

**NAXTOR'S**  
e-directory  
**Premium Edition**

[www.directory.naxtor.com.au](http://www.directory.naxtor.com.au)

Tradeselect.com is an online business listing that lists a range of products/service providers Australia and New Zealand wide. This service is proudly provided by Passage 2000, a Membership Based Shopping Network.

Tradeselect.com welcomes all registered businesses to come on board and reap the rewards. At Tradeselect.com we offer businesses the opportunity to advertise their company details online, giving consumers and exclusive Passage 2000 members quick and easy access to all your products/services details, store locations and contact details.

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- 3 dell systems
- 13 dell systems
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# Table of Contents

To Get You Started.....	3
Technical Information .....	4
Server Requirements .....	4
Features Overview .....	5
Navigating e-directory.....	5
1.1 Firstly through a Quick Search .....	5
1.2 Secondly through Advance Search.....	5
1.3 Thirdly browsing by categories.....	6
2.0 How to become a merchant (Site Manager Section) .....	7
2.0.1 News Management .....	9
2.0.2 News Letter Management .....	9
2.0.3 Package Management .....	10
2.0.4 Categories.....	11
2.0.5 User Administrator Management .....	12
2.0.6 Company Register .....	12
2.0.7 Company Request .....	13
2.0.8 Service Request .....	14
2.0.9 Ad Management .....	14
2.1.0 Extra Facilities .....	14
2.1.1 Mail Management .....	15
3.0 Member Control Panel .....	16
3.0.1 User Information and Logo .....	17
3.0.2 Product Manager .....	17
3.0.3 Extra facilities .....	19
3.0.4 View reports.....	19
Thanks and Enjoy .....	21

## To Get You Started

Naxtor e-directory premium edition is a powerful, flexible application developed specifically to build online yellow pages, buyers guides, and membership directories. Naxtor e-directory includes search functionality, web-based account maintenance and online payment processing

The Naxtor e-directory has two main portions. Front-end section that is visible to unregistered and registered audience while the second section which is secure; back office tool is only accessible to administrator responsible for organizing and maintaining e-directory.

We have develop this Solutions to run on any Linux server, not a single computer's desktop, giving the Visitors the ability to login to the store anytime 24/7 or from anywhere they have access to the Internet! It can be easily customized to fit the requirements of most directories

Note: We do provide customization service. Incase you want to add totally independent module to e-directory. We have provided a room to cater for it. Simply email us on [info@naxtor.com.au](mailto:info@naxtor.com.au) and we bet back to you with quote as soon as we can.

## ***Technical Information***

Written in PHP

- ODBC Compatible
- Runs on any web sever that supports Apache/Linux web sever.
- Front-end viewable in any browser (Internet Explorer, Netscape, etc)
- Back-end Editing Tool requires Internet Explorer 6.0 or higher

## ***Server Requirements***

- Server hosting with the following options:
- Runs on any web sever that supports Apache/Linux web sever.
  - Database Server (ODBC Compatible: Mysql, etc.)

Visit Naxtor for Hosting Packages: [www.naxtor-host.net](http://www.naxtor-host.net)

# Features Overview

## *Navigating e-directory*

In describing the kind of users navigation the system

1. **General View ( Visitors/ Non Registered users)**
2. **Listing Owner Section** (Advertisers/Members/Merchants)
3. **Site Manager Section (Administrator / Owner of the Directory)**

On the General view there are mainly two kinds of users that can navigate the system

- **Merchants:** Registered users that can list their business or any products or services.
- **Non Registered Users:** Non-Registered users or visitors that are there to search the directory for any merchant or inquire about product or Service.

Non registered users can browse any listing in the following described ways:

### *1.1 Firstly through a Quick Search*

Here site visitors have to enter any keywords related to the listings. Once the search criterion is met all active listings related to this word is displayed.

A screenshot of a search interface. It features a text input field labeled "Keywords" containing the word "laptops". Below the input field is a "Search" button. At the bottom of the interface, there is a link labeled "Advanced Search".

### *1.2 Secondly through Advance Search*

Here site visitors have more advance options available to make their searches more refine i.e. a user can search by state, company, category and title.

Advance Search

Search by Alphabate of Company Name  Search

---

Search by state  Search

---

Search by company  Search

---

Search by category  Search

---

Search by Product Title  Search

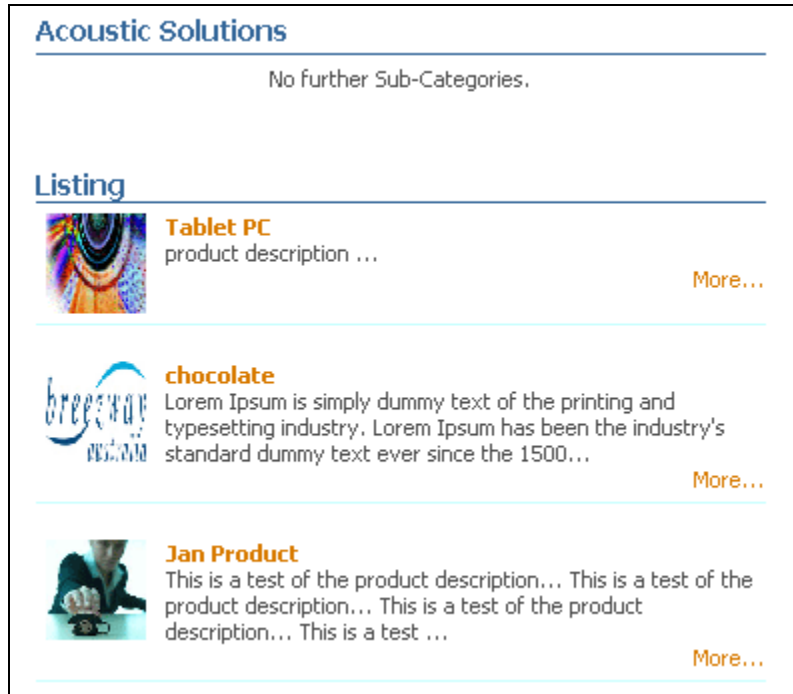
### 1.3 Thirdly browsing by categories

Here site Visitors can browse listings category-wise. It is wise to browse any listing more precisely without getting any unrelated material.

