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User's Manual

Project name: TrueLoaded

Module: Links Manager

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version 1.2

osCommerce modules
Integration with ERP systems
Services
Skins

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Introduction

The Links Manager section allows for managing the links used in the web-store for information exchange between the link partners and the web-store owner.

Links Categories

1. From the Admin Panel click the **Links Manager** link.



2. **Links** section allows for defining links for information exchange. This page demonstrates the links list that includes the following columns: Link **Title**, Link **URL**, Link **Clicks** (how many times the link was clicked), and Link **Status**.

Title	URL	Clicks	Status	Action
BBC	http://bbc.com	3	Approved	▶
Kernel.Org	http://www.kernel.org	5	Approved	ⓘ
RedHat	http://www.redhat.com	0	Pending	ⓘ
RedHat	http://www.redhat.com	0	Approved	ⓘ
test	http://www.kernel.org	2	Approved	ⓘ
Yahoo	http://www.yahoo.de	1	Approved	ⓘ

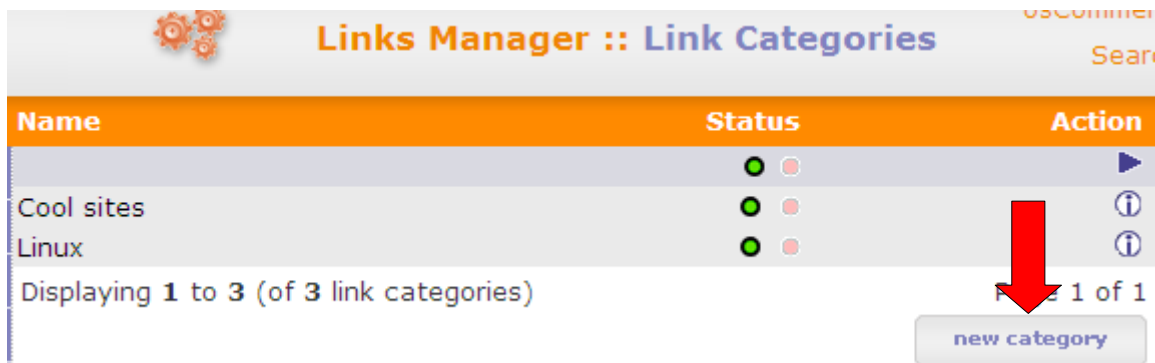
Displaying 1 to 6 (of 6 links) Page 1 of 1

[new link](#)

3. To add a new link, create a category which this link will belong to, for example, “Providers”, “Partners”, “Customers”, etc. To do that, click the **Link Categories** link.



- From the Link Categories page click the **New Category** button.



- In the fields displayed on the right, specify **Category Name** and **Description** in all the languages installed on your web-store. For example, "Partners".

Category Name:

Partners

Category Description:

Our Eastern Partners

- You can upload an Image for the Link Category. To do this, click the **Browse...** button adjacent to the **Category Image** field and upload the image file located on your PC.



7. In the **Sort Order** field, specify the number to display the category in a certain order. For example, if you specify value *1*, the “Partners” category will be displayed in the last position in the list (if all other categories have value *0* in the *Sort Order* field).

Sort Order:

Please, remember:

*The less the sort order value is, the higher the category is placed.
Categories with identical sort order values are sorted alphabetically.*

8. Default status of a new category is **Enabled** (Active). You can disable the category on the website by selecting the **Disable** radio button.

Sort Order:

Status: Enable **Disable**

9. When you have finished creating a category, click the **Save** button to save your settings.

Sort Order:


Status: Enable Disable

10. You can **Edit** or **Delete** categories here using appropriate buttons.

Status	Action	Categories
<input checked="" type="radio"/> <input type="radio"/>	<input type="button" value="▶"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input checked="" type="radio"/> <input type="radio"/>	<input type="button" value="i"/>	
<input checked="" type="radio"/> <input type="radio"/>	<input type="button" value="i"/>	

categories)

Page 1 of 1

 Silver_medal.jpg

11. You can also make a category Active/Inactive directly in the list: click the «*red traffic light*» icon in the **Status** column to disable the link category on the website. Or, make the category active by clicking the «*green traffic light*» icon in the **Status** column.

