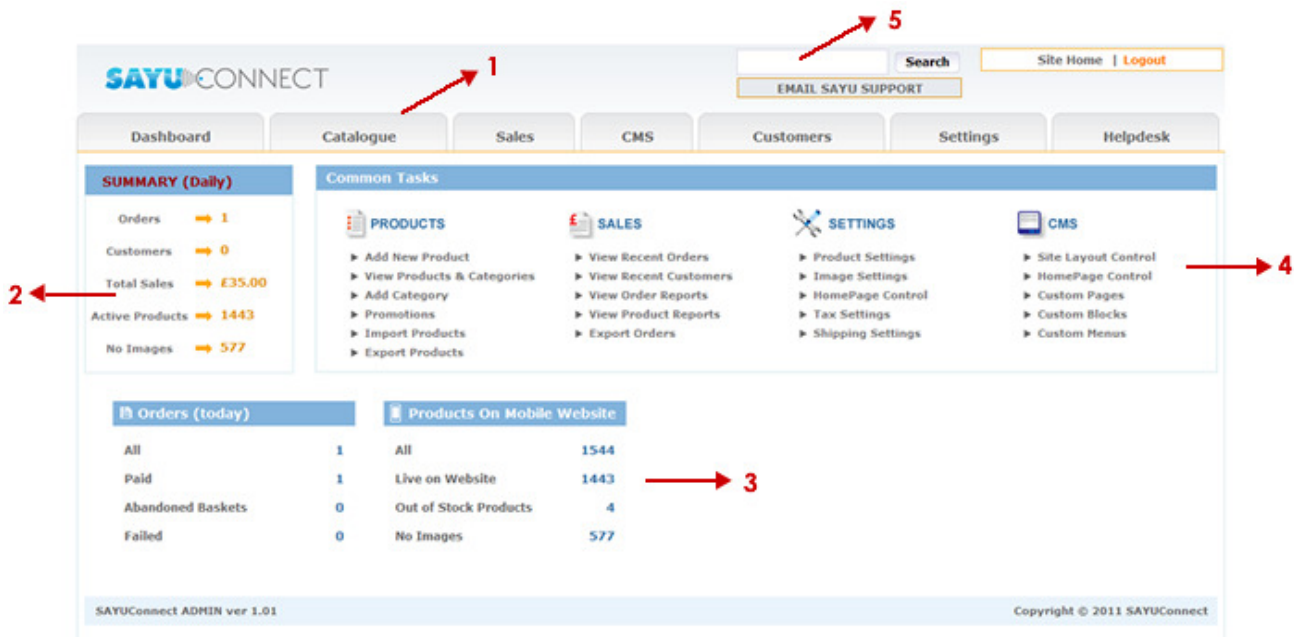


SayuConnect Web ADMIN Control

The SayuConnect ADMIN dashboard looks as below (Note: It may slightly vary based on your website settings)



1 – **Main Navigation:** This remains unchanged on all the different sections of the web ADMIN giving you easy access to navigation between various sections.

2 – **Summary (Daily):** This section provides a quick summary of the orders, registered customers, total sales, active products and products without images on daily basis.

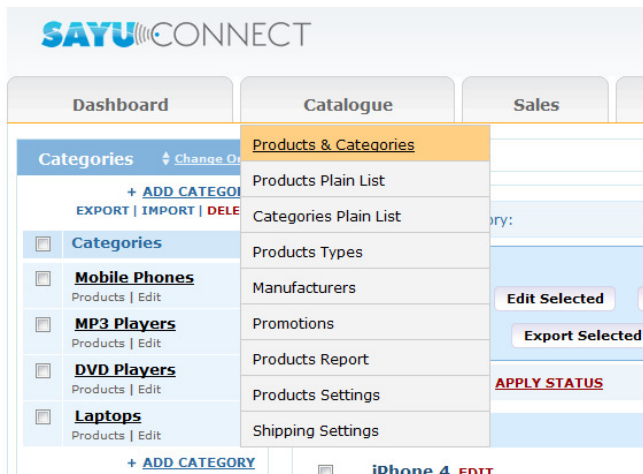
3 – **Orders and Products Summary Tables:** Based on your SayuConnect set-up these tables provide the summary of products, orders based on order statuses, etc. for one or multiple front-end stores.

4 – **Common Tasks:** This section provides direct access to most of the common tasks that can be performed using the ADMIN. (Like add products, view orders, export order, view reports, etc.)

