



eShopLink

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TONIQ

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To move to a particular section on this manual simply click on the relevant heading from the Contents table on the next page. *(Press Ctrl and Home together to be returned to the start of this manual.)*

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Hints, Tips & Handy Info



Refer to another area of this (or alternate) manual



Warning, Important Information & Awareness

Full revision: April 2016 Version 5.06	Amendments:
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eSHOPLINK INTRODUCTION

eShopLink are interface modules between Toniq Retail and selected 'web store' programs

Designed with the intention for stores to complete all product data entry / changes in Retail and have these changes exported to your web store. And/or for sales done at web to be imported directly into Retail – reducing double entry. It also allows 'real time' SOH update / availability at your web store (down to 5 minute intervals).

Successful development has been completed at present with the following 'web services':

- Shopify
- Storbie

Development with different web services will **not** normally require a Toniq Retail program release so new 'web service provider developments can investigated / implemented without a Toniq program change. To find out more email us at eshop@toniq.co.nz.

Our eShopLink modules provide the ability to:

- Send product information from Retail up to the website on a regularly schedule
 - Without user intervention
 - Create new and/or maintain existing products on web store
 - Sends product information
 - Sends stock on hand information
 - And even product photos
- Receive sales information from the website into Retail
 - Sales can be completed in full on receipt of sale or parked for additional 'handling'
 - Parked sales may print a receipt on completion of sale (dependant on workstation)
 - Diary tasks can be created upon receipt of order/sale (an action task for staff)
 - Notification emails can be received upon receipt of order/sale
 - Sales are initially assigned to a seller called Web Sales

INITIAL SYSTEM CONFIGURATION

Registration

eShopLink are add-on modules to Retail. You will need to contact Toniq to discuss pricing and new registration details prior to setup.

Once your new registration has been confirmed

- 7 [Administration], 3 [Registration].
- F4 [Check I/Net]
- The eShopLink options and the Registration code should have been updated
- Click OK, then F12 [Accept Details]

	EPrescribing	No
	eShopLinkE	Yes
	eShopLinkI	Yes
	FriDay	Yes
Registration	2WU92GZKV5HJEYP	

Staff and Security

Staff will need access into certain areas of the program to configure or process online sales. Or you may want to restrict some staff from entering these areas. NB All options are set to Yes by default.

- 7 [Administration], 4 [Maintain Staff/workgroups], 1 [Maintain staff]
- Enter in the staff members name (or just surname), ENTER and select them from the list
- Check / change staff members' settings. Staff may need access to the following areas:
 - eShopLink configuration YES to Administration
 - Maintain Carriers YES to Administration
 - Maintain Tender Types YES to Administration
 - Maintain Online sales YES to POS Reports
 - Maintain Products in Bulk YES to Stock Control - Retail
 - Maintain Products YES to Stock Control - Retail
 - Maintain eShopLink sales categories YES to Stock Control - Retail
- To restrict access to these fields change them to NO. Arrow down to the applicable line and then <spacebar>
- F12 [Accept Details]

eShopLink Configuration

eShopLink configuration provides the settings for the two programs to interface successfully and configures what information will be sent, when and how regularly



You will need to decide on and /or create an Internet Tender Type BEFORE you can complete the eShopLink Configuration. Refer to Appendix A- Setting up an Internet Tender Type

- 7 [Administration], 7 [Module administration], 4 [Maintain eShoplink], 1 [Maintain eShopLink Configuration]

Configuration Options – page 1

Configuration options: lets you set options for the Shop Web Services - URL, passwords etc. that will provide access into and receive data from their program.

You can also configure the system to create an email and/or diary task each time an order is received.

- Shop web service URL - Type in the URL as provided to you by your shopper web services
- Shop service type - <Spacebar> to select shopping system (eg Shopify)
- Shop username and password - as provided to you by your shopper web service
- **Notification email – if you want to receive an email via Toniq for each order received into Retail enter a valid email address here**
- **Task workstation – if you want a diary task to be raised each time an order is received into Retail <spacebar> and select an appropriate workstation that the task should appear on**
- Stockpoint: <spacebar> to select the stockpoint from which to process the orders – ensure this is set correctly particularly if you have stock assigned to a WEB stockpoint / storeroom. *For more information about the use of stockpoints check out the Toniq Stockpoints manual*

Configuration options	
Shop webservice URL	://ledner-inc5373.myshopify.com
Shop service type	Shopify
Shop username	7cbd39448042ec1e205017eaa0a
Shop password	*****>
Notification email	meegan@toniq.co.nz
Task workstation	MEEGANS1
Stockpoint	Retail

Scheduling Configuration Options – page 1

Scheduling options: lets you set options about the regularity with which the interface will check for new orders and product changes

- Last Check / product upload / sales download: Notifies you of the last “push or pull” that the Online Shopper module completed
 - Check days – Highlight any day during which ‘checks’ are not required (eg when you are closed) and <spacebar> to change (or double click)
 - Check at time – enter a time here if you only want to check for changes once a day at a certain time
 - Check every (default): enter a time value into the first box, <spacebar> and select the appropriate timeframe (minutes, hours or days) if you want to check through the day on a regular basis (*minimum check time is 5 minutes*)
 - Check begin/ end time - enter times between which you want the system to check (eg can be set to just check during your normal trading hours)
 - Retry delay: enter a time value into the first box, <spacebar> and select the appropriate timeframe (seconds, minutes or hours) for reattempts should a connection fail
 - Retry attempt: enter the number of attempts you want before
- F11 [Next Page]

Scheduling options

Last check : 16/04/12 03:17pm

Last product upload : 16/04/12 03:17pm

Last sales download : 16/04/12 03:17pm

Check days	Mon	Yes
	Tue	Yes
	Wed	Yes
	Thu	Yes
	Fri	Yes
	Sat	Yes
	Sun	No

Check at time 01:00

Check every 1 Hours

Check begin time 08:00

Check end time 06:00

Retry delay 10 Minutes

Retry attempts 3

Scheduling options

Last check :

Last product upload :

Last sales download :

Check days	Mon	Yes
	Tue	No
	Wed	Yes
	Thu	No
	Fri	Yes
	Sat	No
	Sun	Yes

Check at time 12:00

Check every 30 Minutes

Check begin time 08:00

Check end time 18:00

Retry delay 10 Minutes

Retry attempts 3

Product Configuration Options – page 2

Product Configuration options: lets you set options for Product Updates to the Shop Web Service. You must be registered for eShopLink for these configuration options to work.

- Don't send product data: Tick to **STOP** product data being sent **TO** the web services
- Product data builder: determines what format Retail needs to create product data in. You should not need to change this setting as it is set default from the Shop Service Type selected on page 1. <Spacebar> will allow you to change if necessary
- Product identifier type: lets you select the "Common identifier" that the two systems will use to 'match' products. You should not need to change this setting as it is set default from the Shop Service Type selected on page 1. <Spacebar> will allow you to select from Guid, database id, manufacturer product code, PLU or barcode. *NB: Shopify identifies via PLU.*
- Product map refresh hours: determines the regularity that Toniq compares its current XML map to a fresh copy from the web store. You should not need to change this setting as it is set default from the Shop Service Type selected on page 1.
- Allow create products: to create products on web if not already there (and in the product data map)
- Product Update options

Title / Sell Price / Inventory Qty / SKU / Vendor / Product type / Image / Tags / Body (HTML) / Weight (grams) / Custom fields / Handle

- PLU Required: Ticked by default, if using PLU for syncing products to website, a PLU will always be added to products (if one does not exist already) when the product is added to an eShopLink Category
- F11 [Next page]

Product configuration options

Don't send product data

Product data builder: Shop service default (Shopify)

Product identifier type: Shop service default (PLU)

Product map refresh hours: 2 hours

Allow create products

Product update options

Title	Yes
Sell Price	Yes
Inventory Qty	Yes
SKU	No
Vendor	No
Product type	No
Image	No
Tags	No
Body (HTML)	No
Grams	Yes
Custom fields	No
Handle	No

PLU Required

Product configuration options

Don't send product data

Product data builder: Shop service default (Toniq)

Product identifier type: Shop service default (PLU)

Product map refresh hours: 2 hours

Allow create products

Product update options

Name	Yes
Sell price	Yes
Stock	Yes
Manufacturer code	Yes
Manufacturer	Yes
Product type	Yes
Photo	Yes
Tags	Yes
Html description	Yes
Weight	Yes
Custom fields	Yes

PLU Required

Sales Configuration options – page 3

Sales Configuration options: lets you set options for Sales being receiving from Shop Web Services into Retail. You must be registered for eShopLink for these configuration options to work.


