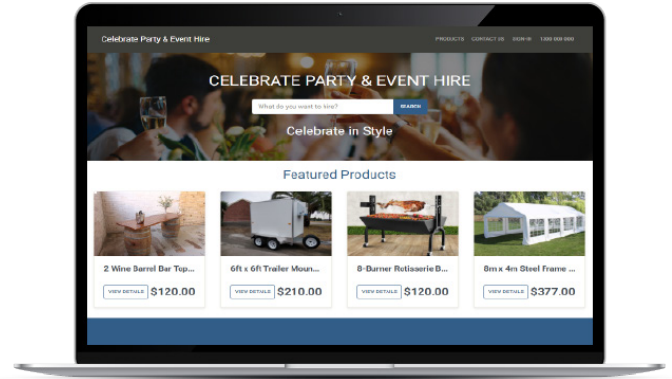# Quick Start Guide

Start setting up your online webshop

Site Settings -> General Site Settings

- Choose between standard Daily Rates or Billing Units. If you choose Billing Units, you will need to add these on the Billing Units page in Site Settings
- Set a Minimum Hire Duration if required
- Add a one-time charge that will be applied to all order created through the webshop
- Check that the default hire Terms and Conditions are suitable, or upload your own

Site Settings -> Home Page Content

- Add a description for your company and services in the 'About Us' section
- Modify the default 'Tag Line'
- Modify the three featured content sections – *Tip; highlight your company's major points or difference, or key features of your service.*
- Upload a logo and a banner – *Tip; Be sure to press save after uploading*

Add your first product

- From the Create button on the top right-hand side of the screen, choose Product
- Select from one of the available categories
- Enter the product name – *Tip; Choose something your customers will understand*
- Enter a short description of the item
- Accept the default location
- Enter a 'Base Rate' that will be displayed to your customers
- Enter an amount for the security deposit, or zero if not required
- Upload one or more photos of the product - *Tip; Straight from your Smart Phone*
- Press **Create**

Finalising your first product

After creating your first product, the product will be in ***draft mode***. That means that it isn't listed on your public webshop yet. You can modify more advanced options, such as the shipping methods you support (local pickup, delivery or quote) and your pricing tiers. Once you're happy with the product listing, click the **Finalise** link at the top of the page.

For more assistance simply contact us by phone or email

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