



The Webo LPM - Getting Started Guide.

A step by step guide to those that select the DIP option on what to do next!

Every option in the Admin Panel has "How to Tips" at the foot of the page.

This guide suggests a build process to creating a basic
L & R Communicator App.



www.HowToTips.Webo.Directory

The Getting Started: The Loyalty & Referral L & R Communicator App Site Builder

This Getting Started Guide takes the form of a step by step checklist with brief commentary. Each option in the Members' Portal Admin Panel has "How to Tips" at the foot of the page that will offer guidance on the building of that aspect of your build. Please complete reading this guideline before commencing.

In addition to the "How to Tips" there are the following Starter Guides that may serve to guide you on your site building adventure. The Webo SaaS offers a wide variety of options and is arguably the most comprehensive site builder in the world.

Overview: About Webo & The Site Builder

<https://www.webo.directory/Sites/flipstorewebsite.php?catID=425>

Webo Manual: Site Building Basics

<https://www.webo.directory/Sites/flipstorewebsite.php?catID=424>

About the The Link & List Communicator App

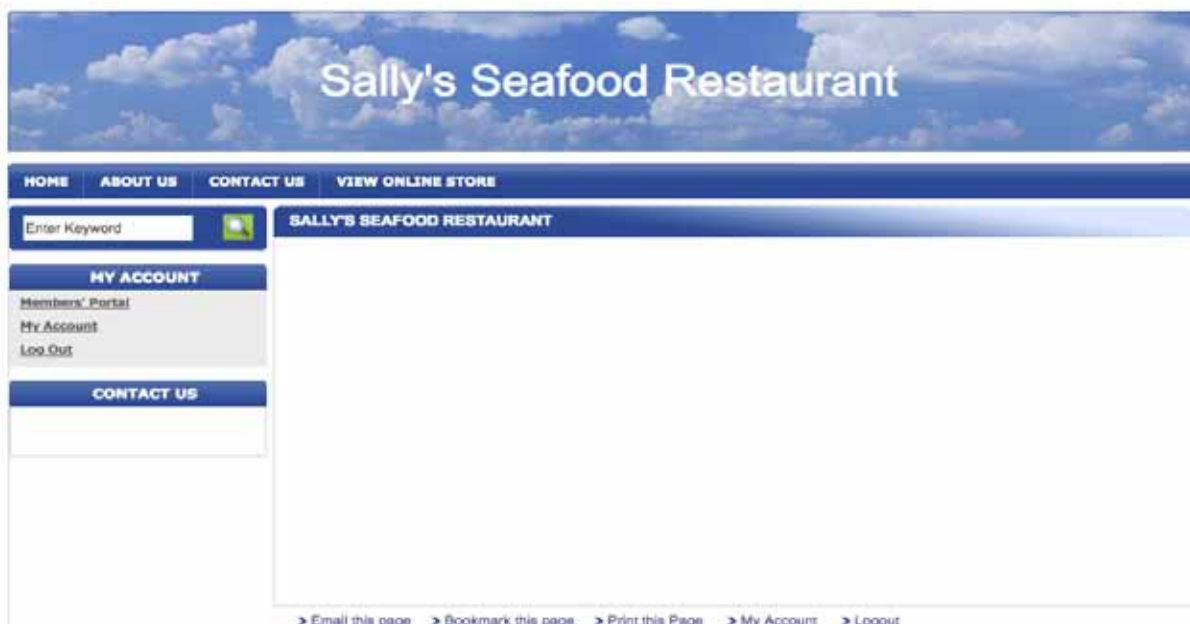
<https://www.webo.directory/llcommunicator/flipstorewebsite.php?catID=364>

Building your Site or a L & R Communicator App is easy. You can do it and we offer the support that you need to to succeed. If you are pressed for the time that it takes we offer, by arrangement, a build service and with your content we will get your L & R Communicator App built in record time.

Step 1 - Sign Up

You can sign up on the Webo Directory home page - <https://www.webo.directory/signup.php> or you can sign up on the Webo Digital pricing page - <https://www.Webo.Directory/vouchers/>

Complete the sign up form, select register now, check your email and verify your email address. That's it. Go to your site at: <https://Webo.Directory/Username/>
The username is the username that you registered. Log in with your email address and password and the site will open with the default template. Select Members' Portal to open the Site Builder's Admin Panel.





Options >

Step 2 - Template selection

Select a Template on the basis of the header height and background transparency. Select the option:

Template: Change /Select New
and then select the Option Beach x 300



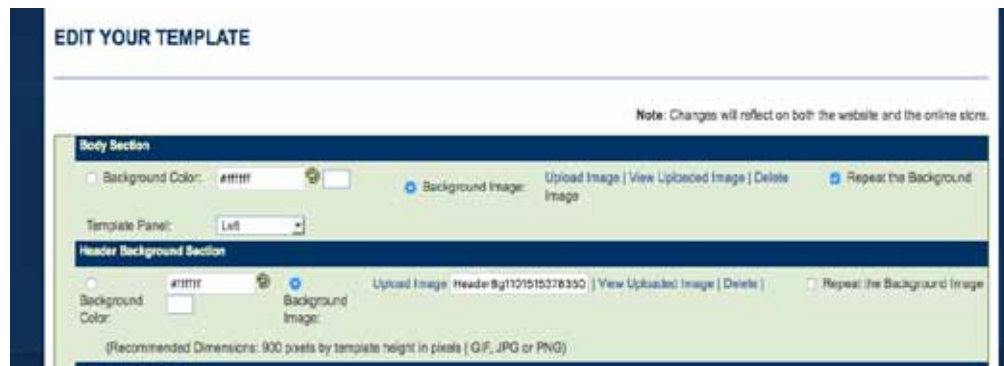
Step 3 - Background options

For the Store select - Template: Edit Existing Template.

eg Upload a small white image and select repeat. You can upload any image with the repeat option activated to cover the screen background. For the L & R Communicator Select - Setup L&R Communicator and set a colour background or upload an image that can, as an option, be repeated.

Step 4 - Upload a Site Header

Next upload a site header that is 900 x 300 pixels (width x height)



Note:

There are four background options to set the background.