- *Don't fetch sale data:* Tick to **STOP** sales data being **imported** into Retail
- *Tender type:* The tender type selected here will be automatically added when the sale when received by Retail. You will probably want a Web sales specific tender type **that must be set up prior to this configuration**. Refer to Appendix A for the Tender type configuration then, once set up, <spacebar> in this field to select the appropriate tender type.
- *Shipping fee product:* You can specify a 'generic' freight product here that will be used when a Freight Item is selected at your Web store. **It should be set up prior to this configuration**. Refer to Appendix A for the Freight product configuration then, once set up, recall the appropriate item in this field.
- *Sales data reader:* determines what format Retail receives data in to convert to sales. You should not need to change this setting as it is set default from the Shop Service Type selected on page 1. <Spacebar> will allow you to change if necessary
- *Online store name:* If you trade online as a different name to your Toniq Registration name, you can enter the online store name here. This will be displayed instead of the Toniq Retail registration name on packing slips.
- *Packing slip store contact:* You can specify how the staff member name appears on the packing slip, and even set a dedicated staff member to always appear for all packing slips as a point of contact.

Sales configuration options	Packing slip store contact
Don't fetch sales data <input type="checkbox"/>	Print store contact <input type="text" value="FullName"/>
Tender type <input type="text" value="Internet Tender"/>	Store contact staff <input type="text"/>
Shipping fee product <input type="text" value="Freight (Internet Sales)"/>	
Sales data reader <input type="text" value="Shop service default (Shopify)"/>	
Online store name <input type="text" value="My Online Store"/>	

- *Packing Slip fields:* (Footer text and Use A5) – these options are currently not implemented.
- F11 [Next Page] then F12 [Accept Details] to save changes


Run the ShopService batch file

The ShopServiceRegServer registers the ShopService.dll and needs to be done before the programs will interact. Requires a restart of ToniqSqlServer.exe.

- Go into "C:/Program Files/Dispensary" or "C:/Program Files (x86)/Dispensary" & double click the file  ShopServiceRegServer.bat



Windows 8, 8.1 & 10 require all batch files to be "Run as Administrator".

Right click the batch file and select  Run as administrator

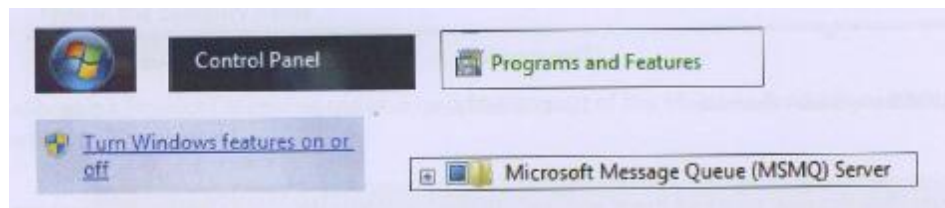
Configure the Message Queues

The Message Queues control the flow of messages between the two programs.

NB: this is only required for Shopify eShopLink connections

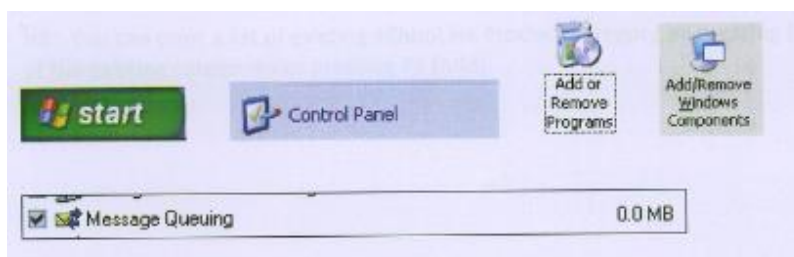
Windows 7, 8 & 10

- Open Control Panel, (Programs), Programs and Features, Turn Windows features on or off
- Click the 'monitor' on Microsoft Message Queue Server (so it turns blue)
- Click OK and exit (this may take a short while to save settings)




Windows XP

- Click on Start, Control Panel, Add or Remove Programs, Add/Remove Windows Components
- Tick the box beside Message Queuing and click Next
- The Configuring Components configuration will run through. Then click Finish



Installing eShopLink Manager Service

The eShopLink Manager launches automatically on startup as a service.

- Go into "C:/Program Files/Dispensary" or "C:/Program Files (x86)/Dispensary" & double click the file  eShopLinkService_Install.bat

eSHOPLINK PRODUCT EXPORTS

eShopLinkExport and eShopLinkImport are separate modules.
You will need to be registered for eShopLinkExport for products to export successfully to your web store.

PRODUCT MAINTENANCE

Setting up eShopLink Product Categories



For a product to be exportable to a Web Service it MUST have an eShopLink product category assigned.

You can have multiple eShopLink product categories and, depending on your Web Services, this category may be displayed at your web store. A category is basically a grouping of products.

- 2 [Stock Control], 3 [Stock Maintenance], 6 [Maintain Product Collections], 4 [Maintain eShopLink Product Categories]
- Press <ENTER> to display a list of current eShopLink Product Categories

If the eShopLink Product Category you require is not there press F3 [Add]

- Type in the category name
- F12 [Accept Details]



NB: eShopLink Product Categories can also be added as part of the Maintain Products or Maintain Products in Bulk processes

eShopLink Product Category

Oils



NB: You can print a list of existing eShopLink Product Category by pressing F9 [Print List] after selecting one of the existing categories or pressing F3 [Add]

Maintaining Products

- 2 [Stock Control], 3 [Stock Maintenance], 2 [Maintain Products], recall the product required

Making Products 'Exportable'

For a product to be exportable to a Web Service it **MUST** have an eShopLink category assigned.

- Type in part of the name and press <ENTER> or press <Spacebar> and <ENTER> in the eShopLink category field for a list of the existing and select one
- If the eShopLink category is not already available you can also create a new one by pressing F3 [Add]

Stocktake sect.	Absolute Essentials Ltd
eShopLink category	Oils

Matching Criteria –

Products require 'matching' criteria between Toniq and Web store. The matching criteria may vary for different web stores.

Shopify and Toniq match / update products via PLU code so it is essential that each product has a PLU code so it will update rather than add when changes are made

- If the product does not already have a PLU code one will be assigned automatically

"Grouping" at web store

The 'groupings or collections' used between Toniq and the web stores will vary.

Toniq includes the eShopLink category, Manufacturer and Catalogue in the product file for Shopify.

In its Administration screens Shopify will use the Toniq eShopLink category as its Product Type. It will use the Toniq Manufacturer as its Product Vendor and if this is not provided in the file it will use the Toniq Catalogue instead.

- Manufacturer is a basic text field. Simply type in the data required. NB: As this is not a selectable field you need to ensure your data entry is exact
- Catalogue - <Spacebar> and <ENTER> in the Catalogue field for a list of the existing and select one. If the Catalogue is not already available you can also create a new one by pressing F3 [Add]

Manufacturer	ABSOLUTE ESS.
Manf. product code	ABE45454
Catalogue	Aromatherapy

- F11 Next page three times – to Page 4

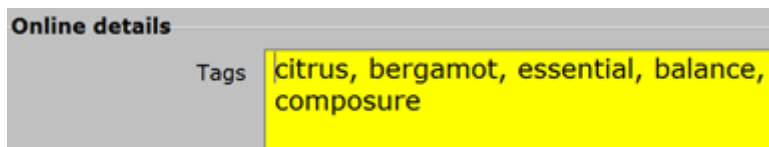
Online details

Tags –

You can enter keywords here – descriptive keywords that help customers find what they need on the website (depending on its capabilities). Enter any number of tags separated by a comma. Depending on your Web Services, these tags may also be displayed at your web store. Storbie uses these tags as a way of organising/categorising products.



NB: Most Shopify themes use Tags as the main secondary grouping method after Collections



Online description –

This is basically a ‘blurb’ that can be typed here which will be displayed on your website (depending on its capabilities). *If you already use Product Info (page 2 of the stockcard) you might like to copy and paste this information from that field.*

If you want to ‘emphasize’ words or sections when they are displayed at your web store you need to use HTML ‘speak’.

