

# REVELATION

ACCOUNTING SOFTWARE

## *Training Module: Add-on Modules Online Shop Manager*



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## 1. Introduction

Revelation Accounting Software is proud to introduce one of the most dynamic features ever introduced into an “off-the-shelf” accounting package. The Online Shop Manager (or Ordering System) allows the Revelation user to setup and maintain an online shop from within Revelation, without the need for highly trained professionals or for huge monthly development fees. For under R 500.00 per month, you may now enjoy the functionality of a professional product, without the usual hassles that accompany such an essential business tool. Your clients will have easy online access to your product list, check pricing as well as place online orders with a simple click of a button.

This simple to use tool utilizes one of nine standard Templates, which you first download and then customise to suite your shop. You will be able to select which stock and Categories should be uploaded to the shop, as well as create Sub-Categories from within the Revelation stock file. You may then maintain stock pricing from within Revelation. Simply upload the new pricing to the shop whenever pricing changes.

Your clients could also use the online System as a quoting mechanism, thus freeing your staff and phone lines for more important duties. The orders placed online would then be downloaded straight into Revelation as a standard Sales Order that is linked onto the clients account.

You are also able to send e-mails and “Mailshots” to Clients, by making use of the built in e-mail engine provided. New prospective clients are also able to request accounts online.

Please take note that the online shop does not have a payment system as yet, (we are still busy with development, but please watch this space, it will be available soon).

We would like to take this opportunity to thank Glen Pearce, our chief developer, and our partner team from Vanto Technologies (Pty) Ltd, for pulling off this electronic wonder, well done guys. You have saved the Revelation Clients thousands in their own development costs. As part of the Vanto’s stride for excellence, they also offer further web development services, as well as the ability to have your online shop customised or even linked to your existing web page. Please visit the Vanto website [www.vanto.co.za](http://www.vanto.co.za) for more information and contact details.

For a first-hand experience of the product in action, please visit [www.revonline.co.za/sodafountain](http://www.revonline.co.za/sodafountain)

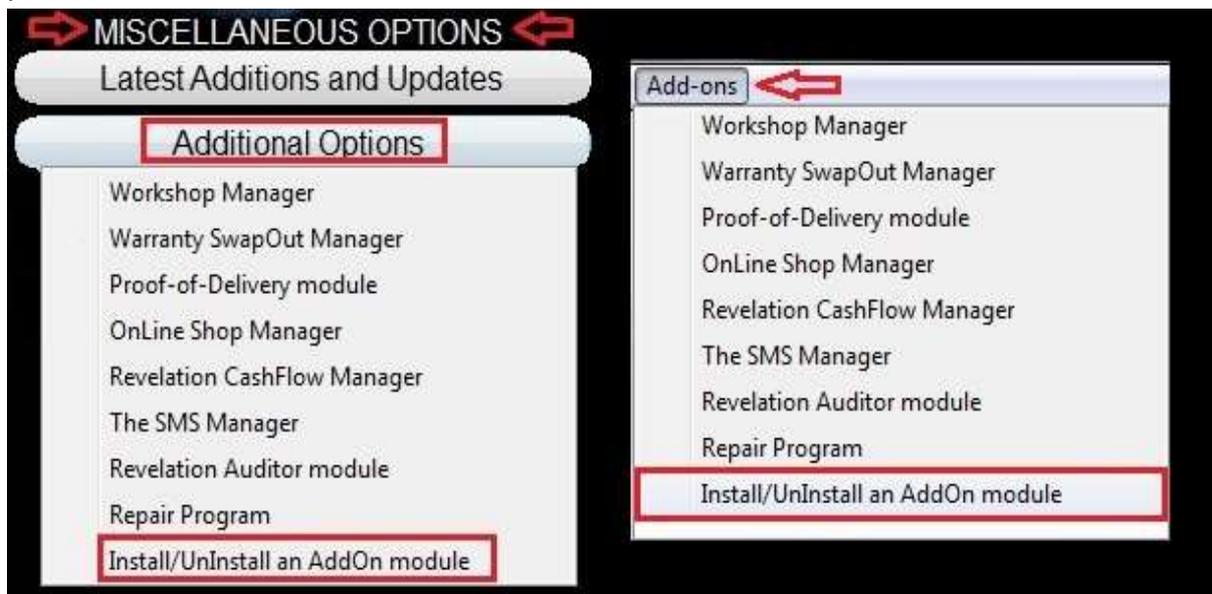


This is an active Revelation Company that has been setup using the Online Shop Manager...Enjoy!

.../4

## 2. Installing the Online Shop onto Revelation

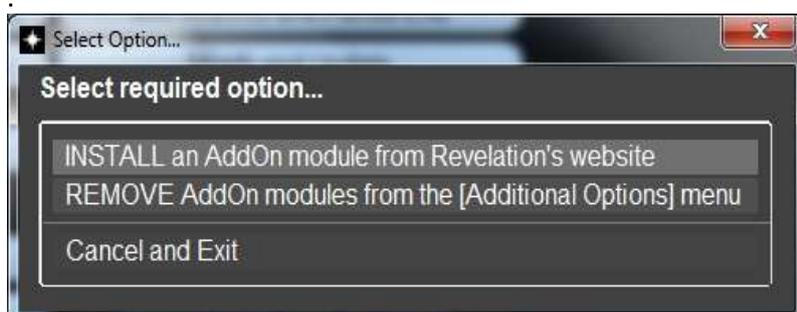
To install the Revelation Online Shop, you need to be connected to the internet. As part of our standard download facilities under the “Additional Options” menu, simply ADD the shop to your download selection by installing it off the web.



If your System is password Protected, you will be prompted for the SUPER password. Please check with your systems administrator, or, contact Revelation Accounting Software on **086 111 55 33** for more details or support in this regard.



Once the Password has been entered, choose the “INSTALL an AddOn Module...” option.



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Again, make sure that you are connected to the internet. If you are not, you may now cancel the connection download by clicking on the “No” or “Cancel” option. To Continue clicking on the “Yes” option.



Revelation will now download and display the Add-on Module Selection Screen. Please note: Depending on your internet Speed, this may take a few minute.



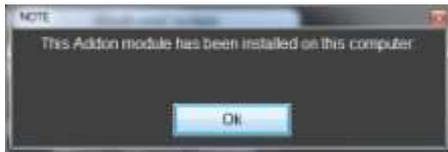
The Add-on menu may change from time to time. Now look for and double click on the “Online Shop Manager”. **Tip:** You may also click on the required option once and then press the Select button.



The download will automatically start. A progress bar should appear, indicating the download status.



On Completion, Revelation will self-extract the downloaded file and automatically install the Online Shop under the Additional Option Menu. To finish, simply click on the “OK” button. You will be taken to the Revelation Main Menu.



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### 3. Getting Started

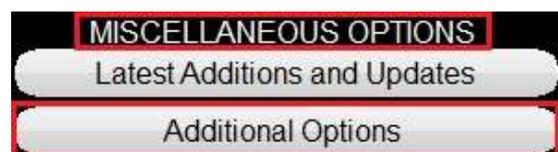
The online Shop is relatively easy to setup. Make sure that you have a current connection to the internet as Revelation will have to first download some file templates and then, upload your shop information onto the Web. Also make sure that you have a Logo (JPEG BITMAP or GIF format),



and a Banner. For the purpose of this demo, I used MS-Paint in Microsoft Windows to design a very basic banner. (A banner is simply a logo that is in a longer format, as in this sample below).

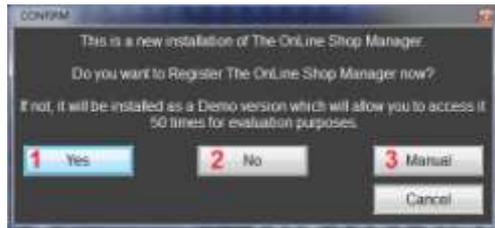


To access the Online Shop either click on the "Add-ons" dropdown menu on the task bar or click on Additional Options under the Miscellaneous Options Menu.



#### 3.1.1 Registering the Online Shop

The first time you access the online shop, you will be prompted to either register (1) the product or you may choose to run in demo Mode (2). You May also browse the online manual (3) or exit out of the shop setup by clicking the cancel button.



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If you have selected to register the product, (by clicking “yes” on option (1) above), the following registration options will appear. Make sure that the disc number is correct, as you are currently only allowed to register one Web shop instance per disc number. (A Revelation Package will be required for each shop that you would like to install online).



### 3.1.2 Register this Package against Disc no...

This option will permanently link and activate your Web Shop against a specific disc number. Only use this option if you have bought and paid for the Online Shop. (To evaluate the Shop Module, Select “Continue in DEMO mode” (3) rather. Once the shop is activated you will not be allowed to register the Online Module against another Company number).



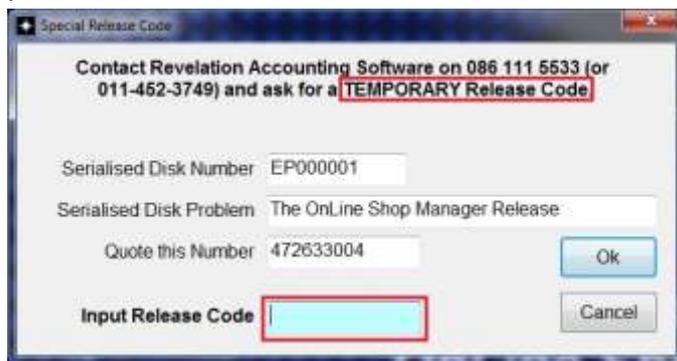
You will now be prompted to contact the support desk on 086 111 55 33 in order to register your shop. Please have your disc number ready. The operator will now require you to read the “Quote this Number” to him or her. The Registration Database will use this information to generate a unique code that will be read to you. Insert that number in the “Input Release Code” field and then press the “OK” Button. You will then receive the confirmation that your add-on module was successfully linked to the Disc number provided.

### 3.1.3 Apply for a Temporary Release Code

If you are running the Online Shop in Demo mode and you are not yet ready to register the product, Revelation may in their discretion, allow you to extend your trial period on the product.

This will require a temporary Release code. If this is the case, select the “Apply for a temporary Release Code” option. Phone the support centre on 086 111 55 33 and ask for a Special Release to extend your trial period. You will be required to quote your disc number as well as the “Quote this Number”, so have them ready.

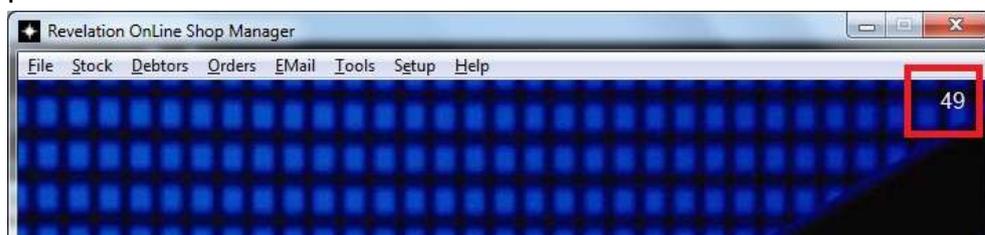
.../8



The operator will quote you a temporary release code that you must insert into the field marked “Input Release Code”. When done, press the “OK” button to continue your extended trial period use.

### 3.2 Running in Demo Mode

To demo the product, Revelation will allow you 50 Accesses to the Online Shop. We feel that this is more than sufficient for you to evaluate the product. On reaching your 50 access limit, you will have to purchase the product. The remaining access count is displayed on the right-hand corner of the Main Shop Menu.



To potentially extend the evaluation period, phone the support centre on **086 111 55 33**.

## 4. Setting Up your Initial Web Page

To start setting up the Shop, click on the Setup selection on the toolbar. Make sure that you are connected to the internet before you continue.

### 4.1 Downloading Shop Templates

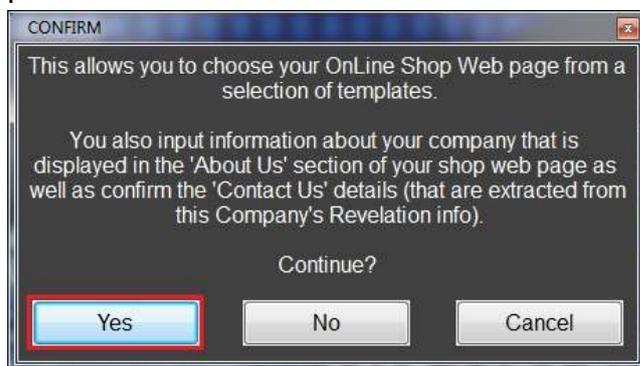
You will now download the templates from the website. Depending on the internet speed, this could take a couple of minutes. Click on the “Setup your Online Shop Web Page” now.