1. Upload a background image on this option which will set this background for all pages.
2. On each page of the sitebuilder on the option: Setup: Website Main Page Contents you can upload an image that will display above the site background.
3. On any page you can use a table format and set the background on a cell by cell basis.
4. On the L & R Communicator App you can set the background for the L & R Communicator at the option: Setup L&R Communicator

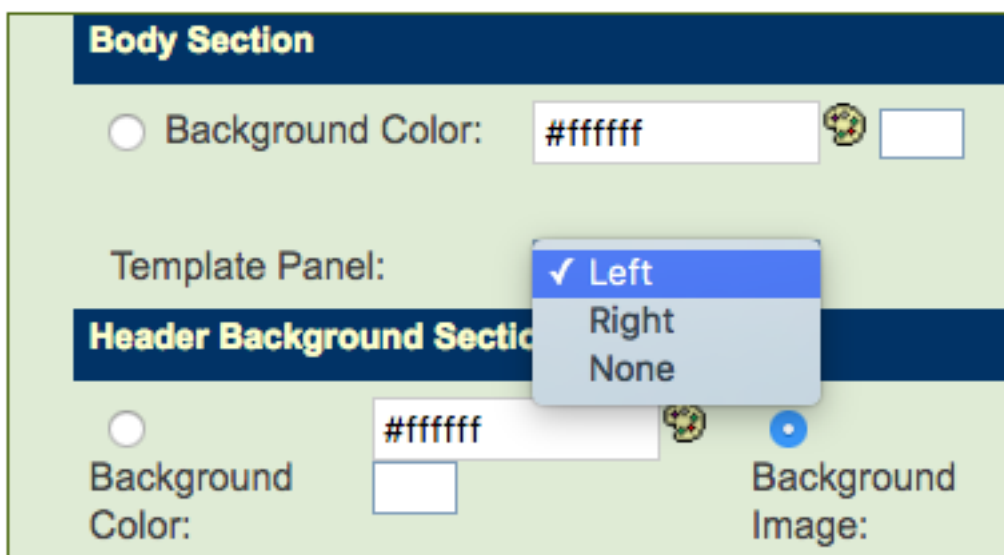
Step 5 - Finalise the presentation of a side panel

There are a number of options:

On the option: Template: Edit Existing Template. select one of the following:

Template Panel: Left, Right or None. This will set the position of the panel or it will remove the panel.

EDIT YOUR TEMPLATE



When a left or right side panel is selected then the main page panel is 660 pixels wide and the side panel is 180 pixels wide.



When no side panel is selected (None) then the main page panel is 900 pixels wide.



The Store or Product/Service Showcase side panel can be set independently of the of the Website Builder Option. Where the option to have no side panel (none) was selected in the Website site builder then this option overrides any option made at the Store option at Select Setup: Store Page Menu etc In this case the images will be square and they will be presented at 6 images to a row.

Where a left or right option was selected then:

Select Setup: Store Page Menu etc in the Store Sitebuilder section of the Admin Panel.

and select one of the following options which will only apply to the showcase page / store page

Select an option With side panel or With No Side Panel

Where the option “With no side panel” is selected then the images are presented in landscape view at 120% wide to 100% high,

When the Website selection is set to “None” the images are presented as square with 6 images to a row.



Where the website setting is “ Left or Right” and the Store setting is set to “With Side Panel” then 5 images are presented in a row and the images are square.



Where the website setting is “ Left or Right” and the Store setting is set to “With No Side Panel” then 4 images are presented in a row and the images are in landscape format at 120% wide to 100% high.



Note that you can also upload a different header image for the Store / Product Showcase.

- Note that the L & R Communicator header default is an automatically resized Store header image.



Delete

Store Header: No file selected.

Store Format: With Side Panel With No Side Panel

6. Create Store and L & R Communicator Categories

Products and services are presented in categories. When one selects a category then only that category is displayed. The Store would normally have the same categories but it is possible that you may wish the categories to be different or you may wish to sequence the categories for display in a different order. In addition, you may wish to have more or less categories in the L & R Communicator.

You should commence with creating the categories for the Store, at the option Setup: Product Category Options because the categories created are automatically duplicated as L & R Communicator categories. Once created you can sequence, edit, add or delete categories in the L & R Communicator option at Setup Product Options.

To start, select: Setup: Product Category Options and submit the form below.

ADD CATEGORY

[Manage Categories](#)

Product Category *

(This will be the secondary category displayed in your store.)

Status Active InActive

No Side pannel (200 X 140) No file selected.

With Side pannel (100 X 100) No file selected.

* Required.

If you do not have individual product images then you can upload thumbnail images per category that are 200 x 240 pixels for the no side panel pages and 100 x 100 for the with side panel pages. Uploading thumbnail images is not required however if you do not and you do not upload individual images then there will be a note that reads "No Image" in the store where the images are displayed.

If you select Manage Categories (see the top right of the ADD CATEGORY page) you will be able to sequence your categories.

MANAGE CATEGORIES

[Add Category](#)

Edit	Delete	Sequence		No Side pannel Image (200 X 140)	With Side pannel Image (100 X 100)	Product Category	Status
		<input type="text" value="0"/>	<input type="button" value="Save"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Upload Image"/>	International Seafood Showcased on our Secret Menu	Active
		<input type="text" value="0"/>	<input type="button" value="Save"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Upload Image"/>	Fresh Prawn Sales	Active
		<input type="text" value="0"/>	<input type="button" value="Save"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Upload Image"/>	Pomotions and Competitions	Active

Next select: Setup Product Options

PRODUCT OPTIONS

ADD PRODUCT OPTIONS

Title *

For All Product Option Categories No Side Panel Image With Side Panel Image Display

X	Sequence No	Days to Expiry	Title	Status	Action
<input type="checkbox"/>	<input type="text" value="1"/> Save	180	SANDTON GIVEAWAYS: GET A WEBTICKET BELOW	Active/Inactive	
<input type="checkbox"/>	<input type="text" value="0"/> Save	180	Competitions	Active/Inactive	Save
<input type="checkbox"/>	<input type="text" value="0"/> Save	180	Top 10 Seafood Dishes	Active/Inactive	Save
<input type="checkbox"/>	<input type="text" value="0"/> Save	180	Fresh Prawn Sales	Active/Inactive	Save
<input type="checkbox"/>	<input type="text" value="0"/> Save	180	Fresh Seafood, Chilled and Boxed	Active/Inactive	Save