These emphases’ can be inserted using the Function Keys across the top of the screen. You need to insert a [Start] and [End] option around the word or section required. **Other HTML codes can be used and will be recognised (see Appendix B – HTML codes at the end of this document).**

Bold Start F2	Bold End F3	Italic Start F4	Italic End F5	New Line F6	Header F7	Horiz Line F8		Next Page F11	
-------------------------	-----------------------	---------------------------	-------------------------	-----------------------	---------------------	-------------------------	--	-------------------------	--

If you want to emphasis something as a Heading choose F7 [Header] and you can presented with a further list of Start / End options

New Line F6	Header F7	Horiz Line F8
Select header		
1 Header 1 start		
2 Header 1 end		
3 Header 2 start		
4 Header 2 end		
5 Header 3 start		
6 Header 3 end		
7 Header 4 start		
8 Header 4 end		

Example on Toniq:

Online details

Tags eye treatments, lash brow tint

h1 = Header 1 Start (F7,1) /h1 = Header 1 Finish (F7,2)

Online (html) description <h1>1000 Hour Eyelash & Brow Dye Kit Brown-Black</h1>

i = Italics Start (F4) /i = Italics Finish (F5)

br = New Line (F6)

hr = Horizontal line (F8)

b = Bold Start (F2) /b = Bold Finish (F3)

1000 Hour Eyelash & Brow Dye Kit enables you to treat yourself to a lash and brow colour at home for a fraction of the cost of a beauty salon tint.
<hr /> 1000 Hour is the perfect solution for continually gorgeous eyes & brows without the fuss or worry of make-up mishaps.
Available in blue-black, dark brown & brown-black. Say goodbye to unglamorous panda eyes & unsightly residue.
NOTE PLEASE: You will need the items listed below, some of these items we sell, before you purchase make sure you have what you need:</p>

As it appears at web store:

1000 Hr Eyelash/Brow Tint Brwn/Blk Sold out.

h1 = Header 1 Start (F7,1) /h1 = Header 1 Finish (F7,2)

i = Italics Start (F4) /i = Italics Finish (F5)

br = New Line (F6)

hr = Horizontal line (F8)

b = Bold Start (F2) /b = Bold Finish (F3)

1000 HOUR Eyelash and Brow Dye Kit Brown-Black

Captivating Lashes & Brows

1000 Hour Eyelash & Brow Dye Kit enables you to treat yourself to a lash and brow colour at home for a fraction of the cost of a beauty salon tint.

1000 Hour is the perfect solution for continually gorgeous eyes & brows without the fuss or worry of make-up mishaps.

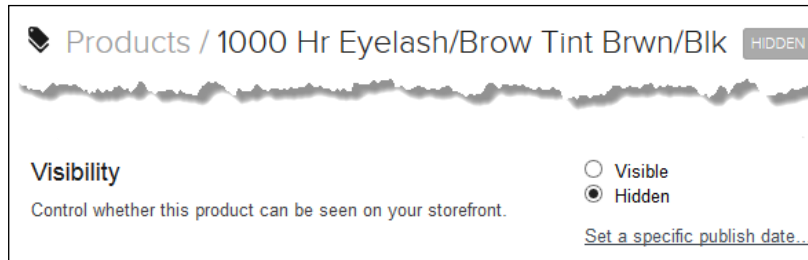
Available in blue-black, dark brown & brown-black. Say goodbye to unglamorous panda eyes & unsightly residue.

NOTE PLEASE: You will need the items listed below, some of these items we sell, before you purchase make sure you have what you need:

Hide online –

Tick to HIDE this product on web page – it will still be visible in your web service but not to customers. May be a product that is temporarily out of stock for example. How this is display will vary depending on your web service

Shopify example



Products / 1000 Hr Eyelash/Brow Tint Brwn/Blk HIDDEN

Visibility
Control whether this product can be seen on your storefront.

Visible
 Hidden

[Set a specific publish date...](#)

Don't track stock -

Tick to NOT display SOH for this product on web. How this is displayed will vary depending on your web service.

Shopify example

Inventory & variants	<input type="checkbox"/> Title	SKU	Price	Quantity	
Configure the options for selling this product. You can also edit options .	<input type="checkbox"/> Default	290319	\$19.99	N/A	Edit

Weight –

Enter your products Weight in grams. This can be used for automatically working out shipping costs based on the ordered items combined weight.

- F11 (back to page 1), F12 [Accept Details]



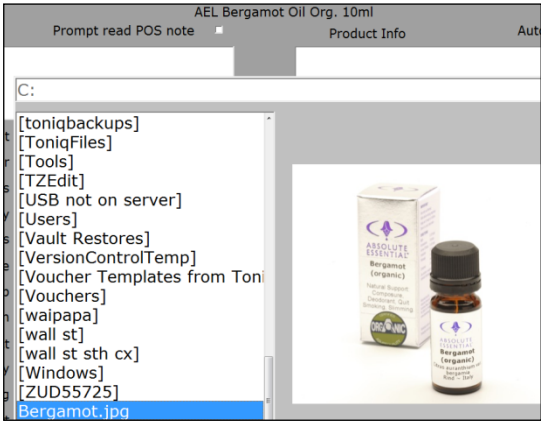
NB: Changes to the following fields trigger a 'update' to your web products: Product Description, Stock on Hand, Price – Sell price, RRP, Manufacturer, Catalogue, eShopLink Category, Photo, Online (Html) Description, Online Tags, Hide Online, Weight, Don't Track Stock Online.

Adding Product Photos

If you are registered for Product Photos these can also be added to the stockcard and will export to the website as well (depending on the web service capabilities)

Photos must be a jpg or bmp format.

- Save the image required (remember / record the 'save' location)
- Go to Page 2 of the stockcard
- F8 [Photo], F4 [Load]
- Use the Enter and <backspace> keys to browse to the photos location
- Highlight it and <enter> to select
- F12 [Accept Details]



Product description	AEL Grapefruit Oil 10ml		
PLU code	97953	Buying mult.	1
Department	ABSOLUTE ESSENTIAL OILS		SOH 0
Std cost	13.60	True mark-ups :	9421022373285
			Photo Attached



NB: It is a good idea to have all your photos a standard size. There are many good free photo resizers available.

Custom Fields

Sometimes your products have additional information that you can use on your website theme. Shopify allows for 3 additional descriptive fields such as Size, Colour, Style or Custom. Toniq can make use of the Custom option using Custom Field Sets.

Creating a Custom Field Set

From the main menu select 7. Administration, 5. Other Administration, 6. Maintain custom fields. F3 Add.

Name: It must have a name, so you can select this for your products
Custom fieldset type: Currently only Product is available, press Spacebar then select product.

F3 Add field: Used to add new fields to the list (these will be your additional information fields).



We recommend only creating 3 custom fields to coincide with Shopify limitations. If using another website system, discuss your limitations with the web developer.

General details	Additional value settings
Name <input type="text" value="Region"/>	Maximum length <input type="text"/>
Export name <input type="text"/>	
Path <input type="text"/>	
Field type <input type="text" value="Text"/>	
Default value <input type="text"/>	
Position <input type="text" value="1"/>	

Here I have created a new field for Region. Field type is Text and will be in the 1st position. This is important if you need your custom fields ordered in a certain way. Note that I have not entered an Export name. This will be populated automatically based on the Name field.

F12 Accept details to save the field.

General details				
Name <input type="text" value="Whisky Bottles"/>				
Custom fieldset type <input type="text" value="Product"/>				
Name	Export name	Type	Default	Position
Region	Region	Text		1

Custom Field Types:

- Number** Whole numbers, eg 1, 2, 50, 143
- Decimal** Numbers with decimal values eg 1.5, 6.3, 12.5
- Text** All keyboard characters and numbers
- Date** Date format as DD/MM/YYYY
- True/False** Adds a tick box control
- Photo** Additional photos can be stored (these can be uploaded to shopify also)
- Web photo** Enter a URL for an online stored photo/image eg <http://website.co.nz/img.jpg>
- Pick value** Creates a selection list for the product, you can create your own selection options
By entering a new option per line in the 'Allowed values' field.
- Item field value** Use an existing field from the product, eg Manufacturer, RRP, Short code and more

Once you have created your Custom Fields and Custom Field Set. Accept the changes.

Setting Custom fields on your products

Maintain the product you wish to add Custom Fields to. Press F11 4x. Press spacebar to select a previously created Custom field set and select the required format.

Custom field set


- 1 Scotch Single Malts
- 2 Speyside Single Malt

Once selected, enter the appropriate entries into the required fields and F12 Accept Details.

Custom field set

Region Strength

Volume

 Try not to change the custom field format multiple times, this could potentially start uploading previously setup custom field data.