- Our Categories**
- Acoustic Solutions
  - Adhesives, Fasteners & Tapes
  - Audio & Visual
  - Balustrading & Handrails
  - Bathroom & Laundries
  - Building Services
  - Commercial Services
  - Concrete, Sealers, Supplies & Solutions

The main categories may have further sub-categories depending on how the site owner or admin have organized it.

Both the subcategories listings have separate panels as shown in the snap shot below; the sub categories appears at the top and the listing pertaining to that category if any is displayed after that. You can drill down into as many subcategories as you want to until you get your specific listing. You can also view your desired listing by clicking the website link there.



## 2.0 How to become a merchant (Site Manager Section)

In order to become a merchant a user needs to fill out the registration forms which is done via four steps;

- **Step 1:** Click on the 'Company Registration' link located at the footer, fill-in your personal information, some fields are mandatory leaving blank will not allow you to move to the next step, press next to continue;
- **Step 2:** You will be presented with another form where you have to enter your additional business information. This info is necessary for getting approved by your merchant;
- **Step 3:** After entering your business information you will be presented with option of buying extra facilities; packages are organized into default extra facilities. Users have option to buy further facilities if they want to. The extra facilities are
  - Additional Image Upload
  - Additional Company Business Logo
  - Product gallery up to 3 images
  - Additional 30 words Product Citation
  - Additional 60 words Product Citation

- o Additional 100 words Product Citation
- o PDF File Upload

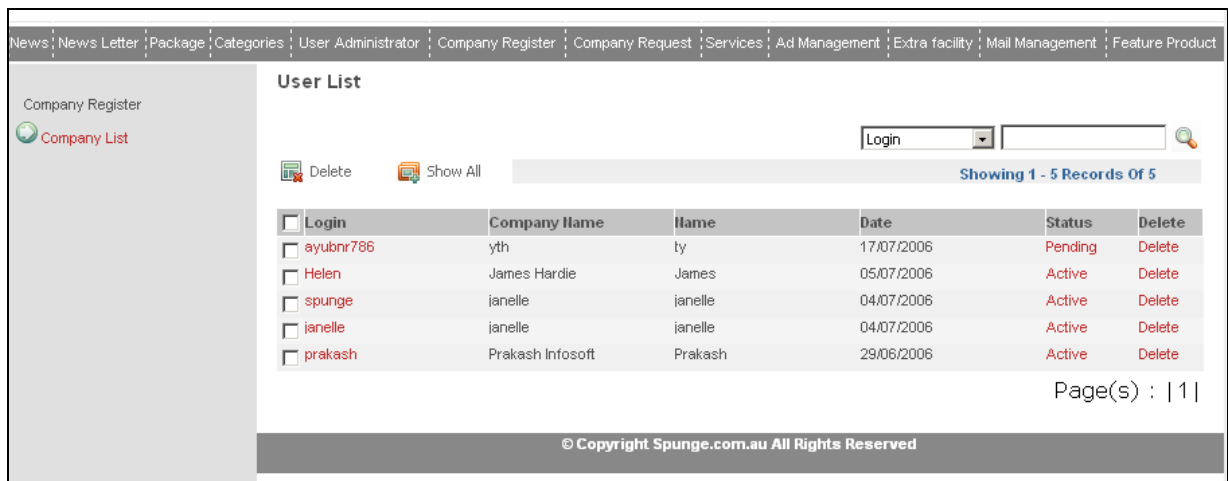
Users can buy them in different a quantity which is reflected in user account that we are going to explore in listing owner control panel.

- **Step 4:** Requires user to pay the package and extra facilities(if selected) via different payment options available namely
  - o **Credit Card** – Allow user to enter credit card details. Once transaction gets through user is notified via email of the approved or declined transaction.
  - o **Cheque Money Order**
  - o **Direct Bank Transfer**
- **Step 5:** Once the payment option is selected user is presented with Invoice information. User can print the invoice for their records.

Once all 5 steps are taken care of; User information is sent to admin for approval.

Administrator has authority to accept or decline applications based on the credential a user provide.

Now once the application is sent to admin and administrator logs to the site manager section. Admin would need to click on the link **'Company Register'** at top bar navigation; here at this section admin manages new requests. Each request has status associated with it. By clicking on the status admin can accept or reject new user application.



<input type="checkbox"/>	Login	Company Name	Name	Date	Status	Delete
<input type="checkbox"/>	ayubnr786	yth	ty	17/07/2006	Pending	Delete
<input type="checkbox"/>	Helen	James Hardie	James	05/07/2006	Active	Delete
<input type="checkbox"/>	spunge	janelle	janelle	04/07/2006	Active	Delete
<input type="checkbox"/>	janelle	janelle	janelle	04/07/2006	Active	Delete
<input type="checkbox"/>	prakash	Prakash Infosoft	Prakash	29/06/2006	Active	Delete

As soon as the account is activated company login and password is mailed to the user on their nominated email address.