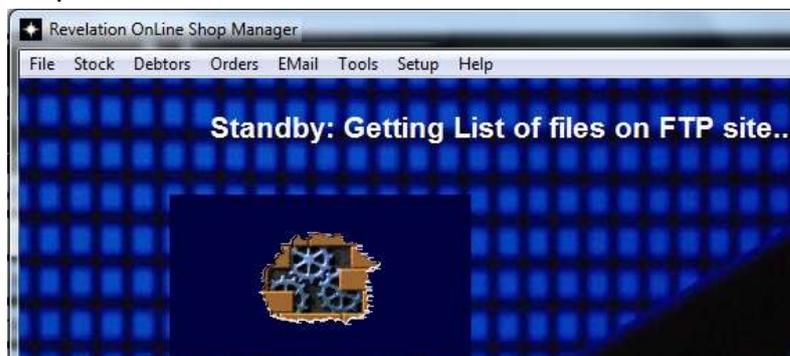
This will allow you to choose from up to nine Web styles. You will also be able to input information like “About Us” and “Contact us” details, just like any standard web page does. (The online shop thus also serves as a normal web page).

.../9

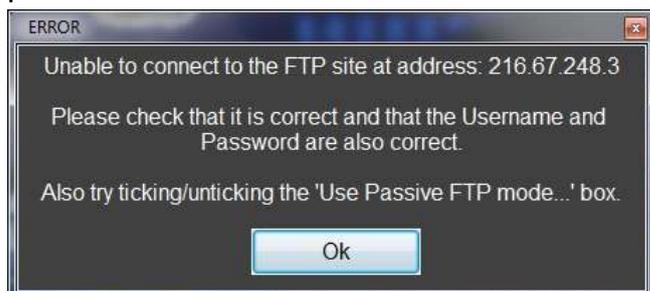
To continue, click the “Yes” button. If not, click on “No” or “Cancel” now.



Once you click the “YES” button, Revelation will automatically search for the correct FTP download site and start pulling down the required layouts and templates.



This is a fairly lengthy process as it has to download numerous pictures and layouts. Make sure that you do not interrupt the process once it starts. If Revelation cannot connect to the website for some reason, the following error message will appear.



Please correct the connection or, in the event that the FTP site might be temporarily unavailable, please report this to Revelation Support Centre or simply try again later. (Advanced users may try to Ping the FTP site at the address stated, in order to see if the server is available or down. E.g. 216.67.248.3)

#### 4.2 Setting up the Main Shop Background

Once the download is complete, you will be presented with the various layout types. It is important to note that the main difference between the layout types is the colour as this will determine the look of the actual page. (See “How to place Orders” for a better understanding of this concept). Please note: In our example only 2 colours were ready for release, but you should have a selection of up to nine Templates.

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To select a particular layout, click on it to enlarge. To use the selected template, click on “Use this Template”(1). To choose another Template, click on “Show all Shop Templates”(2).



You may at any time select another colour template, by revisiting the Setup page and clicking on “Show all Shop Templates. The next time you do an “Upload Settings to Online Shop”, the new selected template will replace the current one.



Once you are satisfied with the layout, click on the “Company Logo & Banner” tab.

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**4.3 Setting up the Company Logo & Banner**

You may now select the Logo and Banner that will be displayed on your online Shop. Simply click on the “Select Company Logo file” or “Select Main Banner file” icons to proceed.



If left blank, your web shop will display a white box in the place of the logo and banner.



A standard Windows Browse engine will assist you in locating the correct logo.



The Windows browser will always default to the “My pictures” folder. You may choose from any available JPEG, BMP or GIF formats as a logo or banner.

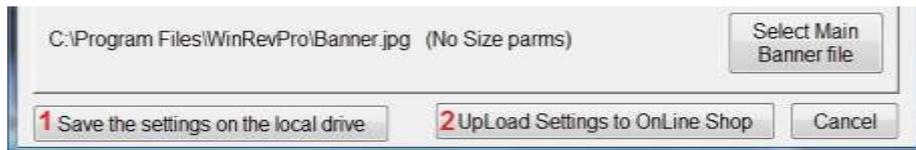
.../12

The banner will be the main look and feel for the shop. You may want to spend a bit more time on the banner to design. *Tip:* Use the banner to advertise specials and deals. Make use of Paint to create and update your banner from time to time.

Click on the “Select Main Banner file” button to select your Main Shop Banner.



Once you have selected your logo and banner, we recommend that you save the work done so far. Click on the “Save the settings on the local drive”. Do NOT “Upload Settings to Online Shop” at this stage as you have not yet selected a web address for your shop. (This will be handled under the “Contact us” page.



The following message will be displayed once the settings have been properly saved to the local drive.



To continue with the web design, click on the “OK” button. You may now leave the setup procedure and re-visit at any stage without losing any changes made. Once the Upload takes place, Revelation will delete the saved files. To change the layout then, will require a ftp download again.

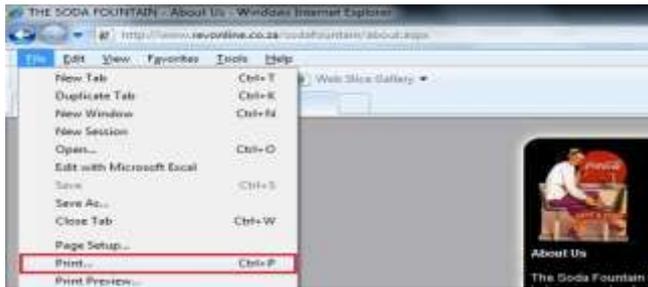
#### 4.4 Setting up the “About Us” page

As mentioned before, this page can be used to advertise and inform the public about your organisation. Use MS-Word or Notepad to type up all the relevant information, and then simply copy and paste it here.

.../13



This page has an unlimited length. Traditionally this page is used to inform the public about your history, operations as well as informing pertaining to certain key people and products that you specialize in. You may also which to advertise specials and deals on this page. (as your banner is limited). **TIP:** It is also possible for your clients to print the about us page, by using the normal print engine provided in the different internet explorers available. From your browser, simply click on “File” and then look for the “print” or “print preview” button.



Depending on the length of your “about us” page, this could range from a single to several pages in length.



#### 4.5 Setting up the “Contact Us” page

This is probably the most important stage of the setup procedure. The first portion deals with normal information about your companies contact details. Simply insert the relevant information. Pay particular attention to the last portion however, as this will determine how your clients will search for and access your website online. Under the “**WebShop Name**”, you will have to specify a name that web public will use to gain access to your online shop. As a default, the first part of your shop will start with the following prefix, [www.revonline.co.za](http://www.revonline.co.za), as Revelation is the company that hosts your web shop. (It is also part of the reason that you have a monthly fee attached to the online shop. Your customers will be utilising our bandwidth and server space.

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We will also be maintaining the system on your behalf). However, to distinguish between various revelation web shops, you will have to provide the system with a **unique** path or name. This name should be **kept short** as it will then be easier to locate. If your company name is, for instance “Jenny’s Fabulous Flowers”, your web name should be something like “Flowers” or “Jenniesflowers”. The full access address that you will then print on your business cards and other stationary would be “ [www.revonline.co.za/flowers](http://www.revonline.co.za/flowers) ”. You may now ask your web developers or Vanto Technologies to LINK this page with your existing web page as either a page button or as a hyper link.

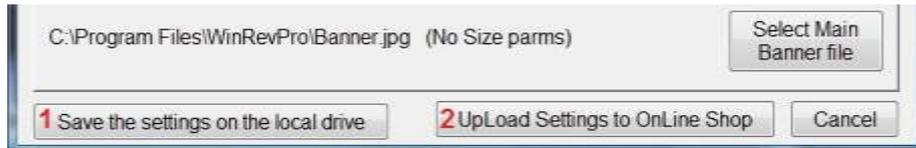


If the particular name has already been used, your web upload will then come back with a “rejected” reply. If this is the case, simply try another address. Ask support for help.

#### 4.6 Uploading the online Shop onto the World wide Web

Once you have successfully “Developed” your own online shop, it is time to launch the basic design onto the web. No stock or Debtors information is attached as yet. This will be done as part of the Maintenance of the Shop. Click on the “Upload Settings to Online Shop” (2) to start the upload process.

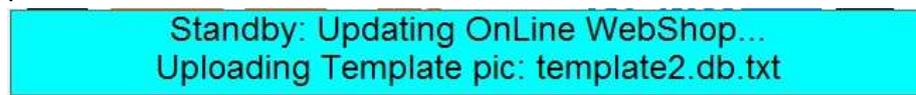
.../15



A confirmation screen will indicate your designated www address. (That you previously specified). Make sure that it is correct. Pay particular attention to spelling, as this will be your shop image for years to come. If not correct, press the “No” or “Cancel” button and correct if under the “Contact Us” Section.



If correct, you may proceed by clicking the “Yes” button. A status alert will appear indicating the different stages of the upload.



On completion, you will be alerted once more with a Note box. Simply click on the “OK” button



**Congratulations!!!** Stage one I complete. You have just launched your business into the 21<sup>st</sup> century. You may now visit your online shop for the first time...ENJOY!!!

#### 4.7 Accessing the page online

To access the newly developed web Shop, simply open your internet explorer tool (Like Internet Explorer, Google Chrome, Fire Fox or Safari) to access the shop. When the explorer prompts you for an address, simply insert the previously setup address in as [www.revonline.co.za/yourchosenaddresshere](http://www.revonline.co.za/yourchosenaddresshere)



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Please visit the following address to see an example of an existing web shop

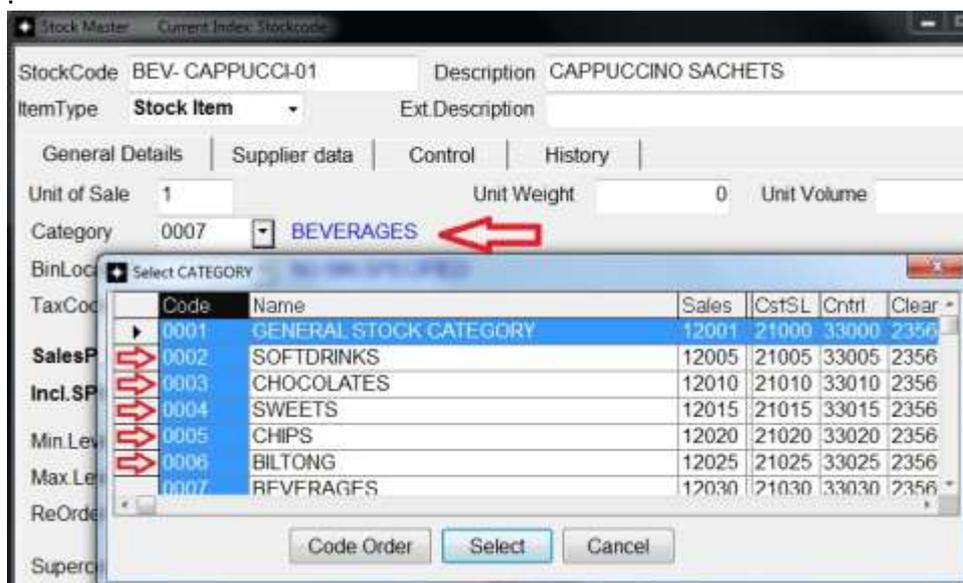
[www.revonline.co.za/sodafountain](http://www.revonline.co.za/sodafountain)



Your web shop look and feel should be correct but what the shop does as an interim measure, it uses demo stock and categories, just to give you an idea as to how the structure should look like once populated with your own. So, don't be alarmed, the demo data will be deleted once you "upload" the stock section.

### 5. Loading Stock onto your Web Shop

Now that the basic shop has been launched, all that remains is to populate the page with actual stock and client data. Although it seems like quite a lengthy and difficult procedure, it really is very straight forwards. (We have just provided you with many options, in order to streamline the shop. Once you have become familiar with them, you will be amazed to what extent you will have control over your shop). To start loading your stock, Revelation assumes that you have been keeping a fairly "up-to-date" Stock file and have utilised the Categories field under stock.

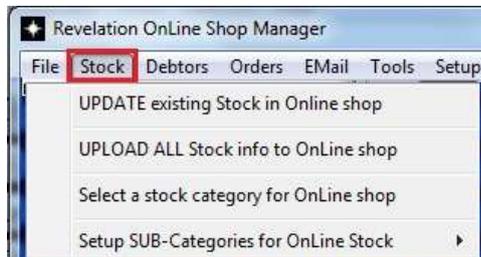


If not, you may want to spend some time correcting this, as it forms an integral part of the web setup.

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If you have no idea what I am referring to, bail out now and contact your dealer or phone the

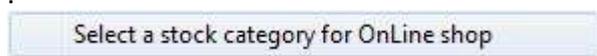
Support centre as these categories form an integral part of your day to day running and analysis of your business. If however you do wish to continue without categories, it is most likely that all your stock will be listed as the “General” Category. You may then use the Sub-Categories selector described below to setup some Online categories. (Also visit company 77 on your Revelation package to get more insight on Categories and proper stock analysis).