Name	Status	Action
Cool sites	 	
Linux	 	
Partners	 	

Links

1. After creating a category, go to the Links page and click the **New Link** button.



The screenshot shows the 'Links Manager :: Links' page. It features a table with the following data:

Title	URL	Clicks	Status	Action
BBC	http://bbc.com	3	Approved	
Kernel.Org	http://www.kernel.org	5	Approved	
RedHat	http://www.redhat.com	0	Pending	
RedHat	http://www.redhat.com	0	Approved	
Yahoo	http://www.yahoo.de	1	Approved	

Below the table, it says 'Displaying 1 to 5 (of 5 links)'. On the right, there is a 'Page 1 of 1' indicator and a 'new link' button. A red arrow points to the 'new link' button.

2. Specify the **Website Details** in the following fields: **Site Title**, **URL**, **Category** (in the dropdown list, select a category which this link refers to), **Description** of the link (if any), and **Image URL** (if any).

Website Details

Site Title:	 <input type="text" value="BBC"/>	* Required
	 <input type="text" value="BBC"/>	* Required
URL:	<input type="text" value="http://bbc.com"/>	* Required
Category:	<input type="text" value="Cool sites"/>	* Required
Description:	 <input type="text" value="BBC news site alive"/>	* Required
	 <input type="text" value="BBC news site alive"/>	* Required
Image URL:	<input type="text" value="http://"/>	

Note: Site Title and Description should be specified in all the languages installed on your website.

And please pay your attention to the fields marked with asterisk (). Such fields are required to be filled in.*

- Specify the contact info – **Full Name** and **E-mail Address** of the link owner (Partner).

Contact		
Full Name:	<input type="text" value="Holbi"/>	* Required
E-Mail Address:	<input type="text" value="vmalyshev@holbi.co.uk"/>	* Required

- In the **Reciprocal Page** field, specify partner's website URL where the link to your site will show up.

Reciprocal Page Details		
Reciprocal Page:	<input type="text" value="http://bbc.com"/>	* Required

- Under the Options, specify link's **Status** (select it in the dropdown menu): if you wish the link to be visible on the web-store – select the **Approved** item, all other statuses do not make the link visible.

Options

Status:

- In the **Rating** field, specify the number defining the link's rating among the other links in your web-store. *Note: If you select the notify Contact checkbox, a notification email will be sent to a contact person.*

Options

Status: Notify Contact:

Rating: * Required

- To save your settings, click the **Insert** button at the bottom of the page.

E-Mail Address: * Required

Reciprocal Page Details

Reciprocal Page: * Required

Options

Status: Notify Contact:

Rating: * Required

Sending Email To A Partner

- To send an email to a link's owner (Partner), select a link in the list and click the **Email** button on the right.

Links Manager :: Links				Search:
	Clicks	Status	Action	BBC
://bbc.com	3	Approved	▶	edit delete
://www.kernel.org	5	Approved	ⓘ	check link
://www.redhat.com	0	Pending	ⓘ	email
://www.redhat.com	0	Approved	ⓘ	
://www.yahoo.de	1	Approved	ⓘ	

2. Fill the fields in on the *Send Mail* page. Email address of the **Link Partner** will be specified automatically, but you can change it by selecting another name in the dropdown list if you wish.



Link Partner:

From:

Subject:

Message:

Max (mdmitriev@trianic.com)

Max Dmitriev (max@lxnew.triasphera.local)

Max Dmitriev (root@localhost.com)

3. You can also send an email to all links' owners by selecting **All Link Partners** item in the dropdown list.



Link Partner:

4. After filling the Form (Subject, Message) field in, click the **Send Mail** button.



5. On the next page you can either click the **Sand Mail** button to confirm emailing, or the **Cancel** button to cancel emailing. You can also click the **Back** button if you wish to return to the Email Form and edit something.



Link Partner:
All Link Partners

From:
Holbi TrueLoaded <vmalyshev@holbi.co.uk>

Subject:

Message:

Check Link

This section allows for checking whether the link was specified correctly or not.