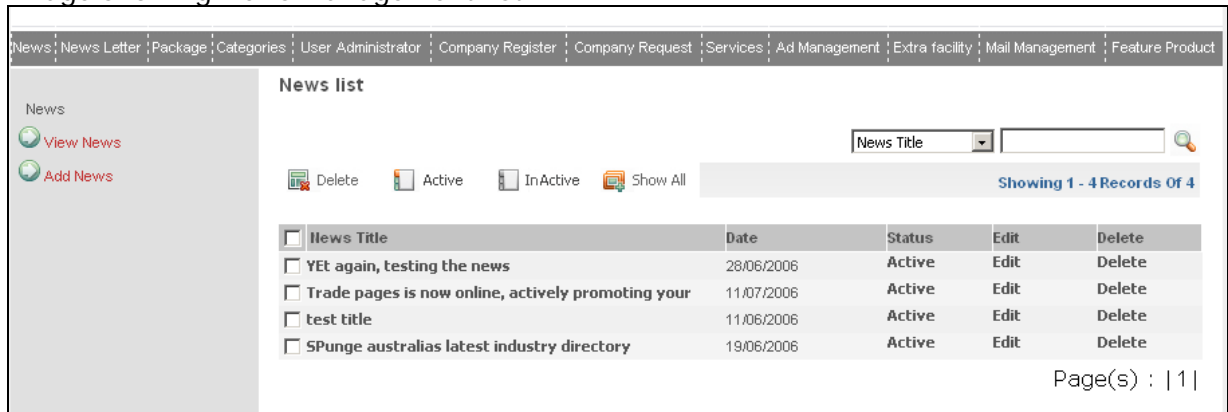
Now we will explore other features of the site manager section. The site manager section is rich in functionality to organize and run a concise directory. Let's start with **'News'** Management.

## 2.0.1 News Management

News is considered an important marketing tool for updating visitors of latest offers innovations etc.

BY clicking on the 'News' Link, site owner is presented with News list. Admin can add or modify current news using a powerful WYSIWYG editor available.

Image showing News Management list



The screenshot shows the 'News list' management interface. At the top, there is a navigation menu with items like 'News', 'News Letter', 'Package', 'Categories', 'User Administrator', 'Company Register', 'Company Request', 'Services', 'Ad Management', 'Extra facility', 'Mail Management', and 'Feature Product'. On the left sidebar, there are links for 'View News' and 'Add News'. The main content area is titled 'News list' and includes a search box for 'News Title', action buttons for 'Delete', 'Active', 'InActive', and 'Show All', and a status indicator 'Showing 1 - 4 Records Of 4'. Below this is a table with columns for 'News Title', 'Date', 'Status', 'Edit', and 'Delete'.

<input type="checkbox"/>	News Title	Date	Status	Edit	Delete
<input type="checkbox"/>	YEt again, testing the news	28/06/2006	Active	Edit	Delete
<input type="checkbox"/>	Trade pages is now online, actively promoting your	11/07/2006	Active	Edit	Delete
<input type="checkbox"/>	test title	11/06/2006	Active	Edit	Delete
<input type="checkbox"/>	SPunge australias latest industry directory	19/06/2006	Active	Edit	Delete

Page(s) : | 1 |

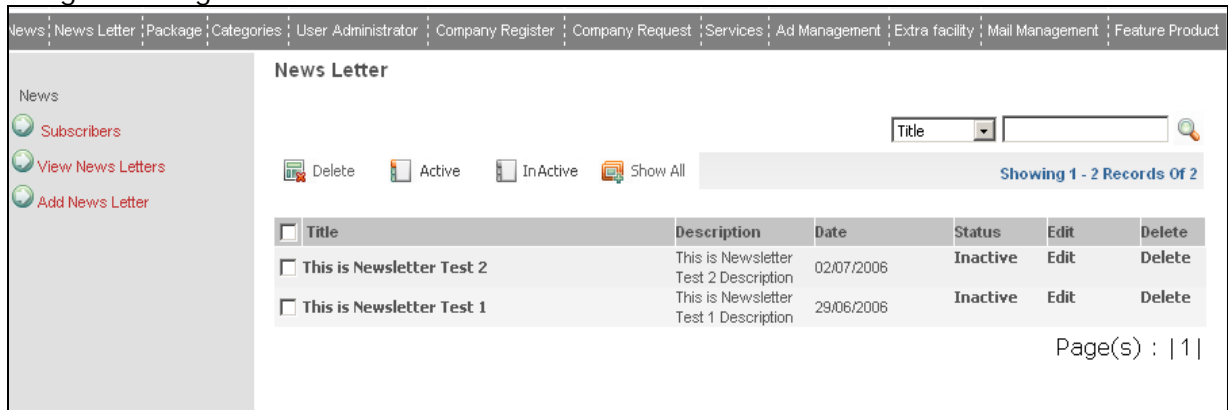
## 2.0.2 News Letter Management

The directory allows visitors to become subscribers by simply registering their email address. Newsletter is used to notify subscribers with latest offers and product releases and so on.

News letter management allows admin to do following

- *View subscribers* – Admin can activate, deactivate and delete subscriber.
- *Add newsletter* – Admin can use feature rich WYSIWYG editor to create newsletter
- *View newsletter* – Here admin can edit, delete, activate or deactivate newsletter.

Image showing News Letter List



The screenshot shows the 'News Letter' management interface. It has a similar navigation menu to the News list page. The left sidebar contains links for 'Subscribers', 'View News Letters', and 'Add News Letter'. The main content area is titled 'News Letter' and includes a search box for 'Title', action buttons for 'Delete', 'Active', 'InActive', and 'Show All', and a status indicator 'Showing 1 - 2 Records Of 2'. Below this is a table with columns for 'Title', 'Description', 'Date', 'Status', 'Edit', and 'Delete'.