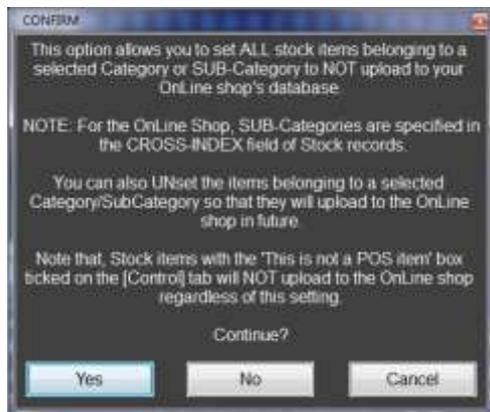
To get going on the stock, select the “Stock” option from the dropdown.

### 5.1 Selecting Stock Categories or your online shop

You may now choose which of your Categories must be loaded online. If you do not choose any categories under this section, Revelation will assume that all the categories must be uploaded. Initially, you will only use this function to exclude Categories “NO Upload”, but later on, you may choose to allow previously blocked Categories using this “Upload” tool.

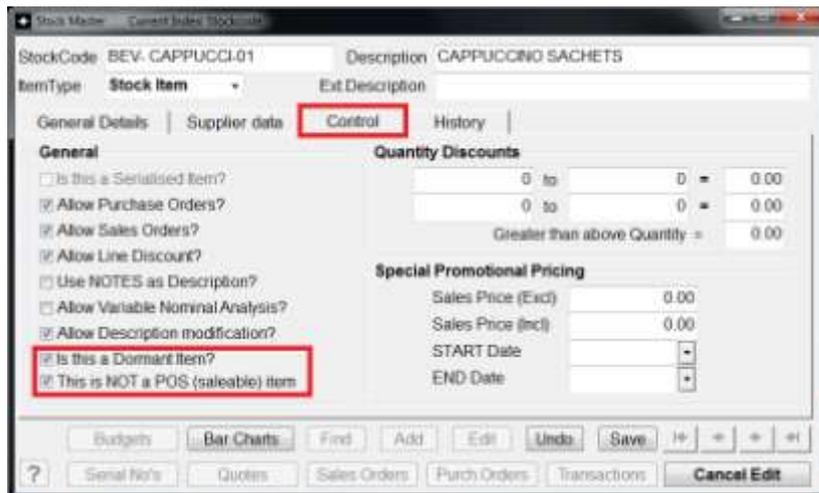


The concept of the categories will be explained in detail. Read carefully

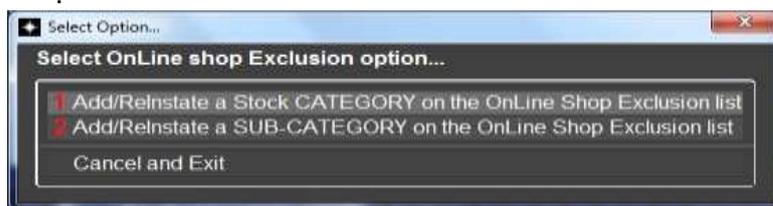


Even though certain categories are allowed to be viewed online, it is important to note that stock that had been flagged as “dormant” and or “This is not a POS item” under the Control tab of the stock item, will not be uploaded to the web shop, regardless of the Category status. The following Stock types will also not be loaded to the web shop.

- 1) Service Items
- 2) Odd Items
- 3) Items with the following command in the Notes field “ ONLINE=NO”



You can now start to setup stock Categories that should either be allowed or excluded from the Online Web Shop. Although the main Revelation program does not make provision for Sub-Categories, it is possible to create Sub-categories for the online shop. This is done by utilising the Cross-index fields in the stock file. (If you are already utilising the Cross-index fields in the main package, rather create a new main category for the items that you would like to see listed on its own category in the shop). You may now choose to setup Categories (1) or Sub-Categories (2).



Select option 1, "Add/Reinstate a Stock CATEGORY on the Online Shop". You will be presented with your existing Category list as it is stated in your Main Revelation Package.



Select any stock category that you would like to Add or remove from the Web Shop by simply clicking on it and then choosing the "Upload" or "NOT Upload" options below.



Repeat this option for all the categories that you would like to Exclude and or include.

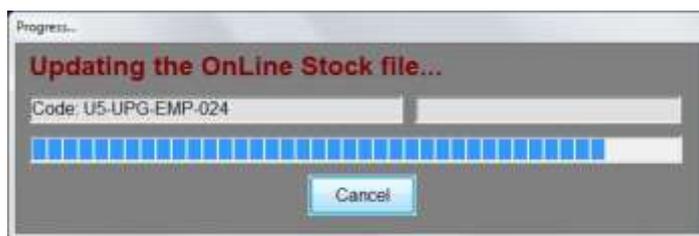
In our example, we have chosen NOT to “Upload” the stock category “Stationary”. Revelation will then indicate your selection and ask that you would confirm the selection. If this is correct, simply click on the “Yes” button. To amend your selection, choose the “No” or “Cancel” Button.



Due to the online nature of the Shop, your selection will immediately be uploaded to the web. You will have a final confirmation request appear. Please select the “Yes” Button to upload the specified Category inclusion/exclusion rule, or Click the “No” or “Cancel” button to change your selection now.



Once the changes were successful, you will be notified.



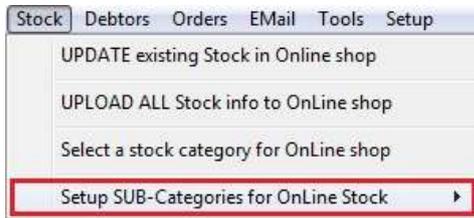
To finish, click the “OK” button.



You may now add all the different Stock Categories, one by one. Once complete you may opt out by selecting the “Cancel and Exit” button, or you may now setup Sub Categories by choosing option 2 “Add/ReInstate Sub-Categories...”.

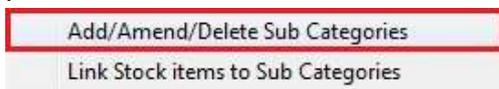
### 5.2 Creating and Selecting Sub-Categories

As mentioned before, Revelation does not cater for Sub-Category fields, but in order to limit the length of some of the online pages, we have introduced an Online Shop Sub-Category engine.



This takes place as a two tiered process. First the Sub-Categories have to be created and then the stock has to be linked to those sub-categories.

#### 5.2.1 Adding/Amending/Deleting Sub-Categories



Click on the "Add/Amend/Delete Sub Categories" tab. (You may also Amend and Delete sub-categories from here).



To add a new Sub Category click on the "New" Button. This will provide you with a Details screen where you will have to stipulate (1) a unique Sub Category Code, (2) a name for the Sub-Category and (3) then linking it to the "Parent" Category. In our example we have split Softdrinks into Fizzy and Still. The code for Fizzy will be A002 and for still B002.

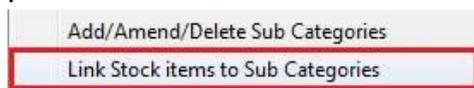


Once the Sub Category has been created, click on the “OK” button.

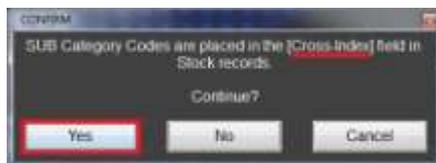


### 5.2.2 Linking Stock to the Sub-Categories

In order for the stock to be listed against the correct sub-Category fields on the online Shop, it is now necessary to link them against the newly created Sub-Category Groups



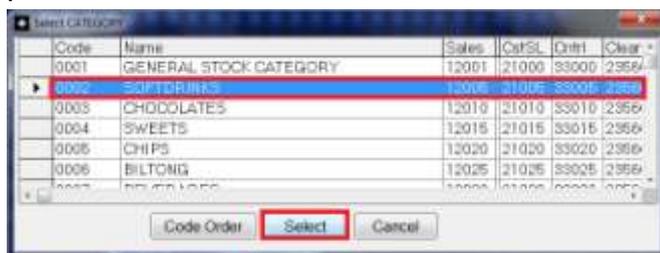
Click on the “Link Stock items to Sub Categories” Icon and then click on the “Yes” button.



Revelation uses the Cross-index field on the stock code to link a stock item to the Sub-Category field. If you call up a stock item before and after the linking process, you will note that the Sub-Category field now appears here.



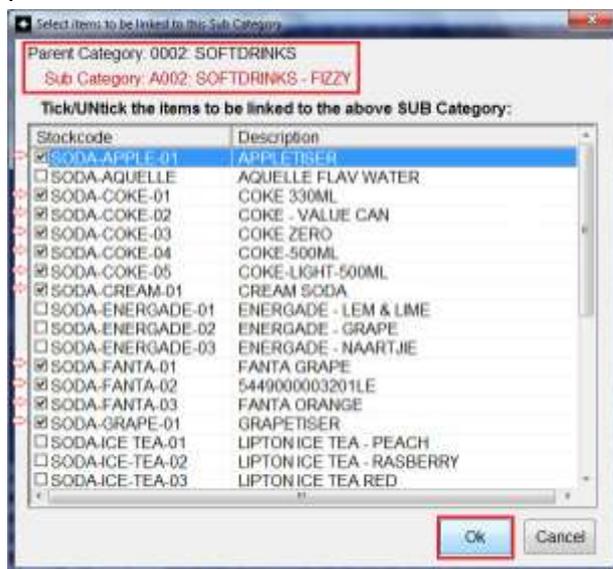
Once you have clicked on the “Yes” Button, you will have to select the parent Category that the sub-Categories are linked to and then click on the Select button.



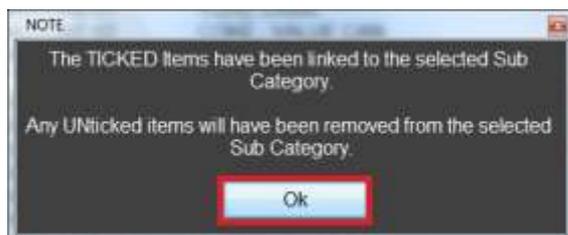
Now select the Sub-Category field you require and then press “Select” again.



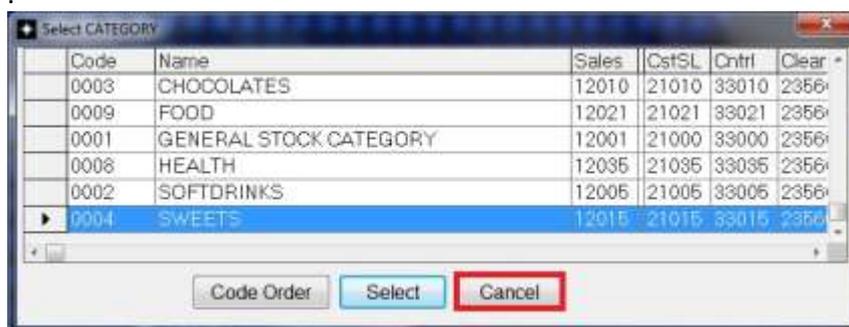
All the stock that is linked to the parent category is now displayed on a list. Use the tick box system provided, to select the stock that belongs to the newly created sub-category.



Use the scroll function to scroll up and down the selection screen in order to tick all the relevant stock. Once you are done with the selection press the "OK" Button. To finish click on the "OK" button again.



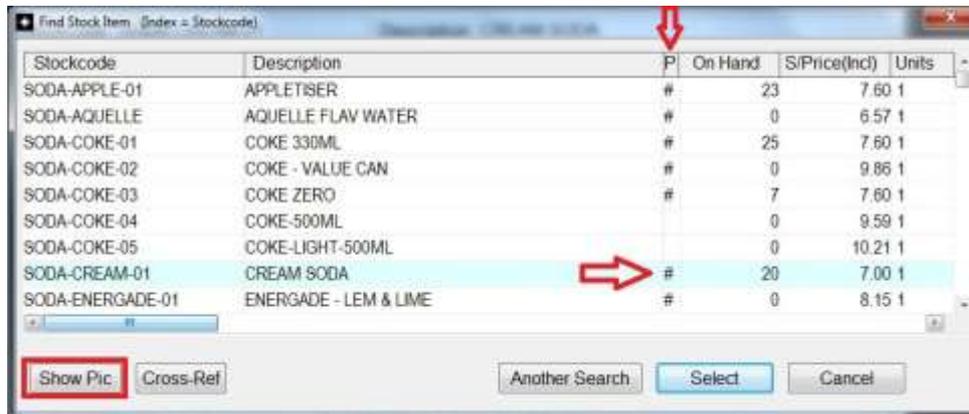
Repeat this process until all the stock has been transferred to the relevant sub-Categories. All the stock that has not been ticked on the list will be left in its original Parent Category.



Once your selection proses are complete, you may press the "Cancel" Button. To delete or amend the Sub-Categories lists, use the selection screen and follow the same steps as above.