Maintaining Products in Bulk

Certain eShopLink/Online settings (eg Categories, tags) can also be set / edited in bulk

- 2 [Stock Control], 3 [Stock Maintenance], 1 [Maintain Products in Bulk]
- Use Product Description to call up all items with a certain name or part of their description

Product description **Absolute**

- Or you can also select and recall existing eShopLink products using the eShopLink category field to make changes to them in bulk

Stocktake sect.		<input type="checkbox"/>
eShopLink cat.	Oils	<input type="checkbox"/>
On price list		<input type="checkbox"/>

- On page 3 of the selection criteria's you have the option to find products with particular Product tags (this is a text field), Hidden Online set or Don't track stock online set. Another common rounding criteria maybe the products that have a Photo Attached

Product tags	<input type="text"/>	
Price label	<input type="text"/>	No price label <input type="checkbox"/>
Shelf label	<input type="text"/>	No shelf label <input type="checkbox"/>
Has note <input type="checkbox"/>		Has alt pricing <input type="checkbox"/>
Has POS note <input type="checkbox"/>		Has photo <input type="checkbox"/>
Has product info <input type="checkbox"/>		Don't track stock online <input type="checkbox"/>
Hidden online <input type="checkbox"/>		
Custom field set	<input type="text"/>	

- F12 [Accept details] to generate the list

Matching Criteria –

Products require 'matching' criteria between Toniq and Web store. The matching criteria may vary for different web stores.

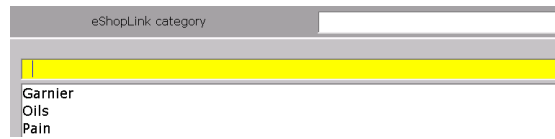
Shopify and Toniq match / update products via PLU code so it is essential that each product has a PLU code so it will update, rather than add, when changes are made

- If all products do not already have a PLU code F7 [Set Stock], 8 [Assign PLUs if none]

Exportable -

For a product to be exportable to the Web Service it **MUST** have an eShopLink category assigned.

- F5 [Set P1 Opts]
5 [eShopLink category], <spacebar> then <ENTER> to select an existing category
If the category you require is not already created you can do it from here by pressing F3 [Add]



- These are also other eShoplink options available under F4 [Set Other]

P Set product tags
A Append to product tags
K Don't track stock online
H Hide online
W Weight
C Custom field set
V Custom field value

- P [Set Product tags] - lets you **OVERWRITE all** Product tags (found on page 4 of the product stockcard)



HINT: if you are unsure whether your products already have existing tags (and you don't want to overwrite them) – use the Append option below instead

Product tags

oils, stress

- A [Append to product tags] - lets you **ADD** more products tags to the existing ones (does not overwrite the current ones).



HINT: if you are unsure whether your products have existing tags – use this option
HINT: place a space before the first word to ensure a gap between the old and new tags

Append to product tags

pain relief, headaches,

- K [Don't track stock online] – sets this option (found on page 4 of the product stockcard) - stops SOH figures from showing at web (how this is display will vary depending on your web service (see *Appendix B – Example 2 at the end of this manual*))

Don't track online stock Set Unset

- H [Hide Online] – sets this option (on page 4 of the product stockcard) - Tick to HIDE this product on customer viewed web page – it will still be visible in your web service but not to customers. Eg it may be a product that is temporarily out of stock or seasonal.

Hidden online Set Unset

- W [Weight] – apply weight in grams on all listed products. This can work really well if you want to set a default weight on all products. Eg most boxed products would be 100 grams. Then adjust other products with a larger weight individually later.

Set Weight 500

- C [Custom field set] – press spacebar and select one of the pre-created custom field sets required for additional data to send to Shopify or Generic website.

Custom field set WhiskyBottles

- V [Custom field value] – Apply the same field values for all products in the list. Only useful if all products have the same options/value requirements.

Set custom field values

Volume

Strength 45%

Region

Collections at Web store -

The 'groupings' used between Toniq and the web stores will vary.

In the product file for Shopify Toniq includes the eShopLink category, Manufacturer and Catalogue.

In its "Administration" screens Shopify will use the Toniq eShopLink category as its Product Type.

It will use the Toniq Manufacturer as its Product Vendor and if this is not provided in the file it will use the Toniq Catalogue instead (if available).

- F5 [Set P1 Opts], 2 [Catalogue]
- <spacebar> then <ENTER> to select an existing Catalogue
If the Catalogue you require is not already created you can do it from here by pressing F3 [Add]
- F5 [Set P1 Opts], 4 [Manufacturer]
- Manufacturer is a basic text field. Simply type in the data required.
NB: As this is not a selectable field you need to ensure your data entry is accurate

- F12 [Accept Details] twice and then Y [Yes] to Change products prompt

eSHOPLINK SALES IMPORTS

eShopLinkExport and eShopLinkImport are separate modules. You will need to be registered for eShopLinkImports for sales to import successfully from your web store.

SETTING UP CARRIERS

“Carriers” are the ‘people’ who will deliver your products, eg Post, Couriers. These ‘carriers’ can be added to your sales via the Maintain Online Sales page.

- 7 [Administration], 6 [Maintain Carriers]
- <spacebar> to display a list of current carriers
- F3 [Add] to create a new one
- Enter as much information about the ‘carrier’ as you have available
- F12 [Accept Details]

Carrier details

Name	NZ Couriers
Address	Ardel Place
Address	Riccarton
Address	Christchurch
Phone	03 3410101
Email address	sales@nzcouriers.co.nz
URL	www.nzcouriers.co.nz
Fax	03 3410102
Customer number	H123456
Contact	Gary
Notes	

Hide

COMPLETING SALES

Sales are automatically tendered and appear in your Recall Transactions log with the products sold and the Tender type allocated from the Configuration options.



A sale / order will not be sent by the web store / accepted by Toniq unless its payment method has been accepted, eg an order with a Credit card payment still awaiting Authorisation will not be sent to / available in Retail.

This is generally a web store administration option that can be configured.

Eg Shopify configuration

Order processing

The options below let you configure how your shop's orders are processed.

After an order has been placed:

- Automatically authorize the buyer's credit card for the full amount of the order.
- Automatically authorize and charge the buyer's credit card for the full amount of the order.

Diary Tasks and Email Notifications

You can receive a Notification email and/or have a diary tasks created automatically as orders are received from the web store. Your web store may also be configured to send you notifications.

The Toniq configuration options are found under 7 [Administration], 1 [Setup], 9 [Internet/web options], 2 [Maintain eShopLink Configuration] – pages 1 and 3 (refer to the “Initial Setup” section on this manual.)

Diary Tasks will appear on the Task workstation selected during configuration and should be actioned accordingly.

There are at least 2 tasks created each time an order / orders are received.

New online sales received
Task Reminder - due: Thu 05/04/12 12:11
For This workstation

Note:
What would you like to do? █

- R** Remind in 'x' minutes
- E** Edit task
- P** Postpone task due date by 'x' days
- C** Close task

This is the first diary task created and is a generic notification to tell you that you have receive online order(s) in the last 'check'.

Action accordingly – normally:

R [Remind] and set a new reminder time
Or
C [Close] if you plan to action the orders immediately


There is also an additional diary task created for EVERY order received – it does not have a reminder prompt and will simply be placed in your Diary Task list for actioning (logged against the Workstation specified in the configuration).

These diary tasks include information about each particular order, including the customer name, postal address and the Tonic Invoice Number.

Task (Open/In progress)	Scheduling
Description New online sale 05/Apr/12	Due date/time 05/04/12 03:32pm
Note A new online sale has been generated. Retail invoice number: 2244406 Online sales ref: #1007 Customer details: Meegan Allan meegan@toniq.co.nz 67 Riccarton Road Christchurch New Zealand 8023	Reminder date/time 05/04/12 01:32pm
	No reminder <input checked="" type="checkbox"/>
	Recurring Task <input type="checkbox"/>

Email notifications will be sent to the Notification Email address field entered during configuration

Online sale : #1007

 **Meegan Allan**

Sent: Thu 5/04/12 1:33 p.m.