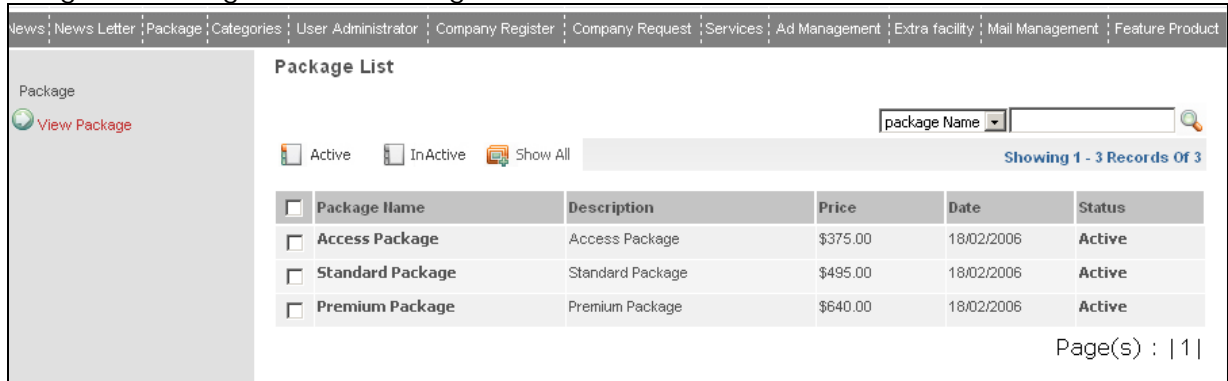
<input type="checkbox"/>	Title	Description	Date	Status	Edit	Delete
<input type="checkbox"/>	This is Newsletter Test 2	This is Newsletter Test 2 Description	02/07/2006	Inactive	Edit	Delete
<input type="checkbox"/>	This is Newsletter Test 1	This is Newsletter Test 1 Description	29/06/2006	Inactive	Edit	Delete

Page(s) : | 1 |

### 2.0.3 Package Management

The package management allows site manager or administrator to form various packages based on different features and functions available. The combination of different features allows administrator the flexibility to form an optimum package to suit their clientele pricing and feature needs.

Image A showing different Packages Available



Package List

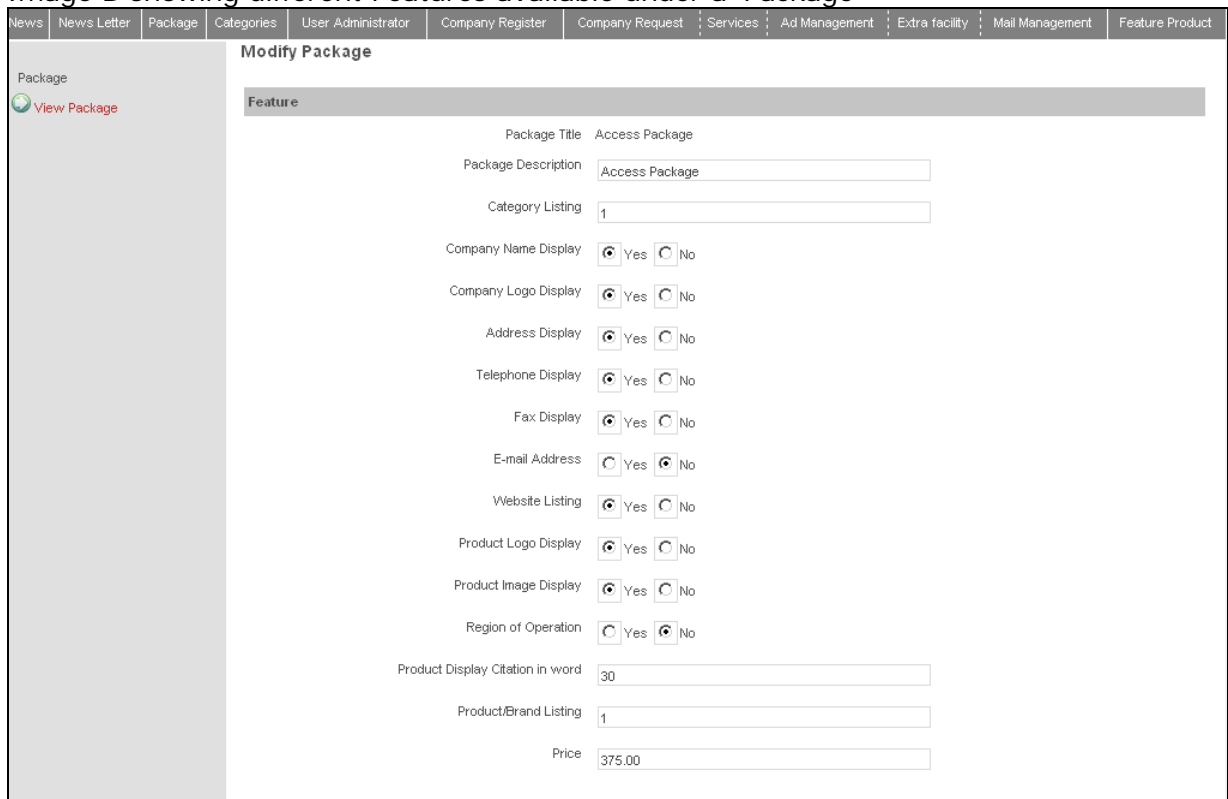
package Name

Active 
  InActive 
 
Showing 1 - 3 Records Of 3

<input type="checkbox"/>	Package Name	Description	Price	Date	Status
<input type="checkbox"/>	Access Package	Access Package	\$375.00	18/02/2006	Active
<input type="checkbox"/>	Standard Package	Standard Package	\$495.00	18/02/2006	Active
<input type="checkbox"/>	Premium Package	Premium Package	\$640.00	18/02/2006	Active

Page(s) : | 1 |

Image B showing different Features available under a 'Package'



Modify Package

Feature

Package Title: Access Package

Package Description:

Category Listing:

