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PrestaShop Administration Guide

The PrestaShop Administration Tool is used to configure your online store, insert products for sale, setup and edit administrators and customers, setup shipping/tax, process orders made and a host of other features. The Administration Tool is protected by a login mechanism which allows only verified administrators to login and to administer the online store.

After you have logged into your PrestaShop store admin you will see the main links for each section of your store in the top menu. These are the main category sections of each section of your store admin and after clicking on each main category there are sub-category links underneath.

First, it is important that you setup your store admin before starting to add products. This manual will give you an order for setup so you will not have any problems down the road. It may seem that we are skipping around but if you will follow this order you will have a good experience.

1. Preferences = set various options especially the Contact and Localization links.
2. Tools → Languages
 - Set your default language, add or turn off/remove other languages as needed.
 - In the CMS section setup your text pages such as terms and conditions, legal, etc. The ID of the terms and conditions need to stay the same so the “read terms” link, if enabled in Preferences, will work for your customers during their checkout process. The other links can be changed completely.
3. Modules
 - Install and configure all modules you will be using for your store.
 - The module “Home text editor” is the text and graphic on the home page when someone first visits your store so this should be configured.
 - The module “Mail Alerts” is for the store owner to receive order emails so this should be configured.
4. Shipping ... please read and understand shipping setup in the Shipping section.
 - Setup “According to total weight” if you are selling physical and virtual products or “According to total price” if you are only selling physical products. Weight is best.
 - Shipping → Countries = setup default country at very bottom of the page or you can set it up during the installation.

5. Payment

- Edit payment module restrictions (Currencies restrictions, Groups restrictions, and Countries restrictions) as needed. You will need to click "Save restrictions" for each of the three sections you change. Click on the heading icons to check/uncheck the whole listing at one time.
- Payment → Currencies = set your default currency, add or remove currencies, and update the currency rates if using.
- Payment → Taxes = setup and enable the tax for your state ... detailed information in the Payment → Taxes section below.
- Payment → Vouchers = setup and enable vouchers for your customers for discounts.

6. Catalog → setup your category folders and sub-folders. Before setting up products it is best to setup any manufacturers, suppliers, attributes and groups, features, and attachments first.


The Back Office (BO) is your tool for configuring and managing your PrestaShop online boutique. The PrestaShop Front Office (FO) is the customer's home.

Login

To log into the Back Office (BO), in a Web browser, navigate to the URL of your Back Office (BO). This URL was created upon exiting the PrestaShop Installer wizard by renaming the /admin folder located in the PrestaShop directory on your hosting server (for example, from <http://www.yoursite.com/admin> to <http://www.yoursite.com/xyz123>).

Once you have navigated to your Back Office (BO) URL, you will be asked to log in.

To log into the Back Office (BO), enter the e-mail address and password you chose during installation.

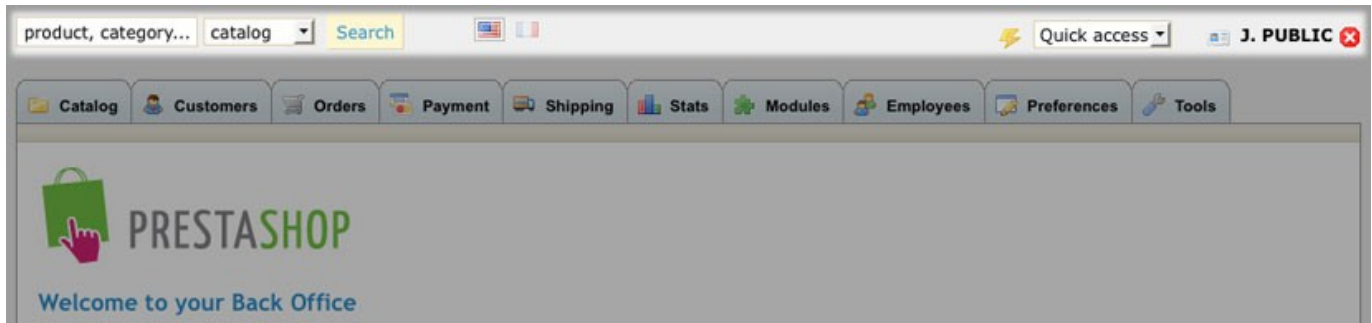
A screenshot of the PrestaShop Back Office login interface. It features a blue background with a white shopping cart icon at the top center. Below the icon, there are two input fields: one for the e-mail address, which contains the text 'owner@yoursite.com', and one for the password, which is masked with seven asterisks. To the left of the password field is the label 'Password:'. Below the input fields, there is a link labeled 'Lost password?' and a yellow button labeled 'Connection'.

To recover a lost Back Office (BO) password, click the Lost Password? link and follow the instructions.

Some Back Office (BO) functions are displayed on all Back Office (BO) pages.

Back Office (BO) Header

Along the top of each Back Office (BO) page:



- Search → Search by product, category, or order ID (reference number only).
- Language → Click a flag icon to change the language used in the Back Office (BO).
- Quick access → The Quick access links are created in Tools → Quick Accesses. From the drop-down list, select:
 - Home to return to the Back Office (BO) homepage
 - My Shop to go to your Front Office (FO) homepage
 - New category to create a new Category
 - New product to add a new Product to the catalog
 - New voucher to create a new Voucher
- Log out → Click the "X" next to the username to log out.

Back Office (BO) Tabs

Also along the top of each page, PrestaShop displays the various Back Office (BO) tabs for configuring.



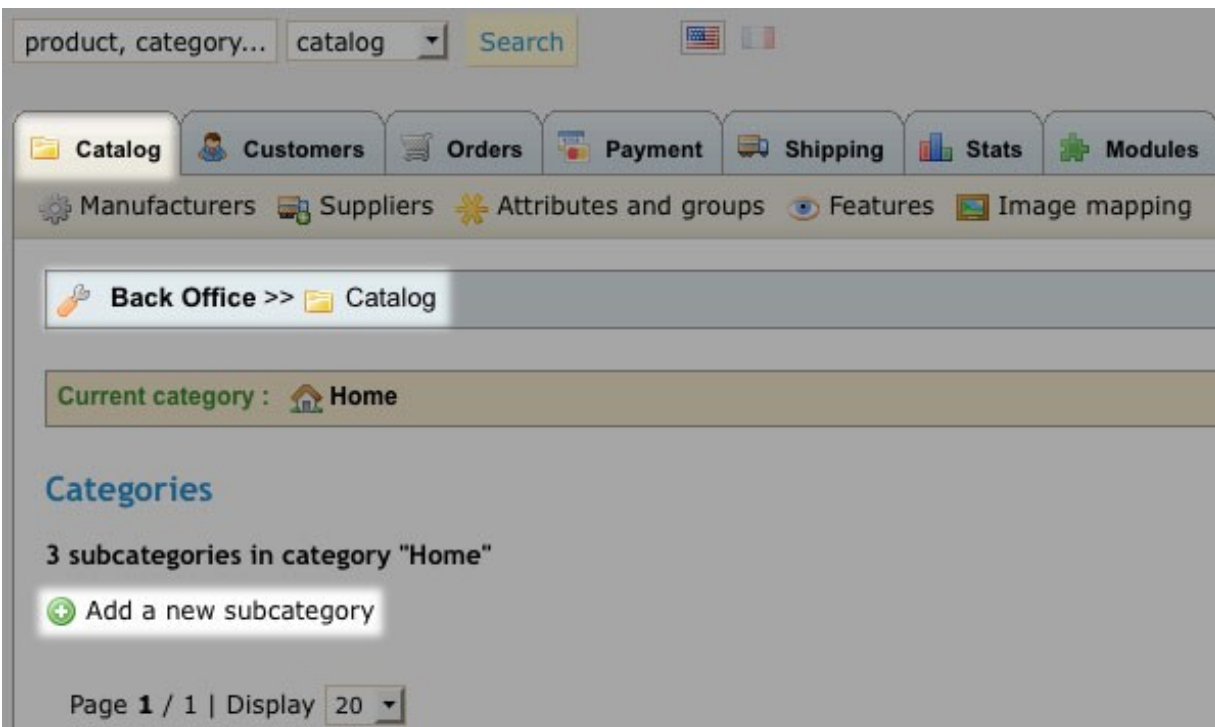
With PrestaShop, you can create an unlimited number of categories and subcategories. Moreover, a product can belong to an unlimited number of categories and subcategories. For example, a blue T-shirt could belong to the category "T-shirts" as well as the subcategory "Blue clothing".

i Please choose additional Catalog sub-sections to setup after clicking and editing the main Catalog tab.

Creating a Main Category

Categories and subcategories allow your customers to access your products in a logical, efficient way.

1. Go to Back Office (BO) → Catalog



2. Click Add a new subcategory.

✓ Note: By default, all categories added to your store are "subcategories" of the main category, "Home". That is why the function is called "Add a new subcategory." The Category form appears.

Category

Name: *


Displayed:

Parent category:

Description:

Wonderful accessories for your iPod

Image: no file selected



Filesize 27.758ko

Meta title:

Meta description:

Meta keywords:

Friendly URL: *

Groups access:

<input checked="" type="checkbox"/>	ID	Group name
<input checked="" type="checkbox"/>	1	Default

Mark all groups you want to give access to this category

* Required field

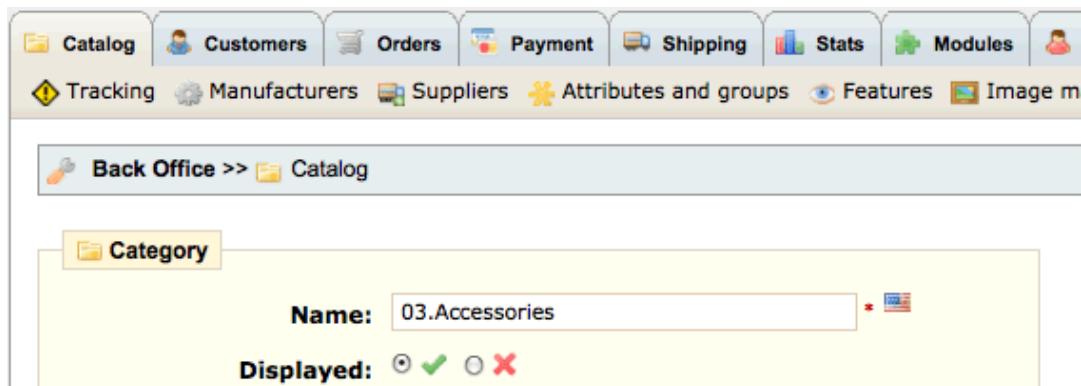
[← Back to list](#)

3. Complete the form. Take care to properly fill out the 3 Meta fields and the Friendly URL field with the best keywords that will improve your online store's search-engine results for this (sub)category. ([Search-Engine Optimization \(SEO\) in Wikipedia](#))
4. Set the Groups access to Default which means everyone will be able to access this category to purchase products.
5. Click Save.

Sorting Categories

In both the Back Office (BO) and the Front Office (FO), PrestaShop automatically sorts categories alphabetically as they are added.

However, you may manually sort categories in the order of your choice by adding a numerical prefix to the category name:



1. In Back Office (BO) → Catalog → Categories section, locate the category you want to modify.
2. In its Action column, click the Edit icon.
3. In the Category edit page, add the number and then a period (.) before the category name, without spaces. These numbers will not show in the Front Office (FO).
4. Click Save.
5. Repeat steps 1-4 for each category you want to manually sort.



Use at least two-digit numbers (e.g., 01, 02, 03). This will help keep categories in the correct order. Use three-digit numbers for stores that contain between 100 and 1000 categories, etc.

Creating a New Product

After the homepage, the product page is the most important page on your Front Office (FO).

PrestaShop offers a variety of tools and options to help make your product page effective and attractive.

Before adding a product it is best to add any Manufacturers, Suppliers, Attributes and groups, Features, and Attachments if using in the sub-tabs under the Catalog main tab.

For the purposes of these instructions, as an example let us say that we have already created a category called "iPods" to which we want to create a product called "iPod Nano". We have previously created a Manufacturer, "Apple", and a Supplier, "AppleStore", and configured a value-added tax (VAT) of 19.6%. We also have on hand the images of the product we want to display on the Front Office's (FO) product page.

1. Go to Back Office (BO) → Catalog.
2. Click "Add a new product."

Products in this category

5 products in category "Home"

[Add a new product](#)

Page 1 / 1 | Display 50 / 5 result(s)

On the product page, you must at least fill in the required fields, as marked with an asterisk (*), starting with the product Name.

The screenshot shows the PrestaShop Back Office interface. At the top, there is a navigation bar with tabs for Catalog, Customers, Orders, Payment, Shipping, Stats, Modules, Employees, and Preferences. Below this is a secondary navigation bar with icons for Tracking, Manufacturers, Suppliers, Attributes and groups, Features, Image mapping, and Tags. The main content area shows the breadcrumb 'Back Office >> Catalog' and the current product 'Song 1'. There are two tabs: '1. Info.' (selected) and '2. Images'. The 'Product global informations' section contains the following fields:

- Name: *
- Status: Enabled, Disabled
- Manufacturer: [Create](#)
- Supplier: [Create](#)
- Reference: EAN13:
- Supplier Reference: Location:
- Weight: lbs

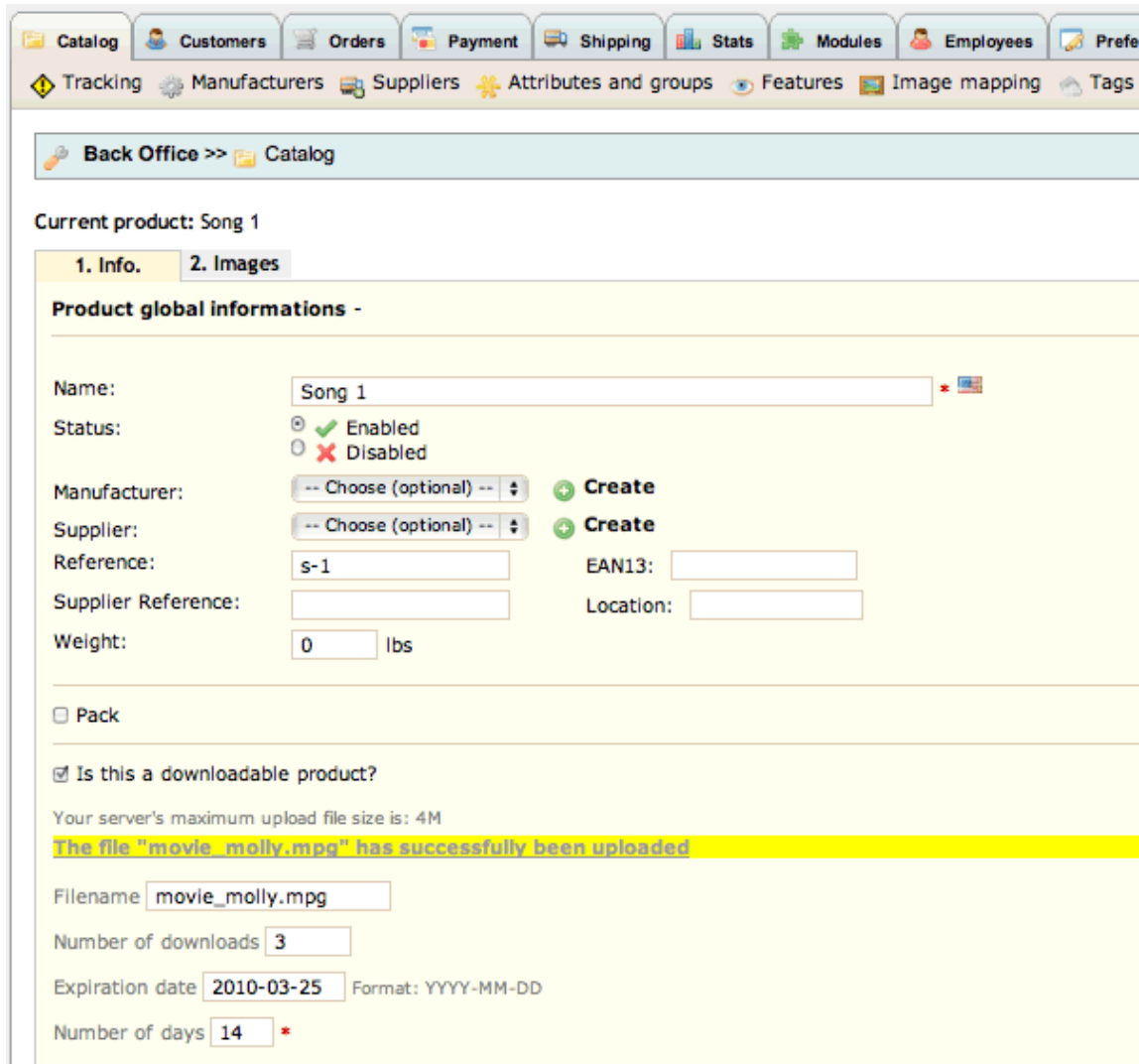
At the bottom, there is a checkbox for 'Pack'.