7. Set Up the Presentation of the L & R Communicator Categories

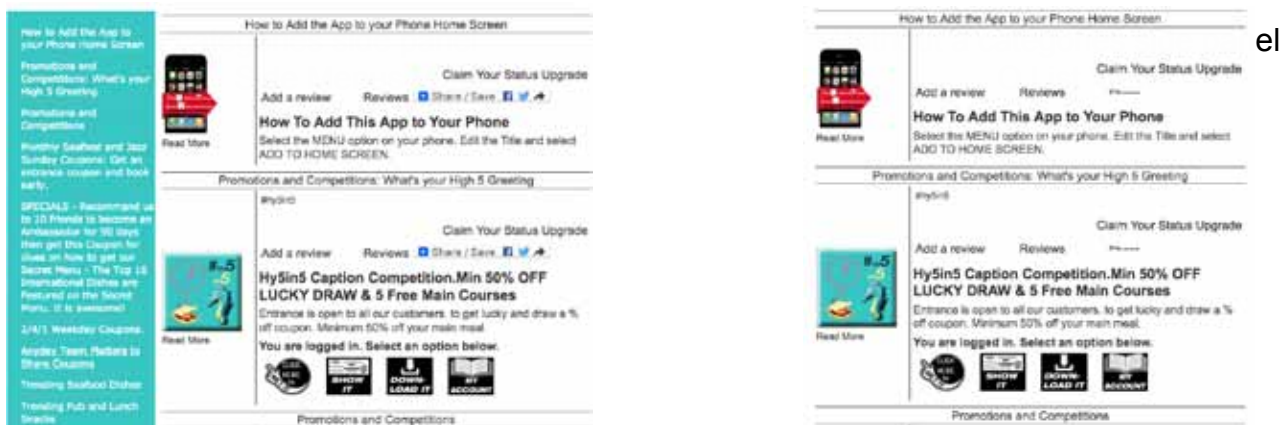
The options displayed are the Store categories already set up.

- You can add a display sequence number to the categories.
- You can set a category expiry date.
- You can edit the category title.
- You can make a category Active or Inactive and you can delete a category.

Next, select Setup L&R Communicator and scroll down to the option:

Product option categories: List View Side Menus View

When the List View option is selected the categories are sequenced and each category has a heading. When the Side Menus View is selected then a side panel displays with the category options. Selecting an option will only display that option. With side menus is often used where there are many products and many categories.



Step 8 - Set up the Presentation of Store Categories.

Products and services to be showcased on the L & R Communicator App must be uploaded to the Store. On the Store or L & R Communicator they may be independently activated or deactivated for display.

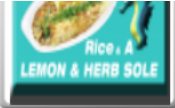
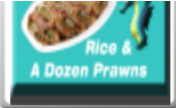

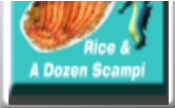
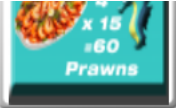
Where there is a Store side panel then the categories are shown in the side panel. If there is no side panel then the categories are shown above the images however they may be deactivated to not show at all. Where a specific category is selected then the products / services for that category only will display.




HAVE YOUR SAY ON OUR BLOG.

---select---






CATEGORIES

- International Seafood
- Showcased on our Secret Menu
- Fresh Prawn Sales
- Pomotions and Competitions
- Pomotions and Competitions
- Delivered Meals 11am to 11 pm
- Monthly Seafood and Jazz Sunday Coupon
- 2/4/1 Weekday Coupons.
- Anyday Team Platters to Share Coupons
- Recommended by our Panel of Frequent Diners
- Seafood Menu
- Second Sunday of the month is Shrimp Night: Our Shrimp Night Specials Are Below

				
Mains: Large Lemon and Herb Sole	Mains: A Dozen Peeled Queen Prawns	Sally's Ambassador Secret Menu	Mains: The Ultimate Midweek Treat: A	Team Platter Coupon 1: 60 Queen Prawns
view	view	view	view	view

		
Team Platter Coupon 2: 60 Oysters to	Team Platter Coupon 3: Half & Half to	Buffet & Jazz Coupon / Sundays: Bookings
view	view	view

DETAILED VIEW
BRIEF LIST VIEW









				
26/30 Fresh Tiger Prawns per Kg R227.00	Chilli Soy Salmon (With wok-fried	Prawn Tacos. With lime-avocado salsa.	Sri Lankan Seafood Curry with Chilli	Dukkah-cruste Salmon with Salad
view	view	view	view	view

Where a store is set up as a trading eCommerce Store that is fully managed including delivery charge setting, out of stock tracking, payment notification, order invoicing and delivery tracking then payment icons can be activated for display eg Classified (not priced), fixed priced, Credit Card etc.

SELECTED SPECIALS
[VIEW ALL Specials](#)

					
How To Add This App to Your Phone	LUCKY DRAW: Sunday Seafood	Monthly Seafood and Jazz Sunday Entrance	Hy5in5 Caption Competition.Min 50%	Starters: Tuna Carpaccio ADVISOR	Mains: Large Lemon and Herb Sole
  view	  view	  view	  view	  view	  view

- CATEGORIES**
- 2/4/1 Weekday Coupons.(4)
 - Promotions and Competitions(1)
 - Delivered Meals 11am to 11 pm(3)
 - Anyday Team Platters to Share Coupons(3)
 - Recommended by our Panel of Frequent Diners (7)
 - Fresh Prawn Sales(1)
 - Monthly Seafood and Jazz Sunday Coupon(1)
 - Seafood Menu (12)
 - International Seafood Showcased on our Secret Menu(1)
 - Pomotions and Competitions(1)
 - Second Sunday of the month is Shrimp Night: Our Shrimp Night Specials Are Below (6)

 <p>26/30 Fresh Tiger Prawns</p> <p>26/30 Fresh Tiger Prawns per Kg Sold chilled and boxed</p> <p style="text-align: right;">R227.00 view</p>	 <p>Chilli Soy Salmon & wok-fried noodles</p> <p>Chilli Soy Salmon (With wok-fried noodles) Our Specials are on our Secret Menu</p> <p style="text-align: right;">view</p>	 <p>Prawn Tacos With lime avo-salsa</p> <p>Prawn Tacos. With lime-avocado salsa Our Specials are on our Secret Menu</p> <p style="text-align: right;">view</p>	 <p>Sri Lankan Seafood Curry with Chilli</p> <p>Sri Lankan Seafood Curry with Chilli Our Specials are on our Secret Menu</p> <p style="text-align: right;">view</p>
 <p>Dukkah-crusted Salmon with Salad</p> <p>Dukkah-crusted Salmon with Salad Our Specials are on our Secret Menu</p>	 <p>Coconut-crusted Fish with Thai green curry vegetables</p> <p>Coconut-crusted fish with Thai green curry vegetables</p>	 <p>Cold Seafood Platter For 2 -Treat Yourself</p> <p>Cold Seafood Platter For 2 -Treat Yourself</p>	 <p>Prawn, Mango and Chorizo Salad</p> <p>Prawn, Mango and Chorizo Salad Our Specials are on our Secret Menu</p>

Where products or services are marked as being on Special on the page:

- Store Mgt: Product / Item Admin

Then these products are displayed in the set sequence at the top of the store. You can elect whether or not these items should be duplicated in the normal store listings or not. They are often duplicated where items form part of a category that is best displayed as a complete group of items.