Company Name Display:  Yes  No

Company Logo Display:  Yes  No

Address Display:  Yes  No

Telephone Display:  Yes  No

Fax Display:  Yes  No

E-mail Address:  Yes  No

Website Listing:  Yes  No

Product Logo Display:  Yes  No

Product Image Display:  Yes  No

Region of Operation:  Yes  No

Product Display Citation in word:

Product/Brand Listing:

Price:

Image C showing different Functions available under a 'Package'

**Function Available**

Request Information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Request Appointment	<input checked="" type="radio"/> Yes <input type="radio"/> No
Download Product PDF	<input checked="" type="radio"/> Yes <input type="radio"/> No
Request Presentation	<input checked="" type="radio"/> Yes <input type="radio"/> No
View Product Gallery	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email Company	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Section	<input checked="" type="radio"/> Yes <input type="radio"/> No
Validity Period	<input type="text" value="365"/>
<input type="button" value="Update"/> <input type="button" value="Reset"/>	

Admin can either turn the feature 'on' or 'off' depending on the kind of settings required to formulate a required package. All those features based on their settings are available to the member or registered user.

Functions under packages allow member to display their products and services to the visitors at a General view. When the visitors browse pages they can see those functions based on admin settings done for that specific package

Let's briefly explain what does functions perform under package settings

1. **Request Information** – Visitor can request information about the product and service they are after by filling up the form.
2. **Request Appointment**- Visitor can request appointment for any query they have by filling up the form
3. **Request Presentation** – Visitor can request presentation of the product or service they are after by filling up the respective form
4. **Product Gallery**- Visitor can view product gallery of different products and services member has to offer.
5. **Email Company** – Visitor can email the member
6. **Print** – Allow visitors to print company details.

Member user can also request certain functions that are not available to them by default. So through their control panel under '**Extra facility Section**' link extra functions can also be purchased. We are going to explore in detail later in extra facility section of member control panel.

## 2.0.4 Categories

Listings are organized into categories for easier navigations. The main categories may have listings or further sub-categories depending on the merchants or admin how they have organized it.

Image showing List of categories

News	News Letter	Package	Categories	User Administrator	Company Register	Company Request	Services	Ad Management	Extra facility	Mail Management	Feature Product
------	-------------	---------	------------	--------------------	------------------	-----------------	----------	---------------	----------------	-----------------	-----------------

Category		Category List								
<a href="#">View Category</a> <a href="#">Add Category</a>		<input type="text" value="Category Name"/>								
		Delete                  Active                  InActive                  Show All		Showing 1 - 20 Records Of 36						
<input type="checkbox"/>	Category Name	Subcategories	Description	Date	Sub-Category	hits	Status	Edit	Delete	
<input type="checkbox"/>	Windows	0	Windows & Window Hardware	18/02/2006	Add	78	Active	Edit	Delete	
<input type="checkbox"/>	Water Services	0	Water Services	18/02/2006	Add	43	Inactive	Edit	Delete	
<input type="checkbox"/>	Waste Disposal	0	Waste Disposal	18/02/2006	Add	2	Active	Edit	Delete	
<input type="checkbox"/>	Walls & Ceiling	0	Walls & Ceiling	18/02/2006	Add	1	active	Edit	Delete	
<input type="checkbox"/>	Ventilation	1	Ventilation	18/02/2006	Add	53	active	Edit	Delete	
<input type="checkbox"/>	Timber	0	Timber	18/02/2006	Add	5	active	Edit	Delete	

Each category has status associated with it. Active status allows category to be shown to the user vice versa. Categories can easily be created, modified or deleted.

### 2.0.5 User Administrator Management

User administrator management allows storing and keeping admin details up to date. All the emails sent to users have admin contact details on them which is controlled form this section

### 2.0.6 Company Register

This section plays a pivot role in directory management. A member application is received as a request. Admin has the right to accept or reject application based on the credentials member provide.

Image showing member List

News	News Letter	Package	Categories	User Administrator	Company Register	Company Request	Services	Ad Management	Extra facility	Mail Management	Feature Product
------	-------------	---------	------------	--------------------	------------------	-----------------	----------	---------------	----------------	-----------------	-----------------

Company Register		User List									
<a href="#">Company List</a>		<input type="text" value="Login"/>									
		Delete                  Show All		Showing 1 - 5 Records Of 5							
<input type="checkbox"/>	Login	Company Name	Name	Date	Status	Delete					
<input type="checkbox"/>	ayubnr786	yth	ty	17/07/2006	Active	Delete					
<input type="checkbox"/>	Helen	James Hardie	James	05/07/2006	Active	Delete					
<input type="checkbox"/>	spunge	janelle	janelle	04/07/2006	Active	Delete					
<input type="checkbox"/>	janelle	janelle	janelle	04/07/2006	Active	Delete					
<input type="checkbox"/>	prakash	Prakash Infosoft	Prakash	29/06/2006	Active	Delete					

Page(s) : | 1 |

As soon as the admin verifies member credentials. Admin can approve or reject user by clicking on their respective status, clicking on the status activates or inactivates

the user. A confirmation email is sent to the user advising their authentication details once the user is activated as well as email is sent to the user in case of inactivation.

## 2.0.7 Company Request

This section manages registrant requests to upgrade their membership's status to a higher level. Say for example a user registered for 'Access' Package can upgrade to either to 'Standard' or 'Premium' package not other way round.

Image showing member requests for package upgrade



The screenshot shows a web application interface for managing user requests. The main heading is 'User Request'. On the left, there is a sidebar with 'Company Request' and 'Company Request for Extra Facility'. The main content area has a search bar labeled 'Request' and a 'Delete' button. Below the search bar, it says 'Showing 1 - 2 Records Of 2'. A table lists the requests:

<input type="checkbox"/>	Name	Request	Package	Date	Status	Delete
<input type="checkbox"/>	ayubnr786	upgrade	Premium Package	17/07/2006	Active	Delete
<input type="checkbox"/>	Helen	upgrade	Premium Package	05/07/2006	Active	Delete

Page(s) : | 1 |

Admin can activate the pending request. Once the pending request is activated it cannot be rolled back to inactivation status.

