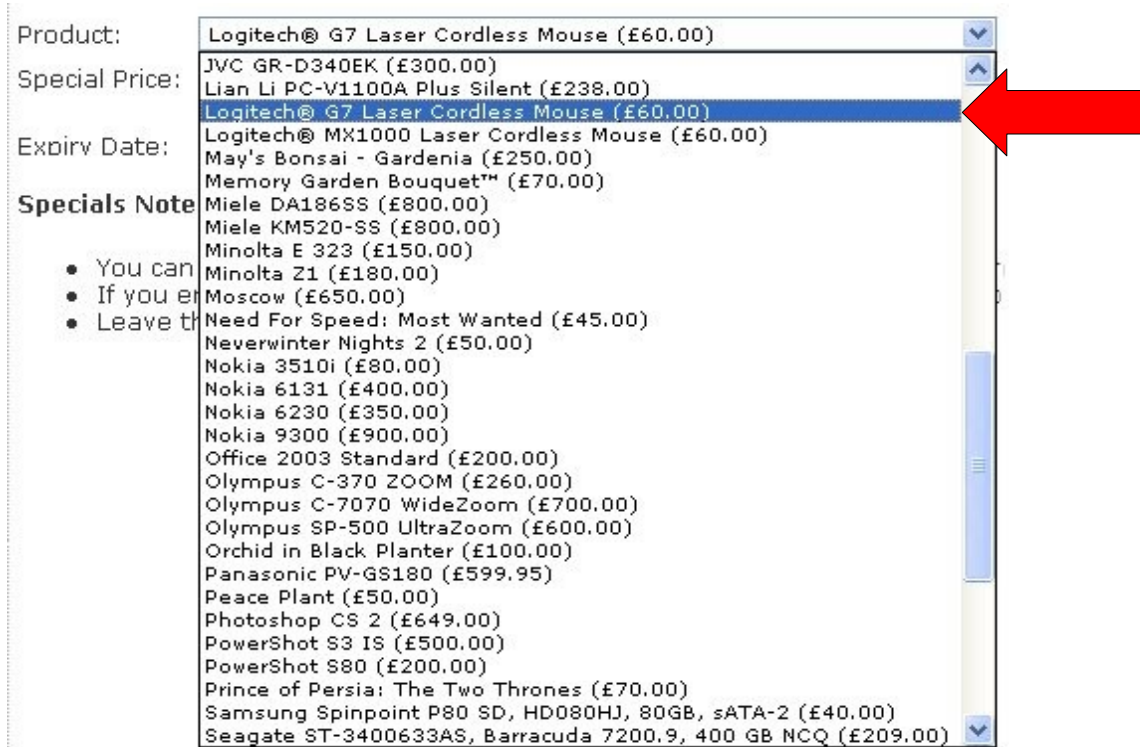
2. Select the **Specials** item.



3. Click the **New Product** button below the products list to create a new special.



- Click the “down” arrow adjacent to the **Product** field and select a product from the dropdown.



- In the **Special Price** field, specify a special price to a product.



The "original" product's price will also be displayed with a strikethrough font along with the special price highlighted in red.




6. Click the “arrow” icon adjacent to the **Expiry Date** field and select a date from Calendar. The special price will be shown to customers until this date comes. When the expiry date comes, only the “basic” product price will be displayed on the website.

Product: AEG B31014W (£700.00)
 Special Price:
 Expiry Date: 

Specials Notes:

7. Please read **Special Notes** displayed below the **Expiry Date** field. These notes describe additional features which can be used for specials.

Product: AEG B31014W (£700.00)
 Special Price:
 Expiry Date: 

Specials Notes:

- You can enter a percentage to deduct in the Specials Price field, for example: **20%**
- If you enter a new price, the decimal separator must be a '.' (decimal-point), example: **49.99**
- Leave the expiry date empty for no expiration

8. Click the **Update** button to save a special product.

Special Products Status

Each special product has the **Active** status by default. This status allows displaying a product as a special in the web-store. If the **Inactive** status is set (the “red traffic light” icon is selected), the product will be available in the store, but will not be a Special.