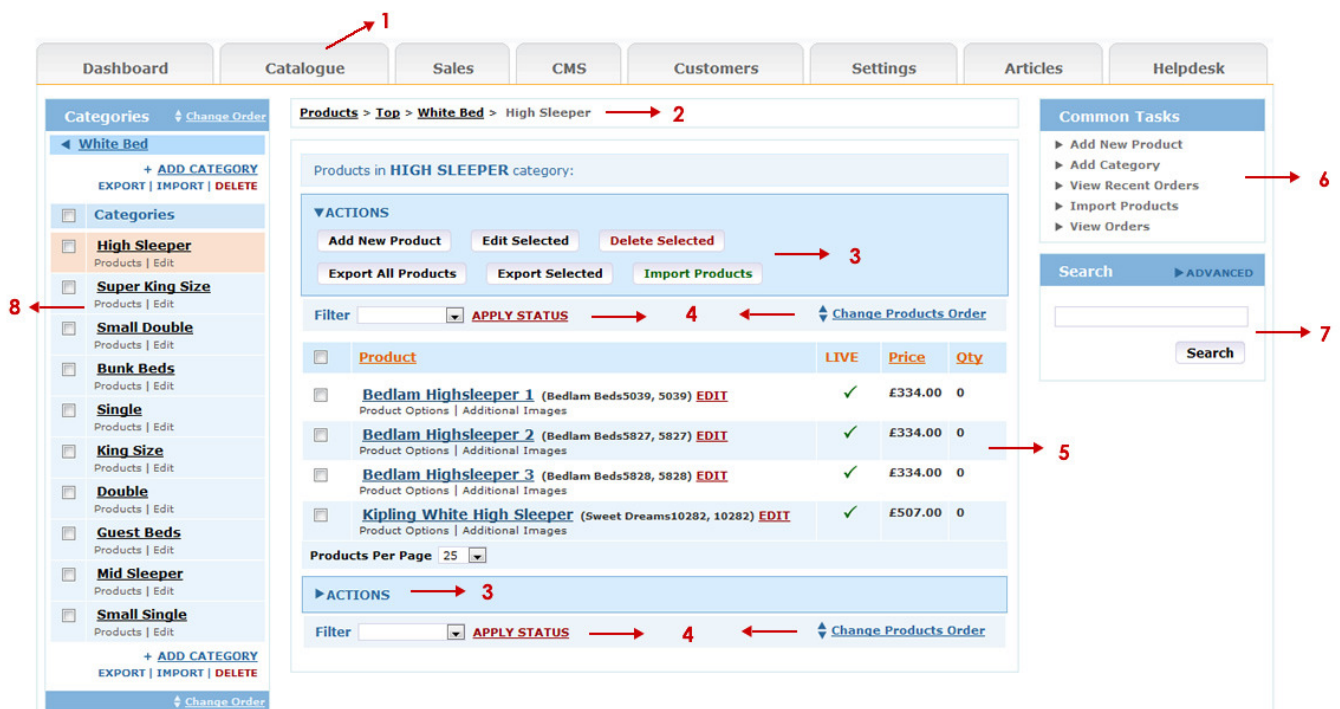
5 – **Global Search:** You can search across your entire product catalogue using the Global Search, which also remains unchanged throughout the web ADMIN.

Catalogue Control

You can get to this section by clicking on the 'Catalogue' tab on the header menu (or you can click on "Products & Categories" link from the Catalogue tab's drop-down menu)



The main catalogue control section is as follows:



1 – **Main Navigation:** This remains unchanged on all the different sections of the web ADMIN giving you easy access to navigation between various sections.

2 – **Breadcrumb:** This displays the path of your current page on the ADMIN.

3 – **Actions:** This sub-menu lists all the actions that you can perform on your products. This is an expand/collapse sub-menu which can be collapsed by clicking on the name 'ACTIONS'. The same section is repeated at the bottom of the Products List (5) section as well.

4 – **Status Update / Change Product Order:** The filter drop-down list allows you to filter Approved/Non-Approved products. Change Product Order allows you to change the order of products on the website.

5 – **Products List:** The list of products available in the category selected using the Categories section on the left (8)

6 – **Common Tasks** – A quick access menu to all common tasks that can be performed on the ADMIN system

7 – **Products Search:** This can be used to search the entire product catalogue. An Advanced Search option is also available on this block.

8 – **Categories Block:** This section shows the complete list of categories available on your catalogue. It also gives the options to view products on a selected category, Add/Edit/Delete categories, Import/Export Categories and Change Categories Order. If a category is selected, the Products List section (7) shows products available in that particular category.

Product Import/Export Functionality

Product Catalogue can be exported or updated using the import functionalities of SayuConnect ADMIN. These options are available on the Actions menu of the Products & Categories section.