To:  Meegan Allan

A new online sale has been generated.
Retail invoice number: 2244406
Online sales ref: #1007

Customer details:
Meegan Allan
meegan@toniq.co.nz
67 Riccarton Road
Christchurch
New Zealand
8023
Delivery:
67 Riccarton Road
Christchurch
8023
New Zealand

Maintaining Online Sales

The options on this screen let you recall Online Sales that meet certain criteria or simply recall all Online Sales processed during a particular date range

To create your list of sales

- 1 [POS], 8 [Online sales], 1 [Maintain Online sales]
- Enter a criteria to refine your search
- Start and End Date ranges should always be entered (these will default to today's date)
- The following fields are text only fields (not selectable options). Type data directly into the fields
 - TONI invoice number, Online invoice number, Online Sales reference (the **web sites order** number), Customer name, Customer email, Tracking Number
- The following fields are selectable options). Press <spacebar> and <Enter> to be presented with a list to select from
 - eShopLink category, Sales product, Status and Carrier
- Promotion = not implemented
- F12 [Accept Details] to create list

Editing the full list of displayed sales

Date	Reference	Name	Status	Value
18/04/12 : 12:42	#1004	Meegan Allan	Processing	\$90.40
18/04/12 : 13:12	#1005	Alastair Gray	Processing	\$65.90
18/04/12 : 15:00	#1006	Meegan Allan	Processing	\$97.39

3 sales selected


- Once the initial list of sales is created you can use **F5 [Add Sales]** and **F6 [Remove Sales]** (like most add/remove in bulk options throughout the Retail program). You will be presented with the Online sale selection criteria screen again to make your Add/Remove choices.
- Or you can use **F3 [Remove Item]** to remove a single *highlighted* sale from the displayed list (NB: this is only removing it from the list – not the database)

Additional information about the *highlighted* sale is displayed along with the bottom of the screen

Toniq invoice number : 24429	Delivery : Meegan Allan 67 Riccarton Road Christchurch 8023 New Zealand
Customer email : meegan@toniq.co.nz	
Customer ref : 90785597	
Carrier :	
Tracking No. :	

- F7 [Set Status] – to change the status of ALL sales displayed on the current list <spacebar> in this field and select the appropriate status (Processing, Completed, Cancelled, Refunded)
- F8 [Mail Labels] (when selected from this main sales list) will print an address label for each sale on the screen. You will be prompted for the appropriate Start row / Start col position (so you can use A4 label sheets without wastage), F12 [Accept Details]

 You will need to have configured your Mail Labels in Devices Setup first - refer to the "Appendix A – Mailing Label setup."

 If you want to do a label for a single sale, highlight THAT particular sale, F2 [Edit Sale] then F8 [Mail Label]

- F10 [Diary Tasks] recalls the Diary Task list so you can "Close" any associated Diary task(s) for this workstation

Reviewing / editing a particular sale

This page lets you edit details about the Online sales details, who you are 'sending' the parcel out with etc. **It does NOT edit the actual Retail sales transaction**

- Highlight the sale in question and F2 [Edit sale]

Online sale details	Delivery details		
Reference : #1013	Deliver to : Meegan Allan		
Invoice : 1013(Toniq : 2244468)	Edit delivery <input type="checkbox"/> 67 Riccarton Road		
Date : 10/04/12 02:28pm	Is pickup <input type="checkbox"/> Rolleston		
Promotion :	Is rural <input type="checkbox"/> 8023		
Voucher :	Instructions :		
Name :	Carrier : NZ Couriers		
Email :	Carrier Ref. :		
Status : Processing	Tracking No. : E20:EHDKDKK54541		
Status details : 3 parcels to go			
Sale items			
Item	Price	Quantity	Total
PANADOL Extra Caplets 16s	\$10.00	1	\$10.00
PAMOL Infant Drops C/F 60ml	\$11.00	2	\$22.00
Fructis Styling Body & Volume Spray	\$13.00	2	\$26.00
Fructis Silky Waves Melt-In Mask	\$13.00	2	\$26.00
AEL Frankincense Oil Wild 5ml	\$39.90	2	\$79.80

General information about the Online sale will appear in this area

- Status: <spacebar> to change between Processing, Completed, Cancelled, Refunded
- Status details lets you record additional details about the sale

- **Edit delivery** Ticking this box will let you change the Name and Address details (and these changes will print on the label)
- **Deliver to:** Customer name and address from the web order (these can be changed if Edit Delivery is ticked)
- **Print on label** If there are extra details that you also want printed on the address label tick the 'Print on label' option and type these in the Instruction box.



If the customer has added extra information at web (depending on the web provider) it may be displayed under Instructions. If these are additional delivery instructions (ie Please leave on doorstep) tick the 'Print on label' box to have these added to bottom of address label. Extra information can be added.

- **F8 [Mail Label]** to print a label for JUST this sale. You will be prompted for the appropriate Start row / Start col position (so you can use A4 label sheets without wastage), F12 [Accept Details].



You will need to have configured your Mail Labels in Devices Setup first - refer to the "Appendix A – Mailing Label setup."

- **Carrier:** <spacebar> to select Carrier – see Intial Configuration for setup instructions if the Carrier is not already available
- **Carrier Ref:** this is a text field for you to enter a Carrier referrence (eg Courier persons name)
- **Tracking No:** this is a text field for you to enter Carrier tracking details

Carrier :	NZ Couriers
Carrier Ref. :	
Tracking No. :	E20:EHDKDKK54541

- **F5 [Cust Details]** will take you to the next page to add Customer Particulars to this sales record (this may be prefilled by the webstore). NB This is NOT a TONIq CLIENT
- **F6 [Comments]** will take you to the next page to add comments to this sales record
- **F11 [Back]** to get back to page 1

Online customer details	Online sale details
Customer ref : 90785597	Comment :
Title : 	<div style="border: 1px solid gray; height: 60px;"></div>
First name : Meegan	
Last name : Allan	
Email : meegan@toniq.co.nz	
Address : 67 Riccarton Road Christchurch New Zealand 8023	

- F10 [Diary Tasks] recalls the Diary Task list so you can “Close” any associated Diary task(s) for this workstation
- F12 [Accept Details] and Y [Yes] to the ‘Change sales’ prompt

Do you want these sales to be changed

Yes


No



NOTE: If you need to edit details about the “actual” transaction, eg add more items, add a client, change the tender type you will need to record the Toniq Invoice number and recall the transaction via the Recall Transactions log (see next page for details).

Recall transactions log

As an order is received you may receive an email and/or diary task depending on your Configuration options (see above and Initial Setup section of this manual).



A sale / order will not be sent by the web store / accepted by Toniq unless its payment method has been accepted, eg an order with a Credit card payment still awaiting Authorisation will not be available in Retail.

Sales are automatically tendered and appear in your Recall Transactions log with the products sold and the Tender type allocated from the Configuration options.

- 1 [POS], 1 [POS Selling], F10 [Other], R [Recall Transactions]

	Invoice Till	Seller	Client	Transaction Log	Value	Date	Time
1	2244469	Web sales			\$142.20	10/04/12	02:28p
2	2244468	Web sales			\$163.80	10/04/12	02:28p

*

Retail						
Seller	Description	Price	Qty			Extended
WEB	Fructis Silky Waves Melt-In Mask	13.00	1			13.00
WEB	PANADOL Extra Caplets 16s	10.00	3			30.00
WEB	PAMOL Infant Drops C/F 60ml	11.00	3			33.00
WEB	AEL Grapefruit Oil 10ml	25.90	3			77.70
WEB	AEL Frankincense Oil Wild 5ml	39.90	3			119.70
WEB	AEL Bergamot Oil Org. 10ml	24.90	3			74.70

6 items		TOTAL SALE \$348.10	
Teller	Description		Amount
WEB	Internet Sales		348.10

- You can use F4 [Search Inv] to find the Toniq invoice number which could be found on your email configuration or in the Diary task created

Enter invoice number

2244469

- Or you can use F5 [Select Range] and Seller/Teller "Web sales" to narrow the list down to just your eShopLink sales

Choose transaction filter values

Start Date/Time

End Date/Time

Workstation

Seller / Teller

Extra Description

Prescription Number

REPORTING

General Reporting

All completed web sales will appear in the Till Summary Report, Sales and Product reports as normal. The seller will be listed as Web Sales regardless of who may have edited the sale.

