

# TEXTSTYLE CMS USER GUIDE

VERSION 1.0 | JANUARY 2018

## 1.0 Log in

- a. Go to the URL: <http://www.texstyle.com.au/admin>
- b. Enter your username and password

## 2.0 Content > Single Pages

This section is for editing all static web page text and images.

### 2.1 About Texstyle

Edit the About Us page including partner logos and links to their websites.

### 2.2 Collections

Select the collection to feature on the All Collections page.

### 2.3 Contact Texstyle

Edit all contact information on the Contact page.

### 2.4 Texstyle

Edit homepage.

- a. Banner Image - Main feature image, top of homepage
- b. Banner Title - Main feature title, top of homepage
- c. Banner Content - Main feature text content, top of homepage
- d. Banner Button URL - Main feature button URL, top of homepage
- e. Banner Button Text - Main feature button text, top of homepage
- f. Featured Gallery - Select the My Swatch Gallery to feature on homepage
- g. Help Articles - Select the Help articles to feature on homepage

### 2.4 My Swatch Gallery

Edit titles and introductions on the My Swatch Gallery page.

### 2.4 Stock Update

Edit homepage.

- a. Stock Updates - Add/edit fabrics that are out of stock by adding part, date available and notes as needed.

### 2.3 Inspiration Gallery

Edit title and intro for Inspiration Gallery.

## 3.0 Content > Channels

This section is for editing all dynamic web page text and images.

### 2.1 Applications

Add/edit/duplicate collection applications.

(To add an application please contact our website manager as the image need to be hard coded)

### 2.2 Certifications

Add/edit/duplicate collection certifications including image.

### 2.3 Help Articles

Add/edit/duplicate help articles.

- a. Title - help article title
- b. Category - help article category (Defined in Help categories)
- c. Excerpt - Summary that appears on help article grids like the homepage
- d. Content - Main help article content
- e. Downloads - any documents (eg. PDFs) needed to attach to article

### 2.4 Help Categories

Add/edit/duplicate help categories.

### 2.5 News Articles

Add/edit/duplicate news articles.

- a. Title - News article title
- b. Grid image - Image that appears on homepage grid and news index page
- c. Excerpt - Summary that appears on news homepage and news index page
- d. Content - Main news article content
- e. Categories - news article category (Defined in News categories)

### 2.6 News Categories

Add/edit/duplicate news categories.

### 2.7 Products

Add/edit/duplicate products. Grouped by Collection name and width.

- a. Publish > Title - Displayed collection name and width
  - b. Publish > Collection - The collection this product is associated with
  - c. Publish > Fabric type - type of fabric
  - d. Publish > Length & pack size > Length and pack size for this product
3. Parts > Parts - complete list of all colours for this product.  
Each part has Code and colour required.

### 3.0 Content > Channels (continued)

#### 2.8 Swatch Galleries

Add/edit/duplicate Swatch Galleries.

- a. Title - Gallery title
- b. Grid Image - Image that appears on homepage and gallery index page
- c. Hero image - Image that appears on the swatch gallery page
- d. Excerpt - Summary that appears on homepage and swatch gallery index page
- e. Content - Swatch gallery page introduction content
- f. Swatches - Select swatches to add to gallery

### 4.0 Ordering > Orders

#### 4.1 Orders Index Page

Filter orders by status    Order number    Search    Order status    Company    Order date    Click on titles to sort display, use arrow to toggle ascending/descending order

Order	Status	Company	Order Date
<a href="#">KN0016313</a>	New	JMD	15/01/2018
<a href="#">KN0016084</a>	New	Doe Industries	17/12/2017
<a href="#">KN0016083</a>	New	Stag Corp.	17/12/2017
<a href="#">KN0016082</a>	New	Doe Industries	16/12/2017
<a href="#">KN0016081</a>	Complete	Doe Industries	15/12/2017
<a href="#">KN0016080</a>	Partial Shipped	Stag Corp.	11/12/2017
<a href="#">KN0016079</a>	Complete	Doe Industries	17/11/2017

