

Easy eCommerce User Guide

Info Pages

1 INTRODUCTION

Hereunder is shown the lower part of the **Admin Main Menu** of Easy eCommerce:-

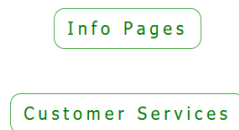


Figure 1

Click the button [Info Pages](#), whereupon you will see the following screen:-

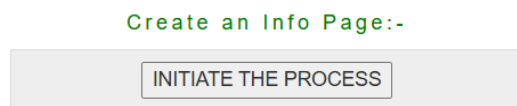


Figure 2

Next click **INITIATE THE PROCESS**, whereupon you will see the following screen:-

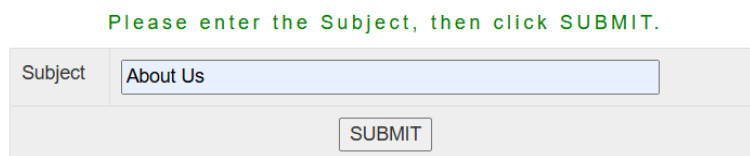


Figure 3

Now enter the name of the proposed Info Page, in this example, "About Us", then click **SUBMIT**, whereupon you will see the following screen:-

An Info Page skeleton with subject,
About Us,
has now been created.
You can immediately select it below, flesh it out, then
launch it:-

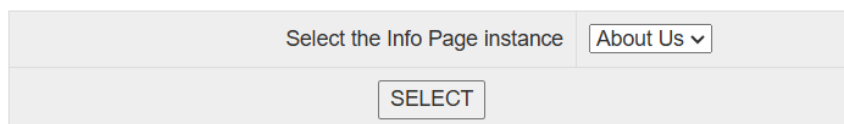


Figure 4

Now click **SELECT**, whereupon you will see the following screen:-

The screenshot displays a web interface for file upload. At the top, there is a grey header bar with the text "About Us". Below this is a white form area. The first part of the form contains the text "Select a file to upload, then click SUBMIT" followed by a "Choose File" button and the text "No file chosen". Below this is a "SUBMIT" button. The second part of the form contains two green instructions: "1. Upload files if any" and "2. Click SUBMIT.". Below the instructions is another "SUBMIT" button. At the bottom of the form, there is a grey bar with the text "Click below to terminate this Info Page" and an "ARCHIVE" button.

Figure 5

Now upload, one by one, zero or more files that you wish to be downloadable from the final Info Page, then click SUBMIT, whereupon you will see the following message:-

You may close this window, or
[Go to the Main Menu](#)

Figure 6

Now close the window, then go back to the **Admin Main Menu** (Figure 1). Now click [Info Pages](#), whereupon you will see the following screen:-

Create an Info Page:-

INITIATE THE PROCESS

Terminate an Info Page launched by yourself:-

Info Page No. 2 -- Subject: About Us

SELECT

Edit an Info Page:-

Info Page No. 2 -- Subject: About Us

SELECT

Figure 7

In order to edit the Info Page, click the SELECT button shown, whereupon you will see the following screen:-

Replace this text with your Info Page design

NOTIFICATION DESIGN GUIDELINES

Edit your design below, then click **SUBMIT**.
You will see the result between the two red border lines above.

```
<h3 style='text-align:center;'>Sahakaranagar Recreation Club</h3><br/><div style='font-size:16px;margin-left:auto;margin-right:auto;border-style:solid;border-width:3px;border-radius:50px;border-color:#cccfaf;padding:20px;'><br/>Replace this text with your Info Page design</div>
```




Figure 8

Above the horizontal red line is the way the final Info Page will look, and you can keep editing the page until the Info Page looks the way you want it to.