

Easy eCommerce User Guide

Getting Started

1 INTRODUCTION

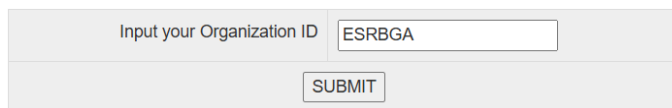
Recollect that when you created your Easy eCommerce database, you received a message that looked like this:-

Welcome to Easy eCommerce !
You are the ADMINISTRATOR of your organization, Pristine Products Pvt. Ltd., whose unique Organization ID is **ESRBGA**
In order to access the Main Menu, visit **<https://easyonlinesales2.appspot.com>**, and input your Organization ID.

Figure 1

You also received your default Administrator password in your email.

Accordingly, visit <https://easyonlinesales2.appspot.com>, whereupon you will see the following screen:-

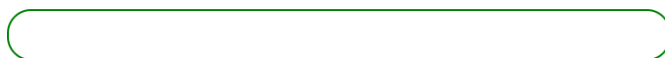


Input your Organization ID

Figure 2

Now input your Organization ID, let us say ESRBGA, and click **SUBMIT**. You will now see the **Main Menu** of *Easy eCommerce*:-

Welcome to Pristine Products Pvt. Ltd. ! When you come to buy our products for the first time, click **BECOME OUR CUSTOMER**, input your First Name, Last Name, Email ID and Address for product delivery, then click **SUBMIT**. You will now receive your default password in your email. Next click **CUSTOMERS**, login and click **BUY PRODUCTS**



ADMINISTRATOR

CUSTOMERS

BECOME OUR CUSTOMER

Figure 3

You, being the Administrator, should now click [ADMINISTRATOR](#), whereupon you will see the following login screen:-

| | |
|---------------------------------------|----------------------|
| Input your Password | <input type="text"/> |
| <input type="button" value="SUBMIT"/> | |

[Know your password / Change password ?](#)

Figure 4

Now input your password and click **SUBMIT**.

If you do not remember your password, click *Know your password / Change password ?* in the login screen (Figure 4), whereupon you will see the following forms:-

Want to change your password ?

| | |
|---------------------------------------|----------------------|
| Email ID: | <input type="text"/> |
| Password: | <input type="text"/> |
| <input type="button" value="SUBMIT"/> | |

Want to know your password ?
(Your current password will be emailed to you)

| | |
|---------------------------------------|----------------------|
| Input your Email ID: | <input type="text"/> |
| <input type="button" value="SUBMIT"/> | |

Figure 5

In the lower form, input your Email ID and click **SUBMIT**, whereupon you should see your password in your email INBOX, else in your spam folder. If you did not receive your password in your email, repeat the process, whereupon you should definitely see your password in your email.

When you input your password and click **SUBMIT** in the login screen (Figure 4), you will see the following **Admin Main Menu**:-