## 4.0 Ordering > Orders (continued)

### 4.1 Individual Order Page

Complete order summary    Click to view customer page

Orders >

## Order #KN0016313

<b>Order Date</b>	15/01/2018	<b>Shipping Address</b>
<b>Customer</b>	<a href="#">JMD</a>	<b>JMD</b>
<b>Status</b>	New	Att: Josh Murray PO Box 307 Paddington NSW 2021 Australia Phone: 0404844799

**Purchase Order Number**  
123456789

<input type="checkbox"/>	Collection	Width	Colour	Pack size	Quantity	Drop size(s)	Available At
<input type="checkbox"/>	One Collection	2200mm	One Collection Charcoal Blockout	2200mm	25m	5	
<input type="checkbox"/>	Tusk	3000mm	Tusk Hazelnut Light Filtering	3000mm	25m	10	

**Courier \***      **Consignment Number**

#### To mark order as dispatched:

1. Select individual order items/All items
2. Select Courier
3. Add consignment number (If applicable)
4. Click 'Mark as shipped'

## **5.0 Ordering > Customers**

### **2.1 Customer Index Page**

Edit/add customers.

### **2.2 Customer Individual Page**

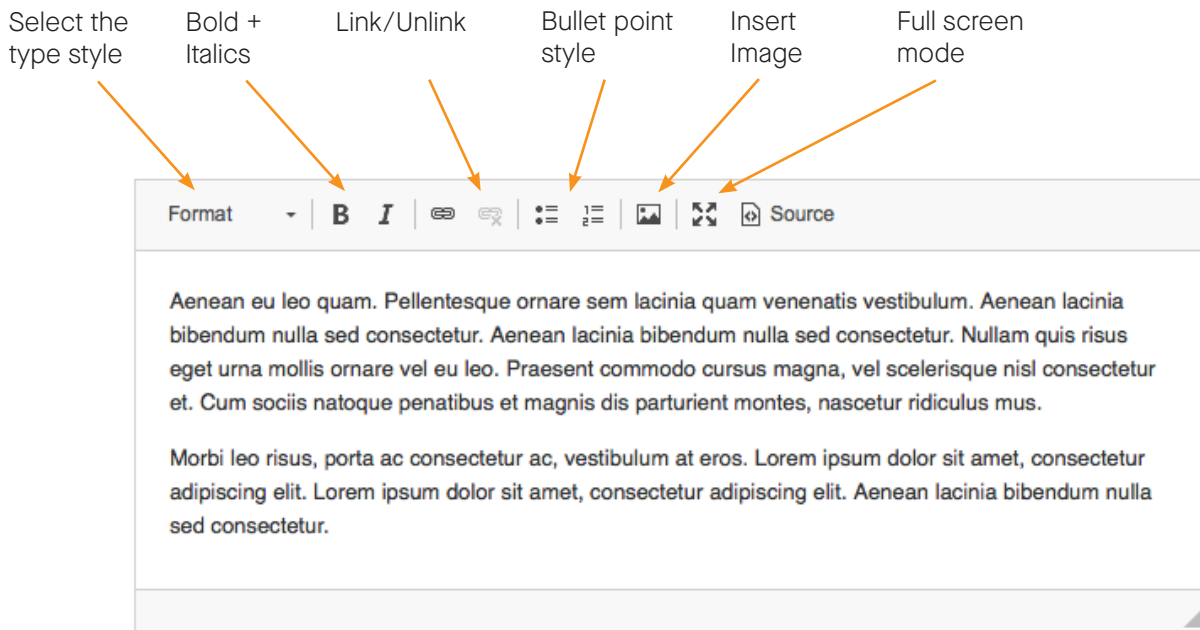
Edit full customer details.