Click Disabled if you wish to prevent this product from being displayed in your Front Office (FO). If you have already created the product's Manufacturer and Supplier, select them in their respective drop-down lists.

If the product is a downloadable product (for example, a .PDF file, a music file, a video file, etc.), mark the "Is this a downloadable product?" checkbox and follow instructions below to configure.

Downloadable Products

As example, we'll sell a music track .mp3 file named "song1.mp3" available 14 days after buying it, downloadable 3 times and expiring the 25 March 2010.




Back Office >> Catalog



Current product: Song 1



1. Info. 2. Images

Product global informations -

Name: * 

Status: Enabled Disabled

Manufacturer:   Create

Supplier:   Create

Reference: EAN13:

Supplier Reference: Location:

Weight: lbs

Pack

Is this a downloadable product?

Your server's maximum upload file size is: 4M

The file "movie_molly.mpg" has successfully been uploaded

Filename

Number of downloads

Expiration date Format: YYYY-MM-DD

Number of days *

4. New fields appear :

- In Upload a file section, select the file to import from your hard drive.
- After upload, in the File name section, the file name appears with its extension. In our case, we can see "movie_molly.mpg"
- In the Number of downloads field, you choose how many downloads you will allow for each customer who buys your file. In the example it's 3.
- In the Expiration date field, insert a date if you want to see the link of this file unavailable after a date (use this form YYYY-MM-DD). In our case, the music track expires the 25 March 2010. So, in the field, we must write 2010-03-25.
- In the Number of days field, enter number of days customers have access to his file. In the example, we choose 14 days.
- Leave the default quantity setting of "1" and "Deny orders" for all downloadable products.
- **Fill in the rest of the product fields and click on Save & Stay button for saving the product.**

Price


Pre-tax wholesale price:	\$ 10.000000	The wholesale price at which you bought this product
Pre-tax retail price:	\$ 15.000000	* The pre-tax retail price to sell this product
Tax:	AR 8% (8.000%)	
Retail price with tax:	\$ 16.200000	
Eco-tax:	\$ 0.00	(already included in price)
Reduction amount:	\$ 0.00	OR 0 %
	available from 2010-02-22	to 2010-02-22
	<small>Leave same dates for undefined duration</small>	
	<input type="checkbox"/> Display "on sale" icon on product page and text on product listing	
Final retail price:	\$ 16.20	

If you only know the retail price, but not the pre-tax price, simply fill in the Retail price with tax field and the Pre-tax retail price will be calculated automatically using the tax displayed in the Tax drop-down list.

You can plan a reduced price for a specific period of time, e.g., -15% for a one-week period and display the "on sale" icon for that product.

Quantity and Back-Ordering

Quantity: * (If you use combinations, you can't edit this information)

Displayed text when in-stock: 

Displayed text when allowed to be back-ordered:


When out of stock:


- Deny orders
- Allow orders
- Default: *Deny orders* (as set in Preferences)



Note: The "when out of stock" behavior selection must be "deny order" for all virtual products.

Quantity: * (If you use combinations, you can't edit this information)

Displayed text when in-stock: 

Displayed text when allowed to be back-ordered: 

When out of stock:

- Deny orders
- Allow orders
- Default: *Deny orders* (as set in Preferences)



Note: Physical products can have any setting.

In the Quantity field, leave the number at 1 if you will be creating models of this product using Attributes. You will be adding quantity of each model at that time.

You can change whether or not to allow back-ordering by going to Back Office: (BO) → Preferences → Products to configure.

Assign a product to a category

You can have

In the drop-down
individual boxes

Selecting the

in the **"Featured Products"** section in the **Product** → **Featured Products** on the homepage is

installed. Use the **"Featured Products"** function to highlight certain products on your homepage.

Default category: Home

Catalog:

ID	Name
<input checked="" type="checkbox"/> 1	Home
<input type="checkbox"/> 3	Accessories
<input checked="" type="checkbox"/> 2	iPods
<input type="checkbox"/> 4	Laptops

Mark all checkbox(es) of categories in which product is to appear *

the

homepage







Note: In the default Theme, the maximum number of Featured Products displayed at any one time is ten (10). To change this, go to Back Office (BO) → Modules → Featured Products on the homepage module → Configure.

To remove **"Featured Products"** from the shop homepage, unmark the Home checkbox in the **Product** → **Info** section for each product you want to remove from the **"Featured Products"** section on the Home page of the Front Office (FO).

Product Search-Engine Optimization (SEO)

Click here to improve product's rank in search engines (SEO)

Meta title:	<input type="text" value="ipod-nano puts 2,000 songs or 8 hours of video in your pocket."/>	
	<small>Product page title; leave blank to use product name</small>	
Meta description:	<input type="text" value="ipod-nano puts 2,000 songs or 8 hours of video in your pocket."/>	
	<small>A single sentence for HTML header</small>	
Meta keywords:	<input type="text" value="ipod,nano,mp3"/>	
	<small>Keywords for HTML header, separated by a comma</small>	
Friendly URL:	<input type="text" value="ipod-nano"/>	
	<small>Product link will look like this: http://www.designhosting.us/id_product-ipod-nano.html</small>	



Note: To display Friendly URLs on your Front Office (FO) for the SEO, they must first be activated in Back Office (BO) → Preferences → Friendly URL option.

Once the Friendly URL option is activated and the .htaccess and robots.txt files have been created in your site's root directory and permissions set to 777, go to Tools → Generators and click each to generate the information listed in each file. After this is generated open up the robots.txt file in your editor and add your domain name on a new line like:

Sitemap: <http://www.domainname.com/sitemap.xml> (use your own domain name)

This will point to your sitemap file and allow the search engines to crawl your site.



Note: Bing search engine, for example, will throw up an error when reading your robots.txt if the site map url is not there.

If a product name is manually changed to a new name, the name and meta tags in the SEO section above will need to also be changed manually. Right above the "short description box" click the link called "Product Search-Engine Optimization (SEO)" to manually change the name and meta tags.

Add or change meta tags and/or the friendly URL for your newly named product. This will give you a friendly url in your browser window that will help with search engine placement.

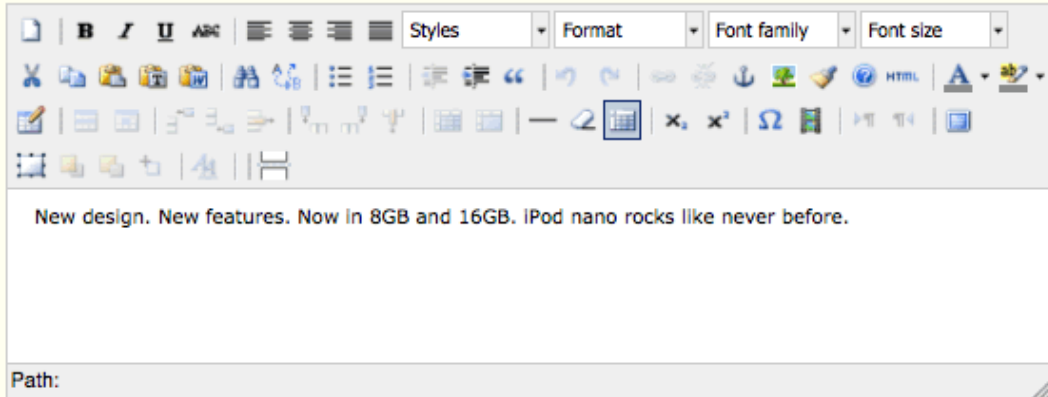
These are very excellent SEO features and should be used to the max!

Product descriptions, tags, and accessories (cross-selling)

Click here to improve product's rank in search engines (SEO)

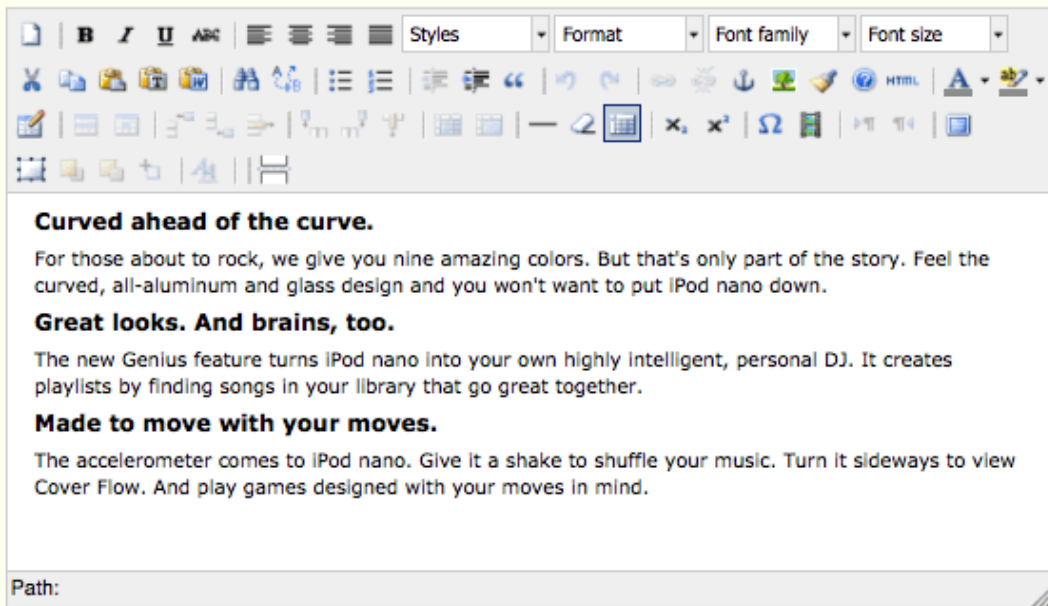
Short description:

(appears in search results)




A WYSIWYG editor interface with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, undo, redo, and a language flag icon. Below the toolbar is a text area containing the text: "New design. New features. Now in 8GB and 16GB. iPod nano rocks like never before." Below the text area is a "Path:" label and a language flag icon.

Description:




A WYSIWYG editor interface with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, undo, redo, and a language flag icon. Below the toolbar is a text area containing the text: "**Curved ahead of the curve.** For those about to rock, we give you nine amazing colors. But that's only part of the story. Feel the curved, all-aluminum and glass design and you won't want to put iPod nano down. **Great looks. And brains, too.** The new Genius feature turns iPod nano into your own highly intelligent, personal DJ. It creates playlists by finding songs in your library that go great together. **Made to move with your moves.** The accelerometer comes to iPod nano. Give it a shake to shuffle your music. Turn it sideways to view Cover Flow. And play games designed with your moves in mind." Below the text area is a "Path:" label and a language flag icon.

Tags:

apple, ipod, nano 

Tags separated by commas (e.g., dvd, dvd player, hifi)

Accessories:

-- Choose -- 

(Do not forget to Save the product afterward)

Filter:

Save

Save and stay

The exact text in the Short Description will appear in search-engine results. It needs to be 10-12 words.

The language flag icon next to a text field indicates that the entered text will only appear when that language is selected by a customer on the Front Office (FO). To enter text for another language, click the flag icon and select the appropriate language flag if you have additional languages installed.

Tags are tags unique to your Website and will show in the Front Office (FO) in the Tags block if enabled in the Back Office (BO) modules Tags block section. To enter meta-tags see the SEO section above.

If you choose another product as an accessory click the green plus button to add it and then save.

Tracking

Shows empty categories, disabled products, and out of stock products. Each category can be edited easily.

Manufacturers

Manage the manufacturer of the products you want to sell. Add manufacturers with a short and long description, logo, and meta tags. Manufacturers addresses can be added or changed.

Suppliers

Manage suppliers and supply locations of the products in your catalog. Add suppliers with a short and long description, logo, and meta tags.

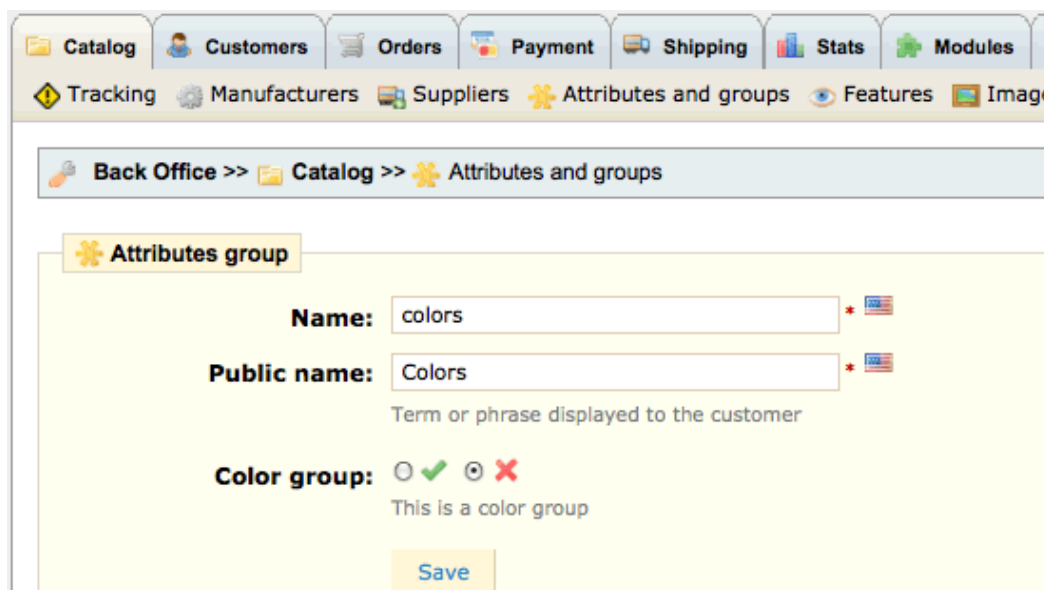
Attributes and groups

Create and manage the various attributes to be used and combined to create the various models of your products. Use attributes and attribute groups to create different variations, models, packs, etc. of a product.

Attributes need not describe just physical differences between models; for example, not only do you use attributes to sell a T-shirt that comes in 3 colors (blue, white, and red), you can also create different volumes which you can then sell at digressive prices (one piece at base price, a pack of 5 for 5 euros less, a pack of 10 for 15 euros less, etc.).

Creating an Attribute Group

First, create the attribute group by clicking on "Add attributes group".



The screenshot shows the Back Office interface for creating an attribute group. The breadcrumb trail is "Back Office >> Catalog >> Attributes and groups". The form is titled "Attributes group" and contains the following fields:

- Name:** A text input field containing "colors".
- Public name:** A text input field containing "Colors". Below this field is the text "Term or phrase displayed to the customer".
- Color group:** A checkbox that is checked, with the text "This is a color group" below it.

A "Save" button is located at the bottom of the form.

1. In the Back Office (BO), go to Catalog -> Attributes and groups.
2. Click Add attributes group.
3. In the Name field, type the name used in the Back Office (BO) (e.g., "colors").
4. In the Public name field, type the name to be displayed on the Front Office (FO) (e.g., "Colors").
5. If using other languages click a language flag to open the language box, and select another language and type the name.
6. Click Save.

Adding attributes to a group

Next, we can add attributes to a group we've created:

The screenshot shows a web application interface with a navigation bar at the top containing icons for Catalog, Customers, Orders, Payment, Shipping, Stats, and Manufacturers. Below the navigation bar is a breadcrumb trail: Back Office >> Catalog >> Attributes and groups. The main content area is titled 'Attribute' and contains the following form fields:

- Name:** A text input field containing 'Orange' with a language selection icon to its right.
- Group:** A dropdown menu with 'Color' selected.
- Color:** A text input field containing '#FD9812' with a small red asterisk to its right. Below the field is the text: 'HTML colors only (e.g., "lightblue", "#CC6600")'.
- Texture:** A text input field that is currently empty, followed by a 'Browse...' button. Below the field is the text: 'Upload color texture from your computer. This will override the HTML color!'.
- Current texture:** A label followed by the text 'None'.
- Save:** A yellow button at the bottom of the form.