Retail sale visits	4
All visits	4
Ave retail sale visit	262.55
Ave retail sale items	14.00
=====	
Retail sales (-credits)	1050.20
Line discounts	-
SALES TOTAL	1050.20
=====	
POS BALANCES	(5 Apr 15:09:50)
Cash	6931632.81
Cheque	134544.74
Cash + Cheque	7066177.55
=====	
Cash Receipts	

Cheque receipts	-
Number of cheques	-

Cash+Cheque receipts	-

AMEX Receipts	131.60
Manual Receipts	310.40
NET ELECTRONIC RECEIVED	442.00

D/CREDIT Receipts	260.10
Internet Sales Receipts	348.10
NET GENERAL RECEIVED	608.20

Tenders	Top(\$)	Low(\$)	No.	Ave.(\$)
Internet Sales O	348.10	348.10	1	348.10
Manual Credit C	310.40	310.40	1	310.40
Direct Credit	260.10	260.10	1	260.10
American Expre	131.60	131.60	1	131.60
Seller totals				
Seller	Visits	Total(\$)	Ave.(\$)	
Web sales	4	1050.20	262.55	

TOTAL	4	1050.20	262.55	

Sales analysis report	5 Apr 2012 3:17pm	Page						
Period: 12:00am 5 Apr 2012 to 11:59pm 5 Apr 2012 (1 day)								
Listed by Seller								
Excludes prescription fees								
Stock Point(s): Retail								
Seller	Items	Disc (\$)	Sales (\$)	Credits(\$)	Ave Item	Mk.Up (\$)	Mk.Up/Item	Mk.Up
		inc GST	inc GST	inc GST	(\$)inc GST	exc GST	(\$)exc GST	(%)
Web sales	56	-	1050	-	18.75	376	6.71	70.0
TOTALS	56	-	1050	-	18.75	376	6.71	70.0

Recall Transaction Log

Transactions can also be viewed from the Recall transactions log

- 1 [POS], 1 [POS Selling], F10 [Other], R [Recall Transactions]
- F4 [Search Inv] or F5 [Select Range]

Sales will appear with a Seller as Web Sales with no Till/workstation.
 Edited sales continue to show the Seller as Web sales

ormTransactionLog							
	Invoice Till	Seller	Client	Transaction Log	Value	Date	Time
1	2244415	Web sales			\$131.60	05/04/12	02:29p
2	2244413	Web sales			\$348.10	05/04/12	02:09p
3	2244408 MEEGANS1	Toniq	**Stock Adjust**		\$0.00	05/04/12	01:45p

Transaction Audit Report

Sales will also appear in the Transaction Audit Report

- 6 [Reports], 4 [Audit/Utility], 8 [Transaction Audit], F3 [Add]
- Select suitable criteria eg Date range
- Under Seller / Teller select 'Web Sales' or Under Tender select your Internet Tender Type

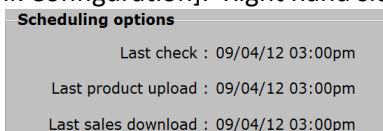
Sales will appear with a Seller as Web Sales with no Till/workstation.
 Edited sales continue to show the Seller as WEB

Transaction audit report		5 Apr 2012 2:33pm		Life Pharmacy James Smith		Page 1	
Period: 12:00am 5 Apr 2012 to 11:59pm 5 Apr 2012 (1 day)							
E : Edited		D : Discount		SP : Sellprice mismatch			
CNS : Clubcard no sale							
Description		Unit Price	Qty	Gross Price	Disc.	Net Price	
Invoice: 2244415, 05/04/12 02:29 pm, Teller: WEB, Workstation:							
Fructis Silky Waves Melt-In Mask		\$13.00	1	\$13.00		\$13.00	SP
AEL Grapefruit Oil 10ml		\$25.90	1	\$25.90		\$25.90	
AEL Frankincense Oil Wild 5ml		\$39.90	1	\$39.90		\$39.90	
AEL Dream Time 10ml - DEL		\$27.90	1	\$27.90		\$27.90	
AEL Bergamot Oil Org. 10ml		\$24.90	1	\$24.90		\$24.90	
AMEX						\$131.60	
Invoice: 2244413, 05/04/12 02:09 pm, Teller: WEB, Workstation:							
Fructis Silky Waves Melt-In Mask		\$13.00	1	\$13.00		\$13.00	SP
PANADOL Extra Caplets 16s		\$10.00	3	\$30.00		\$30.00	SP
PAMOL Infant Drops C/F 60ml		\$11.00	3	\$33.00		\$33.00	
AEL Grapefruit Oil 10ml		\$25.90	3	\$77.70		\$77.70	
AEL Frankincense Oil Wild 5ml		\$39.90	3	\$119.70		\$119.70	
AEL Bergamot Oil Org. 10ml		\$24.90	3	\$74.70		\$74.70	
Internet Sales						\$348.10	

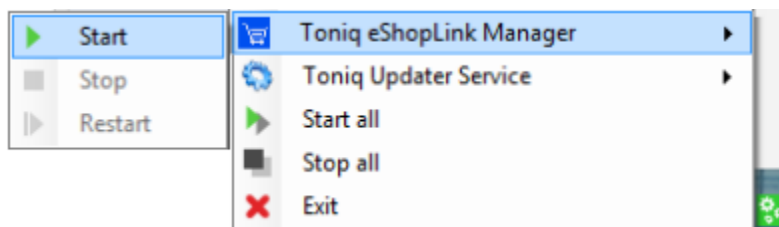
FREQUENTLY ASKED QUESTIONS

Why are my sales not being received into Retail?

- Check that you have configured the system to receive sales. 7 [Administration], 1 [Setup], 9 [Internet/web options], 2 [Maintain eShopLink Configuration]. F11 [Next Page]. Don't fetch sale data should be UNTICKED
- Check the Last Check dates/times within Tonic. 7 [Administration], 1 [Setup], 9 [Internet/web options], 2 [Maintain eShopLink Configuration]. Right hand side under Scheduling Options



- Make sure eShopLinkManager service is running. Click the Tonic Service Controller icon in the task tray, , if Tonic eShopLink Manager has an option to start, click that now to Start the service.



- A sale / order will not be sent by the web store / accepted by Tonic unless its payment method has been "accepted", eg an order with a Credit card payment still awaiting Authorisation will not be sent to / available in Retail. This is generally a web store administration option that can be configured.

What happens if I create a product at my web store (not Retail) and then sell it?

The products will be appear as Unknown web product and will appear in the sale transaction and till summary, however you will NOT be able to edit this item. It will show as NO PRODUCT in reporting.

Retail						
Seller	Description	Price	Qty		Extended	
WEB	Unknown web product - AEL Frankincense Oil Wil	39.90	1		39.90	
WEB	Unknown web product - FRUCTIS Damage Repair	7.00	1		7.00	

0	No product	2	-	47	-	23.45	-	-	****
TOTALS		2	-	47	-	23.45	-	-	****

APPENDIX A – One Off Configurations

Setting up Internet Sales Tender Type

This is the tender type that can be automatically applied to a sale to complete it without user intervention.

- 7 [Administration], 5 [Other Administration], 2 [Maintain Tender Types], F3 [Add]
- Name: Internet Sales Tender
- Short description: Internet Sales
- Select Code: TYPE in the character that will be used to select this tender type (could be alpha or numeric) *(NB: If the character is already allocated to another tender type the box will turn red. Select another letter or number until you find an unused character)*
- Select Order: 20 (NB: this should put it at the bottom of the tender list)
- Account ID: Type *Shop*/Internet and press ENTER, then F3 [Add] & F12 [Accept Details]
- No of Receipts: 1
- F12 [Accept Details] once complete

Name	Internet Sales Only	Number of receipts	1
Short description	Internet Sales	Forex currency string	
Select code	1	Forex rate	
Select order	20		
Open cash drawer <input type="checkbox"/>	Open cash drawer after signature <input type="checkbox"/>	Additional change receipt <input type="checkbox"/>	
Transaction fee (\$ or %) <input type="text"/>	Charge fee without asking <input type="checkbox"/>	Full tender only <input type="checkbox"/>	
No transaction fee at \$ <input type="text"/>		Loyalty tender <input type="checkbox"/>	
Notes		Electronic tender <input type="checkbox"/>	
Prompt notes <input type="checkbox"/>		Prompt Ref Number <input type="checkbox"/>	
MOTO type	None	Manual PAN <input type="checkbox"/>	
Maximum tender	0.00		
Type	General		
Account ID	*Shop*/Internet		Hide <input type="checkbox"/>

Setting up Freight Product

This is the Freight product that can be automatically applied if a Freight Option is selected at web store. It will be added into the sale with the appropriate Freight charges (from the web store).