## **6.0 Users**

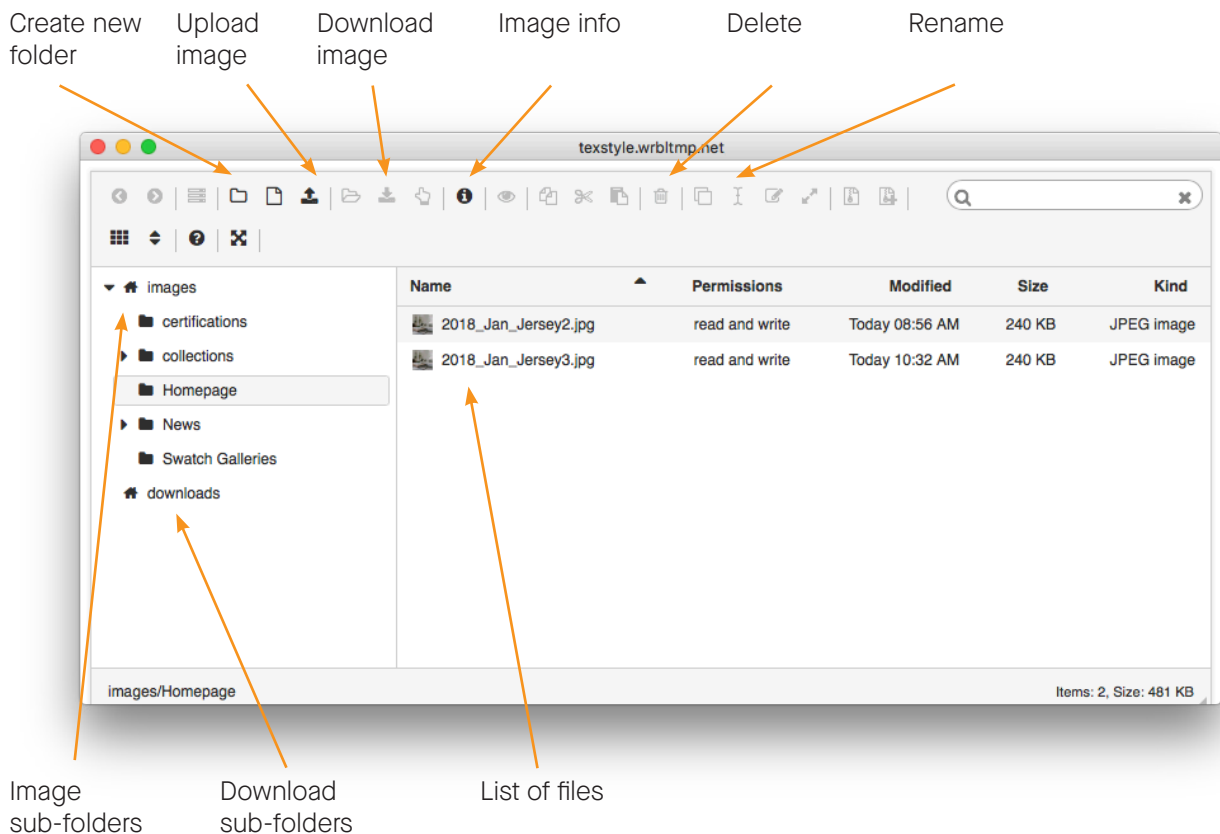
Edit/add website users.

## 7.0 Editing guides

### 3.1 Text edit box



### 3.2 Image upload box



# CHAT GUIDE - OLARK

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## 1.0 Log in

- a. Go to the URL: <https://www.olark.com/login>
- b. Enter your username and password

## 2.0 Transcripts

- a. View a history of all customer chats - options to email or delete
- b. These will be useful to ensure the help section of the website is kept up to date!

## 2.0 Reports

- a. Valuable insight into customer's feedback on their chat experience.
  - + Ratings for individual agents
  - + Volume for individual agents
  - + Number of offline chats
  - + Peak chat times

## 3.0 Team

- a. Add/edit team agents

## 4.0 Chat

- a. Click the 'Launch Chat' button top right of page  
(make sure you are under the correct team user account)
- b. This will launch a separate chat window. This will also change the chat status on the website to being live.