1. In the Back Office (BO) → Catalog → Attributes and groups, click Add attribute.
2. In the Name field, type the name of the attribute (e.g., "Orange").
3. In the Group drop-down list, select the name of its attribute group (e.g., "colors").
4. In the attribute field type the hex value or text name if using a color (e.g., "#FD9812" or "orange").
5. If using other languages click a language flag to open the language box, and select another language and type the name.
6. Click Save.

7. Repeat these steps to add more attributes to the attributes group (e.g., "White" and "Red").

In our example, we repeat the above process to create an attribute group named "quantity" and add to it the attributes "1 pc.", "Pack of 5", and "Pack of 10":

The screenshot displays a web interface for managing product attributes. At the top, there are two green plus icons with the text "Add attributes group" and "Add attribute". Below this, a instruction reads: "Click on the group name to view its attributes. Click again to hide them." The interface shows a table with columns for "Name", "Attributes", and "Actions". The "Name" column has a search box and a "Reset" button. The "Attributes" column has a "Filter" button. The table lists two attribute groups: "quantity" and "colors". Each group has a list of attributes with edit and delete icons. The "quantity" group has attributes "1 pc.", "Pack of 10", and "Pack of 5". The "colors" group has attributes "Blue", "Red", and "White". There are "Delete selection" buttons for each group and a "Delete selection" button at the bottom of the table.

Name	Attributes	Actions
--	--	--
<input type="checkbox"/> quantity	<input type="checkbox"/> Attribute <input type="checkbox"/> 1 pc. <input type="checkbox"/> Pack of 10 <input type="checkbox"/> Pack of 5	<input type="checkbox"/> Actions <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> colors	<input type="checkbox"/> Attribute <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White	<input type="checkbox"/> Actions <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Create variations of a product with attributes

After having created the necessary attribute groups and their attributes, we can combine them to create different versions of a single product:

1. In the Back Office (BO), navigate to the product's Product Page: Back Office (BO) >> Catalog >> [Product] (e.g., "T-shirt")
2. Click on the Attributes tab.
3. Select a Group and Attribute combination from the drop-down lists (e.g., "colors" and "Blue"), then click Add.
4. Select another Group and Attribute combination (e.g., "quantity" and "Pack of 10"), then click Add. Add additional Group/Attribute combinations as necessary.
5. If the attribute combination has an impact on price and/or weight, adjust accordingly.

In our example, the base price of a single T-shirt (as determined on the Information tab) is 10 € and it weighs 250 grams.

Therefore, a Pack of 10 blue T-shirts increases the price by 70 € and the weight by 2.25 kg:

Back Office >> Catalog

1. Information 2. Images 3. Attributes 4. Features

Current product: T-shirt

Add or modify attributes for this product

Group: quantity
 Attribute: Pack of 10

colors : Blue
 quantity : Pack of 10

Impact on price: Increase of 70 €
 Impact on weight: Increase of 2.25 kg
 Eco tax: 0.00 € (required if ecotax laws apply)
 Reference: 112235 EAN13
 Quantity: 100 (overrides Quantity on Information tab)
 Image: None
 Default: Make the default attribute for this product

Add this attribute

Attributes	Price	Weight	Reference	EAN13	Quantity	Image	Actions
colors - Blue, quantity - 1 pc.	0.00 €	0kg	112233		100	None	
colors - Blue, quantity - Pack of 5	25.00 €	1kg	112234		100	None	

The row in blue is the default attribute. A default attribute must be designated for each product.

6. Complete the Eco tax, Reference, EAN13, and Quantity fields as necessary.

7. Using the Image drop-down list, you can associate the attribute combination with an image you had uploaded via the Image tab.

8. Mark the Default checkbox to designate the attribute combination as the default attribute combination for the product.

9. Click Add this attribute.



Note: To view the added attributes in action on your Front Page product page, click View product in shop on the right.

Using the Product combinations generator

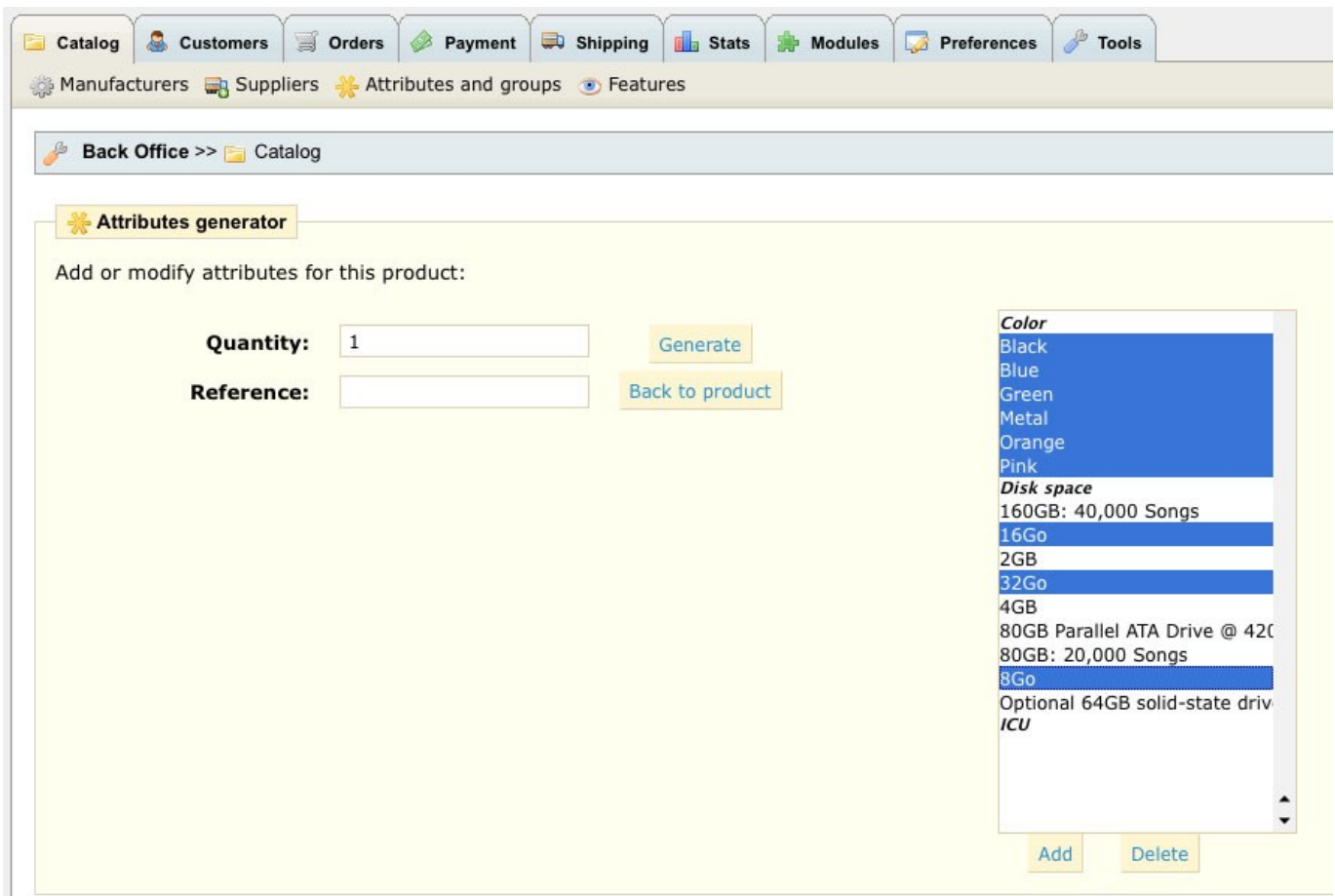
Use the Product Combinations Generator to create hundreds or even thousands of attribute combinations for a single product in just a few steps.

For example, you are selling an MP3 player that comes in 6 different colors and 3 different hard drive combinations. The basic 8 MB model sells for \$100 and weighs 300 grams.

1. In the Back Office (BO), navigate to the product's Product Page:
Back Office (BO) → Catalog → [Product] (e.g., "iPod Nano")
2. Click on the Attributes tab.
3. Click Product combinations generator.



4. On the Attributes generator page, click the attribute group names on the right to expand.



5. Holding down the Ctrl key (Cmd on the Mac), click to select all the attributes you want to include in order to create a specific model/attribute group.
6. Click Add. The selected attributes appear in a form with fields for Price and Weight impact.
7. Modify the Price and Weight impact fields accordingly (if applicable). If you are charging tax then any increase or decrease in price of an attribute must have the tax calculated for that increase or decrease in price included to get the correct price to the customer.

Attributes generator

Add or modify attributes for this product:

Quantity:

Reference:

Color	Price impact (\$) *	Weight impact (lbs)
Black	0	0
Metal	0	0
Pink	0	0
Green	0	0
Purple	0	0
Yellow	0	0
Blue	0	0
Orange	0	0

Disk space	Price impact (\$) *	Weight impact (lbs)
8Go	0	0
16Go	100	0.05
32Go	100	0.10

Color

Black

Blue

Green

Metal

Orange

Pink

Purple

Red

Yellow

Disk space

160GB: 40,000 Songs

16Go

2GB

32Go

4GB

80GB Parallel ATA Drive @ 420

80GB: 20,000 Songs

8Go


Optional 64GB solid-state drive

ICU

* tax included

8. In the Quantity field, type the quantity in stock of the created model/attribute group.
9. In the Reference field, type the reference number for the created model/attribute group.
10. Click Generate.
11. Repeat steps 4 through 10 until all models/attribute groups have been created for the product.
12. Click Back to product. The created model(s) appear on the Combinations tab of the product.

After you have generated your product combinations you can click to edit each attribute combination and check the box on any images you have uploaded for this product to add a picture to the combination. After you have added a picture to a combination and you select this combination in your Front Office (FO) the picture you attached to this combination only will appear. In your Front Office (FO) you can always click on the "Display all pictures" link to view all pictures for this product. This is very nice to showcase an individual attribute combination.

Add or modify combinations for this product -  Product combinations generator

Group:

Attribute:

Reference:

EAN13:

Supplier Reference:

Location:

Wholesale price: \$ (overrides Wholesale price on Information tab)

Impact on price: *

Impact on weight:















Eco-tax: \$ (overrides Eco-tax on Information tab)

Quantity: (overrides Quantity on Information tab)

* included tax



Default: Make the default combination for this product

Attributes	Price	Weight	Reference	EAN13	Quantity	Actions
Color - Blue, Disk space - 16Go	\$ 50.00	0lbs			50	 
Color - Blue, Disk space - 8Go	\$ 0.00	0lbs			50	 
Disk space - 16Go, Color - Yellow	\$ 50.00	0lbs			50	 
Disk space - 8Go, Color - Yellow	\$ 0.00	0lbs			50	 
Color - Metal, Disk space - 16Go	\$ 50.00	0lbs			50	 
Color - Metal, Disk space - 8Go	\$ 0.00	0lbs			50	 
Color - Black, Disk space - 16Go	\$ 50.00	0lbs			50	 

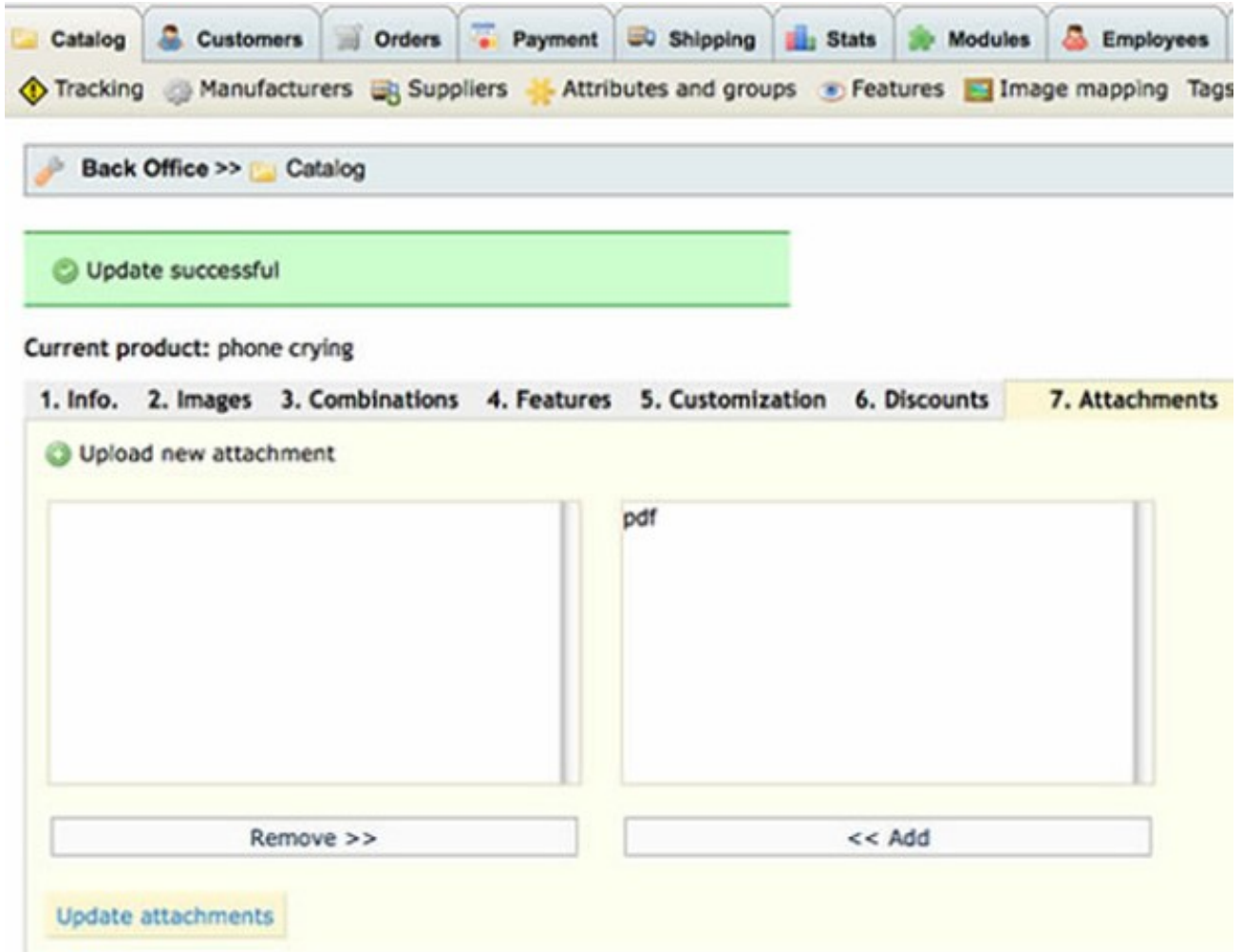
Tags


Create new tag words when searching for products in your Front Office (FO) using the Tags Block under Modules. Products can have any number of tags attached to each.

Click "Add new" and choose a tag name and language for a specific product. Add the product to the products box and save.

Attachments

Upload attachments like a manual or additional information for your customers to read about a product. After the attachment is uploaded in this area go back to the product and edit adding the attachment to the product.




 **Note:** Once your products are created in the admin Back Office (BO) they are easily moved by dragging the up or down arrow to a new product location for the Front Office (FO).