### 5.3 How to load a Picture onto the online Shop

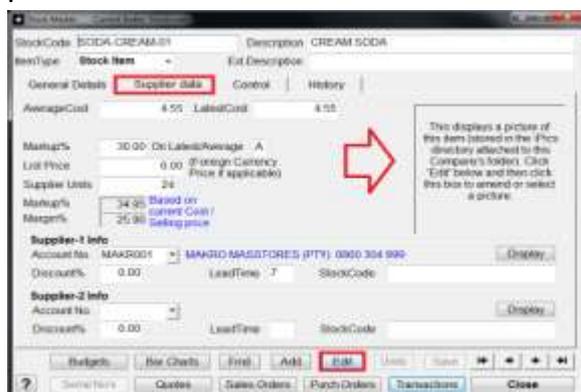
Revelation will automatically upload the standard picture attached to a stock file. It is not necessary to upload special online pictures. (It is therefore very important that you setup and maintain these pictures in the main Revelation Package). To see if a stock file already has a picture attached to it simply call up a picture group by typing in the first few characters of a code and then press the enter button



If a picture is available, you will note a “#” under the heading “P”. Simply click on the “Show Pic” button to display the picture.



If your stock code does not have a picture attached, simply call up the stock item, go to Suppliers data and then click on the “Edit button



**Tip:** Make sure that the pictures are small (low Res). The higher the quality, the slower your website will be.

The pictures should usually be saved under the company's directory called "Pics".



If you would like to "Browse" for pictures on another location, simply click on the "Browse" button. A good idea is to give the picture file the same name as the stock code. This will assist Revelation to locate the file.



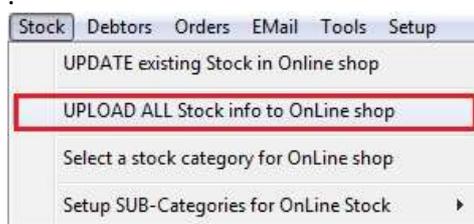
Pictures may also be stored in sub-folders in the "Pics" folder that are named after the Supplier-1 and Supplier-2 account numbers. E.g. MAKR001 if the Supplier is MAKRO for Instance. If the stock record has account numbers in the Supplier 1 or 2 fields, Revelation will allow you to search in these folders for pictures. If you are not sure how this works, use the "Browse" button instead.

Once a picture has been attached to a stock file, the online shop will upload it as part of the initial "UPLOAD" Process. If a picture changes, use the "Update" engine to replace the stock file online.

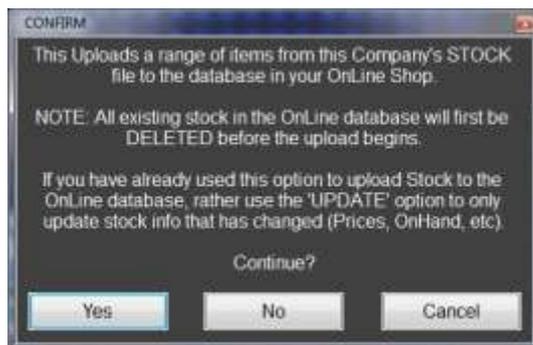
#### 5.4 Initial Stock Upload

Now that we have setup the categories of stock that should be loaded as well as set the exclusions that should not be loaded, it is time to do a first time bulk upload of all the stock files. This option will first DELETE all the existing stock on the Web. In cases were you would like to CLEAN OUT the web shop. You may use this option, however, in the day to day maintenance of the shop, rather use the "Update existing Stock" Option.

.../25



From the Stock Menu, click on the “UPLOAD All Stock info to Online shop” tab. This will upload a range of items from THIS Company’s Stock file to the Online Shop database. To continue, Press the “Yes” button, to Cancel press “No” or “Cancel”.

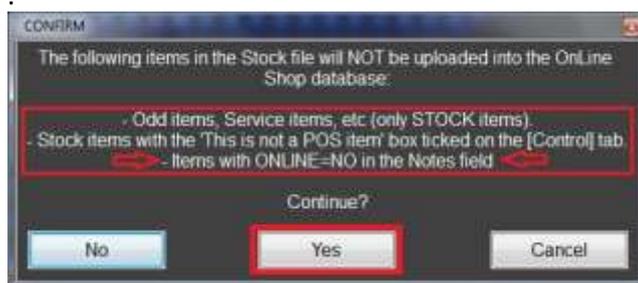


#### 5.4.1 **How to Exclude stock from the Online Shop**

A reminder screen will inform you of all the stock types that will not be uploaded, regardless of the category status. Just to recap, the following stock types will not be uploaded:

- 1) Odd Items
- 2) Items Set to “This is not a POS item”
- 3) Stock that has ONLINE=NO in the Notes Field

To continue with the initial upload, click on the “Yes” button.



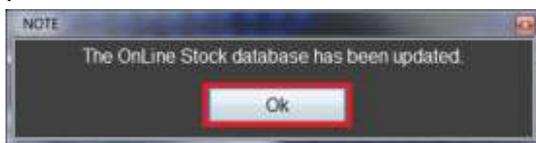
The stock upload will now commence, an information screen will indicate the status of the upload.

Depending on the internet speed, this could be a lengthy process. Please be patient. If the upload was not successful, you will be notified.



.../26

Once the upload was successful, a notification screen will appear. To finish, click on the “OK” button.

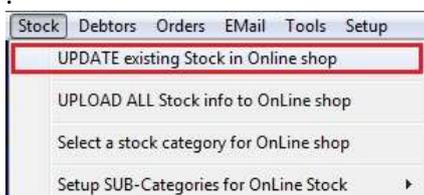


Your shop is now loaded online. Visit the web shop in order to make sure that all the changes have been effected.



### 5.5 Updating and Maintaining Stock online

You now have a fully functional stock file on line. During the month, you may find that stock data on the main Revelation database changes. These changes could be anything from pricing to descriptions or even new items that have been linked to a specific category. In order to update them to your online shop, use the Update file rather than the UPLOAD file as it is much quicker. If however this update file is not effective, you may use the upload file to delete and re-populate your online shop.



Once your stock file in Revelation has been updated, (for instance a price increase), click on the “Update” button to upload this change online.

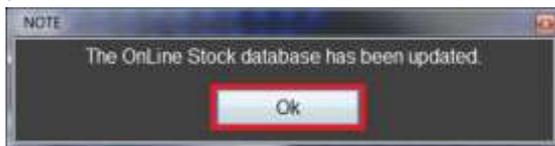


.../27

Please note: While the update is taking place, your clients will not be able to use the shop to place orders. It is therefore important to do the upload during less busy times. Once you are ready, click on the “Yes” button to start the upload.



Depending on the internet speed, this process might take a while. The system will indicate your progress.



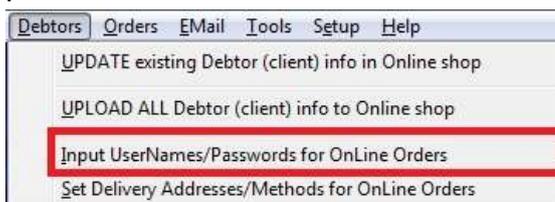
To finish, click on the “OK” button.

## 6. Loading Debtors onto the online Shop

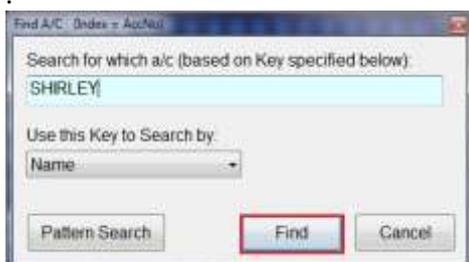
The Web Shop is only an online ordering system at this time. All clients transacting on it, need to have an account on the main Revelation Company. This is necessary due to the fact that the online shop will be sending you the online order to be imported into the system. We might change this at a later stage, but for now each user will have to be uploaded from Revelation onto your Web Shop as well as have an online user name and password assigned.

### 6.1 Inputting User Names and Passwords

Before a client can place orders on line, we would like to secure both the client and our ordering system. This will prevent unauthorised orders to be placed that could potentially be harmful to our business. Use this option to allocate a User name and password to the online client

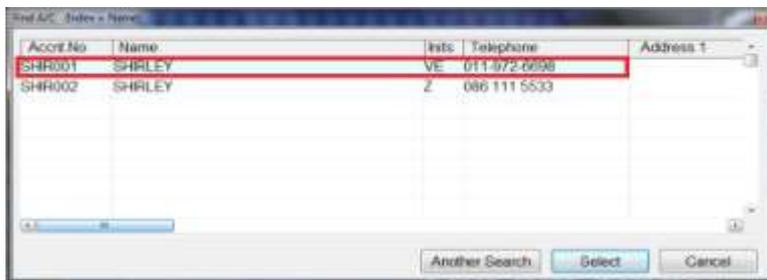


Once you have selected the “Input User Names/Password..” option, call up your clients account through the normal Revelation client search method.

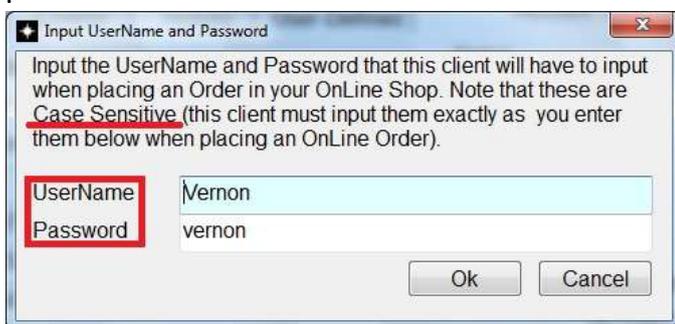


.../28

Choose the client you would like to be able to place orders online and then press the select button.

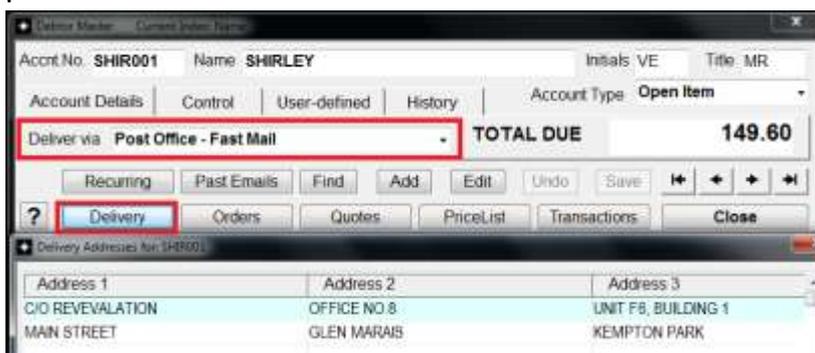


You may now allocate both a User name and a password to the specific client. Please note that Both the User Name and Password is "CaSe SeNsItIvE", so make sure you input and relay them correctly to your client.

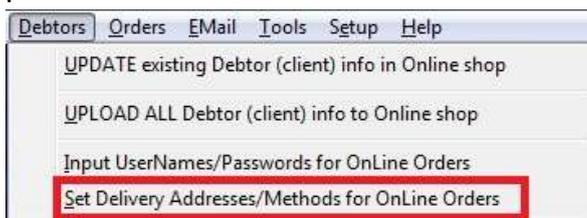


## 6.2 Setting up Delivery Addresses and Methods for online Orders

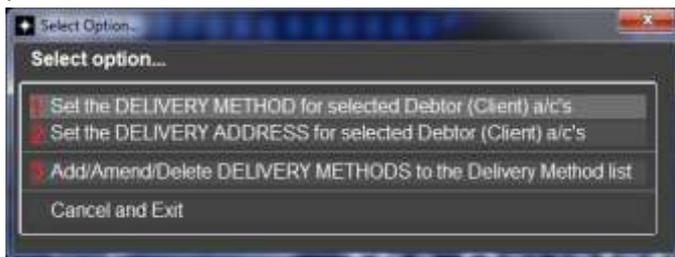
Once a client has placed an order online, you will need to either deliver his order to him or mark it for collection. Either way, you will need to setup Delivery Methods and delivery address for the online ordering clients. As a basis, Revelation will use the information that is already setup for the client when he was first created on the system.



Any change made on the online manager will NOT be uploaded to the Revelation Database but rather kept in the online Database. This will in effect mean that you should maintain both. This is a great advantage as users will be able to split Online orders from normal orders.



To setup you online Deliver details, click on the “Setup Delivery Addresses..” button



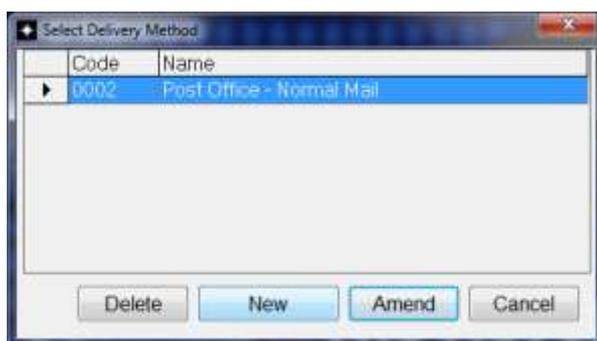
You may now choose between setting up Delivery Methods (1), Address (2) or you may even opt to maintain the Delivery Methods (3). This WILL update to the main Revelation Database.