At the same admin can handle Registrant **Request for Extra Facilities**. Extra facilities as discussed earlier provide more exposure for the companies to promote their products or services. The requests for extra facilities are either made from member control panel or the member registering for the first time. It's not mandatory at the registration to request extra facilities.

Image showing Extra facilities Requests



The screenshot shows a web application interface for managing user requests. The main heading is 'User Request'. On the left, there is a sidebar with 'Company Request' and 'Company Request for Extra Facility'. The main content area has a search bar labeled 'Payment Type' and a 'Delete' button. Below the search bar, it says 'Showing 1 - 20 Records Of 49'. A table lists the requests:

<input type="checkbox"/>	Name	Request For	Quantity	Payment Type	Date	Status	Delete
<input type="checkbox"/>	ayubnr786	PDF File Upload	1	Direct Deposit	2006/07/17	pending	Delete
<input type="checkbox"/>	ayubnr786	Additional 100 words Product Citation	1	Direct Deposit	2006/07/17	pending	Delete
<input type="checkbox"/>	ayubnr786	Additional 30 words Product Citation	1	Direct Deposit	2006/07/17	pending	Delete
<input type="checkbox"/>	ayubnr786	Create of 3 Image Product Gallery per Listing	1	Direct Deposit	2006/07/17	pending	Delete
<input type="checkbox"/>	ayubnr786	Additional Company-Business Logo Upload	1	Direct Deposit	2006/07/17	pending	Delete
<input type="checkbox"/>	ayubnr786	Additional Image Upload - 30 KB	1	Direct Deposit	2006/07/17	pending	Delete

As can be seen from the image above user requests are in pending status. Admin can either activate or reject the extra facilities requests based on the payment information user provide.

## 2.0.8 Service Request

Service requests allow visitors from the general view to put up request for the product or service as well as allow them to launch an inquiry to the site manager. Site manager is sent an email as well under services tab all inquiries get queued up to be actioned for later.

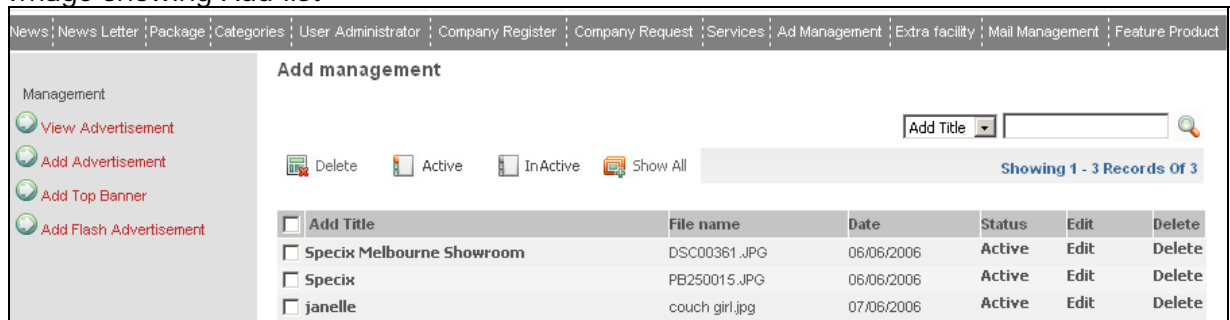
## 2.0.9 Ad Management

Ad management is an important section allowing registered user or member to give more exposure to their products and services. It helps increase the chance for potential customers to find, select and connect with potential business.

There are 3 ways member can expose more their products and services by

1. Adding an add on the top banner
2. Adding an add on the Flash advertisement
3. Making it a featured product

Image showing Add list



The screenshot shows a web application interface for 'Add management'. At the top, there is a navigation menu with items like 'News', 'News Letter', 'Package', 'Categories', 'User Administrator', 'Company Register', 'Company Request', 'Services', 'Ad Management', 'Extra facility', 'Mail Management', and 'Feature Product'. Below the menu, there is a sidebar with 'Management' options: 'View Advertisement', 'Add Advertisement', 'Add Top Banner', and 'Add Flash Advertisement'. The main content area is titled 'Add management' and contains a search bar with 'Add Title' and a search icon. Below the search bar, there are icons for 'Delete', 'Active', 'InActive', and 'Show All', along with a status indicator 'Showing 1 - 3 Records Of 3'. A table lists the advertisements with columns for 'Add Title', 'File name', 'Date', 'Status', 'Edit', and 'Delete'.

<input type="checkbox"/>	Add Title	File name	Date	Status	Edit	Delete
<input type="checkbox"/>	Specix Melbourne Showroom	DSC00361.JPG	06/06/2006	Active	Edit	Delete
<input type="checkbox"/>	Specix	PB250015.JPG	06/06/2006	Active	Edit	Delete
<input type="checkbox"/>	janelle	couch girl.jpg	07/06/2006	Active	Edit	Delete


## 2.1.0 Extra Facilities

As discussed earlier packages are organized into default extra facilities. Users have option to buy further facilities if they want to customize their package. The extra facilities are

1. Additional Image Upload
2. Additional Company Business Logo
3. Product gallery up to 3 images
4. Additional 30 words Product Citation
5. Additional 60 words Product Citation
6. Additional 100 words Product Citation
7. PDF File Upload