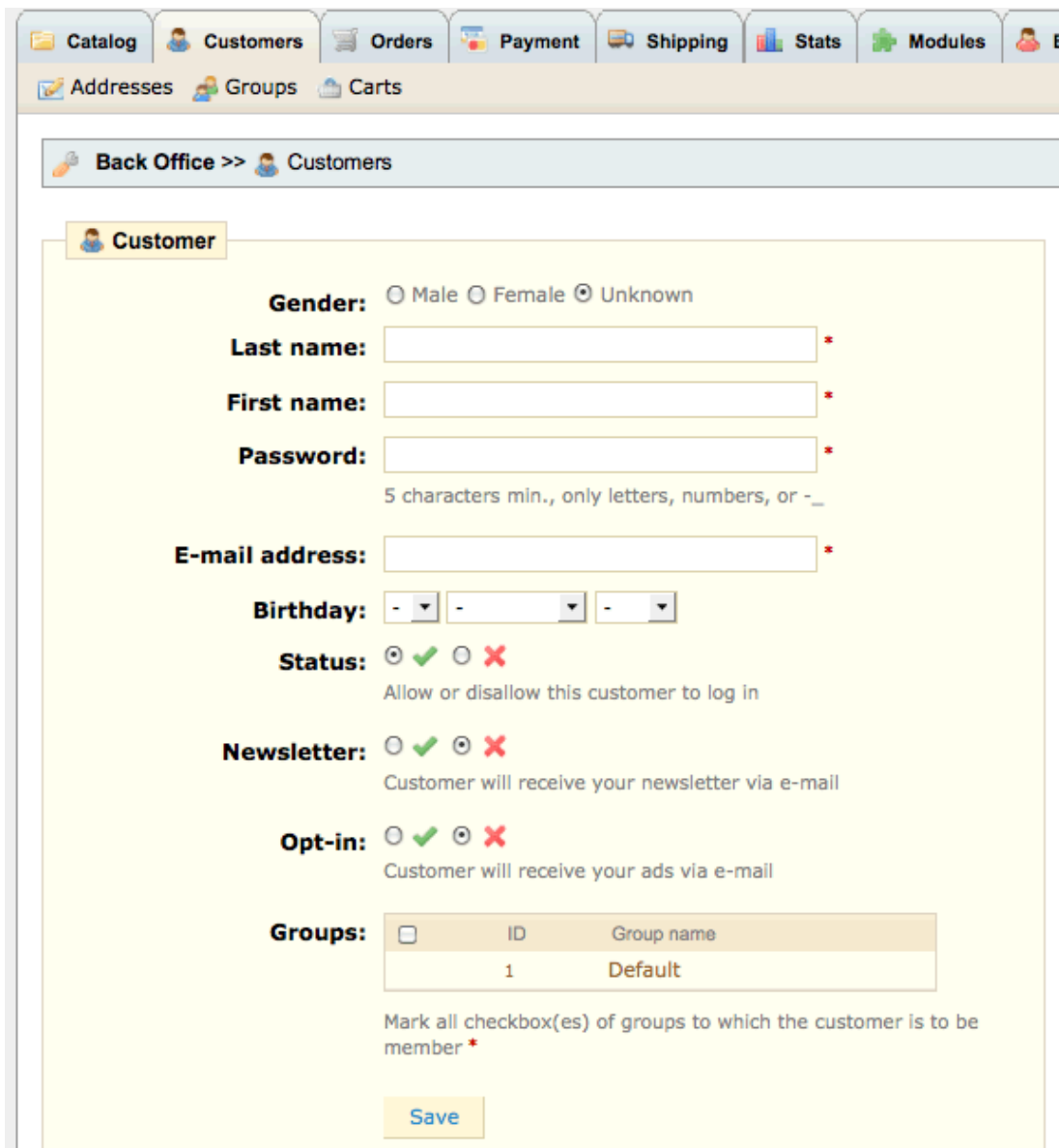
CUSTOMERS

View and manage all customers accounts, including those who registered but have not placed an order. You can also manually add customer accounts.

The customers section shows a listing of all your customers with an option to add new customers. A customer security new password feature allows the store owner to set a time limit to receive a new password.

 Please choose additional Customer sub-sections to setup after clicking and editing the Customers tab.

Click the "Add new" link to add a new customer. The new customer is automatically set in the "Default" group which are the normal store prices. New customer groups giving a discount to a specific customers can be created and applied when editing the customer in the Customers Section.



The screenshot shows the Magento Back Office interface for editing a customer. The top navigation bar includes Catalog, Customers, Orders, Payment, Shipping, Stats, Modules, and E. Below this, there are sub-sections for Addresses, Groups, and Carts. The main content area is titled "Back Office >> Customers" and contains a "Customer" form. The form includes the following fields and options:

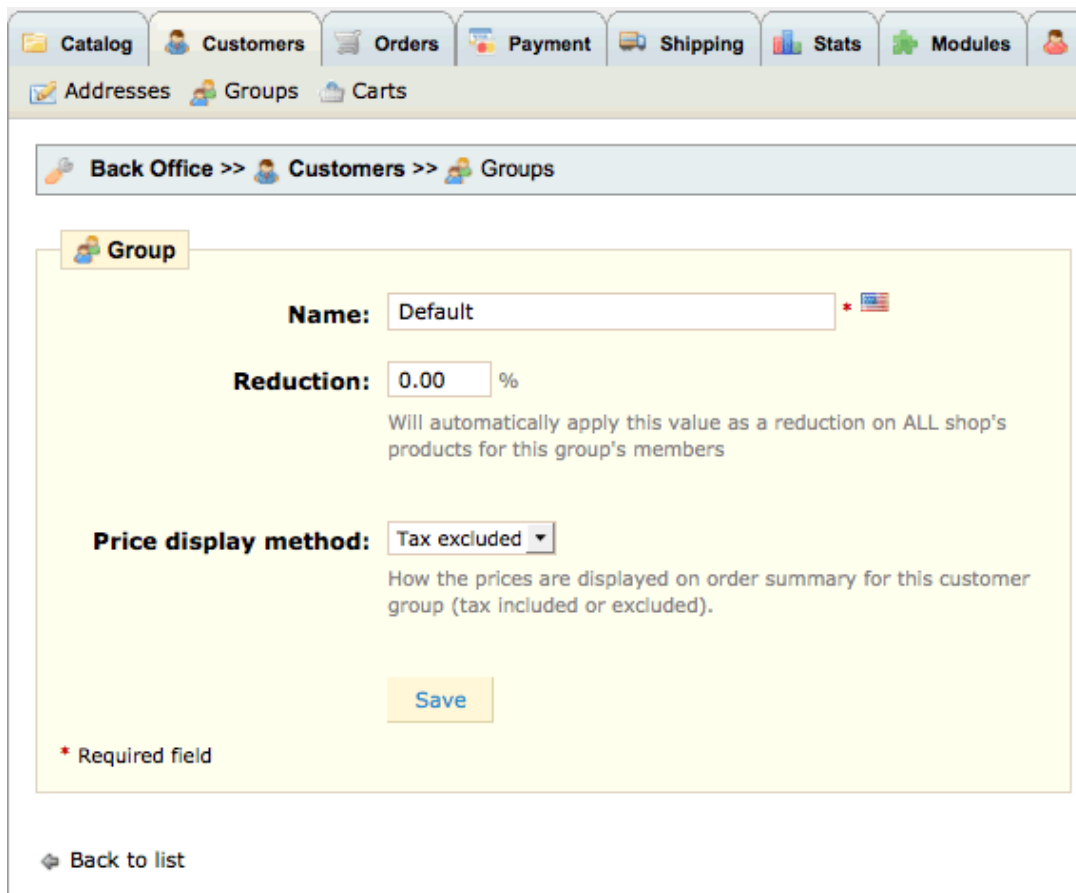
- Gender:** Radio buttons for Male, Female, and Unknown (selected).
- Last name:** Text input field with a red asterisk.
- First name:** Text input field with a red asterisk.
- Password:** Text input field with a red asterisk. Below it, a note says "5 characters min., only letters, numbers, or -_".
- E-mail address:** Text input field with a red asterisk.
- Birthday:** Three dropdown menus for day, month, and year.
- Status:** Radio buttons for "Allow" (checked with a green checkmark) and "Disallow" (with a red X). Below it, the text says "Allow or disallow this customer to log in".
- Newsletter:** Radio buttons for "Yes" (checked with a green checkmark) and "No" (with a red X). Below it, the text says "Customer will receive your newsletter via e-mail".
- Opt-in:** Radio buttons for "Yes" (checked with a green checkmark) and "No" (with a red X). Below it, the text says "Customer will receive your ads via e-mail".
- Groups:** A table with columns for "ID" and "Group name". A checkbox is next to the "1" in the ID column. The group name is "Default".

Below the groups table, there is a note: "Mark all checkbox(es) of groups to which the customer is to be member *". At the bottom of the form is a "Save" button.

Addresses

Shows a listing of all the customer addresses.

Groups



The screenshot shows the Magento Back Office interface for configuring a customer group. The breadcrumb trail is "Back Office >> Customers >> Groups". The main content area is titled "Group" and contains the following fields:

- Name:** A text input field containing "Default" with a red asterisk and a US flag icon to its right, indicating it is a required field.
- Reduction:** A text input field containing "0.00" followed by a percentage sign (%). Below this field is a descriptive text: "Will automatically apply this value as a reduction on ALL shop's products for this group's members".
- Price display method:** A dropdown menu currently set to "Tax excluded". Below this field is a descriptive text: "How the prices are displayed on order summary for this customer group (tax included or excluded)."

At the bottom of the form is a "Save" button. Below the form area, there is a legend: "* Required field". At the very bottom of the page, there is a "Back to list" link with a left-pointing arrow icon.

Groups can be created to give product discounts to certain customers. When the customer logs in after they are added to the new discount group the store prices will reflect their discount.

Also, choose how the prices are displayed on the order summary for this customer group (tax included or excluded) in the drop down field. Price display method : "Tax excluded" should be the default setting if your shop is in the US and other countries where taxes don't have to be shown at product level, but at the final cart level.

Carts

A listing of all carts with a link to show the customer information, the order information, and the cart summary.

Maggie ODOM - Cart #000012 from 2010-02-15 06:52:14

Customer information

Maggie ODOM (#2)
 (hosting@designhosting.biz)


Account registered: 2010-02-13 18:49:17
 Valid orders placed: **0**
 Total paid since registration: **\$0.00**

Order information

Order #000004

Made on: 2010-02-15 06:52:20

Cart summary

Product	UP	Qty	Stock	Total
 Shure SE210 Sound-Isolating Earphones for iPod and iPhone	\$134.55	1	0	\$134.55
Total products:				\$134.55
Total:				\$134.55

A listing of all orders received into your store. Click on an order to see the details.



Please choose additional Order sub-sections to setup after clicking and editing the Orders tab.

Invoices

Invoice options to set for your store and a search feature for invoice slips within a certain date to print. Now available is the ability to export sales invoices in PDF, classified by statuses (Orders tab > Invoices).

Delivery slips

Delivery options to set for your store and a search feature for delivery slips within a certain date to print.

Merchandise return

A Return Merchandise Authorization or Return Material Authorization (RMA) is a transaction whereby the recipient of a product arranges to return defective goods to the supplier to have the product repaired or replaced or in order to receive a refund or credit for another product from the same retailer or corporation. In practice, an RMA is only issued after a series of tests.

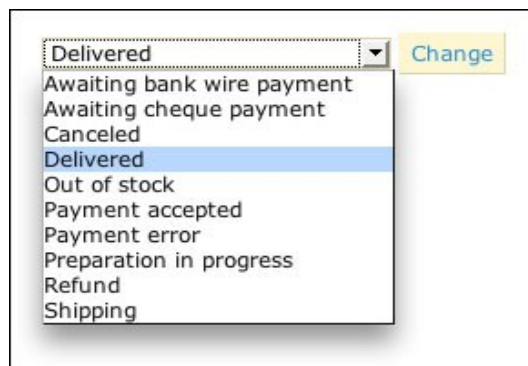
I. Activate RMA functionality

The very first step is to activate the RMA function in PrestaShop. By default, RMA functionality is deactivated.

1. Go to Back Office (BO) → Orders → Merchandise return (RMAs).
2. In the Merchandise return (RMA) options section, for the Enable returns option, select **Yes**.

II. Set order status to Delivered

In order to allow the customer to request an RMA, the merchant must have changed the status of the order to Delivered in Back Office (BO) → Orders → the Order's detail page and select Delivered.

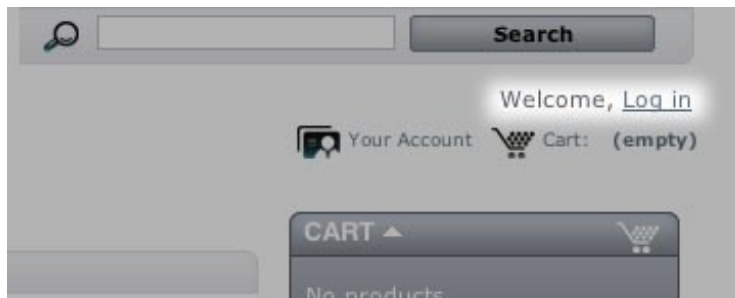


III. Customer requests an RMA

The customer decides that she/he no longer wants the merchandise and wants to return it for a store credit voucher.

To request an RMA if you are a customer:

1. Log into your Account page on the merchant's Website.



2. On the My Account homepage, click **History and details of your orders** (or equivalent) to view your orders.
3. In the row of the order that contains the merchandise you want to return, click **details**.
4. In the order details, mark the checkbox of the item you want to return.

<input type="checkbox"/>	Reference	Product	Quantity	Unit price	Total price
<input checked="" type="checkbox"/>	--	MacBook	<input type="text" value="1"/>	1 400,00 €	1 400,00 €
					Total products: 1 400,00 €
					Total shipping: 7,98 €
					Total: 1 407,98 €

Merchandise return
If you want to return one or several products, please mark the corresponding checkbox(es) and provide an explanation for the return. Then click the button below.

Broken screen

Make a RMA slip

5. In the Quantity box, type how many of the item you want to return.
6. In the Merchandise return box, type the reason for the RMA.

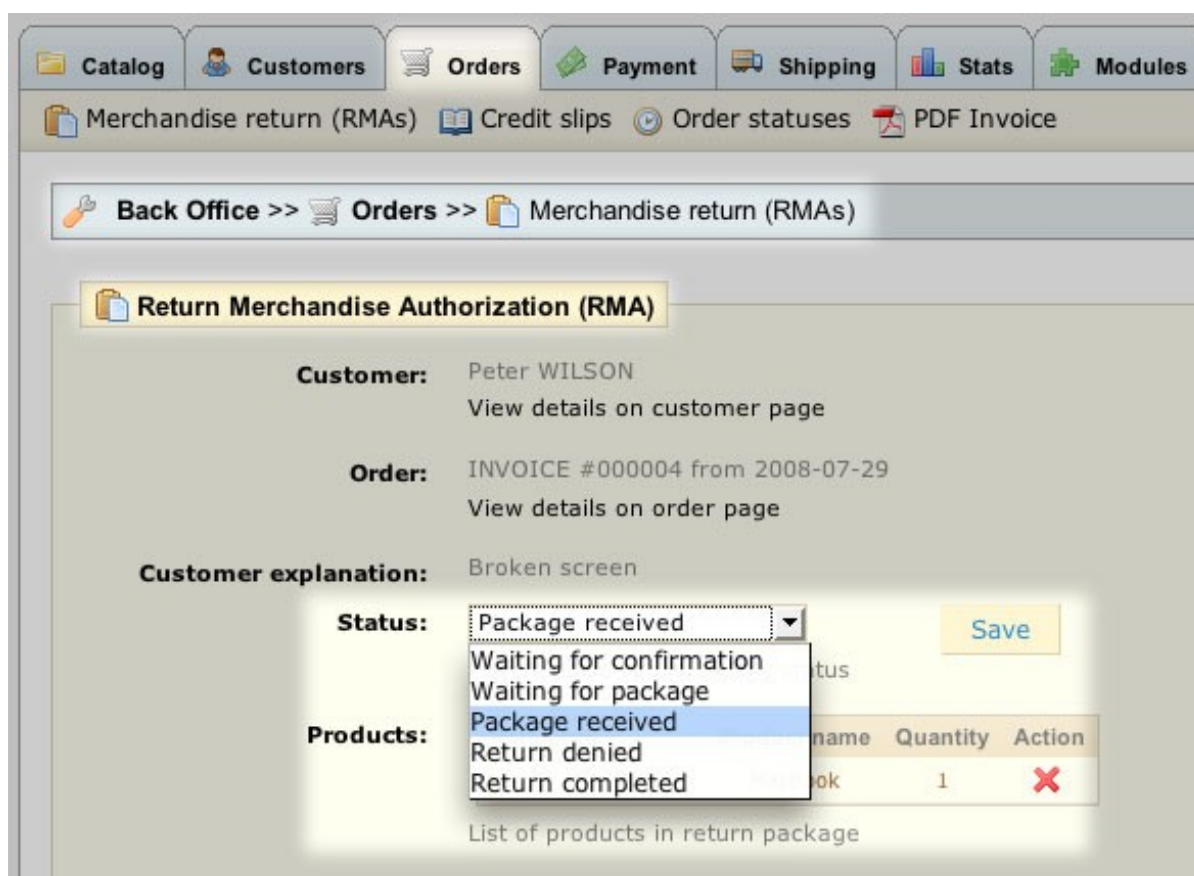
7. Click **Make an RMA slip**.