E-Commerce Icons: Active Inactive

Active Store

Category: Active Inactive

Duplicate Specials: Yes No

Continue

9. Set Up a Marquee

Below the Store menu bar in the image below is a scrolling image. This is a marquee. It can be a scrolling image or text or it can if set as a background image be a static image.

Select one of the following and read the “How To Tips” on the page.

- Marquee: Footer Marquee Generator
- Marquee: Header Marquee Generator



10. Set Up your Store Partner Links

At the foot of the Store page you can place Partner Links. Typically, these would be links to your Social Media Pages, Your Independent Website, etc

Select the option - Links: Add Footer Partner Links and follow the options presented.

11. Set Up Information Product Options.

Offering information rewards is often valued. We share to be liked. To be liked the shared reward must be relevant and valued. Information rewards can be presented as webpages set out below images in picture galleries set up in categories. These could be product manuals or product performance statistics eg In the example below there is a full webpage below every thumbnail image in each category of the image album.

Images: Non-Flash Album Categories

Then, in the Website or Store options select - Images: Add Non-Flash Images & Text

BATHAWK

2 / 23 Start Shop

This is the L34 Gallery B.00 CCM Gallery WSM Gallery

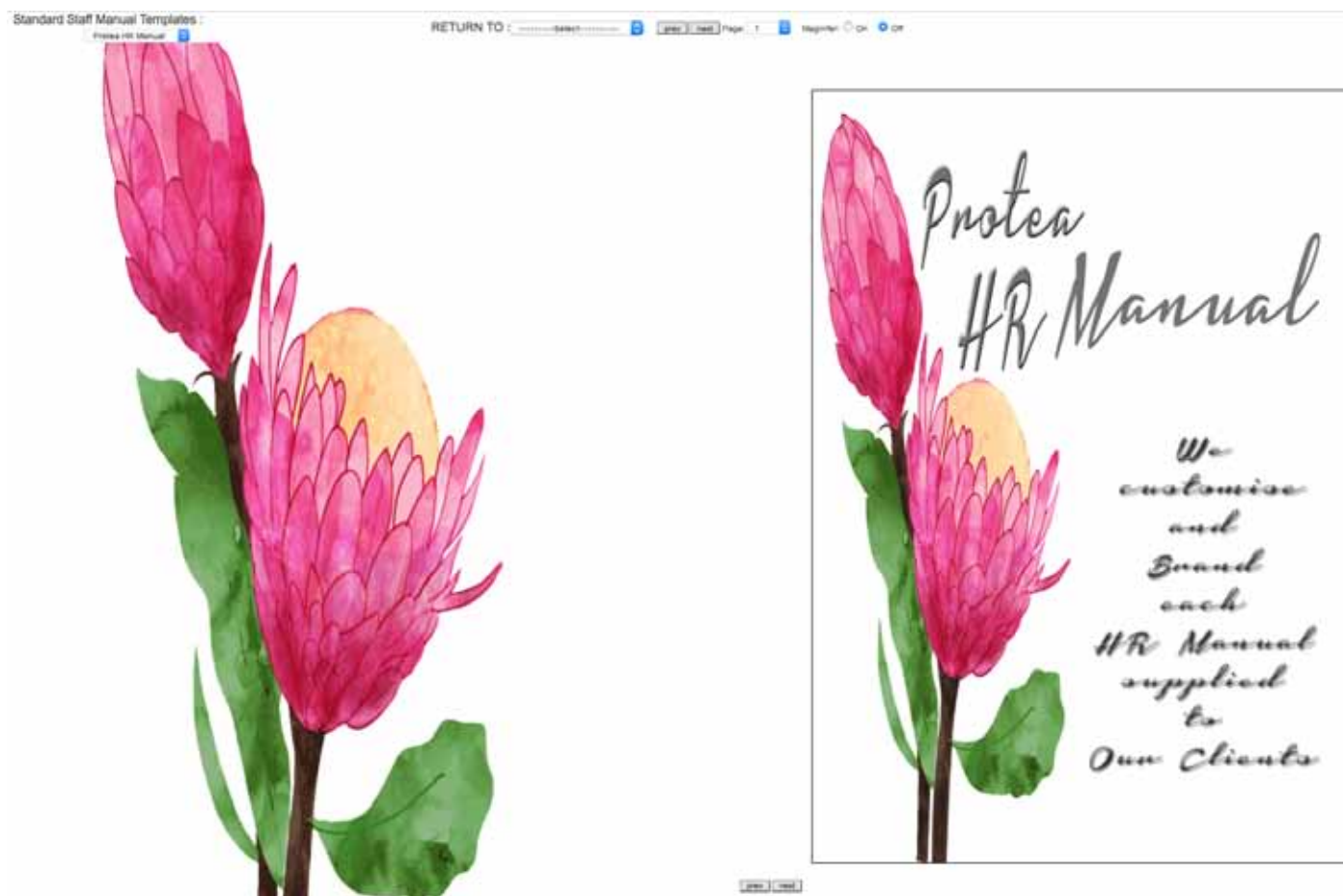
AIRCRAFT NAME: BATHAWK	MANUFACTURED BY: BATHAWK (Formerly Microaviation)
WEBSITE URL: www.bathawk.co.za	e-MAIL: info@bathawk.co.za
COUNTRY OF MANUFACTURER: South Africa	
WEIGHT EW (Empty Weight in KGs) = 260 MTOW (Max Take-off Weight in KGs)= 540	WING WA (Wing Area in Sq Metres)= 15.1 WS (Wing Span in Metres)= 9.5 Vz (Climb in Metres per Sec)= 3.4
FUEL TC (Tank Capacity in Litres)= 56 FC (Fuel Consumption in Litres per Hr)= 12	SPEED Va0 (Stall Speed in KPH) = 60 Vc (Cruise Speed in KPH) = 124 Vmax (Max Speed in KPH)= 148
SUGGESTED ENGINE MAKE: CAMIT 2200 HP (Horsepower)= 81	ALTERNATIVE SUGGESTED ENGINE MAKE: CAMIT 3300 HP (Horsepower)= 127
Note 1:	Note 2:

SAWC in response to the current rhino poaching cr...