- 2 [Stock Control], 3 [Stock Maintenance], 2 [Maintain Products]
- Check whether you already have a Freight product that could be used otherwise F3 [Add]
- Add a Product Description (eg Freight charge (or similar)

- F4 [Stock]
- Tick Non diminishing and Don't Order
- F12 [Accept Details]

- F11 [Next Page]
- Tick Free Product

- F11 [Next page] back to page 1
- F12 [Accept Details]

Product description **Freight Charge**

Non diminishing

Dont Order

Free product

Setting up Mail Labels

It is possible to print address labels for your parcels from within Toniq – Maintain Online Sales. To do this some initial setup is required. This needs to be done on the PC that will be doing your labels.

You can print onto the main part of a Dispensary label or onto A4 label sheets.

Printing onto a Dispensary Label

- 7 [Administration], 1 [Setup], 2 [Workstation Configuration], 1 [Devices Setup]
- In the Mail Label field <spacebar> and select your dispensary label printer
- Set the Left = 158, Top=0, Width=700, Height=610 (or similar settings). The choice of font and font size is less relevant, but a size of 14 gives a readable print.

Card		0	0	0	0		0
Mail label	\\Reception\Zebra LP2642	158	0	700	610		14

- F11 [to go to the 2nd page of properties]. Set the Columns=1 and Rows=1 for labels.

Customer card/label settings

	Cols	Rows
Card	0	0
Label	1	1

- F11 [to return to the first page] and F12 [Accept Details].

Printing onto an A4 label page

- 7 [Administration], 1 [Setup], 2 [Workstation Configuration], 1 [Devices Setup]
- In the Mail Label field <spacebar> and select your A4 printer
- Set the Left = 0, Top=0, Width=2100, Height=2970 (the size of an A4 sheet). The choice of font size is important – a figure of 8 is small enough to fit most labels.

Card		0	0	0	0		0
Mail label	\\PRINTER\HP LaserJet 40	0	0	2100	2970		8

- F11 [to go to the 2nd page of properties]. Set the Columns=6 and Rows=10 for a sheet of labels with 6 across and 10 down. Modify these settings appropriately if you have a different label configuration on your sheets.

Customer card/label settings

	Cols	Rows
Card	0	0
Label	6	10

- F11 [to return to the first page] and F12 [Accept Details].

APPENDIX B – HTML Codes

Headers

- <H1> at the start of the header line, with the line to be ended with </h1> (Header 1 =
- <H2> at the start of the header line, with the line to be ended with </h2> (Header2 =
- <H3> at the start of the header line, with the line to be ended with </h3> (Header 3 = what is the difference)

New Line

 where you want the new line to appear

Horizontal Line

<hr/> where you want the horizontal line to appear

Bold

 at the START of the bold line, with the line to be ended with

Italic

<i> at the START of the line, with the line to be ended with </i>

Bullet points

 at the START of the bulleted line, with the line to be ended with

APPENDIX C – Toniq / Shopify Specific Configuration

For Toniq to work with Shopify you require a Shopify API and password.

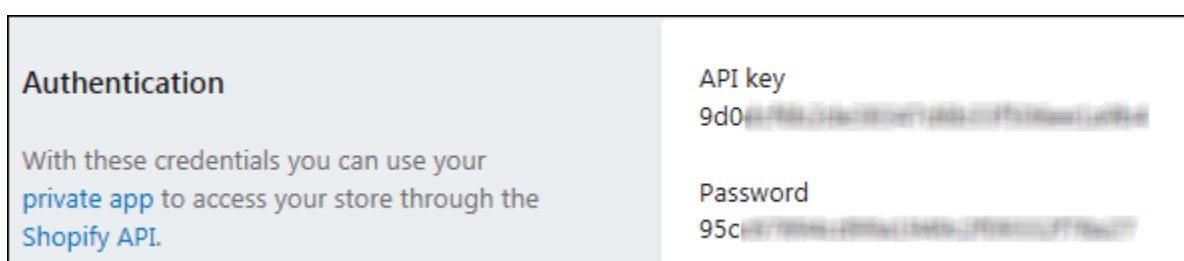
To generate this you will need to log onto your Shopify store Administration screen.

Click Apps then at the bottom of the page, there is a link ‘... private API keys ...’. Click this and you will be taken to a new page displaying the required information to connect Toniq to Shopify.

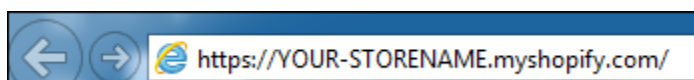
Make sure you copy these details as you will need them for our configuration settings

Their Api Key = Shop username (in Toniq eShoplink configuration)

Their Password = Shop password (in Toniq eShoplink configuration)



(Toniq Shop webservice URL should be <https://{your-storename-from-shopify}.myshopify.com>)



What displays / exports to where: (see examples on following pages)

Toniq Manufacturer (or Catalogue if Manufacturer is unavailable) is displayed in Shopify ‘Admin’ in their Vendor Field – these are not displayed in the ‘Shop’

Toniq Catalogue will be displayed in Shopify ‘Admin’ in their Vendor field if Toniq Manufacturer is **NOT** available – these are not displayed in the ‘Shop’

Toniq eShoplink Category is displayed in Shopify ‘Admin’ in their Product Type field - these are not displayed in the ‘Shop’

Toniq tags (depending on the theme) may be displayed in Shopify ‘Shop’

Toniq Online description displayed in Shopify ‘Shop’ as Description

Permissions

These permissions determine what data your app has access to. It is recommended that you enable only what is necessary for your app to work. A description of each permission can be found in [our API reference](#).

Store content like articles, blogs, comments, pages, and redirects ⓘ	Read access ▼
Customer details and customer groups ⓘ	Read access ▼
Fulfillment services ⓘ	Read and write ▼
Inventory ⓘ	Read and write ▼
Orders, transactions and fulfillments ⓘ	Read and write ▼
Product information ⓘ	Read access ▼
Products, variants and collections ⓘ	Read and write ▼
Theme templates and theme assets ⓘ	No access ▼
Shipping rates ⓘ	No access ▼
Script tags in your store's theme template files ⓘ	No access ▼
Home ⓘ	No access ▼
Gift cards ⓘ	No access ▼
Draft orders ⓘ	No access ▼
Disputes ⓘ	No access ▼
Applications ⓘ	No access ▼
Analytics ⓘ	No access ▼

APPENDIX D – Toniq / Shopify Interaction

TONIQ STOCKCARD - Example 1

Product description	AEL Bergamot Oil Org. 10ml		
PLU code	97956	Buying mult.	1
Department	ABSOLUTE ESSENTIAL OILS		SOH 9
Std cost	13.00	True mark-ups :	Bar codes
Reprice markup %	70.00%	Std 66.56%	9421022372585
Sell price	24.90	Wgt Ave 66.56%	Photo Attached
Last cost	0.00	Wgt Ave Cost 13.00	Never prompt for barcode <input type="checkbox"/>
Prev avg. cost	0.00		Note
Reprice method	Standard	RRP	24.90
Max. discount %		RRP adjustment	0.00
GUID			
Manufacturer	ABSOLUTE ESSEN		Shelf descr.
Manf. product code			Shelf label
Catalogue	Absolute Essentials Ltd		Price label
Type			Shortcode
Stocktake sect.	Absolute Essentials Ltd		Std pricelist
eShopLink category	Oils		Special points <input type="checkbox"/>
			No. shelf labels <input type="checkbox"/>
			Updates
			Not std cost <input type="checkbox"/>
			Not anything <input type="checkbox"/>
			Not description <input type="checkbox"/>
			No bulk edit <input type="checkbox"/>
			Head Office note
			{HEALTH & HERB - Absolute Essentials Ltd}

Online details

Tags citrus, bergamot, essential, balance, composure



Online (html) description
 The uplifting curtrus aroma of bergamot has clear properties that can be used to support balance ar
 It has antiseptic and healing properties and suppo
 body maintenance and skin care and repair. Offe
 range of body functions, it also promotes good he

Hide online

Don't track stock

Weight (g)

Products List View

Product [^]	Inventory	Type	Vendor
<input type="checkbox"/>  AEL Absolute Massage Oil 100ml	10 in stock for 1 variant	Oils	Toniq Test Store
<input type="checkbox"/>  AEL Aniseed Extra Oil 5ml	10 in stock for 1 variant	Oils	Toniq Test Store

Individual Product View

AEL Bergamot Oil Org. 10ml

[Edit](#) | [Duplicate current product](#) |

Description

The uplifting citrus aroma of bergamot has cleansing and res... to support balance and natural composure. It has antiseptic and healing... general body maintenance and skin care and repair. Offering tonic effect of... promotes emotional wellbeing and has specific use on digestive process to encourage a sense of satiation against smoking or over-eating. Blends well with Sandalwood, Petitgrain and Lemon

Properties

Product type: Oils

Product vendor: ABSOLUTE ESSENTIALS LTS

Inventory: 9 in stock for 1 variant

Title: Default

Tags

balance bergamot citrus composure essential

Collections

This product doesn't belong to any collection.