IV. Merchant decides whether or not to issue an RMA

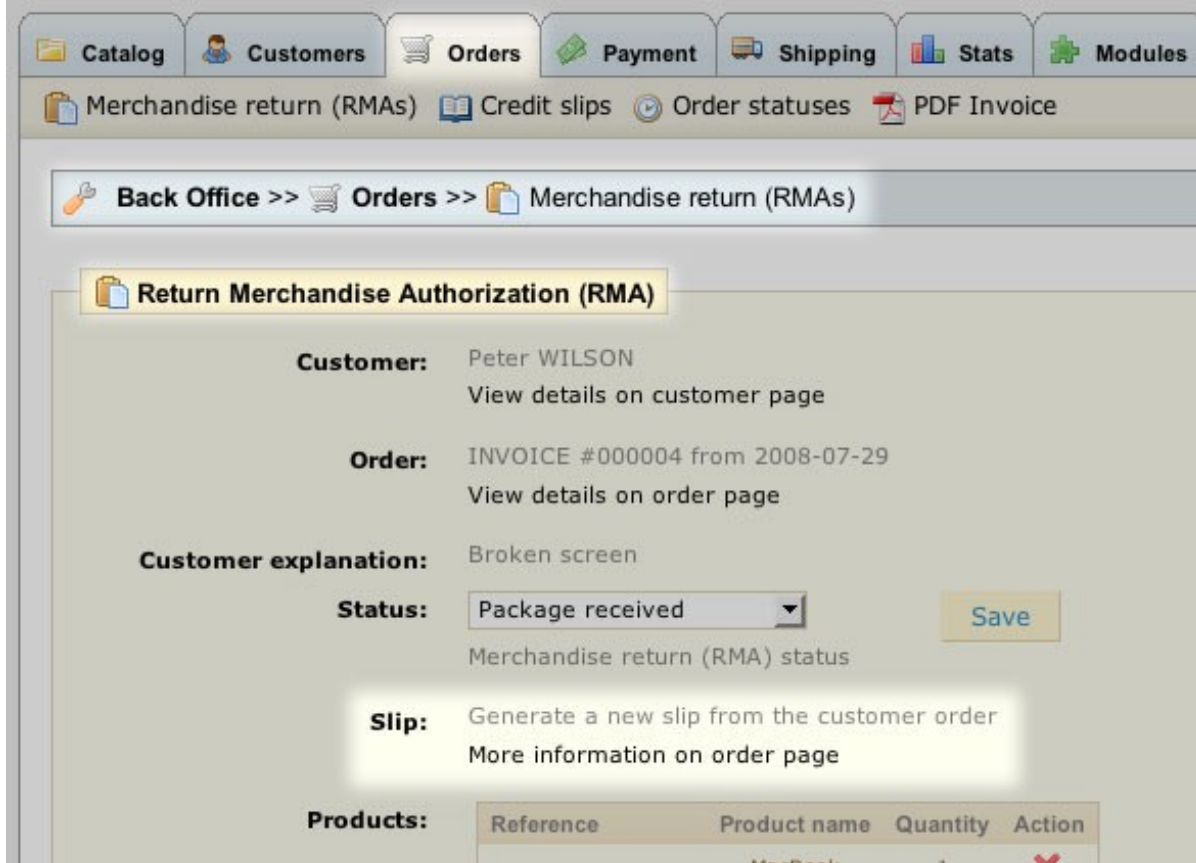
After receiving the returned merchandise from the customer, the merchant inspects it and determines if the client should be given a credit slip and a voucher for the merchandise.

To accept the merchandise and issue an RMA

1. Go to Back Office (BO) → Orders → Merchandise return (RMAs)
2. In the RMA list, click the pending RMA.
3. On the RMA's details page, select Package received.
4. Click Save.

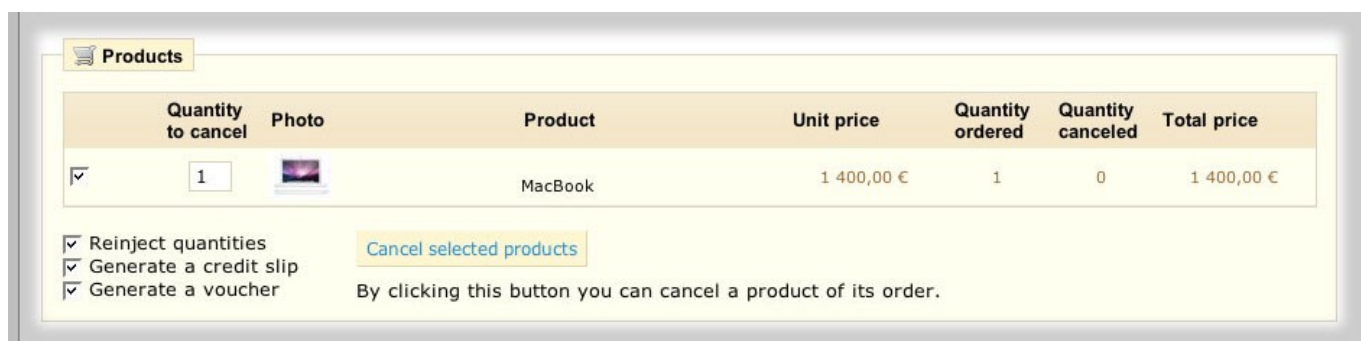


5. In Back Office (BO) → Orders → Merchandise return (RMAs), click the RMA.
6. On the RMA's details page, click More information on order page.



PrestaShop then opens the order's detail page.

7. In the Products section, mark the checkbox of the item being returned.
8. In the Quantity to cancel field, type the quantity of the item to be reimbursed.
9. Mark the appropriate checkboxes:

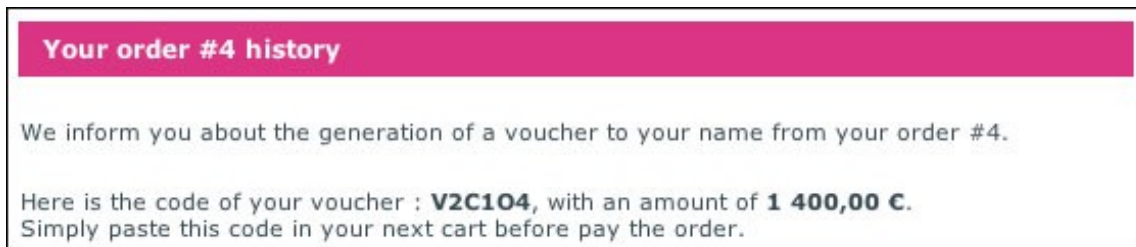


- Re-inject quantities: Reinsert the product quantity back into the shop's inventory
- Generate a credit slip: Create a receipt that acknowledges the RMA
- Generate a voucher: Create a coupon worth the amount of the returned merchandise that the customer can use towards a future purpose

10. Click Cancel selected products.

An issued credit slip will appear in the Merchandise Returns section of their shop account.

An issued voucher will be sent via e-mail:



To refuse the request for reimbursement

1. Go to Back Office (BO) → Orders → Merchandise return (RMAs)
2. In the RMA list, click the pending RMA.
3. On the RMA's details page, in the Status drop-down list, select Return denied.
4. Click Save. PrestaShop automatically sends an e-mail announcing the denial to the customer.

Credit slips

Credit slips are receipts issued by the merchant to the customer that acknowledge an accepted return of merchandise. Unlike vouchers, credit slips have no monetary value.

To view a list of credit slips issued to customers, go to **Back Office (BO) → Orders → Credit slips**.

Customer messages

A listing of all customer messages that are created in a customer account in the Front Office (FO).

The linked message takes you to that individual order.

Statuses

In the Order statuses tab, you can view, edit, delete, and create order statuses used to manage orders placed on your online shop.

To create a new status, click Add new.

[Catalog](#) [Customers](#) [Orders](#) [Payment](#) [Shipping](#) [Stats](#) [Modules](#) [Employees](#)
[Invoices](#) [Delivery slips](#) [Merchandise return](#) [Credit slips](#) [Customer messages](#) [Statuses](#)

[Back Office](#) >> [Orders](#) >> [Statuses](#)

Order statuses

[Add new](#)

Page 1 / 1 | Display / 11 result(s)
 [Reset](#) [Filter](#)

ID	Name	Icon	Send e-mail to customer	Invoice	E-mail template	Actions
--	<input type="text"/>	--	--	--	<input type="text"/>	--
<input type="checkbox"/> 1	Awaiting cheque payment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cheque	
<input type="checkbox"/> 2	Payment accepted		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	payment	
<input type="checkbox"/> 3	Preparation in progress		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	preparation	
<input type="checkbox"/> 4	Shipped		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	shipped	
<input type="checkbox"/> 5	Delivered		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/> 6	Canceled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	order_canceled	
<input type="checkbox"/> 7	Refund		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	refund	
<input type="checkbox"/> 8	Payment error		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	payment_error	
<input type="checkbox"/> 9	Out of stock		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	outofstock	
<input type="checkbox"/> 10	Awaiting bank wire payment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	bankwire	
<input type="checkbox"/> 11	Awaiting PayPal payment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

[Delete selection](#)

Order Messages

Creation of default order messages to be sent to customers about their orders. Once these order messages are created they can be used in the Orders section to send to the customer or a new message can be sent by clicking on the "New message" box in the Orders section.

[Catalog](#) [Customers](#) [Orders](#) [Payment](#) [Shipping](#) [Stats](#) [Modules](#) [Employees](#) [Preferences](#) [Tools](#)
[Invoices](#) [Delivery slips](#) [Merchandise return](#) [Credit slips](#) [Customer messages](#) [Statuses](#) [Order Messages](#)

[Back Office](#) >> [Orders](#) >> [Order Messages](#)

[Add new](#)

Page 1 / 1 | Display / 1 result(s)
 [Reset](#) [Filter](#)

ID	Name	Message	Actions
--	<input type="text"/>	<input type="text"/>	--
<input type="checkbox"/> 1	Delay	Hi, Unfortunately, an item on your order is currently out of stock. This may cause a slight delay in delivery. Please accept our apologies and rest assured that we are working hard to rectify this. Best regards,...	

[Delete selection](#)

i Please choose additional Payment sub-sections to setup after clicking and editing the Payment tab.

Payment modules list

To install a new PrestaShop module:

1. Click on the payment module you need to install. This will take you to Back Office (BO) → Modules where there are other modules.
2. Locate the new module in the list, scrolling down if necessary.
3. In the row for the new module, click Install.
4. Locate the module again. If necessary, click → Configure.

After the payment module is installed return to the "Payment" link for the other configurations.

Once configuration is complete, be sure to test the module immediately to confirm that it functions as planned.



Payment module restrictions

Currencies restrictions

Clicking on the heading graphic icons will check or uncheck all boxes.

\$ Currencies restrictions

Please mark the checkbox(es) for the currency or currencies in which you want the payment module(s) available.


Currencies restrictions		
Dollar	<input checked="" type="checkbox"/>	<input type="radio"/>
Euro	<input type="checkbox"/>	<input type="radio"/>
Pound	<input type="checkbox"/>	<input type="radio"/>
Customer currency	--	<input type="radio"/>
Shop default currency	--	<input checked="" type="radio"/>

[Save restrictions](#)



Click the "Save restrictions" button after each section change.

Groups restrictions

Clicking on the heading graphic icons will check or uncheck all boxes.

 **Groups restrictions**

Please mark the checkbox(es) for the groups in which you want the payment module(s) available.

Groups restrictions		
Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test1	<input type="checkbox"/>	<input type="checkbox"/>


[Save restrictions](#)

Click the "Save restrictions" button after each section change.



Countries restrictions

This is a shortened form for a very long list of countries.

Clicking on the heading graphic icons of each payment option will check or uncheck all boxes.

 **Countries restrictions**

Please mark the checkbox(es) for the country or countries in which you want the payment module(s) available.

Countries restrictions		
Afghanistan	<input type="checkbox"/>	<input type="checkbox"/>
Albania	<input type="checkbox"/>	<input type="checkbox"/>
Algeria	<input type="checkbox"/>	<input type="checkbox"/>
American Samoa	<input type="checkbox"/>	<input type="checkbox"/>

Click the "**Save restrictions**" button after each section change.

Currencies

With PrestaShop, you can add an unlimited number of currencies to be used on your Front Office (FO).

Adding a new currency

1. Go to Back Office (BO) → Payment → Currencies
2. Click Add New.
3. Fill in the fields and select a currency formatting from the drop-down list.
4. Click Save.



Note: In the Conversion rate field, type only numerical values, e.g., 1.38. Do not include any currency symbols.

Changing the default currency

The default currency is the currency PrestaShop will display by default when a customer visits your online store.

To change the default currency:

1. Go to Back Office (BO) → Payment → Currencies
2. In the Currencies options section, select a new default currency from the drop-down list.

Changing how a currency is displayed

1. Go to Back Office (BO) → Payment → Currencies
2. In the list of currencies, click on the currency of which you want to change the format.
3. On the currency's detail page, select a new formatting from the drop-down list.
4. Click Save.

Updating currency rates in real time

1. Go to Back Office (BO) → Payment → Currencies
2. In the Currencies options section, click Update currencies rates.

Taxes

With PrestaShop v1.0, tax functionality has been expanded.

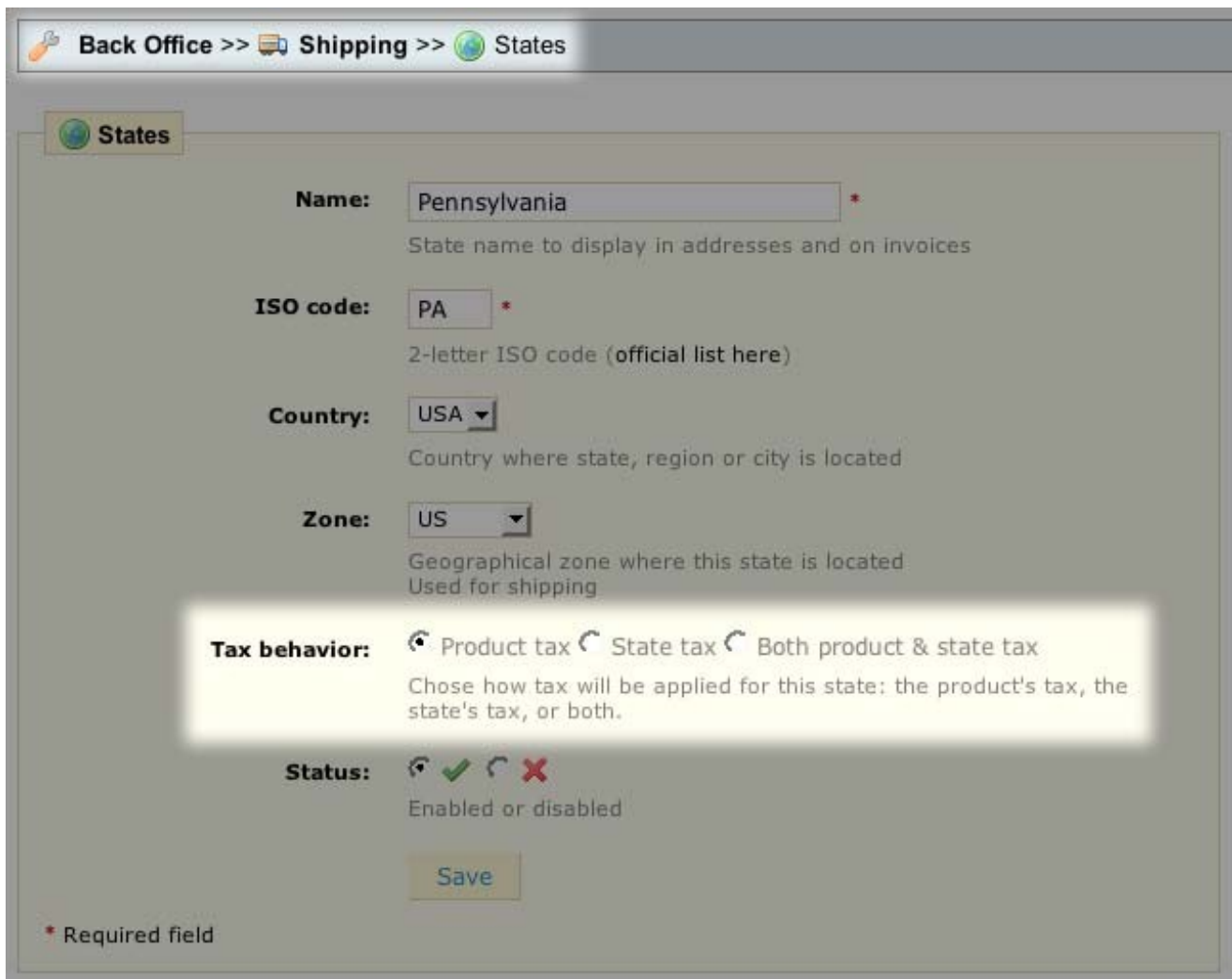
Taxes in PrestaShop can be assigned to a product, a state/region, or a zone.