Select: Flipbooks: Create Categories

Then select: Flipbooks: Add Website Pages or Flipbooks: Add Store Pages

Book presentation options: Portrait or Landscape books in single page or double page format. Upload pages in .jpg or .png format. You can create pages in Word. Powerpoint or software options with page export options. You can also export as a .pdf and then export as image pages.



Information Rewards can be presented on Flash & Non-Flash Image Galleries, Video Galleries, Flipbooks, Linked Webpages, Quiz pages and more. Strategise the reward and then explore the information presentation options. Once created, the coupons can link to the information reward URL

It is often best to think of the referral comment that might be made by the customer to a friend:

- eg 1 - " I have found this product to be awesome. Here is a 25% off coupon to give it a try."
- eg 2 - " This eBook simplifies our shared interest in Here's a copy to read & share."
- eg 3 - " I know your cousin is getting married. Here's a great Wedding Planners Contact List"
- eg 4 - " My VIP status grants me access to a "Secret Menu" at Joe's. Here's a coupon to try it"
- eg 5 - " Complete this quizz. Link to try it and get access to receive the views, you'll be surprised."
- eg 6 - " I know you love the Join me as an Ambassador and get rewarded for spreading the word."

12. eCommerce Set Up Options

Setup: Payment Options

Select this option to set up the checkout payment options including the required currency.

Setup: Delivery Fee Options

Select this option to add delivery options to the checkout.

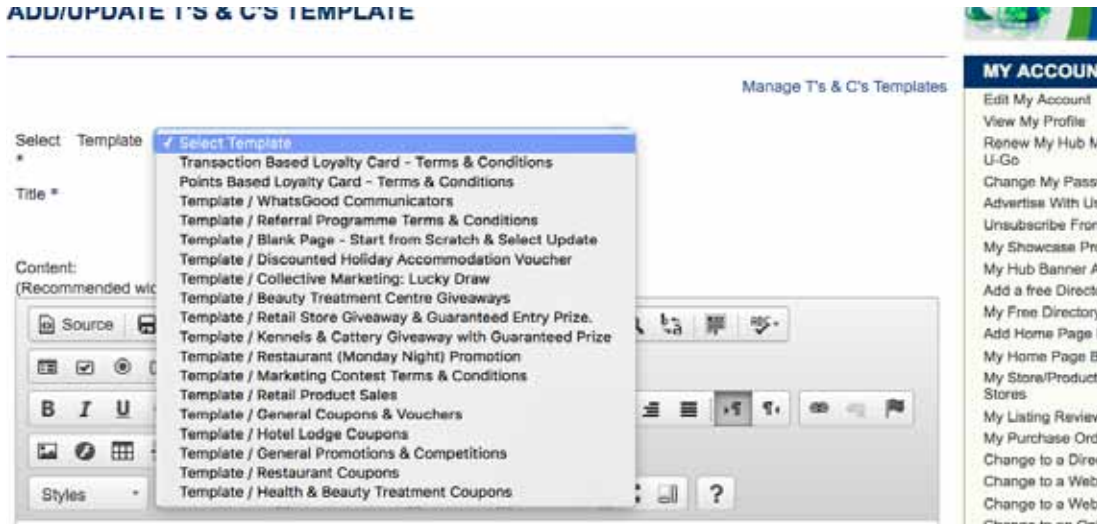
Setup: Store Page Contents

Select this option to set up a Store About Us Page, Delivery Information Page and Company Policies (Terms & Conditions). These pages can have different page titles and they can be deactivated. The terms and conditions page will have to be accepted in the Store checkout.

13. Set Up Terms and Conditions

Select: Setup T's & C's Templates then, select Add a Template. A number of Ts & Cs Templates will be offered for selection. Select an option or start from scratch. After selecting an option select SUBMIT and the Text Editor will be populated and you can edit the content before selecting UPDATE. Create the Terms and Conditions that you will want to attach to various coupons, vouchers or tickets.

ADD/UPDATE T'S & C'S TEMPLATE



14. Setup Vouchers and Coupon Templates

Select: Setup V & C Templates then select, Manage V & C Online Templates and a variety of templates will be presented. Select a template and then edit the option to create the option required by following the "How to Tips." You will need to select one of your Ts and Cs before saving the print option. You will also have the option to hyperlink to a Ts & Cs URL (see 12 above).

15. Setup Vouchers and Coupon Templates

Select: Setup Excluded Validity Dates

You can create a list of global date exclusions on this option. When you add individual items you will be able to set up excluded validity dates for that item. Online redemption will not be processed on these dates.

16. Setup Vouchers and Coupon Templates

Select: Setup Redemption Admin and add Programme Administrators who will be able to Redeem coupons and vouchers by entering a PIN number you assign to an Administrator.

17. Programme Administrator Training

Administrators will be required to award Fan Points in the Loyalty Programme and to Administer the Referral Programme. Once you have created this programme you need to get your Administrators to explore the programme options and their administration roles.

Set out below is the MY ACCOUNT page that every customer gets to manage their individual Loyalty and Referral Programme. Administrators should register as a customer and read the “How to Tips” on each of the account admin options so that they are fully apprised of the administration role that they will be required to play.



LOYALTY & REFERRAL PROGRAMME STATUS

Store Memberships

Site Name
[Go to this Store](#) [Go to this App](#)

Loyalty Programme

Platinum Fan Status at 21/09/18 (Today) is: Platinum Fan
 Platinum Fan Points Awarded
 Platinum Fan Points Redeemed
 Current Total Platinum Fan Points for this site: 2037
 Administrator pin number

Referral Programme

Advocate Status : Active Inactive (Share to activate)
 Expiry Date 30/09/2018
 Advisor Status : Active Inactive (Add a review to activate)
 Expiry Date 11/07/2018
 Ambassador Status : Active Inactive (Add sufficient two-way referrals:A must be > or =B)
 Expiry Date 22/07/2018

Two-way Referrals Sent and Redeemed:

Number sent and Redeemed A
 Number Required to Activate Status B

Received Referrals Redemption (Gifted Coupon Redemption)

Admin to submit (below) for this Received Referral To be Redeemed Immediately by this Account Holder and for it to be added to the Sender's Account for Future Use.