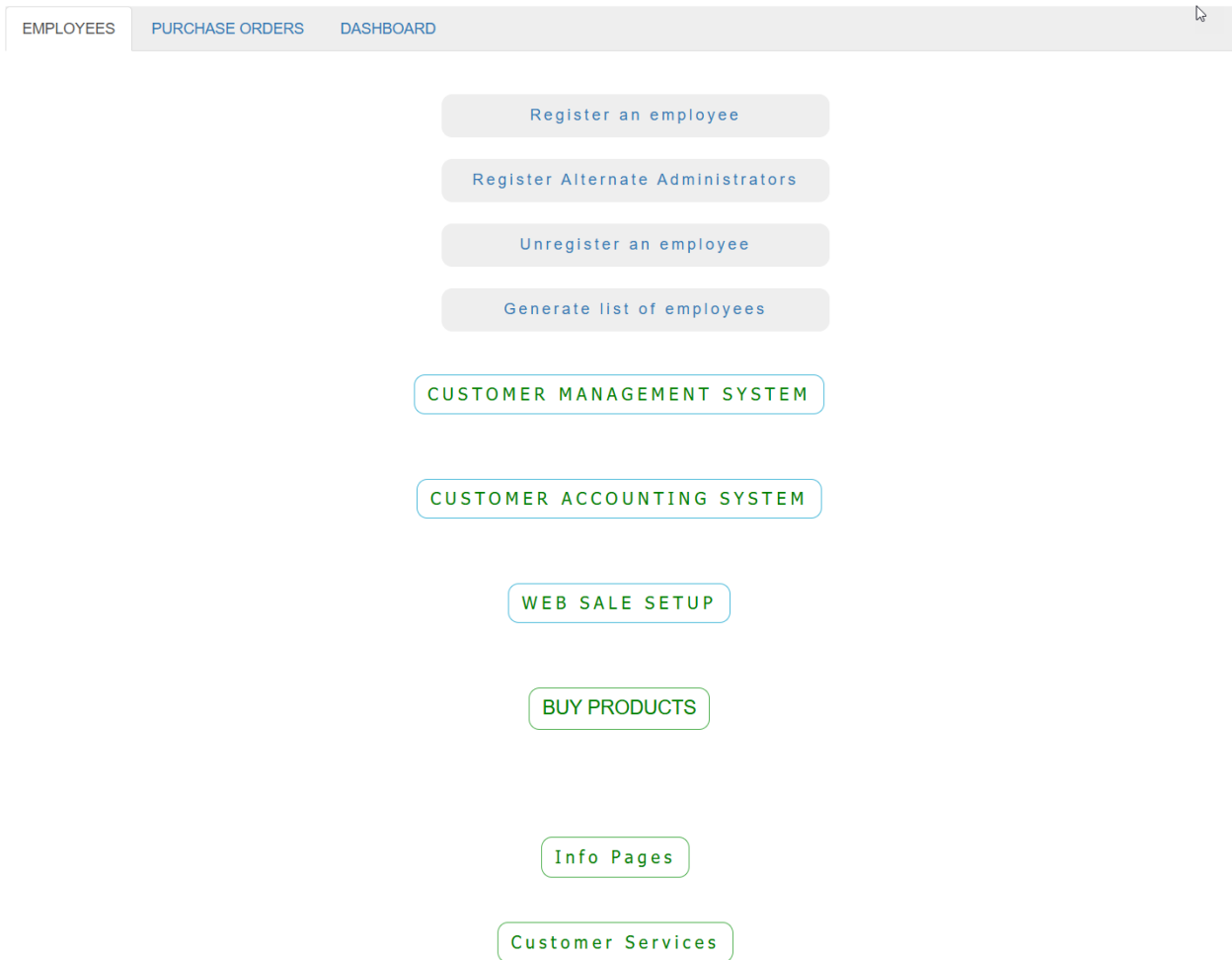


Figure 6

Under the **EMPLOYEES** tab, you can register one or more employees, who will all receive their default passwords by email. These employees are for functioning as Alternate Administrators. This is done by clicking **Register Alternate Administrators**.

When you click **PURCHASE ORDERS** tab in the Admin Main Menu (Figure 6), you will see the following menu:-