Products > Top > White Bed > High Sleeper

Products in HIGH SLEEPER category:

▼ACTIONS

Add New Product Edit Selected Delete Selected

Export All Products Export Selected Import Products

Filter [] APPLY STATUS Change Products Order

| <input type="checkbox"/> | Product | LIVE | Price | Qty |
|--------------------------|--|------|---------|-----|
| <input type="checkbox"/> | Bedlam Highsleeper 1 (Bedlam Beds5039, 5039) EDIT Product Options Additional Images | ✓ | £334.00 | 0 |
| <input type="checkbox"/> | Bedlam Highsleeper 2 (Bedlam Beds5827, 5827) EDIT Product Options Additional Images | ✓ | £334.00 | 0 |
| <input type="checkbox"/> | Bedlam Highsleeper 3 (Bedlam Beds5828, 5828) EDIT Product Options Additional Images | ✓ | £334.00 | 0 |
| <input type="checkbox"/> | Kipling White High Sleeper (Sweet Dreams10282, 10282) EDIT Product Options Additional Images | ✓ | £507.00 | 0 |

Products Per Page 25

▼ACTIONS

Add New Product Edit Selected Delete Selected

Export All Products Export Selected Import Products

Filter [] APPLY STATUS Change Products Order

Products Export Functionality

You can export all or selected products by using the buttons “Export All Products” or “Export Selected” buttons.

The next screen after this provides you the option of choosing required fields of products that you wish to export. This includes fields like Product ID, Product Name, Price, Description, Images, etc. You will also have the ability to export categories assigned to products by choosing the “Categories” option. Product Options and Specification will also be available and they will show up as Option Names (example: Colour, Size, etc.) or Specification Names (Example: Dimensions > Length, etc.)

This section also provides the options of exporting products file delimited by a Comma, Tab, Semi-Colon or a Pipe (Vertical Bar).

Delimited by Comma Export Downloadable

Please use checkboxes to select fields you'd like to export

| Select/Unselect All <input type="checkbox"/> | |
|--|--|
| Product ID <input checked="" type="checkbox"/> | User ID <input checked="" type="checkbox"/> |
| Supplier <input type="checkbox"/> | Available for sales <input type="checkbox"/> |
| Approved <input type="checkbox"/> | Product Code <input type="checkbox"/> |
| Product Name <input checked="" type="checkbox"/> | Friendly URL <input checked="" type="checkbox"/> |

Products Import Functionality

The products import functionality will be helpful in adding new products or updating existing products in the system.

Clicking on the 'Import Products' button from the 'Actions' menu will take you to the Products Import section. Here you will have the option to define the file Delimitation (Comma, Semi-Colon, etc.). Then you can choose the products file stored locally (on your PC) by using the 'Browse' button OR specify the path to the file if it is stored remotely.

SC4

Once you choose the file and hit 'Continue' or 'Upload', you will be taken to the next section where you can map the fields on your input file with the destination fields.

Please select database columns and press 'Continue' button
You can match the columns with previous import by ticking this checkbox ☐

| # | CSVColumn | DatabaseColumn |
|---|---|--|
| 1 | Product ID | <input type="text" value="Product ID"/> |
| 2 | Product Code | <input type="text" value="Product Code"/> |
| 3 | Product Name | <input type="text" value="Product Name"/> |
| 4 | Manufacturer Code | <input type="text" value="Manufacturer Code"/> |
| 5 | Display Message for In Stock Availability | <input type="text" value="Display Message for In Stock Availability"/> |
| 6 | Display Message for Out of Stock Availability | <input type="text" value="Display Message for Out of Stock Availability"/> |
| 7 | Dimensions > Ext. Height (cm) | <input type="text" value="Specification"/> |
| 8 | Dimensions > Ext. Length (cm) | <input type="text" value="Specification"/> |
| 9 | Dimensions > Ext. Width (cm) | <input type="text" value="Specification"/> |

☐ the first row of my CSV file contains data as well

☒ Show all the data before proceed ☐ Import data immediately

Continue

Note: A Product Key must be used to match existing product when you wish to update them. Product Key by default is the Product ID created by SayuConnect. You can change this to

Product Code or Manufacturer Code in the Product Settings section. If the Product Key field is left blank, the system will treat this as a new product and add it into your product catalogue. [Click here](#) for the import file document.

We also advise to use ‘Show all the data before proceeding’ option as the next page will show a preview of your data list and list errors if any.

The data preview will show a brief preview of your input data, lists errors (if any), allows you to select product which you wish to import and also will notify if a product is new or already exists. (New products will be added and existing products will be updated).

You can then select few products from the list by using individual check boxes against the products OR select all by using the checkbox in the header.

Click on the import button will add/update your products and the next screen will show a confirmation.

In this way you can add product or update existing products (like changing price, stock levels, etc.) using SayuConnect’s import functionality.

Note: For product updates, we recommend using the export functionality first, to select required fields along with the Product Key and export the products file. Then make your updates to the exported file, save it and then use the import functionality to update your products.