### 6.2.1 Adding/Amending & Deleting Delivery Methods (3)

The delivery Method is the way in which you intend to ship the goods that have been ordered, to your client. This could be anything from Normal Post to shipping via a courier service such as land, air or sea freight. The online Shops Delivery Method is directly linked to the main Revelation program and will update that database also. You will notice that the existing Delivery methods will already be listed once you call up this option. You may choose to maintain the Delivery methods from within the Main Revelation Program or making use of this option under the online shop.



From here you may elect to Delete, Amend or create a new Delivery Method. In our example we have elected to add a new Delivery Method by clicking on the “New” Button.



.../30

Now type in the new Delivery Method in the space provided and then click on the “OK” button



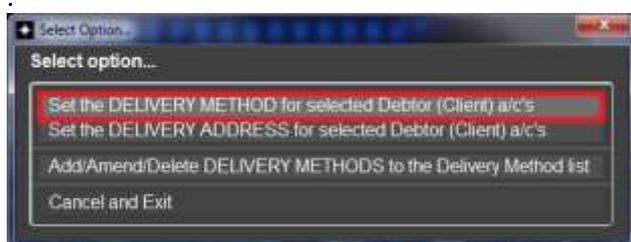
A confirmation screen will then appear. You may now elect to repeat your previous selection or, by pressing the “No” or “Cancel” button, opt out of this mode.



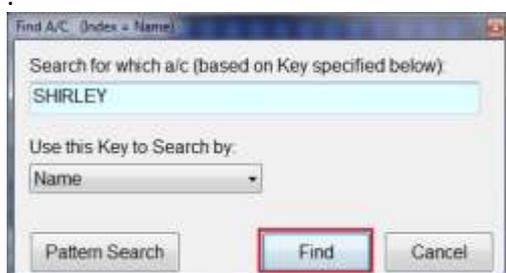
You will be returned to the Delivery /Address option Screen on the top of this page.

### 6.2.2 **Set Delivery Method for each Client (1)**

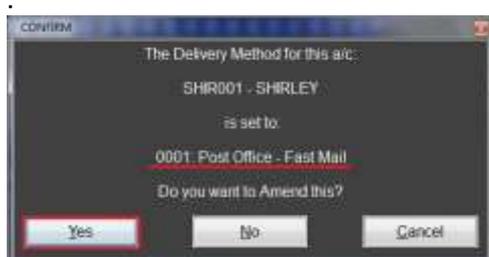
You may now edit the online delivery method for each client. As mentioned before, this will be kept separate from the main Revelation Client Deliver Method. If you would like to change both to the same method, rather use the Delivery method Amend option under the Super Menu in the main Program. Select the “Set the DELIVERY METHOD...” selection to and each client’s online Delivery Method.



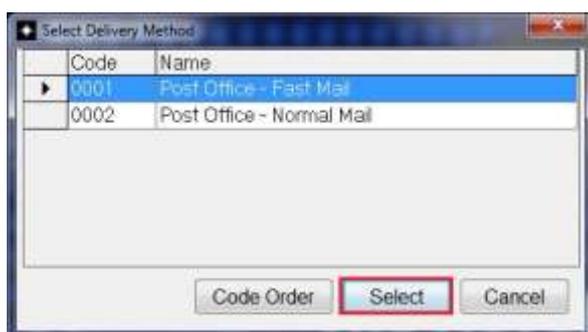
You will now be prompted to select each of the Debtors accounts that you would like to amend from their default settings. Use the standard search method to search for each client’s account.



Once the account has been called up, you will be presented with a confirmation screen that will also indicate the current Delivery method. You may continue to amend the Delivery Method by pressing the “Yes” button. If however, you are happy with the default delivery method, you may click the “No” or “Cancel” button.



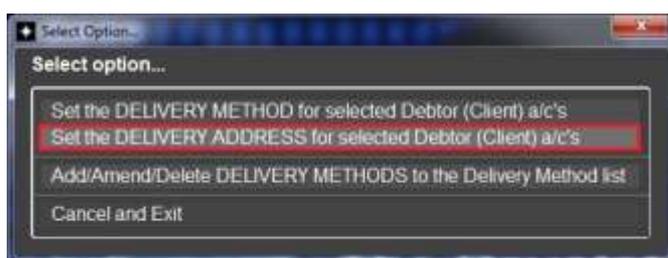
Once you have selected to amend the Delivery method, select the new method required from the list, and then press "Select".



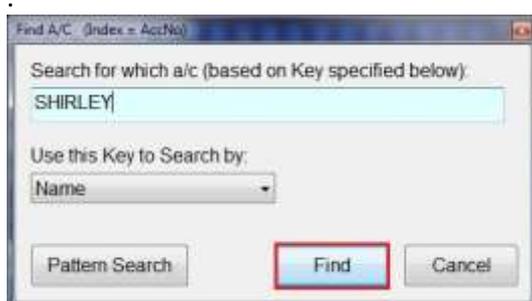
Your new Method for the online shop is now saved.

### 6.2.3 **Setting the delivery Address (2)**

Unless you change the delivery address for the online shop, Revelation will use the default (1<sup>st</sup>) Delivery address in the main database as the online delivery address. If you require a different delivery address to be used for the clients online activities, you may use "Set the DELIVERY ADDRESS.." option below, to specify a new delivery address. You may also use this engine to add a new delivery address to the system.



Once you have selected the "Set the DELIVERY ADDRESS.." you will be prompted to select the client required. Use the standard Revelation search to find the required client.



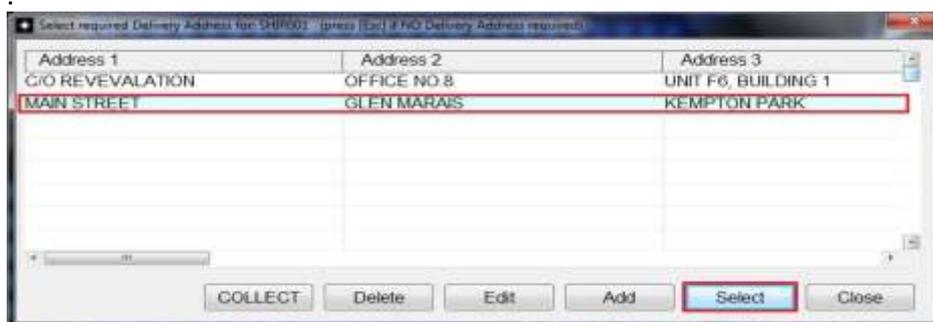
Just like with Delivery Method, you will be prompted with the current Delivery Address.

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If you have not specified one for the online shop, Revelation will use the delivery address in position no.1 of the main Revelation Debtors file. You may now amend the address, by clicking on the “Yes” button. If not, click the “No” or “Cancel” button.



At this stage, the default Delivery Address list will be displayed. From here, you may either select a new delivery address by clicking on your required address or you may maintain the list by clicking on either “Edit”, “Add” or “Delete”. Make your selection now and then click on the “Select” button.



You may also set the address to “COLLECT”. This will insert your address as the Collection address, so make sure your default address does reflect the correct details (as opposed to a P.O. Box Address for instance).

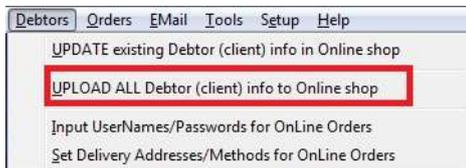
ClientName:	SHIRLEY
Deliver to:	C/O REVEALATION OFFICE NO.8 UNIT F6, BUILDING 1 GREENSTONE HILL OFFICE PARK

Once the new Address has been set for the Online shop, you may continue to setup all your online address. To opt out, click the “No” or “Cancel” buttons.

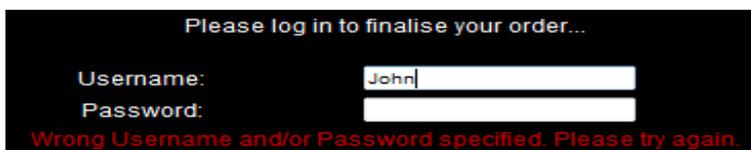


### 6.3 Initial Client/Debtors Upload

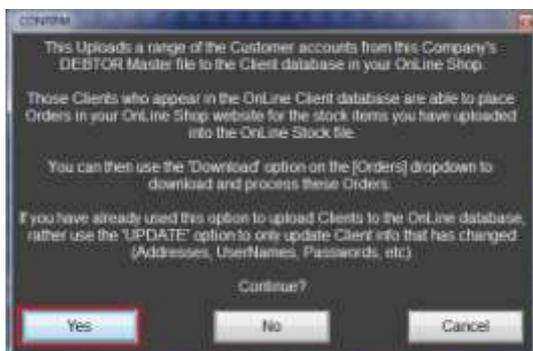
Once all the Clients have been prepared for the online shop, you will have to do a “FIRST TIME UPLOAD” to the online server. This could be a lengthy process depending on the amount of clients and the speed of your internet. To commence, Select the “UPLOAD All Debtors..” option now.



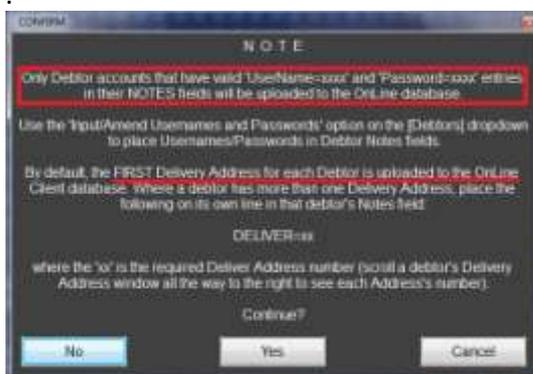
As with the stock upload, the initial Debtors or Clients upload will first delete the online database and then replace it with the newly uploaded file. Clients that are not part of the upload will not be able to place orders online. If an account is marked as “Inactive” on the Debtors Control Tab in the main Revelation Program, they will also not be able to transact online. The unlisted users will be rejected by the logon screen.



On selection, a detailed explanation screen will appear. After you have read it click the “Yes” button to continue.

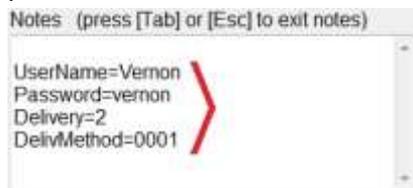


A further Notice block will now appear explaining about the User Names and passwords as well as the delivery Address system used by Revelation.

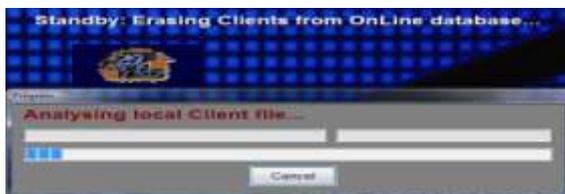


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Special reference is made to the fact that all the users online information is kept in the notes field. If you would like to confirm user online information, you may visit the Debtors notes field at any time. To manually amend User logon details, you may simply amend the notes field in the main Debtors account of that user. The following information is available in the notes field.



Once you are satisfied that the information is correct, press the “Yes” button to begin the upload now. Revelation will initiate the upload in stages. Check the progress bar to establish the upload progress.



Once your upload was successful, you will be notified with the following prompt. To finish, click the “OK” button.

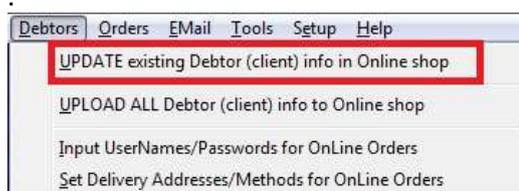


**Congratulations!!!** Your online store is now complete. You may now receive orders online. Although you are sent an e-mail on every order, in some cases, e-mail could be blocked or “lost in translation” You should check for order on a regular basis.

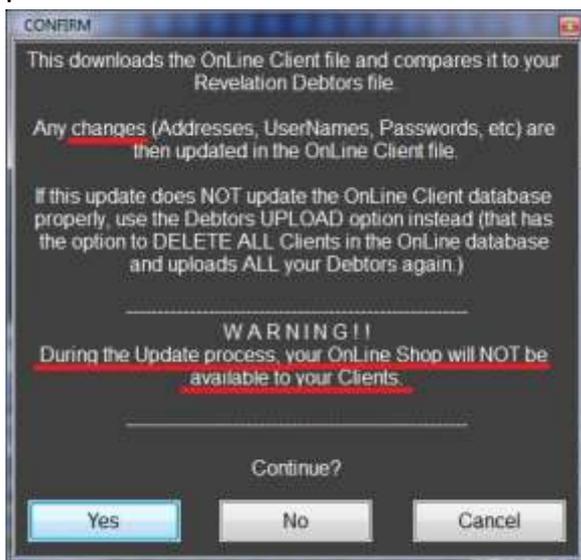
**Tip:** Use the SMS Manager or built in e-mail Manager to send your clients their new user names and passwords.

