

# Mr Site<sup>™</sup> **Storefront**

Quick setup guide

Version 1.1

# Storefront quick set-up guide

Now you've completed the wizard, the basic structure of your shop is all ready to go. In this guide, we'll help you use the Storefront system to browse and select a design theme for your shop, add more products and categories and show you how to get your payment systems up and running.

## When you log in to Storefront...

You will always be taken to the 'Home' tab first. In future, this will provide you with an overview of your order statistics, best-selling products and activity in your store. There are some quick links here, too, which you can use to go straight to the most useful parts of your administration. You will also notice a number of other tabs along the top of the page – with these you'll be able to edit your store, monitor your orders, change content and personalise your store settings.

## Choose a design

The first thing you want to do is choose a design for your store. At the moment, you are using the default theme but there are lots more available in the Marketplace.

- Select 'Themes' from the menu bar at the top right of your screen
- The page that appears, called 'My themes', shows you which theme you are currently using. 'My themes library' is a place for you to collect themes that you like – you can edit them using the 'more options' button
- To see available themes, click on the blue 'Find more themes' button, which will take you through to the Marketplace.

The screenshot displays the 'My themes' page in the Storefront admin interface. At the top, there is a navigation bar with 'Home', 'Edit my store', 'Orders & customers', 'Marketing', 'My content', 'Settings', and 'Themes & widgets'. The main content area is titled 'My themes' and includes a search bar for 'Find more themes'. Below this, there are two sections: 'My current theme' and 'My themes library'. The 'My current theme' section shows 'BII Binturong' with version 1.00 and an 'UPDATE' button. The 'My themes library' section lists several other themes with their respective versions and 'MORE OPTIONS' buttons.

My current theme	Version
<b>BII</b> Binturong	1.00 <a href="#">UPDATE</a>

My themes library	
<b>SDK V1.8</b> Coffee shop	1.00 <a href="#">MORE OPTIONS</a>
<b>1000</b> Razer	1.00 <a href="#">MORE OPTIONS</a>
<b>1000</b> Binturong	1.10 <a href="#">MORE OPTIONS</a>
<b>1000</b> My market	1.10 <a href="#">UPDATE</a> <a href="#">MORE OPTIONS</a>
<b>1000</b> Narwhal	1.30 <a href="#">MORE OPTIONS</a>

When you find a theme you like, you can click 'Test drive' to see how it would look on your online shop. To add it to 'My themes', click 'Get theme'.

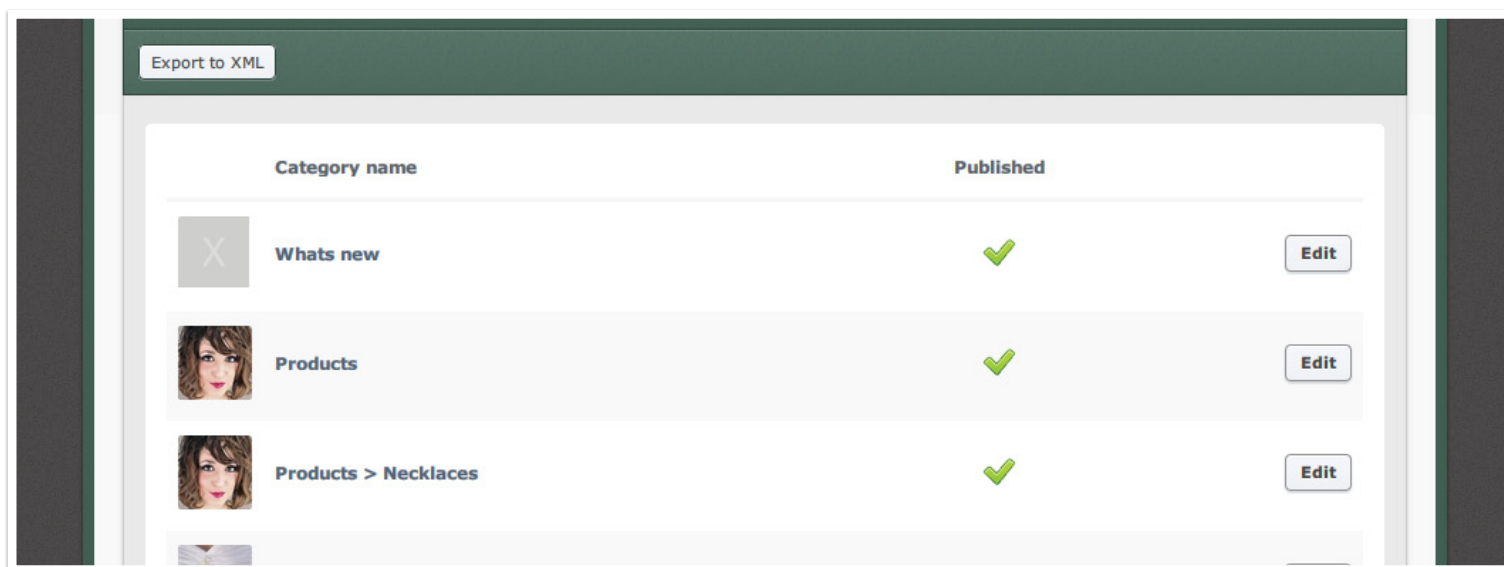
- To edit the theme, go to 'My themes' and click the 'More options' button beside it. Then select 'customise'.
- To make the theme live in your site, in 'More options' select 'Make this my current theme'.