Once the admin approves the facilities it appears under registrant control panel

Image showing Extra facilities available to the registrants

News   News Letter   Package   Categories   User Administrator   Company Register   Company Request   Services   Ad Management   Extra facility   Mail Management   Feature Product					
Extra facility <a href="#">View Extra facility</a>		<b>Extra Facility List</b>			extra_facility Name <input type="text"/>
 Show All					Showing 1 - 7 Records Of 7
<input type="checkbox"/>	Name	Description	Price	Date	
<input type="checkbox"/>	PDF File Upload	Max 250 KB	99.00	28/06/2006	
<input type="checkbox"/>	Create of 3 Image Product Gallery per Listing	Max 90 KB Total	99.00	28/06/2006	
<input type="checkbox"/>	Additional Image Upload - 30 KB	Additional Image Upload - 30 KB	40.00	28/06/2006	
<input type="checkbox"/>	Additional Company-Business Logo Upload	Max 20 KB	35.00	28/06/2006	
<input type="checkbox"/>	Additional 60 words Product Citation	Additional 60 words Product Citation	89.00	28/06/2006	
<input type="checkbox"/>	Additional 30 words Product Citation	Additional 30 words Product Citation	65.00	28/06/2006	
<input type="checkbox"/>	Additional 100 words Product Citation	Additional 100 words Product Citation	99.00	28/06/2006	

Admin can modify the Title, description and price of the facility to better suit the changing requirements or promotional offers.

### 2.1.1 Mail Management

Mail management allow site manager to customize emails that are sent in various stages of the directory operations. All emails can be customized right from user registration to registrant account renewal. Email signatures can be modified to leave amore professional image onto the user.

Following mail operations can be customized

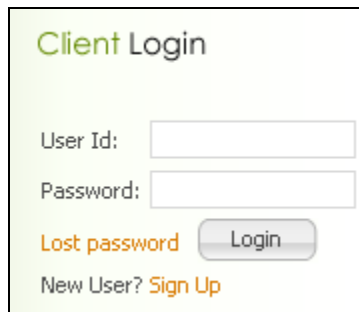
1. Activating New User
2. New User Registration
3. New User Registration Rejection
4. User - Upgrading Account
5. Admin- Upgrading Account
6. Extra Facility Rejection
7. Extra Facility Accepted
8. User – Renewal Account
9. Admin – Account Renewal
10. Thank you Mail
11. Extra facility addition

### 3.0 Member Control Panel

As soon as the site manager approves the account, member can customize its company page, add products and services, view reports, other features necessary to promote business and being able to update account details.

Member control panel is a feature rich panel that provides a total control for members to customize the look and feel of its promotions, products or services, coupons management etc

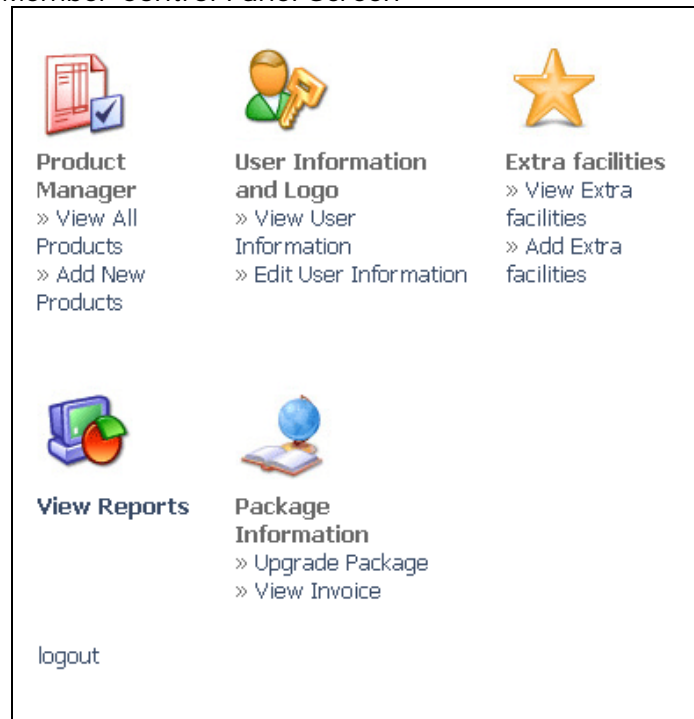
Supplying authentication member can login to Naxtor e-directory as a registered member from panel at top right on the home page. i.e.



The image shows a 'Client Login' form with a light green header. It contains two input fields: 'User Id:' and 'Password:'. Below the password field is a 'Login' button. There are two links: 'Lost password' in orange text and 'New User? Sign Up' in orange text.

Once member is successfully logged into the account. Member would be able to view the below screen. In case member have forgotten password member can simply click on link "Lost password" and randomly generated password is sent to nominated email address.

Member Control Panel Screen



The image shows a grid of icons and text for the Member Control Panel. The icons are: a document with a checkmark, a person with a key, a star, a computer monitor with a pie chart, and a globe on a book. The text includes: 'Product Manager' with sub-items 'View All Products' and 'Add New Products'; 'User Information and Logo' with sub-items 'View User Information' and 'Edit User Information'; 'Extra facilities' with sub-items 'View Extra facilities' and 'Add Extra facilities'; 'View Reports'; 'Package Information' with sub-items 'Upgrade Package' and 'View Invoice'; and a 'logout' link at the bottom left.

The panel features are explained in detail below:

### 3.0.1 User Information and Logo

- i. **View User Information;** through this link member can view personal information , account login information as well as viewing business logo.
- ii. **Modify account;** through this link member can modify personal information and also account login information, allows merchant to modify business logo.

### 3.0.2 Product Manager

- iii. **View all Products;** through this link merchant can view all the product information. If it's the first time for merchant having gaining access to the control panel; they needs to add product for the first time for it to appear under different categories. Members can also modify product information, *Modify Assigned Categories;* i.e. allowing modification to be made to the assigned category.
- iv. **Add New Product;** through this link merchant can add products.