#### 6.4 Updating and Maintaining Existing Client/Debtors

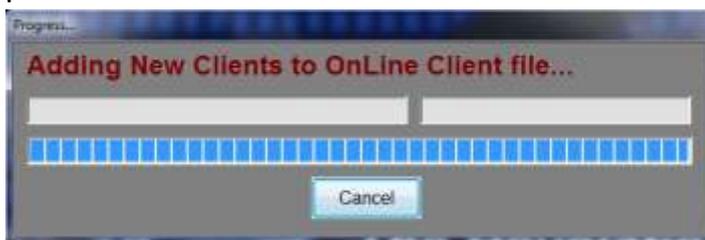
It is important to note that there is no LIVE link from your Revelation Program to the online store. If a client’s details or status changes on the main Revelation program, it will have to be uploaded to the online store. This is done by using the “UPDATE existing Debtors...” option.



Once selected, a confirmation screen will inform you as to the effect the update will have. It may be important to note that during the update, your online shop will not be available to your clients, so make a point of updating on less busy time of the day, week or month.



Once you are ready to update your client's profiles, click the "Yes" button. As with the Initial upload, a status bar will indicate your progress.



On completion, you will receive a notification. To finish, click on the "OK" button.



It is important to note that although a client's online status could still be set to active (due to the fact that no updates have been run), orders will only be imported into the main Revelation company if the account is open. The fact that you have not uploaded the client's status will merely be an inconvenience to them, as they will be under the impression that the account is still active. To stop this confusion, you may want to set your procedures accordingly.

OK, now that you have gone through the initial setup stages, it is time to start trading online.

**TIP:** Although this manual is in a PDF format, it is possible to cut and paste from it. We highly recommend that you send your clients an e-mail containing the following section of the manual. (Pages 34 to 38)

## 7. How to place Orders online

Placing an order online using Revelation Accounting Software's interactive Shop, is a very simple process. First things first, the online shopper will have to be in position of an Account "User Name" and an Account "Password". If you have not yet got this information from your supplier, you may give them a call, send an e-mail, or register online to become a dealer for their product by contacting them through the "Contact US" tab on the right of the online screen.

To start shopping online, open you internet browser,



and then type in the following address:

[www.revonline.co.za/yourshopnamehere](http://www.revonline.co.za/yourshopnamehere) .



You must substitute the "yourshopnamehere" with the correct shop name that was chosen in the setting up of the shop. Usually it will be the name of the supplier, e.g. "revelation" or "vanto". To view a sample shop, type in the following address under your browser address tab, [www.revonline.co.za/sodafountain](http://www.revonline.co.za/sodafountain) . You may use this system to test the system. Please note, as this is a test site, NO REAL ORDERS will be placed. You may use the following user name and password to gain access to the test site.

User Name: Test

Password: test

Please note that the user name and password is "CaSe SeNsiTivE"

**7.1 The Main Online Shop Page**

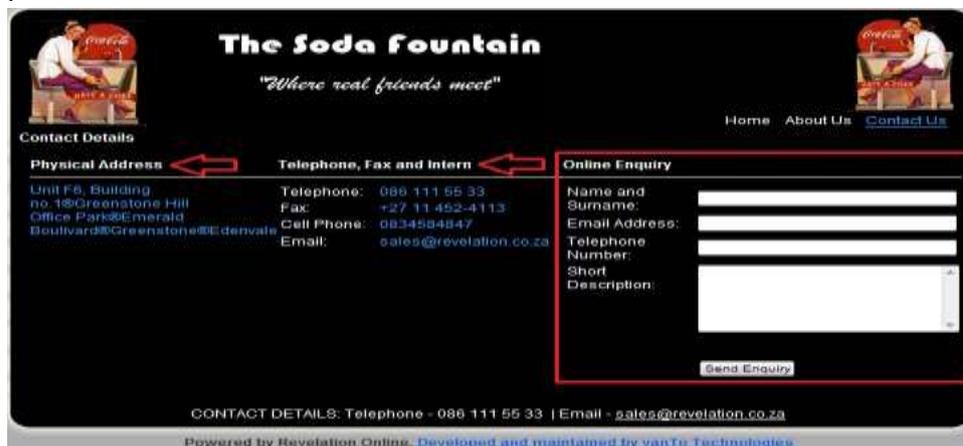
You will now note the banner (1) and logo (2) that you have chosen in the setup stages. Revelation has tried to follow the standard format for an online shop.



To find out more about the website and the suppliers company, you may now click on the "About Us" link (4).



To make contact with the Supplier, click on the "Contact us" tab (5). When you would like to return to the main shopping page, you may click on the "Home" button (3) at any stage.



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## 7.2 Placing Orders

Clients may now view products by Category (6) and scroll into Categories with Sub Categories (7).



Whenever an arrow appears at the end of a category, this indicates that this category has Sub Categories. In our example, we have Sub-Categorised Softdrinks into Still and Fizzy drinks.



To the right of the Shopping screen, the products relating to that category or Sub-Category will be listed. If a picture is available stock item will also be displayed. Once the client has found the item that they would like to order online, simply click on the "ADD to Cart" button.



In the event that you would like to order more than one of a particular product, click on the "Specify Quantity" button. You will now be able to specify your own quantity in this field. Please note that Revelation does not have an overwrite feature on this web page, so you will have to first delete the original quantity in this field and then type in your new order quantity. This may change in the future.



Once you have finalised the quantity and added the product to the Shopping basket or Cart, you will notice a summery page appear under the Product Category Field.



This will indicate the total of your potential order as it keeps a running total as the cart is filled with new items. You will notice that after each item is added to the cart, the page will auto-refresh. You may also elect to edit your Current Order Selection by either pressing the "X" button next to the item. This will remove the item from your cart or you may opt to increase or decrease the quantity of a particular item by clicking on the "+" or the "-" signs next to the Quantity fields. Once you are satisfied with your order, you may click on the "Finish Order" button.



A final "Review Order" page will now appear. You may also edit your order here.



You may now complete your order by pressing the “Process Order” button. This will take you to the Client Logon Screen. Only clients with active accounts that have valid User names and password may proceed. Once you have filled them in, you may click on the “Log In” prompt. You may also elect to “Continue Shopping” from here.

If you do not have a Valid Account and would like to apply for an account online, Visit the “Contact US” page now and leave your details. Or phone the Supplier Direct.

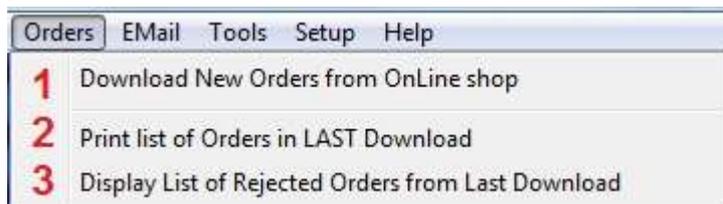
You now have the option to (1) Review the order, or to (2) add to the order by clicking on “Continue Shopping”

As an extra option, you may indicate a proposed delivery date (3). Please Note that this is just an indicative selection as the supplier may have alternate ETA’s on each product. In order to place a successful order, you will have to supply an Order Number (4) as well as indicate how you are (5).

The order is now ready to be finalised. To Finish, Click on the “Click here to Complete....” link (6). A Confirmation e-mail will be sent to the e-mail address that you specified when the account was opened. The Order is now ready to be processed by the supplier. Make a note of the Order Ref number for future reference. You may also print this order confirmation page through your explorer.

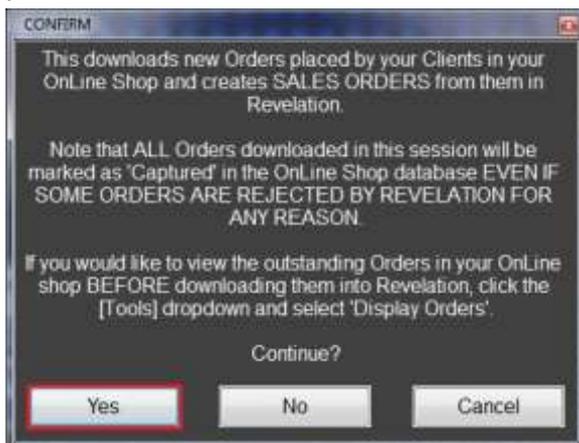
## 8. Downloading and Checking Orders

Orders placed on the shop will be e-mailed to the address specified when you initially setup your online shop. You need to monitor this e-mail address on a regular basis. However, the orders are not derived from e-mail but rather through a semi-automated system where the orders are first stored online and then downloaded into the Main Revelation program, (via the Online Shop). To download newly placed order, Click on the Orders and then “Download New Orders from Online shop” button (1).

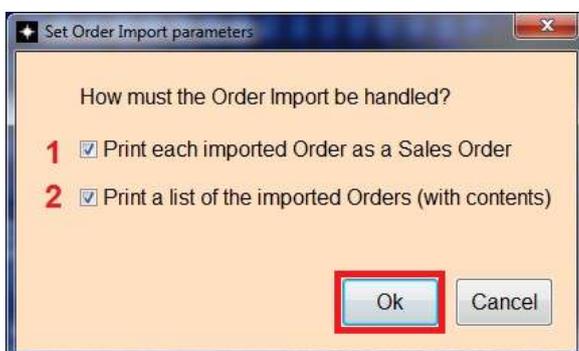


### 8.1 Downloading new orders placed on the Online Shop

Once you have requested the download, Revelation will confirm that all the orders about to be downloaded are going to be processed and printed as actual Sales Order on the debtors account.



To continue to download the latest orders, click on the “Yes” button. Now confirm if you would like to (1) “Print each imported Order as a Sales Order” and or (2) “Print a list of the imported Orders” This will also print the content of the order.



Make sure the printer is on and ready. To continue, press the “OK” Button.

As with all Revelation Modules, you will have the option to change printers or to change the document layout. By default, the Orders will be printed on the Order layout and Printer as specified in the main Revelation Orders system.



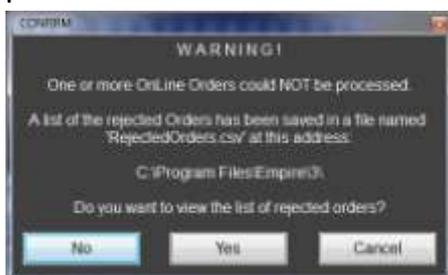
You will also be notified of the next available order on the system that will be used to import the orders from the online shop. To continue, press the “Process Orders imported from Online Shop” button.



Once the orders have been downloaded, your printer should start printing each downloaded order.



Your online orders have now been captured on the Main Revelation Program. You may visit the Debtors accounts to verify. Click the “OK” button to finish.



If the Order download was not successful, a notification screen will appear. Please rectify the problem and the try again, or contact Revelation Support.

**8.2 Printing a list of downloaded Orders**

Once the Orders have been downloaded into the system, you may print them as part of the download process, or you may print them later on as a Reprint. To reprint the last download Orders on the system, select the "Print List of Orders in LAST Download" option.

You may now select to either (1) Print the Contents of each order per Debtor, or, (2) Print Stock items on the downloaded Orders Grouped by Stock code per Debtor.



Once you have made your selection above, you may further define your print, by selecting The Sequence, Starting Account, Category and Rep Codes. You may also opt to include accounts with no orders and wheatear each order should appear on their own page as well as the option to only print page headers as opposed to the complete listing. Once you have made all your selections, press the "Ok" button.



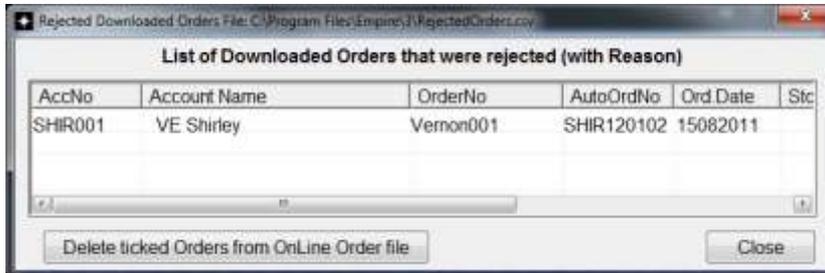
Depending on the Report selected, your report should look like this.