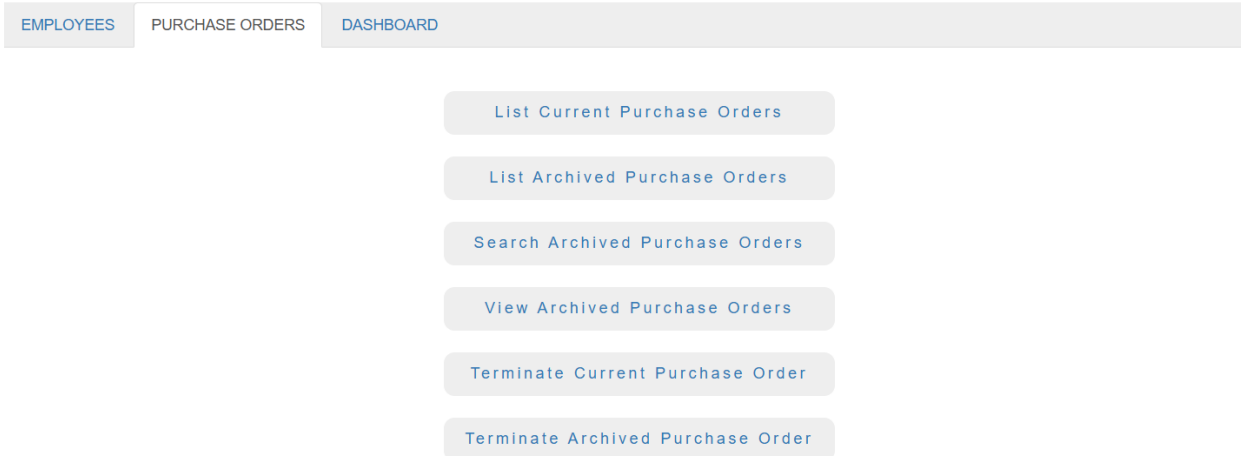


Figure 7

Only you, the Administrator, are authorized to terminate (i.e., completely remove from the database) a current or an archived Purchased Order.

2 CUSTOMER MANAGEMENT SYSTEM

By clicking **CUSTOMER MANAGEMENT SYSTEM** (Figure 6), Administrator will see the following menu:-

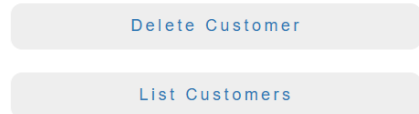


Figure 8

Remember that customers will be enrolling online by clicking **BECOME OUR CUSTOMER** in the Main Menu (Figure 3). These customers can be listed, and a specific customer can be deleted, if necessary, using the above menu.

3 CUSTOMER ACCOUNTING SYSTEM

By clicking **CUSTOMER ACCOUNTING SYSTEM** (Figure 6), Administrator will see the following menu:-

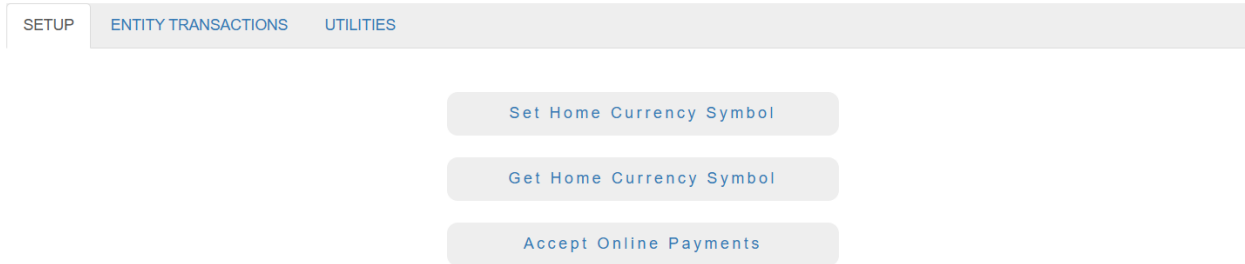


Figure 9

Please note that you *must* set Home Currency to Indian Rupee, i.e., INR, by clicking [Set Home Currency Symbol](#). Please also note that you *must* enable accepting online payments by customers by clicking [Accept Online Payments](#), and inputting your organization’s Bank Name, Bank Branch Name, Account Name, Account Number and IFSC code.

For more information, please see the Customer Accounting System User Guide.

4 WEB SALE SETUP

By clicking [WEB SALE SETUP](#) (Figure 6), Administrator will see the following menu:-

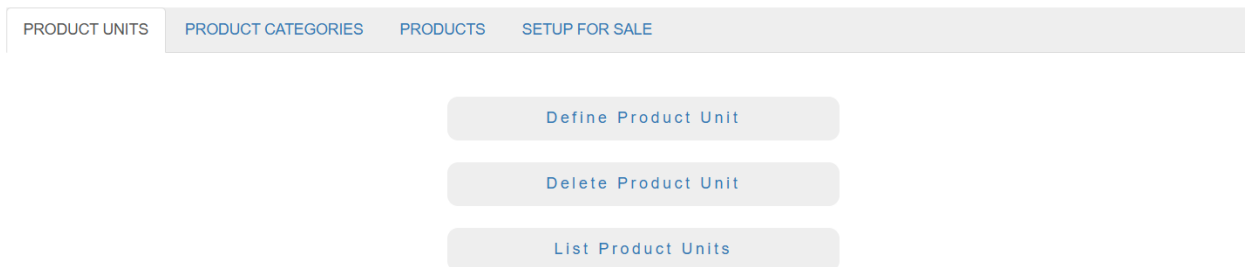


Figure 10

It is with this menu that the Administrator defines the products he / she wishes to sell online, defines the product prices, and sets them up for sale on the web. Please see the Web Sale Setup User Guide for detailed information.