Image Showing Adding New Product

Home > My Account

#### Add New Product

**Product Title**

**Product Description**

**Region of Operation**

**Product Image**

**Product Image 2**

**Product Image 3**

**Product Image 4**

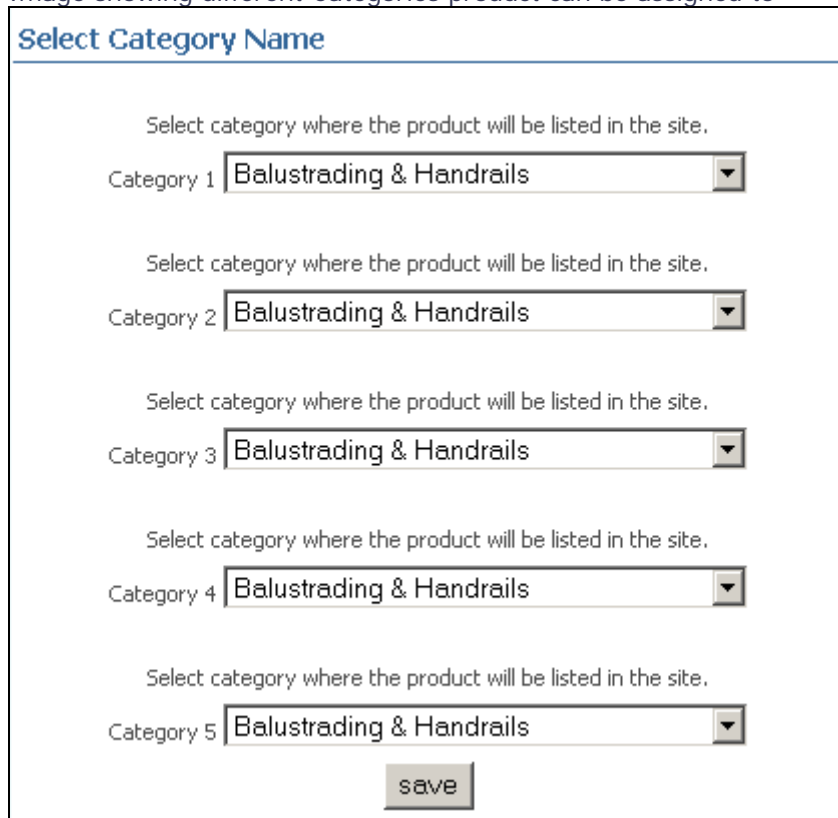
**Select Extra Facility**

Name	Description	Remaining Qu.	No
PDF File Upload	Max 250 KB	1	<input style="width: 20px;" type="text"/>

Member is required to complete the product form and provide as much information as possible about the product. Right at the bottom of the form member has an option to select extra facility. By checking the extra facility box the approved extra facilities will appear under the form. Member can see the quantity available next to facility title and description. Each time an extra facility is used the quantity decrement a soon as it gets down to zero the extra facility will no longer appear. Once the form is successfully submitted the next stage is to assign product into different categories.

- i. **Assign Categories;** allows members to assign categories. Member can assign product to multiple categories; once categories are assigned merchant can simply save.

Image showing different Categories product can be assigned to



The image shows a web form titled "Select Category Name". It contains five identical rows, each with a label "Category 1" through "Category 5" and a dropdown menu. Each dropdown menu is currently set to "Balustrading & Handrails". Below the fifth dropdown menu is a "save" button.

### 3.0.3 Extra facilities

In this section member view extra facilities that are purchased earlier. At the same time members can buy more extra facilities by clicking on link "Add Extra Facility".

Image showing extra facility Screen

Extra Facility				
Name	Description	Price	No	check
Additional Image Upload - 30 KB	Additional Image Upload - 30 KB	40.00	<input type="text" value="5"/>	<input checked="" type="checkbox"/>
Additional Company-Business Logo Upload	Max 20 KB	35.00	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
Create of 3 Image Product Gallery per Listing	Max 90 KB Total	99.00	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Additional 30 words Product Citation	Additional 30 words Product Citation	65.00	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
Additional 60 words Product Citation	Additional 60 words Product Citation	89.00	<input type="text" value="5"/>	<input checked="" type="checkbox"/>
Additional 100 words Product Citation	Additional 100 words Product Citation	99.00	<input type="text" value="4"/>	<input checked="" type="checkbox"/>
PDF File Upload	Max 250 KB	99.00	<input type="text" value="2"/>	<input checked="" type="checkbox"/>

Once member decides on the quantity and tick against each facility check box. The next screen asks member to pay for the facility using any of the payment option. Upon providing payment information, it became a request for the admin and is subject to approval. As soon as the request is approved by admin an email is sent to the merchant with approval instructions.

### 3.0.4 View reports

This section provides reports for the merchants. Merchants can use reports to fine tune their listings and product offerings.

Image showing various reports

**Reports**

[Home](#) > [My Account](#)

**General Reports**

- o No of hits on the website: 0
- o No of click throughs to their email: 0
- o No of hits on their listing: 1
- o No of Request for information: 0
- o No of Appointment: 0
- o No of presentation: 0

### 3.0.5 Package information

This section manages member requests to upgrade their membership's status to a higher level. Say for example a user registered for **'Access'** Package can upgrade to either to **'Standard'** or **'Premium'** package not other way round.

Member can also view all invoices for the purchases done earlier including packages, upgrades and extra facilities.

Image showing all invoices

<b><u>Invoices</u></b>		
<b>Invoice</b>	<b>Date</b>	<b>Amount</b>
Package Selected	17/07/2006	\$ 412.50
Upgrade Package	17/07/2006	\$ 704.00
Extra Facility Add	17/07/2006	\$ 108.90
<b>Total</b>		<b>\$ 1225.40</b>

# **Naxtor e-directory**

## **Premium Edition**

**END**

***“A complete solution for managing your listing”***

**Thanks and Enjoy**