Site Name
 Order no. of this Received Gifted Coupon
 Administrator pin number

Welcome
Thornhill
[Log Out](#)

MY ACCOUNT

- [Edit My Account](#)
- [Change My Password](#)
- [Loyalty & Referral Programme Status](#)
- [Loyalty & Referral Programme Detail](#)
- [Coupons, Vouchers & Tickets](#)
- [What's Good Directory Lists](#)
- [Add Home Page Blog Topics](#)
- [My Home Page Blog Comments](#)
- [My Store Reviews](#)
- [My Product Reviews](#)
- [My Listing Reviews](#)
- [My Purchase Orders On Hub Stores](#)
- [Delete My Account](#)
- [My Showcase Product Submissions](#)

MY BULK COMMS TOOLSET

- [My Email Subscriptions](#)
- [My SMS Subscriptions](#)

MY AUCTIONS

- [Current Auctions](#)
- [Successful Bids](#)

HOW TO TIPS

18. Set Up a Briefing Page

In the L & R Communicator Admin Select: Setup My Account

On this page you can add a header image such as the header image illustrated on 17. above. In addition you can add a briefing page that offers the opportunity to brief your clients about your Loyalty and Referral Marketing Programme. In the Buyers Member's Portal / MY ACCOUNT there is an option titled.

Loyalty & Referral Programme Status - on this page the briefing page that you create will be displayed.

Set out below is an example of what you may wish to say on this page.

About Our Loyalty and Referral Programmes

We thank you, our customers for their:

- Patronage by awarding points that quality you for rewards that you can get on our App or from our PC Showcase.
- We thank you for sharing your views on your social media network by offering Advocate benefits that you can select and add to your account on our App or from our PC howcase.
- Your reviews are important to us and we reward you for writing reviews or for making suggestion on our App or on our PC Showcase,
- We also reward one to one recommendations. When you gift a coupon, for which you are eligible to a friend or business connection then that coupon is removed from your account pending redemption by the recipient. When redeemed the coupon will be added back into your account and in addition, your referral count record will increase by one. When you have reached the required referral count total you will qualify for additional benefits that are listed for Ambassadors on the App or on the PC Showcase.

Redemptions: If you have a coupon you wish to redeem please hand this to your service assistant at the time of placing your order.

Points Accumulation: When you settle a bill in-store please login to your account and hand your phone to your service assistant who will award you one point for each Rand spent. Please ensure that our store is selected or the Admin PIN will not be valid.

Gifted Coupons Received: If you receive a coupon as a gift then to redeem it login and hand your phone to your service assistant and it will be validated by capturing the order number above.

The following Loyalty and Referral requirements are in place:

Coupon:

- Registered Customers with zero Fan points.

Loyalty:

- Silver Fan Status: From 1 to 1,000 points.
 - Duration 10 days from the date of the last purchase
- Gold Fan Status: From 1001 to 2000 points
 - Duration 10 days from the date of the last purchase.
- Platinum Fan Status: From 2001 points
 - Duration 10 days from the date of the last purchase.

Referral:

- Advocate Status: For Sharing views on social media.
 - Duration 10 days from the date of the last Share.
- Advisor Status: For writing reviews and for making suggestions.
 - Duration 10 days from the date of the last review.
- Ambassador Status: For making the set minimum number of 2 recommendations.

To make a referral select the option to email a qualifying coupon (two-way) to a friend or business connection.

When you gift a coupon by email with a recommendation the coupon is redeemed on your account but it will be placed back in your account when the recipient redeems it.

- Duration 10 days from the date of the last recommendation.

19. L & R Communicator Set Up

Select: Setup L&R Communicator

SETUP L&R COMMUNICATOR

URL : <http://www.webo.directory/vc-lal-communicator.php?MID=11015>

Browser Title: Demo Restaurant App

Favicon : (27 X 27 px max) [Browse] No file selected.

Meta Title: Coupon and Voucher Marketing APP

Meta Keywords: Coupon and Voucher Marketing

Meta Description: The Webo Coupon and Voucher Marketing System supported by the WhatsGood Marketing System enables the unleashing of the power of social

Website Menu Link: Active Inactive

Store Menu Link: Active Inactive

Title: Get our Mobil App for Deals & Meri

Url: <http://www.webo.directory/vc-lal-co>

Webpage Password * [password]

Confirm password * [password]

Password Status: Active InActive

Setup Loyalty Programme

Fans : Active Inactive

Level One Fan Status : Alternative Title Silver Fan
Points: From 1 To 1000

Level Two Fan Status : Alternative Title Gold Fan
Points: From 1001 To 2000

Level Three Fan Status : Alternative Title Platinum Fan
Points: From 2001 To 100000

Points Duration: 10 Days to expiry from date awarded

Advocates : Active Inactive
Alternative Title Advocate
Status Duration: 10 Days to expiry from the date of last SHARE

Advisors : Active Inactive
Alternative Title Advisor
Status Duration: 10 Days to expiry from the date of last SHARE

Ambassadors : Active Inactive
Alternative Title Ambassador
Status Duration: 10 Days to expiry from the date of last SHARE

No. of two-way Referrals Required for Ambassadors Status: 2

Setup Menu Bar Options

Login (120 X 25 px max) [Browse] No file selected.
Add Link(http://www.webo.directory/messuarania3/blog_store.php?utm_medium=login)

Logout (120 X 25 px max) [Browse] No file selected.
Add Link(<http://www.webo.directory/logout.php>)

Read More (120 X 25 px max) [Browse] No file selected.
Add Link(<http://www.blog.webodigital.co.za>)

Email Us (120 X 25 px max) [Browse] No file selected.
Add Link(<http://www.webo.directory/voucherstore/Contact.php>)

> The Browser Title will show in Browser heading at the top of the page preceded by an icon image called the favicon.

> The Meta Information may be used by Search Engines to inform Search Engine Results. It is not used for ranking but is an information source for most search engines.

> The URL for the link is shown above - copy and paste the Communicator App URL. You can contact us and we will create a shortened URL with your username for you.

> You can password lock your Communicator is you want to.

> Set up your Loyalty Programme here. Points can be earned for purchases or they can be used to segment customers eg Public Sector, Companies & Individuals. Each of the tiers or segments can be given a Name. eg “Gold” in a points system or “Public” in the classification system. If you start at 1 then customers with no points will be able to get coupons with a zero points requirement. The duration to expiry of the points will automatically be managed.