5 INFO PAGES

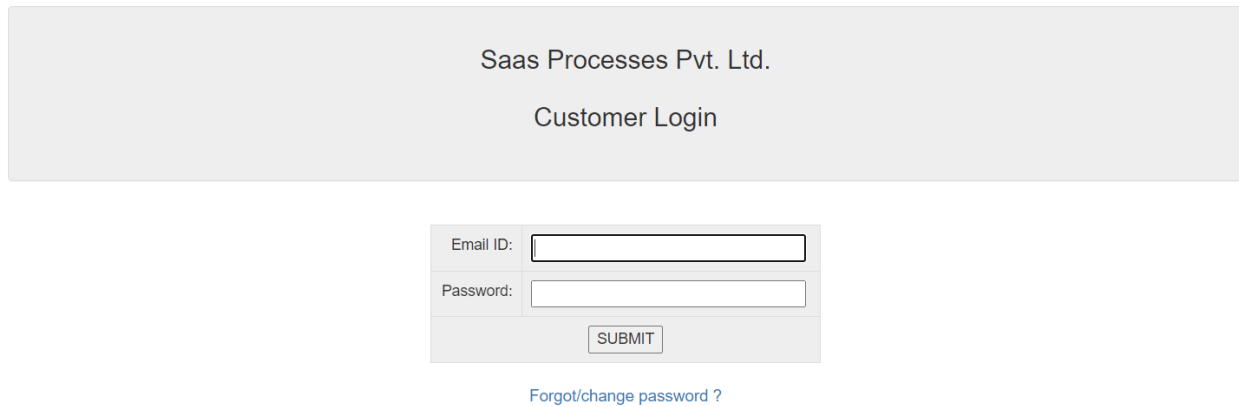
By clicking [Info Pages](#) (Figure 6), Administrator can, using a minimal knowledge of html and css, create one or more *named* Info Pages. These Info Pages will be accessible from within the rounded rectangle (which is empty to start with) above the Main Menu (Figure 3).

An Info Page is editable; it can also be altogether archived by the Administrator.

The collection of Info Pages can also serve as the website (or as a supplement to the website) of your organization / company. Please see the Info Pages User Guide to know how to create Info Pages.

6 CUSTOMER SERVICES

Only the original Administrator can click **Customer Services** in the **Admin Main Menu** (Figure 6), and avail the services of SAAS PROCESSES PRIVATE LIMITED. Upon clicking **Customer Services**, this is the login form he / she would see:-



Saas Processes Pvt. Ltd.
Customer Login

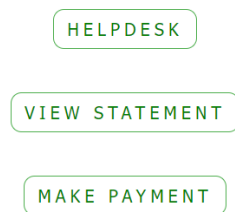
| | |
|---------------------------------------|--------------------------|
| Email ID: | <input type="text"/> |
| Password: | <input type="password"/> |
| <input type="button" value="SUBMIT"/> | |

[Forgot/change password ?](#)

Figure 11

Caution: The original Administrator must login using his / her *Customer Services password*, which is different from his Administrator password. In order to retrieve or change his / her Customer Services password, he / she should click [Forgot/change password ?](#) in Figure 11.

Upon logging in, he / she can access the following **Customer Services Menu**:-



[HELPDESK](#)

[VIEW STATEMENT](#)

[MAKE PAYMENT](#)

Figure 12

Click [HELPDESK](#), in order to avail our support. We will typically respond within 1 working day.

Click [VIEW STATEMENT](#), in order to view your account statement.

Click [MAKE PAYMENT](#), in order to make online payment of SaaS charges to SAAS PROCESSES PVT. LTD.