Account No	Customer Name	Phone Number	Contact Person	£	TxDisc%
SHIR001	SHIRLEY VE	011-072-6698	VERNON	1	0.00
Vernon005	000005 0001 15Aug2011 15Aug2011 0.00	86.90	0.00	0.00	9.37 76.27
#5	OnLine Order No: SHIR00154046				
SODA-COKE-01	COKE 330ML	25	0	6.67	5.01 6 0.00 30.06
SODA-SPRITE-01	SPRITE_ZERO	20	6	6.14	6.14 6 0.00 36.84
Vernon006	000006 0001 17Aug2011 17Aug2011 0.00	34.80	0.00	0.00	4.85 39.45
#5	OnLine Order No: SHIR001105328				
CHIPS-BISCORN-01	BIG CORN BITES - BSQ	17	0	2.19	1.99 10 0.00 19.90
CHIPS-NKNAK-01	NKNAK3	18	0	2.19	2.45 6 0.00 14.70
SHIR001. TOTAL VALUE OF ORDERS (excl.VAT):					101.58
TOTAL VALUE OF ORDERS ON THIS LIST (excl.VAT):					101.58

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### 8.3 Viewing Rejected orders

If, for some reason, an order was rejected by the import system, (as in the case where an stock item has been marked as dormant after the fact), you may print a list of such rejected orders. This is vital, as clients are not aware that their orders have not been successful.

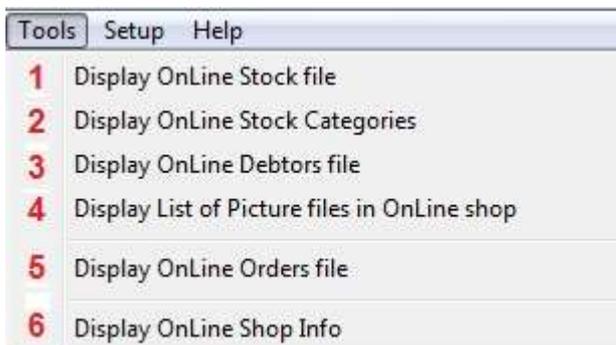


Rejected Orders will remain on this list until they have been removed. To remove the rejected orders from the list, simply click on the "Delete ticked Orders from Online Orders file" button.



### 9. Online Shop Tools

In order to assist in the day-to-day running of your shop, Revelation has a number of online tools to assist with the online maintenance. These tools all depend on the internet and will download the information on request. The following tools are available.



Once a tool has been selected, you will be informed of the download progress and status. An information box will appear relating the required download.



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### 9.1 Displaying Online Stock Files

The online stock file is a list of all the stock that your shop has available to order from. It give vital information like Stock Category, Sub-Category, Description, the Picture file name (if available) as well as the most important part, the Inclusive Selling price.

C#	Stockcode	Description	Picture	Inc Price
0007	BEV-CAPPUCCI01	CAPPUCCINO SACHETS	BEV-CAPPUCC	4.00
0006	BILTONG-01	TAKIS - BEEF STRIPS	BILTONG-01.j	21.12
0006	BILTONG-02	TAKIS - GAME	BILTONG-02.j	18.01
0006	BILTONG-03	TAKIS DRY WORS	BILTONG-03.j	9.50
0005	CHIPS-BIG CORN-01	BIG CORN BITES - BBQ	CHIPS-BIG CC	2.50
0005	CHIPS-DORITO-01	DORITO'S - CHEESE	CHIPS-DORITO	4.00
0005	CHIPS-FRITOS-01	BARBECUE	CHIPS-FRITO	2.50
0005	CHIPS-FRITOS-02	SWEET CHILI	CHIPS-FRITO	2.50
0005	CHIPS-LAYS-02	LIGHTLY SALTED	CHIPS-LAYS-0	4.00
0005	CHIPS-NONNA-01	NONNAs	CHIPS-NONNA	2.50
0005	CHIPS-SIMBA-01	SALT & VINEGAR	CHIPS-SIMBA	4.00
0005	CHIPS-SIMBA-02	CHUTNEY	CHIPS-SIMBA	4.00
0005	CHIPS-SIMBA-03	CREAMY CHEDDAR	CHIPS-SIMBA	4.00
0003	CHOC-ASTRO-01	AERO	CHOC-AEROD	8.50
0003	CHOC-ASTRO-02	ASTROS 600	CHOC-ASTROC	8.50

Check these to make sure your online information is current. If not, use the "Update" option under Stock to rectify any anomalies.

### 9.2 Displaying Online Categories

As explained under the Stock upload section of the manual, the online shop has its own Stock Sub-Category engine. This has been done to stop excessively long shopping pages. In order to make sure that the Stock categories and Sub-Categories are correct, you may use the following tool to manage them.

Parent	Code	Description
	0001	GENERAL STOCK CATEGORY
	0002	SOFTDRINKS
	0003	CHOCOLATES
	0004	SWEETS
	0005	CHIPS
	0006	BILTONG
	0007	BEVERAGES
	0008	HEALTH
	0009	FOOD
0002	A002	SOFTDRINKS - FIZZY
0002	B002	SOFTDRINKS - STILL

The Parent Category is listed first, followed by the Allocated Sub Category. If no Sub-Category is present for a particular Parent Category, the Parent Category will be listed under the Sub-Category listing

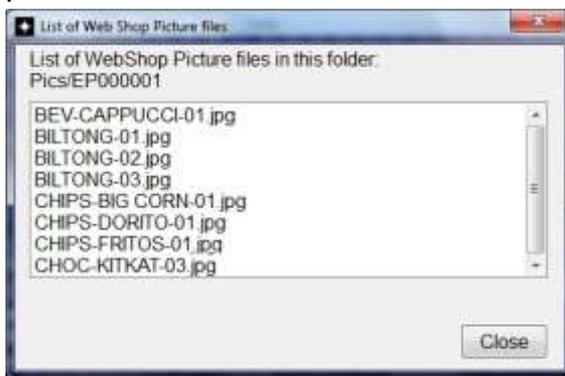
### 9.3 Displaying Online Client info

This tool will indicate a list of all the Online clients with all their relevant information such as online account name's, e-mail address, Cell phone and Fax numbers, Delivery Address as well as the clients user name and password information.

Account Name	Email Address	Del.Address 1	Delivery Method	Cell Phone	Fax No.	Username	Password	AccNo
GRABE	irene@revelation.co.za	P.O. BOX 11548		082 337 7481		Irene	irene	GRAB001
MARITZ	adriaan@omegaonline.co.za			079-1999-798	011-452-4113	Adriaan	adriaan	MARJ001
PRETORIUS	pieter@omegaonline.co.za			0824562278		Piet	piet	PRET001
REDELINGHUIS	arno@revelation.co.za	P.O.BOX 11548		083 393 6300		Arno	arno	REDE001
SHIRLEY	omegacomp@mweb.co.za	C/O REVEVALATION	d=0001	0834584847	011-452-4113	Vernon	vernon	SHIR001
SHIRLEY	zeta@revelation.co.za	C/O REVELATION	d=0002	0834060088		Zeta	zeta	SHIR002
VAN DER LINDE	wayne@revelation.co.za	UNIT F6 GREENSTONE HILL				Wayne	wayne	VAND001

**9.4 Displaying Online Stock Picture Files**

Use this tool to list the stock picture file names as they appear on the Web Shop for a particular Disk number.



To clear this list, make use of the “UPLOAD” option under the wed Shop Stock option.

**9.5 Displaying Online Orders**

This important tool gives full information on all the orders placed on line. Use it to check queries and to check if orders were processed. Other vital information includes the customer online order number, Person that placed the order as well as the Date, Stock orders and Quantity.

AccNo	Order No.	Auto-Order No.	Placed By	OrderDate	DeliverDate	Stockcode	Quantity	Captured
SHIR001	Vernon	SHIR001201172	Vernon	7/29/2011 3:31:11		SODA-APPLE-01	1	9
SHIR001	Vernon	SHIR001201172	Vernon	7/29/2011 3:49:57		CHIPS-BIGCORN-01	1	9
SHIR001	Vernon	SHIR001201172	Vernon	7/29/2011 4:08:51		CHOC-AERO-01	1	False
SHIR001	vernon	SHIR00134125	frans	7/30/2011 3:41:25	02082011	CHOC-KITKAT-02	9	False
SHIR001	vernon	SHIR00134125	frans	7/30/2011 3:41:26	02082011	BILTONG-01	6	False
SHIR001	V.E. Shirley	SHIR001132322	Vernon Shirley	8/4/2011 1:23:22		CHOC-SNICKERS-01	2	False
VAND001	i am thirsty	VAND00120117	me	7/28/2011 9:45:35	today	BEV- CAPPUCCI-01	1	9

Cash Sales: Not Downloaded

**Tip:** Orders that have been captures on the Main Revelation System will indicate a “9” under the “Captured” heading were as unsuccessful orders will read “False”

## 9.6 Displaying Online Shop info

When reporting errors to the Revelation Support Desk, you will have to supply them with some programming information. Use this option to see the relevant information and then either mail or phone Revelation with this information.



## 10. Setting up and Sending E-Mails

As an added bonus for purchasing the Online Web Manager, we have decided to include the e-mail portion of the SMS manager as standard. This has been done in order for you to be able to communicate with your online shoppers, making this a truly unique and complete one stop web shop interface.

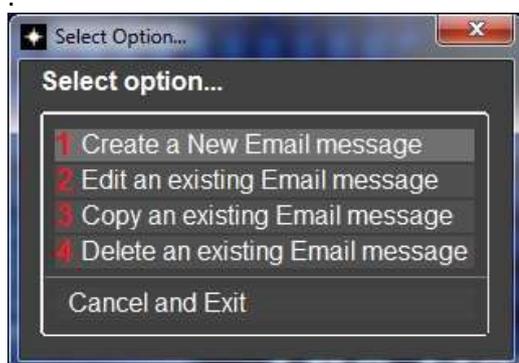
To setup your e-mail engine for the online shop, click on the "E-mail" setting on the Shop Manager toolbar.



You will now be able to select from either the (1) Setup or (2) the Send e-mail options available.

### 10.1 Setup and Amending E-mail messages

The online Shop Manager has the ability to store pre-defined e-mail messages. These messages may include but are not limited to special online promotions or new product information. From this menu you may (1) Create new stored e-mail messages. You may also (2) Edit these messages as the information in then changes. Were a new e-mail message is similar to an existing message, you may also (3) copy the information from one e-mail to the next and the change the information required. Lastly old e-mail messages may be deleted (4)



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### 10.1.1 Creating a New Email message

When creating a new e-mail message, it is important to know that the message has two distinct sections. Firstly the “Subject” must be specified. The subject services as the Standard Subject field or header in the recipients “Inbox” as well as headers for the list of saved messages. Make sure that the Subject is relevant. If it is not appealing to the intended user, he or she may simply delete the e-mail without reading the content. In our example the intended recipient may receive hundreds of specials not relevant to his market. If you were to state “Coffee at your desk right now”, they may feel differently about reading the mail (especially first thing on a Monday morning). The “Body” of the e-mail will then be the actual content of the intended mail.



We have built in some very handy tools to create and personalise the e-mail body. For instance, if you would like to personalise the e-mail by insert a contact person’s name instead of the examples “Dear Soda Club”.

To do this, delete the word “Soda Club”, then by leave the cursor in the same position as the deleted word, click on the “Display Debtors Master files Fields Name”. This will allow you to choose from all the available fields in the debtors master file list.



In our example we have chosen the “Contact” field in the debtors field. This simply means that when the mail is sent to a specified Debtor’s account, Revelation will use that debtor’s account Contact name as specified in the Debtors master records.

Telephone	011-972-6698
Cell Phone	0834584847
Fax	011-452-4113
Contact	VERNON ←

**Subject**  
Special

**Body**  
Dear {Contact}  
We are proud to announce that the Soda  
Please Log in and order from the followin

Your e-mail will now read "Dear {Vernon}". The Brackets will not be printed on the e-mail however. You may now go ahead and populate the e-mail with all sorts of automated information like outstanding balances and address details. Nice hey!?

### 10.1.2 Editing an existing Email message

To edit an existing e-mail message, call up the saved messages from the e-mail selection toolbar, Setup/Amend Messages and then select the edit option. Now select the message that you would like to change by clicking on it and then choose the "Select" option



Your message will appear the same as if it had just been created. Use the same tools as before in order to make the necessary changes, and then click the "Save" button.

**Subject**  
Special

**Body**  
Dear {Contact}  
We are proud to announce that the Soda Fountain now also service Coffee  
Please Log in and order from the following Selection.  
Vanilla Latte  
Espresso  
Americano  
Cappuccino  
Filter Coffee  
Ice Coffee  
Ice Tea  
Ring and bring can be arranged for a service fee of only R 5.00  
See you soon @ The Soda Fountain  
Where real friends meet!

The amendments will be saved under the same e-mail heading as before, overriding the previous version of the mail.