To assign a tax, you must first create the tax, thus adding it to the list of taxes available in your online boutique.

How PrestaShop calculates tax

When a customer purchases a product in your online store, PrestaShop first checks whether or not the customer resides in a state.

If so, the tax is applied according to the tax behavior that the merchant sets up in the Back Office (BO) → Shipping → States → the state in question.



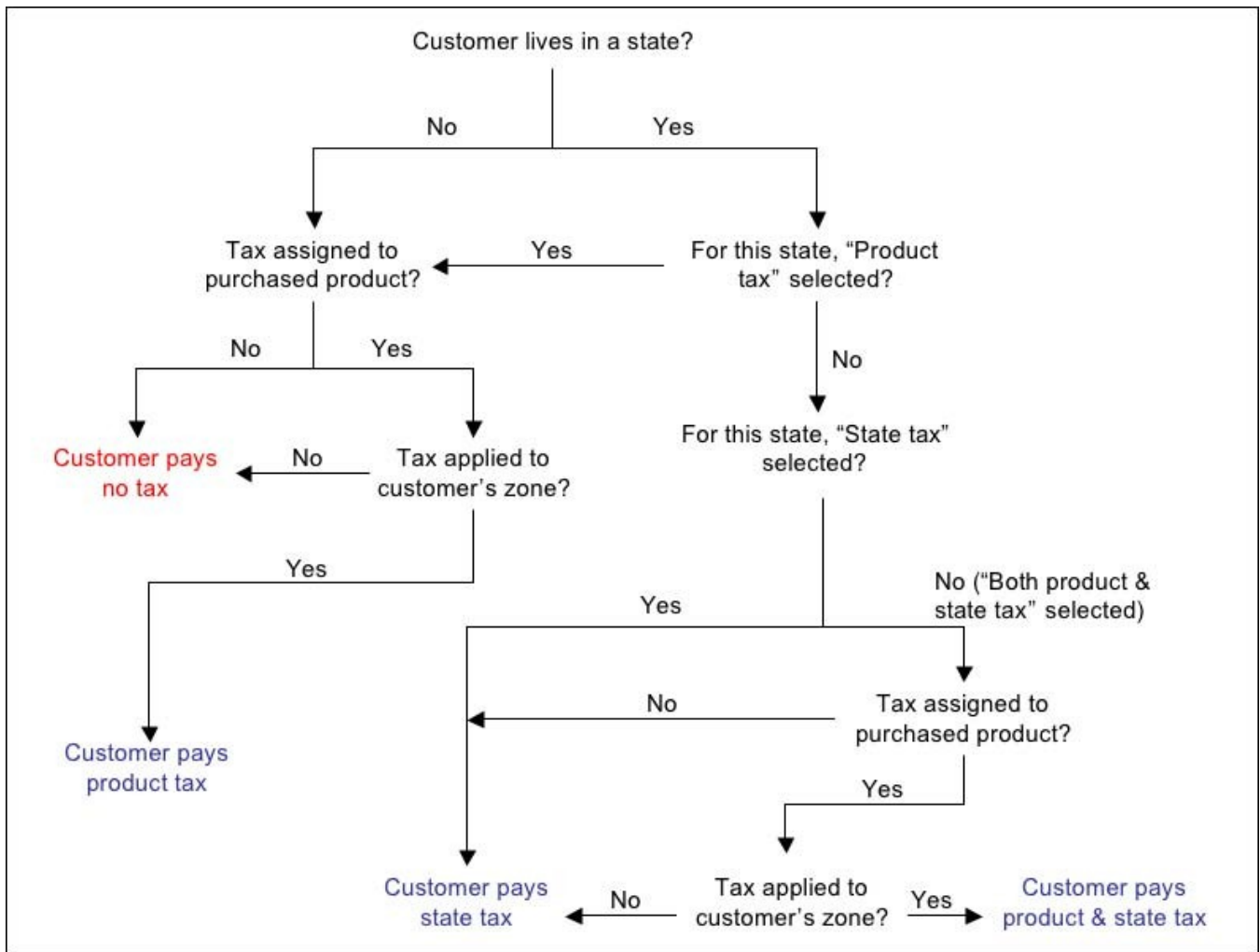
The screenshot shows the PrestaShop Back Office interface for configuring a state. The breadcrumb trail at the top reads "Back Office >> Shipping >> States". The main heading is "States". The configuration form includes the following fields:

- Name:** Pennsylvania * (required field). Description: State name to display in addresses and on invoices.
- ISO code:** PA * (required field). Description: 2-letter ISO code (official list here).
- Country:** USA (dropdown menu). Description: Country where state, region or city is located.
- Zone:** US (dropdown menu). Description: Geographical zone where this state is located. Used for shipping.
- Tax behavior:** Radio buttons for "Product tax", "State tax", and "Both product & state tax". Description: Chose how tax will be applied for this state: the product's tax, the state's tax, or both.
- Status:** Radio buttons for "Enabled" (with a green checkmark) and "Disabled" (with a red X). Description: Enabled or disabled.

A "Save" button is located at the bottom of the form. A legend at the bottom left indicates that an asterisk (*) denotes a required field.

If the customer resides in a country but not in a state, PrestaShop applies taxes according to product tax and zone only.

The following chart illustrates the process by which PrestaShop determines how to apply tax to a purchased item.



Creating a tax

If you are creating a tax that will be associated with at least one zone or state/region, then you must create the zone or the state before you can create the tax. These are usually created upon installation.

After you have created the zone or state, you can create the tax.

1. Go to Back Office (BO) → Payment → Taxes
2. Click Add new.
3. In the Tax detail page, type the name and the rate.
4. Mark the checkbox(es) of the Zone or State in which you want to activate the tax. If Zone is chosen tax will be applied to the whole Zone. If a State is chosen tax will be applied to that

State only and you will need to set the "Tax behavior" of that State under Shipping → States → your state to "State tax".

5. Click Save.

Assign tax to a product

Unless your taxes are determined solely by state taxes, you must assign a specific tax to a specific product.

1. If you have not created the tax, you must create it before you can assign it to a product.
2. After you have created the tax, go to Back Office (BO) → Catalog → Category → Product's page → Info tab.
3. On the Information tab, select a tax from the Tax drop-down list.
4. Scroll down and click Save product properties.



Note: Be sure to activate the tax in the appropriate zones or states in Back Office (BO) → Payment → Taxes → Tax detail page. If a customer buys a product with an assigned tax but lives in a zone or state for which that tax has not been activated, the tax will not be applied.

Examples: Assigning different taxes to different states/regions/provinces

For merchants in the US and Canada and elsewhere, it is sometimes necessary to apply no taxes or a combination of taxes to a customer's order, depending on the billing address.

United States

The following is an example of how to set up taxes in the US so that customers do not pay any tax except the residents of certain multiple US states. The tax rate has to be the same rate for all states chosen.

Let's say that only residents of Pennsylvania, California, and Texas have to pay a 5% sales tax.

1. In Back Office (BO) → Shipping → Zones, you create a Zone, "US". This is usually created during installation.
2. In Back Office (BO) → Shipping → Countries, you create a country, "USA", assign it to the "US" Zone, and for the field "Contains states" you indicate Yes. This is usually created during installation.
3. In Back Office (BO) → Shipping → States, you create the USA states and assign them to the country "USA" and the zone "US". This is usually created during installation. For each State, in the Tax behavior field, you indicate Product tax — except Pennsylvania, California, and Texas, for which you indicate "State" tax.
4. In Back Office (BO) → Payment → Taxes, you create one tax rate, 5%, for which you mark only the Pennsylvania, California, and Texas state checkboxes.

5. For each product in your catalog, select "No tax" in the Tax drop-down list.

Canada

The following is an example of how to set up taxes in Canada so that all users pay a global tax and the residents of a particular province pay an additional tax.

Let's say that you want to assign a single uniform tax of 5% to all products in your catalog. However, residents of Quebec must also pay an additional 7.5% tax.

1. In Back Office (BO) → Shipping → Zones, you create a Zone, "Canada".
2. In Back Office (BO) → Shipping → Countries, you create a country, "Canada", assign it to the "Canada" Zone, and for the field Contains states you indicate Yes.
3. In Back Office (BO) → Shipping → States, you create the Canadian provinces and you assign them to the country "Canada". For each, in the Tax behavior field, you indicate Product tax — except Quebec, for which you indicate Both product & state tax.
4. In Back Office (BO) → Payment → Taxes, you create two taxes, 5% and 7.5%.
 - For the 5% tax, you mark the "Canada" Zone checkbox.
 - For the 7.5% tax, you mark only the "Quebec" State checkbox
5. For each product in your catalog, select "5%" in the Tax drop-down list.

Deactivate taxes for the entire store

To turn off taxes for your Front Office (FO):

1. Go to Back Office (BO) → Payment → Taxes
2. In the Tax options section, select Yes or No to have taxes enabled on the Front Office (FO).
3. Click Save.

Vouchers

Create and enable Vouchers (Discount options) in your store.

Catalog Customers Orders Payment Shipping Stats Modules Employees Preferences Tools

Currencies Taxes Vouchers

Back Office >> Payment >> Vouchers

Vouchers

Code: *

The voucher's code, at least 3 characters long, which the customer types in during check-out

Type:

Categories:

<input type="checkbox"/>	ID	Name
<input checked="" type="checkbox"/>	1	Home
<input checked="" type="checkbox"/>	3	Accessories
<input checked="" type="checkbox"/>	2	iPods
<input checked="" type="checkbox"/>	4	Laptops

Mark all checkbox(es) of categories to which the discount is to be applied *

Description: *

Will appear in cart next to voucher code

Value: *

Either the monetary amount or the %, depending on Type selected above

Total quantity: *

Total quantity available (mainly for vouchers open to everyone)

Qty per each user: *

Number of times a single customer can use this voucher

Minimum amount *

Leave blank or 0 if not applicable

Cumulative with other vouchers

Cumulative with price reductions

To be used by:

Filter:

From: *

Start date/time from which voucher can be used
Format: YYYY-MM-DD HH:MM:SS

To: *

End date/time at which voucher is no longer valid
Format: YYYY-MM-DD HH:MM:SS

Status:

Enable or disable voucher

Total quantity: Total quantity available (mainly for vouchers open to everyone)

There are 2 quantities to set for the voucher.

1. Total quantity → Global quantity (e.g., the voucher may be available to all of your customers but a setting of "200" would mean the first 200 customers that use it first. If you want all of your customers to be able to use a voucher then you would set the "Total quantity" field to a value of your customer database (e.g., 5,000 customers = Total quantity setting of 5,000).
2. Qty per each user → number of times a single customer can use a voucher.

A way to help promote your store is when customers purchase a certain amount and above you can send them a voucher for future purchases with an expiration date. After the customer uses the voucher the voucher can then be deleted.

SHIPPING

With PrestaShop, you can set up your shipping to be calculated in terms of either weight or price.

Most carriers that will ship your goods to your customers use weight as the determining factor, but with PrestaShop, you can alternatively base it on the product's price, if you prefer.

Setup your shipping carriers and set a default carrier from the shipping tab.

For the purposes of this section, you will be shown how to set up shipping costs based on weight, but the process for basing it on price is very similar.



Please choose additional Shipping sub-sections to setup after clicking and editing the Shipping tab.

To configure how your online shop will calculate shipping costs based on weight:

1. Make sure that you have entered a **weight for each product** on its Back Office (BO) product page (Back Office (BO) → Catalog → product page → Information tab). If a product doesn't have a weight, then weight-based shipping costs will not work.

Also, be sure that you have adjusted the weight, if necessary, for each combination of the product you have created in the Attributes tab (Back Office (BO) → Catalog → product page → Attributes → tab).

For example, you might sell a picture frame that comes in 3 colors (Gold, silver, and bronze) and in 3 sizes:

- Small (S), weighing 0.5 lbs
 - Medium (M), weighing 1 lbs
 - Large (L), weighing 1.5 lbs
2. **Create the different Zones** to which you will be delivering (Back Office (BO) → Shipping → Zones). Each Zone will have a different and unique shipping cost. In our example, USA is our home country and we're shipping to 2 Zones called "Europe" and "US". Several zones are setup during installation that you can edit or remove.
 3. **Setup your Carriers** (Back Office (BO) → Shipping → Carriers) editing them for your particular store and Zone. The carriers must be setup first before setting up any weight ranges. Carriers are setup during installation that you can edit or add new ones.
 4. **Assign different countries and/or states to each Zone** (Back Office (BO) → Shipping → Countries) and (Back Office (BO) → Shipping → States). This is usually done during the installation.

✔ **Note:** Customers that live in a country or state that has not been assigned to a Zone will not be charged shipping.

In our example, we assign European countries to the "Europe" Zone and the USA, Canada, and Mexico to the "North America" Zone.

5. Now we will set up how much we will charge for shipping based on weight to the different Zones. The heavier the package and the farther away the destination, the more the Carrier charges, and so the more we want to charge our customers for shipping.

Weight Ranges

1. First, we **create the weight ranges** (Back Office (BO) >> Shipping >> Weight ranges). In our example, each weight range is increased by 500 g.

The screenshot shows the 'Weight ranges' management interface in the Back Office. The breadcrumb path is 'Back Office >> Shipping >> Weight ranges'. The interface includes a navigation bar with 'Catalog', 'Customers', 'Orders', 'Payment', 'Shipping', and 'Stats'. Below this, there are icons for 'Carriers', 'Countries', 'Zones', 'Price ranges', and 'Weight ranges'. The main content area has a '+ Add new' button, a 'Page 1 / 1 | Display 20' indicator, and 'Reset' and 'Filter' buttons. A table lists the weight ranges with columns for 'ID', 'From', 'To', and 'Actions'. The table contains 7 rows of data, each with a checkbox, an ID, 'From' weight, 'To' weight, and edit/delete icons. A 'Delete selection' button is located at the bottom left of the table.

<input type="checkbox"/>	ID	From	To	Actions
<input type="checkbox"/>	--			--
<input type="checkbox"/>	2	0kg	0.5kg	
<input type="checkbox"/>	3	0.51kg	1kg	
<input type="checkbox"/>	4	1.01kg	1.5kg	
<input type="checkbox"/>	5	1.51kg	2kg	
<input type="checkbox"/>	6	2.01kg	2.5kg	
<input type="checkbox"/>	7	2.51kg	3kg	

2. Next, we **assign a shipping cost to each weight range** we've created (Back Office (BO) >> Shipping homepage). In our example, to ship using Carrier "La Poste", we will charge the

customer in Europe 1 euro for up to 0.5 kg the customer in North America 2 euros for the same weight.

The screenshot shows the PrestaShop Back Office interface for shipping configuration. The top navigation bar includes Catalog, Customers, Orders, Payment, Shipping, Stats, and Modules. Below this, there are sub-navigation options for Carriers, Countries, Zones, Price ranges, and Weight ranges. The main content area is titled 'Back Office >> Shipping' and contains a 'Handling' section with the following fields:

- Handling charges: 2 €
- Free shipping starting at: 20000 €
- Free shipping starting at: 20000 kg
- Billing: According to total price, According to total weight

A 'Save' button is located below these fields. Below the Handling section is a section titled 'Fees by carrier, geographical zone, and ranges' with a 'Fees' sub-section. The 'Carrier' is set to 'La Post'. A table shows shipping fees for different zones and weight ranges:

Zone / Range	0kg to 0.5kg	0.51kg to 1kg	1.01kg to 1.5kg	1.51kg to 2kg	2.01kg to 2.5kg	2.51kg to 3kg
Europe	1.00 €	1.50 €	2.00 €	2.50 €	3.00 €	3.50 €
North America	2.00 €	3.00 €	4.00 €	5.00 €	6.00 €	7.00 €

A 'Save' button is located below the table.

Your shipping costs are now configured.

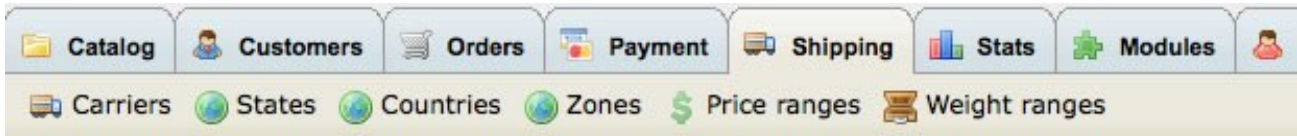
In our example, let's say that on the Front Office (FO), a customer in the USA buys 2 medium Gold Frames which weigh 1 kg each. The total shipping weight will be 2 kg, and so PrestaShop will charge this customer 5 euros for shipping costs.