Any option not completed will not be displayed in a customer’s members’ portal.

>The header link button images can be changed to button images that support the destinations required eg Read More could be OUR WEBSITE.

The LOGIN URL is: http://www.webo.directory/username/login_store.php? Replace username with your username.

The LOGOUT URL is: <http://www.webo.directory/logout.php>

The Read MORE URL is to a destination of your choice eg to your Blog

The EMAIL US URL could be to your Contact Us page.

Product option categories: List View Side Menus View

Social Sharing: Active Inactive

Facebook Comment Display: Active Inactive

Get Coupon Link Image ("57 X 47"): No file selected.

Delete

MyAccount Link image ("57 X 47"): No file selected.

Delete

SHOW IT Link image ("57 X 47"): No file selected.

Delete

DOWNLOAD IT Link image ("57 X 47"): No file selected.

Delete

REDEEM IT Link image ("57 X 47"): No file selected.

Delete

Facebook/Instagram Integration: Active Inactive

To integrate your own images:

Instagram Account Address:
eg https://instagram.com/username

Facebook Page Name(Page):
eg https://www.facebook.com/pagename

Twitter Username(Page):
eg https://twitter.com/username

To integrate any images

You can also embed images and videos that are specified at a hashtag address. To do this you need to edit the URL below.
<https://www.instagram.com/explore/tags/horses/>

Please change the word /horses/ for any other hashtag word (do not include the hashtag symbol). When done hyperlink this URL with a words or an image on your listing or website.

Header(Max header width should be less than 740)

Header Height: Image: No file selected.

Header Width:

Background

Background Color: Background Image: No file selected.

Middle Section:
(Recommended width 900px)

Select an image below to view the DEMO MENUS & VIDEO SLIDES

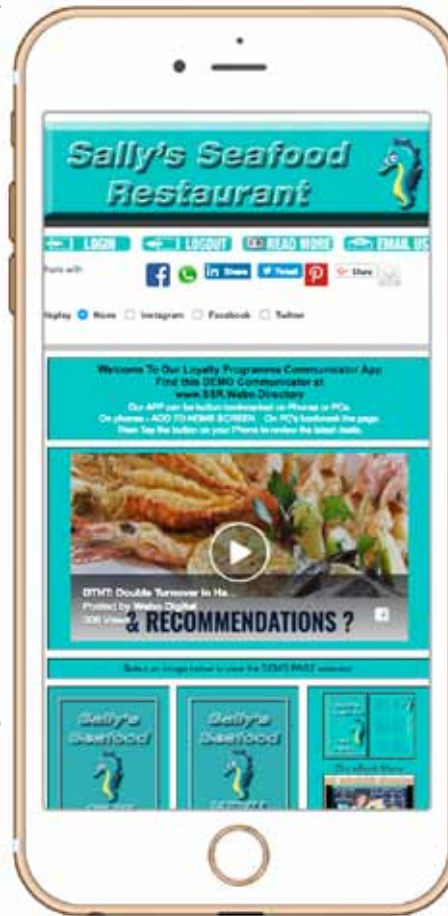
Footer Slide Show

Image: No file selected.

Enter Url:
Maximum image size : 20MB)

Url:<http://www.webo.directory/whatsgood/home.php?Store=whatsgood>

Url:<http://www.webo.directory/whatsgood/showcategorypageL.php?catIdv=all>



The Header is automatically resized from the Store Header to 540 x 150 pixels

- > Links
- > Social Sharing
- > Facebook / Instagram Integration eg the Instagram option ----->

> This is the Middle Section content

The facebook comment integration allows customers who are logged in to Facebook to make comments on the App that are synced to their facebook page --->



> The Facebook, Instagram & Twitter images only display if these images, on the social media pages, are set up to be PUBLIC images.

> Add a custom header here.

> Add a custom background here.

> Add Middle Section content here. The default table width for content should be no wider than 540 pixels so as to be mobi friendly on most mobile phones.

Rem > Set up a footer banner slide show with URL links from each image here. A width of 540 pixels is recommended.

Rem

20. Image Resizing

Header images, favicons, banners and more may need to be resized. You can use your preferred program, such as Photoshop or other and in addition we have an image resizer which is used below to create a header or slide show image that is 900 pixels wide by 300 pixels high.

Select: Images: Resize / Edit then select “Browse” and upload an image to the editor - see below: the image is 470 pixels by 334 pixels and we need an image that is 900 pixels by 300 pixels.



1. Select the Constrain option to keep the resizing proportionate so that the image is not distorted.
2. Enter 900 in the “w” window & the “h” displays 639. Select SUBMIT to resize the image.



3. Select “Resize” and drag your cursor across the image while watching the pixel counter. See above on the top right of the image, it is 883 by 300. Continue until you get the dimensions desired and then select SUBMIT to get the resized image shown below.



21. Adding Products to the Store and to the L & R Communicator App

Select: Store Mgt: Add Products / Items

Home » Members' Portal » My Products » Add Product

ADD PRODUCT

[Manage Products](#)

Directory Classification *

Sub Classification *
(This will be the primary category displayed in your store.)

Product Category *
(This is set in the Add Category and Manage Categories of your Members' Portal)

Product Name *

Product Number

Description

body p

Features

body p

Tickets

Show it alternative image Active Inactive No file selected.

Redeem it image Active Inactive

Ticket Expiry Date

Max at a time is 1 Max number of entries

Note: Must be Enter Value here to Act like Ticket

QR Code on print version Active Inactive

The Directory Classification and Sub Classification inform the Directory search results. It is like a having a shop in a Mall. You have the option of an independent address and a Mall address.

The Product Category is a dropdown list of options created as Store Categories and which are used to categorise the listed products.

The Product Number can be a text message that shows in the Store but not in the L & R Communicator App. The Note (see below shows as the sub-heading in the L & R Communicator App.

The Description and Features menu tabs can be renamed at:
 Setup: Store Page Menu etc

Ignore this option

body p

Tickets

Show it alternative image Active Inactive No file selected.

Redeem it image Active Inactive

Ticket Expiry Date

Max at a time is 1 Max number of entries

Note: Must be Enter Value here to Act like Ticket

QR Code on print version Active Inactive

Sharing Requirements Active Inactive

Ignore this option - it is under development as an alternative ticket option. It deals with pre-paid ticket sales.