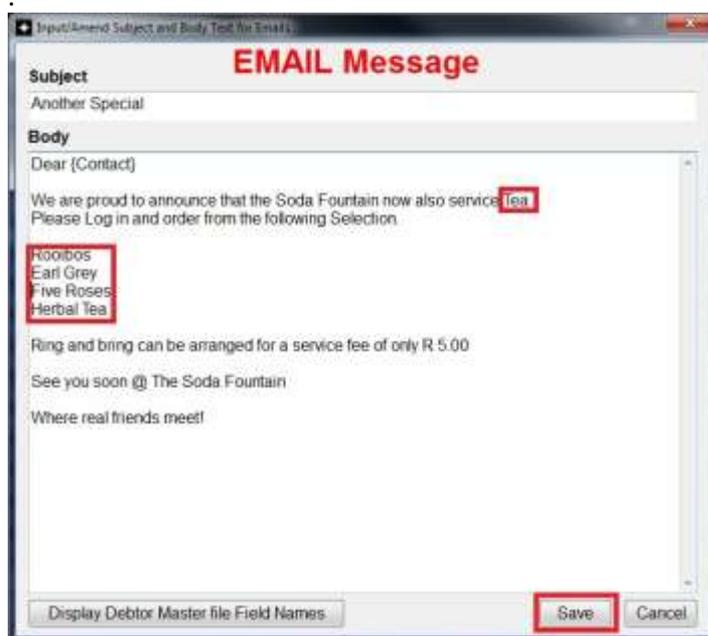
.../50

### 10.1.3 Copy an existing Email message

To assist you in creating a new e-mail without having to re-type information on a previously designed mail, you may use this option to simply copy the previously designed e-mail message into the body of the new mail. Choose the mail message that you are intending to copy, and then click on the “Select” Button.



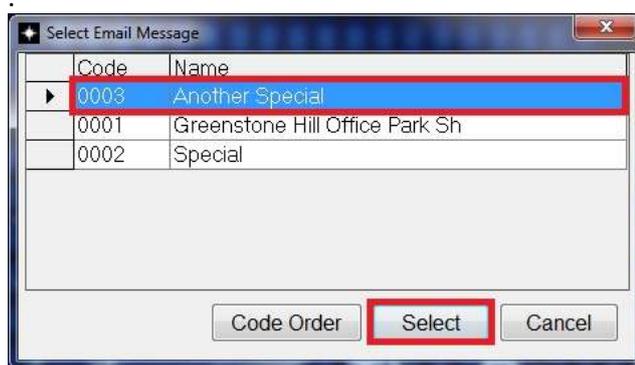
Revelation will now open a new mail message that has already been populated with the relevant information. You may now treat this message as if you were doing an “Edit”.



As before, the Subject is used to save the mail message with, as the mail was copied from another message, make sure that you have given it a unique Subject in order to be added to the mail list. If not, you will have two messages with the same name in the list. If this is the case, you may either edit the subject of one of the messages or use the option described below to delete one of the duplicated messages.

### 10.1.4 Deleting an existing Email message

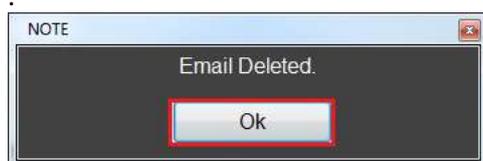
To delete a message that is no longer relevant to your store, simply call up the intended Message and then click on the Select button.



The message will now be display in the back ground in order for you to view the content. If this is not the message that you intent to delete, you may opt out by clicking on the “No” or “Cancel” Buttons.



Once you have selected the “Yes” button, you will receive confirmation that the message had been deleted successfully



To Finish, click the “OK” Button

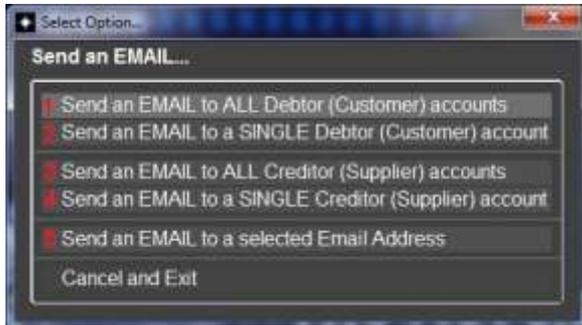
## 10.2 Sending e-Mail messages

Now that you have a list of standard mail messages, you may start sending them. Be careful how you use the mail engine. If you send the same message or subject to often, you may end up on the indented users SPAM list. This in turn will case the e-mail portion of the online Shop to lose its effectiveness. Talk to your IT consultant or internet host in order to avoid this situation has they should be able to advise you how to negotiate this sensitive topic better.

**Tip:** Although Revelation creates a very small sized e-mail, be careful what size the attachment is that you are sending to the client list as most hosting companies only allow up to a 10MB size file.

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Under the “Send” option you have various options available, making this e-mail engine unique in its class. You may Send e-mail to a group of recipients (1) & (3) or choose to send the mail messages one by one (2), (4) & (5). The system assumes the e-mail address in the Master file is correct.

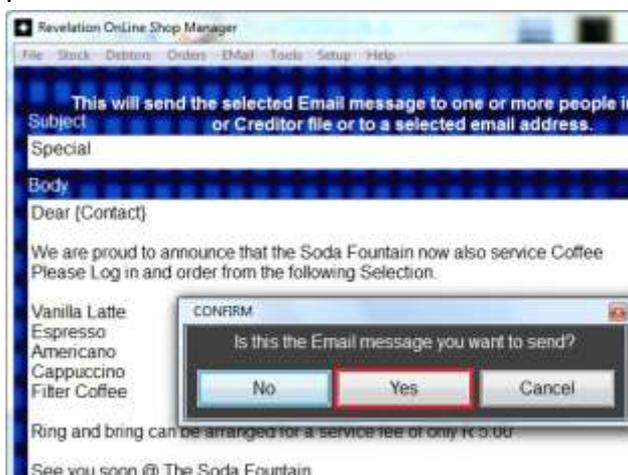


All of the options above work on the same basic principle, so we will just be covering the basics of how to send a mail to ALL the Debtors (1).

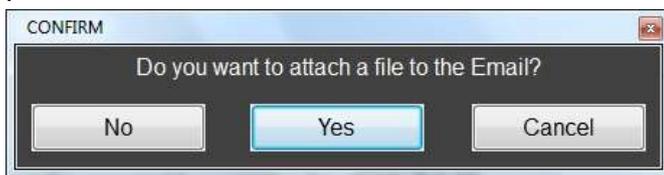
Once you have chosen your mailing option, you will be presented with the Saved message list. You may now choose the required e-mail message and then press the “Select” button.



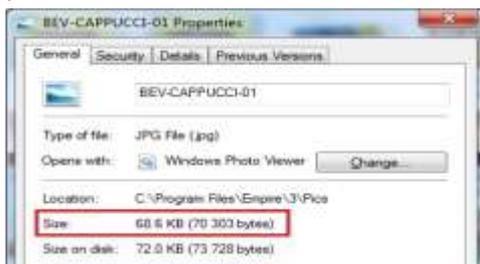
The message will now be display in the background. If this is the correct message that you would like to send to your database, click the “OK” button. To choose another message select “No”, or to stop the message engine altogether, press “Cancel” now.



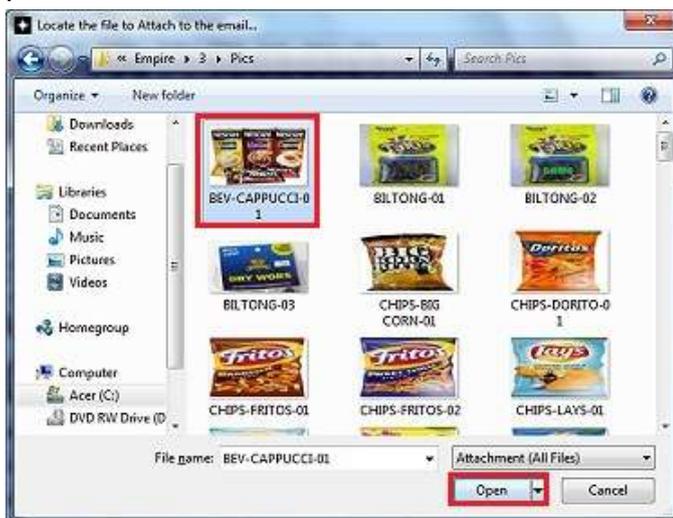
The e-mail engine also has the ability to let you add attachments to it. This could be any electronic document, file or picture.



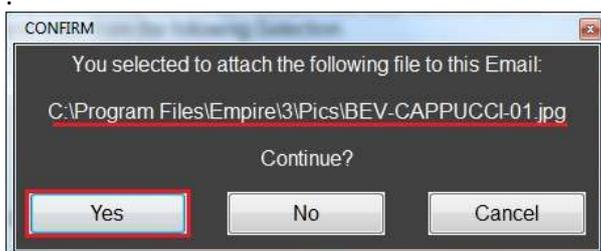
Make sure it is kept under 10MB. If you are not sure, ask your IT Consultant to check. Usually you simply have to right, click on a file to determine its properties.



If you have clicked on the "Yes" button above, you will be presented with the standard Windows search engine in order to locate your file attachment. Once located you may click on the "Open" button to import the file into the e-mail message as an attachment.

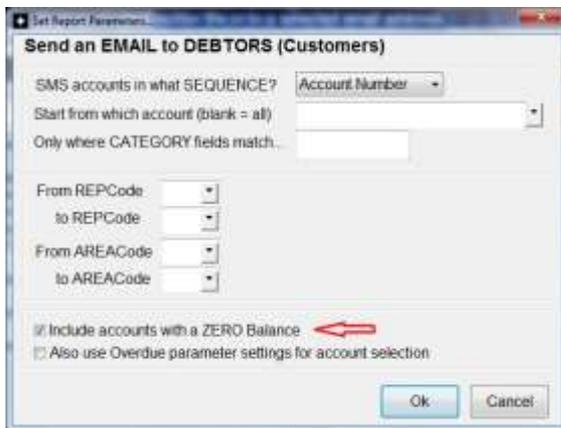


You will now have an opportunity to verify your selection. If you are satisfied, click on the "yes" button. To amend your Selection, click "No" or the abort, press "Cancel" now.



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At this stage you will be able to further define your intended audience by selecting the Sequence, Accounts, Categories, as well as clients that belong to certain Reps and Reside in different area codes.



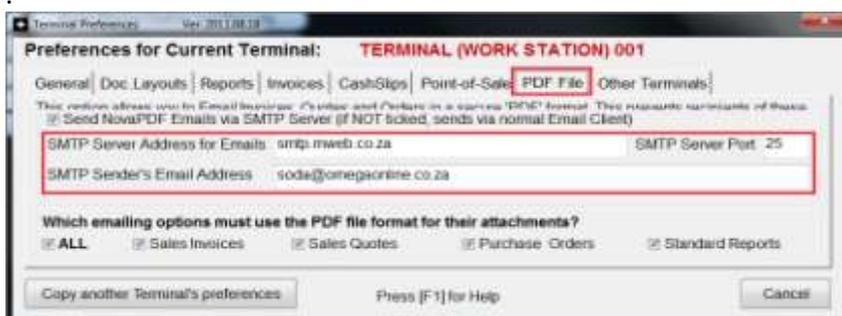
**Tip:** When sending out general information, make sure that the “Include accounts with a ZERO Balance” is ticked. This will ensure that all the users on the database receive the intended mail.



Once you have selected to Continue, the mailing engine will commence. Please note: Accounts with no e-mail address in the main account details under “Control”, will be skipped.

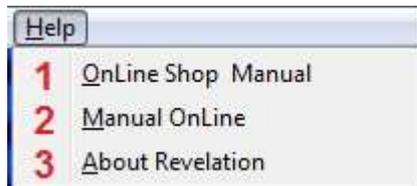


In the event that large volumes of e-mail is sent, you may want to rather use the SMTP method of sending your mail, rather than sending each mail to your local mailing tool such as Outlook or Outlook Express. See Terminal Preferences under the main Package manual for more information about this feature



## 11. Online Shop Help

You may at any time call up this manual by clicking on the Help option on the main Shop toolbar and then click option (1) "Online Shop Manual". If, for some reason, the Manual is not available locally, you may call up the "Online manual" by clicking on option (2). This will download a PDF manual from the website onto your local pc. Make sure that you are connected to the internet in order to use this function



The "About Revelation" option will inform you about the current version of Revelation that you are running. This information is vital when dealing with the support centre. As part of your maintenances contract with Revelation, you are entitled to any new development that takes place on the package.



As the Online Shop is an online product, it will change, as user requirements and market trends are updated. Make sure that you stay current by doing regular updates. Once the Online Web shop has been detected on your system, the update engine under your Super Menu will also look for updates on the Shop.



Your online Shop also has an information screen on the Main Shop Manager Page. This indicates when last the Shop had any live up or downloads done.