Note: Tax may or may not apply to different Zones to which you ship. You can activate or deactivate taxes according to the shipping zone in Back Office (BO) → Payment → Taxes.

States

States are geographical locations in the United States. Edit the state tax behavior that is your tax state. These states are usually set during the installation but check the Status and Tax Behavior for your state. This will usually be "State tax" for the US.f



Back Office >> Shipping >> States

States

Name: *

State name to display in addresses and on invoices

ISO code: *

1 to 4 letter ISO code (official list here)

Country:

Country where state, region or city is located

Zone:

Geographical zone where this state is located
Used for shipping

Tax behavior: Product tax State tax Both product & state tax

Chose how tax will be applied for this state: the product's tax, the state's tax, or both.

Status:

Enabled or disabled

* Required field

Countries

Edit to set the status and whether the country contains states. The countries are usually setup during the installation but check your country's status and whether states are contained within your country.

Zones

Zones are essential to PrestaShop, as they are used to apply shipping charges and/or taxes to the final sale total.

Zones are not necessarily geographical locations; think of them as groups, which can contain any combination of states and countries.

To create a Zone:

1. Go to Back Office (BO) → Shipping → Zones.
2. Click New.
3. Type the name of the Zone.
4. Select whether or not to apply shipping charges to this Zone.
5. Click Save.

STATS

All available statistic modules are displayed in the Navigation list beneath the calendar.

In the Settings sub-tab, you can also customize the Stats tab to fit your needs and resources, change the graph rendering engine, and adjust the database settings.

Use the calendar on the left to select the time period.

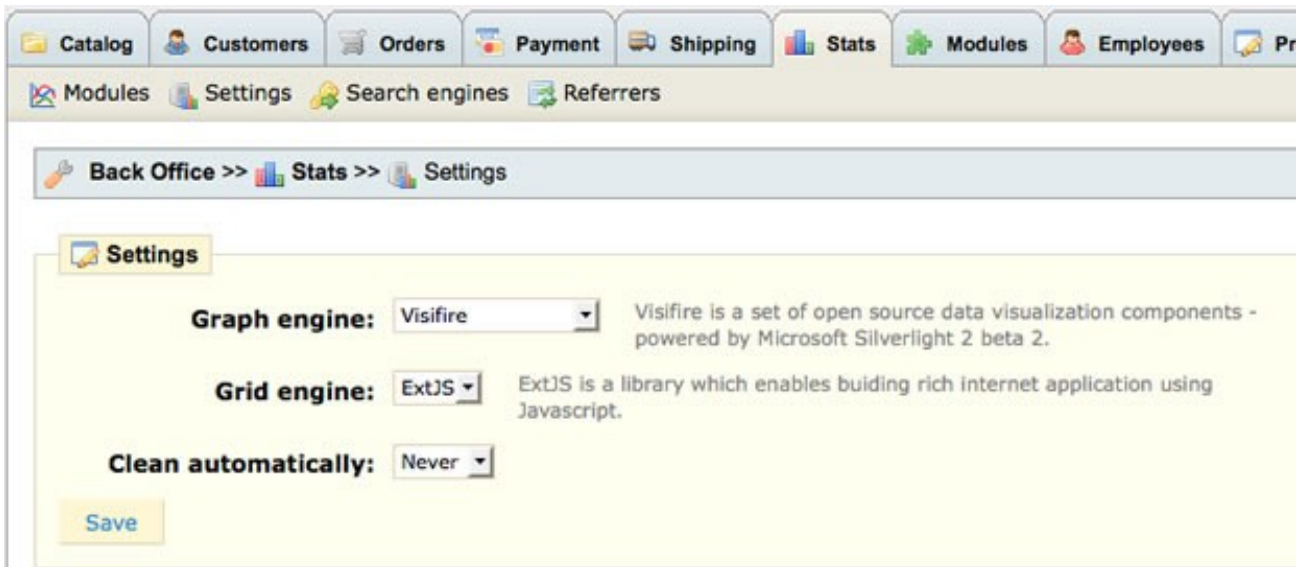
i Please choose additional Stat sub-sections to setup after clicking and editing the Stats tab.

Modules

A visit correspond to the coming of an internet user on your shop. Until the end of his session, only one visit is counted. A visitor is an unknown person - who has not registered or logged on - surfing on your shop. A visitor can come and visit your shop many times.

Set the Graph Engine.

Settings




Search engines

List of search engines to spider your site which can be added to.

Referrers

PrestaShop Modules can be installed or uninstalled as the “icon legend” on the right shows. A newly created module can be added by clicking on “Add a new module”.

With PrestaShop you can move modules within a section of the page (a “hook”) or to different parts of a page, and/or limit their appearance to certain pages.

 Please choose additional Module sub-sections to setup after clicking and editing the Modules tab.

Moving / changing the order of module display

To move a module up or down in the order of modules displayed in a section of a page, also known as a “hook”:

1. Go to Back Office (BO) → Modules
2. Click Positions.
3. In the list of hooks, click the up or down arrow icons to change the module’s display order or you can just drag and drop the arrows for module positioning.

Transplanting a module

For most modules, transplantation can easily be done directly via the Back Office (BO). Certain modules require altering the code in order to transplant the module.

Transplanting a module via the Back Office (BO)

1. Go to Back Office (BO) → Modules
2. Click **Positions**, located in the upper-left corner of the Modules page.
3. Click **Transplant a module**.
4. In the Module drop-down list, select the module you want to transplant.
5. In the Hook Into drop-down list, select where you want to transplant the module to.
6. In the Exceptions field, type the name of the file(s) of the pages in which you do not want the module to appear.
7. Click **Save**.

Most modules are self-explanatory but a few need additional information.

Advertisement – 1 module

Google AdSense

Integrate the Google AdSense script into your shop.

Products – 5 modules

Cross selling v0.1

Customers who bought this product also bought ...

Working example is:

1)

- You buy 3 "product A" on **one** order.
- You validate this order in the admin with "payment accepted".
- When you go on product page of "product A: cross selling module does not show.
- This is correct.

2)

- You buy 2 "product A" and 1 "product B" on **one** order.
- You validate this order in the admin with payment accepted.
- When you go on product page of "product A" the cross selling module shows and you can see "product B" on the list.
- When you go on product page of "product B" the cross selling module shows and you can see "product A" on the list.
- This is correct. If one single order has several different products in it the cross selling module activates because of the relationship of one type of product to another different type of product.

RSS products feed

Generates a RSS products feed of your shop making it possible for customers to follow the updates of the site as of the addition of a new product, etc.

Product Comments

Allow users to post comment about a product.

Products Category

Display products of the same category on the product page.

Product tooltips

Show how many people are watching a product page, last sale and last cart add

Send to a Friend module

Allows customers to send a product link to a friend.

Payment – 8 modules

Bank Wire

This module enables you to accept the payments by bank wire. Once the order carried out, the payment remains on standby. You must confirm the order manually as soon as you receive the transfer.

Cash on delivery (COD)

This module enables you to leave the choice to the customer to pay cash during the delivery.

Cheque

Module for accepting payments by cheque. If the customer chooses this method of payment, the order will on standby take the statute "Payment". Consequently, you must manually validate the order as of reception of the cheque.

Google Checkout

This module makes it possible your customers to use their account [Google checkout](#) to carry out their payments and to follow their order.

Hipay

Accepts payments by Hipay

Moneybookers

Accepts payments by Moneybookers one of Europe's largest online payments systems and among the world's leading eWallet providers, with over nine million account holders.

PayPal

This module makes it possible your customers to pay their purchases via their Paypal account. To use this module go on the article

In order to use your PayPal payment module, you have to configure your PayPal account (sandbox account as well as live account). Log in to PayPal and follow these instructions.

In *Profile* → *Selling Preferences* → *Website Payment Preferences*, set:

- **Auto Return** : Off,
- **Payment Data Transfer** to **Off**.

In *Profile* → *Selling Preferences* → *Postage Calculations*

- check **Click here to allow transaction-based shipping values to override the profile shipping settings listed above**

All PrestaShop currencies must be also configured inside Profile > Financial Information > Currency balances

PaypalAPI

Accepts payments by PayPal using API.

Follow these steps in order to obtain your API authentication information by using an API signature as the authentication mechanism. If you are testing with a virtual account, repeat these steps both on the virtual account and on the real account at the same time. We recommend that you open a separate Web browser session when carrying out this procedure.

1. Log in to your PayPal Premier or Business account.
2. Click the Profile sub-tab located under the My Account heading.
3. Click the API Access link under the Account Information header.
4. Click the View API Certificate link in the right column.
5. Click the Request API signature radio button on the Request API Credentials page.
6. Complete the Request API Credential Request form by clicking the agreement checkbox and clicking Submit.
7. Save the values for API Username, Password and Signature (make sure this long character signature is copied).
8. Click the Done button after copying your API Username, Password, and Signature.
9. This will take you back to the API Access screen where you are finished.

Birthday Present

Offer your clients birthday presents automatically.

Canonical URL

Improve SEO by avoiding the "duplicate content" status for your Website.

Home Text Editor

Once installed, go in the configuration to configure the Front Office (FO) first page text and graphic.

Customers follow-up

Follow-up your customers with daily customized e-mails and discounts.

This module lets you send emails to customers under certain conditions in an attempt to get them to make an order.

1. Enabling "1. Canceled carts" option allows you to send a discount voucher valid for the specified number of days whenever a customer adds items to their cart, then leaves the site without making an order.
2. Enabling "2. Re-order" option allows you to send a discount voucher to a customer whenever you've accepted a payment from them for an order.
3. Enabling "3. Best customers" option allows you to send a discount voucher to a customer whenever they've spent over a certain amount on your website.
4. Enabling "4. Bad customers" option allows you to send a discount voucher to customers who haven't made an order for a specified number of days.

On the configuration page, you can see how many customers fit these criteria and how many emails will be sent the next time the script is run. You can run the script manually by entering the URL at the top of the configuration (**http://www.yourdomainname.com/modules/followup/cron.php?secure_key=xxxxxxxxxxxx**) in your browser whenever you want to send emails out, or you can automatically run the script by entering the URL in your cPanel under "Cron jobs".

You can tick the "Delete outdated discounts during each launch to clean database" box on the configuration page to **delete all generated vouchers that have passed the validity date you specified.**

Customers follow-up

Settings

Four kinds of e-mail alerts in order to stay in touch with your customers!

Define settings and put this URL in crontab or call it manually daily:

```
http://www.designhosting.us/betaTest/modules/followup/cron.php?secure_key=xxxxxx
```

1. Canceled carts

For each cancelled cart (with no order), generate a discount and send it to the customer

Enable

Discount amount %

Discount validity day(s)

Next process will send: **2 emails**

2. Re-order

For each validated order, generate a discount and send it to the customer

Enable

Discount amount %

Discount validity day(s)

Next process will send: **0 email**

3. Best customers

For each customer raising a threshold, generate a discount and send it to the customer

Enable

Discount amount %

Threshold \$

Discount validity day(s)

Next process will send: **0 email**

4. Bad customers

For each customer who has already passed at least one order and with no orders since a given duration, generate a discount and send it to the customer

Enable

Discount amount %

Since x days day(s)

Discount validity day(s)

Next process will send: **1 email**

Delete outdated discounts during each launch to clean database

Save

Statistics

Detailed statistics for last 30 days:

S = Number of sent e-mails
 U = Number of discounts used (valid orders)
 % = Conversion rate

Date	Cancelled carts			Re-
	S	U	%	
No statistic				

Google sitemap

Generate your Google sitemap file. It is very useful for the optimization of your referencing and the analysis of your shop.

Featured Products on the homepage

Displays Featured Products in the middle of your homepage

Customer loyalty and rewards

Provide a loyalty program to your customers which allows a system of points according to the amounts of the orders for customers.

Mail alerts

Configure to receive order and out of stock emails.

Newsletter v2.0

The Newsletter v2.0 Generates a .CSV file for mass mailings under the "Modules → Tools" section and is only for exporting either the customer who has checked to receive your newsletter in their account or someone who has signed up using the installed "block newsletter" module.

Customer referral program

Integrate a referral program system to your shop for those who refer others.

ReversoForm v1.0

A Fill Authentication form is a system for "France only" that fills in the form address from phone number.

SMS Tm4b

Sends an SMS for each new order.

Watermark

Protect your images from all copies.

Blocks – 23 modules

Block advertising

Adds a block to display an advertising.

Top seller block

Add a block displaying the shop's top sellers.

Cart block

Adds a block containing the customer's shopping cart.

Categories block

Adds a block featuring product categories that can be configured to a maximum depth.

Currency block

Adds a block for selecting a currency by the customer if you have several currencies installed.

Info block

Configure the CMS pages made in the "Tools → CMS tab.

Language block

Adds a block for selecting a language by the customer if you have several languages installed.

Link block

Post additional direct links towards a specific part of your shop (for example a direct link towards the page of a subcategory which you would wish to propose). You can define the link, the text which will be posted, the title of the block and the manner of sorting your links.

Manufacturers block

Displays a block of manufacturers/brands.

My Account block

Displays a block with links relative to user account.

New Products block

Displays a configurable block featuring newly added products.

Newsletter block v1.4

Adds a block for newsletter subscription which will inform your new subscribers of the innovations of your shop. While configuring, you will be able to decide to post the configuration in a new page, the sending of a confirmation email, and can send a welcome voucher code for a discount.

You have 2 signup newsletter options for customers.

1. Install this newsletter block v1.4 in the “Modules → Blocks” section which will install the module in your Front Office (FO) ... you don't have to be a customer to signup for this one.
2. Inside of a customer's account they can check to receive your newsletter ... you have to be a customer for this one.

Block payment logo

Adds a block to display all payment logo.

Permanent links block

Adds a block that displays permanent links such as sitemap, contact, etc.

RSS feed block

Adds a block displaying an RSS feed. You can configure the title of the block, add a feed URL, and the number of threads displayed.

Quick Search block

This module enables you to add a fast search field so your customers will quickly reach the products or information which they seek.

Specials block

Adds a block with current product Specials.

Suppliers block

Adds a block displaying suppliers to make it possible to directly find all the products of a supplier. You can configure the number of elements to be posted and if you want to post them in a list and/or a pull-down menu.

Tags block

Adds a configurable block containing a tag cloud.

User info block

Adds a block that displays information about the customer.

Footer links block

Displays miscellaneous configurable links added to the footer of your store.

Viewed products block

Adds a block displaying last-viewed products for your customers. You can configure the number of products to be posted.

Wishlist block

Adds a block containing the customer's wishlists.

Transplanting a module by modifying the code

Certain modules are not transplantable into other page sections because they lack the necessary code. For example, the Quick Search block contains templates for both column display and header display. On the other hand, the Currencies block only has one template file which only pertains to the header section.

If you want to display certain modules like the Currencies block in either the left or right column, you'll have to modify its template files. Likewise, the default Featured Products block can only be placed in the center content section of the main page. If you want to move it to a column, you'll have to do the customization yourself.

If you want to customize the transplantation of a module on a hook, you must create the PHP function in this module for the hook.

For example, for the Currency block, this function exists: `function hookTop($params)`. To transplant the Currency block into the right column, you need to create: `function hookRightColumn($params)`

Add, edit, and delete which employees may access the PrestaShop Back Office (BO).



Please choose additional Employee sub-sections to setup after clicking and editing the Employees tab.

Profiles

Create types of PrestaShop Back Office (BO) users (e.g., Administrator, Sales clerk, Inventory manager, etc.).

Permissions

Determine which Employee Profiles have access to which Back Office (BO) functions, and if they can view, add, edit, and/or delete information.

Contacts

Create and manage Contacts to whom e-mails are sent upon use of the Front Office (FO) Contact us form.

PREFERENCES

Set your preferences for both the Back Office (BO) and Front Office (FO), including enabling shop or disabling for maintenance, maintenance IP, enabling ssl, back office help boxes, terms of service, offer gift-wrapping, gift-wrapping price, gift-wrapping tax, offer recycling, cart display at login, and timezone among others.

The Preferences Tab lists several general settings for your store. Please study the use of each of these as they are very important in configuring how your store works.