Loyalty Programme Marketing

Hashtag Instagram

Twitter Archive @

Add Image Poll survey [Add/Edit](#) Active Inactive [Delete](#)

Add Text Poll survey [Add/Edit](#) Active Inactive [Delete](#)

Link Text

Link Store(Default) None Other
Url

This Coupons Availability is restricted to the following

Coupons	Total Coupon issues limit excluding to-way reward coupons	Registered user limit excluding two-way reward coupons	Total Issued	Total Redeemed	Two-Way Reward
The Public <input type="checkbox"/>	Max: <input type="text"/>	Max: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Fan Level 1 <input type="checkbox"/>	Max: <input type="text"/>	Max: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Fan Level 2 <input type="checkbox"/>	Max: <input type="text"/>	Max: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Fan Level 3 <input type="checkbox"/>	Max: <input type="text"/>	Max: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Advocates <input type="checkbox"/>	Max: <input type="text"/>	Max: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Advisors <input type="checkbox"/>	Max: <input type="text"/>	Max: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Ambassadors <input type="checkbox"/>	Max: <input type="text"/>	Max: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

>Enter a Hashtag to harvest tagged posts.
 >The @twitter username will display the archive
 > Create a text or image poll / survey that will display on the L&R Communicator
 > The link Text is the tag for the URL entered below.

> Set the distribution limits here.
 > Selecting the “Two-Way Reward” option will add any e-mailed referrals of this item to the Ambassador referral count. When the count reaches the required level then the customer will qualify for Referral Rewards.

Add Digital Products

Auto delivery for Payment Options Credit Card Paypal Gift Voucher

Electronic Media Sales No file selected. [Delete](#)

Master Gift Voucher [Add another voucher no](#) [add a Promo Code](#)
 (Promo Code Should be unique)

Gift Voucher

Promo Code Max Usage

See All Promo Codes [Click Here](#)

See All Active Voucher Numbers [Click Here](#)

Checkout Opitons Standard Express Free

> Ignore this section. This relates to the sale of digital products.

Add Vouchers & Coupons

V & C Template Selection

Product Option Selection

Digital File No file selected. [Delete](#)
 (Supported file types are: .PDF, .jpg, .gif, .png)

Fixed Coupon Price

If no dates are set the Price is permanently Active
 If dates are set then Price is Active for the Period
 If no Price and no Dates three Standard Product Options below apply

Price* Active for defined coupon period only

Tax Exempt

Notes:

Quantity

Starting Date

Closing Date

Coupon Credits accepted Yes No

[Add Exlcude Date](#)

Exlcude Date

V & C Template Selection - select an option from the dropdown list.

Product Option Selection - select an option from the dropdown list. If no selection is made this product will not show in the L & R Communicator.

Normally you will ignore the rest of this section except for the Notes - These will show as a sub-heading on the L & R Communicator. The balance of the data in this section deals with Vouchers & Coupons in cases where there is no L & R Communicator set up.

Add Product Variations and Sub-Variations

[View variations/sub-variations](#)

Setup Variations Options

Select a Variation

Select a Sub-Variation

Add/Delete Price for this Variation & Subvariations

Quantity

Setup the Pricing Description:

Description:
(30 characters/Spaces Max)

Search Tags
(Separate the entries with commas)

Image No file selected.
(Supported image file types are: .jpg, .gif & .png)
(Recommended Dimensions: 75*75 to 1000*1000)

Alternative Image-1 : No file selected.

Alternative Image-2 : No file selected.

Alternative Image-3 : No file selected.

Alternative Image-4 : No file selected.

Alternative Image-5 : No file selected.

Alternative Image-6 : No file selected.

Alternative Image-7 : No file selected.

Alternative Image-8 : No file selected.

Alternative Image-9 : No file selected.

Alternative Image-10 : No file selected.

Alternative Image-11 : No file selected.

Alternative Image-12 : No file selected.

Alternative Image-13 : No file selected.

Alternative Image-14 : No file selected.

Ignore this option - it is under development as an alternative up loader for an eCommerce Store site.Communicator set up.

The search tags are used for the Directory search functionality.

> Image - this is the main image that is resized for the L&R Communicator. Please resize images to be square or a 120 % wide to 100% high option. The system will resize images to fit.

Image 1 to Image 20 are optional extra images that can be loaded

Alternative Image-18 : No file selected.

Alternative Image-19 : No file selected.

Alternative Image-20 : No file selected.

Auction/Fixed Price
 Auction
 Fixed Price
 Classified

(Please note that classified items offer buyers no pricing information. Reasons may include customization, a swap offer for what have you etc. Reasons should be provided in the description box.)

Status Active InActive

Special

(Specials will be displayed prominently in your online store.)

* Required.

How To Tips

• Products are searchable by classification and subclassification, by name and by search term

If you select: Store Mgt: Product / Item Admin you will be able to set the display sequence and you will be able to open listed items for editing.

If you select the tick box then those selected can be processed as selected at the foot of the page.

<input type="checkbox"/>		Crab Hot Pot: Delivered Meal	<input type="text" value="850"/> Save	1000	Fixed	No File	No (Make Sponsored)	No (Make Featured)	Active (1) reviews
<input type="checkbox"/>		Seafood Paella: Delivered Meal (Seafood Paella for Four People -)	<input type="text" value="850"/> Save	1000	Fixed	No File	No (Make Sponsored)	No (Make Featured)	Active (0) reviews

Select All Select None Change Status to: Active

Delete Selected Export Export All Delete All Items on All Pages

HOW TO TIPS

The above page supports your administration of your listed products.

22. L & R Communicator App Analytics

Select: V & C Mgt: View Orders Received

VIEW ORDERS

Display # 20

X	Order Date	Order Number	Redeem Date	No	Bal	Customer	Amount	Payment Status	Delivery Status	Action	Download Link
<input type="checkbox"/>	10-07-2017 (Gift Voucher)	860(Starters: Tuna Carpaccio ADVISOR Platter Coupon.)		1		Sally Goodman	327.00	Received	read Downloaded (Change Status)	Export	Send

You will be able to review the history of product orders & you can download it as an Excel Spreadsheet.

The Auction option will allow you to set a:

- Starting Date
- Closing Date
- Reserve Price and
- Minimum bid increment

The Fixed Price Option will manage the sale of this option within an eCommerce Store at the Fixed Price.

The Classified Option is used to showcase items that are generally not charged for such as for coupons.

This item can be set to be active or inactive.

Setting the item as a special will feature the item at the top of the store.