Products	Products Price	Status	Action
AEG B31014W	£700.00 £635.00	 	
AEG Single Oven 60cm B21004B	£600.00 £600.00	 	

Editing/Deleting Specials

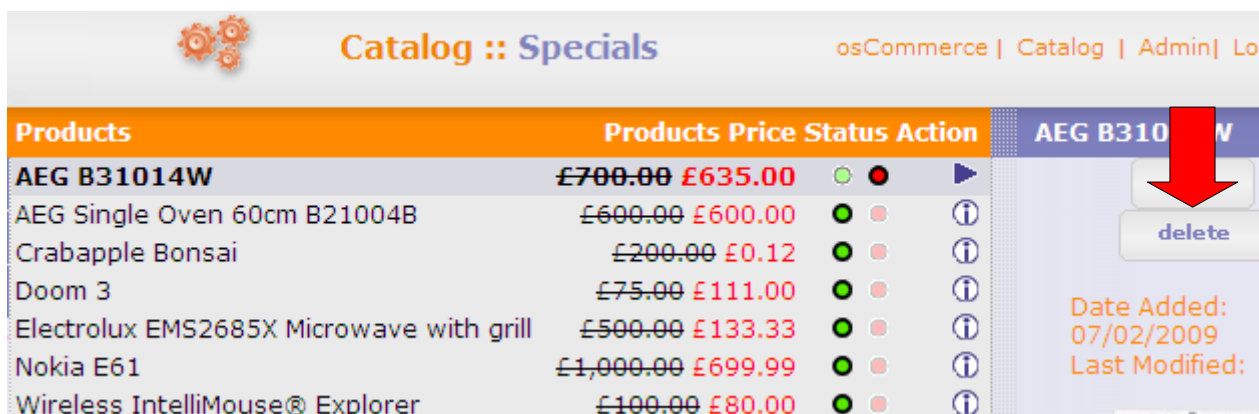
- You can edit a Special from the Admin Panel > Catalog > Specials section by selecting an item in the list and clicking the **Edit** button on the right.



The screenshot shows the 'Catalog :: Specials' page in osCommerce. A table lists products with columns for 'Products', 'Products Price', 'Status', and 'Action'. The first row is selected, and a red arrow points to the 'edit' button in the right-hand panel. The right-hand panel also shows 'delete', 'Date Added: 07/02/2009', and 'Last Modified:'.

Products	Products Price	Status	Action
AEG B31014W	£700.00 £635.00	● ●	▶
AEG Single Oven 60cm B21004B	£600.00 £600.00	● ●	⌚
Crabapple Bonsai	£200.00 £0.12	● ●	⌚
Doom 3	£75.00 £111.00	● ●	⌚
Electrolux EMS2685X Microwave with grill	£500.00 £133.33	● ●	⌚
Nokia E61	£1,000.00 £699.99	● ●	⌚
Wireless IntelliMouse® Explorer	£100.00 £80.00	● ●	⌚

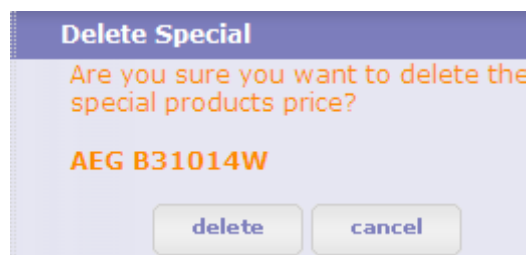
- You can delete a Special by selecting an item in the list and clicking the **Delete** button on the right.



The screenshot shows the 'Catalog :: Specials' page in osCommerce. A table lists products with columns for 'Products', 'Products Price', 'Status', and 'Action'. The first row is selected, and a red arrow points to the 'delete' button in the right-hand panel. The right-hand panel also shows 'edit', 'Date Added: 07/02/2009', and 'Last Modified:'.

Products	Products Price	Status	Action
AEG B31014W	£700.00 £635.00	● ●	▶
AEG Single Oven 60cm B21004B	£600.00 £600.00	● ●	⌚
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Wireless IntelliMouse® Explorer	£100.00 £80.00	● ●	⌚

Click the **Delete** button again to confirm deletion.



The dialog box is titled 'Delete Special' and asks: 'Are you sure you want to delete the special products price?'. It shows the selected product 'AEG B31014W' and has 'delete' and 'cancel' buttons.