## Using 'Edit my store'

The first part of building your store is creating categories for your products.

### Setting up categories

Categories help your customers browse through your products quickly. You can set up categories for all sorts of things; for example, if you're creating a clothes store you may want your categories to be 'Men', 'Women', 'Children's wear'.



As this is just a quick-guide, you will see more options on your screen than described below – but you can come back to these later when you're ready to explore a bit further:

- Click on the 'Edit my store' tab and you will be taken to the 'Manage my categories' page
- Click on the 'Add new' button
- On the form that now appears, enter a category name; for example, 'Men' or 'Women'. Enter a description and if you wish, upload an image by clicking on the browse button
- As this is your first category, from the drop down box next to 'root category'; select '[--]'. This means that the category will appear as a top level category in your website's navigation menu
- Tick the 'Published' box to set this category live on your site
- Click on the 'Save details' button

Click the 'Go back' button and you will see your new category has been placed into a list on the 'Categories' page.

## Setting up manufacturers (Pro Seller and Pro Seller Plus only)

The 'Manufacturers' tab is another way to categorise your products for your customers – it is particularly useful if you are selling lots of products by different brands.

To set up a manufacturer:

- Click on the 'Edit my store' tab and then on 'Manufacturers'
- Click on the 'Add new' button
- Enter a description of the manufacturer, and, if you wish, upload an image by clicking on the 'Browse' button
- Tick the 'Published' box to make this manufacturer live on your store
- Click on the 'Save details' button

Click the 'Go back' button and you will see your new manufacturer has been placed into a list on the 'Manufacturers' page.

British Pound ▾

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**Product tags**

- 🏷 necklace, gold, sapphire

## Adding products to your categories and manufacturers

Now you can start creating products for your store – using these quick steps you can build a basic product page:

- Click on the 'Edit my store' tab and then on 'Products'
- Select 'My products' from the drop-down list
- Click on the 'Add new' button and the following form will appear:

### *Product info*

Here, you will need to complete the basic information about your product:

- Add a 'Product name', for example 'Gold ring'
- Add a 'Product description', for example 'This beautiful 18ct gold ring is understated, but notably stylish'
- Tick the box 'Published' to set this product live on your store
- Click the 'Save details' button

On the left hand side of the screen, you will see a number of tabs:

### *Categories*

Use this option to add the product to the category you have created – tick the box next to your category and click the 'Save details' button.

### *Manufacturer*

Use this option to add the product to the manufacturer you have created – tick the box next to your manufacturer and click the 'Save details' button

### *Pictures*

Here you can add pictures of this product:

- Click the 'Add new' button
- Select the relevant picture from your computer and click 'Open'
- Click on the 'Save details' button

# Taking payments on your shop

To take payments on your store, you will need to set up an account with a 'payment gateway'. This is a provider who processes any payments you receive and allows you to take card payments through your online shop.

Different payment gateways have different terms and conditions. They all charge transaction fees for processing each sale on your site – these vary from provider to provider. They may also charge a one-off fee when you set up an account with them.

With Storefront, you can choose from three payment providers – Nochex, PayPal and Worldpay.

You can find more information here:

## *About Nochex:*

<http://www.mrsite.co.uk/support/LearningAcademy/About-Nochex>

## *Adding Nochex to Storefront:*

<http://www.mrsite.co.uk/support/LearningAcademy/Storefront-Nochex-guide>

## *What is PayPal Standard?*

<http://www.mrsite.co.uk/support/LearningAcademy/About-PayPal-Standard>

## *Adding PayPal Standard to Storefront:*

<http://www.mrsite.co.uk/support/LearningAcademy/Taking-Payments-with-PayPal-Standard-on-Storefront>

## *What is PayPal Express?*

<http://www.mrsite.co.uk/support/LearningAcademy/What-is-PayPal-Express>

## *Adding PayPal Express to Storefront:*

<http://www.mrsite.co.uk/support/LearningAcademy/Using-PayPal-Express-Checkout-with-Storefront>

Alternatively, find out about how to set up an account with your chosen payment provider and sync your account with your Storefront site by clicking on 'Settings', then 'Payment settings'.

Click 'Add new' and a list of available payment methods will come up. Select the one you want to add to your store and click 'Save'. Then click 'edit' next to the relevant payment gateway and go to 'Set-up guide', where you will find more information.

## Want to see how it looks?

Now that you have set up your basic shop, you will probably want to see how it looks on the internet! To do this, click 'View my website' on the top left-hand of your screen.

During your trial you have a temporary domain name and your site is not live on the internet - to make your temporary domain live, go to 'Settings' and select 'Global settings'. Until 'Store closed'. If you ever want to show your shop as being under construction, tick "Store closed".

When you buy Storefront, you will be asked to choose a domain name. You can either select a brand new domain name or transfer over an existing one.

## For more help...

Just visit the Learning Academy at [www.mrsite.co.uk/support](http://www.mrsite.co.uk/support) for hundreds of articles to help build your Storefront shop. You can also speak to us 24 hours a day via our free Live Chat service – log in to your account and click the Live Chat button for friendly, helpful advice whenever you need it.