1. From the Links page select a link in the list and click the **Check Link** button on the right.

URL	Clicks	Status	Action	BBC
http://bbc.com	3	Approved	▶	edit delete check link email
http://www.kernel.org	5	Approved	ⓘ	
http://www.redhat.com	0	Pending	ⓘ	
http://www.redhat.com	0	Approved	ⓘ	
http://www.yahoo.de	1	Approved	ⓘ	

2. The system will check if this URL is real and specified correctly in the Admin Panel of the web-store. If the system writes "Results Not Found", please click the **Edit** button and correct the spelling of the URL.

Links Contact

1. From the Admin Panel click the **Links Manager** link and select the **Links Contact** section.




2. Links Contact works the same way as the **Email** button on the Links page. In the form open on the screen, fill the **Subject** and **Message** boxes in.
3. The **Link Partner** name is selected by the system automatically. If you wish to send email to another Link Partner, select another name in the dropdown list.
4. Also, you can send an email to all the link partners by selecting the **All Link Partners** item in the dropdown list.
5. After you have finished filling the form, click the **Send Mail** button.

Link Partner:

From:

Subject:

Message:



7. Then, either click the **Send Mail** button again to confirm sending or click the **Cancel** button to cancel sending. You can also return to the emailing form by the **Back** button.

Link Partner:

From:
Holbi TrueLoaded <vmalyshev@holbi.co.uk>

Subject:

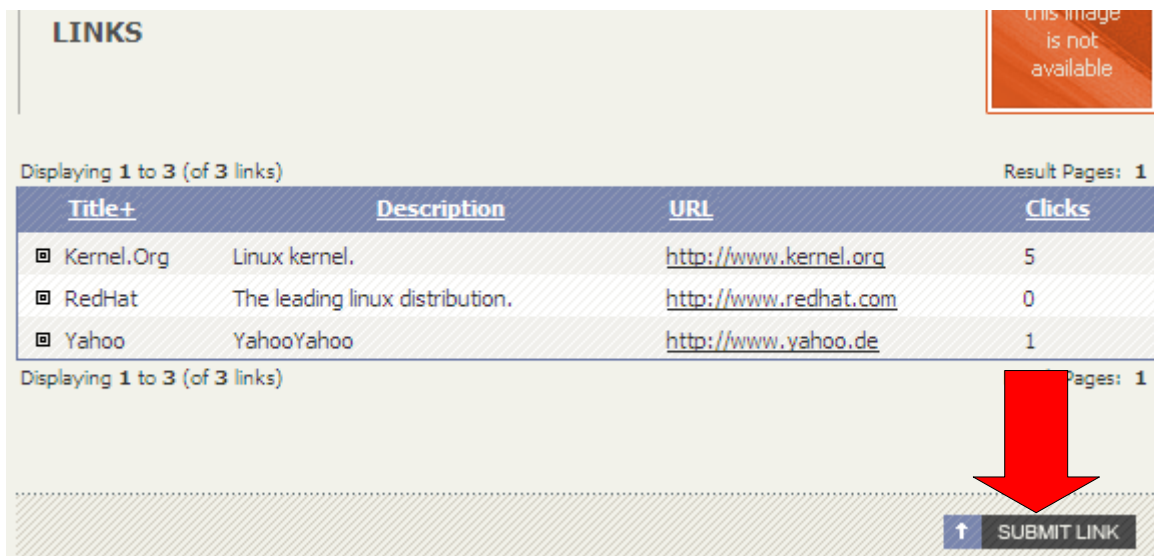
Message:

Adding Link On The Website Front End

1. The link is displayed in the website “front end” after clicking the link's name in the **Our Links** box.



- Any customer/visitor can submit his/her website to display in your web-store using the **Submit Link** button on the link info box.



- The customer/visitor should fill out the form on the page and click the **Continue** button.

The screenshot shows a form with the following sections and fields:

- WEBSITE DETAILS**
 - Site Title:
 - URL:
 - Category:
 - Description:
 - Image URL: [Help \[?\]](#)
- YOUR CONTACT INFORMATION**
 - Full Name:
 - E-Mail Address:
- RECIPROCAL PAGE DETAILS**
 - Reciprocal Page: [Help \[?\]](#)

A 'CONTINUE' button is located at the bottom right of the form.

4. The link will show up in the **Our Links** box as soon as an Administrator approves it in the Admin Panel. (Note: If the Administrator sets up to notify customer about approval, a customer will receive a notification email).

Options

Status: Notify Contact:

Rating: * Required