Inventory

Title	SKU	Price NZD	In Stock
<input type="checkbox"/> Default	97956	\$24.90	9

Product Images

You can upload .png, .gif or .jpg

[Browse...](#)



ALT edit alt text edit image delete

Product Visibility

You can hide this product on your store by setting its visibility to "hidden"

published

Product details

Write a name and description, and provide a type and vendor to categorize this product.

View in your store

Title

AEL Bergamot Oil Org. 10ml

Toniq Product Description

Description

The uplifting citrus aroma of bergamot has cleansing and restorative properties that can be used to support balance and natural composure. It has antiseptic and healing properties that support its use for general body maintenance and skin care and repair. Offering tonic effect on a range of body functions, it also promotes emotional wellbeing and has specific use on digestive process to encourage a sense of satiation against... Blends well with Sandalwood, Petitgrain and Lemon.

Toniq Online (html) Description

Toniq Manufacturer or Catalogue

Toniq eShop category

Type e.g. Bicycles, T-Shirts

Oils

Vendor e.g. Apple, Sony

Toniq Test Store

Inventory & variants

Configure the options for selling this product. You can also edit options.

Add a variant

<input type="checkbox"/> Title	SKU	Price	Quantity	
<input type="checkbox"/> Default	10892	\$27.80	10	Edit

Toniq PLU

Toniq Sell price

Toniq SOH

Images

Upload and edit images of this product. You can also add images from the web. Drag to reorder images.



Toniq Photo

Choose images

Collections

Collections can be used to group products together.

Add to collections

You have added this product to this collection:

[Oils](#) x

Toniq eShop category

Tags

Tags can be used to categorize products by properties like color, size, and material.

absolute essentials x bergamot x organic x

Toniq tags

Click to add previously used tags.

organic absolute essentials absolute essential oil massage calendula oil

Search Engines

Set up the page title, meta description and handle. These help define how this product shows up on search engines.

Page title 26 of 70 characters used

AEL Bergamot Oil Org. 10ml

Meta description 160 of 160 characters used

The uplifting citrus aroma of bergamot has cleansing and restorative properties that can be used to s

URL & Handle

http://langosh-inc8811.myshopify.com/products/ ael-bergamot-oil-org10ml

Visibility

Control if this product can be viewed on your storefront.

Visible (as of 2014-02-10 2:58:11) Hidden

Toniq Hide Online is NOT ticked

Set a specific publish date...

View of Catalog

WEBSTORE

HOME CATALOG BLOG ABOUT US

PRODUCTS

Toniq Photo

Toniq Sell price

Toniq Product Description

« Previous 1 2 Next »

Showing: 1-12 of 18

After selecting product

WEBSTORE

HOME CATALOG BLOG ABOUT US

Toniq Product Description

Toniq Sell price

Toniq Photo

AEL Bergamot Oil Org. 10ml

\$24.90 NZD

Add to Cart

The uplifting citrus aroma of bergamot has cleansing and restorative properties that can be used to support balance and natural composure. It has antiseptic and healing properties that support its use for general body maintenance and skin care and repair. Offering tonic effect on a range of body functions, it also promotes emotional wellbeing and has specific use on digestive process to encourage a sense of satisfaction and prevent over-eating. Blends well with Sandalwood, Ylang Ylang or Lemon.

Toniq Online Description

Tweet 0 Like

If the customer tries to 'Add to Cart' a product with insufficient stock a message displayed

WEBSTORE

HOME | CATALOG | BLOG | ABOUT US

PHARMACY MEDICINE
PAMOL
INFANT DROPS
PAIN RELIEVER
FOR INFANTS & CHILDREN

We do not have 1 item(s) of PAMOL Infant Drops C/F 60ml left.

PAMOL Infant Drops C/F 60ml **\$11.00 NZD**

Add to Cart

Once they are ready to pay they choose View cart and check out

Item added to cart! [View cart and check out >](#)

AFI Bergamot Oil **\$24.90 NZD**

And their order is displayed. Then they can proceed with payment options

Shopping Cart

	Item	Price	Quantity	Total	
	Fructis Styling Body & Volume Spray	\$13.00	<input type="text" value="1"/>	\$13.00	Remove
		\$13.00	<input type="text" value="1"/>	\$13.00	Remove
	AEL Frankincense Oil Wild 5ml	\$39.90	<input type="text" value="3"/>	\$119.70	Remove
	Fructis Melt-In Colour Last Mask	\$13.00	<input type="text" value="1"/>	\$13.00	Remove
	Fructis Styling Surf Wax	\$13.00	<input type="text" value="1"/>	\$13.00	Remove
	PANADOL Extra Caplets 16s	\$10.00	<input type="text" value="4"/>	\$40.00	Remove
	PAMOL Infant Drops C/F 60ml	\$11.00	<input type="text" value="3"/>	\$33.00	Remove
	FRUCTIS Sleek&Shine Lt Norm Cond	\$8.00	<input type="text" value="1"/>	\$8.00	Remove
	AEL Grapefruit Oil 10ml	\$25.90	<input type="text" value="1"/>	\$25.90	Remove
	AEL Bergamot Oil Org. 10ml	\$24.90	<input type="text" value="3"/>	\$74.70	Remove
			Update quantities	\$353.30	

Toniq Sell price

TONIQ STOCKCARD - Example 2 (with Hide Online and Don't track stock set)

Product description		AEL Geranium Rose Oil 10ml	
PLU code	97956	Buying mult.	1
Department	ABSOLUTE ESSENTIAL OILS		SOH 9
Std cost	18.80	True mark-ups :	9421022372585
Reprice markup %	70.00%	Std 15.17%	
Sell price	24.90	Wgt Ave 15.17%	Photo Attached
Last cost	0.00	Wgt Ave Cost 18.80	
Prev avg. cost	0.00		Never prompt for barcode <input type="checkbox"/>
Reprice method	Standard	RRP	36.00
Max. discount %		RRP adjustment	0.00
GUID		Note {HEALTH & HERB - Absolute Essentials Ltd}	
Manufacturer		Shelf descr.	
ABSOLUTE ESSEN			
Manf. product code		Shelf label	
Catalogue	Absolute Essentials Ltd	Price label	PLU or Barcode
Type		Shortcode	
Stocktake sect.	Absolute Essentials Ltd	Std pricelist	
eShopLink category	Oils	Special points	<input type="checkbox"/>
		No. shelf labels	<input type="checkbox"/>
		Updates	
		Not std cost <input type="checkbox"/>	
		Not anything <input type="checkbox"/>	
		Not description <input type="checkbox"/>	
		No bulk edit <input type="checkbox"/>	

Online details

Tags	essential, pregnancy, child, healing, uplifting, citrus
Online Description	The sweeter and softer of the two geranium oils, this oil is more suitable for use during pregnancy and for children. It has a range of healing properties and is used extensively in natural healing for a range of conditions. It has positive effect on mood and emotions with an uplifting, citrus aroma that can be diffused to create a therapeutic
Hide online	<input checked="" type="checkbox"/>
Don't track stock	<input checked="" type="checkbox"/>

SHOPIFY ADMINISTRATION - Example 2

The screenshot shows the Shopify Admin interface for a product titled "AEL Geranium Rose Oil 10ml". The product is currently set to "hidden" visibility. The interface includes sections for Description, Product Images, Properties, Tags, Collections, and Inventory. Red annotations highlight specific settings and values:

- Visibility:** A dropdown menu is set to "hidden".
- Inventory:** The "Inventory" field is set to "∞" (infinity), indicating that stock tracking is disabled.
- Product Type:** The product is categorized as "Oils".
- Vendor:** The vendor is listed as "ABSOLUTE ESSENTIAL".
- Tags:** The product has tags for "child", "citrus", "essential", "healing", "pregnancy", and "uplifting".
- Inventory Table:**

Title	SKU	Price NZD	In Stock
Default	92621	\$36.00	∞

SHOPIFY WEB SITE / CUSTOMER INTERFACE - Example 2

This product will not show on the web as it has been set to Hide Online