They include:

1. PS directory - Name of the PrestaShop directory on your Web server, bracketed by forward slashes (e.g., /shop/)
2. Enable Shop - Activate or deactivate your shop. Deactivate your shop while you perform maintenance on it
3. Maintenance IP - IP addresses allowed to access the Front Office even if shop is disabled. Use coma to separate them (e.g., 42.24.4.2,127.0.0.1,99.98.97.96)
4. Enable SSL - If your hosting provider allows SSL, you can activate SSL encryption (https://) for customer account identification and order processing
5. Increase Front Office Security - Enable or disable token on the Front Office in order to improve PrestaShop security
6. Friendly URL - Enable only if your server allows URL rewriting (recommended)
7. Back Office help boxes - Enable yellow help boxes which are displayed under form fields in the Back Office
8. Terms of service - Require customers to accept or decline terms of service before processing the order
9. Conditions of use CMS page - Choose the "Conditions of use" CMS page for the "Terms of service" requirement if enabled.
10. Offer gift-wrapping - Suggest gift-wrapping to customer and possibility of leaving a message
11. Gift-wrapping price - Set a price for gift-wrapping
12. Gift-wrapping tax - Set a tax for gift-wrapping
13. Offer recycled packaging - Suggest recycled packaging to customer
14. Cart re-display at login - After customer logs in, recall and display contents of his/her last shopping cart
15. Round mode - You can choose the rounding of prices, rounding always superior, inferior or classical rounding.

16. Automatically check updates to modules - New modules and updates are displayed on the modules page

17. Timezone

NOTE: If you disable your store and want to change the text first set the default theme on the Preferences → Appearance page. Then go to Tools → Translations and choose the Front Office in the Translations drop down box and the flag of the country you are translating. Go to the "Maintenance" listing and change its text. The translation is for the default theme only.

After setting Admin → Preferences → "Enable SSL" to "Yes" these are the instructions for adding one of Comodo's "live" ssl certificates with the trust logo.

1. Put the Comodo graphic in your themes/*/img folder named logo_paiement_trust.jpg and upload. This will keep all the blockpaymentlogos in one place.

2. In modules → blockpaymentlogo → blockpaymentlogo.tpl file add this javascript and change the domain path to your Comodo graphic in your theme folder.

```
<script language="JavaScript" src="http://www.trustlogo.com/trustlogo/javascript/trustlogo.js"
type="text/javascript"></script>

<a href="http://www.instantssl.com" id="comodoTL">SSL</a>

<script
type="text/javascript">TrustLogo("http://www.domainname.com/themes/*/img/logo_paiement
_trust.jpg", "SC", "none");</script>
```


The blockpaymentlogo.tpl file should look like this:

```
i <!-- Block payment logo module -->
<div id="paiement_logo_block_left" class="paiement_logo_block">
<a href="{ $link->getCMSLink(5, $securepayment)}">



</a>

<script language="JavaScript" src="http://www.trustlogo.com/trustlogo/javascript/trustlogo.js"
type="text/javascript"></script>
<a href="http://www.instantssl.com" id="comodoTL">SSL</a>
<script
type="text/javascript">TrustLogo("http://www.domainname.com/themes/*/img/logo_paiement
_trust.jpg", "SC", "none");</script>

</div>

<!-- /Block payment logo module -->
```

As long as the config → smarty.config.inc.php file has \$smarty->force_compile set to true the image will show otherwise if set to "false" reset to "true" and upload for the Smarty engine to recompile and then set back to "false" and upload.

The Comodo "live" trust certificate will be attached along with the other blockpaymentlogos when you enable the Module → Tools → **Block payment logo** v0.1

i Please choose additional Preference sub-sections to setup after clicking and editing the Preferences tab.

Contact

Contact details such as shop name, shop email, business registration, shop address, zip code, city, state, country, phone, and fax need to be setup.

Appearance

Select your header logo, mail logo, invoice logo, favicon (browser window graphic next to url 32x32 pixels), and navigation pipe. If you just set the header logo it will apply to both the mail and invoice logos unless these are set to other graphics. Set your default theme if you have more than one theme.

Meta-Tags

Meta-Tags to change the meta information for 404.php, best-sales.php, contact-form.php, index.php, manufacturers.php, new-products.php, password.php, prices-drop.php, sitemap.php and supplier.php

Products

Choose how your products are displayed in the Front Office (FO).

Email

Determine how e-mails are sent by the Back Office (BO) (via the PHPmail() function or via an SMTP server).

Image

Customize the different sizes used by PrestaShop to display your images, and regenerate all your thumbnails.

Database

Configure the connection settings between PrestaShop and its MySQL database.

PDF

PDF settings for the encoding and font.

Localization

Setup your store's weight unit.

Search

Add search options with weight to each product section and indexing options to add missing products to the index and to re-build the entire index. Click to "Re-build entire index" after you have added additional products or if your site search is not showing all your search word products in the Front Office.

Several tools are available to manage your shop.

i Please choose additional Tool sub-sections to setup after clicking on the Tools tab.

Languages

[Back Office >>](#) [Tools >>](#) [Languages](#)

⚠ When you delete a language, all related translations in the database will be deleted.

Add new

Page 1 / 1 | Display 50 / 2 result(s)

[Reset](#) [Filter](#)

<input type="checkbox"/>	ID	Logo	Name	ISO code	Enabled	Actions
<input type="checkbox"/>	--	--			--	--
<input type="checkbox"/>	1		English (English)	en	✓	
<input type="checkbox"/>	2		Français (French)	fr	✓	

[Delete selection](#)

Languages options

Languages options

Default language:

The default language used in shop

[Save](#)

A listing of all languages to be made available to customers of your Front Office (FO).

Activating or deactivating a language is easy.

1. Go to Back Office (BO) → Tools → Languages
2. In the Enabled column, click to activate or to deactivate a language ... this will turn the language off without deleting it from the database.

Translations

Modify, export, or duplicate installed languages, or import a new language file.

Tabs

A complete listing of each heading tab and sub-tab in the store admin. Each heading tab in the store admin can be edited and moved to another parent category. The sub-tab positions can be changed to a different order for your convenience.

Quick Accesses

Quick accesses are links to various admin pages and the Front Office (FO) for easy access. These are located in the top right corner of the store admin after logging in. New links can be added. The link path can be found by clicking on a tab to link and look at the url comparing to the other access links setup.

The screenshot shows the 'Quick Accesses' management page in the store admin. At the top, there is a search bar with 'product, category...' and a 'catalog' dropdown. Below the search bar is a navigation bar with tabs for Catalog, Customers, Orders, Payment, Shipping, Stats, Modules, Employees, Preferences, and Tools. A secondary navigation bar contains icons for Languages, Translations, Tabs, Quick Accesses, Aliases, Import, Subdomains, DB backup, CMS, and Generators. The main content area shows the breadcrumb 'Back Office >> Tools >> Quick Accesses' and an 'Add new' button. Below this is a table with 5 results. The table has columns for ID, Name, Link, New window, and Actions. The table is currently displaying 5 results.

ID	Name	Link	New window	Actions
1	Home	index.php	✗	✗
2	My Shop	../	✓	✗
3	New category	index.php?tab=AdminCatalog&addcategory	✗	✗
4	New product	index.php?tab=AdminCatalog&addproduct	✗	✗
5	New voucher	index.php?tab=AdminDiscounts&adddiscount	✗	✗

Aliases

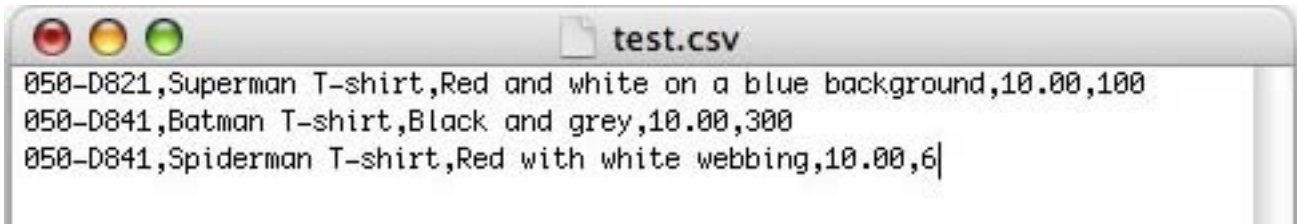
Aliases allow the store owner to add misspelled words of a product name as an alias to the correct spelling so if a customer misspells a word in a search in your store they will be directed to the correct product.

Import

You can import product data into PrestaShop by using the Import tool (also known as a “bulk lister”).

At present, data can only be imported from .CSV (Comma Separated Value) files. ([CSV on Wikipedia](#))

For example:



```
test.csv
050-D821,Superman T-shirt,Red and white on a blue background,10.00,100
050-D841,Batman T-shirt,Black and grey,10.00,300
050-D841,Spiderman T-shirt,Red with white webbing,10.00,6|
```

You can import the following values (PrestaShop 1.1):

- ID
- Active
- Name
- Categories (x,y,z...)
- Prices
- Tax rate
- On sale
- Reductions
- Reference #
- Supplier reference #
- Supplier
- Manufacturer
- EAN13
- Weight
- Quantity
- Short description
- Description
- Tags (x,y,z...)
- Meta-title
- Meta-keywords
- Meta-description
- Text when in-stock
- Text if back-order allowed
- Image URLs (x,y,z...)
- Features

To import product data:

1. Open your .CSV file in any text editor software to identify the column separator used. In many cases this is a ;, but it can be almost any character, for example, , or :.
 - For example: In your .CSV file, one line of data reads:
050-D821,Superman T-shirt,Red and white on a blue background,10.00,100
2. In Back Office (BO) → Tools → Import, browse to select the .CSV from your hard drive or network drive.

Back Office >> Tools >> Import

Upload

Select a file

You can also upload your file by FTP and put it in /home/designus/public_html/betaPresta/admin62/import.

Allowed files are only UTF-8 and iso-8859-1 encoded ones

Importation

Select which entity to import:

Select your .CSV file:

iso-8859-1 encoded file

Field separator: e.g. "1;ipod;129.90;5"

Multiple value separator: e.g. "ipod;red.jpg,blue.jpg,green.jpg;129.90"

Delete all categories before import ?

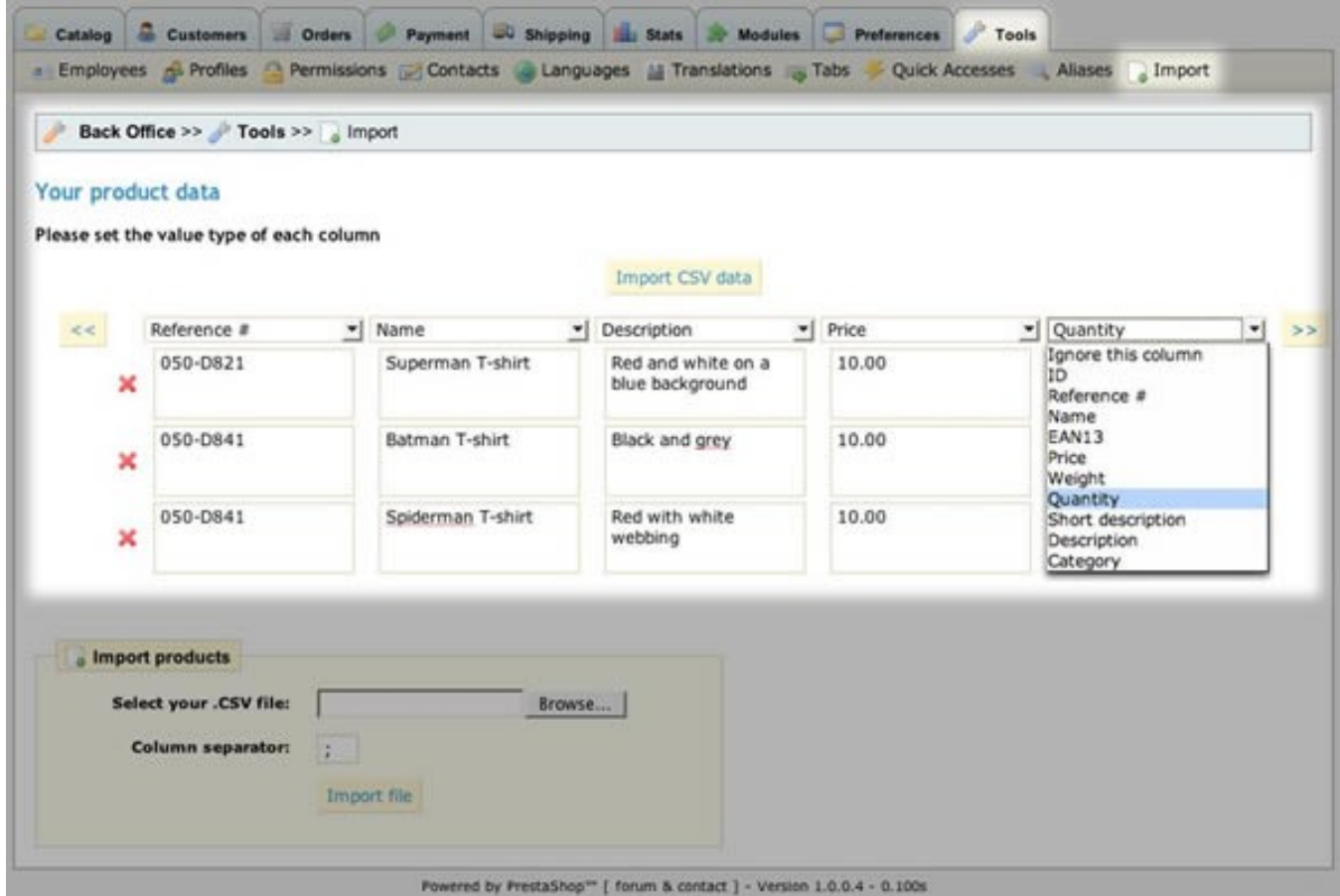
Note that the category import does not support categories of the same name

Fields available

ID
Active (0/1)
Name *
Parent category
Description
Meta-title
Meta-keywords
Meta-description
URL rewritten
Image URL

* Required Fields

3. In the Column separator: field, type the character used to separate values in the .CSV file you will be importing.
4. Click **Next Step**.
5. On the next page, the ten first lines of your file are displayed to help you to set up the import. Select from the drop-down list above each column the value you want to attribute to the corresponding value.
 - *Note:* You must designate at least one column as "Name".
 - *Note:* Data to be imported as "Price" and "Quantity" can only contain numbers (no currency symbols allowed).



6. To delete (ignore) a column, select **Ignore this column** in its drop-down list.
7. Click **Import .CSV data**.



NOTE: Please note that the imported products are added to your current product database. *No existing products are deleted.* This means that you can successively add .CSV files if desired.

As of PrestaShop v1.1, the quantity discounts are *not* importable using the Import tool.

Importing attributes

Attributes data can only be imported from a separate .CSV file.

You can import the following values:

- Product ID
- Options (group1:attribute11,group2:attribute21...)
- References
- EAN13
- Prices
- Ecotax
- Quantity
- Weight
- Default

Groups and attributes will be added automatically if they do not already exist.

Example:

```
id_product ; options ; reference ; supplier_reference ; ean13 ; wholesale_price ;  
price ; ecotax ; quantity ; weight ; default  
1;Length:120,Width:140;AB11242;15472C;1234567890123;120;900;5;10000;5;1  
1;Length:100,Width:160;AB11243;15473C;1234567890124;120;900;5;10000;5;0
```

Sub-domains

Add sub-domains used for your shop.

DB Backup

Create backups of your store database. Click to create new backup and on the next page a download is available (You can now **download the back-up file**). Always backup your store database on a regular basis especially after adding products or making other changes in your store admin.

CMS

Add pages to your Front Office (FO) Information module using the content management system (CMS). Click to add a new page or edit an already existing page.

After these pages are created they need to be enabled in the Modules section → Blocks → Info block and/or the Footer block by clicking the "Configure" link for each block.

Generators

Htaccess file generation

This tool will automatically generate a ".htaccess" file that will grant you the possibility to do URL rewriting and to catch 404 errors and can ONLY be used if you are hosted by an Apache web server.

If you do not have the "Friendly URL" in "Preferences" enabled when generating the ".htaccess" file, such feature won't be available.



Before being able to use this tool, you need to create a .htaccess blank file in your root directory and give it write permissions (chmod 777 on Unix system).

Robots file generation

This tool will automatically generate a "robots.txt" file that will grant you the possibility to deny access to search engines for some pages.



Before being able to use this tool, you need to create a robots.txt blank file in your root directory and give it write permissions (chmod 777 on Unix system)